# Coke Catalog

## Tips for Shopping on Coke Catalog & Using the Multi-Ship to Template

Visit the Coke Catalog Help page to view the comprehensive animated tutorial to learn full functionality and key features, or assist you with site information, content, and additional resources.
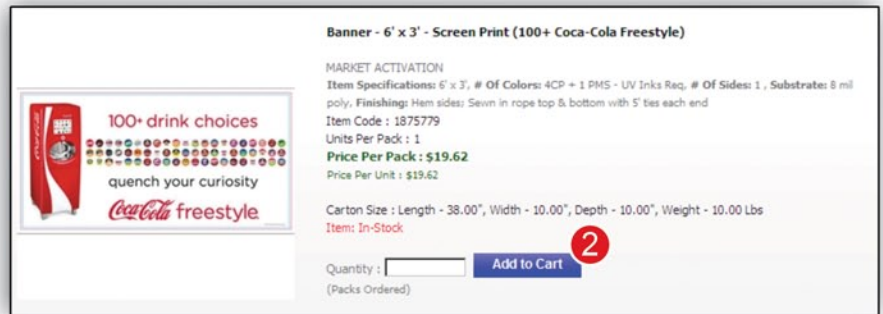
### Browsing or Searching for items:

1. Browse for items through the menu bar at the top of the page or through the boxes on the left hand side. You can also search for items by name or item number by using the **Search by** box at the top right corner of the page.
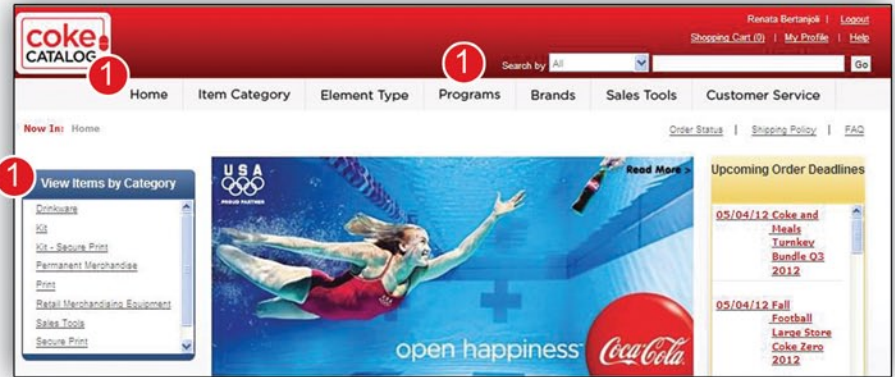


### Purchasing items:

2. Enter the order quantity, and select **Add to Cart**.

- On the Shopping Cart page, select **Continue Shopping** to order additional items.
  a. **Note:** The Shopping Cart link at the top of the page will always take you to the Shopping Cart page to complete your order.

**Shipping and Payment:**

- When finished shopping, add shipping locations from the Shopping Cart page by selecting the **Add Ship To link**.

③ If ordering for a single location enter the shipping information under **Single Ship-to Location**.

④ If ordering for multiple locations, select the download link under **Multiple Ship-to Location**.

⑤ a. Download and save the Excel template.

  b. Enter shipping addresses and the item quantity for each ship to location.

    i. **Note:** You can delete Row 3 as it contain the total order quantities per item. All fields are required except Column D (Address 2) and J (Special Instructions).

  c. Confirm total order quantities for all locations match item totals in **Shopping Cart**.

  d. Upload Excel document to Coke Catalog by selecting **Browse** and locating file on your computer. Then select **Upload** to finish adding multiple ship to locations.

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**Shipping and Payment, cont'd:**

e. The Shopping Cart page will update and be broken out by **ship to location**. Review for accuracy.

**⑥** f. Select **Proceed to Ship Speed** to continue to next page.

**⑦** g. Next, select **Ship Method** based on Expected Date of Delivery and Shipping Total. Select **Proceed to Payment** Info to continue.

h. Select your Method of Payment and enter appropriate budget codes. You may need to reach out to your Finance team to request Coke Catalog budget codes.

**⑧** i. Select **Proceed to Order Validation**.

j. Confirm order details provided. To complete order process select **Place Order**.

k. A confirmation page will appear and an email will be sent confirming your order.

**Check Order Status:**

• Select the **My Profile** link at the top of any Coke Catalog page.

• Next, select **Order Status** from the My Profile page.

• Sort by Order Number, Date Range, or scroll through previous orders to track orders placed.