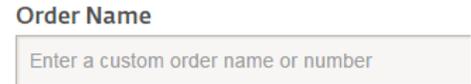
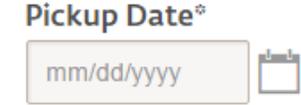
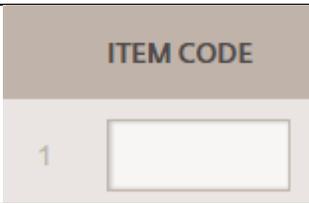
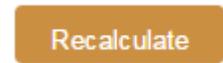
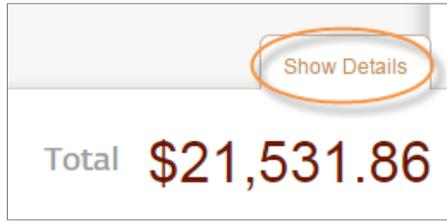


LOOP 2.9 | New Order

1	Click New Order located in the menu on the left side of the Dashboard .	
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 <i>Item Code</i> field. If you do not know the PLCB Code, use the search function to search by Product Name or Product Code (UPC).	
12	Enter the number of bottles <i>QTY</i> 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."	
14	Click <i>Recalculate</i> to review your order total and total number of cases.	
15	Click <i>Show Details</i> to view the details of your order total.	
16	Click <i>Save</i> once you have finished entering all of the items you wish to order.	
17	Click <i>Submit Order</i> to send the order to the store.	
18	Make note of your order number from the <i>Confirmation</i> pop up and then click <i>OK</i> .	