



Primarius
Web
Window

Online Ordering Guide
2024

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Login Page



Chester County
FoodBank

Agency Reference

User Name

Password

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[Forgot password?](#)

Click on this link for PWW:

<https://chestercountyfoodbank.primarius.app/pww/Home/Login/>

This is the login page.

Your Agency Reference number is the 6 digit number associated with your agency on the top right corner of your invoices. Your username is your agency reference number. Your password is a unique code given to you by Chester County Food Bank.

Landing Page



This is the Primarius Web Window Landing page. We will continue to put important messages here for agencies.

Ordering



Thank you for visiting Chester County Food Bank's Primarius Web Window!

Please call the Food Bank at 610-873-6000 with any questions.

Visit CCF Website!

Interested in any Vol Opportunities?

Visit our Recipes page

Click on Shop. A drop-down menu appears and allows you to either print the shopping list, or shop online. Choose Shop Online.

Ordering

SCHEDULE PICKUP

Select Pickup/Delivery Date
06/14/2024

Available Pickup/Delivery Slots

Save Close

current order must be submitted by 06/11/2024 04:15 PM or it will be cancelled in order to release the product for other agencies

If you are an agency that picks their order up from the food bank, you will be prompted to first choose the day and time you would like to receive your product. If you are an agency that gets a delivery the system will bypass this step.

Ordering

Chester County FoodBank

Shop - Statistics Order History Grants Other Agency Info My Documents Reports

Catalog

Your pickup date was saved successfully

** The current order must be submitted by 06/11/2024 04:15 PM or it will be cancelled in order to release the product for other agencies to use **

Sort By - Search Products... Filters

Product ID	Product Name	Class	Category	Storage	Packaging	Nutrition	Price / CASE	Limit
(701576PF)	Barley - PURCHASED	Purchased Food	Purchased Food	Dry	24 / 1lb	Yellow	\$17.50	3
(703546 SP)	Barley - SENIOR(24/1#) - do not ...	Purchased Food	Purchased Food	Dry	24 / 1 #	Yellow	\$17.50	86
(5000819130)	Beef - TEFAP	TEFAP	TEFAP	Dry	24/24oz	Yellow	\$142.27	95
(703068PF)	Black Beans - PURCHASED	Purchased Food	Purchased Food	Dry	24 / 1 lbs	Yellow	\$0.00	76

The next screen shows you all of the available products that you can choose to order from. Each product listed includes details about the product, the value the product has, and the limit that each agency has on ordering that product. Once you are at this stage you have 24 hours to submit your order before it will be automatically deleted.

Note: the price does not mean you owe this to the food bank. This is just the dollar value that the food bank puts on the product.

Ordering

Chester County FoodBank

Shop Statistics Order History Grants Other Agency Info My Documents Reports

Catalog

Your pickup date was saved successfully

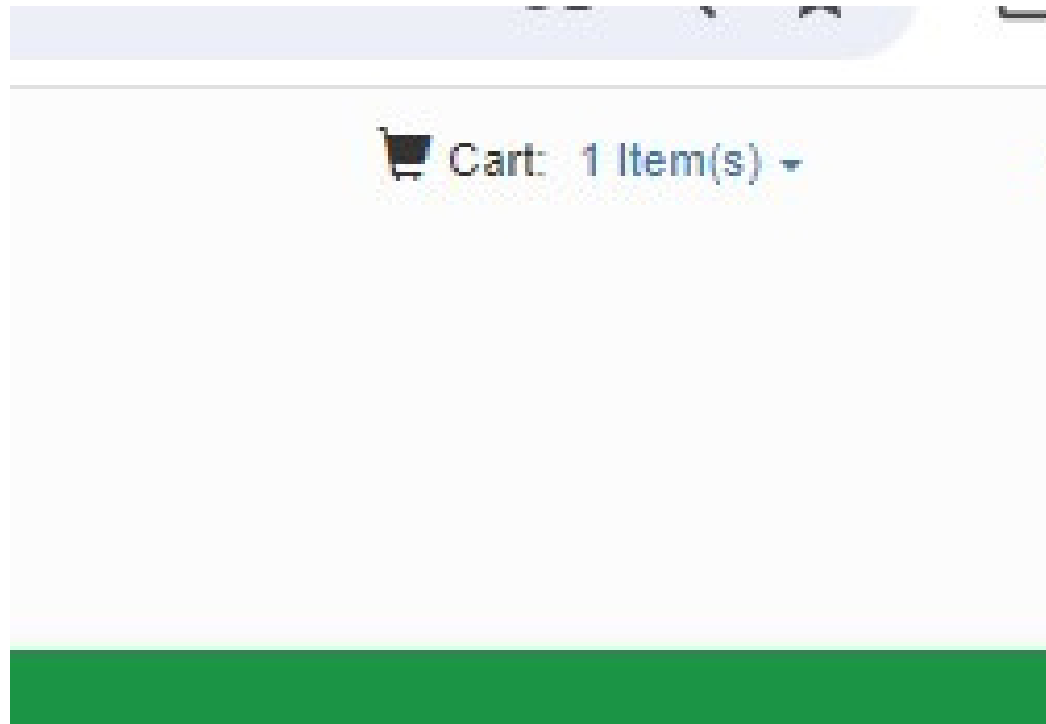
** The current order must be submitted by 06/11/2024 04:15 PM or it will be cancelled in order to release the product for other agencies to use **

Sort By Search Products... Filters

(701576PF) Barley - PURCHASED	(703546SP) Barley - SENIOR(24/1#) - do not ...	(5000819130) Beef - TEFAP	(703068PF) Black Beans - PURCHASED
(701576PF) Barley - PURCHASED	(703546SP) Barley - SENIOR(24/1#) - do not ...	(5000819130) Beef - TEFAP	(703068PF) Black Beans - PURCHASED
Class: Purchased Food	Class: Purchased Food	Class: TEFAP	Class: Purchased Food
Category: Dry	Category: Dry	Category: Dry	Category: Dry
storage: 24/1lb	storage: 24 / 1 #	storage: 24/24oz	storage: 24 / 1 lbs
Packaging: Yellow	Packaging: Yellow	Packaging: Yellow	Packaging: Yellow
Nutrition: Yellow	Nutrition: Yellow	Nutrition: Yellow	Nutrition: Yellow
View Extended Details	View Extended Details	View Extended Details	View Extended Details
Price: \$17.50 / CASE	Price: \$17.50 / CASE	Price: \$142.27 / CASE	Price: \$0.00 / CASE
Qty: <input type="text"/>	Qty: <input type="text"/>	Qty: <input type="text"/>	Qty: <input type="text"/>
Limit - 3	Limit - 86	Limit - 95	Limit - 76
Add to Cart	Add to Cart	Add to Cart	Add to Cart

Type in the quantity of a product you want to order and click Add to Cart.

Ordering



**Once you add items to your cart this icon will appear at the top left of your screen.
To view your screen click on the word "Items."**

Ordering



FOODBANK

Shop - Statistics Order History Grants Other Agency Info My Documents Reports

Shops / Shopping Cart

SHOPPING CART

** The current order must be submitted by 06/11/2024 04:15 PM or it will be cancelled in order to release the product for other agencies to use **

Name	Weight	Price	Service Fee	Grants Ap...	Qty	Price Ext	
 (701576PF) Barley - PURCHASED	24.00	\$17.50	\$0.00	\$0.00	<input type="text" value="1"/> <small>Update Cart</small>	\$17.50	
Totals		Weight 24.00	Price 1	\$17.50			

[Cancel Order](#) [Continue Shopping](#) [Proceed to Checkout](#)

You can view your cart and assess your order before finalizing the submission. You can change the quantity of each item or delete items all together at this stage. Make sure to click update cart if you change your case quantity.

Once you are ready to complete your order click on Proceed to Checkout.

Ordering

CHECKOUT

**** The current order must be submitted by 08/31/2024 10:26 AM or it will be cancelled in order to release the product for other agencies to use ****

Shipping Method
Delivery

Is Delivery

Agency Contact
Fuller, Mary

Delivery Pickup Notes

Pickup Warehouse
Chester County Food Bank

Pickup Delivery Date
09/09/2024

Agency Address
Phoenixville Area Community Se...

Thank you for placing an order with CCFB. This is confirmation that is has been received. If you need to make any modifications to your order please contact Nate Sletvold at 610-873-6000 x 126 or nsletvold@chestercountyfoodbank.org

Order Totals	Weight 22.00	Quantity 2	Price \$12.84
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If you wish to add items to your order such as “produce for 60 households,” “no black beans,” “toiletries,” or “extra eggplant” type those notes here in the Delivery Pickup Notes section.

Ordering

FOODBANK

Shop - Statistics Order History Grants Other Agency Info My Documents Reports

Shops / Checkout


CHECKOUT

**** The current order must be submitted by 06/11/2024 04:15 PM or it will be cancelled in order to release the product for other agencies to use ****

Shipping Method: **NONE**

Pickup Warehouse: Chester County Food Bank

Is Delivery:

Pickup Delivery Date: 6/14/2024 12:30:01 PM 

Agency Contact: Wayne, Roger

Agency Address: CO, WA - 423 E. Lincoln Highway, Co...

Delivery Pickup Notes

Thank you for placing an order with CCFB. This is confirmation that is has been received. If you need to make any modifications to your order please contact Nate Sletvold at 610-873-6000 x 126 or nsletvold@chestercountyfoodbank.org

Order Totals	Weight	Quantity	Price
	24.00	1	\$17.50

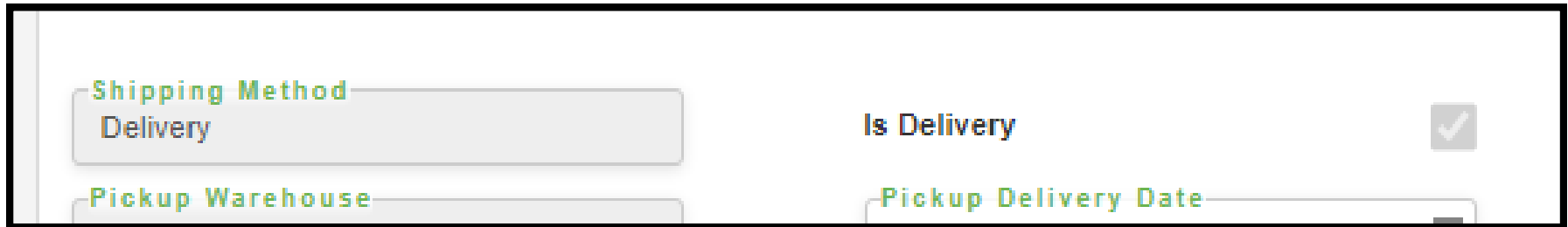
Submit Order Reset

At this stage you will review the day and time you chose if you pick up your order. To change the day or time, click the blue clock icon to the right of the time bar. Once you are satisfied with the order click Submit Order.

Ordering



A screenshot of a web form with a black border. It contains four fields: 'Shipping Method' with a dropdown menu showing 'Delivery', 'Is Delivery' with an unchecked checkbox, 'Pickup Warehouse' with a text input field, and 'Pickup Delivery Date' with a date input field and a small calendar icon to its right.



A screenshot of the same web form as above, but with the 'Is Delivery' checkbox checked. The 'Shipping Method' dropdown and the 'Pickup Delivery Date' field are now disabled, indicated by a grey background.

If you get your order delivered, the delivery box and shipping method will automatically be checked off. You cannot change this setting without calling the food bank.

To change the day of your order, click the grey calendar icon to the right of the date bar.

Once you are satisfied with the order click Submit Order.

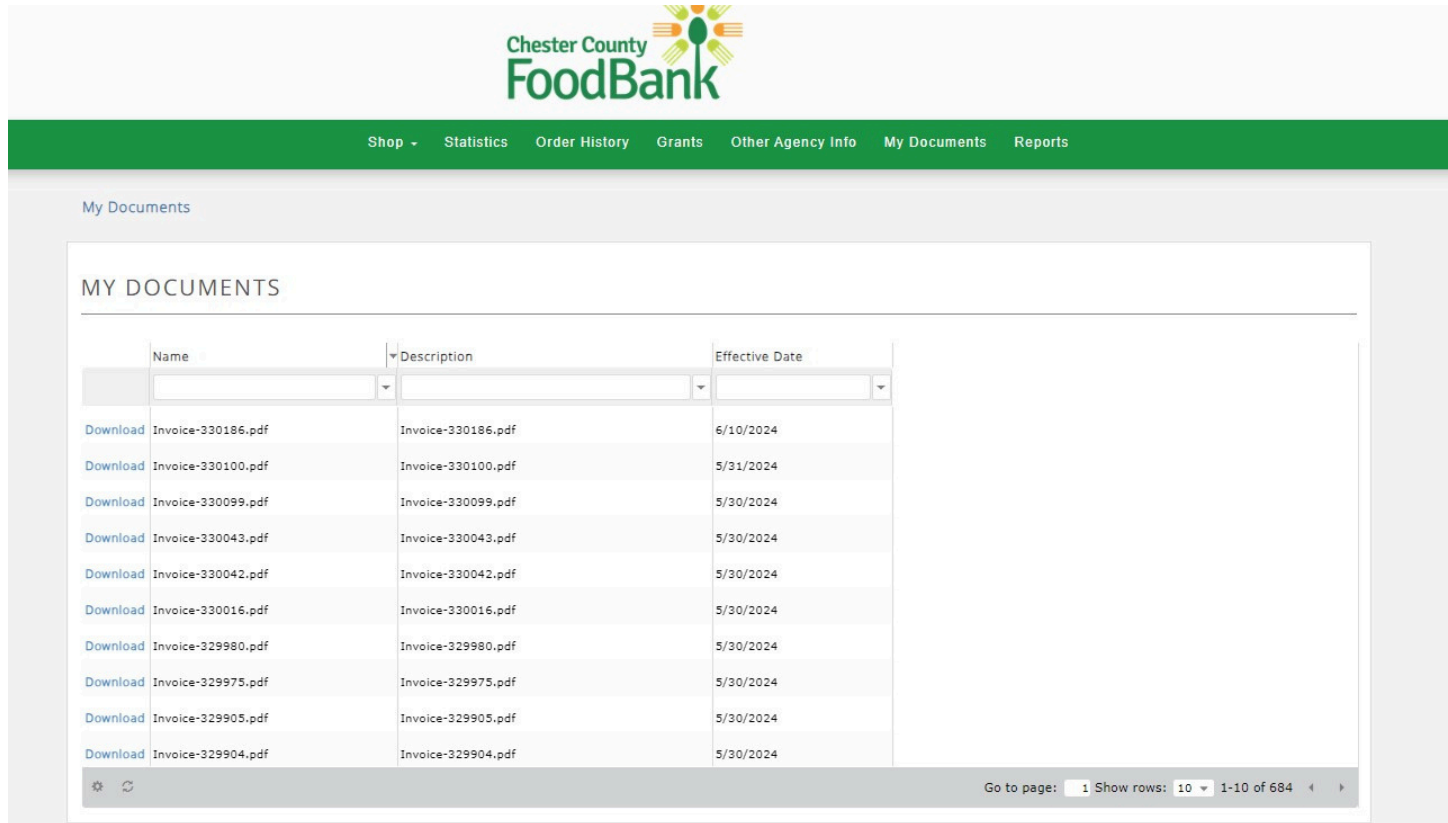
Ordering

Order Ref	Status	Released	Picked	Confirmed	Delivery/Pickup	Order Warehouse	Entry Origin	Shipping Method
330294	Entered				06/14/2024 12:00 AM	Chester County Food Bank	PWW	Delivery

Once you submit your order the screen automatically brings you to your order history. Here you can view your order while it is being processed at the food bank.

This page will only show your orders that are in a processing step at the food bank. Finished orders can be found in the “My Documents” tab.

My Documents



The screenshot shows the Chester County FoodBank website's 'My Documents' page. The page features a green navigation bar with the following menu items: Shop, Statistics, Order History, Grants, Other Agency Info, My Documents, and Reports. Below the navigation bar, the page title is 'My Documents'. The main content area is titled 'MY DOCUMENTS' and contains a table with the following columns: Name, Description, and Effective Date. Each row in the table represents an invoice, with a 'Download' link to the left of the 'Name' column. The table lists 10 invoices, all with an effective date of 5/30/2024 or 6/10/2024. At the bottom of the table, there is a pagination control showing 'Go to page: 1 Show rows: 10 1-10 of 684'.

	Name	Description	Effective Date
Download	Invoice-330186.pdf	Invoice-330186.pdf	6/10/2024
Download	Invoice-330100.pdf	Invoice-330100.pdf	5/31/2024
Download	Invoice-330099.pdf	Invoice-330099.pdf	5/30/2024
Download	Invoice-330043.pdf	Invoice-330043.pdf	5/30/2024
Download	Invoice-330042.pdf	Invoice-330042.pdf	5/30/2024
Download	Invoice-330016.pdf	Invoice-330016.pdf	5/30/2024
Download	Invoice-329980.pdf	Invoice-329980.pdf	5/30/2024
Download	Invoice-329975.pdf	Invoice-329975.pdf	5/30/2024
Download	Invoice-329905.pdf	Invoice-329905.pdf	5/30/2024
Download	Invoice-329904.pdf	Invoice-329904.pdf	5/30/2024

The “My Documents” tab allows your to look at your past finished orders and print your invoices.

Statistics

The screenshot shows the Chester County FoodBank website interface. At the top, the logo for Chester County FoodBank is displayed. Below the logo is a green navigation bar with the following menu items: Shop, Statistics, Order History, Grants, Other Agency Info, My Documents, and Reports. The main content area is titled "Agency Statistics" and contains a sub-section titled "AGENCY STATISTICS". A light blue banner below the title reads: "** Statistics can be edited throughout the day of the original submission date **". Below the banner are two tabs: "Active" (selected) and "Inactive". To the right of the tabs are two buttons: "Export Data" and "+ Add New Agency Statistics". Below the buttons is a table header with the following columns: "Period Type", "Collection Period", "Effective Date", "Comment", "Submitted On", and "Group". The table body is empty, and a message "No data to display" is centered below the table.

The “Statistics” tab is where you will submit your agency demographics to the Food Bank as a part of your compliance. Click Add New Statistic.

Statistics

Agency Statistics / Add Statistics (Original)

ADD STATISTICS (ORIGINAL)

1 Enter General Info 2 Enter Details

Save Reset

Month ▼

Choose the Month you are reporting for, and click Save.

Statistics

EDIT STATISTICS (TIER 1 FOOD PANTRIES/CUPBOARDS)

1
Enter General Info

2
Enter Details

Period: May 2024

Statistic Name	Value	Comment
# of Duplicated Households Served	0	
# of Duplicated Individuals	0	
# of New Adults	0	
# of New Children	0	
# of New Households	0	
# of New Seniors	0	
# of Previously Registered Adults	0	
# of Previously Registered Children	0	
# of Previously Registered Households	0	
# of Previously Registered Seniors	0	

Go to page: 1 Show rows: 10 1-10 of 12

Enter the numbers for each statistic section based on the people you served for the month. The entry saves automatically and is sent to the food bank.