WEB ORDERING

CONTENTS

LOGIN

Web address: https://www.getdairy.com.au
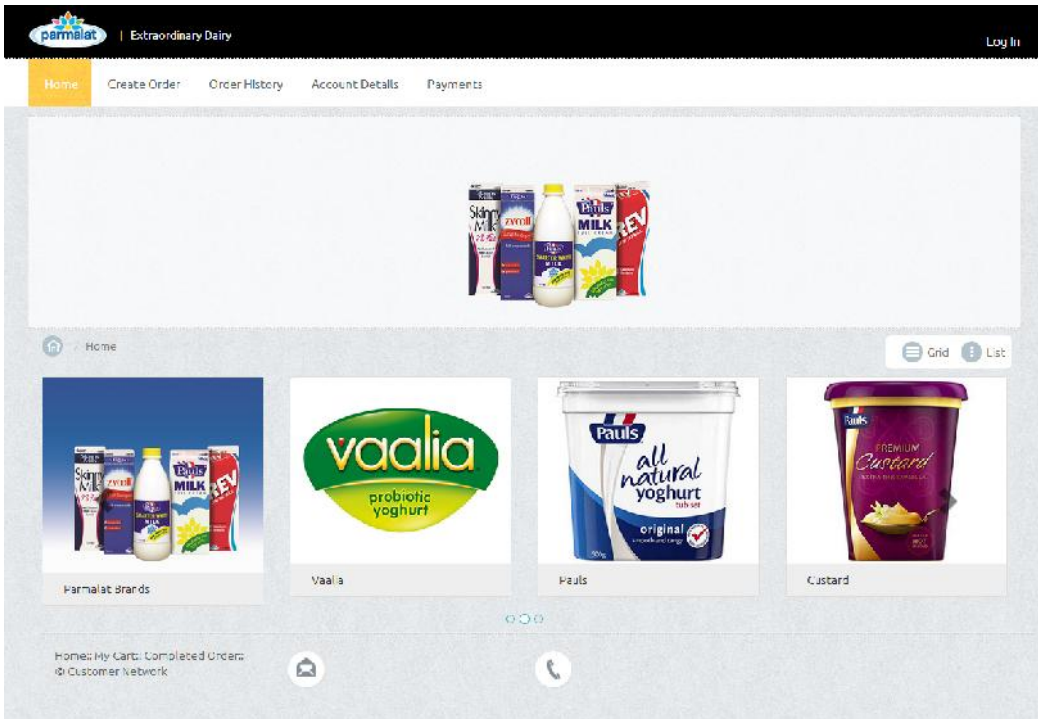
Log in with the credentials provided. You will be presented with a one time Disclaimer.
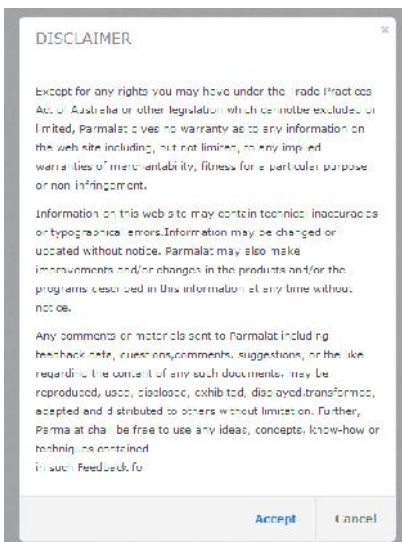
On your initial login, you will be required to change the password. The system will prompt you do this.

Password must be a minimum of 8 characters long.

After the password change you will need to log in again as the password has been reset. Log back in.

SCREEN LAYOUTS

Create Order
Area to commence placing an order

Delivery Date: Displays the next four weeks of active delivery days

Has Order: Displays if an order has already been placed for this delivery day. The tick
                        represents an order is in the system and no further action or changes can be
                        accepted using web ordering. If no tick, an order can be placed.

Has Standard Order: Displays if a standard order is in place. This is a predefined automatic order set in
                        the Milk Distributor's ordering system. A different order can be placed instead of
                        this standard order. Both the 'Load Standard Order' and 'Go to Create Order'
                        buttons will be enabled to allow for either option to be used to place the order.

Has Saved Order: Displays if an order has been saved for this delivery day previously. You have the
                        ability to go into the saved order; however, some parameters (i.e. delivery day)
                        may need to change to allow the order to go through if submitting.

Cut Off Times: You may have an order cut off time set by the Milk Distributor. This is set to allow the order to be received in time for the Milk Distributor to order the stock.

Please note – in the event an order is placed and does need to be altered or cancelled, you will need to contact your Milk Distributor as this feature is not available from the website.

Buttons   Load Standard Order - if a standard order is set you can load the standard order by clicking this button
Go to Create Order - directs you to a blank new order displaying your pantry list

Order History

Area displaying previously submitted orders

Date range: Can search a date range period
Order Number: Link to go into details of order – see products and quantities
Order Status: Status of the order – where it is at
- *in progress* means it is in the Milk Distributor's system to be processed
- *done* means the Milk Distributor has processed the order and it is course to be delivered as per the delivery schedule

Account Details

Area displaying your account information with the Milk Distributor
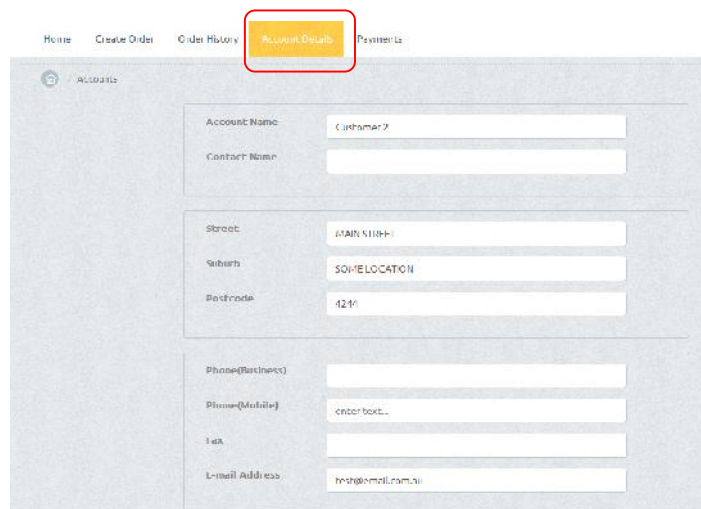
You can only view your details. If there are any changes, please contact your Milk Distributor.

Payments

Area displaying your payments on your account

Date range: Can search a date range period
Payment details: Lists the details of payment made

Payments are not available to be processed on the website at this point in time.

CREATE ORDER

- ➢ Click on the Create Order button
- ➢ Click on the Delivery Date (this is for the day you require the delivery)
- ➢ Click on your order button
  - o Load Standard Order (button will only display if a Standard Order is in the system) or
  - o Go to Create Order
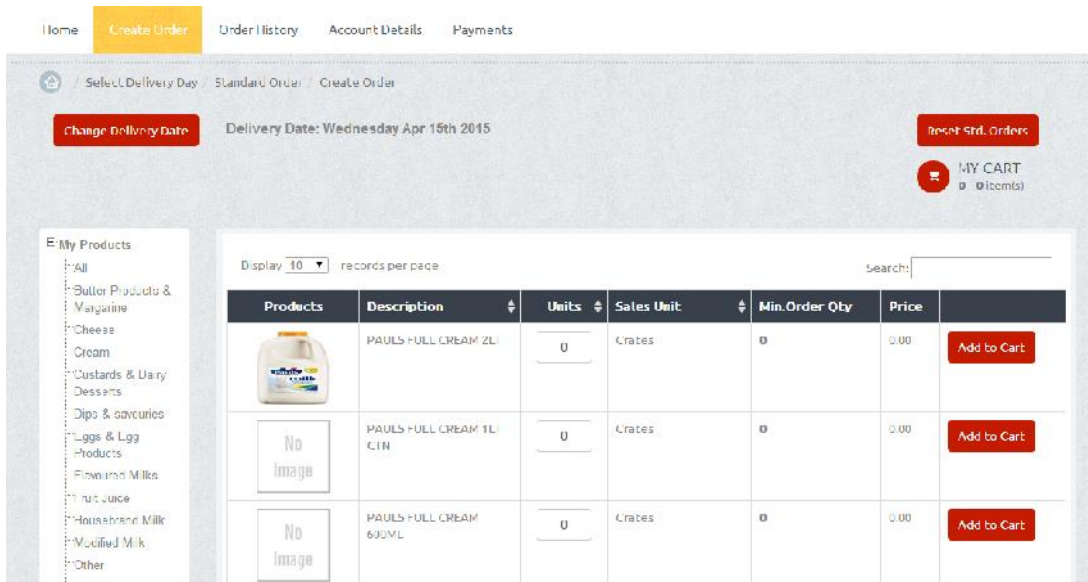
The order screen will display your pantry list

- ➢ Enter the quantity amount (UOM displayed either units or crates)
  - o Check UOM as whatever is keyed is the order amount will be received
  - o Order amount must be greater than the Minimum Order Quantity
- ➢ Click on Add To Cart (must be clicked for each item to add to your cart)
- ➢ Continue same process for each item
- ➢ Click on Check Out
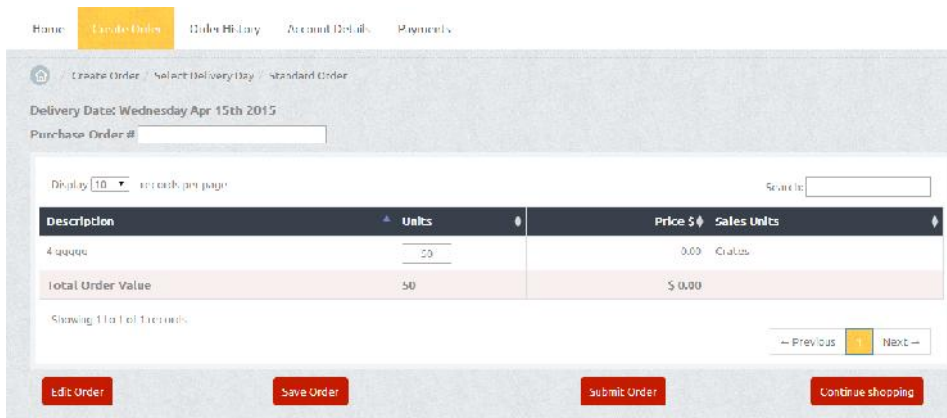
- ➢ Enter Purchase Order Number (required to submit the order – you can enter your own [must be unique for each order] or leave blank to allow the system to assign one for you)
- ➢ Select relevant option
  - o Edit Order (used for quantity changes)
  - o Save Order (only if you need to come back to this later)

  o Submit Order (order cannot be altered or cancelled after it is submitted)
  o Continue Shopping (directs you back to the orders screen for further additions, changes etc.)

Adding Products (if allowed)

Your pantry list displayed in the order screen is derived from the Milk Distributor's ordering system. Products not displayed can be added from the product range available.
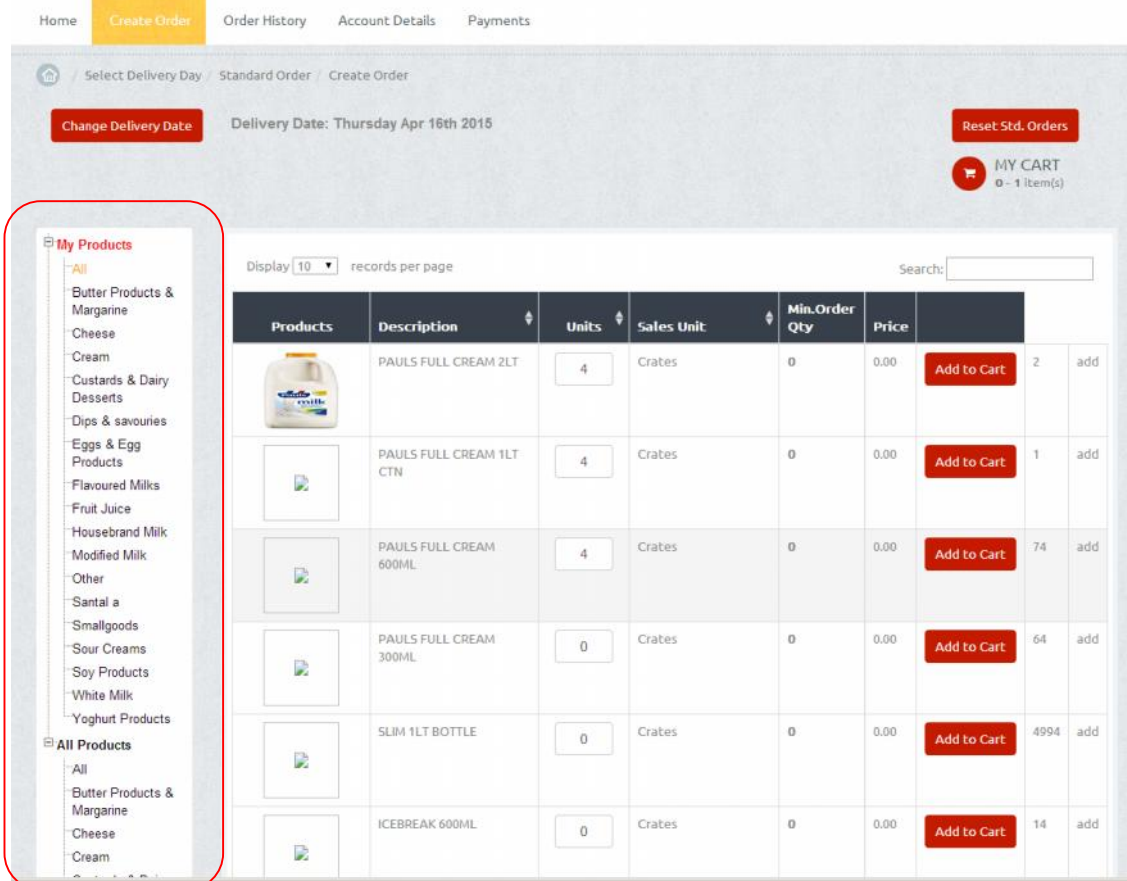
The product range is split into two areas – My Products (your own pantry list) and All Products (Milk Distributor's product range).
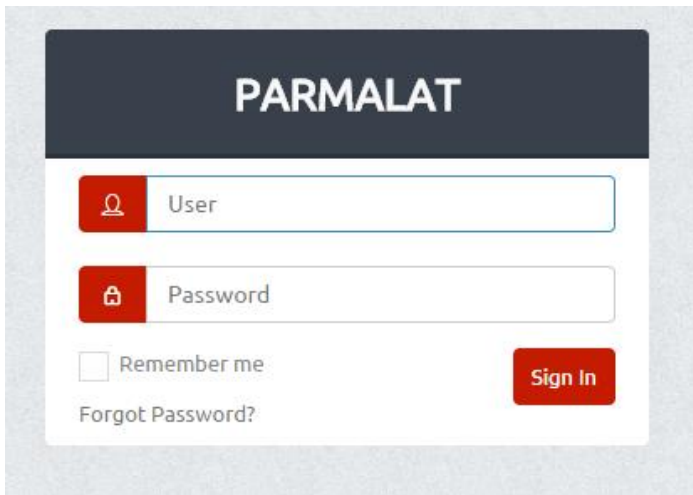
To add a product from All Products
- Click on All or the relevant category
- The list will display
- Enter a unit quantity against the relevant product
- Click on Add to Cart

The next time you log in to web ordering, this product will display in your pantry list.
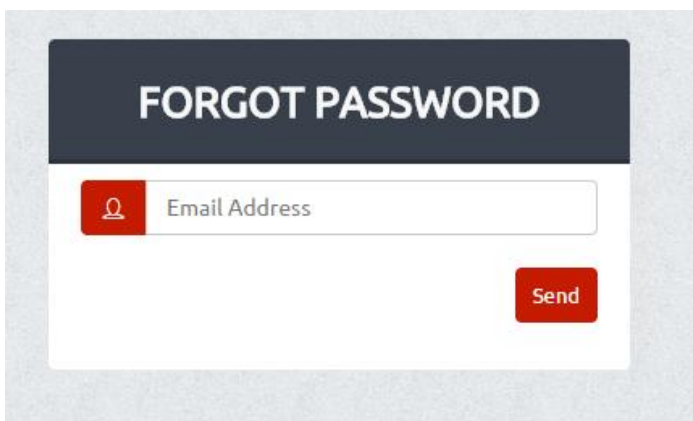
PASSWORD RESET

You have the ability to step through the Forgot Password feature available on the website.

Password requirement is a minimum of 8 characters.

➢ Click on Forgot Password

➢ Enter the email address (this is your username)
➢ Click on Send

An email will be sent to this email address containing a new password. Use this to logon.