

Order Pads

These are permanent shopping lists to help you group your items on-line as well as in the final invoice; perfect for larger stores or buying groups.

Manage your Order Pads

Here you can create new, amend or delete existing order pads. Each order pad is assigned a number for our records and a friendly name for your convenience.



Account	Your Pad No.	Friendly Name	Date Created		
SFGC	001	Beverages	08/09/2011	View Details	Add to Basket
SFGC	002	Fridge Goods	16/09/2011	View Details	Add to Basket
SFGC	003	Julie	04/10/2011	View Details	Add to Basket

Create an Order Pad

To create an Order Pad click on "Add new record" button . Choose a name and a number from 001-012 for your order pad. Then click Apply to save it. (The number but not your personal name will appear on your invoice with your ordered products)

Change the details of an Order Pad

To change the friendly name please type over current and click Apply to save.

Delete existing Order Pads

To delete an Order Pad you need to remove all items before it can be deleted by selecting and clicking .

Using your Order Pad

You can add products in a couple of ways:

Adding individual items

Click to select and enter an order pad. Have your Essential product codes at hand. Go to new record enter the product code and the default quantities required. If you do not require full cases and the product is 'splittable' you can change the default quantities once the product is in the Order Pad.

Code	H605P
Qty	2
Select	<input checked="" type="checkbox"/>
Apply Cancel	

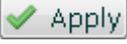
Quick Shop –to add multiple items

Have your Essential product codes at hand. Fill in up to 10 products at a time. Click to the correct Order Pad from the drop down list.

Code	Qty	Code	Qty
<input type="text"/>	1	<input type="text"/>	1
<input type="text"/>	1	<input type="text"/>	1
<input type="text"/>	1	<input type="text"/>	1
<input type="text"/>	1	<input type="text"/>	1
<input type="text"/>	1	<input type="text"/>	1

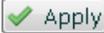
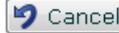
to

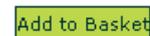
Amend quantities and products to add to basket

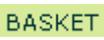
Each time you use your Order Pad you can select/deselect products you wish to order by using the tick box. You can also amend the quantities required. Each time you make a change to the Order Pad, please remember to click  before .



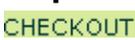
Code	Description	Allow Split	Qty	Select	Date Added	Ref
B058P	Montezuma's Chocolate No.2 Blend - Chilli Chocolate for Drinking 6 * 300g	0.5	<input type="text" value="1.5"/>	<input checked="" type="checkbox"/>	03/10/2011	6
M778P	Conscious Chocolate Raw Chocolate Bar - Plain 15 x 50g	0	<input type="text" value="1"/>	<input type="checkbox"/>	08/06/2012	2844
V541P	Essential Trading - Italian tomato range Tomatoes Tinned Chopped 12 x 400g	0	<input type="text" value="1"/>	<input checked="" type="checkbox"/>	03/10/2011	7
X444P	Essential Soft Toilet Tissue (Recycled) (Compostable film) 10 x 4	0	<input type="text" value="1"/>	<input checked="" type="checkbox"/>	03/10/2011	5



Remember that you can still amend these choices in the  if you change your mind.

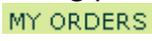
Checkout and order processing

Both the  and  pages give you the total order value, so you know you've reached your minimum required for free delivery as well as separate the totals for each Order Pad at the bottom of the page. (Note that this total can change depending on stock availability)

Order Sub-Totals

<u>Straight to Basket</u>	<u>(001) Beverages</u>	<u>(002) Fridge Goods</u>
ex-VAT: £111.90	ex-VAT: £112.30	ex-VAT: £85.24
VAT: £0.00	VAT: £8.84	VAT: £8.84
Sub Total: £111.90	Sub Total: £121.14	Sub Total: £94.08

Tips!

-  You can still add items straight from the catalogue but they will appear in the check out and on your invoice with Order Pad reference no 000 and will be displayed at the top of your Essential invoice.
-  If you don't know the product code you can do a search for it and come back to your order pad or open two browser windows next to each other; one for the order pad and one with the catalogue open.
-  Re-using previous orders:
In  you can find all your previously placed online orders. If you regularly reorder the same products you can easily re-submit any previous order. Just amend quantities and remove any products you do not require.

For any questions, comments or feedback about the on-line ordering please contact our customer care team at:

care@essential-trading.coop

For any product or ordering enquiries please email our sales team or your account manager at:

sales@essential-trading.coop