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

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

![Login to REDWOOD EMPIRE FOOD BANK](image1)

2. Click on the “Agency Pickup” tab

![Agency Pickup tab on REDWOOD EMPIRE FOOD BANK](image2)

**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 Store or Organization delivery schedule applies.
3. Click “Add New Receipt” at the bottom right corner.

4. Select donor, enter date, and click Continue in the bottom right corner.
5. Enter the weight for each of the product categories from this donor then click “Get Weight”

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