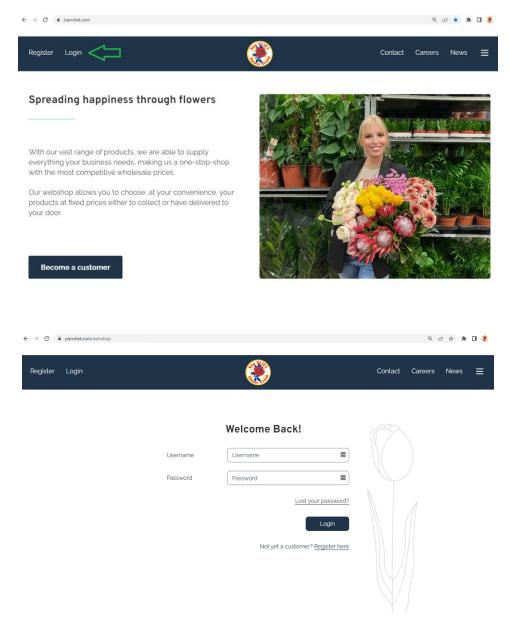
# **Webshop Guide**

## Step 1: Log in

Go to our website <a href="https://www.jvanvliet.com/">https://www.jvanvliet.com/</a> and go to the Login page.

Put your username and password into the login box.



<sup>\*</sup> Forgot your password? No worries! It happens to the best of us. Just enter your username into the login box, click on 'Lost your password? 'and we will send you a recovery e-mail.

If you would like to change your password, log in to the Webshop, go to the menu on the left and click on User settings, or contact your J. van VLIET Account Manager.

# Step 2: Placing an order

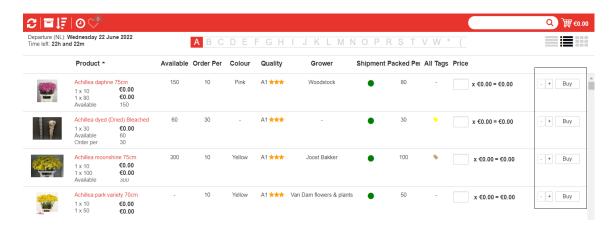
### **Order Amounts**

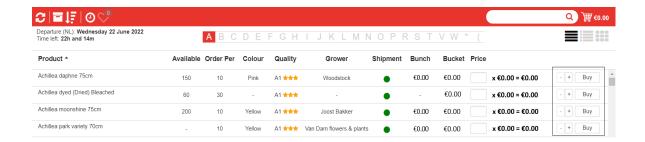
Every product has an input box below the picture in the standard view (Big Photo View). Here you can add the amount you want to order for this product. The amount you put in this field will automatically adjust to a multiple of the minimum order amount. For example, when filling in 60 stems for a product that is being sold per 80 stems, the number will automatically adjust to 80. It's useful to use the plus (+) and minus (-) buttons, as they add or deduct the minimum order amount of the product. When you're happy with the amount you have put in, you can click on 'Buy', 'Order' or 'Confirm' (depending on certain Webshop Settings) to add this amount to your shopping cart.



### **Other Views**

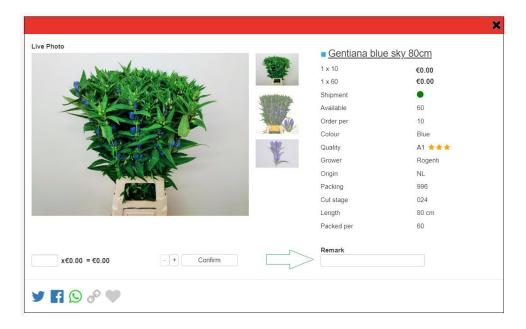
When using the Webshop in the 'Small Photo View' (you can change this at the top right of the Webshop), the input field and the Buy button are available on the right side of the page. Are you working even more compact by using the List View? You will find the input field and the Buy button in the same place. The plus (+) and minus (-) buttons are still available in both views.





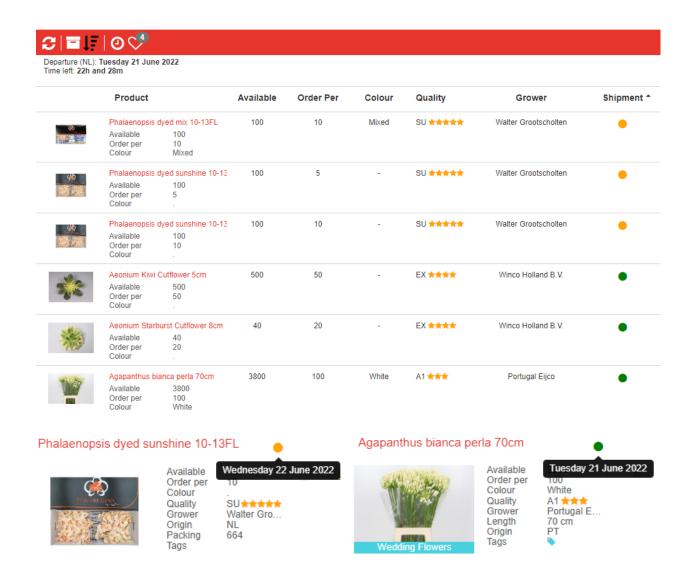
#### **Detail Window - Product Information**

Another window you can buy our products from is the detail screen. This view shows all the details for one specific product and multiple pictures: standard, grower and live stock. We let you have a closer look at the product by hovering your mouse over the image. The input field for order amounts works the same and it's located below the picture. Note that you are also able to add a remark to this specific product in the detail window.

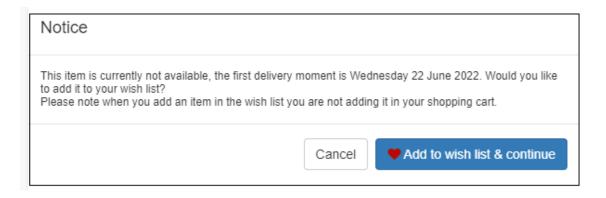


# **Future Lots Feature**

You can see the whole assortment on the Webshop, even the items that are available at a future time. If a product has a 'Green dot' beside it, you can order it for that date. If a product has an 'Orange dot' beside it, then this means that this item is available for a later date.



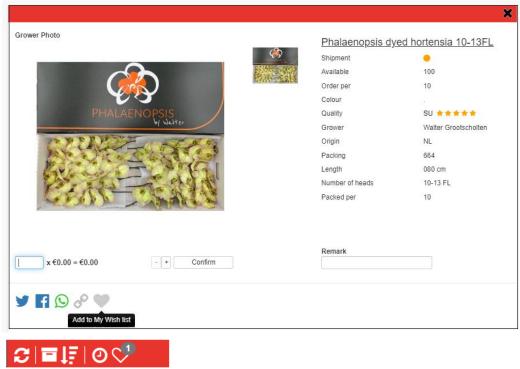
When you try to buy an item with an orange dot you will get a pop-up that gives you the option to save it to your wish list.



### Wish list

When you are interested in buying products with an orange dot, you can save them in your Wish list by opening the detail window and by clicking on the heart icon. This way, you can find the items quicker after you switch to the date for which they are available.

Note: products added to your Wish list are not added to your shopping cart.



When you change the date or log back in, you will get a pop-up to notify you that you have items on your wish list.



# **Shop is Closed**

During the opening hours of our Cash & Carries, their Webshop will be closed for buying. We close their Webshop to be sure you can get the products you order, as the same product could be bought in the store simultaneously. You can see if the Webshop is closed and when it opens, at the top left of the screen. Please note the Flowers (NL) and Plants (NL) departments are open 24/7. If you are interested in buying a product in your Cash & Carry department but the Webshop is still closed, you can wait or call them to ask them to add it to your order.



## **Step 3. Product filters**



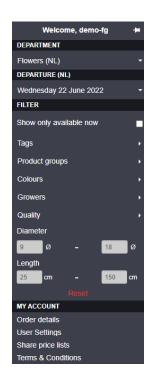
Click on the 3 white bars to open and close the menu. You can pin/unpin the menu to your screen by clicking on it.

Follow the order of the menu.

### Select:

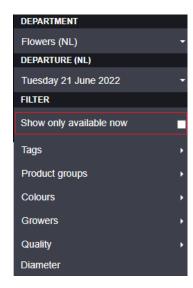
- 1. Department
- 2. Departure date
- 3. Pricelist

Our Webshop offers a bunch of filtering options for you to make it easier to find what you are looking for. You can find these filtering options in the menu on the left side of the Webshop.



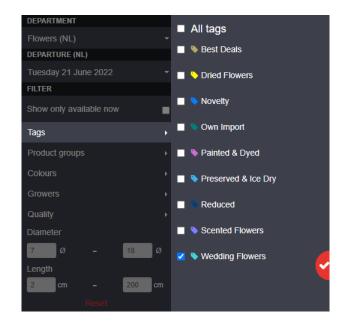
# Show only available now

In case you prefer to see only items that are available on the date you select (items with a green dot), you can do that by clicking on the box 'Show only available now'.



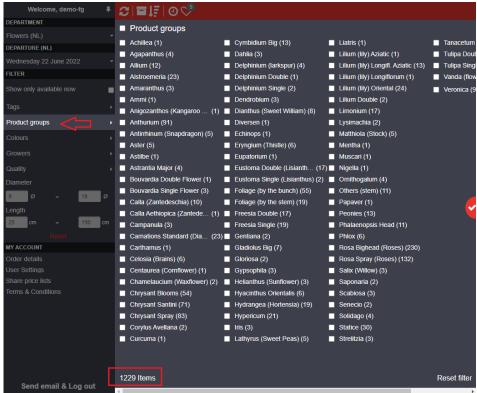
# **Tags**

With the Tag system, you can instantly find the products you are looking for. With one click you can now find everything which is excellent for your wedding.



# **Product Groups**

The first filter you will see in the menu is a Product Groups filter. Use this filter to only search for products within your selected product groups. You can select multiple product groups at the same time, which can be very useful when combined with the other filters as well. Within the Flowers (NL) department, there are around 100 product groups to select and within the Plant department another 30+. The number in parentheses indicates the number of products available for a specific product group. Underneath the list of product groups, you can see the number of all available products.



#### Colours

Our colour filter is used to see a selection of one or more specific colours. This can be very useful when planning an event where you need to follow a colour theme. Just like with the Product Group filter, you can also select multiple colours. Looking for a more specific colour? You can always contact your Account Manager if you want to be 100% sure of the exact shade of the colour you need.

#### Growers

If you had a very good experience with the products from specific growers or know only certain growers offer the product you're looking for, the Growers filter can be helpful. By selecting your preferred growers in this filter, you will get to see all products and varieties offered by these growers. In this filter, you are also able to select multiple growers.

### Quality

Flowers usually are graded as either B1, A2 or A1, the latter being the best quality flowers. With this official grading system, it's hard to know which flowers stand out even more. That's why we added two grades, EX -Extra and SU - Super. Flowers with these higher quality grades officially are A1 quality, but we consider them even better than the average A1 flowers. On our Webshop, you can filter for one or more quality grades. Useful if you only need the best of the best or you rather go for the lower-priced 2nd quality products!

### **Sizes**

In the Flowers (NL) department, the diameter filter is only used for the Anthurium. For the Plants (NL) department, the Pot Size filter is used to select your preferred pot sizes. Use this filter to show only products within the size range you select

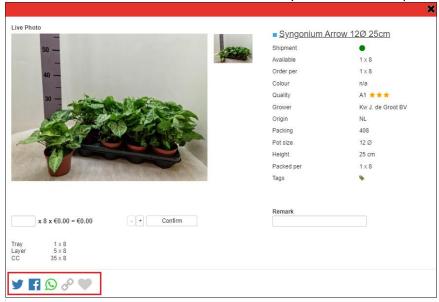
Of course, it's also possible to filter on the product's length. This can be very useful if you are specifically looking for tall plants or perhaps for short flowers needed for your bouquets. The values these filters start with are the minimum and maximum available for that specific date and department.

### Reset

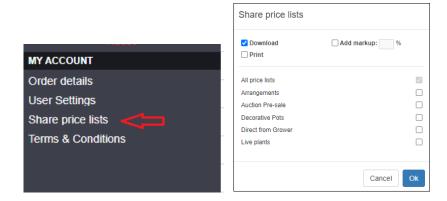
Last but not least: the Reset button resets the filters. Sometimes, it's easy to lose track of the filters you've used, and you could be wondering why you don't see a lot of products. By clicking Reset at the bottom of the filter options, the Webshop will reset the filters and reload all products available for the department and date you have selected.

# Social media

Our social share buttons at the bottom of the detail window make it easy to do it with a couple of clicks.



You can print or/and download the price lists. Go to 'Share price lists' and select the option you prefer.



# **Step 4: Shopping cart**

To access your cart at any time, click on the Basket icon at the top right corner. Its content (list of products together with the quantities and prices) will show up on the right side of the site. With the X on the right side of the product, you can delete the item from the shopping cart. You can find the total price and trolleys of your order at the bottom of the shopping cart.

You can fix the shopping cart to the screen by clicking on the 'pin' icon. This way, while shopping your basket will stay in place. Also, you can e-mail your shopping cart.

At the top of the shopping cart you can select whether you want your order to be delivered to your shop (choose 'Delivery') or to collect it at your designated Cash & Carry (choose 'Collection from CC').

### Multiple Shopping Carts

We do not have one shopping cart for the whole Webshop. Instead, you'll get a separate shopping cart for every order. This is limited to one order per department + date combination. For example, you will have a separate shopping cart for your flower order on the 24th, your plant order on the 24th and your plant order on the 25th. You will receive order confirmations for every change in the order you make to help you keep an overview of what you ordered for which dates.

# Your Shopping Cart Stays Full

The products you have ordered remain in your shopping cart. You will not be able to duplicate your order in any way when logging out. The items remain in the shopping cart for you to add more items to your order or change/delete items from your order. Once you cannot make any changes to your order anymore, you won't be able to view your shopping cart anymore. You will receive an e-mail with all details about your order for that day and the department.

### Changing Order

While the shopping cart is available to you, you will be able to make changes to your order. You can add products, remarks, and cancel products. For cancelling products, it's important to know that you cannot cancel every product added to your cart. Some products are bought in a direct link with the grower's system and cannot be cancelled. Before you buy a product from the grower you will get a pop-up saying that this product is not possible to remove after putting it in your shopping cart. In case you ordered this by mistake, please contact your Account Manager to ask if it can still be removed from your order.

Another case when a product cannot be cancelled anymore, is when the product has been packed for you already. As soon as the product is in your shopping cart, it is in our system to be prepared for you. That's why it's important to only add products to your shopping cart that you are sure you want to order: anything in your shopping cart is automatically confirmed.

### Step 5: Send an e-mail and log-out

You do not have to confirm your order, everything that is in your shopping cart is automatically confirmed. Your shopping cart stays full. Even after receiving the confirmation e-mail, the items will remain in your shopping cart to give you an overview of your order.

The Webshop confirmation e-mail will be sent automatically when clicking on 'Send e-mail & Log out'. Note that if you are logged in on another device, this could delay sending of your confirmation e-mail. Make sure to log out from every device, including the Webshop App, if you want to receive the confirmation e-mail instantly. The order confirmation an e-mail will be sent 30 minutes after your last activity on the Webshop.

Every time you add products or remarks to your order, you will receive a confirmation e-mail for the changes that you've made. For example, when you start your order by adding some products and then click 'Send e-mail & Log out', you will receive a confirmation of those products. If you log back in and add another product, you will receive another confirmation e-mail with the added product only.

### Tips for the Webshop

### **Payments**

If you are a customer with one of our Cash&Carries you can make a payment online. To do that, please log in to the Webshop and go to the section 'Payment' (left sidebar). Here you will find all your open payments and you will be able to pay your open bills.

#### Check Your Cart

When you are done with your order, we strongly recommend checking your shopping cart. Products that are bought directly from the grower can have a message under it (in red), stating 'Waiting for the grower confirmation'. Our system will check with the grower's system if that product is still available. It can happen that this product is not available anymore or something went wrong within the connection. In this case, this product will automatically be removed from your shopping cart.

Search - the online version of asking a store employee for help finding a product!

Find the products that you are looking for easily by using the search filter of the Webshop.

You can find this filter at the top right of the Webshop. The Webshop will start searching from the moment you start typing. You can type in anything—from colour, length of the product, type of packing, grower and name of the product.



Use the alphabet section to navigate quicker from letter to letter.



Download our Application Van VLIET Flower Group and purchase anytime and anywhere.



Discover our handy one-stop shopping platform yourself. Simply log in with your account & use it to your advantage! Please feel free to check our support page: <a href="https://www.jvanvliet.com/support">https://www.jvanvliet.com/support</a> or contact us if you have questions, remarks, or suggestions.