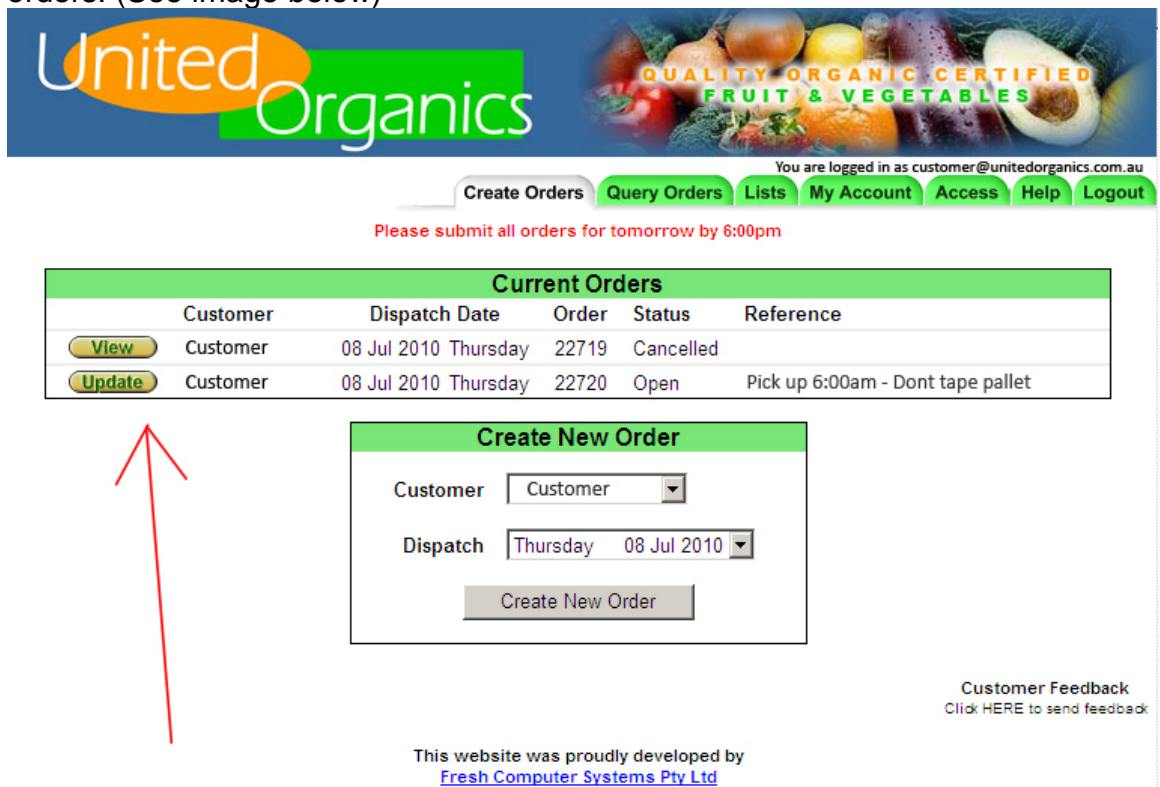


HOW TO UPDATE AN EXISTING ORDER @ www.unitedorganics.com.au

1. Adding to or removing items from an existing order

- a) Login to your account. The first screen after logging in has on it - "Create New Order" although above that you will notice your current (or recent) orders. (See image below)



United Organics

QUALITY ORGANIC CERTIFIED
FRUIT & VEGETABLES

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

Create Orders Query Orders Lists My Account Access Help Logout

Please submit all orders for tomorrow by 6:00pm

Current Orders					
	Customer	Dispatch Date	Order	Status	Reference
View	Customer	08 Jul 2010 Thursday	22719	Cancelled	
Update	Customer	08 Jul 2010 Thursday	22720	Open	Pick up 6:00am - Dont tape pallet

Create New Order

Customer:

Dispatch:

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

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[Fresh Computer Systems Pty Ltd](#)

- b) As you can see the red arrow is pointing to "Update". If you click on "Update" you will be able to view your current order and make any changes required.
- c) Now you can finish shopping or continue to the checkout to review your order.

- d) Once you have completed this you will see the “Submit button in the checkout has changed to “Re-Submit”. Click “Re-Submit” and your order will be sent to us including any changes that you have made, your original order will be overwritten in our system with the new 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.