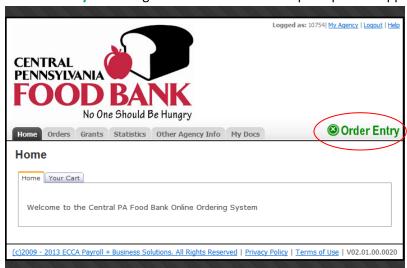
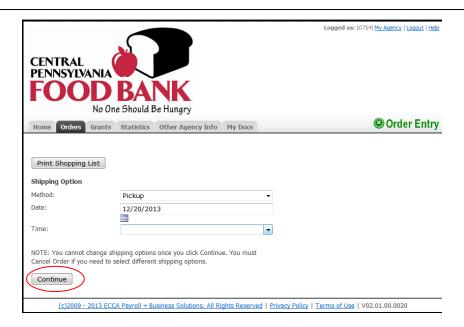
PWW: Placing an Order

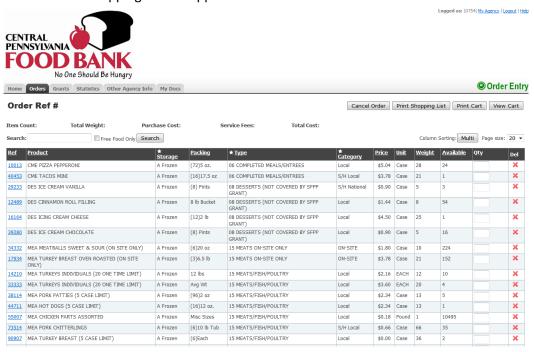
1. Select the + Order Entry on the right side of the screen to open up the shopping list:



- 2. You will first come to the page below. You must continue to call our office to schedule your pick up time before placing an order. After you call, you will simply enter the day and time of your scheduled appointment in the form below. For deliveries: Please check our website or call us to verify our delivery schedule and please enter the scheduled delivery date and a "filler time" in the form below. Once you have entered the correct information, please press continue.
 - ** <u>Please Note:</u> You are required to enter a date in order to see the live inventory. If you get the inventory and do not see anything that you would like to order, please simply call our office to cancel your appointment. To print a hard copy of the inventory without inputting a date, simply click on the "Print Shopping List" Button on the home page of PWW.



3. Here is how the shopping list will appear:



Note the three buttons:

- **Print Shopping List:** Select to print a shopping list.
- **Print Cart:** Select to print the items in the cart.
- View Cart: Select to view the items within the cart.

The **Search textbox** search: allows you to type in the product name or the product reference number to search the shopping list for that particular item.

The **Ref** (*reference*) column contains the item number. Clicking on the product reference number will bring up a new window containing the product details and the product photo (if available).

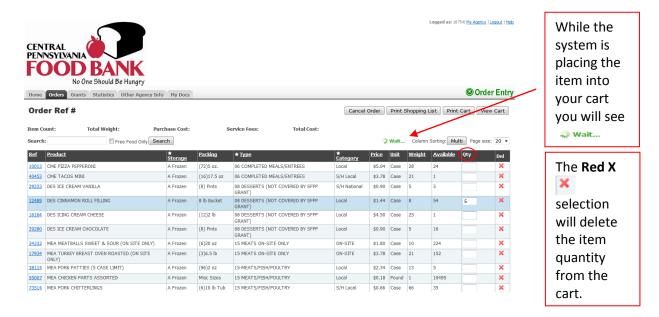


More product information can also be found by clicking on the camera icon (when available)

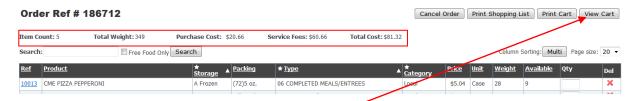


A product detail page will show with the product image when available.

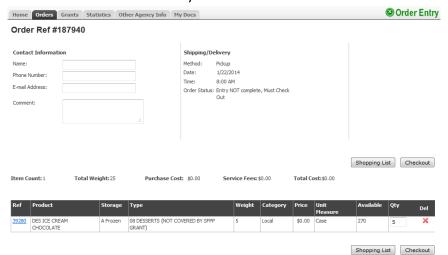
4. Place quantity of item in the **Qty Textbox** and either tab or select another **Qty** box by moving the mouse cursor.



As you order product, the fields above the search engine will generate information based on what is in your cart:

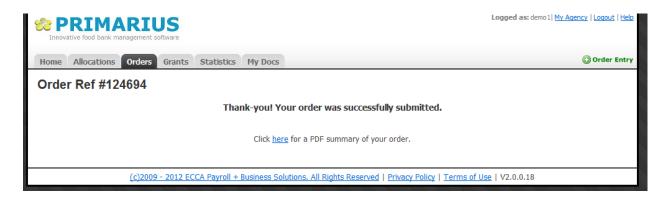


- 5. Once you've completed your order, click on "View Cart." You will be taken to the following page.
 - The Shipping/Delivery information will automatically fill in and the Contact Information is required.
 - Select the **Shopping List** button to return to the shopping list.
 - Select the **Checkout** button to submit your order to CPFB.



PLEASE NOTE: An order that is left in your cart for more than 48 hours will automatically be canceled and deleted.

6. After selecting the **Checkout** button, a successful submission will show the following message:



Clicking on the 'Click here for a PDF summary of your order' will show the following message:



Selecting the **Open** button will show the order summary:

