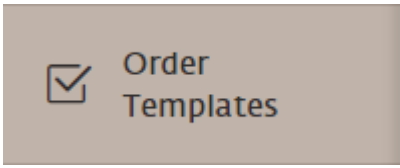

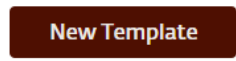
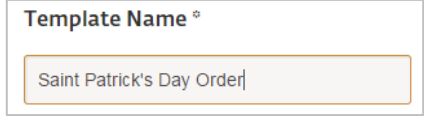


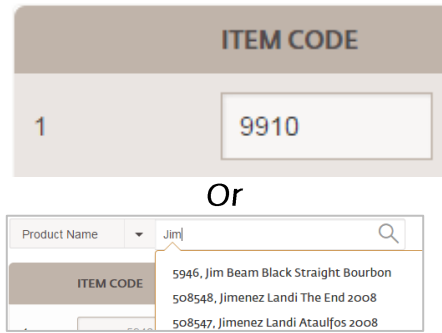
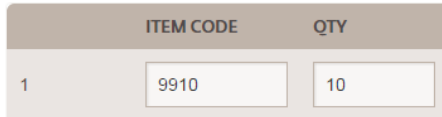


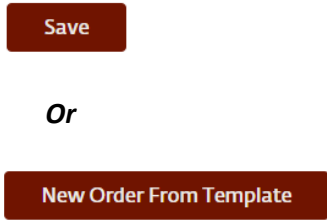
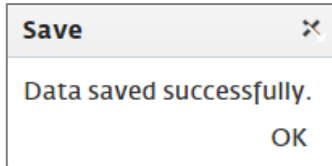
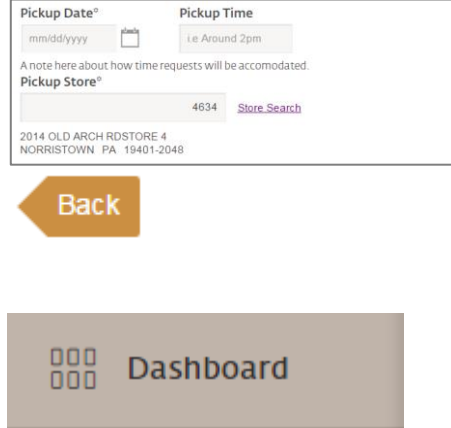


## LOOP 2.9 | Order Templates

|   |   |   |
|---|---|---|
| 1 | Click <i>Order Templates</i> on the left side of the Dashboard.   |    |
| 2 | Select the LID for which you want to create the template on the <i>Order Templates for</i> page.<br><b>Note:</b> 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 <i>New Template</i> .   |    |
| 4 | Enter a name for the template.  |    |
| 5 | Select the order type by clicking either <i>Store Pickup</i> or <i>PLCB Delivery</i> .<br><b>Note:</b> Orders for Store Pickup will be in Units. Delivery Orders will be by the case. Only LIDs with established delivery will see the <i>PLCB Delivery</i> option. |   |
| 6 | Click <i>Start Template</i> or <i>Import Spreadsheet</i> .<br><b>Note:</b> 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 <i>Product Name</i> or <i>UPC</i> , if necessary.  |  |
| 8 | Enter the quantity you want to order into the <i>QTY</i> field.<br><b>Note:</b> 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 <b>PAR</b> field.  |  <p>A screenshot showing two input fields. The first is labeled 'QTY' and contains the number '10'. The second is labeled 'PAR' with a question mark icon and also contains the number '10'.</p>   |
| 10 | Enter a SKU code in the <b>Custom SKU</b> field, if your organization uses SKUs that differ from PLCB item codes. This field may be left blank.  |  <p>A screenshot of a form with three columns: 'QUANTITY', 'PAR', and 'CUSTOM SKU'. The 'QUANTITY' and 'PAR' fields contain '20'. The 'CUSTOM SKU' field contains '5401B'. An orange arrow points to the 'CUSTOM SKU' field.</p>   |
| 11 | Click <b>Save</b> once you have finished adding all your items to the template. Or click <b>New Order From Template</b> if you would like to place an order using this template immediately.   |  <p>Two dark red buttons are shown. The top one is labeled 'Save'. Below it is the word 'Or'. The bottom one is labeled 'New Order From Template'.</p>  |
| 12 | Click <b>OK</b> in the Data Saved Successfully box, if Save was selected.  |  <p>A dialog box with a title bar 'Save' and a close icon. The main text says 'Data saved successfully.' and there is an 'OK' button at the bottom right.</p>  |
| 13 | <p>A. Follow the New Order job aid if you're placing an order immediately.</p> <p>B. Click <b>Back</b> if you're not ready to order but would like to create another template. OR,</p> <p>C. Click <b>Dashboard</b> to return to the Order Portal Dashboard.</p> |  <p>A screenshot of a form with 'Pickup Date' and 'Pickup Time' fields. Below the fields is a note about time requests and a 'Pickup Store' field with the address '2014 OLD ARCH RD STORE 4 NORRISTOWN PA 19401-2048'. Below this is a dark red 'Back' button and a grey 'Dashboard' button with a grid icon.</p> |