

Heartland Hub: How to Edit an Order

- After [initially submitting an order](#) you can edit the order until the order deadline, 12:00PM two business days prior to delivery/pick-up.
- If you need to change the delivery/pick-up date for your order, please reach out to [Agency Customer Service](#) for assistance.

Note: Items in your cart are reserved throughout the editing process.

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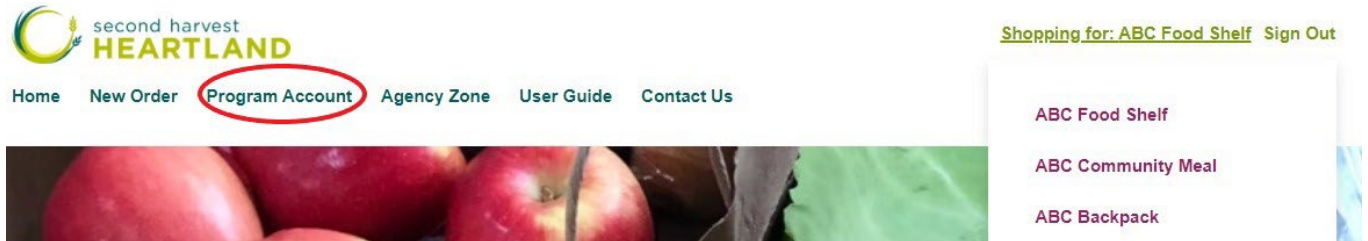
Go to [Heartland Hub](#)

- Click on the hyperlink above, or here: <https://heartlandhub.2harvest.org>
- [How to Log in](#)

Select Program Account

After logging in select, the program from the drop-down menu on the upper right-hand side.

After selecting the program, click on Program Account.



Order History

All submitted orders for your selected program will be listed on the order history page. Orders can be edited until the order deadline, 12:00M two business days prior to delivery/pick-up

Reminder -- Don't miss your order deadline!

On a typical week, the order deadlines will be as follows. Holiday closures will impact order deadlines differently.

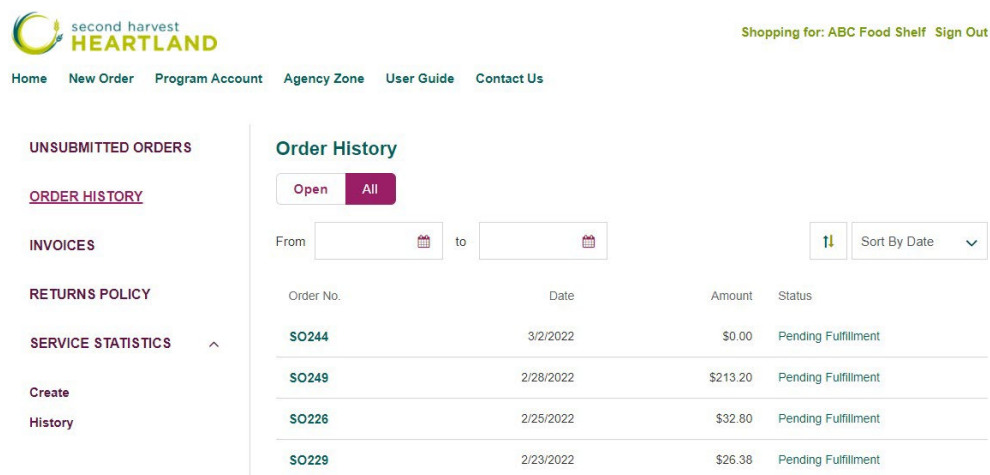
Delivery Day ---- Order Deadline

Monday ---- Previous Wednesday **by noon**

Tuesday ---- Previous Thursday **by noon**

Wednesday ---- Previous Monday **by noon**

Thursday ---- Previous Tuesday **by noon**



View/Edit an Order

To view and edit an order click on the SO (Sales Order) number.

Purchase SO042968

Print

Agency: SHH Test Food Shelf
Agency ID: 6356
Appointment: 06/20/23
Location: Delivery
Area: Brooklyn Park Warehouse
Status: Pending Fulfillment
Order Weight: 820.00

SUBTOTAL \$11.80
TOTAL \$11.80

Edit Order

Cancel Order

Item #	Description	Weight	Quantity	Unit Price	Total
331509	KRISPY KREME MINI CRULLERS 4/12oz. Boxes, EXT: 12/6/2023	40.00	10	\$0.40	\$4.00
331419	SPRING WATER, GALLONS 3/1 gallon	780.00	30	\$0.26	\$7.80

Payment Information ▼

In the SO# you will be able to see all the order details (program, pick-up/delivery, status, order weight, total, and all items on the order).

Note this page can be printed for reference.

From this page click edit order to edit or if you would like to cancel the order click cancel order.

To view Payment Information, click the drop-down menu to view.

After clicking edit order at the top of the screen under "Ordered Items" all items and quantities on the original order will appear.

These items will also show on the top of the "Catalog Items." Page over for more results

Edit Your Order #SO042968

Ordered Items

Item ID	Description	UOM	Category	Product Category	Storage Type	Weight	Price	Max. Qty.	Qty.	Remove
331509	Krispy Kreme Mini Crullers 4/12oz. Boxes, EXT: 12/6/2023	CASE	Donated	DESSERTS	Freezer	4 lb	\$0.40	624	<input type="text" value="10"/>	
331419	Spring Water, Gallons 3/1 gallon	CASE	Donated	BEVERAGES	Dry	26 lb	\$0.26	661	<input type="text" value="30"/>	

Search Items

Which item(s) would you like to add?

Quantity

Add Item

Catalog Items

< 1 2 3 4 5 6 >

Item ID	Description	UOM	Category	Product Category	Storage Type	Weight	Price	Max. Qty.	Qty.
420444	PUR: Granola Bars, Chewy Honey Oat, Individually Labeled 300/1oz	CASE	Purchased	SNACKS	Dry	21 lb	\$45.36	60	<input type="text" value="0"/>

Submit Edits

When you have finished editing the order don't forget to save your order changes by clicking the "submit order changes" button at the bottom of the page. If you do not submit the edits, then they will not be saved.

Submit Order Changes

After clicking, "submit order changes" you will be directed back to the purchase order page to review your updated order.

Add Items

Below the list of ordered items there is a search bar and the item catalog.

Here you can search by item number or description, for example typing in “milk” will show all available items with milk in the description. Click on the desired item, add the desired quantity to the box, and click “add item” to add it to the order.

When searching, you must enter a minimum of three characters.

- Example: Enter “310” to show all item numbers that start with 310, which is the item series for donated Produce.
- Example: Enter “BRE” which would find item descriptions related to Bread.

Search Items

Which item(s) would you like to add? Quantity

PUR: PUR: Rice, Basmati
Rice, Basmati
12/32oz
CASE
24.7 lb
\$24.42

PUR: PUR: Rice, Jasmine
Rice, Jasmine
12/16 oz
CASE
13.04 lb
\$7.91

1 2 3 4 5 6 >




Product Category	Storage Type	Weight	Price	Max. Qty.	Qty.
DESSERTS	Freezer	4 lb	\$0.40	607	11

Update Quantity

To update the quantity of an item ordered type the desired quantity in the QTY field.

Edit Your Order #SO042968

Ordered Items



Item ID	Description	UOM	Category	Product Category	Storage Type	Weight	Price	Max. Qty.	Qty.	Remove
331509	Krispy Kreme Mini Crullers 4/12oz. Boxes, EXT: 12/6/2023	CASE	Donated	DESSERTS	Freezer	4 lb	\$0.40	607	<input type="text" value="11"/>	
<div style="background-color: #e0ffe0; padding: 2px; border: 1px solid #c0ffc0;">Item updated successfully. </div>										
331419	Spring Water, Gallons 3/1 gallon	CASE	Donated	BEVERAGES	Dry	26 lb	\$0.26	666	<input type="text" value="30"/>	

Remove Item

To remove an item, click the x in the remove column.

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Ordered Items

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331509	Krispy Kreme Mini Crullers 4/12oz. Boxes, EXT: 12/6/2023	CASE	Donated	DESSERTS	Freezer	4 lb	\$0.40	607	<input type="text" value="11"/>	
331419	Spring Water, Gallons 3/1 gallon	CASE	Donated	BEVERAGES	Dry	26 lb	\$0.26	666	<input type="text" value="30"/>	

You can edit orders as many times as you would like until the order deadline (12:00PM two business days prior to delivery/pick-up).