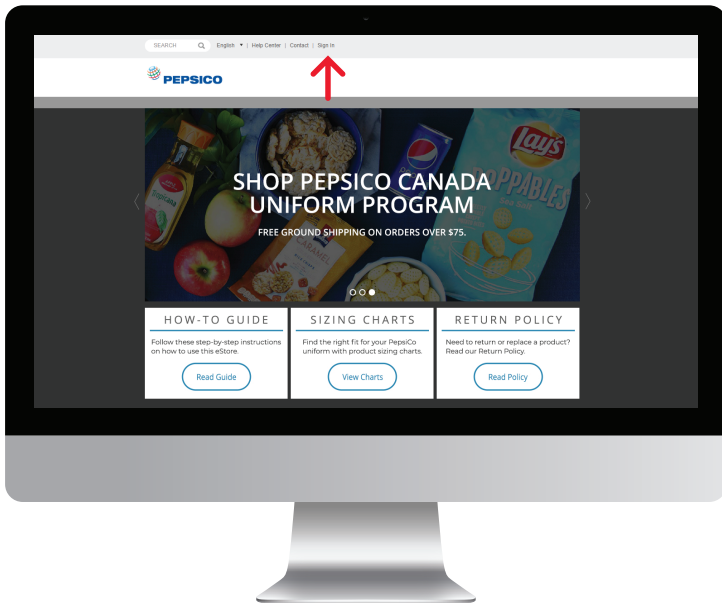


# USING THE PEPSICO E-STORE WITH CANADIAN LINEN



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 administrator on the next screen. (see below).

**Username:**

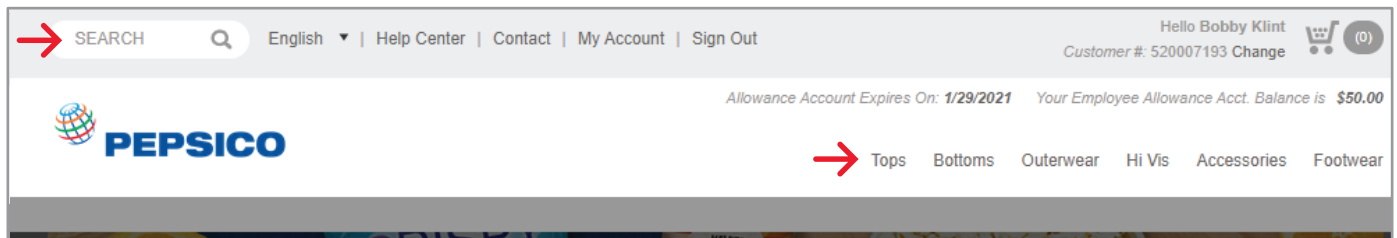
*Forgot Username?*

**Password:**

*Forgot Password?*

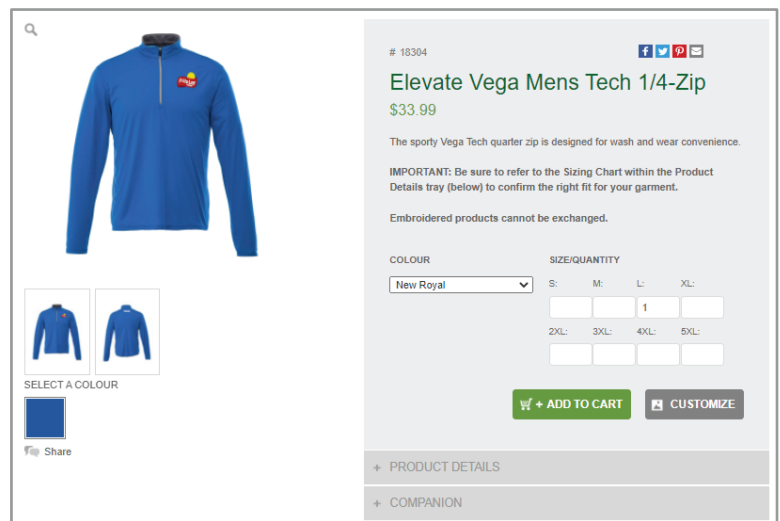
**SIGN IN**

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.

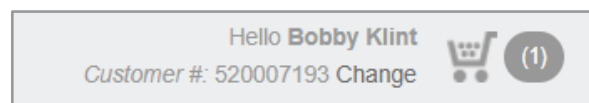


To start shopping for your PepsiCo uniform, you can locate the product you intend to purchase by visiting the appropriate **product category** or by typing in the style number in the **search** field (see above).

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).



(continued)

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.

**IMPORTANT:** You must 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.

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.