

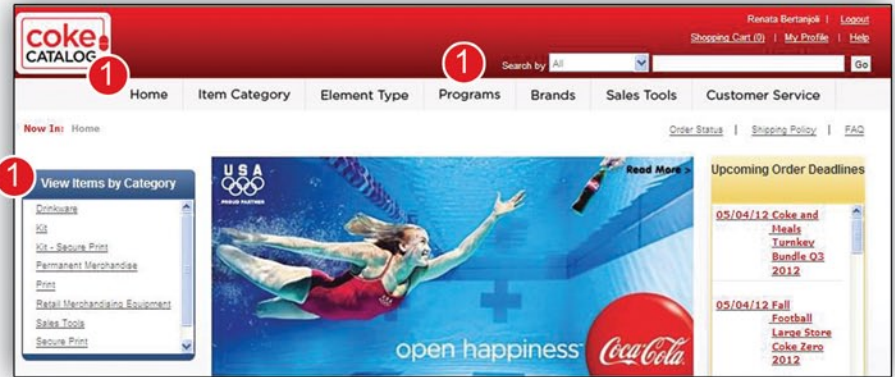
Coke Catalog

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.

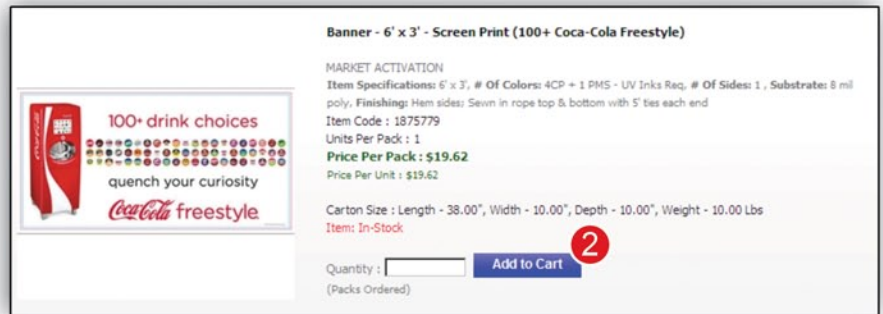
Browsing or Searching for items:

- 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.



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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.

3 **Single Ship-to Location?**

Ship To ACN Number:

Saved Ship To addresses:

Ship To Location Name:

Ship To Contact Name:

Address 1:

Address 2:

Special Instructions:

City:

State:

Zip:

Country:

Phone:

Apply this ship to address to all items in your Shopping Cart. You can edit individual item ship to's after selecting this option.

* Required fields

4 **Multiple Ship-to Location?**

do you have multiple ship to's for this order? If so, please [download](#) the multiple ship to template for the items in the Shopping Cart. The multiple ship to template cannot be uploaded successfully if additional columns are added to the spreadsheet.

Upload your completed multiple Ship to list here:

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	A	B	C	D	E	F	G	H	I	J	K	L
1												Item Code 1875779
2	Location Name	Contact Name	Address 1	Address 2	City	State	Zip	Country	Phone	Special Instruction	Desc:	Banner - 6' x 3' - Screen Print Expo - Coca-Cola Freestyle
3	CCR - Dallas	Example Name	1751 Chastain Road		Dallas	TX	75210	United States	8885555555		2	
4	CCR - Atlanta	Example Name	1818 Main Street		Atlanta	GA	30328	United States	8885555555	Lift Gate Required	2	
5	CCR - Mobile	Example Name	2485 Talking Park Circle		Mobile	AL	36608	United States	8885555555		2	
6	CCR - Orlando	Example Name	479 Dunes Circle		Orlando	FL	32832	United States	8885555555		2	
7	CCR - Houston	Example Name	138 Main Trail		Houston	TX	28289	United States	8885555555		2	

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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.