

## **Ordering Pre-Packaged Items on PWW**

Helping Harvest offers four different types of pre-packaged items to help pantries maintain social distancing and promote low-contact distribution methods.

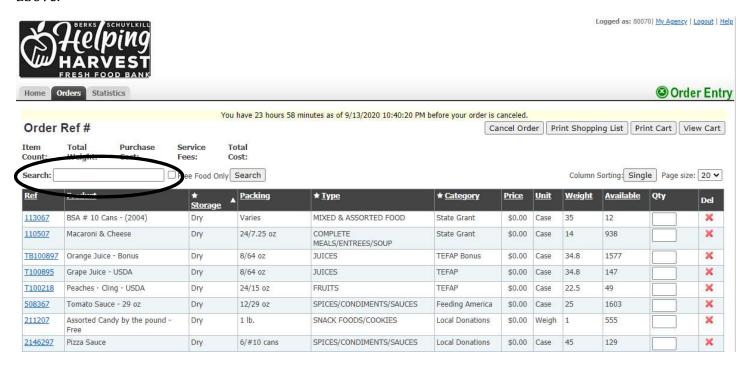
**Shelf-Stable Emergency Box** – approximately 25 pounds (Item # - 213997)

**Sorted Frozen Food Bag** – approximately 7 pounds (Item # - 2151973)

**Produce Bag** (variety of produce, pre-packed in a grocery bag) – approximately 6 pounds

Perishable Bag (variety of dairy and deli items, pre-packed in a bag) – approximately 6 pounds

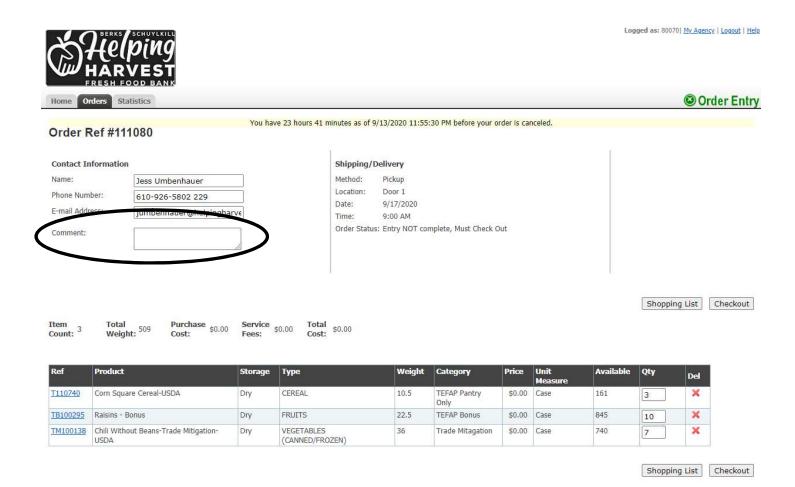
To add **Shelf-Stable Emergency Boxes** (213997) or **Sort Frozen Food Bags** (2151973) to your agency's order, you can either scroll through the inventory or use the Search function to type in the item numbers above.



PWW will show the available inventory that can be ordered for each item. 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 for the system to update your order.

Both the Shelf-Stable Emergency Boxes and Sorted Frozen Food Bags are ordered by the number of boxes or bags that you want.

You will be able to add **Produce Bags** and **Perishable Bags** to your agency's order at the end of the ordering process. Once you have clicked "View Cart", you will be taken to the screen below.



In the comment box (see circled area above), please list the number of bags of each type that you would like to order (e.g. 100 produce bags, 100 perishable bags).

After you have entered the number of bags that you would like to order, click "Checkout". The information entered into the comment box will be reviewed by Helping Harvest staff and will be sent to our repack station for completion.

**PLEASE NOTE:** Items that are included in the Produce Bags and Perishable Bags will show up on your invoice as a variety of different products including Assorted Produce, Assorted Dairy, Assorted Refrigerated Deli or individual products (i.e. yogurt, grapes, butter, etc.).

If you have questions about ordering pre-packaged items, please call the Programs Department at  $610-926-5802 \times 229$ . We will be happy to help you out!

Stay well!