Classic vs. P2 Ordering Guide

For Partner Agencies
LANDING PAGE

The changes start on the landing page. Classic on the left and P2 on the right.

HOMEPAGE

The home page is very different. Classic on the left and P2 on the right.
ORDERING SHEET

In Classic, you click “Order Enter”, in P2 click on the drop-down menu labeled “Shop” on the far left of the grey bar to get started.

If you choose to print the shopping list, please remember that our inventory is updated often, and products move quickly. The Shopping List shows what we have in stock at that moment and cannot be guaranteed for future orders.
Placing Your Order

The menu itself is a huge change with 3 new looks. Just click on the upper right-hand icons to change your views. There is also a search bar that you can type in a product, and it will narrow down the inventory to products that contain that search word.
<table>
<thead>
<tr>
<th>Item Code</th>
<th>description</th>
<th>Price</th>
<th>Limit</th>
<th>Category</th>
<th>Packaging</th>
<th>Add to Cart</th>
</tr>
</thead>
<tbody>
<tr>
<td>(97929)</td>
<td>PUR BEE STUFFING MIX (12/6 oz)</td>
<td>$13.26</td>
<td>70</td>
<td>PURCHASED</td>
<td>(12/6 oz)</td>
<td></td>
</tr>
<tr>
<td>(97467)</td>
<td>PUR BEE STUFFING MIX TURKEY (12)</td>
<td>$13.26</td>
<td>205</td>
<td>PURCHASED</td>
<td>(12/6 oz)</td>
<td></td>
</tr>
<tr>
<td>(97255)</td>
<td>PUR CME BEEF LASAGNA (12/15 oz)</td>
<td>$14.04</td>
<td>766</td>
<td>PURCHASED</td>
<td>(12/15 oz)</td>
<td></td>
</tr>
<tr>
<td>(97260)</td>
<td>PUR CME BEEF STEW (12/15 oz)</td>
<td>$14.04</td>
<td>1130</td>
<td>PURCHASED</td>
<td>(12/15 oz)</td>
<td></td>
</tr>
<tr>
<td>(97569)</td>
<td>PUR CME CHICKEN CHILI (12/15 oz)</td>
<td>$14.04</td>
<td>576</td>
<td>PURCHASED</td>
<td>(12/15 oz)</td>
<td></td>
</tr>
<tr>
<td>(97240)</td>
<td>PUR CME CHILI WIPEANS (12/15 oz)</td>
<td>$14.04</td>
<td>766</td>
<td>PURCHASED</td>
<td>(12/15 oz)</td>
<td></td>
</tr>
<tr>
<td>(97407)</td>
<td>PUR CME HELPERS CHEESY TUNA (24)</td>
<td>$18.41</td>
<td>436</td>
<td>PURCHASED</td>
<td>(24/5 oz)</td>
<td></td>
</tr>
<tr>
<td>(97511)</td>
<td>PUR CME HELPERS STROGANOFF (24)</td>
<td>$18.41</td>
<td>339</td>
<td>PURCHASED</td>
<td>(24/6 oz)</td>
<td></td>
</tr>
<tr>
<td>(97483)</td>
<td>PUR CME MACARONI IN TOMATO &amp; BE...</td>
<td>$14.04</td>
<td>504</td>
<td>PURCHASED</td>
<td>(13/6 oz)</td>
<td></td>
</tr>
<tr>
<td>(96914)</td>
<td>PUR CME MEAL TRAYS CHICKEN CRE...</td>
<td>$56.79</td>
<td>398</td>
<td>PURCHASED</td>
<td>(24/7 oz)</td>
<td></td>
</tr>
<tr>
<td>(96915)</td>
<td>PUR CME MEAL TRAYS CHICKEN PAST...</td>
<td>$56.79</td>
<td>135</td>
<td>PURCHASED</td>
<td>(24/7 oz)</td>
<td></td>
</tr>
<tr>
<td>(96916)</td>
<td>PUR CME MEAL TRAYS LENTILS WITH ...</td>
<td>$56.79</td>
<td>134</td>
<td>PURCHASED</td>
<td>(24/7 oz)</td>
<td></td>
</tr>
<tr>
<td>(96917)</td>
<td>PUR CME MEAL TRAYS PASTA FAGION...</td>
<td>$56.79</td>
<td>15</td>
<td>PURCHASED</td>
<td>(24/7 oz)</td>
<td></td>
</tr>
<tr>
<td>(96918)</td>
<td>PUR CME MEAL TRAYS SOUTHWEST B...</td>
<td>$56.79</td>
<td>491</td>
<td>PURCHASED</td>
<td>(24/7 oz)</td>
<td></td>
</tr>
<tr>
<td>(97168)</td>
<td>PUR CME PASTA RINGS &amp; MEATBALLS...</td>
<td>$14.04</td>
<td>530</td>
<td>PURCHASED</td>
<td>(12/15 oz)</td>
<td></td>
</tr>
</tbody>
</table>
Product Pictures

In Classic, you had to click on the camera icon, and it took you to the product picture and information.

Now you can see the pictures and information. Just click on the picture to get a larger view.
A product could have multiple pictures which are located at the top. Click on the picture for a larger view.

**Columns = Filters** The information in the columns is now below or beside the pictures.
Sort By: In Classic, you would click on the column heading to sort from either A-Z or Lowest-Highest. If you noticed the “Price” when clicked on, shows lowest to highest.

In P2, Click on “Sort By”, then you can sort by Name or Price on the drop down menu.
Filters:

If you click on the filters button just to the left of the sorting buttons, a drop-down box appears to help filter the products more. These are no longer readily available in the menu list, and you must sort for them through this feature. This information is available on each individual product item.

Price:

This is a new feature. There is no longer a box to sort for “Free Food”. This feature is what should be used to now do that. Move the orange bar all the way to zero “0” and click Apply Filters.
Use the drop down to select the type of product that you would like to see. If nothing is selected, then you will see all products that are available to your agency.

Storage:
(Scroll down for Dry, etc)

Nutrition:
To add items into your cart, you must add an extra step of clicking the blue button of Add to Cart. You can hit Enter, but it will have a delay in adding.

To edit the number you have, change your quantity, and click the blue button that now says Update Cart.
Something else at the top of the screen that is different is **that there is no longer a running tally of your order. You’ll see your cart in the upper right-hand corner of the screen.** To see your running tally of order weight, balance, and more, click on the caret next to your item count by the shopping cart in the upper right of the screen.

By clicking on the **number item(s)**, you’ll see your shopping cart and a breakdown of your order. (on Next Page)
In Classic, you would hit “View Cart” to go to the checkout. In P2, you can now make changes to your order this is where you can adjust the quantity or delete an item. Click the red x to delete an item. If you want to cancel the complete order, click on “Cancel Order” in the lower left of your screen. If your order looks good, just click the green “Proceed to Checkout” button in the lower right-hand corner.

PLEASE NOTE: None of your grants will be applied during your ordering process. They will be applied after your order is confirmed by CPFB. Please rely on your monthly statement for your current balance and not your orders invoice. We are seeing if we can address this issue.
The Checkout looks very different.

**CHECKOUT**

**The current order must be submitted by 03/15/2024 03:16 PM or it will be cancelled in order to release the product for other agencies to use**

**Shipping Method**
Agency Vehicle

**Is Delivery**

**Pickup Warehouse**
CENTRAL PA FOOD BANK HARRISBURG

**Pickup Delivery Date**
03/20/2024 4:31 PM

**Agency Contact**

**Agency Address**

**Delivery Pickup Notes**
Just a reminder that if you would like a direct delivery, your order needs to be 800 pounds or more. If you have any questions, give us a call.
When you choose to Proceed to Check out, this first area is our (CPFB) information on what your delivery schedule is and what warehouse your order is from. You will see what information applies to your agency. You will not be able to edit this information.

** The current order must be submitted by 03/15/2024 03:16 PM or it will be cancelled in order to release the product for other agencies to use **

- **Shipping Method:**
  - Agency Vehicle
  - Pickup Warehouse
  
  **Central PA Food Bank Harrisburg**

- **Is Delivery:**
  - [ ]

- **Agency Contact:**

- **Agency Address:**

- **Delivery Pickup Notes**

Just a reminder that if you would like a direct delivery, your order needs to be 800 pounds or more. If you have any questions, give us a call.

If you are **getting a delivery**, you choose the day that we deliver to your area. The system will allow to choose whatever day and time that you like, **BUT**...we will only deliver to you on your delivery days.

If you are **picking up** at the Healthy Hub, you will need to contact Customer Service BEFORE you choose a day/time.

** The current order must be submitted by 01/19/2024 10:57 AM or it will be cancelled in order to release the product for other agencies to use **

- **Shipping Method:**
  - Atossa Deliveries
  - Pickup Warehouse
  
  **Central PA Food Bank Harrisburg**

- **Is Delivery:**
  - [ ]

- **Agency Contact:**

- **Agency Address:**

- **Delivery Pickup Notes**

Just a reminder that if you would like a direct delivery, your order needs to be 800 pounds or more. If you have any questions, give us a call.
In the next two areas, make sure that the **Agency Contact** is the person who placed the order. And that the **Agency Address** is the location where the food is delivered. In the **Delivery Pickup Notes**, type in the person who will be meeting the delivery truck, and their cell phone number.

Once you click “Submit Order”, you will be taken to the ORDER HISTORY page, and it will say “Your order was placed successfully.”

**PLEASE NOTE:** None of your grants will be applied during your ordering process. They will be applied after your order is confirmed by CPFB.
If you have any questions, reach out to arinfo@centralpafoodbank.org and we will answer your questions.

Thank You