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.

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”. Choose the last day of the month by clicking on the calendar icon and choosing that date. 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.

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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.
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, 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.

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.

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