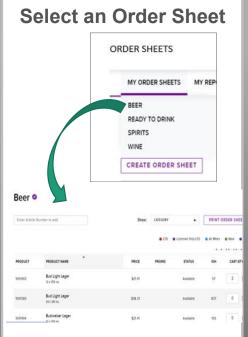
How to: Create a Licensee Order



*You can create separate orders for your DC liquor and kegs – <u>and receive</u> <u>separate invoices.</u>

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

\$31.54	•	Available	1041	0
Product Detail	Alterna	tive Products	Check St	ore Stock

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.

*Prices on your Order Sheets include licensee discounts but not bottle deposit & taxes. <u>Prices for promo offers do not</u> <u>include your discount</u>. All cart totals are ESTIMATES until after you 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 D		
	Choose Delivery		
	4/4/2018		
	4/5/2018		
	4/6/2019		

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

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

*NEVER include kegs on cross-dock orders. Order kegs for delivery to your premises only.

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 a message:

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.

We do not have any more of this item in stock so the requested quantity has been adjusted. Product Detail Attentitive Products

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

Payment Options	If you have PAP, this option will be available	
Select Payment Method		
VISA (403000XXXXX1234) 👻	to you to select	

Select CONFIRM ORDER

when

you are ready to finally place your order.

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

