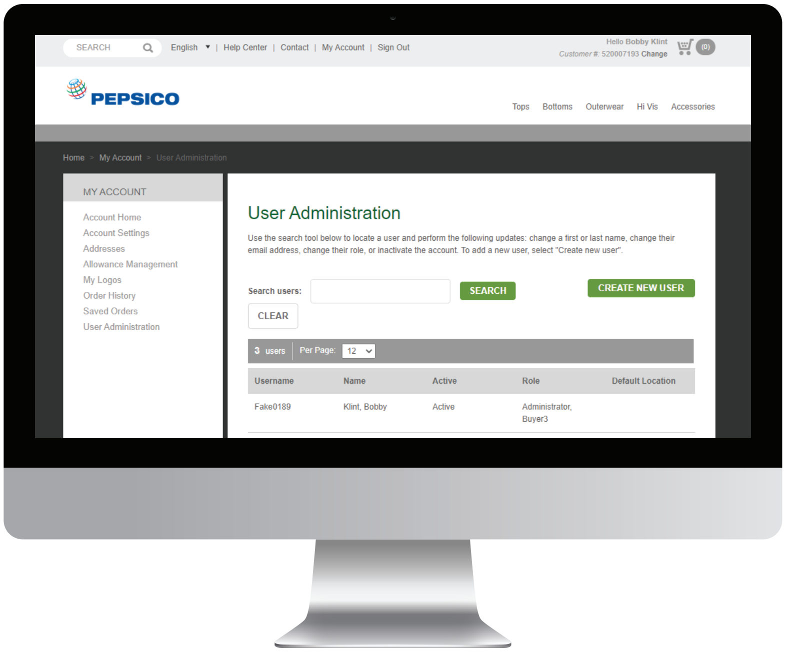
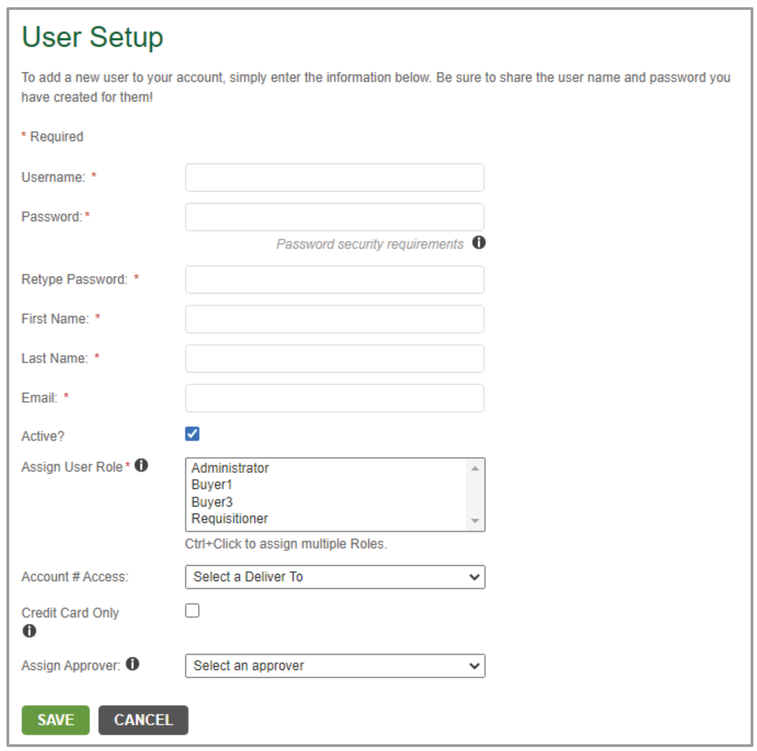
MANAGING THE PEPSICO E-STORE WITH CANADIAN LINEN



This guide will help you manage your employees' user accounts and allowance programs. The first section will instruct you on how to set-up users so that your employees can log in to purchase their PepsiCo uniform. The last section will walk you through adding and updating your employees' allowance program so they can use their allowances to purchase their uniform.

To add users to the PepsiCo eStore with Canadian Linen, sign into your account and navigate to the **MY ACCOUNT** section of the eStore. As an administrator to the PepsiCo eStore, you should be able to see a link to the **USER ADMINISTRATION** page. Once you have accessed the User Administration page, you should see the screen shown on the left.

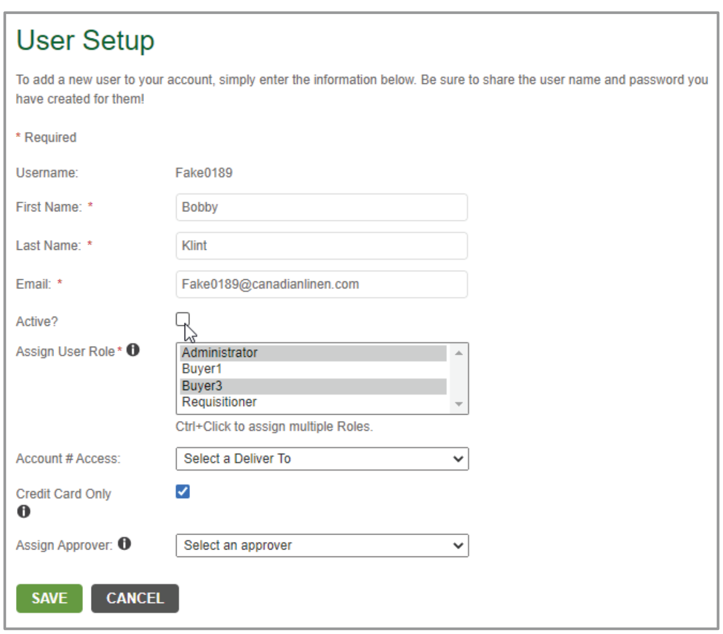
This page will provide you with a list of existing users attached to your account number and the option to add new users. If you need to make edits to existing users, you can click on the Username of the employee. Or you can select **CREATE NEW USER** to add a user to the account. No matter which option you choose, you will be brought to the screen shown below.



To set up your employee's user account, fill out the appropriate fields. **Note:** you are not required to assgin your employee's approver in order to be able to administer their account.

Important: You <u>must</u> select the **Buyer3** User Role and leave the **Credit Card Only** checkbox unchecked to ensure your employee can use their allowance program to complete their orders. (If your employee spends more than their allowance balance on a given order, they will be automatically prompted to enter their credit card information to pay the remaining balance.)

Please note: if you need to deactivate a user you can navigate to the employee's username on the **USER ADMINISTRATION** page and select the appropriate username. You will be directed to the same **USER SETUP** page that was used to create the user account and here you can uncheck the **Active** checkbox to prohibit the user's access to the PepsiCo eStore (see below for example).



The **USER SETUP** page may also be used to promote a user's role to **Administrator** if administration rights should be provided to them. (Be sure to Ctrl + Click to retain their Buyer3 access.) Or you can also use this page to update an employee's name or email address.

Once you have completed creating a new user or editing an existing user, select **SAVE** to return to the **USER ADMINISTRATION** page.

After the username has been created, you can now apply an allowance balance to their account for them to apply towards their uniform purchase. To proceed with managing your employees' allowance program, visit the **ALLOWANCE MANAGEMENT** page and follow the steps listed on the next page.

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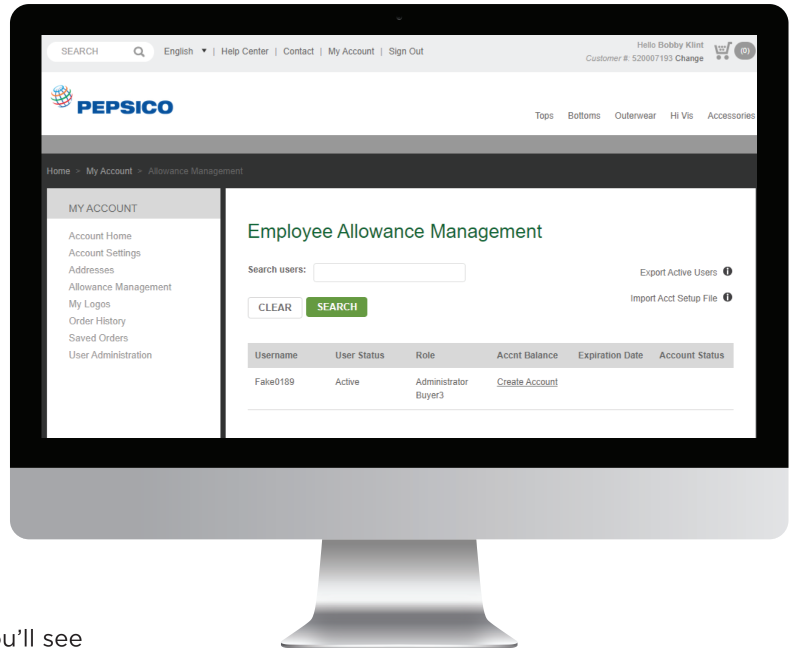
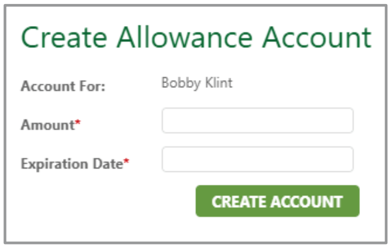
There are two methods you can use to manage your employees' allowance balances. You can add funds, decrease allotments, change expiration dates or deactivate a user's allowance using the features available on the **ALLOWANCE MANAGEMENT** page (see right) or by exporting and re-importing your employees' allowance information.

To manage your employee's allowance balance within the **ALLOWANCE MANAGEMENT** page, the first step to take is creating the allowance account by selecting **Create Account**. The options to **Add Funds** and set an **Expiration Date** will appear on the pop-up within the page (see below).

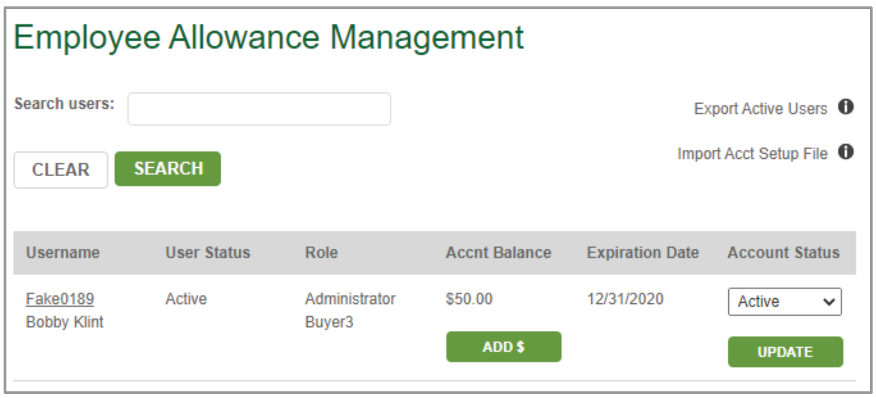




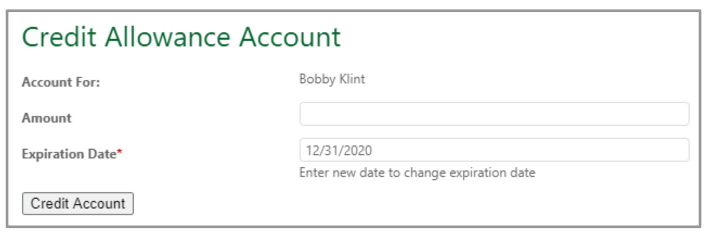
Once you enter the necessary information you can activate your employee's account by selecting, **CREATE ACCOUNT**.

After your employee's allowance has been successfully created you'll see the **Account with [amount] successfully created for [username]** message (see above right).

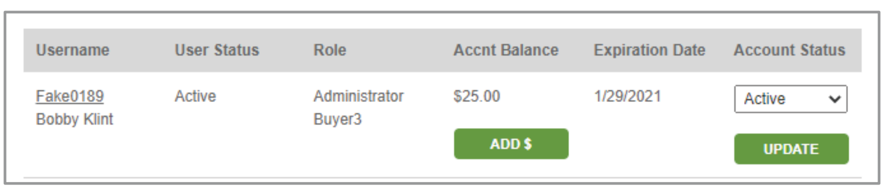
When you return to the **ALLOWANCE MANAGEMENT** page, you will see new options available attached to the username that you just created an account for (see below). Using these options you can make the necessary modifications to that user's account, whether you need to add or remove funds, or change the expiration date of the allowance balance.



To add/remove allotments, select the **ADD$** button and enter the amount you want to add or remove to balance (see below). **IMPORTANT:** You should only enter the difference in amount you want add or remove from the account, not the new total amount you want the balance to be. For example if the account already has $50 attached to the account, but you want want to add or remove $25 you would enter 25 to bring the balance to $75 or you would enter -25 to reduce the balance to $25.



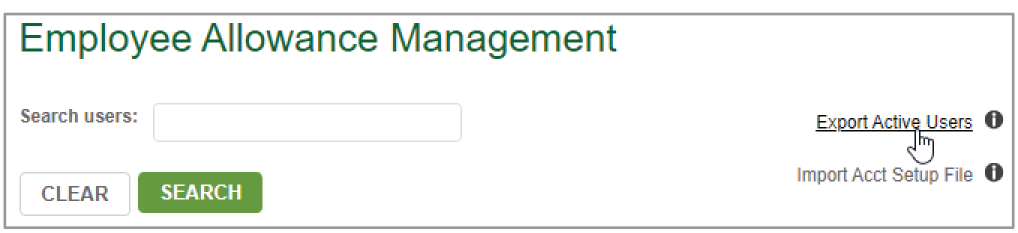
Once you make the necessary edits to the existing account (see right) you will be redirected back to the **ALLOWANCE MANAGEMENT** page and see the edits you just made reflected to the user's allowance (see below).



IMPORTANT: If you simply want to edit the expiration date after the account has been created, you would simply just change the **Expiration Date** and leave the **Amount** field blank in the pop-up.

To deactivate a user's allowance, you can also switch the **Account Status** from **Active** to **Inactive** and select **UPDATE** (see left) on the **ALLOWANCE MANAGEMENT** page.

The other method you can use to manage your employees' allowance program is to export the list of users attached to your customer account to create or edit user allowances in **Microsoft Excel**. On the **ALLOWANCE MANAGEMENT** page, select **Export Active Users** (see below). Open the .cvs file in Microsoft Excel to make the necessary account edits for your employees.



IMPORTANT: you <u>must</u> use a <u>new export</u> everytime you need to make changes to ensure you are using the current state of the allowance program. You <u>must</u> also save the .csv file as a <u>different</u> <u>.cvs file name</u> after you download it, <u>before</u> you make any edits. After you save the file with a new name, you can proceed with the steps on the next page.

(continued)

UserName	Amount	CreationDate	ExpirationDate	IsActive	AllowanceAccountID
Fake0189	$25.00	11/25/2020	1/29/2021	T	SDTOM6KLKJUA
JohnSmith					
JaneSmith					

UserName	Amount	CreationDate	ExpirationDate	IsActive	AllowanceAccountID
Fake0189	$25.00	11/25/2020	1/29/2021	T	SDTOM6KLKJUA

IMPORTANT: When using the export/import feature to make changes to your employees' allowance accounts, you must **delete** any users you do not intend update.

For example, if there are no changes being made to JohnSmith or JaneSmith (see left) then you would simply delete the entire rows the includes their information and leave only the row with username of allowance account(s) you are making changes to.

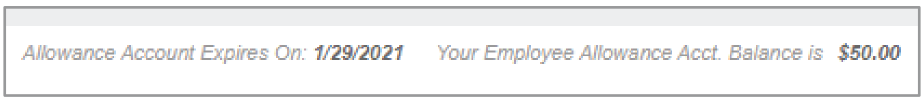
Once you have only the users you intend to make changes for in the .csv files, you may proceed with creating and editing the allowance balances, expiration dates, and statuses.

NOTE: You must not make any changes to the **Username** or **AllowanceAccountID** columns. You may make changes to the **Amount, CreationDate, ExpirationDate, IsActive** columns.

Amount: Editing the Amount in the .csv file differs than that of the Allowance Management feature (as previously explained). In using this method, you would enter the exact amount you want the balance of the allowance to be in the field. If the balance is to be $50 (for example) then you would enter $50 dollars. If you want to delete the balance, you would enter $0.00.

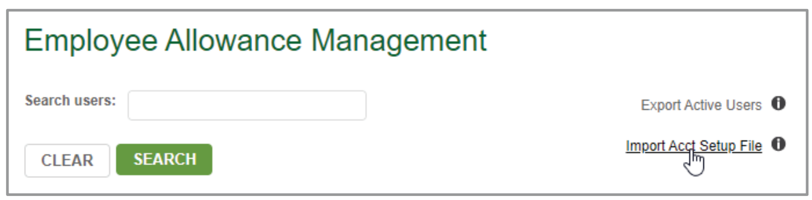
CreationDate: If you are creating a new account using the export/import feature, you would enter the current or future date you want the allowance to be active. The user would not be able to use their allowances towards their balance until after the specified date. **Note:** while you do have the ability to activate new users with this method, it is recommended you use the features on the **ALLOWANCE MANAGEMENT** page (as explained on the previous page).

ExpirationDate: You may use this column to apply a date that you would require the allowance balance to be no longer valid. The user will see the balance and expiration date of it when they log in (see below for example) so that they will know when their allottment will no longer be applicable.

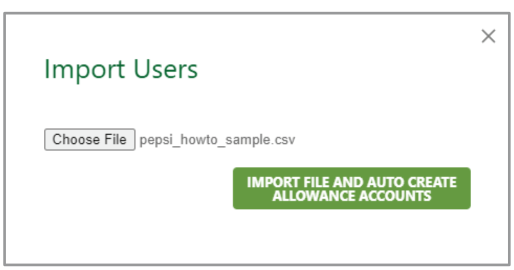


IsActive: This column can be used to toggle the allowance account from Active to InActive if you want to turn off the allowance account in place or addition to bringing the amount to $0.00 balance. You would leave or enter **T** for an active account or enter **F** to deactivate an allowance account. (T is for True and F is for False.)

Once you have all the necessary information inputted into the .csv file you can **import** the .csv file to your Allowance Management feature. Be sure to save the file under a different file name (if you did not already) and that the file is in .csv format.

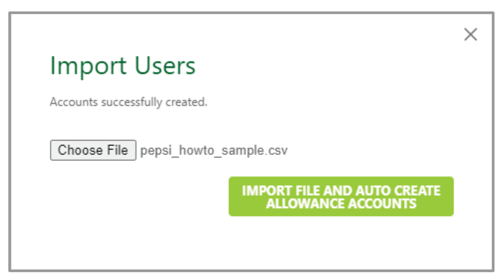


You can import by selecting **Import Acct Setup File** (see right). Then select **Choose File** and file the file saved on your computer. Once your file is attached you will be able to select **IMPORT FILE AND AUTOCREATE ALLOWANCE ACCOUNTS** (see below).



If you were successful in your import, you will see the **Accounts successfully created message** (see right). You can now close the pop-up to return to the **ALLOWANCE MANAGEMENT** page to see the changes reflected on affected users allowance accounts.

Users with active balances will now be able to apply their allowances to their purchases and users inactive allowances or zero balances will not be able to use or see their allowance account.



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