

A thick black L-shaped frame surrounds the text. The top-left corner is a horizontal bar extending to the right, then a vertical bar extending downwards. The bottom-right corner is a vertical bar extending upwards, then a horizontal bar extending to the left.

HOW TO CREATE AN ORDER TEMPLATE

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



ROYAL CUP
COFFEE AND TEA

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On the home page, click the Shop icon.

Shop

Your Business ▾

Blended Solutions

Learn to Brew

Blog

**No matter what you
drink, drink Royal
Cup.**



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Then enter the assigned username and password here and click Sign In.



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[Tea](#)

[Other Beverages](#)

[Condiments](#)

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



ROYAL CUP
COFFEE AND TEA

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



MY ACCOUNT



MY DOCUMENTS

Search



Coffee

Tea

Other Beverages

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Gifts

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MY ACCOUNT



MY DOCUMENTS

Search

Home Coffee Tea Other Beverages Condiments Supplies Equipment Food Gifts

You are here

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


REAL ONE CUP COFFEE







ROYAL CUP
COFFEE AND TEA

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 MY ACCOUNT



 Order: 42.00 USD 



Once all items have been added to the cart, you can access the cart by clicking on the cart icon here.

[Home](#) [Coffee](#) [Tea](#) [Other Beverages](#) [Condiments](#) [Supplies](#) [Equipment](#) [FOOD](#) [GIFTS](#)

Attribute Search 



Brand

Blend

Grind


Search

Catalog Royal Cup 

- Coffee 
- Centennial 
- Gourmet Special


You are here: [Home](#) » [Coffee](#) » [Centennial](#) » [Fancy Gourmet](#)

Fancy Gourmet

Page 



CSV-download

- Select sort sequence - 

List

Grid



Fancy Gourmet 128/1.75

CAS

 ADD TO CART

Product: 1813

 Add to product compare

Fancy Gourmet 128/2



CSV-download



Upload products

Item	Product	Quantity	Description
20	764	<input type="text" value="2"/>	CAS Fancy Gourmet 42/2
30	<input type="text" value="1579"/>	<input type="text" value="1"/>	CAS Decaf 42/2
40	7030	<input type="text" value="1"/>	CAS Swtner Sugar .1oz 2m/cs
50	<input type="text" value="3809"/>	<input type="text" value="1"/>	CAS Creamer Half & Half Regular 180 ct
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

Refresh basket

Continue

Save as template

Cancel

store-b2b.royalcupcoffee.com says:
Please enter a name for the template

Cancel OK

This box will pop up and ask you to name your template.

Once you name your template, click OK.



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COFFEE AND TEA

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MY ACCOUNT



MY DOCUMENTS



Coffee

To access your templates
click on My Documents.

You are here: Home





Need Help?
Call 1-800-366-5836



MY ACCOUNT



MY DOCUMENTS

From the dropdown menu
select Order templates.

Order templates

Orders

Deliveries

Invoices/Payments

Make Payments

Tea

Other Beverages

Condiments

Supplies

Food

ACCOUNT

You are here: Home » Documents » Order templates

Search for Order templates

Status

Open ▾

Characteristics

(Choose feature) ▾

Period

last 30 days ▾

until

Search

From this page,
select Search.

Search for Order templates

Status

Open

Characteristics

(Choose feature)

Period

last 30 days

until

Search

Status

Document number

Date

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	1579 	
40	Open	1 CAS	7030 	Swtner Sugar .1oz 2m/cs
50	Open	1 CAS	3809 	Creamer ID Half & Half Reg 180 ct

Once your template pulls up. Select the cart next to the items you want to add to your cart.

Back

Change

Download

CSV 



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COFFEE AND TEA

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MY ACCOUNT



Order: 42.00 USD



Once all items have been added to the cart, you can access the cart by clicking on the cart icon here.

Home Coffee Tea Other Beverages Condiments Supplies Equipment FOOD GIFTS

Attribute Search

Brand

Blend

Grind

Search

Catalog Royal Cup

- Coffee
- Centennial
- Gourmet Special

You are here: Home » Coffee » Centennial » Fancy Gourmet

Fancy Gourmet

Page 1 2 >



CSV-download

- Select sort sequence -

List

Grid



Fancy Gourmet 128/1.75

1 CAS

ADD TO CART

Product: 1813


Add to product compare


Fancy Gourmet 128/2

Order

Show/Hide 

PO Number

Delivery address
Royal Cup, Inc. 160 Cleage Driv.. 35217-BIRMINGHAM 

Invoice Recipient
Royal Cup, Inc. 160 Cleage Driv.. 35217-BIRMINGHAM 

Gross weight
2.81 KG

Price analysis


You can verify your delivery and billing address here.

 CSV-download  Upload products

Item	Product	Quantity	Description	Unit price	Total	Remove
10	764	<input type="text" value="1"/>	CAS Fancy Gourmet 42/2	42.00	\$ 42.00	<input type="checkbox"/>

Items	\$ 42.00
Tax	\$ 4.20
Order Total	\$ 46.20

In this section you can verify your order and change the quantity here. If you have to update the quantity, click "Refresh basket" at the bottom of the screen to view your new total.

Once order is correct, click Continue.

- Refresh basket
- Continue
- 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

Date

04/24/2017

Gross weight

11.75 KG

Customer

Royal Cup, Inc.
160 Cleage Drive
BIRMINGHAM AL 35217

Delivery address

Royal Cup, Inc.
160 Cleage Drive
BIRMINGHAM AL 35217

Payment method

Invoice

Delivery by

Standard UPS Ground

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

Close