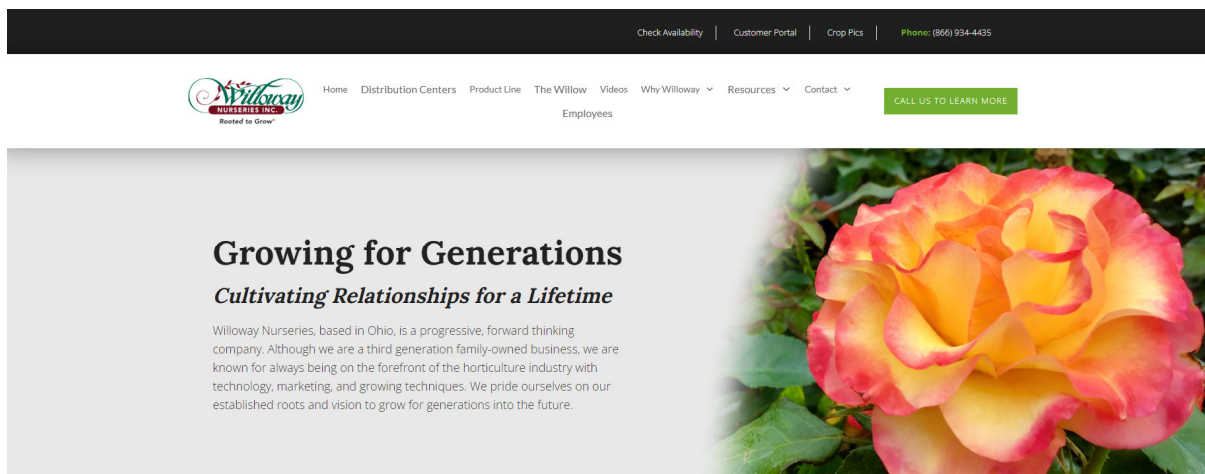


# How to use Willoway Nurseries Customer Portal To Place An Order

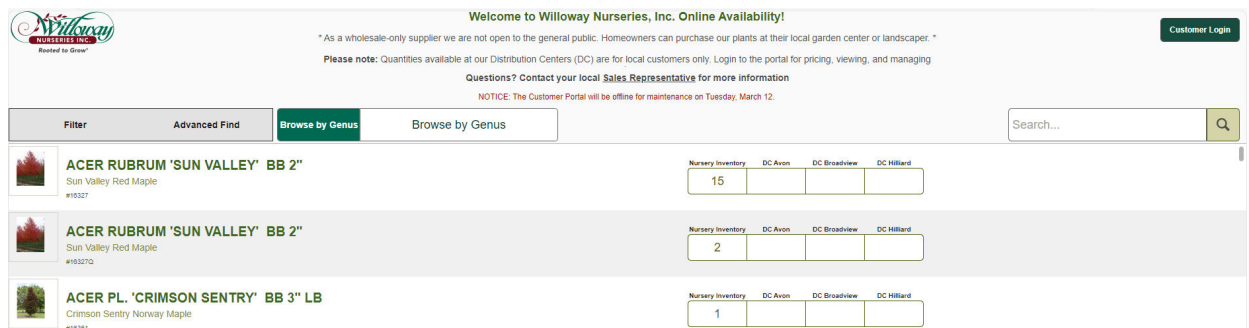
Our Customer Portal System is designed to help you run your business more efficiently and at your convenience. Benefits of using our Customer Portal include:

- 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

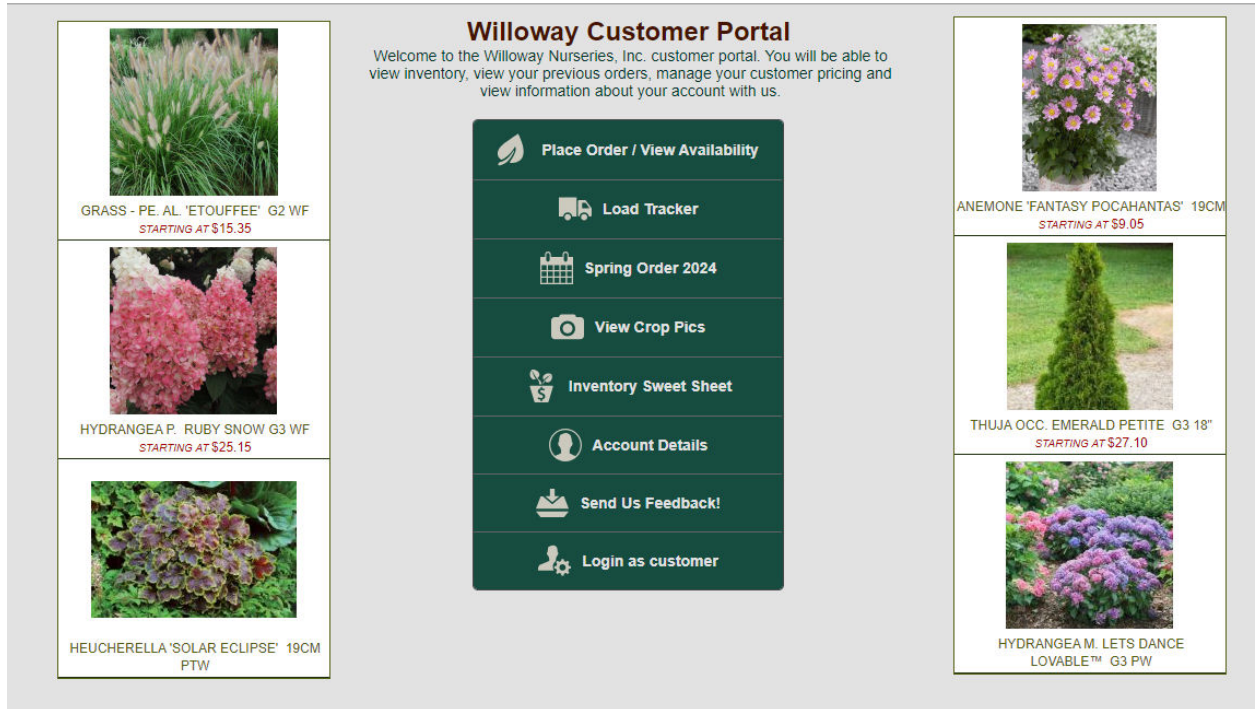
1. Go to [www.willowaynurseries.com](http://www.willowaynurseries.com)
2. Click on customer portal



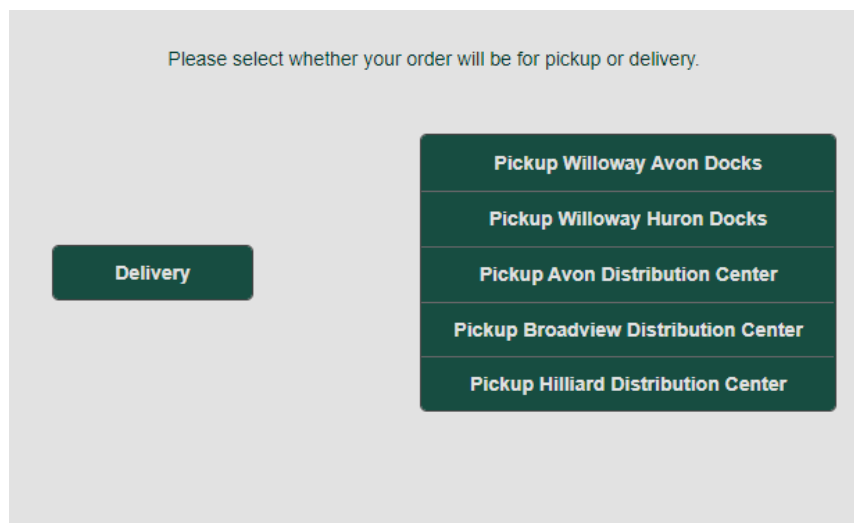
3. That will bring up the following screen, with the live availability. To place an order, click on: CUSTOMER LOGIN



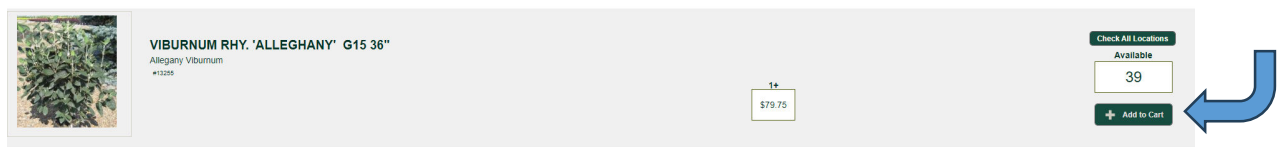
4. At this point you will need a Username and Password
  - a. If you have these, enter them.
  - b. If you do not have these, click the link stating, ***Don't have a sign-in?*** After doing this you will receive info within 24 hours.
5. After signing in you will see the following screen. To place an order, click the first box named: Place Order/View Availability.



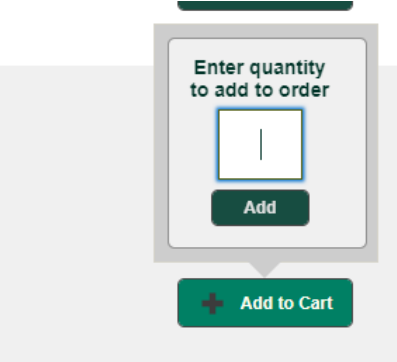
6. Click on delivery or select a pickup location.



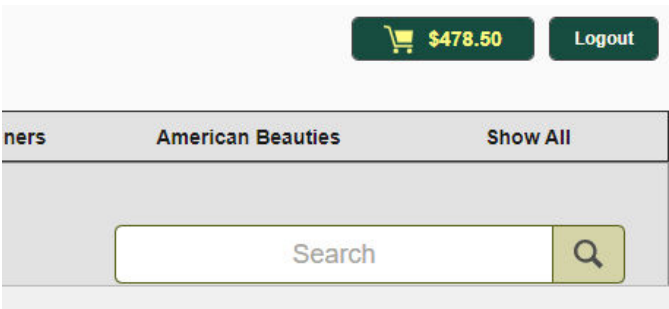
7. Find the plants that you would like to add to your order and select the ADD TO CART BUTTON



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 a checkout page. At the top left is a logo for "Willoway". Below it are links for "Home", "Save Cart for Later", and "Continue Shopping". A paragraph of text states: "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." Below this is a table with the following data:

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

Remove

LOCATION:

PURCHASE ORDER:

ORDER TYPE:

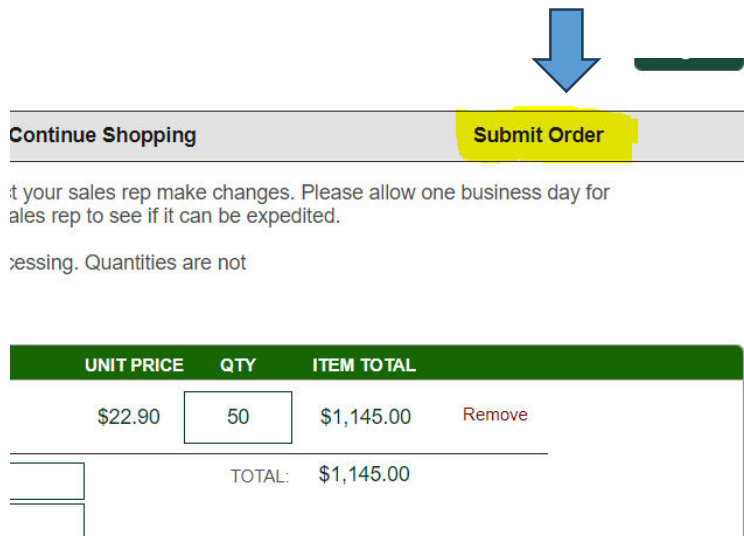
REQUESTED DATE:

ORDER INSTRUCTIONS OR COMMENTS:

TOTAL: \$478.50

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.

- 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.



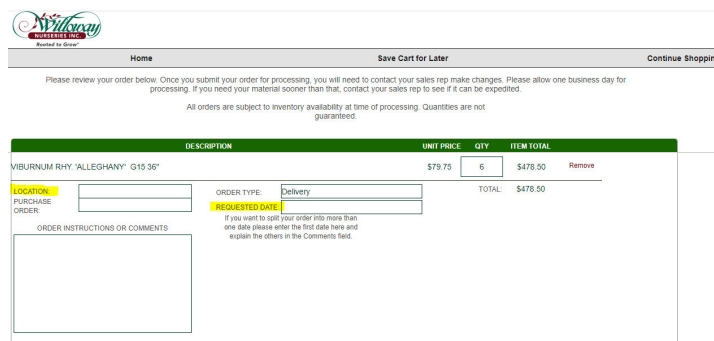
Continue Shopping **Submit Order**

Let your sales rep make changes. Please allow one business day for sales rep to see if it can be expedited.

Processing. Quantities are not

UNIT PRICE	QTY	ITEM TOTAL	
\$22.90	50	\$1,145.00	<a href="#">Remove</a>
TOTAL:		\$1,145.00	

- 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 Systems  
Proud to be Local

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. ALLEGHANY G15 36"	\$79.75	6	\$478.50	<a href="#">Remove</a>
TOTAL:			\$478.50	

LOGO:

PURCHASE ORDER:

ORDER TYPE:

[REQUESTED DATE](#)

ORDER INSTRUCTIONS OR COMMENTS:

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.

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