

### **Benefits**

- Connects to live inventory data, which means that the available items and quantities are current.
- Ability to print a food selection list.
- Ability to schedule your warehouse pickup appointments online.
- Ability to place your delivery and pickup orders online.
- Ability to enter your quarterly reports online.
- Ability to check on orders, statements, invoices, grants, allocations and statistics.
- Some of the agency information will also be displayed graphically.

### Web Browser

Primarius Web Window is best used in Internet Explorer or Firefox browsers.

### Adobe Software

To view or print many of these items, you will need to have installed on your computer the free software called Adobe Reader. You can find this at **http://www.adobe.com.** 

### Reminders

- Use the **Logout** link in the upper right hand corner to close your Online Web Ordering session.
- When on a particular page, use the **Help** link in the upper right hand corner to clarify frequently asked questions.
- Your agency relations coordinator can assist you in answering questions regarding your agency's contents on the web.

Login	
Agency Ref: Username: Password:	Login

(Fig. 1)

(Fig. 2)

Ho	ne O	rders	Agency Pickup	Statistics	Other Agency Info	My Docs
Ho	me		_			
H	we Yo	our Car	t the Bay Area Fo	od Bank On	line Ordering Syste	em!
	lease	note:	There is a mini	SDA Only	ee on all deliveries.	
	4001	Grane	fruit Juice	SDA OIIIy		
	lease	refer 1	to an Agency Re	lations Coo	rdinator for the nu	mber of required Must Takes per order.
	Ne are	clos	ed the followi	ng days:		
	nonday	r, Jan	uary 18, 2016 -	marun Lutr	ier king Jr. Day	

# Login (Fig. 1)

• Begin by going to www.ftgcorders.org.

**ORDERING SYSTEM** 

ACCESSING THE ONLINE WEB

- Each person authorized to order food online will need to know:
  - Agency Ref (Your Agency Number)
  - Username
  - Password
  - Your username and password will be e-mailed to the e-mail address that we have on file for your agency. Please let your Agency Relations Coordinator know immediately if this e-mail needs to be updated.

### The Home Page (Fig. 2)

From the **Home Page**, you can view and directly access your shopping cart by using the **Your Cart** tab. You can also select any of the other tabs to look at agency information. The home page displays messages from the food bank such as closed dates, recalls, etc. In addition, any relevant links to other web pages are displayed under the **Notable Links** heading. This informational handout will walk through all the tabs to describe what you will see.

## Agency Information (Fig. 3)

If you click on the My Agency link in the upper right-hand corner, you will see:

Home Orders	Agency Pickup Statistics Other Agency Info My Docs	
Feeding th	e Gulf Coast - Main Branch	
Agency Info Lo	cations Contacts Hours Open AR Service Info	
Contact:	Dave Reaney	Agency Size: ***NONE***
Address:	5248 Mobile South Street	PantrySize: **NONE**
	Theodore, AL 36582	OnSite Size: **NONE**
Phone:	(251)653-1617	Inactive? No
Email:	agencyrelations@feedingthegulfcoast.org	Suspended? No
Last Monitore	ed: 1/1/0001	Serve Onsite? No
		Serve Offsite? No
		Balance: \$0.00
		Last Paid: 1/7/2016

### (Fig. 3)

The tab windows will show you what information Feeding the Gulf Coast has recorded on your agency file. If the information on these tabs has changed, or is incorrect, contact your agency relations coordinator to have the information updated.

eeunig t	ne Guir Coast - M	ain Branch							
nency Info	ocations Contacts Hours	Open AR Service Info							
and a start of the		a second a s							
A dda									
Addresses									
Addresses									
Addresses	Name	Address	Address 2	City	State	Zip			
Addresses Type Main	Name Feeding the Gulf Coast	Address 5248 Mobile South Street	Address_2	City Theodore	<u>State</u> AL	Zip 36582			
Addresses Type Main	Name Feeding the Gulf Coast	Address 5248 Mobile South Street	Address 2	City Theodore	State	Zip 36582			

### Locations Tab (Fig. 4)

These are the addresses that Feeding the Gulf Coast has on file for your agency.

#### (Fig. 4)

tency Info   1	ocations Contacts H	urs Open AR S	ervice Ir	to.					
Contacts									
Type	Name	Phone	Ext	E-mail	Authorized?	Can Pickup?	Can Order?	Food Safety Cert?	Food Safety Cert
POL Order	Lisanka Parkes	251-653-1617	147	lparkes@feedingthegulfcoast.org	Yes	Yes	Yes	No	
Contact	Dave Reaney	251-653-1617			No	No	No	No	
	Stefanie Bencsath	251-653-1617	116	sbencsath@feedingthegulfcoast.org	No	No	No	No	
Contact				and a second and a second second second	Ma	No	No	No	

#### (Fig. 5)

eding th	e Gulf Co	- Main Branch
gency Info Lo	cations   Contact	fours Open AR Service Info
Hours of Op	eration	Hours Comments:
Day	Hours	Mon Fri. 8:00 - 4:30
Sunday	Closed	
Monday	8:00 - 4:30	
Tuesday	8:00 - 4:30	
Wednesday	8:00 - 4:30	
Thursday	8:00 - 4:30	
Friday	8:00 - 4:30	
Saturday	Closed	

(Fig. 6)

eding the Gulf C	Coast - Main Branch	,		
ency Info Locations Cont	tacts Hours Open AR Service	Info		
Open Account Receivab	bles			
			an 12 1 1 (m) 1 1	

#### (Fig. 7)

### Contacts Tab (Fig. 5)

The contacts listed are the different contacts that FTGC has on file for your agency. These are the contacts that are eligible to select and receive product on behalf of your agency.

### Hours Tab (Fig. 6)

These are your agency's hours of operation that FTGC has on file.

### Open AR Tab (Fig. 7)

Shows Administrators if the order:

- Is Open or Closed
- Has been Reviewed by FTGC
- Has been Picked (selected) by FTGC
- Has a Balance



(Fig. 8)

### **ATTENTION:**

Orders can be created no earlier than **8 working days** prior to the delivery or pickup date and no later than **3 working days** prior to the delivery or pickup date.

Onders Agency Pickup Maladax Other Agency July Hy Docs	@ Order Ent
fome	Print Mauguing Lat
Tergene for the Term Section S	Norada Linko fonding Die Auf Carl and Auf Carl and Carl and Agente Zhanneth

(Fig. 9)

Print Shopping List		
Shipping Option		
Method:	Delivery	]
Date:	1/21/2016	
Time:	10:00 AM - 10:30 AM	]
Message from Food Bank:	We are closed the following days: Monday, January 18, 2016 for Martin Luther King Jr.	Day
NOTE: You cannot change ship	oping options once you click Continue. You must Can	cel Order if you need to select different shipping options.
Continue		

(Fig. 10.A)

Shipping Option		
Method:	Pickup	
Location:		
Date:	APP1 APP2	
Time:	APP3 APP4	
Message from Food Bank:	APP5 We are closed the following days: Monday, January 18, 2016 for Martin Luther King Jr	 Day
NOTE: You cannot change sh	ipping options once you click Continue. You must Car	cel Order if you need to select different shipping options.

(Fig. 10.B)

	D-6 #				You have 3 hou	irs 59 minut	es as of	1/15/20	16 9:31:11	AM before yo	ur order is	anceled.
em C	ount: Total Weight:	Purchas	e Cost:	Service Fees:	Total Cos	it:						
earch	Free Food Only	Search							Column	Sorting: Mul	ti Page :	ize: 20
tef	Product	* Storage	Packing	* Type	* Category	Price	AVA	Unit	Weight	Available	Qty	Del
6041	AL-USDA BEEF STEW CAN 24/24 OZ.	DRY	24/24 OZ.	06-Meals/Entrees/Soups	AL-USDA	\$8.17	\$0.00	Case	42.98	534		×
0047	AL-USDA PEACHES 24/15 OZ.	DRY	24/15 OZ.	10-Fruits Canned/Frozen	AL-USDA	\$4.86	\$0.00	Case	27	187		×
0031	AL-USDA APPLE SLICES, 12/2.5LB	FROZEN	12/2.5LB	10-Fruits Canned/Frozen	AL-USDA	\$6.08	\$0.00	Bag	32	62		×
0056	AL-USDA CRANBERRY SAUCE 24/15 OZ.	DRY	24/15 OZ.	10-Fruits Canned/Frozen	AL-USDA	\$5.22	\$0.00	Case	29	1358		×
0006	AL-USDA RAISINS 24/15 OZ.	DRY	24/15 OZ.	10-Fruits Canned/Frozen	AL-USDA	\$4.75	\$0.00	Case	25	857		×
4561	AL-USDA GRAPE JUICE 8/64 OZ.	DRY	8/64 OZ.	14-Jucies	AL-USDA	\$3.42	\$0.00	Case	38	221		×
4000	AL-USDA ORANGE JUICE 8/64 OZ.	DRY	8/64 OZ.	14-Jucies	AL-USDA	\$3.42	\$0.00	Case	38	583		×
1001	AL-USDA GRAPEFRUIT JUICE 8/64 OZ.	DRY	8/64 OZ.	14-Jucies	AL-USDA	\$3.42	\$0.00	Case	38	2790		×
4003	AL-USDA CONC. CRANBERRY JUICE 12/11.5 OZ.	DRY	12/11.5 OZ.	14-Jucies	AL-USDA	\$1.08	\$0.00	Case	12	1707		×
5093	AL-USDA CANNED CHICKEN	DRY	24/15 OZ.	15-Meat/Fish/Poultry	AL-USDA	\$5.32	\$0.00	Case	28	83		×
5080	AL-USDA SALMON, RED	DRY	24/7.5 OZ.	15-Meat/Fish/Poultry	AL-USDA	\$2.66	\$0.00	Case	14	714		×
5107	AL-USDA WHOLE CHICKEN (10 PER CASE)	FROZEN	10/4.8#	15-Meat/Fish/Poultry	AL-USDA	\$9.12	\$0.00	Case	48	130		×
5469	AL-USDA LEG QUARTERS 4/10 LB. BAGS	FROZEN	4/10 LB.	15-Meat/Fish/Poultry	AL-USDA	\$7.98	\$0.00	Case	42	1739		×
7055	AL-USDA MDX VEGETABLES	DRY	24/15 OZ.	27-Vegtables Canned/Frozen	AL-USDA	\$5.13	\$0.00	Case	27	255		×
7003	AL-USDA CARROTS	DRY	24/15 OZ.	27-Vegtables Canned/Frozen	AL-USDA	\$4.86	\$0.00	Case	27	110		×
2000	AL-USDA DICED TOMATOES 24/15 OZ.	DRY	24/15 OZ.	27-Vegtables Canned/Frozen	AL-USDA	\$5.13	\$0.00	Case	27	315		×
7076	AL-USDA POTATOES CAN SLICED 24/15 OZ	DRY	24/15 OZ	27-Vegtables Canned/Frozen	AL-USDA	\$5.70	\$0.00	Case	30	337		×
7271	AL- USDA CREAM STYLE CORN 24/15 OZ.	DRY	24/15 OZ.	27-Vegtables Canned/Frozen	AL-USDA	\$4.86	\$0.00	Case	27	158		×
1092	AL-USDA GREEN BEANS 24/15 OZ.	DRY	24/15 OZ.	27-Vegtables Canned/Frozen	AL-USDA	\$4.85	\$0.00	Case	27	657		×
005	WATER 12/12 OZ. 🧐	DRY	12/12 OZ.	03-Beverages	Misc. Donated Product	\$1.98	\$0.00	Case	11	349		×

## Service Info Tab (Fig. 8)

Displays different graphs and charts based on the Partner Agency's Statistics.

### Placing an Order (Fig. 9-Fig. 13)

From the Home Page, click on Order Entry. (Fig. 9)

Fill in the Shipping Option (*Fig. 10.A*). For delivery, the time you select will not necessarily be the time that your delivery arrives. Actual delivery times will vary based on the number of scheduled stops. Please make sure you select the delivery date when your orders are normally delivered.

For pickup, the time you select will be your appointment time. To select an appointment time, first select Pickup as the Method, then select from the Location dropdown (*Fig. 10.B*). For the Milton warehouse, you will see FLAPP1-FLAPP4. For the Theodore warehouse, you will see APP1-APP5. These refer to the appointment slots available at each appointment time. Once you have selected the Location, you will select the Date and Time. If the time you wanted does not appear, you may try selecting a different Location.

**Example:** You selected Pickup at APPI on April 1, 2016. You wanted an 8:30 appointment, but only 10:30 appeared as an available time. You select APP5 instead and 8:30 now appears in the Time dropdown.

Select **Order Entry** on the right side of the screen to open up the food selection list. *(Fig. 11)* 

Note the five bold words on the left side of the screen:

Item Count: The number of items in your cart.

**Total Weight:** The total weight for the products in your cart. For agencies receiving deliveries, there is a 1,000 pound minimum on all delivery orders.

*Purchase Cost:* The cost of the Purchase product in your cart.

**Service Fees:** The cost of AL-USDA (if available to your agency) and Marketplace product in your cart.

**Total Cost:** The total cost of all products in your cart. As you add and remove products from your cart, these totals will change. This allows your agency to stay within its budget.

Note the four buttons on the right side of the screen:

*Cancel Order:* Select to cancel your order and remove items from your cart.

Print Shopping List: Select to print a food selection list.

Print Cart: Select to print the items in the cart.

*View Cart:* Select to view the items within the cart.

The **Search** textbox allows you to type in the product name or the product reference number to search the food selection list for that particular item.

Orde	r Pof #				You have 3 hours	59 minut	tes as of	1/15/20	16 9:31:11	AM before you	r order is	canceled.
tem Co	unt: Total Weight:	Purchas	e Cost:	Service Fees:	Total Cost:							
Search:	Free Food Only	Search							Column	Sorting Mult	Page	size: 20 N
Pat	Drochurt	•	Packing	# Turne	* Catagony	Price	VAD	Unit	Weight	Available	Obv	
	LIGHT	Storage	Processing.	01-Non-Foods	15-Meat/Fish/Poultry			Series	in an	COMPANY OF A	Sec.1	Del
0041	AL-USUA BEEF STEW CAN 24/24 OZ.	DRY	24/24 02.	03-Beverages	16-Mixed/Assorted		\$0.00	Case	42.98	0.94	$\square$	- 0
0047	AL-USDA PEACHES 24/15 UZ.	DRY	24/15 02.	05-Cereal	23-Non-Meat Protein		\$0.00	Case	2/	187		- 0
0031	AL-USUA APPLE SLICES, 12/2.5LB	HRUZEN	12/2.5LB	06-Meals/Entrees/Soups	25-Snack Foods/Cook	ies	\$0.00	Bag	34	02		×
0000	ALTODUA CHARDERNY SAULE 24/15 OZ.	DRI	24/15/02	10-Fruits Canned/Frozen	26-Condiments 27-Vedtables Canned	/Frozen	\$0.00	Case	29	1330		- 0
	AL-USDA RAISINS 24/15 OZ.	DRY	24/15/02	14-Jucies	28-Produce		\$0.00	Case	20	807		- 0
4000	ALTOSON GRAPE JOICE 6/04 OZ.	DRY	0/04 02.	Apply   Reset			\$0.00	Case	30	221	$\square$	- 0
	AL-USDA CRANCE JUICE B/04 02.	DOW	0/01/02.	14.30065	AL-USDA	93.42	\$0.00	Case	30	2003		- 0
4000	ALTISCH GRAPPHOLI JULE 6/04 CZ.	DRY	0/04 02.	14-Julius	AL-USDA	\$3.42	\$0.00	Case	30	2790		- 0
	OZ.	DIKI	0Z.	14.30065	AC-000A	\$1.06	\$0.00	Case	12	1707		
15093	AL-USDA CANNED CHICKEN	DRY	24/15 OZ.	15-Meat/Fish/Poultry	AL-USDA	\$5.32	\$0.00	Case	28	83		×
5080	AL-USDA SALMON, RED	DRY	24/7.5 OZ.	15-Meat/Fish/Poultry	AL-USDA	\$2.66	\$0.00	Case	14	714		×
15107	AL-USDA WHOLE CHICKEN (10 PER CASE)	FROZEN	10/4.8#	15-Meat/Fish/Poultry	AL-USDA	\$9.12	\$0.00	Case	48	130		×
15469	AL-USDA LEG QUARTERS 4/10 LB. BAGS	FROZEN	4/10 LB.	15-Meat/Fish/Poultry	AL-USDA	\$7.98	\$0.00	Case	42	1739		×
27055	AL-USDA MIX VEGETABLES	DRY	24/15 OZ.	27-Vegtables Canned/Frozen	AL-USDA	\$5.13	\$0.00	Case	27	255		×
27003	AL-USDA CARROTS	DRY	24/15 OZ.	27-Vegtables Canned/Frozen	AL-USDA	\$4.86	\$0.00	Case	27	110		×
27000	AL-USDA DICED TOMATOES 24/15 OZ.	DRY	24/15 OZ.	27-Vegtables Canned/Frozen	AL-USDA	\$5.13	\$0.00	Case	27	315		×
27076	AL-USDA POTATOES CAN SLICED 24/15 OZ	DRY	24/15 OZ	27-Vegtables Canned/Frozen	AL-USDA	\$5.70	\$0.00	Case	30	337		×
27271	AL- USDA CREAM STYLE CORN 24/15 OZ.	DRY	24/15 OZ.	27-Vegtables Canned/Frozen	AL-USDA	\$4.86	\$0.00	Case	27	158		×
27092	AL-USDA GREEN BEANS 24/15 OZ.	DRY	24/15 OZ.	27-Vegtables Canned/Frozen	AL-USDA	\$4.86	\$0.00	Case	27	657		×
13005	WATER 12/12 OZ. 🦻	DRY	12/12 OZ.	03-Beverages	Misc. Donated	\$1.98	\$0.00	Case	11	349		×

(Fig. 12)

Product Details	Inency Isla Ny Docs				
06013-MKRL - SOURS					
Category: Second Harvest Type: On Hand: Unit Massure: Prior Per Description:	INGC Dovated Product In Miscellaneous 5 Roc 47:40 40-45 CANS FER BOX	Marage: Packaging: Unit weight: Qty Per Pallet: 0	DRY 29-42 LB. BCK 40	Actual Product May Differ	

(Fig. 13)

				Shopping	List						
Feeding t	he Gulf Coast - Main Branch										
Date Prin	led: 1/15/2016 At 9:35 AM										
"Item cos	and available quantity may vary.										
Ref	Product	Storage	Packing	Туре	Category	Price	VAP	Unit	Weight	Available	Qty. Order
06041	AL-USDA BEEF STEW CAN 24/24 OZ.	DRY	24/24 OZ.	06- Meals/Entrees/Soups	AL-USDA	\$8.17	\$0.00	Case	42.98	534	_
10047	AL-USDA PEACHES 24/15 OZ.	DRY	24/15 OZ.	10-Fruits Canned/Frozen	AL-USDA	\$4.85	\$0.00	Case	27	187	_
10031	AL-USDA APPLE SLICES, 12/2.5LB	FROZEN	12/2.5LB	10-Fruits Canned/Frozen	AL-USDA	\$5.08	\$0.00	Bag	32	62	_
10056	AL-USDA CRANBERRY SAUCE 24/15 OZ.	DRY	24/15 OZ.	10-Fruits Canned/Frozen	AL-USDA	\$5.22	\$0.00	Case	29	1358	
10006	AL-USDA RAISINS 24/15 OZ.	DRY	24/15 OZ.	10-Fruits Canned/Frozen	AL-USDA	\$4.75	\$0.00	Case	25	857	_
14561	AL-USDA GRAPE JUICE 8/64 OZ.	DRY	8/64 OZ.	14-Jucies	AL-USDA	\$3.42	\$0.00	Case	38	221	
14000	AL-USDA ORANGE JUICE 8/64 OZ.	DRY	8/64 OZ.	14-Jucies	AL-USDA	\$3.42	\$0.00	Case	38	583	_
14001	AL-USDA GRAPEFRUIT JUICE 8/64 OZ.	DRY	8/64 OZ.	14-Jucies	AL-USDA	\$3.42	\$0.00	Case	38	2790	_
14003	AL-USDA CONC. CRANBERRY JUICE 12/11.5 OZ.	DRY	12/11.5 OZ.	14-Jucies	AL-USDA	\$1.08	\$0.00	Case	12	1707	_
15093	AL-USDA CANNED CHICKEN	ORY	24/15 OZ.	15-Meat/Fish/Poultry	AL-USDA	\$5.32	\$0.00	Case	28	83	
5080	AL-USDA SALMON, RED	DRY	24/7.5 OZ.	15-Meat/Fish/Poultry	AL-USDA	\$2.66	\$0.00	Case	14	714	
15107	AL-USDA WHOLE CHICKEN (10 PER CASE)	FROZEN	10/4.8#	15-Meat/Fish/Poutry	AL-USDA	\$9.12	\$0.00	Case	48	130	_
15469	AL-USDA LEG QUARTERS 4/10 LB. BAGS	FROZEN	4/10 LB.	15-Meat/Fish/Poutry	AL-USDA	\$7.98	\$0.00	Case	42	1739	
27055	AL-USDA MIX VEGETABLES	DRY	24/15 OZ.	27-Vegtables Canned/Frozen	AL-USDA	\$5.13	\$0.00	Case	27	255	_
27003	AL-USDA CARROTS	DRY	24/15 OZ.	27-Vegtables Canned/Frozen	AL-USDA	\$4.85	\$0.00	Case	27	110	
:7000	AL-USDA DICED TOMATOES 24/15 OZ.	DRY	24/15 OZ.	27-Vegtables Canned/Frozen	AL-USDA	\$5.13	\$0.00	Case	27	315	_

(Fig. 14)

		Orde	r# 334500				
Agency: 3228 -	Feeding the Gulf Coast - Main Br	anch					
Order Status: E	ntry NOT complete, Must Check	Out					
Order Placed: 1	/15/2016						
Warehouse: MA	4N						
Shipping Metho	d: Pickup						
Delivered/Picke	d Up: 1/21/2016 At 9:30 AM						
Deliver/Pick Up	Location: APP4						
Product Ref	Product	Туре	Category	Quantity	Weight	Unit Measure	Total Cos
06041	AL-USDA BEEF STEW CAN 24/24 OZ.	06- Meals/Entrees/Soups	AL-USDA	2	85.96	Case	\$16.33
27003	AL-USDA CARROTS	27-Vegtables Canned/Frozen	AL-USDA	2	64	Case	\$9.72
14561	AL-USDA GRAPE JUICE 8/64 OZ.	14-Jucies	AL-USDA	3	114	Case	\$10.2
14001	AL-USDA GRAPEFRUIT JUICE 8/64 OZ.	14-Jucies	AL-USDA	3	114	Case	\$10.26
27055	AL-USDA MIX VEGETABLES	27-Vegtables Canned/Frozen	AL-USDA	2	54	Case	\$10.26
				2	54	Case	\$9.72
10047	AL-USDA PEACHES 24/15 OZ.	10-Fruits Canned/Frozen	The boott				
10047 10006	AL-USDA PEACHES 24/15 OZ. AL-USDA RAISINS 24/15 OZ.	10-Fruits Canned/Frozen 10-Fruits Canned/Frozen	AL-USDA	2	50	Case	\$9.50
10047 10006 15080	AL-USDA PEACHES 24/15 OZ. AL-USDA RAISINS 24/15 OZ. AL-USDA SALMON, RED	10-Fruits Canned/Frozen 10-Fruits Canned/Frozen 15-Meat/Fish/Poultry	AL-USDA	2	50 28	Case Case	\$9.50 \$5.32

#### (Fig. 15)

The **Ref** (reference) column contains the item number. Clicking on the product reference number will bring up a new window containing the product details and the product photo (if available).

Place quantity of item in the **Qty** textbox and either tab or select another **Qty** box by moving the mouse cursor.

**Note:** Alabama agencies that select USDA product for their order will have Must Takes added to their orders. The Must Takes will be on the **Home Page** displayed.

The red  $\boldsymbol{\mathsf{X}}$  selection will delete the item quantity from the cart.

The starred columns (*Fig. 12*) indicate columns that the food selection 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). Clicking on the **Star** in the **Type** column creates a drop down list so you can select the category you want.

At the bottom of the list, you will see Apply so that the column will only show those items or Reset to erase previous selections. Then you will only see what is filtered and the Star will turn yellow indicating a filter is on. Clicking on the yellow Star and selecting Reset at the bottom of the column will remove the filter.

On the food selection list (*Fig. 13*), more product information can be found by clicking on the reference number or the camera icon (*when available*). A product detail page will show with the product image when available. As we develop the product list further, images of each product type will be added.

#### Print Shopping List Button (Fig. 14)

To print a food selection list, select the **Print Shopping List** button. A new web window will appear with the following message: Do you want to open or save this file? Select the **Open** button. A printable food selection list will appear.

Printing this list allows your agency to draft an order before placing it. Please keep in mind that product quantities may change between when you print the list and when you place your order.

### Print Cart Button (Fig. 15)

To print a shopping cart, select the **Print Cart** button. A new web window will appear with the following message: Do you want to open or save this file? Select the **Open** button. A printable cart list will appear. Printing this list allows you to review the products you have selected and make changes prior to submitting your order. The list also displays the weight and fee totals.

### View Cart Button (Fig. 16-Fig. 17)

From here, you can either select the Shopping List button to return to the food selection list or you can proceed to checkout (*Fig. 16*).

Orde	er Ref #334500					You	have 3 hours 55	minutes as of	1/15/2016 9	:40:35 AM
Conta	ect Information						Shippin	g/Delivery		
Name:							Method:	Pickup		
Phone	Number:						Location	APP4		
E-mail	Address:						Date:	1/21/201	16	
							Time:	9130 AM		Mark Char
Comm	arx:		0				Order St	and chuy nu	n complete,	man CIRC
ltem C	Count: 8 Total Weight: 55	я	Purchase Cost: \$0.00	Servic	e Fees: \$81.3	17	Total Cost: \$81	.37		
item C Ref	Count: 8 Total Weight: 55	51 Storage	Purchase Cost: \$0.00	Servic	e Fees: \$81.3 Category	Price	Total Cost: \$83 Unit	.37 Available	Qty	Del.
tem C Ref	Count: 8 Total Weight: 55	Storage	Purchase Cost: \$0.00	Servic Weight	e Fees; \$81.3 Category	Price	Total Cost: \$8: Unit Measure	.37 Available	6tA	Del
item C Ref <u>06041</u>	Dount: 8 Total Weight: 50 Product AL-USDA BEEF STEW CAN 24/24 GZ.	Storage DRY	Purchase Cost: \$0.00 Type 06-Meals/Entrees/Soups	Servio Weight 42.98	e Fees: \$81.3 Category AL-USDA	Price \$8.17	Total Cost: \$83 Unit Measure Case	.37 Available 532	Qty 2	Del
item C Ref 06041 10006	Dount: 8 Total Weight: 55 Product AL-USDA BEEF STEW CAN 24/24 CZ. AL-USDA RAISING 24/15 CZ.	54 Storage DRY DRY	Purchase Cost: \$0.00	Servic Weight 42.98 25	e Fees: \$81.3 Category AL-USDA AL-USDA	7 Price \$8.17 \$4.75	Total Cost: \$83 Unit Measure Case	.37 Available 532 855	Qty 2	Del X X
Ref 06041 10006 10047	Dount: 8 Total Weight: 55 Product AL-USDA BEEF STEW CAN 24/24 CZ. AL-USDA RAISTING 24/15 OZ. AL-USDA PEACHES 24/15 OZ.	54 Storage DRY DRY DRY	Purchase Cost: \$0.00 Type 06-Mails/Entrees/Soups 10-Fruits Canned/Frozen 10-Fruits Canned/Frozen	Servic Weight 42.98 25 27	Category AL-USDA AL-USDA AL-USDA	Price \$8.17 \$4.75 \$4.85	Total Cost: \$83 Measure Case Case Case	.37 Available 532 855 185	Qty 2 2 2	Del X X X
Item C Ref 06041 10006 10047 19001	Voodust Voodust ALVGDA BEEF STEW CAN 24/24 ALVGDA RAISENG 24/25 OZ ALVGDA RAISENG 24/15 OZ ALVGDA CRAVEFRUIT JUGE 8(64 OZ	54 Storage DRY DRY DRY DRY DRY	Purchase Cost: \$0.00 Type 06-Maily/Entrees/Soupe 10-Fruits Cannel/Frozen 10-Fruits Cannel/Frozen 14-Jucies	Servic Weight 42.98 25 27 38	e Fees: \$81.3 Category AL-USDA AL-USDA AL-USDA AL-USDA	7 Price 58.17 \$4.75 \$4.85 \$3.42	Total Cost: \$83 Unit Meassure Case Case Case Case Case	37 Available 532 855 185 2787	Qty 2 2 3	Del X X X X
tem C Ref 10006 10047 14001 14561	Product         Product           AL-ISBA REEF STEW CAN 24/24 CZ.         CAN 24/24 AL-ISBA REATING 24/15 OZ.           AL-ISBA RAMENE 24/15 OZ.         AL-ISBA RAMENE 24/15 OZ.	54 Storage DRY DRY DRY DRY DRY DRY	Purchase Cost: \$0.00 Type 06-Maily/Entroes/Soups 10-Fruits Cannel/Frozen 14-Jucies 14-Jucies	Servic Weight 42.98 25 27 38 38	e Fees: \$81.3 Category AL-USDA AL-USDA AL-USDA AL-USDA AL-USDA AL-USDA	7 99/ice 58.17 54.05 53.42 53.42	Total Cost: \$83 Measure Case Case Case Case Case	.37 Available 532 655 185 2787 218	Qty 2 2 3 3	Del X X X X X
Item C Ref (6041 10006 10047 14001 14551 15080	Notat         Notat           Audou EEF STEW CNN 40/4         Audou Netting Steven 30/4           Audou Netting Steven 30/4         Audou Neting Steven 30/4           Audou Neting Steven 30/4         Audou Neting Steven 30/4	54 Storage DRY DRY DRY DRY DRY DRY DRY	Purchase Cost: \$0.00 Type 06-Mails/Entrees/Soups 10-Fruits Canned/Fracen 14-Jaces 14-Jaces 14-Jaces	Service Weight 42.96 25 27 38 38 38 14	e Fees: \$81.3 AL-USDA AL-USDA AL-USDA AL-USDA AL-USDA AL-USDA AL-USDA	Price \$8.17 \$4.75 \$4.86 \$3.42 \$3.42 \$3.42 \$3.42	Total Cost: \$81 Measure Case Case Case Case Case Case Case	.37 Available 532 855 185 2787 218 712	Qty 2 2 3 3 2 2	Del X X X X X X X
Item C Ref (6041) 10006 10047 14001 14561 15080 22003	Product         Product           A. 4200 AED; 5TEW CAN 24/24         A. 4200 AED; 5TEW CAN 24/24           A. 4200 AED; 5TEW CAN 24/24         A. 4200 AED; 5TEW CAN 24/24           A. 4200 AED; 5TEW CAN 24/24         A. 4200 AED; 5TEW CAN 24/24           A. 4200 AED; 5TEW CAN 24/24         A. 4200 AED; 5TEW CAN 24/24           A. 4200 AED; 5TEW CAN 24/24         A. 4200 AED; 5TEW CAN 24/24           A. 4200 AED; 5TEW CAN 24/24         A. 4200 AED; 5TEW CAN 24/24           A. 4200 AED; 5TEW CAN 24/24         A. 4200 AED; 5TEW CAN 24/24	54 Storage DRY DRY DRY DRY DRY DRY DRY DRY	Purchase Cost: \$0.00 Type 0F-Mark Entreed Souge 10-Fruits Canned Prozen 14-Justs 15-Mark Frider 15-Mark Frider 27-Wigdblas Canned Frasen	Service Weight 42.96 25 27 27 38 38 38 14 27	e Fees: \$81.3 Category AL-USDA AL-USDA AL-USDA AL-USDA AL-USDA AL-USDA AL-USDA AL-USDA	7 <b>Price</b> 58.17 54.75 54.86 53.42 53.42 53.42 53.42 53.42 53.42	Total Cost: \$83 Macassime Case Case Case Case Case Case Case Cas	37 Available 532 555 185 2787 218 712 108	Qty 2 2 3 3 2 2 2 2 2 2 2 2	Dod X X X X X X X X X X

#### (Fig. 16)

To checkout, fill in the textboxes with the name, phone number, and e-mail address of the agency representative completing the order. If you would like to leave comments or special instructions for the warehouse or transportation, you can use the Comment textbox. Once you have filled out these textboxes, select the Checkout button to submit your order to Feeding the Gulf Coast.

After selecting the Checkout button, a successful submission will display a confirmation message (*Fig. 17*).

To print or save a PDF of your order summary, click on the highlighted link under "Click here for a PDF summary of your order."

rders earch:		Search							Page
ndez	Status	Entered	▲ Del/Pickup	Method	Beviewed?	Released	Picked	Confirmed?	Location
4500	Open	01/15/2016	01/21/2016	Pickup	No			No	APP4
1286	Closed	04/29/2015	05/04/2015	Delivery	Yes	04/29/2015	04/29/2015	Yes	No Del/PU Location

County County Sugar	cy Pickup Statistics Other Agency Info My Docs					Order I
Order #334500						
Order Date:	1/15/2016	Order Status:	Waiti	ng to be Reviewed		
Weight:	553.96	Warehouse:	MAIN			
Total Cost:	\$81.37	Shipping Method:	Picka	p		
Payments:	\$0.00	Delivered/Picked Up:	1/21/	2016 9:30 AM		
Applied Grants:	\$0.00	Picked Up By:				
Balance:	\$81.37	Delivery/Pick-up Location:	APP4			
Products	- In-					
roducts	Name	Inte	Category	Weight	Quantity	Total Cost
Products Products 05041	Name AL-USDA BEEF STEW CAN 24/24 OZ.	Lype Dr-Haals/Untrees/Scops	Entenery AL-USDA	weight 85.96	Quantity 2	Total Cost \$10
Products Excellect 06041 27003	APIDS AL-USDA BEEF STEW CAN 24/24 02. AL-USDA CARROTS	19155 On Mealy Tothreek Souge 27-Negtables Canned (Yrozen	Chicosay AL-USDA AL-USDA	Weight 85.96 54	Quentity 2 2	Total Cost \$10
Products Broducts 00041 27003 14501	N2mine Ac-4000 BEEF STIW CAN 24/24 02. Ac-4000 CANROTS Ac-4000 CANROTS	Type 05 Malak Tohreen Soogs 27 Vogtablis Gened (Yroen 14 Suces	Gatogory AL-USDA AL-USDA AL-USDA	Wolght 85.96 54 114	Quantity 2 2 3	Total Cost \$10 \$10 \$10
Products Brockect 00041 27003 14561 14001	NATION 1/4, CHOMA BEETS STILW CAN 24/24 GZ. 1/4, CHOMA CANNOTS 1/4, CHOMA CANNEDTS JUNCE BJOH GZ.	8750 69 Hauly Estima, Songa 27 Hogdzias Canadji Yoshin 14 Judies 14 Judies	Gritossay AL-USDA AL-USDA AL-USDA AL-USDA	Weight 85.96 54 114 114	Ouantity 2 2 3 3	Total Cost \$10 \$10 \$10 \$10 \$10
Products 06041 27003 14561 14001 27005	Name           AL-USDA BEEF STEW CAN 24/24 0.Z.           AL-USDA CARROTS           AL-USDA CARROTS           AL-USDA CARROTSOL (NEW 140.Z.           AL-USDA CARROTERIUT JUCCE (NEW 142.           AL-USDA CARROTERIES	1730 Of Halak Distanci Sooge 27 Vagatas Canad Treas 14 - Joon 14 - Joon 27 Vagatas Canad Treas	Critorom AL-USDA AL-USDA AL-USDA AL-USDA AL-USDA	WS50hR 85.96 54 114 114 54	Quantity 2 2 3 3 2 2	Total Cost 510 510 510 510 511 511 511
Products ExcSect 56041 27003 14501 14501 27005 10047	NUTLOS An-JOSA NEEST STEVE CAN 24/24 GZ. An-JOSA CARRIERS An-JOSA GARANTE JACE 16/4 GZ. An-JOSA MARY NEETRALES An-JOSA MARY NEETRALES An-JOSA MARY STEPS 21/15 GZ.	1350 Or Mahlh Driven, Youge 27 Yugalada Canadi Yusan 24 Yugalada 24 Yugalada Canadi Rosen 29 Yugalada Canadi Rosen 26 Printa Canadi Rosen	Chitopony AL-USDA AL-USDA AL-USDA AL-USDA AL-USDA AL-USDA	Weight 83.96 54 114 114 54 54 54	Quantity 2 2 3 3 2 2 2 2	Total Cost 516 516 516 511 511 511 511 511 511 511
Products 2000/11 20003 14501 14501 14001 27005 10077 10006	NUTLON A-KITAL NEET STEW CAN NOA 0.C. A-KITAL GARNOTS A-KITAL GARNOTS AUTO (NA 0.C. A-KITAL GARNOTTA JUCC (NA 0.C. A-KITAL GARNOTTA JUCC (NA 0.C. A-KITAL MARINE STATUS) A-KITAL MARINE STATUS (J. J. J	1792 (5) Multiplication Taxas (2) VingLalas Canadifihatan (3) Astron (3) Astron (3) Vindus Canadifihatan (3) Vindus Canadifihatan (3) Vindus Canadifihatan (3) Vindus Canadifihatan	(21)(52)(54) AL-USDA AL-USDA AL-USDA AL-USDA AL-USDA AL-USDA AL-USDA	Weight 83.96 54 114 114 54 54 54 50	Ouantity 2 2 3 3 2 2 2 2 2 2	16681 Cost 810 811 811 810 810 810 810 810 810 810

(Fig. 19)

## ATTENTION:

A **\$25 fee** will be charged to agencies who cancel appointments less than one working day in advance.

A **\$50 fee** will be charged to agencies who do not show up for their scheduled appointments.

DCS	
	Thank-you! Your order was successfully submitted.
	Click here for a PDF summary of your order.

(Fig. 17)

## Orders Tab (Fig. 18-Fig. 19)

This lists all of the orders for your agency and their current status (*Fig 18*).

Left clicking on a table row will bring up the order details (*Fig 19*).

## Monthly Reports - Statistics Tab (Fig. 20)

This shows all the documented monthly reports that have been reported to Feeding the Gulf Coast.

tatietice	outer agency in	io ny bota		
ausues				Page size: 20
Stat Date	Meals Served	Total People	Comment	
12/31/2015	3	3	Submitted by Agency via Primarius Web Window at 1/5/2016 1:59 PM	
1/30/2015	2	2	Submitted by Agency via Primarius Web Window at 12/7/2015 11:57 AM	
10/31/2015	3	4	Submitted by Agency via Primarius Web Window at 11/5/2015 2:40 PM	
99/30/2015	25	25	Submitted by Agency via Primarius Web Window at 10/13/2015 10:20 AM	
8/31/2015	0	3	Submitted by Agency via Primarius Web Window at 9/8/2015 8:22 AM	
7/31/2015	0	0	Submitted by Agency via Primarius Web Window at 8/10/2015 10:26 AM	
6/30/2015	2	2	Submitted by Agency via Primarius Web Window at 7/6/2015 3:19 PM	
15/31/2015	0	0	Submitted by Agency via Primarius Web Window at 6/9/2015 11:47 AM	
H/30/2015	50	50	Submitted by Agency via Primarius Web Window at 4/29/2015 9:30 AM	
13/31/2015	6512	66	Submitted by Agency via Primarius Web Window at 3/26/2015 1:25 PM	
12/28/2015	5	S	Submitted by Agency via Primarius Web Window at 3/18/2015 9:17 AM	
2/31/2014	0	0	Submitted by Agency via Primarius Web Window at 4/2/2015 9:43 AM	
0/31/2014	15	5	Submitted by Agency via Primarius Web Window at 3/19/2015 11:23 AM	
				C Reer 1 Reet 2   Reer 1 of 1
				Enter Statisti
				LINE SOLUTION

Left clicking on a table row will bring up the monthly report details.

(Fig. 20)

### To Enter Monthly Reports (Fig. 21)

Select the Enter Statistics button and the enter statistics page will appear.

Reports are due by the **5th** day of the following month. Reports must be completed every month even if you did not distribute food that month. Primarius Web Window will not allow an order to be placed until the report has been completed.

*Effective Date:* The month and year being reported.

*Meals:* The number of meals served during the month being reported. *Only agencies that serve meals should report this number.* 

**Total Number of children 18 and younger:** The total number of children ages 18 and younger that were served during the month being reported. <u>All agencies</u> <u>should report this number.</u>

**Total Number of individuals:** The total number of individuals across all households that were served during the month being reported. All agencies should report this number.

	8	*				Logged as: bafb2) <u>My Agenc</u>	x   <u>Lozout</u>   .
FE	ED	ĬN	G°				
THE	SULF	COA	ST				
Home Orders	Agency Pickup	Statistics (	Other Agency Info	My Docs			
Comments:					Quantity	Comment	
category					Quanticy		
Total Number of	children 18 and yo	ounger			-		-
Total Number of	individuals		the second second second				-
Total Number of	individuals who re	scerved tood more	than once this more	nen			_
	bennoto do ana ora	241					



**Total Number of individuals who received food more than once this month:** The total number of individuals across all households that were served more than once during the month being reported. <u>All agencies should</u> <u>report this number.</u>

**Total Number of seniors 60 and older:** The total number of seniors ages 60 and older that were served during the month being reported. <u>All agencies should report this number.</u>

If you did not distribute during the month being reported, then you will need to put zeros in the appropriate fields. You may also leave a comment in the **Comments** box.

**Note:** You can alter the numbers until you press the **Submit Statistics** button. Once the statistics have been submitted, corrections can only be made by contacting Agency Relations staff.

### CONTACT:

### Alabama & Mississippi

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## Florida

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