



Primarius Online (POL) User Guide

Agency Name: _____ ***Account #:*** _____ - _____

Program Coordinator: _____

Date of Training: ____/____/____

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Online Ordering

With the online ordering system, you can order from your agency without having to stop by the food bank.

You must know your Agency Reference Number and Password to use the online ordering system.

capital area
foodbank

Login for Capital Area Food Bank
Agency Ref
Password

Welcome to online shopping with the Capital Area Food Bank!
Please let us know if you encounter any problems while using our system contact us at melarar@foodbank.org
If you have not submitted your Hunger Study survey please contact Bre Reed at (202)526-5344 Ext.295 or at reedb@foodbank.org

Type your Agency Account Number and your Password in the respective boxes then click **Login** or press ENTER.

Shopping List

You can view and order products that currently have a quantity available for order using the **Shopping List**.

Shopping List View Cart Checkout Empty Cart Other

Show: Storage Canned Type All Cat All Sort By Storage, then Category

Submit

Jump to: Choose ... To remove an item from your cart, change the quantity to 0

You have a total of 5 Items in your cart. [View your Cart.](#)

Canned - SECOND HARV. (Back to top)

Item	Description	Unit Wt	Packing	\$ per U/M	Avail Qty	Order Qty
5089500177	FURMAN'S PORK -N- BEANS .12lb	28	24/16 oz	\$5.04/CASE	50	<input type="text" value="45"/>

Canned - STATE GRANT (Back to top)

Item	Description	Unit Wt	Packing	\$ per U/M	Avail Qty	Order Qty
115827	CANNED TUNA .06 LB.	23	24/12oz.	\$4.14/CASE	20	<input type="text" value="15"/>

Canned - TEFAP (Back to top)

Item	Description	Unit Wt	Packing	\$ per U/M	Avail Qty	Order Qty
708A098T	USDA CANNED CARROTS .PANTRY .N/C	22.5	24/15oz.	\$0.00/CASE	82	<input type="text" value="60"/>
708A411T	USDA CLING PEACHES .PANTRY .N/C	22.5	24/15oz.	\$0.00/CASE	43	<input type="text" value="35"/>
708A090T	USDA VEGETARIAN BEANS .PANTRY .N/C	24	24/15oz.	\$0.00/CASE	29	<input type="text" value="10"/>

The **Shopping Lists** displays all products that you are eligible to order. However, you can select which products you want to view in case you are interested in ordering a certain type of product, such as fruits or vegetables.

Storage Select a method of storage, such as dry, canned, refrigerated, etc.

Type Select a type of product, such as household products, utensils, non-food, etc.

Cat Select a food category, such as meat, produce, dairy, etc.

Sort by Select a sort and secondary sort method. Your choices are as follows:

- Storage, then Type
- Type, then Storage
- Storage, then Category
- Category, then Storage
- Type, then Category
- Category, then Type

Click **Submit** to view all products that match the criteria that you set in the **Show** fields.

The options in the **Jump to** list depend on your selection for **Sort by**. For example, you select *Storage, then Type* for **Sort by**. In the **Jump to** list, you can select *Non-foods – Dry* to move automatically to the non-foods-dry products without having to scroll down the screen.

The Shopping List is a table of all products available for order. Basic information is displayed for each product.

Item Displays the product reference number.

Description Displays the name of the product.

Unit Wt Displays the weight, in pounds, of one case of the product.

Packing Displays how the product is individually packaged in a case. For example, a case of green beans could include 24 8 oz. cans of green beans.

\$ per U/M Displays the per case cost of the product.

Avail Qty Displays the amount of product available to order.

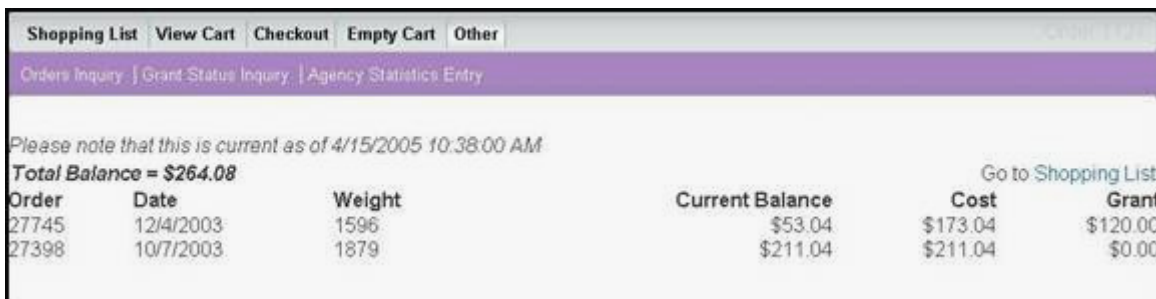
Order Qty Type the amount of product that you want to order. This cannot exceed the **Avail Qty**.

After typing the amount of product you want to order, press ENTER to add the product to your cart. You can also type the amount for each product you want to order then click **Add to Cart** at the bottom of the screen.

Orders Inquiry

Move the pointer over **Other** then click **Orders Inquiry** to view all open orders. An open order is one where either you owe the food bank money or the food bank owes you money. Orders that have been paid in full are considered closed.

Note The **Orders Inquiry** link is only visible when you pause on the **Other** link.



Shopping List | View Cart | Checkout | Empty Cart | Other

Orders Inquiry | Grant Status Inquiry | Agency Statistics Entry

Please note that this is current as of 4/15/2005 10:38:00 AM

Total Balance = \$264.08 [Go to Shopping List](#)

Order	Date	Weight	Current Balance	Cost	Grant
27745	12/4/2003	1596	\$53.04	\$173.04	\$120.00
27398	10/7/2003	1879	\$211.04	\$211.04	\$0.00

A dollar amount that is encased in parenthesis represents a credit. For example, if the **Total Balance** is *(\$200)*, then the food bank owes you \$200. If the **Total Balance** is just \$200, then you owe the food bank \$200 on that order.

Total balance Displays the amount of money that needs to be paid or credited for all open orders.

Order Displays the order number.

Date Displays the date when the order was submitted.

Weight Displays the total weight of all the products that were on the order. For example, if you purchased 50 lbs of beef and 10 lbs of green beans, then the **Weight** will be 60.

Current balance Displays the amount of money that needs to be paid or credited for this order only.

Cost Displays what the cost of the order was. This includes the product cost, service fees, etc.

Grant Displays how much grant money is being used to cover the **Cost**.

Grant Status Inquiry

Move the pointer over **Other** then click **Grant Status Inquiry** to view all grants that you have received.

Note The **Grant Status Inquiry** link is only visible when you pause on the **Other** link.

Grant	Effective	Expires	Pooled	Active	Current Balance	Total	Used
2004 Matching Challenge Grant	3/31/2004	3/31/2006	False	True	\$4,633.88	\$5,000.00	\$366.12

Total balance Displays the total dollar amount from all the available grants. This is the amount of grant money you have left to spend.

Grant Displays the name of the grant.

Effective Displays the date when the grant can be used.

Expires Displays the date when the grant will no longer be available for use, even if there is a balance left.

Pooled If yes, then other agencies are able to use the money from this grant to purchase product.

Active If yes, then this grant can still be used. A grant that is not active cannot be used to purchase product.

Current Balance Displays the amount of money left on the grant.

Total Displays how much money was on the grant before it was used to purchase any products.

Used Displays how much money has been spent.

You can arrive at the **Total** by adding the **Current Balance** and **Used**.

Agency Statistics Entry or Quarterly Service Report

Move the pointer over **Other** then click **Agency Statistics Entry** to enter information about the people that your agency serves.

Note The **Agency Statistics Entry** link is only visible when you pause on the **Other** link.

Statistic	Quantity	Comment
Race - WHITE	99	
Race - BLACK	99	
Race - ASIAN	99	
Race - SPANISH	99	
Age - 0 TO 5	44	
Age - 6 TO 10	44	
Age - 11 TO 15	44	
Age - 16 TO 21	44	
Age - 22 TO 30	44	
Age - 31 TO 40	44	
Age - 41 TO 50	44	
Age - 51 TO 65	44	
Age - OVER 65	44	
Income - 0 TO 5,000	66	
Income - 5 TO 10,000	66	
Income - 10 TO 12,000	66	
Income - 12 TO 15,000	66	
Income - 15 TO 20,000	66	
Income - 20 TO 50,000	66	

Comment for statistics for this date:

Date This defaults to the current date.

People Type the number of people, regardless of age, that your agency currently serves.

Meals Type the number of meals that your agency serves.

You can enter the number of people you serve, broken down into age groups.

Under **Quantity**, type the number of adults, children, and seniors that your agency serves. You can type a comment about each age group under the **Comment** column.

Comment for statistics for this date Type any additional comments that concern the statistics as a whole.

After filling in the necessary information, click **Submit** to send the information to the food bank.

View Cart

Click **View Cart** to view all the products that you have currently entered on this order.

Item	Description	Qty	S Fee/Unit	Price/Unit	Total Cost	Wt	U/M
115827	CANNED TUNA .06 LB.	15	\$4.14	\$0.00	\$62.10	345	CASE
5089500177	FURMAN'S PORK -N- BEANS .12lb	45	\$5.04	\$0.00	\$226.80	1260	CASE
708A098T	USDA CANNED CARROTS .PANTRY .NIC	60	\$0.00	\$0.00	\$0.00	1350	CASE
708A411T	USDA CLING PEACHES .PANTRY .NIC	35	\$0.00	\$0.00	\$0.00	787.5	CASE
708A090T	USDA VEGETARIAN BEANS .PANTRY .NIC	10	\$0.00	\$0.00	\$0.00	240	CASE
Total					\$288.90	3,983	

To remove an item from your cart, change the quantity to 0

Item Displays the product reference number.

Description Displays the name of the product.

Qty Displays the amount of product that you entered in the **Shopping List**. You can change this number if you want to order more or less. To remove the product from the cart, type **0** for the **Qty**. After changing the Qty, click **Update Cart**.

S Fee/Unit Displays the service fee per unit of product.

Price/Unit Displays the product cost per unit of product.

Total Cost Displays the total cost of the product. This number is arrived by calculating **Qty x (S Fee/Unit + Price/Unit) = Total Cost**.

Wt Displays the weight, in pounds, of one case of the product.

U/M Displays how one unit of product is ordered and distributed, such as by case, can, box, jar, etc.

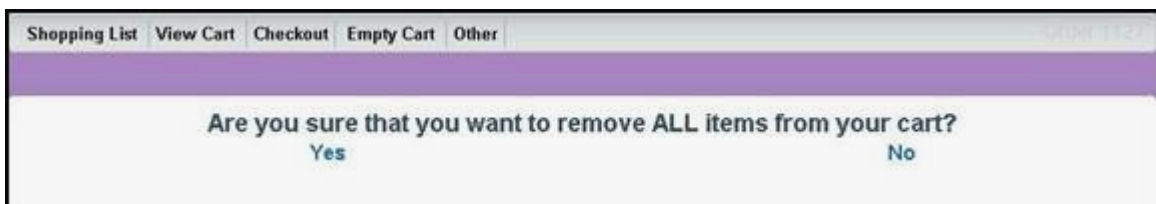
You can add additional product to an order without having to go back to **Shopping List**. Type the product reference number in **Item Ref** then type the amount of product you want to order in **Quantity**. Click **Quick Entry** to add the item to the cart.

Total Displays the total cost and the total weight of all the products that are on the order.

After reviewing the order, click **Checkout – Submit this Order!** to go to the **Checkout** screen.

Empty Cart

To remove all products from an order, click **Empty Cart** then click **Yes**. This will clear all products from the cart, allowing you to start the order over.



Note If you only want to remove one item, simply change the quantity to 0 in either the **Shopping List** or **View Cart**.

Checkout

Shopping List View Cart Checkout Empty Cart Other

You have a total of 5 Items in your cart

Pickup/Delivery Date (Enter as M/D/YYYY): 5/5/2005 Time: 9:00 am Deliver to our Agency

Notes to the Food Bank (Ctrl+Enter for a new line): Deliver to the back door, near the garage.

Item	Description	Qty	S Fee/Unit	Price/Unit	Total Cost	Wt
115827	CANNED TUNA .06 LB.	15	\$4.14	\$0.00	\$62.10	345
5089500177	FURMAN'S PORK -N- BEANS .12lb	45	\$5.04	\$0.00	\$226.80	1260
708A098T	USDA CANNED CARROTS .PANTRY .N/C	60	\$0.00	\$0.00	\$0.00	1350
708A411T	USDA CLING PEACHES .PANTRY .N/C	35	\$0.00	\$0.00	\$0.00	787.5
708A090T	USDA VEGETARIAN BEANS .PANTRY .N/C	10	\$0.00	\$0.00	\$0.00	240
Total					\$288.90	3,983

Submit this Order

Type or select a pickup or delivery date. Click the calendar icon to open a calendar where you can click on the date you want the products to be delivered or picked up, whatever the case may be.

Select the time, from the list, when you want the food to be delivered or when you expect to pick up the food.

Select either pickup or delivery from the list.

You can type any notes in the **Notes to food bank** box. For example, you can type delivery directions or what door the delivery driver should use when delivering the product.

Review the product information displayed. If it is correct, click **Submit** to send the order to the food bank for processing. After submitting an order, you will receive an e-mail that acknowledges the order has been received and lists the products that you ordered.