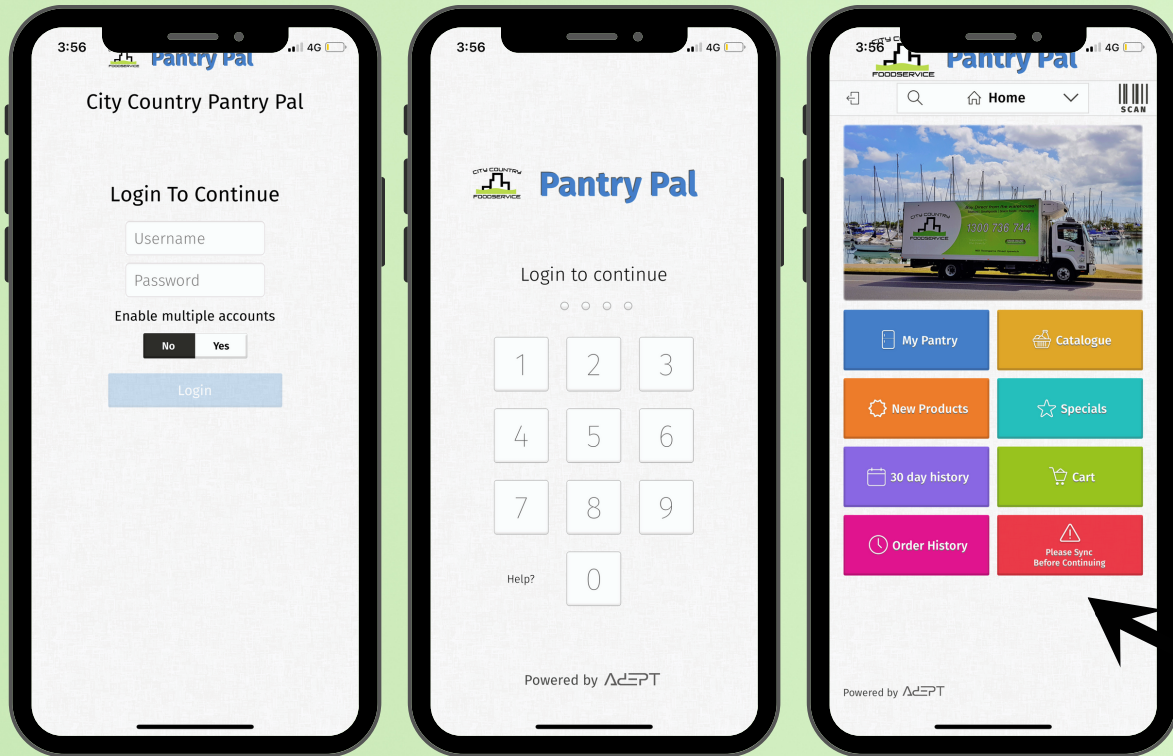
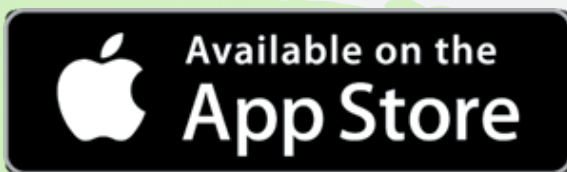


ONLINE ORDERING APP HOW TO GUIDE



On the Login Page, use your normal online ordering login details to proceed (option to enable multiple accounts e.g. for customers who manage more than 1 store/location)

The first time you log in, you will be asked to select a 4-digit Access PIN. This PIN allows for quick access when using the App.

Every time you log in, please start by 'syncing' to get up to date stock counts and prices

Viewing Products

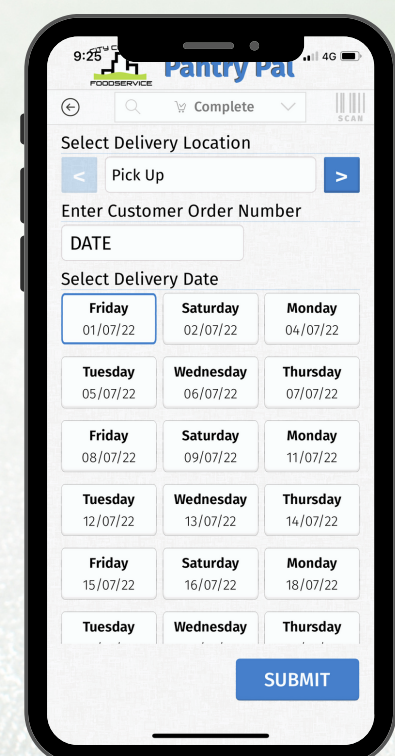
View: Is the default option and shows the details of the product.

To Pantry: Select 'To Pantry' to add the product to your Pantry. If a red cross shows, this means the product is already in your pantry and it gives you the option to delete it from your Pantry.

To Cart: Select 'To Cart' to add the product directly to your Cart.

R/W Products

These products are weighed when picked. A comment is required in the note section. This is to confirm how many units or approx. how many kg is required e.g. 1 unit or approx 2.5kg



When you have finalised your order, return to the home page and select 'Cart' to start the checkout process

Each customer will have a Minimum Order Requirement to place an order. If the order does not reach this amount, you will not be able to check out.

Once in the Checkout you will be able to change your delivery location

Customer Order Number

This is a mandatory field, but is for your reference. Customers usually choose to put the date, account number or person doing the orders name.

Available Delivery Days

Only your specific delivery days will show. If order is after the cut-off time, the next day will be greyed out so cannot be selected.

Select 'Submit' to place the order, If successful you will receive an Order Confirmation email

