



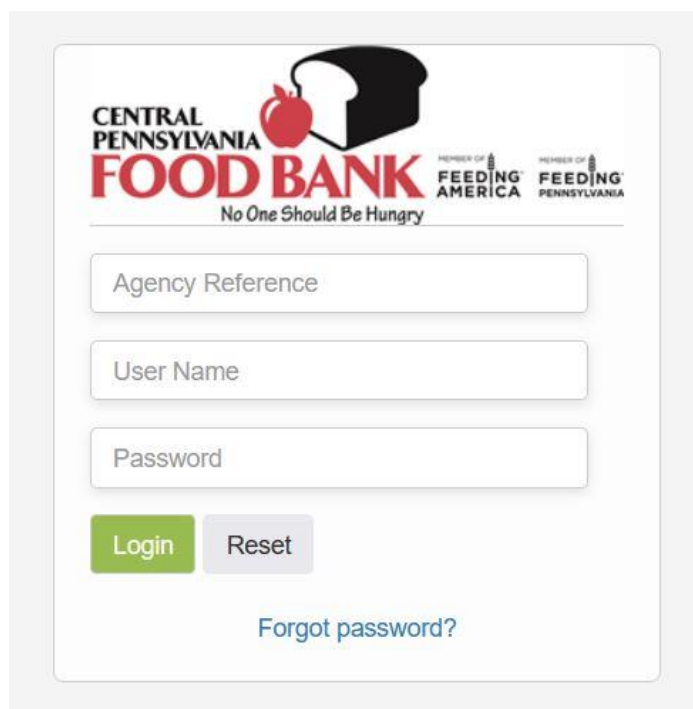
P2 RETAIL DONATIONS GUIDE

For Agency Partners

December 2024

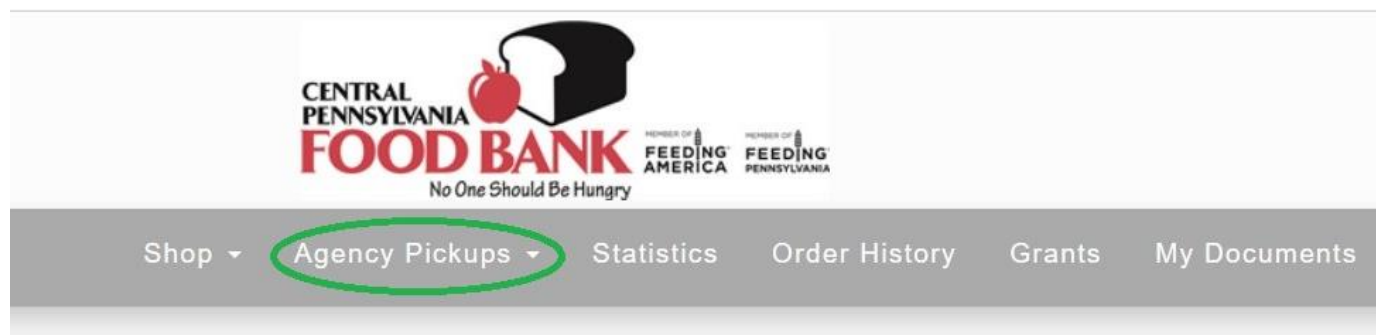
LANDING PAGE

This is what you will see on the landing page when logging into P2. Your **Agency Reference** number and your **User Name** are the same. Your password will not change. If you need to change your password, please reach out to your Agency Services representative and they can change it for you. Enter in your Agency Reference, User Name, and Password, and hit **“Login.”**



The login form features the Central Pennsylvania Food Bank logo at the top, which includes a red apple and a black silhouette of a person's head. Below the logo is the text "No One Should Be Hungry". The form contains three input fields: "Agency Reference", "User Name", and "Password". Below these fields are two buttons: a green "Login" button and a grey "Reset" button. At the bottom of the form is a blue link that says "Forgot password?".

RETAIL DONATION PICK-UP



1. To report your agency's donations: Click the **“AGENCY PICKUPS”** tab in the grey bar across the top of the screen after logging in.

2. This will populate a screen with all the donors you pick up from:

Agency Pickups / Select the Donor For Pickup

SELECT THE DONOR FOR PICKUP

006697	000539	003134
MISC FOOD DONATIONS (AGENCIES)	TARGET STORE T2099	WALMART #5358
Create Pickup	Create Pickup	Create Pickup

3. Click "Create Pickup" for the donor on which you are currently reporting. This chart (below) will now appear.
4. Please select the **current date** that you are entering in pounds, i.e., today's date. Note: we will have to change the date you enter in your pounds to the current date when we pull them through P2, so you may simply click on the current date as your Pickup Date.

ADD AGENCY PICKUP

Pickup From: (000539) TARGET STORE T2099

Pickup Date/Time:

Comment:

(99500) BRE BAKERY (IN STORE PICK UP)	Weight: 35	Temperature: <input type="text"/>	(99501) DAI DAIRY (IN STORE PICK UP)	Weight: <input type="text"/>	Temperature: <input type="text"/>
(99502) DRY GROCERY (IN STORE PICK UP)	Weight: 228	Temperature: <input type="text"/>	(99503) FROZEN FOOD MISC. (IN STORE PICK UP)	Weight: 165	Temperature: <input type="text"/>
(99504) MEA MEAT ASSORTED (IN STORE PICK UP)	Weight: <input type="text"/>	Temperature: <input type="text"/>	(99505) PRO PRODUCE (IN STORE PICK UP)	Weight: <input type="text"/>	Temperature: <input type="text"/>
(99506) PRE PREPARED FOODS (IN STORE PICK UP)	Weight: <input type="text"/>	Temperature: <input type="text"/>	(99507) BEV BEVERAGES (IN STORE PICK UP)	Weight: 54	Temperature: <input type="text"/>
(99508) NFI NON FOOD ITEMS (IN STORE PICK UP)	Weight: <input type="text"/>	Temperature: <input type="text"/>	(99509) PNM EGG \$ FRESH (IN STORE PICK UP)	Weight: <input type="text"/>	Temperature: <input type="text"/>
(99510) DAI MILK FRESH (IN STORE PICK UP)	Weight: <input type="text"/>	Temperature: <input type="text"/>	(FRM901) DAI DAIRY PRODUCTS FARM AGENCY ENABLED	Weight: <input type="text"/>	Temperature: <input type="text"/>
(FRM904) MEA MEAT PRODUCTS FARM AGENCY ENABLED	Weight: <input type="text"/>	Temperature: <input type="text"/>	(FRM905) PRO PRODUCE ASSORTED FARM AGENCY ENABLED	Weight: <input type="text"/>	Temperature: <input type="text"/>
(FRM909) PNM EGG \$ FRESH FARM AGENCY ENABLED	Weight: <input type="text"/>	Temperature: <input type="text"/>	(FRM910) DAI MILK FRESH FARM AGENCY ENABLED	Weight: <input type="text"/>	Temperature: <input type="text"/>

Save Reset

5. Next, use the **Comment** box to enter in any important information such as the **date or month** you are reporting, or anything that is important to note about your pickup. This is especially helpful if you are reporting a **missed month**, so that we can capture the timeframe in our system.

The screenshot shows the 'ADD AGENCY PICKUP' form. At the top, there is a 'Pickup From:' field with the value '(000539) - TARGET STORE T2099' and a 'Pickup Date/Time' field. Below these is a 'Comment' text area. The main part of the form is a grid of 16 items, each with a category name, a 'Weight' input field, and a 'Temperature' input field. The items are: (99500) BRE BAKERY (IN STORE PICK UP), (99502) DRY GROCERY (IN STORE PICK UP), (99504) MEAT ASSORTED (IN STORE PICK UP), (99506) PRE PREPARED FOODS (IN STORE PICK UP), (99508) NFI NON FOOD ITEMS (IN STORE PICK UP), (99510) DAI MILK FRESH (IN STORE PICK UP), (FRM504) MEAT PRODUCTS FARM AGENCY ENABLED, (FRM508) NM EGGS FRESH FARM AGENCY ENABLED, (99501) DAI DAIRY (IN STORE PICK UP), (99503) FROZEN FOOD MISC. (IN STORE PICK UP), (99505) PRO PRODUCE (IN STORE PICK UP), (99507) BEV BEVERAGES (IN STORE PICK UP), (99509) PHM EGGS FRESH (IN STORE PICK UP), (FRM501) DAI DAIRY PRODUCTS FARM AGENCY ENABLED, (FRM505) PRO PRODUCE ASSORTED FARM AGENCY ENABLED, and (FRM510) DAI MILK FRESH FARM AGENCY ENABLED. Annotations include: a green circle around the 'Pickup From:' field, a green circle around the 'Comment' box, a green circle around the 'Weight' field for (99500) BRE BAKERY, a red circle with a slash over the 'Temperature' field for (99501) DAI DAIRY, a red arrow pointing to the 'Weight' field for (99502) DRY GROCERY, and a green circle around the 'Save' button at the bottom left.

6. You are now ready to enter in your donation weights, by category. Remember: All pounds must be entered in as **WHOLE NUMBERS** – NO decimal points. You do not need to put in a temperature with your reporting.

Total the pounds from each of the categories that have been picked up over multiple weeks and enter that as one receipt for the entire month. Do this for each donor you are reporting. The CFPB requires regular reporting only once a month, and submitting one entry only for each donor will save you time!

If possible, please isolate out the poundage from any eggs and fluid milk that you receive from the rest of your retail Dairy donation reporting.

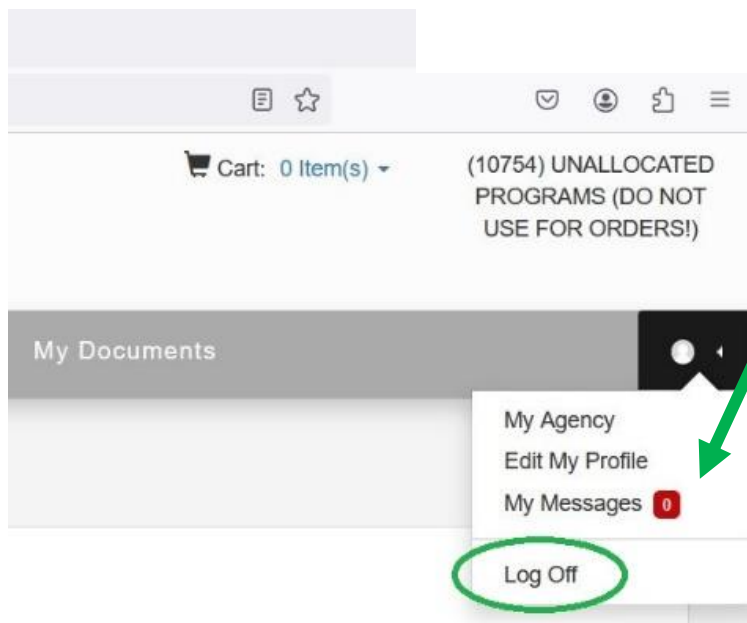
If you are receiving local ag donations (Dairy, Meat, Produce, Milk, & Eggs) from a community farm, garden, or farmers market, please use the FRM – Farm Agency Enabled categories at the bottom of the list when reporting. Please refer to the FAQs (pages 6-9) more information.

(99504) MEA MEAT ASSORTED (IN STORE PICK UP)	Weight <input type="text"/> Tempera <input type="text"/>	(99505) PRO PRODUCE (IN STORE PICKUP)	Weight <input type="text"/> Tempera <input type="text"/>
(99506) PRE PREPARED FOODS (IN STORE PICK UP)	Weight <input type="text"/> Tempera <input type="text"/>	(99507) BEV BEVERAGES (IN STORE PICK UP)	Weight <input type="text"/> 54 Tempera <input type="text"/>
(99508) NFI NON FOOD ITEMS (IN STORE PICK UP)	Weight <input type="text"/> Tempera <input type="text"/>	(99509) PNM EGG \$ FRESH (IN STORE PICK UP)	Weight <input type="text"/> Tempera <input type="text"/>
(99510) DAI MILK FRESH (IN STORE PICK UP)	Weight <input type="text"/> Tempera <input type="text"/>	(FRM501) DAI DAIRY PRODUCTS FARM AGENCY ENABLED	Weight <input type="text"/> Tempera <input type="text"/>
(FRM504) MEA MEAT PRODUCTS FARM AGENCY ENABLED	Weight <input type="text"/> Tempera <input type="text"/>	(FRM505) PRO PRODUCE ASSORTED FARM AGENCY ENABLED	Weight <input type="text"/> Tempera <input type="text"/>
(FRM509) PNM EGG \$ FRESH FARM AGENCY ENABLED	Weight <input type="text"/> Tempera <input type="text"/>	(FRM510) DAI MILK FRESH FARM AGENCY ENABLED	Weight <input type="text"/> Tempera <input type="text"/>

Save

- When finished click the green **"Save"** button located in the bottom left-hand corner. The record is now successfully saved! You can now go back and repeat the process to enter in the pounds for all of your donors.

And finally... Remember to ALWAYS log off before exiting P2!



FAQs:

1. How should I use the “Comment” box that appears on the reporting screen?

Please utilize this to identify the month that you are reporting, as well as anything you would like to note “for the record”. Ex: the donor had a cooler go down and you received 500 pounds of eggs. You noted this in the Comment box. We would see the large reporting of eggs, your comment, and would not be concerned that it was in error. However, 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 donations each month. This works out well, as the statistics reporting due date (by the 5th 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 “Save.” What should I do?

Please call or email our Cindi Pasi, Senior Retail Donation Manager ASAP, but by 11 AM Monday through Friday, if at all possible. Her contact info is on page 9.

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

Please call or email our Cindi Pasi, Senior Retail Donation Manager ASAP, but by 11 AM Monday through Friday, if at all possible. Her contact info is on page 9.

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

If you are picking up from multiple donors and a donor is missing from your donor list, please let us know as soon as possible and we will add them to your P2 account. Please do not hesitate to contact us (see contact info below) if you run into any problems or have questions regarding P2 online donation reporting.

6. I see that you are 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.

FAQs: (continued)

7. Why are you asking us to isolate eggs and fresh milk from the rest of our Dairy reporting?

If you are only getting a dozen or two 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 OutHunger, Boy Scouts, etc.)
- 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)
- Community gardens
- Ag processors
- Farmers markets, farmers, and growers who donate on a seasonal or limited basis.
- **Please DO NOT report retail donations shared with you by other CPFBA agency partners.** They will have already reported them, and we do not want to double-count pounds.

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 list, and 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 P2 that captures all donations that you, our agency partners, report.

FAQs: (continued)

(99506) PRE PREPARED FOOD\$ (INSTORE PICK UP)	Weight <input type="text"/>	Tempera <input type="text"/>	(99507) BEV BEVERAGE\$ (INSTORE PICK UP)	Weight <input type="text"/>	Tempera <input type="text"/>
(99508) NFI NON FOOD ITEM\$ (INSTORE PICK UP)	Weight <input type="text"/>	Tempera <input type="text"/>	(99509) PNM EGG\$ FRESH (INSTORE PICK UP)	Weight <input type="text"/>	Tempera <input type="text"/>
(99510) DAI MILK FRESH (INSTORE PICK UP)	Weight <input type="text"/>	Tempera <input type="text"/>	(FRM901) DAI DAIRY PRODUCTS FARM AGENCY ENABLED	Weight <input type="text"/>	Tempera <input type="text"/>
(FRM904) MEA MEAT PRODUCTS FARM AGENCY ENABLED	Weight <input type="text"/>	Tempera <input type="text"/>	(FRM905) PRO PRODUCE ASSORTED FARM AGENCY ENABLED	Weight <input type="text"/>	Tempera <input type="text"/>
(FRM909) PNM EGG\$ FRESH FARM AGENCY ENABLED	Weight <input type="text"/>	Tempera <input type="text"/>	(FRM910) DAI MILK FRESH FARM AGENCY ENABLED	Weight <input type="text"/>	Tempera <input type="text"/>

Agency Enabled Ag/Farm Donation Reporting Options – FRM901 to FRM910

9. How do I report these local ag donations (including Dairy, Meat, Produce, Milk and Eggs) that are received from a community farm, farmers market, community garden or ag processor from time to time?

Unless you have a specific farm, grower or ag processor set up in your donor drop-down list, please report ALL ag poundage using the **Misc Food Donations (Agencies)** donor option, but enter the poundage utilizing the Ag/Farm donation options located below the regular retail (Instore Pick Up) Product Name categories list:

- FRM904 (Meat Products Farm Agency Enabled) – bottom left
- FRM909 (Eggs Fresh Farm Agency Enabled) – bottom left
- FRM901 (Dairy Products Farm Agency Enabled) – bottom right
- FRM905 (Produce Assorted Farm Agency Enabled) – bottom right
- FRM910 (Milk Fresh Farm Agency Enabled) – bottom right

10. I regularly pick up from a local farm, farmers market or ag processor and they are listed in my donor drop-down menu. How do I report these local ag donations (including Dairy, Meat, Produce, Milk and Eggs) and which product name listing should I use to enter in my local ag pounds?

Please enter the poundage utilizing the Ag/Farm donation options located below the regular retail (Instore Pick Up) Product Name categories list:

- FRM904 (Meat Products Farm Agency Enabled) – bottom left
- FRM909 (Eggs Fresh Farm Agency Enabled) – bottom left
- FRM901 (Dairy Products Farm Agency Enabled) – bottom right
- FRM905 (Produce Assorted Farm Agency Enabled) – bottom right
- FRM910 (Milk Fresh Farm Agency Enabled) – bottom right

FAQs: (continued)

11. 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 donor list. 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 will work with you on how to best report their pounds.

12. 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 CPFEB 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.

13. I have additional questions. 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, Direct: (717) 547-6256
- Erica Mowrer, Senior Agriculture Acquisition Manager, emowrer@centralpafoodbank.org, Direct: (717) 257-9935

This includes all general donation reporting questions, donation entry errors, questions pertaining to a specific receipt, or having a donor added or removed.

THANK YOU for all that you do to help neighbors in need!