

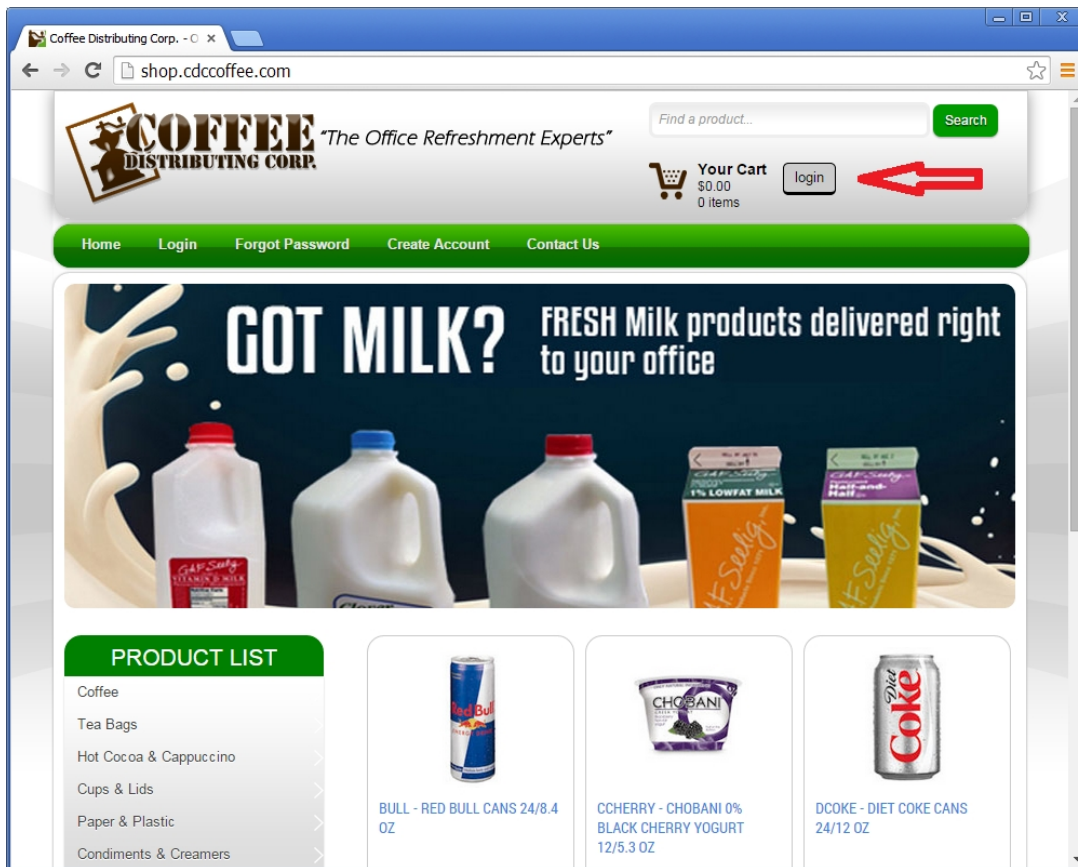


*Updated 1/15/15*  
[webhelp@cdcoffee.com](mailto:webhelp@cdcoffee.com)

## **TABLE OF CONTENTS**

- **Page 2:** Logging In.
- **Page 3:** Five methods of browsing for products.
- **Page 4:** Adding items to your shopping cart.
- **Page 5:** How to view your shopping cart prior to checkout.
- **Page 6:** Proceed from shopping cart to checkout.
- **Page 7:** Entering Purchase Order # and comments/special instructions.
- **Page 8:** Finalize and transmit your order.
- **Page 9:** How to change your password.
- **Page 10-11:** How to create and modify Shopping Lists.

## STEP 1: LOG-IN

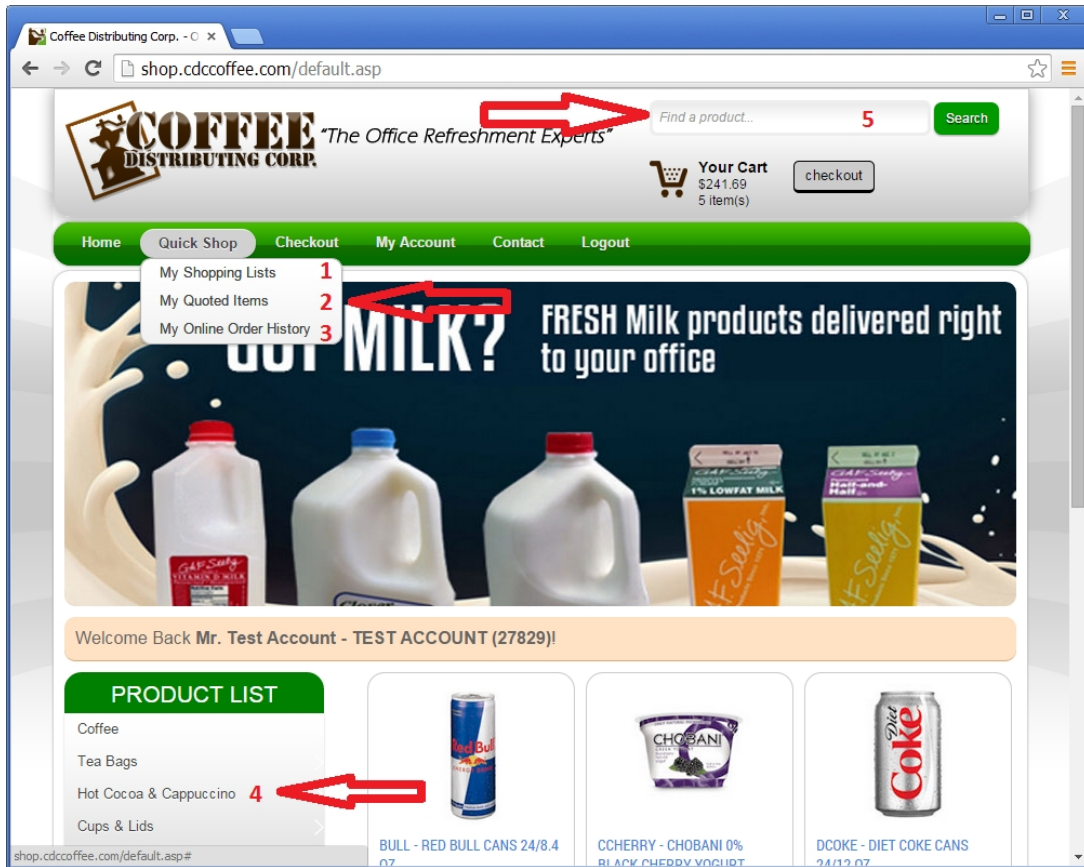


Navigate to <http://shop.cdccoffee.com> and click the "login" button near the upper-right corner of the screen.

Log-in with your email address and password. Email [webhelp@cdccoffee.com](mailto:webhelp@cdccoffee.com) if you need to have an account set up.

Note that your company can have multiple log-ins for different users. This allows each user to customize their own "Shopping Lists" of favorite products. We can also set up certain users to automatically CC additional email addresses on their order confirmations.

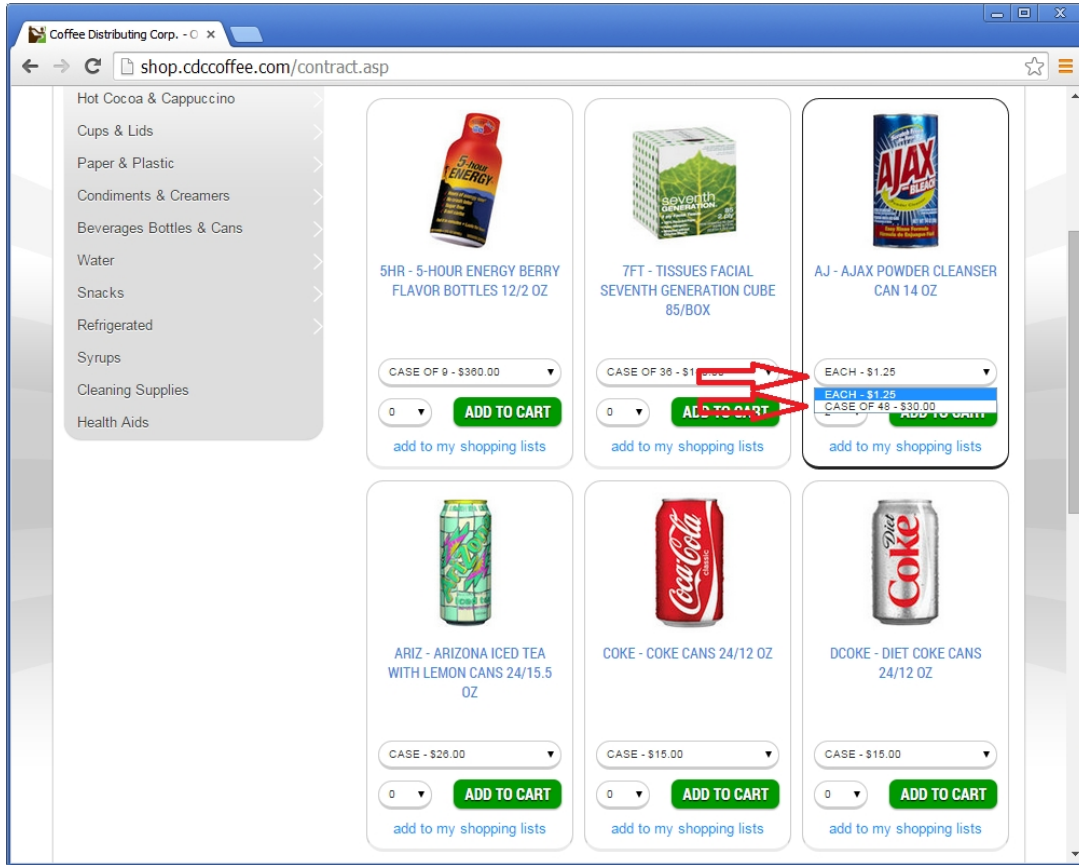
## STEP 2: BROWSE FOR PRODUCTS



Once you are logged in, there are 5 ways to browse for products to add to your shopping cart.

- 1) "Quick Shop" menu > "My Shopping Lists"
  - Each user can create their own saved shopping lists to come back and order from in the future. Create a shopping list of your most-commonly ordered products, or create separate shopping lists for different types of products you may order on different days. You can add/delete products from your shopping list(s) at any time, and you can set default case counts and order quantities to speed up the ordering process.
- 2) "Quick Shop" menu > "My Quoted Items"
  - See a list of all products CDC has quoted to your account. Note that this may be a long list, spanning multiple pages. If there are many items quoted to your account that you rarely order, you may be better off customizing your own shopping list to order from (see option 1, above).
- 3) "Quick Shop" menu > "My Online Order History"
  - See past orders and re-order those products (you may alter the quantities).
- 4) Category tree on left hand side
  - Browse all of the products CDC offers, by category. When you hover over a category, you can select from its sub-categories to narrow your search. Please note that many categories have dozens, or even hundreds of products.
- 5) Search box at upper-right corner
  - Search by product code or description. Enter text and click "Search" to see all products with that string of characters in their product description or product code.

### STEP 3: SPECIFY CASE COUNT AND QUANTITY; ADD TO CART

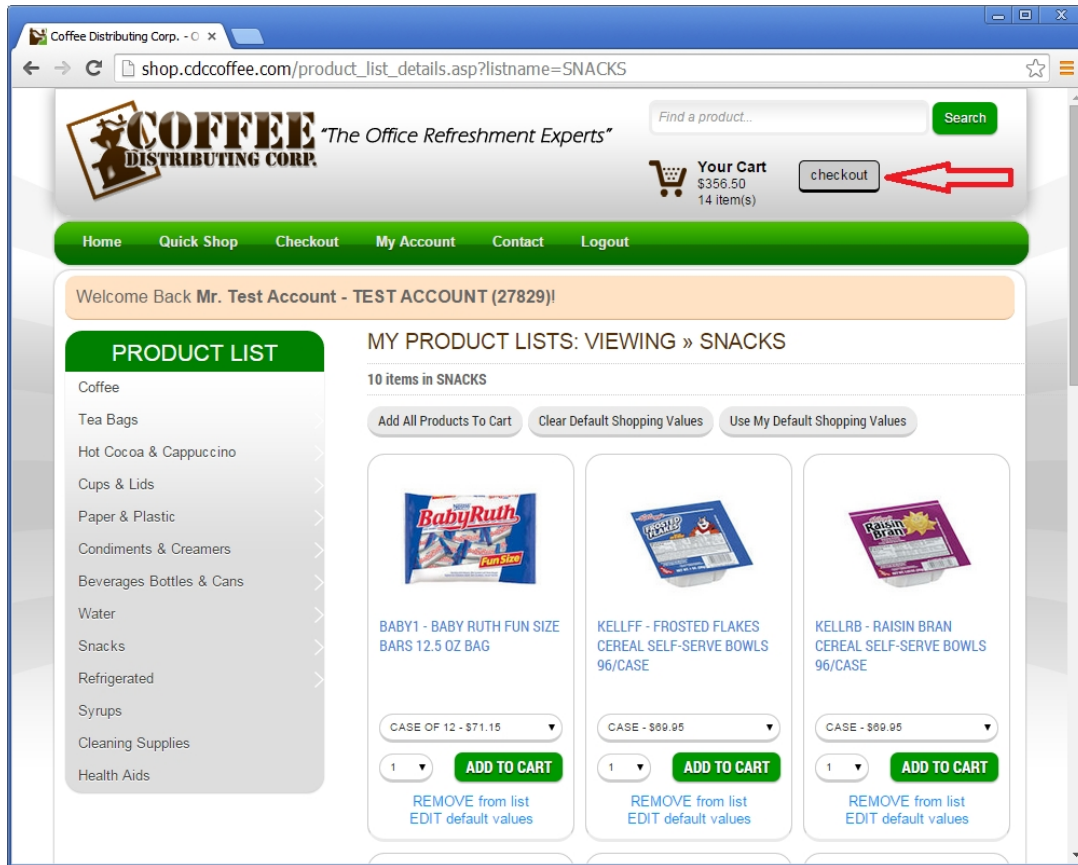


When you find a product you wish to order, use the drop-down boxes beneath the product description to select your desired case count and quantity. Then click "ADD TO CART." You may enter quantities for multiple products and then click one ADD TO CART button to add all of those selected items to your shopping cart at once.

If you order an item by accident or choose the wrong quantity, you can jump to your shopping cart to edit that item.

**STEP 4: CLICK "CHECKOUT" TO REVIEW SHOPPING CART**

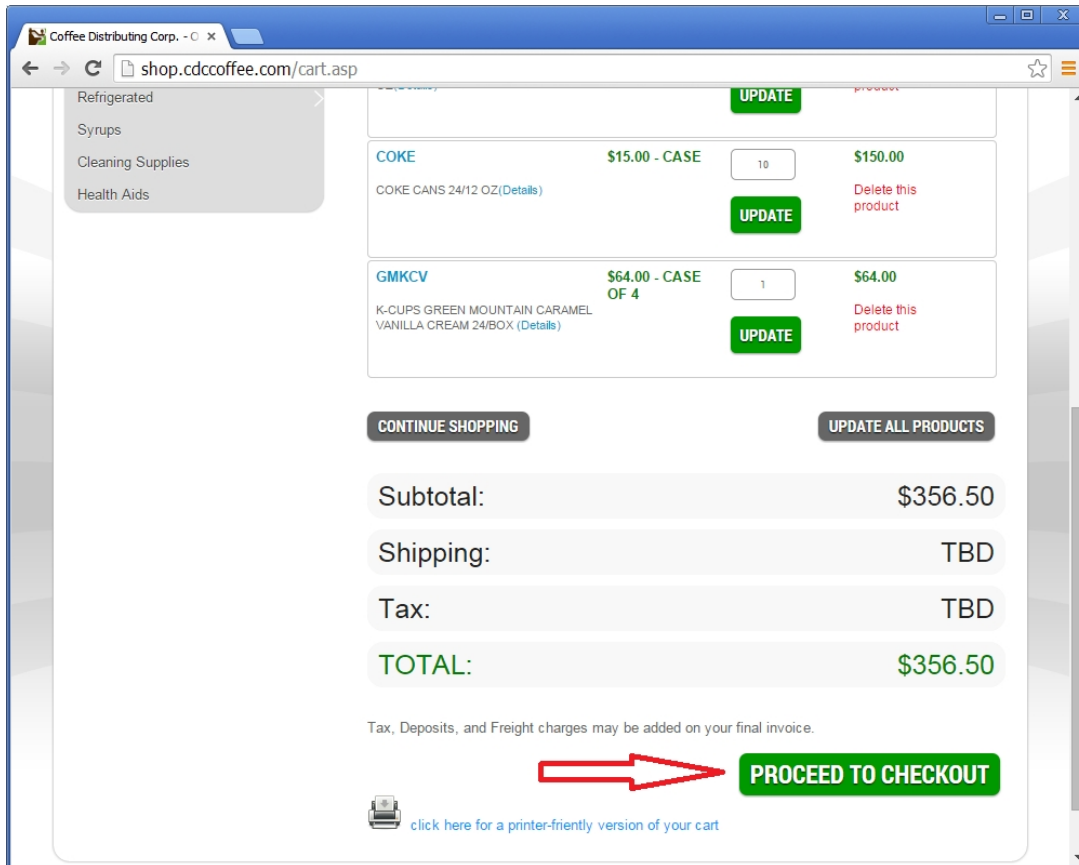
**[THIS DOES NOT TRANSMIT YOUR ORDER]**



Once you are done adding items to your shopping cart (or if you added a product by mistake and want to remove it from your cart) click the "Checkout" button at the top of the screen. This will jump you to the shopping cart page.

Clicking the "Checkout" button merely takes you to the screen where you *can* check out if you would like to. Your order has not yet been finalized or transmitted to CDC. Please see the next two steps to finalize your order.

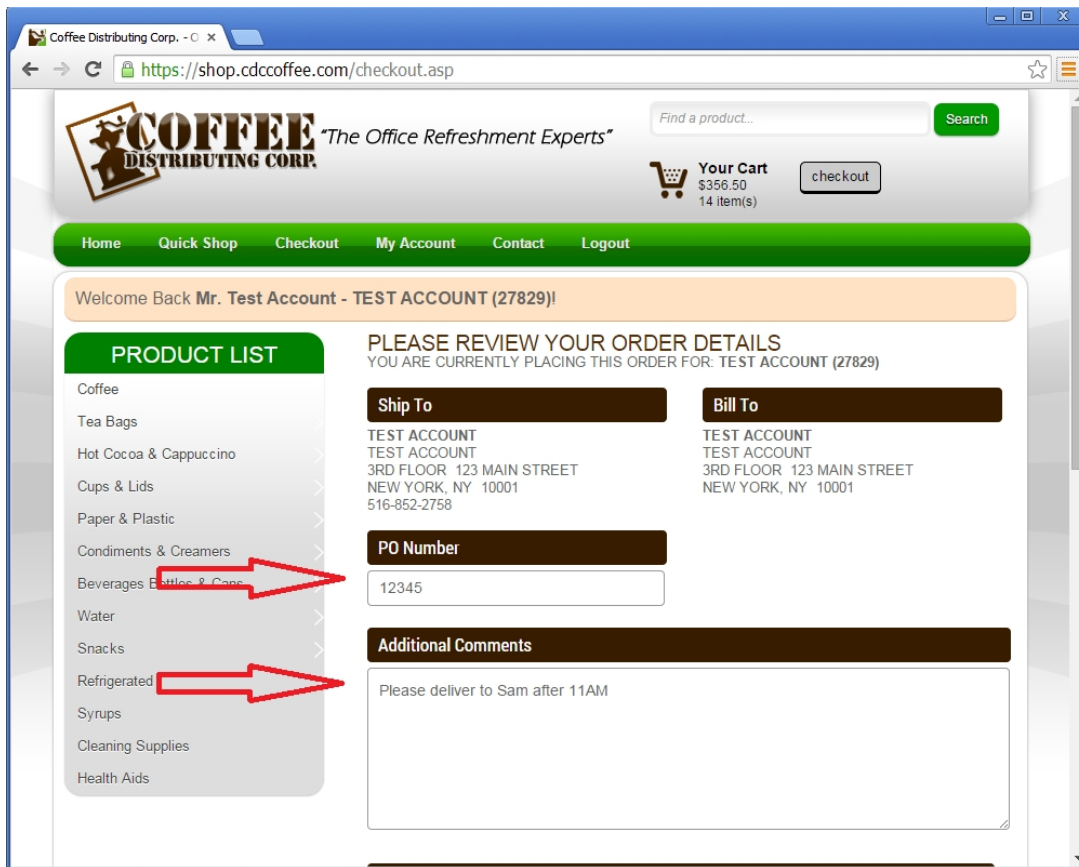
**STEP 5: "PROCEED TO CHECKOUT"**



Edit quantities of ordered products if you wish, then scroll all the way to the bottom of the screen and click "PROCEED TO CHECKOUT" to move to the final screen.

NOTE: There is one more step! The order is not yet complete.

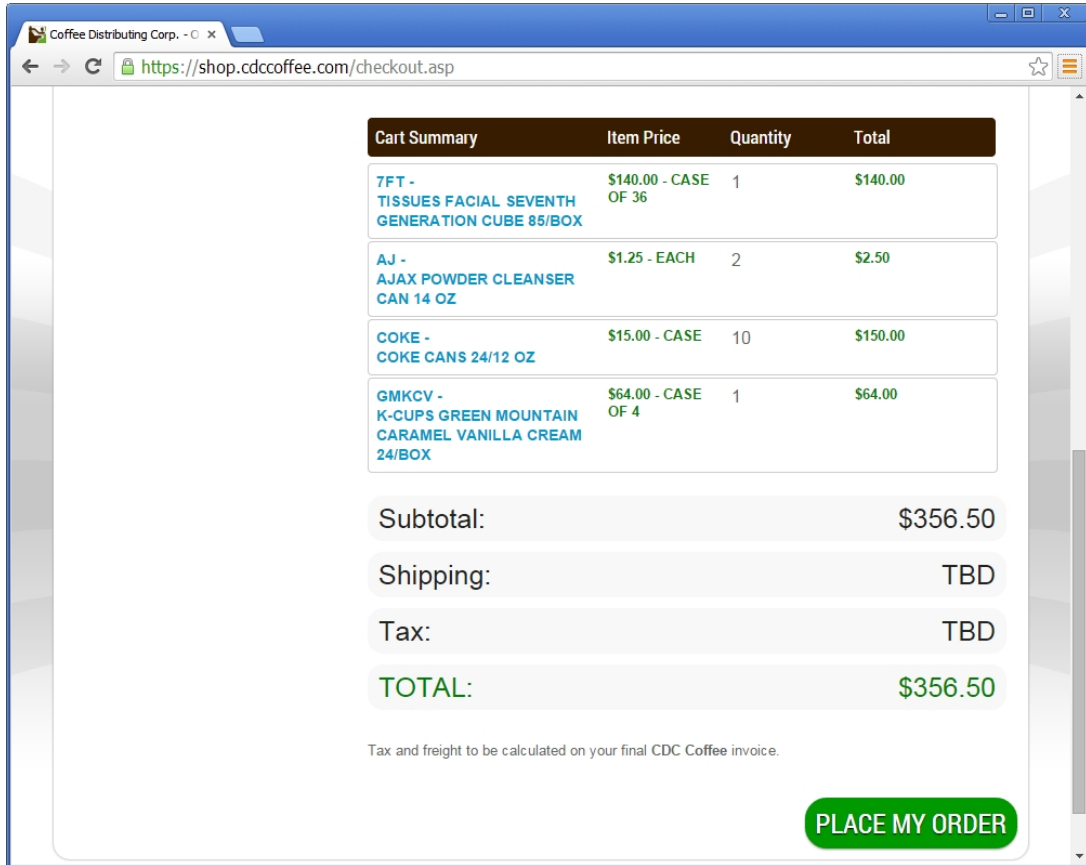
**STEP 6: OPTIONALLY ENTER PO NUMBER AND ADDITIONAL COMMENTS**



OPTIONALLY, fill in your Purchase Order Number and Additional Comments. Type in "Additional Comments" if you have special delivery instructions or if you need to communicate an issue to our customer service department (such as if you couldn't find a certain product). Otherwise, leave this field blank.

NOTE: Your order is not yet complete until you click the "PLACE MY ORDER" button at the bottom of the page.

**STEP 7: "PLACE MY ORDER"**



Scroll all the way to the bottom of the screen, verifying that your order is correct, and click the "PLACE MY ORDER" button.

Your order will transmit to CDC and you will receive an immediate email order confirmation. Review your order confirmation right away, because you still have a chance to email us with any corrections if you catch a mistake! But hurry, because your order is about to be packed and loaded onto one of our trucks!

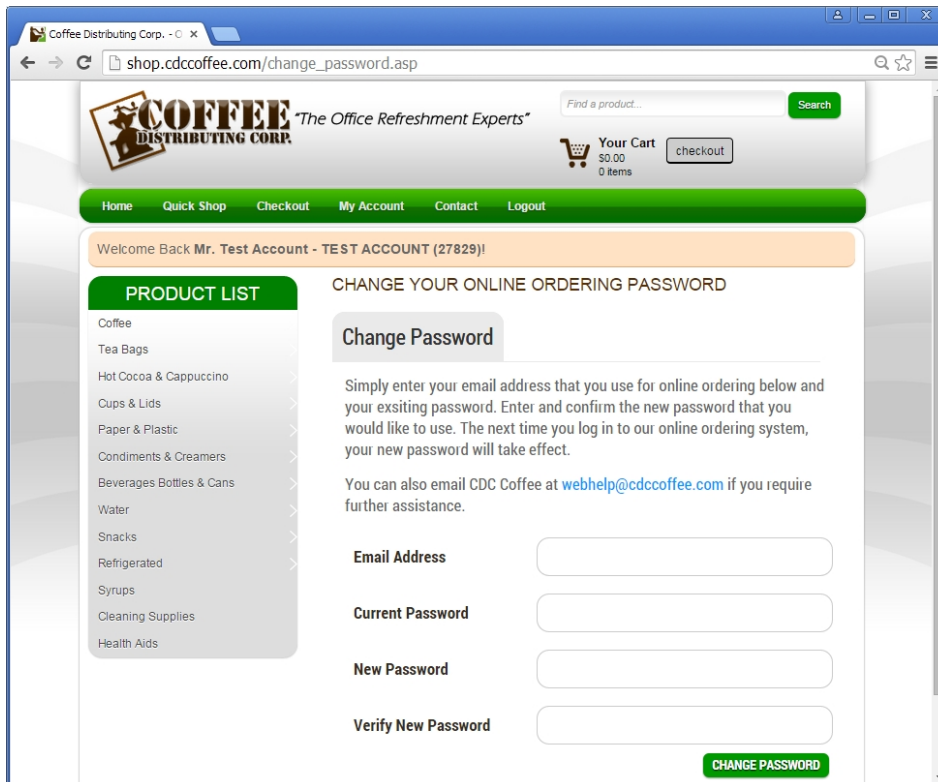
The order confirmation will show you a subtotal, not including taxes, deposit charges, and delivery fees.



## HOW DO I CHANGE MY PASSWORD?



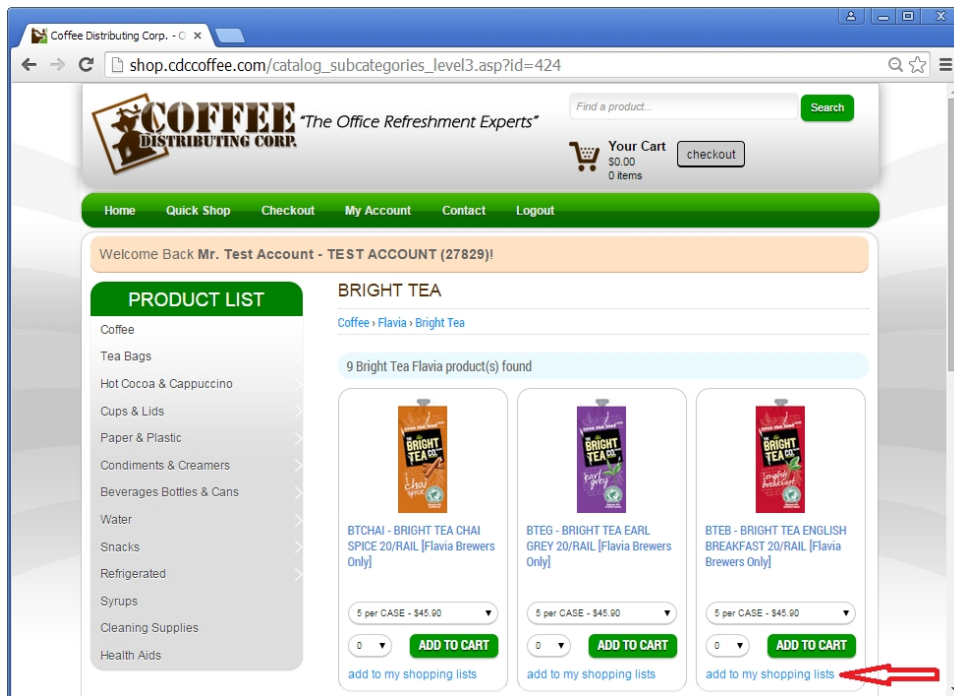
You must be logged in. Under the “My Account” menu, choose “Change Password.”



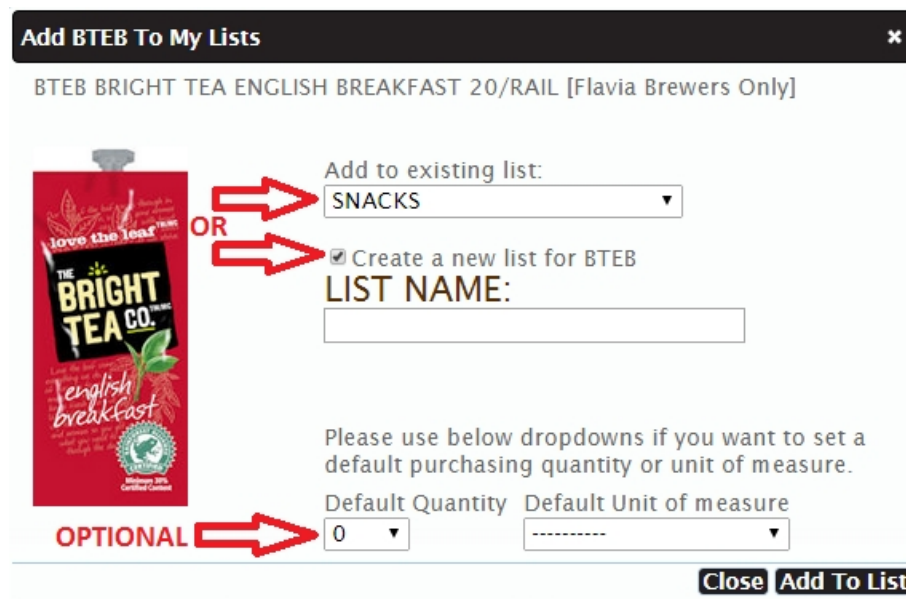
Fill in your current email address and password to confirm your identity, then fill in your desired new password, twice. Click “CHANGE PASSWORD” to make the change.

## HOW DO I SET UP MY SHOPPING LISTS?

We highly recommend that you take advantage of the “Shopping Lists” option. Shopping Lists allow you to create one or more lists of favorite items, case counts, and quantities so you can order quickly and easily. Each user can define their own shopping lists.



Once you have found a product you wish to add to a Shopping List, click on the “add to my shopping lists” link.

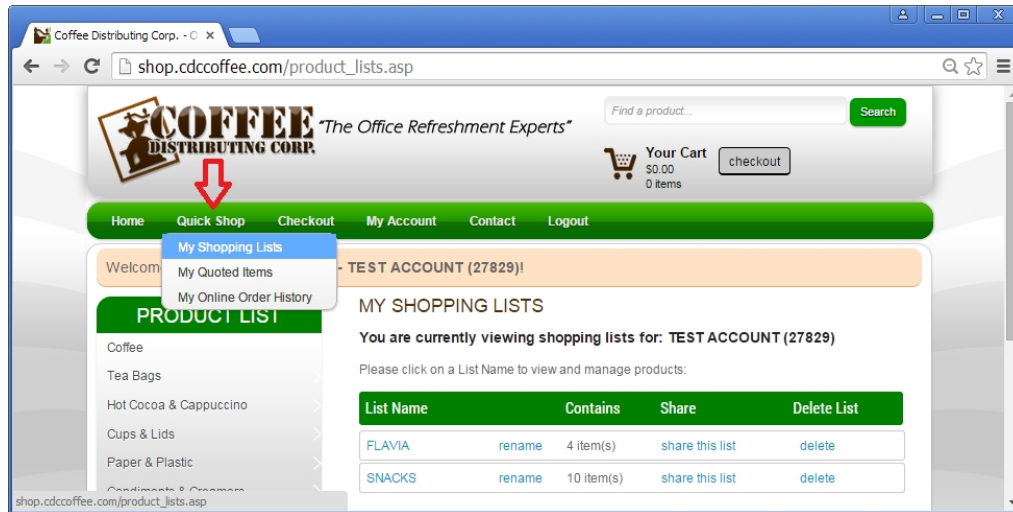


Choose an existing Shopping List from the drop-down box **OR** check the “Create a new list” box and enter a new list name. At the bottom, you may **OPTIONALLY** set a default quantity and case conversion, or leave these blank. In this example, if I know I usually want to order Bright Tea by the rail (rather than by the full case) I would choose Rail from the “Default Unit of measure” drop down box.

Then click “Add to List” and continue the process for additional products.

## HOW DO I SET UP MY SHOPPING LISTS?

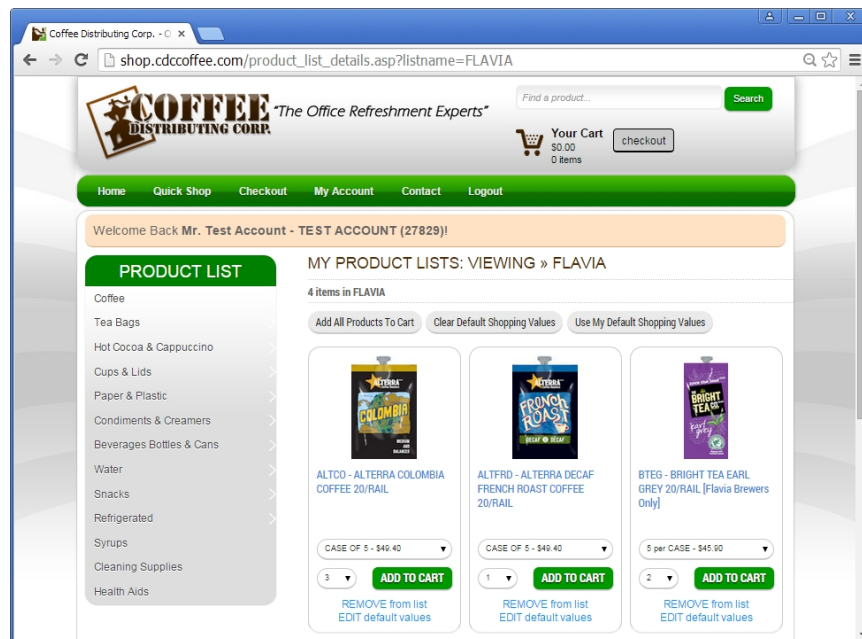
[CONTINUED]



Access your shopping list from the “Quick Shop” menu > “My Shopping Lists”

You can create as many shopping lists as you want. Click “rename” to change a list’s name, or “delete” to delete the list entirely.

Click “share this list” to make the list available to another registered user. There must be another web account with access to the same CDC account number in order for this option to work. Please note that this option only creates a copy of this list for that other user. The other user will not see any subsequent changes you make to your list.



Click on the list name to see the products that are part of that list.

Click the “ADD TO CART” button beneath a product to add an individual item to your cart.

OR, click the “Add All Products To Cart” button to add all items on the shopping list that have quantities specified, to the cart. Note that if the quantity drop-down box for an item is set to “0” that item will not be added to the shopping cart.

Click “REMOVE from list” link to delete a given item from your Shopping List. (permanent change to your Shopping List)

Click “EDIT default values” link to alter an item’s default quantity or case count. (permanent change to your Shopping List)