

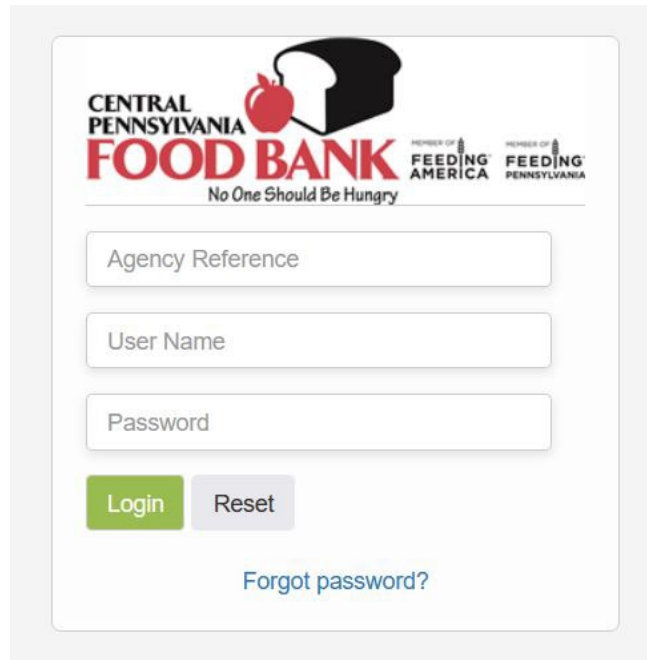


P2 PWW USER GUIDE

For Agency Partners

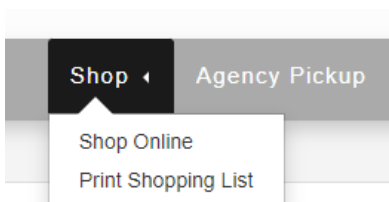
LANDING PAGE

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.



The image shows a login form for the Central Pennsylvania Food Bank. At the top, there is a logo with the text "CENTRAL PENNSYLVANIA FOOD BANK" and "No One Should Be Hungry". To the right of the logo are two smaller logos: "MEMBER OF FEEDING AMERICA" and "MEMBER OF FEEDING PENNSYLVANIA". Below the logo, there are three input fields: "Agency Reference", "User Name", and "Password". Below the input fields are two buttons: "Login" (green) and "Reset" (grey). At the bottom of the form, there is a link that says "Forgot password?".

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











Sort By ▾ Search Products... x Q Filters ▾

	(97200) PUR CME BEEF STEW (12)15 oz Class: Other Category: PURCHASED Storage: Dry Packaging: (12)15 oz Nutrition: View Extended Details	Price: \$14.04 / Case Qty: <input type="text"/> Limit - 1138 Add to Cart
	(97995) PUR CME CHICKEN CHILI (12)15 oz Class: Other Category: PURCHASED Storage: Dry Packaging: (12)15 oz Nutrition: View Extended Details	Price: \$14.04 / Case Qty: <input type="text"/> Limit - 576 Add to Cart
	(97216) PUR CME CHILI W/BEANS (12)15 oz Class: Other Category: PURCHASED Storage: Dry Packaging: (12)15 oz Nutrition: View Extended Details	Price: \$14.04 / Case Qty: <input type="text"/> Limit - 766 Add to Cart
	(97407) PUR CME HELPERS CHEESY TUNA (24)5.3 oz Class: Other Category: PURCHASED Storage: Dry Packaging: (24)5.3 oz Nutrition: View Extended Details	Price: \$18.41 / Case Qty: <input type="text"/> Limit - 436 Add to Cart

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



Sort By ▾ Search Products... x Q Filters ▾ [Grid View Icon]

 (97995) PUR CME CHICKEN CHILI (12)15 oz Class: Other Category: PURCHASED Storage: Dry Packaging: (12)15 oz Price: \$14.04 / Case Qty: <input type="text"/> Limit - 576 Add to Cart	 (97216) PUR CME CHILI W/BEANS (12)15 oz Class: Other Category: PURCHASED Storage: Dry Packaging: (12)15 oz Price: \$14.04 / Case Qty: <input type="text"/> Limit - 766 Add to Cart	 (97407) PUR CME HELPERS CHEESY TUNA... Class: Other Category: PURCHASED Storage: Dry Packaging: (24)5.3 oz Price: \$18.41 / Case Qty: <input type="text"/> Limit - 436 Add to Cart	 (97511) PUR CME HELPERS STROGANOFF ... Class: Other Category: PURCHASED Storage: Dry Packaging: (24)5.6 oz Price: \$18.41 / Case Qty: <input type="text"/> Limit - 339 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... x Q Filters ▾ [Condensed Display Icon]

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





Click on the picture for a larger view.

Sort By ▾ Search Products... 🔍 Filters ▾

 (97925) PUR BRE STUFFING MIX (12)6 oz Class: Grains Category: PURCHASED Storage: Dry Packaging: (12)6 oz Nutrition: View Extended Details Price: \$13.26 / Case Qty: <input type="text"/> Limit - 70 Add to Cart	 (97467) PUR BRE STUFFING MIX TURKEY (...) Class: Grains Category: PURCHASED Storage: Dry Packaging: (12)6 oz Nutrition: View Extended Details Price: \$13.26 / Case Qty: <input type="text"/> Limit - 205 Add to Cart	 (97215) PUR CME BEEF LASAGNA (12)15 oz Class: Other Category: PURCHASED Storage: Dry Packaging: (12)15 oz Nutrition: View Extended Details Price: \$14.04 / Case Qty: <input type="text"/> Limit - 768 Add to Cart	 (97200) PUR CME BEEF STEW (12)15 oz Class: Other Category: PURCHASED Storage: Dry Packaging: (12)15 oz Nutrition: View Extended Details Price: \$14.04 / Case Qty: <input type="text"/> Limit - 1138 Add to Cart
--	---	--	--

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

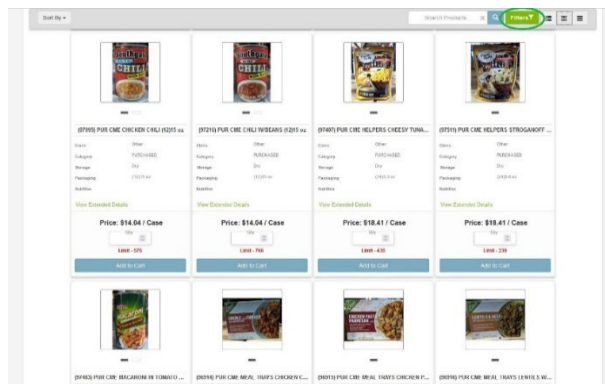
Sort By ▾ Search Products... 🔍 Filters ▾

 (97925) PUR BRE STUFFING MIX (12)6 oz Class: Grains Category: PURCHASED Storage: Dry Packaging: (12)6 oz Nutrition: View Extended Details Price: \$13.26 / Case Qty: <input type="text"/> Limit - 70 Add to Cart	 PUR CME BEEF STEW (12)15 OZ  Class: Other Category: PURCHASED Storage: Dry Packaging: (12)15 oz Nutrition: View Extended Details Price: \$14.04 / Case Qty: <input type="text"/> Limit - 1138 Add to Cart	 (97200) PUR CME BEEF STEW (12)15 oz Class: Other Category: PURCHASED Storage: Dry Packaging: (12)15 oz Nutrition: View Extended Details Price: \$14.04 / Case Qty: <input type="text"/> Limit - 1138 Add to Cart
--	---	--

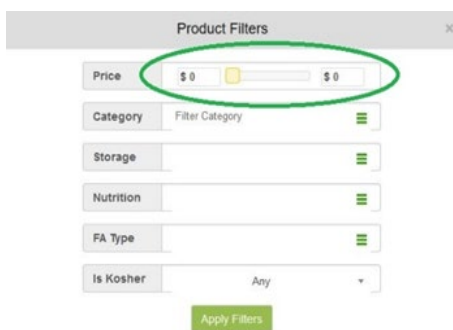
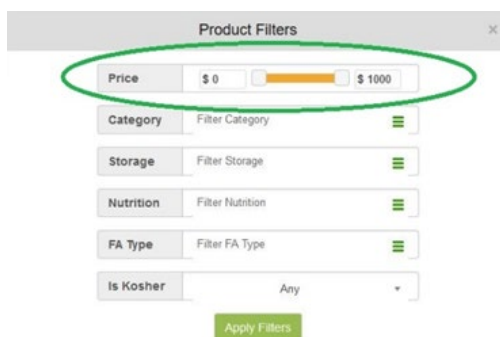
Nutrition Facts/ Datos de Nutrición
Srv Size: 15.00g (1/2 Packet) | Cal/Fat: 300g (100g)
Serving/Servicios: approx/Approx. 2

Amount per Serving/Cantidad por Porción		% DV / % RDT
Calories/Calorías	300	Fat/Cal./Cal. 300
Total Fat/Grasa Total	22g	44%
Sat. Fat/Grasa Sat.	10g	50%
Trans Fat/Grasa Trans	0g	
Cholest./Colest.	30mg	10%
Sodium/Sodio	720mg	30%
Total Carb./Carb. Total	16g	6%
Fibery/Fiber/Fibra	Dietética 0g	8%
Sugary/Azúcares	3g	
Protein/Proteínas	8g	

FILTERS



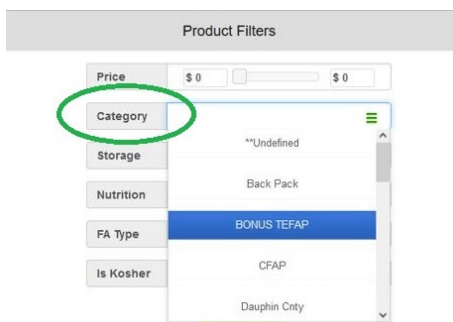
You can choose to use the 'filter' button to filter the products by various categories as well. Here is what that button looks like.



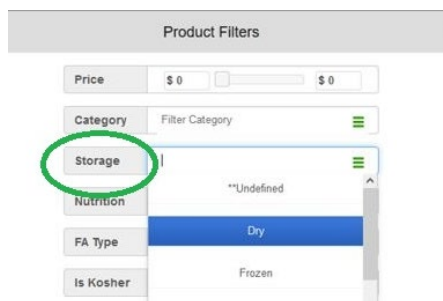
PRICE FILTER:

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.

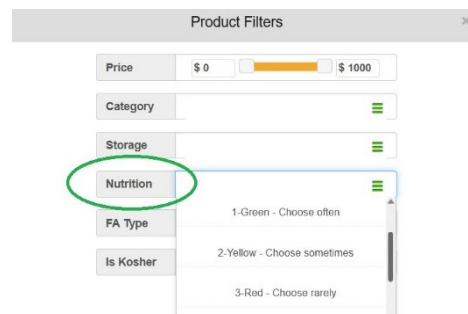
CATEGORY FILTER



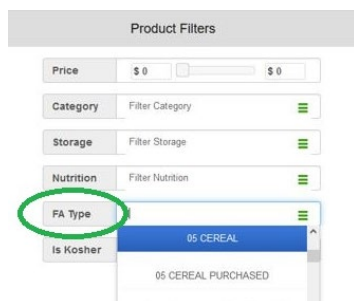
STORAGE FILTER



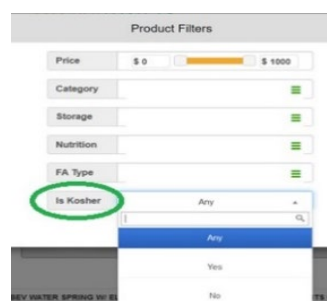
NUTRITION FILTER



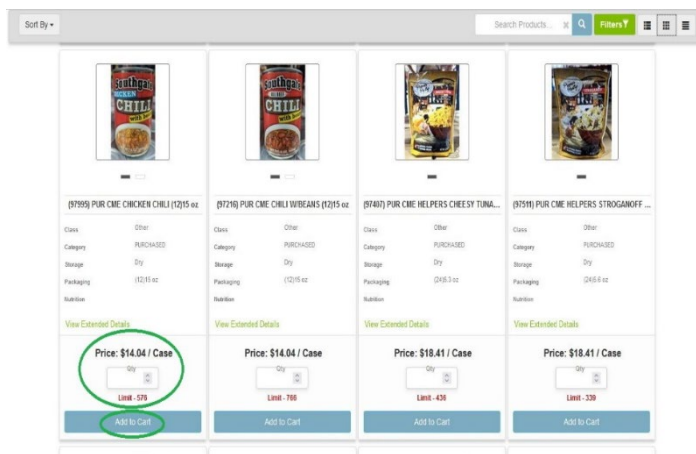
FA TYPE FILTER



KOSHER FILTER



ADDING ITEMS TO CART

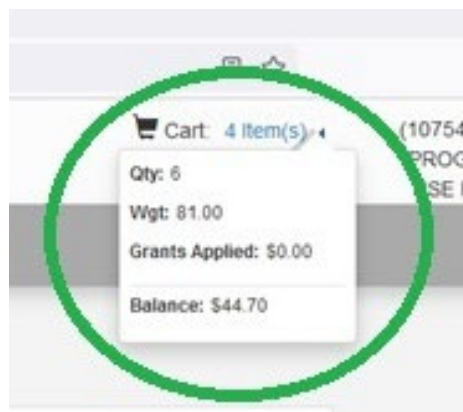
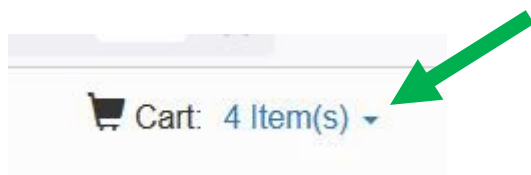


You can click ENTER to “Add to Cart” to add items into your cart or by clicking the blue button of Add to Cart. To edit the number you have, change your quantity, and click the blue button that now says Update Cart.



“Limit” is the same as the old version of “Available”.

Something else at the top of the screen that is different is 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. 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 <input type="text"/> Update Cart	\$14.04	✕
	(20295) BEV WATER SPRING W/ ELCTROLYTES (4)1 gallon	36.00	\$0.00	\$0.03	\$0.00	1 <input type="text"/> Update Cart	\$1.08	✕
	(41133) CME TORTILLA POCKET KITS (6)12.4 oz	12.00	\$0.00	\$0.19	\$0.00	2 <input type="text"/> Update Cart	\$2.28	✕
	(97200) PUR CME BEEF STEW (12)15 oz	26.00	\$14.04	\$0.00	\$0.00	2 <input type="text"/> Update Cart	\$28.08	✕
	(97925) PUR BRE STUFFING MIX (12)6 oz	7.00	\$13.26	\$0.00	\$0.00	1 <input type="text"/> Update Cart	\$13.26	✕
Totals			Weight 94.00			Quantity 7	Price \$58.74	

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 ****

Agency Vehicle

Is Delivery

CENTRAL PA FOOD BANK HARRISBURF

03/20/2024 4:31 PM

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.

CHECKOUT

** The current order must be submitted by 01/18/2024 10:57 AM or it will be cancelled in order to release the product for other agencies to use **

Shipping Method: Altoona Deliveries

Pickup Warehouse: CENTRAL PA FOOD BANK HARRISBUF

Submit Order Reset

Is Delivery

Pickup Delivery Date: 01/22/2024 11:00 AM

Agency Contact: DAVIS, TARA

Agency Address: Pantry - 3908 Corey Road, Harrisbur...

Delivery Pickup Notes: Ashley Huff will be meeting the truck. 717-555-5555

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.

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.

CHECKOUT

** The current order must be submitted by 01/18/2024 10:57 AM or it will be cancelled in order to release the product for other agencies to use **

Shipping Method: Altoona Deliveries

Pickup Warehouse: CENTRAL PA FOOD BANK HARRISBUF

Submit Order Reset

Is Delivery

Pickup Delivery Date: 01/22/2024 11:00 AM

Agency Contact: DAVIS, TARA

Agency Address: Pantry - 3908 Corey Road, Harrisbur...

Delivery Pickup Notes: Ashley Huff will be meeting the truck. 717-555-5555

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.

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

Your order was placed successfully

ORDER HISTORY

Orders Open AR

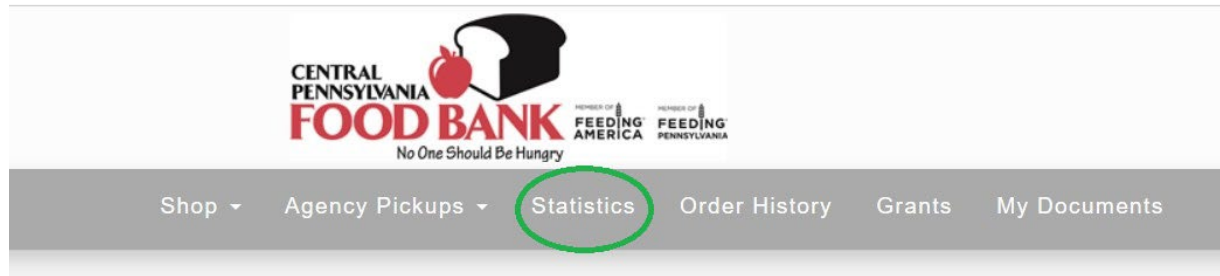
Active Complete Export Data

Order Ref	Status	Released	Picked	Confirmed	Delivery/Pickup	Order Warehouse	Entry Origin	Shipping Method
View 507867	Entered				11/29/2019 09:00 AM	Warehouse 001	PWW	""NONE""

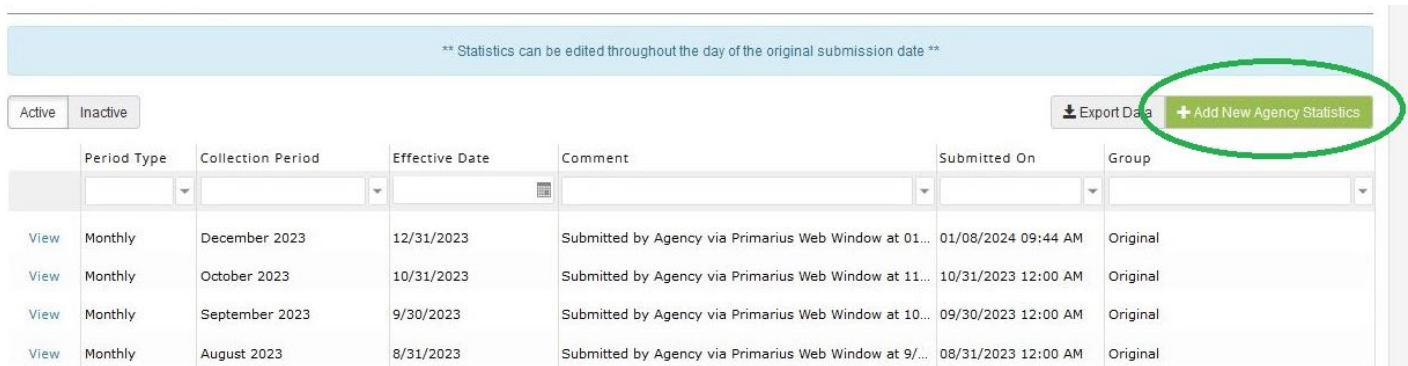
TO ENTER STATISTICS

Your monthly statistics are due by the 5th of each month 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.



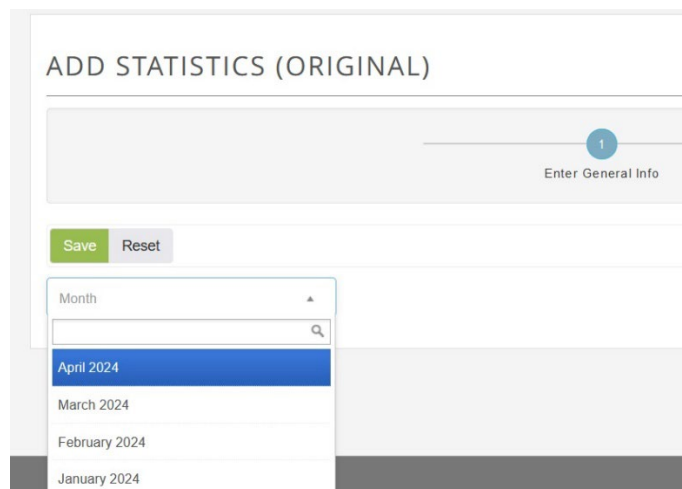
The following page will appear. Click on the green box in the upper right-hand corner that says, "+ Add New Agency Statistics".



The image shows the "ADD STATISTICS (ORIGINAL)" page. At the top, there is a light blue banner with the text: "** Statistics can be edited throughout the day of the original submission date **". Below the banner are two tabs: "Active" and "Inactive". In the top right corner, there are two buttons: "Export Data" and "+ Add New Agency Statistics" (circled in green). Below these are several dropdown menus for "Period Type", "Collection Period", "Effective Date", "Submitted On", and "Group". A table below shows a list of statistics entries.

	Period Type	Collection Period	Effective Date	Comment	Submitted On	Group
View	Monthly	December 2023	12/31/2023	Submitted by Agency via Primarius Web Window at 01...	01/08/2024 09:44 AM	Original
View	Monthly	October 2023	10/31/2023	Submitted by Agency via Primarius Web Window at 11...	10/31/2023 12:00 AM	Original
View	Monthly	September 2023	9/30/2023	Submitted by Agency via Primarius Web Window at 10...	09/30/2023 12:00 AM	Original
View	Monthly	August 2023	8/31/2023	Submitted by Agency via Primarius Web Window at 9/...	08/31/2023 12:00 AM	Original

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.



The image shows the "ADD STATISTICS (ORIGINAL)" form. At the top, there is a progress indicator with a blue circle containing the number "1" and the text "Enter General Info". Below this are "Save" and "Reset" buttons. A "Month" dropdown menu is open, showing a search bar and a list of months: "April 2024" (highlighted in blue), "March 2024", "February 2024", and "January 2024".

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
 Enter General Info

2
 Enter Details

Period: February 2024

Statistic Name	Value	Comment
<input type="text"/>	<input type="text"/>	<input type="text"/>
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
<input type="text"/>	<input type="text"/>	<input type="text"/>
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: Show rows: 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 **

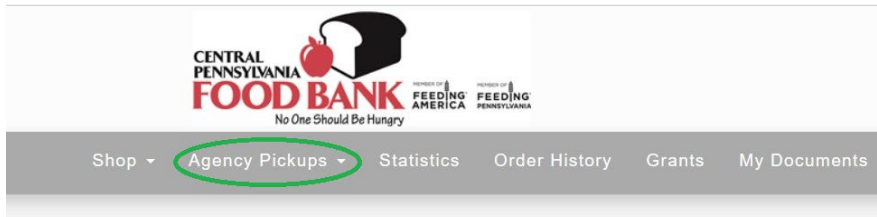
Active Inactive

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



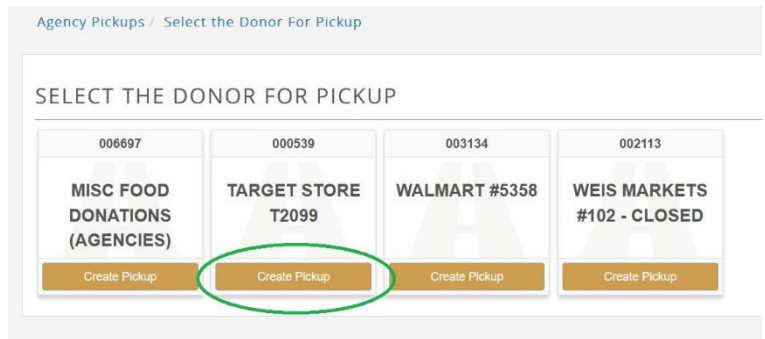
Questions regarding Retail Donation Pounds? Contact *Cindi Pasi*, Senior Retail Donations Manager, at cpasi@centralpafoodbank.org

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.

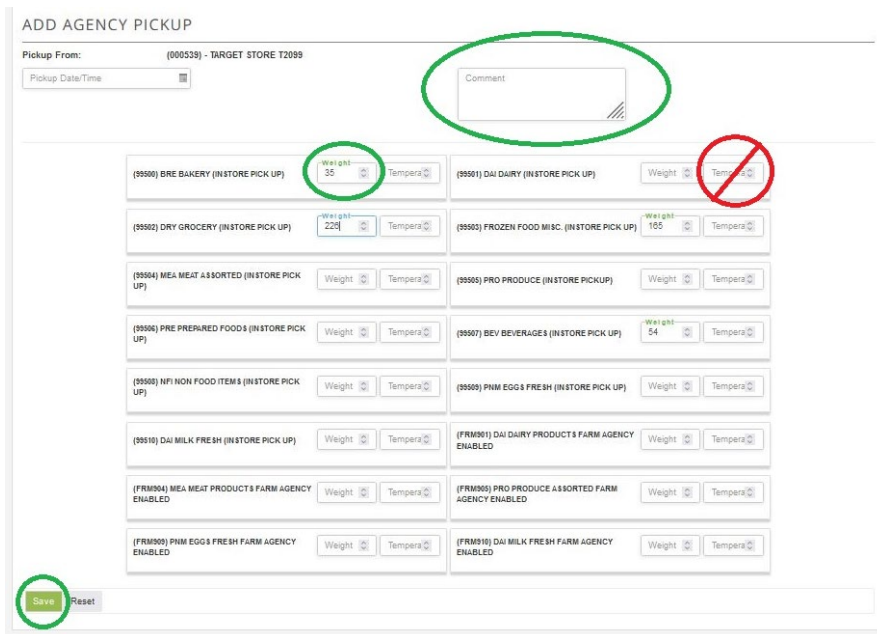
Click “Create Pickup” for the store that you are currently reporting on.

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



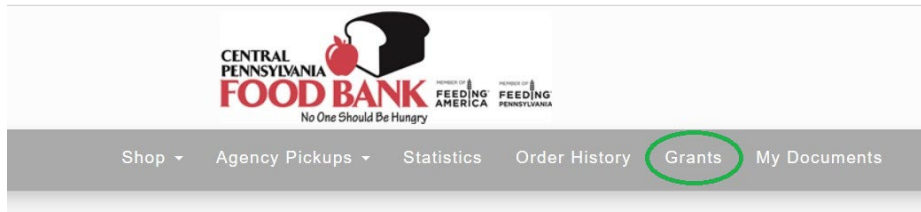
Shop ▾ Agency Pickups ▾ Statistics Order History Grants **My Documents**

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



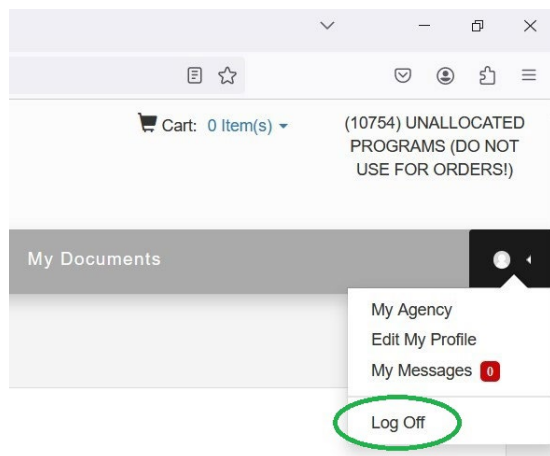
Here is where you will find all the grants that apply to you.

Agency Grant Allocations

AGENCY GRANT ALLOCATIONS

Bold Goal Partner Assistance Grant		2023 Agency Funds on Account		2021 Agency Funds on Account	
Effective Date	Expiration Date	Effective Date	Expiration Date	Effective Date	Expiration Date
07/01/2019	06/30/2024	04/01/2022	N/A	07/01/2019	N/A
Initial Value	Adjustment Amount	Initial Value	Adjustment Amount	Initial Value	Adjustment Amount
\$0.00	\$851.99	\$0.00	\$172.54	\$0.00	\$115.23
Balance \$0.00		Balance \$0.00		Balance \$0.00	

SFPP DAUPHIN COUNTY 2023-24	
Effective Date	Expiration Date
07/01/2023	06/30/2024
Initial Value	Adjustment Amount
\$2,000.00	\$5,855.58
Balance \$4,349.25	



Remember to ALWAYS log out!

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

Thank You