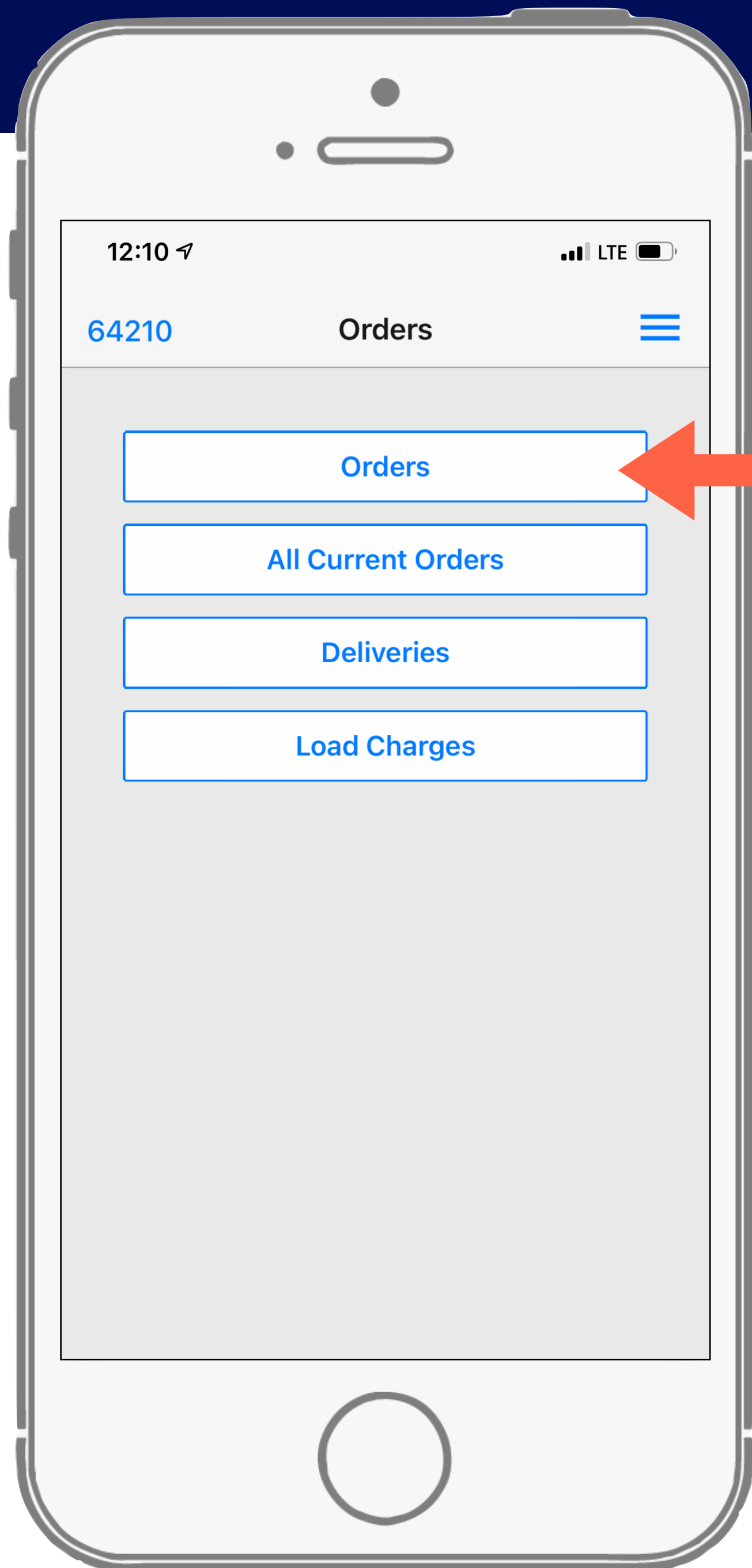


MYBUSINESS is introducing a new feature that gives you the ability to add to your order after allocations are complete, if other products are available. This feature is referred to as "Second Order."

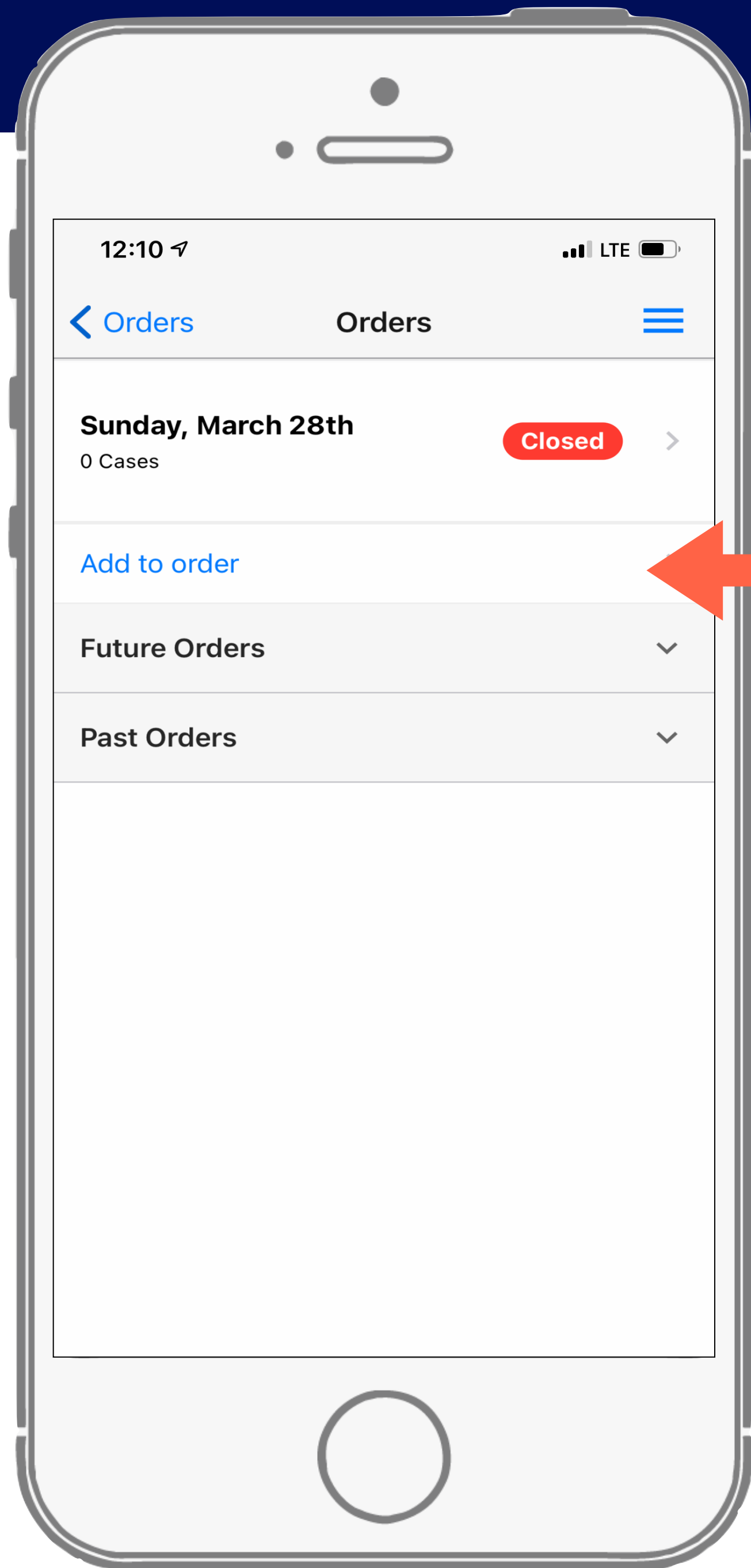
There will be a push notification in the app that alerts you when the Second Order window is available.

Products available during this time frame are on a first come, first served basis.



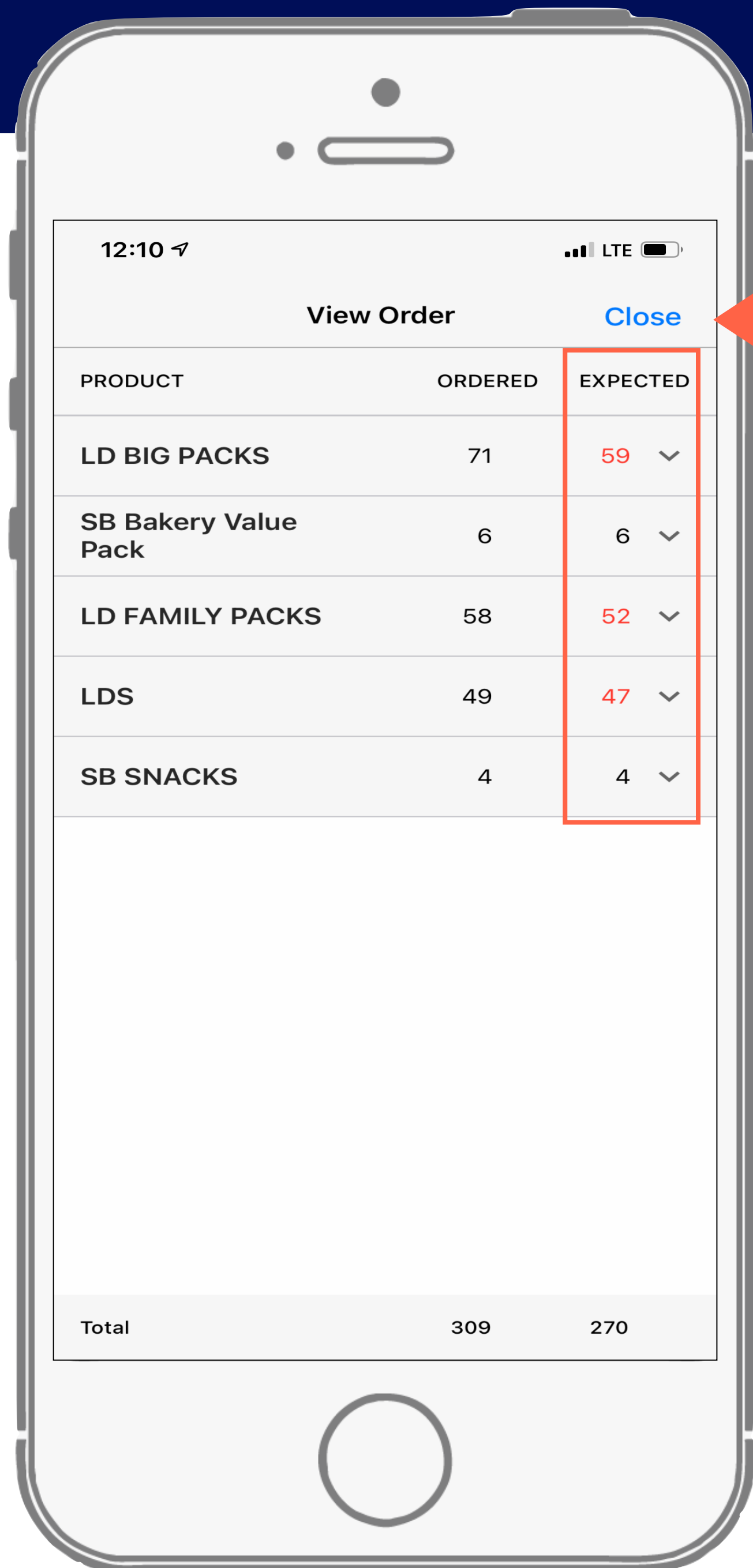
STEP ONE

From the hamburger menu or the home screen, tap Orders.



STEP TWO

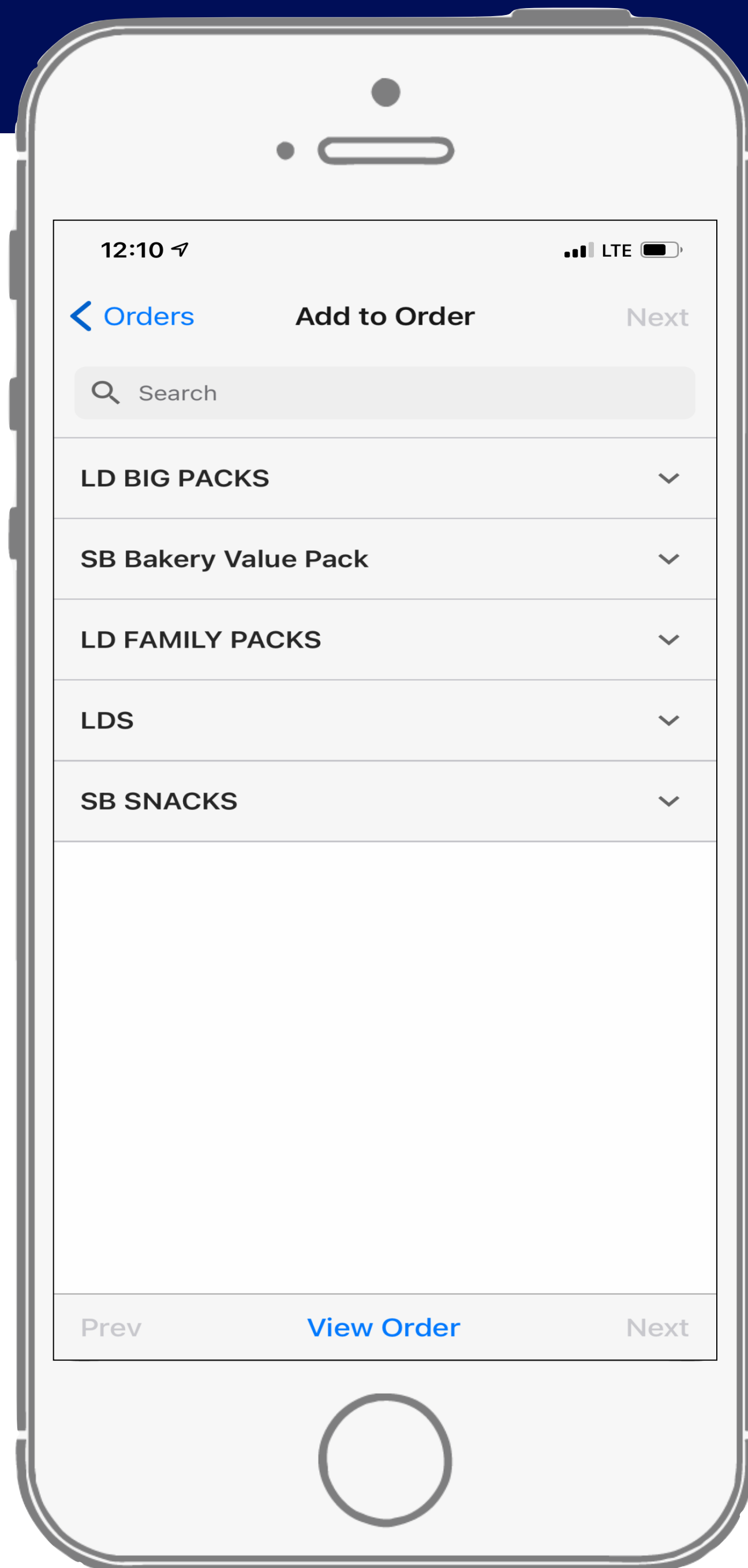
Tap "add to order."



STEP THREE

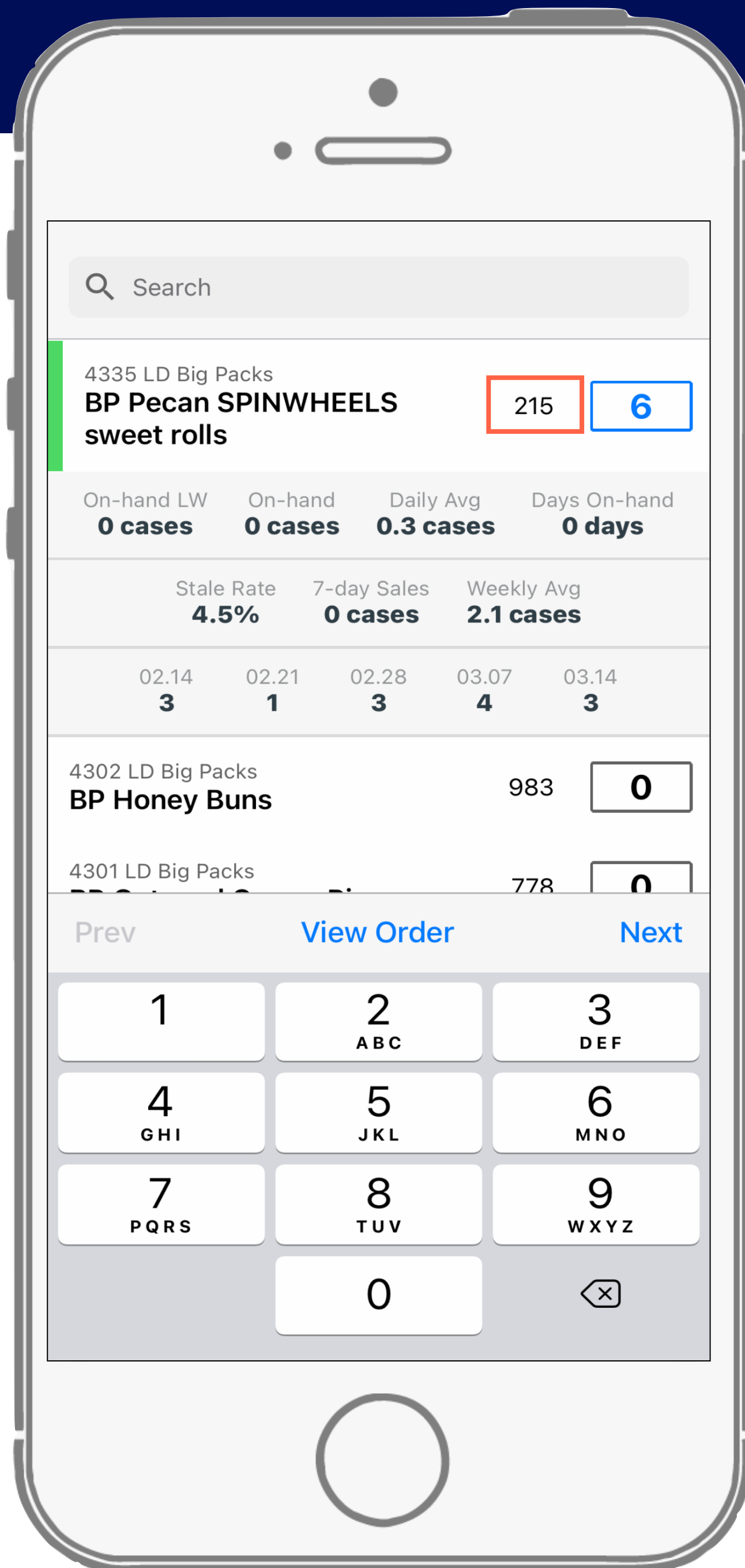
View the expected allocations in the column to the right. To view what products have expected allocations, you can expand the column by tapping the chevron or down arrow to the right of the number.

Then, tap "close."



STEP FOUR

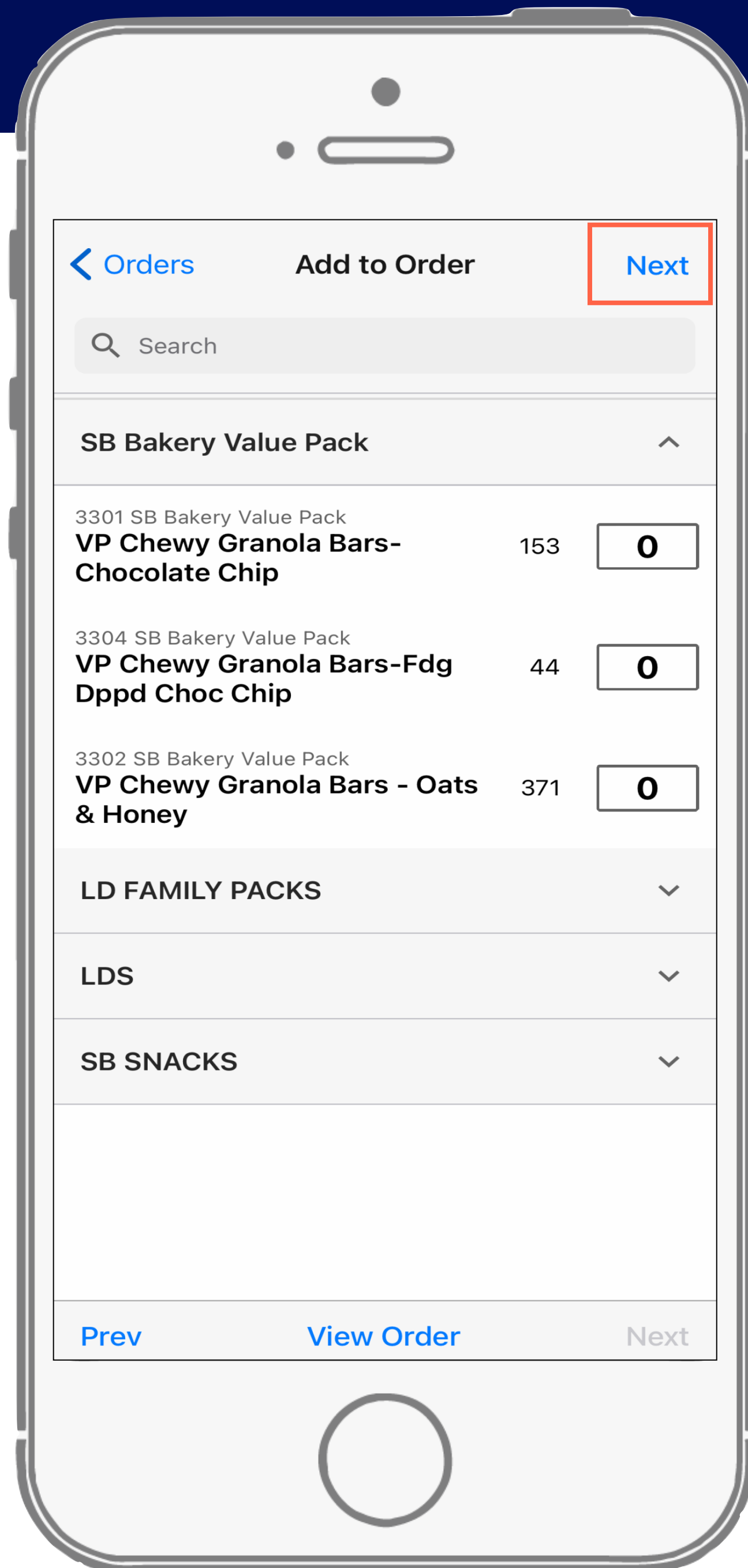
Next, tap the chevron next to the product categories to view the available quantities for a second order.



STEP FIVE

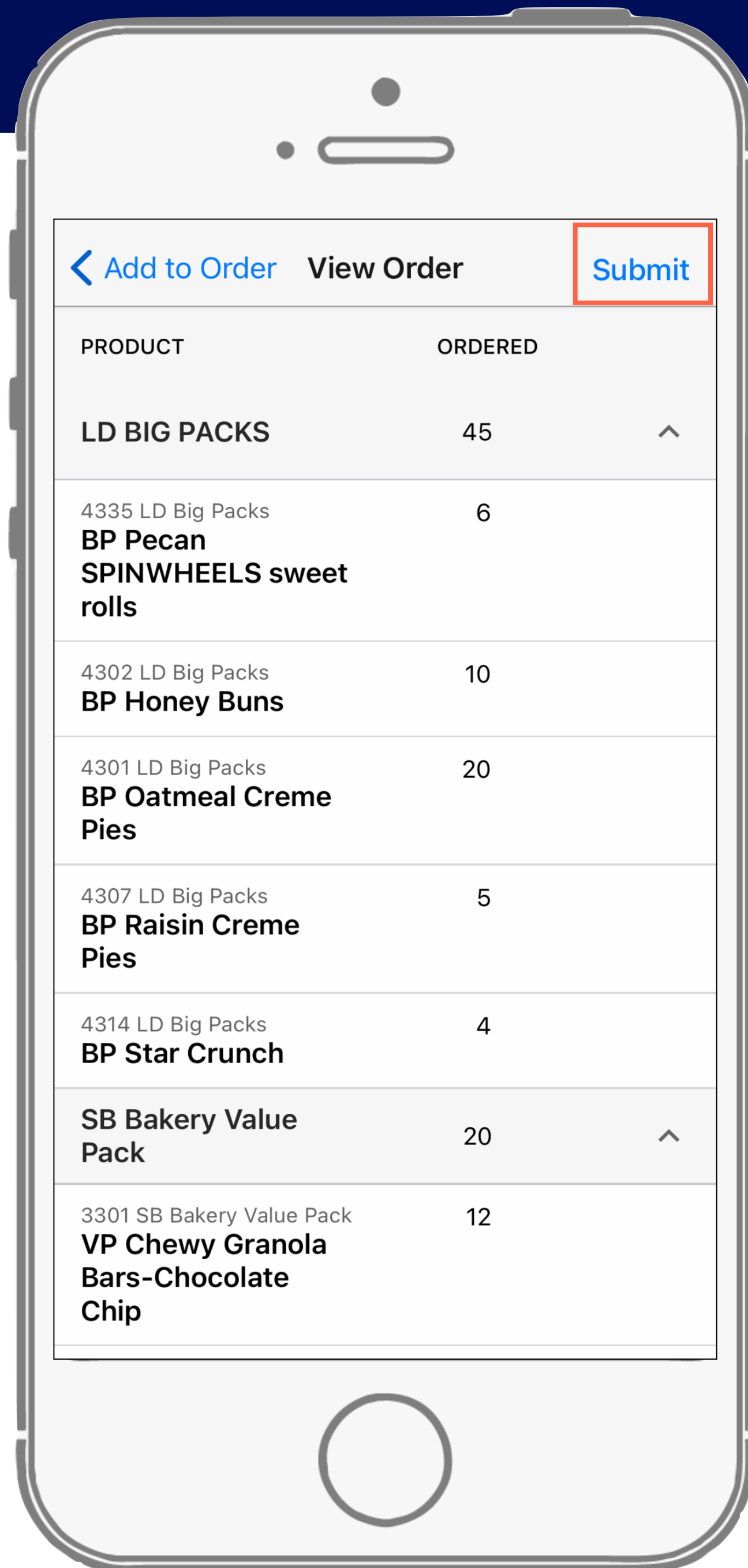
When the section is expanded, you will see a number to the left of the blue box. This number indicates the **total** number of cases that are available for order. Since these are available first come, first served, we ask you only order what you need.

Type the number of cases you would like to add to your order in the blue box. Tap "next" to advance to the next item on the list.



STEP SIX

When you have finished entering the cases desired for your second order, tap "next" in the top right corner.

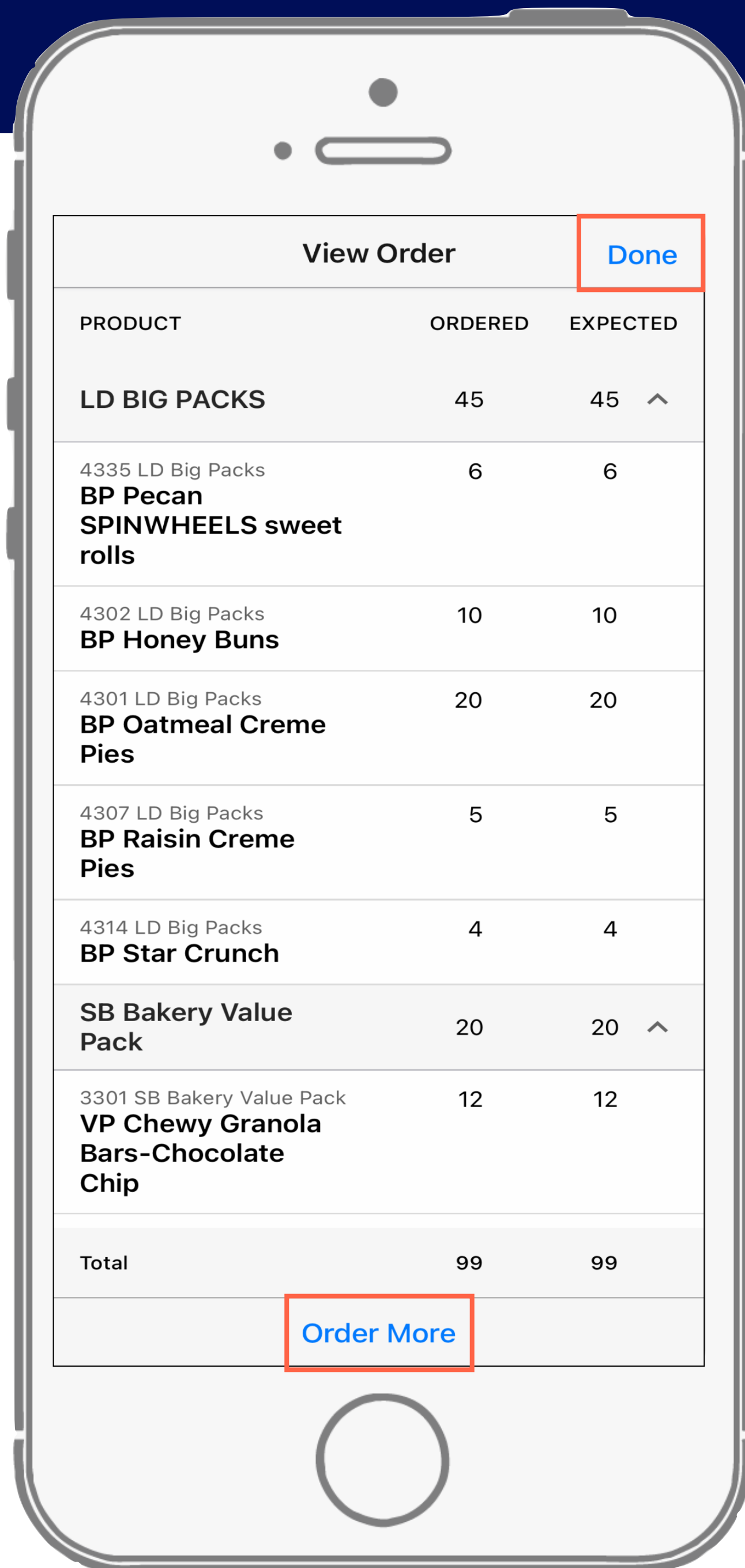


STEP SEVEN

You will be able to review the additions to your order on this screen.

To make edits, tap "Add to Order."

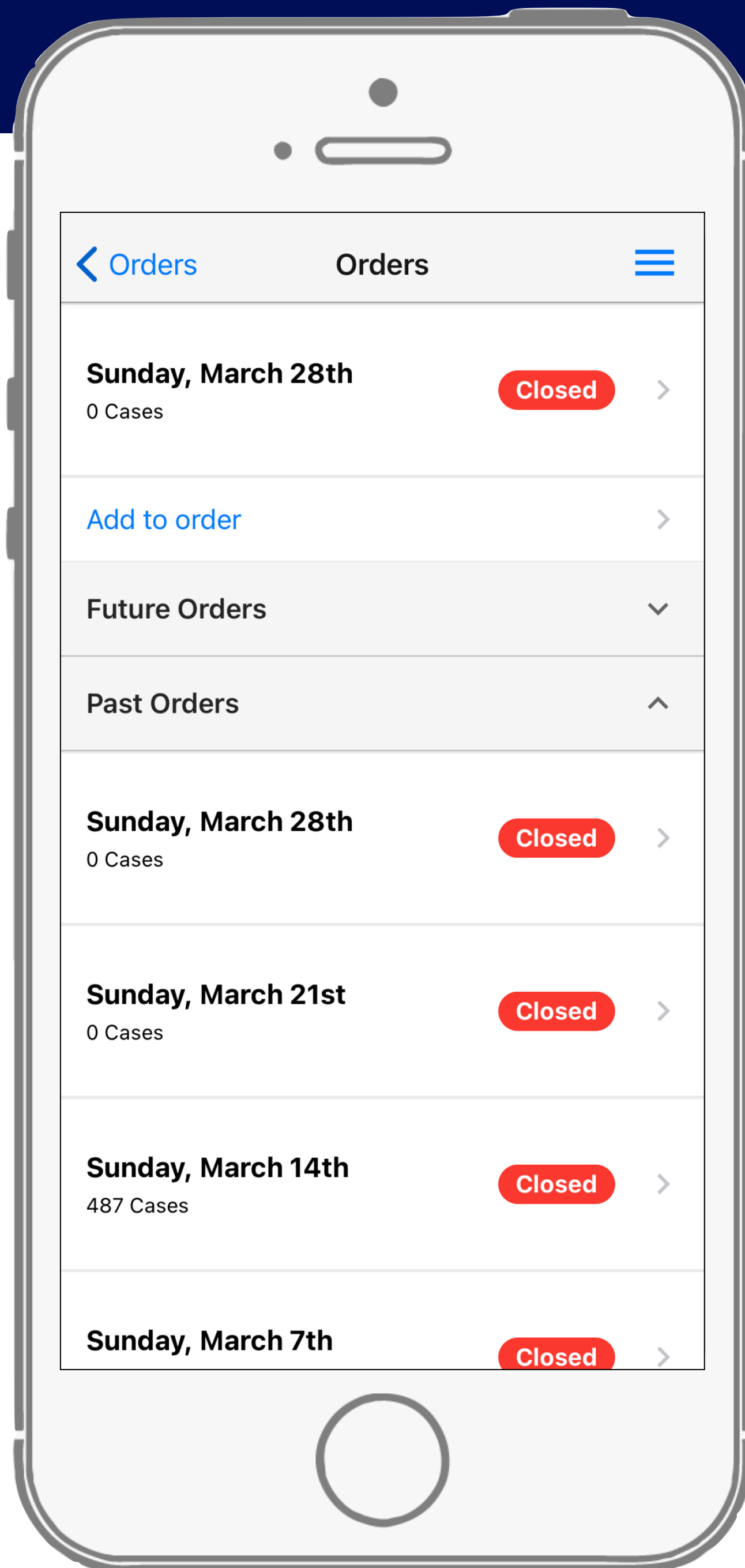
To submit your order, tap "Submit."



STEP EIGHT

Second orders are final, however, if you forgot to add something to your order, you may tap "Order More" to place an additional order.

Tap "done" to complete you order.



STEP NINE

To review your order, return to the order menu. Your second order will show up under "Past Orders."



COMMON QUESTIONS

What happens if I start the second order, but don't submit it until after the Eastern Time deadline?

Orders are not accepted past the communicated Eastern Time deadline.

Am I guaranteed the amount I have ordered?

Since the second order is first come, first served, the quantities available will update in real time. However, in the rare chance that there are a large amount of orders for a product, second orders are not guaranteed. Check your "past orders" to see what is being shipped.

If I am a multilocation wholesale distributor, do I have to submit a second order for each location?

Yes, each location will need it's own second order.



MyBusiness

Thank you for your business.
If you have any questions
regarding this feature, please
contact IDEAS at
1-800-447-1264.

For additional resources, visit
[https://sales.mckee.com/
content/mbsupport/](https://sales.mckee.com/content/mbsupport/)

