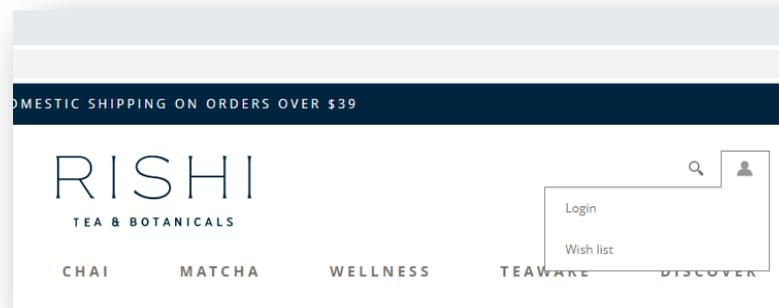


Sage Dining + Rishi Tea | Online Ordering Guide

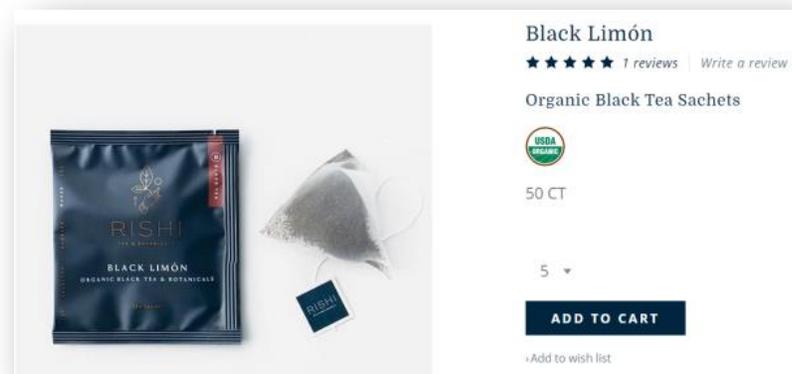
Step 1: Log into your account

1. Navigate to rishi-tea.com/sage-dining
2. Hover your mouse over the icon in the upper righthand corner + select 'login'
3. Enter your Sage Dining Email address and password where prompted to access your account. Note, you will need to use your account number email address (e.g.: s00XXX@sagedining.com) to access your account.



Step 2: Create your Order

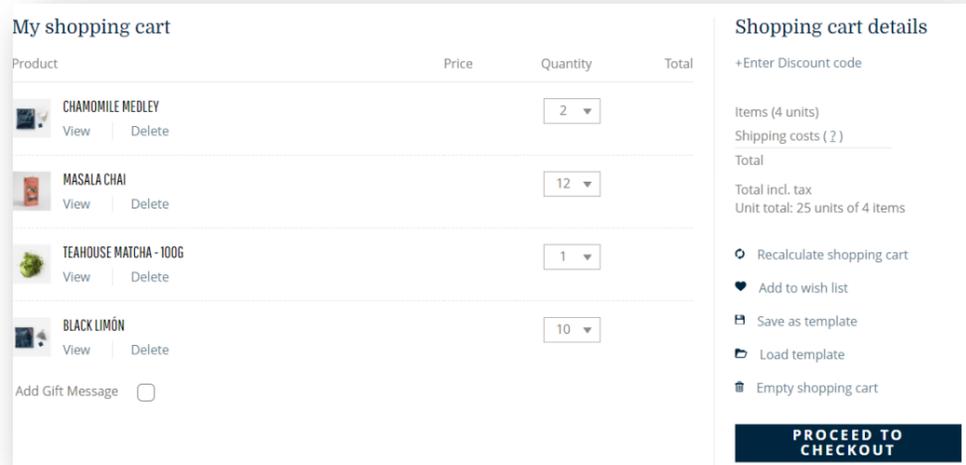
4. Navigate the product categories at the top of the website (Loose Leaf, Sachets, Chai, Matcha) to find the products you would like to order.
5. Click your desired item to reach the product page. Select the quantity you would like to order and click 'ADD TO CART.'*
6. Your cart will update as you shop the site for more products. Continue this process until all items you would like to order are in your cart.



*Alternatively, you can also quick add items to your cart directly from the product page.

Step 3: Review Your Order

7. After you've put all desired items in the cart, click into your cart by clicking the shopping cart icon in the upper righthand corner of the screen.
8. Review your order items. From this page, you can change the order quantity and delete items from your cart if desired.
9. Once you review your order, click 'PROCEED TO CHECKOUT'



Step 4: Checkout

10. From the checkout page, confirm your shipping information and preferred delivery method.
11. Under 'Payment Information,' select 'Invoice.'
12. Tick the 'Terms and Conditions' box, click 'CONTINUE TO PAYMENT' to complete your order.

You will receive a confirmation email once your order is submitted, and a second email with tracking information once your order is shipped. For any further questions or requests, please contact Rishi's customer service team at order@rishi-tea.com or by phone at 414.747.4001

