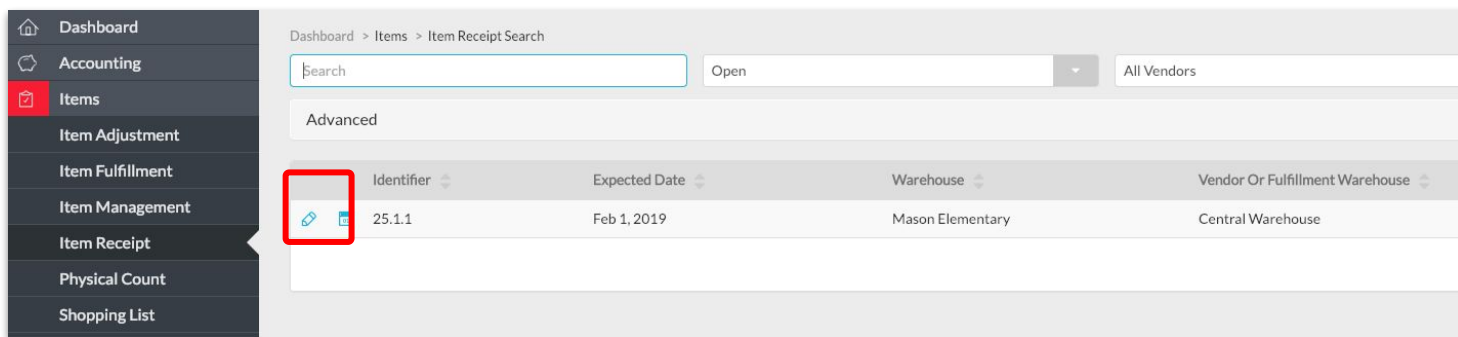


Receiving Your Delivery

Receiving your delivery

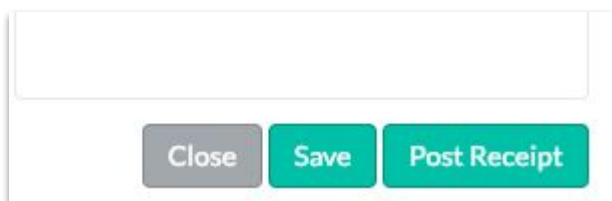
1. Log in to Titan: <https://portal.titank12.com/>
2. Navigate to Items > Item Receipt
3. Here you will see your orders. Expected date = delivery date.
 - a. Click the pencil to receive an order.



4. Here you will see your delivery ticket with the amount you should have received.
 - a. If the number matches what you received, leave it as-is.
 - b. If it is different, write the number you did receive (more, less, zero).
 - c. You may also need to change the storage location.

Identifier	Name	Quantity	Unit Of Measure	Storage Location
Z-PENPA9-0	whole wheat penne pasta penne pasta (wg), 2x10lbs (2.00 bags per case)	1	case	Dry Storage
Z-MARSC9-0	marinara sauce marinara sauce, 6 x #10 bag (1 bag)	5	bag	Dry Storage
Z-BREAD9-0	whole wheat sliced bread bread (loaf), 18 slices (18.00 each per loaf)	9	loaf	Dry Storage
Z-ROMLE9-0	romaine lettuce romaine lettuce (1"x1"), 6x2lbs (1 bag)	3	bag	Dry Storage
Z-CELST9-0	celery sticks celery sticks 4"x3/8" 4 x 5 lb (1 bag)	1	bag	Dry Storage
Z-GR TOM9-0	grape tomatoes grape tomatoes (red) (1 can)	1	can	Dry Storage
Z-GRPCH9-0	parmesan cheese grated parmesan cheese (1 bag)	1	bag	Dry Storage

5. When you're done, scroll down and click Post Receipt to finish.



Questions? Email your field coordinator and CC: info@mywaycafe.org

About: Receiving your delivery

The delivery that you receive on a given day is for the following day's meal, and should mostly reflect what you submitted in your Order Guide. However, it may be slightly different, so the Receipt should be submitted with accurate numbers so the system knows you have the necessary ingredients on-hand. Next time you start a new Order Guide, it will try to take that into account and give you more accurate numbers for what you may need.

If the delivery for that day isn't showing up as an entry on the Item Receipts page, try again later or send us an email reminder at info@mywaycafe.org.