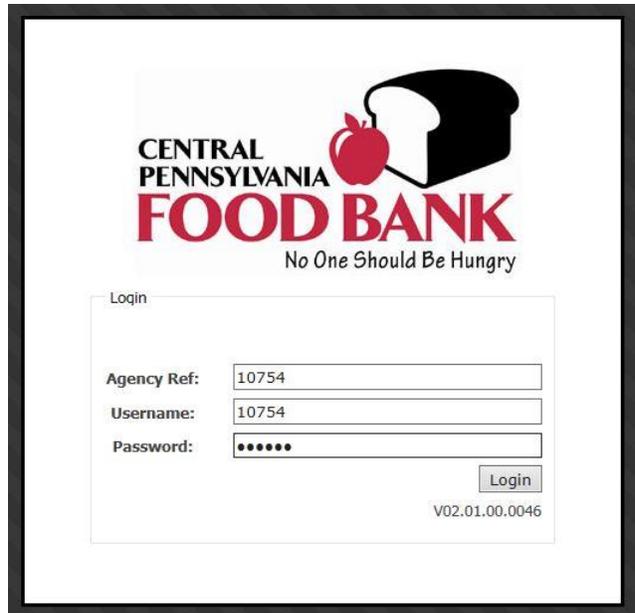


In-Store Pick Up Donations

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 “Agencies” link and click on “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

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3. Click on the “Agency Pickup” tab.



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

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

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

Agency Retail Pickup Receipts

Search: Search Page size: 20

Receipt	Donor	Receipt Date	Expected Date	Warehouse	Origin City	Total Pounds
No receipts found.						

< Prev Next > | Page 1 of 0

Add New Receipt

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5. Click on the "Donor" drop down-arrow and select the appropriate donor, followed by the "Pickup Date". Choose the last day of the month by clicking on the calendar icon and choosing that date. Click on the "Continue" button.

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Donor : **WALMART #5358** Pickup Date

Continue

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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.

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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

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Please note: A pop up window will appear if you enter in a weight of 150 pounds or more. Just click "Yes" or "No" to verify your amount.

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CENTRAL PENNSYLVANIA FOOD BANK
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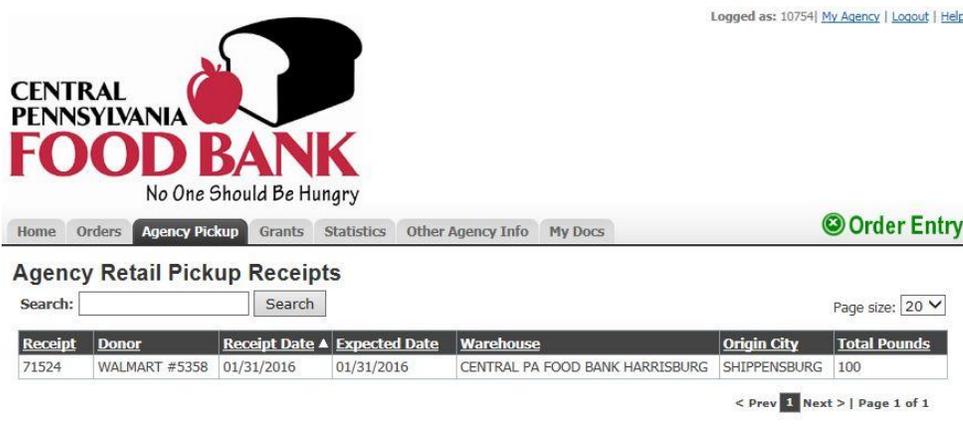
Home Orders **Agency Pickup** Grants Statistics Other Agency Info My Docs [Order Entry](#)

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

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



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



- 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, received from a food drive, etc., please enter those items as a new entry (Miscellaneous Food Donation).

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

Repeat step #6.

Central Pennsylvania Food Bank
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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 us 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, Retail Donation Manager, cpasi@centralpafoodbank.org, (717) 547-6256

Julie Steiner, Retail Donation Coordinator, jsteiner@centralpafoodbank.org, (717) 547-6268

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