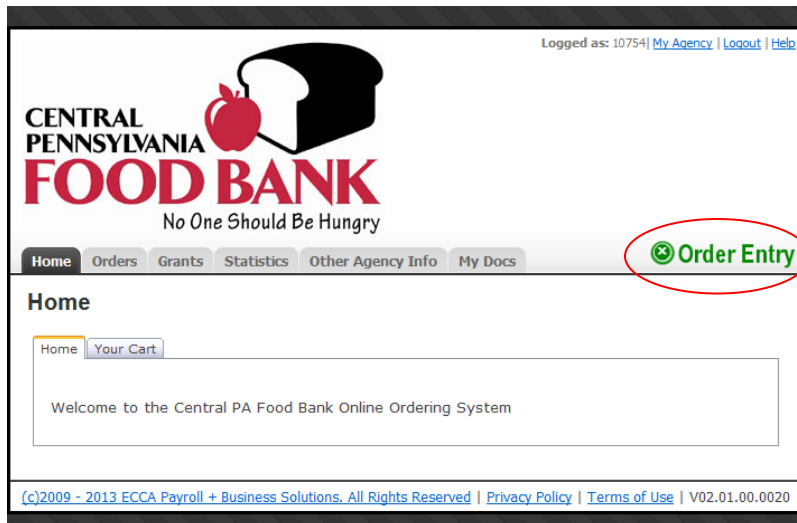


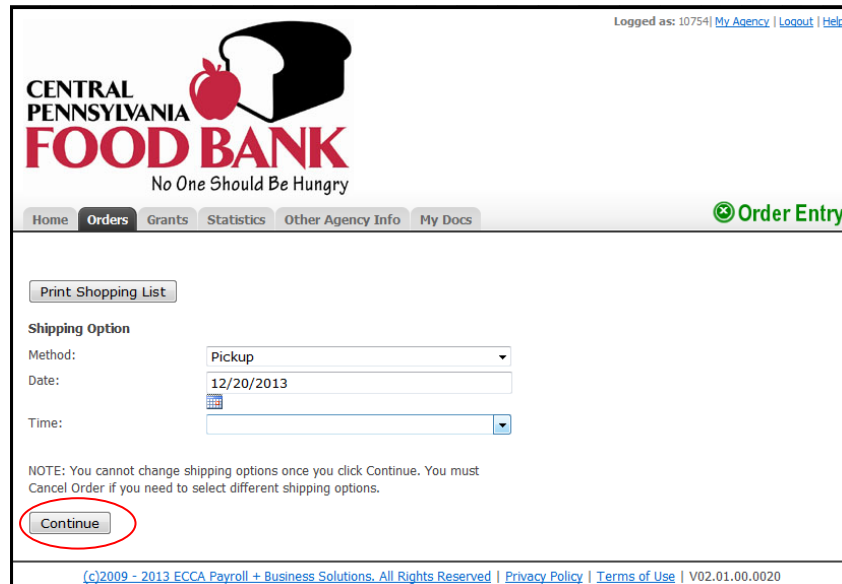
PWW: Placing an Order

1. Select the **+ Order Entry** on the right side of the screen to open up the shopping list:




2. You will first come to the page below. **You must continue to call our office to schedule your pick up time before placing an order.** After you call, you will simply enter the day and time of your scheduled appointment in the form below. **For deliveries:** Please check our website or call us to verify our delivery schedule and please enter the scheduled delivery date and a “filler time” in the form below. Once you have entered the correct information, please press continue.

**** Please Note:** You are required to enter a date in order to see the live inventory. If you get the inventory and do not see anything that you would like to order, please simply call our office to cancel your appointment. To print a hard copy of the inventory without inputting a date, simply click on the “Print Shopping List” Button on the home page of PWW.

A screenshot of the Central Pennsylvania Food Bank website showing the 'Order Entry' page. The 'Order Entry' button is highlighted in green. Below the navigation bar, there is a 'Print Shopping List' button. The 'Shipping Option' section includes a 'Method' dropdown menu set to 'Pickup', a 'Date' field with '12/20/2013' and a calendar icon, and a 'Time' dropdown menu. A note states: 'NOTE: You cannot change shipping options once you click Continue. You must Cancel Order if you need to select different shipping options.' The 'Continue' button is circled in red. The footer contains the same copyright information as the previous screenshot: '(c)2009 - 2013 ECCA Payroll + Business Solutions. All Rights Reserved | Privacy Policy | Terms of Use | V02.01.00.0020'.

3. Here is how the shopping list will appear:

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



[Order Entry](#)

Home **Orders** Grants Statistics Other Agency Info My Docs

Order Ref # [Cancel Order](#) [Print Shopping List](#) [Print Cart](#) [View Cart](#)

Item Count: Total Weight: Purchase Cost: Service Fees: Total Cost:

Search: Free Food Only Column Sorting: **Multi** Page size: 20

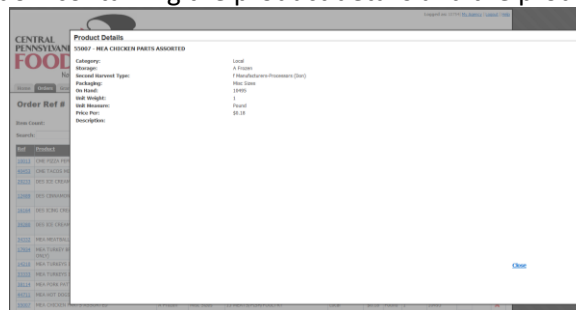
Ref	Product	Storage	Packing	Type	Category	Price	Unit	Weight	Available	Qty	Del
10013	CME PIZZA PEPPERONI	A Frozen	(72)5 oz.	06 COMPLETED MEALS/ENTREES	Local	\$5.04	Case	28	24	<input type="text"/>	✗
40453	CME TACOS MINI	A Frozen	(16)17.5 oz	06 COMPLETED MEALS/ENTREES	S/H Local	\$3.78	Case	21	1	<input type="text"/>	✗
29233	DES ICE CREAM VANILLA	A Frozen	(8) Pints	08 DESSERTS (NOT COVERED BY SFPP GRANT)	S/H National	\$0.90	Case	5	3	<input type="text"/>	✗
12489	DES CINNAMON ROLL FILLING	A Frozen	8 lb Bucket	08 DESSERTS (NOT COVERED BY SFPP GRANT)	Local	\$1.44	Case	8	54	<input type="text"/>	✗
16164	DES ICING CREAM CHEESE	A Frozen	(12)2 lb	08 DESSERTS (NOT COVERED BY SFPP GRANT)	Local	\$4.50	Case	25	1	<input type="text"/>	✗
39280	DES ICE CREAM CHOCOLATE	A Frozen	(8) Pints	08 DESSERTS (NOT COVERED BY SFPP GRANT)	Local	\$0.90	Case	5	16	<input type="text"/>	✗
34332	MEA MEATBALLS SWEET & SOUR (ON SITE ONLY)	A Frozen	(6)20 oz	15 MEATS ON-SITE ONLY	ON-SITE	\$1.80	Case	10	224	<input type="text"/>	✗
17924	MEA TURKEY BREST OVEN ROASTED (ON SITE ONLY)	A Frozen	(3)6.5 lb	15 MEATS ON-SITE ONLY	ON-SITE	\$3.78	Case	21	152	<input type="text"/>	✗
14210	MEA TURKEYS INDIVIDUALS (20 ONE TIME LIMIT)	A Frozen	12 lbs	15 MEATS/FISH/POULTRY	Local	\$2.16	EACH	12	10	<input type="text"/>	✗
33333	MEA TURKEYS INDIVIDUALS (20 ONE TIME LIMIT)	A Frozen	Avg Wt	15 MEATS/FISH/POULTRY	Local	\$3.60	EACH	20	4	<input type="text"/>	✗
38114	MEA PORK PATTIES (5 CASE LIMIT)	A Frozen	(96)2 oz	15 MEATS/FISH/POULTRY	Local	\$2.34	Case	13	5	<input type="text"/>	✗
44711	MEA HOT DOGS (5 CASE LIMIT)	A Frozen	(16)12 oz.	15 MEATS/FISH/POULTRY	Local	\$2.34	Case	13	1	<input type="text"/>	✗
55007	MEA CHICKEN PARTS ASSORTED	A Frozen	Misc Sizes	15 MEATS/FISH/POULTRY	Local	\$0.18	Found	1	10495	<input type="text"/>	✗
73514	MEA PORK CHITTERLINGS	A Frozen	(6)10 lb Tub	15 MEATS/FISH/POULTRY	S/H Local	\$0.66	Case	66	35	<input type="text"/>	✗
90907	MEA TURKEY BREST (5 CASE LIMIT)	A Frozen	(6)Each	15 MEATS/FISH/POULTRY	Local	\$0.00	Case	36	2	<input type="text"/>	✗

Note the three buttons:

- **Print Shopping List:** Select to print a shopping list.
- **Print Cart:** Select to print the items in the cart.
- **View Cart:** Select to view the items within the cart.

The **Search textbox** allows you to type in the product name or the product reference number to search the shopping list for that particular item.

The **Ref (reference)** column contains the item number. Clicking on the product reference number will bring up a new window containing the product details and the product photo (if available).



More product information can also be found by clicking on the camera icon (when available)



A product detail page will show with the product image when available.

4. Place quantity of item in the **Qty Textbox** and either tab or select another **Qty** box by moving the mouse cursor.

Central Pennsylvania Food Bank
No One Should Be Hungry

Order Entry

Order Ref #

Item Count: Total Weight: Purchase Cost: Service Fees: Total Cost:

Search: Free Food Only

Ref	Product	Storage	Packing	Type	Category	Price	Unit	Weight	Available	Qty	Del
10013	CME PIZZA PEPPERONI	A Frozen	(72)5 oz.	06 COMPLETED MEALS/ENTREES	Local	\$5.04	Case	28	24		X
49453	CME TACOS MINI	A Frozen	(16)17.5 oz	06 COMPLETED MEALS/ENTREES	S/H Local	\$3.78	Case	21	1		X
29233	DES ICE CREAM VANILLA	A Frozen	(8) Pints	08 DESSERTS (NOT COVERED BY SFPP GRANT)	S/H National	\$0.90	Case	5	3		X
12489	DES CINNAMON ROLL FILLING	A Frozen	8 lb Bucket	08 DESSERTS (NOT COVERED BY SFPP GRANT)	Local	\$1.44	Case	8	54	5	X
16164	DES ICING CREAM CHEESE	A Frozen	(12)2 lb	08 DESSERTS (NOT COVERED BY SFPP GRANT)	Local	\$4.50	Case	25	1		X
39280	DES ICE CREAM CHOCOLATE	A Frozen	(8) Pints	08 DESSERTS (NOT COVERED BY SFPP GRANT)	Local	\$0.90	Case	5	16		X
34332	MEA MEATBALLS SWEET & SOUR (ON SITE ONLY)	A Frozen	(6)20 oz	15 MEATS ON-SITE ONLY	ON-SITE	\$1.80	Case	10	224		X
17924	MEA TURKEY BREAST OVEN ROASTED (ON SITE ONLY)	A Frozen	(3)6.5 lb	15 MEATS ON-SITE ONLY	ON-SITE	\$3.78	Case	21	152		X
38114	MEA PORK PATTIES (5 CASE LIMIT)	A Frozen	(96)2 oz	15 MEATS/FISH/POULTRY	Local	\$2.34	Case	13	5		X
55007	MEA CHICKEN PARTS ASSORTED	A Frozen	Misc Sizes	15 MEATS/FISH/POULTRY	Local	\$0.18	Pound	1	10495		X
73514	MEA PORK CHITTERLINGS	A Frozen	(6)10 lb Tub	15 MEATS/FISH/POULTRY	S/H Local	\$0.66	Case	66	35		X

While the system is placing the item into your cart you will see

The Red X selection will delete the item quantity from the cart.

As you order product, the fields above the search engine will generate information based on what is in your cart:

Order Ref # 186712

Item Count: 5 Total Weight: 349 Purchase Cost: \$20.66 Service Fees: \$60.66 Total Cost: \$81.32

Search: Free Food Only

Ref	Product	Storage	Packing	Type	Category	Price	Unit	Weight	Available	Qty	Del
10013	CME PIZZA PEPPERONI	A Frozen	(72)5 oz.	06 COMPLETED MEALS/ENTREES	Local	\$5.04	Case	28	9		X

5. Once you've completed your order, click on "View Cart." You will be taken to the following page.

- The **Shipping/Delivery** information will automatically fill in and **the Contact Information is required**.
- Select the **Shopping List** button to return to the shopping list.
- Select the **Checkout** button to submit your order to CPF.

Order Ref #187940

Contact Information

Name:
 Phone Number:
 E-mail Address:
 Comment:

Shipping/Delivery

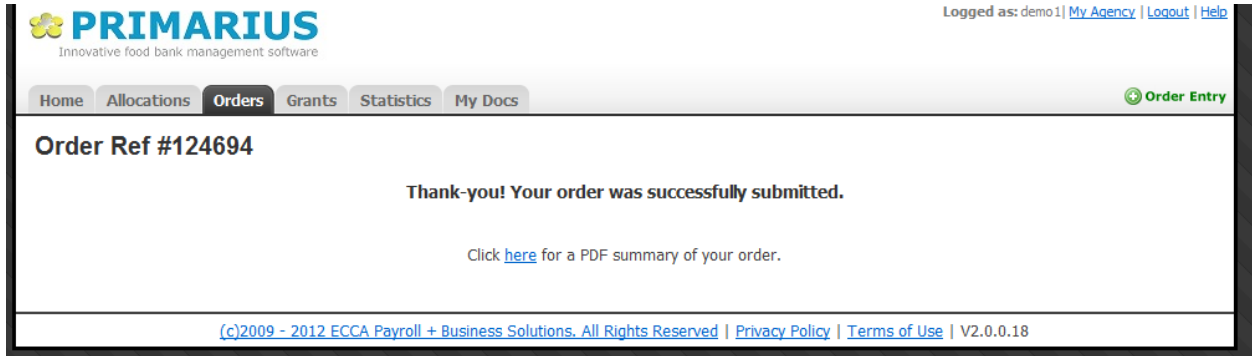
Method: Pickup
 Date: 1/22/2014
 Time: 8:00 AM
 Order Status: Entry NOT complete, Must Check Out

Item Count: 1 Total Weight: 25 Purchase Cost: \$0.00 Service Fees: \$0.00 Total Cost: \$0.00

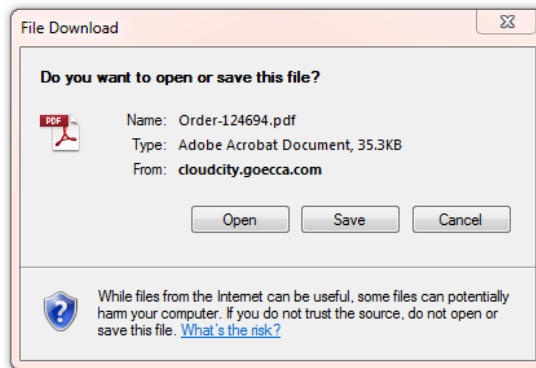
Ref	Product	Storage	Type	Weight	Category	Price	Unit Measure	Available	Qty	Del
39280	DES ICE CREAM CHOCOLATE	A Frozen	08 DESSERTS (NOT COVERED BY SFPP GRANT)	5	Local	\$0.00	Case	270	5	X

PLEASE NOTE: An order that is left in your cart for more than 48 hours will automatically be canceled and deleted.

6. After selecting the **Checkout** button, a successful submission will show the following message:



Clicking on the 'Click [here](#) for a PDF summary of your order' will show the following message:



Selecting the **Open** button will show the order summary:

The screenshot shows the PRIMARIUS order summary page. At the top is the PRIMARIUS logo and tagline. Below it is the order number "Order# 124694". The order details are: "Order Placed: 1/9/2012", "Warehouse: ECCA-PUG2011", "Delivered/Picked Up: 1/13/2012 At 9:45 AM", and "Deliver/Pick Up Location: No Del/PU Location". A table follows with the following data:

Product Ref	Product	Category	Quantity	Weight	Total Cost
90815	USDA ROLLED OATS (B445)	USDA	1	41	\$0.00
			Totals: 1	41	\$0.00
			Grants Applied: \$0.00	Payments: \$0.00	Balance: \$0.00