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Introduction to myCoke.com

Ordering Guide – Freestyle Online Ordering

What is myCoke?



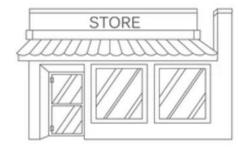
The myCoke Vision

Fully integrated business service platform inclusive of sales, service and support



Available Anywhere at Any Time





myCoke is a self-service solution that allows customers to place their Coca-Cola orders online right from your computer



REGISTRATION



It all starts with one-click

Before you start – you will need your Freestyle account number that was provided in your myCoke welcome email or can also be found on one of your invoices. You will also need your location's postal code.

Go to the Freestyle.myCoke.com url (Chrome is the preferred browser)

Click on the 'SIGN UP NOW' button



SHOPPING MADE EASY

Browse the catalog or easily add products from your last six deliveries using Order Builder



ORDERING MADE SIMPLE

Just order 10 unit cartridges to meet the new, simplified Minimum Order Quantity requirement



TRACK ORDERS EASILY

View up to two years of order history through your myCoke account

REGISTRATION – Enter Outlet Information



Choose **SINGLE OUTLET** (Registering for one location)

Enter your Account/Outlet Number – must be 10 digits

- Outlet numbers that start with a 1 will need 2 leading 0's and those that start with a 6 just 1

Enter the location's post code and click on **Confirm** Address

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REGISTRATION							
Shop online for your Coca-Cola products!							
If you are not yet a Coca-Cola customer, please vis	t CokeSolution	IS					
Would you like to place an order for a single location or more than one location?							
SINGLE OUTLET MULTIPLE OUTLETS							
Coke SIGN UP CONTACT US	FAQ	LOG IN					
REGISTRATION							
Shop online for your Coca-Cola products!							
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Shop online for your Coca-Cola products!			okeSoli				
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REGISTRATION – Confirm Location



Confirm the location is correct

Click the check box to verify the address is correct

Click **NEXT**

Confirm Address

MFS - LOCKBOURNE - 685 DARDEN

LOCKBOURNE, OH 43137-9314

I verify this is the correct address

By creating a myCoke account, I agree to receive certain electronic communications regarding my account as well as information and promotions regarding Coca-Cola products.

You can unsubscribe (or opt out) from these communications at any time. Please contact myCoke Customer Care at 1-888-369-COKE (2653) for questions.

REGISTRATION – Enter User Information



Click the box at the at the bottom of the page to accept the **Terms of Use & Privacy Policy**

Click **SUBMIT**

CONFIRMATION

Confirm all User Information is correct & submit

Coke				
All fields are required				
Email Address		_		
niltazurtu@nedoz.com				
First Name				
Test				
Last Name				
Test				
Phone Number				
(770) 123-4567		7		
LANGUAGE PREFERENCE	s	_		
English	•			
			hone calls fr	om Coca-Cola. Choose your communication method:
• Email 🛛 Tex	0	oth Email/Text		
• Email 🛛 Tex	0	oth Email/Text		
Email Tex How did you hear about my Email	yCoke?		The Coca-G	Cola Company Terms of Use and Privacy Policy.

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REGISTRATION - Password Setup



Look for the confirmation email in your inbox (be sure to check you spam/junk folder)

Your confirmation email will have the link to set your password up.

Once your password is setup – you can start ordering!



ENTER YOUR NEW PASSWORD BELOW



Password Requirements:

- At least 8 characters
- At least one UPPER case letter
- At least one Lower case letter
- At least one Number
- At least one Special character: \$#!%-_=+



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REGISTRATION - Adding Other Freestyle Accounts

Go to your 'MY ACCOUNT' profile

Click the 🛨 next to 'ADD ACCOUNT/OUTLET'

Add your 10-digit Outlet # and Postal Code

Click the 'FIND ACCOUNT/OUTLET' button

Confirm and save the outlet

The list of outlets can be found at the top of the page using the drop-down arrow by your account name

Simply select the outlet and start placing an order

	(0010500877) FRAZIER AND DEETER LLC 📀 Welcome Sue		CART MYACCOUNT LANGUAGE HELP LO
			Search Products
PROFILE			
OUTLET INFOR	MATION		
PRIMARY O Outlet Name :	FRAZIER AND DEETER LLC r: 0010500877		
ADD ACCOL	JNT/OUTLET 😝		
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33333	333333– Test Outlet 3		

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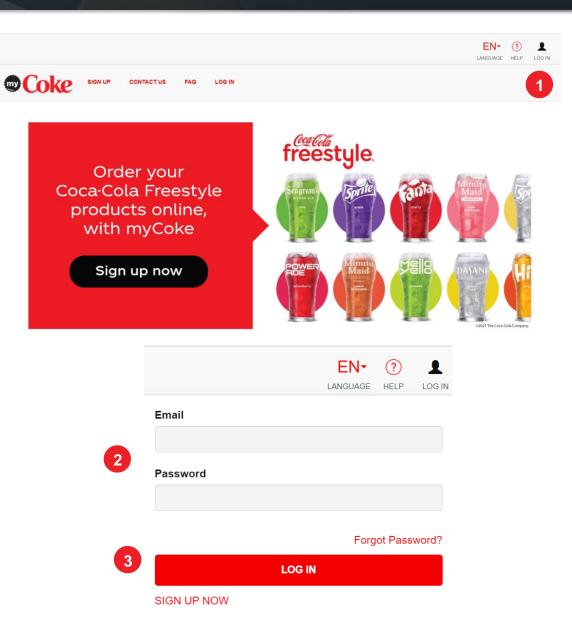
ACCOUNT LOGIN



Go to freestyle.myCoke.com

- 1 Click the 'LOGIN' icon in the upper right corner of the landing page
- 2 Enter the user email and password information
- 3 Click the 'LOG IN' bar

Start your order!



MY WALLET – Setting up Credit Card Payment



Customers should follow their default payment method (eCheck, invoice or credit card). Credit card is always an option regardless your payment method and can be used any time.

- 1 Choose the 'MY ACCOUNT' link
- 2 Choose 'MY WALLET' from the left-hand menu
- 3 Choose your payment method in 'ADD PAYMENT METHOD' drop down box (Debit or Credit Card)
- 4 Complete the form
- 5 Click the agreement and choose 'ADD'

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Coke					Search Products
MY ACCOUN OUTLET INFORMATIN CHANGE PASSWORD ORDER HISTORY ORDER TEMPLATES MY WALLET	DN CON	PROFILE OUTLET INFORMATION "Contact customer care PRIMARY OUTLET Outlet Name : FRAZIER Outlet Number : 001050 Phone : 999 9999 ADD ACCOUNT/OUT	AND DEETER LLC 3877	n	
Add Payment Methor	ACCOUN	Т ТҮРЕ	ACCOUNT	ENABLED	ACTIONS
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ORDERING

ORDERING



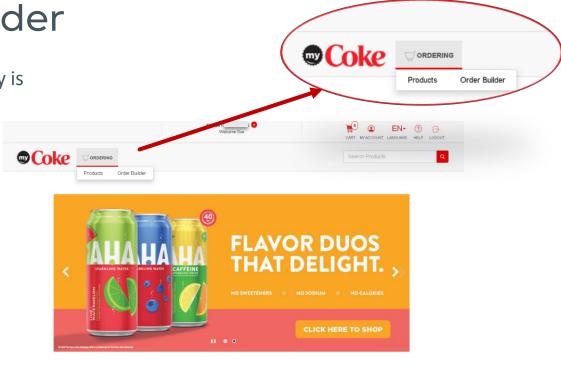
There are 3 ways to place an order

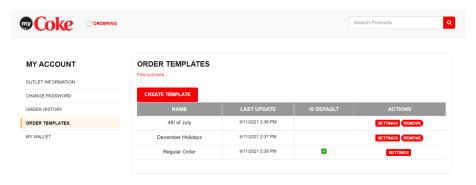
Minimum order quantity – note that the new minimum order quantity is 10-unit cases to avoid the MOQ fee (double cartridges = 1 unit case)

Products Order: This option allows user to purchase products from the product catalog

Order Builder: Allows users to duplicate and combine any of the last six order. This is the fast, easy, simple ordering approach.

Order Templates: Allows users to save an order as an order template that can be used over and over. This is a great to save templates for the holidays or peak seasonal periods.



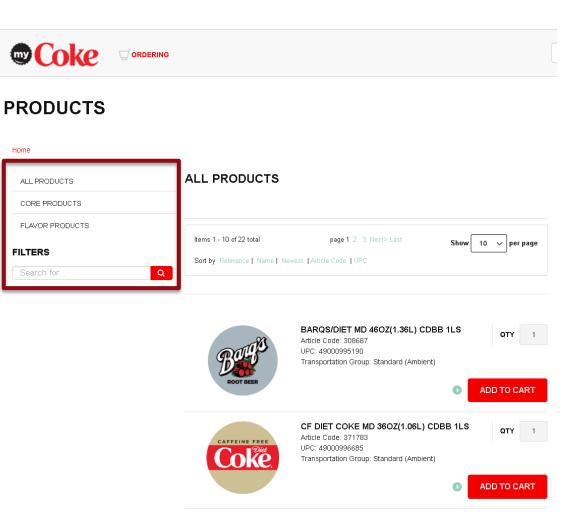


ORDERING – Products Order



Products Order – This option allows users to purchase products from scratch using the product ordering catalog.

- ALL PRODUCTS is the full product catalog
 *Products available will vary by dispenser and customer terms
- 2 **CORE PRODUCTS** are the base brands available on the Coca-Cola Freestyle dispenser, e.g. Coke, Dt Coke, Sprite, Fanta, Barq's, etc.
- **FLAVOR PRODUCTS** are the flavor brands, e.g. Cherry Coke, Raspberry Dt. Coke, Peach Sprite, Fanta Grape, Vanilla Barq's, etc.
- FILTERS Search by individual product description Enter QTY and ADD TO CART

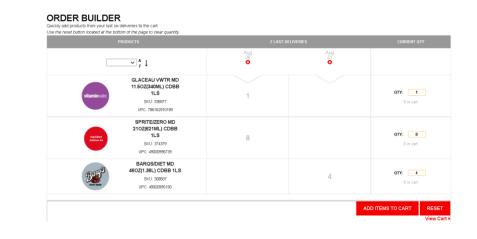


ORDERING - Order Builder



Order Builder – This option allows users to duplicate and combine any of the last six delivered orders. This is the fast, easy, simple ordering approach.

- 1 LAST 6 ORDERS will display up to the last 6 deliveries
- 2 + Clicking the plus icon will add all the items from this order the quantity field on the right. Clicking the multiple order increments the corresponding quantities
- **QTY** editable quantity field. If you want to adjust the quantity amount, it can be done here by clicking on the field and entering the new quantity
- ADD ITEMS TO CART once the right quantities are entered, add to the cart
- **RESET** will clear all quantities and allow the user to start over

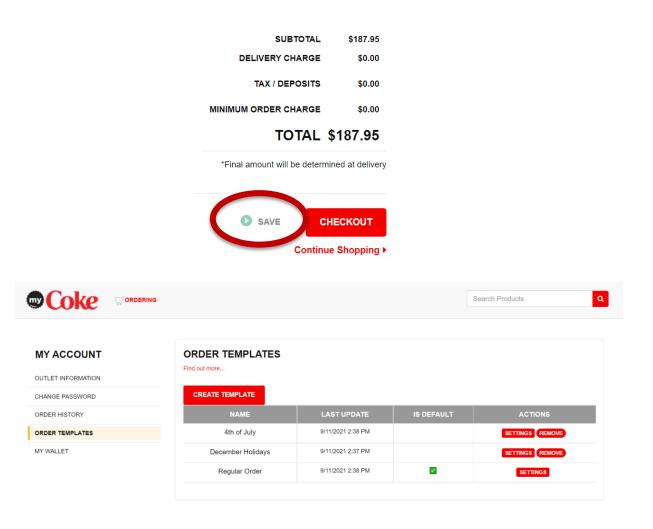


ORDERING - Order Templates

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Order Templates – This option allows users to save a template after placing an order through the 'PRODUCTS' catalog.

- **PRODUCTS Catalog** Select the cartridges to order from the 'PRODUCTS' catalog
- 2 MY CART Simply go to the shopping cart and click 'SAVE' next to the checkout button
- 3 Name the template. Users can save several templates
- 4 **ORDER TEMPLATES** can be found in the 'MY ACCOUNT' profile. Simply click on the name of the template and the shopping cart will open





VIEW CART

VIEW CART



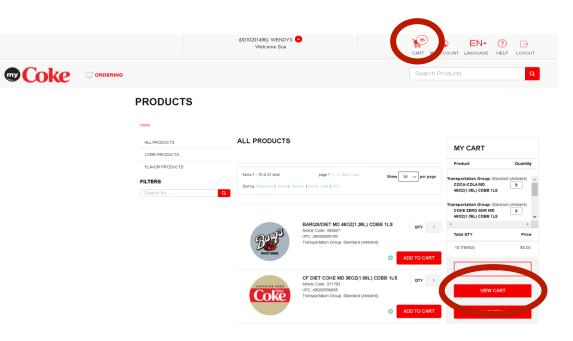
There are several ways to view the cart. The default is the icon on the top right of the website header. Other ways to access your cart can also be found in the PRODUCTS and ORDER BUILDER ordering processes.

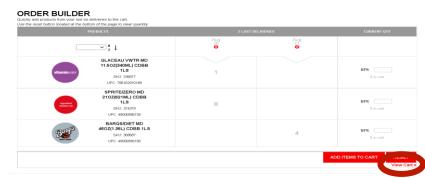
- **HEADER** the cart icon will be at the top right of the header, no matter what area of the site the user is on. This is the default access. Users will also be able to see the sum quantity in the cart icon
- 2 **PRODUCTS** on the right side of the screen is a 'MY CART' feature with the 'VIEW CART' button
 - **ORDER BUILDER -** there is a small link in the bottom right footer of the order page

ORDER REVIEW:

3

Before checking out, users can review their order to see their subtotal detail and make any adjustments as needed.







CHECKOUT

CHECKOUT



There are 2 ways to checkout

Users can follow the normal checkout process or the quick checkout from the **PRODUCT** order flow.

MINIMUM ORDER – the minimum order policy is 10-unit cartridges (double cartridges = 1 unit cartridge). If the total order qty is less than 10- unit cartridges, there is a notification at the top of the page

QTY – order quantities can be changes or removed

NET PRICE - is the final amount for each cartridge line item

CLEAR CART - users can clear the cart to clear all cartridges and quantities

EXPORT - users can export a summary line item in an Excel table

UPDATE CART - updates the quantities and dollar totals for the order

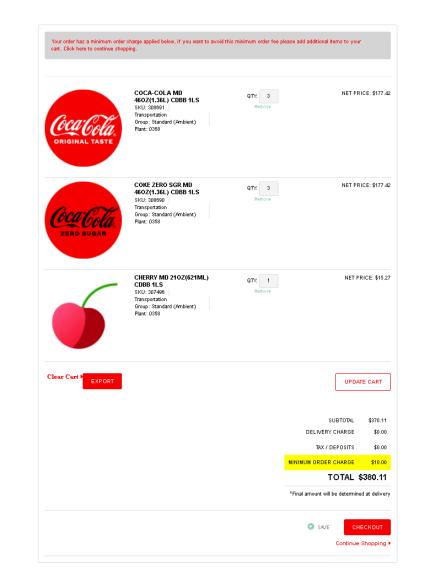
MINIMUM ORDER CHARGE - if an order is less than 10-unit cases, a \$10 minimum order charge is added to the order

SAVE - allows users to save an order to one of the ORDER TEMPLATES

Continue Shopping - will save items placed in the cart and allow users to continue shopping from the product catalog

CHECKOUT- will take users through the remaining steps to place their order

YOUR CART



CHECKOUT – Checkout



4 Steps to complete your order

Users can follow the normal checkout process or the quick checkout from the **PRODUCT** order flow.

Delivery Instructions		Review Order	Payment Details	Order Confirmation
Delivery Information				
Allow 3-5 weekdays for Order d Delivery days exclude weekend Expedited orders are subject to	Is and holidays.			
Delivery Date	09/16/2021			
Delivery Address **	1230 PEACHTREE ST ATLANTA, GA 30309-7			
BACK				ACCEPT TERMS AND PROCEED

DELIVERY INSTRUCTIONS – approximate delivery date within the 3-5 weekday window. Excludes weekends and holidays
 REVIEW ORDER – just a quick review of the order. No edits can be made on this page
 PAYMENT DETAILS - confirms the payment method and allows user to enter a PO #
 ORDER CONFIRMATION- last final order confirmation before submitting the order

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CHECKOUT – Quick Checkout

Quick Checkout

Quick checkout is only available when ordering through the **PRODUCTS** catalog. Users automatically skip the review pages before completing the checkout process.

QUICK CHECKOUT – click the '**QUICK CHECKOUT**' button on the right side of the **PRODUCTS** catalog screen to launch the quick checkout window

ORDER SUMMARY – final view of the order summary with the product, quantity and pricing information

DELIVERY DATE - informs users of their tentative delivery day

PAYMENT DETAILS – informs users of their payment method

PURCHASE ORDER NUMBER- allows users to enter their PO#

CANCEL- users can cancel their order to go back to the

PRODUCTS catalog to modify the order. Original items in the shopping cart will not be deleted

REVIEW & PLACE ORDER– finalizes and submits the order

		QUICK CH		rder Details:
MY CART		Product	Quantity	Net Price
roduct	Quantity	COCA-COLA MD 46OZ(1.36L) CDBB 1LS	з	\$177.4
CA-COLA MD	3	COKE ZERO SGR MD 460Z(1.36L) CDBB 1LS	3	\$177.4
(1.36L) CDBB 1LS		CHERRY MD 210Z(621ML) CDBB 1LS	1	\$15.2
ZERO SGR MD .36L) CDBB 1LS	3	SPRITE/ZERO MD 210Z(621ML) CDBB 1LS	8	\$718.3
			Subtotal:	\$1,088.4
RY MD			Delivery Charge:	\$0.0
ΩTY	Price		Tax / Deposits:	\$0.0
(S)			Minimum Order Charge:	\$0.0
	\$370.11		TOTAL:	\$1,088.43
CALCULAT	E	Delivery Date: 9/10/2021		
		Payment Details:		
VIEW CAR	Т	INVOICE ME		~
	COUT	Purchase Order Number		
			REVIEW &	PLACE ORDER



ORDER HISTORY

ORDER HISTORY



Customers can search and export the last 12 months of their orders

- This feature can be found in the MY ACCOUNT profile
- Search on any criteria you wish
- Select the orders to include in your report
- EXPORT to an Excel file

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Instant Instant <t< td=""><td>9/24/2021 \$139.44 Order Received N/A 9/23/2021 \$219.12 Order Received N/A 9/23/2021 \$106.95 Order has been Prepared N/A</td><th></th><td>15459061</td><td>O-0016157797</td><td>09242021Laura</td><td>9/24/2021</td><td>\$147.21</td><td>Order Received</td><td>N/A</td></t<>	9/24/2021 \$139.44 Order Received N/A 9/23/2021 \$219.12 Order Received N/A 9/23/2021 \$106.95 Order has been Prepared N/A		15459061	O-0016157797	09242021Laura	9/24/2021	\$147.21	Order Received	N/A
15459043 O-0016157673 9/23/2021 \$219.12 Order Received N	9/23/2021 \$219.12 Order Received N/A 9/23/2021 \$106.95 Order has been Prepared N/A		15459054	O-0016157765	asjkif12412	9/24/2021	\$9.96	Order Received	N/A
	9/23/2021 \$106.95 Order has been Prepared N/A		15459053	O-0016157759		9/24/2021	\$139.44	Order Received	N/A
Image: 15459041 O-0016157660 9/23/2021 \$106.95 Order has been Prepared M			15459043	O-0016157673		9/23/2021	\$219.12	Order Received	N/A
	9/23/2021 \$120.33 Order has been Prepared N/A		15459041	O-0016157660		9/23/2021	\$106.95	Order has been Prepared	N/A
15459040 O-0016157658 9/23/2021 \$120.33 Order has been Prepared M			15459040	O-0016157658		9/23/2021	\$120.33	Order has been Prepared	N/A
15459039 O-0016157657 9/23/2021 \$115.02 Order Received M	9/23/2021 \$115.02 Order Received N/A		15459039	O-0016157657		9/23/2021	\$115.02	Order Received	N/A



ORDER TRACKING

TRACK ORDERS EASILY





TRACKING	STATUS	AMOUNT	ORDER DATE	PO NUMBER	MY COKE ORDER NUMBER	SALES ORDER NUMBER	
UPS TRACKING #	Your Order has been Submitted	\$235.22	9/9/2021	POTriveni09/09/2021 3.31	O-0016156691	15458918	
UPS TRACKING #	Your Order has been Submitted	\$999.50	9/9/2021	09092021Triveni	O-0016156689	15458916	
UPS TRACKING #	Your Order has been Submitted	\$125.06	9/9/2021	09082021Triveni	O-0016156688	15458915	
UPS TRACKING #	Your Order has been Submitted	\$29.96	9/8/2021	Tes123ASD	O-0016156683	15458914	
UPS TRACKING #	Your Order has been Submitted	\$19.96	9/8/2021	fjdjd22122	O-0016156648	15458907	
UPS TRACKING #	Your Order has been Submitted	\$216.04	9/8/2021	asjk23rdd	O-0016156647	15458906	
UPS TRACKING #	Order has been Prepared	\$185.89	9/8/2021	POTriveni08/09/2021 15.04	O-0016156637	15458904	
UPS TRACKING #	Your Order has been Submitted	\$456.21	9/8/2021	POTRiveni321456	O-0016156623	15458895	

- View & Export Order History
- Receive order confirmation after an order is entered & Shipped
- Shipping confirmations will include the UPS tracking # as a hyperlink – 1 click to track an order

SUPPORT



Need Assistance?

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OR

Call toll-free at 800.276.COKE (2653)

