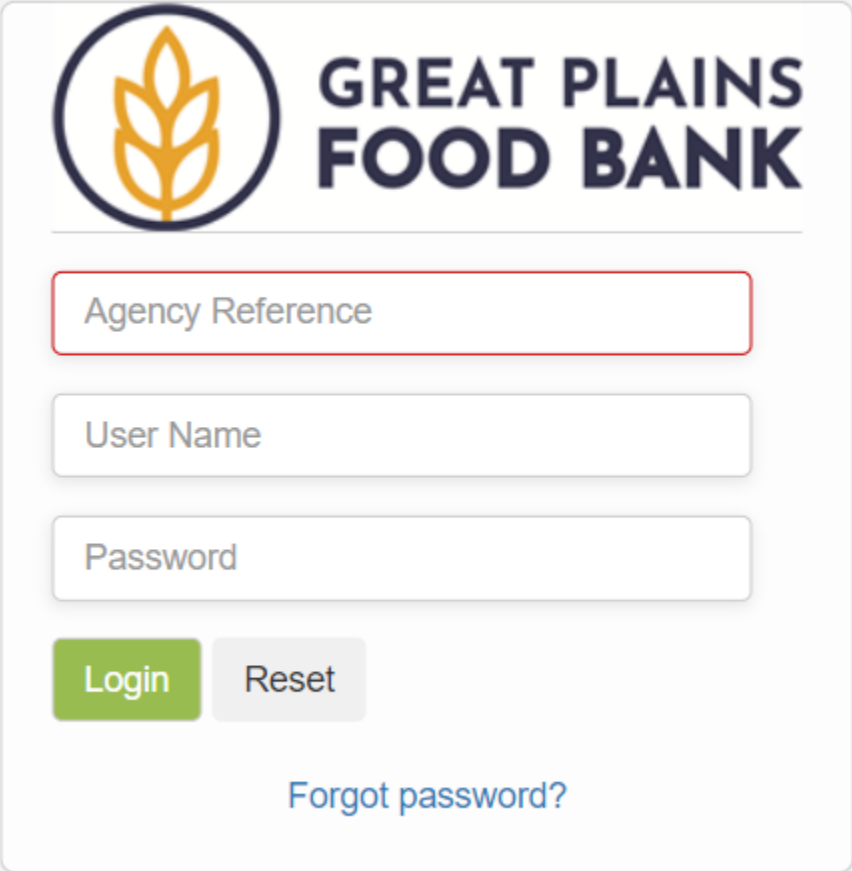



PWW Agency Pickups

The agency pickup is used when an agency is going directly to the donor for products, also known as Agency Enabled Retail Rescue. After the agency picks up the product, it notifies GPFB through the agency pickup feature within PWW, of specifics related to product and weight.

- 1.) The GPFB will set up all donors and products that the agency is eligible to use for agency pickup, if you notice any missing donors or categories, please reach out to your Food Resource Manager.
- 2.) Login to PWW ([PWW login Link](#))



 **GREAT PLAINS
FOOD BANK**

Agency Reference

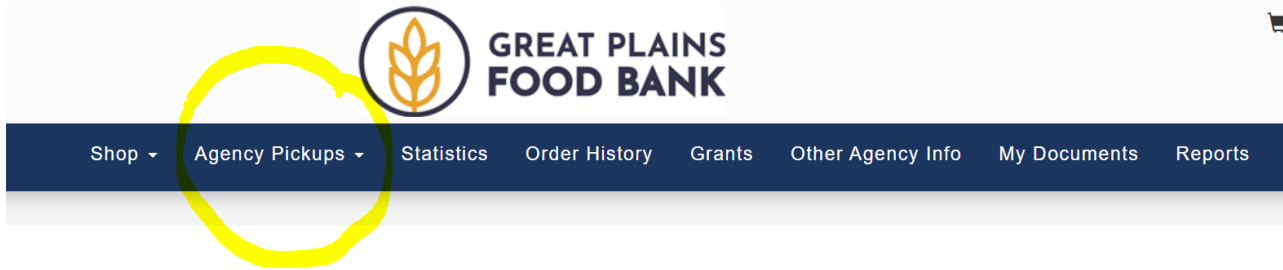
User Name

Password

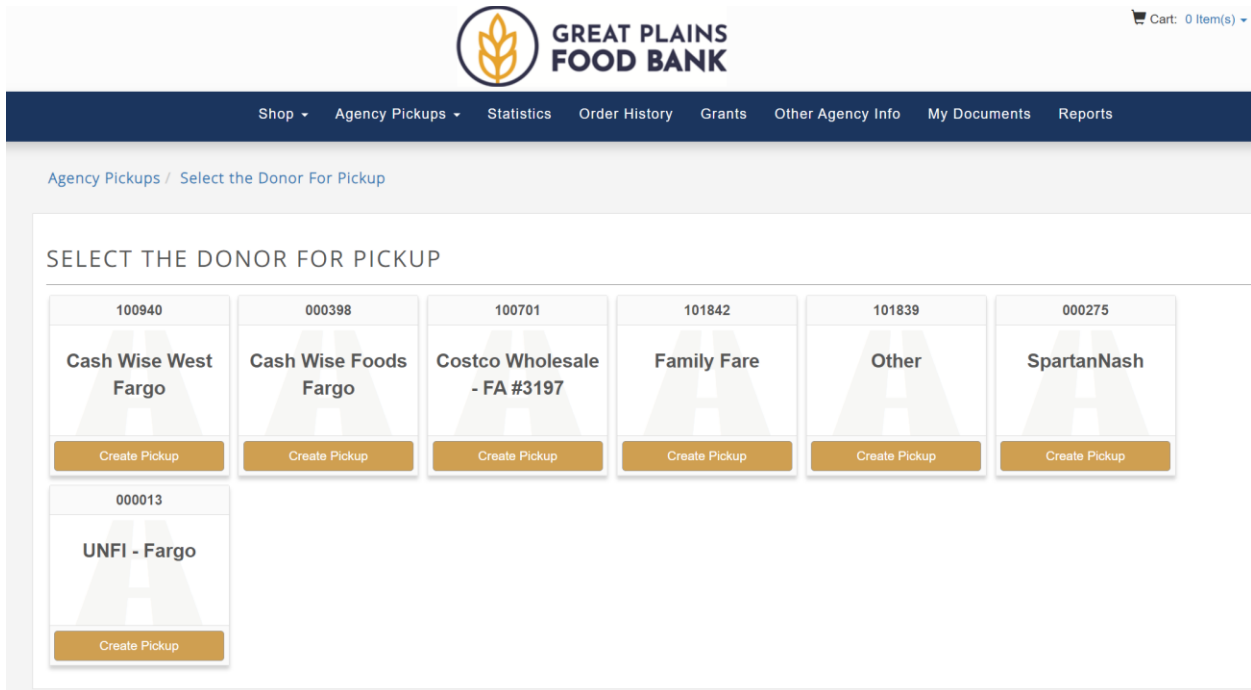
Login Reset

[Forgot password?](#)

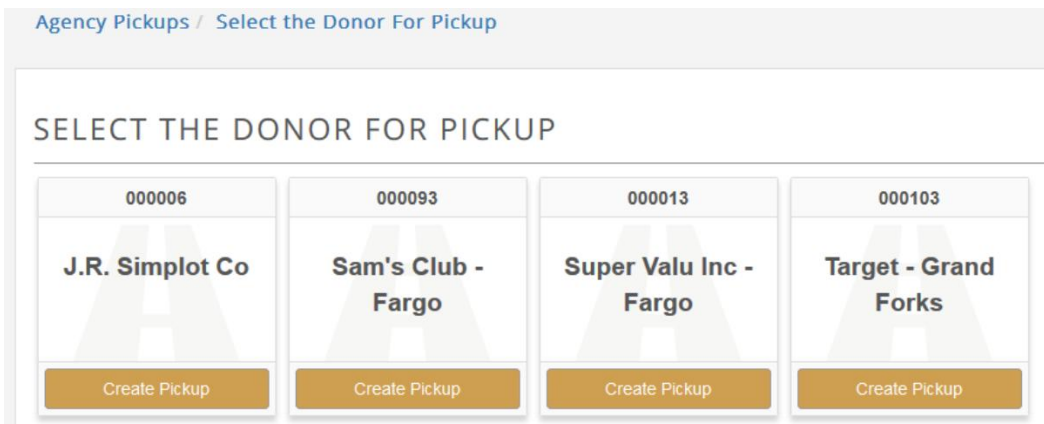
3.) A banner on the top of the page will display Agency Pickup as an option



4.) The Page will display all donors the agency can pick up from.



5.) Locate the donor and click Create Pickup.



- 6.) You will be directed to a new page that will then allow you to enter in donations by date picked up, product type and weight. You will need to enter weights for applicable products.

ADD AGENCY PICKUP

Pickup From: (100940) - Cash Wise West Fargo

Pickup Date/Time

Comment

(50001) Deli Items - BMFRP/RR	Weight	Temperat	(50003) Produce - BMFRP/RR	Weight	Temperat
(50005) Bakery Items - BMFRP/RR	Weight	Temperat	(50006) Dairy Items - BMFRP/RR	Weight	Temperat
(50010) Frozen Grocery - BMFRP/RR	Weight	Temperat	(50011) Non-Food Items - BMFRP/RR	Weight	Temperat
(50012) Health & Beauty - BMFRP/RR	Weight	Temperat	(50013) Household Items - BMFRP/RR	Weight	Temperat
(50022) Meat/Seafood/Eggs	Weight	Temperat	(50528) Dry Grocery-Assorted Grocery Items	Weight	Temperat

- 7.) When finished click save and a message will be displayed that the message was saved successfully

- 8.) Ensure all pounds from Agency pickups are reported before the end of each month.

Contact Stephanie or Craig with questions regarding Agency Pickups:

- Eastern Region - Stephanie Erickson
 - Phone: 763-913-6433
 - Email: serickson@greatplainsfoodbank.org
- Western Region – Craig Sukke
 - Phone: 701-476-9112
 - Email: csukke@greatplainsfoodbank.org