



# ONLINE ORDERING GUIDE

JACK LARABIE DISTRIBUTION INC.



# ONLINE ORDERING INTRODUCTION

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The Ottawa Network for Education's School Breakfast Program (ONFE SBP) works closely with local partner distributor Jack Larabie Distribution Inc. (JLDI) to provide your school's breakfast/snack program access to a full-service ordering and delivery system. This partnership opportunity is available to ALL ONFE SBP-supported schools.

We believe that you will be able to do most of your shopping with JLDI, but we realize that there may be some items that you will need to purchase occasionally at a local grocery store to supplement your orders or use your allocated grocery store cards.





# CONTACT INFORMATION



## JACK LARABIE DISTRIBUTION INC.

### Ordering & Account Inquiries

Phone: (613) 837-6608 x0

Email: [orderdesk@jldi.ca](mailto:orderdesk@jldi.ca)

Ordering platform: <https://www.jldi.ca>

### ONFE Support

If you have any questions, suggestions, or need for support with your food purchases, please do not hesitate to contact your ONFE School Breakfast Program CDC or Food & Logistics Program Manager.



# BENEFITS



## Easy Ordering

- Orders can be placed on line or over the phone



## Weekly Delivery Service

- Deliveries made directly to breakfast program room with perishables placed into your designated fridge/freezer (provided ample refrigeration space is available)
- Valuable shopping time saved
- No delivery charges



## Enhanced Food Safety

- All products are properly handled from procurement to delivery with the highest level of industry standards for food safety



## Product Availability

- A wide variety of foods and supplies available
- New items added to reflect seasonal availability
- Value added products and custom made products to meet Student Nutrition Program requirements



## Ministry and School Board Approved

- All items offered meet MCCSS Student Nutrition Program Guidelines
- This distribution system has been approved by your school board

# ACCOUNT REGISTRATION

## CREATE AN ONLINE ACCOUNT:

[www.JLDI.ca](http://www.JLDI.ca)

On this page, you will have the following options:

1. Log-in as an existing customer: [Login](#)
2. Register as a new customer: [Register as a New Customer / Location](#)  
*(use your email address as your user name)*
3. Set-up a [password](#): *(temporary password set as “Breakfast”)*

For support accessing or creating your account, please contact JLDI directly: 613-837-6608 x 0 or Contact Us ([jldi.ca](http://jldi.ca))





# ORDERING & DELIVERY

## DELIVERY

- Deliveries are made weekly (*there is no obligation to order every week*)
- You will be notified of your school's weekly delivery date upon registering and placing your first order (*delivery dates are assigned back on school location and delivery routes*)

## ORDERS

- Orders must be placed no later than 8:00 am the Thursday prior to your delivery. (i.e., Orders must be placed no later than 8:00 am on Thursday September 7th in order to secure delivery for the week of September 11th - *orders can be placed in advance*).
- Once registered, orders can be placed online by visiting ([www.JLDI.ca](http://www.JLDI.ca)) and logging into Your School's Account.





# INVOICING AND CREDITS

Please share the following information with all members of your In-School Team who are responsible for program operation and financial administration aspects of your School Breakfast or Snack program to ensure an efficient payment process.



When placing orders and reconciling your accounts, please remember that it remains important to monitor your school's finances and remain within your school's annual nutrition budget.

## INVOICING

- JLDI invoice is provided on site along with the delivery of your order
- Please review your invoice immediately and, forward it to the team member at your school who is responsible for paying school invoices. They will stamp/approve the invoice and send it off to your school board's finance department to be paid out of your school's nutrition account.

# INVOICING AND CREDITS

## CREDITS



- If you have a JLDI credit memo, please submit it to your school board finance department to be applied against your current or subsequent invoice payments.

## STATEMENTS & ACCOUNT BALANCES

- JLDI sends monthly statements by email reflecting any outstanding invoices and credits. Please ensure that the email address(es) associated with your JLDI account are up to date.
- You may also access your invoices by logging into your JLDI account. For support in accessing your invoices or statements, please contact please contact JLDI directly: 613-837-6608 x 0 or Contact Us (jldi.ca)
- Be sure to retain a copy of your JLDI invoice to include with your school's monthly Webtracker report.

