

PAMeals Quick Notes: Features

Manage Your Account

- Put your cursor over the “Accounts” tab and click on “Manage Accounts.”
- “Account” Page
 - Verify that all your information is correct.
 - If something is inaccurate click on “Information Update Request.”
 - Make your edits and click “Submit.”
 - This information will not automatically update. It must first be approved by our office.
 - From this page you can also find your Agency Summary Reports as well as your Permanent Agreement.
 - Click On “Account Attachments.”
- “Agreement” Page
 - Click on the “Agreements” tab and click on your “Agreement Id” (Exp. 1-01-01-000)
 - This page lists the following important information:
 - “Agreement Details”: This shows your “Reviewer” and “Distributor.”
 - “Entitlements”: This shows your entitlement details from previous years, including the ADP, Meal Count, Entitlement Level and Reserved Amounts
 - You can also declare your “Reserved Entitlement” from this section.
 - “Commodity Requests”: You can edit your orders up until the closing date from this section.

Request Additional User Access

- This page is helpful if you would like additional users to have access to your account.
- Put your cursor over the “Accounts” tab and click on “Request Additional User Id.”
- Create a username (generally the first initial & last name) and fill in the first and last name, email address and phone number.
- Click “Submit.”
- The user id will remain inactive until approved by our office.
 - After approval, the user will receive an email with a temporary password.

Commodity Search

- This page is helpful if you have questions about specific commodities—nutritional information, price, pack size, etc.
- Put your cursor over “Search” and click on “Search/View Commodities.”
- Type in either the “Material Id” (Exp. 100158) or the “Name.”
 - Click “Active” Status and Program “NSLP.”
 - If you are having issues finding a commodity using the “Name” function, please see page 2 of the “PAMeals Agency User Guide.”
- Click on the “Material Id” for the requested commodity (Exp. 100158)
 - This will populate the “Commodity Description”, “Packaging Details” and “Commodity Prices.”

- For Direct Delivery items, you can click on the “Food Fact Sheet” link for the official USDA information.

Processor Search

- This page is helpful if you have specific questions about processors—pass through values, broker contact information, commodities used, etc.
- Put your cursor over “Search” and click on “Search/View Processor Details.”
- Type in the processor name or USDA Commodity code.
 - If you do not know the commodity code, click on the magnifying glass and search by the “Commodity Name.”
 - If you are having issues finding a commodity or processor, please see page 2 of the “PAMeals Agency User Guide.”
- Click “Search” and click on the correct processor name.
- Click on the “Processor Commodities” tab for information on commodities the processor works with.
- Click on the “Account Attachments” for additional promotional documents or product information.

Running Reports

- Click on “Reports”.
- This page lists the following reports:
 - “Requisition Status Report”: This report lists all the ordered commodities, delivery locations and requested quantities. It will also list the quantity of commodities that you have been allocated throughout the school year.
 - “Entitlement Details” Report: This report lists your total entitlement, total reserved, total spent and the amount available.
 - “Entitlement Reservations” Report: This report lists the amounts that were set aside for DoD Fresh and Flour, Oil & Peanut Butter.
 - “Agency Summary” Report: This is a summary of all the food that you received in previous school years.
 - For the 2015-2016 SY the “Period” should be July 2015-June 2016.
 - For the current SY this report is Draft Only until your official report is sent in the mail.
 - “Agency Usage” Report: This is a detailed report of all the food that you received by date and source in previous school years.
 - For the 2015-2016 SY the “Period” should be July 2015-June 2016.
 - For the current SY this report is Draft Only until your Agency Summary Report is sent in the mail.
 - “Commodity Price List” Report: This report lists the Cost Per Case and Per Pound for each commodity.
 - “Refusal Request” Report: This report lists all the refusal items requested for your school.

Request Refusal Items

- This page will be used to request refusal items from your brown box distributor.
 - The amount of refusals you are able to request will be limited based on your total entitlement. See the “Refusal List Policy” for more details.
- Put your cursor over “Commodity Requests” and click on “View Available Refusal Commodities.”
 - All currently available refusal items and the total quantity will be listed.
- Click on the “Select” button next to the commodity you would like to request.
- Type in the requested quantity and click “Add to Cart.”
- After you have finished adding items click on “Submit Request.”
- You can “Remove”, “Edit” or “Add Additional Items” on this page.
 - If you are satisfied with your request, click on “Finalize.”
- Your request will not be sent to the distributor until it is reviewed and approved by our office.

Information Center

- This section is helpful for finding USDA and PDA policy memorandums, general information and recipes using USDA commodities.
- Put your cursor over “Information Center” and click on either “Official Policy Memos,” “General Program Information” or “USDA Foods Recipes.”
- Official Policy Memos
 - This page lists all USDA commodity memos and Bureau Policies and Procedures.
- General Program Information
 - This page lists helpful information about various subjects including Processing 101, Food Distribution 101, Food Safety, Distributor Information and the DoD program.
- USDA Foods Recipes
 - This database lists different recipes for USDA commodities.