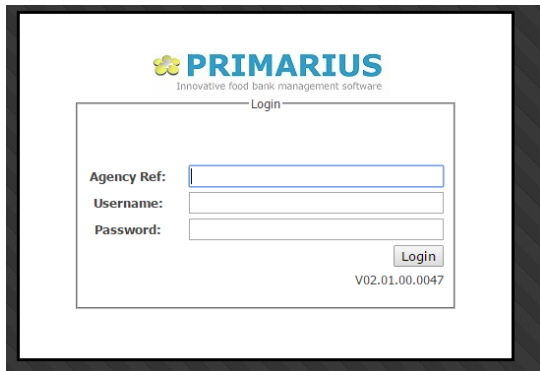


PWW Agency Log-In and Navigation

- <https://pww.greatplainsfoodbank.org/primariusww/login.aspx>



- a. Agency Reference number (5 digit Agency account number)
 - b. Username (5 digit Agency account number)
 - c. Password- If your password ends in an A, you must use it here (5 digit Agency account number)
- This will take you to your home screen



- Within the Home Tab is Your Cart
 - This will show any items that are currently on your order
 - It is blank if your cart is empty
- Placing your order:
 - Ordering- in the Home Tab you will see a green Order Entry in the top right corner
 - Select 'Order Entry' to start your order
 - If your statistics are not current you will not be able to order until they are up to date. The system will stop you here.



- If your statistics are current you will provide shipping information

- Method: will show you who is delivering and what route. You cannot change this
- Date: enter a date after your order timeframe or as you did in Primarius- Only Area 4 dates are valid. Area's 1-3 do NOT change deliveries.
- Time: enter anything. You do not have the option to select your pickup/delivery time so this is not activated
- Messages will appear on this screen as well
- Print Shopping List- this will print the current inventory. You can use this to plan your order or consult with others.
 - Note- It will update as soon as another order is placed and items may no longer be available when you return to place your order.
- Select 'Continue'
- All items available in the warehouse will appear
- You can search by entering the item name or number into the Search bar
 - Note the Free Food Only check box
 - Only items with no cost will show when this is checked

Order Ref

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

Search: Free Food Only

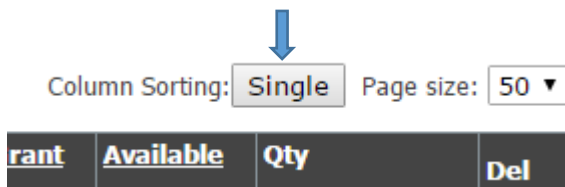
Order Ref # Cancel Order Print Shopping List Print Cart View Cart

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

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

Ref	Product	* Storage	Packing	* Nutrition Description	* Type	* Category	Price	Unit	Weight	Grant	Available	Qty	Del
40331	Purchased Steins Paper Towels	Dry	30 Rolls	Non Food - No Value	01-ASSORTED NON-FOOD ITEMS	7- COOP PURCHASED	\$24.40	Case	15	No	254	<input type="text"/>	✗
85866	Purchased Ecosoft Toilet Paper	Dry	96 Individually Wrapped Rolls	Non Food - No Value	01-ASSORTED NON-FOOD ITEMS	7- COOP PURCHASED	\$46.19	Case	38	No	152	<input type="text"/>	✗
64457	Baby Kits-Target	Dry	8 Kits per Box	Non Food - No Value	01-ASSORTED NON-FOOD ITEMS	2-NON-FOOD	\$2.16	Case	12	No	14	<input type="text"/>	✗
42382	Festive Warm White String Lights	Dry	10 sets of 300 lights	Non Food - No Value	01-ASSORTED NON-FOOD ITEMS	2-NON-FOOD	\$3.40	Carton	17	No	56	<input type="text"/>	✗
23363	Glad Snack Zipper Bags	Dry	7/40 cnt pkg	Non Food - No Value	01-ASSORTED NON-FOOD ITEMS	2-NON-FOOD	\$0.36	Carton	2	No	102	<input type="text"/>	✗
78745	Glad Sandwich Zipper Bags	Dry	7/40 cnt pkg	Other - Snacks/Beverages/Desserts/Etc.	01-ASSORTED NON-FOOD ITEMS	2-NON-FOOD	\$0.54	Case	3	No	102	<input type="text"/>	✗
43498	Huggies Diapers Size 6	Dry	80 diapers	Non Food - No Value	01-ASSORTED NON-FOOD	2-NON-FOOD	\$1.26	Case	7	No	5	<input type="text"/>	✗

- You are able to sort the items in many different ways.
 - Selecting any of the column titles in the black bar will sort the items accordingly
 - There is the option to sort the columns 'single' or 'multi'
 - Single will allow only one column to sort at a time (ideal)
 - Multi will leave other column choices in place



Sorting Options

- Ref- Product reference number- will sort numerically
 - The small triangle lets you know if the numbers are small to large or large to small. Click it to change order
 - If you click on the actual reference number more information will pop up regarding the product. Including a photo if available.
- Storage- will group products by storage method
- Packing- quantity/case
- Nutrition Description
- Type
- Category
- Price- cost per unit
- Unit- size
- Weight- in pounds per unit
- Grant
- Available- units available to order
- Qty- this is where you will place the number of units you would like to order

Ref ▼
99847
97400
97128

▲ Available	Qty	Del
64 →	<input type="text"/>	✘
158	<input type="text"/>	✘
45	<input type="text"/>	✘
6	<input type="text"/>	✘
3	<input type="text"/>	✘

- You cannot order more than the available quantity
- Del or the red X will remove the entered quantity
- Three of the sorting categories have a star in the box. Click on the star for additional sorting options
- After making any changes you will notice a green 'wait' by the column settings. This shows the system is processing your request.

	★ Nutrition Description	★ Type	★ Category
g	<input type="checkbox"/> Non Food - No Value <input type="checkbox"/> Other -Snacks/Beverages/Desserts/Etc. <input type="checkbox"/> Dairy <input type="checkbox"/> Protein	<input type="checkbox"/> Other - Mixed and Asst Products <input type="checkbox"/> Grain <input type="checkbox"/> Vegetable <input type="checkbox"/> Fruit	REGULAR
ass			REGULAR
ttles			COOP PURCHASED
gs	Grain	05-CEREAL	1-REGULAR

- As you add items to your cart the information will automatically update at the top

Order Ref # 110797

➔ **Item Count:** 3 **Total Weight:** 87 **Purchase Cost:** \$73.80 **Service Fees:** \$7.56 **Total Cost:** \$81.36

Grants Applied: \$0.00 **Payments:** \$0.00 **Balance:** \$81.36

Search: Free Food Only

- You will be able to track
 - Item count- number of items (not case/unit count)
 - Total weight (pounds)
 - Purchase cost (if any items are bulk purchased by GPFB)
 - Service Fees
 - Total cost- Purchase cost + Service fees
- Shipping costs are not calculated at this point! You can estimate the total shipping cost by multiplying ('total weight'-minus USDA pounds) by '\$0.04 per pound'
- If you have grants or funds on account you will be able to see how much was applied to this order
- You can leave your order for up to 12 hours. If it is not submitted it will automatically be emptied

✔ Order Entry

Cancel Order
Print Shopping List
Print Cart
View Cart

↑
↑
↑

- Print Shopping list will print all available items
- Print cart will print only what is in your cart
- View cart shows only what is in your cart

Order Ref #110797

You have 11 hours 38 minutes as of 12/28/2017 11:55:04 AM before your order is canceled.

Contact Information

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

Shipping/Delivery

Method: Ray Area 1 Rural Del SW ND
 Date: 1/4/2018
 Time: 8:45 AM
 Order Status: Entry NOT complete, Must Check Out

Item Count: 5 **Total Weight:** 249 **Purchase Cost:** \$73.80 **Service Fees:** \$8.64 **Total Cost:** \$82.44

Grants Applied: \$0.00 **Payments:** \$0.00 **Balance:** \$82.44

Ref	Product	Storage	Type	Weight	Category	Price	Unit Measure	Available	Qty	Del
40331	Purchased Steins Paper Towels	Dry	01-ASSORTED NON-FOOD ITEMS	15	PURCHASED	\$24.40	Case	251	<input type="text" value="3"/>	✘
91716	PetSmart Adult Dog Food	Dry	22-PET FOODS/PET CARE	39	NON-FOOD	\$0.00	Case	14	<input type="text" value="4"/>	✘
19085	Sunbutter-Creamy	Dry	23-PROTEIN (NON-MEAT)	6	REGULAR DONATION	\$1.08	Case	111	<input type="text" value="1"/>	✘
11314	Grey Poupon Dijon Mustard	Dry	26-SPICES/CONDIMENTS/SAUCES	4	REGULAR DONATION	\$0.72	Case	144	<input type="text" value="3"/>	✘
39275	Jennie-O Sliced Turkey Breast	Frozen	15-MEATS/FISH/POULTRY	10	FOOD SHELF ONLY	\$2.00	Case	22	<input type="text" value="3"/>	✘

View Cart

3. You must enter all contact information
 4. Contents of the comment box are only seen by warehouse staff. If you have questions or special instructions contact your Regional Services Manager
 5. Checkout will submit your order
- Once your order is submitted you will see this confirmation
 - You are able to click and download a PDF of your order



Home Orders Grants Statistics My Docs

Order Ref #110797

Thank-you! Your order was successfully submitted.

[Click here](#) for a PDF summary of your order.

Home **Orders** Grants Statistics My Docs

Orders

Search: Search

Page 1

Order	Status	Entered	▲ Del/Pickup	Method	Reviewed?	Released	Picked	Confirmed?	Location
110797	Open	12/28/2017	01/04/2018	Ray Area 1 Rural Del SW ND	No			No	No Del/PU Location
108526	Closed	10/27/2017	11/09/2017	Ray Area 1 Rural Del SW ND	Yes	11/03/2017	11/08/2017	Yes	No Del/PU Location
107600	Closed	09/29/2017	10/11/2017	Ray Area 1 Rural Del SW ND	Yes	10/09/2017	10/10/2017	Yes	No Del/PU Location
107381	Closed	09/18/2017	09/18/2017	Ray Area 1 Rural Del SW ND	Yes	09/26/2017	09/26/2017	Yes	No Del/PU Location
106751	Closed	09/01/2017	09/18/2017	Ray Area 1 Rural Del SW ND	Yes	09/11/2017	09/18/2017	Yes	No Del/PU Location
105769	Closed	08/04/2017	08/16/2017	Ray Area 1 Rural Del SW ND	Yes	08/10/2017	08/15/2017	Yes	No Del/PU Location
104858	Closed	07/07/2017	07/20/2017	Kyle Area 1 Rural Del Bismarck	Yes	07/17/2017	07/19/2017	Yes	No Del/PU Location
103913	Closed	06/05/2017	06/14/2017	Ray Area 1 Rural Del SW ND	Yes	06/08/2017	06/13/2017	Yes	No Del/PU Location
103005	Closed	05/05/2017	05/18/2017	Kyle Area 1 Rural Del Bismarck	Yes	05/16/2017	05/17/2017	Yes	No Del/PU Location
102066	Closed	04/07/2017	04/19/2017	Ray Area 1 Rural Del SW ND	Yes	04/17/2017	04/18/2017	Yes	No Del/PU Location
101146	Closed	03/10/2017	03/22/2017	Ray Area 1 Rural Del SW ND	Yes	03/17/2017	03/21/2017	Yes	No Del/PU Location
100247	Closed	02/10/2017	02/22/2017	Ray Area 1 Rural Del SW ND	Yes	02/20/2017	02/22/2017	Yes	No Del/PU Location

- This will provide a look at all orders placed as far back as 1999
- You are able to sort by column (just like the order sheet)
 - Order- order number
 - Status- open is the current order.
 - Entered- date order was entered
 - Del/Pickup- You will still receive a phone call with your deliver/pickup day and time
 - Method- who is delivering
 - Reviewed?- has GBFP staff looked at the order?
 - Released- has it been approved for the warehouse to pick
 - Picked- has it been picked (all items placed on a pallet)
 - Confirmed?- has it been delivered
 - Location

GRANTS TAB

- Currently we are NOT using this tab.

Statistics

Stat Date	Comment
11/01/2017	
10/01/2017	
09/01/2017	
08/01/2017	
07/01/2017	

Click a date to open submitted statistics to review for accuracy

- You are able to print the page by clicking 'print stats' in the bottom right
- Please review if you have missed entering in months
- To ADD a new entry click on the Enter Statistics button on the lower right hand of your screen.

Catholic Indian Mission's Documents

Statements | Invoices

Page size: 20

File	Date Added
Statement for 11-30-2017.PDF	12/22/2017
Statement for 10-31-2017.PDF	11/01/2017
Statement for 9-30-2011.PDF	10/13/2011

< Prev 1 Next > | Page 1 of 1

- Allows access to previous statements and invoices

My Agency

Logged as: 73006 | [My Agency](#) | [Logout](#) | [Help](#)

Order Entry

- There are several tabs within **My Agency**
- If there are any changes or discrepancies contact your Regional Services Manager.

Catholic Indian Mission

Contact:	Agency Size:
Address:	PantrySize:
Phone:	OnSite Size:
Email:	Inactive?
Last Monitored	Suspended?
Last Site Visit:	Serve Onsite?
	Serve Offsite?
	Balance:
	Last Paid:

- Agency Info – primary information, current balance, last amount paid

AID Inc.

Addresses

Type	Name	Address	Address 2	City	State	Zip
Bill To	Aid Inc.	314 W Main St		Mandan	ND	58554
POL Order	Aid Inc.	314 W Main St		Mandan	ND	58554
Ship To	Aid Inc.	314 W Main St		Mandan	ND	58554

Catholic Indian Mission

Contacts

Type	Name	Phone	Ext.	E-mail	Authorized?	Can Pickup?	Can Order?	Food Safety
Authorized	Larry Ternes	(701)226-8921			Yes	Yes	Yes	No
POL Order	Lillian Coyle	(701)854-3473	(701)226-9089_cell	lilliancoyle45@gmail.com	Yes	Yes	Yes	No
Contact	Fr. John Paul Gardner	(701)854-3473		fatherjohnpaulgardner@gmail.com	Yes	Yes	Yes	No

Hours of Operation

Day	Hours
Sunday	Closed
Monday	Closed
Tuesday	Closed
Wednesday	12:00 - 3:00
Thursday	Closed
Friday	Closed
Saturday	Closed

Hours Comments:

Pantry open the 3rd Wednesday of the month, and in emergency situations

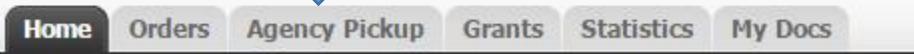
Open Account Receivables

OrderRef	Status	Entered	Delivered/Pickedup	Reviewed?	Picked?	Balance
----------	--------	---------	--------------------	-----------	---------	---------

- Open AR – here is where you can go to see what invoices have not been paid. It will only show active invoices and each of their balances.
- Service Info – we are currently NOT using this tab.

To enter a retail receipt:

1. Select Agency Pickup tab



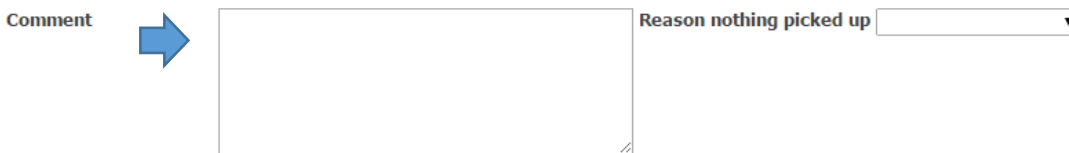
2. Add new receipt – bottom right hand corner



3. Select donor, enter date of pickup and click Continue
 - a. The donor drop down should contain all of the agencies pickup locations



4. Enter temps in the comment box.
 - a. If product does not require a temp then leave blank



Agency pickup from: Cash Wise Dickinson

5. Enter quantity of all products
 - a. Note- they are **NOT** in the same order as on the paper receipt

Product Ref	Product Name	Storage	Packing	Type	Category	Unit	Quantity	Weight
0001	Deli Items - BMFRP/DB	Refrigerated	Varies	06-COMPLETED MEALS/ENTREE/SOUP	1-REGULAR	Pound		1
0002	Meat Products - BMFRP/DB	Frozen	Varies	15-MEATS/FISH/POLTRY	1-REGULAR	Pound		1
0003	Produce - BMFRP/DB	Refrigerated	Varies	28-FRESH PRODUCE	P-PRODUCE/PRSH	Pound		1
0005	Bakery Items - BMFRP/DB	Dry	Varies	04-BREAD PRODUCTS	1-REGULAR	Pound		1
0006	Dairy Items - BMFRP/DB	Refrigerated	Varies	07-DAIRY PRODUCTS	1-REGULAR	Pound		1
0007	Juice - BMFRP/DB	Refrigerated	Varies	14-JUICE	1-REGULAR	Pound		1
0008	Dry Grocery - BMFRP/DB	Dry	Varies	16-MIXED & ASSORTED FOOD ITEMS	1-REGULAR	Pound		1
0010	Frozen Grocery - BMFRP/DB	Frozen	Varies	16-MIXED & ASSORTED FOOD ITEMS	1-REGULAR	Pound		1
0011	Non-Food Items - BMFRP/DB	Dry	Varies	01-ASSORTED NON-FOOD ITEMS	1-REGULAR	Pound		1
0012	Health & Beauty - BMFRP/DB	Dry	Varies	12-HEALTH/BEAUTY CARE	1-REGULAR	Pound		1
0013	Household Items - BMFRP/DB	Dry	Varies	01-ASSORTED NON-FOOD ITEMS	1-REGULAR	Pound		1
0022	Meat/Seafood/Eggs	Refrigerated	Varies	15-MEATS/FISH/POLTRY	1-REGULAR	Pound		1
0500	Frozen Dairy Products	Frozen	Varies	07-DAIRY PRODUCTS	1-REGULAR	Pound		1
0518	Dry Grocery-Snacks, Beverages, etc.	Dry	varies	16-MIXED & ASSORTED FOOD ITEMS	1-REGULAR	Pound		1
0528	Dry Grocery-Assorted Grocery Items	Dry	varies	16-MIXED & ASSORTED FOOD ITEMS	1-REGULAR	Pound		1
2300	Produce-Dry Vegetables	Dry	Varies	27-VEGETABLES	P-PRODUCE/PRSH	Pound		1
5310	Produce-Frozen Vegetables	Frozen	Varies	27-VEGETABLES	P-PRODUCE/PRSH	Pound		1
5320	Produce-Refrigerated Fruit	Refrigerated	Varies	10-FRUIT	P-PRODUCE/PRSH	Pound		1
5400	Produce-Dry Storage Fruit (Banana's)	Dry	Varies	10-FRUIT	P-PRODUCE/PRSH	Pound		1
5510	Frozen Fruit	Frozen	Varies	10-FRUIT	P-PRODUCE/PRSH	Pound		1

Get Weight Process Receipt



6. Click on 'Get Weight'
 - a. This will calculate your total weight and the number will appear in red on the top of the screen

Total weight is 179 lbs

7. Click 'Process Receipt'

A pop-up may appear– select yes- it is to check that you didn't enter incorrectly

a. The number has been increased from 150 pounds to 500 pounds

Frozen	Varies	15-MEATS/FISH/POULTRY	1-REGULAR
Refrigerated	Varies	28-FRESH PRODUCE	P-PRODUCE/PR
Dry	Varies	04-BREAD PRODUCTS	1-REGULAR
There are quantities over 150 are you sure? <input type="button" value="Yes"/> <input type="button" value="No"/>			
Frozen	Varies	16-MIXED & ASSORTED FOOD ITEMS	1-REGULAR
Dry	Varies	01-ASSORTED NON-FOOD ITEMS	1-REGULAR

2. If you selected yes in step 8 you will need to 'Process Receipt' again
3. A Receipt Reference # will appear when process is completed
4. To enter another receipt start from step 3 and repeat

* If you did not pick up or there was no product available: Create a new receipt and choose a reason not picked up

Options will appear in the drop down box, select the appropriate one

Reason nothing picked up

If there are any mistakes made during the receipt process, there is no way to fix it. Please, notify your Regional Services Manager of the Receipt Reference # and your mistake ASAP. After the receipt has been reviewed there is no way to make a change so reviewing your receipt after entry is very important.