## USING THE PEPSICO E-STORE WITH CANADIAN LINEN



These step-by-step instructions will instruct you on how to use the PepsiCo eStore with Canadian Linen.

To access your user account on the PepsiCo eStore, select the Sign In link on the home page (see left).

Enter your **username** and **password** provided to you by your adminstrator on the next screen. (see below).

Username:	
Enter your username	
Forgot Username?	
Password:	
Enter your password	
Forgot Password?	
	SIGN IN

After you sign into your user account, you will see your name and **allowance information** in the upper right-hand side of your screen (see below). Your allowance information includes the balance of your allowance account which can be used towards the purchase of your PepsiCo uniform.



To start shopping for your PepsiCo uniform, you can locate the product you intend to purchase by visiting the appropriate product category or by typing in the style number in the search field (see above).

Once you have selected the **colour** and **size** of the garment you intend to purchase (if applicable) you will see a preview of the customization your garment will have affixed to it (see right and below).





To proceed with your purchase, select ADD TO CART. If you need to purchase multiple garments, proceed with selecting the size and colour of all garments, before selecting the shopping cart icon in the upper right-hand side of your screen to review your cart (see below).

> Hello Bobby Klint Customer #: 520007193 Change

Within the Shopping Cart screen, you can review your order before proceeding with your purchase by selecting **CHECKOUT** or if you need to, you can also save your order by selecting **SAVE ORDER** (see right).

Saved orders can be reviewed by selecting **My Account** at the top of your screen followed by navigating to **Saved Orders** on the next screen. To proceed with a saved order, you can select **ADD TO CART**, which will bring you to the next step of the checkout process (not pictured).

Enter your shipping information by completing the appropriate fields for the **DELIVER TO INFORMATION** (see below). When you have complete that step, you may select **CONTINUE** to take you to the final steps of your purchase.

Checkout	Billing & Shipping > P	ayment > C	onfirmation			
BILLING INFORMATION		DELIVER TO INFORMATION				
Required			Enter New Deliver	To Address		
First Name						
Last Name			Same as Billing Info	rmation		
Company or C/O	PFC SALES SOUTH/WEST ONTA	RIO	Create New		*	
Address 1	533 TRADEWIND DR					
Address 2			First Name *	Bobby		
City	ANCASTER		Last Name *	Klint		
Country	CANADA	~	Company or C/O *			
Province	Ontario	~	Attention			
Postal Code	L9G 4V5		Address 1 *			
Phone Number			Address 2			
			City *			
			Country *	Select a Country	~	
			Province *	Select a Province	~	
			Postal Code *			
			Phone Number			

IMPORTANT: You <u>must</u> enter your GPID in the P.O. Number field (see right).

When you are ready, select **PLACE ORDER** to complete your purchase and wait to receive your order confirmation email.

## **NEED ADDITIONAL ASSISTANCE?**

Call us at: 866-822-4763

E-mail us at: pepsico@canadianlinen.com



## Shopping Cart How does your order look so far? You can update quantities in the cart directly below, continue shopping, proceed to checkout or save your order for another time 1 items SUMMARY \$33.99 Subtotal Item Description Quantity Total Drice Elevate Mens Vega Tech 1/4-Zip - Ne \$33.99 1 CHECKOUT FΔ Roval - L 18304RYLL Free Ground Shipping on orders ove DECORATED ITEMS - TOTAL: \$0.00 \$75 18304RYLL [COLLAPSE] Total Qty: 1 🛛 🖾 Logo Price: \$0.00 Location: BI P Logo Code: 2010140829A Type: LGE Logo Price: \$0.00 Location: LUF Logo Code: 2010230864A Type: LGE CONTINUE SHOPPING

To complete your purchase, select the **SHIPPING METHOD** and **PAYMENT METHOD** (see below). Here you will be able to apply your allowance balance towards your purchase by selecting Allowance in the **PAYMENT METHOD** drop-down.

**NOTE:** If you do not have the allotment to pay for your order in full with your allowance balance, you will be prompted to add your credit card information after the remainder of your allowance balance has been applied towards your purchase.

Checko	Dut Billing & Shipping > Payment >	Confir	mation			
Review your or	der, select a preferred shipping method and enter your promotion	nal code	below.			
ITEMS						EDIT CART
	Item Description		Price	Decorations	Quantity	Total
	Elevate Mens Vega Tech 1/4-Zip - New Royal - L 18304RYLL		\$33.99	\$0.00	1 EA	\$33.99
SHIPPING	METHOD		BILLING INF	ORMATION		
UPS Ground Add Order Not	✓ v tes optional:	<ul> <li>PFC SALES SOUTH/WEST ONTARIO</li> <li>PFC SALES SOUTH/WEST ONTARIO</li> <li>533 TRADEWIND DR</li> <li>ANCASTER, ON L9G 4V5</li> <li>CA</li> </ul>				
			SHIPPING IN	FORMATION		EDIT
HAVE A PI	ROMOTION CODE?		PFC SALES SOU PFC SALES SOU 533 TRADEWIND ANCASTER, ON L CA	TH/WEST ONTARIO TH/WEST ONTARIO DR .9G 4V5		
PAYMENT				IMARY		
Tax Exemp	t Order 🗆		Subtotal			\$33.99
Payment Meth	od Allowance 🗸	<b>(</b>	Тах			\$5.85
P.O. Number	ENTER GPID		Shipping & Ha	andling		\$11.00
T			Total			\$50.84
	Balance:\$50.00 APPLY Expires:1/29/2021		Reminder! Did you	enter your GPID in t	he P.O. Field?	PLACE ORDER