PAMeals Quick Notes: Ordering

Step One: Logging In

- Go to www.pameals.com
- Enter your User Name & Password
    - o If you forgot, click on Forgot/Reset Password
- Click Login

Step Two: Declare DoD Fresh Reservations

- **Only complete this step if you are approved to participate in the DoD Fresh Program.**
- Put your cursor over "Accounts" and click on "Declare Entitlement Reservations."
- Type in the amounts you want to reserve.
- Click "Submit."
- This amount will be taken out of your entitlement.
- The entitlement reserves will be sent to our office for approval. If you wish to change the amount you must contact our office for approval.

Step Three: Commodity Requests—Searching & Filtering

- Put your cursor over "Commodity Requests" and click on "Place Commodity Request."
- Your "Available Entitlement" is listed at the top of the page.
    - ➢ This amount will decrease as you place orders.
- You will see a "View Cart" on the right-hand side of the page.
    - ➢ This will tell you how many items are currently in your cart.
    - ➢ You can only remove orders from this screen—you cannot edit quantities or delivery locations.
- You can filter your commodities by either "Program Sub-Type" (Direct Delivery or Processing Diversion) or by "Group Type" (Fruits, Vegetables, etc.).
- You can also type the Material Id into the "Commodity" search box.
    - ➢ If you do not know the Material Id, click on the magnifying glass and search by the "Commodity Name."
    - ➢ If you are having issues finding a commodity using the "Name" function, please see page 2 of the "PAMeals Agency User Guide."
- After selecting your filter options, click refresh.
- Click the "Select" link next to the "Material Id."
    - ➢ Before selecting, make sure to check whether the commodity is for Direct Delivery or Processing. One Material Code can be listed under both "Program Sub-Types."

Step Four: Commodity Requests—Ordering Commodities

- After clicking the "Select" link the "Add Commodity" page will appear.
- This page lists the following important information:

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- ➢ "Delivery Window": The timeframe in which you can expect your commodities to arrive
- ➢ "Fiscal Year Entitlement": This gives you a running balance of your current entitlement.
- ➢ "Commodity Usage History": This is your actual usage of this specific commodity in previous years.
    - ▪ Your "Commodity History" for the previous fiscal year will be incomplete.
- • For Direct Delivery commodities, enter the requested amount.
    - ➢ You will only be able to send your Direct Delivery commodities to your distributor.
        - ▪ If you are seeing multiple "Delivery Locations" make sure that you selected the correct "Program Sub-Type".
        - ▪ Click "Add to Cart."
        - ▪ If you are over entitlement you will receive an error message that will tell you the maximum quantity you are able to order.
    - ➢ For Processed commodities, enter the requested amount.
        - ▪ Items for processing can be sold by the case or pound, so make sure to check the "Unit of Measure."
            - → If the commodity is measured in pounds it will automatically change to the nearest tenth (Exp. 242 becomes 240 and 247 become 250).
        - ▪ You will only be able to send processed commodities to a processor that works with that commodity.
            - → If you are only seeing your brown box distributor under "Delivery Locations" make sure that you selected the correct "Program Sub-Type."
        - ▪ Click "Add to Cart."
- • After you have finished ordering, click "Complete Order."

Step Five: Commodity Item(s) Review

- • You can "Edit" or "Remove" your orders at this time.
    - ➢ After editing your orders, click "Update"
- • You can continue to add more items or if you have finished, click "Finalize."

Step Six: Changing Submitted Commodities

- • If you need to make a change to a submitted order, this can be done up until the closing date that is listed on PAMeals.
    - ➢ After this date the change must be made by our office.
- • Put your cursor over "Accounts" and click on "Mange Accounts."
- • Click on the "Agreements" tab and click on your "Agreement Id" (Exp. 1-01-01-000).
- • Click on "Commodity Requests" and select the correct "Fiscal Year"
    - ➢ The 2016-2017SY would be fiscal year 2017.
    - ➢ Click on the "Request Id" that you would like to change (Exp. 330).
        - ▪ You can "Edit" or "Remove" your orders at this time.
        - ▪ After editing your orders, click "Update"