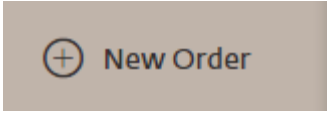
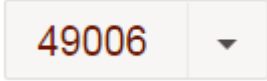

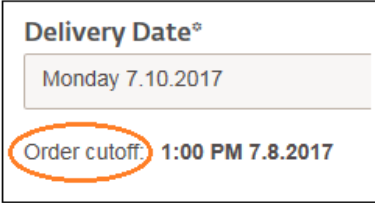
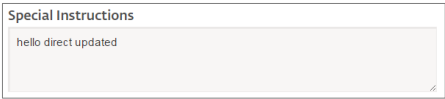
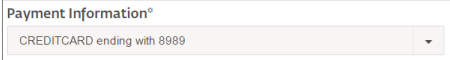
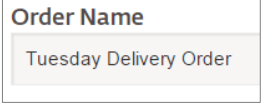
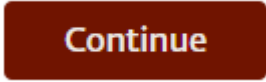

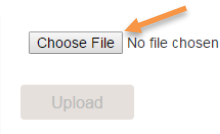

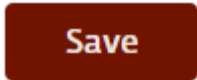


## LOOP 2.9 | Importing a File for PLCB Delivery

You can use a spreadsheet to import item codes and quantities you want to order. Please make sure your spreadsheet only has two column headers: "Item Code" and "Quantity." List each item code and desired quantity underneath. You must also save your spreadsheet as a .csv file before uploading.

1	Click <b>New Order</b> 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 <b>PLCB Delivery</b> . The order settings page will display.	
4	Select your <b>Delivery Address</b> .	
5	Enter the date you would like to have your order delivered and make note of the "Order cutoff." <b>Note: A PLCB customer service representative must make any changes or submit an order after the cutoff day and time.</b>	
6	Enter any special instructions related to your order.	
7	Select your <b>Payment information</b> from the dropdown menu.	

8	Enter an <b>Order Name</b> you will use later to identify the order.	
9	Click <b>Continue</b> .	
10	Click <b>Import Spreadsheet</b> .	
11	Click <b>Choose File</b> and browse to the location of your spreadsheet file containing the items you wish to order. Select the file, then click <b>Open</b> .	
12	Click <b>Upload</b> once you have selected the file you want to import.	
13	Click <b>Save</b> once you have verified the items and quantities are correct. <b>Note:</b> Click <b>Recalculate</b> to verify your sales total.	
14	Click <b>Submit Order</b> if you want to submit your order.  <b>Note:</b> Orders can be edited after submission by the licensee until the order cutoff time of 1:00 PM, 2 days before delivery. If an order needs adjusted after the cutoff, please contact the LOOP CSRs at 800.332.7522, option 5. They can edit the orders between 1:00 PM and 5:00 PM on those days	