



Billing Information & Procedures

The Partner Hub

The Partner Hub is your location for ordering, submitting stats, and viewing invoices and statements. Once on the Network Partners webpage, click the orange button that says “Partner Hub” and enter your program log-in information. See the Partner Hub Instructions document for more information.

Billing and Payment

- All Billing information can be found in the Partner Hub.
 - An invoice will be generated for each order.
 - A monthly statement will be generated on the 1st of the month following with the total bill for that month.
 - These invoices and statements will also be emailed to the Billing contact.
 - One check can be mailed in each month with the total due from the Monthly Statement.
- Feed My People expects your payments to be made within 30 days, though you may continue to place orders if payment is received within 90 days. Include your agency reference number on the check and the monthly statement being paid.
- If your agency has food credit at Feed My People, it will automatically be applied to an outstanding invoice unless you let Bob or Judy know.
- Billing questions can go to Bob bob@fmpfoodbank.org or Judy judy@fmpfoodbank.org