

# How to Place an Order on GT Distributing

We're here to make your ordering experience simple and straightforward! Follow the steps below to place your order online:

## A. Visit Our Website

1. Open your web browser.
2. Type **GTDISTRIBUTING.COM** in the address bar and press **Enter**.

## B. Navigate to the Order Tab

1. Click on the **Order Tab** in the navigation menu.
2. **Fill Out the Customer Info Form:**
  - **Customer Name:** Enter your Store Name.
  - **Email Address:** Provide a valid email address.
  - **Account No:** Enter your 4-digit account number.
  - **Password:** Enter your Beverage License number, formatted as digits with a dash (e.g., 11-22222).
3. After filling out the form, you will be directed to the order form where you can search for items by name using the search bar.
  - Use the + and - buttons to increase or decrease the quantity of items you wish to order.

## C. Preview Your Order

1. After selecting your items, you can preview your order.
2. In the preview section, you have the option to either **Submit** or **Edit** your order.

## D. Submit Your Order

1. Once you submit your order, a pop-up message box will appear confirming that your order has been submitted successfully:
  - **Message:** "Order Submitted Successfully"

## E. Follow-Up

1. After successfully submitting your order, please give us a call to confirm and finalize your order.

Thank you for choosing GT Distributing! If you have any questions, feel free to reach out to our customer service team.