

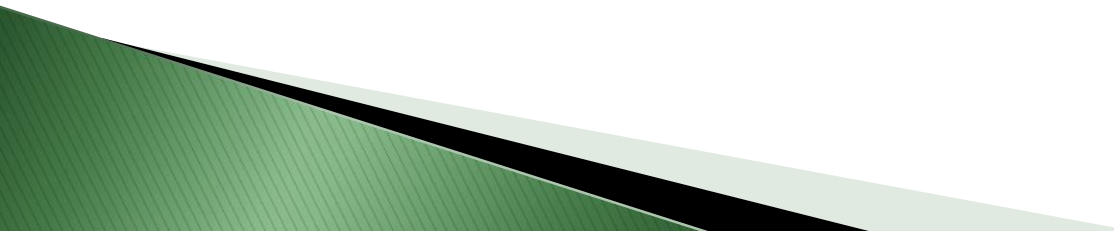


Formerly named  
America's Second Harvest of Wisconsin

# PWW Ordering Instruction Manual

Primarius Web Windows

# User Information

- ▶ In order to use Primarius Web Windows (PWW), each agency must have at least one person authorized to complete on-line orders
  - ▶ Each agency must have an e-mail address to receive order confirmations
  - ▶ Each agency will log in using a password and username provided by Feeding America
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# Accessing Primarius Web Windows

- ▶ Open a web browser, such as Internet Explorer or Google Chrome
- ▶ Go to:  
<https://orders.feedingamericawi.org/PrimariusWW/login.aspx>
- ▶ Log into your account.

# Logging into PWW

- ▶ Your login information consists of three fields: Agency Ref, Username, and Password.
  - ▶ Your agency ref is your agency number
  - ▶ Your username is your agency number
  - ▶ Your password is your existing POL password



FEEDING  
AMERICA  
Eastern Wisconsin

Login

Agency Ref:

Username:

Password:

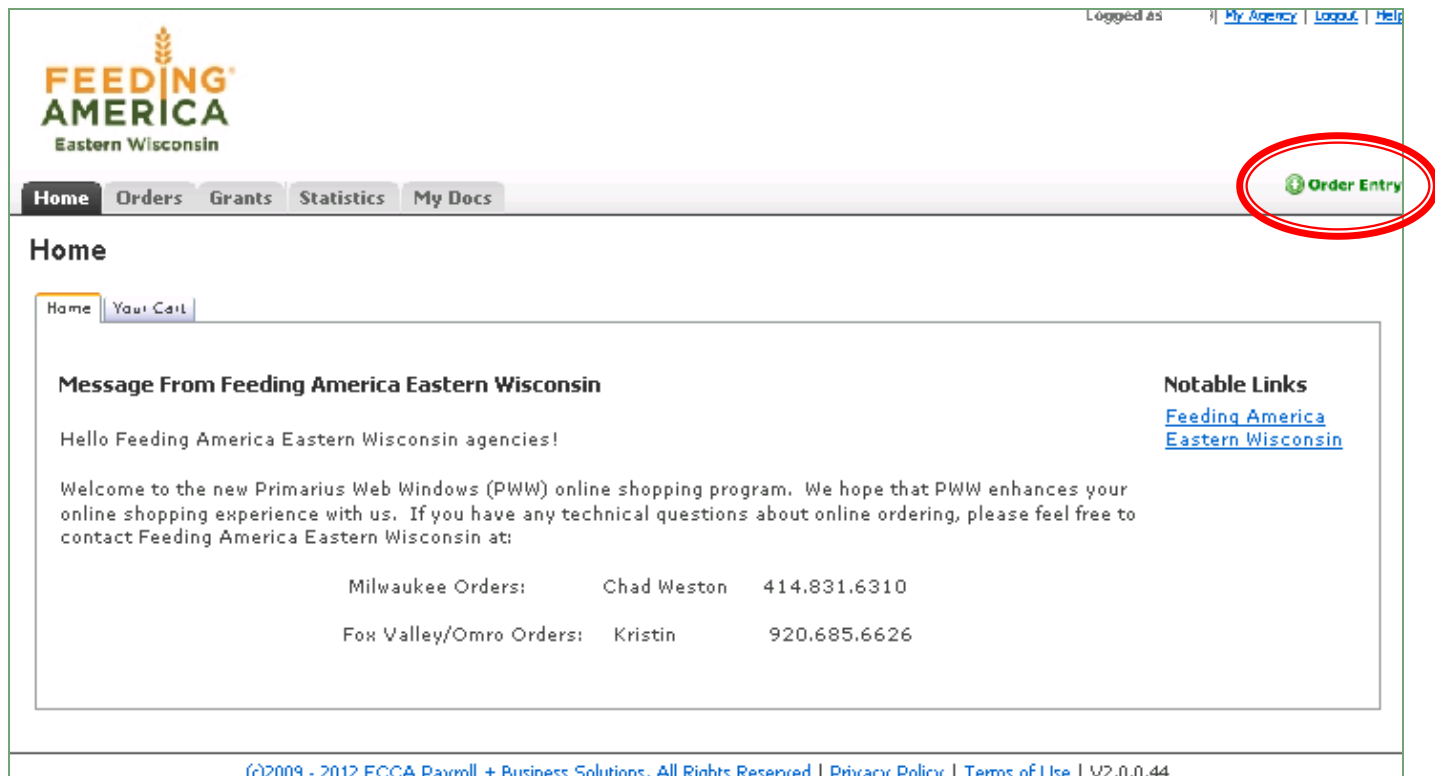
Login

V2.0.0.24

- ▶ After entering all fields, click **“Login”** (this will load the PWW home page).

# PWW Home Page

- ▶ Once the PWW home page loads, you will need to click on *Order Entry* (circled below).



The screenshot shows the PWW Home Page. At the top right, it says "Logged as" followed by links for "My Agency", "Logout", and "Help". The logo for "FEEDING AMERICA Eastern Wisconsin" is in the top left. A navigation bar contains "Home", "Orders", "Grants", "Statistics", and "My Docs". The "Order Entry" button is circled in red. Below the navigation bar, the page title is "Home". There are two tabs: "Home" and "Your Cart". The main content area has a "Message From Feeding America Eastern Wisconsin" section with a greeting and contact information for Milwaukee and Fox Valley/Omro orders. To the right is a "Notable Links" section with links to "Feeding America" and "Eastern Wisconsin". The footer contains copyright information: "©2009 - 2012 ECCA Payroll + Business Solutions. All Rights Reserved | Privacy Policy | Terms of Use | V2.0.0.44".

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

**FEEDING AMERICA**  
Eastern Wisconsin

[Home](#) | [Orders](#) | [Grants](#) | [Statistics](#) | [My Docs](#) | **Order Entry**

## Home

[Home](#) | [Your Cart](#)

**Message From Feeding America Eastern Wisconsin**

Hello Feeding America Eastern Wisconsin agencies!

Welcome to the new Primarius Web Windows (PWW) online shopping program. We hope that PWW enhances your online shopping experience with us. If you have any technical questions about online ordering, please feel free to contact Feeding America Eastern Wisconsin at:

Milwaukee Orders:	Chad Weston	414.831.6310
Fox Valley/Omro Orders:	Kristin	920.685.6626

**Notable Links**

[Feeding America](#)  
[Eastern Wisconsin](#)

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# How to Place an Order

- ▶ You will need to complete the “Shipping Option” page.
- ▶ For Location, choose your appropriate warehouse. Next, choose a date and time for pickup.
- ▶ Click **Continue** to begin shopping.

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

**FEEDING AMERICA**  
Eastern Wisconsin

Home | **Orders** | Grants | Statistics | My Docs | [Order Entry](#)

Shipping Option

Method: Pickup

Location: Omro

Date: 4/20/2012

Time:

**Continue**

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# How to Place an Order (*continued*)

- ▶ To place an order, simply type in the amount of product you would like to order (you will be asked to wait while the inventory updates). The inventory updates immediately, reserving those products for you. This process usually only takes a few seconds.
- ▶ You may enter in the product quantity you would like, provided it is not more than what is available. Make sure to enter one item at a time.
- ▶ Once you have entered in all of the items you would like to purchase, click *View Cart*.
  - *Continued on next page*

# How to Place an Order (*continued*)

- ▶ On this page, you will fill in your contact information, as well as any comments you have regarding your order.
- ▶ You will notice that your order has a reference number. This is your invoice number.
- ▶ Your totals are also listed. The total weight, the purchase cost, service fee amount, and your total cost.
- ▶ Once you are satisfied with the products you have selected, click ***Checkout***.
- ▶ *Continued on next page.....*



# How to Place an Order (*continued*)

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

**FEEDING AMERICA**  
Eastern Wisconsin

Home **Orders** Grants Statistics My Docs [Order Entry](#)

## Order Ref #381705

<b>Contact Information</b>	<b>Shipping/Delivery</b>
Name: <input type="text"/>	Method: Pickup
Phone Number: <input type="text"/>	Location: Omro
E-mail Address: <input type="text"/>	Date: 4/20/2012
Comment: <input type="text"/>	Time: 12:15 PM

Item Count: 4      Total Weight: 137      Purchase Cost: \$0.00      Service Fees: \$26.03      Total Cost: \$26.03

Ref	Product	Type	Weight	Category	Price	Available	Qty	Del
<a href="#">100041</a>	PB& UNCRUSTABLE SANDWICHES	23-NON-MEAT PROTEIN	14	SH NATIONAL REGULAR	\$2.66	267	<input type="text" value="1"/>	✗
<a href="#">100210</a>	SAUCE, PIZZA SAUCE # 10	26-CONDIMENTS	45	SH NATIONAL REGULAR	\$8.55	36	<input type="text" value="2"/>	✗
<a href="#">100234</a>	SAUCE, TERIYAKI MARINADE & SAUCE JES	09-DRESSINGS	19	SH NATIONAL REGULAR	\$3.61	27	<input type="text" value="1"/>	✗
<a href="#">10549</a>	Taco BOLD CREAMY JALAPENO	26-CONDIMENTS	7	SH NATIONAL REGULAR	\$1.33	39	<input type="text" value="2"/>	✗


Shopping List **Checkout**

*Continued on next page*

# Confirmation

- ▶ Once your order has been submitted correctly, you will receive a message as follows:

Logged as: TEST#3 | [My Agency](#) | [Logout](#) | [Help](#)



Home Orders Grants Statistics My Docs [+ Order Entry](#)

**Order Ref #377808**

**Thank-you! Your order was successfully submitted.**

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

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# Trouble Shooting

- ▶ There is a “Help” tool located on the upper right-hand side of the screen. This tool will assist you with any questions that you have about PWW.
- ▶ If at any time when placing an order, entering statistics, etc., your screen shows a red/pink highlighted area, you will need to make the appropriate changes to that area or your information will not be received.

# Deleting Items From Your Cart

- ▶ If at any time during the ordering process you wish to remove or cancel any products, simply click the red “X” on the far right side of the product line. This will remove the item from your cart.