

Helping Harvest Online Ordering System User Manual



September 2020

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Introduction to Online Ordering

- ✓ Allows agencies to access real time quantities for Helping Harvest's inventory
- ✓ Opportunity to print a shopping list when coordinating with multiple people
- ✓ Ability to place your pantry or agency's order online instead of faxing or e-mailing your order
- ✓ Allows for quick and easy entering of required monthly statistics
- ✓ Check on orders, invoices and statements

Software Requirements

- ✓ Online Ordering (Primarius Web Window or PWW) is only supported on a Windows PC based computer with either Google Chrome, Mozilla Firefox or Internet Explorer
- ✓ To view and print certain features, you will need to have Adobe Reader installed on your computer. This free software can be downloaded at <https://get.adobe.com/reader/>

Reminders

- ✓ Orders should be placed between 3-5 days before your scheduled pick-up or delivery.
- ✓ If you need to schedule a pick up or delivery for your order, please call or e-mail Helping Harvest before placing your order.
- ✓ Please only submit one order per pick-up or delivery.
- ✓ Please only order what your agency is able to distribute in a reasonable time period. This allows all agencies to access our inventory to best serve those in need.
- ✓ Once you begin an order, you have 24 hours to complete the check-out process before the order is cancelled.
- ✓ Agency statistics for the previous month must be submitted before being able to place an order
- ✓ If you have questions regarding online ordering, please contact the Programs Department at 610-926-5802 x229

Help

- ✓ Use the Help link in the upper right-hand corner of a page for tips and descriptions of available options
- ✓ Click Close in the bottom corner to exit the Help section

The screenshot shows the 'Help' window for 'Entering an Order' on the Helping Harvest Fresh Food website. The window contains the following text:

Help
Entering an Order

Only one person should be entering an order at a time. The Shopping List page is where you can order a variety of products. When creating a new order, you may be required to pick a warehouse to place the order against. You will also be required to set your Ordering date from the available shipping options. NOTE: You cannot change shipping options once you click Continue. You must Cancel Order if you need to select different shipping options and dates. Columns in the shopping list may be sorted by single or multiple columns. The column sorting mode is controlled by the **Column Sorting** button **Single** or **Multi**.

Single
 To sort by single column, click **Column Sorting** so that it is set to **Single** then click on a column.

Multiple
 To sort by multiple columns, first click **Column Sorting** so that it is set to **Single** then click the first column that will be the anchor. Next, switch to **Multi** then select the other columns you want to sort into. Your Sort settings are stored in your browser and will be loaded the next time you view or print the Shopping List.

In the Search field, type a product description then click **Search** to find all products that match the typed text. Select the **Free Food Only** check box to view only free food. Click the Product Ref link next to a product to view additional details about that product in a separate window.

You can remove a product from an order by either making the Qty field 0 or by clicking the red X next to the product you want to remove.

To view items currently on the order, click either **View Cart** or **Print Cart** to download a PDF summary of the current order. You can also print out a list of all products available for order by clicking **Print Shopping List**.

You can filter the shopping list by certain Storage, Types, and Category options. Click the filter icon (+) next to the column you want to filter by. All available options appear in a list. Select the check box next to each item you want displayed in the grid. After making your selections, click **Apply**. To clear filters for that column, click **Reset**.

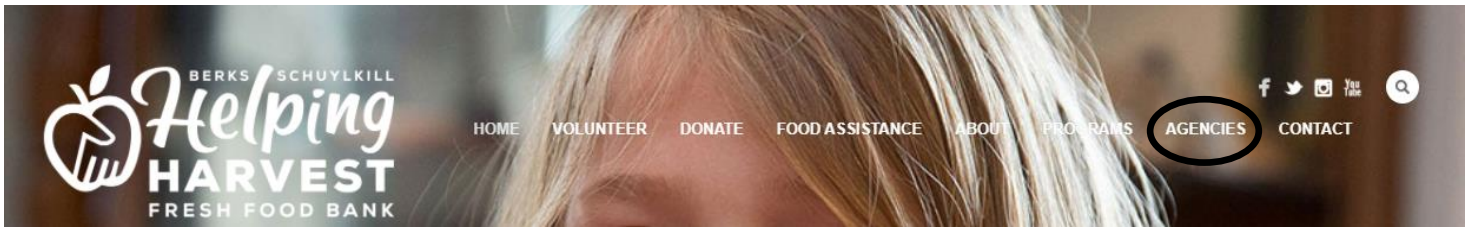
After adding products to your cart, click **View Cart** to open the View Cart page where you can submit the order to the food bank for processing.

[Close](#)

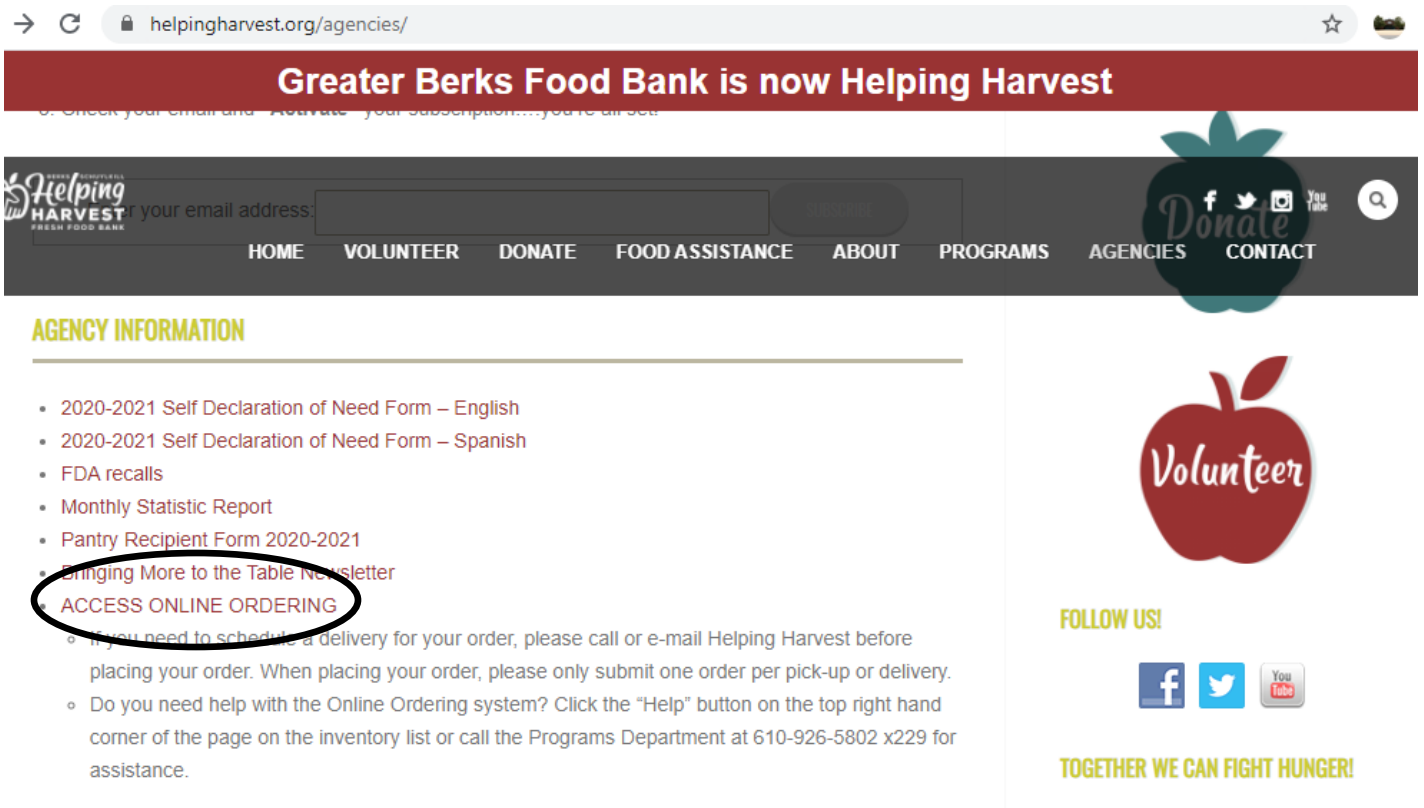
The background shows a table of products with columns for Ref, Product, Qty, Price, Units, and Status. The table includes items like Raisins Baked, Sparkling Water, Spaghetti, Pizza Sauce, Water - Gallon, Grape Juice - 16, Canned Pork - 1, Raisins - Bonus, Juice Box - App, Juice Box - Fruit, Keurig Coffee, and Beverages.

Accessing the Online Ordering System

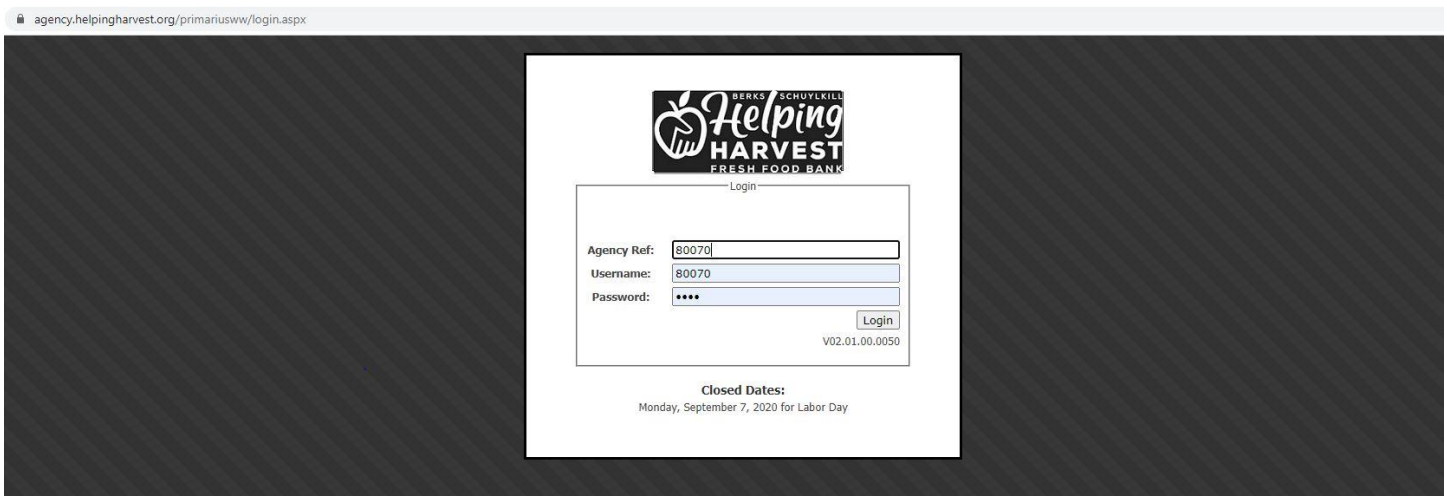
- ✓ Go to www.helpingharvest.org and click on Agencies in the top menu bar



- ✓ Once on the Agencies page, scroll down to the Agency Information header and select Access Online Ordering



- ✓ You will then be redirected to Helping Harvest's Primarius Web Window (PWW) login page



You can also access and bookmark this webpage at
<https://agency.helpingharvest.org/primariusww/login.aspx>


Each person authorized to order food online will need to know:

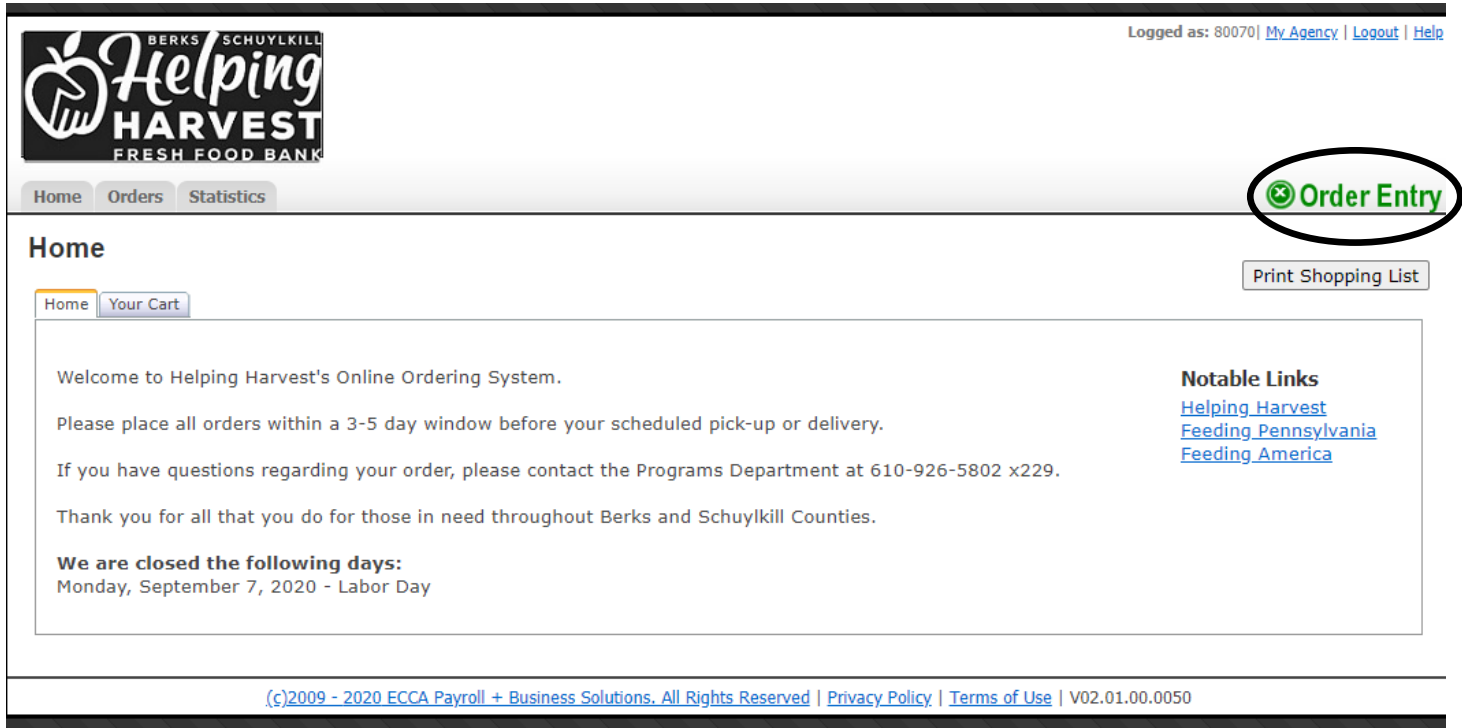
- ✓ Your agency number
 - This number is entered in both the Agency Ref and Username fields on the login screen
- ✓ Your agency password
 - **NOTE:** passwords are case sensitive and should be entered in all lowercase letters.
 - If your organization has misplaced your password, please contact the Programs Department at 610-926-5802 x229

PWW Home Page

You will find reminders and announcements from Helping Harvest on the PWW Home Page, as well as useful links. From the PWW Home Page, you can place an order, view past orders, enter statistics, access the shopping list (current inventory) and view your agency's information.

Placing an Order

Select  **Order Entry** on the right side of the screen to begin the ordering process.



BERKS SCHUYLKILL
Helping HARVEST
FRESH FOOD BANK

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Home Orders Statistics

Order Entry

Home Your Cart

Print Shopping List

Welcome to Helping Harvest's Online Ordering System.

Please place all orders within a 3-5 day window before your scheduled pick-up or delivery.

If you have questions regarding your order, please contact the Programs Department at 610-926-5802 x229.

Thank you for all that you do for those in need throughout Berks and Schuylkill Counties.

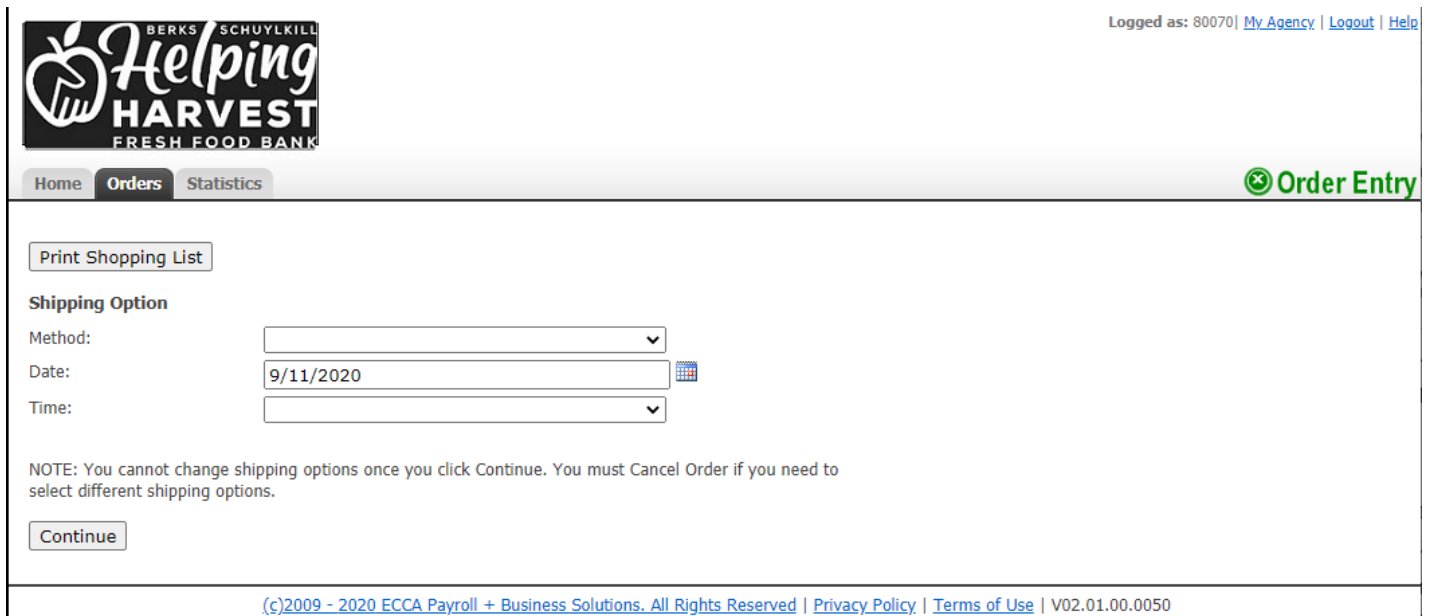
We are closed the following days:
Monday, September 7, 2020 - Labor Day

Notable Links
[Helping Harvest](#)
[Feeding Pennsylvania](#)
[Feeding America](#)

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The first step in the ordering process is to select your date and time of pick-up or delivery. **If your agency does not already have a scheduled pick-up or delivery date and time, please call the Programs Department at 610-926-5802 x229 to get on the schedule.**

Please remember that orders must be placed 3-5 business days before your pick-up or delivery (the system automatically defaults to three business days out). If you need to schedule a delivery, we ask that you contact us at least 10 business days in advance.



BERKS SCHUYLKILL
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Home **Orders** Statistics

Order Entry

Print Shopping List

Shipping Option

Method:

Date: 

Time:

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

Continue

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Once you have entered in your Shipping Method (either Pickup or Delivery) the Date and Time, please select "Continue". The next screen will bring you to the current inventory list.

Please Note: If you would like to access a hard copy of our current inventory without placing an order, you can click on the "Print Shopping List" from any of the previous screens.



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Home **Orders** Statistics

Order Entry

You have 14 hours 26 minutes as of 9/8/2020 9:17:46 AM before your order is canceled.

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

Column Sorting: [Multi](#) Page size: [20](#)

Ref	Product	★ Storage	Packing ▲	★ Type	★ Category	Price	Unit	Weight	Available ▼	Qty	Del
208215	Produce - Free	Refrigerator	1 lb.	PRODUCE	Local Donations	\$0.00	Weigh	1	3310	<input type="text"/>	✖
40622	Chunk Chicken	Dry	24/5 oz.	MEATS/FISH/POULTRY	Purchased - Berks	\$0.00	Case	11	2803	<input type="text"/>	✖
2011177	Water - Gallon	Dry	1 gallon	BEVERAGES	Local Donations	\$0.00	1 Bottle	0	2218	<input type="text"/>	✖
50452	Shelf Stable Milk	Dry	24/8 oz.	DAIRY PRODUCTS	Feeding America	\$0.00	Case	15	2136	<input type="text"/>	✖
402258	Peanut Butter	Dry	12/16 oz.	NON-MEAT PROTEIN	Purchased - Berks	\$0.00	Case	14	2098	<input type="text"/>	✖
100595	Beef Stew	Dry	12/24 oz.	COMPLETE MEALS/ENTREES/SOUP	State Grant	\$0.00	Case	20	1844	<input type="text"/>	✖
2150233	Assorted Meat over 10 lb packs	Frozen	Varies	MEATS/FISH/POULTRY	Local Donations	\$0.00	Weigh	1	1721	<input type="text"/>	✖
508367	Tomato Sauce - 29 oz	Dry	12/29 oz	SPICES/CONDIMENTS/SAUCES	Feeding America	\$0.00	Case	25	1641	<input type="text"/>	✖
EB263	Peach Halves	Dry	24/15 oz.	FRUITS	EFSP Berks	\$0.00	Case	27	1632	<input type="text"/>	✖
50643	Coffee - Variety Pack - K-Cup - Starbucks	Dry	96/.42 oz.	BEVERAGES	Feeding America	\$0.00	Case	4	1537	<input type="text"/>	✖
23342	Sour Neon Gummi Bears	Dry	6/6 oz.	SNACK FOODS/COOKIES	Local Donations	\$0.00	Case	2	1404	<input type="text"/>	✖
20697	Taco Shells-Corn-Blue	Dry	12/12 ct.	BREAD & BAKERY	Local Donations	\$0.00	Case	6	1393	<input type="text"/>	✖
205025	Dairy Products - Free	Refrigerator	Varies	DAIRY PRODUCTS	Local Donations	\$0.00	Weigh	1	1379	<input type="text"/>	✖

Helpful Tools

Search: Free Food Only

will allow you to type in a product name or reference (product) number to search for that particular item.

[Print Shopping List](#) [Print Cart](#) [View Cart](#)

"Print Shopping List" allows you to print a list of the current inventory

"Print Cart" will print all items that you have placed in your cart at the time of printing

"View Cart" allows you to see what products you have added to your cart

More information on sorting the shopping list, including sorting columns, can be found on page 10.

The first column “Ref” (reference) contains the item number for each individual product. By clicking on the product reference number a pop-up will appear that provides product detail and a photo of the product (if available).

Product Details

20697 - Taco Shells-Corn-Blue

Category: Local Donations
Storage: Dry
Second Harvest Type: e Retail-Wholesale
Packaging: 12/12 ct.
On Hand: 1393
Unit Weight: 6
Unit Measure: Case
Qty Per Pallet: 0
Price Per: \$0.00
Description:

[Close](#)

BAB BABY FOOD APPLES

Products with photos will have a camera icon next to the product name and a photo will show on the Product Detail screen.

Product Details

12123 - BAB BABY FOOD APPLES

Category: S/H National
Storage: Dry
Second Harvest Type: f Manufacturers-Processors
Packaging: (4)6 count
On Hand: 300
Unit Weight: 6
Unit Measure: Case
Price Per: \$1.08
Description:


Unit

Please note the Unit column, which identifies whether or not the product is measured by case or weight. This is important to make sure that you are ordering the desired quantity of the selected product.

Adding Items to Your Order

Place the number of the desired item in the **Qty** textbox and either use the tab key or select another **Qty** textbox by using the mouse cursor. **Please make note whether items are measured by Weight or Case when ordering.**

The available quantity of case products will update as you place items in your cart. The available quantity of products by weight may not update immediately even though the item is added to your cart.


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Home **Orders** Statistics
 Order Entry

You have 23 hours 57 minutes as of 9/8/2020 9:39:17 AM before your order is canceled.

Order Ref # 111031

Item Count: 3 Total Weight: 258 Purchase Cost: \$0.00 Service Fees: \$0.00 Total Cost: \$0.00

Free Food Only

Wait...
Column Sorting: Multi
Page size: 20

Ref	Product	★ Storage	Packing ▲	★ Type	★ Category	Price	Unit	Weight	Available ▼	Qty	Del
208215	Produce - Free	Refrigerator	1 lb.	PRODUCE	Local Donations	\$0.00	Weigh	1	3310	<input type="text"/>	✗
40622	Chunk Chicken	Dry	24/5 oz.	MEATS/FISH/POULTRY	Purchased - Berks	\$0.00	Case	11	2803	<input type="text"/>	✗
50452	Shelf Stable Milk	Dry	24/8 oz.	DAIRY PRODUCTS	Feeding America	\$0.00	Case	15	2136	<input type="text"/>	✗
402258	Peanut Butter	Dry	12/16 oz.	NON-MEAT PROTEIN	Purchased - Berks	\$0.00	Case	14	2091	<input type="text"/>	✗
100595	Beef Stew	Dry	12/24 oz.	COMPLETE MEALS/ENTREES/SOUP	State Grant	\$0.00	Case	20	1838	<input type="text" value="6"/>	✗
2150233	Assorted Meat over 10 lb packs	Frozen	Varies	MEATS/FISH/POULTRY	Local Donations	\$0.00	Weigh	1	1721	<input type="text"/>	✗
508367	Tomato Sauce - 29 oz	Dry	12/29 oz	SPICES/CONDIMENTS/SAUCES	Feeding America	\$0.00	Case	25	1641	<input type="text"/>	✗
EB263	Peach Halves	Dry	24/15 oz.	FRUITS	EFSP Berks	\$0.00	Case	27	1632	<input type="text"/>	✗
50643	Coffee - Variety Pack - K-Cup - Starbucks	Dry	96/.42 oz.	BEVERAGES	Feeding America	\$0.00	Case	4	1537	<input type="text"/>	✗
23342	Sour Neon Gummi Bears	Dry	6/6 oz.	SNACK FOODS/COOKIES	Local Donations	\$0.00	Case	2	1404	<input type="text"/>	✗
20697	Taco Shells-Corn-Blue	Dry	12/12 ct.	BREAD & BAKERY	Local Donations	\$0.00	Case	6	1393	<input type="text"/>	✗

While the system is placing the item into your cart you will see Wait...

By selecting the ✗ your desired quantity of that item will be removed from your cart.

As you order product, the fields above the search box will generate information based on what is in your cart.

Order Ref # 111030

Item Count: 3 Total Weight: 419 Purchase Cost: \$0.00 Service Fees: \$0.00 Total Cost: \$0.00

Please Note: As of the printing of this manual (September 2020), Helping Harvest is not charging shared maintenance fees. If and when shared maintenance fees are charged to agencies again, the cost columns will also populate.

Sorting the Shopping List

You can select the number of items that appear on the screen by changing the page size from anywhere to 10 items to All. Select "All" to avoid having to scroll through multiple pages of product.



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Home Orders Statistics

Order Entry

You have 23 hours 49 minutes as of 9/8/2020 9:47:20 AM before your order is canceled.

Order Ref # 111031

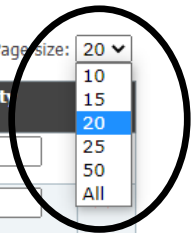
Cancel Order Print Shopping List Print Cart View Cart

Item Count: 1 Total Weight: 40 Purchase Cost: \$0.00 Service Fees: \$0.00 Total Cost: \$0.00

Search: Free Food Only

Column Sorting: Multi Page size: 20

Ref	Product	★ Storage ▼	Packing ▲	★ Type ▼	★ Category	Price	Unit	Weight	Available ▼	Qty	Del
208215	Produce - Free	Refrigerator	1 lb.	PRODUCE	Local Donations	\$0.00	Weigh	1	3310	<input type="text"/>	<input type="checkbox"/>
40622	Chunk Chicken	Dry	24/5 oz.	MEATS/FISH/POULTRY	Purchased - Berks	\$0.00	Case	11	2803	<input type="text"/>	<input type="checkbox"/>
50452	Shelf Stable Milk	Dry	24/8 oz.	DAIRY PRODUCTS	Feeding America	\$0.00	Case	15	2136	<input type="text"/>	<input checked="" type="checkbox"/>
402258	Peanut Butter	Dry	12/16 oz.	NON-MEAT PROTEIN	Purchased - Berks	\$0.00	Case	14	2098	<input type="text"/>	<input checked="" type="checkbox"/>
100595	Beef Stew	Dry	12/24 oz.	COMPLETE MEALS/ENTREES/SOUP	State Grant	\$0.00	Case	20	1844	<input type="text"/>	<input checked="" type="checkbox"/>
2150233	Assorted Meat over 10 lb packs	Frozen	Varies	MEATS/FISH/POULTRY	Local Donations	\$0.00	Weigh	1	1721	<input type="text"/>	<input checked="" type="checkbox"/>
508367	Tomato Sauce - 29 oz	Dry	12/29 oz	SPICES/CONDIMENTS/SAUCES	Feeding America	\$0.00	Case	25	1641	<input type="text"/>	<input checked="" type="checkbox"/>
EB263	Peach Halves	Dry	24/15 oz.	FRUITS	EFSP Berks	\$0.00	Case	27	1632	<input type="text"/>	<input checked="" type="checkbox"/>
50643	Coffee - Variety Pack - K-Cup - Starbucks	Dry	96/.42 oz.	BEVERAGES	Feeding America	\$0.00	Case	4	1537	<input type="text"/>	<input checked="" type="checkbox"/>



All columns can be sorted by clicking on the underlined word. This will sort the selected column in ascending or descending order. You can click on the work again until you have items sorted in the way that you want.

Please note that the small arrow pointing downward ▼ (see above in column header "Type") indicates an ascending order (smallest to largest or alphabetical)

Ref	Product	★ Storage ▼	Packing ▲	★ Type ▼	★ Category	Price	Unit	Weight	Available ▼	Qty	Del
208215	Produce - Free	Refrigerator	1 lb.	PRODUCE	Local Donations	\$0.00	Weigh	1	3310	<input type="text"/>	<input checked="" type="checkbox"/>
40622	Chunk Chicken	Dry	24/5 oz.	MEATS/FISH/POULTRY	Purchased - Berks	\$0.00	Case	11	2803	<input type="text"/>	<input checked="" type="checkbox"/>
2011177	Water - Gallon	Dry	1 gallon	BEVERAGES	Local Donations	\$0.00	1 Bottle	0	2218	<input type="text"/>	<input checked="" type="checkbox"/>
50452	Shelf Stable Milk	Dry	24/8 oz.	DAIRY PRODUCTS	Feeding America	\$0.00	Case	15	2136	<input type="text"/>	<input checked="" type="checkbox"/>
402258	Peanut Butter	Dry	12/16 oz.	NON-MEAT PROTEIN	Purchased - Berks	\$0.00	Case	14	2098	<input type="text"/>	<input checked="" type="checkbox"/>

To sort multiple columns at the same time, first click on “Column Sorting” to change it to Single. Then click on the underlined column header that you want to sort (storage, category, type, etc.). That will choose the primary column by which to sort the inventory.



You have 23 hours 58 minutes as of 9/13/2020 10:40:20 PM before your order is canceled.

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 Column Sorting: **Single** Page size: 20

Ref	Product	★ <u>Storage</u>	Packing	★ <u>Type</u>	★ <u>Category</u>	Price	Unit	Weight	Available	Qty	Del
113067	BSA # 10 Cans - (2004)	Dry	Varies	MIXED & ASSORTED FOOD	State Grant	\$0.00	Case	35	12	<input type="text"/>	✖
110507	Macaroni & Cheese	Dry	24/7.25 oz	COMPLETE MEALS/ENTREES/SOUP	State Grant	\$0.00	Case	14	938	<input type="text"/>	✖
TB100897	Orange Juice - Bonus	Dry	8/64 oz	JUICES	TEFAP Bonus	\$0.00	Case	34.8	1577	<input type="text"/>	✖
T100895	Grape Juice - USDA	Dry	8/64 oz	JUICES	TEFAP	\$0.00	Case	34.8	147	<input type="text"/>	✖
T100218	Peaches - Cling - USDA	Dry	24/15 oz	FRUITS	TEFAP	\$0.00	Case	22.5	49	<input type="text"/>	✖
508367	Tomato Sauce - 29 oz	Dry	12/29 oz	SPICES/CONDIMENTS/SAUCES	Feeding America	\$0.00	Case	25	1603	<input type="text"/>	✖
211207	Assorted Candy by the pound - Free	Dry	1 lb.	SNACK FOODS/COOKIES	Local Donations	\$0.00	Weigh	1	555	<input type="text"/>	✖
2146297	Pizza Sauce	Dry	6/#10 cans	SPICES/CONDIMENTS/SAUCES	Local Donations	\$0.00	Case	45	129	<input type="text"/>	✖

Once you have chosen the primary sort column, click on “Column Sorting” again and set it to Multi. Then click on the second underlined column by which you want to sort (storage, category, type, etc.) within the primary sort. In the example below, “Storage” is the primary sort, “Category” is the secondary sort, with “Type” as a third qualifier by which to sort.

You have 23 hours 45 minutes as of 9/13/2020 10:53:05 PM before your order is canceled.

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 Column Sorting: **Multi** Page size: 20

Ref	Product	★ <u>Storage</u>	Packing	★ <u>Type</u>	★ <u>Category</u>	Price	Unit	Weight	Available	Qty	Del
TM100322	Tomato Soup-Trade Mitigation	Dry	24/1	COMPLETE MEALS/ENTREES/SOUP	TM - USDA	\$0.00	Case	16.12	38	<input type="text"/>	✖
TM100526	Beef Stew-USDA Mitigation	Dry	24/24oz	COMPLETE MEALS/ENTREES/SOUP	TM - USDA	\$0.00	Case	36	295	<input type="text"/>	✖
TM110160	Fruit Mix - Dried - Trade Mitigation	Dry	24/1 Lb.	FRUITS	TM - USDA	\$0.00	Case	24	728	<input type="text"/>	✖
TM100138	Chili Without Beans-Trade Mitigation-USDA	Dry	24/24oz	VEGETABLES (CANNED/FROZEN)	TM - USDA	\$0.00	Case	36	747	<input type="text"/>	✖
TB100295	Raisins - Bonus	Dry	24/15 oz	FRUITS	TEFAP Bonus	\$0.00	Case	22.5	855	<input type="text"/>	✖
TB100293	Raisins Boxed	Dry	144/1.33 oz.	FRUITS	TEFAP Bonus	\$0.00	Case	12	149	<input type="text"/>	✖
TB100487	Rice-Medium Grain - Bonus	Dry	24/2 Lb.	GRAINS	TEFAP Bonus	\$0.00	Case	48	96	<input type="text"/>	✖
TB100491	Rice - Long Grain - Bonus	Dry	24/2 Lbs.	GRAINS	TEFAP Bonus	\$0.00	Case	48	249	<input type="text"/>	✖
TB100897	Orange Juice - Bonus	Dry	8/64 oz	JUICES	TEFAP Bonus	\$0.00	Case	34.8	1577	<input type="text"/>	✖
TB100139	Canned Pork - Bonus	Dry	24/24 oz	MEATS/FISH/POULTRY	TEFAP Bonus	\$0.00	Case	36	281	<input type="text"/>	✖
TB100908	Walnut Pieces - Bonus	Dry	24/1 lb.	NON-MEAT PROTEIN	TEFAP Bonus	\$0.00	Case	24	97	<input type="text"/>	✖
TB111140	Peanut Butter Smooth Barter Jar - Bonus	Dry	12/16 oz.	NON-MEAT PROTEIN	TEFAP Bonus	\$0.00	Case	12	202	<input type="text"/>	✖
TB100403	Crackers - Unsalted - Bonus	Dry	12/16 oz.	SNACK FOODS/COOKIES	TEFAP Bonus	\$0.00	Case	12	437	<input type="text"/>	✖
TB100297	Fruit and Nut Mix - Bonus	Dry	24/1 Lb.	SNACK FOODS/COOKIES	TEFAP Bonus	\$0.00	Case	24	238	<input type="text"/>	✖

Clicking on the star (★) in any of the column headers creates a drop down list to allow you to filter the inventory by any or all of the categories listed.



Logged as: 80070 | My Agency | Logout | Help

Home Orders Statistics

Order Entry

You have 23 hours 45 minutes as of 9/13/2020 10:53:05 PM before your order is canceled.

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	★ Price	Unit	Weight	Available	Qty	Del	
TM100322	Tomato Soup-Trade Mitigation	Dry	24/1	<input type="checkbox"/> BABY FOOD/FORMULA <input type="checkbox"/> BEVERAGES <input type="checkbox"/> BREAD & BAKERY <input type="checkbox"/> CEREAL <input type="checkbox"/> COMPLETE MEALS/ENTREES/SOUP <input type="checkbox"/> DAIRY PRODUCTS <input type="checkbox"/> DESSERTS - CAKES, PIES, PUDDING <input type="checkbox"/> FRUITS <input type="checkbox"/> GRAINS <input type="checkbox"/> JUICES	<input type="checkbox"/> MEATS/FISH/POULTRY <input type="checkbox"/> MIXED & ASSORTED FOOD <input type="checkbox"/> NON-MEAT PROTEIN <input type="checkbox"/> PASTA <input type="checkbox"/> PET FOOD/PET CARE <input type="checkbox"/> PRODUCE <input type="checkbox"/> SNACK FOODS/COOKIES <input type="checkbox"/> SPICES/CONDIMENTS/SAUCES <input type="checkbox"/> VEGETABLES (CANNED/FROZEN)			38	<input type="text"/>	×	
TM100526	Beef Stew-USDA Mitigation	Dry	24/24oz					295	<input type="text"/>	×	
TM110160	Fruit Mix - Dried - Trade Mitigation	Dry	24/1 Lb.					728	<input type="text"/>	×	
TM100138	Chili Without Beans-Trade Mitigation-USDA	Dry	24/24oz					747	<input type="text"/>	×	
TB100295	Raisins - Bonus	Dry	24/15 oz					855	<input type="text"/>	×	
TB100293	Raisins Boxed	Dry	144/1.33 oz.					149	<input type="text"/>	×	
TB100487	Rice-Medium Grain - Bonus	Dry	24/2 Lb.	GRAINS	TEFAP Bonus	\$0.00	Case	48	96	<input type="text"/>	×
TB100491	Rice - Long Grain - Bonus	Dry	24/2 Lbs.	GRAINS	TEFAP Bonus	\$0.00	Case	48	249	<input type="text"/>	×
TB100897	Orange Juice - Bonus	Dry	8/64 oz	JUICES	TEFAP Bonus	\$0.00	Case	34.8	1577	<input type="text"/>	×
TB100139	Canned Pork - Bonus	Dry	24/24 oz	MEATS/FISH/POULTRY	TEFAP Bonus	\$0.00	Case	36	281	<input type="text"/>	×

After selecting the categories that you wish to filter by, choose **Apply**. The star (★) will turn yellow indicating that the filter is on.

24/24oz	<input type="checkbox"/> DESSERTS - CAKES, PIES, PUDDING <input type="checkbox"/> FRUITS <input type="checkbox"/> GRAINS <input type="checkbox"/> JUICES	<input type="checkbox"/> SNACK FOODS/COOKIES <input type="checkbox"/> SPICES/CONDIMENTS/SAUCES <input type="checkbox"/> VEGETABLES (CANNED/FROZEN)	747
24/15 oz			855
144/1.33 oz.	Apply Reset		149
24/2 Lb.	GRAINS	TEFAP Bonus \$0.00 Case	48 96

Clicking on the yellow star in the column header and selecting **Reset** will remove any filters.

TIP: Free Food!

To view only free products, check the box next to "Free Food Only" and click "Search". Click "Reset" to view the entire list again.

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 [Reset](#)

Column Sorting: Multi Page size: 20

Ref	Product	★ Storage	Packing	★ Type	★ Category	Price	Unit	Weight	Available	Qty	Del
TM100322	Tomato Soup-Trade Mitigation	Dry	24/1	COMPLETE MEALS/ENTREES/SOUP	TM - USDA	\$0.00	Case	16.12	38	<input type="text"/>	×
TM100526	Beef Stew-USDA Mitigation	Dry	24/24oz	COMPLETE MEALS/ENTREES/SOUP	TM - USDA	\$0.00	Case	36	295	<input type="text"/>	×

Printing the Shopping List

To print the shopping list, select the "Print Shopping List" button.

The screenshot shows the top navigation bar with 'Home', 'Orders', and 'Statistics' tabs. A yellow banner at the top right says 'You have 23 hours 58 minutes as of 9/13/2020 10:40:20 PM before your order is canceled.' Below this, there are buttons for 'Cancel Order', 'Print Shopping List' (circled in red), 'Print Cart', and 'View Cart'. The 'Print Shopping List' button is highlighted with a red circle. Below the buttons is a search bar and a 'Free Food Only' checkbox. At the bottom, there is a table header with columns: Ref, Product, Storage, Packing, Type, Category, Price, Unit, Weight, Available, Qty, and Del.

A .pdf of the Shopping List will be created and will either be located in your Downloads folder or can be opened by clicking the icon at the bottom of your web browser.



Shopping List

Helping Harvest Emergency Food Box
 Date Printed: 9/13/2020 At 11:29 PM
 *Item cost and available quantity may vary.

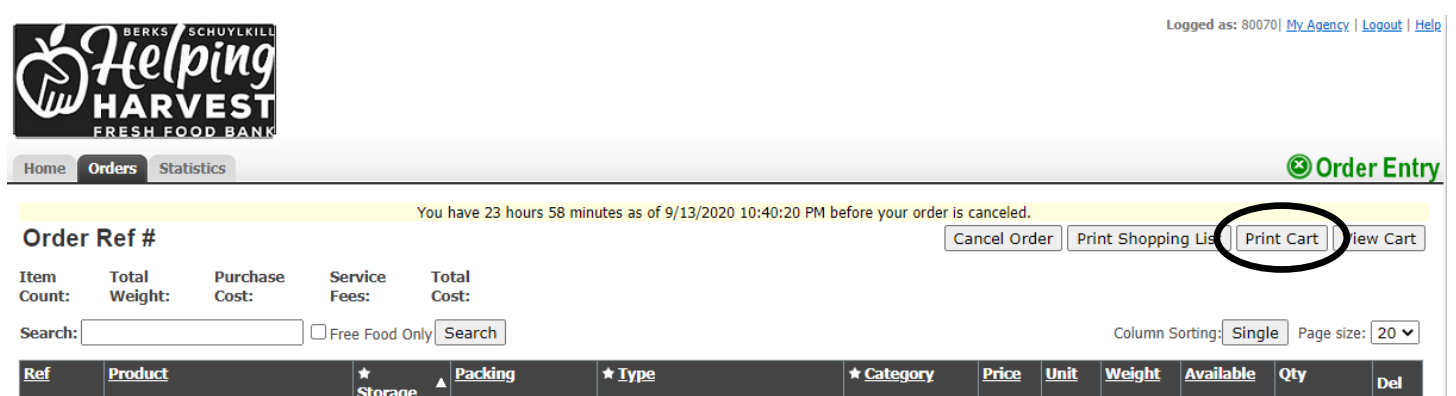
Ref	Product	Storage	Packing	Type	Category	Price	Unit	Weight	Available	Qty. Order
TM100322	Tomato Soup-Trade Mitigation	Dry	24/1	COMPLETE MEALS/ENTREES /SOUP	TM - USDA	\$0.00	Case	16.12	38	___
TM100526	Beef Stew-USDA Mitigation	Dry	24/24oz	COMPLETE MEALS/ENTREES /SOUP	TM - USDA	\$0.00	Case	36	295	___
TM110160	Fruit Mix - Dried - Trade Mitigation	Dry	24/1 Lb.	FRUITS	TM - USDA	\$0.00	Case	24	728	___
TM100138	Chili Without Beans-Trade Mitigation-USDA	Dry	24/24oz	VEGETABLES (CANNED/FROZEN)	TM - USDA	\$0.00	Case	36	747	___
TB100295	Raisins - Bonus	Dry	24/15 oz	FRUITS	TEFAP Bonus	\$0.00	Case	22.5	855	___

Alternatively, a new window may appear asking if you would like to open or save the Shopping List file. Selecting 'Open' will allow you to view the document before printing.



Printing Your Cart

To print a list of what is in your shopping cart, select the “Print Cart” button.



BERKS SCHUYLKILL
Helping HARVEST
FRESH FOOD BANK

Logged as: 80070 | [My Agency](#) | [Logout](#) | [Help](#)

Home **Orders** Statistics Order Entry

You have 23 hours 58 minutes as of 9/13/2020 10:40:20 PM before your order is canceled.

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 Column Sorting: Single Page size: 20

Ref	Product	★ Storage	▲ Packing	★ Type	★ Category	Price	Unit	Weight	Available	Qty	Del
-----	---------	-----------	-----------	--------	------------	-------	------	--------	-----------	-----	-----

A .pdf of you cart will be created and will either be located in your Downloads folder or can be opened by clicking the icon at the bottom of your web browser.

Alternatively, a new window may appear asking if you would like to open or save the Shopping List file. Selecting ‘Open” will allow you to view the document before printing.



Order# 111080

Agency: 80070 - Helping Harvest Emergency Food Box
 Order Status: Entry NOT complete, Must Check Out
 Order Placed: 9/13/2020
 Warehouse: Helping Harvest
 Shipping Method: Pickup
 Delivered/Picked Up: 9/17/2020 At 9:00 AM
 Deliver/Pick Up Location: Door 1

Product Ref	Product	Type	Category	Quantity	Weight	Unit Measure	Total Cost
TM100138	Chili Without Beans-Trade Mitigation-USDA	VEGETABLES (CANNED/FROZEN)	TM - USDA	7	252	Case	\$0.00
T110740	Corn Square Cereal-USDA	CEREAL	TEFAP	3	31.5	Case	\$0.00
TB100295	Raisins - Bonus	FRUITS	TEFAP Bonus	10	225	Case	\$0.00
Totals:				20	508.5		\$0.00

Please note, your order is not submitted until you check out.

Viewing Your Cart

Once you have completed your order, click on “View Cart”.

BERKS SCHUYLKILL
Helping HARVEST
FRESH FOOD BANK

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Home **Orders** Statistics Order Entry

You have 23 hours 58 minutes as of 9/13/2020 10:40:20 PM before your order is canceled.

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 Column Sorting: Page size:

Ref	Product	Storage	Packing	Type	Category	Price	Unit	Weight	Available	Qty	Del
-----	---------	---------	---------	------	----------	-------	------	--------	-----------	-----	-----

You will then be taken to this page...

BERKS SCHUYLKILL
Helping HARVEST
FRESH FOOD BANK

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Home **Orders** Statistics Order Entry

You have 23 hours 41 minutes as of 9/13/2020 11:55:30 PM before your order is canceled.

Order Ref #111080

Contact Information

Name:

Phone Number:

E-mail Address:

Comment:

Shipping/Delivery

Method: Pickup

Location: Door 1

Date: 9/17/2020

Time: 9:00 AM

Order Status: Entry NOT complete, Must Check Out

Item Count: 3 Total Weight: 509 Purchase Cost: \$0.00 Service Fees: \$0.00 Total Cost: \$0.00

Ref	Product	Storage	Type	Weight	Category	Price	Unit Measure	Available	Qty	Del
T110740	Corn Square Cereal-USDA	Dry	CEREAL	10.5	TEFAP Pantry Only	\$0.00	Case	161	<input type="text" value="3"/>	✗
TB100295	Raisins - Bonus	Dry	FRUITS	22.5	TEFAP Bonus	\$0.00	Case	845	<input type="text" value="10"/>	✗
TM100138	Chili Without Beans-Trade Mitigation-USDA	Dry	VEGETABLES (CANNED/FROZEN)	36	Trade Mitigation	\$0.00	Case	740	<input type="text" value="7"/>	✗

The **Shipping/Delivery** information will automatically fill in – please be sure that it matches the pick-up or delivery date and time that was communicated with Helping Harvest.

Contact Information is required to continue and will assist Helping Harvest in communicating any changes with your order. Please include any requests or comments in the box provided.

Select “Shopping List” at the bottom to return to the inventory list.

Select “Checkout” to submit your order to Helping Harvest.

Checking Out

After selecting “Checkout”, a successful submission will then show the following message:



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Home **Orders** Statistics

[Order Entry](#)

Order Ref #111080

Thank-you! Your order was successfully submitted.

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

Clicking on the “Click [here](#) for a PDF summary of your order” will create a document that can serve as your order confirmation.

The .pdf will either be located in your Downloads folder or can be opened by clicking the icon at the bottom of your web browser.

Alternatively, a new window may appear asking if you would like to open or save the Shopping List file. Selecting ‘Open” will allow you to view the document before printing.



Order# 111080

Agency: 80070 - Helping Harvest Emergency Food Box

Order Status: Waiting to be Reviewed

Order Placed: 9/13/2020

Warehouse: Helping Harvest

Shipping Method: Pickup

Delivered/Picked Up: 9/17/2020 At 9:00 AM

Deliver/Pick Up Location: Door 1

Product Ref	Product	Type	Category	Quantity	Weight	Unit Measure	Total Cost
TM100138	Chili Without Beans-Trade Mitigation-USDA	VEGETABLES (CANNED/FROZEN)	TM - USDA	7	252	Case	\$0.00
T110740	Corn Square Cereal-USDA	CEREAL	TEFAP	3	31.5	Case	\$0.00
TB100295	Raisins - Bonus	FRUITS	TEFAP Bonus	10	225	Case	\$0.00
Totals:				20	508.5		\$0.00

Please note that the **Order Status** is now “Waiting to be Reviewed”. This means that the staff at Helping Harvest is aware of your order, will review it for appropriate quantities and accuracy, and will release your order to the warehouse to be picked and processed.

Entering Statistics

Click on the Statistics Tab.

BERKS SCHUYLKILL
Helping HARVEST
FRESH FOOD BANK

Logged as: 80070 | [My Agency](#) | [Logout](#) | [Help](#)

Home Orders **Statistics** My Docs Order Entry

Home Print Shopping List

You have 22 hours 57 minutes as of 9/23/2020 12:21:11 AM before your order is canceled.

Home Your Cart

Welcome to Helping Harvest's Online Ordering System.

Please place all orders within a 3-5 day window before your scheduled pick-up or delivery.

If you have questions regarding your order, please contact the Programs Department at 610-926-5802 x229.

Thank you for all that you do for those in need throughout Berks and Schuylkill Counties.

Notable Links
[Helping Harvest](#)
[Feeding Pennsylvania](#)
[Feeding America](#)

From this screen, you will be able to enter current statistics and access all previously submitted statistics. To enter current statistics, click on “Enter Statistics” in the bottom right hand corner of the screen.

BERKS SCHUYLKILL
Helping HARVEST
FRESH FOOD BANK

Logged as: 80070 | [My Agency](#) | [Logout](#) | [Help](#)

Home Orders **Statistics** Order Entry

Statistics Page size: 20

Stat Date	Comment
08/31/2020	SD/MSS Rec'd Hamburg Mobile
07/31/2020	SD/MSS Rec'd Oley Mobile Helping Harvest
06/30/2020	SD/MSS Rec'd
06/29/2020	COVID Emergency Boxes
05/31/2020	SD/MSS Rec'd
05/30/2020	COVID Emergency Boxes
04/30/2020	SD/MSS Rec'd
04/29/2020	COVID Emergency Boxes
03/31/2020	SD/MSS Rec'd
03/30/2020	COVID Emergency Boxes
02/29/2020	SD/MSS Rec'd
01/31/2020	SD/MSS Rec'd

< Prev 1 Next > | Page 1 of 1

Enter Statistics

PLEASE NOTE: You will not be able to place an order if your agency’s statistics are not up to date. Statistics for the previous month must be entered by the 5th of the following month (i.e. November statistics are due by December 5th). The following screen will show if current statistics are not entered.

BERKS SCHUYLKILL
Helping HARVEST
FRESH FOOD BANK

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Home **Orders** Statistics Order Entry

Please enter current statistics before ordering.

For Pantry Programs (agency reference numbers starting with 1)

To enter your agency's statistics, select the month and year for which you are entering statistics.

Complete all the fields listed on the 'Enter Statistics' screen (please note the categories are in a different order than they appear on the Monthly Statistic Form).



Logged as: 80070 | [My Agency](#) | [Logout](#) | [Help](#)

[Home](#) [Orders](#) [Statistics](#)

[Order Entry](#)

Enter Statistics

Effective Date: Month: Year:

Comments:

Category	Quantity	Comment
ADULT	<input type="text"/>	<input type="text"/>
CHILDREN	<input type="text"/>	<input type="text"/>
NEW HOUSEHOLD	<input type="text"/>	<input type="text"/>
SENIOR	<input type="text"/>	<input type="text"/>
TOTAL	<input type="text"/>	<input type="text"/>
TOTAL HOUSEHOLD	<input type="text"/>	<input type="text"/>
UNDUPLICATED	<input type="text"/>	<input type="text"/>

[Submit Statistics](#)

Adult - Enter the number of adults (age 18-59) served during the month

Children - Enter the number of children (age 0-17) served during the month

New Household - Enter the number of new households served for the first time since July

Senior - Enter the number of seniors (age 60+) served during the month

Total - Add the number of children, adults and seniors served during the month

Total Household - Enter the number of households served during the month (if a household was served twice during the month, it should be counted twice here)

Unduplicated - Enter the number of different or unique households served during the month (if a household was served twice during the month, it should only be counted once here)

PLEASE NOTE: The "Total" fields do not automatically populate for you. Please be sure that you are adding correctly and check your math before entering and submitting your statistics!

Once you have entered your statistics and checked your math, click the [Submit Statistics](#) button at the bottom of the page. If you find any errors in your statistics after they are submitted, please contact the Programs Department.

Paper or electronic copies of Pantry Recipient Forms (Berks and Schuylkill Pantries) and Self-Declaration of Need Forms (Berks Pantries) must be submitted to Helping Harvest to keep on file.

For Soup Kitchen, Snack and Shelters Programs (agency reference numbers starting with 2 or 3)

To enter your agency's statistics, select the month and year for which you are entering statistics.

Complete all the fields listed on the 'Enter Statistics' screen (please note the categories are in a different order than they appear on the Monthly Statistic Form).



Logged as: 30007 | [My Agency](#) | [Logout](#) | [Help](#)

[Home](#) [Orders](#) [Agency Pickup](#) **Statistics** [My Docs](#)

[Order Entry](#)

Enter Statistics

Effective Date: Month: Year:

Comments:

Category	Quantity	Comment
MEALS SERVED TO ADULTS	<input type="text"/>	<input type="text"/>
MEALS SERVED TO CHILDREN	<input type="text"/>	<input type="text"/>
MEALS SERVED TO SENIORS	<input type="text"/>	<input type="text"/>
TOTAL MEALS	<input type="text"/>	<input type="text"/>
UNDUPLICATED SERVED BY MEALS	<input type="text"/>	<input type="text"/>

[Submit Statistics](#)

Meals Served to Adults – Enter the total number of meals served to adults (age 18-59) during the month

Meals Served to Children – Enter the total number of meals served to children (age 0-17) during the month

Meals Served to Seniors – Enter the total number of meals served to seniors (age 60+) during the month

Total Meals – Add the number of meals served to children, adults and seniors during the month (if a person was served meals multiple times during the month, each of meals served to that individual person will be counted here)

Unduplicated Served by Meals – Enter the number of different or unique individuals served during the month (if a person was served multiple meals during the month, they will only be counted once here)

PLEASE NOTE: The “Total” fields do not automatically populate for you. Please be sure that you are adding correctly and check your math before entering and submitting your statistics!

Once you have entered your statistics and checked your math, click the [Submit Statistics](#) button at the bottom of the page. If you find any errors in your statistics after they are submitted, please contact the Programs Department.

Viewing Past Statistics

The statistics tab also shows all the documented statistics that were previously reported to Helping Harvest.



Logged as: 80070 | [My Agency](#) | [Logout](#) | [Help](#)

Home Orders **Statistics**

[Order Entry](#)

Statistics

Page size: 20

Stat Date	Comment
08/31/2020	SD/MSS Rec'd Hamburg Mobile
07/31/2020	SD/MSS Rec'd Oley Mobile Helping Harvest
06/30/2020	SD/MSS Rec'd
06/29/2020	COVID Emergency Boxes
05/31/2020	SD/MSS Rec'd
05/30/2020	COVID Emergency Boxes
04/30/2020	SD/MSS Rec'd
04/29/2020	COVID Emergency Boxes
03/31/2020	SD/MSS Rec'd
03/30/2020	COVID Emergency Boxes
02/29/2020	SD/MSS Rec'd
01/31/2020	SD/MSS Rec'd

< Prev 1 Next > | Page 1 of 1

Clicking on any of the table rows (or lines) will show the statistic report details.



Logged as: 80070 | [My Agency](#) | [Logout](#) | [Help](#)

Home Orders **Statistics**

[Order Entry](#)

Statistics for 6/30/2020

Comments: SD/MSS Rec'd

Category	Quantity	Comment
ADULT	83	
CHILDREN	72	
NEW HOUSEHOLD	48	
SENIOR	44	
TOTAL	199	
TOTAL HOUSEHOLD	48	
UNDUPLICATED	48	

Print Stats

Your Cart

From the home page, you can see what is currently in your shopping cart by clicking on the “Your Cart” tab. The tab window displays the current items in your cart along with basic summary detail.

This is helpful if you start an order but need to come back to it at a later time.



Logged as: 80070 | [My Agency](#) | [Logout](#) | [Help](#)

Home Orders Statistics

[Order Entry](#)

Home

[Print Shopping List](#)

You have 23 hours 36 minutes as of 9/22/2020 11:42:06 PM before your order is canceled.

Home **Your Cart**

Item Count: 3 Total Weight: 510 Purchase Cost: \$0.00 Service Fees: \$0.00 Total Cost: \$0.00

Ref	Product	Type	Quantity	Total Cost
211207	Assorted Candy by the pound - Free	SNACK FOODS/COOKIES	30	\$0.00
20415	Chicken - 8 piece	MEATS/FISH/POULTRY	5	\$0.00
TB100293	Raisins Boxed- Bonus	FRUITS	15	\$0.00

[View Cart](#)

PLEASE NOTE: Once you begin an order, you have 24 hours to complete the check-out process before the order is cancelled.

Orders Tab

Clicking on the “Orders” tab, will display a list of past orders placed through Helping Harvest.



Logged as: 80070 | [My Agency](#) | [Logout](#) | [Help](#)

Home **Orders** Statistics My Docs

[Order Entry](#)

Home

[Print Shopping List](#)

You have 22 hours 57 minutes as of 9/23/2020 12:21:11 AM before your order is canceled.

Home **Your Cart**

Welcome to Helping Harvest's Online Ordering System.

Please place all orders within a 3-5 day window before your scheduled pick-up or delivery.

If you have questions regarding your order, please contact the Programs Department at 610-926-5802 x229.

Thank you for all that you do for those in need throughout Berks and Schuylkill Counties.

Notable Links

- [Helping Harvest](#)
- [Feeding Pennsylvania](#)
- [Feeding America](#)

Clicking on an order will display the order details.



Logged as: 80070 | [My Agency](#) | [Logout](#) | [Help](#)

Home **Orders** Statistics

Order Entry

Orders

Search:

Page size:

Order	Status	Entered	Del/Pickup	Method	Reviewed?	Released	Picked	Confirmed?	Location
111238	Open	09/22/2020	09/28/2020	Delivery	No			No	No Del/PU Location
110954	Closed	08/28/2020	08/28/2020		Yes	08/28/2020	08/28/2020	Yes	No Del/PU Location
110819	Closed	08/19/2020	08/24/2020	DELIVERY	Yes	08/19/2020	08/21/2020	Yes	No Del/PU Location
110786	Closed	08/14/2020	08/18/2020	DELIVERY	Yes	08/14/2020	08/17/2020	Yes	No Del/PU Location
110622	Closed	08/03/2020	08/06/2020	PICK-UP	Yes	08/03/2020	08/05/2020	Yes	No Del/PU Location
110538	Closed	07/24/2020	07/29/2020	DELIVERY	Yes	07/24/2020	07/29/2020	Yes	No Del/PU Location
110522	Closed	07/23/2020	07/27/2020	DELIVERY	Yes	07/23/2020	07/27/2020	Yes	No Del/PU Location
110217	Closed	06/25/2020	07/01/2020	DELIVERY	Yes	06/25/2020	06/30/2020	Yes	No Del/PU Location
110213	Closed	06/24/2020	07/02/2020	PICK-UP	Yes	06/24/2020	07/01/2020	Yes	No Del/PU Location
110206	Closed	06/23/2020	06/29/2020	DELIVERY	Yes	06/23/2020	06/26/2020	Yes	No Del/PU Location
110167	Closed	06/19/2020	06/22/2020	DELIVERY	Yes	06/19/2020	06/19/2020	Yes	No Del/PU Location
110166	Closed	06/18/2020	06/24/2020	DELIVERY	Yes	06/18/2020	06/23/2020	Yes	No Del/PU Location
109991	Closed	06/05/2020	06/10/2020	DELIVERY	Yes	06/09/2020	06/09/2020	Yes	No Del/PU Location
109990	Closed	06/05/2020	06/10/2020	DELIVERY	Yes	06/05/2020	06/08/2020	Yes	No Del/PU Location

On the order detail screen you can view a summary of the order as well as a list of products.



Logged as: 80070 | [My Agency](#) | [Logout](#) | [Help](#)

Home **Orders** Statistics

Order Entry

Order #110206

Order Date:	6/23/2020	Order Status:	Confirmed 6/30/2020
Weight:	2671	Warehouse:	Helping Harvest
Total Cost:	\$60.00	Shipping Method:	DELIVERY
Payments:	\$60.00	Delivered/Picked Up:	6/29/2020 1:00 PM
Applied Grants:	\$0.00	Picked Up By:	cbergstresser
Balance:	\$0.00	Delivery/Pick-up Location:	No Del/PU Location

Order Notes: Alleghany Mobile Deliver to Alleghany Lutheran Church 1327 Alleghany Rd Mohnton, PA 19540 1 dry skid, 1 freezer skid --> Rich 2 cooler gaylords --> MJ

Products

Product	Name	Type	Category	Weight	Quantity	Total Cost
205025	Dairy Products - Free	DAIRY PRODUCTS	Local Donations	348	348	\$0.00
2151975	Emergency Sorted Dry Food Box	MIXED & ASSORTED FOOD	Local Donations	1495	65	\$0.00
208215	Produce - Free	PRODUCE	Local Donations	373	373	\$0.00
2151973	Sorted Frozen Food Bags	MIXED & ASSORTED FOOD	Local Donations	455	65	\$0.00

Invoices

By clicking on the “My Docs” tab, you will be able to access your agency’s past invoices.

BERKS SCHUYLKILL
Helping HARVEST
FRESH FOOD BANK

Logged as: 80070 | [My Agency](#) | [Logout](#) | [Help](#)

Home Orders Statistics **My Docs** Order Entry

Home Print Shopping List

You have 22 hours 57 minutes as of 9/23/2020 12:21:11 AM before your order is canceled.

Home Your Cart

Welcome to Helping Harvest's Online Ordering System.

Please place all orders within a 3-5 day window before your scheduled pick-up or delivery.

If you have questions regarding your order, please contact the Programs Department at 610-926-5802 x229.

Thank you for all that you do for those in need throughout Berks and Schuylkill Counties.

Notable Links
[Helping Harvest](#)
[Feeding Pennsylvania](#)
[Feeding America](#)

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On the Document screen, click on “Invoices”. A list of all past invoices will load. Click on the file name to download a .pdf of the selected invoice.

BERKS SCHUYLKILL
Helping HARVEST
FRESH FOOD BANK

Logged as: 80070 | [My Agency](#) | [Logout](#) | [Help](#)

Home Orders Statistics **My Docs** Order Entry

Helping Harvest Emergency Food Box's Documents

Statements **Invoices**

Invoices

Search: Page size: 20

File	Order Ref	Date Added
110819.PDF	110819	08/21/2020
110786.PDF	110786	08/17/2020
110622.PDF	110622	08/05/2020
110578.PDF	110578	07/29/2020
110538.PDF	110538	07/28/2020
110522.PDF	110522	07/27/2020
110217.PDF	110217	07/02/2020
110213.PDF	110213	07/01/2020
110206.PDF	110206	06/26/2020
110166.PDF	110166	06/25/2020
110167.PDF	110167	06/19/2020

Agency Information

Primarius Web Window (PWW) allows agencies to access general information on file for your agency.

Click on "My Agency" link in the upper right hand corner.



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Home Your Cart

Welcome to Helping Harvest's Online Ordering System.

Please place all orders within a 3-5 day window before your scheduled pick-up or delivery.

If you have questions regarding your order, please contact the Programs Department at 610-926-5802 x229.

Thank you for all that you do for those in need throughout Berks and Schuylkill Counties.

Notable Links

[Helping Harvest](#)
[Feeding Pennsylvania](#)
[Feeding America](#)

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Each tab will show the information that Helping Harvest has on file for your agency. To update any information, please contact the Programs Department at 610-926-5802 x229.



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Helping Harvest Emergency Food Box

Agency Info Locations Contacts Hours Open AR Service Info

Contact:	Jess Umbenhauer	Agency Size:	10
Address:	117 Morgan Drive	PantrySize:	48 cases/month
	Reading, PA 19608	OnSite Size:	1
Phone:	(610)926-5802	Inactive?	No
Email:	jumbenhauer@helpingharvest.org	Suspended?	No
Last Monitored:	1/1/0001	Serve Onsite?	Yes
		Serve Offsite?	No
		Balance:	(\$60.00)
		Last Paid:	9/21/2020

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Agency Info shows the primary person associated with the agency and contact information.

Locations displays the different addresses that Helping Harvest has on file for your agency.



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Helping Harvest Emergency Food Box

Agency Info **Locations** Contacts Hours Open AR Service Info

Addresses

Type	Name	Address	Address 2	City	State	Zip
Administator	Helping Harvest		117 Morgan Drive	Reading	PA	19608
Contact	Helping Harvest		117 Morgan Drive	Reading	PA	19608
Bill To	Helping Harvest		117 Morgan Drive	Reading	PA	19608
Ship To	various					

Contacts lists the different names and contact information of people associated with the agency account.

Administrator – person who oversees the agency or organization

Contact – the primary contact and designated person to communicate with Helping Harvest

Bill To – the person who receives financial information (invoices, statements, etc) from Helping Harvest

Ship To – the person designated to receive the deliveries at the agency or organization

Authorized – additional contacts who can contact Helping Harvest on behalf of your organization

POL Order – the primary contact for online ordering (PWW)



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Helping Harvest Emergency Food Box

Agency Info Location **Contacts** Hours Open AR Service Info

Contacts

Type	Name	Phone	Ext.	E-mail	Authorized?	Can Pickup?	Can Order?	Food Safety Cert?	Food Safety Cert
Administator	Jess Umbenhauer	(610)926-5802		jumbenhauer@helpingharvest.org	No	No	No	No	
Contact	Jess Umbenhauer	(610)926-5802		jumbenhauer@helpingharvest.org	No	No	No	No	
Bill To	Jess Umbenhauer	(610)926-5802		jumbenhauer@helpingharvest.org	No	No	No	No	
Ship To	various	(____)____-____		jumbenhauer@helpingharvest.org	No	No	No	No	
POL Order	Jess Umbenhauer	(610)926-5802		jumbenhauer@helpingharvest.org	No	No	No	No	

Hours lists the hours that your agency or organization is open for food distribution.



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Helping Harvest Emergency Food Box

Agency Info Locations **Hours** Open AR Service Info

Hours of Operation

Hours Comments:

Day	Hours
Sunday	Closed
Monday	Closed
Tuesday	Closed
Wednesday	Closed
Thursday	Closed
Friday	Closed
Saturday	Closed

M-F 8-4:30

To update any information including hours, please contact the Programs Department at 610-926-5802 x229.

Open AR shows if orders:

- ✓ are open or closed
- ✓ have been reviewed by Helping Harvest
- ✓ have been picked (or selected) by the warehouse
- ✓ have a balance



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Helping Harvest Emergency Food Box

Agency Info Locations Contacts **Hours** **Open AR** Service Info

Open Account Receivables

OrderRef	Status	Entered	Delivered/Pickedup	Reviewed?	Picked?	Balance
110954	Closed	08/28/2020	08/28/2020	Yes	Yes	(\$60.00)
						(\$60.00)

You are able to click anywhere on the line of an order to be taken to another screen that will display the details for that particular order.

Service Info displays different graphs and charts based on the agency’s information.



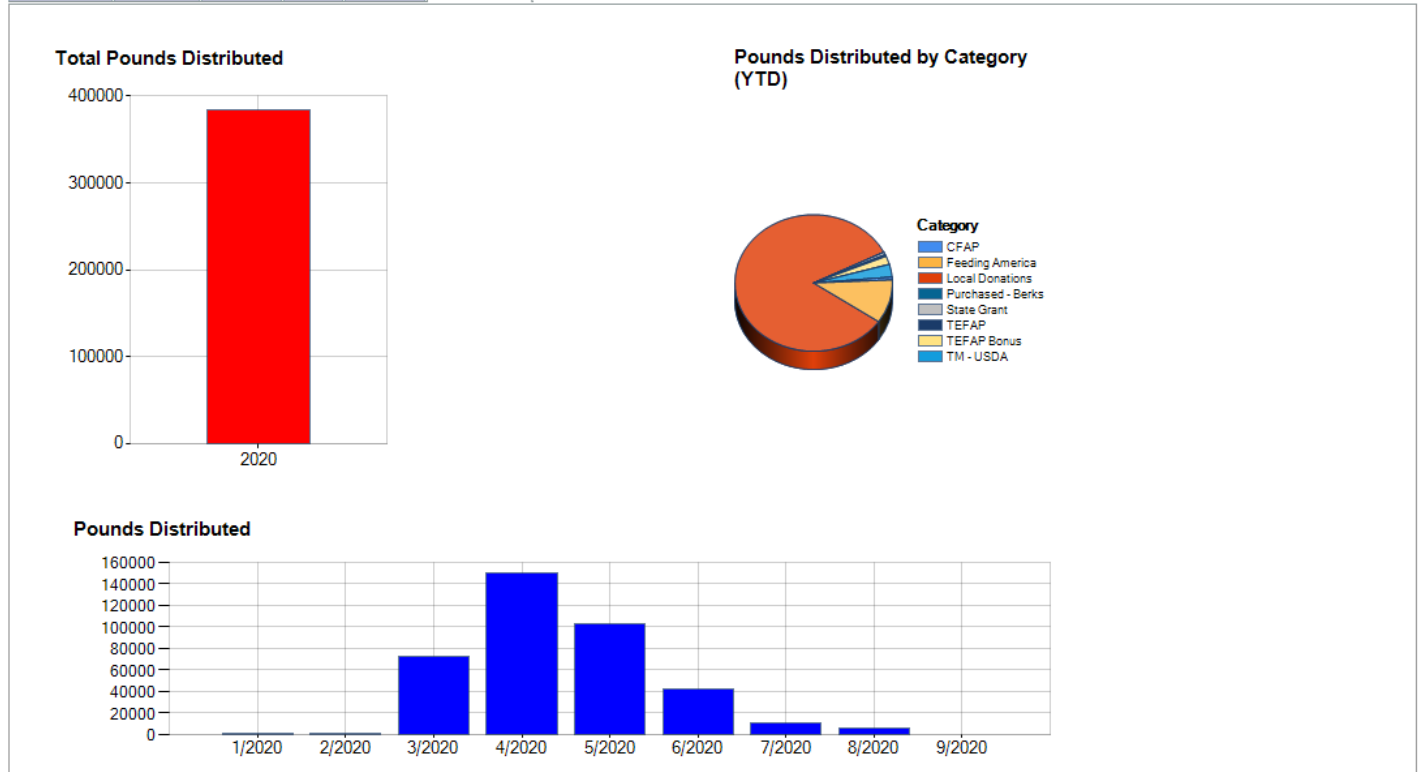
Logged as: 80070 | [My Agency](#) | [Logout](#) | [Help](#)

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Helping Harvest Emergency Food Box

Agency Info Locations Contacts Hours Open AR Service Info



Please note on the Service Info tab, that the three graphs below the above screenshot will not display data because of how Helping Harvest’s statistics are set up.

Closing

If, after reading this manual, you still have questions regarding online ordering – please do not hesitate to contact the Programs Department (610-926-5802 x229) at Helping Harvest.

We are very grateful for the work that our agencies, organizations, pantry coordinators, soup kitchens, shelters, and volunteers do to feed those in need throughout Berks and Schuylkill counties.

The work that you all do is humbling and inspiring and the staff at Helping Harvest is grateful for all that you do!

Please reach out with questions or feedback and stay well!