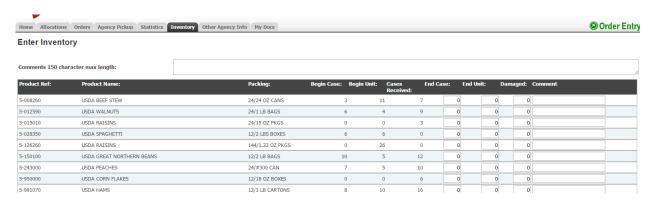
SUBMITTING INVENTORY IN PRIMARIUS

THIS IS ONLY FOR AGENCIES PARTICIPATING IN THE KENTUCKY USDA, TEFAP PROGRAM. If

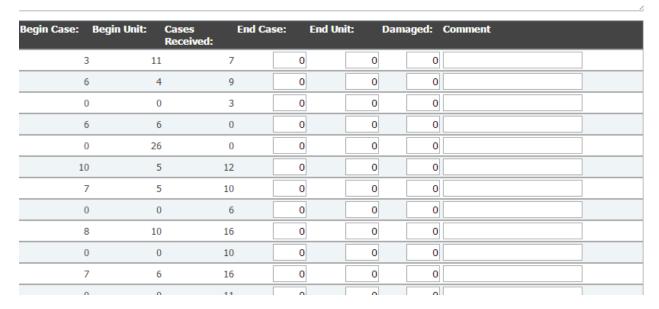
your agency receives and distributes USDA commodities <u>in KENTUCKY</u> through your partnership with Dare to Care, you will also need to report monthly inventory through Primarius.



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.



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.



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

