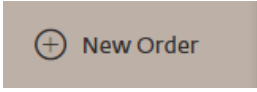
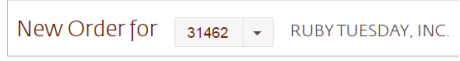
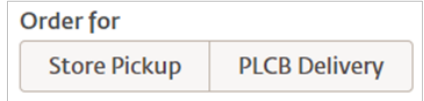
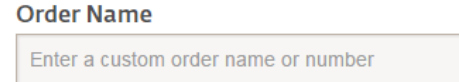

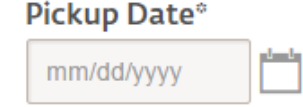
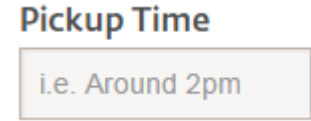

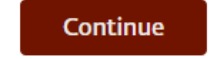

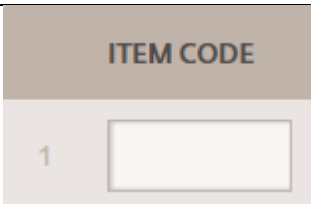


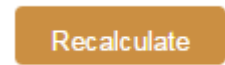
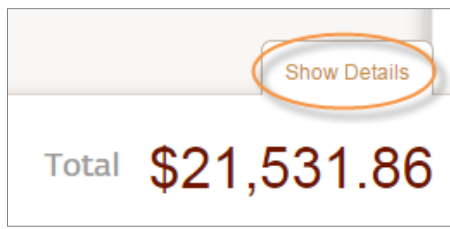

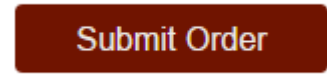


LOOP 2.9 | New Order

1	Click New Order located in the menu on the left side of the <i>Dashboard</i> .	
2	Verify the correct LID you wish to place an order for is displayed. Note: If you have multiple LIDs registered, you may select a different LID from the dropdown menu.	
3	Select the type of order you wish to place by clicking the Store Pickup button. Note: If you are not registered for PLCB delivery you will go directly to order settings.	
4	Enter a unique name or number you can use to identify the order at a future point in time. Note: Use Alphanumeric characters only.	
5	Enter the store number for the location where you would like to pick up the order. Store Search is available to find location. Note: Do not enter the leading zero.	
6	Select the desired pickup date. This is a mandatory field.	
7	Enter the approximate time you wish to pick up the order. Note: Every effort will be made to satisfy the requested pickup time however, your order will not be available for purchase prior to receiving the "Ready for Pickup" notification.	
8	Select the primary contact person for the order using the Primary Contact Person dropdown menu. Verify the contact information is correct.	
9	Click Continue .	
10	Click New .	

11	Enter the code number in the Item Code field. If you do not know the PLCB Item Code, use the search function to search by Product Name or Product Code (UPC).	
12	Enter the number of bottles in the QTY field you wish to purchase. The remaining fields will update automatically. Note: "QTY" is bottles for store pickup and cases for PLCB delivery.	
13	Enter the remainder of your order. Note: You may delete an item/row by clicking the "X" next to "Total." Or, enter '0' in QTY..	
14	Click Recalculate to review your order total and total number of cases.	
15	Click Show Details to view the details of your order total.	
16	Click Save once you have finished entering all of the items you wish to order.	
17	Click Submit Order to send the order to the store.	
18	Make note of your order number from the Confirmation pop up and then click OK .	