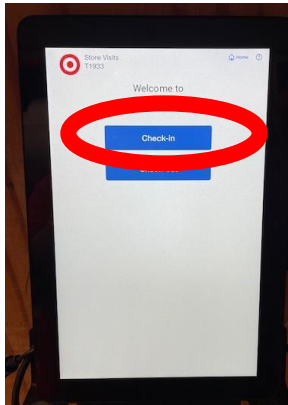


Food Donations Digital Check In/Check Out Process

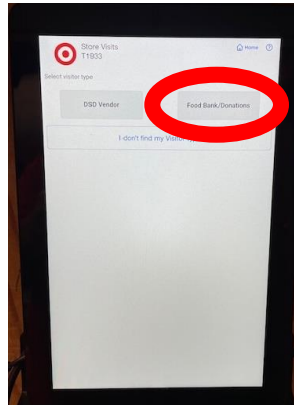
Check In Process

Feeding America partner will enter the store in the RevLog area.

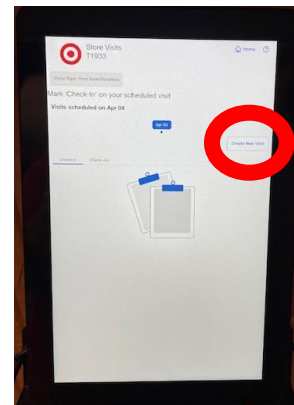
- They will ask the RevLog for the location of the DSD Vendor Tablet to check in.



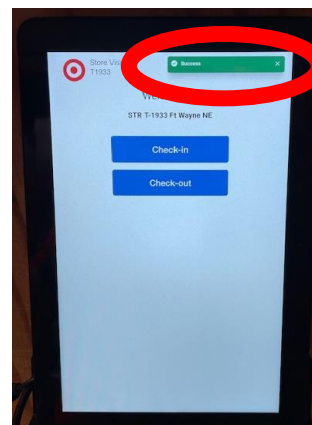
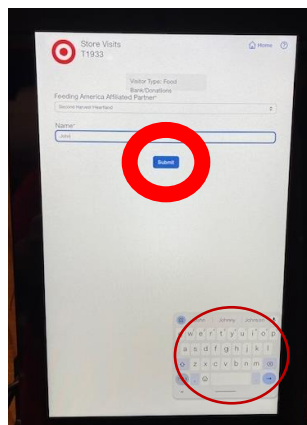
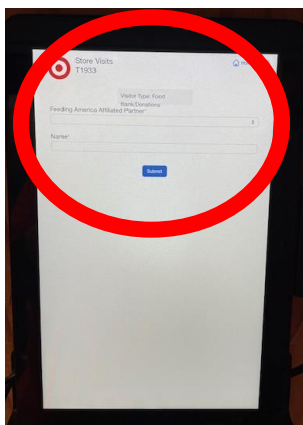
Step 1: Food Bank Rep selects "Check-In."



Step 2: Food Bank Rep selects "Food Bank/Donations."



Step 3: Food Bank Rep selects "Create New Visit."



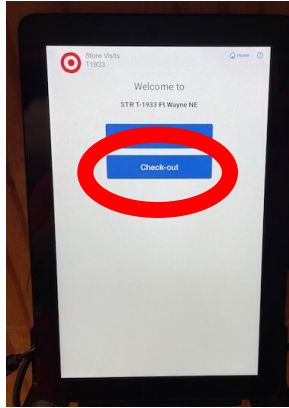
Step 4: Food Bank Rep selects "Affiliated Partner Name" from Drop Down Menu and enters Rep Name/information and selects "Submit." A green box will show in the upper right side of the screen when this process has been done correctly.

Step 5: Food Donation Partner will go to collect the donations per usual process.

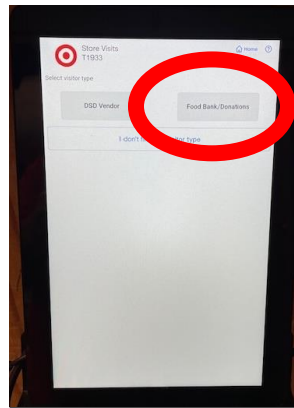
Step 6: Once they have collected the donations, they can go back to the RevLog area to check out.

Check Out Process

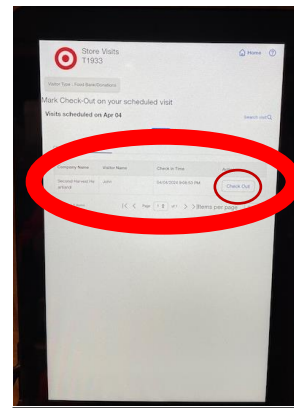
Feeding America partner will return to DSD device in the RevLog area.



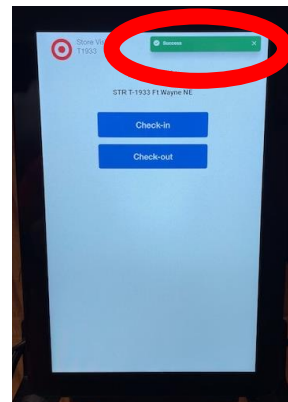
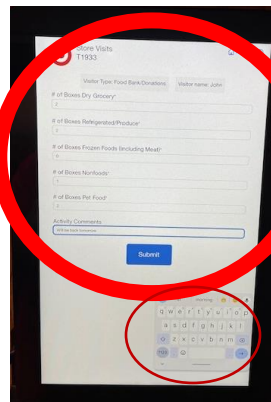
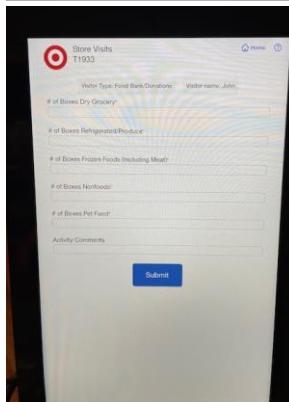
Step 1: Food Bank Rep selects “Check-Out.”



Step 2: Food Bank Rep selects “Food Bank/Donations.”




Step 3: Food Bank Rep selects “Check Out” for their visit.



Step 4: Food Bank Rep answers questions about their current donation pick up and selects “Submit” to complete Check-out. A green box will show in the upper right side of the screen when this process has been done correctly.

Current Donations Pick Up Process This Digital Process is Replacing



Receipt of Donation

Reason: All Receipt of Donation forms are valid for three years. Please provide your assigned Feeding America member Food Bank or approved Feeding America affiliated agency with a copy of the completed form (one per product).

Name of Organization: _____
 Address: _____
 Contact Person: _____
 Contact Phone Number: _____

On this, the _____ day of _____, the above named organization hereby acknowledges receipt of the following items as donation from Target. We understand that none of the donated products can be resold.

Products (by category)	Quantity (if known)
Food (all categories)	
DIY (tool and yard products) (if any added)	
Household Cleaning Products and Health and Beauty Products*	
Paper Products	

*DO NOT donate leaking CD00 items or items with broken or missing caps.

Were food donations pulled from the following staging areas for this pick up?

Cooler Freezer Other _____
 Bakery Hot/Hot Room Other _____
 Dairy Cooler Reverse Logistics/Refrum Other _____

X _____ Date Signed _____
Signature of Feeding America representative

Forms may be printed from Store Workbench | Logistics | Outbound | Donations. Please contact Donations@target.com or MySupport Donations with any questions.

- Rev log prints out receipt of donation.
- Rev log works with the donation partner to complete the receipt of donation and file in Reverse Logistics.
- Provides the donations partner with a copy of the completed form.
- Rev Log places paper in a filing cabinet for three years.