

Introduction

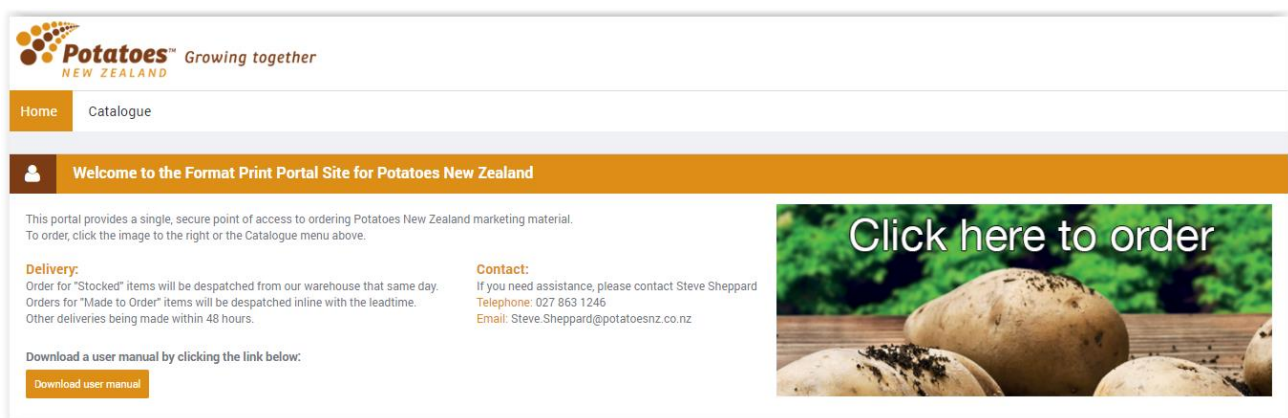
Welcome to the Potatoes New Zealand On-line Ordering System. This site has been created with the intention to assist users with the following:

- placing orders

Site Access

To Access the site please go to the following URL using your Web Browser

https://portal.format.co.nz/login/potatoes_public



The screenshot shows the Potatoes New Zealand On-line Ordering System portal. At the top left is the logo with the text "Potatoes™ Growing together NEW ZEALAND". Below the logo are two navigation tabs: "Home" (highlighted in orange) and "Catalogue". A central orange banner reads "Welcome to the Format Print Portal Site for Potatoes New Zealand". Below the banner, there is a paragraph of text: "This portal provides a single, secure point of access to ordering Potatoes New Zealand marketing material. To order, click the image to the right or the Catalogue menu above." To the left of this text are two sections: "Delivery:" with details on despatch times, and "Contact:" with phone and email information. Below these is a link to "Download a user manual by clicking the link below:" with a "Download user manual" button. To the right is a large image of potatoes with the text "Click here to order" overlaid.

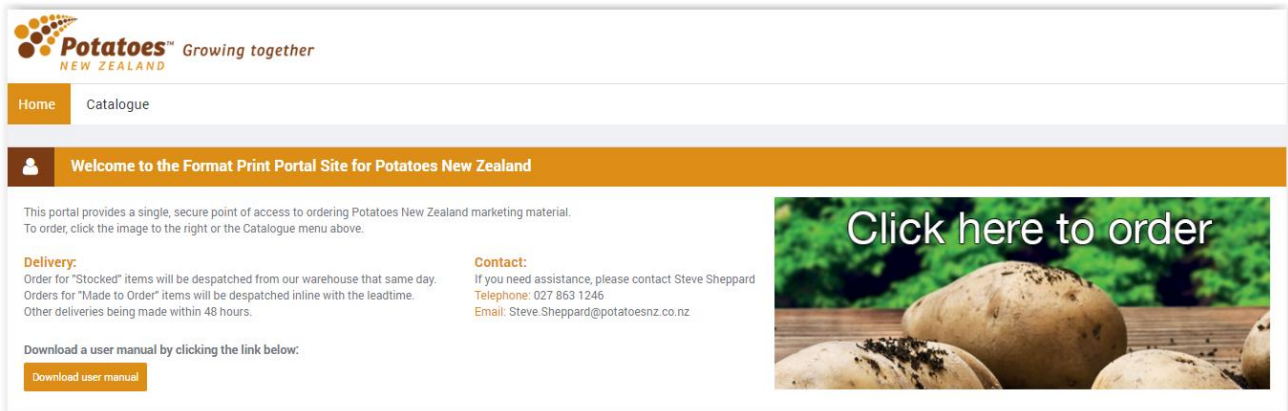
You can now see displayed 2 tabs across the top of the window.

Home

Catalogue

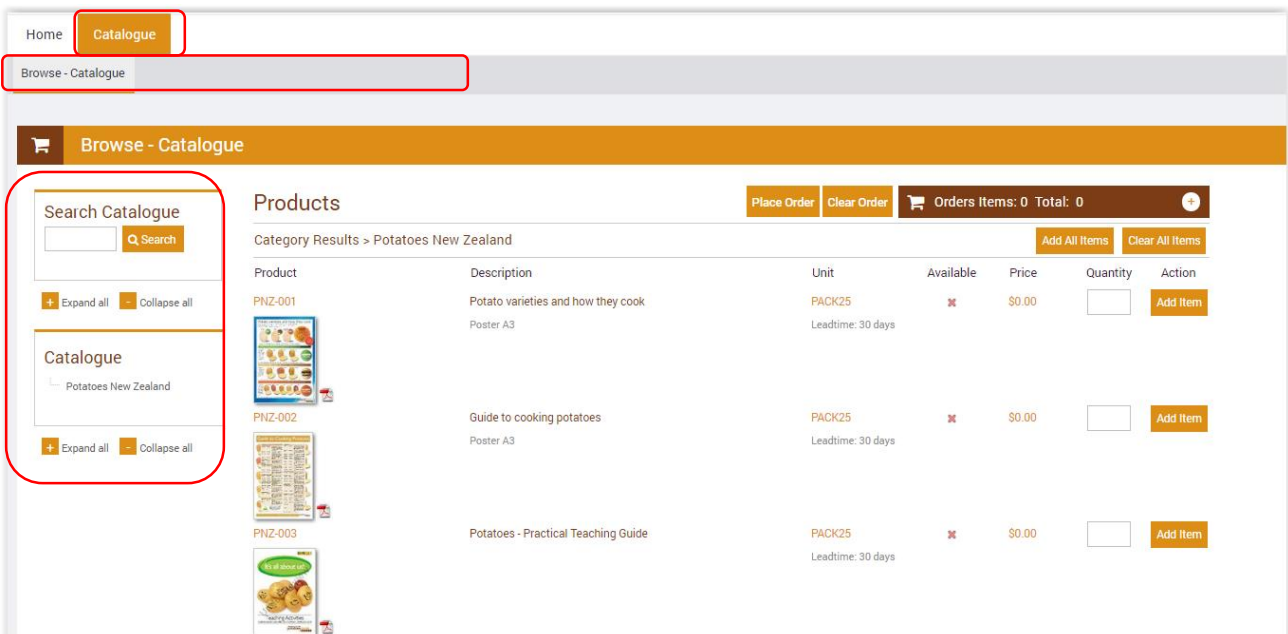
Home

The Home Screen displays the Welcome Message, Contacts Information, Location, Notifications and Delivery Information as well as some quick links via the Favourites section.



Catalogue - Online Ordering

The Works Catalogue menu takes you to the online ordering module where you can order a range of products. You can select a category from the menu down the left to display products within this grouping. The products will be displayed within the middle frame as per the below image. You may also search for a product by typing a keyword or code into the Search field.



To order an item, fill in the quantity box and then select Add Item.

Home Catalogue

Browse - Catalogue

Browse - Catalogue

Search Catalogue

Expand all Collapse all

Catalogue

Potatoes New Zealand

Products

Category Results > Potatoes New Zealand

Product	Description	Unit	Available	Price	Quantity	Action
PNZ-001	Potato varieties and how they cook Poster A3	PACK25 Leadtime: 30 days	✘	\$0.00	<input type="text" value="1"/>	<input type="button" value="Add Item"/>

You will now see that you have an item in My Order Items at the top right of the screen. If you click on the '+' the items will display. You can continue searching for items and adding them to the order.

Home Catalogue

Browse - Catalogue

Browse - Catalogue

Search Catalogue

Expand all Collapse all

Catalogue

Potatoes New Zealand

Products

If you have finished adding items to your cart you can now select Place Order.

Fill in your delivery address details to complete your order.

Home Catalogue

Browse - Catalogue

Browse - Catalogue

Search Catalogue

Expand all Collapse all

Catalogue

Potatoes New Zealand

Orders Details

General

Order Info

Order Date Nov 2, 2016

Reference

Delivery Info

Date Required Nov 4, 2016

Comments

Ordered By orders.potatoenz

Order Status

Email Address

Deliver attention of*

Business Name

Deliver to

Country

Customer Order Lines

Code	Description	Qty	Unit	Price	Total	ETA	Status	Action
PNZ-001	Potato varieties and how they cook	1	PACK25	\$0.00	\$0.00	Dec 14, 2016	✘ No-Stock	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Sub Total					\$0.00 (excl GST)			
Tax (GST)					\$0.00			
Total Amount Payable					NZD \$0.00 (incl GST)			

Number of records: 1, showing all records

Enter any additional information you may require to identify your order at a later date e.g. Reference.



The Comments field allows you to provide special delivery instructions.


Take a note of the online Order Number to assist with locating your order if you have any queries.

Orders Confirmation

Thank you for your order.

✔ Your order has been successfully placed.

Order Number	W1153618 
Sub Total	\$0.00 (excl GST)
Tax (GST)	\$0.00
Total Amount	\$0.00 (incl GST)
Date Required	25/10/2016 

If you would like to print a copy of your order, [View & Print](#) 

You can now close the window – no logout is required.