

Kaumeyer Ordering Guide

Web Tracker Website: www.webtracker.ca/snp

1. Log into web tracker using **“Internet Explorer”** with your school **“USERNAME”** and **“PASSWORD”**. See *Figure 1*.

To Login in and complete your report in **French**, go to the drop down language tab. See *Figure 1.1*.

Web Tracker does **NOT** support Google Chrome.

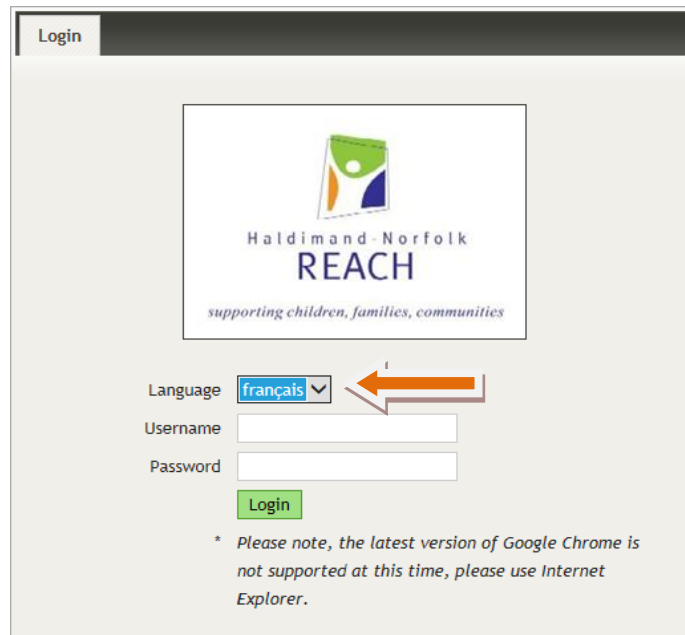


If you do not have the username and password contact your Community Development Worker (CDW).

Figure 1

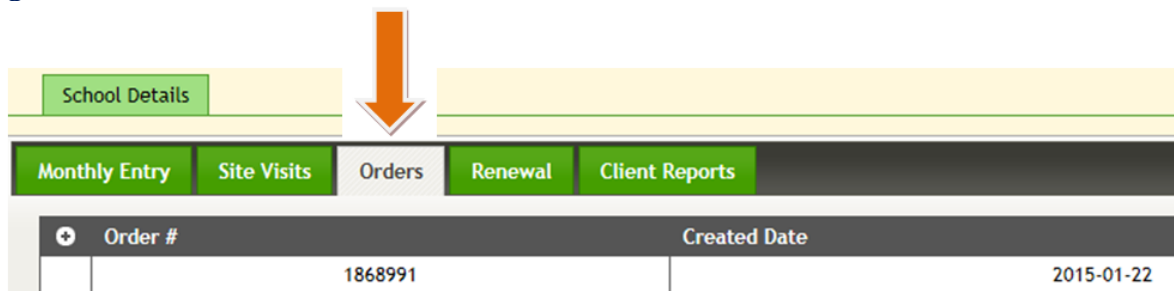


Figure 1.1



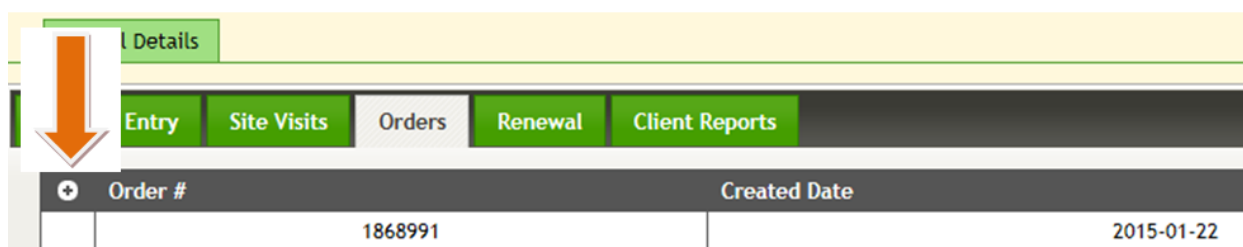
2. Click on the “**ORDERS**” tab. See **Figure 2**.

Figure 2



3. Click the . See **Figure 3**.

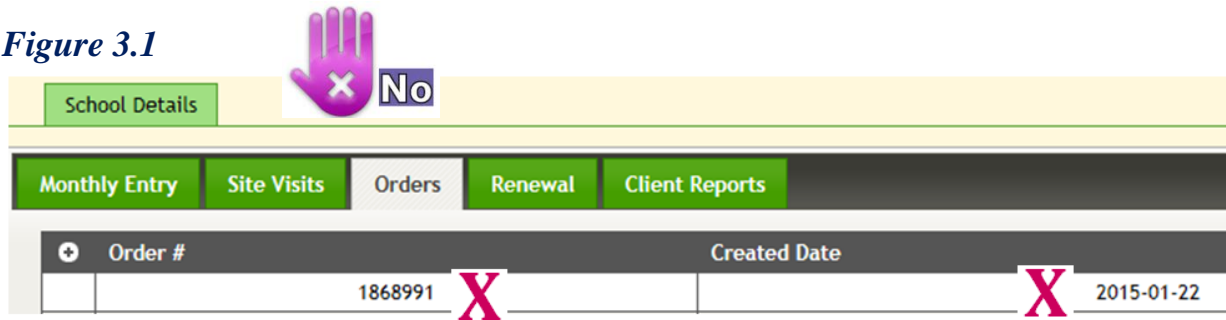
Figure 3



Please **DO NOT** click and edit a previous order as a way of placing a new order. The system will **NOT** accept the changes and will **NOT** recognize it as a new order. See *Figure 3.1*.

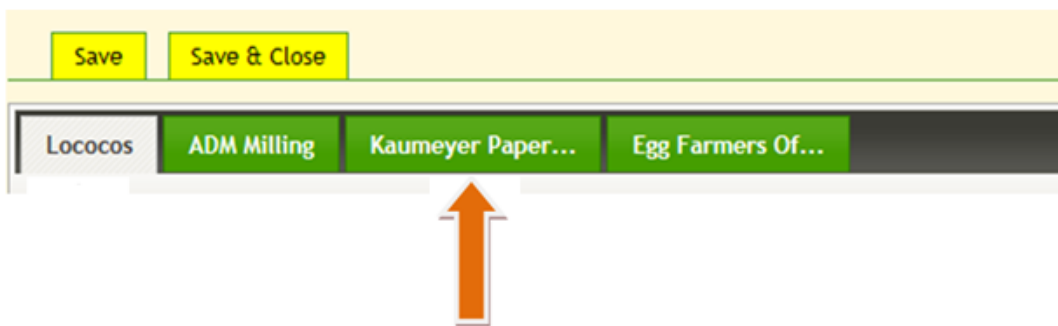


Figure 3.1



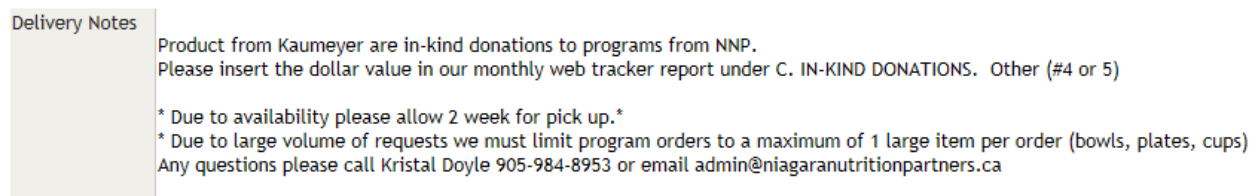
4. Click the “**Kaumeyer Paper**” tab. See *Figure 4*.
Important: “Vendor Delivery Notes” – See *Figure 4.1*.

Figure 4



Please read the following:

Figure 4.1



5. NNP will be placing orders for Kaumeyer Paper **ONCE A MONTH**. See *Figure 5*.

Figure 5

Ordering Dates

Month	Dates	Notes
SEP	8 th – 23 rd 12:00 Noon	
OCT	1 st – 21 st 12:00 Noon	
NOV	2 nd – 18 th 12:00 Noon	Please order enough to last through to January.
DEC	Not Available	No orders please
JAN	4 th – 20 th 12:00 Noon	
FEB	1 st – 17 th 12:00 Noon	
MAR	1 st – 23 rd 12:00 Noon	
APR	1 st – 20 th 12:00 Noon	
MAY	2 nd – 18 th 12:00 Noon	
JUN	Not Available	No orders please

6. Enter in the quantity for the item(s) you wish to order. See *Figure 6*.

Figure 6



Food Item	Case Size	Quantity	Cost	Sub-Total
Bowls	355 ml (1000 count)	<input type="text" value="2"/>	\$57.90	\$115.80
Cups	177 ml (1000 count)	<input type="text" value="0"/>	\$21.76	\$0.00
Forks	1000	<input type="text" value="1"/>	\$14.24	\$14.24
Knives	1000	<input type="text" value="1"/>	\$14.24	\$14.24

Please note half orders are not available. 

7. Check the total at the bottom of the page to ensure your order is correct. See *Figure 7*.

Figure 7

Plates	6 in(8/125 count)	<input type="text" value="0"/>	\$55.11	\$0.00
Portion Cups & Lids (250 count)	1.5 oz	<input type="text" value="0"/>	\$7.40	\$0.00
Spoons	1000	<input type="text" value="1"/>	\$14.24	\$14.24
			Total	\$158.52

NNP pays for these items. NO PAYMENT REQUIRED



8. Scroll back up to the top of the page and click the “Save & Close” button. See *Figure 8*.

IF YOU CHOOSE THE “CLOSE” FEATURE *Figure 8*, YOUR REPORT WILL NOT BE SAVED AND IT WILL HAVE TO BE RE-ENTERED.



Figure 8



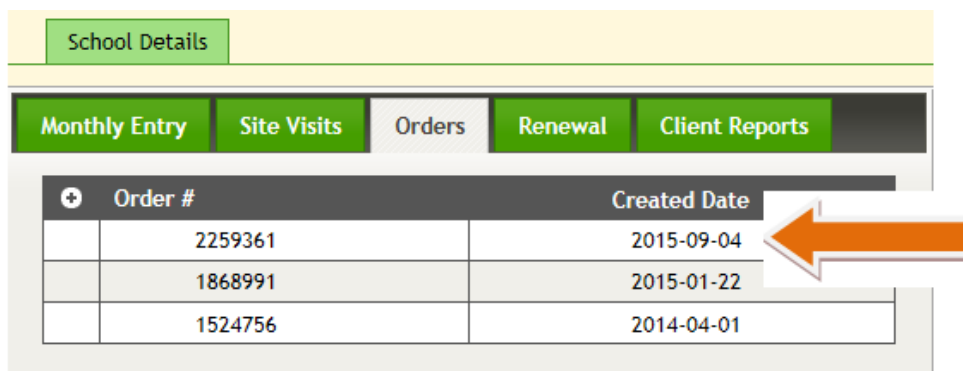
The screenshot shows a software toolbar with the following buttons: Save, Save & Close, Print, Help, and Close. A large orange arrow points down to the 'Save & Close' button. Above the 'Close' button, there is a hand icon with a red 'X' and the word 'No' next to it.

Products from ADM Milling are an in-kind donation to programs from NNP. Please insert the dollar value in your monthly web tracker report under C. IN-KIND DONATIONS. (1) Food or (4) Other – **please see your Web Tracker Ordering Guide Page 4 - #7 Figure 7 for further instructions when doing your monthly reporting.**

9. Once the screen is closed you will see your new order with the **Order#** and the **Created Date**. See *Figure 9*. Should you need to make any changes please contact:

admin@niagaranutritionpartners.ca

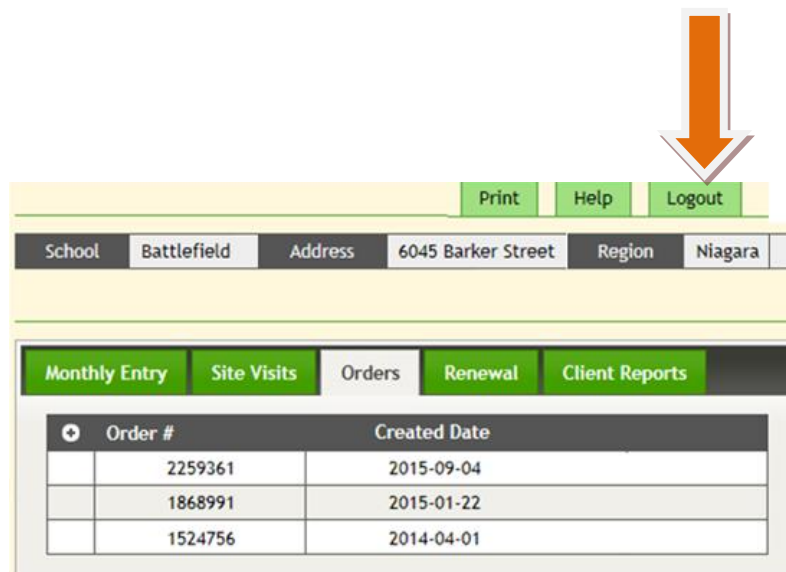
Figure 9



Order #	Created Date
2259361	2015-09-04
1868991	2015-01-22
1524756	2014-04-01

10. Log Out. See *Figure 10*.

Figure 10



Order #	Created Date
2259361	2015-09-04
1868991	2015-01-22
1524756	2014-04-01