



# P2 RETAIL DONATIONS GUIDE

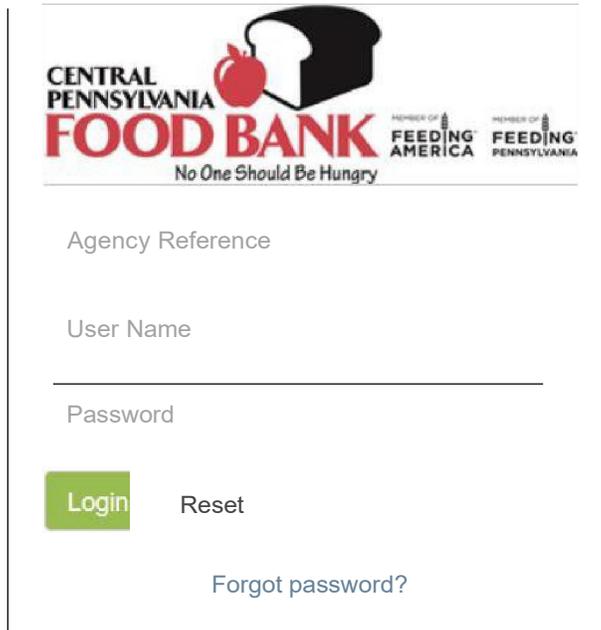
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For Agency Partners

December 2025

## 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."**



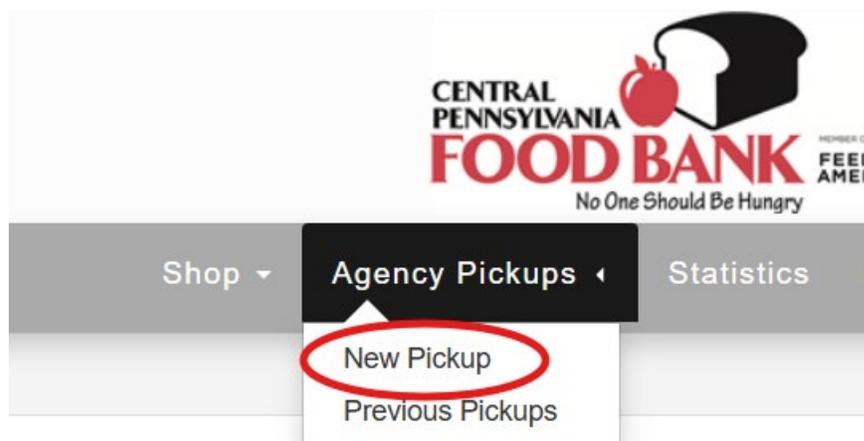
The image shows a login form for the Central Pennsylvania Food Bank. At the top, there is a logo with a red apple and a slice of bread, and the text "CENTRAL PENNSYLVANIA FOOD BANK" in red and black. Below the logo is the slogan "No One Should Be Hungry". To the right of the logo are two smaller logos: "MEMBER OF FEEDING AMERICA" and "MEMBER OF FEEDING PENNSYLVANIA". The form contains three input fields: "Agency Reference", "User Name", and "Password". Below the "Password" field are two buttons: a green "Login" button and a "Reset" button. At the bottom of the form is a 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.

Then select “ New Pickup” from the drop-down menu:



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 (next page) will now appear.

- 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: (000533) TARGET STORE T2099

Pickup Date/Time

Comment

Weight: 35 Temperature: [dropdown]

(99501) DAI DAIRY (IN STORE PICK UP) Weight: [dropdown] Temperature: [dropdown]

(99506) PRE PREPARED FOODS (IN STORE PICK UP) Weight: [dropdown] Temperature: [dropdown]

(99507) BEV BEVERAGES (IN STORE PICK UP) Weight: 54 Temperature: [dropdown]

Save Reset

Do not enter the temperatures; it is not necessary.

- 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.

ADD AGENCY

Pickup From: - TARGET STORE T2009

Pickup Date/Time

Comment

{99500} BRE BAKERY (IN STORE PICK UP) Weight: 35 Temperature: [dropdown]

{99501} DAI DAIRY (IN STORE PICK UP) Weight: [dropdown] Temperature: [dropdown]

{99502} DRVG ROCERV (IN STORE PICK UP) Weight: [dropdown] Temperature: [dropdown]

{99503} FROZEU FOOD MUC. (AUTO PICK UP) Weight: [dropdown] Temperature: [dropdown]

{99504} MEA MEAT PRODUCTS FARM AGENCY ENABLED Weight: [dropdown] Temperature: [dropdown]

{99505} PRE PREPARED FOODS (IN STORE PICK UP) Weight: [dropdown] Temperature: [dropdown]

{99506} FROZEU FOOD MUC. (AUTO PICK UP) Weight: [dropdown] Temperature: [dropdown]

{99507} NFI NON FOOD ITEM \$ (IN STORE PICK UP) Weight: [dropdown] Temperature: [dropdown]

{99508} FROZEU FOOD MUC. (AUTO PICK UP) Weight: [dropdown] Temperature: [dropdown]

{99509} PNM EGG \$ FRESH (IN STORE PICK UP) Weight: [dropdown] Temperature: [dropdown]

{99510} DAI MILK FRESH (IN STORE PICK UP) Weight: [dropdown] Temperature: [dropdown]

{99511} FROZEU FOOD MUC. (AUTO PICK UP) Weight: [dropdown] Temperature: [dropdown]

{99512} FROZEU FOOD MUC. (AUTO PICK UP) Weight: [dropdown] Temperature: [dropdown]

{99513} FROZEU FOOD MUC. (AUTO PICK UP) Weight: [dropdown] Temperature: [dropdown]

{99514} FROZEU FOOD MUC. (AUTO PICK UP) Weight: [dropdown] Temperature: [dropdown]

{99515} FROZEU FOOD MUC. (AUTO PICK UP) Weight: [dropdown] Temperature: [dropdown]

{99516} FROZEU FOOD MUC. (AUTO PICK UP) Weight: [dropdown] Temperature: [dropdown]

{99517} FROZEU FOOD MUC. (AUTO PICK UP) Weight: [dropdown] Temperature: [dropdown]

{99518} FROZEU FOOD MUC. (AUTO PICK UP) Weight: [dropdown] Temperature: [dropdown]

{99519} FROZEU FOOD MUC. (AUTO PICK UP) Weight: [dropdown] Temperature: [dropdown]

{99520} FROZEU FOOD MUC. (AUTO PICK UP) Weight: [dropdown] Temperature: [dropdown]

Save Reset

- 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.

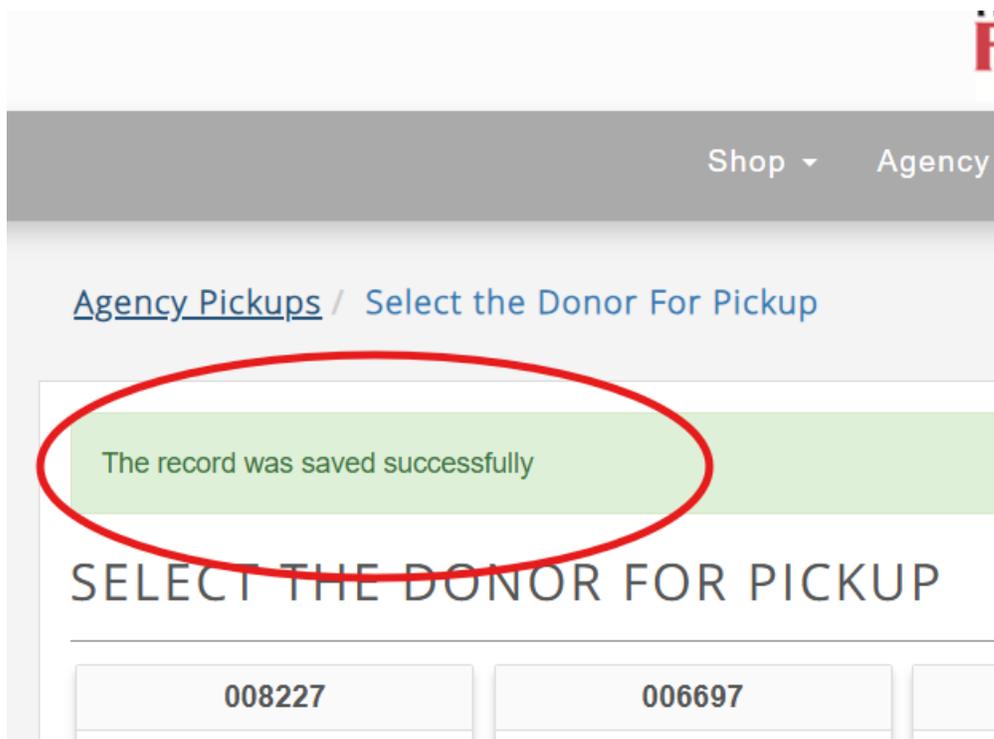
Total the pounds from each of the categories that have been picked up over multiple weeks and enter that as one receipt for the entire month. Do this for each donor you are reporting. The CPF B requires regular reporting only once a month, and submitting one entry only for each donor will save you time!

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) for more information.



7. 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.
8. To ensure your report was entered into the system correctly, make sure you see the message "The Record was saved successfully" at the top of the page after you press "Save".

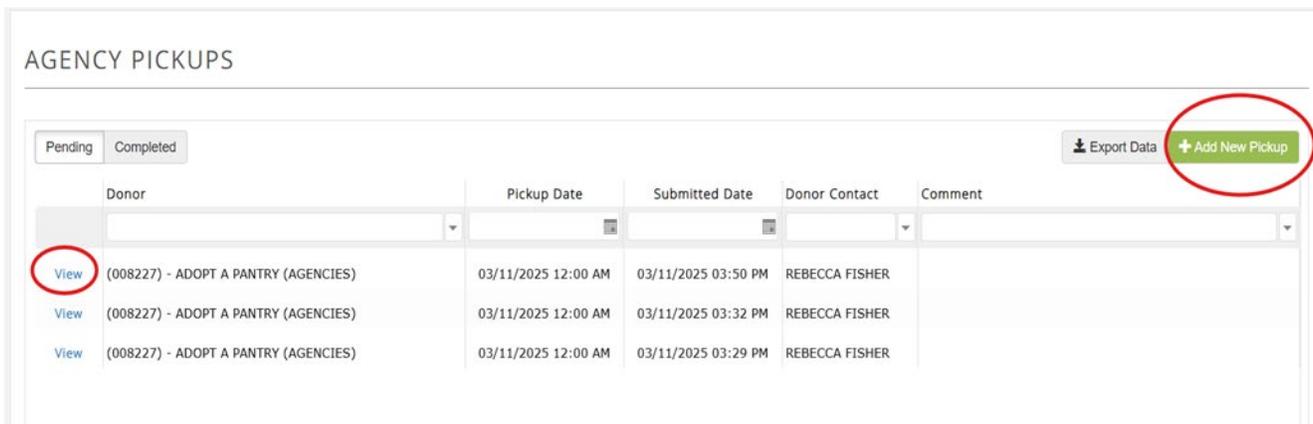


9. You can also check to make sure it was recorded into the system by clicking on “Previous Pickups” under the Agency Pickups Tab.

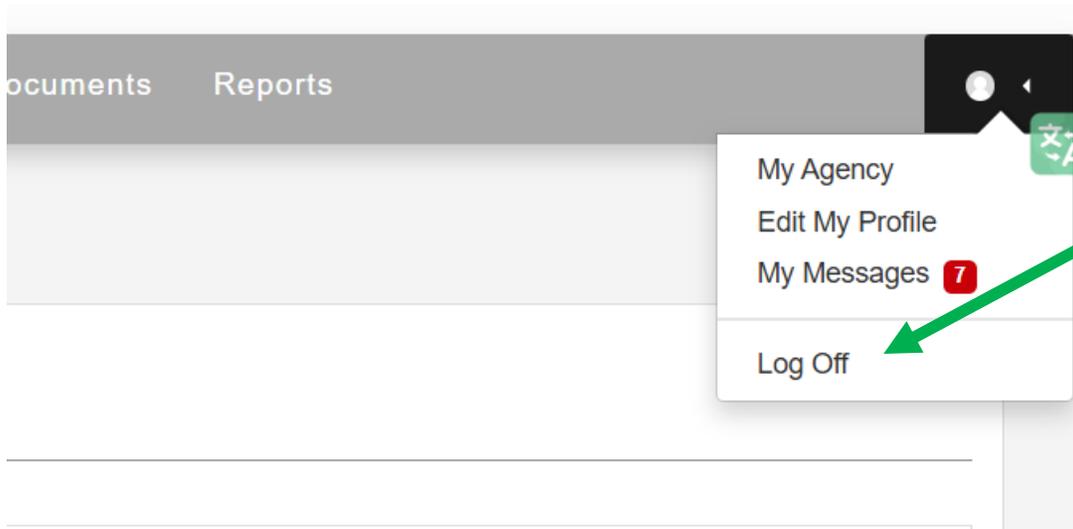


10. Click the Pending tab to see pickups that are waiting to be pulled into our system, and the Completed tab to see pickups that are now in our system. You can see each record to check the pounds reported by clicking on View. If a mistake was made on a **pending** pickup, call us immediately, and we can try to fix it before it enters our system (before 11 AM). Once it is in our system, we cannot edit it. Cindi Pasi, Senior Retail Donation Manager, Direct: (717) 547-6256

11. You can also add a new agency pickup with the green “Add New Pickup” button on the top right of the screen.



**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 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 "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 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 Out Hunger, 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 CPF B 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)

I-1 PREPREPARED FOODS (INSTORE PICK UP)	Wegnt	Temp: 11	/sa!ml flE'J EIBJERAGES JINSTOR.EPICK UPI	Temp: 11
1=1 NFI NON FOOD (INSTORE PICK UP)	Wegnt	Temp: 11	j:elrtpNMEOSVR.ESH JINSTORE PICK UPI	Temp: 11
e.e.5101 DAI MILK FRESH (INSTORE PICK UP)	Wegnt	Temp: 11	ifJU.0011DAIOAIRY PRODUCT\$ FARMAGE/NCY IEIABLED	Temp: 11
[FR1:141] MEAT PRODUCTS FARM AGENCY ENABLED	Wegnt	Temp: 11	[FRM:1(S) PRODUCE AGENCY ENABLED	Temp: 11
[FR1:1] PNIUOOS FRUH FAR!! AGENCY ENABLED	Wegnt	Temp: 11	[FRM:1(S) DAI MILK FRESH FARM AGENCY ENABLED	Temp: 11



### 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 businesses, 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 CPFBS serves. By understanding not only the quantity of donations you receive from your community but the types of donations (dairy, produce, etc.), we can make better sourcing decisions based on the types of food that you still need to determine how we can best support you, our partners. Many of our retail donors require these data points, and donors with national relationships with Feeding America need these reports for tax, inventory, and training purposes. Lastly, reporting these pounds allow us to create accurate graphics and metrics for your donor dashboards that can be used by your agency to make food sourcing decisions and apply for grants. Want to see your donor dashboard? Reach out to Agency Services at [arinfo@centralpafoodbank.org](mailto:arinfo@centralpafoodbank.org).

**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](mailto:cpasi@centralpafoodbank.org), Direct: (717) 547-6256

**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!**