

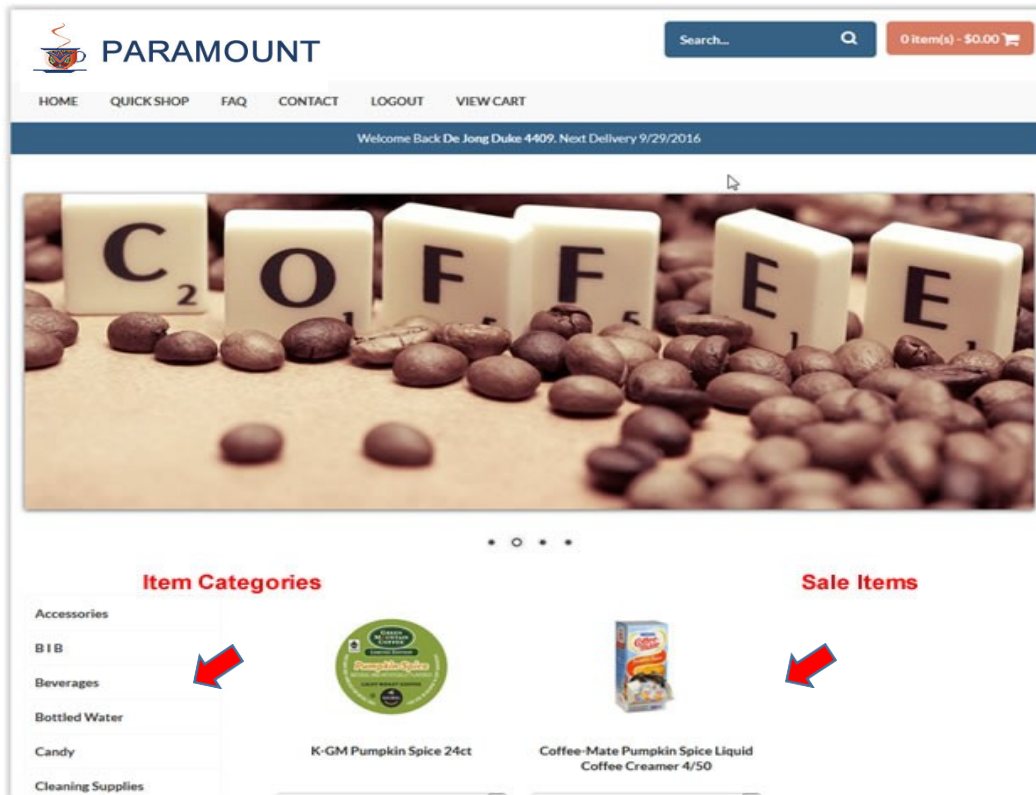
Welcome to Paramount Online Ordering!



PARAMOUNT

Revised September 2016

- 1- Please go to [Http://shop.paramountrefreshmentsolutions.com](http://shop.paramountrefreshmentsolutions.com)
- 2- The main page is displayed below features the menu on the left and sale items in the center.



- 3- The top or Header has a navigation menu



- Home – Returns you to the main page.
- Quick Shop
 - a) My Shopping Lists – This page is ideal for customers that have repetitive orders almost the same order every week. You can add your items to your list for easy purchase.
 - b) My Quoted Items – Displays all the items that you have purchased from Paramount.
 - c) My Online Order History – This page allows you to view all your past orders.

d) Change Password – You can use this tool to change your password.

- FAQ – Frequently Asked Questions – Here you will find answers to common question. This is a great tool to use before you call for support.
- Contact – Your contact page to communicate with Paramount Technical Support
- Logout – To exit the system.
- View Cart – Allow you to view the items entered in your cart.




4- The Menu Ribbon – This area will display your next scheduled delivery date.




5- Search Button – You can search your items by name or item numbers.



6- Processing your first order – Locate the item you want to purchase and update the quantity desired.

		
Coffee Mate Cream - Cafe Mocha Chocolate 4bx/50 count	Coffee Mate Cream - Cinnamon Vanilla 4bx/50 count	Coffee Mate Cream - French Vanilla 4bx/50 count
Box(1) - \$ <input type="text"/>	Box(1) - \$ <input type="text"/>	Box(1) - \$ <input type="text"/>
0 <input type="text"/> + Add To Cart	0 <input type="text"/> + Add To Cart	0 <input type="text"/> + Add To Cart
add to my shopping lists	add to my shopping lists	add to my shopping lists

7- Then select Add To Cart



**Coffee Mate Cream - Cafe Mocha
Chocolate 4bx/50 count**

Box(1) - \$

2 **+ Add To Cart**

[add to my shopping lists](#)

8- After all the items have been selected click on your cart to review your order.



- 9- Here you can review the items selected, you can increase or decrease the amounts or simply delete a specific item. When completed, click on “Proceed To CheckOut”.

Shopping Cart

YOU ARE CURRENTLY PLACING THIS ORDER FOR: **De Jong Duke 4409 (M2221:59761086820460)**


[SAVE MY CART FOR LATER](#)
[PROCEED TO CHECKOUT](#)

Description	Price	Quantity	Total
9206 Coffee Mate Cream - Cafe Mocha Chocolate 4bx/50 count(Details)	\$ - Box(1)	<input type="text" value="2"/> Update	\$ Delete this product
8604 Crystal Geyser Water 35/16.9 Oz.(Details)	\$ - Case(35)	<input type="text" value="2"/> Update	\$ Delete this product
08760 K-Twinings Peppermint 24ct(Details)	\$ - Each(1)	<input type="text" value="3"/> Update	\$ Delete this product


[CONTINUE SHOPPING](#)
[UPDATE QUANTITIES](#)

Subtotal:	\$
Shipping:	Pending
Tax:	Pending
TOTAL:	\$

Tax, Deposits, and Freight charges may be added on your final printed invoice.



PROCEED TO CHECKOUT


[click here for a printer-friendly version of your cart](#)

10- Complete Order – In this area you can enter a PO Number (if applicable) and send any messages to Paramount pertaining this order.

Once order is completed it will instantly appear in Paramount system for processing.

Please review your order details

YOU ARE CURRENTLY PLACING THIS ORDER FOR: De Jong Duke 4409 (M2221:59761086820460)

This Order Will Ship To:	PO Number	Order Comments
	<input type="text"/> *Fill in your PO Number if desired	<input type="text"/> *Fill in your comments desired

Product	Unit Price	QTY	Price
9206 Coffee Mate Cream - Cafe Mocha Chocolate 4bx/50 count	\$ - Box(1)	2	\$
8604 Crystal Geyser Water 35/16.9 Oz.	\$ - Case(35)	2	\$
08760 K-Twinings Peppermint 24ct	\$ - Each(1)	3	\$:

Merchandise Total:	\$
Shipping & Handling:	Pending
Tax:	TBD
Order Total:	\$

Tax and freight to be calculated on your final Paramount Refreshment Solutions printed invoice.
THIS IS NOT AN INVOICE...PLEASE DO NOT PAY from this acknowledgement.

COMPLETE MY ORDER

11- Also, note that we have displayed our entire catalog for your review. If there are other items you may want more information about pricing, please call your Customer Service Department or send us an email via contact form.