



Welcome to Online Ordering

This guide will help you get started on your way to accessing our new account management system.

Features Include: Creating Orders, reviewing past invoices, see account status, look up contact information and more.

Follow these steps to get started:

1. Use the link provided in the email or enter the following address into your browser:
<https://orders.csbev.com/>
2. Once you've reached the login screen click "Need an account? Sign up!" and then provide the information requested (Email Address, Password, Recent Invoice number and total)
Note: You can change your password by clicking on the "Forgot your password?" link on the login screen. You will need the number and total of a recent invoice to complete the password reset.
3. After logging in you will see recent orders, account balance, your delivery schedule and more. Feel free to explore the screens and see the information available to you.

Searching products and placing orders:

1. The products tab will show all of the items available for you to purchase. You can use the product search bar at the top of the screen to find items by typing in part of the name or by adding the product number.
2. You can switch between a list view and a grid view by clicking the   buttons.
3. Sort or filter the items displayed using these buttons  
4. You can "Favorite" items by clicking on the star  by that item (Favorited items show )
Once you have favorite items, you can use the filter to show only those items for quicker ordering of commonly purchased items.
5. When you've located the item you'd like to order, simply type the number you want in the QTY box and click "ADD TO CART". You will see the cart icon  in the upper right will now show the number of cases in your cart and to the left it will show the order total.
6. Once you have all of your items and are ready to send the order, click the cart  and it will bring you to a summary.
 - a. Verify the Delivery date and click 

- b. You can enter a PO# if desired.
 - c. Submit the order by clicking 
7. Orders are due by 8 pm 2 days before your scheduled delivery. For example, if your normal delivery day is a Tuesday, you will need to send us your order by 8 pm on Sunday. The ordering system will send you a reminder 5 hours (3pm) prior to the ordering cutoff if no order has been received for the week.