

Reporting Local Farm Product

1. Log in to your Primarius account:
<https://webportal.secondharvestetn.org/primariusww/login.aspx>
2. Click on “Agency Pickup” tab in the top left corner of the page.
3. Click Add New Receipt (bottom right corner of the page)
4. Select the correct farm from the drop down box, and put in the correct pickup date.
5. In the comment box, provide a brief description of what you received (e.g. beef and pork; assorted vegetables; jam and honey).
6. Fill in the pounds *only for those product categories beginning with “LFPA”*.

Home Orders **Agency Pickup** Grants Statistics Inventory My Docs

Comment Reason nothing picked up

Agency pickup from: G&G Farms

Product Ref	Product Name	Storage	Packing	Type	Category
707580	LFPA MEAT	Frozen	LBS	15 - Meats/Fish/Poultry	Purchased Food
707581	LFPA DAIRY	Refrigerated	LBS	07 - Dairy	Purchased Food
707582	LFPA EGGS	Refrigerated	1LBS	23 - Protein (non-meat)	Purchased Food
707583	LFPA PRODUCE	Refrigerated	LBS	28 - Produce	Purchased Food
707584	LFPA DRY	Dry	LBS	16 - Mixed & Assorted Food	Purchased Food
707585	LFPA BAKERY	Refrigerated	LBS	04 - Bread & Bakery	Purchased Food
8000		Refrigerated	Varies	15 - Meats/Fish/Poultry	Food Rescue
8001		Dry	LBS	01 - Assorted Non-Foods *	Food Rescue
8002		Refrigerated	LBS	16 - Mixed & Assorted Food	Food Rescue
8003		Refrigerated	LBS	16 - Mixed & Assorted Food	Food Rescue
8004		Refrigerated	Varies	07 - Dairy	Food Rescue
8005		Refrigerated	Varies	04 - Bread & Bakery	Food Rescue
8006		Refrigerated	Varies	08 - Desserts	Food Rescue
8007		Refrigerated	Varies	21 - Pasta	Food Rescue
8008		Refrigerated	Varies	15 - Meats/Fish/Poultry	Food Rescue
8009		Dry	Varies	11 - Grains	Food Rescue
8010		Frozen	Varies	16 - Mixed & Assorted Food	Food Rescue
8012	BEVERAGES	Refrigerated	Varies	03 - Beverages	Food Rescue

7. Hit the “get weight” button in the bottom right corner once you have entered all pounds received.
8. A red ribbon with your total weight will appear at the top of your screen.
9. If this appears correct, click “Process Receipt” at the bottom right of the page.
 - a. If you received more than 200 pounds in any category, a pop-up will ask you to confirm that you did not enter an extra zero. If your totals are correct, hit “yes” in the pop-up box, and then “process receipt” again.
10. You will see a screen saying your receipt has been successfully submitted. You’re all finished!

If you have questions, please contact Eileen Emerson at eileen@secondharvesttn.org or 865-243-8206.