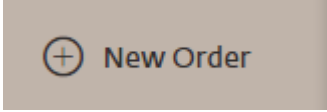
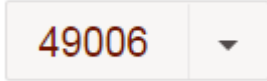
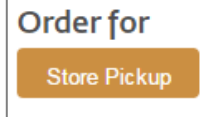
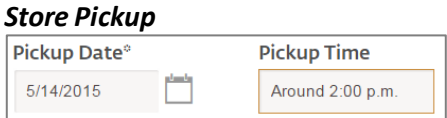

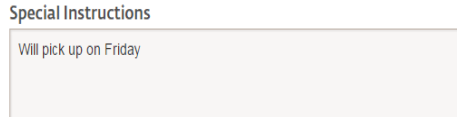
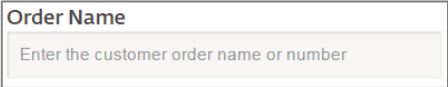
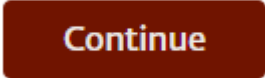
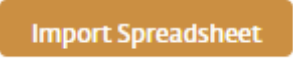
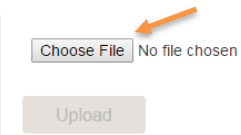


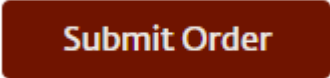


## LOOP 2.9 | Importing Files for Store Pickup

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>Store Pickup</b> . The order settings page will display.  |    |
| 4 | Enter the date you wish to pick up your order in the <b>Pickup Date</b> box and an approximate <b>Pickup Time</b> in the next field. <b>Note:</b> 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 <b>Pickup Store</b> field. If it is not, enter the store number. To locate a store, use the <a href="#">Store Locator link</a> .  |  |
| 6 | Enter any special instructions you may have regarding your order. <b>Note:</b> Use only alphanumeric characters in this field.  |  |

|    |   |   |
|----|---|---|
| 7  | Enter an <i>Order Name</i> you will use later to identify the order. <b>Note:</b> Use only alphanumeric characters in this field.   |    |
| 8  | Click <i>Continue</i> .   |    |
| 9  | Click <i>Import Spreadsheet</i> .<br><br><b>Note:</b> The file must be in CSV format with only 2 columns: PA Item Code and Quantity. Also, if a row is left blank, any following rows will be dropped and not imported into LOOP. Since this is a Store Pickup order, the Quantity entered will be in Units, not Cases. |    |
| 10 | Click <i>Browse</i> and browse to the location of your spreadsheet file containing the items you want to order. Select the file, then click <i>Open</i> .   |    |
| 11 | Click <i>Upload</i> once you have selected the file you want to import.   |  |
| 12 | Click <i>Save</i> once you have verified the items and quantities are correct.<br><b>Note:</b> Click <i>Recalculate</i> to verify your sales total.   |  |
| 13 | Click <i>Submit Order</i> if you want to submit your order.   |  |