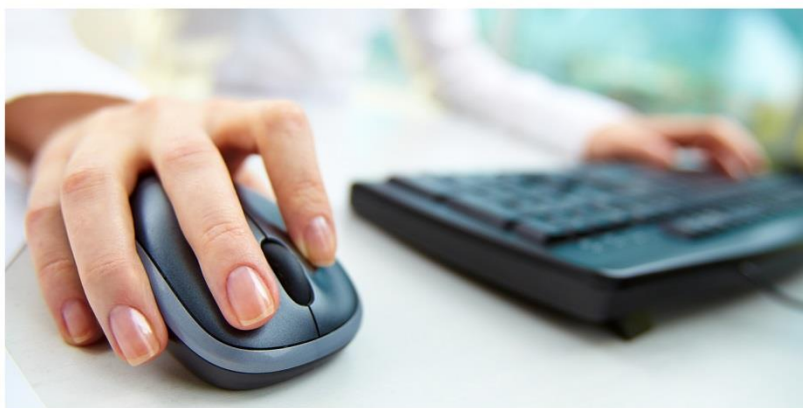




FOODBANK
OF IOWA



Primarius Web Window
Online Ordering System Training Manual

Welcome to the Food Bank of Iowa's online ordering system! This ordering system allows users to:

- view up-to-the-minute inventory lists;
- place an order;
- schedule a pick-up;
- receive order confirmation;
- submit monthly reports; and
- access agency invoices and statements.

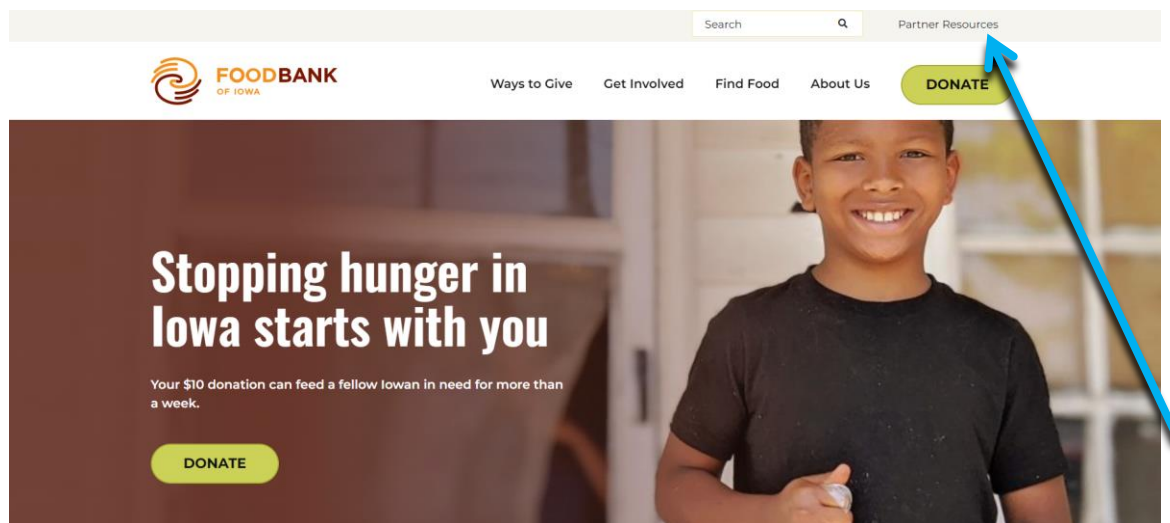
This manual is designed as a step-by-step training tool to be used by both experienced and new users to the online ordering system. There are several key pieces of information that are needed every time a user logs into this system. We encourage you to write that information into this manual and keep this in a safe and convenient location.

Agency log in information, you will need this information every time you wish to log into the system:

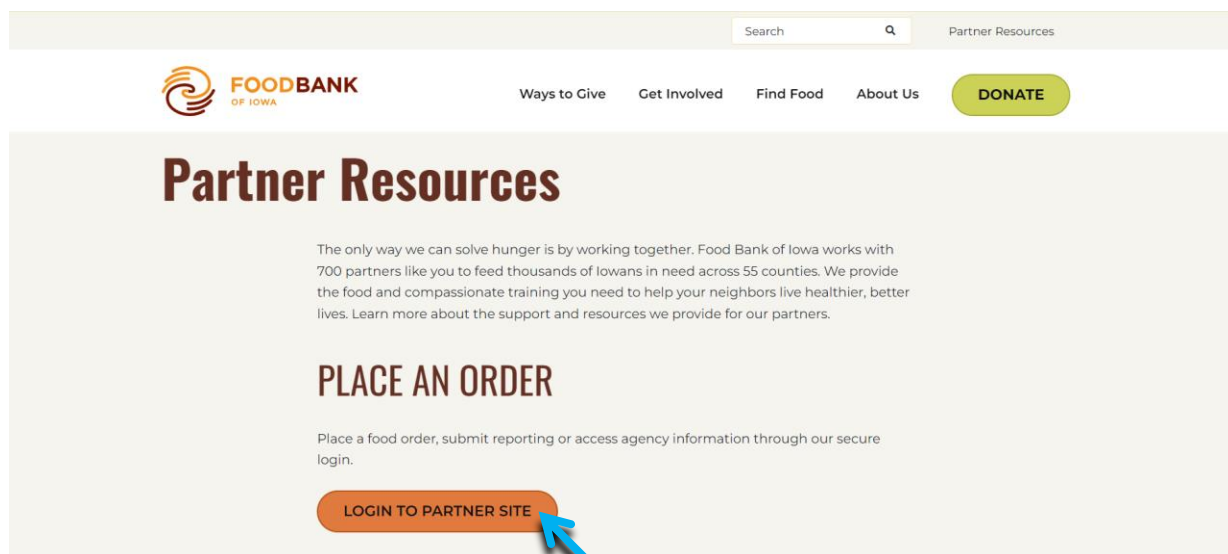
- **Web Address:** www.foodbankiowa.org
- **Agency Ref:** _____
- **Username:** _____
- **Password:** _____

GETTING STARTED – LOGGING IN

Go to www.foodbankiowa.org and locate and click on **Partner Resources** at the top of the home page.



Scroll down to **PLACE AN ORDER** and click on **Login To Partner Site**.



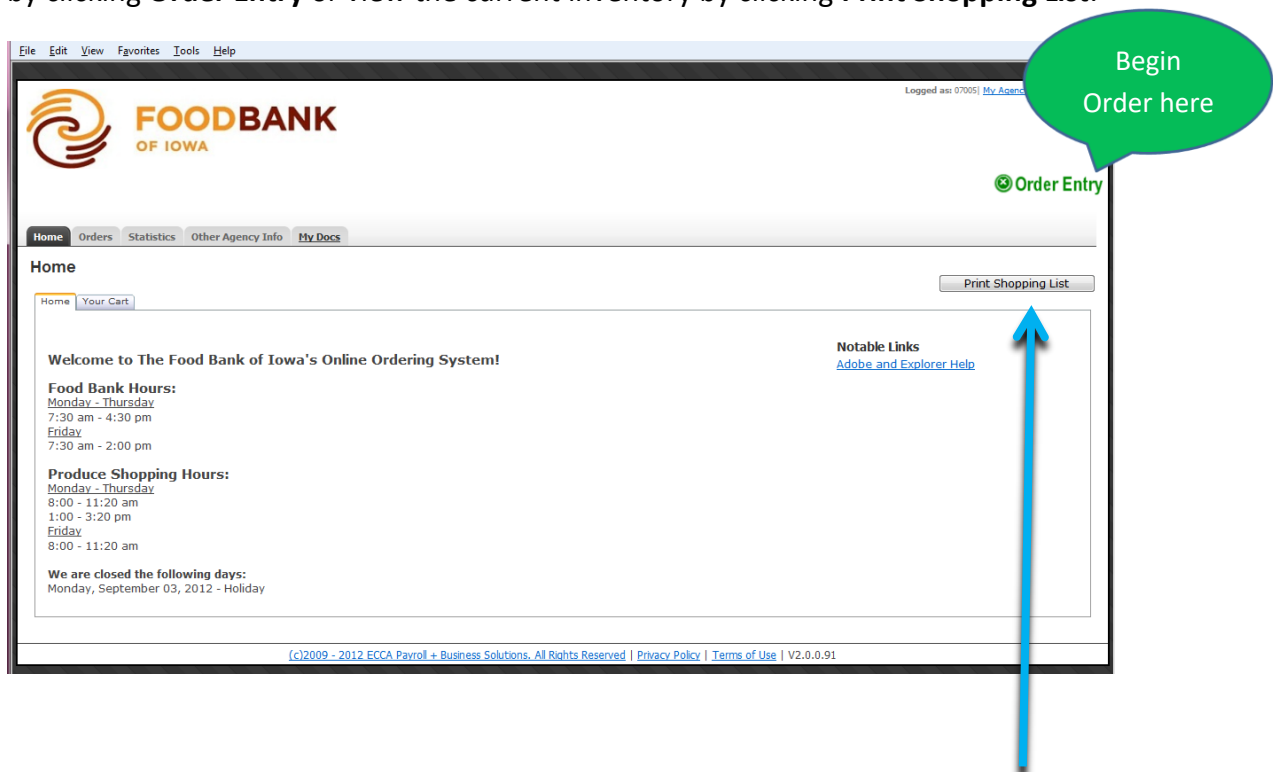
The login screen as it will appear after clicking the link is below. Enter your **Agency Reference**, **Username** and **Password**. The **Agency Reference** must be entered with a two at the beginning of your four digit agency number. Your **Username** and **Password** will be emailed to you. Should you forget either your **Username** or **Password**, please contact your Regional Partnership Coordinator.

Regional Partnership Coordinator: **Neil Rosenberg** ph: **515-867-2882**



The screenshot shows a web browser window with the Food Bank of Iowa logo at the top. Below the logo is a login form with the following fields: Agency Ref: (text input), Username: (text input), and Password: (password input). A blue 'Login' button is located to the right of the Password field. Below the login form, it says 'Closed Dates: Monday, September 03, 2012 for Holiday'. The version number 'V2.0.0.91' is visible at the bottom right of the login form.

You will now be logged into your agency home page. Please check the home page when you log on for messages from the Food Bank of Iowa. From this screen, place an order by clicking **Order Entry** or view the current inventory by clicking **Print Shopping List**.



The screenshot shows the agency home page after login. The top navigation bar includes 'Home', 'Orders', 'Statistics', 'Other Agency Info', and 'My Docs'. The 'Home' section contains a welcome message, food bank hours, produce shopping hours, and closed dates. A 'Print Shopping List' button is located in the top right corner. A green speech bubble with the text 'Begin Order here' points to the 'Order Entry' link, which is highlighted with a green circle. A blue arrow points to the 'Print Shopping List' button.

SCHEDULING

The shipping option **Method** and **Location** will automatically populate based on your master agency file. Do not change the default entries unless you are a delivery agency choosing to pick up in Ottumwa. The system will default to the first available pickup date. To choose another day, click the calendar icon and select your desired pickup date. The date you select should be the day your order will be delivered on, or the day you want to pick up.

FOODBANK OF IOWA

Home Orders Statistics Other Agency Info My Docs

Print Shopping List

Shipping Option

Method: Delivery

Location: Ottumwa Delivery

Date: 3/20/2018

Time:

Message from Food Bank:

NOTE: You cannot change shipping options. You must Cancel Order if you need to select different shipping options.

Continue

Today: March 16, 2018

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After the date has been selected you will use the drop down arrow in **Time** to choose your delivery or pickup time. In order to continue placing your order, you are required to select a time. ****The time you select for delivery is not the time your order will be delivered**** If a pickup date or time is not shown, that time is not available to schedule.

FOODBANK OF IOWA

Home Orders Statistics Other Agency Info My Docs

Print Shopping List

Shipping Option

Method: Delivery

Location: Ottumwa Delivery

Date: 3/20/2018

Time:

Message from Food Bank:

NOTE: You cannot change shipping options. You must Cancel Order if you need to select different shipping options.

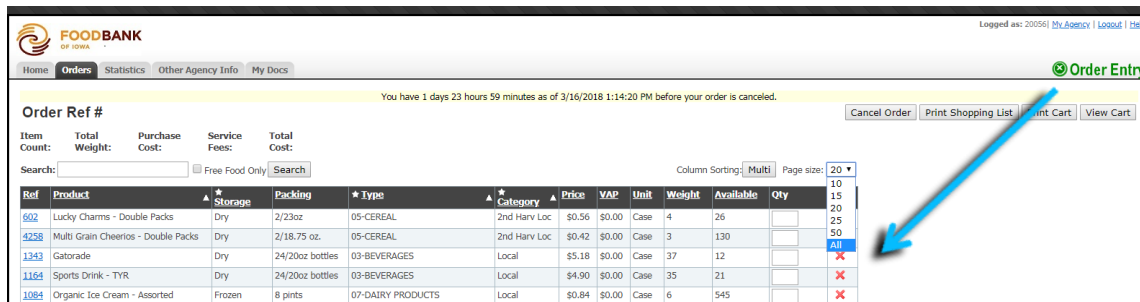
Continue

8:10 AM - 8:20 AM
8:20 AM - 8:30 AM
8:30 AM - 8:40 AM
8:40 AM - 8:50 AM
8:50 AM - 9:00 AM
9:00 AM - 9:10 AM
9:10 AM - 9:20 AM
9:20 AM - 9:30 AM
9:30 AM - 9:40 AM
9:40 AM - 9:50 AM
9:50 AM - 10:00 AM
10:00 AM - 10:10 AM
10:10 AM - 10:20 AM
10:20 AM - 10:30 AM
10:30 AM - 10:40 AM
10:40 AM - 10:50 AM
10:50 AM - 11:00 AM
11:00 AM - 11:10 AM
11:10 AM - 11:20 AM

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Once your date and time have been selected and you have moved off this page, no changes can be made, unless you cancel and start over. If you need to change or correct

your pickup date or time, use the **Comment** box as noted on page 9 of this manual. After you have scheduled your pickup appointment, click **Continue** to begin selecting your products. Please note that you can view all of the inventory items on a single page by changing the page size to **All**.



FOODBANK OF IOWA

Home Orders Statistics Other Agency Info My Docs

Order Entry

You have 1 days 23 hours 59 minutes as of 3/16/2018 1:14:20 PM before your order is canceled.

Cancel Order Print Shopping List Print Cart View Cart

Order Ref #

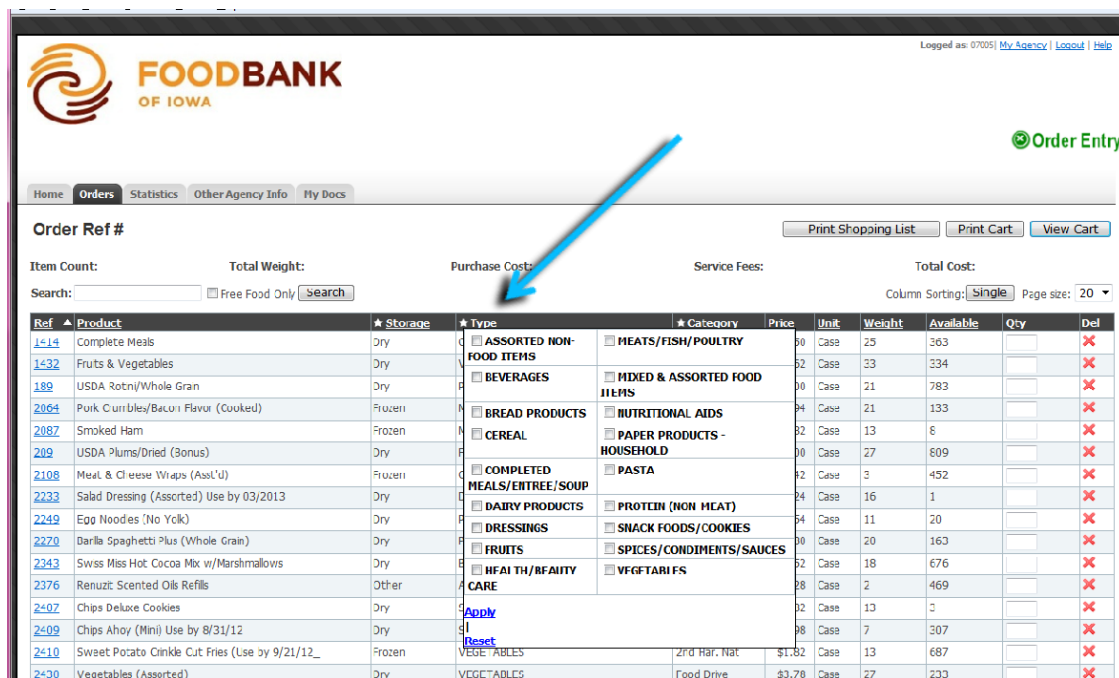
Item Count: Total Weight: Purchase Cost: Service Fees: Total Cost:

Search: ☐ Free Food Only

Column Sorting: Multi Page size: 20

Ref	Product	Storage	Packing	Type	Category	Price	VAP	Unit	Weight	Available	Qty
602	Lucky Charms - Double Packs	Dry	2/23oz	05-CEREAL	2nd Harv Loc	\$0.36	\$0.00	Case	4	26	
4258	Multi Grain Cheerios - Double Packs	Dry	2/18.75 oz.	05-CEREAL	2nd Harv Loc	\$0.42	\$0.00	Case	3	130	
1343	Gatorade	Dry	24/20oz bottles	03-BEVERAGES	Local	\$5.18	\$0.00	Case	37	12	
1164	Sports Drink - TYR	Dry	24/20oz bottles	03-BEVERAGES	Local	\$4.90	\$0.00	Case	35	21	
1084	Organic Ice Cream - Assorted Flavors	Frozen	8 pints	07-DAIRY PRODUCTS	Local	\$0.84	\$0.00	Case	6	545	

A variety of sort options are available when viewing the shopping list. Any column with a star ★ can be sorted by double clicking the column name or clicking the star to get a list of the categories, in this example, **Type**. Once you have selected how you would like to sort, click **apply**.



FOODBANK OF IOWA

Home Orders Statistics Other Agency Info My Docs

Order Entry

Order Ref #

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

Search: ☐ Free Food Only

Column Sorting: Single Page size: 20

Ref	Product	Storage	Type	Category	Price	Unit	Weight	Available	Qty	Del
1-14	Complete Meals	Dry	ASSORTED NON-FOOD ITEMS	MEATS/FISH/POULTRY	00	Cass	25	363		
1-32	Fruits & Vegetables	Dry	BEVERAGES	MIXED & ASSORTED FOOD ITEMS	02	Cass	33	334		
189	USDA Rotini/Whole Grain	Dry	BREAD PRODUCTS	NUTRITIONAL AIDS	00	Cass	21	783		
2064	Pork Cumbles/Bacon Flavor (Cooked)	Frozen	CEREAL	PAPER PRODUCTS - HOUSEHOLD	04	Cass	21	133		
2087	Smoked Ham	Frozen	COMPLETED MEALS/ENTREE/SOUP	PASTA	02	Cass	13	6		
209	USDA Plums/Dried (Bonus)	Dry	DAIRY PRODUCTS	PROTEIN (NON MEAT)	00	Cass	27	809		
2108	Meal & Cheese Wraps (Ass'd)	Frozen	DRESSINGS	SNACK FOODS/COOKIES	02	Cass	3	452		
2233	Salad Dressing (Assorted) Use by 03/2013	Dry	FRUITS	SPICES/CONDIMENTS/SAUCES	04	Cass	16	1		
2249	Egg Noodles (No Yolk)	Dry	VEGETABLES	VEGETARIANS	00	Cass	11	20		
2270	Darila Spaghetti Plus (Whole Grain)	Dry	CARE		00	Cass	20	163		
2343	Swiss Miss Hot Cocoa Mix w/Marshmallows	Dry			02	Cass	18	676		
2376	Renuzit Scented Oil Refills	Other			08	Cass	2	469		
2407	Chips Deluxe Cookies	Dry			02	Cass	13	0		
2409	Chips Ahoy (Mini) Use by 8/31/12	Dry			08	Cass	7	307		
2410	Sweet Potato Crinkle Cut Fries (Use by 9/21/12_	Frozen			2nd Harv. Nat	Cass	13	687		
2430	Vegetables (Assorted)	Dry			Food Drive	Cass	27	233		

Additional product detail information can be found for an inventory item by clicking on the reference number (REF).



Home **Orders** Statistics Other Agency Info My Docs

You have 1 days 23 hours 52 minutes as of 3/16/2018 1:30:18 PM before

Order Ref # 87634

Item Count: 1 Total Weight: 180 Purchase Cost: \$0.00 Service Fees: \$25.20 Total Cost: \$25.20

Search: ☐ Free Food Only

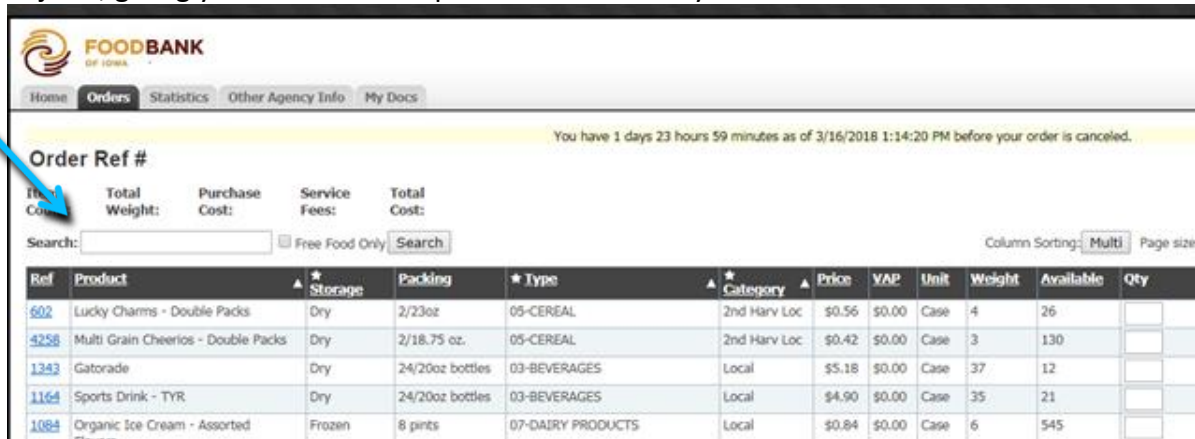
Ref	Product	★ Storage	Packing	★ Type	★ Category	Price	VAP	Unit	Qty
602	Lucky Charms - Double Packs	Dry	2/23oz	05-CEREAL	2nd Harv Loc	\$0.56	\$0.00	Case	4
4258	Multi Grain Cheerios - Double Packs	Dry	2/18.75 oz.	05-CEREAL	2nd Harv Loc	\$0.42	\$0.00	Case	3
1343	Gatorade	Dry	24/20oz bottles	03-BEVERAGES	Local	\$5.18	\$0.00	Case	3
1164	Sports Drink - TYR	Dry	24/20oz bottles	03-BEVERAGES	Local	\$4.90	\$0.00	Case	3
1084	Organic Ice Cream - Assorted Flavors	Frozen	8 pints	07-DAIRY PRODUCTS	Local	\$0.84	\$0.00	Case	6
2218	Italian Sausage (Precooked)	Frozen	2/5 lb. bags	15-MEATS/FISH/POULTRY	Local	\$1.54	\$0.00	Case	1

Ref	Product	★ Storage	Packing	★ Type	★ Category	Price	VAP	Unit	Weight	Available	Qty
602	Lucky Charms - Double Packs	Dry	2/23oz	05-CEREAL	2nd Harv	\$0.56	\$0.00	Case	4	26	
4258	Multi Grain Cheerios - Double Packs	Dry	2/18.75 oz.	05-CEREAL	2nd Harv	\$0.42	\$0.00	Case	3		
1343	Gatorade	Dry	24/20oz bottles	03-BEVERAGES	Local	\$5.18	\$0.00	Case	3		
1164	Sports Drink - TYR	Dry	24/20oz bottles	03-BEVERAGES	Local	\$4.90	\$0.00	Case	3		
1084	Organic Ice Cream - Assorted Flavors	Frozen	8 pints	07-DAIRY PRODUCTS	Local	\$0.84	\$0.00	Case	6		
2218	Italian Sausage (Precooked)	Frozen	2/5 lb. bags	15-MEATS/FISH/POULTRY	Local	\$1.54	\$0.00	Case	1		
967	Port of Spain	Dry	24/14.5 oz. cans	07-VEGETABLES CANNED/FROZEN	Purchased	\$3.64	\$0.00	Case	26	10	
3404	Verde (Gr)	Dry	24/14.5 oz. cans	07-VEGETABLES CANNED/FROZEN	Purchased	\$3.64	\$0.00	Case	26	10	
1131	Egg	Dry	24/14.5 oz. cans	07-VEGETABLES CANNED/FROZEN	Purchased	\$3.64	\$0.00	Case	26	10	
1139	Assorted Spices	Dry	24/14.5 oz. cans	07-VEGETABLES CANNED/FROZEN	Purchased	\$3.64	\$0.00	Case	26	10	
8014	Instant Black Beans	Dry	24/14.5 oz. cans	07-VEGETABLES CANNED/FROZEN	Purchased	\$3.64	\$0.00	Case	26	10	
696	1% Stat	Dry	24/14.5 oz. cans	07-VEGETABLES CANNED/FROZEN	Purchased	\$3.64	\$0.00	Case	26	10	
1245	Bea	Dry	24/14.5 oz. cans	07-VEGETABLES CANNED/FROZEN	Purchased	\$3.64	\$0.00	Case	26	10	
795	Spa Rings	Dry	24/14.5 oz. cans	07-VEGETABLES CANNED/FROZEN	Purchased	\$3.64	\$0.00	Case	26	10	
838	Cut Green Beans	Dry	24/14.5 oz. cans	07-VEGETABLES CANNED/FROZEN	Purchased	\$3.64	\$0.00	Case	26	10	

Product Details
838 - Cut Green Beans
Category: Purchased
Second Harvest Type: e Retail-Wholesale
Storage: Dry
Packing: 24/14.5 oz. cans
On Hand: 10
Unit Measure: Case
Price Per: \$3.64
Description:
Unit Weight: 26
Qty Per Pallet: 306
[Close](#)

The **Search** box can be used to find specific products, such as cereal, in inventory by typing “cereal” in the **Search** box. When you are ready to place your order, simply enter the number of desired cases in the **Qty** box. **USDA Allocations:** The amount of USDA product listed as available

is specific to your agency and is based on a calendar month. If the available amount is 10, you can get all 10 at one time or get a partial amount with one order and the remainder with another, within the same calendar month. If you place an order for partial amount, the available amount will be reduced accordingly. USDA allocations will reset on the 1st of each month. USDA allocations do not carry over. As you enter items the total weight and total cost automatically adjusts, giving you an instant snapshot of how much your order is.



FOODBANK OF IOWA

Home Orders Statistics Other Agency Info My Docs

You have 1 days 23 hours 59 minutes as of 3/16/2018 1:14:20 PM before your order is canceled.

Order Ref #

Total Weight: Purchase Cost: Service Fees: Total Cost:

Search: ☐ Free Food Only

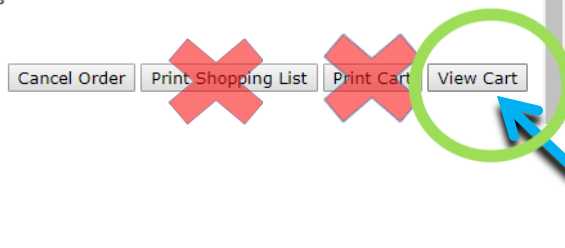
Column Sorting: Multi Page size

Ref	Product	Storage	Packing	Type	Category	Price	VAP	Unit	Weight	Available	Qty
602	Lucky Charms - Double Packs	Dry	2/23oz	05-CEREAL	2nd Harv Loc	\$0.56	\$0.00	Case	4	26	<input type="text"/>
4258	Multi Grain Cheerios - Double Packs	Dry	2/18.75 oz.	05-CEREAL	2nd Harv Loc	\$0.42	\$0.00	Case	3	130	<input type="text"/>
1343	Gatorade	Dry	24/20oz bottles	03-BEVERAGES	Local	\$5.18	\$0.00	Case	37	12	<input type="text"/>
1164	Sports Drink - TYR	Dry	24/20oz bottles	03-BEVERAGES	Local	\$4.90	\$0.00	Case	35	21	<input type="text"/>
1084	Organic Ice Cream - Assorted Flavors	Frozen	8 pints	07-DAIRY PRODUCTS	Local	\$0.84	\$0.00	Case	6	545	<input type="text"/>

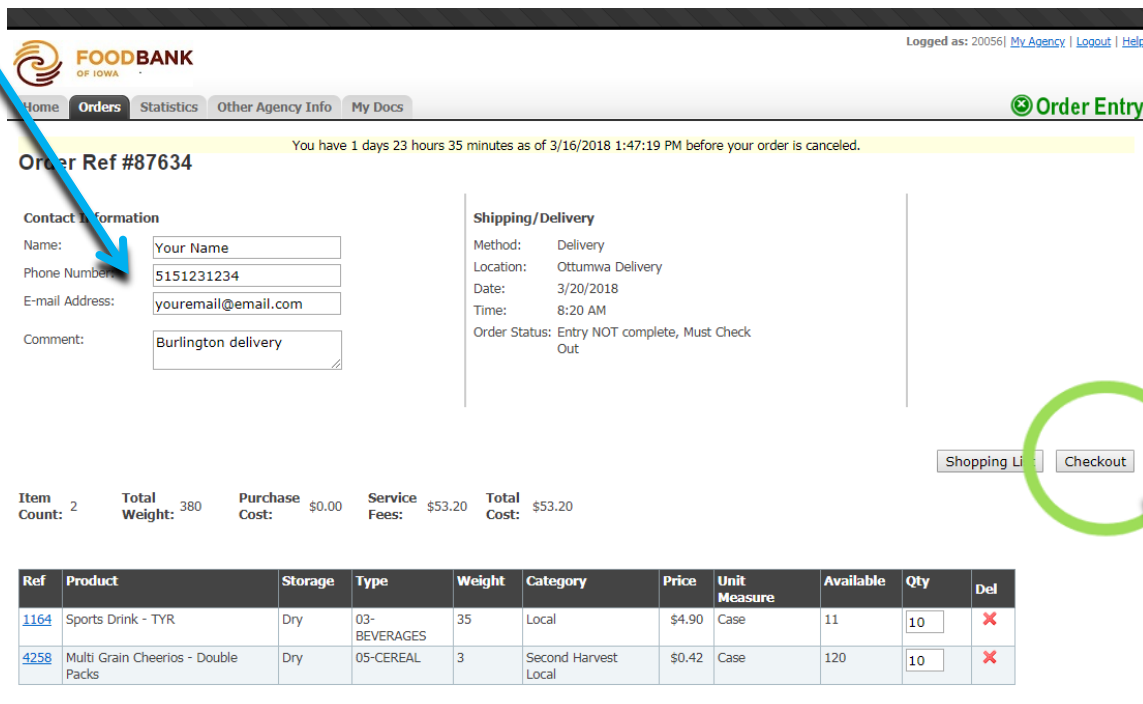
To finalize your order click the **View Cart** button.

Local	\$0.28	\$0.00	Each	2	7688	<input type="text"/>	✗
Local	\$0.00	\$0.00	Case	29	44	<input type="text"/>	✗
Local	\$2.10	\$0.00	Case	15	24	12	✗
Purchase Plus	\$42.00	\$0.00	Case	5	1	<input type="text"/>	✗
Purchased	\$1.96	\$0.00	Case	14	111	<input type="text"/>	✗
Purchased	\$1.82	\$0.00	Case	13	7	<input type="text"/>	✗
Purchased	\$1.82	\$0.00	Case	13	846	<input type="text"/>	✗
Purchased	\$3.64	\$0.00	Case	26	10	<input type="text"/>	✗
USDA	\$0.76	\$0.00	Case	19	6	<input type="text"/>	✗
USDA	\$1.48	\$0.00	Case	37	6	<input type="text"/>	✗
USDA	\$0.52	\$0.00	Case	13	6	<input type="text"/>	✗
USDA	\$0.56	\$0.00	Case	14	6	<input type="text"/>	✗
USDA	\$1.52	\$0.00	Case	38	6	<input type="text"/>	✗

< Prev 1 2 3 Next > | Page 1 of 3



On this page you will be required to enter **your name, your telephone number and your email address, NOT the agency information**. We want the details of the specific person who placed the order in case we have any questions. Add any instructions specific to your order or notes to change/correct your pickup appointment in the **Comments** field, for example: Pallet & Wrap, Hand Load, or which delivery you are on. If you find you need to add to this order **BEFORE** submitting, click **Shopping List** to return to your order detail. When you are satisfied with your final order, click **Checkout** to submit.



FOODBANK OF IOWA

Logged as: 20056 | [My Agency](#) | [Logout](#) | [Help](#)

Home Orders Statistics Other Agency Info My Docs **Order Entry**

Order Ref #87634 You have 1 days 23 hours 35 minutes as of 3/16/2018 1:47:19 PM before your order is canceled.

Contact Information

Name:

Phone Number:

E-mail Address:

Comment:

Shipping/Delivery

Method: Delivery

Location: Ottumwa Delivery

Date: 3/20/2018

Time: 8:20 AM

Order Status: Entry NOT complete, Must Check Out

Shopping List **Checkout**

Item Count: 2 Total Weight: 380 Purchase Cost: \$0.00 Service Fees: \$53.20 Total Cost: \$53.20

Ref	Product	Storage	Type	Weight	Category	Price	Unit Measure	Available	Qty	Del
1164	Sports Drink - TYR	Dry	03-BEVERAGES	35	Local	\$4.90	Case	11	<input type="text" value="10"/>	✗
4258	Multi Grain Cheerios - Double Packs	Dry	05-CEREAL	3	Second Harvest Local	\$0.42	Case	120	<input type="text" value="10"/>	✗

You must click Checkout or your order will NOT be submitted to the Food Bank of Iowa.

After clicking **Checkout**, the message below will appear. **If you do not receive this message, your order has NOT been submitted to the Food Bank of Iowa for review.**

Logged as: 20056 | [My Agency](#) | [Logout](#) | [Help](#)

[Home](#)
[Orders](#)
[Statistics](#)
[Other Agency Info](#)
[My Docs](#)
Order Entry

Order Ref #87634

Thank-you! Your order was successfully submitted.

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

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ORDER ENTRY ERRORS

This example shows a quantity placed that exceeded the available amount. There were only **7** available and when **8** was entered, the box became **pink** indicating an error. If the error is not corrected, this message will appear when an attempt is made to move to another page or view your cart. You will not be able to continue until the correction is made.

Home Orders Statistics Other Agency Info My Docs

You are over the limit for the highlighted items.

You have 1 days 23 hours 46 minutes as of 3/16/2018 1:36:06 PM before your order is canceled.

Order Ref # 87634 Cancel Order

Item Count: 1 Total Weight: 180 Purchase Cost: \$0.00 Service Fees: \$25.20 Total Cost: \$25.20

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

Ref	Product	Storage	Packing	Type	Category	Price	VAP	Unit	Weight	Available	Qty	Del
602	Lucky Charms - Double Packs	Dry	2/23oz	05-CEREAL	2nd Harv Loc	\$0.56	\$0.00	Case	4	26	<input type="text"/>	X
4258	Multi Grain Cheerios - Double Packs	Dry	2/18.75 oz.	05-CEREAL	2nd Harv Loc	\$0.42	\$0.00	Case	3	130	<input type="text"/>	X
1343	Gatorade	Dry	24/20oz bottles	03-BEVERAGES	Local	\$5.18	\$0.00	Case	37	12	<input type="text"/>	X
1164	Sports Drink - TYR	Dry	24/20oz bottles	03-BEVERAGES	Local	\$4.90	\$0.00	Case	35	21	<input type="text"/>	X
1084	Organic Ice Cream - Assorted Flavors	Frozen	8 pints	07-DAIRY PRODUCTS	Local	\$0.84	\$0.00	Case	6	545	<input type="text"/>	X
2218	Italian Sausage (Precooked)	Frozen	2/5 lb. bags	15-MEATS/FISH/POULTRY	Local	\$1.54	\$0.00	Case	11	147	<input type="text"/>	X
967	Pork Roll - Sliced and Quartered	Frozen	2/5lb bags	15-MEATS/FISH/POULTRY	Local	\$1.54	\$0.00	Case	11	219	<input type="text"/>	X
3404	Venison (Ground)	Frozen	2 lb. pkg.	15-MEATS/FISH/POULTRY	Local	\$0.28	\$0.00	Each	2	7688	<input type="text"/>	X
1131	Eggs	Refrigerated	15 dozen	23-NON MEAT PROTEIN	Local	\$0.00	\$0.00	Case	29	44	<input type="text"/>	X
1139	Assorted Spices	Dry	Assorted	26-CONDIMENTS	Local	\$2.10	\$0.00	Case	15	24	12	X
8014	Insulated Blankets (6 x 8 Heavyweight)	Dry	1 blanket	01-NON-FOODS	Purchase Plus	\$42.00	\$0.00	Case	5	1	<input type="text"/>	X
696	1% Shelf Stable Milk	Dry	24/8oz	07-DAIRY PRODUCTS	Purchased	\$1.96	\$0.00	Case	14	111	<input type="text"/>	X
1245	Beans & Rice	Dry	12/15oz	16-MIXED/ASSORTED	Purchased	\$1.82	\$0.00	Case	13	7	8	X
795	Spaghetti Rings	Dry	12/14.5oz cans	21-PASTA	Purchased	\$1.82	\$0.00	Case	13	846	<input type="text"/>	X

Use the red X to remove items, backspacing will not delete the product from your cart.

Moving too quickly between items when ordering quantities will result in the items not being placed in your cart. Primarius will prompt you to **'Wait...'** before adding a new item. Be sure to check that the quantity ordered shows up in the **Qty** column before moving to the next item.



FOODBANK OF IOWA

Home Orders Statistics Other Agency Info My Docs

You have 1 days 23 hours 43 minutes as of 3/16/2018 1:39:24 PM before your order is canceled. [Cancel Or](#)

Order Ref # 87634

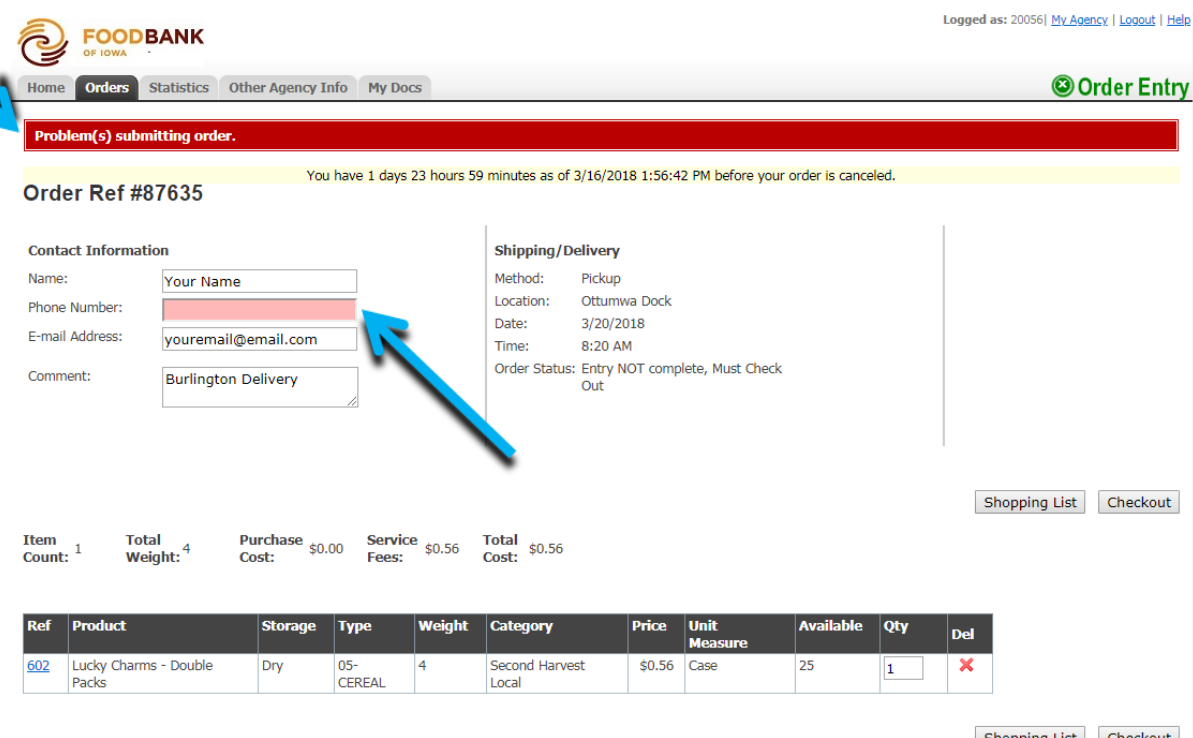
Item Count: 0 Total Weight: 0 Purchase Cost: \$0.00 Service Fees: \$0.00 Total Cost: \$0.00

Search: ☐ Free Food Only **Wait...** Column Sorting: Multi Page size: 20

Ref	Product	Storage	Packing	Type	Category	Price	VAP	Unit	Weight	Available	Qty	Del
602	Lucky Charms - Double Packs	Dry	2/23oz	05-CEREAL	2nd Harv Loc	\$0.56	\$0.00	Case	4	26	<input type="text"/>	✗
4258	Multi Grain Cheerios - Double Packs	Dry	2/18.75 oz.	05-CEREAL	2nd Harv Loc	\$0.42	\$0.00	Case	3	130	10	✗
1343	Gatorade	Dry	24/20oz bottles	03-BEVERAGES	Local	\$5.18	\$0.00	Case	37	12	<input type="text"/>	✗

Please remember that the shopping cart empties out 48 hours after an order has been started if it has not been submitted. You may continue to add product and delete product from the cart within 48 hours of starting the order.

If you get the message **'problem(s) submitting order'** look for the red highlighted boxes to find what you need to fix. For example, this order is missing a phone number.



FOODBANK OF IOWA

Home Orders Statistics Other Agency Info My Docs [Order Entry](#)

Problem(s) submitting order.

You have 1 days 23 hours 59 minutes as of 3/16/2018 1:56:42 PM before your order is canceled.

Order Ref #87635

Contact Information

Name:

Phone Number:

E-mail Address:

Comment:

Shipping/Delivery

Method: Pickup

Location: Ottumwa Dock

Date: 3/20/2018

Time: 8:20 AM

Order Status: Entry NOT complete, Must Check Out

[Shopping List](#) [Checkout](#)

Item Count: 1 Total Weight: 4 Purchase Cost: \$0.00 Service Fees: \$0.56 Total Cost: \$0.56

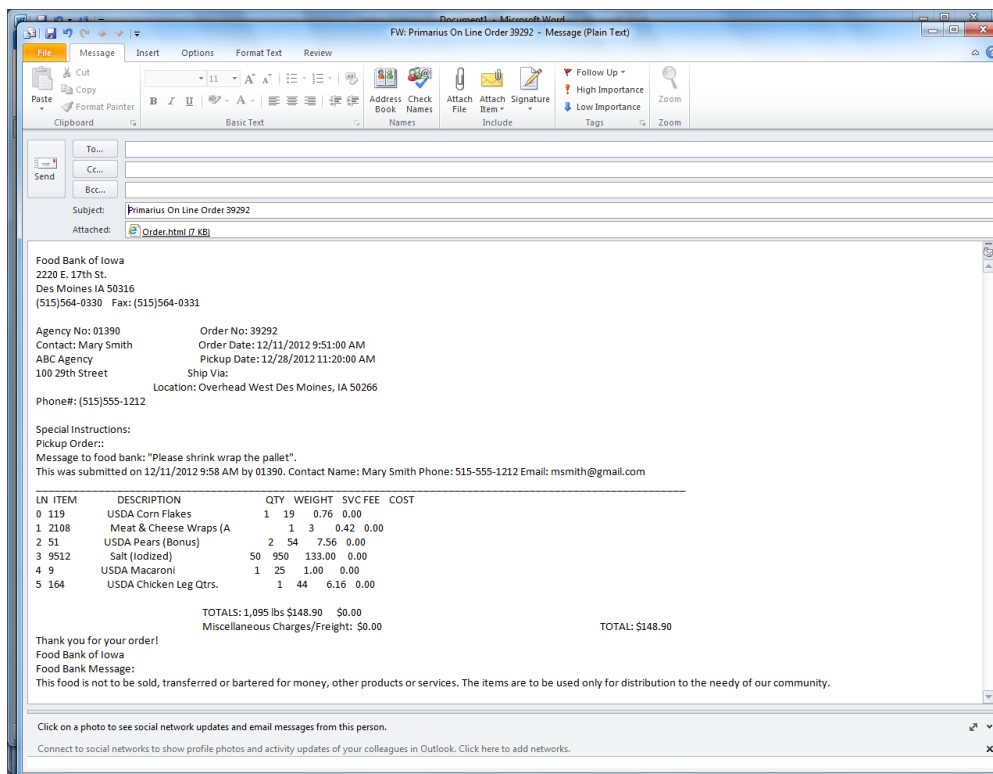
Ref	Product	Storage	Type	Weight	Category	Price	Unit Measure	Available	Qty	Del
602	Lucky Charms - Double Packs	Dry	05-CEREAL	4	Second Harvest Local	\$0.56	Case	25	1	✗

[Shopping List](#) [Checkout](#)

ORDER CONFIRMATION

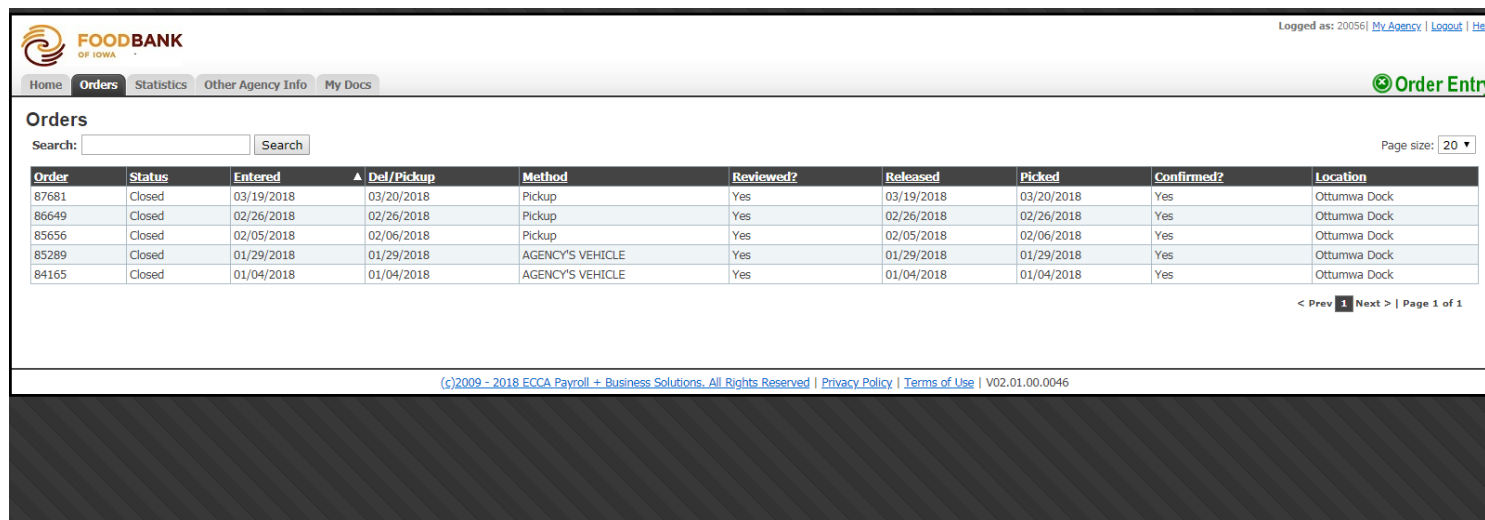
Once an online order has been received and reviewed by the Food Bank of Iowa, you will receive a confirmation message to the email address listed as the POL Contact in your agency file. The order has been scheduled and will be available for pickup/delivery on the date in the email message. Bring this email with you when picking up your orders.

Warning: If you do not receive this email message within 24 hours of submitting the order, please call the Food Bank to check that your order has been submitted.



PREVIOUS ORDER SUMMARY

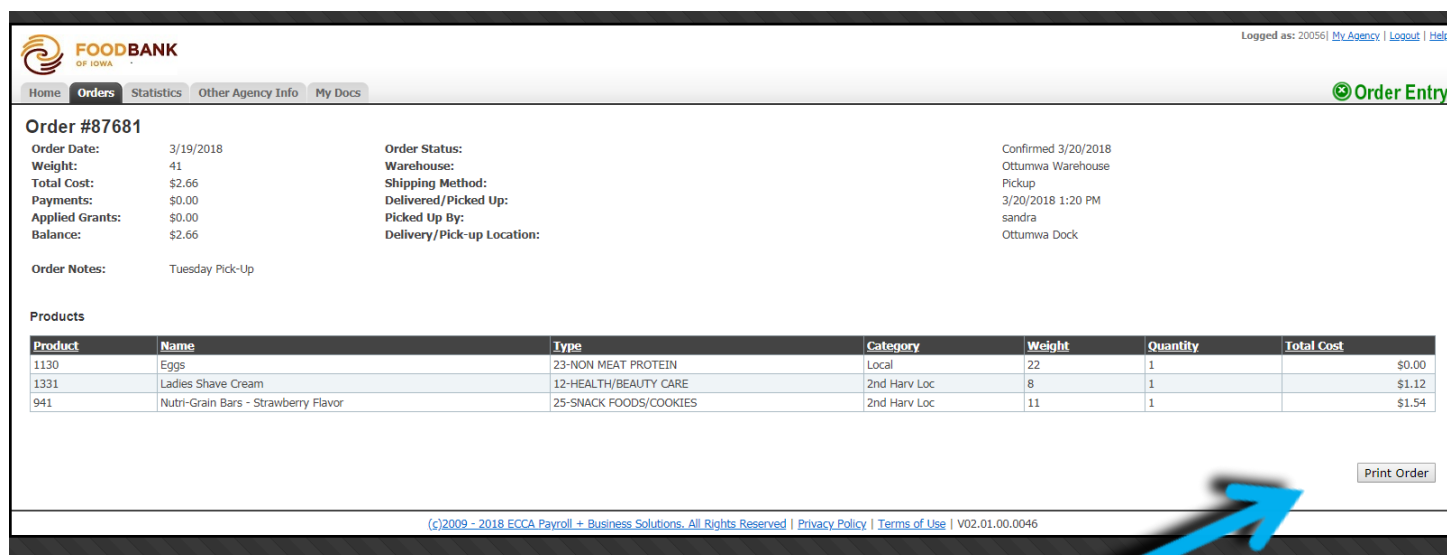
The **Orders** tab at the top of the page shows all orders that have been placed. A **Yes**, in the **Reviewed** column indicates that your order has been received and reviewed by the Food Bank of Iowa.



The screenshot shows the 'Orders' tab selected in the top navigation bar. The page displays a table of orders with columns: Order, Status, Entered, Del/Pickup, Method, Reviewed?, Released, Picked, Confirmed?, and Location. The table lists five orders, all with a status of 'Closed' and a 'Reviewed?' status of 'Yes'. The most recent order is 87681, entered on 03/19/2018 and picked up on 03/20/2018. A search bar and a 'Page size: 20' dropdown are located above the table. The footer includes copyright information and links to privacy policy and terms of use.

Order	Status	Entered	Del/Pickup	Method	Reviewed?	Released	Picked	Confirmed?	Location
87681	Closed	03/19/2018	03/20/2018	Pickup	Yes	03/19/2018	03/20/2018	Yes	Ottumwa Dock
86649	Closed	02/26/2018	02/26/2018	Pickup	Yes	02/26/2018	02/26/2018	Yes	Ottumwa Dock
85656	Closed	02/05/2018	02/06/2018	Pickup	Yes	02/05/2018	02/06/2018	Yes	Ottumwa Dock
85289	Closed	01/29/2018	01/29/2018	AGENCY'S VEHICLE	Yes	01/29/2018	01/29/2018	Yes	Ottumwa Dock
84165	Closed	01/04/2018	01/04/2018	AGENCY'S VEHICLE	Yes	01/04/2018	01/04/2018	Yes	Ottumwa Dock

A **'No'** in the confirmed column indicates that your order hasn't been closed out yet, if you can see your most recent order on this screen, it has definitely been submitted in the system. You can click on an open order to view the details of the order.



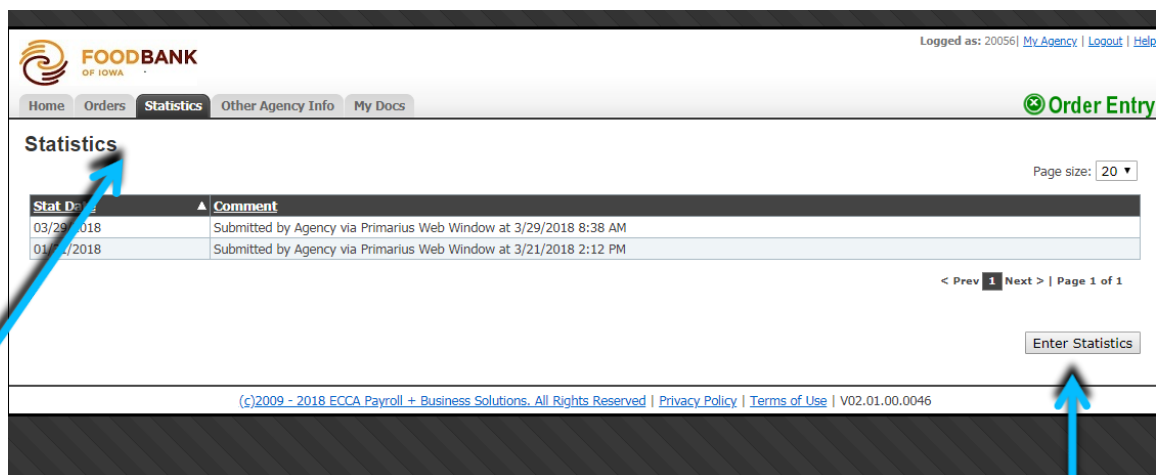
The screenshot shows the details for Order #87681. The page includes order information such as Order Date, Weight, Total Cost, Payments, Applied Grants, Balance, Order Status, Warehouse, Shipping Method, Delivered/Picked Up, Picked Up By, and Delivery/Pick-up Location. The 'Products' section lists three items: Eggs, Ladies Shave Cream, and Nutri-Grain Bars - Strawberry Flavor. A 'Print Order' button is located at the bottom right of the page, highlighted by a blue arrow.

Product	Name	Type	Category	Weight	Quantity	Total Cost
1130	Eggs	23-NON MEAT PROTEIN	Local	22	1	\$0.00
1331	Ladies Shave Cream	12-HEALTH/BEAUTY CARE	2nd Harv Loc	8	1	\$1.12
941	Nutri-Grain Bars - Strawberry Flavor	25-SNACK FOODS/COOKIES	2nd Harv Loc	11	1	\$1.54

You can print a copy of the order from the **'Print order'** button.

ENTERING MONTHLY AGENCY STATISTICS

All monthly agency statistics **must** be reported through the online ordering system. The **Statistics** tab is where you will submit your statistics. Current policy requires agency statistics to be up to date. If your agency is missing statistics for the previous month, the system will lock you out of ordering until these are entered.



FOODBANK OF IOWA

Logged as: 20056 | [My Agency](#) | [Logout](#) | [Help](#)

Home Orders **Statistics** Other Agency Info My Docs

Statistics Page size: 20

Stat ID	Comment
03/29/2018	Submitted by Agency via Primarius Web Window at 3/29/2018 8:38 AM
01/12/2018	Submitted by Agency via Primarius Web Window at 3/21/2018 2:12 PM

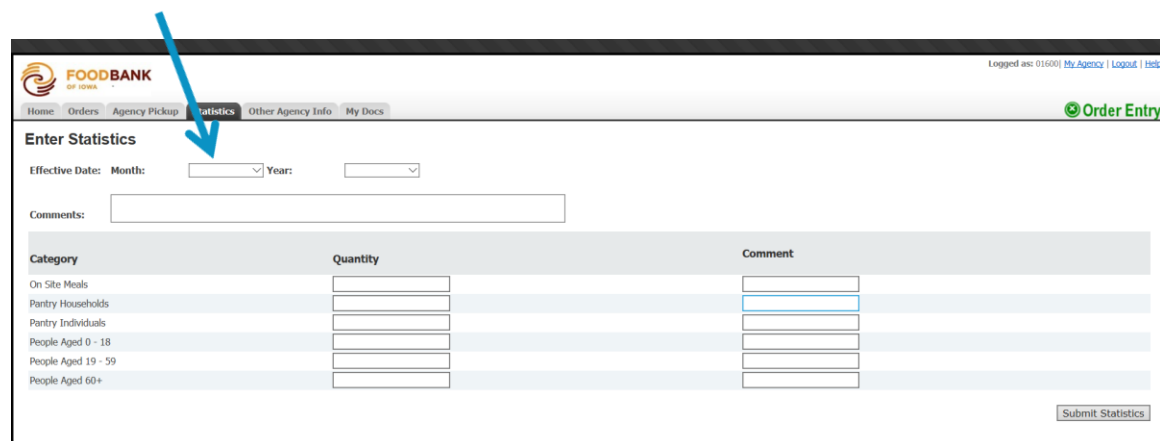
< Prev 1 Next > | Page 1 of 1

Enter Statistics

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Click **Enter Statistics** to begin entering your monthly agency statistics.

First select the **Month** you are reporting for and the current **Year**. Please enter stats for the whole month.



FOODBANK OF IOWA

Logged as: 01600 | [My Agency](#) | [Logout](#) | [Help](#)

Home Orders Agency Pickup **Statistics** Other Agency Info My Docs

Enter Statistics

Effective Date: Month: Year:

Comments:

Category	Quantity	Comment
On Site Meals	<input type="text"/>	<input type="text"/>
Pantry Households	<input type="text"/>	<input type="text"/>
Pantry Individuals	<input type="text"/>	<input type="text"/>
People Aged 0 - 18	<input type="text"/>	<input type="text"/>
People Aged 19 - 59	<input type="text"/>	<input type="text"/>
People Aged 60+	<input type="text"/>	<input type="text"/>

Submit Statistics

Onsite meals are meals served and consumed onsite at a soup kitchen, shelter, residential facility, day care, senior meal site, rehabilitation center, camp, etc.

If you are a meal site providing a community meal and do not track who attends the meal, please just report the total number of meals per month.

Food pantries report the number of pantry households and pantry individuals served for the month and the ages of those individuals in the households.

If you operate a residential facility, shelter, or are an agency where meals are consumed onsite and intake is kept for all residents living onsite, please report the total number of meals served and the ages of those residents living at the facility.

Complete all three categories **only** if your agency is multi-service, meaning it has an onsite meal program and a food pantry program, otherwise complete the categories that apply to your agency.

FOODBANK OF IOWA

Logged as: 01600 | [My Agency](#) | [Logout](#) | [Help](#)

Home Orders Agency Pickup **Statistics** Other Agency Info My Docs [Order Entry](#)

Enter Statistics

Effective Date: Month: Year:

Comments:

Category	Quantity	Comment
On Site Meals	<input type="text"/>	<input type="text"/>
Pantry Households	<input type="text"/>	<input type="text"/>
Pantry Individuals	<input type="text"/>	<input type="text"/>
People Aged 0 - 18	<input type="text"/>	<input type="text"/>
People Aged 19 - 59	<input type="text"/>	<input type="text"/>
People Aged 60+	<input type="text"/>	<input type="text"/>

[Submit Statistics](#)

Accurate reporting helps us gain better access to funding and grants, as well as ensuring that pantry allocations are adequate.

Once you hit submit statistics, you should see the message below. That's it!

FOODBANK OF IOWA

Logged as: 20056 | [My Agency](#) | [Logout](#) | [Help](#)

Home Orders **Statistics** Other Agency Info My Docs [Order Entry](#)

Enter Statistics

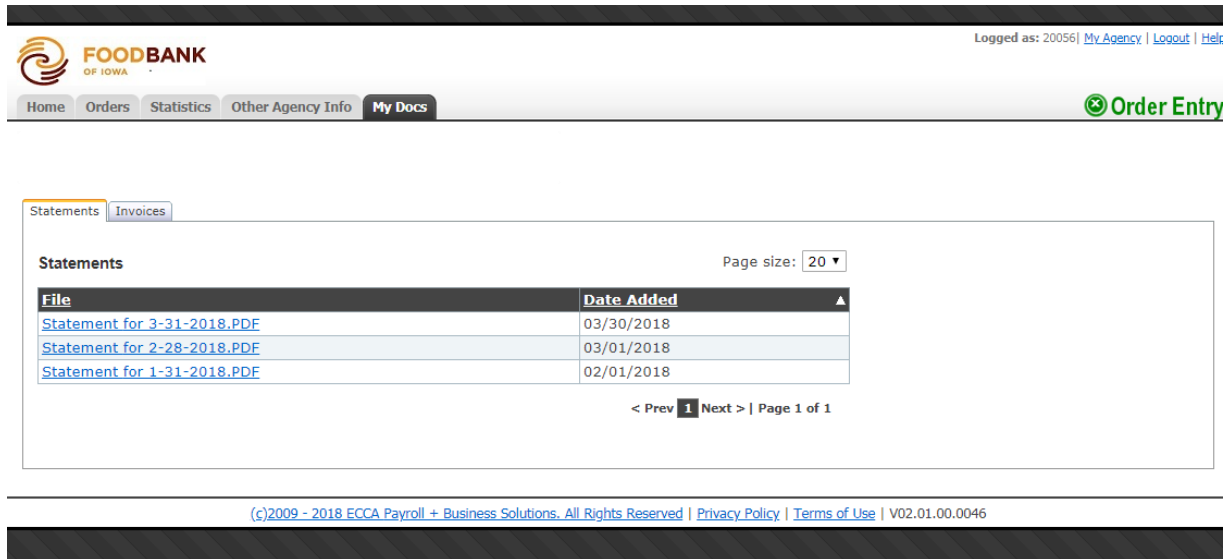
Thank-you! Your statistics were successfully submitted.

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

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STATEMENTS AND INVOICES

The **My Docs** tab has 2 sub-tabs. One contains your monthly statements; the other one contains all invoices.



The screenshot shows the Foodbank of Iowa website interface. At the top, there is a navigation bar with the Foodbank of Iowa logo on the left and a 'Logged as: 20056' status with links for 'My Agency', 'Logout', and 'Help' on the right. Below the navigation bar, there is a secondary menu with tabs for 'Home', 'Orders', 'Statistics', 'Other Agency Info', and 'My Docs'. The 'My Docs' tab is currently selected. To the right of the 'My Docs' tab, there is a green button labeled 'Order Entry' with a circular arrow icon.

Below the navigation bar, the 'My Docs' section is displayed. It has two sub-tabs: 'Statements' and 'Invoices'. The 'Statements' sub-tab is active. Below the sub-tabs, there is a table titled 'Statements'. The table has two columns: 'File' and 'Date Added'. The table contains three rows of data, each representing a statement for a specific date range. The first row is 'Statement for 3-31-2018.PDF' with a date added of '03/30/2018'. The second row is 'Statement for 2-28-2018.PDF' with a date added of '03/01/2018'. The third row is 'Statement for 1-31-2018.PDF' with a date added of '02/01/2018'. Below the table, there is a pagination control showing '< Prev 1 Next > | Page 1 of 1'. The page size is set to '20'.

At the bottom of the page, there is a footer containing copyright information: '(c)2009 - 2018 ECCA Payroll + Business Solutions. All Rights Reserved | Privacy Policy | Terms of Use | V02.01.00.0046'.

File	Date Added
Statement for 3-31-2018.PDF	03/30/2018
Statement for 2-28-2018.PDF	03/01/2018
Statement for 1-31-2018.PDF	02/01/2018

Double clicking any invoice or statement listed will bring up a copy of that invoice. We do not mail invoices or statements. This option allows agencies to quickly access and print invoices and statements at any time.

When paying your balance, we recommend paying from the statements, as they will show any credits that are on your account, as well as any overdue balances.

Orders are required to be paid within 60 days of the pickup date.

Checks should have the agency reference number and the invoice numbers that you are paying for included.

Sample Invoice: For agency use only, this is not a "confirmation"



Ottumwa Warehouse
750 W Main St
Ottumwa, IA 52501
Tel:
Email:

Fax:

Page 1 of 1

Agency No: 20056 Phone#: [REDACTED] Invoice No: 86649
Contact: [REDACTED] Order Date: 02/26/2018
American Home Finding Daycare Pickup Date: 02/26/2018
[REDACTED] Pickup Time: 11:20 am
P.O Box 656
Ottumwa IA 52501

Special Instructions:

Ship Via: AGENCY'S VEHICLE

Tuesday Pick-Up

Product Reference	Description	Storage	Quantity	Unit	Weight Total	Shared Maintenance /Lb	Total	Cost Unit	Total
2nd Har. Nat									
1258	Fruit by the Foot	Dry	1	3	3	\$0.14	\$0.42	\$0.00	\$0.00
			1		3		\$0.42		\$0.00
2nd Harv Loc									
1279	'All' Laundry Soap	Dry	1	21	21	\$0.14	\$2.94	\$0.00	\$0.00
602	Lucky Charms - Double Packs	Dry	1	4	4	\$0.14	\$0.56	\$0.00	\$0.00
			2		25		\$3.50		\$0.00
Local									
1182	Fudge Stripe Cookies	Dry	1	6	6	\$0.14	\$0.84	\$0.00	\$0.00
850	Oyster Crackers	Dry	1	11	11	\$0.14	\$1.54	\$0.00	\$0.00
			2		17		\$2.38		\$0.00
Purchase Plus									
1242	Mandarin Oranges	Dry	1	28	28	\$0.00	\$0.00	\$0.00	\$0.00
			1		28		\$0.00		\$0.00
Purchased									
838	Cut Green Beans	Dry	1	26	26	\$0.14	\$3.64	\$0.00	\$0.00
			1		26		\$3.64		\$0.00
Invoice Totals:			7		99		\$9.94		\$0.00

TOTAL CHARGES: \$9.94

Amount Owed: \$9.94

Invoice Message:

This food is not to be sold, transferred or bartered for money, other products or services. The items are to be used only for distribution to the ill, the needy and infants (minor children).

Sample agency statement

Food Bank of Iowa PO Box 1517 Des Moines IA 50305 (515)564-0330	STATEMENT	Page 1 of 1 <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;">PERIOD ENDING</td> </tr> <tr> <td style="text-align: center;">01/31/2018</td> </tr> </table> Thursday, February 01, 2018	PERIOD ENDING	01/31/2018
PERIOD ENDING				
01/31/2018				

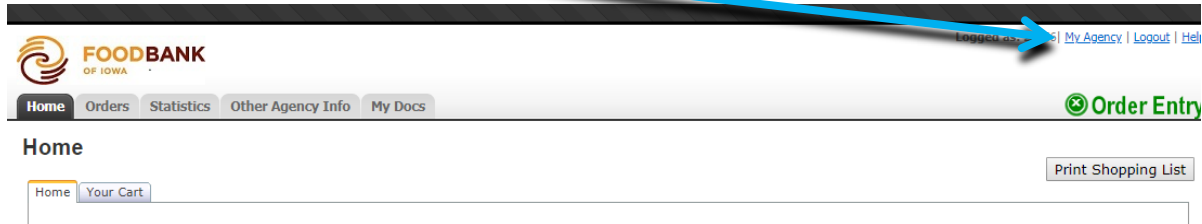
<u>20056</u>	American Home Finding Daycare <div style="background-color: black; width: 100px; height: 15px; margin: 5px 0;"></div> <div style="background-color: black; width: 100px; height: 15px; margin: 5px 0;"></div> P.O Box 656 Ottumwa IA 52501	REMIT TO: Food Bank of Iowa PO Box 1517 Des Moines IA 50305 (515)564-0330
--------------	--	--

O R D E R S			P A Y M E N T S A N D C R E D I T S				G R A N T S	I N V O I C E
Date	Reference	Amount	Date	Check #	Discount	Applied	Total Applied	B A L A N C E
01/04/2018	84165	\$34.42	1/23/18	28911		(\$34.42)		\$0.00
01/29/2018	85289	\$90.38						\$90.38
Total Balance:								\$90.38

C U R R E N T	O V E R 30	O V E R 60	O V E R 90	O V E R 120	T O T A L D U E
\$90.38	\$.00	\$.00	\$.00	\$0.00	\$90.38

AGENCY INFORMATION

From the main **Home** page you are able to access information specific to your agency by clicking on **My Agency**.



Agency Info tab

This is your agency information. It is important to note that the information in these tabs cannot be changed by your agency. The information is imported from the master agency file. Any changes or corrections will need to be communicated to your regional partnership coordinator or by filling out a Partner Agency Update form, located on the Food Bank of Iowa website.

The screenshot shows the 'Agency Info' tab for 'Karen's Cupboard'. The page header includes the Food Bank of Iowa logo and navigation links. The 'Agency Info' tab is selected, showing contact information and agency details. The footer contains copyright information and links to Privacy Policy and Terms of Use.

Food Bank of Iowa- Karen's Cupboard	
Contact:	Agency Size: zMedium
Address: 2220 E 17th St.	PantrySize: 4
P.O. Box 1517 Des Moines, IA 50305	OnSite Size: 0
Des Moines , IA 50316	Inactive? No
Phone: (515)564-0330	Suspended? No
Email:	Serve Onsite? No
Last Monitored: 1/1/0001	Serve Offsite? Yes
	Balance: \$251.58
	Last Paid: 3/2/2017

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Locations tab

Lists the addresses we have on file for your agency.

 Logged as: 01589 | [My Agency](#) | [Logout](#) | [Help](#)

[Home](#) [Orders](#) [Agency Pickup](#) [Statistics](#) [Other Agency Info](#) [My Docs](#) [Order Entry](#)

Food Bank of Iowa- Karen's Cupboard

[Agency Info](#) [Locations](#) [Contacts](#) [Hours](#) [Open AR](#) [Service Info](#)

Addresses

Type	Name	Address	Address 2	City	State	Zip
POL Order	Food Bank of Iowa	2220 E 17th St.	P.O. Box 1517 Des Moines, IA 50305	Des Moines	IA	50316


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Contacts tab

Lists all the contacts on file for your agency.

Hours tab

Lists hours of operation, if these are not accurate, please contact your regional partnership coordinator.

 Logged as: 01589 | [My Agency](#) | [Logout](#) | [Help](#)

[Home](#) [Orders](#) [Agency Pickup](#) [Statistics](#) [Other Agency Info](#) [My Docs](#) [Order Entry](#)

Food Bank of Iowa- Karen's Cupboard

[Agency Info](#) [Locations](#) [Contacts](#) [Hours](#) [Open AR](#) [Service Info](#)

Hours of Operation


Day	Hours
Sunday	Closed
Monday	Closed
Tuesday	4:00 - 7:00
Wednesday	Closed
Thursday	Closed
Friday	Closed
Saturday	Closed

Hours Comments:

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Open AR (Accounts Receivable) tab

This shows all of the invoices that still have a balance that needs to be paid.

Logged as: 01589 | [My Agency](#) | [Logout](#) | [Help](#)

HomeOrdersAgency PickupStatisticsOther Agency InfoMy DocsOrder Entry

Food Bank of Iowa- Karen's Cupboard

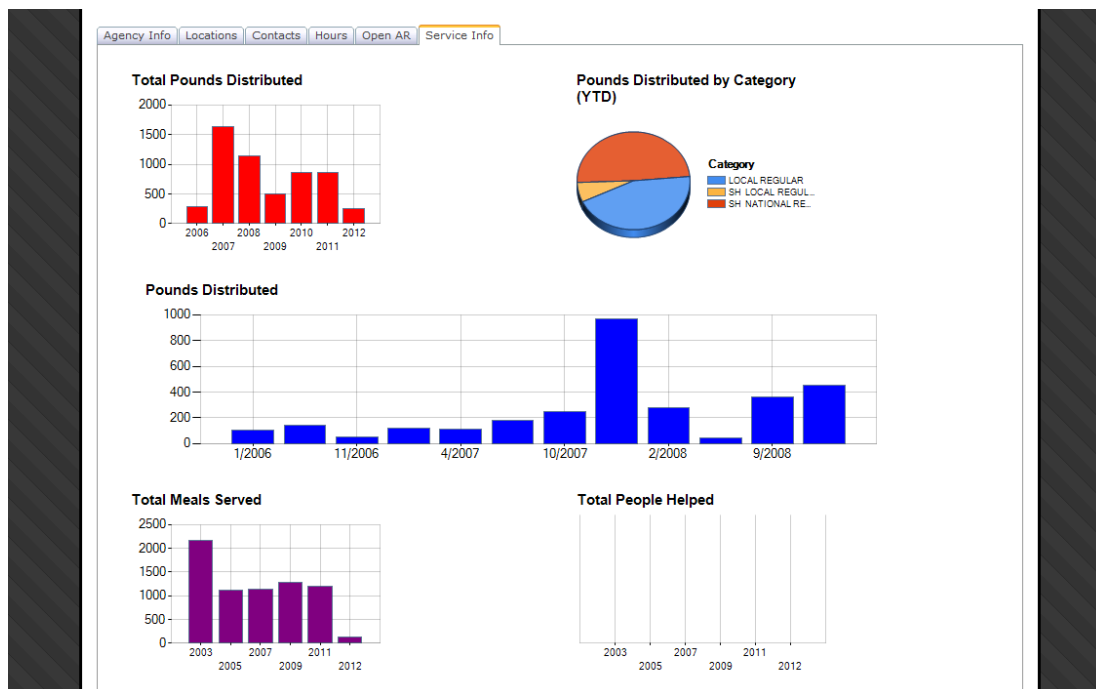
Agency InfoLocationsContactsHoursOpen ARService Info

Open Account Receivables

OrderRef	Status	Entered	Delivered/Pickedup	Reviewed?	Picked?	Balance
86664	Closed	02/26/2018	02/27/2018	Yes	Yes	\$4.20
88528	Closed	04/03/2018	04/03/2018	Yes	Yes	\$26.04
88842	Closed	04/13/2018	04/13/2018	Yes	Yes	\$0.14
89044	Closed	04/16/2018	04/16/2018	Yes	Yes	\$49.56
89336	Closed	04/18/2018	04/18/2018	Yes	Yes	\$30.80
90025	Closed	05/02/2018	05/02/2018	Yes	Yes	\$140.84
						\$251.58

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Service Info tab



A great snapshot of your agency's service with easy to read graphs. This is an excellent tool for reporting to board members, etc. It is also a good tool for fundraising requests.

We hope you will find the online ordering system to be an efficient and effective tool for your agency and should you have any questions or comments, please do not hesitate to contact our office at (515) 564-0330.



FOODBANK
OF IOWA

2220 E. 17th Street
515-564-0330

Des Moines, IA 50316

641-682-3403

www.foodbankiowa.org