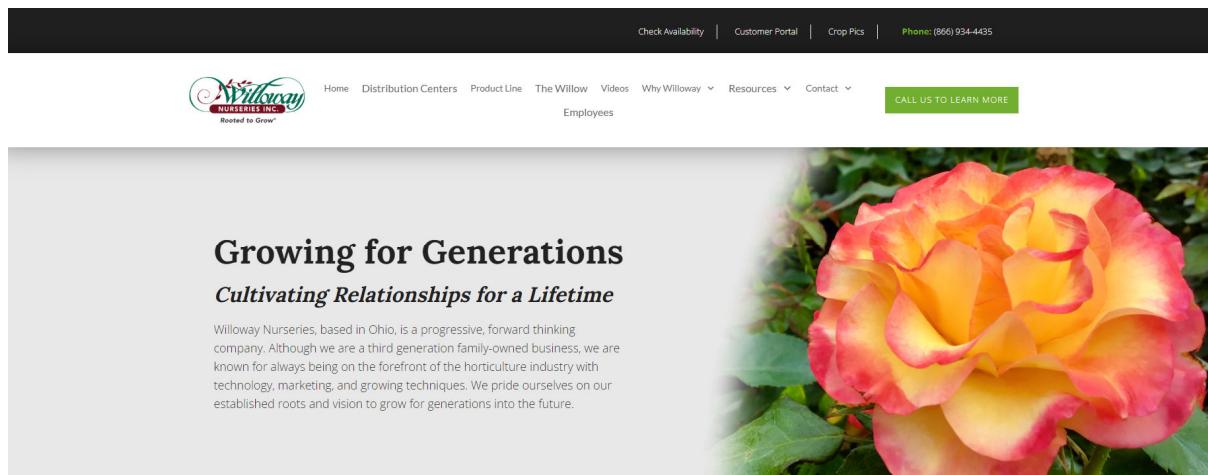


How to use Willoway Nurseries Customer Portal To Place An Order

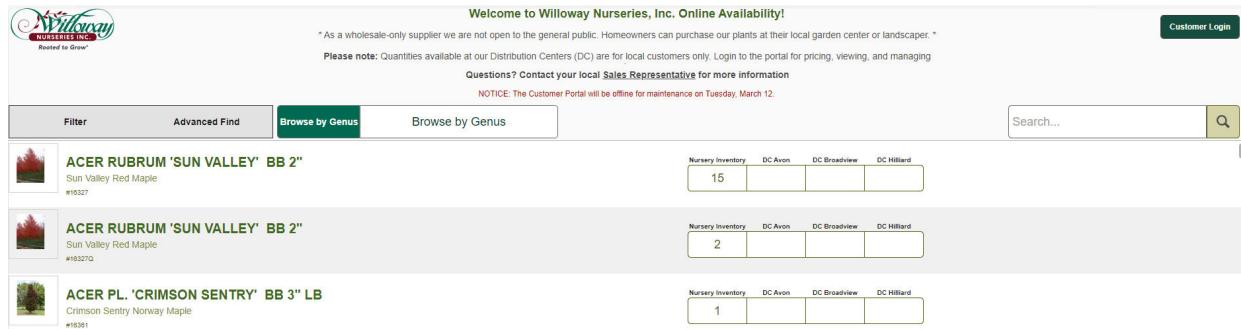
Our Customer Portal System is designed to help you run your business more efficiently and at your convenience. Benefits of using our Customer Portal include:

- Inventory lookup and detail
- 24/7 Online ordering
- Financial status (credit limit, billing information, aging)
- View real-time allocations
- View real-time loads
- View past invoices and order history
- Custom pricing management

1. Go to www.willowaynurseries.com
2. Click on customer portal



3. That will bring up the following screen, with the live availability. To place an order, click on: CUSTOMER LOGIN



	Nursery Inventory	DC Avon	DC Broadview	DC Hilliard
ACER RUBRUM 'SUN VALLEY' BB 2"	15			
ACER RUBRUM 'SUN VALLEY' BB 2"	2			
ACER PL. 'CRIMSON SENTRY' BB 3" LB	1			

4. At this point you will need a Username and Password
 - a. If you have these, enter them.
 - b. If you do not have these, click the link stating, ***Don't have a sign-in?*** After doing this you will receive info within 24 hours.

5. After signing in you will see the following screen. To place an order, click the first box named: Place Order/View Availability.



GRASS - PE. AL. 'ETOUFFEE' G2 WF
STARTING AT \$15.35

Willoway Customer Portal

Welcome to the Willoway Nurseries, Inc. customer portal. You will be able to view inventory, view your previous orders, manage your customer pricing and view information about your account with us.

[!\[\]\(4bc17f06788033d9b8b3ff4b2e7856e6_img.jpg\) Place Order / View Availability](#)

[!\[\]\(cacb2a71cc4d30275b511bb2a429de97_img.jpg\) Load Tracker](#)

[!\[\]\(cc550a6475ae0a4b1b30a2c3ecc0f2f6_img.jpg\) Spring Order 2024](#)

[!\[\]\(c69b0103e9852262815d3edabc991a19_img.jpg\) View Crop Pics](#)

[!\[\]\(9b8c673b0d75e72caabf3ca9944ef845_img.jpg\) Inventory Sweet Sheet](#)

[!\[\]\(18f23ec37a471f851e2e8a40dc8f10ea_img.jpg\) Account Details](#)

[!\[\]\(1d9e6df0ad0e064adb4f8200fa1d27b7_img.jpg\) Send Us Feedback!](#)

[!\[\]\(5e5ffb3d43db9661b7d64dbbb699cb75_img.jpg\) Login as customer](#)



ANEMONE 'FANTASY POCOHANTAS' 19CM
STARTING AT \$9.05



THUJA OCC. EMERALD PETITE G3 18"
STARTING AT \$27.10



HYDRANGEA M. LETS DANCE
LOVABLE™ G3 PW

6. Click on delivery or select a pickup location.

Please select whether your order will be for pickup or delivery.

[Delivery](#)

[**Pickup Willoway Avon Docks**](#)

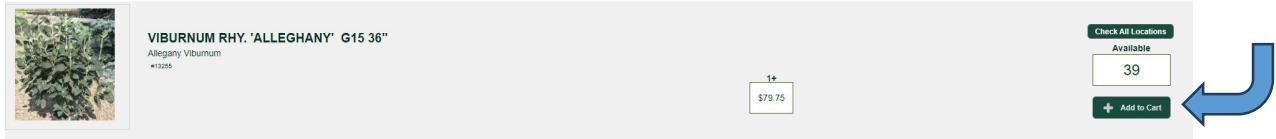
[**Pickup Willoway Huron Docks**](#)

[**Pickup Avon Distribution Center**](#)

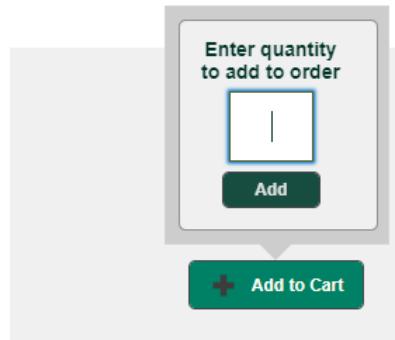
[**Pickup Broadview Distribution Center**](#)

[**Pickup Hilliard Distribution Center**](#)

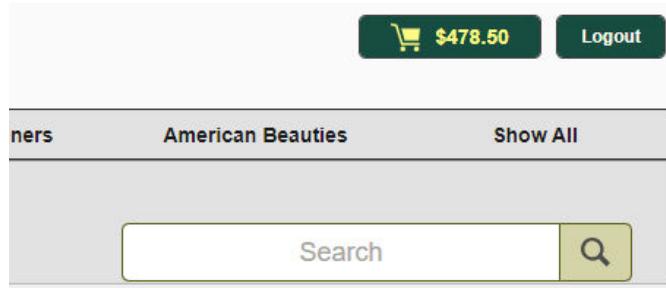
7. Find the plants that you would like to add to your order and select the ADD TO CART BUTTON



8. A box will pop up where you enter the number of plants that you would like.



9. After you have added all the plants that you would like to your cart, select the cart icon in the upper right-hand corner to begin the check-out process.



10. That will bring you to the following screen where you need to select a ship to location and a requested date.

 A screenshot of the checkout order review page. At the top, it shows the Wilway logo, 'Home', 'Save Cart for Later', and 'Continue Shopping'. Below this is a note about order processing and guarantees. The main area shows a table with product details: 'VIBURNUM RHY. 'ALLEGHANY' G15 36'' with a quantity of '6' and a total of '\$478.50'. There are fields for 'SHIP TO' (with a placeholder 'Address: _____'), 'ORDER TYPE' (set to 'Delivery'), and 'REQUESTED DATE' (with a placeholder 'If you want to split your order into more than one date please enter the first date here and explain the others in the Comments field.'). At the bottom is a large 'ORDER INSTRUCTIONS OR COMMENTS' text area.

DESCRIPTION	UNIT PRICE	QTY	ITEM TOTAL
VIBURNUM RHY. 'ALLEGHANY' G15 36"	\$79.75	6	\$478.50

11. Once you add the ship to info and date and you are satisfied with your order click the Submit Order Button in upper right corner.

Continue Shopping Submit Order

Please review your order below. Once you submit your order for processing, you will need to contact your sales rep make changes. Please allow one business day for processing. If you need your material sooner than that, contact your sales rep to see if it can be expedited.

All orders are subject to inventory availability at time of processing. Quantities are not guaranteed.

UNIT PRICE	QTY	ITEM TOTAL
\$22.90	50	\$1,145.00 Remove
		TOTAL: \$1,145.00

12. In this screen; you can also save your order to add to it later. Or if you forgot a plant, you can continue shopping. You can make as many changes as you would like up until you hit submit order. Once the order is submitted, you will have to contact your sales rep to make changes.

Willoway
NURSERIES INC.
Bred to Give

Home Save Cart for Later Continue Shopping

Please review your order below. Once you submit your order for processing, you will need to contact your sales rep make changes. Please allow one business day for processing. If you need your material sooner than that, contact your sales rep to see if it can be expedited.

All orders are subject to inventory availability at time of processing. Quantities are not guaranteed.

DESCRIPTION	UNIT PRICE	QTY	ITEM TOTAL
VIBURNUM RHY 'ALLEGHENY' G15 36"	\$79.75	6	\$478.50 Remove
LOCATION: <input type="text"/> Purchase ORDER: <input type="text"/>	ORDER TYPE: <input type="text"/> Delivery		TOTAL: \$478.50
REQUESTED DATE: <input type="text"/>			
If you want to split your order into more than one date please enter the first date here and explain the others in the Comments field.			
ORDER INSTRUCTIONS OR COMMENTS <input type="text"/>			

13. You will receive an Order Acknowledgement email from Willoway Systems (systems@wwninc.com) containing a copy of the order and your order will also be received by the sales staff at Willoway!