# HOW TO CREATE AN ORDER TEMPLATE

A walkthrough on how to create an order template for easy reordering.

i www.royalcupcoffee.com

Royal Cup Shop



On the home page, click the Shop icon.

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Shop

**Blended Solutions** 

Learn to Brew Blog

No matter what you drink, drink Royal Cup.



**Need Help?** Call 1-800-366-5836 Then enter the assigned username and password here and click Sign In.

Q



Coffee

Tea

Other Beverages

Condiments

Supplies

Equipment

You are here: Home





Once you log in, you will see your account information here.





Search

4Y ACCOUNT

MY DOCUMENTS

**†** 

Coffee

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Search

MY ACCOUNT

MY DOCUMENTS

**fi** 

Coffee

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Food

Gifts

You are here

Then go under the categories and add all of the products you typically order to your cart.



Item	Product	Quantity	Description
20	764	2 CAS	Fancy Gourmet 42/2
30	1579	1 CAS	Decaf 42/2
40	7030	1 CAS	Swtner Sugar .1oz 2m/cs
50	3809	1 CAS	Creamer Half & Half Regular 180 ct
		٦	
		٦	
		٦	
		٦	
		٦	

Once your typical order is ready, click Save as template.

Refresh basket

Continue

Save as template

Cancel



Need Help? Call 1-800-366-5836





MY ACCOUNT

MY DOCUMENTS



Coffee

To access your templates click on My Documents.

You are here: Home



You are logged in as: webjava@royalcupcoffee.com Customer: Royal Cup, Inc., BIRMINGHAM



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MY ACCOUNT

From the dropdown menu select Order templates.

Tea Other Beverages

Condiments

Supplies

Order templates

arch

Food

Orders

Deliveries

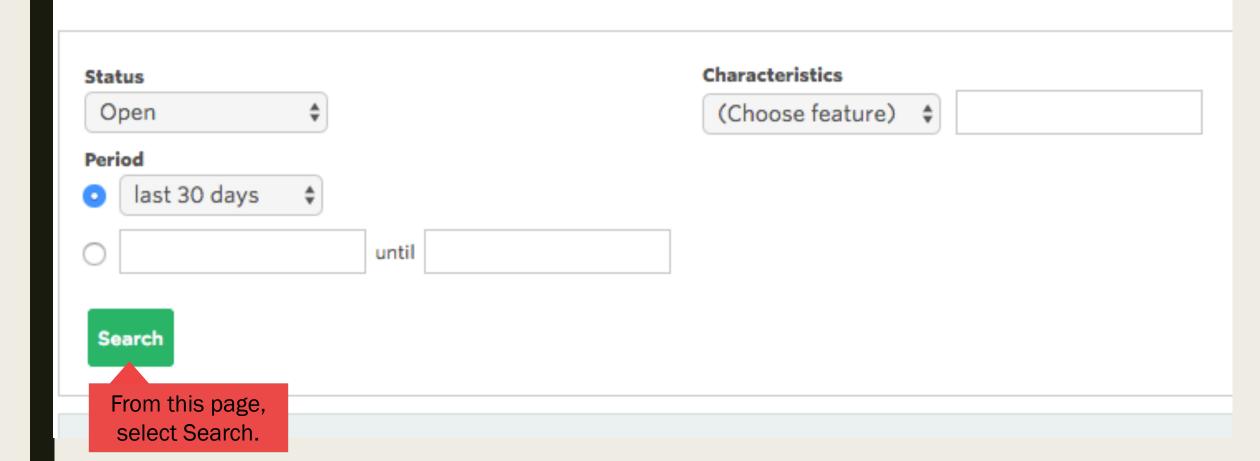
Invoices/Payments

Make Payments

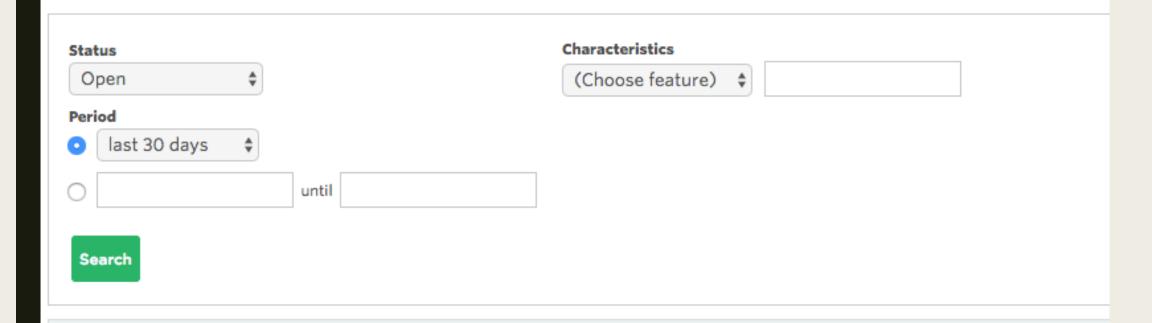
COUNT

You are here: Home » Documents » Order templates

## **Search for Order templates**



### **Search for Order templates**



Status 🗢	Document number \$	Date <b>‡</b>	PO Number ≎
Open	10000843	04/25/2017	2 Coffee Reorder
	Click on the Document number.		

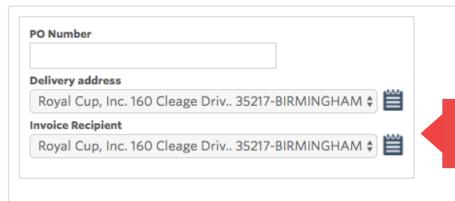
Item	Status	Quantity	Product	Description
20	Open	2 CAS	764	Fancy Gourmet 42/2
30	Open	1 CAS	13/9	e your template pulls up. t the cart next to the items
40	Open	1 CAS	7030 <b>you</b>	want to add to your cart.  Swtner Sugar .1oz 2m/cs
50	Open	1 CAS	3809	Creamer ID Half & Half Reg 180 ct

Back

Change

Download

CSV \$



Gross weight 2.81 KG Price analysis

You can verify your delivery and billing address here.



Item Product	Quantity	Description	Unit price	Total	Remove
10 764	1	CAS Fancy Gourmet 42/2	42.00	\$ 42.00	
		n you can verify your nge the quantity here.			
	· · · · · · · · · · · · · · · · · · ·	e quantity, click "Refresh basket" screen to view your new total.			
	Q				
Once order	is correct, click Continue.		Items Tax Order Total	\$ 42.00 \$ 4.20 <b>\$ 46.20</b>	
Refresh basket Contin	sue Save as template Cancel				

# Select shipment and payment types Delivery by

Standard UPS Ground

Here you will see your ground shipping quote.

### **Payment method**

- Invoice
- Credit Card

This section will give the the option to select your payment method.

Back

**Place Order** 

Once complete, click Place Order.

#### Order receipt confirmation Number 1100243

Once you place your order, you will see your confirmation # here.

Please write this number down or print this page for your records.

Order number

1100243

Customer

Royal Cup, Inc. 160 Cleage Drive BIRMINGHAM AL 35217

Payment method

Invoice

Date

04/24/2017

**Delivery address** 

Royal Cup, Inc. 160 Cleage Drive BIRMINGHAM AL 35217

**Delivery by** 

Standard UPS Ground

**Gross weight** 

11.75 KG

Item	Quantity	Product	Description
10	1 CAS	1266	Gourmet Special 24/16

