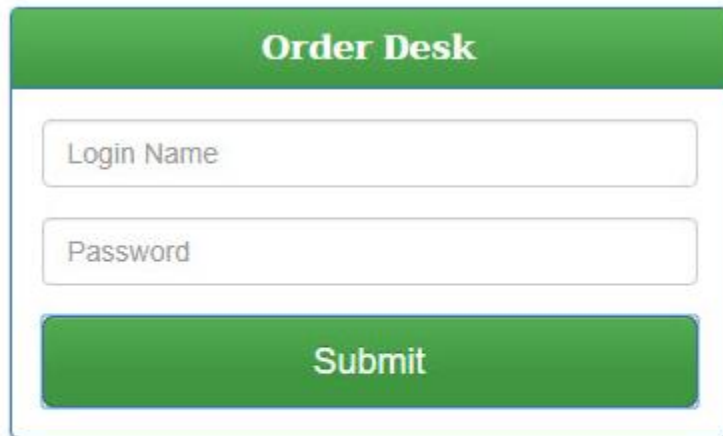


Online Ordering Portal

- Navigate to the Online Ordering Portal
 - Enter credentials supplied by your sales representative



The screenshot shows a login form titled "Order Desk". It features a green header with the text "Order Desk" in white. Below the header are two input fields: "Login Name" and "Password". At the bottom of the form is a large green button labeled "Submit".

A valid login name and password is required.

[Help and Frequently Asked Questions](#)

-
- How to add items to a new order
 - Select a product category from the left side menu



The screenshot shows a section titled "Order Guide(s)". It includes a blue dropdown menu labeled "Options" with a downward arrow. Below this is a message box that says "Order Guides Not Available". Underneath is a yellow header for "Product Categories". A list of categories is shown, including "All Products (Complete List)", "Chillies", and "Citrus".

-
- After choosing a product category all products in this category will be displayed in on the main screen
- You can now search within this category by either product code or description

Show 10 entries Search:

Code ^	Description	Pk/Wt		
A100	Apple Red 100ct XF	100ct		\$ --- / Cs.
A125	Apple Red 125ct	125ct		\$ --- / Cs.
A198	Apple Red 198ct	198ct		\$ --- / Cs.

-
- Once you have found the product you would like to add to your order, click on the add to order button (displayed as a green button with a white shopping cart icon)

Citrus - Limes

Show 10 entries Search:

Code ^	Description	Pk/Wt		
LIM	Lime Green	230/38#		\$ --- / Cs.
LIM150	Lime 150/175ct	150ct		\$ --- / Cs.
LIM3	Lime 3# Bag	3#Bag		\$ --- / Ea.
LIMK	Lime Key Bulk	40#		\$ --- / Cs.

Showing 1 to 4 of 4 entries First Previous 1 Next Last

-
- After clicking the “add to cart” button a small info bubble will appear on the top right of the screen will display what item you added to your cart and the view current order menu option at the top of the screen will display the amount of products in your cart at that time

Item : "A100" Has Been Added To Your Order.

Order Desk

[Home](#)
 View Current Order 1
 Log Out

- How to delete items from an order
 - Click the “view current order” menu option at the top of the screen

[Home](#)
 View Current Order 1
 Log Out

○

- This will bring you to the cart page, here you can click on the red “X” under the delete column on the right and you will be prompted to confirm deleting this item. Click delete and the item will be removed from your cart

Current Order							
Code	Description	Pack / Wt	Quantity	Unit	Lbs	Comment	Remove
A100	Apple Red 100ct XF	100ct	<input type="text" value="1"/>	Cs		<input type="text"/>	

-
- Order Checkout

- Once ready to checkout click on the view current order the review the items in your cart before submitting
- At this time you can enter product specific comments
 - These comments can be used to specify information such as “extra ripe” etc.
- Click the “Checkout” button to review the order once again now with the newly added comments
- If everything is correct at this point click the “Continue Checkout” button which will bring you to the checkout screen
- Here you are required to select a delivery date by clicking on the “calendar” button then selecting a date from the calendar popup

<input type="text" value="Deliver To :"/>	<input type="text" value="Delivery Date :"/>	<input type="text" value="PO :"/> <small>11 Characters Maximum</small>					
<input type="text" value="Order Comment :"/> <small>60 Characters Maximum</small>							
Code	Description	Pack / Wt	Quantity	Unit	Lbs	Comment	Remove
ADI	Apple Red Dice 1/2"	5#Tub	5	Ea	25	Extra Ripe	

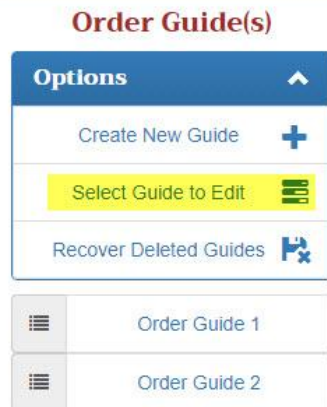
- On this screen you can also enter a PO number(numerical only) and an order comment, anything relevant to the order such as specific delivery instructions
- At this point you can click the “Place Order” button and you will be given an order confirmation number, an email will be sent(if you have provided a confirmation number to your sales representative prior to submitting the order), and the order will be submitted
- If changes need to be made to your order after submitting you will need to contact the order desk or your sales representative directly

- Creating an order guide

- To create a new order guide click the order guide options dropdown menu on the left side of the screen and click on the “Create New Guide” button, you will then be prompted to enter a name for your new guide and click create



-
- The new order guide will now appear under the order guides section on the left side of the screen
- Adding items to an order guide
 - To add items to an or order guide you must first click the order guide options dropdown menu on the left side of the screen and click on the “Select Guide to Edit” button



-
- This will bring up a selection box and you can click on the guide you wish to edit then click save, at this point the order guide you currently have selected for editing will be highlighted in blue on the left side of the screen
- Now you can navigate through the products listed in the categories and click the add item to guide button

Citrus - Limes

Show entries Search:

Code	Description	Pk/Wt		
LIM	Lime Green	230/38#		\$ --- / Cs.
LIM150	Lime 150/175ct	150ct		\$ --- / Cs.
LIM3	Lime 3# Bag	3#Bag		\$ --- / Ea.
LIMK	Lime Key Bulk	40#		\$ --- / Cs.

Showing 1 to 4 of 4 entries First Previous Next Last

-
- You will be notified in the top right of the screen when items have been added to your guide
- Removing items from an order guide
 - On the left side of the screen click on the order guide you wish to edit then click on the red minus button on the right side of the screen to remove that item from the guide, you will be prompted to confirm the deletion

Order Guide : Order Guide 2

Show entries Search:

Code	Description	Pk/Wt	Qty	Unit	Comment	Remove
A88	Apple Red 80/88ct XF	88-80ct	0	C		
ABR	Apple Braeburn 72/88ct	88-72ct	0	C		

-
- Deleting an order guide
 - From the left of the screen click on the order guide you wish to delete, then click on the “Delete this guide” button at the bottom of the guide. You will be prompted to confirm your deletion.

Order Guide : Order Guide 2

Show entries Search:

Code	Description	Pk/Wt	Qty	Unit	Comment	Remove
ABR	Apple Braeburn 72/88ct	88-72ct	0	C		
ABR138	Apple Braeburn 138ct	138ct	0	C		

Showing 1 to 2 of 2 entries First Previous Next Last

Delete This Guide
Sort Guide Items
Use This Order
Merge With Current Order

○

- If you have deleted a guide by accident or need to recover a deleted guide there is an option to recover deleted guide from the order guides option menu on the left of the screen
- **Sorting an order guide**
 - From the left of the screen click on the order guide you wish to sort, click on the “Sort Guide Items” button

Order Guide : Order Guide 2

Show entries Search:

Code	Description	Pk/Wt	Qty	Unit	Comment	Remove
ABR	Apple Braeburn 72/88ct	88-72ct	0	C		
ABR138	Apple Braeburn 138ct	138ct	0	C		

Showing 1 to 2 of 2 entries First Previous Next Last

Delete This Guide
Sort Guide Items
Use This Order
Merge With Current Order

- A new window will open showing all the items on the guide with a numerical sorting number on the left, at this point you can click and hold the left mouse button on an item you wish to resort and while still holding the left mouse button drag up or down to the position you would like to move the item to, once all changes have been made click the save button

Drag Items To Sort ×

Sort Order	Code	Description	Pk/Wt	Unit
<input type="text" value="1"/>	A125	Apple Red 125ct	125ct	C
<input type="text" value="2"/>	A5	Apple Red 5# Bag	5#Bag	E
<input type="text" value="3"/>	ABR	Apple Braeburn 72/88ct	88-72ct	C
<input type="text" value="4"/>	ABR138	Apple Braeburn 138ct	138ct	C
<input type="text" value="5"/>	ACOG	Squash Acorn Golden	35#	C

-
- **Using an order guide**
 - From the left of the screen click on the order guide you wish to create an order from, click on the “Use this Guide Items” button

Order Guide : Order Guide 2

Show **10** entries Search:

Code	Description	Pk/Wt	Qty	Unit	Comment	Remove
ABR	Apple Braeburn 72/88ct	88-72ct	0	C		
ABR138	Apple Braeburn 138ct	138ct	0	C		

Showing 1 to 2 of 2 entries First Previous **1** Next Last

Delete This Guide
Sort Guide Items
Use This Order
Merge With Current Order

-
- By clicking “Use This Order” all the items in the order guide will be added to your cart with zero quantities, so you will need to update quantities in the checkout screens before submitting the order
- By clicking this option you will also replace any current items in your cart, if you already have items in your cart and would like to combine those items with items from an order guide you would want to use the “Merge With Current Order” button

Order Guide : Order Guide 2

Show **10** entries Search:

Code	Description	Pk/Wt	Qty	Unit	Comment	Remove
ABR	Apple Braeburn 72/88ct	88-72ct	0	C		
ABR138	Apple Braeburn 138ct	138ct	0	C		

Showing 1 to 2 of 2 entries First Previous **1** Next Last

Delete This Guide
Sort Guide Items
Use This Order
Merge With Current Order

○