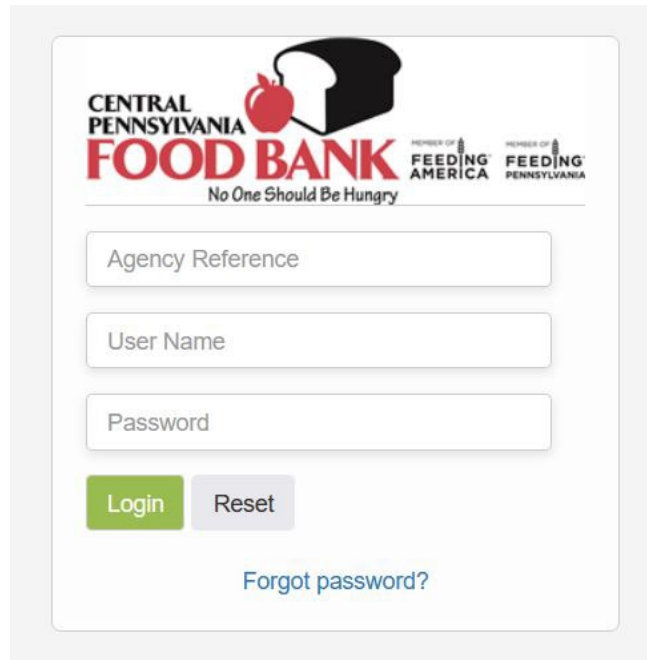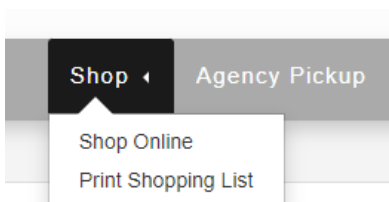# P2 PWW USER GUIDE

For Agency Partners

LANDING PAGE

The landing page is basically the same. Your **Agency Reference** number and your **User Name** are the same. Your password will not change. If you need to change your password, please reach out to your Agency Services representative and they can change it for you.

TO PLACE AN ORDER

Once you are logged into the system and ready to schedule your next shopping appointment or delivery, click on the drop-down menu labeled "Shop" on the far left of the grey bar to get started.

If you choose to print the shopping list, please remember that our inventory is updated often, and products move quickly. The Shopping List shows what we have in stock at that moment and cannot be guaranteed for future orders.

Placing Your Order

The menu itself is a huge change with 3 new looks. Just click on the upper right-hand icons to change your views. There is also a search bar that you can type in a product, and it will narrow down the inventory to products that contain that search word.

Look #1 is the **List View**

You can change the look from here

Look #2 is the **Title/Grid**

Sort By ▾ | Search Products... ✕ 🔍 | Filters ▾

(97995) PUR CME CHICKEN CHILI (12)15 oz	(97216) PUR CME CHILI W/BEANS (12)15 oz	(97407) PUR CME HELPERS CHEESY TUNA...	(97511) PUR CME HELPERS STROGANOFF ...
Class: Other	Class: Other	Class: Other	Class: Other
Category: PURCHASED	Category: PURCHASED	Category: PURCHASED	Category: PURCHASED
Storage: Dry	Storage: Dry	Storage: Dry	Storage: Dry
Packaging: (12)15 oz	Packaging: (12)15 oz	Packaging: (24)5.3 oz	Packaging: (24)5.6 oz
Nutrition	Nutrition	Nutrition	Nutrition
View Extended Details	View Extended Details	View Extended Details	View Extended Details
Price: $14.04 / Case	Price: $14.04 / Case	Price: $18.41 / Case	Price: $18.41 / Case
Qty	Qty	Qty	Qty
Limit - 576	Limit - 766	Limit - 436	Limit - 339
Add to Cart	Add to Cart	Add to Cart	Add to Cart

(97483) PUR CME MACARONI IN TOMATO ...	(96914) PUR CME MEAL TRAYS CHICKEN C...	(96915) PUR CME MEAL TRAYS CHICKEN P...	(96916) PUR CME MEAL TRAYS LENTILS W...

Look #3 is **Condensed Display (has no pictures)**

Sort By ▾ | Search Products... ✕ 🔍 | Filters ▾

Product	Price	Qty	Details	
(97925) PUR BRE STUFFING MIX (12)6 oz	Price: $13.26 / Case	Qty / Limit - 70	Category: PURCHASED / Packaging: (12)6 oz	Add to Cart
(97467) PUR BRE STUFFING MIX TURKEY (12)6...	Price: $13.26 / Case	Qty / Limit - 205	Category: PURCHASED / Packaging: (12)6 oz	Add to Cart
(97215) PUR CME BEEF LASAGNA (12)15 oz	Price: $14.04 / Case	Qty / Limit - 768	Category: PURCHASED / Packaging: (12)15 oz	Add to Cart
(97200) PUR CME BEEF STEW (12)15 oz	Price: $14.04 / Case	Qty / Limit - 1138	Category: PURCHASED / Packaging: (12)15 oz	Add to Cart
(97995) PUR CME CHICKEN CHILI (12)15 oz	Price: $14.04 / Case	Qty / Limit - 576	Category: PURCHASED / Packaging: (12)15 oz	Add to Cart
(97216) PUR CME CHILI W/BEANS (12)15 oz	Price: $14.04 / Case	Qty / Limit - 766	Category: PURCHASED / Packaging: (12)15 oz	Add to Cart
(97407) PUR CME HELPERS CHEESY TUNA (24)...	Price: $18.41 / Case	Qty / Limit - 436	Category: PURCHASED / Packaging: (24)5.3 oz	Add to Cart
(97511) PUR CME HELPERS STROGANOFF (24)...	Price: $18.41 / Case	Qty / Limit - 339	Category: PURCHASED / Packaging: (24)5.6 oz	Add to Cart
(97483) PUR CME MACARONI IN TOMATO & BE...	Price: $14.04 / Case	Qty / Limit - 594	Category: PURCHASED / Packaging: (12)15 oz	Add to Cart
(96914) PUR CME MEAL TRAYS CHICKEN CRE...	Price: $56.79 / Case	Qty / Limit - 396	Category: PURCHASED / Packaging: (24)7 oz	Add to Cart

Click on the picture for a larger view.

A product could have multiple pictures which are located at the top.

FILTERS

You can choose to use the 'filter' button to filter the products by various categories as well. Here is what that button looks like.
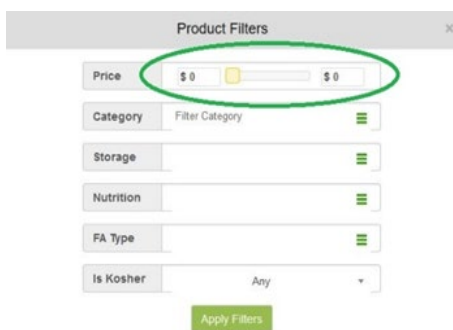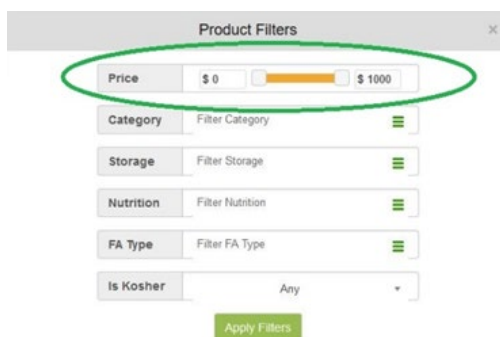
PRICE FILTER:
This is a new feature. There is no longer a box to sort for "Free Food". This feature is what should be used to now do that. Move the orange bar all the way to zero "0" and click Apply Filters. This filter will sort for FREE products.

CATEGORY FILTER
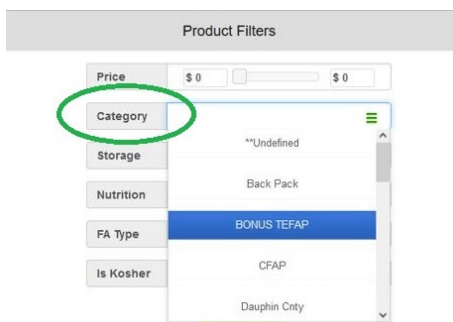
STORAGE FILTER
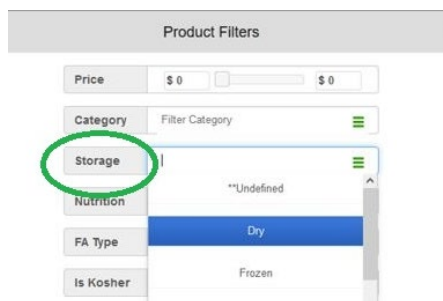
NUTRITION FILTER
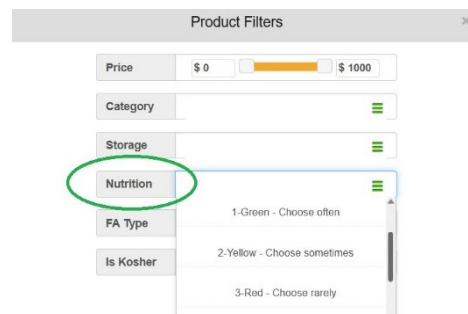
FA TYPE FILTER
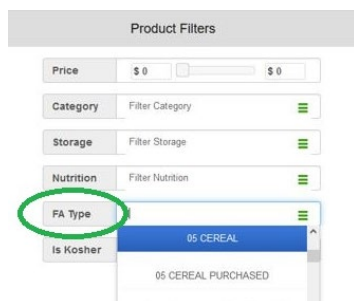
KOSHER FILTER
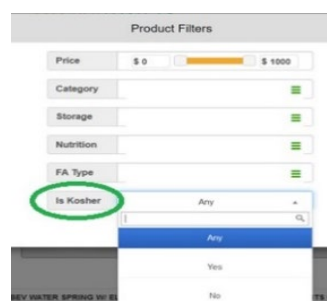
ADDING ITEMS TO CART
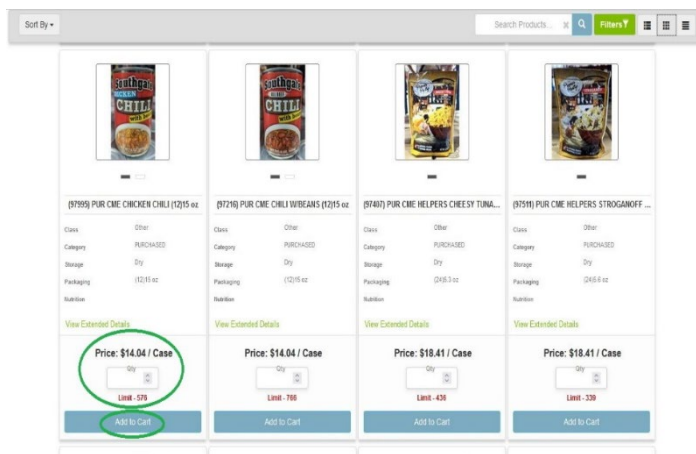
You can click ENTER to "Add to Cart" to add items into your cart or by clicking the blue button of Add to Cart. To edit the number you have, change your quantity, and click the blue button that now says Update Cart.

"Limit" is the same as the old version of "Available".

Something else at the top of the screen that is different is <mark>that there is no longer a running tally of your order. You'll see your cart in the upper right-hand corner of the screen</mark>. To see your running tally of order weight, grants applied, price, service fees, and cost shares, click on the caret next to your item count by the shopping cart in the upper right of the screen.
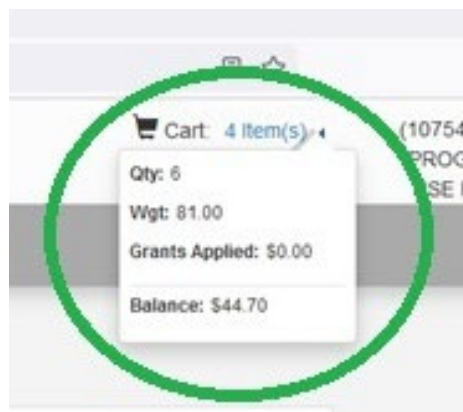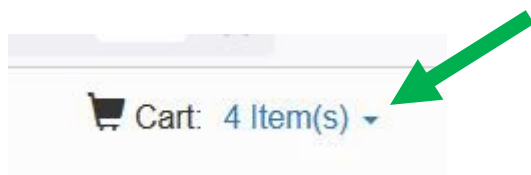
By clicking on the number item(s), you'll see your shopping cart and a breakdown of your order. (on Next Page)

SHOPPING CART

Now can review your order. If you want to make changes to your order this is where you can adjust the quantity or delete an item. Click the red x to delete an item.
If you want to cancel the complete order, click on "Cancel Order" in the lower left of your screen. If your order looks good, just click the green "Proceed to Checkout" button in the lower right-hand corner.

Shops / Shopping Cart

SHOPPING CART

** The current order must be submitted by 01/14/2024 09:29 AM or it will be cancelled in order to release the product for other agencies to use **

	Name	Weight	Price	Service Fee	Grants Ap...	Qty	Price Ext	
	(97995) PUR CME CHICKEN CHILI (12)15 oz	13.00	$14.04	$0.00	$0.00	1 ⇅ Update Cart	$14.04	✖
	(20295) BEV WATER SPRING W/ ELCTROLYTES (4)1 gallon	36.00	$0.00	$0.03	$0.00	1 ⇅ Update Cart	$1.08	✖
	(41133) CME TORTILLA POCKET KITS (6)12.4 oz	12.00	$0.00	$0.19	$0.00	2 ⇅ Update Cart	$2.28	✖
	(97200) PUR CME BEEF STEW (12)15 oz	26.00	$14.04	$0.00	$0.00	2 ⇅ Update Cart	$28.08	✖
	(97925) PUR BRE STUFFING MIX (12)6 oz	7.00	$13.26	$0.00	$0.00	1 ⇅ Update Cart	$13.26	✖

| | Totals | Weight 94.00 | | | | Quantity 7 | Price $58.74 | |

Cancel Order   Continue Shopping   Proceed to Checkout

CHECKING OUT

This first area is our (CPFB) information on what your delivery schedule is and what warehouse your order is from. You will see what information applies to your agency. You will not be able to edit this information.

CHECKOUT

** The current order must be submitted by 03/15/2024 03:16 PM or it will be cancelled in order to release the product for other agencies to use **

Shipping Method
Agency Vehicle

Pickup Warehouse
CENTRAL PA FOOD BANK HARRISBUF

Is Delivery ☐

Pickup Delivery Date
03/20/2024 4:31 PM

Agency Contact
,   ▼

Agency Address
- , ,   ▼

Delivery Pickup Notes

Just a reminder that if you would like a direct delivery, your order needs to be 800 pounds or more. If you have any questions, give us a call.

If you are getting a delivery, you choose the day that we deliver to your area. The system will allow to choose whatever day and time that you like, BUT…we will only deliver to you on your delivery days.
If you are *picking up* at the Healthy Hub, you will need to contact Customer Service BEFORE you choose a day/time.

In the next two areas, make sure that the **Agency Contact** is the person who placed the order. And that the **Agency Address** is the location where the food is delivered.

In the **Delivery Pickup Notes,** type in the person who will be meeting the delivery truck, and their cell phone number.

Once you click "Submit Order", you will be taken to the ORDER HISTORY page, and it will say "Your order was placed successfully."
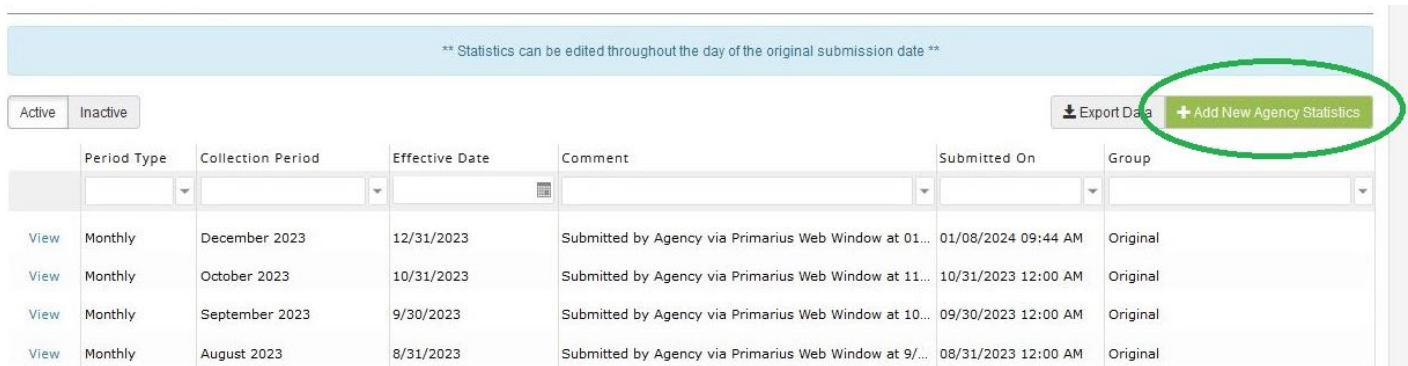
TO ENTER STATISTICS

for the preceding month. For example, if you're entering your stats on August 5th, you should be reporting your final July numbers. Failure to report these statistics may impact your compliance with our network standards and your ability to place orders.

Click the 'Statistics' tab.
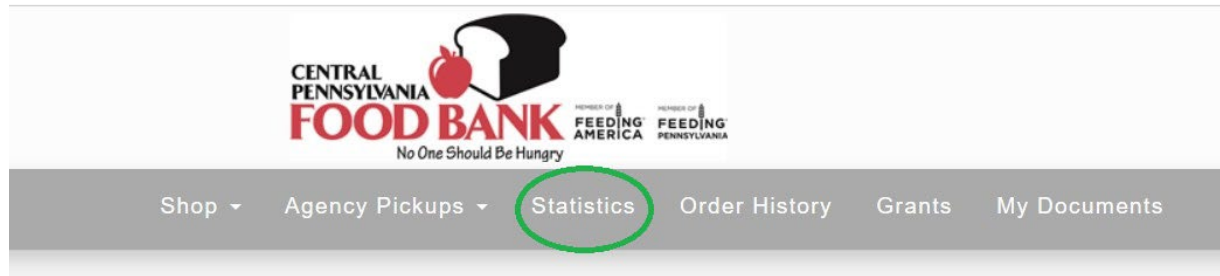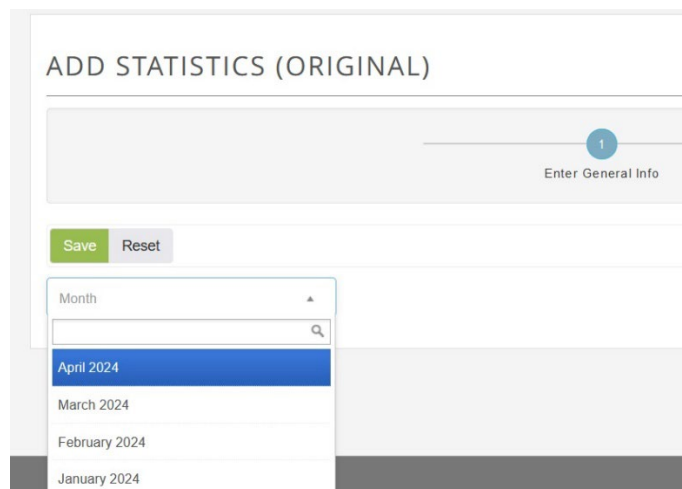
The following page will appear. Click on the green box in the upper right-hand corner that says, "+ Add New Agency Statistics".

Another big change for statistics, is that the action of choosing a month and year are no longer divided into 2 steps. In P2 just choose your month/year and click SAVE.

Pantry – Enter Households served and the ages of the neighbors.

Period: January 2024

Statistic Name	Value	Comment
	▼	▼	▼
01-P Total Households Served	0	
02-Duplicated Households	0	
03-P Total Youth 0-17	0	
04-P Total Adults 18-59	0	
05-P Total Seniors 60+	0	
06-P Total Individuals Served	0	
10-P New Households	0	
11-P New Youth 0-17	0	
12-P New Adults 18-59	0	
13-P New Seniors 60+	0	

Meal Program/Soup Kitchen – Enter meals served.

EDIT STATISTICS (SOUP KITCHEN/SHELTER)

1 Enter General Info   2 Enter Details

Period: February 2024

Statistic Name	Value	Comment
	▼	▼	▼
15-SK/SH Meals	0	

Supplemental – Enter ages of the neighbors served.

EDIT STATISTICS (SUPPLEMENTAL)

1 Enter General Info   2 Enter Details

Period: February 2024

Statistic Name	Value	Comment
	▼	▼	▼
16-Sup Youth 0-17	0	
17-Sup Adults 18-59	0	
18-Sup Seniors 60+	0	
19-Sup Total	0	

Backpack Program – Enter the number of Youth and Food Bags

EDIT STATISTICS (P PACK)

	1		2
	Enter General Info		Enter Details

Period: February 2024

Statistic Name	Value	Comment
11-P New Youth 0-17	0	
24-New Youth (0-17) Enrolled	0	
25-Total Youth	0	
28-Number of Food Distributions	0	
29-Number Food Packages Distributed	0	

School Pantry – Enter the ages of the neighbors served and the number of Food Bags.

Period: March 2024

Statistic Name	Value	Comment
04-P Total Adults 18-59	0	
05-P Total Seniors 60+	0	
10-P New Households	0	
11-P New Youth 0-17	0	
25-Total Youth	0	
28-Number of Food Distributions	0	
29-Number Food Packages Distributed	0	
30-Total Households	0	
33 - SP Adult 18-59	0	
34 - SP Seniors 60+	0	

Go to page: 1 Show rows: 10 ▾ 1-10 of 10 ◄ ►

Your statistics will automatically be saved, AND you have the day to go back in and edit your statistics. If you see the word "Edit", you are still able to go in and fix your statistics.

AGENCY STATISTICS

** Statistics can be edited throughout the day of the original submission date **

| Active | Inactive | | | | | ⬇ Export Data | ➕ Add New Agency Statistics |

	Period Type	Collection Period	Effective Date	Comment	Submitted On	Group
	▾	▾	🗓	▾	▾	▾
Edit	Monthly	April 2024	4/30/2024	Submitted by Agency via Primarius Web Window at 05/0...	05/08/2024 09:48 AM	Original
View	Monthly	March 2024	3/31/2024	Submitted by Agency via Primarius Web Window at 4/8/...	03/31/2024 12:00 AM	Original
View	Monthly	February 2024	2/29/2024	Submitted by Agency via Primarius Web Window at 3/11...	02/29/2024 12:00 AM	Original
View	Monthly	January 2024	1/31/2024	Submitted by Agency via Primarius Web Window at 2/8/...	01/31/2024 12:00 AM	Original

DONATED POUNDS
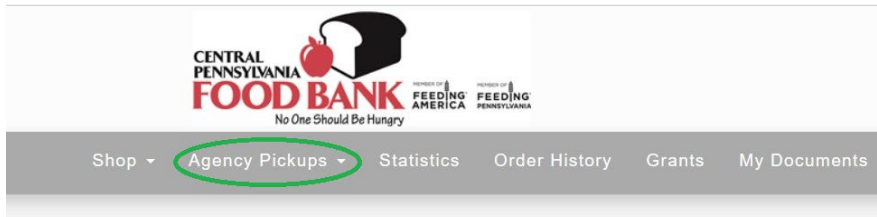
**Questions regarding Retail Donation Pounds?** Contact *Cindi Pasi, Senior Retail Donations Manager, at*
cpasi@centralpafoodbank.org

To Report: Click the "Agency Pickup" tab in the grey bar across the top of the screen after logging in. This
will populate a screen with all the stores you pick up from.

Click "Create Pickup" for the store that you are
currently reporting on.

Donation poundage must be weighed and
reported individually per store and category.

The below chart will appear, and you can fill in
the pickup date/time, leave any comments, and
then enter the weight for each category.
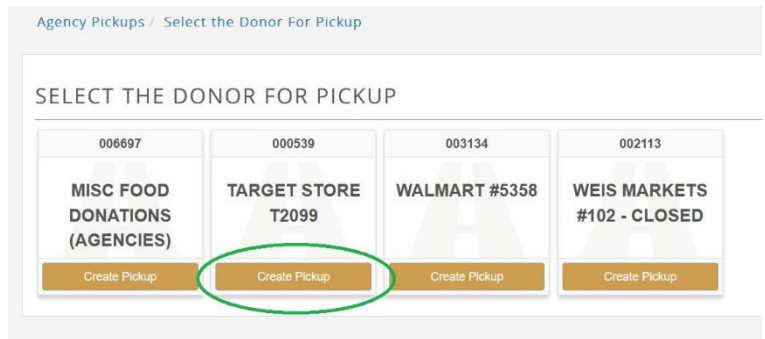
When finished click the green "Save" button in the bottom left-hand corner. The record is now
successfully saved. We are not requiring you to enter the temperatures at this time.
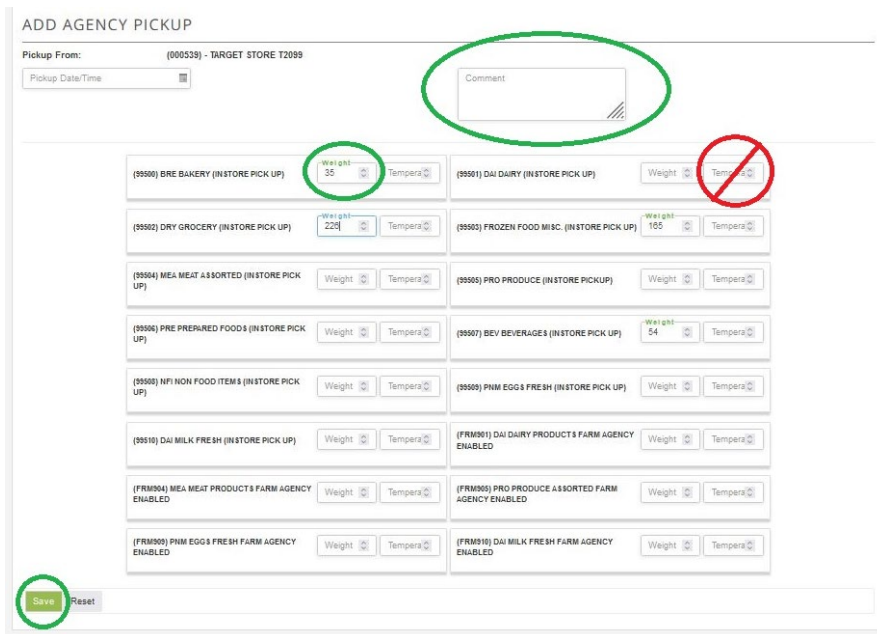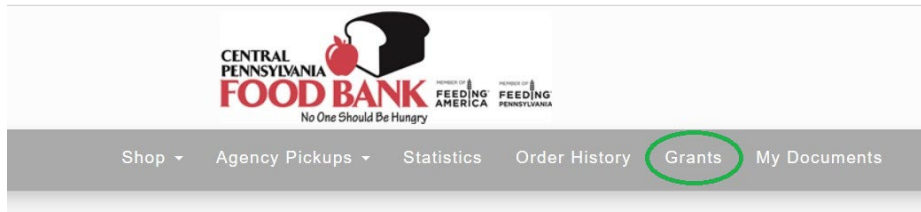
Invoices/Statement – My Documents

To view all monthly statements, invoices, and credit memos for an account, click the My Documents tab. The "My Documents" page provides access to a complete list of all the financial and compliance documents associated with an account, all of which are available for immediate download.

MY DOCUMENTS

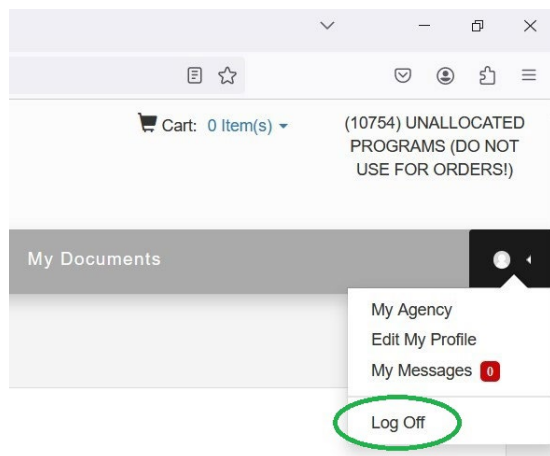|	Name	Description	Effective Date
Download	Invoice-509054.pdf	Invoice-509054.pdf	06/03/2021
Download	Invoice-508998.pdf	Invoice-508998.pdf	06/01/2021
Download	AgencyStatement-ALFFP-5/1/2021-5/3...	AgencyStatement-ALFFP-5/1/2021-5/31/2021.pdf	06/01/2021
Download	Invoice-508962.pdf	Invoice-508962.pdf	05/27/2021
Download	CreditMemo-CR507700.pdf	CreditMemo-CR507700.pdf	05/27/2021
Download	CreditMemo-CR507699.pdf	CreditMemo-CR507699.pdf	05/27/2021
Download	Invoice-508921.pdf	Invoice-508921.pdf	05/27/2021
Download	Invoice-508816.pdf	Invoice-508816.pdf	05/25/2021
Download	Invoice-508690.pdf	Invoice-508690.pdf	05/20/2021

Grants

Here is where you will find all the grants that apply to you.

Remember to ALWAYS log out!

If you have any questions, reach out to arinfo@centralpafoodbank.org and we will answer your questions.

Thank You