



Partner Agency February Newsletter

In this Issue:

[Spotlight](#)

[Resources](#)

INVENTORY SYSTEM UPDATE & ORDER WINDOW ADJUSTMENT

IMPORTANT – The Food Bank ordering schedule will be adjusted during an upgrade to our new inventory management system, Ceres 5.1. Below are modifications being made to the ordering schedule

If you are picking up or receiving delivery on:	Your ordering window opens on:	At:	Your order is due on:	At:
Tue., Feb. 21	Tue., Feb. 14	10:15 a.m.	Wed., Feb. 15	9:00 a.m.
Wed., Feb. 22	Sun., Feb. 19	10:15 a.m.	Mon., Feb. 20	12:00 p.m.
Thu., Feb. 23	Mon., Feb 20	1:00 p.m.	Tue., Feb. 21	9:00 a.m.

If you have any questions about the ordering window adjustments, please reach out to agencies@centraltexasfoodbank.org or Agencies Hotline at 512-684-2503.

Spotlight



Virtual Tutorial

CTFB will be holding a virtual tutorial to discuss the new inventory management system, and to answer any questions that partners may have about placing orders via Agency Express. To RSVP for the tutorial on 2/14/23 at either 10am or 2pm, please [click here](#).

During this Zoom meeting, we will be reviewing the features of Agency Express and discussing the impact that the new version of Ceres will have on our operations.

Please also be aware of Agency Ordering resources available on [our website](#), including the [Agency Ordering FAQs](#) and [Training Video](#).

Announcements And Resources



Monthly Reporting Changes

Please be advised that Central Texas Food Bank is no longer collecting the following metric from Partner Agencies: New Households. You will note that this is no longer included on your [Monthly Report Form](#). We have also updated our [Monthly Reporting Guidelines](#) to reflect this change.

Fresh Produce Grading Guidelines

Central Texas food Bank is excited to offer this [Resource Guide](#) for produce grading standards. This guide provides information on assigning produce expiration dates, storage requirements, and standards for determining what produce items are and are not acceptable based on produce type.

Recipe Database

Looking for a recipe to share with our neighbors? Check out our recipe database [here](#) to find the latest recipes from our amazing nutrition team!

Contact the Team

512.684.2503 | agencies@centraltexasfoodbank.org

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