

# Peet's COFFEE QUICK REFERENCE GUIDE: BASIC NAVIGATION

## SIGN IN

If you are a new customer or forgot your portal email address, send an email to your Peet's Support Team.

If you know your email address and need to reset your password, click **1** *Forgotten Password?*. On the Account Verification page, enter your email address and click *Send Verification Code* **2** and complete verification process.

## HOME PAGE, SEARCH & PRODUCT CATEGORIES

- Coffee:** Peet's coffee assortment
- Tea:** Mighty Leaf tea assortment
- Non-Coffee:** Supplies and ingredients for making and serving beverages as well as marketing materials
- Supplies:** Smallwares items used for making, storing and organizing Coffee, Tea and Non-Coffee items as well as cleaning supplies
- Seasonal:** Limited Time Offerings and items highlighted in our current seasonal programs

## CUSTOMER ACCOUNT OPTIONS

### My Account

#### **1** My Profile

View user contact information and VAT Number (for international customers only).

#### **2** Order Templates

View and manage order templates. For more details, go to Help Center>Training or refer to the Order Templates Quick Reference Guide.

#### **3** Order History

View orders placed within the last 90 days.

#### **4** Account Credit

View Total available credit and Account credit summary.

#### **5** Sign Out

Log out after each session.

### Catalogs **6**

Switch between your **7** primary (i.e. Food Service, Office Coffee or Mighty Leaf Tea) and **8** secondary (i.e. Supplies or Mighty Leaf Expanded) catalogs.

Only items in your current catalog are viewable and can be added to your shopping cart. To place an order for items from another catalog, you will need to complete check out of your first order before **9** changing catalogs.

## PRODUCT PAGES

View product details that can help you learn more about our products or help with item set up.

For more details, go to Help Center>Training or refer to the Product Page Quick Reference Guide.

## HELPFUL LINKS

Scroll down to the bottom of the page for helpful links.

- 1** Contact Us – If you have questions, fill out the Contact Us form or give us a call.
- 2** Help Center – Look for answers to commonly asked questions.
- 3** Company – Find out more about Peet's.

