

# Central PA Food Bank (CPAFB) Online Ordering System User Manual



Primarius Web Window (PWW)

February , 2014

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## Benefits

- Connects to live data which means that the available quantities are current.
- Able to print a shopping list.
- Able to place your order online.
- Able to enter your statistics online.
- Able to check on orders, statements, invoices, and grants.
- Some of the Agency information will also be displayed graphically. *Note: these features will only be available from the start date of the new online ordering system.*

## Adobe Software

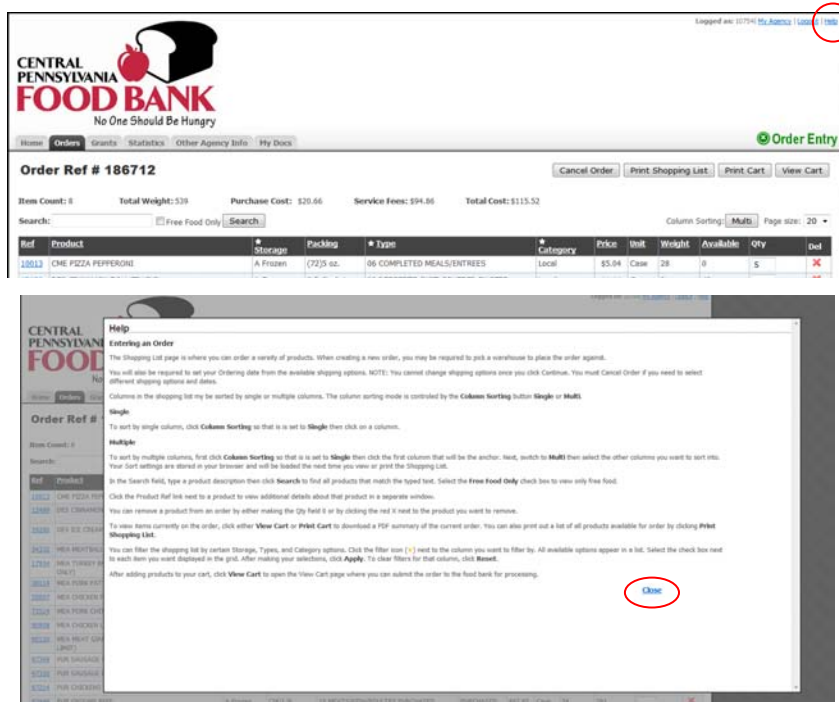
To view or print many of these items you will need to have installed on your computer the free software called [Adobe Reader](http://www.adobe.com). You can find this at <http://www.adobe.com>

## Reminders

- This program is only supported on a Windows PC based computer with the following web browsers: Internet Explorer and Mozilla Firefox.
- Use the [Logout](#) link in the upper right hand corner to close your Online Web Ordering session.
- Your Agency Relations representative can assist you in answering questions regarding your Agency's contents on the Web.

## Help

- When on a particular page, use the [Help](#) link in the upper right hand corner to clarify frequently asked questions.

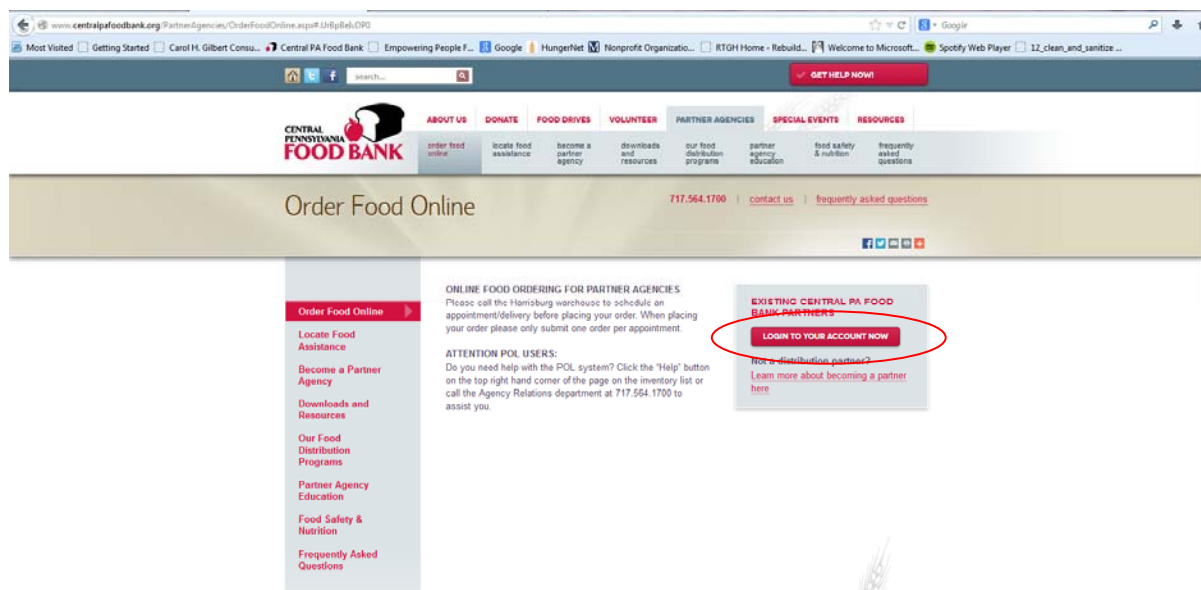
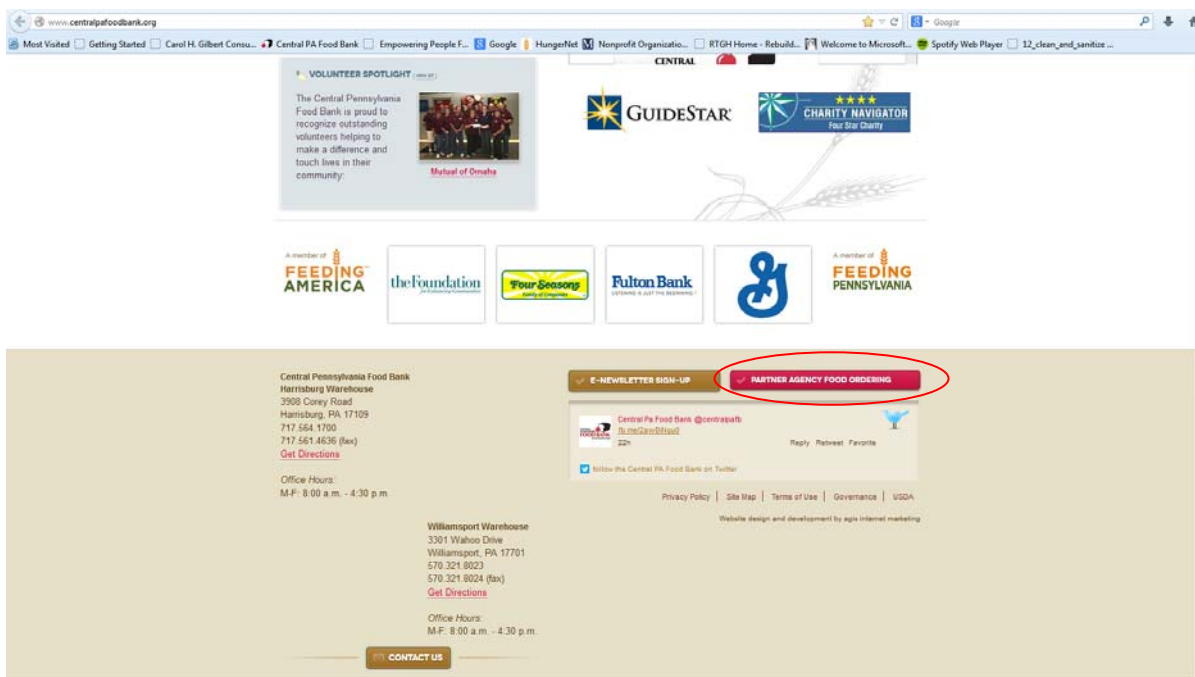


**\*\*Scroll to bottom of help page and click on "close" exit the help function**

## Accessing the On Line Web Ordering System

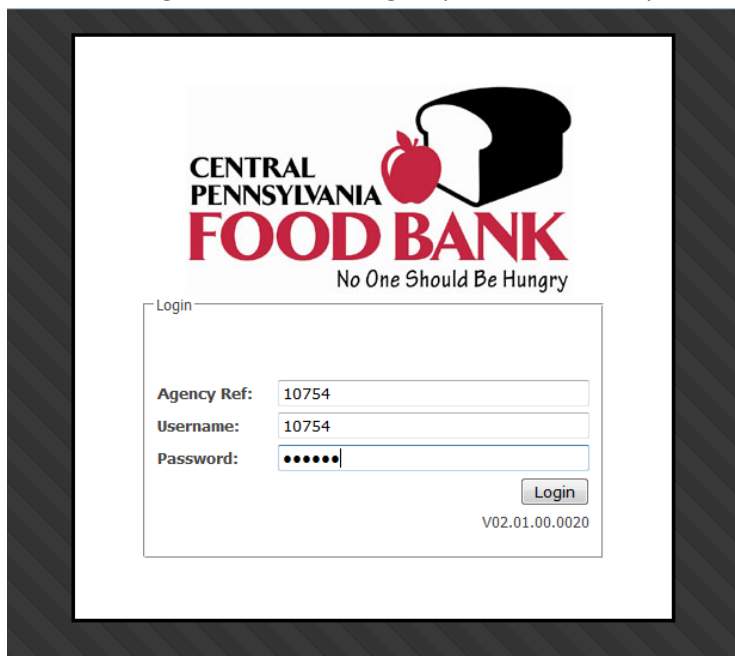
You will begin the same by going to <http://www.centralpafoodbank.org/>

- Agency login link is at the bottom right hand corner of the homepage



The next window will look a little different. Each person authorized to order food online will need to know:

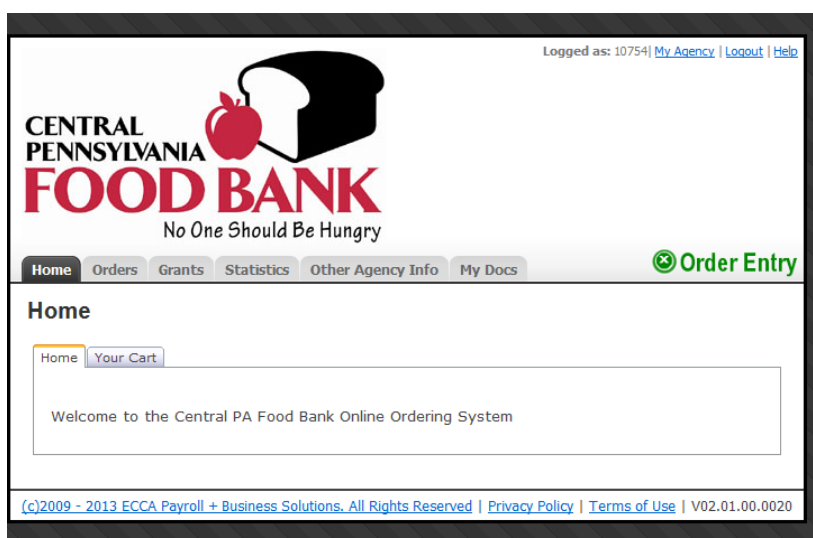
- Your agency number
- The username (which is the same as the agency number)
- The agency's password
  - **IMPORTANT NOTE:** Your password is now case sensitive. All passwords must be entered in all lowercase lettering. Please contact Agency Relations with questions.



The image shows a login window for the Central Pennsylvania Food Bank. At the top is the logo, which includes a red apple and a black silhouette of a bread slice, with the text "CENTRAL PENNSYLVANIA FOOD BANK" and the tagline "No One Should Be Hungry". Below the logo is a "Login" section with three input fields: "Agency Ref:" with the value "10754", "Username:" with the value "10754", and "Password:" with masked characters "•••••". A "Login" button is located to the right of the password field. At the bottom right of the login section, the version number "V02.01.00.0020" is displayed.

## The Home Page

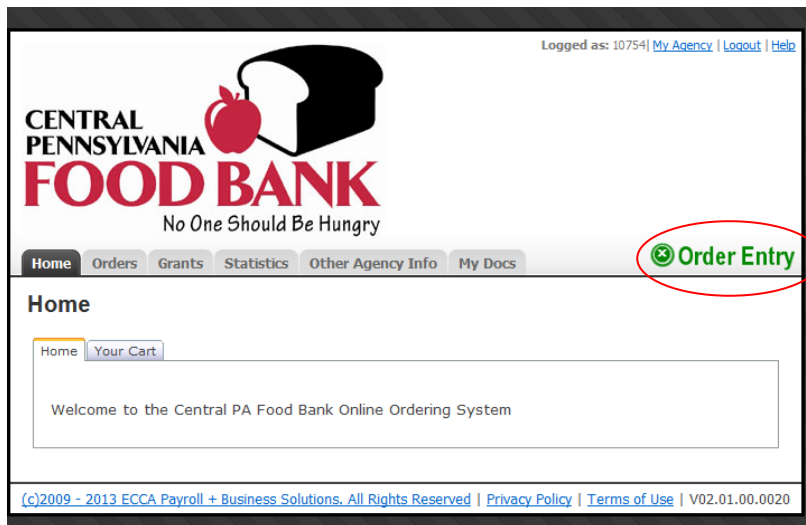
On the home page, you will find Central PA Food Bank announcements and useful web links. From the home page, you can view and directly access your shopping cart by using the 'Your Cart' tab.



The image shows the home page of the Central Pennsylvania Food Bank Online Ordering System. At the top right, it says "Logged as: 10754" with links for "My Agency", "Logout", and "Help". The logo is on the left. Below the logo is a navigation bar with tabs: "Home", "Orders", "Grants", "Statistics", "Other Agency Info", "My Docs", and a green "Order Entry" button. Under the "Home" tab, there is a sub-tab bar with "Home" and "Your Cart". Below this is a large white box with the text "Welcome to the Central PA Food Bank Online Ordering System". At the bottom, a footer contains copyright information: "(c)2009 - 2013 ECCA Payroll + Business Solutions. All Rights Reserved | Privacy Policy | Terms of Use | V02.01.00.0020".

## PLACING AN ORDER

Select the **+ Order Entry** on the right side of the screen to open up the shopping list:



You will first come to the page below. ***You must continue to call our office to schedule your pick up time before placing an order.*** After you call, you will simply enter the day and time of your scheduled appointment in the form below. **For deliveries:** Please check our website or call us to verify our delivery schedule and please enter the scheduled delivery date and a “filler time” in the form below. Once you have entered the correct information, please press continue.

**\*\* Please Note:** You are required to enter a date in order to see the live inventory. If you get the inventory and do not see anything that you would like to order, please simply call our office to cancel your appointment. To print a hard copy of the inventory without inputting a date, simply click on the “Print Shopping List” Button on the home page of PWV.

The screenshot shows the 'Order Entry' page of the Central Pennsylvania Food Bank website. The 'Orders' link in the navigation bar is highlighted. Below the navigation bar, there is a 'Print Shopping List' button. Underneath, there is a 'Shipping Option' section with a 'Method:' dropdown menu set to 'Pickup', a 'Date:' field set to '12/20/2013', and a 'Time:' dropdown menu. Below these fields, there is a note: 'NOTE: You cannot change shipping options once you click Continue. You must Cancel Order if you need to select different shipping options.' At the bottom of this section, there is a 'Continue' button which is circled in red. The footer at the bottom contains copyright information and links to Privacy Policy and Terms of Use.

Here is how the shopping list will appear:

Logged as: 107541 My Agency | Logout | Help

**CENTRAL PENNSYLVANIA FOOD BANK**  
No One Should Be Hungry

Home Orders Grants Statistics Other Agency Info My Docs [Order Entry](#)

**Order Ref #** [Cancel Order](#) [Print Shopping List](#) [Print Cart](#) [View Cart](#)

Item Count: Total Weight: Purchase Cost: Service Fees: Total Cost:

Search:  ☐ Free Food Only [Search](#) Column Sorting: [Multi](#) Page size: 20

Ref	Product	Storage	Packing	Type	Category	Price	Unit	Weight	Available	Qty	Del
10013	CME PIZZA PEPPERONI	A Frozen	(72)5 oz.	06 COMPLETED MEALS/ENTREES	Local	\$5.04	Case	28	24		✗
10153	CME TACOS MINI	A Frozen	(16)17.5 oz	06 COMPLETED MEALS/ENTREES	S/H Local	\$3.78	Case	21	1		✗
29233	DES ICE CREAM VANILLA	A Frozen	(8) Pints	08 DESSERTS (NOT COVERED BY SFPP GRANT)	S/H National	\$0.90	Case	5	3		✗
12482	DES CINNAMON ROLL FILLING	A Frozen	8 lb Bucket	08 DESSERTS (NOT COVERED BY SFPP GRANT)	Local	\$1.44	Case	8	54		✗
16164	DES ICING CREAM CHEESE	A Frozen	(12)2 lb	08 DESSERTS (NOT COVERED BY SFPP GRANT)	Local	\$4.50	Case	25	1		✗
39280	DES ICE CREAM CHOCOLATE	A Frozen	(8) Pints	08 DESSERTS (NOT COVERED BY SFPP GRANT)	Local	\$0.90	Case	5	16		✗
24332	MEA MEATBALLS SWEET & SOUR (ON SITE ONLY)	A Frozen	(6)20 oz	15 MEATS ON-SITE ONLY	ON-SITE	\$1.80	Case	10	224		✗
12924	MEA TURKEY BREAST OVEN ROASTED (ON SITE ONLY)	A Frozen	(3)6.5 lb	15 MEATS ON-SITE ONLY	ON-SITE	\$3.78	Case	21	192		✗
14210	MEA TURKEYS INDIVIDUALS (20 ONE TIME LIMIT)	A Frozen	12 lbs	15 MEATS/FISH/POULTRY	Local	\$2.16	EACH	12	10		✗
32332	MEA TURKEYS INDIVIDUALS (20 ONE TIME LIMIT)	A Frozen	Avg Wt	15 MEATS/FISH/POULTRY	Local	\$3.60	EACH	20	4		✗
38114	MEA PORK PATTIES (5 CASE LIMIT)	A Frozen	(96)2 oz	15 MEATS/FISH/POULTRY	Local	\$2.34	Case	13	5		✗
44211	MEA HOT DOGS (5 CASE LIMIT)	A Frozen	(16)12 oz.	15 MEATS/FISH/POULTRY	Local	\$2.34	Case	13	1		✗
55007	MEA CHICKEN PARTS ASSORTED	A Frozen	Misc Sizes	15 MEATS/FISH/POULTRY	Local	\$0.18	Pound	1	10495		✗
73514	MEA PORK CHITTERLINGS	A Frozen	(6)10 lb Tub	15 MEATS/FISH/POULTRY	S/H Local	\$0.66	Case	66	35		✗
90902	MEA TURKEY BREAST (5 CASE LIMIT)	A Frozen	(6)Each	15 MEATS/FISH/POULTRY	Local	\$0.00	Case	36	2		✗

Note the three buttons:

- **Print Shopping List:** Select to print a shopping list.
- **Print Cart:** Select to print the items in the cart.
- **View Cart:** Select to view the items within the cart.

The **Search textbox**  allows you to type in the product name or the product reference number to search the shopping list for that particular item.

The **Ref (reference)** column contains the item number. Clicking on the product reference number [12123](#) will bring up a new window containing the product details and the product photo (if available).

**Product Details**  
55007 - MEA CHICKEN PARTS ASSORTED

Category: Local  
Storage: A Frozen  
Second Harvest Type: F Manufacturers-Processors (Don)  
Packaging: Misc Sizes  
On Hand: 10495  
Unit Weight: 1  
Unit Measure: Pound  
Price Per: \$0.18  
Description:

**Order Ref #**


Item Count: Search:

Ref	Product
10013	CME PIZZA PEPPERONI
10153	CME TACOS MINI
29233	DES ICE CREAM VANILLA
12482	DES CINNAMON ROLL FILLING
16164	DES ICING CREAM CHEESE
39280	DES ICE CREAM CHOCOLATE
24332	MEA MEATBALLS SWEET & SOUR (ON SITE ONLY)
12924	MEA TURKEY BREAST OVEN ROASTED (ON SITE ONLY)
14210	MEA TURKEYS INDIVIDUALS (20 ONE TIME LIMIT)
32332	MEA TURKEYS INDIVIDUALS (20 ONE TIME LIMIT)
38114	MEA PORK PATTIES (5 CASE LIMIT)
44211	MEA HOT DOGS (5 CASE LIMIT)
55007	MEA CHICKEN PARTS ASSORTED
73514	MEA PORK CHITTERLINGS
90902	MEA TURKEY BREAST (5 CASE LIMIT)

[Close](#)

More product information can also be found by clicking on the camera icon (when available)





Logged as: demo1 | [My Agency](#) | [Logout](#) | [Help](#)

Home

Allocations

Orders

Grants

Statistics

Order Entry

Print Shopping List

Print Cart

View Cart

Item Count: 0

Total Weight: 0

Purchase Cost: \$0.00

Service Fees: \$0.00

Total Cost: \$0.00

Grants Applied: \$0.00

Payments: \$0.00

Balance: \$0.00




Search: baby

☐ Free Food Only

Search

Reset

Page size: 20

Ref	Product	★ Storage	★ Type	★ Category	Price	VAP	Unit	Weight	Available	Grant	Qty	
<a href="#">12123</a>	BAB BABY FOOD APPLES 	Dry	02-BABY FOOD/FORMULA	S/H National	\$1.08	\$0.00	Case	6	300	Yes	<input type="text"/>	✖
<a href="#">12504</a>	BAB OATMEAL BABY FOOD 	Dry	02-BABY FOOD/FORMULA	Local	\$0.72	\$0.00	Case	4	1	Yes	<input type="text"/>	✖
<a href="#">71005</a>	NFI BABY WIPES (3 CS LIMIT) 	Dry	01-ASSORTED NON-FOOD ITEMS* (NOT COVERED BY GRANT)	Local	\$1.26	\$0.00	Case	7	17	No	<input type="text"/>	✖

< Prev 1 Next > | Page 1 of 1

Print Shopping List

Print Cart

View Cart

A product detail page will show with the product image when available.

Product Details

12123 - BAB BABY FOOD APPLES

Category: S/H National

Storage: Dry

Second Harvest Type: f Manufacturers-Processors

Packaging: (4)6 count

On Hand: 300

Unit Weight: 6

Unit Measure: Case

Price Per: \$1.08

Description:





Place quantity of item in the **Qty Textbox** and either tab or select another **Qty** box by moving the mouse cursor.

Central Pennsylvania Food Bank  
No One Should Be Hungry

Order Entry

Order Ref #

Cancel Order Print Shopping List Print Cart View Cart

Item Count: Total Weight: Purchase Cost: Service Fees: Total Cost:

Search:  ☐ Free Food Only

Wait... Column Sorting: Multi Page size: 20

Ref	Product	Storage	Packing	Type	Category	Price	Unit	Weight	Available	Qty	Del
10013	CME PIZZA PEPPERONI	A Frozen	(72)5 oz.	06 COMPLETED MEALS/ENTREES	Local	\$5.04	Case	28	24		X
40553	CME TACOS MINI	A Frozen	(16)17.5 oz	06 COMPLETED MEALS/ENTREES	S/H Local	\$3.78	Case	21	1		X
29233	DES ICE CREAM VANILLA	A Frozen	(8) Pints	08 DESSERTS (NOT COVERED BY SFPP GRANT)	S/H National	\$0.90	Case	5	3		X
12189	DES CINNAMON ROLL FILLING	A Frozen	8 lb Bucket	08 DESSERTS (NOT COVERED BY SFPP GRANT)	Local	\$1.44	Case	8	54	5	X
16164	DES ICING CREAM CHEESE	A Frozen	(12)2 lb	08 DESSERTS (NOT COVERED BY SFPP GRANT)	Local	\$4.50	Case	25	1		X
39280	DES ICE CREAM CHOCOLATE	A Frozen	(8) Pints	08 DESSERTS (NOT COVERED BY SFPP GRANT)	Local	\$0.90	Case	5	16		X
24332	MEA MEATBALLS SWEET & SOUR (ON SITE ONLY)	A Frozen	(6)20 oz	15 MEATS ON-SITE ONLY	ON-SITE	\$1.80	Case	10	224		X
17934	MEA TURKEY BREAST OVEN ROASTED (ON SITE ONLY)	A Frozen	(3)6.5 lb	15 MEATS ON-SITE ONLY	ON-SITE	\$3.78	Case	21	152		X
38114	MEA PORK PATTIES (5 CASE LIMIT)	A Frozen	(96)2 oz	15 MEATS/FISH/POULTRY	Local	\$2.34	Case	13	5		X
55907	MEA CHICKEN PARTS ASSORTED	A Frozen	Misc Sizes	15 MEATS/FISH/POULTRY	Local	\$0.18	Pound	1	10495		X
73514	MEA PORK CHITTERLINGS	A Frozen	(6)10 lb Tub	15 MEATS/FISH/POULTRY	S/H Local	\$0.66	Case	66	35		X
90907	MEA TURKEY BREAST (5 CASE LIMIT)	A Frozen	(6)Each	15 MEATS/FISH/POULTRY	Local	\$0.00	Case	36	2		X
90130	MEA MEAT GIANT (ORDER BY POUND)(150 POUND LIMIT)	A Frozen	Assorted Sizes	15 MEATS/FISH/POULTRY	Local	\$0.18	Case	1	16146		X
97249	PUR SAUSAGE SWEET ITALIAN LINKS	A Frozen	(6)2+ lbs	15 MEATS/FISH/POULTRY PURCHASED	PURCHASED	\$25.38	Case	18	82		X
97250	PUR SAUSAGE HOT ITALIAN LINKS	A Frozen	(6)2+ lbs	15 MEATS/FISH/POULTRY PURCHASED	PURCHASED	\$25.38	Case	18	160		X

While the system is placing the item into your cart you will see

The Red X selection will delete the item quantity from the cart.

As you order product, the fields above the search engine will generate information based on what is in your cart:

Order Ref # 186712

Cancel Order Print Shopping List Print Cart View Cart

Item Count: 5 Total Weight: 349 Purchase Cost: \$20.66 Service Fees: \$60.66 Total Cost: \$81.32

Search:  ☐ Free Food Only

Column Sorting: Multi Page size: 20

Ref	Product	Storage	Packing	Type	Category	Price	Unit	Weight	Available	Qty	Del
10013	CME PIZZA PEPPERONI	A Frozen	(72)5 oz.	06 COMPLETED MEALS/ENTREES	Local	\$5.04	Case	28	9		X

**PLEASE NOTE: An order that is left in cart for more than 48 hours will be automatically canceled and deleted.**

## Sorting the Shopping List

You can change how many products are viewed on a page by choosing a different page size. To avoid scrolling through pages of product, select "all."

Central Pennsylvania Food Bank  
No One Should Be Hungry

Home Orders Grants Statistics Other Agency Info My Docs **Order Entry**

Order Ref # 186712 Cancel Order Print Shopping List Print Cart View Cart

Item Count: 1 Total Weight: 40 Purchase Cost: \$0.00 Service Fees: \$7.20 Total Cost: \$7.20

Search:  ☐ Free Food Only Search Column Sorting: Multi Page size: 20

Ref	Product	* Storage	Packing	* Type	* Category	Price	Unit	Weight	Available	Qty	
10013	CME PIZZA PEPPERONI	A Frozen	(72)5 oz.	06 COMPLETED MEALS/ENTREES	Local	\$5.04	Case	28	24		25
40453	CME TACOS MINI	A Frozen	(16)17.5 oz	06 COMPLETED MEALS/ENTREES	S/H Local	\$3.78	Case	21	1		50
29233	DES ICE CREAM VANILLA	A Frozen	(8) Pints	08 DESSERTS (NOT COVERED BY SFPP GRANT)	S/H National	\$0.90	Case	5	3		15
12489	DES CINNAMON ROLL FILLING	A Frozen	8 lb Bucket	08 DESSERTS (NOT COVERED BY SFPP GRANT)	Local	\$1.44	Case	8	54	5	15
16164	DES ICING CREAM CHEESE	A Frozen	(12)2 lb	08 DESSERTS (NOT COVERED BY SFPP GRANT)	Local	\$4.50	Case	25	1		15

All columns can be sorted by clicking on the **underlined word**. This will sort the column in ascending or descending order. Keep clicking the word until you get the view you want.

*Note: the small arrow pointing downward indicating an ascending selection (smallest number to largest number or alphabetical).*

The **starred columns** (☆) indicate columns that the Shopping List can be filtered by.

Item Count: 0 Total Weight: 0 Purchase Cost: \$0.00 Service Fees: \$0.00 Total Cost: \$0.00

Grants Applied: \$0.00 Payments: \$0.00 Balance: \$0.00

Search:  ☐ Free Food Only Search Page size: 20

Ref	Product	★ Storage	★ Type	★ Category	Price	VAP	Unit	Weight	Available	Grant	Qty	
71005	NFI BABY WIPES (3 CS LIMIT)	Dry	01-ASSORTED NON-FOOD ITEMS* (NOT COVERED BY GRANT)	Local	\$1.26	\$0.00	Case	7	15	No		×
12123	BAB BABY FOOD	Dry	02-BABY	S/H National	\$1.08	\$0.00	Case	6	374	Yes		×

To sort multiple columns at the same time. First make sure that "Column Sorting" is set to single. Then click on the underlined column that you want to sort (i.e storage, packing, etc.).

Order Ref # 186712 Cancel Order Print Shopping List Print Cart View Cart

Item Count: 1 Total Weight: 40 Purchase Cost: \$0.00 Service Fees: \$7.20 Total Cost: \$7.20

Search:  ☐ Free Food Only Search Column Sorting: Single Page size: 20

Ref	Product	★ Storage	▲ Packing	★ Type	★ Category	Price	Unit	Weight	Available	Qty	Del
10013	CME PIZZA PEPPERONI	A Frozen	(72)5 oz.	06 COMPLETED MEALS/ENTREES	Local	\$5.04	Case	28	9		×
12489	DES CINNAMON ROLL FILLING	A Frozen	8 lb Bucket	08 DESSERTS (NOT COVERED BY SFPP GRANT)	Local	\$1.44	Case	8	49	5	×
39280	DES ICE CREAM CHOCOLATE	A Frozen	(8) Pints	08 DESSERTS (NOT COVERED BY SFPP GRANT)	Local	\$0.90	Case	5	12		×
34332	MEA MEATBALLS SWEET & SOUR (ON SITE ONLY)	A Frozen	(6)20 oz	15 MEATS ON-SITE ONLY	ON-SITE	\$1.80	Case	10	224		×
17934	MEA TURKEY BREAST OVEN ROASTED (ON SITE ONLY)	A Frozen	(3)6.5 lb	15 MEATS ON-SITE ONLY	ON-SITE	\$3.78	Case	21	152		×
11204	MEA FISH SANDWICH FILETS (5 CASE LIMIT)	A Frozen	6 packs	15 MEATS/FISH/POULTRY	Other	\$2.88	Case	16	5		×

Once you have chosen the first column to be the primary sort, click on “Column Sorting” again and set to multi. Then click on the 2<sup>nd</sup> underlined column that you want to sort (i.e. storage, packing, etc.) within the primary sort. In the example below, “storage” is primary sort and “type” is the secondary sort.

HomeOrdersGrantsStatisticsOther Agency InfoMy Docs

Order Entry

Order Ref # 186712

Cancel OrderPrint Shopping ListPrint CartView Cart

Item Count: 1Total Weight: 40Purchase Cost: \$0.00Service Fees: \$7.20Total Cost: \$7.20

Search:  ☐ Free Food Only 

Column Sorting: MultiPage size: 20

Ref	Product	★ Storage	▲ Packing	★ Type	▲ Category	Price	Unit	Weight	Available	Qty	Del
<a href="#">10013</a>	CME PIZZA PEPPERONI	A Frozen	(72)5 oz.	06 COMPLETED MEALS/ENTREES	Local	\$5.04	Case	28	9	<input type="text"/>	✖
<a href="#">12489</a>	DES CINNAMON ROLL FILLING	A Frozen	8 lb Bucket	08 DESSERTS (NOT COVERED BY SFPP GRANT)	Local	\$1.44	Case	8	49	5	✖
<a href="#">39280</a>	DES ICE CREAM CHOCOLATE	A Frozen	(8) Pints	08 DESSERTS (NOT COVERED BY SFPP GRANT)	Local	\$0.90	Case	5	12	<input type="text"/>	✖
<a href="#">34332</a>	MEA MEATBALLS SWEET & SOUR (ON SITE ONLY)	A Frozen	(6)20 oz	15 MEATS ON-SITE ONLY	ON-SITE	\$1.80	Case	10	224	<input type="text"/>	✖

Clicking on the **Star (★)** in the Type Column creates a drop down list so you can select the category you want.

HomeAllocationsOrdersGrantsStatisticsMy Docs

Order Entry

Print Shopping ListPrint CartView Cart

Item Count: 0Total Weight: 0Purchase Cost: \$0.00Service Fees: \$0.00Total Cost: \$0.00

Grants Applied: \$0.00Payments: \$0.00Balance: \$0.00

Search:  ☐ Free Food Only 

Page size: 20

Ref	Product	★ Storage	★ Type	▼ Category	Price	VAP	Unit	Weight	Available	Grant	Qty	Del
<a href="#">71005</a>	NFI BABY WIPES (3 CS LIMIT)	Dry	01-ASSORTED NON-FOOD ITEMS* (NOT COVERED BY GRANT)	23-PROTEIN (NON-MEAT)				7	15	No	<input type="text"/>	✖
			02-BABY FOOD/FORMULA	24-RICE								
<a href="#">12123</a>	BAB BABY FOOD APPLES	Dry	03-BEVERAGES (NOT COVERED BY GRANT)	25-SNACKS (NOT COVERED BY GRANT)				6	374	Yes	<input type="text"/>	✖
<a href="#">12504</a>	BAB OATMEAL BABY FOOD	Dry	04-BREAD PRODUCTS	26-SPICES/CONDIMENTS (NOT COVERED BY GRANT)				4	77	Yes	<input type="text"/>	✖
<a href="#">10525</a>	BEV COFFEE DECAF (5 CASE LIMIT)	Dry	05-CEREAL	27-VEGETABLES (CANNED/FROZEN)				10	55	Yes	<input type="text"/>	✖
<a href="#">12235</a>	BEV WATER SPRING LEMON	Dry	06-COMPLETED	CANDY (NOT COVERED BY GRANT)				28	18	No	<input type="text"/>	✖

At the bottom of the list you will see **Apply** so that the column will only show those items or **Reset** to erase previous selections.

			18-NUTRITIONAL AIDS	USDA - DAUPHIN COUNTY ONLY								
	Dry		21-PASTA						11		593	
			<a href="#">Apply</a>   <a href="#">Reset</a>									
	Dry		03-BEVERAGES (NOT COVERED BY GRANT)	Local	\$1.02	\$0.00	Case	34			322	

Then you will only see what is filtered and the **Star (★)** turns **yellow** indicating a filter is on:

Home Allocations **Orders** Grants Statistics My Docs

Print Shopping List Print Cart View Cart

Item Count: 0 Total Weight: 0 Purchase Cost: \$0.00 Service Fees: \$0.00 Total Cost: \$0.00  
Grants Applied: \$0.00 Payments: \$0.00 Balance: \$0.00

Search:  ☐ Free Food Only  Page size: 20

Ref	Product	Storage	Type	Category	Price	VAP	Unit	Weight	Available	Grant	Qty	Del
21005	NFI BABY WIPES (3 CS LIMIT)	Dry	01- ASSORTED NON-FOOD ITEMS* (NOT COVERED BY GRANT)	Local	\$1.26	\$0.00	Case	7	15	No		X

Clicking on the **Yellow Star** (★) and selecting **Reset** at the bottom of the column will remove the filter.

## TIPS:

**To remove purchased product from your shopping list:**

Sort shopping list by category and choose all categories other than “PURCHASED” and click “Apply.” Please note that this will remove purchased produce, which is still only \$.1 per pound.

Order Ref # 186712

Cancel Order Print Shopping List Print Cart View Cart

Item Count: 1 Total Weight: 40 Purchase Cost: \$0.00 Service Fees: \$7.20 Total Cost: \$7.20

Search:  ☐ Free Food Only  Column Sorting: Multi Page size: 20

Ref	Product	Storage	Packing	Type	Category	Price	Unit	Weight	Available	Qty	Del
10013	CME PIZZA PEPPERONI	A Frozen	(72)5 oz.	06 COMPLETED MEALS/ENTREES	Local		Case	28	24		X
40453	CME TACOS MINI	A Frozen	(16)17.5 oz	06 COMPLETED MEALS/ENTREES	Local		Case	21	1		X
29233	DES ICE CREAM VANILLA	A Frozen	(8) Pints	08 DESSERTS (NOT COVERED BY SFPP GRANT)	Local		Case	5	3		X
12489	DES CINNAMON ROLL FILLING	A Frozen	8 lb Bucket	08 DESSERTS (NOT COVERED BY SFPP GRANT)	Local		Case	8	54	5	X
16164	DES ICING CREAM CHEESE	A Frozen	(12)2 lb	08 DESSERTS (NOT COVERED BY SFPP GRANT)	Local	\$4.50	Case	25	1		X

**To view only free products:**

Check off “Free Food Only” and click search. Click the reset button to view entire list again.

Home **Orders** Grants Statistics Other Agency Info My Docs

Order Ref # 186712

Cancel Order Print Shopping List Print Cart View Cart

Item Count: 1 Total Weight: 40 Purchase Cost: \$0.00 Service Fees: \$7.20 Total Cost: \$7.20

Search:  ☒ Free Food Only   Column Sorting: Multi Page size: 20

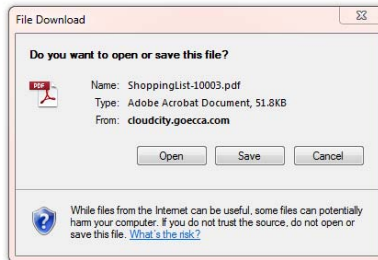
Ref	Product	Storage	Packing	Type	Category	Price	Unit	Weight	Available	Qty	Del
51600	BEV SELTZER WATER	Dry	(12)1 Liter	03 BEVERAGES (NOT COVERED BY SFPP GRANT)	Local	\$0.00	Case	27	98		X

## Print Shopping List Button

To print a shopping list, select the **Print Shopping List** button.

A new Web window will appear with the following message

Select **Open** button



A printable shopping list will appear:

### Shopping List

ANTIOCH TABERNACLE

Date Printed: 1/9/2012 At 2:41 PM

\*Item availability may change prior to ordering.

Ref	Product	Category	Storage	Type	Weight	Available
10010	CME PIZZA ASSORTED	Local	Frozen	06-COMPLETED MEALS/ENTREES	30	12760
10525	BEV COFFEE DECAF (5 CASE LIMIT)	Local	Dry	03-BEVERAGES (NOT COVERED BY GRANT)	10	55
10806	RIC RICE	Local	Dry	24-RICE	22	43
11069	DAI YOGURT GREEK	Local	Refrigerated	07-DAIRY PRODUCTS	13	57
11282	CER HONEY & OAT BLENDERS (6 CS LIMIT)	S/H Local	Dry	05-CEREAL	17	11
11387	CER CINNAMON TOASTERS CEREAL (6 CS LIMIT)	S/H Local	Dry	05-CEREAL	16	59
11823	CER OATMEAL INSTANT	Local	Dry	05-CEREAL	3	1060
11953	SNA ANIMAL COOKIES	Local	Dry	COOKIES (NOT COVERED BY GRANT)	13	22

## Print Cart Button

To print a shopping cart, select the **Print Cart** button.

A new Web window will appear with the following message

Select **Open** button and a printable cart list will appear:

### Order#

Order Placed: 11/10/2006

Warehouse: ECCA-PUG2011

Delivered/Picked Up: 11/10/2006 At 12:00 AM

Deliver/Pick Up Location: No Del/PU Location

Product Ref	Product	Category	Quantity	Weight	Total Cost
No product found.					
Totals:			0	0	\$0.00
Grants Applied:			\$0.00	Payments: \$0.00	Balance: \$0.00

## View Cart Button

Once you've completed your order click on "View Cart." You will be taken to this page:

[Home](#)
[Allocations](#)
[Orders](#)
[Grants](#)
[Statistics](#)
[My Docs](#)

Order Entry

### Order Ref #124694

**Contact Information**  
Name:   
Phone Number:   
E-mail Address:   
Comment:

**Shipping/Delivery**  
Method: Agency Vehicle  
Date:   
Time:

Item Count: 1      Total Weight: 41      Purchase Cost: \$0.00      Service Fees: \$0.00      Total Cost: \$0.00  
Grants Applied: \$0.00      Payments: \$0.00      Balance: \$0.00

Ref	Product	Type	Weight	Category	Price	Available	Qty	
<a href="#">90815</a>	USDA ROLLED OATS (B445)	USDA - DAUPHIN COUNTY ONLY	41	USDA Commodities	\$0.00	38	1	✖

Shopping List      Checkout

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The **Shipping/Delivery** information will automatically fill in - like it does on the POL - unless CPAFB is closed on your date. **Be sure to fill in the shipping date and times if it doesn't auto fill.**

The **Contact Information** is required.

**Order Ref #124694**  
**Contact Information**  
Name:   
Phone Number:   
E-mail Address:   
Comment:

**Shipping/Delivery**  
Method: Agency Vehicle  
Date:  1/13/2012  
Time:  9:45 AM - 10:00 AM

Item Count: 1      Total Weight: 41      Purchase Cost: \$0.00      Service Fees: \$0.00      Total Cost: \$0.00  
Grants Applied: \$0.00      Payments: \$0.00      Balance: \$0.00

Ref	Product	Type	Weight	Category	Price	Available	Qty	
<a href="#">90815</a>	USDA ROLLED OATS (B445)	USDA - DAUPHIN COUNTY ONLY	41	USDA Commodities	\$0.00	38	1	✖

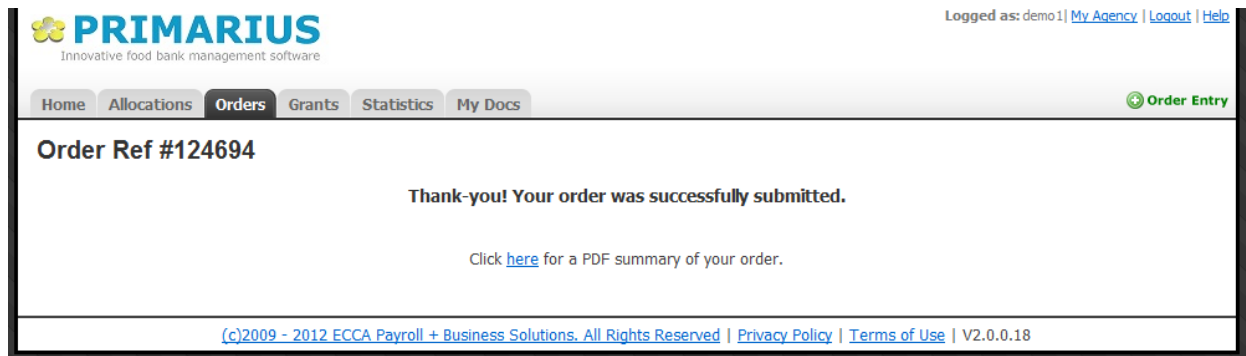
Shopping List      Checkout

Select the **Shopping List** button to return to the shopping list.

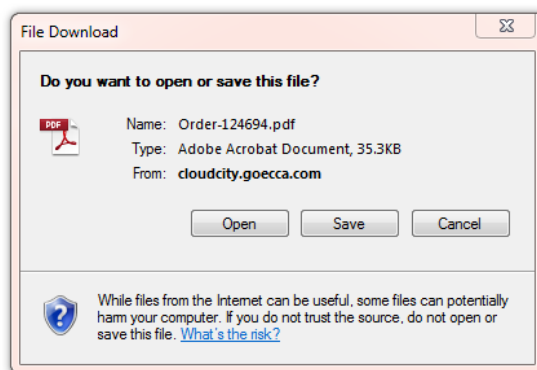
Select the **Checkout** button to submit your order to CPAFB.

## The Checkout Button


After selecting the **Checkout** button, a successful submission will show the following message:



Clicking on the 'Click [here](#) for a PDF summary of your order' will show the following message:



Selecting the **Open** button will show the order summary:



**Order# 124694**

Order Placed: 1/9/2012  
 Warehouse: ECCA-PUG2011  
 Delivered/Picked Up: 1/13/2012 At 9:45 AM  
 Deliver/Pick Up Location: No Del/PU Location

Product Ref	Product	Category	Quantity	Weight	Total Cost
90815	USDA ROLLED OATS (B445)	USDA	1	41	\$0.00
<b>Totals:</b>			<b>1</b>	<b>41</b>	<b>\$0.00</b>
<b>Grants Applied:</b>			<b>\$0.00</b>	<b>Payments:</b>	<b>\$0.00</b>
					<b>Balance:</b> <b>\$0.00</b>

## STATISTICS – Entering Statistics

1. Click on the statistics tab.

Central Pennsylvania Food Bank  
No One Should Be Hungry

Home Orders Grants **Statistics** Other Agency Info My Docs Order Entry

Statistics

Page size: 20

Stat Date	Comment
11/30/2013	
10/31/2013	
09/30/2013	Submitted by Agency via Primarius Online at 10/14/2013 10:38:27 AM
08/31/2013	Submitted by Agency via Primarius Online at 9/5/2013 1:16:15 PM
07/31/2013	Submitted by Agency via Primarius Online at 9/5/2013 1:15:58 PM
06/30/2013	Submitted by Agency via Primarius Online at 9/5/2013 1:15:33 PM
05/31/2013	Submitted by Agency via Primarius Online at 9/5/2013 1:11:49 PM
04/30/2013	Submitted by Agency via Primarius Online at 5/20/2013 2:00:31 PM
03/31/2012	Submitted by Agency via Primarius Online at 4/11/2012 10:17:55 AM
09/30/2011	Submitted by Agency via Primarius Online at 9/19/2011 2:33:01 PM
06/30/2011	Submitted by Agency via Primarius Online at 6/20/2011 11:53:58 AM
05/31/2011	Submitted by Agency via Primarius Online at 6/8/2011 3:14:40 PM
02/28/2011	Submitted by Agency via Primarius Online at 3/23/2011 4:02:56 PM

< Prev 1 Next > | Page 1 of 1

Enter Statistics

2. Select the Enter Statistics button and the enter statistics page will appear.

Home Orders Grants **Statistics** Other Agency Info My Docs Order Entry

Statistics

Page size: 20


Stat Date	Comment
11/30/2013	
10/31/2013	
09/30/2013	Submitted by Agency via Primarius Online at 10/14/2013 10:38:27 AM
08/31/2013	Submitted by Agency via Primarius Online at 9/5/2013 1:16:15 PM
07/31/2013	Submitted by Agency via Primarius Online at 9/5/2013 1:15:58 PM
06/30/2013	Submitted by Agency via Primarius Online at 9/5/2013 1:15:33 PM
05/31/2013	Submitted by Agency via Primarius Online at 9/5/2013 1:11:49 PM
04/30/2013	Submitted by Agency via Primarius Online at 5/20/2013 2:00:31 PM
03/31/2012	Submitted by Agency via Primarius Online at 4/11/2012 10:17:55 AM
09/30/2011	Submitted by Agency via Primarius Online at 9/19/2011 2:33:01 PM
06/30/2011	Submitted by Agency via Primarius Online at 6/20/2011 11:53:58 AM
05/31/2011	Submitted by Agency via Primarius Online at 6/8/2011 3:14:40 PM
02/28/2011	Submitted by Agency via Primarius Online at 3/23/2011 4:02:56 PM

< Prev 1 Next > | Page 1 of 1

Enter Statistics

3. Choose the last day of the month that you are submitting statistics for by typing in the date or by clicking on the calendar icon and choosing the date.

Enter Statistics

Date: 8/31/2013 

Comments:

Category: 01-P Total House  
02-P Duplicated House

Comment:

Today: January 14, 2014



4. Enter the statistics according to your agency type.

- **Pantry Programs** are to complete only those fields that start with a P

Also remember that your Total Households Served (#1) is ALL households served that month, INCLUDING NEW HOUSEHOLDS. When you get to fields 10 – 14, you are to tell us, of the Total NEW HH/People served for the month. Duplicate HH (#2) reflects the number of households that you served more than one time that month, if applicable to your program.

- **Soup Kitchen and Shelter Meal Programs** are to complete Field #15 -SK/SH  
Please mark how many meals were served that entire month, not people.
- **Supplemental Programs (day cares, senior centers, residential programs other than emergency shelters, etc.)** are to complete fields #16-19- Sup
- **Youth Programs (Accounts in 30000, 60000 ranges; Backpack/Kids Cafe/School Pantries)** are to complete fields #24-31 (contact Karen Woodings with questions)

\*\* In some cases, your organization may have multiple program types such as a soup kitchen and a pantry program. If this is applicable to you, complete your appropriate sections.

**\*\* PLEASE REMEMBER TO ADD CORRECTLY! The TOTAL fields do not populate for you. Please check your math before entering your data.**

#### Enter Statistics

Date: 8/31/2013

Comments:

Category	Quantity	Comment
01-P Total Households Served		
02-P Duplicated Households		
03-P Total Youth 0-18		
04-P Total Adult 19-59		
05-P Total Senior 60+		
06-P Total Individuals Served		
10-P New Households		
11-P New Youth 0-18		
12-P New Adult 19-59		
13-P New Senior 60+		
14-P Total New Individuals		
15-SK/SH Meals		
16-Sup Youth 0-18		
17-Sup Adult 19-59		
18-Sup Senior 60+		
19-Sup Total		
24-New Youth (0-18) Enrolled		
25-Unduplicated Youth Enrolled		
26-Number Serving Days		
28-Number of Food Distributions		
29-Number Food Packages Distributed		
30-Unduplicated Households		
31-Snacks		

Submit Statistics

Note that you can alter the numbers until you select the **Submit Statistics** button. After that, if corrections need to be made, contact your Agency Relations personnel.

Submit Statistics

Viewing Past Statistics:

The statistics tab also shows all the documented statistics that have been reported to CPAFB.

Logged as: 10754| [My Agency](#) | [Logout](#) | [Help](#)

**CENTRAL PENNSYLVANIA FOOD BANK**  
No One Should Be Hungry

[Home](#) | [Orders](#) | [Grants](#) | **[Statistics](#)** | [Other Agency Info](#) | [My Docs](#) | [Order Entry](#)

### Statistics

Page size: 20

Stat Date	Comment
11/30/2013	
10/31/2013	
09/30/2013	Submitted by Agency via Primarius Online at 10/14/2013 10:38:27 AM
08/31/2013	Submitted by Agency via Primarius Online at 9/5/2013 1:16:15 PM
07/31/2013	Submitted by Agency via Primarius Online at 9/5/2013 1:15:58 PM
06/30/2013	Submitted by Agency via Primarius Online at 9/5/2013 1:15:33 PM
05/31/2013	Submitted by Agency via Primarius Online at 9/5/2013 1:11:49 PM
04/30/2013	Submitted by Agency via Primarius Online at 5/20/2013 2:00:31 PM
03/31/2012	Submitted by Agency via Primarius Online at 4/11/2012 10:17:55 AM
09/30/2011	Submitted by Agency via Primarius Online at 9/19/2011 2:33:01 PM
06/30/2011	Submitted by Agency via Primarius Online at 6/20/2011 11:53:58 AM
05/31/2011	Submitted by Agency via Primarius Online at 6/8/2011 3:14:40 PM
02/28/2011	Submitted by Agency via Primarius Online at 3/23/2011 4:02:56 PM

< Prev 1 Next > | Page 1 of 1

Enter Statistics

Clicking on a table row (*line*) will bring up the statistic report details.

Statistics for 11/30/2013

Comments:

Category	Quantity	Comment
01-Households	12	
02-Duplicated Households	12	
03-Youth 0-18	32	
04-Adult 19-59	0	
05-Senior 60+	0	
06-Total Individuals	0	
10-New Households	0	
11-New Youth 0-18	0	
12-New Adult 19-59	0	
13-New Senior 60+	0	
14-Total New Individuals	0	
15-Meals	0	
16-Sup Youth 0-18	0	
17-Sup Adult 19-59	0	
18-Sup Senior 60+	0	
19-Sup Total	0	
24-New Youth (0-18) Enrolled	0	
25-Unduplicated Youth Enrolled	0	
26-Number Serving Days	0	
28-Number of Food Distributions	0	
29-Number Food Packages Distributed	0	
30-Unduplicated Households	0	
31-Snacks	0	

Print Stats

## HOME -Your Cart Tab

Short cut to what is currently in your shopping cart. This tab window displays the current items in your cart along with basic summary detail. Click the **View Cart** button to go to the view cart window and either select the **Shopping List** button to continue the order or the **Checkout** button to begin submitting the order to CPAFB. If you do not have an order in process, click **Order Entry** to start a new order.

**PRIMARIUS**  
Innovative food bank management software

Logged as: demo1 | [My Agency](#) | [Logout](#) | [Help](#)

Home Allocations Orders Grants Statistics My Docs [Order Entry](#)

**Home**

Home Your Cart Available Batches Pending Review

Item Count: 4      Total Weight: 190      Purchase Cost: \$0.00      Service Fees: \$34.20      Total Cost: \$34.20  
Grants Applied: \$34.20      Payments: \$0.00      Balance: \$0.00

Ref	Product	Type	Quantity	Total Cost
10525	BEV COFFEE DECAF (5 CASE LIMIT)	03-BEVERAGES (NOT COVERED BY GRANT)	1	\$1.80
11282	CER HONEY & OAT BLENDERS (6 CS LIMIT)	05-CEREAL	5	\$15.30
10010	CME PIZZA ASSORTED	06-COMPLETED MEALS/ENTREES	1	\$5.40
11069	DAI YOGURT GREEK	07-DAIRY PRODUCTS	5	\$11.70

[View Cart](#)

## Orders Tab

This lists all of the orders for your Agency and their current status.

Clicking on a table row (*line*) will bring up the order details.

**PRIMARIUS**  
Innovative food bank management software

Logged as: demo1 | [My Agency](#) | [Logout](#) | [Help](#)

Home Allocations **Orders** Grants Statistics My Docs [Order Entry](#)

**Orders**


Search:  [Search](#) Page size: 20

Order	Status	Entered	Del/Pickup	Shipped Via	Reviewed?	Picked?	Picked	Released	Location	AR?
124695	Open	01/10/2012	01/11/2012	Agency Vehicle	No	No			No Del/PU Location	Y
124694	Open	01/09/2012	01/13/2012	Agency Vehicle	No	No			No Del/PU Location	N
124692	Open	01/06/2012	01/06/2012		No	No			No Del/PU Location	N
124690	Open	01/06/2012	01/27/2012	Agency Vehicle	No	No			No Del/PU Location	N
124682	Open	01/05/2012	01/26/2012	Agency Vehicle	No	No			No Del/PU Location	N
124681	Open	01/05/2012	01/27/2012	Agency Vehicle	No	No			No Del/PU Location	N
124680	Open	01/05/2012	01/05/2012		No	No			No Del/PU Location	N
124679	Open	01/04/2012	01/04/2012		No	No			No Del/PU Location	N
124677	Open	01/04/2012	01/27/2012	Agency Vehicle	No	No			No Del/PU Location	N
124676	Open	01/04/2012	01/04/2012		No	No			No Del/PU Location	N
138466	Open	10/17/2011	10/11/2011		Yes	No			No Del/PU Location	Y
138443	Open	08/01/2011	08/03/2011	Agency Vehicle	Yes	No	08/01/2011	08/01/2011	No Del/PU Location	Y
138299	Closed	07/27/2011	07/29/2011	Delivery	Yes	Yes	07/27/2011	07/27/2011	No Del/PU Location	N
138221	Closed	07/25/2011	07/27/2011	Agency Vehicle	Yes	Yes	07/25/2011	07/25/2011	No Del/PU Location	N
138154	Open	07/22/2011	08/24/2011	Agency Vehicle	Yes	No	07/22/2011	07/22/2011	No Del/PU Location	N
138136	Closed	07/22/2011	07/22/2011	Agency Vehicle	Yes	Yes	07/22/2011	07/22/2011	No Del/PU Location	N

This lists the grants that have been applied to an Agency with amounts used, initial balances, and remaining balances.

## My Docs Tab

This window lists your Agency's statements that have been published to view online – for **administrators** only.


**PRIMARIUS**  
 Innovative food bank management software

Logged as: demo1 | [My Agency](#) | [Logout](#) | [Help](#)

[Home](#) | [Allocations](#) | [Orders](#) | [Grants](#) | [Statistics](#) | **[My Docs](#)**

[Order Entry](#)

---

## ANTIOCH TABERNACLE 's Documents

[Statements](#) | [Invoices](#)

Statements

Page size: 20 ▼

File	Date Added ▲
<a href="#">Statement for 8-31-2011.PDF</a>	09/15/2011

< Prev **1** Next > | Page 1 of 1

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If you click on a file name (for example: [Statement for 8-31-2011.PDF](#)), you would see:

**STATEMENT**

Page 1 of 1

ECCA-PUG2011

PERIOD ENDING  
08/31/2011

Thursday, September 15, 2011

10003

ANTIOCH TABERNACLE  
Brian Drumm  
P O BOX 5780  
Erie PA 16494-7435

REMIT TO:  
ECCA Food Bank  
( ) -

O R D E R S			P A Y M E N T S A N D C R E D I T S				G R A N T S	I N V O I C E
Date	Reference	Amount	Date	Check #	Discount	Applied	Total Applied	BALANCE
07/01/2011	136908	\$594.00						\$594.00
07/07/2011	137065	\$50.00						\$50.00
<b>Total Balance:</b>								<b>\$644.00</b>

CURRENT	OVER 30	OVER 60	OVER 90	OVER 120	TOTAL DUE
\$0.00	\$644.00	\$0.00	\$0.00	\$0.00	\$644.00

testing


  

AVAILABLE GRANTS AS OF 09/15/2011

DAU12      SFPP Dauphin County - Shared Maint.      Expires: 06/30/2012      \$21,261.20

## MY DOCS – Invoices Tab

This window lists the invoices for your agency and works the same way as the statements tab.



Innovative food bank management software

Logged as: demo1 | [My Agency](#) | [Logout](#) | [Help](#)

[Home](#) | [Allocations](#) | [Orders](#) | [Grants](#) | [Statistics](#) | **[My Docs](#)**

[Order Entry](#)

### ANTIOCH TABERNACLE 's Documents

Statements

**Invoices**

**Invoices**

Search:   Page size: 20 ▾

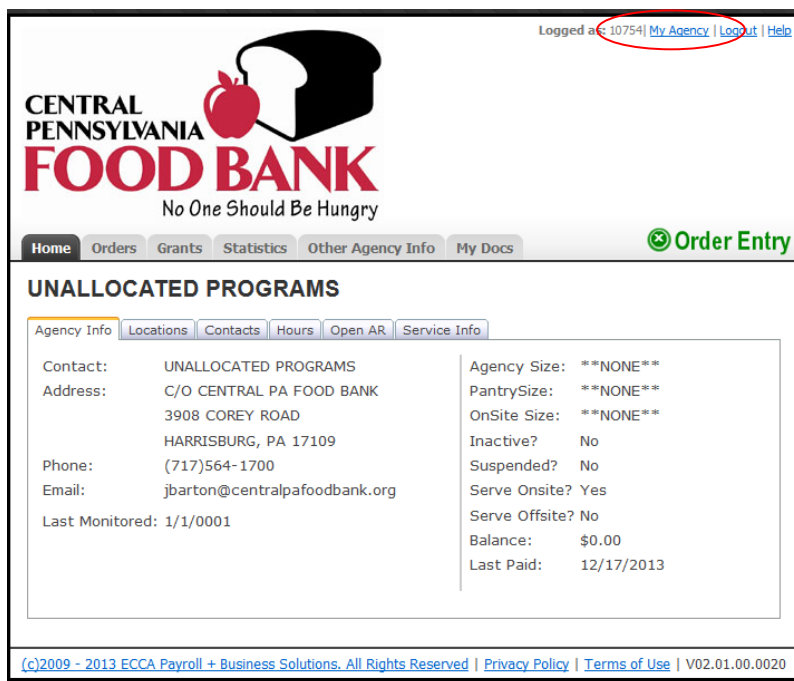
File	Order Ref	Date Added
No invoices found for this agency.		

< Prev Next > | Page 1 of 0

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## AGENCY INFORMATION

If you click on the [My Agency](#) link in the upper right-hand corner, you will see:



Logged as 107541 [My Agency](#) | [Logout](#) | [Help](#)

**CENTRAL PENNSYLVANIA FOOD BANK**  
No One Should Be Hungry

Home Orders Grants Statistics Other Agency Info My Docs [Order Entry](#)

### UNALLOCATED PROGRAMS

Agency Info Locations Contacts Hours Open AR Service Info

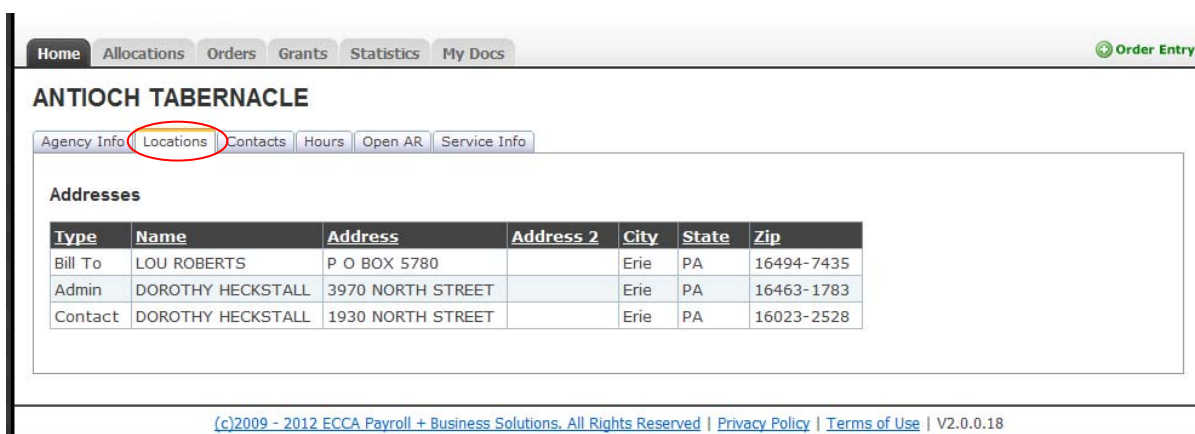
Contact:	UNALLOCATED PROGRAMS	Agency Size:	**NONE**
Address:	C/O CENTRAL PA FOOD BANK 3908 COREY ROAD HARRISBURG, PA 17109	PantrySize:	**NONE**
Phone:	(717)564-1700	OnSite Size:	**NONE**
Email:	jbarton@centralpafoodbank.org	Inactive?	No
Last Monitored:	1/1/0001	Suspended?	No
		Serve Onsite?	Yes
		Serve Offsite?	No
		Balance:	\$0.00
		Last Paid:	12/17/2013

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Each tab will show you what information Central PA Food Bank has recorded on your agency file. To update any information, please fill out the form at the end of this document and fax or mail it to the Food Bank.

### Locations Tab

The addresses listed are the different addresses that the Food Bank has on file for your agency.



Home Allocations Orders Grants Statistics My Docs [Order Entry](#)

### ANTIOCH TABERNACLE

Agency Info **Locations** Contacts Hours Open AR Service Info

#### Addresses

Type	Name	Address	Address 2	City	State	Zip
Bill To	LOU ROBERTS	P O BOX 5780		Erie	PA	16494-7435
Admin	DOROTHY HECKSTALL	3970 NORTH STREET		Erie	PA	16463-1783
Contact	DOROTHY HECKSTALL	1930 NORTH STREET		Erie	PA	16023-2528

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## Contacts Tab

The contacts listed are the different contacts that the Food Bank has on file for your agency.

Home

Allocations

Orders

Grants

Statistics

My Docs

Order Entry

ANTIOCH TABERNACLE

Agency Info

Locations

Contacts

Hours

Open AR

Service Info

Contacts

Type	Name	Phone	Ext.	E-mail	Authorized?	Can Pickup?	Can Order?
Admin	Charles Wurst	(814)455-1556			No	No	No
Contact	Gene Heise	(814)454-3932			Yes	Yes	Yes
Authorized	Todd Bourne	(814)870-8579			Yes	Yes	Yes
Authorized	Art Weibel	(814)663-7187			Yes	Yes	Yes
Authorized	Richard Shupenko				Yes	Yes	Yes
Authorized	Kathleen Cox	(814)825-6467			No	No	No
Authorized	Charles Roderick				Yes	Yes	No
Authorized	David Battaglia				Yes	Yes	No
Authorized	Kevin Przybyszewski				Yes	Yes	No
Authorized	Armanda Totleben				No	No	No
POL Order	mike mahler			mmahler@goecca.com	No	No	No
POL Order	johauna glover			johaunarei@hotmail.com	No	No	No

## Hours Tab

These are your agency's business hours that the Food Bank has on file.

Home	Allocations	Orders	Grants	Statistics	My Docs	Order Entry
<b>ANTIOCH TABERNACLE</b>						
Agency Info	Locations	Contacts	Hours	Open AR	Service Info	
<b>Hours of Operation</b>						
Day	Hours					
Sunday	Closed					
Monday	11:00 - 1:00					
Tuesday	11:00 - 1:00					
Wednesday	11:00 - 1:00					
Thursday	11:00 - 1:00					
Friday	Closed					
Saturday	Closed					

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## Open AR Tab

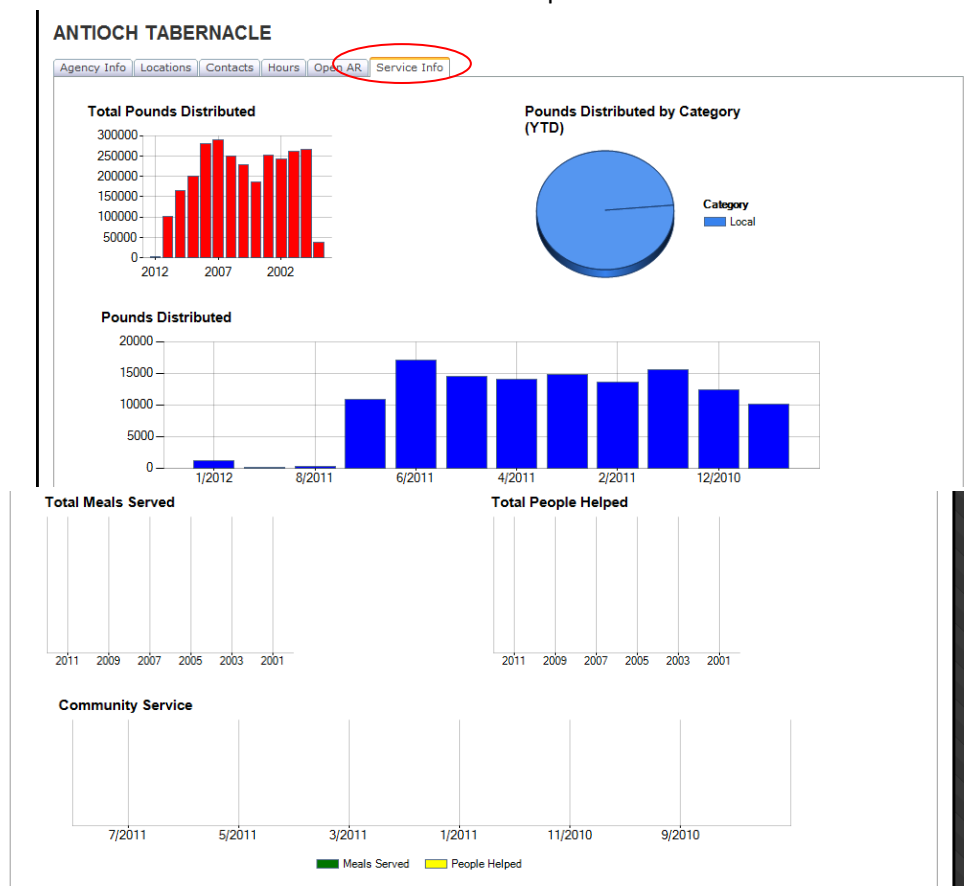
Shows if orders:

- Are open or closed
- Have been reviewed by Central PA Food Bank
- Have been picked (*selected*) by Central PA Food Bank
- Have a balance

Home	Allocations	Orders	Grants	Statistics	My Docs	Order Entry
ANTIOCH TABERNACLE						
Agency Info	Locations	Contacts	Hours	Open AR	Service Info	
Open Account Receivables						
OrderRef	Status	Entered	Delivered / Pickuped	Reviewed?	Picked?	Balance
138443	Open	08/01/2011	08/03/2011	Yes	No	\$54.90
138466	Open	10/17/2011	10/11/2011	No	No	\$23.76
136908	Closed	06/30/2011	07/01/2011	Yes	Yes	\$594.00
137065	Closed	07/06/2011	07/07/2011	Yes	Yes	\$50.00
						\$722.66

## Service Info Tab

Displays different graphs and charts based on the agency's information. Please note the bottom three graphs will not display any information because of how statistics are set-up.







## Agency Information Update Form

Agency Name: \_\_\_\_\_ Member Number: \_\_\_\_\_

**Please make the following changes to:** (Print or type all information)

☐ Agency Name: \_\_\_\_\_

**Contacts:**

☐ Director/administrator name: \_\_\_\_\_ Phone \_\_\_\_\_  
☐ Primary Contact Name: \_\_\_\_\_ Phone \_\_\_\_\_  
☐ POL contact: \_\_\_\_\_ Phone \_\_\_\_\_  
☐ Bill to contact: \_\_\_\_\_ Phone \_\_\_\_\_  
☐ Statistical Report contact: \_\_\_\_\_

**Authorized**

☐ Add: (Please schedule orientation for new persons)

\_\_\_\_\_ ☐ Pick up ☐ Order ☐ shop

\_\_\_\_\_ ☐ Pick up ☐ Order ☐ shop

\_\_\_\_\_ ☐ Pick up ☐ Order ☐ shop

☐ Delete: \_\_\_\_\_

## General Info

☐ Agency physical address: \_\_\_\_\_

☐ Agency bill to address: \_\_\_\_\_

☐ Telephone Number: (main) \_\_\_\_\_  
(contact(s)) \_\_\_\_\_

☐ Fax #: \_\_\_\_\_

☐ **Email addresses:** (please include anyone who may be interested in receiving CPFEB E-News):

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Hours of Operation: \_\_\_\_\_

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

**Fax to: 717-561-4636    Email to: [smccree@centralpafoodbank.org](mailto:smccree@centralpafoodbank.org)**

Office use only : Date entered in primarius:\_\_\_\_\_By:\_\_\_\_\_



## PRIMARIUS WEB WINDOW SERVICE AGENCY INFORMATION PROFILE

We are pleased to announce that we have launched our new inventory ordering service, **Primarius Web Window** (PWW). We are very excited about this feature and trust that, if you have internet access available, you will enjoy the convenience that this service offers to you!

In order for you to access PWW, we need some pertinent information from you, which when entered into our system, will allow you to enter your inventory orders, monthly statistics, and access your account or grant status. Please complete the information below and return it by mail, or email to [smccree@centralpafoodbank.org](mailto:smccree@centralpafoodbank.org). You may also drop it off at the Food Bank or fax it to 717-561-4636. We will enter your information into our system and notify you when you are authorized to begin using the service. User-friendly instructions are available on the site that will guide you through the various features. User videos and tutorials are available on our website at <http://www.centralpafoodbank.org/PartnerAgencies/DownloadsandResources.aspx>.

Please feel free to contact the Agency Services Staff at 717-564-1700 if you have any questions regarding your email address or password selections.

**Agency Name:** \_\_\_\_\_ **Account #:** \_\_\_\_\_

**Agency Address:** \_\_\_\_\_

**Agency Food Bank Primary Contact:** \_\_\_\_\_

**Primary Contact Phone Number:** \_\_\_\_\_

Email Address(es) provided below will receive order confirmations.

**Primary Email Address #1** \_\_\_\_\_

**Back-up Email Address #2:** \_\_\_\_\_ (if applicable)

**Password:** \_\_\_\_\_

(Please limit your password to 7 spaces. Passwords are case sensitive lower and you may use numbers, letters or combination thereof. The primary contact is responsible for maintenance of this password. **Anyone authorized to place online orders with the Food Bank for your agency must be informed of this password.**)

**PLEASE REVIEW YOUR INFORMATION BEFORE YOU SUBMIT IT TO US!**

**It is your responsibility to notify us of any changes to this information. Thanks!**

<b>Office Use:</b>	<b>Entered By:</b> _____	<b>Date:</b> _____
<b>Agency PWW Update Submitted By:</b> _____	<b>Date:</b> _____	