


How to: Create an Order – Agency Stores

Select an Order Sheet



ORDER SHEETS

MY ORDER SHEETS MY REP

BEER
READY TO DRINK
SPIRITS
WINE

CREATE ORDER SHEET

Beer

Enter Article Number to add

Show: CATEGORY PRINT ORDER SHEET

PRODUCT	PRODUCT NAME	PRICE	PROMO	STATUS	IQM	CART QTY
100483	Bud Light Lager 12 x 355 mL	\$21.41		Available	57	2
100283	Bud Light Lager 24 x 355 mL	\$38.21		Available	837	0
100484	Budweiser Lager 12 x 355 mL	\$21.41		Available	105	0

\$31.54 Available 1041 0

[Product Detail](#) [Alternative Products](#) [Check Store Stock](#)

Click on a product name to open more options. Click again to exit:

Enter Your Quantities

The box is BLUE when you click into it...

Enter your quantity and hit TAB. The box turns green...



Your cart will light up each time quantities are added.

**The totals you see under your cart are ESTIMATES; your Agency discounts, bottle deposit & taxes are not calculated until after you hit Submit Order.*

To check out, or review your order, click the cart icon at the top of the page or [GO TO CART](#) at the bottom of the page.

Review Your Order

Review your quantities through the My Cart page. If your order is complete, select a delivery date:

Delivery Information

Choose Delivery Date

Choose Delivery Date

4/4/2018
4/5/2018
4/6/2018

**Note this date needs to align with when your carrier regularly picks up for you.*

Select your ship-to (if you have multiple locations)

Select [CHECK QUANTITY](#) to ensure the quantities you requested are still available.

**The inventory check is only valid for products stocked within the NSLC DC.*

If an article doesn't have the quantities you requested, you'll see:

i We could not provide the quantity you requested so the requested quantity has been adjusted.

Finalize & Confirm

If you receive an inventory message that something has stocked out, you can search for an alternative product.

i We do not have any more of this item in stock so the requested quantity has been adjusted. [Product Detail](#) [Alternative Products](#)

Review your total and when you're ready to proceed, select your payment method:

Payment Options

Select Payment Method

VISA (403000XXXXXX1234)

If you have PAP, this option will be available to you to select

Select [CONFIRM ORDER](#) when you are finally ready to place the order.

You'll receive a confirmation email and a receipt if you paid with a credit card.

Thank you for your order

Your order number is: 401926
You will receive an email notification

[VIEW ORDER DETAILS](#)