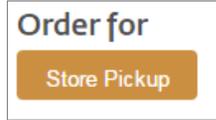
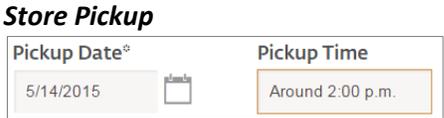
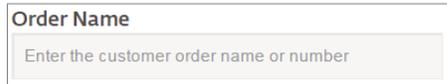
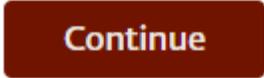
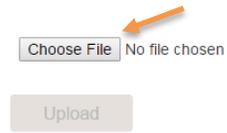


LOOP 2.9 | Importing Files for Store Pickup

You can import item codes and quantities you wish to order from a spreadsheet. Please make sure your spreadsheet only has two columns with "Item Code" and "Quantity" as the header of each column. List each item code and desired quantity underneath. You must also save your spreadsheet as a .csv file before uploading.

1	Click New Order located on the left side of the LOOP dashboard.	
2	Confirm the correct LID is listed at the top of your screen. If you have more than one LID registered, choose the correct one from the dropdown menu (if it is not already displayed).	
3	Select Store Pickup . You are routed to order settings.	
4	Enter the date you wish to pick up your order in the Pickup Date box and an approximate Pickup Time in the next field. Note: Every effort will be made to satisfy the requested pickup time however, your order will not be available for purchase prior to your receiving the "Ready for Pickup" notification.	
5	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 you may have regarding your order. Note: Use only alphanumeric characters in this field.	
7	Enter an Order Name you will use later to identify the order. Note: Use only alphanumeric characters in this field.	

8	Select the Primary Contact Person from the dropdown menu and verify the correct information displays below it.	<p>Contact Information</p> <p>Primary Contact Person*</p> <p>Jill Ford</p> <p>jillf@ruby.com Primary Phone: 7178909900 Secondary Phone: 7870999944</p>
9	Click Continue .	
10	Click Import Spreadsheet . Note: File must be in CSV format.	
11	Click Choose File and browse to the location of your spreadsheet file containing the items you wish to order. Select the file, then click Open .	
12	Click Upload once you have selected the file you wish to import.	
13	Click Save once you have verified the items and quantities are correct. Note: Click Recalculate to verify your sales total.	
14	Click Submit Order if you will not be making any changes and wish to submit your order.	