1. Click

2. Double Click 0 on the Quantity field and enter your desired quantity using the up & down arrows; 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

5. When prompted, add your Cost Object in the PO field. Then in the comments field, add anything else relevant to your order - at a minimum include your name, department, building and room number, so Pepsi knows where to deliver your product.

6. You will receive an email confirmation of the order placed (to the email address you use to sign into the site). Forward this email to Vending at kcheney1@unl.edu

7. A representative from Pepsi will contact you via email for further information like location and delivery dates - if needed.

8. Remember to submit the original thermal invoice the Pepsi delivery person will leave with you, it is required for the invoice to be paid!