

HOW TO ORDER UNLISTED ITEM @ www.unitedorganics.com.au

1. Order Unlisted Products

- a) At this point you should already have logged in and selected some items that you would like. To order an item that is not on the list click on “Order Unlisted Products” as shown below.

You are logged in as customer@unitedorganics.com.au


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Customer Customer
Dispatch Date Thursday 08 Jul 2010 [Change](#)

Produce	Dried Goods	Prepacks
<input checked="" type="checkbox"/> Fruit	<input type="checkbox"/> Ozorganics	<input type="checkbox"/> Pre-packs
<input checked="" type="checkbox"/> Vegetable	<input type="checkbox"/> Dairy	
<input type="checkbox"/> Eggs	<input type="checkbox"/> Dried Fruit, Nuts & Olives	
	<input type="checkbox"/> Juice, Water etc	
	<input type="checkbox"/> Chocolate, Licorice etc	
	<input type="checkbox"/> Potato & Corn Chips	
	<input type="checkbox"/> Flour, Rice, Sugar, Honey etc	
	<input type="checkbox"/> Coffee & Drinking Chocolate	
	<input type="checkbox"/> Tinned Beans & Tomatoes	
	<input type="checkbox"/> Dog Food & Poultry Feed	
	<input type="checkbox"/> Other	

Product Search

[Order Unlisted Products](#)



Click on a category or department name to view its products. To view multiple categories as one list, tick the corresponding boxes then click Go.

Sort By Department, Category, Description
 Display hidden Products
 Display all ordered Products

Fruit	Certificate	Price	Ordered	Unit	Picking Instructions	Hide
0154 - Apple Fuji 3 Layer - * Approximately 12kg cartons	AA	\$65.00 / Carton	<input type="button" value="+"/> <input style="width: 30px; height: 20px;" type="text"/> <input type="button" value="-"/>	Carton		<input type="checkbox"/>
- Apple Fuji						

- b) A new window will open (see image below).



Customer Customer
Dispatch Date Thursday 08 Jul 2010

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Order Unlisted Products		
Product Description	Quantity	Unit
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

[< Cancel Changes](#) [Clear Changes](#) [Add to Order >](#)

Customer Feedback
[Click HERE to send feedback](#)

- c) In the area “Product Description” - write in the item that you would like. Please make it specific with all relevant details of the product. The description does not need to be perfect, just enough for our staff to be able to figure out what item you want.
- d) In the area “Quantity” – input the quantity that you would like of the item.
- e) In the area “Unit” – input the unit value. For example Kilogram, carton, each, jar, bottle, bag etc
- f) Here is a sample of what a completed form would look like (see image below)

United Organics
 QUALITY ORGANIC CERTIFIED
 FRUIT & VEGETABLES

You are logged in as customer@unitedorganics.cc

Customer: Customer
 Dispatch Date: Thursday 08 Jul 2010 [Change](#)
 Order Status: Open
 Order Number: 22720

Sort By: Department, Category, Description [Go](#) [Clear Changes](#) [Update Order](#)

Unlisted Products	Certificate	Price	Ordered	Unit	Value	Picking Instructions	Defa
- Chocolate almonds 180g		Not Available	+ 5 -	Bag			
- Parsnip kg		Not Available	+ 1 -	kg			
- Pineapple 1 each please large		Not Available	+ 1 -	Each			

Order Total (3 products, 0 KG's) **\$0.00 (plus GST)**

[Cancel Order](#) [Clear Changes](#) [Update Order](#)

Delivery Address: Staff
 Delivery Reference:
 Set as Default
 Invoice Reference:

Please Note: Prices are current at time of order. Due to market fluctuations prices and availability are subject to change

[< Add to Order](#)

Now you can finish shopping or continue to the checkout to review your order.

Thank you for taking the time to read these instructions and I hope that it has assisted you with using our website.

If you have any questions don't hesitate to contact our friendly staff:

PHONE & FAX

Phone: 07 3278 5997

Fax: 07 3278 5998

EMAIL

General Enquires: organics@unitedorganics.com.au

Order Enquires: orders@unitedorganics.com.au

Please understand that we are a wholesaler and we **DO NOT** sell to the public, only wholesale accounts will be approved. If you would like to find a retail store near you please look through our "[Go Organic](#)" guide.