

INSTRUCTIONS TO PARTNERS ON ENTERING GRP POUNDAGE - Updated 4/28/2022

1. Log in to PWW (as if you were placing a shopping order):



REDWOOD EMPIRE  
FOOD BANK

Login

Agency Ref: AG0377-01

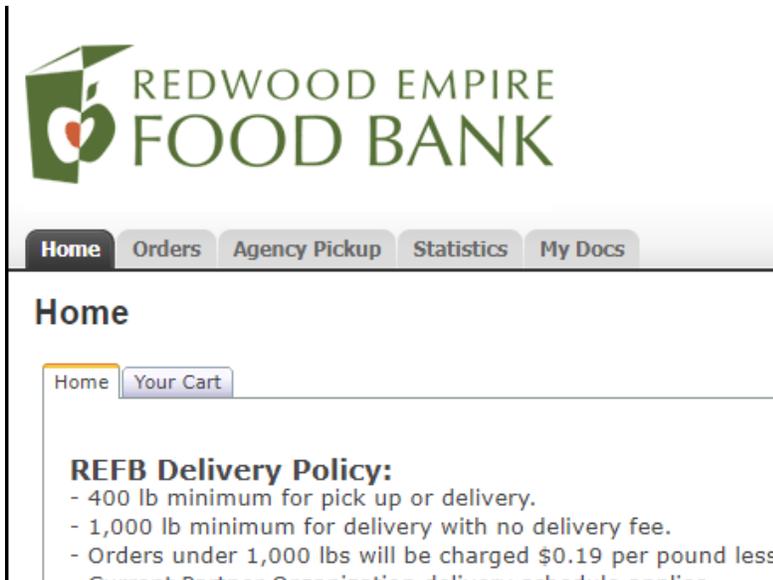
Username: PWWRF

Password: ●●●●●●

Login

V02.01.00.0046

2. Click on the "Agency Pickup" tab



REDWOOD EMPIRE  
FOOD BANK

Home Orders Agency Pickup Statistics My Docs

Home

Home Your Cart

**REFB Delivery Policy:**

- 400 lb minimum for pick up or delivery.
- 1,000 lb minimum for delivery with no delivery fee.
- Orders under 1,000 lbs will be charged \$0.19 per pound less

Current Partner Organization delivery schedule applies

3. Click "Add New Receipt" at the bottom right corner

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



Home Orders **Agency Pickup** Statistics My Docs **Order Entry**

### Agency Retail Pickup Receipts

Search:  Search Page size: 20 ▼

Receipt	Donor	Receipt Date	Expected Date	Warehouse	Origin City	Total Pounds
No receipts found.						

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4. Select donor, enter date, and click Continue in the bottom right corner

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Home Orders **Agency Pickup** Statistics My Docs **Order Entry**

Donor :  Pickup Date

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5. Enter the weight for each of the product categories from this donor then click “Get Weight”

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

Comment  Reason nothing picked up

Agency pickup from: Big Lots Ukiah

Product Ref	Product Name	Storage	Packing Type	Category	Unit	Quantity	Weight
800030	Beverage Assorted / Agency Pick Up	Dry	lbs. 03 - Beverages	Agency Pickup	LB	<input type="text"/>	1
800040	Bread, Tortillas, and Bakery / Agency Pick Up	Dry	lbs. 04 - Bread & Bakery	Agency Pickup	LB	<input type="text"/>	1
800060	Dry Grocery Assorted / Agency Pick Up	Dry	lbs. 16 - Mixed & Assorted Food	Agency Pickup	LB	<input type="text"/>	1
800063	Refrigerated Grocery Assorted / Agency Pick Up	Refrigerated	lbs. 16 - Mixed & Assorted Food	Agency Pickup	LB	<input type="text"/>	1
800064	Frozen Grocery Assorted / Agency Pick Up	Frozen	lbs. 16 - Mixed & Assorted Food	Agency Pickup	LB	<input type="text"/>	1
800080	Non-Food / Agency Pick Up	Dry	lbs. 01 - Assorted Non-Foods *	Agency Pickup	LB	<input type="text"/>	1
800129	Produce Assorted / Agency Pick Up	Refrigerated	lbs. 28 - Produce	Agency Pickup	LB	<input type="text"/>	1

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6. Once all weights are received, click “Process Receipt”