



# Quick Start Guide

# Logging On

Log on using your existing User ID and Password or Register Now

The simple to follow homepage allows you to place orders, update existing orders.

Through Reports & Documents find copies of previous Ball Colegrave paperwork – WebTrack holds up to two years worth of history

Product Resources holds short cuts to Order Forms, Catalogues and Culture Focus Sheets

# Ordering Seed

**Start New Order** ?

1 Choose a ship-to location for delivery of your order  
 45990 - BALL COLEGRAVE LTD (TRIALS FOC - MILTON ROAD, BANBURY - OXF)

2 Choose which products you want to order  
 Seed  
 Plants, Plugs, Greenhouse Supplies & Hardgoods  
 Tags

3 My Seed Ordering Preferences  
 Quantities are all numbers of packages [Change My Seed Ordering Preferences](#)

4 Choose shipping date for your order  
 Ship Date:  (dd/mm/yyyy)  
[Search for Products](#)

5

- 1) Pick the correct ship-to
- 2) Choose Seed
- 3) Click here if you wish to change ordering preferences
- 4) Select the Ship Date
- 5) Finally, Search for Products

**Product Search** ?

Search Options for Seed Hide [Show More Search Options](#)

Search For:

Ship Date: 19 Mar 2013

Supplier: Ball Colegrave Ltd OXFORDSHIRE

[Search](#) [Reset Options](#)

Enter part of the description and hit Search!

**Product Search** ?

Search Options for Seed Hide [Show More Search Options](#)

5 Search For: imp divi

Ship Date: 17 Apr 2013

[Search](#) [Reset Options](#)

6 [Update Cart](#) [Go To Cart](#) [View My Seed Ordering Preferences](#) [Download Results](#)

4

	Description	Form/Size	Unit	Requested Ship Date	Back Order	Quantity	Number of Packages	Action	Notes
	ImpaNG Divine Blue Pearl	SD	Seeds	17 Apr 2013				Options Pricing	02 Dec 2013 Next Available
7	ImpaNG Divine Burgundy	SD	Seeds	17 Apr 2013				Options Pricing	02 Dec 2013 Next Available
	ImpaNG Divine Cherry Red	SD	Seeds	17 Apr 2013		Available		Options Pricing	Available
	ImpaNG Divine Lavender	SD	Seeds	17 Apr 2013		Available		Options Pricing	Available
	ImpaNG Divine Mix	SD	Seeds	17 Apr 2013		350,000		Options Pricing	Expand to see all notes

1

2

3

- 1) Select Options to see subs & packet sizes
- 2) Select Pricing to see this customers prices
- 3) Enter the order quantities here
- 4) Click here to download the search results into Excel
- 5) Change the description to look for different products or to narrow your search
- 6) Go To Cart to see what you have ordered so far
- 7) Click here to see what packet sizes have been ordered / are available

# Ordering Plants

**Start New Order** ?

1

Choose a ship-to location for delivery of your order ?

45990 - BALL COLEGRAVE LTD (TRIALS FOC - MILTON ROAD, BANBURY - OXF)

Choose which products you want to order ?

Seed 2

Plants, Plugs, Greenhouse Supplies & Hardgoods

Tags

Choose shipping date for your order

Ship Date 18 Mar 2013 Week No./Year 12/2013 3

(dd/mm/yyyy) (ww/yyyy)

Search for Products 4

- 1) Pick the correct ship-to
- 2) Choose Plants, Plugs...
- 3) Select the Ship Date or Ship Week
- 4) Finally Search for Products

**Product Search** ?

Search Options for Plants, Plugs, Greenhouse Supplies & Hardgoods Hide

Show More Search Options

Search For 1

Ship Date 18 Mar 2013 Week No./Year 12/2013

Only show products that are available

Search 2

Reset Options

3

- 1) Enter part of the description
- 2) Select here to only see available products
- 3) Hit Search!

**Product Search** ?

Search Options for Plants, Plugs, Greenhouse Supplies & Hardgoods Hide

5

Show More Search Options

Search For imp div

Ship Date 08 Apr 2013 Week No./Year 15/2013

Only show products that are available

Search 6

Reset Options

Update Cart 4

Go To Cart

Download Results

1 Next Page >

Ball Material	Description	Form/Size	01 Apr 2013 (wk 14)	08 Apr 2013 (wk 15)	15 Apr 2013 (wk 16)	Action
765852	<a href="#">ImpaNG Divine Cherry Red</a>	Tray 104	936	SOLDOUT	1,040	Options Pricing 1
951451	<a href="#">ImpaNG Divine Cherry Red</a>	Tray 230	3,680	SOLDOUT	SOLDOUT	Options Pricing 2
765853	<a href="#">ImpaNG Divine Lavender</a>	Tray 104	624	SOLDOUT	1,040	Options Pricing
900391	<a href="#">ImpaNG Divine Lavender</a>	Tray 230	4,140	1,150	3,450	Options Pricing
537389	<a href="#">ImpaNG Divine Mix</a>	Tray 104	104	SOLDOUT	936	Options Pricing

- 1) Select Options to see Subs
- 2) Select Pricing to see this customers prices
- 3) Enter the order quantities here
- 4) Click here to download the search results into Excel
- 5) Change the description to look for different products or to narrow your search
- 6) Go To Cart to see what you have ordered so far

# Your Shopping Cart

The screenshot shows the 'My Cart' interface with the following elements and callouts:

- 1**: Cart Paging: No Paging (dropdown menu)
- 2**: ? icon next to 'My Cart' title
- 3**: 'Finish Now' button
- 4**: 'Add More Items' button
- 5**: 'Download Cart' button
- 6**: 'View Pricing' button
- 7**: 'Cancel selected items' and 'Change date for selected items' buttons (highlighted in yellow)
- 8**: 'Options' link in the 'Action' column of the table

Ball Material	Description	Form/Size	Unit	Scheduled Ship Date	Ship Week	Requested Quantity	Order Quantity	Additional Availability	No. of Trays	Action
765852	ImpaNG Divine Cherry Red	Tray 104	Eaches	15 Apr 2013	16	104	104	936	1	<a href="#">Options</a>

- 1) You can update Order Quantities in your cart – you can see any Additional Availability in the next column
- 2) If you update quantities – remember to update your cart to reserve the stock
- 3) You can either Finish Now to complete your order or Finish Later to save your cart – remember if you Finish Later the work you’ve done is saved but it **will not** reserve the stock
- 4) Click here to go back to the ordering grid
- 5) Download your cart into Excel – exactly in the format you see on screen
- 6) Click here to view your prices
- 7) Select individual lines or all lines to Cancel selected items or Change date for selected items
- 8) Select Options to view possible subs

# Finish Order

**Finish Order** 6

5

Check below box(es) for immediate order confirmation.

Fax Number  4

Email

+ Ship Date	Division	Purchase Order Number	Customer Reference	Tag Code	Update Order
15 Apr 2013	Plugs - Bedding	WN303186 <a href="#">Use this PO. No. for all orders</a>	<input type="text"/> <a href="#">Use this Ref. No. for all orders</a>	Tag Exclusion Cust.	<span>2</span>

3 1

- 1) Update the PO and Customer Reference for the order(s) – if you have the same reference across multiple orders select Use this PO. No for all orders option
- 2) Change the Tag Ratio for all lines here
- 3) Click the + to change Tag Ratios on individual order lines
- 4) Select these options to send a confirmation automatically when the order is submitted
- 5) Click here to view the shopping cart again
- 6) Click Submit Order to confirm the order with Ball Colegrave