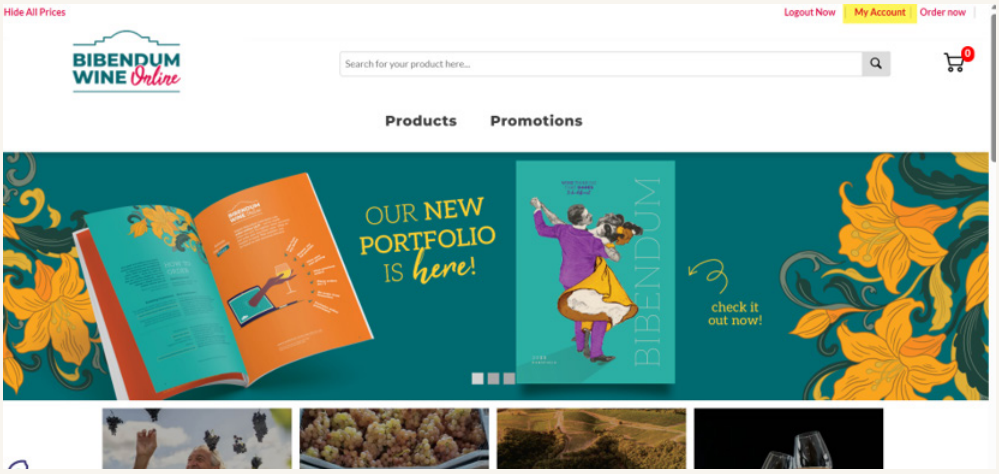
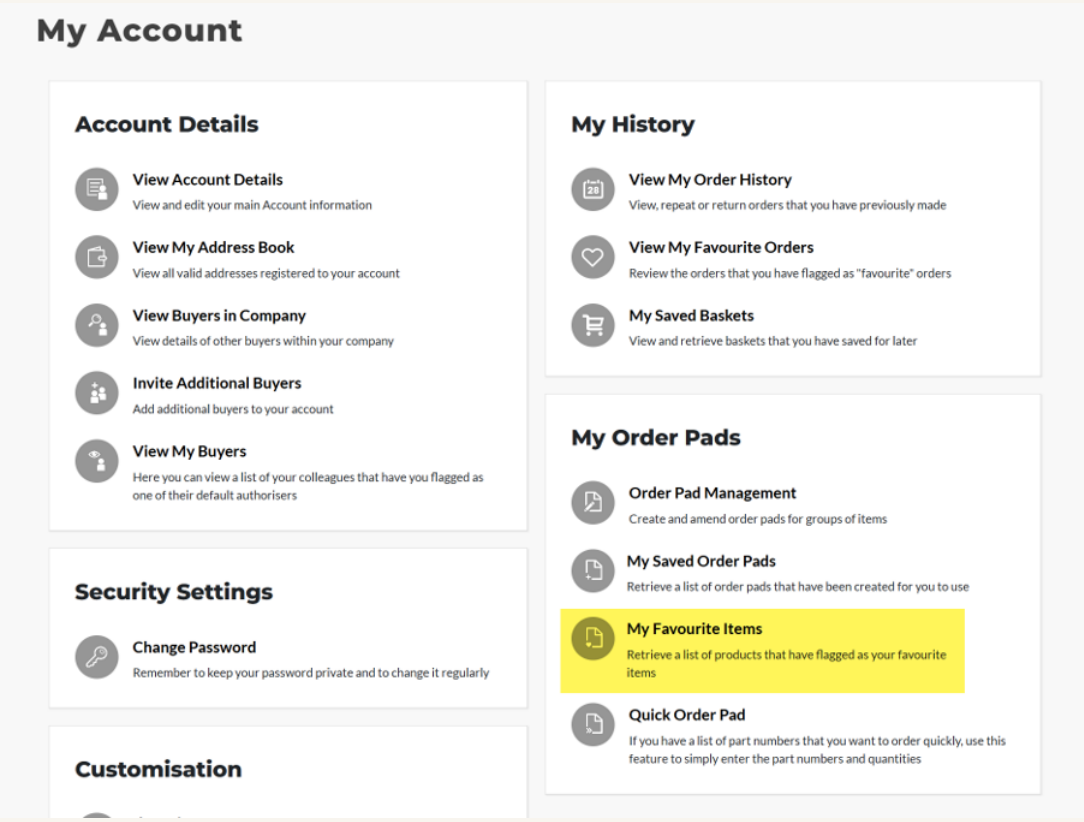
Exporting/Importing Your Favourites

WITHIN **BIBENDUM WINE ONLINE**

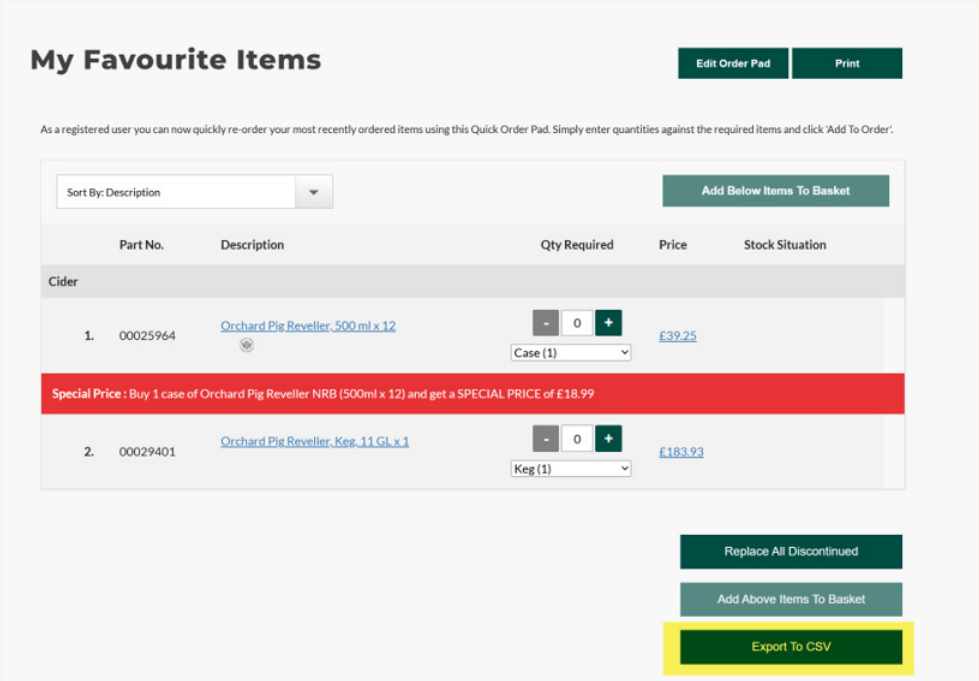
Click **My Account** in the top-right corner of the page.



Select **My Favourite Items** from the menu.



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

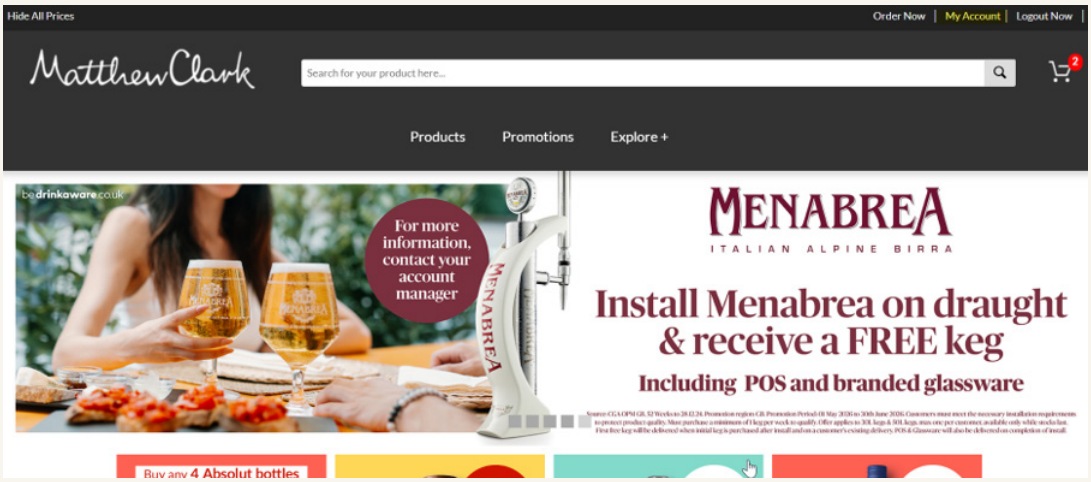


Save the CSV file to your device.

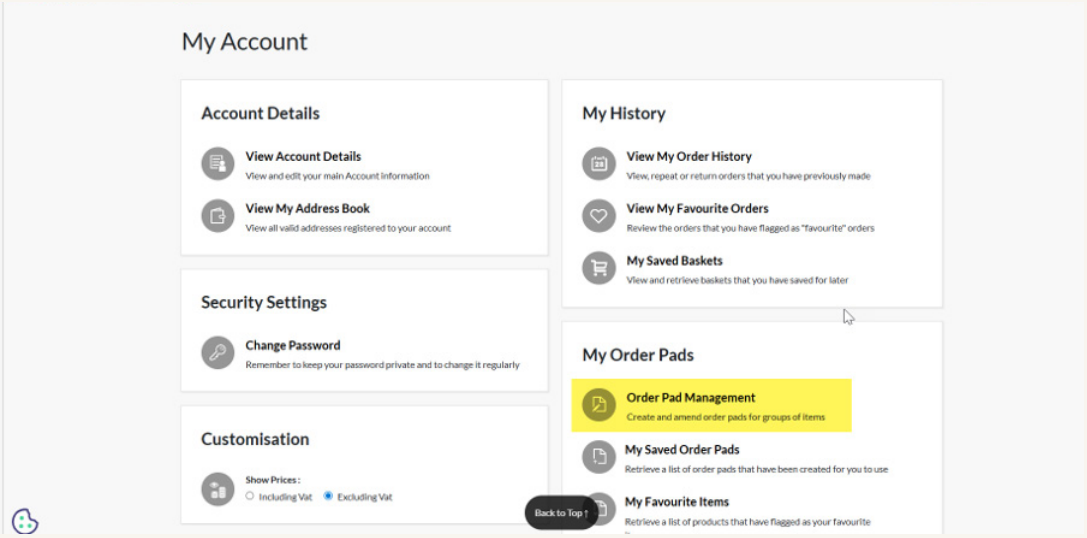
Once your account for **MCB Drinks** has been created, you will be able to follow the next steps to import your favourites.

WITHIN **MCB DRINKS**

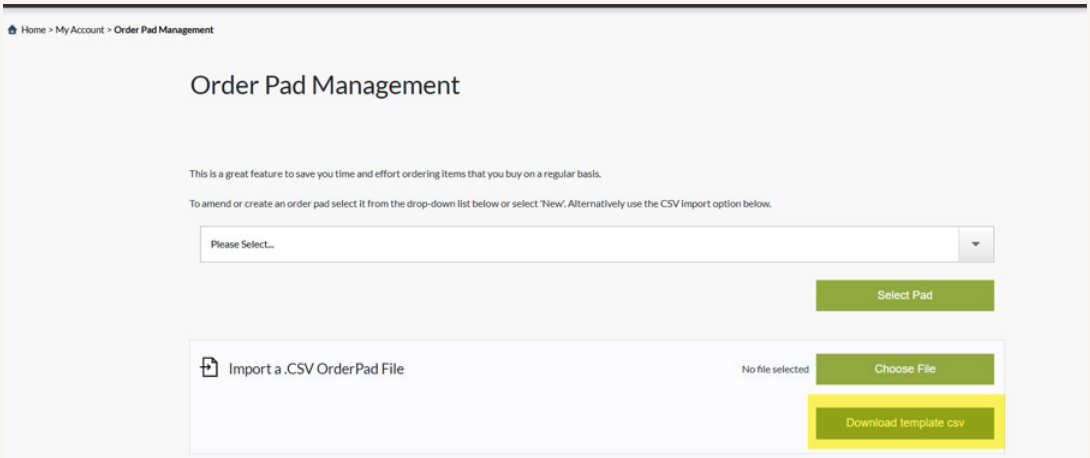
Click **My Account** in the top-right corner of the page.



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



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



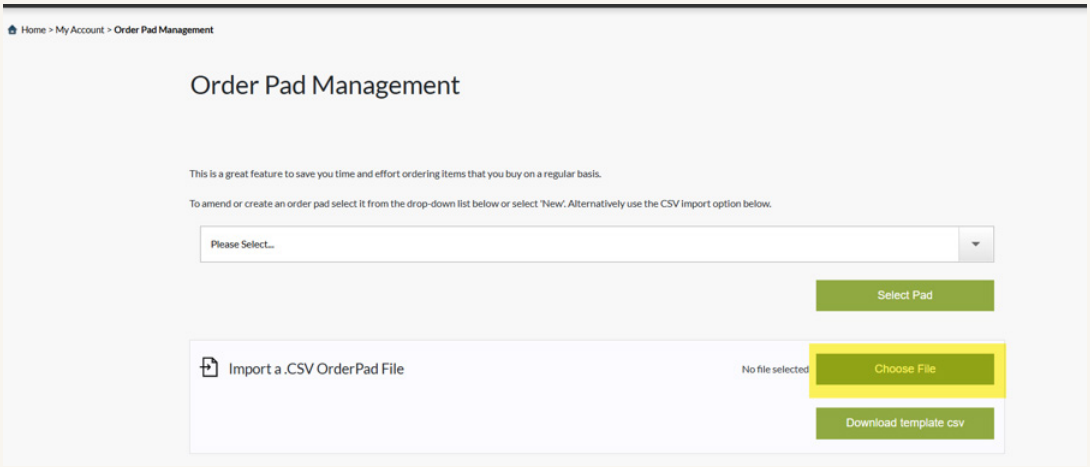
Name the order pad **My Favourite List,** this will enable the heart icon against the products whilst you shop.

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.

	A	B	C
1	OrderPadName	ProductCode	
2	My Favourite List	00029401	
3	My Favourite List	00025964	
4	My Favourite List	00010031	
5			
6			

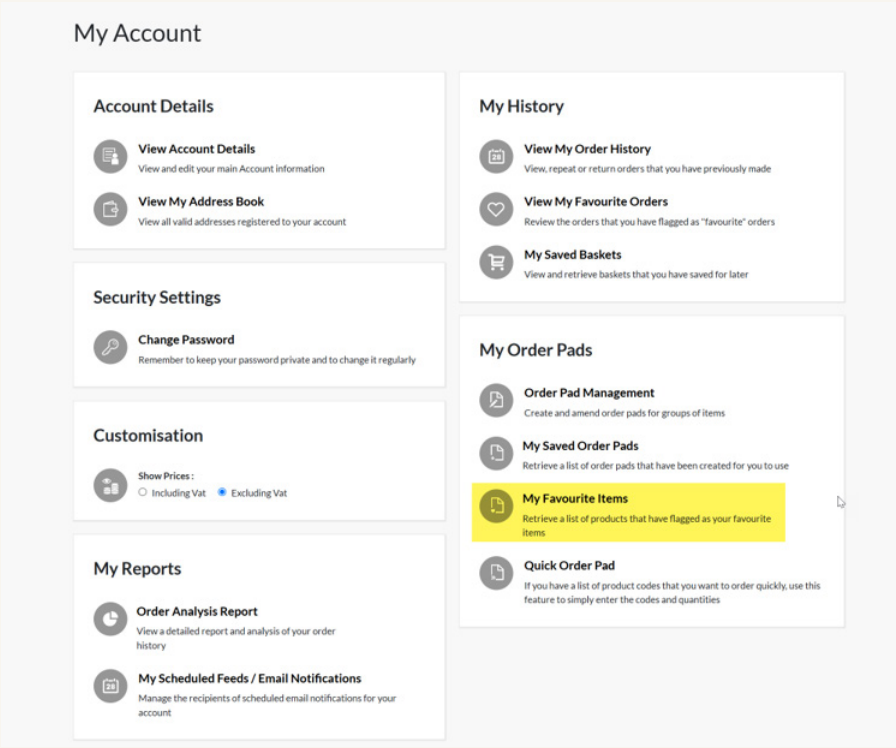
Back in **Order Pad Management**, click **Choose File** and upload your completed template.



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.



You will now be able to view the uploaded items in your **My Favourite Items** order pad, as well as being identified with the heart icon whilst shopping.

