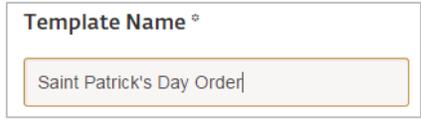
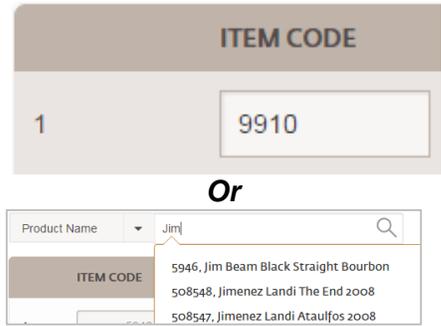
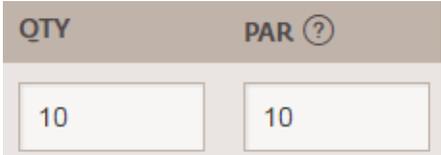
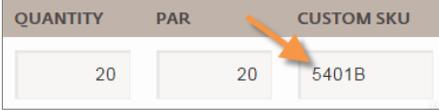
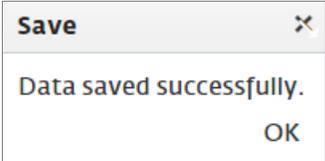
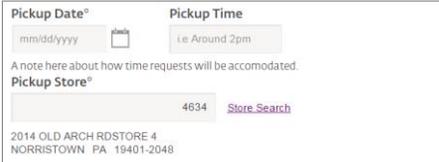


LOOP 2.9 | Order Templates

1	Click Order Templates located on the left side of the Dashboard .	
2	Select the LID you wish to create the template for on the Order Templates page. Note: If you have multiple LIDs registered and the template is to be used for all of them, select any LID in this step.	
3	Click New Template .	
4	Enter a name for the template.	
5	Select the order type by clicking either Store Pickup or PLCB Delivery .	
6	Click Start Template or Import Spreadsheet .	
7	Enter your order into the template. You can use the search bar for items using Product Name or UPC if necessary.	
8	Enter the quantity you wish to order into the QTY field.	
9	Enter a "PAR" number that represents the quantity you typically keep on hand.	

<p>10</p>	<p>Enter a SKU code in the “Custom SKU” field, if your organization uses SKUs that differ from PLCB item codes.</p>	
<p>11</p>	<p>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.</p>	
<p>12</p>	<p>Click OK in the Data Saved Successfully box, if Save was selected.</p>	
<p>13</p>	<p>Note: Follow the new order job aid if placing an order immediately.</p>	
<p>14</p>	<p>Click Back if you’re not ready to order but would like to create another template. OR, Click Dashboard, to return to the Order Portal Dashboard.</p>	