

# US Coffee Online Ordering Portal

## Quick Links

- Keurig K-Cups
- Flavia Freshpacks
- Coffee Pods
- Whole Bean Coffee
- Nespresso
- Healthy Snacks
- Cold Brew Coffee



Coffee



Cold Beverages



Snacks

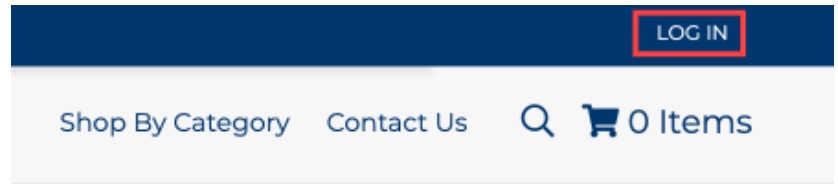
Ordering Method: [shop.uscoffee.com](http://shop.uscoffee.com)

- Products and pricing shown online are customized for your account
- Your delivery/address information included in your profile contains all required details such as street address, attention-to contact, building name, room number and any other special instructions. If any of these details are incorrect, or you need to make any changes to your ship-to address, please reach out to your sales or customer service representative or email us at [sales@uscoffee.com](mailto:sales@uscoffee.com)
- Orders must be placed and submitted online by 3pm local time (ET) to ensure your delivery date, which is usually next business day.

# US Coffee Online Ordering Tutorial

## Creating an Account

To create a US Coffee online account, go to <https://shop.uscoffee.com> and click the LOG IN link.



Then select the Login Request button to proceed with creating a new account

### LOGIN INSTRUCTIONS

Are you an existing US Coffee customer with no login?

If you are already a customer but do not have a login, please use the button below to link your existing account to a user ID.



To link your account, enter your Customer #, a recent invoice # and the total amount of that invoice. Then select the Next button. You'll then be prompted to review your account details and create a username and password for your account.

### Link Account

Customer...

Invoice N...

Invoice To...



**\*If you have any issues setting up your online account or don't have a recent invoice on hand, please email [sales@uscoffee.com](mailto:sales@uscoffee.com) and we'll create a login for you**

To access to the US Coffee online ordering portal, go to <https://shop.uscoffee.com> and click the LOG IN link in the navy blue menu at the top right corner of the page.



## User Login

Users log in to shop.uscoffee.com using a User ID and Password. A User ID and Password will be provided to you by your account executive. You can update your default password in your account profile after you've signed in if you wish.

Your browser will save your login credentials after you've logged in for the first time.

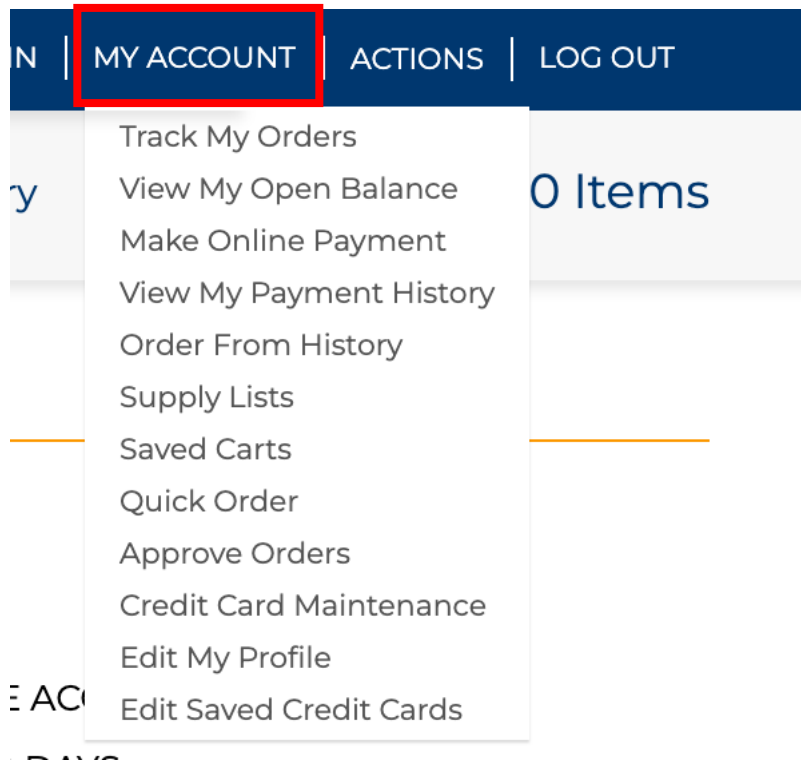
If needed, there's an option to reset your password. An email will be sent to the email address linked to your User ID.

## CUSTOMER LOGIN

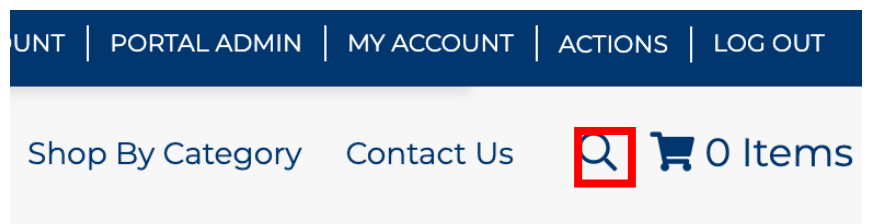
[Forgot your password?](#)

## Home Page

After you've successfully logged in, you will be redirected to the homepage. You can view the details and special features of your account by hovering over the MY ACCOUNT link in the navy blue bar at the top of the page. Here you can access your account profile and features like Track My Orders, View My Payment History, Supply Lists and more.



You can also browse our full catalog by clicking the Shop by Category option, as well as search for individual items/SKUs by clicking the search bar.



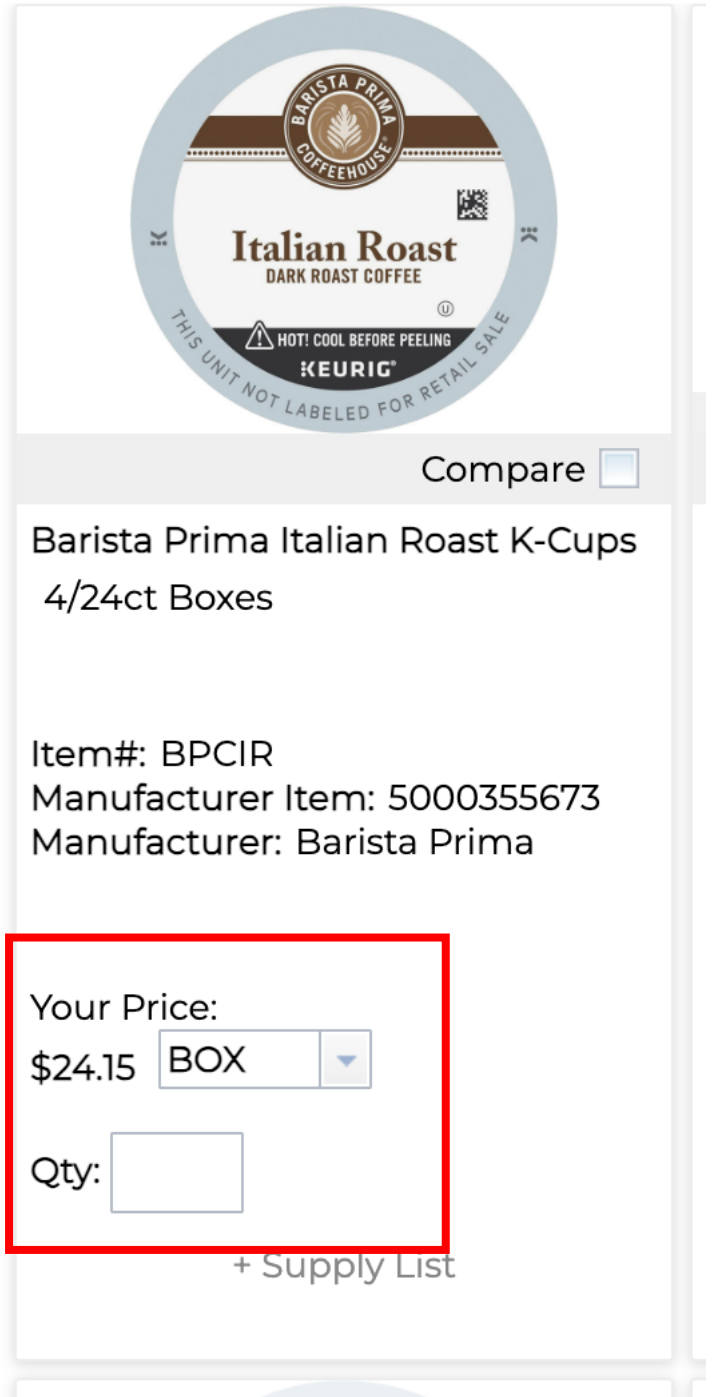
### Adding to Your Cart

You can add items to your cart by either browsing the catalog, searching for a specific SKU.

You can also add items from your Supply List if you have one set up – or you can use the Order from History link in your account profile.

To add items to your cart, select the dropdown to choose the unit of measure you want and then enter the quantity you want in the quantity box. Then select the Add to Cart button.

You can also click an item to view further details of it and add it to your cart individually.



The product card features a circular image of a coffee K-cup lid with the text "BARISTA PRIMA COFFEEHOUSE", "Italian Roast DARK ROAST COFFEE", and "KEURIG". Below the image is a "Compare" button. The product name is "Barista Prima Italian Roast K-Cups 4/24ct Boxes". The item details include "Item#: BPCIR", "Manufacturer Item: 5000355673", and "Manufacturer: Barista Prima". The price section shows "Your Price: \$24.15" with a dropdown menu set to "BOX" and a quantity input field. A "+ Supply List" link is at the bottom.

Your Price:  
\$24.15    
Qty:

## Checkout Process

When you're ready to checkout, you can click the cart icon in the upper right corner. It will show you how many items you currently have in your cart.



ONLINE ORDERING DEMO ACCOUNT | PORTAL ADMIN | MY ACCOUNT | ACTIONS | LOG OUT

Here you can review your cart and make any changes if necessary. You can update the quantities, continue shopping, save your cart or proceed with checkout.

1 Review Cart | 2 Shipping Options | 3 Payment Options | 4 Complete Order

### Items in your cart

Make any changes below? [Update](#)

		Barista Prima Italian Roast K-Cups 4/24ct Boxes Item #: BPCIR	<input type="text" value="1"/>	\$24.15 ( \$24.15 BX )
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Total: **\$24.15**

[Continue Shopping](#) [Save Cart](#)

[Proceed with checkout](#)

If you decide to proceed with checkout, click the Proceed with checkout button to review your Shipping and Delivery Options. If everything looks right, you can select the Proceed with checkout button again. If there are any issues with your default shipping address, please contact us at [sales@uscoffee.com](mailto:sales@uscoffee.com) so we can make any necessary adjustments.

1 Review Cart
2 Shipping Options
3 Payment Options
4 Complete Order

### Items in your cart

Qty	Item #	Description	U/M	Price	Line Total
1	BPCIR	Barista Prima Italian Roast K-Cups 4/24ct Boxes	BX	\$24.15	\$24.15
<b>Cart Total:</b>					<b>\$24.15</b>

### Shipping Information

Select Shipping Addr... 
 Shipping Method:

Name: Online Ordering Demo Account  
 Address: DO NOT SHIP ORDERS!!  
 HICKSVILLE, NY 11801  
 Country: USA

Edit Order
Save Cart
Proceed with checkout

For the last step, please review your Payment Options. If everything looks right on your end, you can select the appropriate payment method and click the box that agrees to the Terms. Then select the Complete Order button to process the order.

- 1 Review Cart
- 2 Shipping Options
- 3 Payment Options
- 4 Complete Order

### Items in your cart

Qty	Item #	Description	MFG #	MFG Name	U/M	Price	Line Total
1	BPCIR	Barista Prima Italian Roast K-Cups 4/24ct Boxes	5000355673	Barista Prima	BX	\$24.15	\$24.15
<b>Material:</b>							\$24.15
<b>Subtotal:</b>							\$24.15
<b>Soda Deposit:</b>							\$0.00
<b>Recycling Fee:</b>							\$0.00
<b>Shipping:</b>							\$16.00
<b>Tax:</b>							\$0.00
<b>Total:</b>							\$40.15

Coupon Code:  Apply Coupon Code

### Billing and Shipping

#### Billing Information

Name: Online Ordering Demo Account  
 Address: DO NOT SHIP ORDERS!!  
 HICKSVILLE, NY 11801  
 Country: USA  
 E-mail Address:   
 Purchase Order Num...

#### Shipping Information

Name: Online Ordering Demo Account  
 Address: DO NOT SHIP ORDERS!!  
 HICKSVILLE, NY 11801  
 Country: USA  
 Phone:   
 Request Ship Date:

### Order Comments

\*Max comments length is 225 characters

### Payment Options

- NET 30 DAYS paymen...
- American Express Pay...
- DISCOVER PAYMENT
- Mastercard Payment
- Visa

Edit Order Save Cart

Check here if you agree with the Terms Complete Order