

Log into Primarius Web Window (where you place your monthly order)

To look at a Statement or Invoice

- Click on My Docs on the left hand side
- To view statements click on Statements and to view invoices click on Invoices. Click on the statement or invoice you want to view. It will download a PDF for you to view.

To look at Statements that has not been paid

- Click on My Agency on the top right hand side of the page
- Click on Open AR. This will show the statements that have not been paid. You can click on the order to see what items you received on that order.

If you want to see the number of pounds you have received from the food bank

- Click on My Agency on the top right hand side of the page
- Click on Service Info