## **Placing Orders**

Blooming Nursery has made it easier than ever to submit your orders online! Whether you download an Availability in Excel, enter your order and email it back to us as an attachment, or place your order online it's never been quicker to get the material you need 24/7!

## LOGGING IN:

**Returning Customers:** Forget your password? Click the "email password" button, enter your registered email address and it will automatically be emailed to you. 1) Simply log in using your old password, scroll to the bottom of the screen and click on the CustomerID Login button, update your email address and password information, and go! OR 2) Log in as a New Customer and enter all of your contact information, including custom password. We will receive your request via email and within 15 minutes (during business hours) we will confirm access. That's it!

<u>New Customers</u>: Simply click on the New Customer button, enter your business contact information and create a password. Submit the form and within 15 minutes (during business hours) we will confirm your request! NOTE: If ordering Liner or Bareroot material, you are not required to log into our system. You must be granted access to order Finished Container material and Organic Vegetables.

Once logged in, review your contact information to ensure we have your most current data. Then simply click on the Current Availability button on the left of your screen, and go!

## Submitting orders using Excel Availabilities.

All Current Availabilities have Excel format versions which you can download and save, then enter your order and email back to Blooming as an attachment. We simply import it into our system, confirm availability and send you an Acknowledgement! Fast and easy.

It's even quicker and easier to submit your order directly through our NEW online system. Everything is right on the screen, easy to find while you place your order. You can even place your order from several availabilities at the same time, on the same order! Once imported into our system, the plants will automatically be separated into their correct classifications.

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## **INVENTORY SEARCH**

You can easily search through the current plant inventory several ways:

1) Alphabet List: Click on the box using the first letter of any plants' Botanical name, and the list of available items appears in the drop down list below. Simply scroll down the list until you find the plant you need. The bottom of the list window tells you how many pages of listings there are and you can even change the number of listings per page.

2) **Search Field:** Easily search by Genus, cultivar, four-digit ID Code, descriptive information (ie., apricot-hued or Zn#), or even Notes – see Notes Key for reference (ie., bb = bud & bloom).

**3) Quantities:** Once you have found the item, click on the row or item and simply type the number of flats you want in the left column and hit Enter. NOTE: <u>Landscape Customers</u>: Landscape Availability should enter items by UNIT. Retail and Liner Availabilities should enter quantities by full flat quantities (1 = 1 full flat). Refer to the Quantity Price Chart for each plant which appears at the left of the screen, for price breakdowns (*see below*). Full flats (or more) always receive the best prices.

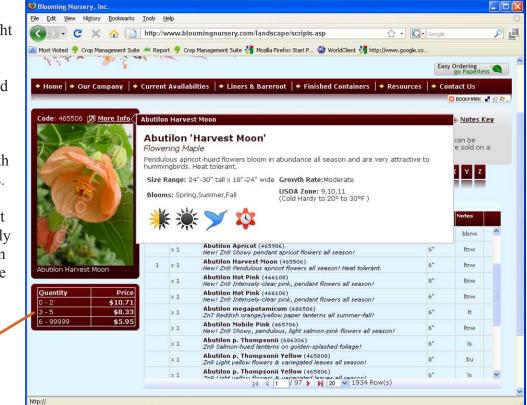
**Order & Flat Totals:** As you enter your order, the number of flats and order price total appears in RED below the search field. This way you can easily track your order to meet deliver minimums or other criteria.

You can view your Shopping Cart at any time so you can track the items you've placed in it. To return to the availability, you can either hit the Back button or click on the availability on the left side of the screen. You will not lose your order by doing this.

NEW! Every time you highlight an item in any availability an image of that plant pops up on the left side of the screen. Need more information? Run your cursor arrow over the image and a box appears with full plant name, description, growth statistics and descriptive Icons. Not sure what an icon means? An Icon Key is just to the right of the View Cart button. Simply run your cursor over the button and a window pops up with the answer. It's all there!

Landscape Price

Breakdown Chart



To change availabilities while ordering, simply click on the Availability link at the top of the order window (just to the left of the Download Excel link) and the plant image disappears so you can see the left menu again. Simply click on the new availability you want and go!

At any time during the ordering process you can review your shopping cart by clicking on the View Cart button. You can add or delete quantities from the Shopping Cart view as necessary.

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Once you've completed your order go to View Cart. If you want to make changes to any quantity, enter the new number and click on the <u>Update Quantity</u> button. Your order total appears at the bottom without shipping fees. NOTE: Shipping charges or flat deposits will be accessed when being invoiced. If you have questions concerning these charges, please call our office for more information.

At this point you can Save your order for completion later, or proceed to Checkout. (At any time during the order process if you leave the site or the order session times-out, you can retrieve it by logging in again and click on the My Account button.

Checkout: Clicking the Checkout button will take you to your contact information page. Review the information or enter required fields to continue processing your order. If everything is correct, click Next to go to Verify Order to submit and then print your order for your records.

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