



Foodbank Tasmania Web Ordering Guide

Welcome to Foodbank Tasmania's online ordering system, an easy way to order and manage your school breakfast supplies.

You can access the system from any major web browser (Chrome, Safari, Firefox, or Edge) on your computer, tablet, or smartphone. If the site doesn't load properly, try updating your browser or switching to another one.

Registering with Foodbank

Click here to set up an account:

<https://forms.cloud.microsoft/Pages/ResponsePage.aspx?id=aleUwCnjgEuC2u2hK053n9Ye-ch-bPFAppWag7WGNVIUNEpZMERaVjAxM0tMNzJRS1E0OFFVNzlwMS4u>

Logging In

1. Go to <https://orderfoodbank.azurewebsites.net/>
2. Enter your Agency ID and Password. If you've forgotten your password, click Forgot Password and a reset link will be sent to the email address on file for your school.



ONLINE ORDERS

Agency ID

Password

[Forgot Password](#)

Browsing and Selecting Products

After logging in, you'll see a list of available products.

I want	Description	Available	Limit	Expiry	Fee	Item Number	Category	Type
0	Bread - Variety 0.7kg LOAF	999999			\$0.50	VARIETY BREAD	Variety School Breakfast Club	Bread - Loaf
0	Weet-Bix 12 x 1.2kg 15.0kg CTN	20	5		\$12.00	VARIETY WEETBIX	Variety School Breakfast Club	Breakfast Cereal - Wheat Biscuits
0	Bega Cheese - 1 x 750g Block 0.8kg EACH	2	3	BB 25/12/25	\$5.50	VARIETY CHEESE	Variety School Breakfast Club	Cheese - Hard
0	Milk 2 Litre (chilled) 2.0kg EACH	999999	20		\$2.00	VARIETY MILK	Variety School Breakfast Club	Milk Shelf Stable - Dairy Full Cream

Products are grouped by category so you can compare similar items easily. Click on the grey buttons to select a category.

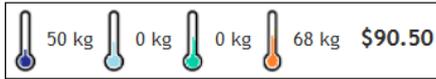
Images usually display a single unit of the product for reference and the description shows the total number of units included in each pack.

Available: shows the approximate number of units in stock. You can't order more than this amount.

Limit: shows the maximum quantity allowed per product, the site won't let you exceed this.

Fee: shows the cost per pack (not per single product unit).

The temperature gauges at the top of the page show the number of kilos of each product type you have ordered. Dark blue represents frozen products, light blue represents chilled products, green represents fresh products and orange represents ambient (room temperature) products.



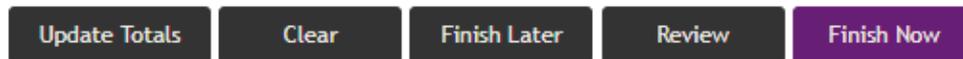
To order:

- Click the + button to add items and the – button to remove items.
- To enter a larger quantity, click in the box and type the number.
- Use the tab key to move down the list, or scroll using your mouse or finger.

Hovering over any heading or icon will show a short explanation of what it means.

Managing Your Order

The buttons at the top of the page allow you to update and manage your order.



- **Update Totals:** Refreshes your totals and shows product weights and costs (ex GST).
- **Clear:** Clears all quantities if you'd like to start again.
- **Finish Later:** Saves your progress so you can return later (items aren't reserved yet).
- **Review:** Allows you to check all selected products before finalising.
- **Finish Now:** Takes you to the final step to review and submit your order.

Submitting Your Order

When you click **Finish Now**, you'll see:

- A summary of your order and delivery date
- A space to add notes or extra instructions
- An option to add additional email addresses for order confirmation (separate with semicolons)

Finally, click **Finish** to submit your order. You'll receive a confirmation email shortly after.

Finish Now

Go Back

Finish

Order Summary

 0 kg  2 kg  3 kg  38 kg

ex GST: \$45.00
GST: \$0.00
Total: \$45.00

Your goods will be sent to:

4/8 Sunmont St
Derwent Park Tas 7009

Instructions

I want my order to leave the warehouse on:

25/12/2025



My reference:

Week 4 - Order 2 Mel

Order notes:

Order for Breakfast to be delivered to School. Please ring 0411 999 222 on day to confirm location and Get gate open

A confirmation will be emailed to: orders@foodbanktas.org.au

Also email a confirmation to:

Need help?

Our team is here to assist with any questions about ordering or delivery.

Phone: 6274 1052 (available between 8am and 4pm Monday – Friday)

Email: admin@foodbanktas.org.au