

## SUBMITTING INVENTORY IN PRIMARIUS

**THIS IS ONLY FOR AGENCIES PARTICIPATING IN THE KENTUCKY USDA, TEFAP PROGRAM.** If your agency receives and distributes USDA commodities in KENTUCKY through your partnership with Dare to Care, you will also need to report monthly inventory through Primarius.



### Agency Inventory

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Begin Date	End Date	Date Reported	Date Submitted	ProductCatName	Username	Comment
07/01/2016	07/31/2016	08/01/2016	08/01/2016	USDA TEFAP Products	mabrown	
05/01/2016	05/31/2016	06/02/2016	06/02/2016	USDA TEFAP Products	mabrown	
04/01/2016	04/30/2016	05/02/2016	05/02/2016	USDA TEFAP Products	mabrown	
03/01/2016	03/31/2016	04/04/2016	04/04/2016	USDA TEFAP Products	mabrown	
02/01/2016	02/29/2016	02/29/2016	02/29/2016	USDA TEFAP Products	mabrown	
01/01/2016	01/31/2016	02/01/2016	02/01/2016	USDA TEFAP Products	mabrown	
12/01/2015	12/31/2015	01/04/2016	01/04/2016	USDA TEFAP Products	mabrown	
09/01/2015	09/30/2015	12/02/2015	12/02/2015	USDA TEFAP Products	mabrown	
08/01/2015	08/31/2015	11/02/2015	12/02/2015	USDA TEFAP Products	mabrown	
07/01/2015	07/31/2015	08/06/2015	08/06/2015	USDA TEFAP Products	mabrown	
06/01/2015	06/30/2015	07/07/2015	07/07/2015	USDA TEFAP Products	mabrown	
05/01/2015	05/31/2015	06/01/2015	06/01/2015	Emergency Food Purchased	mabrown	
05/01/2015	05/31/2015	06/01/2015	06/01/2015	USDA TEFAP Products	mabrown	
04/01/2015	04/30/2015	05/04/2015	05/04/2015	USDA TEFAP Products	mabrown	
04/01/2015	04/30/2015	05/04/2015	05/04/2015	Emergency Food Purchased	mabrown	
03/01/2015	03/31/2015	04/01/2015	04/01/2015	Emergency Food Purchased	mabrown	
03/01/2015	03/31/2015	04/01/2015	04/15/2015	USDA TEFAP Products	katie	
02/01/2015	02/28/2015	03/02/2015	03/02/2015	Emergency Food Purchased	mabrown	
02/01/2015	02/28/2015	03/02/2015	03/02/2015	USDA TEFAP Products	mabrown	
01/01/2015	01/31/2015	02/02/2015	02/02/2015	Emergency Food Purchased	mabrown	

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Select **“enter inventory”** to enter remaining inventory from the previous month



**Enter Inventory**

Select Product Category: TEFAP :USDA TEFAP Products ▼

Begin Date: 10/1/2016 Ending Date: 10/31/2016 Continue

Enter beginning and ending dates for which you want to enter inventory – should be for the previous month – and hit “continue”

⊕ Order Entry

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Once you enter the dates for which you are entering inventory, you will be directed to a page that looks like the below. This will list the USDA products from the previous month.

Enter Inventory

Comments 150 character max length:

Product Ref:	Product Name:	Packing:	Begin Case:	Begin Unit:	Cases Received:	End Case:	End Unit:	Damaged:	Comment
5-008260	USDA BEEF STEW	24/24 OZ CANS	3	11	7	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
5-012590	USDA WALNUTS	24/1 LB BAGS	6	4	9	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
5-015010	USDA RAISINS	24/15 OZ PKGS	0	0	3	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
5-028350	USDA SPAGHETTI	12/2 LBS BOXES	6	6	0	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
5-126260	USDA RAISINS	144/1.33 OZ PKGS	0	26	0	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
5-150100	USDA GREAT NORTHERN BEANS	12/2 LB BAGS	10	5	12	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
5-243000	USDA PEACHES	24/#300 CAN	7	5	10	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
5-950000	USDA CORN FLAKES	12/18 OZ BOXES	0	0	6	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
5-991070	USDA HAMS	12/3 LB CARTONS	8	10	16	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>

You will be able to enter the amount of cases and/or units you have left for each product received from the previous month as shown below. If any products were damaged you will indicate that here and leave a comment to explain the situation. Also know there is a formal process for reporting damaged USDA products.

Begin Case:	Begin Unit:	Cases Received:	End Case:	End Unit:	Damaged:	Comment
3	11	7	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
6	4	9	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
0	0	3	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
6	6	0	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
0	26	0	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
10	5	12	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
7	5	10	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
0	0	6	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
8	10	16	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
0	0	10	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
7	6	16	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>

Once you have entered all remaining USDA inventory, you will select “submit inventory” in the bottom right section of the page.

BLUEBERRIES	8-3 POUND BAGS	0	0	12	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
BERRIES	12 - 2.5 LB BAGS	3	3	0	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
UICE	8 - 64 OZ BOTTLES	0	0	19	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
UPS	96 - 4.5 OZ CUPS	0	43	0	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
BERRIES	16 - 30 OZ POUCHES	0	0	8	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
/16	20 - 16 OZ	0	0	10	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>

