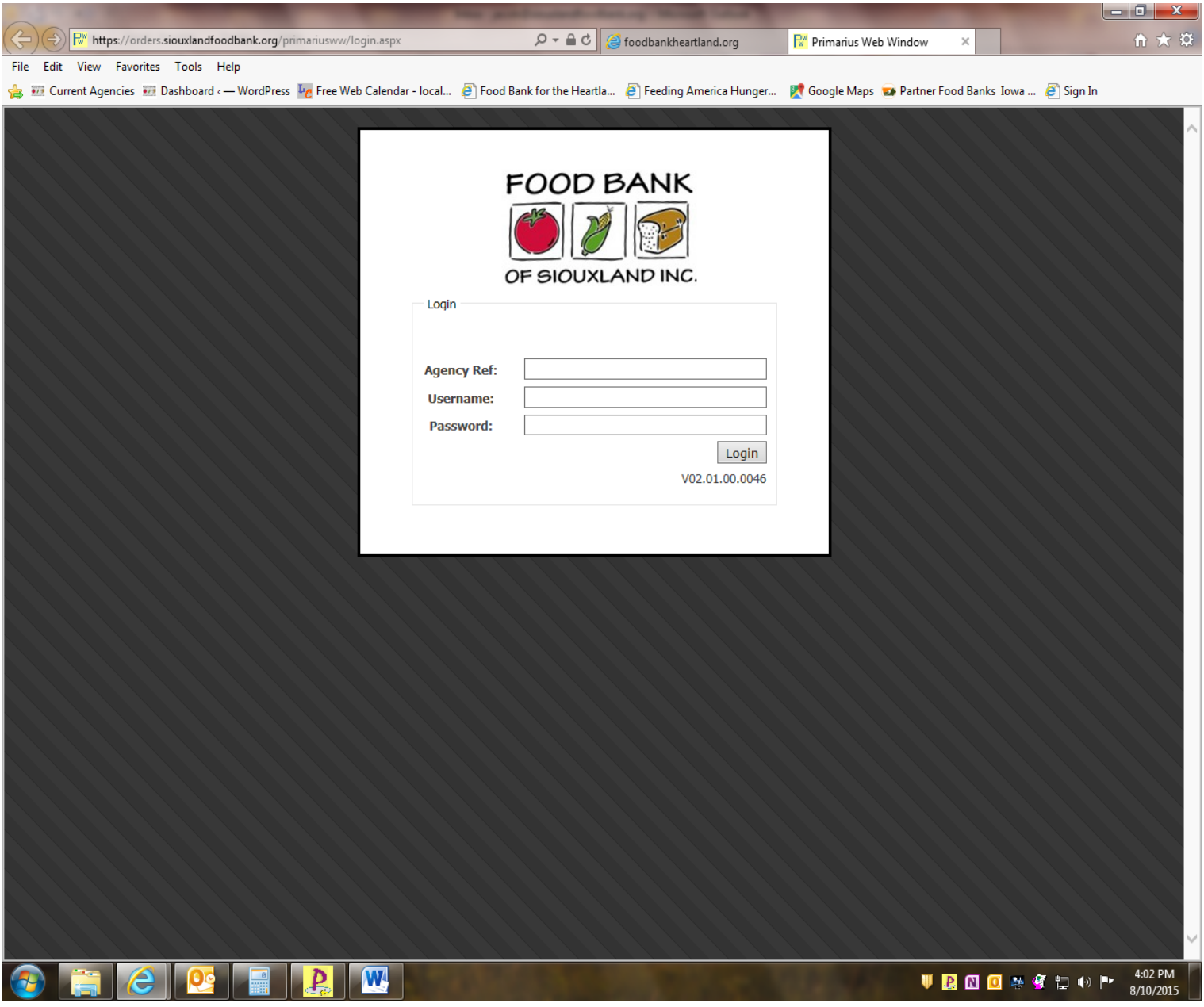
Accessing the Online Web Ordering System

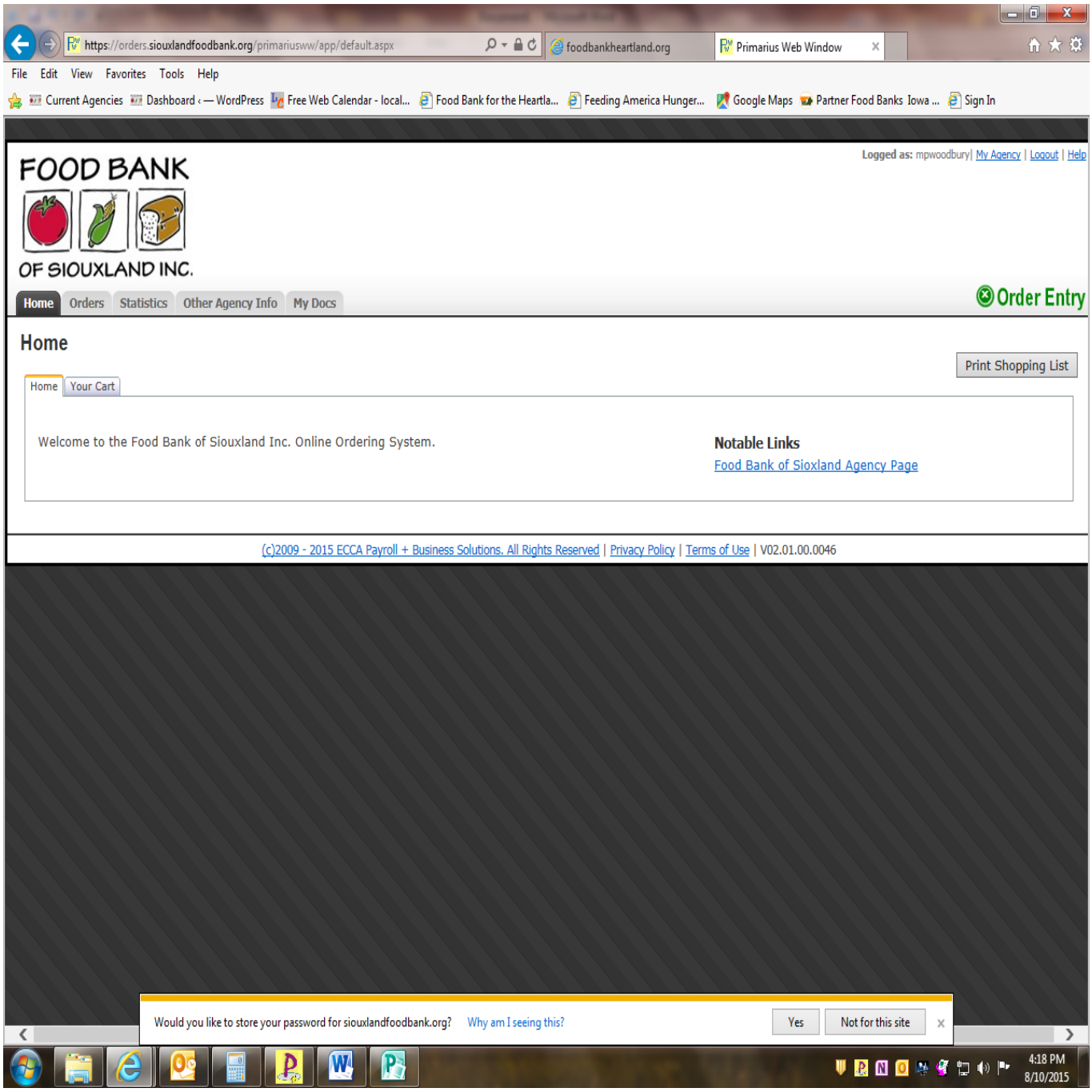
1) You will begin by going to https://orders.siouxlandfoodbank.org/primariusww/login.aspx

2) Following this brings you to the webpage shown below. Each person authorized to order food will need to know:
   a) Agency Reference Number (found on your monthly invoices and packing slips).
   b) Username (given to you by the Food Bank of Siouxland).
   c) Password (given to you by the Food Bank of Siouxland).



4) ***Placing an Order***

a) From the home page, select the +Order Entry on the right side of the screen to open up the shopping list:



5) ***Confirm your shipping option*** – There will be no change to cutoff dates for orders. We still require a minimum of two business days for any order (for example: order by 4pm on Monday, you can request a pickup or a delivery for Wednesday).

a) Pickup/delivery.

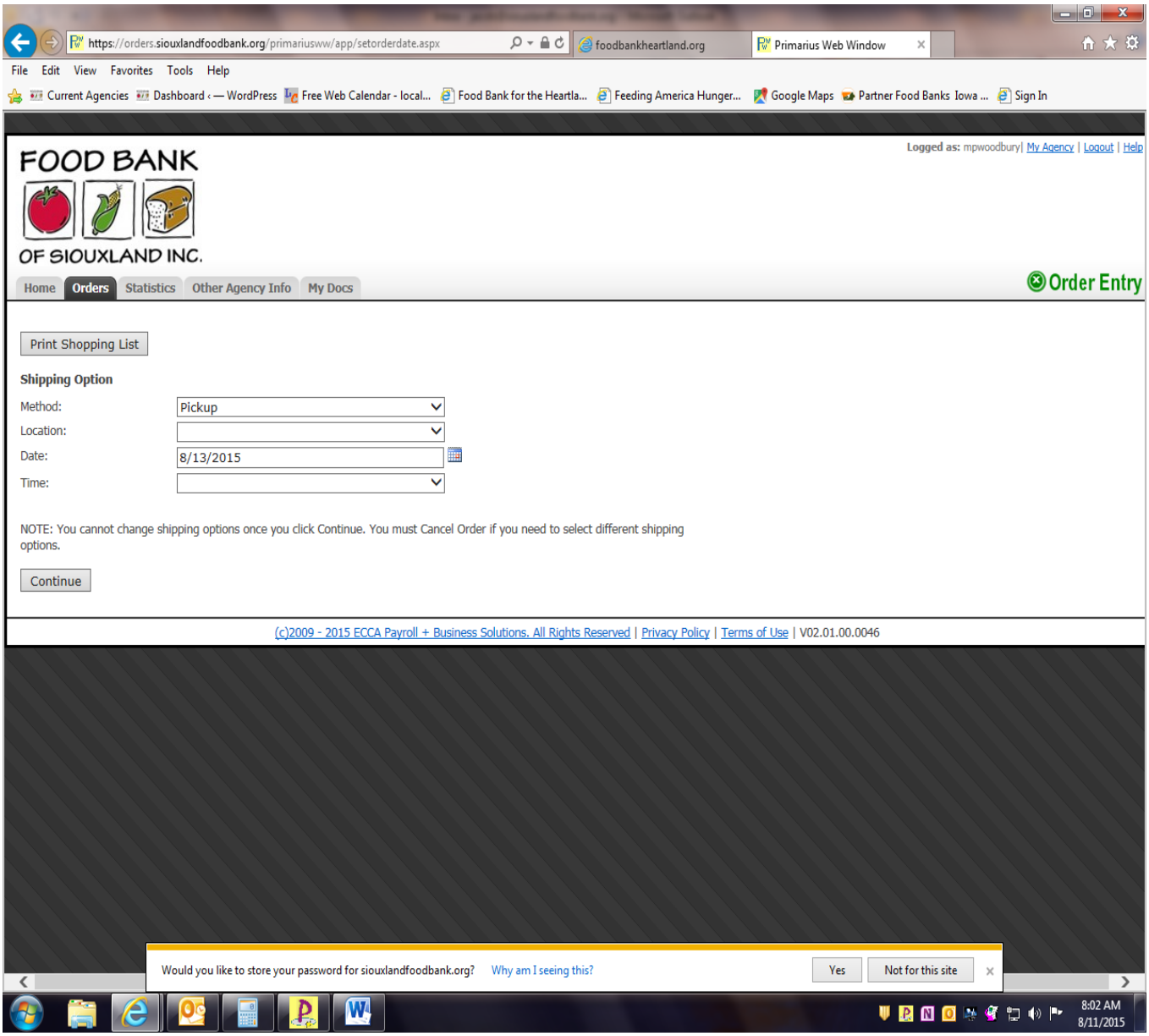
b) Location.

c) Select any option available – you will see various numbers after each pickup/delivery option. All options are equal and no priority is given based on number value. As always, first come, first served.

d) Date.

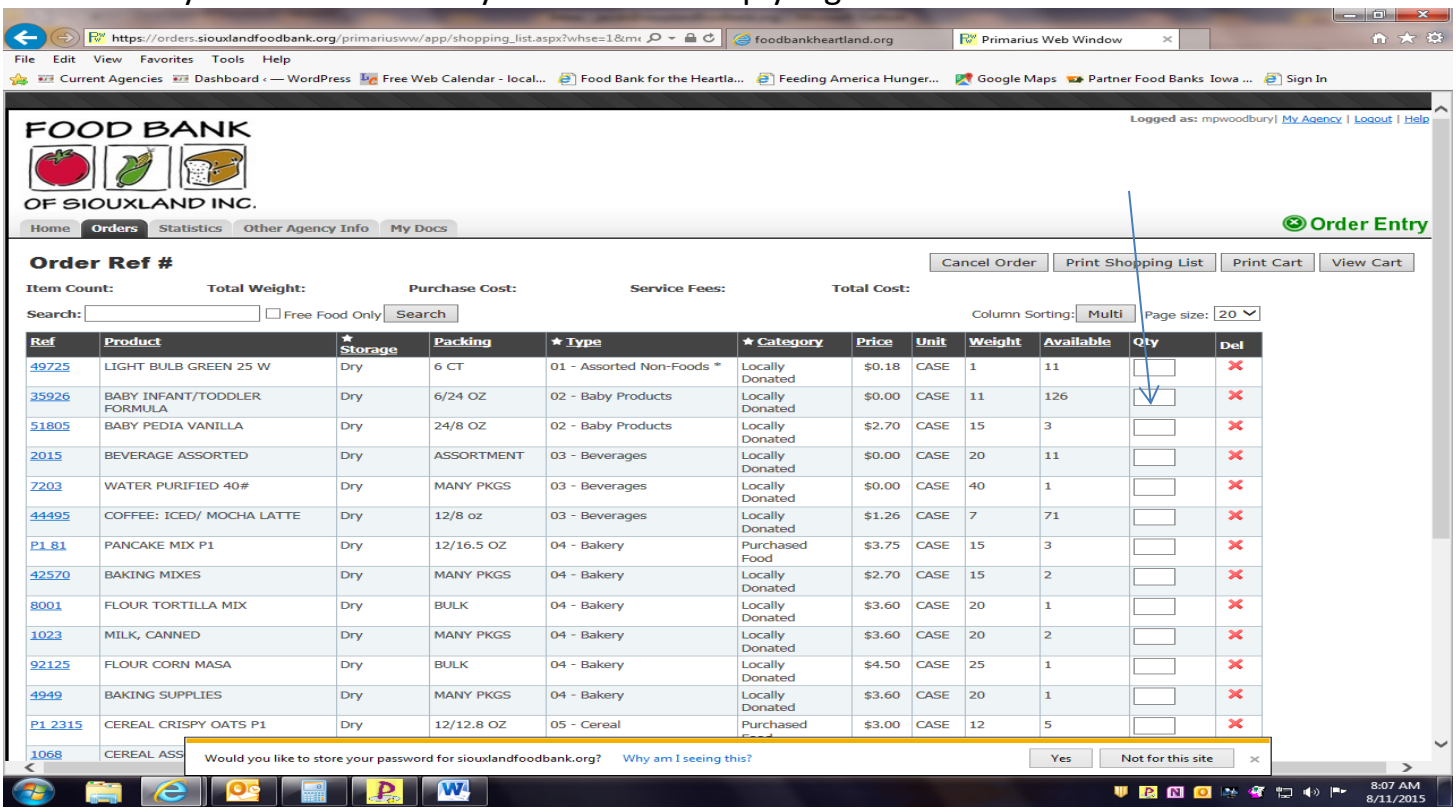
e) Time.

f) Select Continue to move to the next step.



6) Place quantity of item in the Qty Textbox and push tab. After that, you can move your cursor to the next time you would like to order. While the system is placing the item in your cart you will see Wait above the available column.

7) Once you enter the quantity for an item, and push tab, the items are added to your order and will be reserved for you**. *<u>You will only need to checkout when you're completely done building your order. If you are building an order to be completed later, do not checkout</u>*.** Either view your cart to review your order or simply log out.



8) Note the available functions:

a) Print Shopping List: Select to print a shopping list.

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

c) View Cart: Select to view the items within the cart.

d) The Search textbox allows you to type in the product name or the product reference number to search the shopping list for that particular item.

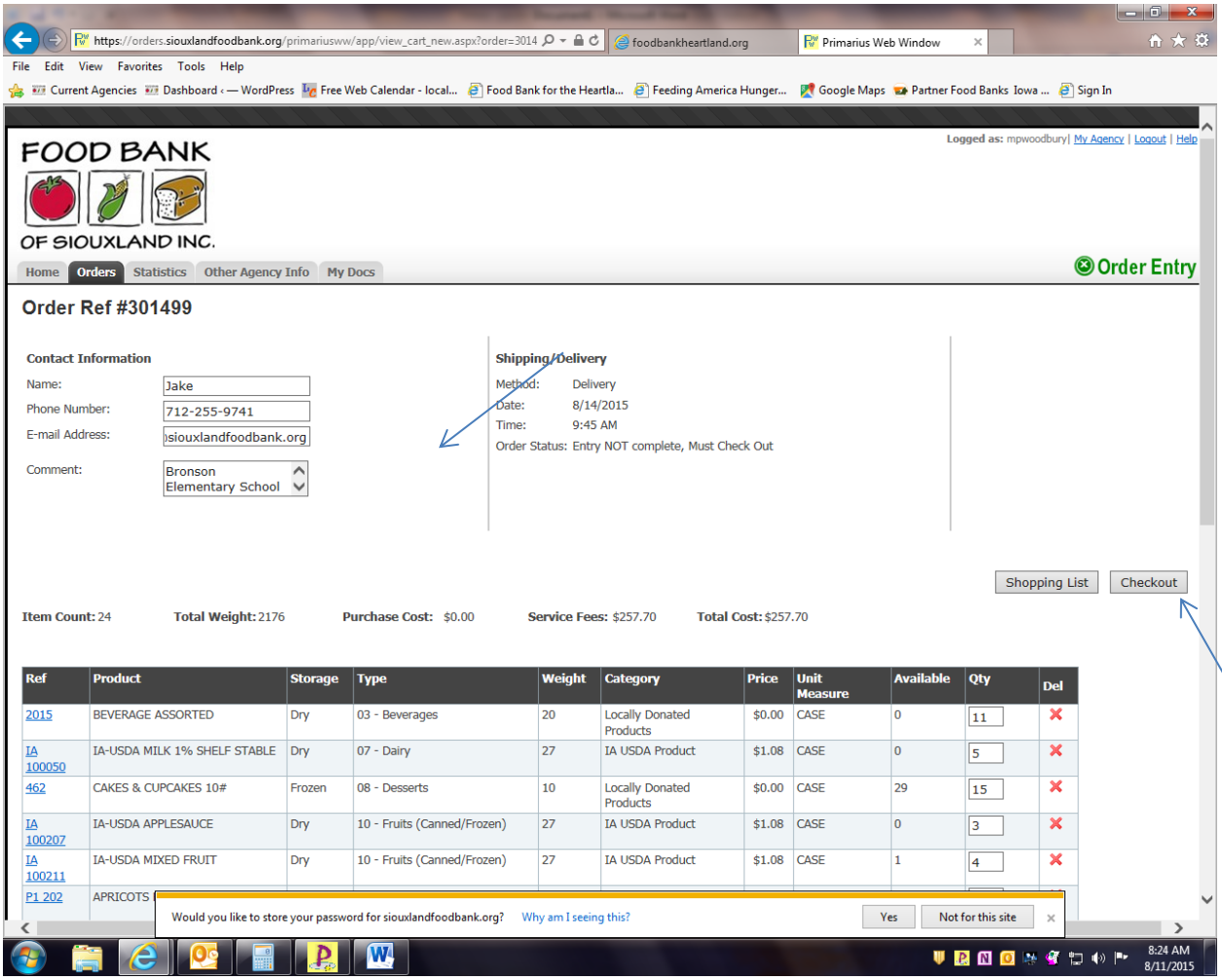
e) The Ref (reference) column contains the item number. Clicking on the product reference number will bring up a new window containing the product details and the product photo (if available).

f) The Red X selection will delete the item quantity from the cart.

g) The starred columns indicate columns that the Shopping 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).

9) Once desired items are in the cart, click on the View Cart button to review your order.

10) Fill in the Contact Information on the top left of the page



Ref	Product	Storage	Type	Weight	Category	Price	Unit Measure	Available	Qty	Del
2015	BEVERAGE ASSORTED	Dry	03 - Beverages	20	Locally Donated Products	$0.00	CASE	0	11	
IA 100050	IA-USDA MILK 1% SHELF STABLE	Dry	07 - Dairy	27	IA USDA Product	$1.08	CASE	0	5	
462	CAKES & CUPCAKES 10#	Frozen	08 - Desserts	10	Locally Donated Products	$0.00	CASE	29	15	
IA 100207	IA-USDA APPLESAUCE	Dry	10 - Fruits (Canned/Frozen)	27	IA USDA Product	$1.08	CASE	0	3	
IA 100211	IA-USDA MIXED FRUIT	Dry	10 - Fruits (Canned/Frozen)	27	IA USDA Product	$1.08	CASE	1	4	
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11) Once your order is complete, select checkout.

12) You will receive a confirmation email once the order is processed.

13) *Only checkout once you are completely done with your order*. If you want to add more products to the order at a later time, **DO NOT select checkout**. You have several options at this point. Examples include logging out, going to the Home page, or reviewing your order by selecting ***View Cart***.