

# PWW ONLINE REPORTING OF DONATIONS

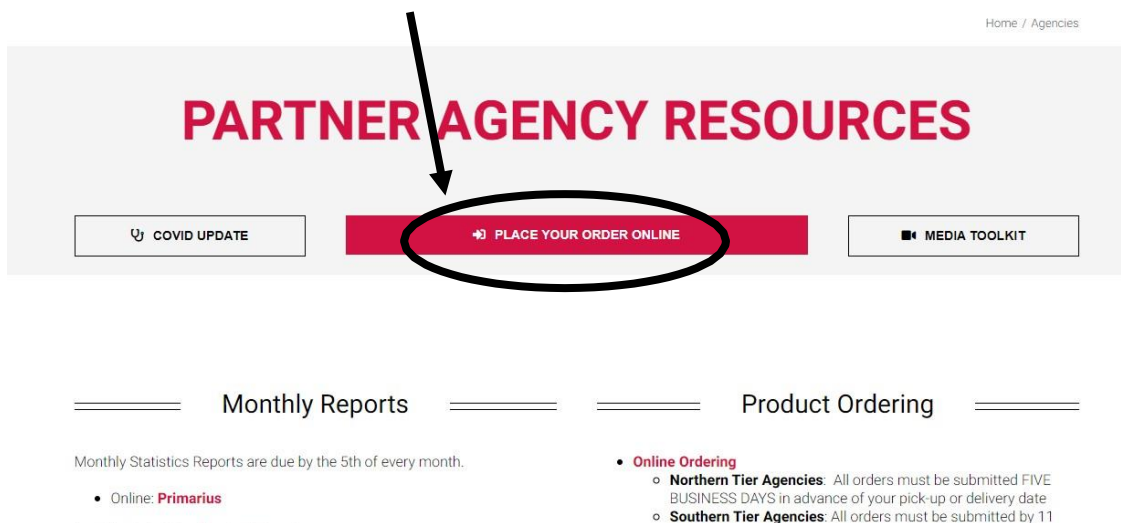
1. You will enter in store pick up donations on our Primarius Web Window (PWW) site. Go to the Central Pennsylvania Food Bank (CPFB) web site ([centralpafoodbank.org](http://centralpafoodbank.org)).

Shortcut is: [remote.centralpafoodbank.org](http://remote.centralpafoodbank.org)

Access PWW from the “Agency Resources & Ordering” link



2. Click on the “PLACE YOUR ORDER ONLINE” button.



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

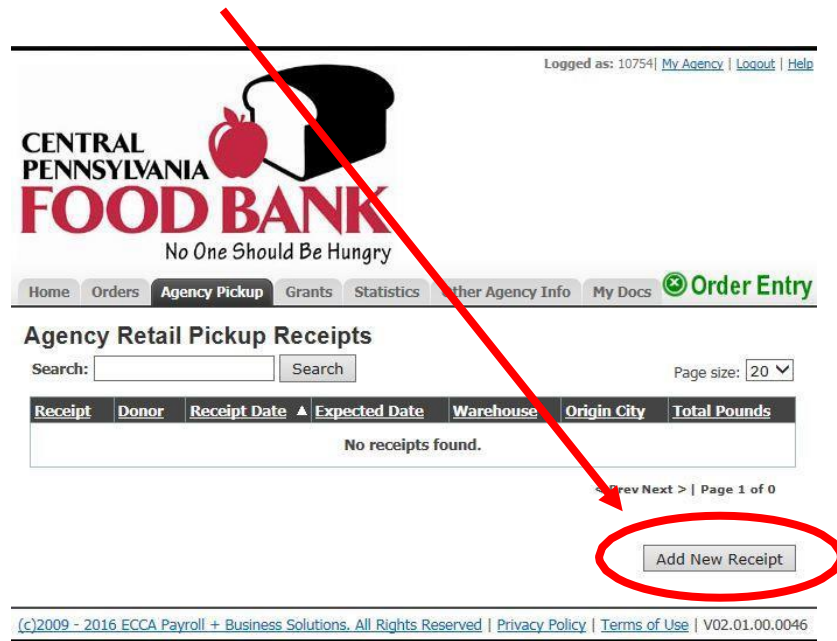


The image shows the login interface for the Central Pennsylvania Food Bank. At the top, the logo features a red apple and a black loaf of bread, with the text "CENTRAL PENNSYLVANIA FOOD BANK" and the slogan "No One Should Be Hungry". Below the logo is a "Login" section with three input fields: "Agency Ref:" containing "10594", "Username:" containing "10594", and "Password:" containing a series of dots. A "Login" button is positioned to the right of the password field. The version number "V02.01.00.0047" is displayed at the bottom right of the login box. A red arrow points from the instruction text to the "Agency Ref" input field.

4. Click on the "Agency Pickup" tab.



5. Click on the “Add New Receipt” button.

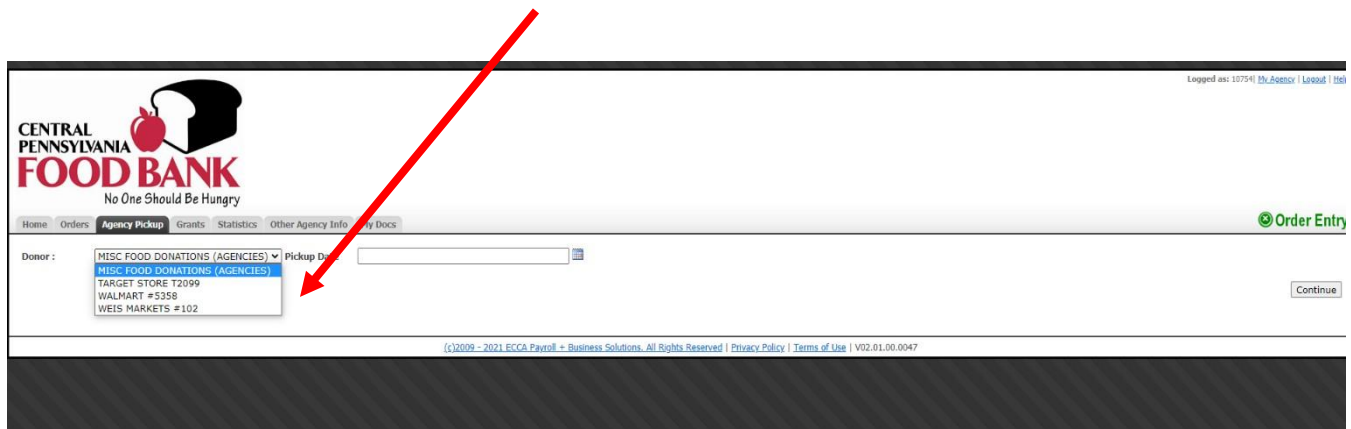


The screenshot shows the Central Pennsylvania Food Bank website. The header includes the logo and the tagline "No One Should Be Hungry". The navigation bar has links for Home, Orders, Agency Pickup, Grants, Statistics, Other Agency Info, My Docs, and Order Entry. The main content area is titled "Agency Retail Pickup Receipts" and features a search bar, a page size dropdown set to 20, and a table with columns: Receipt, Donor, Receipt Date, Expected Date, Warehouse, Origin City, and Total Pounds. The table currently displays "No receipts found." Below the table is a pagination link "Prev Next > | Page 1 of 0". The "Add New Receipt" button is circled in red, and a red arrow points to it from the instruction above.

6. This will take you to the screen where you will report all donated pounds to your agency. If you click on the drop-down arrow next to “Donor”, you will find a listing of your current donors.

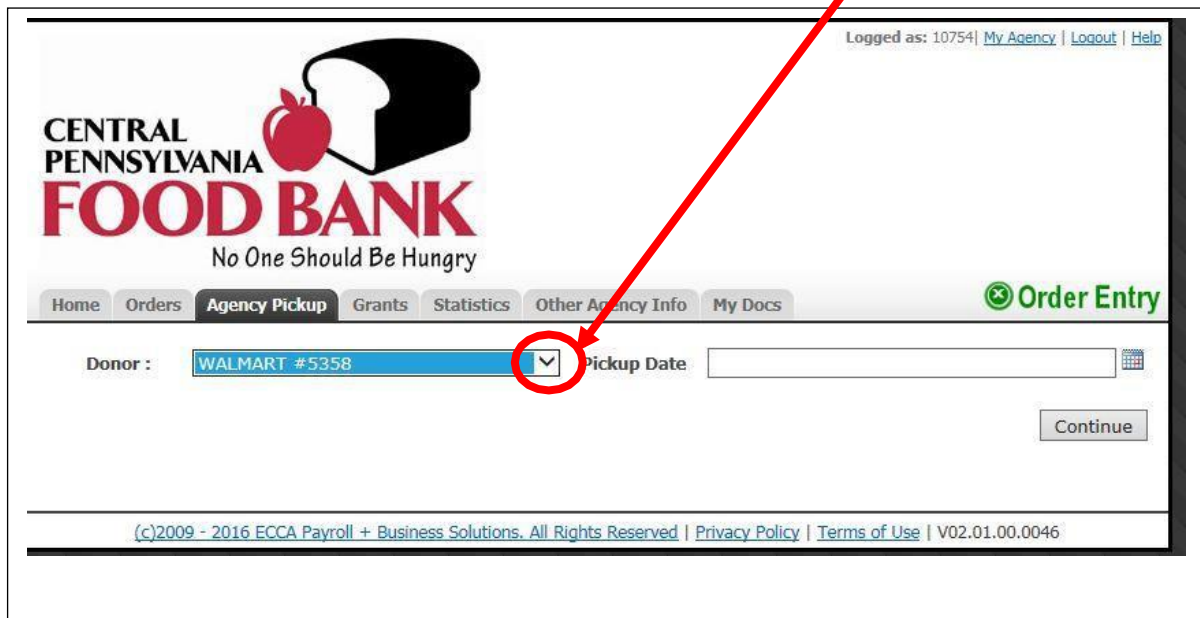
All partners should also have the option of entering in general, miscellaneous donations using the “Misc Food Donations (Agencies)” donor option. \*\*\*Please see FAQ #6 for more detailed instructions on reporting miscellaneous donations. \*\*\*

- **NOTE:** If you are missing donors that you regularly pick up from, please contact the CPFB for assistance.



The screenshot shows the Central Pennsylvania Food Bank website. The header includes the logo and the tagline "No One Should Be Hungry". The navigation bar has links for Home, Orders, Agency Pickup, Grants, Statistics, Other Agency Info, My Docs, and Order Entry. The main content area is titled "Donor:" and features a dropdown menu with the following options: MISC FOOD DONATIONS (AGENCIES), MISC FOOD DONATIONS (AGENCIES), TARGET STORE T2099, WALMART #5358, and WEIS MARKETS #102. A red arrow points to the dropdown menu. The "Continue" button is visible on the right side of the form.



7. Click on the “Donor” drop down-arrow and select the appropriate donor.



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

**CENTRAL PENNSYLVANIA FOOD BANK**  
No One Should Be Hungry

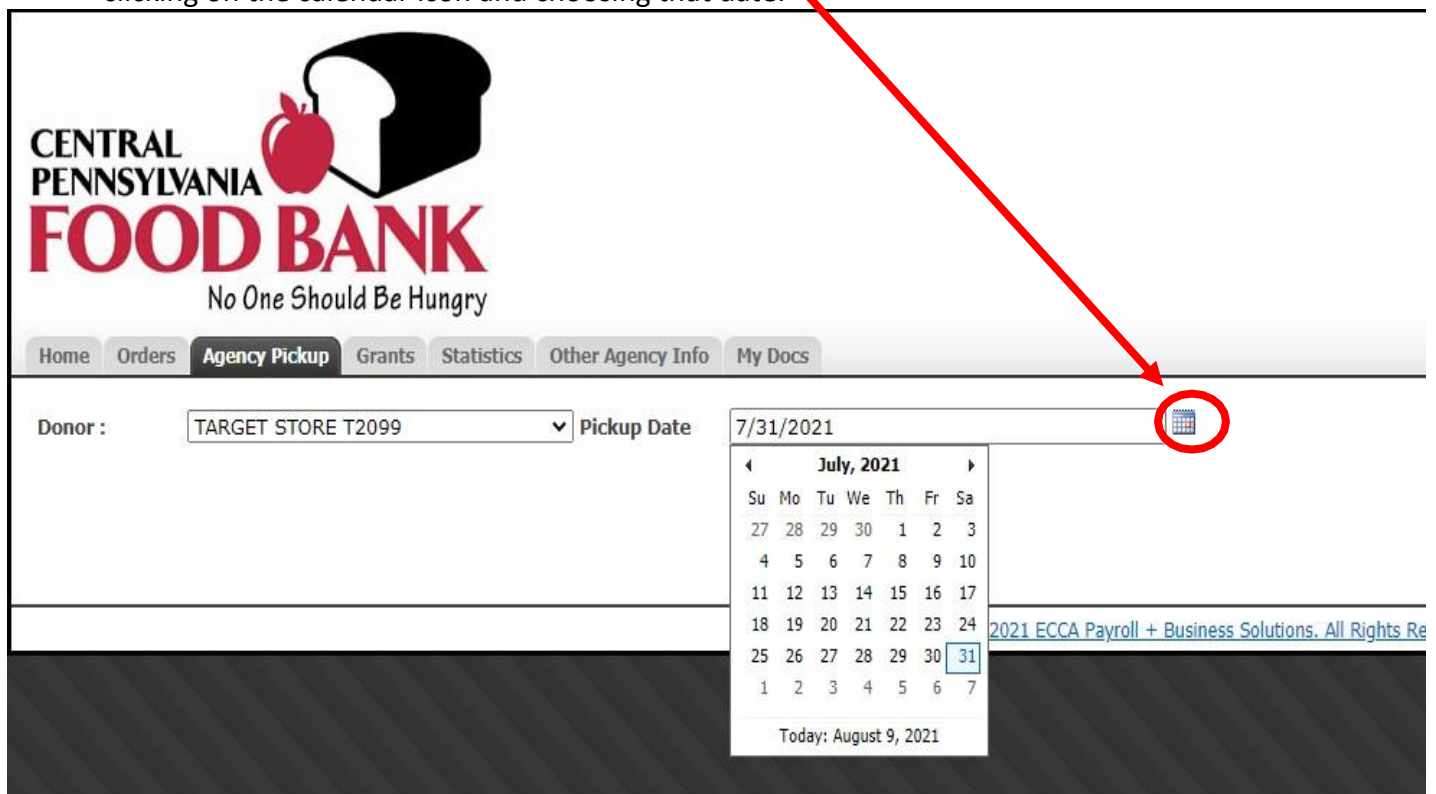
Home Orders **Agency Pickup** Grants Statistics Other Agency Info My Docs [Order Entry](#)

Donor : **WALMART #5358**  Pickup Date  

[Continue](#)



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8. Next, click on the “Pickup Date” button. Choose the last day of the month that you are reporting by clicking on the calendar icon and choosing that date.



**CENTRAL PENNSYLVANIA FOOD BANK**  
No One Should Be Hungry

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

Donor : **TARGET STORE T2099**  Pickup Date **7/31/2021** 

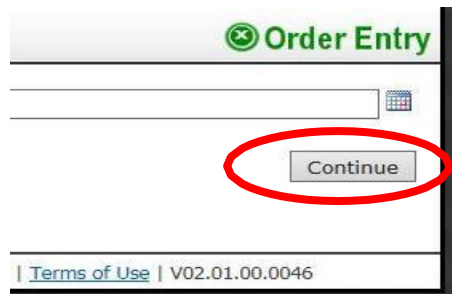
**July, 2021**

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

Today: August 9, 2021

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9. Then, click on the “Continue” button directly below the Pickup Date” button.



The screenshot shows a web interface titled "Order Entry" with a green circular icon containing a checkmark. Below the title is a text input field and a calendar icon. The "Continue" button is highlighted with a red circle. At the bottom, there is a link for "Terms of Use" and a version number "V02.01.00.0046".

10. You will now see this screen, below. At this point, you will enter the weight of each category of donation received, Example: Bakery, Dairy, Fresh Milk, Eggs, Dry Grocery, etc. **ALL POUNDS MUST BE ENTERED IN AS WHOLE NUMBERS – NO DECIMAL POINTS.**

- Enter in the pounds for each category, and, if possible, **isolate the poundage from any eggs and fluid milk that you receive from the rest of your Dairy donation reporting.** Fluid milk is fresh, drinkable refrigerated milk (i.e., cow, soy, almond, etc.) but not cream, creamers or drinkable yogurt.
- **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 for the entire month.** 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 January. Please follow suit with the other donation categories (Dairy, Dry Grocery, etc.) and submit a total weight for each category for that store entry. So, for the month of January, you will enter in one (1) receipt for Walmart even though you picked up multiple days that month.
- Doing this – generating one entry per donor per month, versus multiple entries for each pickup at the same donor -- **will save you a lot of time.** While you may certainly enter in your poundage every single time you pick up, please be aware that the CPFEB only requires regular reporting once each month.

**Enter the total weight of each category of donation received.**

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" value="160"/>	1
99501	DAI DAIRY (INSTORE PICK UP)	Refrigerated	Assorted	07 DAIRY PRODUCTS	S/H Local	Pound	<input type="text" value="20"/>	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" value="20"/>	1
99503	FROZEN FOOD MISC. (INSTORE PICK UP)	Frozen	Assorted Sizes	16 MIXED & ASSORTED FOOD ITEMS	S/H Local	Pound	<input type="text" value="20"/>	1
99504	MEA MEAT ASSORTED (INSTORE PICK UP)	Frozen	Assorted	15 MEATS/FISH/POULTRY	S/H Local	Pound	<input type="text" value="10"/>	1
99505	PRO PRODUCE (INSTORE PICKUP)	Refrigerated	Assorted	28 PRODUCE	S/H Local	Pound	<input type="text" value="15"/>	1
99506	PRE PREPARED FOODS (INSTORE PICK UP)	Refrigerated	Assorted	31 PREPARED & PERISHABLE FOOD	Local	Pound	<input type="text" value="2"/>	1
99507	BEV BEVERAGES (INSTORE PICK UP)	Dry	Assorted	03 BEVERAGES (NOT COVERED BY SFPP GRANT)	S/H Local	Pound	<input type="text" value="10"/>	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" value="4"/>	1
99509	PNM EGGS FRESH (INSTORE PICK UP)	Refrigerated	Assorted	23 PROTEIN (FRESH WHOLE EGGS) DONATED	Local	Pound	<input type="text" value="90"/>	1
99510	DAI MILK FRESH (INSTORE PICK UP)	Refrigerated	Assorted	07 DAIRY FRESH MILK	Local	Pound	<input type="text" value="64"/>	1

11. When you are finished, click on the “Process Receipt” button.



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" value="160"/>	1
99501	DAI DAIRY (INSTORE PICK UP)	Refrigerated	Assorted	07 DAIRY PRODUCTS	S/H Local	Pound	<input type="text" value="20"/>	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" value="20"/>	1
99503	FROZEN FOOD MISC. (INSTORE PICK UP)	Frozen	Assorted Sizes	16 MIXED & ASSORTED FOOD ITEMS	S/H Local	Pound	<input type="text" value="20"/>	1
99504	MEA MEAT ASSORTED (INSTORE PICK UP)	Frozen	Assorted	15 MEATS/FISH/POULTRY	S/H Local	Pound	<input type="text" value="10"/>	1
99505	PRO PRODUCE (INSTORE PICKUP)	Refrigerated	Assorted	28 PRODUCE	S/H Local	Pound	<input type="text" value="15"/>	1
99506	PRE PREPARED FOODS (INSTORE PICK UP)	Refrigerated	Assorted	31 PREPARED & PERISHABLE FOOD	Local	Pound	<input type="text" value="2"/>	1
99507	BEV BEVERAGES (INSTORE PICK UP)	Dry	Assorted	03 BEVERAGES (NOT COVERED BY SFPP GRANT)	S/H Local	Pound	<input type="text" value="20"/>	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" value="4"/>	1
99509	PNM EGGS FRESH (INSTORE PICK UP)	Refrigerated	Assorted	23 PROTEIN (FRESH WHOLE EGGS) DONATED	Local	Pound	<input type="text" value="90"/>	1
99510	DAI MILK FRESH (INSTORE PICK UP)	Refrigerated	Assorted	07 DAIRY FRESH MILK	Local	Pound	<input type="text" value="64"/>	1

Get Weight

12. If you entered in a weight greater than or equal to 150 pounds, a pop-up window will appear. This is a safeguard to ensure the entered poundage is correct. If it is, simply click “Yes” to proceed. If it’s not, click “No” to go back to the previous screen and adjust your poundage or keying error.

Logged as: 10/1/14 | [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	<input type="text" value="175"/>	1



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



14. All of your agency's entries will be listed under the "Agency Pickup" tab for you to print and review at any time.



15. If you have more than one donor or if you need to add another pickup date, you will need to add another entry. Click on the "Agency Pickup" tab to begin the process again. Repeat steps #1-11.



NOTE: Every time you click on the "Agency Pickup" tab, you will be taken to the "Agency Pickup" page.

**Figure 1**

Comment  Reason nothing picked up

Agency pickup from: WALMART #5358

**Comment Box**

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	160	1
99501	DAI DAIRY (INSTORE PICK UP)	Refrigerated	Assorted	07 DAIRY PRODUCTS	S/H Local	Pound	20	1
99502	DRY GROCERY (INSTORE PICK UP)	Dry	Assorted	16 MIXED & ASSORTED FOOD ITEMS (NOT COVERED BY SFPP GRANT)	S/H Local	Pound	20	1
99503	FROZEN FOOD MISC. (INSTORE PICK UP)	Frozen	Assorted Sizes	16 MIXED & ASSORTED FOOD ITEMS	S/H Local	Pound	20	1
99504	MEA MEAT ASSORTED (INSTORE PICK UP)	Frozen	Assorted	15 MEATS/FISH/POULTRY	S/H Local	Pound	10	1
99505	PRO PRODUCE (INSTORE PICK UP)	Refrigerated	Assorted	28 PRODUCE	S/H Local	Pound	15	1
99506	PRE PREPARED FOODS (INSTORE PICK UP)	Refrigerated	Assorted	31 PREPARED & PERISHABLE FOOD	Local	Pound	2	1
99507	BEV BEVERAGES (INSTORE PICK UP)	Dry	Assorted	03 BEVERAGES (NOT COVERED BY SFPP GRANT)	S/H Local	Pound	10	1
99508	NFI NON FOOD ITEMS (INSTORE PICK UP)	Dry	Assorted	01 ASSORTED NON-FOOD ITEMS* (NOT COVERED BY SFPP GRANT)	Local	Pound	4	1
99509	PNM EGGS FRESH (INSTORE PICK UP)	Refrigerated	Assorted	23 PROTEIN (FRESH WHOLE EGGS) DONATED	Local	Pound	90	1
99510	DAI MILK FRESH (INSTORE PICK UP)	Refrigerated	Assorted	07 DAIRY FRESH MILK	Local	Pound	64	1

Get Weight Process Receipt

## FAQs:

**1. Can I send you messages or convey issues through the “Comment” box that appears on the reporting screen? (Figure 1)**

Even though there is a “Comment” box, please be aware that we cannot see any entries or notes UNLESS there are zero (0) pounds entered in the poundage reporting. ONLY then will your comments come through to us. If you have any issues or important information to communicate to us, please either call or email us directly as soon as possible and we will assist you.

**2. Which person at an agency should report donated pounds?**

Oftentimes, the person reporting monthly statistics or handling orders for an agency also reports donated pounds each month. This works out well, as the statistics reporting due date (by the 5<sup>th</sup> of the month) perfectly aligns with the donation reporting schedule. Sometimes, the person who is picking up and logging the donations also handles the reporting of pounds. It’s entirely up to you – all that we ask is that they get reported on a regular, monthly basis.

**3. I made an error entering my pounds but discovered it after I hit “Process Receipt”. What should I do?**

Please call or email our Retail Donation team ASAP – their contact info is below.

**4. I entered in the same donation poundage twice. What should I do?**

Please call or email our Retail Donation team ASAP – their contact info is below.

**5. I’m picking up from several donors on a regular basis but don’t see them included in my donor drop-down screen, what should I do?**

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 we will add them to your list. Please do not hesitate to contact us (see contact info below) if you run into any problems or have questions regarding PWW online donation reporting.

**6. I see that you are now asking us to report “Fresh Milk”. Can you provide some clarification?**

We consider this to ONLY be fluid, drinkable, refrigerated milk including cow, almond, soy, etc. **PLEASE DO NOT INCLUDE** cream or creamers, half & half, or drinkable yogurt in with your Fresh Milk reporting – there is no need to isolate these items and you should continue to report them in the general Dairy donation category.



**7. Why are you now asking us to isolate out eggs and fresh milk from our Dairy reporting?**

If you are only getting a dozen or two of eggs, a gallon of milk, etc., it may not make sense to isolate these items out from the other Dairy donations. However, if it's a substantial quantity, we would appreciate it if you could report them separately for the following reasons:

- **EGGS** - the PA NAP (Neighborhood Assistance Program) tax credit program does not consider eggs to be a Dairy product, so we must be able to assess the correct NAP value to the eggs separately from all other Dairy products.
- **FRESH MILK** – we are often asked to provide the number of quarts of milk we distribute throughout our service territory. This information is used to help secure funding, grants, and equipment for you, our partners (such as milk coolers and milk dispensers) to help further our distribution efforts.

**8. What donations should I report using the Misc Food Donations (Agencies)" donor option?**

Great question! We would love to capture all poundage that your agency receives. This includes:

- Food drives (including community drives, companies, schools, churches, USPS Stamp Out Hunger, Boy Scouts, etc.)
- Community gardens
- Farmers markets, farmers, and growers who donate small quantities on an infrequent basis
- Donations from individuals and the "private sector"
- One-time-only donations from a tractor trailer driver (i.e., refused shipments to retailers, fulfillment centers and distribution centers)

**Please note: the Process for submitting MISC food donations is the same as Retail Pick-up donations. Choose MISC FOOD DONATIONS (AGENCIES) from your donor drop-down list, select the pickup date, and click "Continue". Follow the same steps for reporting your donations, by category. Do not worry about the "(INSTORE PICKUP)" listing next to each category – that's an internal inventory code used in PWW that captures all donations that you, our agency partners, report.**

**9. We regularly get donations from retail donors (Ex: Weis, Giant, local grocers), restaurants (Ex: Panera, Chick-Fil-A, Sheetz, local restaurants), and area farmers – how do we report these pounds?**

If you are receiving donations on a regular, monthly basis, we would love to separate these pounds out from your miscellaneous poundage reporting and add them as a specific donor to your drop-down menu. In fact, most of the large chains are now Feeding America National Donors, and those pounds are captured in monthly reports and sent on to Feeding America. Feeding America compiles all of the data nationally and reports all poundage back to the corporate offices of these donors, where they receive some tax credit for their donations. Whether they be large chains or small local business, please contact us and we work with you on how to best report their pounds.

**10. Why do we need to report our donated poundage to you?**

All this information is extremely helpful to us, as we partner with you to close the meal gap in all 27 counties that the CPFBS serves. By understanding not only the quantity of donations you receive from your community but the types of donations (dairy, produce, etc.) as well, we are able to make better sourcing decisions based on the types of food that you still need to determine how we can best support you, our partners.

**11. Who should I contact for assistance?**

**For ALL Agency Partners, Northern Tier and Southern Tier, please contact:**

- Cindi Pasi, Senior Retail Donation Manager, [cpasi@centralpafoodbank.org](mailto:cpasi@centralpafoodbank.org), (717) 547-6256
- Rebecca Bedenbaugh, Retail Donation Coordinator, [rbedenbaugh@centralpafoodbank.org](mailto:rbedenbaugh@centralpafoodbank.org), (717) 257-9919

**This includes ALL general donation reporting questions, donation entry errors, questions pertaining to a specific receipt, or to have a donor added or removed.**

***THANK YOU for all that you do to serve your community!***

(Updated 2/22)