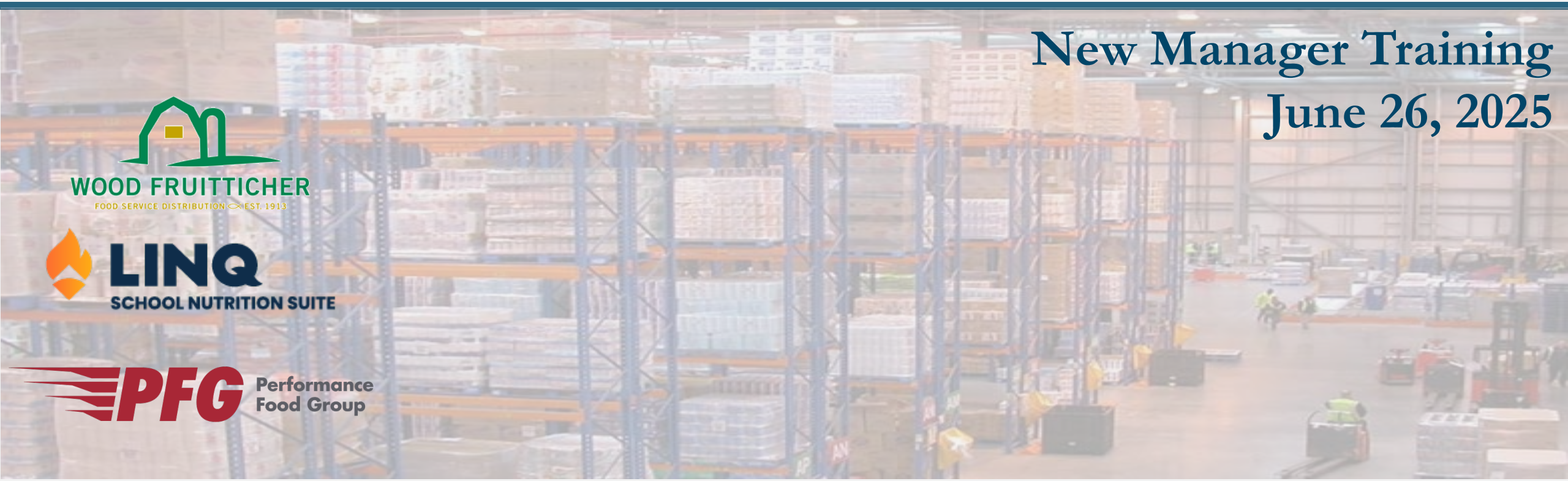
Grocery Orders in LINQ Nutrition



New Manager Training
June 26, 2025

WOOD FRUITTICHER
FOOD SERVICE DISTRIBUTION EST. 1913

LINQ
SCHOOL NUTRITION SUITE

PFG Performance Food Group

Tammy Lofton
Education Administrator
Food Distribution & Community Programs
Alabama State Department of Education

Justin Hope,
Regional Education Specialist
Child Nutrition Programs
Alabama State Department of Education

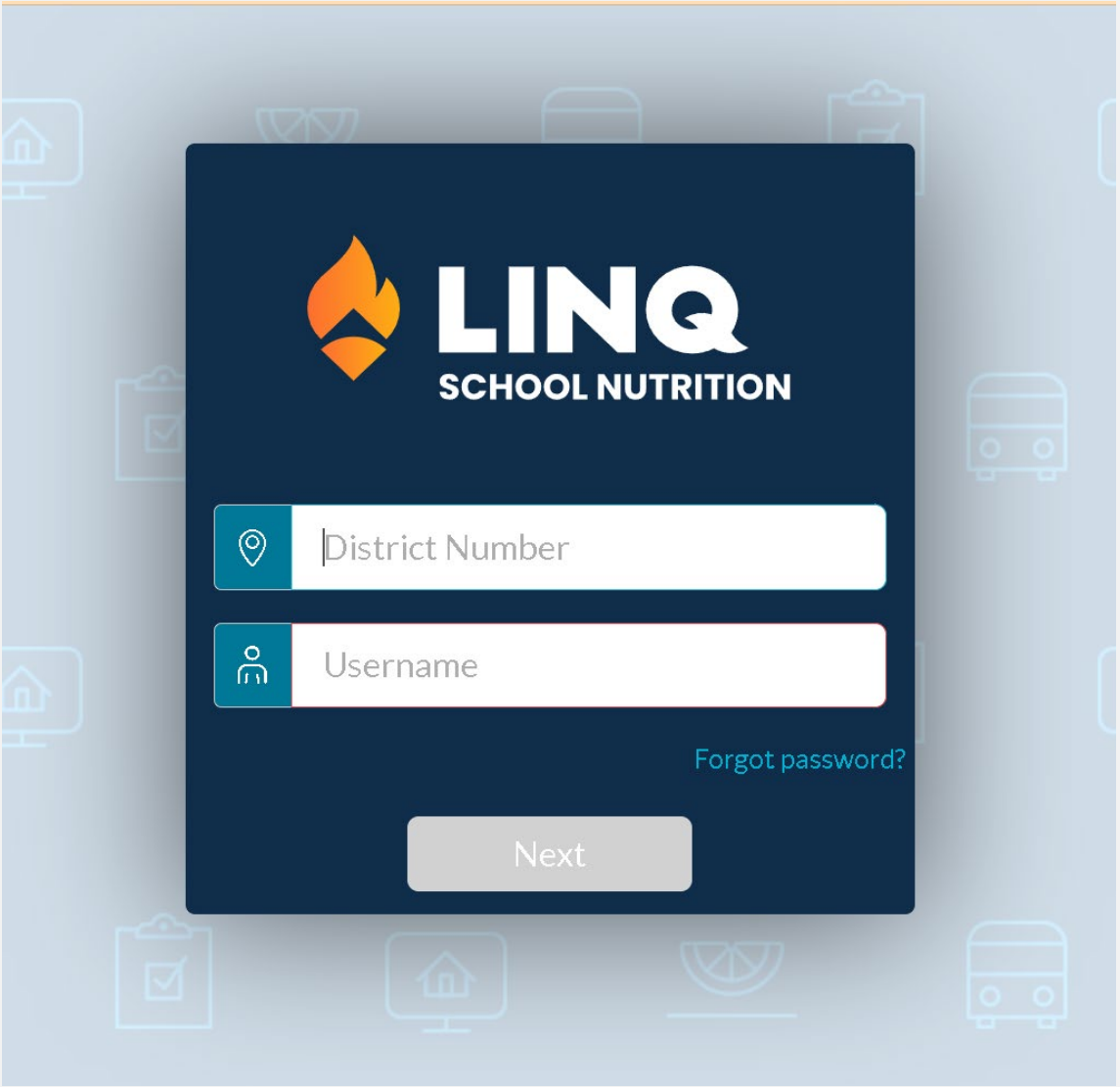
Directions to the Grocery Store

Cloud Based Website

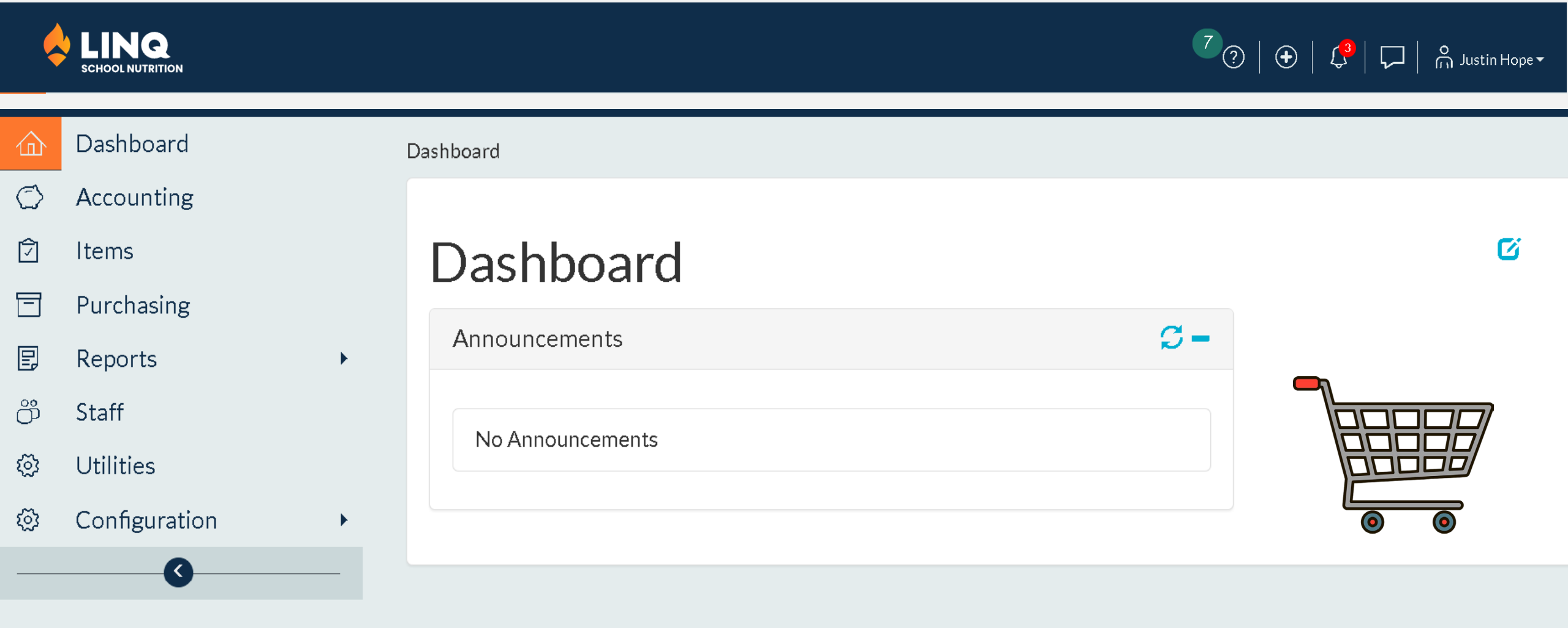
[LINQ School Nutrition Portal]

Login Information

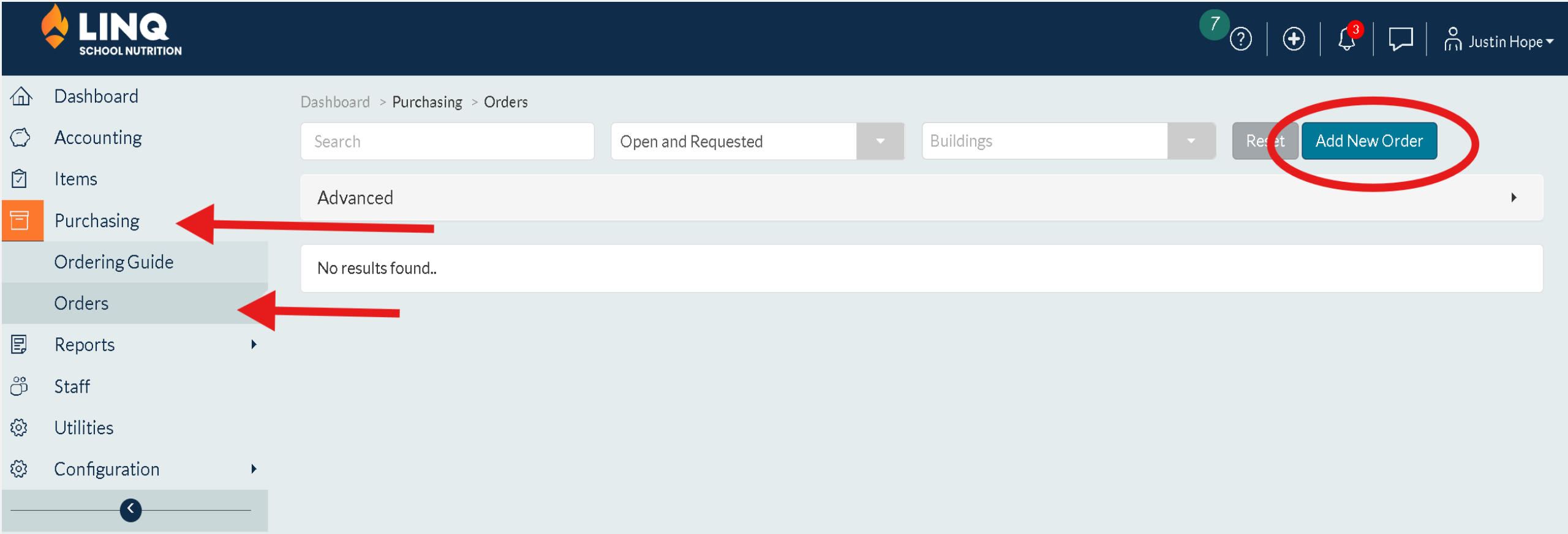
- District Number
- Username
- Password



Filling Your Shopping Cart

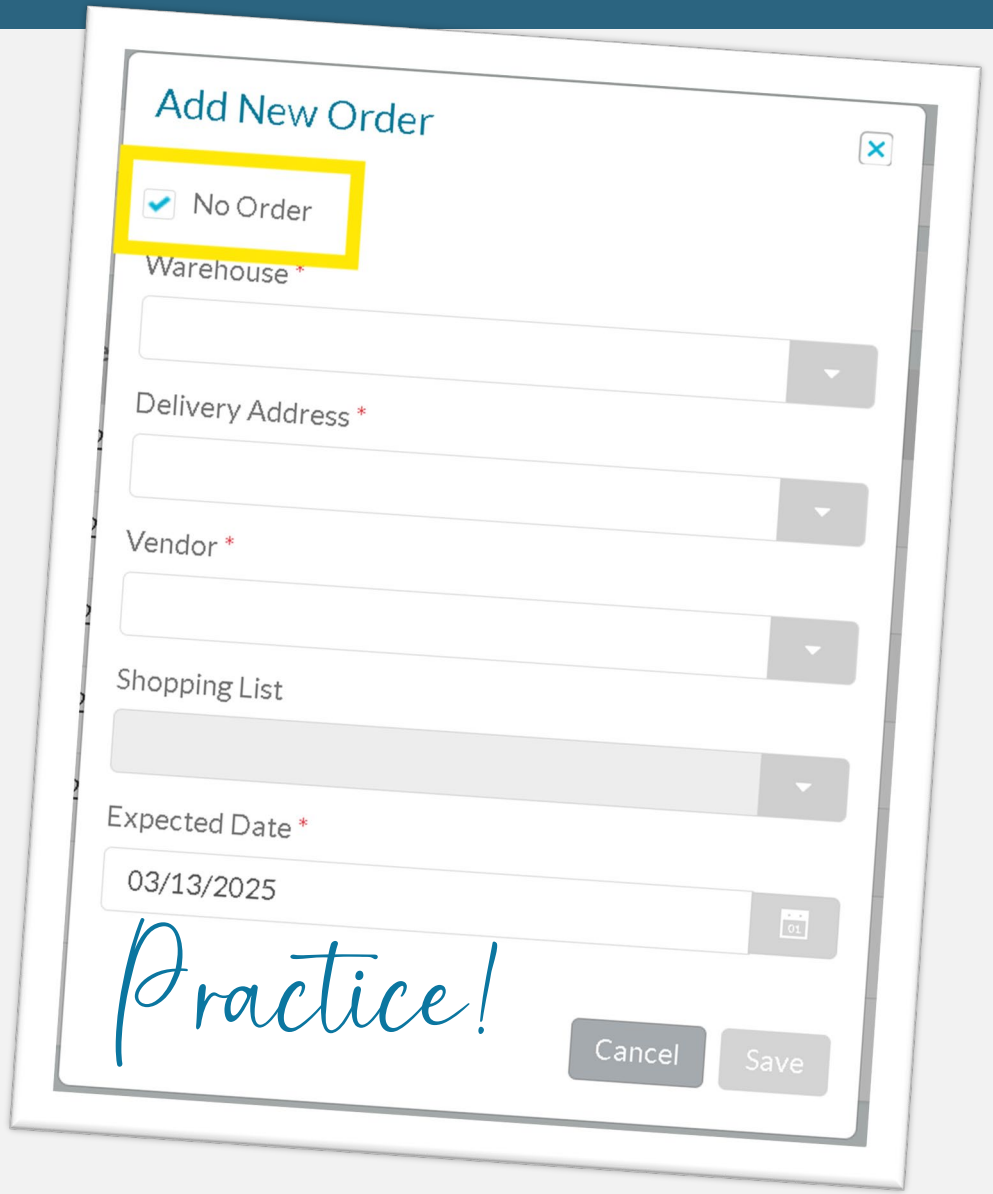


How to Purchase

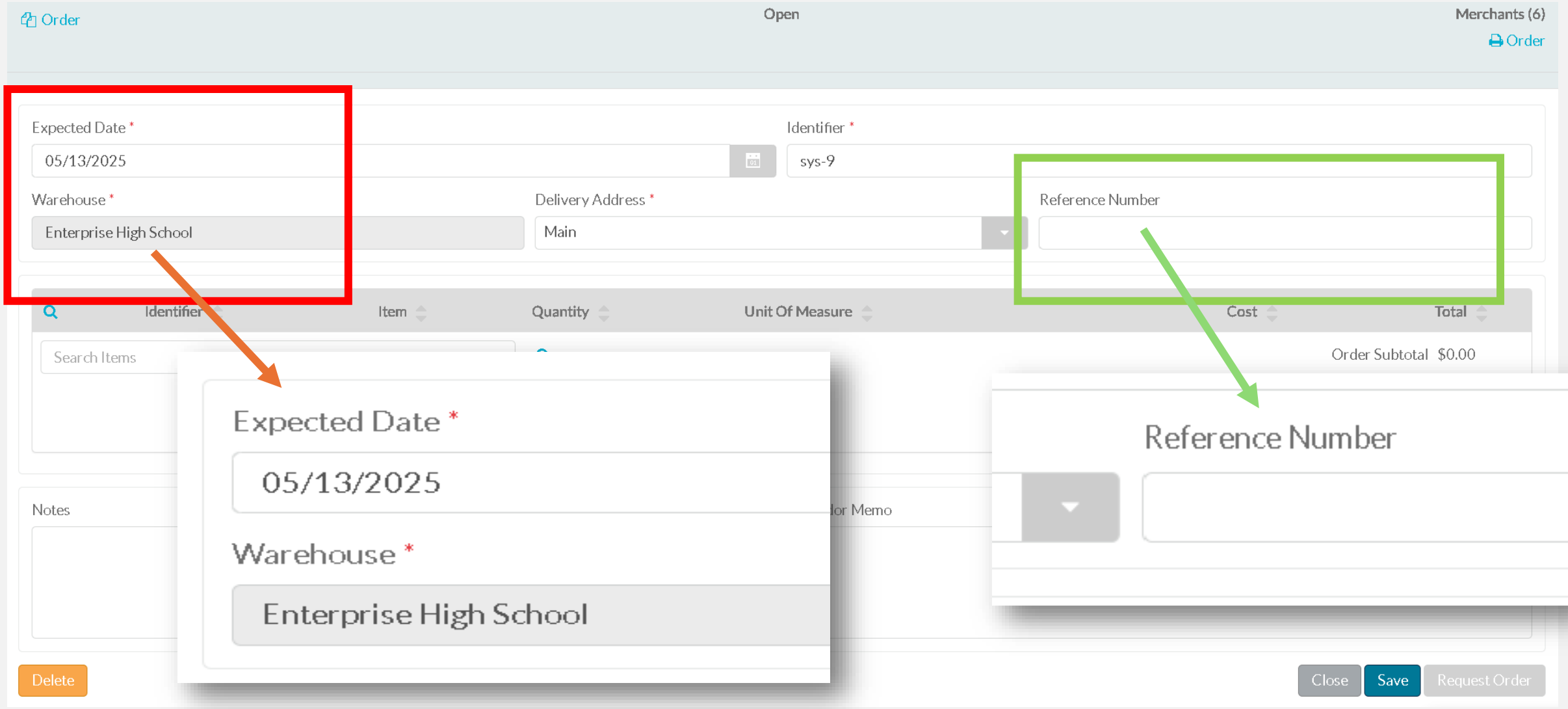


Documentation/ Practice Orders

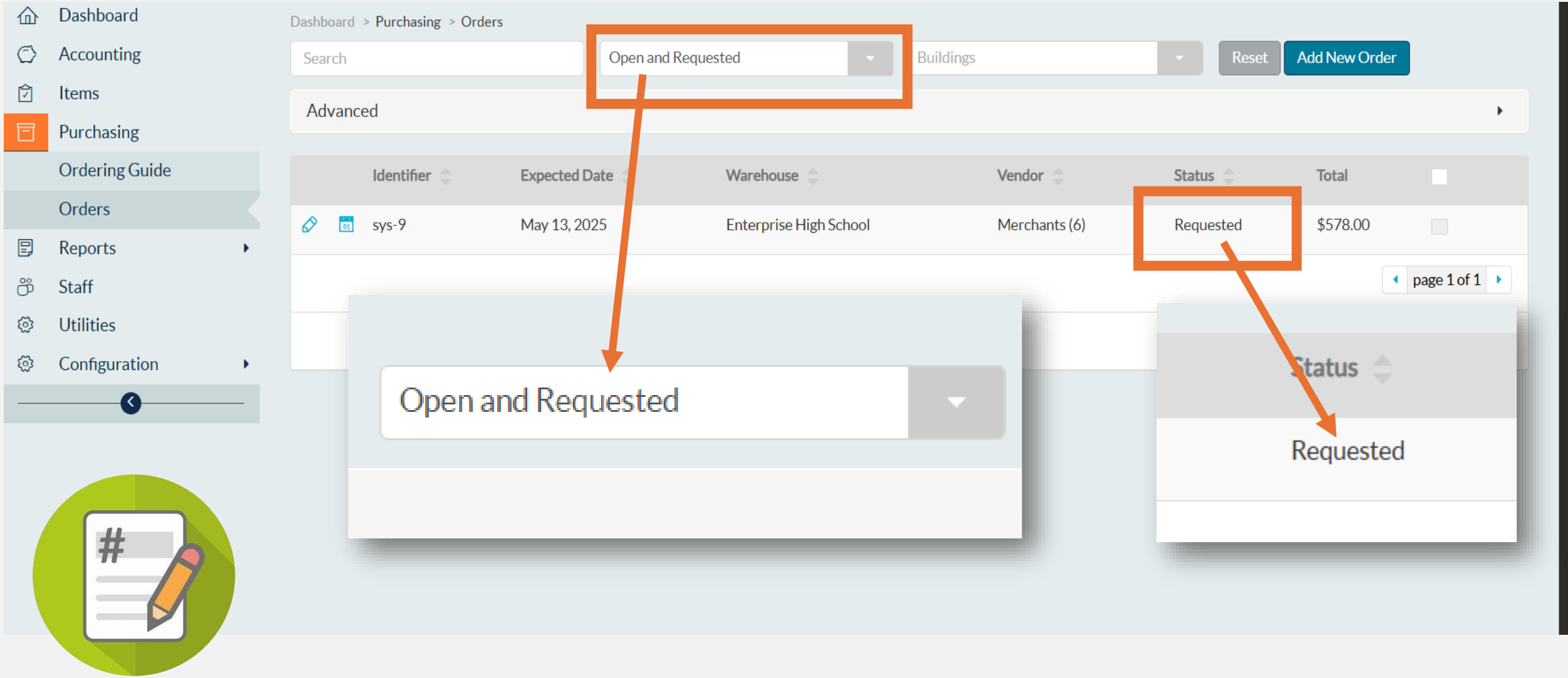
- Practice Orders
- Record without sending an order to vendor.



Starting an Order



Order Dashboard



Order Dashboard

Dashboard > Purchasing > Orders

Search | All Statuses | Buildings | Reset | Add New Order

Advanced

	Identifier	Expected Date	Warehouse	Vendor	Status	Total
	sys-9	May 13, 2025	Enterprise High School	Merchants (6)	Approved	$578.00
	sys-8	Mar 4, 2025	Holly Hill Elementary School	Merchants (6)	Approved	$133.20

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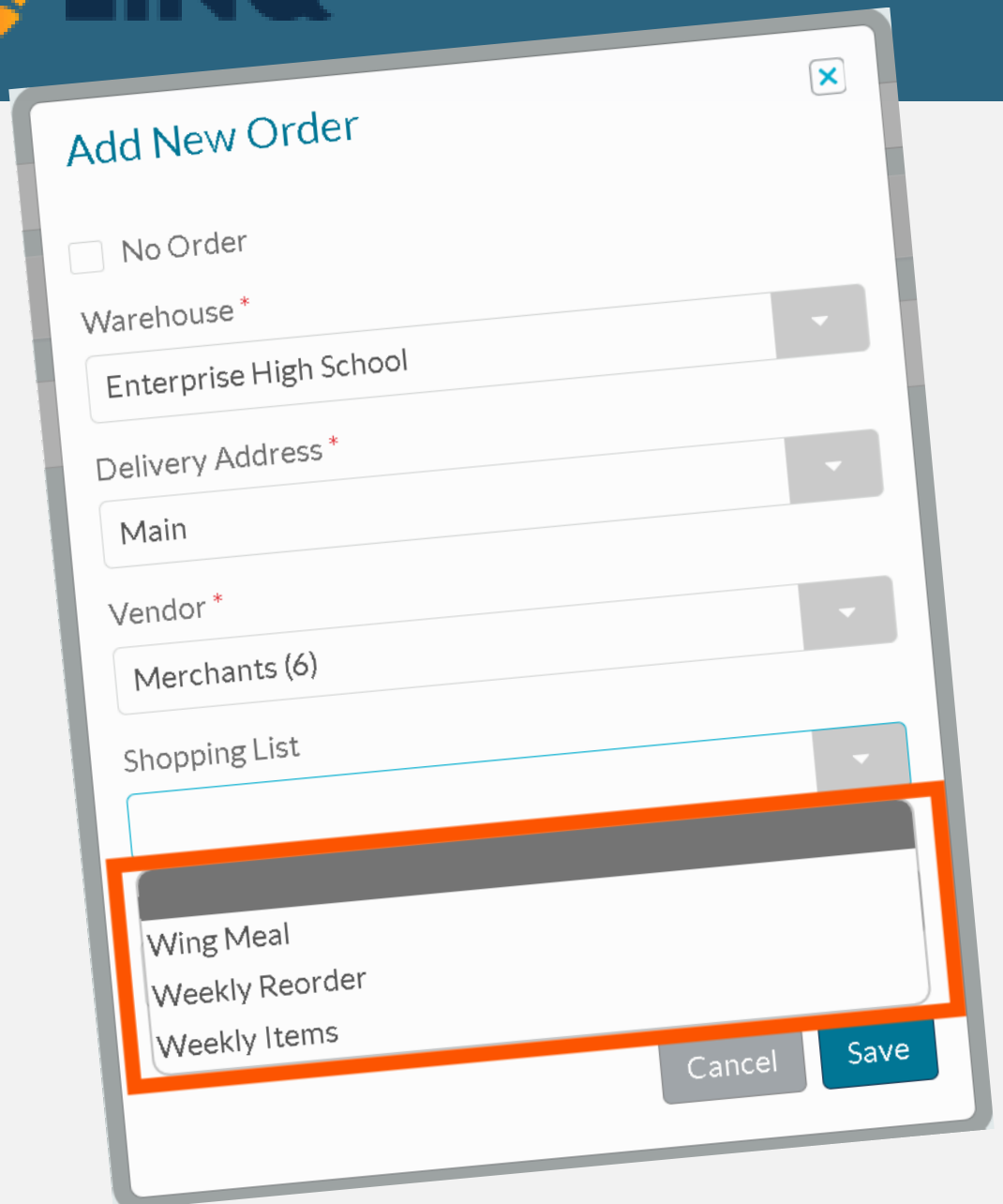
Combine Orders

Shopping Lists



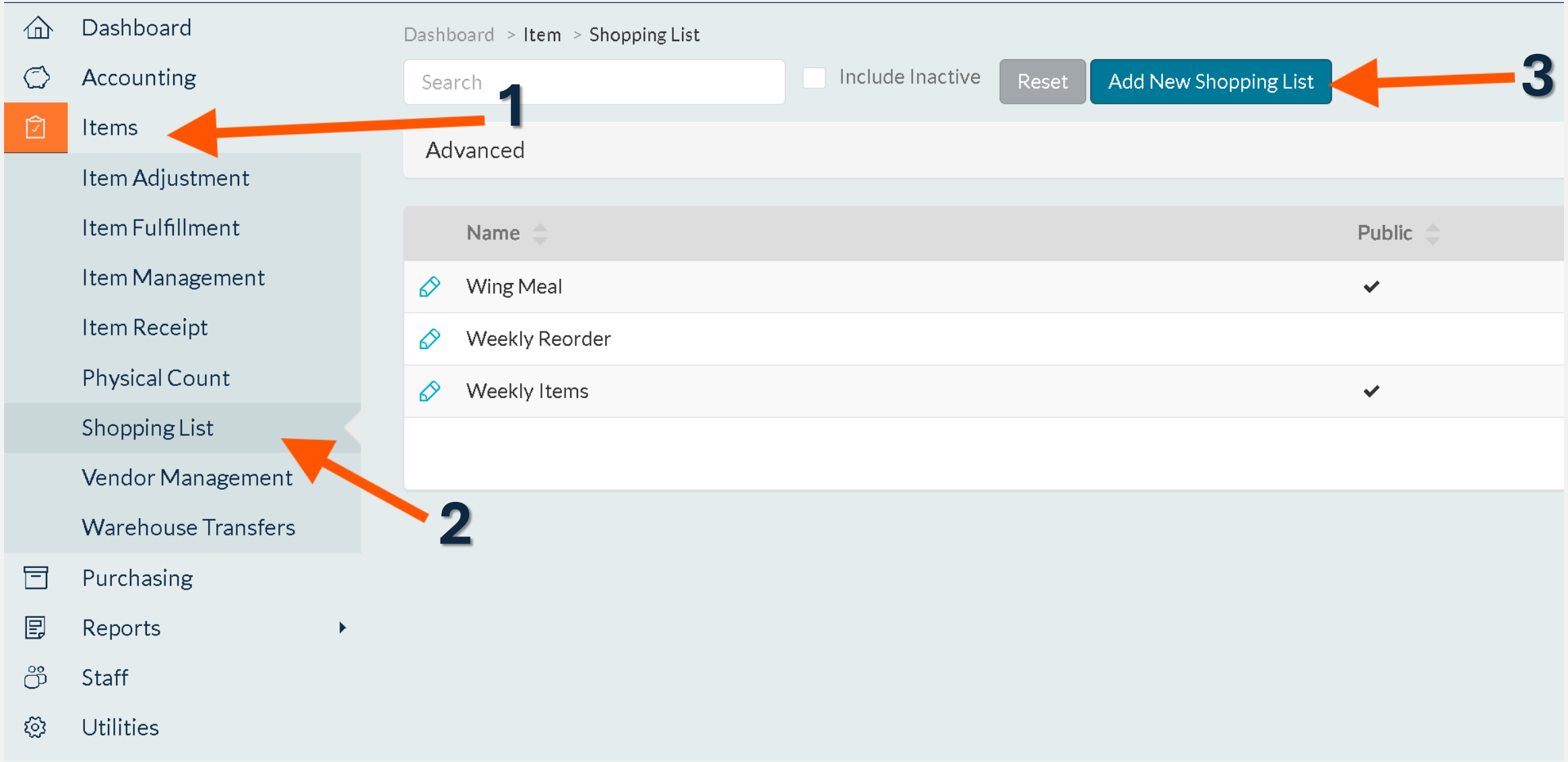
Uses

- *Regularly Ordered Items*
- *Food Lists for Cycle Menus*
- *Food Lists for Special Menus*

Benefits

- *Saves Time/Quicker*
- *Improves Efficiency*
- *Product Consistency*
- *Assists with error prevention*
- *Reoccurring Orders*

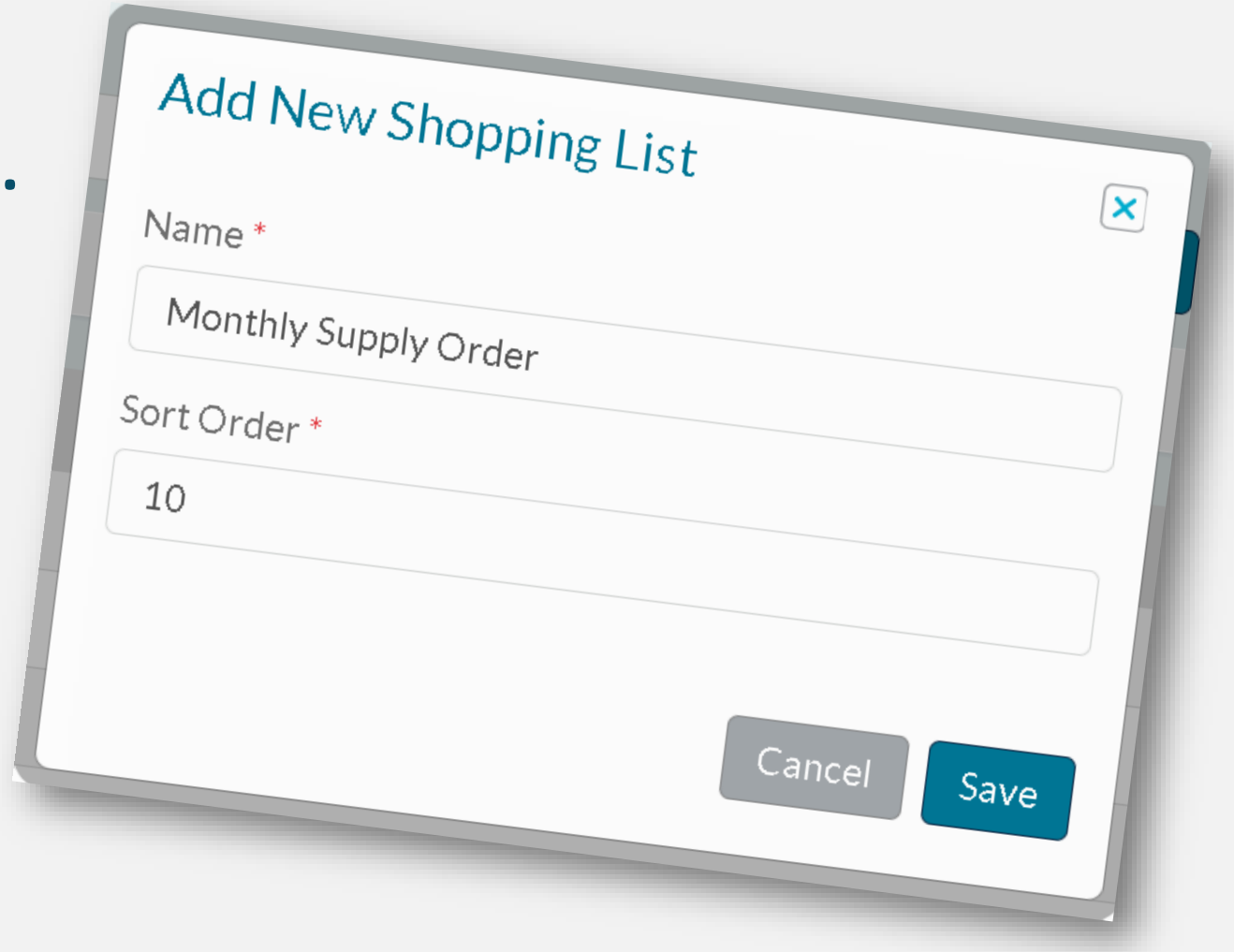
Shopping Lists



Shopping Lists

Give the Shopping List a unique name.

Sort Order is just a weighted preference for the order layout.



Shopping Lists

Dashboard > Items > Shopping List Search > Shopping List

Name *
Monthly Supply Order

Sort Order *
10

Access *
Private

Search Items

Active

Delete

Close Save

- Input Items
- Set Access Permissions
- Inactivate

Shopping Lists

Name *
Monthly Supply Order

Sort Order *
10

Access *
Public

	Identifier	Name	
🗑	20517-1,5,6	Can Liners, to fit 55 gal can (ProPak) (100.00 Eaches per Case)	↕
🗑	20003-1,5,6	Cleaner, Aerosol Oven, Non Toxic (Swisher) (6.00 Each (20 Oz)s per Case)	↕
🗑	20009-1,5,6	Liquid Hand Soap (Ecolab) (4.00 1250 Milliliters per Case)	↕
🗑	20012-1,5,6	Heavy Duty Broom (Next Step Commercial Products) (1 Each)	↕
🗑	20522-1,5,6	Can Liners, to fit 16 gallon (Pitt) (1000.00 Eaches per Case)	↕
🗑	20006-1,5,6	Cleaner, All purpose, Liquid (Hi-Valu) (4.00 Gallons per Case)	↕

Search Items

Active

Delete

Close Save

Shopping Lists

Dashboard > Item > Shopping List

Search | Include Inactive | Reset | Add New Shopping List

Advanced

	Name	Public	Active
✎	Wing Meal	✔	✔
✎	Weekly Reorder		✔
✎	Weekly Items	✔	✔
✎	Monthly Supply Order	✔	✔

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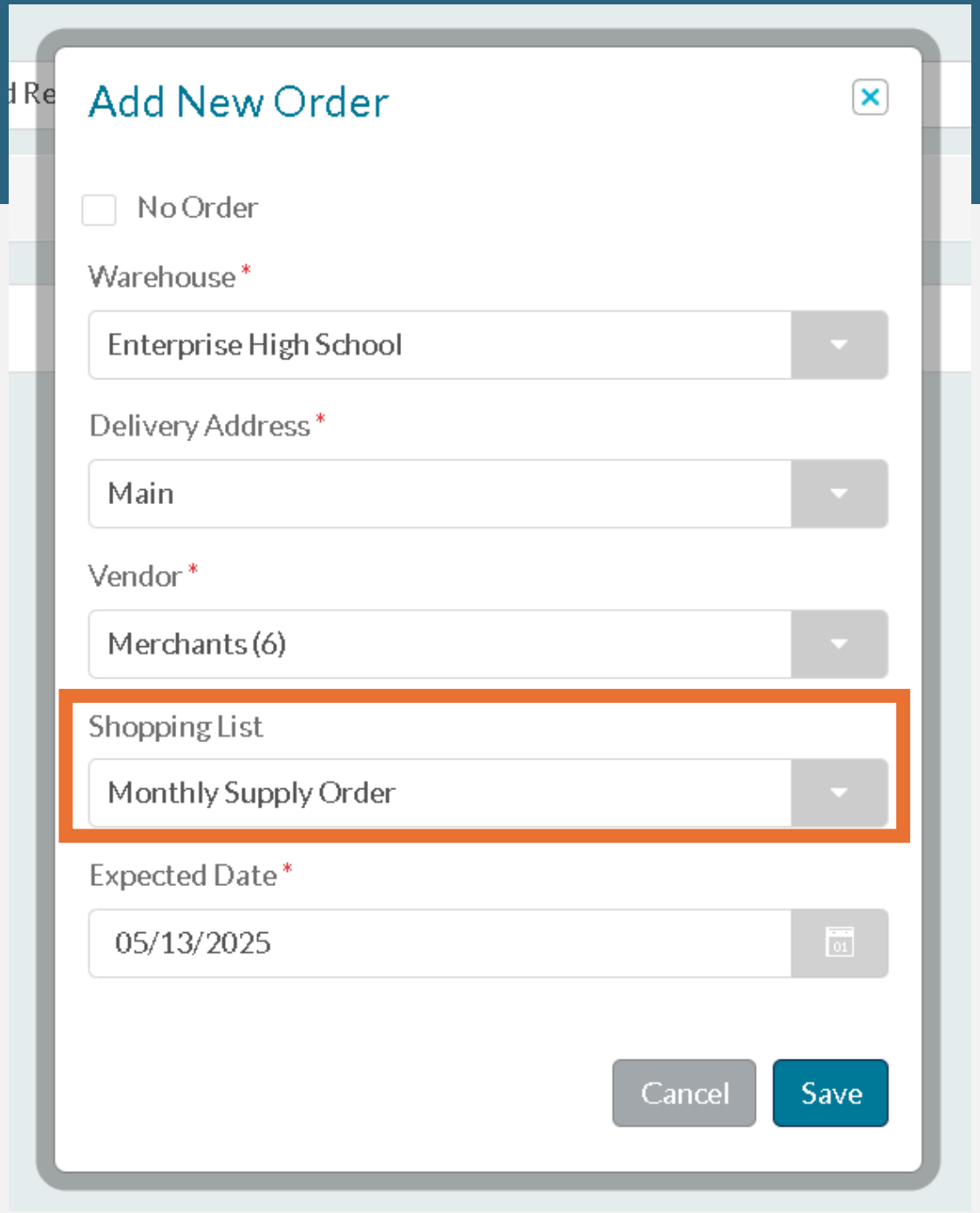
Monthly Supply Order

Shopping Lists



Using a Shopping List

Indicate the shopping list you want to start with when you start the add a new order process discussed previously.

Shopping Lists

Order

Open

Merchants (6)

Order

Expected Date *

5/13/2025

Identifier *

sys-10

Warehouse *

Enterprise High School

Delivery Address *

Main

Reference Number

	Identifier	Item	Quantity	Unit Of Measure	Cost	Total
	20009-1,5,6 (FR142)	Liquid Hand Soap (Ecolab) (4.00 1250 Milliliters per Case)	0	Case	$62.5800	$0.00
	20003-1,5,6 (DV968)	Cleaner, Aerosol Oven, Non Toxic (Swisher) (6.00 Each (20 Oz)s per Case)	0	Case	$30.0600	$0.00
	20006-1,5,6 (LV470)	Cleaner, All purpose, Liquid (Hi-Valu) (4.00 Gallons per Case)	0	Case	$28.6200	$0.00
	20517-1,5,6 (DB250)	Can Liners, to fit 55 gal can (ProPak) (100.00 Eaches per Case)	0	Case	$20.8100	$0.00
	20522-1,5,6	Can Liners, to fit 16 gallon (Pitt)	0	Case	$39.8100	$0.00

Search Items

Order Subtotal $0.00

Sales Tax $0.00

Order Total $0.00

Ask Us