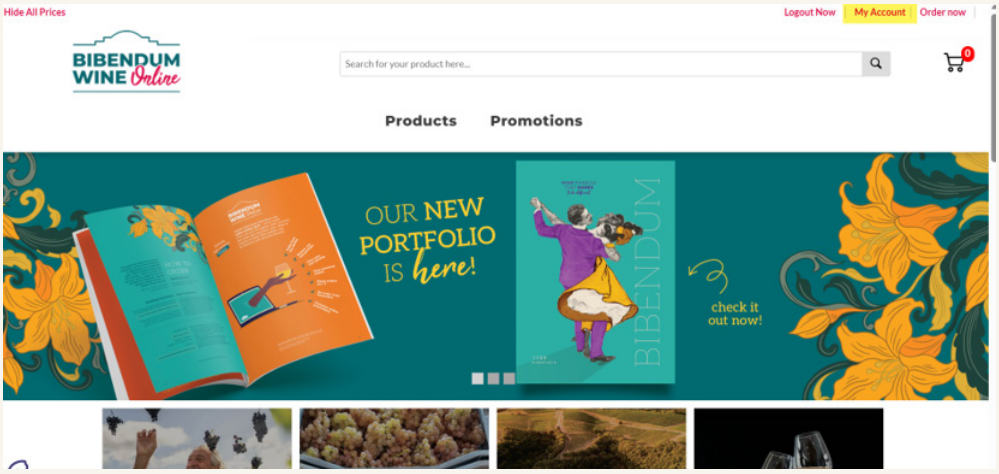
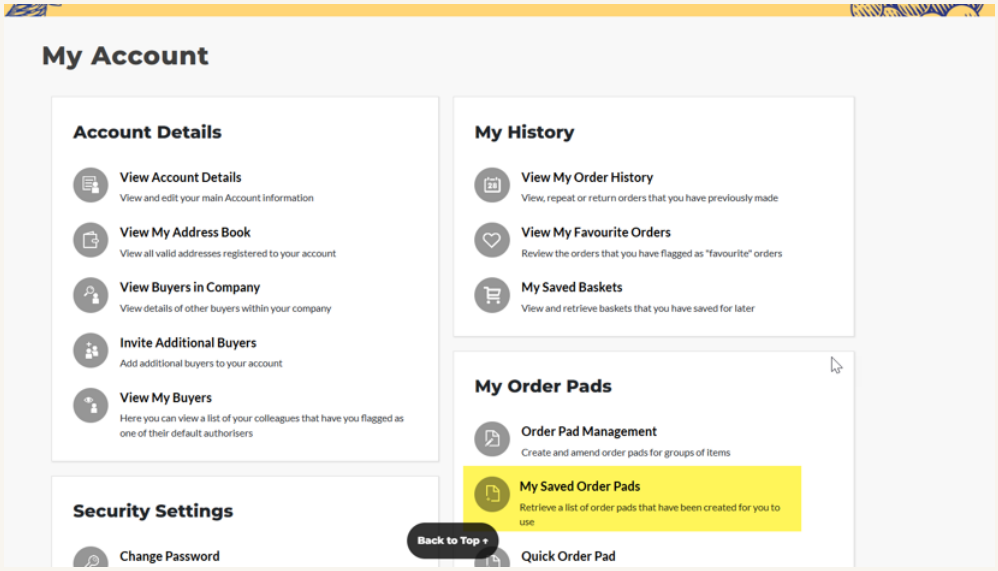
Exporting/Importing An Order Pad

WITHIN **BIBENDUM WINE ONLINE**

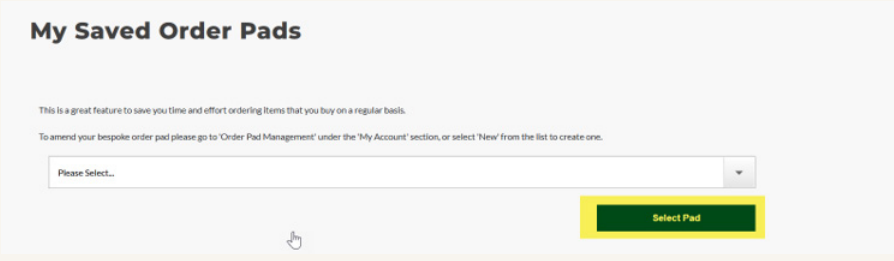
Click **My Account** in the top-right corner of the page.



Select **My Saved Order Pads** from the menu.



From the dropdown list, locate and select the order pad you wish to export.



Scroll to the bottom of the page and click **Export to CSV**.

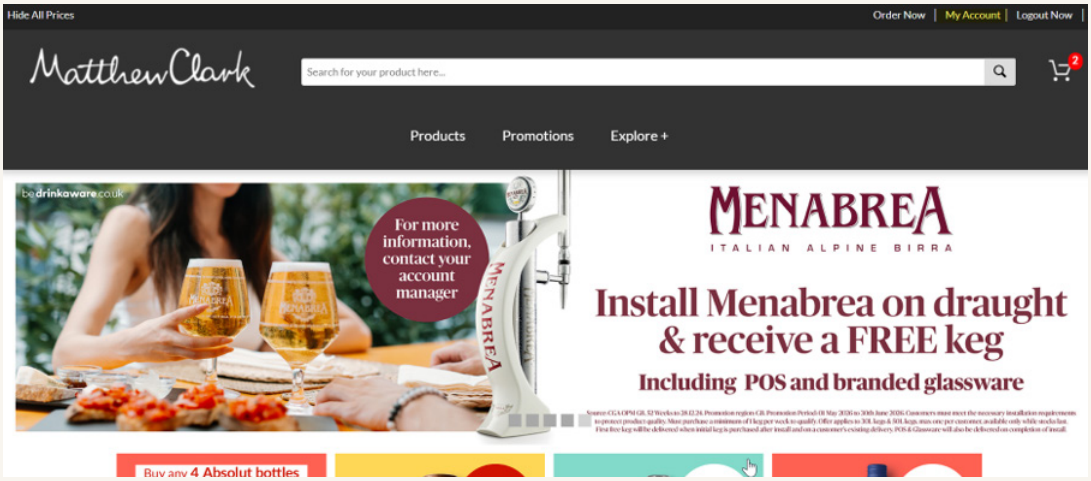


Save the CSV file to your device.

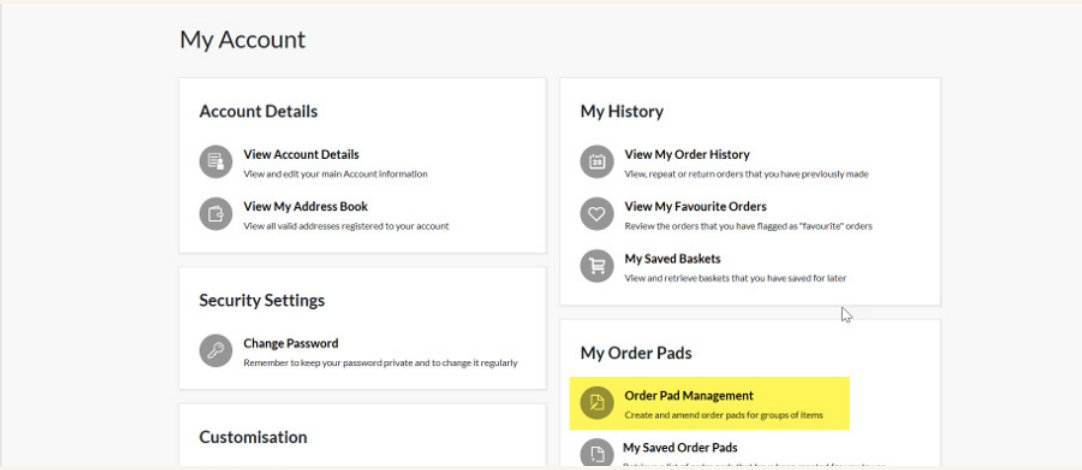
Once your account for **MCB Drinks** has been created, you will be able to follow the next steps to import your favourites.

WITHIN **MCB DRINKS**

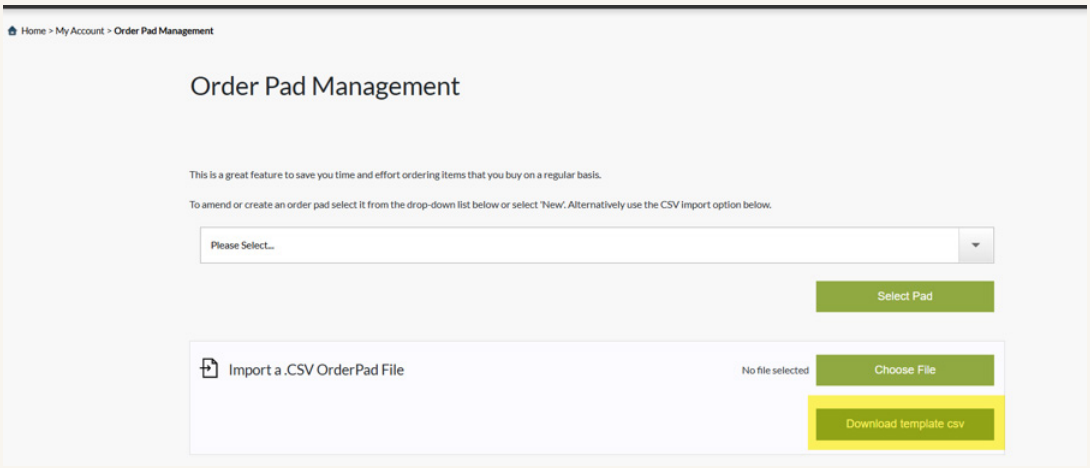
Click **My Account** in the top-right corner of the page.



Select **Order Pad Management** from the menu.



Scroll to the bottom of the page and click **Download Template CSV**.

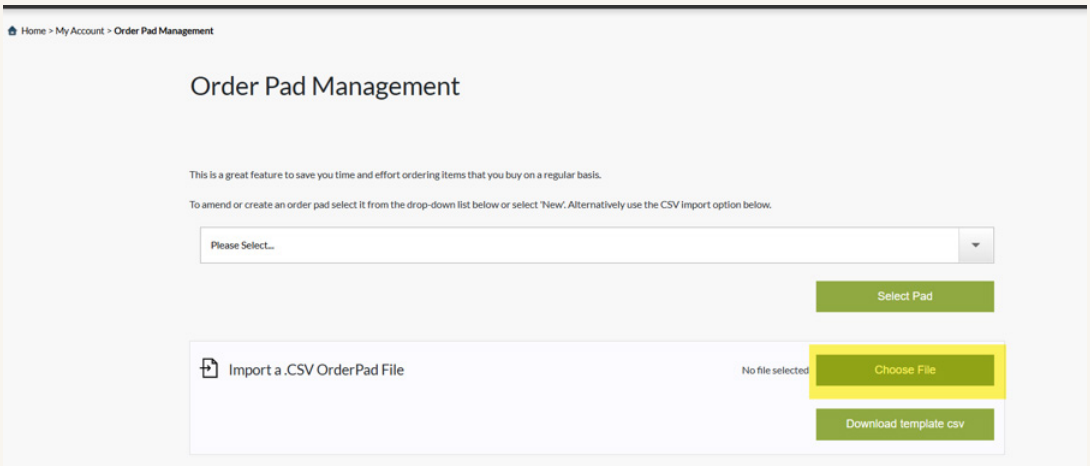


Give the order pad a name, and then copy and paste the ProductCode from your Bibendum Wine Online saved download into the new MCB Drinks Template CSV. Ensure each product code begins with "000".

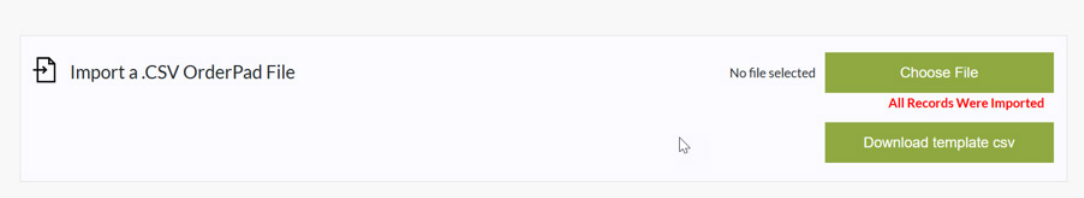
Save the file to your desktop so you can action the next step.

OrderPadName	ProductCode
May 2026	00035353
May 2026	00032484
May 2026	00014659
May 2026	00041475
May 2026	00046531
May 2026	00039900
May 2026	00032938

Back in **Order Pad Management**, click **Choose File** and upload your completed template.



A pop-up message will appear to confirm that the process has been completed successfully.



The newly imported order pad will now appear in your list of saved order pads.