1. **Click Start New Order**

2. **Double click 0 under Quantity field and enter your desired quantity; click enter on keyboard when complete (cursor will move down to the very next item).**

3. **When you have entered all needed quantities, click on Shopping cart, either by clicking the tab or the button in top right corner**
4. After final review, click on Check Out Tab or Check out button in top right corner

a.

5. When prompted, add PO/Cost Center.
   
a. **In a later update/release of this site, we will be adding a pop-up to include invoice comments, which we hope to be used for location information.

6. You will receive an email confirmation of the order placed (to the email address you use to sign into the site).

7. Jerry Mattox or another rep from Pepsi will contact you via email for further information like location information and delivery date.