



Online Ordering User Manual

For assistance please call Customer Services on 09 527 4354

or email orders@loaf.co.nz

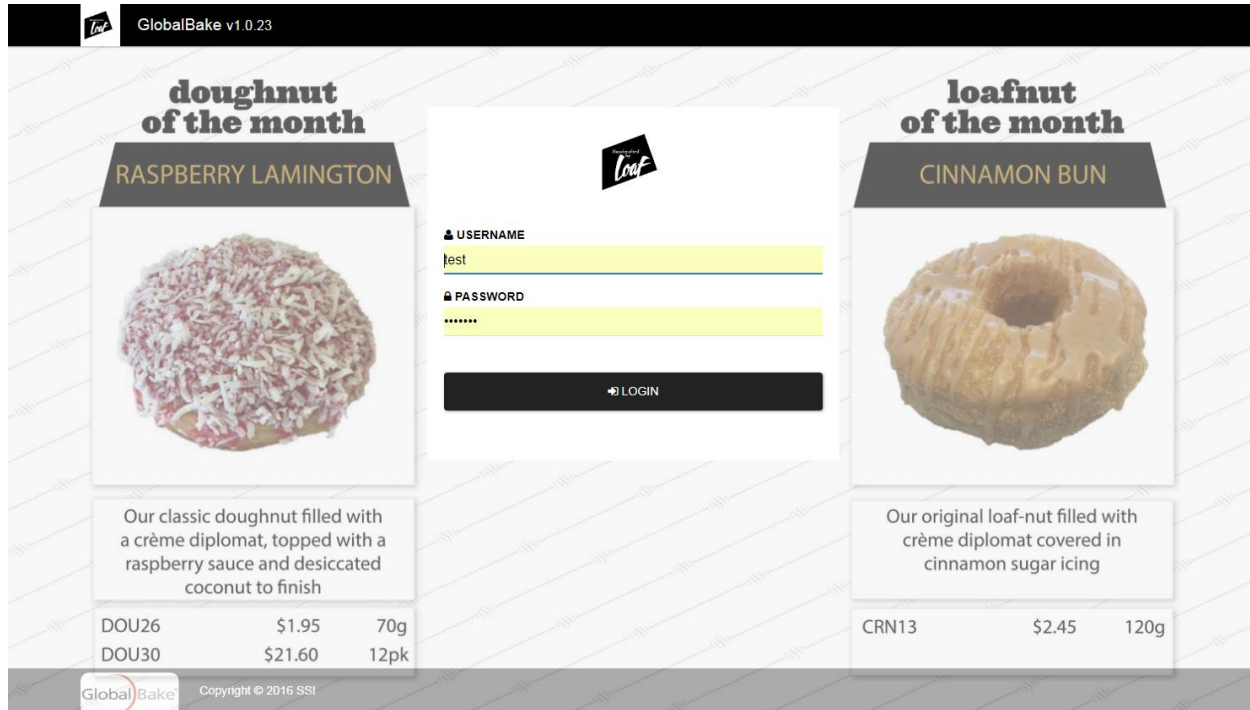


1 LOGIN

To login go to www.order.loaf.co.nz

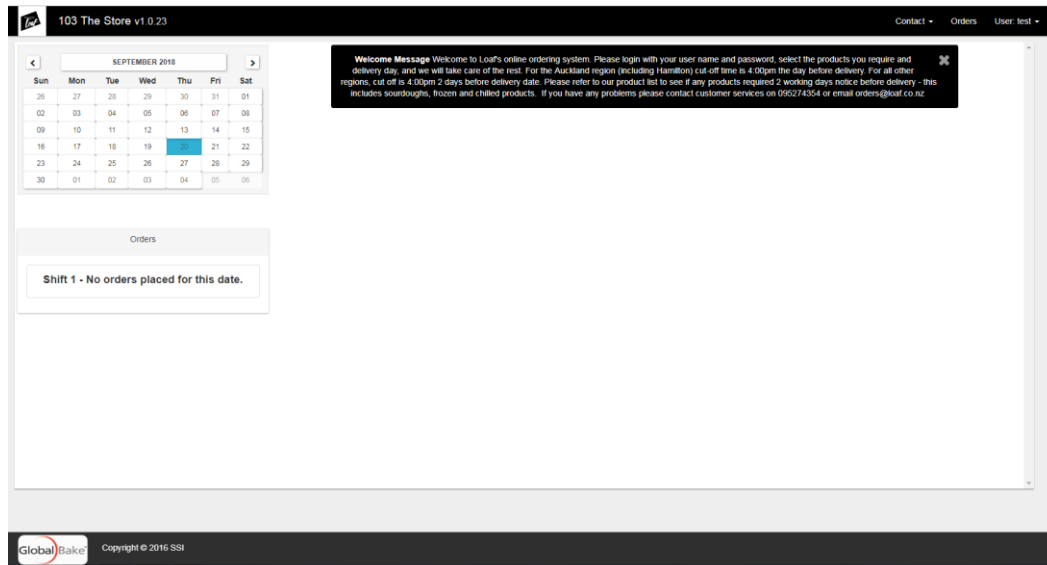
If you are an existing customer you will be redirected to our new Global Bake ordering site. Your user name and password are the same as the previous on-line ordering site.

If you are a new customer please contact our Customer Services team to set you up as a user.



2 INITIAL WEB SCREEN

Once you log into the web you will see a logon screen similar to the one below with your customer name in the header.





3 PLACING A NEW ORDER

3.1 If you wish to place a new order select a date that allows an order to be created.

No customer input is needed for delivery or run.

3.2 Select place a new order as below.

The screenshot shows the Loaf online ordering interface. At the top, there is a header with the Loaf logo and the text "103 The Store v1.0.23". Below the header is a calendar for September 2018. The calendar shows the days of the week (Sun, Mon, Tue, Wed, Thu, Fri, Sat) and the dates. The date 26 is highlighted in blue. Below the calendar is a "New Order" section. It contains two dropdown menus: "Shift 1" and "Big Chill". Below these dropdowns is a blue button with a shopping cart icon and the text "PLACE NEW ORDER". Below the "New Order" section is an "Orders" section. It contains a box with the text "Shift 1 Big Chill" and the number "86222" below it.

At this time the order is presented on screen (but has NOT been created in GlobalBake).



- 3.3 Start typing in the field for a product or select from the list.
- 3.4 Place the number of products you want to order in quantity field.
- 3.5 Order number and comments can be added if required.
- 3.6 Once the quantities are entered the Save Order button at the bottom can be clicked.

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SEPTEMBER 2018

New Order For Delivery On : 27 September, 2018 - Shift 1 Big Chill

Filter by code or name Order No.

Comment

Filter Options

Code	Product	S / O	Quantity	Unit Price	Total
ARA11	Wrapped Apple Raisin Muffin 150g	0	1	\$1.60	\$1.60
BAG14	Stone Baked Baguette SMALL 200gm	0	0	\$1.20	\$0.00
BAN17	Banana Cakes 6 pk (Frozen)	0	2	\$29.94	\$59.88
BAP11	100g Bap	0	2	\$0.70	\$1.40

Total : 5 Net : \$62.88

3.7 Then the Create New Order message will pop up.



Create New Order

This action will create order for Morning South Island

3.8 Click Yes to create the order.



SUCCESS

This is the message your customers see when they place an order. Options -> Web Ordering -> Setup Messages = Order Received Message

OK

3.9 You will receive a confirmation email.

3.10 Once the order is saved you will be able to see it in GlobalBake.

4 UPDATING STANDARD ORDERS

If you have a standard order it will show under S/O column.

4.1 To enter this order click set quantity.

4.2 Your standard order will now show under quantity.

4.3 If you want to add or remove anything else from this order you can then do so.

4.4 Click save order.

New Order For Delivery On : 26 September, 2018 - Shift 1 Big Chill

Filter by code or name Order No.

Comment

Filter Options

Code	Product	S / O	Quantity	Unit Price	Total
ARA11	Wrapped Apple Raisin Muffin 150g	20	20	\$1.60	\$32.00
BAG14	Stone Baked Baguette SMALL 200gm	0		\$1.20	
BAN17	Banana Cakes 6 pk (Frozen)	20	20	\$29.94	\$598.80
BAP11	100g Bap	0		\$0.70	
			Total : 40	Net : \$630.80	



5 UPDATING / DELETING EXISTING ORDERS

- 5.1 Existing orders can be amended if made prior to daily cut-off. Select the order date and click on the order to have its details shown.
- 5.2 Amend order as required.
- 5.3 If you need to delete an order or part of an order change quantity to 0.
- 5.4 Click update order.
- 5.5 You will then receive an update with the success message.

Order For Delivery On : **28 September, 2018 - Shift 1**
Order #: **86223**

Filter by code or name

Order No.

All ▼


Code	Product	S / O	Quantity	Unit Price	Total
ARA11	Wrapped Apple Raisin Muffin 150g	0	6	\$1.60	\$9.60
BAG14	Stone Baked Baguette SMALL 200gm	0	3	\$1.20	\$3.60
BAN17	Banana Cakes 6 pk (Frozen)	0		\$29.94	
BAP11	100g Bap	0	3	\$0.70	\$2.10
Total : 12			Net : \$15.30		

UPDATE ORDER



6 REVIEWING OLD ORDERS

Old orders can be reviewed but cannot be altered. Select the order date and click on the order to have its details shown.

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SEPTMBER 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	01
02	03	04	05	06	07	08
09	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	01	02	03	04	05	06

New Order

Shift 1

Big Chill

PLACE NEW ORDER

Orders

Shift 1 Big Chill
86222