



An Introduction To

MannaOrders.net

MannaPay

Manna eScrip



MannaOrders.net

Calling, faxing or emailing your order to us? Check out The Manna Group's **FREE** scrip management program, which allows you to order online, anytime from anywhere a computer is available. This program is available at **no additional cost to your organization** but provides online ordering, reporting, participant ordering and payment.

MannaOrders.net was created by The Manna Group to assist the group's coordinator in managing the scrip program for their nonprofit organization.

All that is needed to start utilizing this FREE online program is your Organization number and Password that is provided by our office once you are enrolled in our program.

GROUP COORDINATOR ORDERING OPTIONS

- Places order online direct to The Manna Group – Order anytime from anywhere
- Manages participating families detailed with scrip purchased, reimbursement credits and account balance
- Scrip sales for each vendor offered weekly, monthly, yearly
- Calculates revenue, scrip cost, gross profit, fees and reimbursement amounts per family
- Inventory control including scrip in inventory, inventory sales, backorders and special orders
- Tracks expenses involved with program (i.e., fees, postage, bank charges, etc.)
- Detailed reports available – generated by date
- **NEWEST ENHANCEMENT: Non-Manna Scrip (NMS)** – Manually enter local vendors or vendors not offered through The Manna Group. Once entered by the coordinator, our program also provides all necessary reporting needed to manage your NMS.

PARTICIPANT ORDERING OPTIONS

*Participants can order direct to your Organizations Account and submit payment through **MannaPay***

- Participants can order direct to the Organization's account online, anytime and anywhere a computer is available. To utilize this option, the Group's Coordinator must supply their participants the Organization #, Participant Code and Individual Password (generated through **MannaOrders.net**).
- **MannaPay** uses NACHA technology, which is a global ACH network that offers a secure, efficient and high quality electronic payment system.
- **MannaOrders.net** is also Entrust SSL certified which provides secure communications and transactions across the Internet.
- Participants will enter their banking information (Account & ABA numbers) and their payment will be sent directly to The Manna Group. This payment received by The Manna Group will automatically adjust the remaining balance the Organization will owe for the next order submitted through **MannaOrders.net**.
*There is no additional cost or fee to your families or your organization to send payment through **MannaPay**.*

As you can see, **MannaOrders.net** offers all necessary tools to start ordering and managing your program online. Contact our office to schedule an introductory/training session for **MannaOrders.net** and start ordering online today!

MannaPay

The Manna Group is happy to announce one of our most important enhancements to [MannaOrders.net](#), our free online scrip management program offered to all participating Manna Group organizations.

MannaPay will allow your participants ordering through [MannaOrders.net](#) to pay online direct from their bank account. This will eliminate the hassle and time of sending payment by check to the organization and also reduce the workload on the group's coordinator. **MannaPay** does not accept credit cards for payment – only ACH is accepted.

MannaPay uses NACHA technology which is a global ACH network that offers a secure, efficient and high quality electronic payment system. [MannaOrders.net](#) is also Entrust SSL certified which provides secure communications and transactions across the Internet. Participants will enter their banking information (Account & ABA numbers) and their payment will be sent directly to The Manna Group. This payment received by The Manna Group will automatically adjust the remaining balance that your Organization will owe for the next order submitted through [MannaOrders.net](#).

In order to partake in the **MannaPay** option, the Terms & Conditions must be first accepted by the participating Organization. In order to accept these T&C's, please sign in to your [MannaOrders.net](#) account and submit your acceptance. Doing so will make the **MannaPay** option "live" on the Volunteer and Participant's ordering site.

Coordinator Guidelines

Step By Step Instructions

In order for your Participants to utilize MannaOrders.net, you must first accept our terms and conditions found on the Coordinator's homepage (click on 'Learn more about MannaPay'). Once these terms and conditions have been accepted, your parents will be allowed to order and pay online.

- 1) Sign onto MannaOrders.net as the Coordinator (your School # & Password is provided by Manna)
- 2) Click on 'Your Organization – Maintain Your Participants'
- 3) Create a Participant Code - we suggest the first FOUR letters of the family name and address
**Example: The Smiths, at 234 Morrison Street would be SMIT234 (Once this code is created, the program generates an individual password for each family)*
- 4) Using a sample letter provided by the Manna Group, provide each participant with their information:
 - School Number (provided to the Coordinator by The Manna Group)
 - Participant Code (created by the Coordinator)
 - Password (individual password created by MannaOrders.net)
- 5) Participants can now order and pay online by signing onto MannaOrders.net – 'PARTICIPANT SIGN IN'
- 6) Once the Participant has completed and submitted an order it appears on the homepage of the Coordinator's site as "Participant Orders Waiting to be Reviewed". **See below for example.**
**NOTE: It is the responsibility of the Volunteer to "accept" their order for fulfillment. When the Coordinator accepts the order, MannaOrders.net will show whether or not the order has been paid for via ACH (MannaPay)*

"Participants Orders Waiting to be Reviewed"

Order	Participant Name	Order Total	Payment	Payment Amt	
107866	DAMATO	200.00	MannaPay	200.00	Accept Delete

Again, it is the Coordinator's responsibility to accept each Participant order.

If the Participant chooses to submit their payment via MannaPay, this page will show the MannaPay under the 'Payment' field (as shown above). If the Participant opts to submit payment via check, it is advised that the Coordinator waits to accept the order until payment is received. Note that in this case, the "Payment" field will show as 'Pending' if MannaPay is not selected and the Coordinator is waiting to receive a check.

Once the Coordinator accepts an order, it will be included in your pending order under 'Place Order'. From this point, the Coordinator can continue to place and enter orders received by order forms, inventory orders and participant sign-in orders. The program will tally all orders entered by the Coordinator, inventory orders and individual participant orders and provide a comprehensive summary. This Summary Page will appear once the Coordinator select 'Order Complete'. Below is an example:

"Summary Page"

Total Order	\$5,000	
Subtotal	\$4,500	
Shipping	\$50	
MANNAPAY	\$1,000	
TOTAL DUE	\$3,550	*This will be the amount your organization owes after MannaPay payment received from your Participants
Fill Date	10/25/2010	
Notes Field		
Don't Send	*If MannaPay payments had been received by The Manna Group you must submit this order to The Manna Group for processing. Also in this Field is the option to view All MannaPay Payments by family.	

Please print out your summary page and submit the order to The Manna Group for processing. Once it is submitted, you will receive a confirmation that The Manna Group has received your order. You also have the option to email Order Information to the correct contact person.

Your Order has been sent to Manna Group

Order # 85508
 Fill Date 10/25/2010

Participant Guidelines

Step By Step Instructions

- 1) Coordinator to provide the Participant:
 - Organization/School Number – Provided to Coordinator by The Manna Group
 - Participant Code – Created by Volunteer
 - Participant Individualized Password – Generated by Mannaorders.net
- 2) Visit **MannaOrders.net** – Enter information under Participant Sign In
- 3) Place order as follows:
 - Order by choosing the Scrip of choice from the pull down boxes
 - Enter the total dollar amount
 - Click 'Submit' and repeat until order is complete
 - Order can be added on to as many times as needed – you do not need to save when exiting
 - Order is not automatically saved until 'Order Complete' has been selected
 - Once the entire order has been entered, click 'Order Complete'
- 4) Summary Page – Payment Options
 - Check: If selecting payment by check, you may click 'Order Complete' and your order will be sent to your Scrip Coordinator. Once your payment for the order has been received, your coordinator will accept your order and submit for fulfillment. Payment by check is payable direct to your Organization for the full amount.
 - If **MannaPay** is selected, please follow the following instructions:
 - o Click on the and pay directly from your bank account at no additional charge (ACH)
 - o Fill out the necessary fields to complete the ACH payment – ALL fields are required
 - 1) Family Name
 - 2) ABA Routing Number
 - 3) Bank Account Number
 - 4) Payment Amount – *You cannot pay a partial MannaPay payment. The amount shown is the total amount of your order. If you want to split your payment by using different payment methods, this must be submitted to your coordinator directly.*
 - 5) Select Account Type: Checking or Saving
 - 6) Email Address (this will only be used if there is an issue with your order)
 - 7) Daytime Phone Number (this will only be used if there is an issue with your order)
 - o When the information for all of the above fields has been entered, click 'Submit' and a receipt will be provided. Please print this receipt for your records.

Your order has been submitted to your Group's Coordinator for Processing.

Manna eScrip

The Manna Group is happy to announce our newest enhancement to Mannaorders.net: MANNAESCRIP

Participants only will now have the option to order eCards through MannaOrders.net, submit payment via ACH with our [MannaPay](#) option, and receive an eCard via email by the end of the business day. [Manna eScrip](#) will become available September 2013. [Manna eScrip](#) orders that are placed Monday - Friday by 1pm CST will receive the email with the eCard by the end of business the same day.

Merchant List

Amazon	\$50 & 250
iTunes	\$25
Walmart	\$25 & \$100
Home Depot	\$50 & \$250
Starbucks	\$25

How to begin to order using [Manna eScrip](#):

Coordinator Responsibility

- Approve and accept all terms and conditions on the Coordinator's [MannaOrders.net](#) homepage. Accepting these terms and conditions will allow participants to submit payment through [MannaPay](#). This is the only form of payment accepted for a [Manna eScrip](#) order.
- Inform each of your participants of their the organization number, their individual family code and password. [MannaOrders.net](#) automatically generates each of these items when you set up your organization. This information can be found under 'Your Organization/Maintain Your Participants'.


Participant Ordering

- Place [Manna eScrip](#) orders by visiting www.mannaorders.net. Sign in under the Participant Sign In by entering the Organization #, Family code and password provided from your group's coordinator.
- Under Site Navigation select Manna E Scrip – 'Welcome to Manna E Scrip'
- Select the eCard(s) you would like to purchase. Please note that EACH eCard order must include the following:
 - o Order Active Scrip from pull down screen – Walmart eCard \$25
 - o Enter Dollar Amount - \$25.00 – if \$50.00 is ordered your recipient will receive 2 @ \$25 eCards.
 - o From Name – Name of Whom is sending the eCard.
 - o From Email Address – Kjones@xoxo.com
 - o To Name: Name of Recipient receiving the eCard (*it can be yourself*)
 - o To Email: Recipient email
 - o Confirm To Email: Confirm recipient email
 - o Message: Send your recipient a message such as Happy Birthday, Get Well, etc.
 - o Once completed – Submit to Checkout
- [Manna eScrip](#) Summary Page will appear – this page will summarize your order and allow you to make any revisions before confirming the order. This is the last opportunity to make changes as once your order is complete and submitted, revisions are no longer allowed and your order is final.
- [MannaPay](#) page – Enter your banking information (ABA routing number, account number) - Submit Payment
- Your Order is Final
- By end of business day your recipient will receive their eCard order via email provided to us.
- Your Recipient can print the eCard and redeem in stores or online.

Invoicing and Reimbursements

- Once a participant submits a [Manna eScrip](#) order, the Coordinator on file will receive an email verifying that someone has placed an order. No further action is needed at this time on behalf of the Coordinator.
- All [Manna eScrip](#) orders will be charged the normal 1% fee based on the order total, which is applied to the organizations account. Participants will only pay the full face value of the eCard.
- All [Manna eScrip](#) orders will be credited to the family who placed the order and all reimbursement rules will apply. Orders will be included in [MannaOrders.net](#) reporting.
- Credits will be processed on a monthly basis. Once a month, the Coordinator will receive an 'eManna Credit' showing all families who ordered and the profit due to the organization. This profit can be issued back into the organization's account on a monthly basis via ACH, or we can deduct the profit from your next order.





The  is now available for download on the iPhone. Simply buy what you want, when you want, and redeem instantly! It's hands-free fundraising!

PROMO CODE: mannagroup


**This code MUST be used in order to ensure proper reimbursement!*

STEPS:

- Start NEW or ADD as a compliment to your existing scrip fundraising program
- Coordinator is responsible to sign up, create an account for the organization and invite users within minutes
- Receive monthly profits along with a detailed report of participant purchases
- Over 80 participating retailers, with more to come!
-  is 100% FREE of charge to organizations and participating families

The  is the perfect summer and year-round scrip fundraising solution!

It's not always convenient or easy to order scrip during the summer months. A large number of families participate in scrip fundraising less because it can take planning and organization.

With the  powered by Benefit, parents no longer have to plan - they can shop in real time and don't need to pre-purchase plastic gift cards!

Coordinator Guidelines

Step By Step Instructions

- 1) Enroll your organization by visiting www.mannaorders.net/mobile
- 2) Choose 'School' or 'Non-Profit'
- 3) Fill in your organization's information, including the promo code: mannagroup. *This code is required to ensure proper reimbursement
- 4) Review the information located in the "Get Started" Link
- 5) Invite your donors/participants to download the Benefit Mobile App and start fundraising today!

Once your organization is enrolled, it's time to start inviting participants/donors. You can invite participants/donors from the campaign detail page, via the "invite donors" button. You will have the option of uploading a txt file of email addresses or you can manually enter each address on your

Participant Guidelines

Step By Step Instructions

- 1) Download the Benefit Mobile App from the App Store (for iPhone users only)
- 2) Click on the 'Beneficiaries' tab
- 3) Enter your organizations zip code
- 4) Find and select your organization from the generated list
- 5) Click 'General Funds' and select the campaign
- 6) Return to the main menu and select 'Payment Method'
- 7) Sign up for electronic payment (this will take up to 24 hours for approval)
- 8) You're now ready to purchase scrip from your mobile phone and earn a profit for your organization!

Sample Letter for MannaOrders.net Participant Sign In

Dear _____ Family,

Welcome to MannaOrders.net! Place your order by following these simple steps to assure proper order placement:

Sign in at www.mannaorders.net and enter the following information under Participant Sign-In:

- 1) Organization # _____
- 2) Your Participant Code # _____
- 3) Your Individual Password _____

After signing in, you will find step-by-step instructions on how to place your order. Once your order is complete, it is sent to your group's coordinator for acceptance. Orders will not be accepted until payment by check is received (payable direct to _____), or ACH (MannaPay) has been completed by your group.

To learn more about completing payment by ACH, please review the Participant Guidelines for MannaPay, located on your homepage of MannaOrders.net. MannaPay uses NACHA technology, a global ACH network, that offers a secure, efficient and high-quality electronic payment system.

Please contact your group coordinator at name@email.com for any questions you may have.

Thank you,

Group Coordinator