P2 Web Window guide

https://foodbanksj.primarius.app/pww/Home/Login/

Accepting Allocations (TEFAP/SFPP products):

1. Click Allocations at the top left.

   Allocations

2. Click View next to the allocation you would like to order from.
   a. Note: Allocations expire at <u>midnight</u> so if an allocation says 12/13-12/31 it expires at the end of the day on 12/30.
   b. If the Status column says "Orders in Progress," don't worry! That just means at least one agency has already placed an order for that allocation.
   c. "S" indicates an SFPP allocation and "T" indicates a TEFAP allocation.

	Status	Batch		Effective	Expiration	Warehouse		Type
			▼				▼	
View	Orders In Progress	1.21S-P_test		12/13/2021	12/31/2021	Food Bank of South Jersey		Agency Percent
View	Orders In Progress	1.21T-P_test		12/13/2021	12/31/2021	Food Bank of South Jersey		Agency Percent

3. Type the number of cases you would like to accept of each product in the Accepted column.
   a. Note you can move the Accepted column by clicking and dragging if you need to.
   b. You can also click Select All if you would like everything that has been allocated to you.

Agency Allocations / 1.21S-P_test (effective: 12/13/21 - expires: 12/31/21)

Products	Accept									

Select All   Reset   Returns

Product	Storage	Available	Accepted	Packing	Nutrition	Unit We...	Purchase C...	Service Fee...	Total Wei...
		▼		▼	▼				▼
(SFPP20050) Cheese, Colby Jack Shreds 1...	Refrigerated	1	0		High	6	0	0	0
(SFPP10108) Mixed Greens - LS 12/14.5 oz.	Dry	1	0		High	12	0	0	0
(SFPP10010) Cereal, Corn Flakes - 96/0.7...	Dry	1	0		High	7	0	0	0

4. Click on the Accept tab.
   a. You need to click on the Accept tab even if you clicked the "Select All" button.

Product	Storage	Available	Accepted
(SFPP20050) Cheese, Colby Jack Shreds 1...	Refrigerated	1	1
(SFPP10108) Mixed Greens - LS 12/14.5 oz.	Dry	1	1
(SFPP10010) Cereal, Corn Flakes - 96/0.7...	Dry	1	0

5. In the Comment Box type "Pick Up" or "Delivery" and the date you are requesting.

6. Click Finalize.

7. Even if you didn't accept all your products, your allocation will disappear from the Allocations page until the Food Bank has generated the order. Once the order has been generated on the Food Bank end, you can either order more of your allocated products or return the remaining cases for other agencies to use.

P2 Web Window guide

Returning Unwanted Allocations (only do this once you get comfortable with the new system!):

1. Accept any products you <u>do want</u> first (see instructions above).
2. You'll have to wait for your allocation to come back over to Primarius (once the Food Bank has generated the order with the products you do want).
3. Click on Allocations at the top again.

4. Select the allocation that has products you would like to return.

5. Click the Returns button at the top.

6. Put a checkmark next to each product you would like to return.
   a. Primarius will fill the boxes around it with black. This doesn't count as a checkmark so you still need to click on it if you would like to return that product.

7. Click Return Product.

Products	Accept				
Products	Return Product				
Return	Product	Storage	Available	Accepted	
✓	(SFPP10010) Cereal, Corn Flakes - 96/0.7...	Dry	1	0	

8. You will get a notice that "The Allocated Product was successfully returned."

The Allocated Product was successfully returned

Products	Accept
Products	Return Product
Return	Product

P2 Web Window guide

Placing Menu Orders (donated/coop products):

1. Click Shop at the top left.

   Shop ▾

2. Select Shop Online from the dropdown menu that appears. (You can also click Print Shopping List to look at the menu without ordering.)

   Shop ◄   Allocatic

   Shop Online ⬅
   Print Shopping List

3. The menu will come up and looks like this:

   Catalog

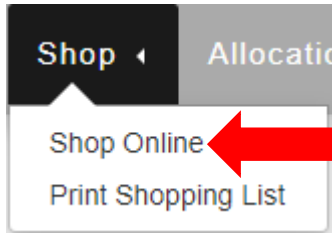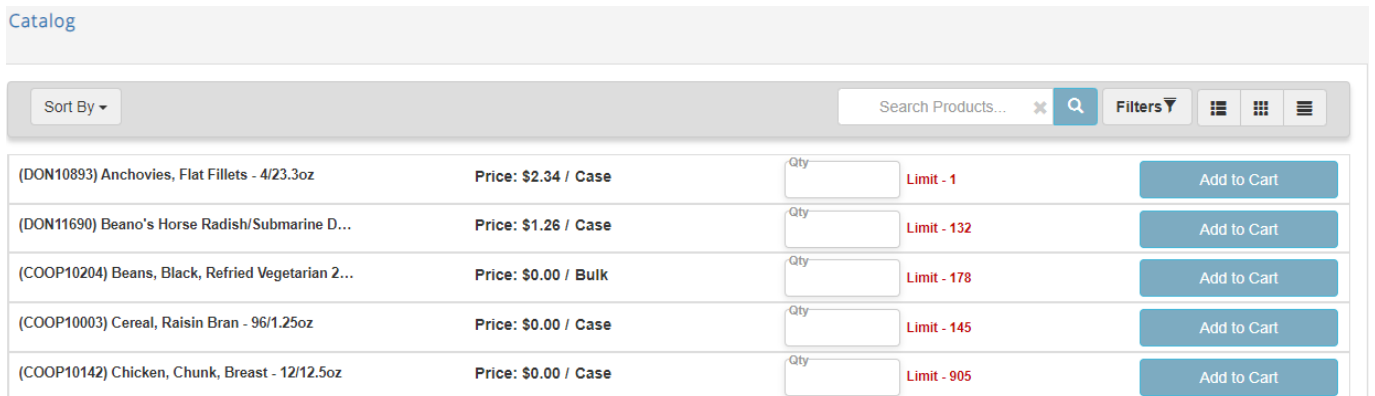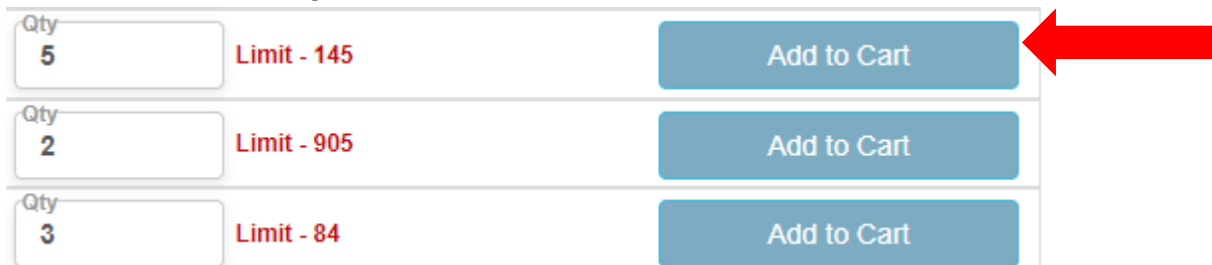 | Sort By ▾ | | Search Products... ✕ 🔍 | Filters ▼ ☰ ⬚ ☰ |
   |---|---|---|---|
   | (DON10893) Anchovies, Flat Fillets - 4/23.3oz | Price: $2.34 / Case | Qty [ ] Limit - 1 | Add to Cart |
   | (DON11690) Beano's Horse Radish/Submarine D... | Price: $1.26 / Case | Qty [ ] Limit - 132 | Add to Cart |
   | (COOP10204) Beans, Black, Refried Vegetarian 2... | Price: $0.00 / Bulk | Qty [ ] Limit - 178 | Add to Cart |
   | (COOP10003) Cereal, Raisin Bran - 96/1.25oz | Price: $0.00 / Case | Qty [ ] Limit - 145 | Add to Cart |
   | (COOP10142) Chicken, Chunk, Breast - 12/12.5oz | Price: $0.00 / Case | Qty [ ] Limit - 905 | Add to Cart |

4. To order, enter a number in the Qty (Quantity) box. Note the product limits in red. Product limits can either be the total amount available in inventory or a monthly limit for how many cases each agency can order each month.

(COOP10204) Beans, Black, Refried Vegetarian 2...	Price: $0.00 / Bulk	Qty 3	Limit - 178
(COOP10003) Cereal, Raisin Bran - 96/1.25oz	Price: $0.00 / Case	Qty 5	Limit - 145
(COOP10142) Chicken, Chunk, Breast - 12/12.5oz	Price: $0.00 / Case	Qty 2	Limit - 905
(COOP10398) Chili, Vegetarian, Beans- 24/15oz-L...	Price: $0.00 / Case	Qty 3 ⬍	Limit - 84

5. Click Add to Cart on the right.

 | Qty 5 | Limit - 145 | Add to Cart |
   |---|---|---|
   | Qty 2 | Limit - 905 | Add to Cart |
   | Qty 3 | Limit - 84 | Add to Cart |

6. If you want to add more of an item to your cart, just update the number and click Update Cart on the right.

Qty 4 ⬍	Limit - 178	Update Cart
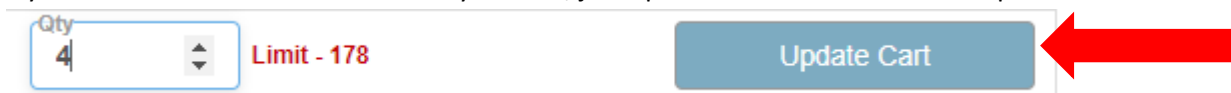
7. When you're done shopping, click the # Item(s) line next to Cart at the top right. The number of Items will count each unique product type. Example: 4 cases of Black Beans will count as 1 item.
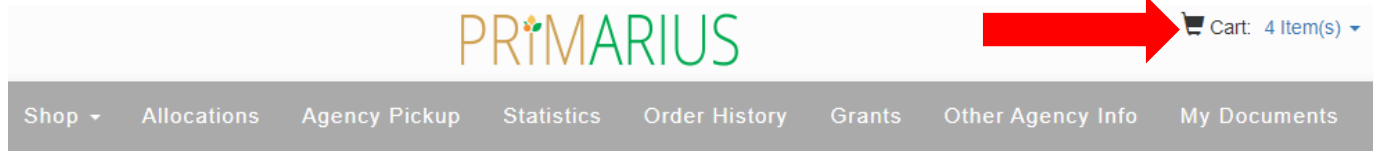
a. Note: Clicking the small down arrow next to the # Items line will show you the total quantity and weight of what is in your cart! You will also be able to see this information on the checkout page.
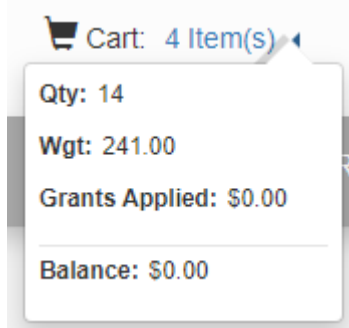
8. You can now review your order.

Shops / Shopping Cart

SHOPPING CART

	Name	Weight	Price	Service ...	Grants ...	Qty	Price Ext	
	(COOP10398) Chili, Vegetarian, Beans- 24/15oz-Low Sod...	81.00	$0.00	$0.00	$0.00	3 Update Cart	$0.00	✖
	(COOP10142) Chicken, Chunk, Breast - 12/12.5oz	22.00	$0.00	$0.00	$0.00	2 Update Cart	$0.00	✖
	(COOP10003) Cereal, Raisin Bran - 96/1.25oz	30.00	$0.00	$0.00	$0.00	5 Update Cart	$0.00	✖
	(COOP10204) Beans, Black, Refried Vegetarian 24/15.5 oz.	108.00	$0.00	$0.00	$0.00	4 Update Cart	$0.00	✖
	Totals	**Weight** **241.00**				**Quantity** **14**	**Price** **$0.00**	

9. If you need to make any changes, you can update quantities or delete an item altogether on this page.
    a. To update a quantity, type the new number you would like in the box and click Update Cart below it.

(COOP10003) Cereal, Raisin Bran - 96/1.25oz	30.00	$0.00	$0.00	$0.00	6 ⬍ Update Cart
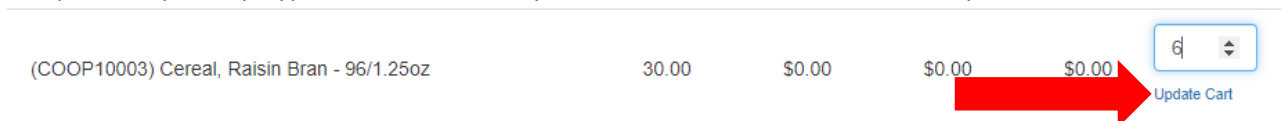
    b. To delete an item, click the red X to the far right on that line. A box will pop-up to confirm, click Yes.

(COOP10398) Chili, Vegetarian, Beans- 24/15oz-Low Sod...	81.00	$0.00	$0.00	$0.00	3 Update Cart	✖

Are you sure you want to remove this item?

Yes   No
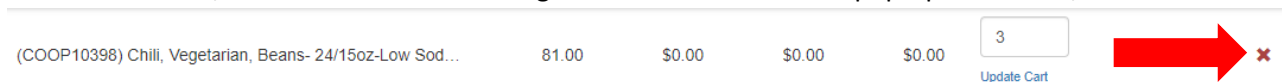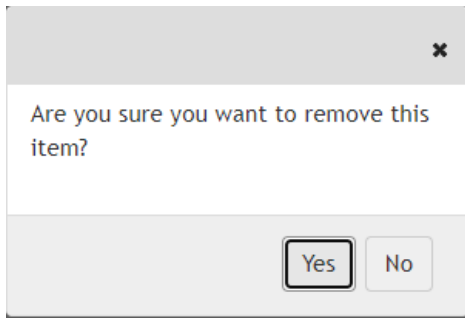
10. Next, click Proceed to Checkout in the bottom right.

SHOPPING CART

	Name	Weight	Price	Service ...	Grants ...	Qty	Price Ext	
	(COOP10142) Chicken, Chunk, Breast - 12/12.5oz	22.00	$0.00	$0.00	$0.00	2 Update Cart	$0.00	✖
	(COOP10003) Cereal, Raisin Bran - 96/1.25oz	36.00	$0.00	$0.00	$0.00	6 Update Cart	$0.00	✖
	(COOP10204) Beans, Black, Refried Vegetarian 24/15.5 oz.	108.00	$0.00	$0.00	$0.00	4 Update Cart	$0.00	✖

	Totals	Weight **166.00**				Quantity **12**	Price **$0.00**	

Cancel Order   Continue Shopping   Proceed to Checkout

11. You will receive a warning that "Changes you made may not be saved." This is an automatic notification. If you know you clicked Update Cart for any changes you can click Leave.

Leave site?

Changes you made may not be saved.

Leave   Cancel
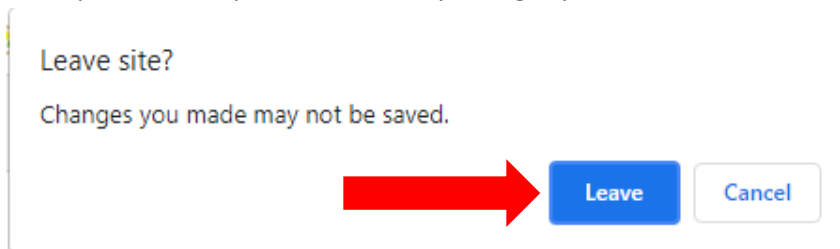
12. On the Checkout page select your preferred order date and type "Pick Up" or "Delivery" and your requested date into the Delivery Pickup Notes box. Then click Submit Order.
    a. Note: Shipping Method will be updated either to Pick Up or to Delivery and then to a driver's name once one has been assigned to your order. You will not be able to make changes to Shipping Method, Pickup Warehouse, or "Is Delivery."

CHECKOUT

Shipping Method
NONE

Is Delivery ☐

Agency Contact
Moore, Jeff

Delivery Pickup Notes

Pickup Warehouse
Food Bank of South Jersey

Pickup Delivery Date
08/28/2021

Agency Address
Preston's Agency - 123 Main Street, ...

Submit Order   Reset

13. Once you submit the order, Primarius will take you to the Order History page.

Your order was placed successfully   ×

ORDER HISTORY

	Orders	Open AR

Active	Complete									⬇ Export Data

	Order Ref	Status	Released	Picked	Confirmed	Delivery/Pickup	Order Warehouse	Entry Origin	Shipping Method
	▾	▾	▾	▾	▾	▾	▾	▾	▾
View	418676	Entered				08/31/2021 12:00 AM	Food Bank of South Jers...	PWW	**NONE**