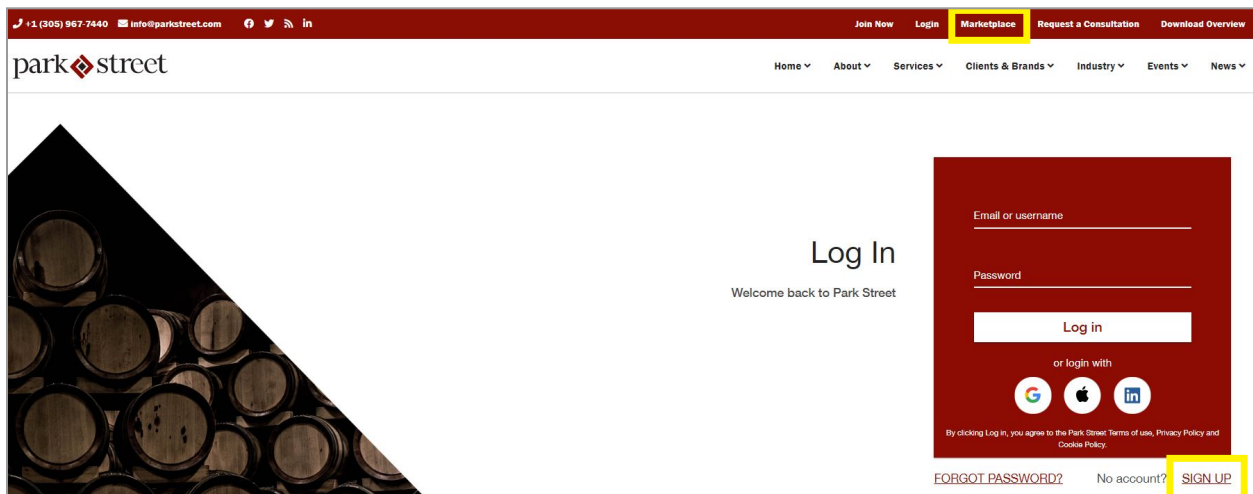


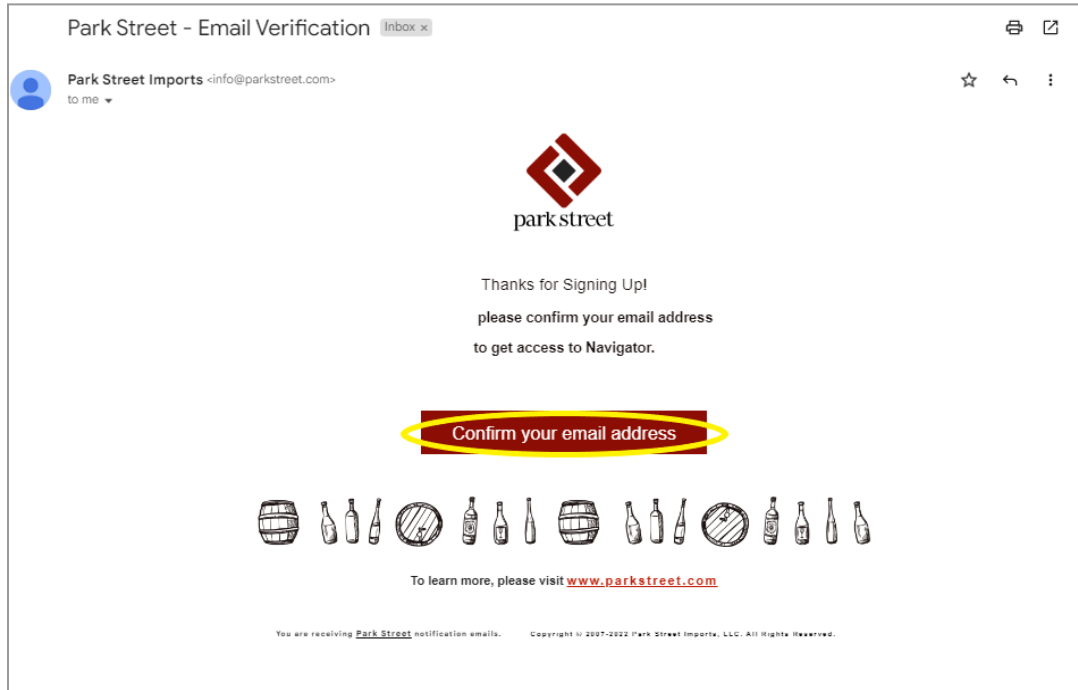
Thank you for your interest in our products. All orders must be submitted through our cloud-based ordering platform, Park Street Marketplace. Here, you'll be able to manage all aspects of your account with Park Street, including order placement & history, tracking statuses, and payments. In order to view our online catalog and place orders, you'll need to create an account. The instructions for doing so can be found below.

## Account Set-up:

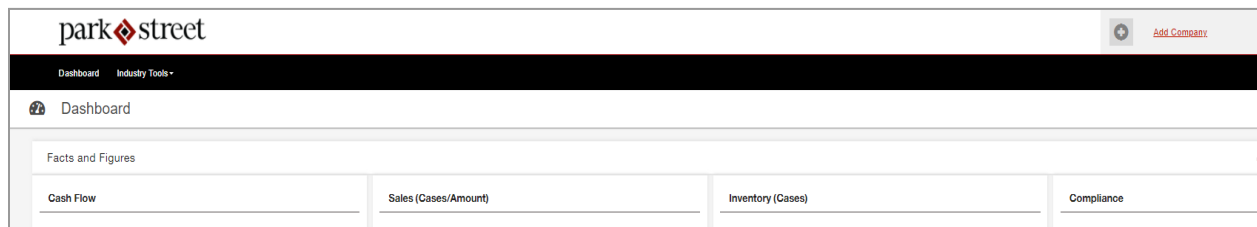
1. Visit [app.parkstreet.com](http://app.parkstreet.com), where you will find a "Join Now" option at the top ribbon or you may click on the SIGN UP link at the bottom right.

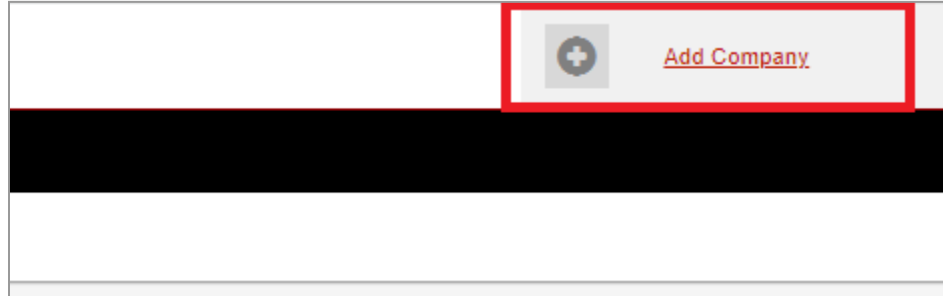


- After creating an account you will receive an email, asking you to verify your email address. Please click the link in that email.



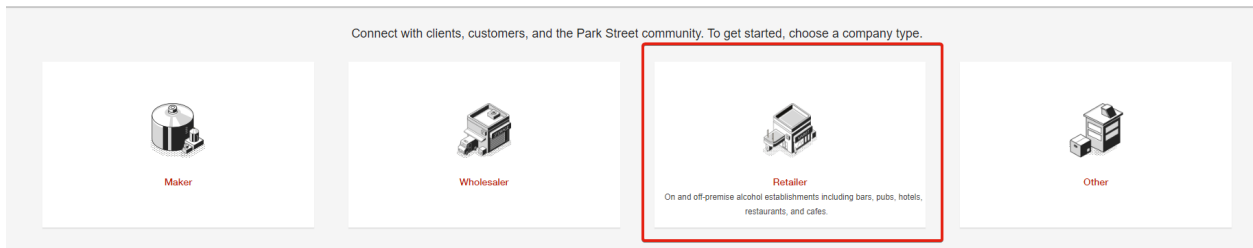
- Once logged in, you must establish the relationship between your user account and your retail location. To do so, click "Add Company" in the top-right, select "retailer", and enter your company's information.





4. Select “retailer” and enter your company’s information.

Create a New Company



Create a New Company

Find your license.

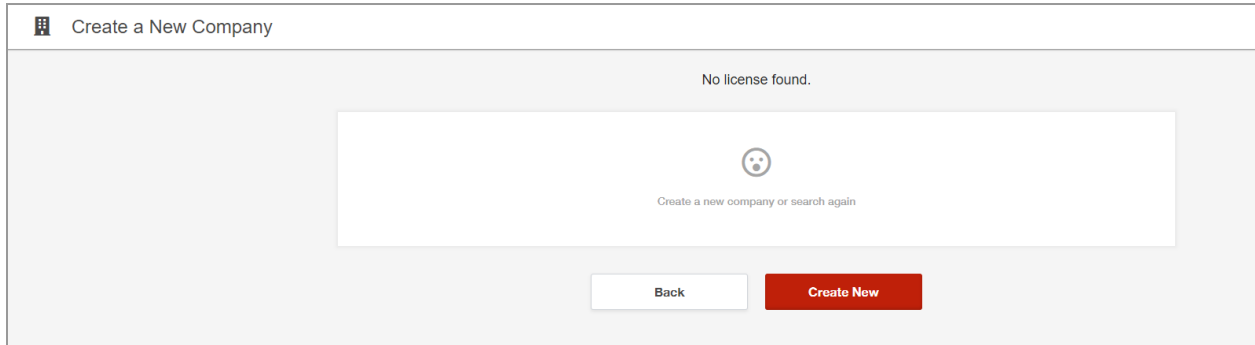
LICENSE INFORMATION

\* License Number (Required) \* License State

enter license number select state

Search

5. If this is your first time working with Park Street, you may receive an error message after entering your license number and license state. If that happens, click the “create new” button.

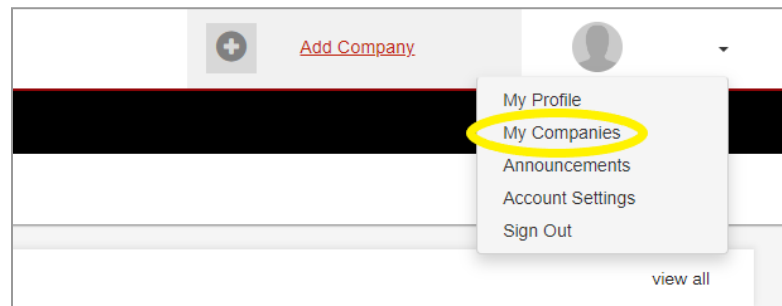


6. Fill in requested information and click “Create Company”.
7. Our team will then verify your license. Once approved, you'll have full access to all of our products in the market.
  - a. If you are a NY retailer, you will be required to fill out a [ST-120](#) (resale certificate). Please have the attached ST-120 filled out and returned with the Certificate of Authority # (Tax ID #) so we can verify it on our end.
  - b. The COA # is nine digits and can be found on the top left corner of the certificate. Please send the completed ST 120 Form to [ST120@parkstreet.com](mailto:ST120@parkstreet.com).

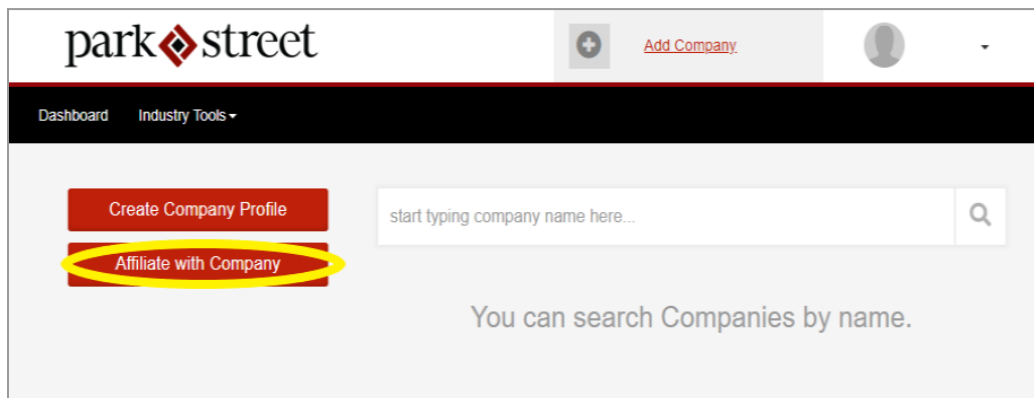
## Account Set-Up (Affiliate):

We have established an account with you in the past. The email you received from our Customer Service team will include whether you should **Create a New** or **Affiliate** when creating your Marketplace account.

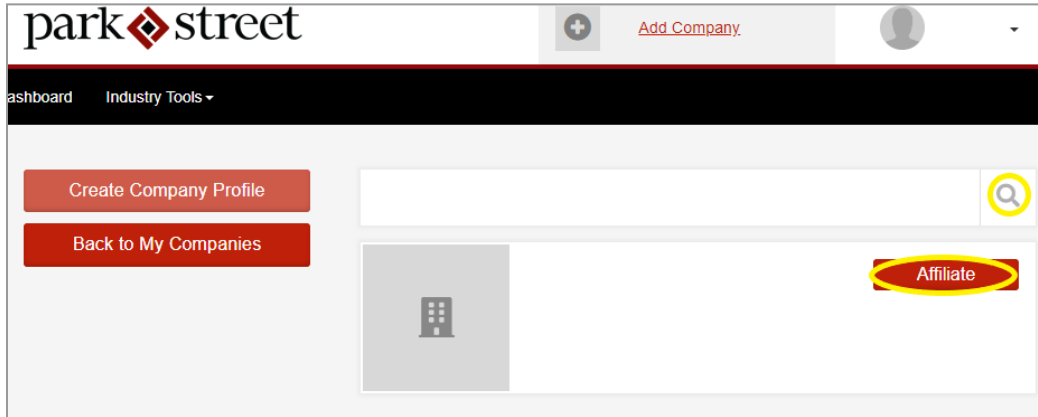
1. Once logged in, you must establish the relationship between your user account and your retail location.
2. To do so, click on your profile in your profile dropdown. Click “My Companies.”



3. Click on “Affiliate with Company”



4. In the search bar, enter your company name and click the search button. Your business name should reflect in the results. Once done, hit “Affiliate.”



5. Our team will then verify your license. Once approved, you'll have full access to all of our products in the market.
  - a. If you are a NY retailer, you will be required to fill out a ST-120 (resale certificate).

## Viewing Catalog & Placing Orders:

1. The default view when logging in will be the catalog, there will however be a dashboard like the one below with a few separate tabs.



2. Use the filters on the left side to filter by Product Type (Wine, Spirits, or Malt), Category (i.e. Vodka, Red Wine, etc.), Price, or Country of Origin (i.e. United States, Mexico, etc.). You can also sort the list alphabetically or by price using the “Sort By” drop-down in the upper right corner.

Product Filter [clear all](#)

Search

**Sort by**

Alphabetically, A-Z

---

**Product Type** [clear](#)

Spirits (3046)

Wine (5456)

Malt (19)

Other (1)

---

**Category** [clear](#)

American Whiskey (204)

Assorted Spirits (52)

Assorted Wines (32)

Beer (13)

3. To view product details, hover over a product image, and click on the tile.
4. On the details page you will see the price and any applicable discounts.

**\$198.00**  
per case

 [View Discounts](#)

1 - 0.5 = \$16.50  
1.5 - 59 = \$15.00  
60+ = \$14.00

5. To order the product, select the case quantity desired and click “Add to Cart”
6. Steps 4-5 can be repeated for as many products as desired. To view and manage your cart, click “Cart” at the top of the page.
7. Enter any special delivery instructions (including hours, delivery contact, etc.) into the field provided, and click the “Check Out” button at the bottom of the list of products.
8. The next page of the ordering process is the Order Preferences page. **It is important that this page is read thoroughly to ensure that the order is fulfilled as desired.**

#### ORDER PREFERENCES

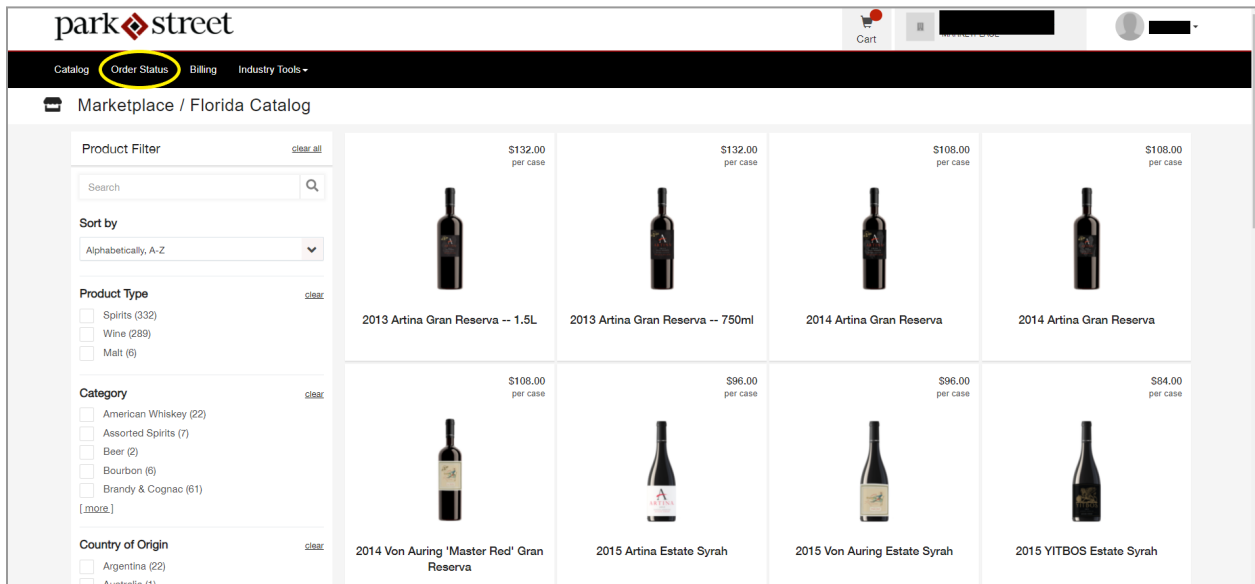
The quantity requested may not always be in stock. In case this occurs, please select how much quantity you are willing to accept for each item. Options include original quantity only, short shipping with more expensive price posting discounts, and short shipping regardless of the impact to price posting discounts.

9. Once your order is complete click the “Checkout” button at the top of the page.
10. On the next page, confirm the details of your order & click “Complete Order”. Shipping details will be saved to your account profile.
11. Once the order has been submitted successfully, you will be directed to a confirmation page. This page contains your Order number at the top. Please save that number for reference. You will also receive an email to the address associated with your Marketplace account containing the order details.
12. If there are any issues with the order, a team member in your market will follow up with you via email.

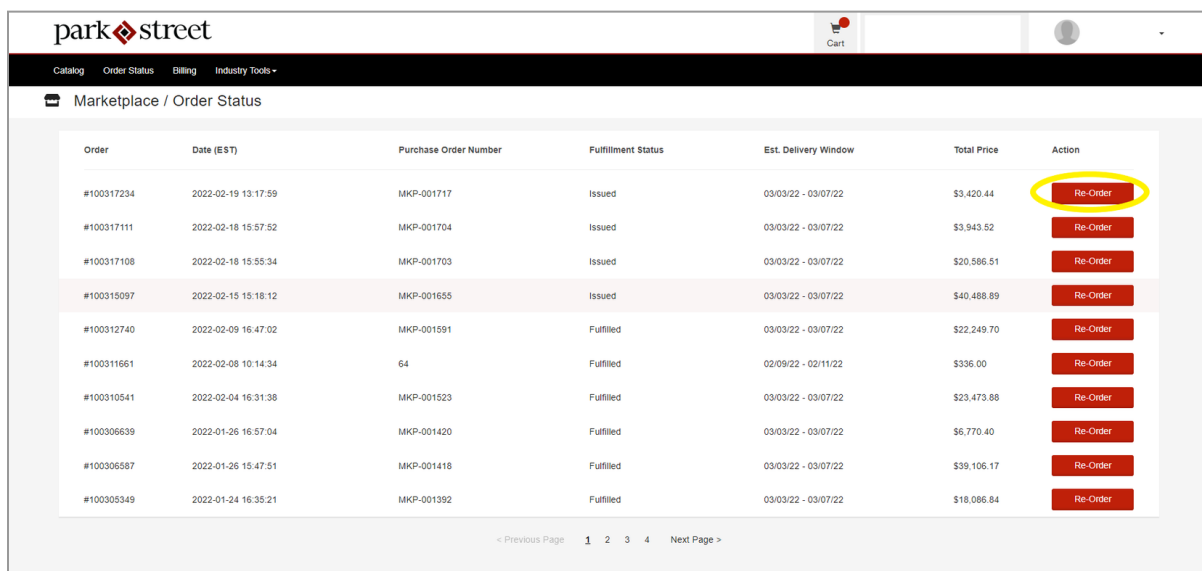


## Viewing Order History:

1. Click the Order Status tab. All orders placed will be visible in this tab.



2. There is an option to re-order an order previously placed by selecting the "reorder" button. This will add all of the items on the previous order to your cart. You'll then be able to follow the required steps to submit the order.

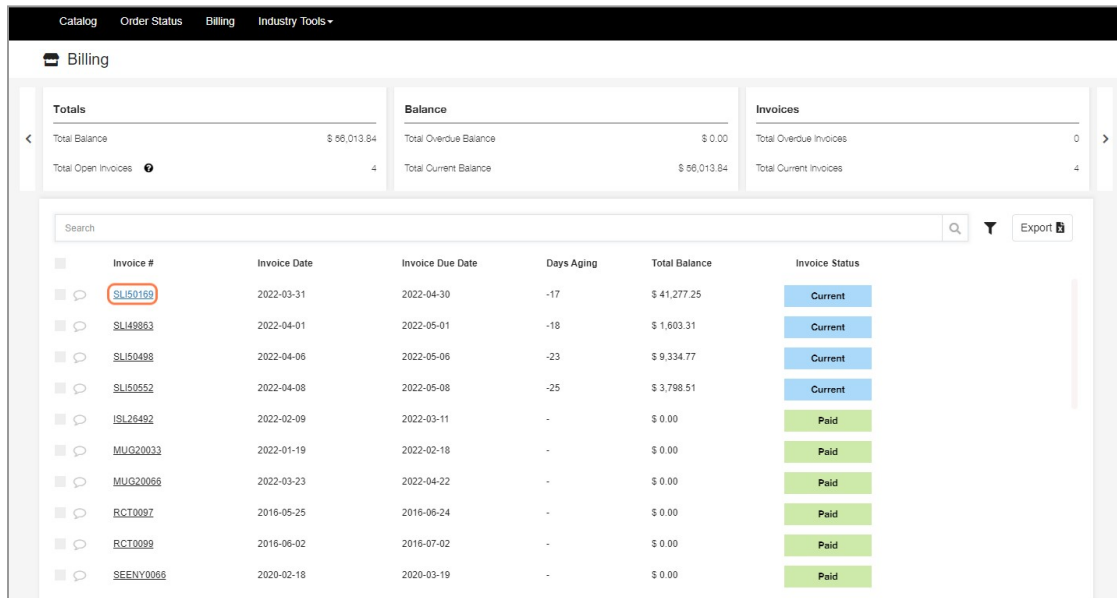


## Viewing and Paying Invoices:

1. Click on the Billing tab.



2. All invoices will be visible in this tab, you can view the status of each invoice.

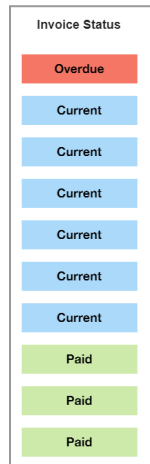


Totals		Balance		Invoices	
Total Balance	\$ 96,013.84	Total Overdue Balance	\$ 0.00	Total Overdue Invoices	0
Total Open Invoices	4	Total Current Balance	\$ 96,013.84	Total Current Invoices	4

Invoice #	Invoice Date	Invoice Due Date	Days Aging	Total Balance	Invoice Status
SL150169	2022-03-31	2022-04-30	-17	\$ 41,277.25	Current
SL149863	2022-04-01	2022-05-01	-18	\$ 1,603.31	Current
SL150498	2022-04-06	2022-05-06	-23	\$ 9,334.77	Current
SL150552	2022-04-08	2022-05-08	-25	\$ 3,798.51	Current
SL26492	2022-02-09	2022-03-11	-	\$ 0.00	Paid
MUG20033	2022-01-19	2022-02-18	-	\$ 0.00	Paid
MUG20066	2022-03-23	2022-04-22	-	\$ 0.00	Paid
RCT0097	2016-05-25	2016-06-24	-	\$ 0.00	Paid
RCT0099	2016-06-02	2016-07-02	-	\$ 0.00	Paid
SEENY0066	2020-02-18	2020-03-19	-	\$ 0.00	Paid

3. All current and/or overdue invoices can be paid by clicking the invoice number.



4. After selecting an invoice, the “Schedule Payment” button will appear.

Catalog Order Status Billing Industry Tools ▾

Billing

INVOICE #SLI49863 Current

Product	Product Code	Price	Quantity	Total	Action
1858 Pinot Noir Monterey NV 12/750ml 14.2%	SLI-W100005	\$ 108.31	14.00	\$ 1,516.34	<a href="#">View in Catalog</a>
Vincenzi Amaro di Torino NV 6/750ml 28%	SLI-W103818	\$ 86.97	1.00	\$ 86.97	<a href="#">View in Catalog</a>
<b>Subtotal</b>				\$ 1,603.31	
<b>Payments / Credits</b>				\$ 0.00	
<b>Total Balance</b>				\$ 1,603.31	

[Schedule Payment](#)

5. A pop-up will allow payment to be made via credit card, bank transfer, or debit card.

