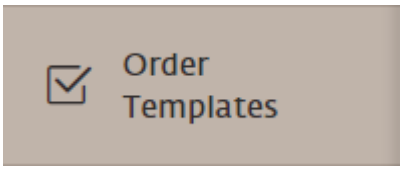
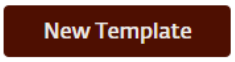
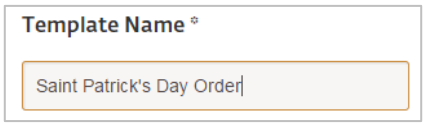
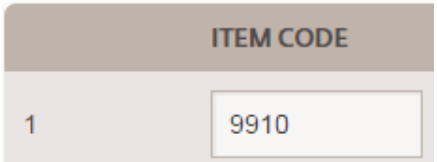
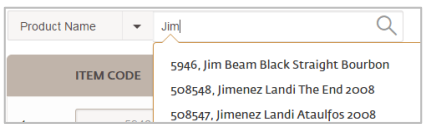
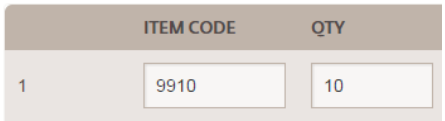
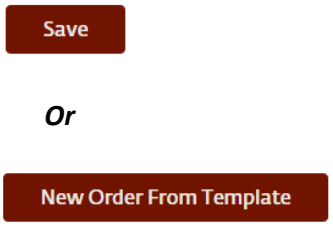
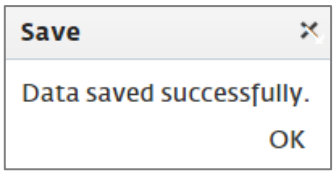
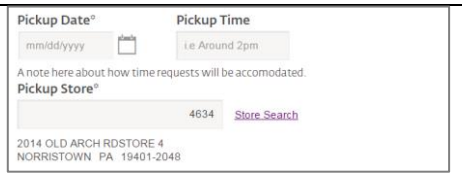
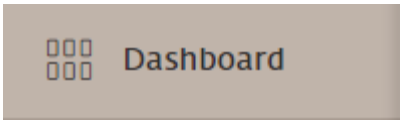
LOOP 2.9 | Order Templates

1	Click *Order Templates* on the left side of the Dashboard.	
2	Select the LID for which you want to create the template on the *Order Templates for* page. **Note**: If you have multiple LIDs registered and the template is to be used for all of them, you must upload the template to each LID individually.	
3	Click *New Template.*	
4	Enter a name for the template.	
5	Select the order type by clicking either *Store Pickup* or *PLCB Delivery*. **Note**: Orders for Store Pickup will be in Units. Delivery Orders will be by the case. Only LIDs with established delivery will see the *PLCB Delivery* option.	
6	Click *Start Template* or *Import Spreadsheet*. **Note**: Template must be in CSV format with 4 columns: PLCB Item Code, Quantity, Par, Custom SKU.	
7	Enter your order into the template. You can use the search bar for items using *Product Name* or *UPC*, if necessary.	 *Or* 
8	Enter the quantity you want to order into the *QTY* field. **Note**: It is suggested that you put a 0 in the QTY field. This will help when ordering, as any items with a 0 QTY will be removed when the order is submitted.	

	Also, it is easier to change the QTY from 0 to any other number.	
9	Enter the quantity that represents the quantity you typically keep on hand into the ***PAR*** field.	
10	Enter a SKU code in the ***Custom SKU*** field, if your organization uses SKUs that differ from PLCB item codes. This field may be left blank.	
11	Click ***Save*** once you have finished adding all your items to the template. Or click ***New Order From Template*** if you would like to place an order using this template immediately.	
12	Click ***OK*** in the Data Saved Successfully box, if Save was selected.	
13	A. Follow the New Order job aid if you're placing an order immediately. B. Click ***Back*** if you're not ready to order but would like to create another template. OR, C. Click ***Dashboard*** to return to the Order Portal Dashboard.