

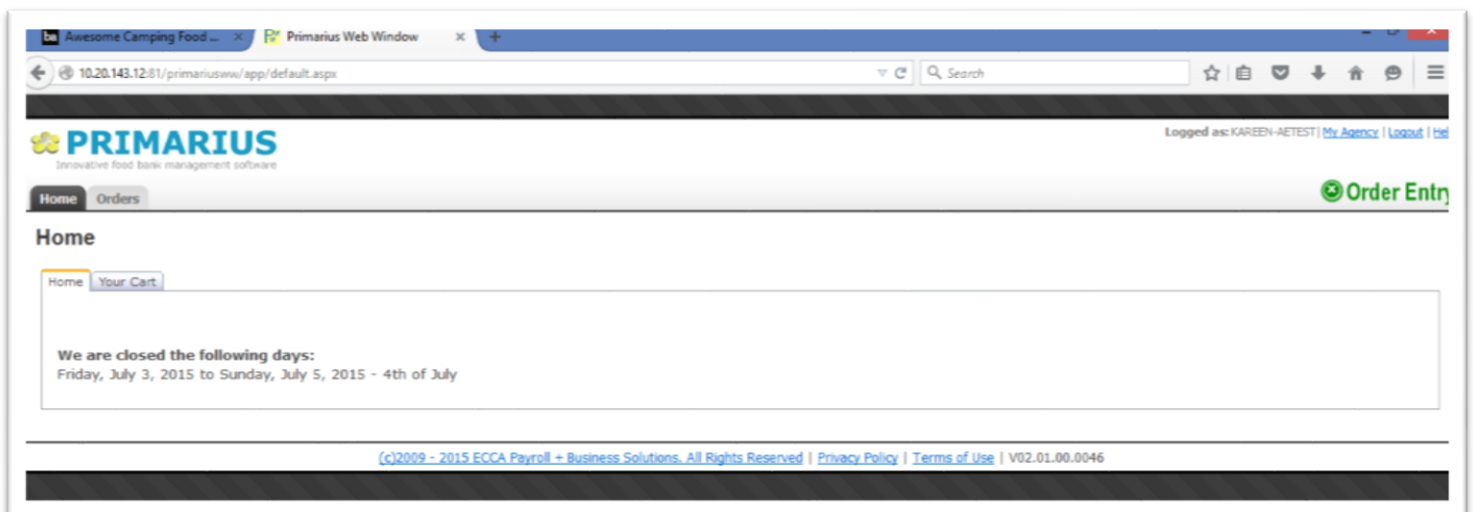
Accessing the Online Web Ordering System

1. The new online ordering system works best with Internet Explorer or Firefox. Please do not use Google Chrome.
2. You will begin the same by going to <http://www.foodbankheartland.org/agency-partners/>
 - a. Click on the Online Ordering & Reporting Link
3. The next window will look a little different. Each person authorized to order food will need to know:
 - a. **Agency Reference Number – NOTE:** Your Reference Number will be your account number. This is also the same as your old Program Code without the "0063P" prefix (Ex.: 0063PPR09999 would be PR09999).
 - b. **Username** – this will remain unchanged unless you have been contacted
 - c. **Password: change12**

Please note – ALL passwords were reset to change12



4. Placing an Order
 - a. From the home page, select the **+Order Entry** on the right side of the screen to open up the shopping list:



5. Confirm your shipping option – There will be no changes to cutoff dates for local or out of town orders; we still require two business days for local deliveries and your assigned cutoffs days for deliveries.
 - a. Pickup/delivery
 - b. Location
 - i. Select any option available – you will see various numbers after each pickup/delivery option. All options are equal and no priority is given based on number value. As always, first come, first served.
 - c. Date
 - d. Time
 - e. Select Continue to move to the next step

Primarius Web Window

https://orders.foodbankheartland.org/primariusweb/app/setorderdate.aspx

Primarius Web Window

PRIMARIUS
Innovative food bank management software

Logged as: ANDY-RETEST | My Agency | Logout | Help

Home Orders **Order Entry**

Print Shopping List

Shipping Option

Method: Pickup

Location:

Date: 7/6/2015

Time:

Message from Food Bank: We are closed the following days:
Friday, July 3, 2015 to Sunday, July 5, 2015 for 4th of July Holiday

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

Continue

©2009 - 2015 ECCA Pavroll + Business Solutions. All Rights Reserved | Privacy Policy | Terms of Use | V02.01.00.0046

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

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 Search

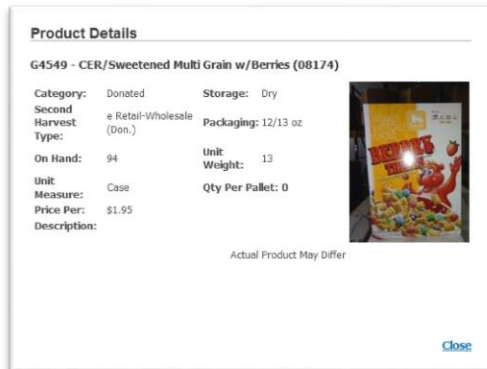
Column Sorting: Multi Page size: 20

Ref	Product	Storage	Packing	Type	Category	Price	Unit	Weight	Available	Qty	Del
G3717	NF/NON-Food Items Asst., UNPROCESSED	Dry	14 pounds average	01-Non-Foods	Donated	\$1.40	Case	14	71		X
G1000	Asst. Beverages	Dry	30 lb.^	03-Beverages	Donated	\$0.00	Case	30	92		X
G1001	Asst. Water	Dry	30 lb.^	03-Beverages	Donated	\$0.00	Case	30	142		X
G4563	BEV/Sports Drink, Blue Raspberry	Dry	24/12 oz. Cans	03-Beverages	Donated	\$3.00	Case	20	247		X
G4564	BEV/Sports Drink, Island Fruit Punch	Dry	24/12 oz. Cans	03-Beverages	Donated	\$3.00	Case	20	258		X
G4499	BEV/Water, Individual Bottles	Drv	40/16.9	03-Beverages	Donated	\$2.75	Case	55	299		X

6. Place quantity of item in the Qty Textbox and either tab or select another Qty box by moving the mouse cursor. While the system is placing the item in your cart you will see **Wait** above the available column.
 - a. **Once you enter the quantity for an item, and click in any other field, the items are added to your order and will be reserved for you. There is no need to submit orders or edits as you have in the past; you will only need to checkout when you're completely done with your order.**

7. Note the available functions:

- a. Print Shopping List: Select to print a shopping list
- b. Print Cart: Select to print the items in the cart
- c. View Cart: Select to view the items within the cart
- d. The Search textbox allows you to type in the product name or the product reference number to search the shopping list for that particular item.
- e. The Ref (reference) column contains the item number. Clicking on the product reference number [G1000](#) will bring up a new window containing the product details and the product photo (if available).



- f. The Red X selection will delete the item quantity from the cart.
- g. The starred columns **★ Type** indicate columns that the Shopping List can be sorted on. Clicking on the underlined word will sort the column in ascending or descending order. Keep clicking the word until you get the view you want. Note the small arrow pointing downward indicating an ascending selection (smallest number to largest number or alphabetical).

8. Once desired items are in the cart, click on the View Cart button to review your order.

9. Fill in the Contact Information on the top left of the page

Primarius Innovative food bank management software

Order Ref #300194

Contact Information

Name:

Phone Number:

Email Address:

Comment:

Shipping/Delivery

Method: PICKUP

Date: 7/2/2015

Time: 9:00 AM

Order Status: Entry NOT complete, Must Check Out

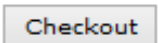
Shopping List Checkout

Item Count: 4 Total Weight: 466 Purchase Cost: \$0.00 Service Fees: \$24.16 Total Cost: \$24.16

Grants Applied: \$0.00 Payments: \$0.00 Balance: \$24.16

Ref	Product	Storage	Type	Weight	Category	Price	Unit Measure	Available	Qty	Del
11452	ASSORTED WATER FLAVORED UNFLAVORED	Dry	03-Beverages	25	DONATED	\$0.00	CS	36	<input type="text" value="3"/>	
628	ASSORTED GATORADE	Dry	03-Beverages	20	DONATED	\$0.00	CS	1	<input type="text" value="12"/>	
856	SPARKLING ICE PEACH LEMONADE	Dry	03-Beverages	15	DONATED	\$2.40	CS	7	<input type="text" value="1"/>	
4592	FROOT LOOPS	Dry	05-Cereal	17	DONATED	\$2.72	CS	0	<input type="text" value="8"/>	

Shopping List Checkout

10. Once your order is complete, select checkout 

11. You will receive a confirmation email once the order is processed