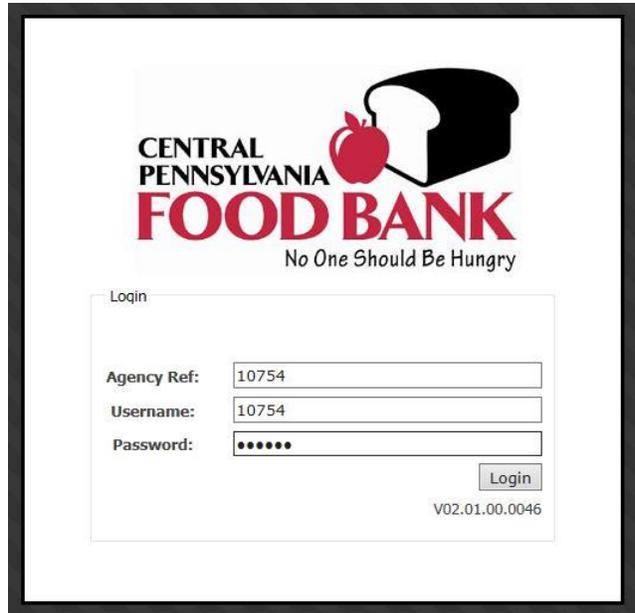


In-Store Pick Up Donations

1. You will enter those donations on our Primarius Web Window (PWW) site. Go to the Central Pennsylvania Food Bank web site (centralpafoodbank.org). Access PWW from the “Partner Agencies” tab and highlight “Order Food Online” OR by scrolling to the bottom of the home page and click on the “Partner Agency Food Ordering” button.

Shortcut is to go to: remote.centralpafoodbank.org

2. Enter your agency number twice (Agency Ref and Username) followed by your agency’s password on the login screen for PWW.



Central Pennsylvania Food Bank logo with the slogan "No One Should Be Hungry".

Login form fields:

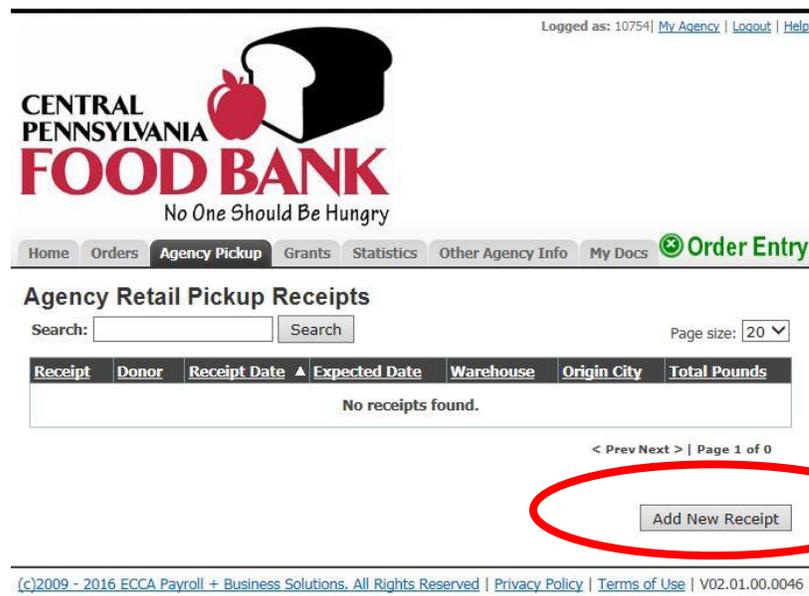
- Agency Ref: 10754
- Username: 10754
- Password: ••••••

Login button and version number: V02.01.00.0046

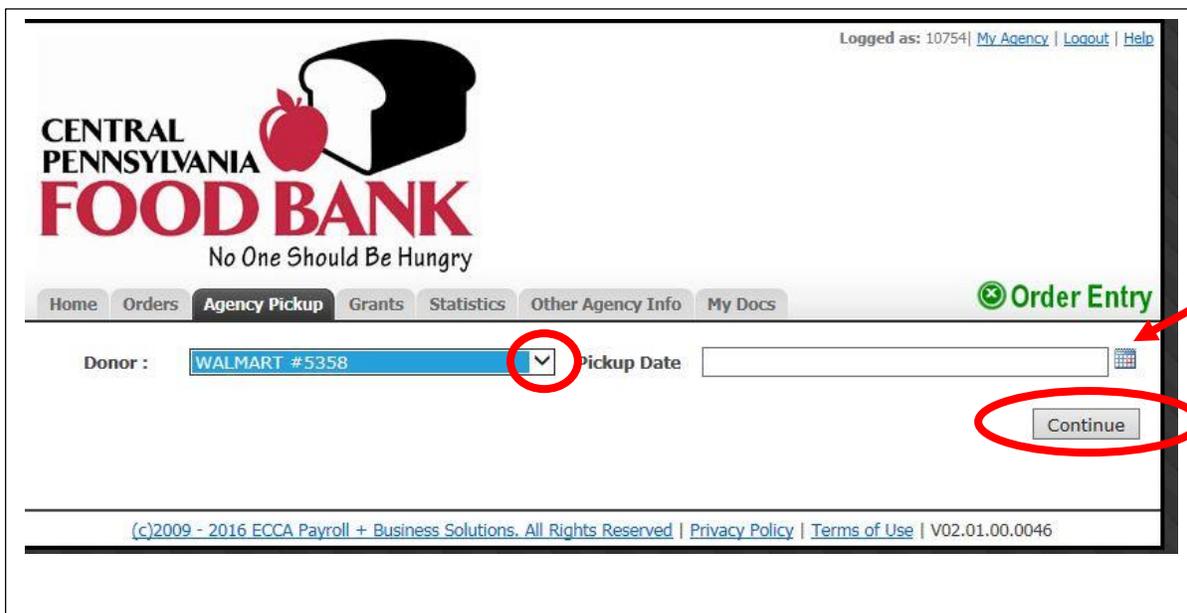
3. Click on the “Agency Pickup” tab.



4. Click on the “Add New Receipt” button (bottom right).



5. Click on the “Donor” drop down-arrow and select the appropriate donor, followed by the “Pickup Date”. Click on the calendar icon and choose the date of pickup. If you are combining monthly totals, choose the last day of the month. Click on the “Continue” button.



6. Enter the weight of each type of donation received.

Note: Please total up the pounds from each of the categories that have been picked up over multiple weeks for each donor, and enter that as one receipt. Example, you've received bakery donations from Walmart on 1/2, 1/7, 1/11, 1/16 and 1/21. Add all Walmart bakery donations for the month and enter the total bakery weight for that month. Please follow suit with the other donation categories (meat, produce, dry, etc.) and submit a total weight for each for that store entry.

When you are finished, click on the "Process Receipt" button.

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

CENTRAL PENNSYLVANIA FOOD BANK
No One Should Be Hungry

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

Comment Reason nothing picked up

Agency pickup from: WALMART #5358

| Product Ref | Product Name | Storage | Packing | Type | Category | Unit | Quantity | Weight |
|-------------|--------------------------------------|----------------|----------------|--|-----------|-------|----------------------|--------|
| 99500 | BRE BAKERY (INSTORE PICK UP) | Dry | Assorted | 04 BREAD PRODUCTS | S/H Local | Pound | <input type="text"/> | 1 |
| 99501 | DAI DAIRY (INSTORE PICK UP) | B Refrigerated | Assorted | 07 DAIRY PRODUCTS | S/H Local | Pound | <input type="text"/> | 1 |
| 99502 | DRY GROCERY (INSTORE PICK UP) | Dry | Assorted | 16 MIXED & ASSORTED FOOD ITEMS (NOT COVERED BY SFPP GRANT) | S/H Local | Pound | <input type="text"/> | 1 |
| 99503 | FROZEN FOOD MISC. (INSTORE PICK UP) | A Frozen | Assorted Sizes | 16 MIXED & ASSORTED FOOD ITEMS | S/H Local | Pound | <input type="text"/> | 1 |
| 99504 | MEA MEAT ASSORTED (INSTORE PICK UP) | A Frozen | Assorted | 15 MEATS/FISH/POULTRY | S/H Local | Pound | <input type="text"/> | 1 |
| 99505 | PRO PRODUCE (INSTORE PICKUP) | B Refrigerated | Assorted | 28 PRODUCE | S/H Local | Pound | <input type="text"/> | 1 |
| 99506 | PRE PREPARED FOODS (INSTORE PICK UP) | B Refrigerated | Assorted | 16 MIXED & ASSORTED FOOD ITEMS | Local | Pound | <input type="text"/> | 1 |
| 99507 | BEV BEVERAGES (NSTORE PICK UP) | Dry | Assorted | 03 BEVERAGES (NOT COVERED BY SFPP GRANT) | S/H Local | Pound | <input type="text"/> | 1 |
| 99508 | NFI NON FOOD ITEMS (INSTORE PICK UP) | Dry | Assorted | 01 ASSORTED NON-FOOD ITEMS* (NOT COVERED BY SFPP GRANT) | Local | Pound | <input type="text"/> | 1 |

Get Weight **Process Receipt**

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Please note: A pop up window will appear if you enter in a weight of 150 pounds or more. This is a safeguard built into the system that confirms poundage. Just click "Yes" or "No" to verify your amount.

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

CENTRAL PENNSYLVANIA FOOD BANK
No One Should Be Hungry

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

Cannot process if there are no Quantities or Weights where needed.

Comment Reason nothing picked up

Agency pickup from: WALMART #5358

There are quantities over 150 are you sure?

| Product Ref | Product Name | Storage | Packing | Type | Category | Unit | Quantity | Weight |
|-------------|------------------------------|---------|----------|-------------------|-----------|-------|----------|--------|
| 99500 | BRE BAKERY (INSTORE PICK UP) | Dry | Assorted | 04 BREAD PRODUCTS | S/H Local | Pound | 175 | 1 |

7. The next screen will provide you with a Receipt Reference number. You may click to print a summary of your receipt.



8. All of the entries will be listed under the “Agency Pickup” tab for you to print and review at any time.



9. If you have more than one donor or if you need to add another pick up date, you will need to add another entry. Click on the “Agency Pickup” tab to begin the process again. Repeat steps #1-8.



10. If you have any donated items that were picked up from local stores that are not on your drop-down list, or were received from a food drive, etc., please enter those items as a new entry (Miscellaneous Food Donation). Please specify in the **Comment** box any notable quantities, such as “Boy Scouts Food Drive”, “local farmer donation”, specific dates food was picked up (if totaled and entered in as one sum), etc.

Repeat steps #4 and #5 and highlight “Misc Food Donations (Agencies)” under the pull down menu.

Repeat step #6, and continue on to submit your poundage.

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CENTRAL PENNSYLVANIA FOOD BANK
No One Should Be Hungry

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

Comment:
Reason nothing picked up:

Agency pickup from: MISC FOOD DONATIONS (AGENCIES)

| Product Ref | Product Name | Storage | Packing | Type | Category | Unit | Quantity | Weight |
|-------------|--------------------------------------|----------------|----------------|--|-----------|-------|----------------------|--------|
| 99500 | BRE BAKERY (INSTORE PICK UP) | Dry | Assorted | 04 BREAD PRODUCTS | S/H Local | Pound | <input type="text"/> | 1 |
| 99501 | DAI DAIRY (INSTORE PICK UP) | B Refrigerated | Assorted | 07 DAIRY PRODUCTS | S/H Local | Pound | <input type="text"/> | 1 |
| 99502 | DRY GROCERY (INSTORE PICK UP) | Dry | Assorted | 16 MIXED & ASSORTED FOOD ITEMS (NOT COVERED BY SFPP GRANT) | S/H Local | Pound | <input type="text"/> | 1 |
| 99503 | FROZEN FOOD MISC. (INSTORE PICK UP) | A Frozen | Assorted Sizes | 16 MIXED & ASSORTED FOOD ITEMS | S/H Local | Pound | <input type="text"/> | 1 |
| 99504 | MEA MEAT ASSORTED (INSTORE PICK UP) | A Frozen | Assorted | 15 MEATS/FISH/POULTRY | S/H Local | Pound | <input type="text"/> | 1 |
| 99505 | PRO PRODUCE (INSTORE PICKUP) | B Refrigerated | Assorted | 28 PRODUCE | S/H Local | Pound | <input type="text"/> | 1 |
| 99506 | PRE PREPARED FOODS (INSTORE PICK UP) | B Refrigerated | Assorted | 16 MIXED & ASSORTED FOOD ITEMS | Local | Pound | <input type="text"/> | 1 |
| 99507 | BEV BEVERAGES (NSTORE PICK UP) | Dry | Assorted | 03 BEVERAGES (NOT COVERED BY SFPP GRANT) | S/H Local | Pound | <input type="text"/> | 1 |
| 99508 | NFI NON FOOD ITEMS (INSTORE PICK UP) | Dry | Assorted | 01 ASSORTED NON-FOOD ITEMS* (NOT COVERED BY SFPP GRANT) | Local | Pound | <input type="text"/> | 1 |

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Please Note:

If you are picking up from multiple donors and a donor (or donors) is missing from your “Donor” drop-down list, please let Kelly Miller know as soon as possible and she will add them to your list.

Please do not hesitate to contact us if you run into any problems or have questions regarding PWW online donation reporting.

Cindi Pasi, Agency Donation Coordinator, cpasi@centralpafoodbank.org, direct line: 717-547-6256
 Kelly Miller, Inventory Systems Manager, kmiller@centralpafoodbank.org, direct line: 717-547-6316
 Missy Patterson, Product Flow Manager, mpatterson@centralpafoodbank.org, or direct at 717-724-3190

Thank You for all that you do to serve your community!