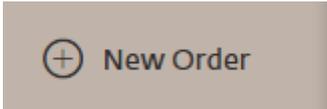
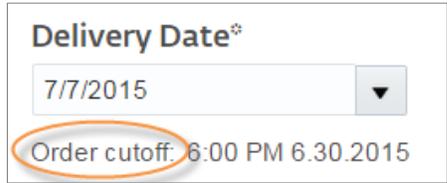
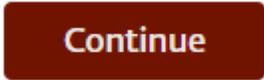
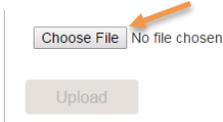


LOOP 2.9 | Importing a File for PLCB Delivery

You can import item codes and quantities you wish to order from a spreadsheet. Please make sure your spreadsheet only has two columns with "Item Code" and "Quantity" as the header of each column. List each item code and desired quantity underneath. You must also save your spreadsheet as a .csv file before uploading.

1	Click New Order located on the left side of the LOOP dashboard.	
2	Confirm the correct LID is listed at the top of your screen. If you have more than one LID registered, choose the correct one from the dropdown menu (if it is not already displayed).	
3	Select Store Pickup . You are routed to order settings.	
4	Enter the date you would like to have your order delivered and make note of the "Order cutoff." Note: A PLCB customer service representative will have to make any changes or submit orders after the cutoff.	
5	Select your Delivery Address .	
6	Enter any special instructions related to your order. Note: Use only alphanumeric characters	
7	Select your Payment information from the dropdown menu.	
8	Enter an Order Name you will use later to identify the order. Note: Use only alphanumeric characters.	

9	Click Continue .	
10	Click Import Spreadsheet . Note: File must be in CSV format.	
11	Click Choose File and browse to the location of your spreadsheet file containing the items you wish to order. Select the file, then click Open .	
12	Click Upload once you have selected the file you wish to import.	
13	Click Save once you have verified the items and quantities are correct. Note: Click Recalculate to verify your sales total.	
14	Click Submit Order if you will not be making any changes and wish to submit your order.	