

CREATE YOUR OWN TEMPLATE

Select Items and Create Or Add To Template

- Search for desired item.
- Access that item's product page.
- Select desired quantity.
- Click "ADD TO ORDER TEMPLATE" button.
- To create a new template, click "CREATE NEW" button.
- If you have saved templates, choose the template you want to additem to and click "ADD TO TEMPLATE" button.

	PEETS MAJOR DICKASON'S COM 12/120Z		
	Sku 501604 Case Pack Quentry 12 Unit Star 12 ac Braw Method: Commercial Brawing	Add to order template	
Peets Coffee	Bran Melodo Commenciar Branny Kosher, Panya Board Dani Gime: Commerciar	Select a template or create a new one. You have 1 template(s).	
MALCE ECCARCENT LECENT LECENT	Pros		Coffee SKUs 1 line item(s)
	Cese ·		
	Averative		
	ADD TO CART		
			ADD TO TEMPLATE

TEMPLATES CREATED FOR YOU

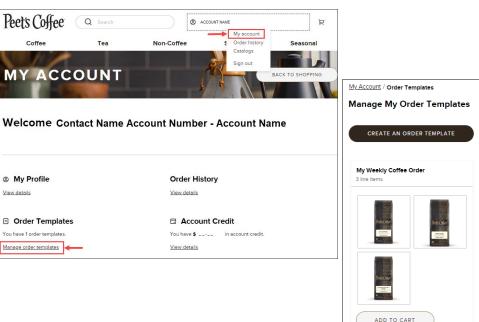
Peet's Support will create templates and place directly into your account for the following types of orders

• Initial Orders (Also known as I.O.s): Items and quantities predetermined between the new account contact and your account manager will be placed into an I.O. Template that you can access directly in your account for processing.

VIEW/MANAGE TEMPLATES

Access Saved Order Templates in "My Account"

- Click on account name in header.
- Click "My Account" button.
- Under "Order Templates" click
 "Manage order templates" button.
- In "Manage My Order Templates" you can edit existing/save templates or create new templates.
- You can edit items and quantities in a saved template.
- Templates are useful if you have items/quantities you order on a regular basis.
- Templates created for you by Peet's Support can also be accessed here.



Templates are catalog specific. If you have multiple catalogs, you can only view templates associated with the active catalog

ADDING TEMPLATES TO THE SHOPPING CART

Access Saved Templates in "My Account"

- Choose the name of the desired saved templated.
- To add all items and quantities in the saved template, Click "ADD TO CART" button.
- To edit items/quantities prior to adding to cart, click on the name of the template you want to use.
- In the named template window, you can:
 - ADD TO CART/RENAME/DELETE Template.
 - Add/Remove items and quantities in template.
 - Add individual items to cart.
 - Select specific items to add together to cart.



My Account / Order Templates		
Manage My Order Templates		
CREATE AN ORDER TEMPLATE		
My Weekly Coffee Order		
Miller Friedrich Friedrich		
los:Oder	My Account / Order Templates / Order Template Lines My Weekly Coffee Order	
ADD TO CART	ADD TEMPLATE TO CART RENAME TEMPLATE DELETE TEMPLATE	
	+ Add a line H Add selected to cart X Remove selected	
	O Product number Product Unit price UOM Quantity	Actions
	O 503565 PEETS CAPE DOMINGO COM 12/12/0Z \$ Care -	2 +
	S04468 PEETS BARIDI ICED COFFEE BLEND COM 12/120Z \$ Cose	3 + E

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