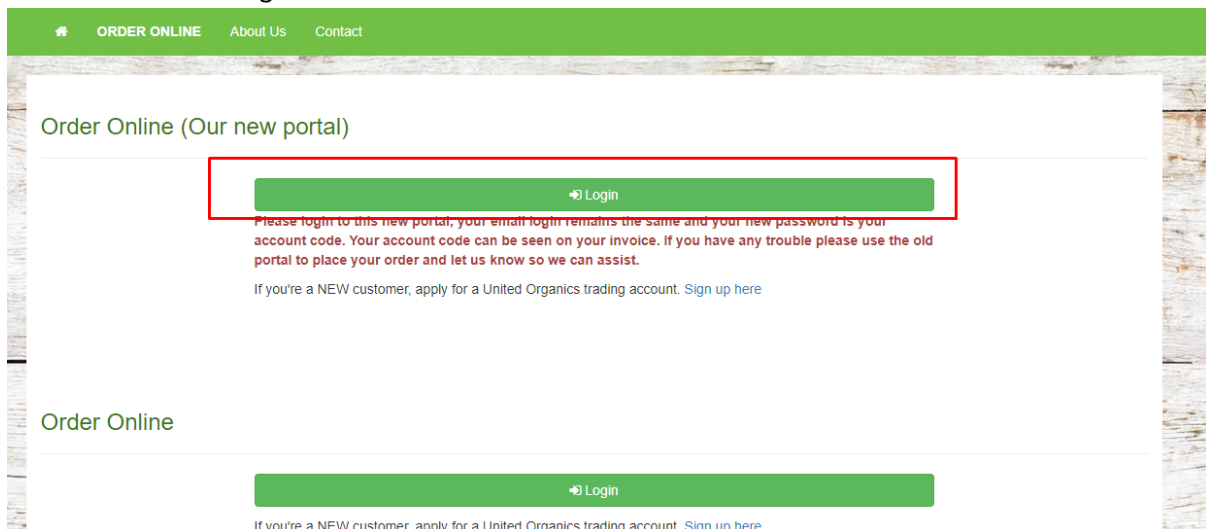


# How to Order Using the New Portal

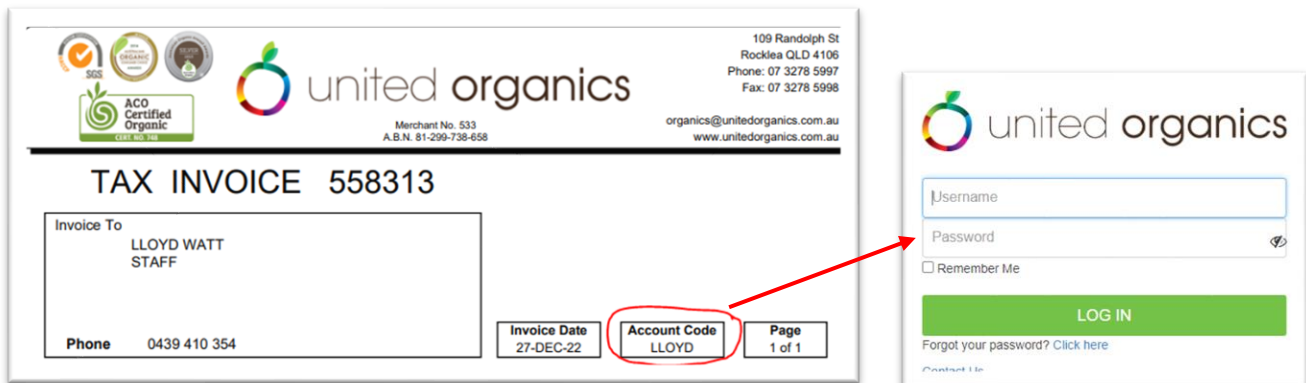
1. In the Home page of [unitedorganics.com.au](http://unitedorganics.com.au), click ORDER ONLINE.



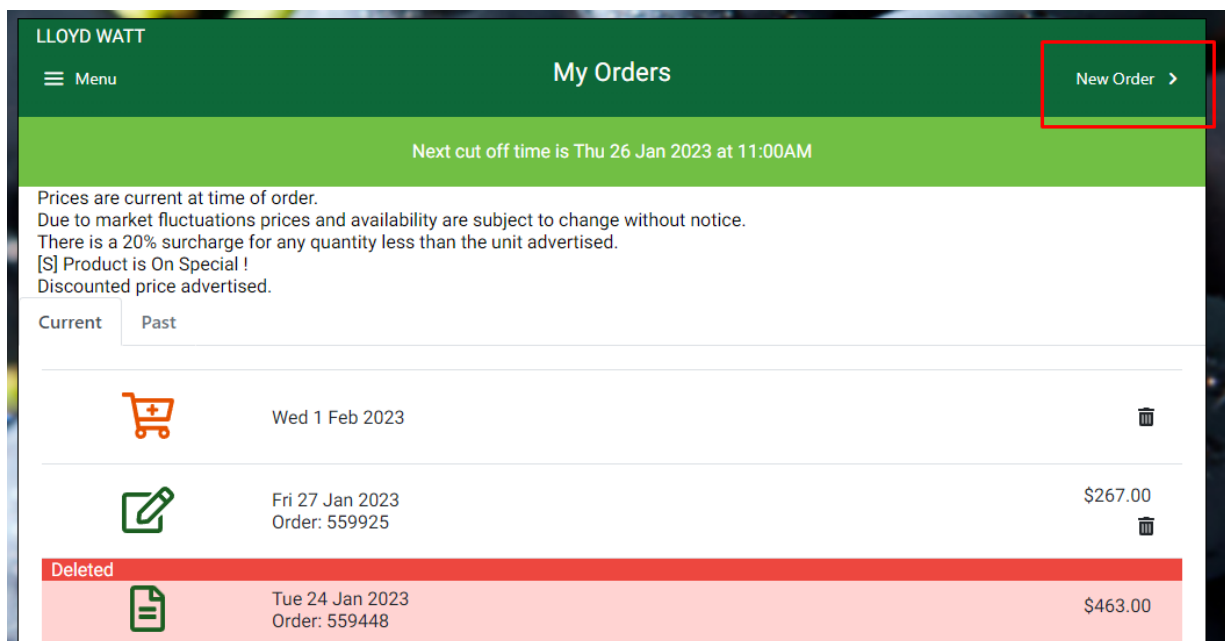
2. Then click the first Login button.



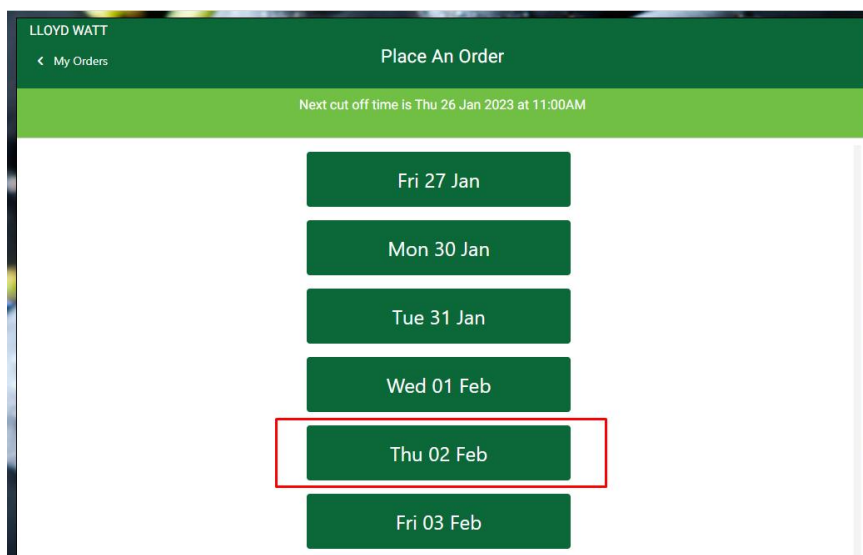
3. You will be redirected to the new login page. Login using your usual email as the username. Your new password is your Account Code, which can be found on your invoice. Please change your password after first login.



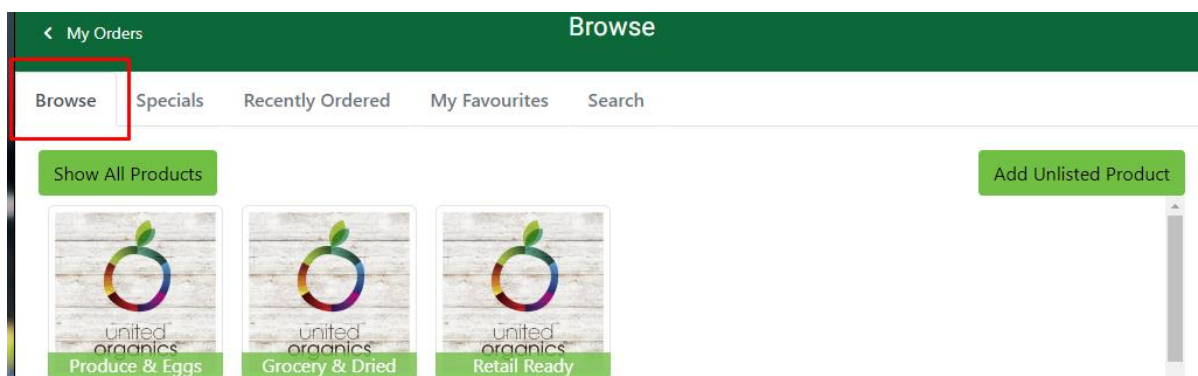
4. To put in a new order, click New Order at the upper right corner of the My Orders page.



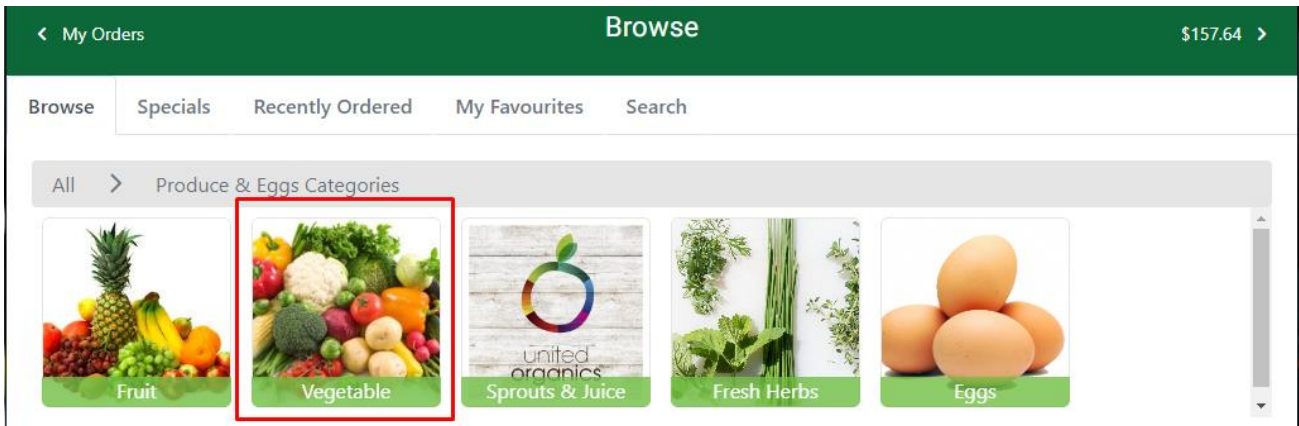
5. Select your desired delivery date.



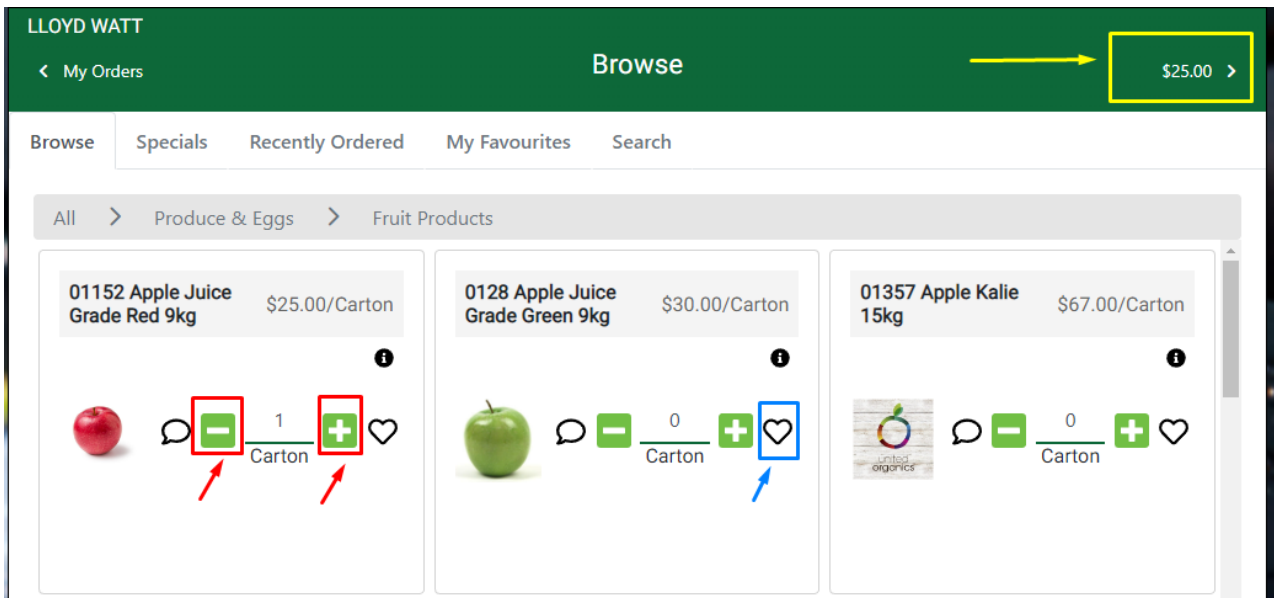
6. Under the Browse tab, click either the Show All Products button or whichever category you're interested in.



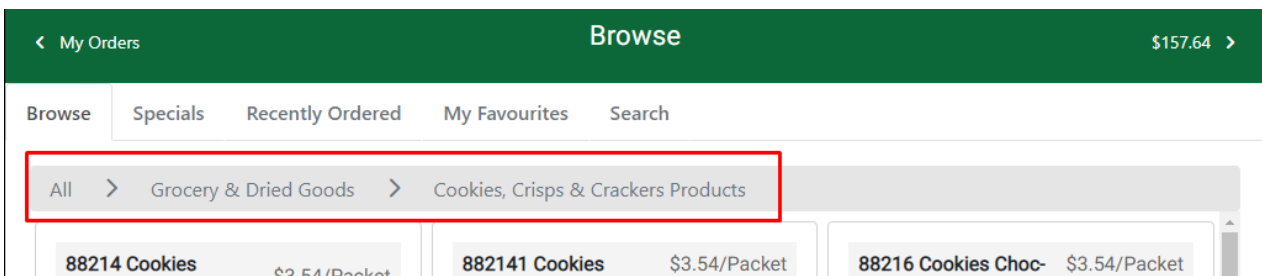
7. Continue choosing your desired subcategory.



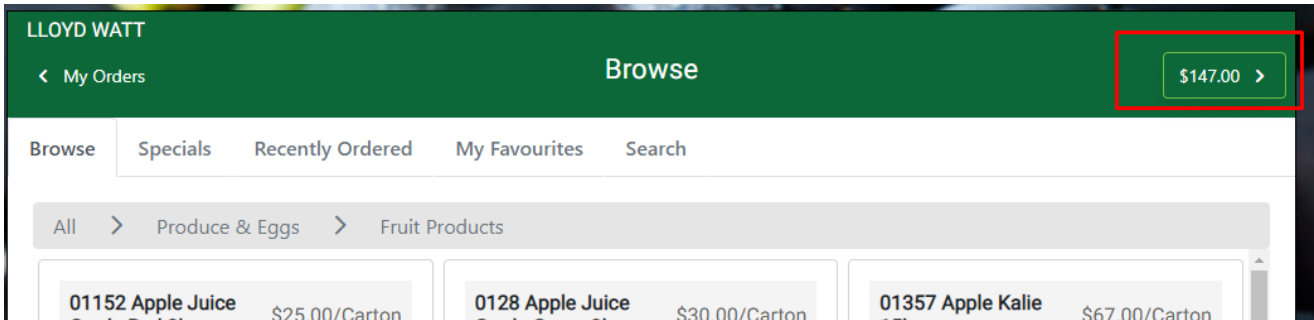
8. You'll then see the products page that will allow you to
- add or remove products using the plus (+) and minus (-) buttons [in red]
  - set favourites by clicking the heart [in blue]
  - view your total [in yellow]



9. If you want to go to another category, you can click any of the previous categories.

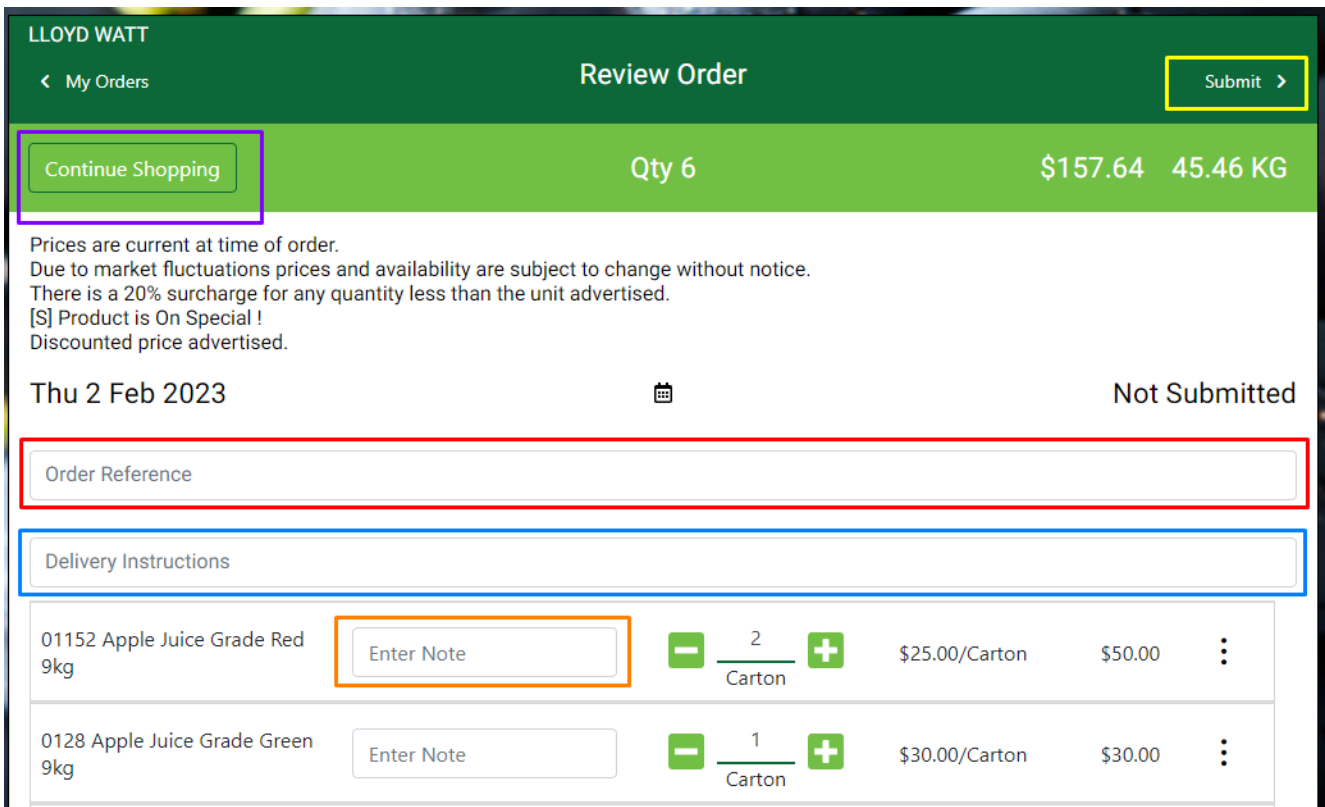


10. When you've finished adding items to your cart, click the total at the upper right hand corner to review your order.



11. In the Review Order page, you can

- Go back to the Products page by clicking the Continue Shopping button [in purple]
- Add your Order Reference in the provided text field [in red]
- Provide Delivery Instructions [in blue]
- Add Notes to each product if you want any specifics [in orange]
- Submit your order [in yellow]



12. Once submitted, in the My Orders page, you will be able to
  - a. See your Order number [in red]
  - b. View your order by clicking the Order icon [in purple]
  - c. Delete an order (that has not been delivered yet) by clicking the bin icon [in blue]

Menu My Orders [New Order >](#)

Next cut off time is Thu 26 Jan 2023 at 11:00AM

Prices are current at time of order.  
 Due to market fluctuations prices and availability are subject to change without notice.  
 There is a 20% surcharge for any quantity less than the unit advertised.  
 [S] Product is On Special !  
 Discounted price advertised.

Current Past

	Thu 2 Feb 2023	\$157.64	
	Thu 2 Feb 2023		
	Wed 1 Feb 2023		
	Fri 27 Jan 2023 Order: 559925	\$267.00	

13. All unsubmitted orders will be saved in carts. You can go back to them by clicking the cart icon [in orange]. You can also choose to delete it by clicking the bin icon [in purple].

LLOYD WATT My Orders [New Order >](#)

Next cut off time is Thu 26 Jan 2023 at 11:00AM

Prices are current at time of order.  
 Due to market fluctuations prices and availability are subject to change without notice.  
 There is a 20% surcharge for any quantity less than the unit advertised.  
 [S] Product is On Special !  
 Discounted price advertised.

Current Past

	Thu 2 Feb 2023	\$157.64	
	Thu 2 Feb 2023		










14. Deleted orders are still visible but you cannot view their contents.

Menu My Orders New Order >

Next cut off time is Thu 26 Jan 2023 at 11:00AM

Prices are current at time of order.  
Due to market fluctuations prices and availability are subject to change without notice.  
There is a 20% surcharge for any quantity less than the unit advertised.  
[S] Product is On Special !  
Discounted price advertised.

Current Past

	Thu 2 Feb 2023	\$157.64	
	Thu 2 Feb 2023		
	Wed 1 Feb 2023		
	Fri 27 Jan 2023 Order: 559925	\$267.00	
<b>Deleted</b>			
	Tue 24 Jan 2023 Order: 559448	\$463.00	





15. You can view past orders as well by clicking the Past tab and selecting the order you want to view.

Menu My Orders New Order >

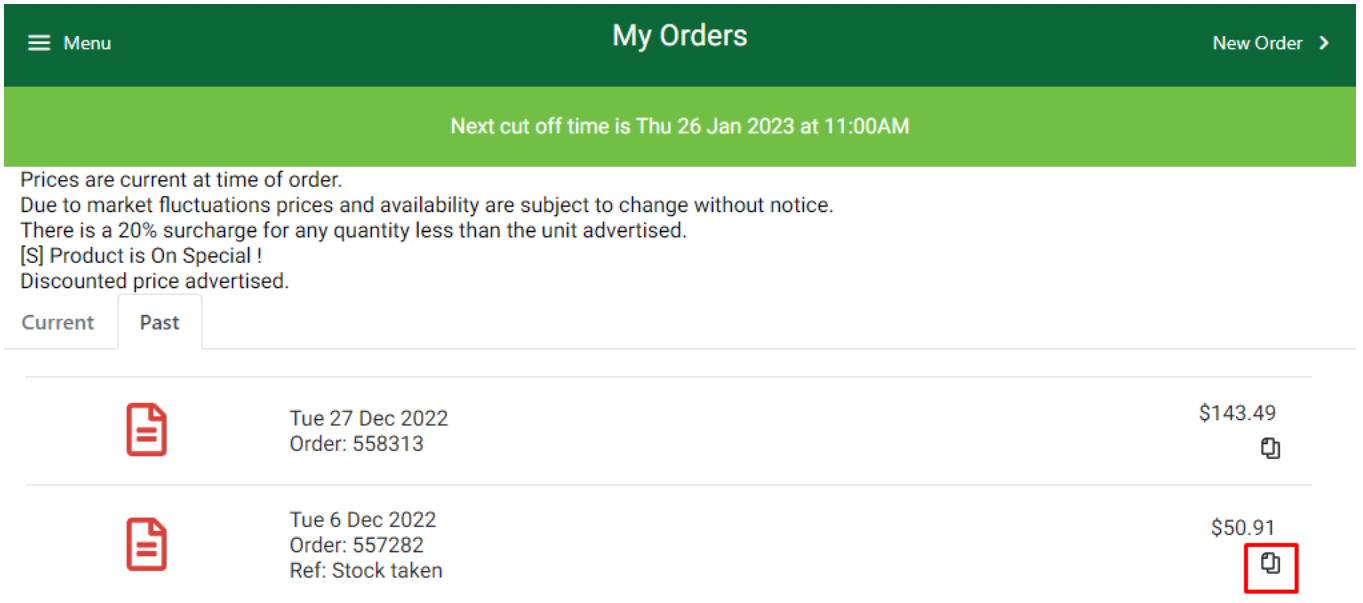
Next cut off time is Thu 26 Jan 2023 at 11:00AM

Prices are current at time of order.  
Due to market fluctuations prices and availability are subject to change without notice.  
There is a 20% surcharge for any quantity less than the unit advertised.  
[S] Product is On Special !  
Discounted price advertised.





Current Past

	Tue 27 Dec 2022 Order: 558313	\$143.49	
	Tue 6 Dec 2022 Order: 557282 Ref: Stock taken	\$50.91	

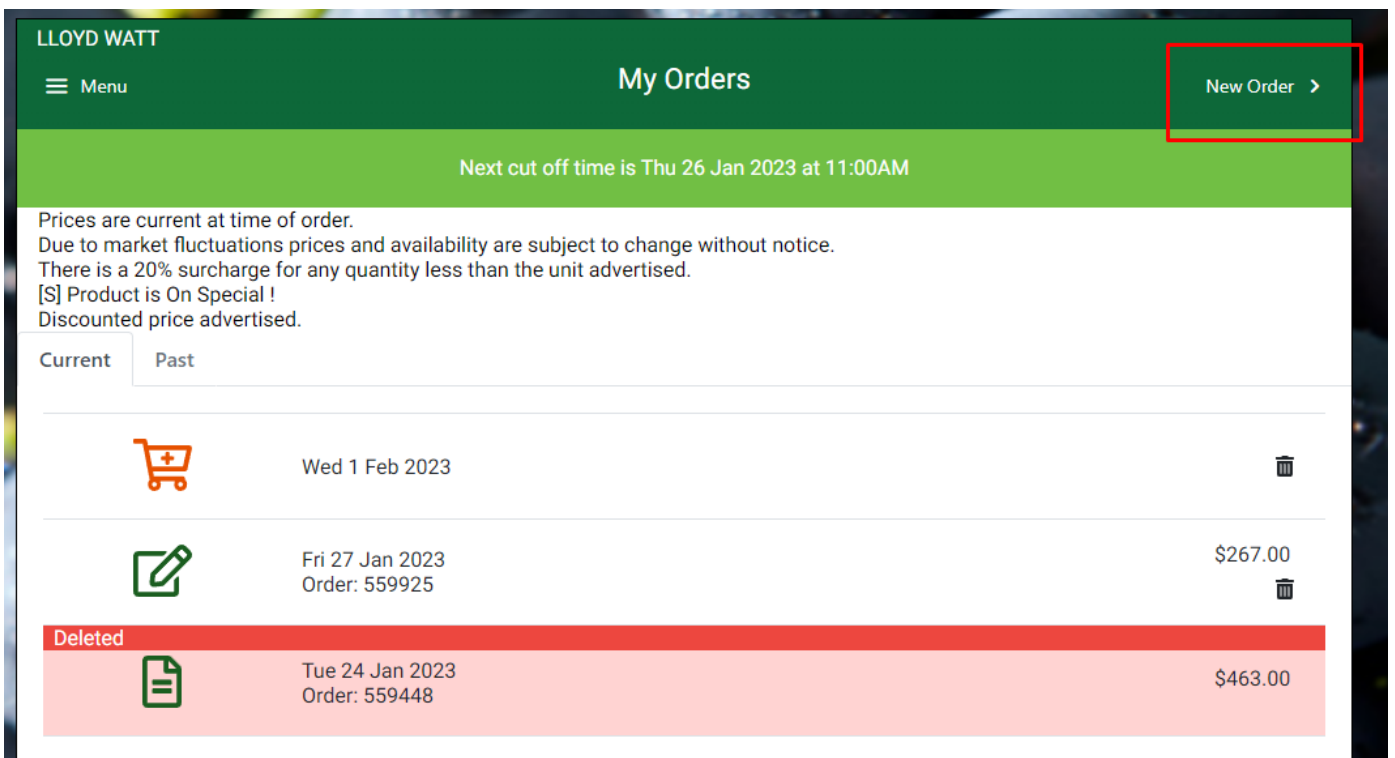
16. If you want to reorder similar items from a previous order, click the copy icon.








The screenshot shows the 'My Orders' page with a green header. The header contains a 'Menu' icon, the title 'My Orders', and a 'New Order >' link. Below the header, a green banner displays 'Next cut off time is Thu 26 Jan 2023 at 11:00AM'. A notice states: 'Prices are current at time of order. Due to market fluctuations prices and availability are subject to change without notice. There is a 20% surcharge for any quantity less than the unit advertised. [S] Product is On Special ! Discounted price advertised.' Below the notice are tabs for 'Current' and 'Past'. The 'Past' tab is active, showing two orders:

Order Icon	Date and Order ID	Amount	Action
	Tue 27 Dec 2022 Order: 558313	\$143.49	
	Tue 6 Dec 2022 Order: 557282 Ref: Stock taken	\$50.91	

17. If you want to start a new order, click "New Order" in the upper right corner.



The screenshot shows the 'My Orders' page with a green header. The header contains a 'Menu' icon, the title 'My Orders', and a 'New Order >' link which is highlighted with a red box. Below the header, a green banner displays 'Next cut off time is Thu 26 Jan 2023 at 11:00AM'. A notice states: 'Prices are current at time of order. Due to market fluctuations prices and availability are subject to change without notice. There is a 20% surcharge for any quantity less than the unit advertised. [S] Product is On Special ! Discounted price advertised.' Below the notice are tabs for 'Current' and 'Past'. The 'Current' tab is active, showing three orders:

Order Icon	Date and Order ID	Amount	Action
	Wed 1 Feb 2023		
	Fri 27 Jan 2023 Order: 559925	\$267.00	
<b>Deleted</b>			
	Tue 24 Jan 2023 Order: 559448	\$463.00	



18. If you want to edit an order that has already been submitted, click the order.



Menu My Orders [New Order >](#)

Next cut off time is Tue 31 Jan 2023 at 11:00AM


Prices are current at time of order.  
Due to market fluctuations prices and availability are subject to change without notice.  
There is a 20% surcharge for any quantity less than the unit advertised.  
[S] Product is On Special !  
Discounted price advertised.


Current Past

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Thu 2 Feb 2023

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Thu 2 Feb 2023  
Order: 560217  
Ref: Test order\$132.64  


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Wed 1 Feb 2023

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Mon 30 Jan 2023

19. Update your order as desired. Then click Submit at the upper right corner.

[< My Orders](#) Review Order Submit >

Continue Shopping Qty 6 \$157.64 45.46 KG

Prices are current at time of order.  
Due to market fluctuations prices and availability are subject to change without notice.  
There is a 20% surcharge for any quantity less than the unit advertised.  
[S] Product is On Special !  
Discounted price advertised.

Thu 2 Feb 2023 📅 Order: 560217

Order Reference

Test order

Delivery Instructions


Test order

01152 Apple Juice Grade Red 9kg	<input type="text" value="Enter Note"/>	-	2 Carton	+	\$25.00/Carton	\$50.00	⋮
0128 Apple Juice Grade Green 9kg	<input type="text" value="Enter Note"/>	-	1 Carton	+	\$30.00/Carton	\$30.00	⋮
01357 Apple Kalie 15kg	<input type="text" value="Enter Note"/>	-	1 Carton	+	\$67.00/Carton	\$67.00	⋮



20. In the Checkout Confirmation, click Yes.

### Checkout Confirmation ×

 Are you sure you want to re-submit your order? You should expect an email with an updated invoice.

× No ✓ Yes