

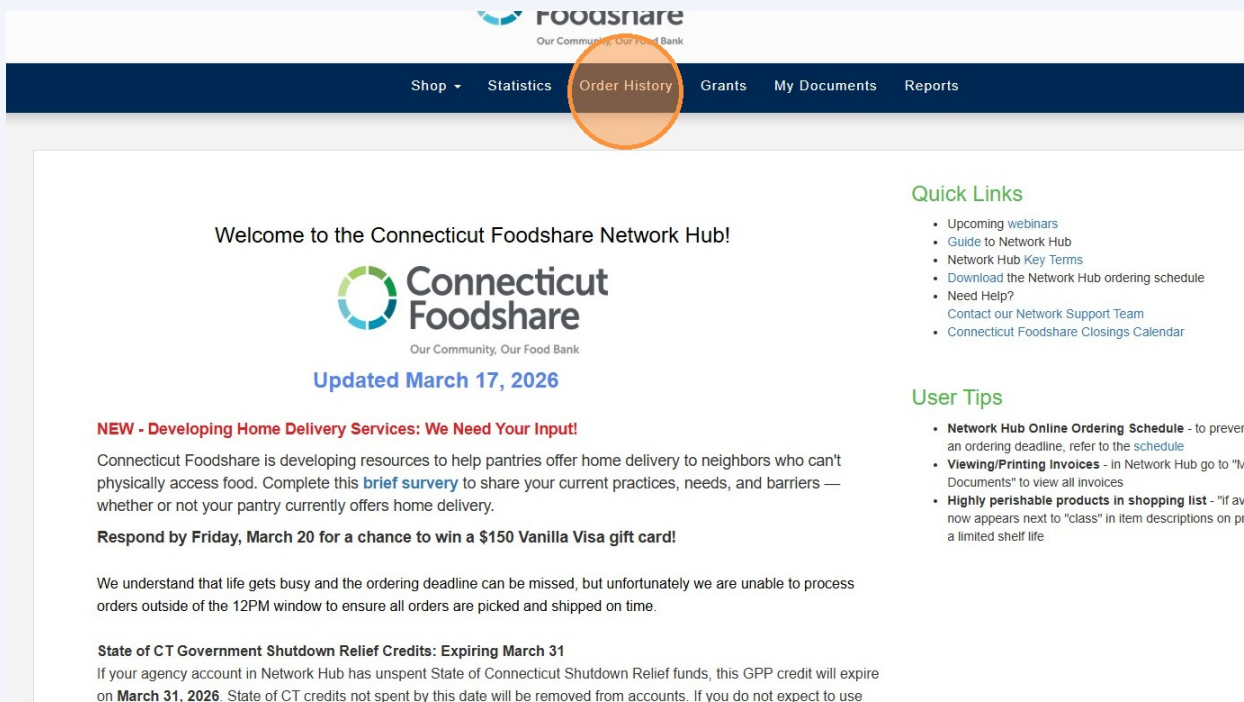
How to View Order on Network Hub

1

Navigate to Network Hub: <https://ctfoodshare.primarius.app/pww>

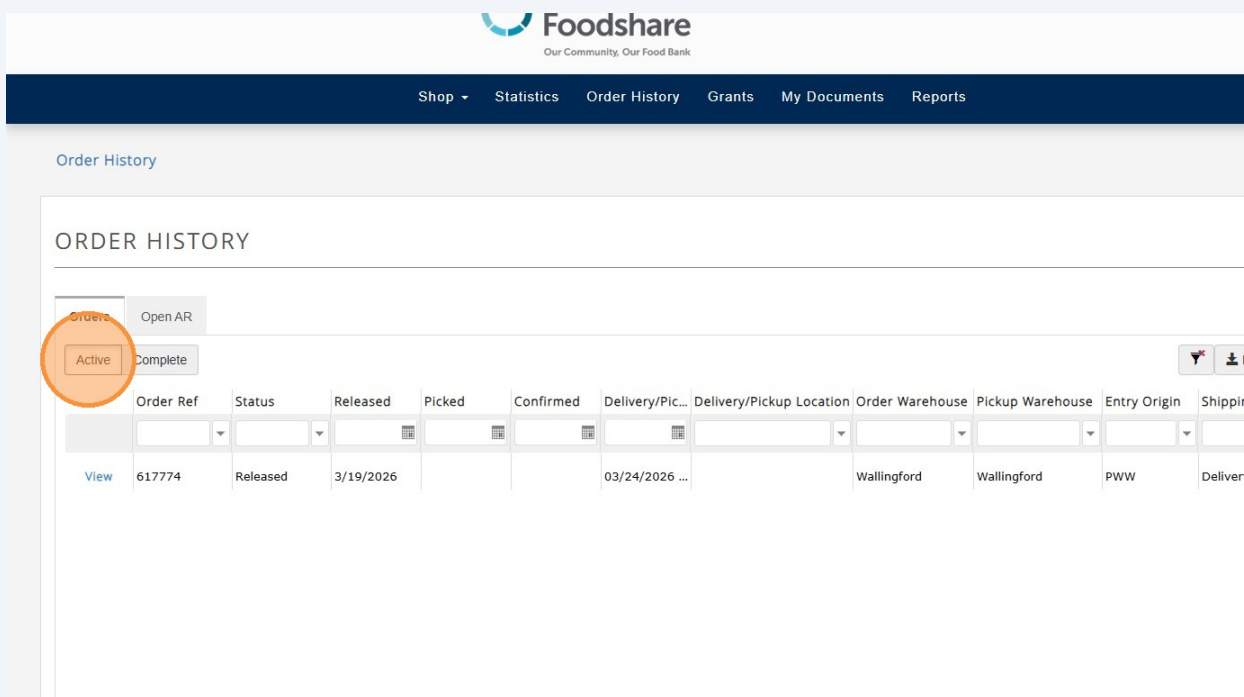
The screenshot shows the Connecticut Foodshare Network Hub interface. At the top, there is a navigation bar with the following items: Shop, Statistics, Order History, Grants, My Documents, and Reports. Below the navigation bar, the main content area features a welcome message: "Welcome to the Connecticut Foodshare Network Hub!". The Connecticut Foodshare logo is displayed, along with the tagline "Our Community, Our Food Bank" and the date "Updated March 17, 2026". A prominent red heading reads "NEW - Developing Home Delivery Services: We Need Your Input!". Below this, a paragraph explains that Connecticut Foodshare is developing resources to help pantries offer home delivery to neighbors who can't physically access food. It asks users to complete a "brief survey" to share their current practices, needs, and barriers. A deadline is set: "Respond by Friday, March 20 for a chance to win a \$150 Vanilla Visa gift card!". A note states: "We understand that life gets busy and the ordering deadline can be missed, but unfortunately we are unable to process orders outside of the 12PM window to ensure all orders are picked and shipped on time." Another heading reads "State of CT Government Shutdown Relief Credits: Expiring March 31", followed by a paragraph explaining that if an agency account has unspent State of Connecticut Shutdown Relief funds, this GPP credit will expire on March 31, 2026. On the right side of the page, there are two sections: "Quick Links" and "User Tips". The "Quick Links" section includes: Upcoming webinars, Guide to Network Hub, Network Hub Key Terms, Download the Network Hub ordering schedule, Need Help? (with a sub-link to Contact our Network Support Team), and Connecticut Foodshare Closings Calendar. The "User Tips" section includes: Network Hub Online Ordering Schedule (to prevent missing an ordering deadline, refer to the schedule), Viewing/Printing Invoices (in Network Hub go to "My Documents" to view all invoices), and Highly perishable products in shopping list - "If available" now appears next to "class" in item descriptions on products with a limited shelf life.

2 Click "Order History"



The screenshot shows the Foodshare Network Hub homepage. The navigation bar at the top contains links for Shop, Statistics, Order History (highlighted with an orange circle), Grants, My Documents, and Reports. The main content area features a welcome message, the Connecticut Foodshare logo, and a date update: "Updated March 17, 2026". A red heading reads "NEW - Developing Home Delivery Services: We Need Your Input!". Below this, there is a paragraph about developing home delivery resources and a survey link. A bolded response deadline is provided: "Respond by Friday, March 20 for a chance to win a \$150 Vanilla Visa gift card!". Further down, there is a notice about the State of CT Government Shutdown Relief Credits expiring on March 31, 2026. On the right side, there are sections for "Quick Links" and "User Tips", each with a list of relevant resources.

3 Click "Active"



The screenshot shows the "Order History" page in the Foodshare Network Hub. The navigation bar at the top includes Shop, Statistics, Order History (selected), Grants, My Documents, and Reports. The page title is "ORDER HISTORY". Below the title, there are filter buttons for "Active" (highlighted with an orange circle) and "Complete". A table displays the order history with the following columns: Order Ref, Status, Released, Picked, Confirmed, Delivery/Pic..., Delivery/Pickup Location, Order Warehouse, Pickup Warehouse, Entry Origin, and Shippi. The table contains one row of data for order 617774, which is in "Released" status and scheduled for release on 3/19/2026. The delivery/pickup date is 03/24/2026, and the location is Wallingford. The entry origin is PWW and the shipping method is Deliver.

Order Ref	Status	Released	Picked	Confirmed	Delivery/Pic...	Delivery/Pickup Location	Order Warehouse	Pickup Warehouse	Entry Origin	Shippi
617774	Released	3/19/2026			03/24/2026 ...	Wallingford	Wallingford	PWW	Deliver	

4 Click here, to clear any filters you may have on.

The screenshot shows the Foodshare web application interface. At the top, there is a navigation bar with the following items: Shop, Statistics, Order History, Grants, My Documents, and Reports. Below the navigation bar, the page title is "ORDER HISTORY". There are two tabs: "Open AR" and "Complete". Below the tabs, there is a table with the following columns: Order Ref, Status, Released, Picked, Confirmed, Delivery/Pickup Location, Order Warehouse, Pickup Warehouse, Entry Origin, and Shipping Method. The table contains one row with the following data: Order Ref: 67774, Status: Released, Released: 3/19/2026, Delivery/Pickup Location: 03/24/2026, Order Warehouse: Wallingford, Pickup Warehouse: Wallingford, Entry Origin: PWW, Shipping Method: Delivery. An orange circle highlights the "Export Data" button in the top right corner of the table area.

5 Click "View" to look at the order.

The screenshot shows the Foodshare web application interface. At the top, there is a navigation bar with the following items: Shop, Statistics, Order History, Grants, My Documents, and Reports. Below the navigation bar, the page title is "ORDER HISTORY". There are two tabs: "Orders" and "Open AR". Below the tabs, there are two sub-tabs: "Active" and "Complete". Below the sub-tabs, there is a table with the following columns: Order Ref, Status, Released, Picked, Confirmed, Delivery/Pickup Location, Order Warehouse, Pickup Warehouse, Entry Origin, and Shipping Method. The table contains one row with the following data: Order Ref: 67774, Status: Released, Released: 3/19/2026, Delivery/Pickup Location: 03/24/2026, Order Warehouse: Wallingford, Pickup Warehouse: Wallingford, Entry Origin: PWW, Shipping Method: Delivery. An orange circle highlights the "View" button in the first column of the table.

6 Scroll down to see what is on your order

Shop ▾ Statistics Order History Grants My Documents Reports

Order

ORDER

**** Current Status: Released ****

617774 Shipping Method Delivery

3/17/2026 8:28:48 AM Order Status Released

Warehouse	Pickup Delivery Date	Picked Up By	Pickup Warehouse
Wallingford	3/24/2026 12:00:00 AM		Wallingford

DETAILS

	Qty	Weight	Unit Price	Service Fee	Grants Applied
Rutabagas Fresh 1/50lbs	4	200.00	\$0.00	\$0.00	\$0.00
AT Pita Chips 6/16oz	8	48.00	\$0.00	\$0.00	\$0.00

7 There may be more the one page if there is click "next".

	Qty	Weight	Unit Price	Service Fee	Grants Applied
Rutabagas Fresh 1/50lbs	4	200.00	\$0.00	\$0.00	\$0.00
AT Pita Chips 6/16oz	8	48.00	\$0.00	\$0.00	\$0.00
Beets Fresh 1/50lbs	3	150.00	\$0.00	\$0.00	\$0.00
Peanut Butter 12/18oz	1	14.00	\$18.18	\$0.00	\$18.18
Pasta Elbows 20/1lb	4	80.00	\$10.92	\$0.00	\$43.68
Fruit Punch 100% 12/32oz	4	96.00	\$15.95	\$0.00	\$63.80
Chicken Noodle Soup 12/10.50oz	4	32.00	\$7.48	\$0.00	\$29.92
Macaroni & Cheese 24/7.25oz	6	36.00	\$10.36	\$0.00	\$62.16
Spaghetti Sauce 24/15oz	4	96.00	\$16.10	\$0.00	\$64.40
Milk 1% Shelf-Stable 12/32oz	6	144.00	\$12.78	\$0.00	\$76.68

Go to page: 1 Show rows: 10 1-10 of 31

MISC CHARGES

Charge	Qty	Rate	Misc Cost	Grants Applied
--------	-----	------	-----------	----------------

8 Scroll down to see notes section.

If an item is removed from your order, the notes section will show "shorted" or "short" followed by the item number. Items may be removed due to inventory shortages or quality concerns.

The screenshot displays a software interface with a table at the top and a 'Notes' section below. The table has columns for 'Miscellaneous Charge', 'Qty', 'Rate', 'Misc Cost', and 'Grants Applied'. The table is currently empty, showing 'No data to display'. Below the table is a 'Notes' section with a single entry: 'short 1301064', which is highlighted with an orange circle. To the right of the notes is a summary table with the following data:

Total Weight	2755.80
Total Cost	\$667.52
Total Applied Grants	\$667.52
Total Payments	\$0.00
Current Balance	\$0.00

At the bottom right of the interface, there is a copyright notice: © 2026 - PRIMARIUS.