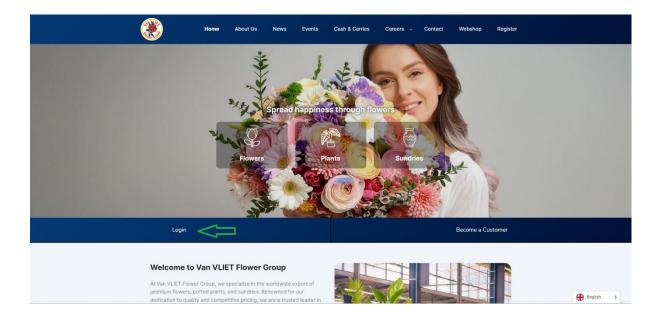
# **Webshop Guide**

# Step 1: Log in

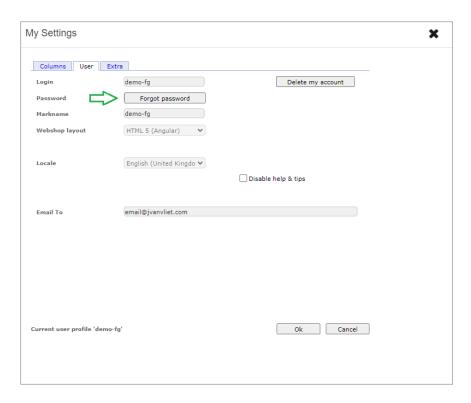
Go to our website <a href="https://www.jvanvliet.com">https://www.jvanvliet.com</a> and go to the Login page. Enter your username and password in the login box.



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



To update your password, visit the User Settings section on the Webshop. Click on 'Forgot password?' and follow the instructions in the email to set up a new password using the recovery link.



Your password is now updated! If you need further assistance or have forgotten your username, feel free to reach out to your account manager.

#### Step 2: Placing an order

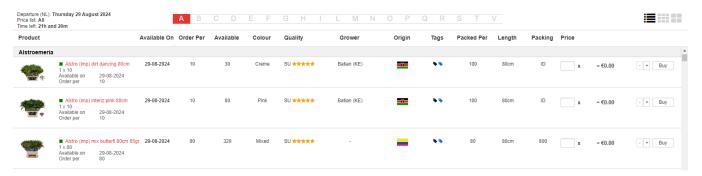
#### **Order Amounts**

Every product has an input box below the picture in the standard view - Large Photo View and Medium Photo View. Here you can add the amount you want to order for this product. If the amount you enter does not meet the minimum order quantity for this item, the system will automatically adjust it to the minimum required and prompt you to either accept or cancel the change. 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.



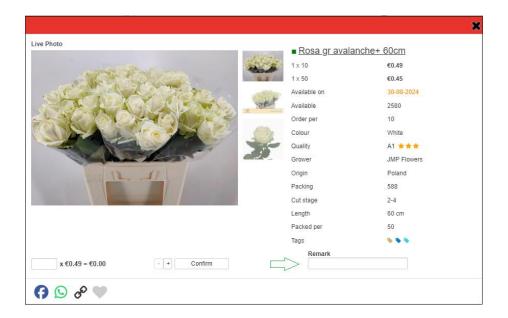
#### **Other Views**

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. The plus (+) and minus (-) buttons are available in all views.



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

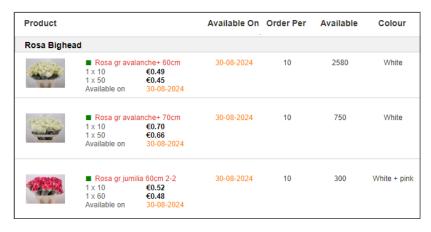
Another window you can buy our products from is the detail screen. This view shows all the details for one specific product and multiple pictures: article, grower and live stock. We let you have a closer look at the product by clicking on the image. The input field for order amounts works the same and 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**

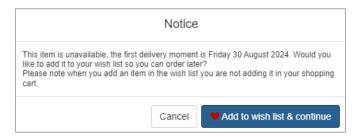
Explore our entire assortment on the Webshop, including items available at a future date. Each item displays its availability date.

If an item has a date highlighted in orange, it means this item is available for a later date.





When you attempt to purchase an item marked with a date indicated in orange, a popup will appear, offering you the option to save it to your wish list.



#### Wish list

When you are interested in buying products with a date indicated in orange, 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 can 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 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

Follow the order of the menu. Select:

- 1. Department
- 2. Departure date/ Available at C&C
- 3. Pricelist



1. **DEPARTMENT** - Use the department filter to shop for products from a specific department.

Flowers (NL)- a variety of cut flowers, greenery, dried flowers, and preserved roses. These offerings come from our stock and direct from the growers.

Plants (NL) - an extensive selection of potted plants for both indoors and outdoors. In here, you will also find beautiful arrangements and a variety of decorative pots. Sundries (NL) - a wide range of florist supplies. These include decorative wires, floral foams, various tools, and accessories.

Cash & Carry- current inventory of flowers, plants, and sundries available for next day delivery or pick up.

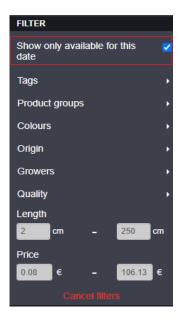
Pre- order departments – an exquisite selection of flowers sourced directly from Ecuador, Kenya, and Colombia. Keep in mind you need to order in advance.

- 2. **DEPARTURE DATE/ AVAILABLE AT C&C** Choose from upcoming dates to display products available. The availability of dates may differ depending on the customer's location and department. Please note: we display only a limited number of upcoming dates to ensure the freshest quality of flowers. This practice allows us to maintain the highest standards for our customers.
- 3. **PRICELIST** View products that meet specific criteria.

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.

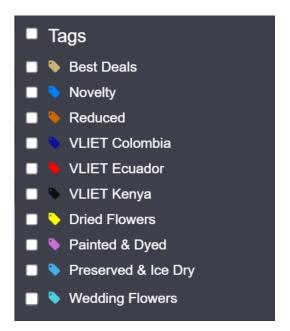
## Show only available now

In case you prefer to see only items that are available on the date you select, 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 group(s). 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.

**Order quantities** - Filter products by smaller minimum order quantities or larger quantities.



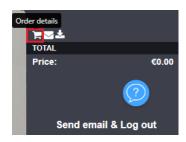
**Sort by** – Arrange items according to your preferred criteria. Select from 5 sorting options.



Refresh - Update the Webshop to its latest view.



Order details - View the specifics of your cart.



**Envelope icon –** Email the shopping cart to the email address associated with your account.

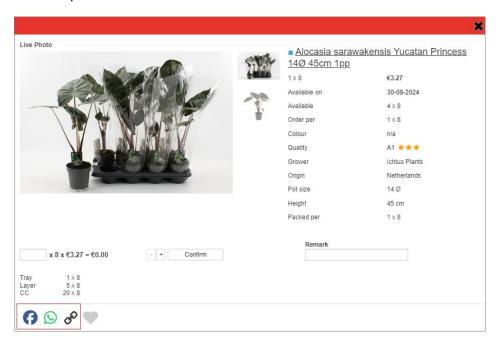


**Download icon –** Export the cart to an Excel spreadsheet.

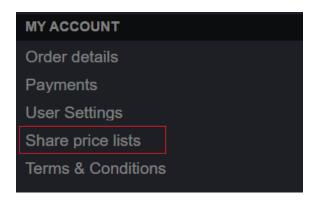


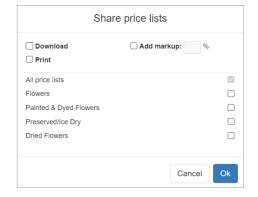
**Cancel filters.** Cancel button resets the filters. Sometimes, it's easy to lose track of the filters you've used, and you could be wondering why you don't see a lot of products. By clicking 'Cancel filters' at the bottom of the filter options, the Webshop will reload all products available for the 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.

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 your shopping cart is active, you can make various changes to your order. This includes adding products, leaving remarks, and cancelling items. However, please note that not all products can be cancelled once added to your cart. Some items are directly linked to the grower's system and cannot be removed.

Before purchasing such products, a pop-up notification will inform you that these items cannot be cancelled once added to your cart. If you mistakenly add one of these products, please contact your Account Manager to see if it can still be removed.

Additionally, products that have already been packed for you cannot be cancelled. Once an item is in your shopping cart, it is entered into our system for preparation. Therefore, it's crucial to only add products to your cart that you are certain you want to order, as anything in your 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 email will be sent within 30 minutes after your last activity on the Webshop.

Every time you add products or remarks to your order, you will receive a confirmation email 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 C&C's you can make a payment online. To make a payment online, log in to the Webshop and select 'Payments' in the Menu. Please use a laptop or computer for online payments. Unfortunately, mobile devices are not supported for order payments at this time.

#### 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

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.



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



# Offer Variability:

The availability of our products can change based on the day and can vary per customer's location. We continuously update the offer throughout the day.

## **Guaranteed Delivery:**

Some growers may deliver to us later than others. Their complete range is still accessible on our Webshop, but it's available for ordering one day ahead. Make sure you check all possible dates while searching for specific products.

# **Ordering Tips:**

To place an order for delivery or collection tomorrow, please choose CASH AND CARRY to see what we currently have in stock.

To place an order for delivery a couple of days in advance, please choose Flowers / Plants /Sundries and Import departments for a full selection. When ordering from the Netherlands, delivery to your Cash & Carry typically takes 1 to 2 days.

When searching for specific items, consider checking all possible dates.

Our most extensive selection of flowers is usually available after 1 pm on the Webshop. For next-day arrival and collection/delivery from the Cash & Carry, place your order by 6 am Dutch time.

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://jvanvliet.com/faq/">https://jvanvliet.com/faq/</a> or contact us if you have questions, remarks, or suggestions.