

How to View Invoices & Statements on Online Account

1. Log in to your online account
 - a. Direct link: <https://orders.feedwm.org/primariusww/login.aspx>
 - b. You can also get to your online account by going to www.FeedWM.org, hovering over the Partners tab, clicking the option that says Agency Portal, then clicking the Online Account tab

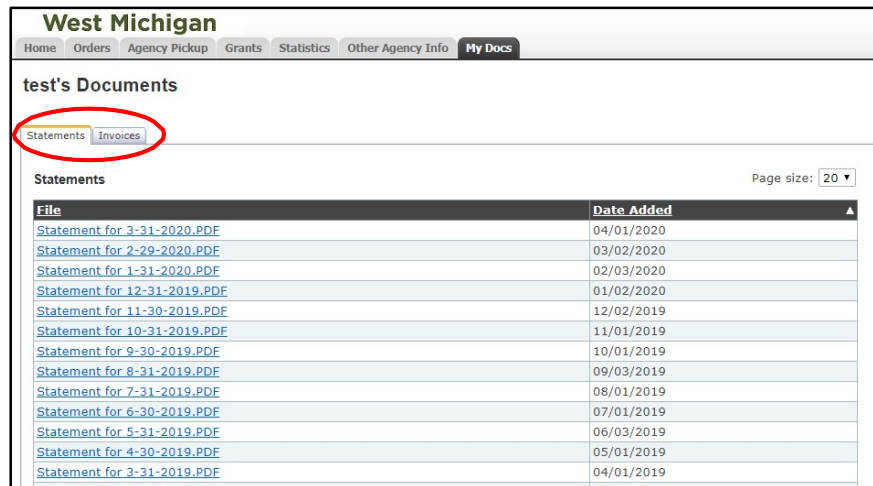


The screenshot shows the login page for Feeding America West Michigan. At the top is the organization's logo. Below it, the word "Login" is centered. There are three input fields labeled "Agency Ref:", "Username:", and "Password:". To the right of the "Password:" field is a "Login" button. At the bottom right of the login box, the version number "V02.01.00.0046" is displayed.

2. After logging in, click the tab that says "My Docs"

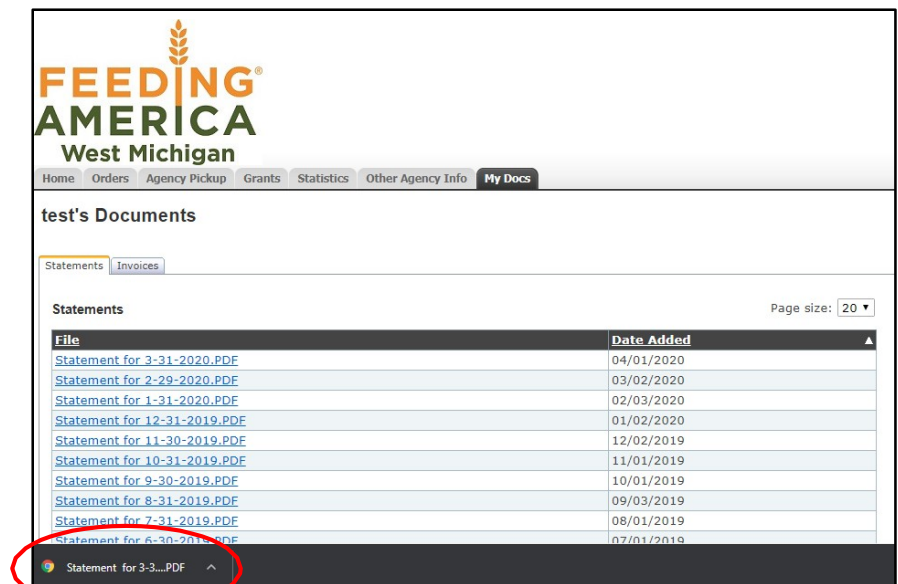


3. From here, you will see two tabs that say “Statements” and “Invoices.” If you’re looking for information on your total balance due, click the most recent statement. If you’re looking for a specific invoice, click the invoice number that matches the one you’re looking for.

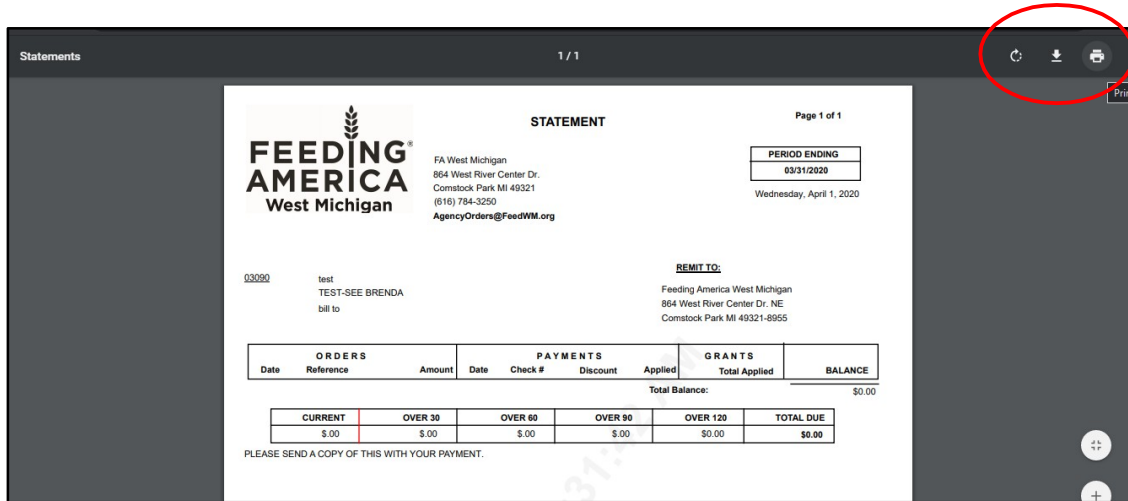


4. After clicking on the desired document, the document will begin to download. Usually this appears at the bottom of your computer screen.

5. After the documents has downloaded, click on the download to open it in a new screen.



6. From here, you can either click “Download” to save the document on your computer or you can click “Print” to print off a hard copy of the invoice.



Statements 1 / 1

FEEDING AMERICA
West Michigan

FA West Michigan
864 West River Center Dr.
Comstock Park MI 49321
(616) 784-3250
AgencyOrders@FeedWM.org

STATEMENT Page 1 of 1

PERIOD ENDING
03/31/2020
Wednesday, April 1, 2020

03000 test
TEST-SEE BRENDA
bill to

REMIT TO:
Feeding America West Michigan
864 West River Center Dr. NE
Comstock Park MI 49321-8955

ORDERS			PAYMENTS				GRANTS		BALANCE
Date	Reference	Amount	Date	Check #	Discount	Applied	Total Applied		
Total Balance: \$0.00									
CURRENT	OVER 30	OVER 60	OVER 90	OVER 120	TOTAL DUE				
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				

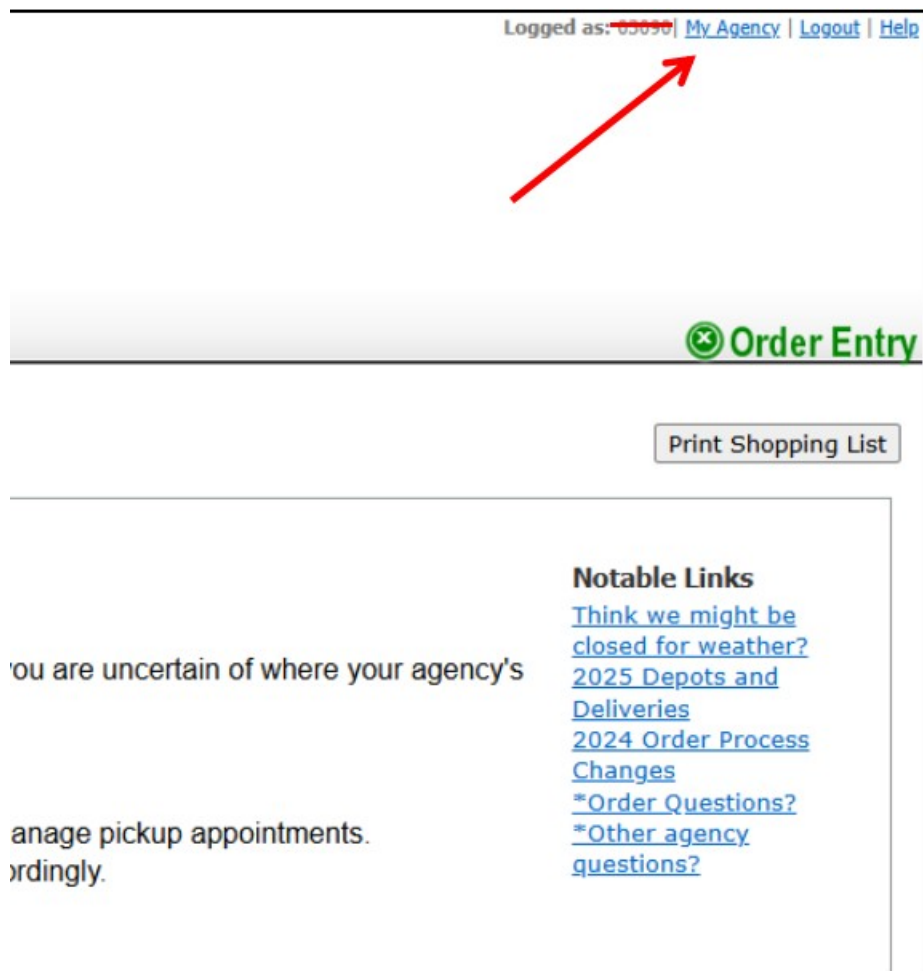
PLEASE SEND A COPY OF THIS WITH YOUR PAYMENT.

If you have any additional questions, please reach out to your agency representative.

My Agency Page

Each agency has an Account Information Page called “My Agency”. This is a portal within a portal designed to show each agency what contact info, addresses, and accounting information we see when viewing your profile. Agency partners are expected to familiarize themselves with the account info and contact us at agency.support@feedwm.org if any updates need to be made. Use the following instructions to view any unpaid invoices or credits listed on your account.

1. Login to your account. On the homepage, there will be a blue, hyperlinked tab on the top, right-hand corner of the screen. Click on My Agency.



- On the next page, you can see your Agency Info. On this page you can view who is listed as the main contact, your site address, main number, and email address we will contact about account questions. This page will also have your account balance listed. There will be a list of gray tabs that organize your account's additional information. To check if you have any outstanding invoices, click on the middle tab, "Open AR".

test

Agency Info
Locations
Contacts
Hours
Open AR
Service Info
PIN Code Maintenance

Contact: Abby Peterson
Address: 3070 Shaffer Ave SE
Kentwood, MI 49512
Phone: (616)784-3250
Email: abigail@feedwm.org
Last Monitored: 1/1/0001

Agency Size: XL
PantrySize: XL
OnSite Size: **NONE**
Inactive? No
Suspended? No
Serve Onsite? No
Serve Offsite? Yes
Balance: \$421.00
Last Paid: 11/24/2025

- On the Open AR page(Open Accounts Receivables), you can see if any invoices are showing up as unpaid in our system. The invoice number will be listed in the first column on the left under "OrderRef". The balance due will be listed in the last column on the right. To see additional information about the invoice, click on the hyperlinked invoice number.

Logged as: 0187
My Agency
Logout
Help

Home
Orders
Agency Pickup
Grants
Statistics
Other Agency Info
My Docs
Order Entry

Agency Info
Locations
Contacts
Hours
Open AR
Service Info
PIN Code Maintenance

Open Account Receivables

OrderRef	Status	Entered	Delivered/Pickedup	Reviewed?	Picked?	Balance
931259	Closed	02/05/2025	02/11/2025	Yes	Yes	\$53.24
						\$53.24

4. The Open AR page can also be checked to see if you have any unused credit on your account. Any credit you have will show up in parentheses under the Balance column. Credits can happen if your agency overpays or if an invoice was adjusted after the initial order was placed due to product issues, pricing, or quantities. The credit should be automatically applied to your next invoice as long as it is factored into your payment. For example, if your next order costs \$500 and you have a credit of \$100 listed under Balance, all you would need to do is send in a check for \$400 to return your account balance to zero.

Order Entry	
Picked?	Balance
Yes	(\$20.00)
	(\$20.00)