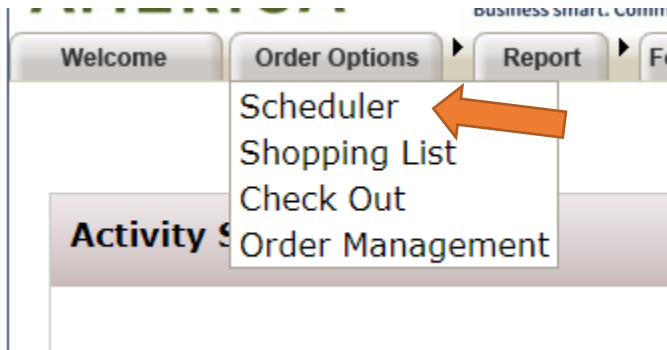


PE UPDATE: How to Select Date and Time in Partner Express!

STEP 1: Before you go into the shopping list and add items to your cart, you need to reserve your pickup/delivery date and time.

- Go into Order Options, and select “Scheduler”



- On the Scheduler page, select pick up (only select delivery if you are a Delivery Partner), then select your desired pick up date and pick up time. Never select the “Shopping” option.

A screenshot of the 'Scheduler' form. It includes a dropdown menu for 'Pickup / Delivery' with 'Pickup' selected. The 'Date' field is set to '24-Mar-2022' and the 'Time' field is set to '01:00 PM'. A yellow 'Reserve' button is visible to the right. Below the form is a section titled 'My Appointments'.

- Select the yellow “Reserve” button.
- You can then continue shopping as you normally would.

STEP TWO: Shop and create your cart.

STEP THREE: When you go to the checkout page, the only dates and times that will appear are the ones you reserved earlier. Select the respective dates and times. Submit your cart.



*If at any point while creating your cart you decide you need a different pick up date/time, you may return to the “Scheduler” page and delete your reservation. You will then need to create a new reservation (refer to FIRST STEP for instructions).

| My Appointments | | | | | |
|------------------------|-----------|----------|------------------|----------|--------|
| | Date | Time | Reference Number | Standing | Type |
| | 3/29/2022 | 09:30 AM | PO4423770 | N | Pickup |
| | 3/28/2022 | 03:00 PM | PO4423296 | N | Pickup |
| Delete | 3/24/2022 | 10:30 AM | | N | Pickup |
| | 3/22/2022 | 03:00 PM | PO4419881 | N | Pickup |