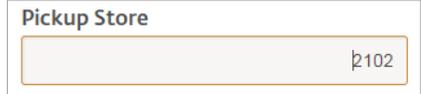
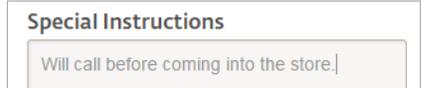
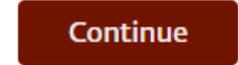


LOOP 2.9 | Copy an Existing Order

1	Click New Order on the left side of the Dashboard.	
2	Verify that the LID you wish to place an order for is displayed at the top of the screen. If you have more than one LID registered to your account, the last LID used will display by default. Choose a different LID from the dropdown menu if necessary.	
3	Choose Store Pickup or PLCB Delivery In this example, we will place a Store Pickup order. Note: If you have not registered for PLCB delivery, this option will not be displayed.	
4	Enter the date and approximate time you would like to pick up your order. Note: Entering pickup time is optional.	 <small>Although every effort will be made to satisfy the requested pickup time, your order will not be available for purchase prior to receiving the Ready for Pickup notification.</small>
4	Verify your default home store number is displayed in the Pickup Store field. If it is not, enter the store number. To locate a store, use the Store Locator link.	
6	Enter any Special Instructions regarding your order. Note: Use only alphanumeric characters in this field.	
8	Select the Primary Contact Person and verify the contact information is correct.	 Primary Phone: (570) 419-8965 Secondary Phone: (570) 649-5445
9	Click Continue .	
10	Click Previous Order .	

11	Select the order you wish to copy from the popup window by clicking Start Order .	
12	Review the items in the order, ensuring items and quantities are correct. Note: Current pricing may be different than at the time of the original order.	
13	Click on the X at the end of each line item/row to delete an item from the order OR enter "0" QTY for that item.	
14	Click Recalculate once you have completed all of the order lines.	
15	Click Show Details to view order totals.	
16	Click Save once you have verified that the items and quantities are correct.	
17	Click Submit Order to place your order.	
18	Make note of your order number and click OK in the popup that appears once your order has been submitted.	