

Vendor FAQ: Ontario Student Nutrition Services (OSNS)

Vendor Contact Info:

Ontario Student Nutrition Services (OSNS)
(Phone): 1-855-573-6767
www.feedingkids.ca

Distributor Contact Info:

AM Delivery
7585 Torbram Road, Unit 11, Mississauga, L4T 1H2
(Office): 905-672-6455 ext. 3
Main Contact: Amanda Racicot
Email: amandaracicot@amdelivery.ca

Account Number:

Website Username:

Website Password:

How to complete an online order:

1. Visit the website: www.Ordering.FeedingKids.ca .
2. Click on the "log in" link at the top of the page.
3. Log in with your username and password.
4. Click "Categories" to explore the available items.
5. For each item, click on "Product Details" for more Information.
6. For desired items, enter the quantity needed. They are automatically added to your basket.
7. Browse and continue adding items to complete your order.
8. Click on your basket at the top of your screen to review your selected items so far.
9. When you're ready to place your order, click "Checkout" at the top right hand side of your screen to review your order. Click the blue "Checkout" box to finalize.
10. Review your billing and shipping information, and click "Confirm Order" to submit.
11. After confirming your order, you will receive an order number, as well as a detailed order confirmation by email.

Who to contact with issues or questions about my order:

Email orders@feedingkids.ca or
call 1-855-573-6767.

When to Submit Orders:

Ensure that you submit your order through the OSNS website before **Thursday at 8am**.

Your order will be delivered the following week, on your designated delivery day.

The order minimum is \$100.



Designated Delivery Day: _____

How to Pay Invoices:

Invoices

You will find your OSNS (AM Delivery) invoice attached to the delivery when it arrives.

Timeline

Your SNP has 15 day terms. This means you have 15 days to pay your invoice.

Payment Methods

Cheque

**Tip: if you will be receiving more than one OSNS delivery within the 15 day term, we recommend you collect these invoices and combine them into one payment.*

Payable to: AM Delivery

Memo: *include your account & invoice number*

Mail cheques to: AM Delivery
7585 Torbram Road, Unit 11
Mississauga, ON, L4T 1H2

Sample Invoice:

A. M. Delivery Inc
A. M. DELIVERY INC.
7585 TORBRAM ROAD
UNIT 11
MISSISSAUGA, ONTARIO L4T 1H2
(905) 672-6455 (905) 672-9815
HST REG # 866987948RT

INVOICE

SHIP TO: ONTARIO STUDENT NUTRITION
236 Metcalfe St

BILL TO: ONTARIO STUDENT NUTRITION
236 Metcalfe St

Account # _____ ON Invoice # _____

QTY	UNIT	TRUCK #	PO #	TERMS	INVOICE DATE	INVOICE #	PRICE
1	OSNS	745N	897	NET 14 DAYS	12/28/13	166348	1

CODE	IR	Q	P	DESCRIPTION	C	U	D	PRICE	AMOUNT	HST
10				DELIVERY	1		1	55.0000	55.00	7.15

CREDIT: _____ C-HST 1 0 SUB TOTAL: 55.00 7.15
GROSS: _____ HST TOTAL: 7.15
IN OUT NET **Total Cost** MISC. CREDIT INVOICE AMOUNT: 62.15
JUGS: _____ X 0.25 = _____ CREDIT AMOUNT: _____
JUG DEPOSIT: 0.00 TOTAL: _____ TOTAL AMOUNT DUE: _____

THANK YOU

SIGNATURE: _____ SIGNATURE: _____

Questions about your invoice?

Contact Amanda Racicot, Accounts Receivable, AM Delivery at 905-672-6455 ext. 3 or amandaracicot@amdelivery.ca

For more information contact:

SNO Toronto @ TFSS
Gerard Capellan
416 394 6887 | gerard.capellan@tfss.ca

or

SNO Toronto Office @ TFSS
416 394 4491
info@studentnutritionontariotoronto.ca