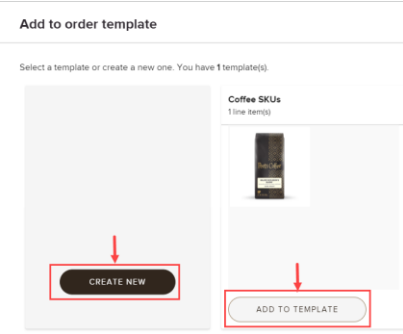
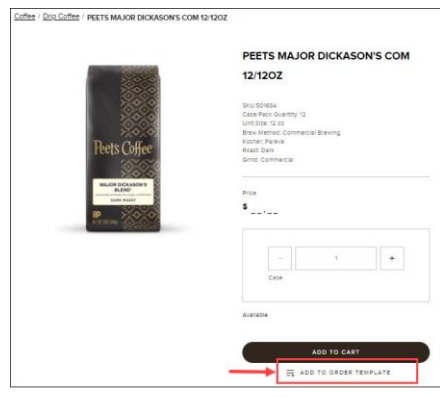


CREATE YOUR OWN TEMPLATE

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 add item to and click "ADD TO TEMPLATE" button.



TEMPLATES CREATED FOR YOU

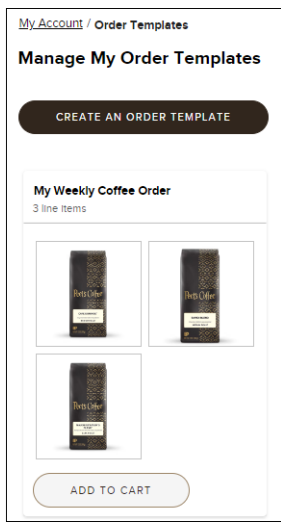
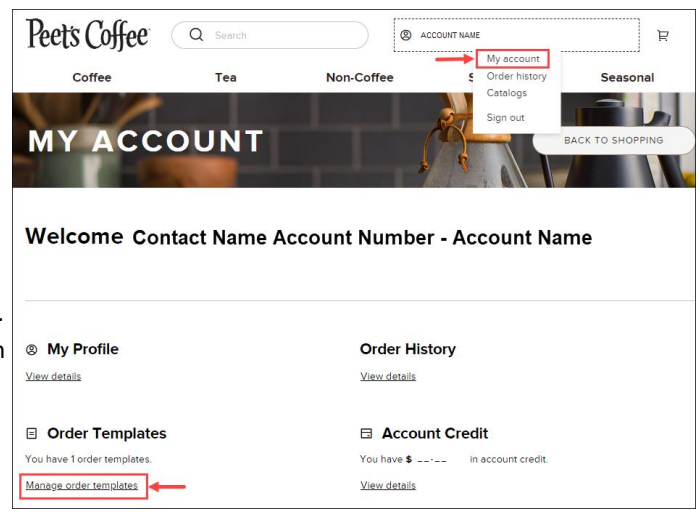
Peet's Support will create templates and place directly into your account for the following types of orders

- 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.
 - Add a line to template.

