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Web Ordering – Username and Password Setup

****Only needs to be done 1 time during initial setup****

1. Go to <http://www.sunshinegreenhouses.com/>
2. Click on the 'Online Ordering' tab.
3. Click the 'Log In' link.

Request Log In

4. Select the green 'Request Log In' button.
5. Fill out all the fields listed and click the blue 'submit' button.

Company Name:	<input type="text"/>
Contact Name:	<input type="text"/>
Username:	<input type="text"/>
First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Email:	<input type="text"/>
Phone:	<input type="text"/>
Password:	<input type="password"/>
Password Validation:	<input type="password"/>

Submit

6. Please allow 5 business days for us to process your request. You will receive an email or phone call confirming your username and password. Once you've received this information, you can place your first order.

Web Ordering instructions

Placing an Order

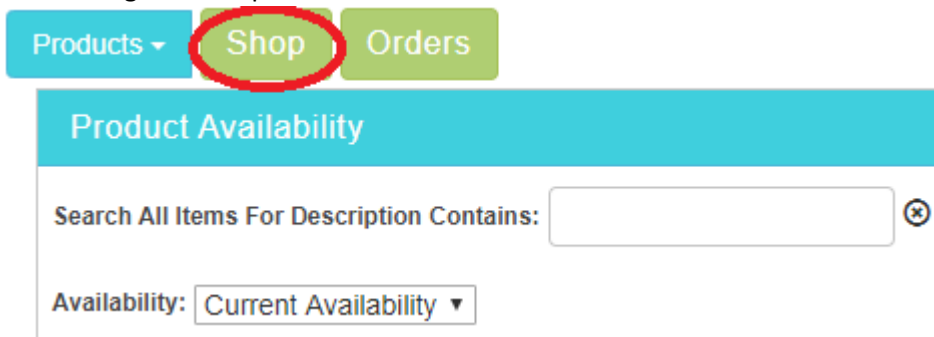
1. Go to <http://www.sunshinegreenhouses.com/>
2. Click on the 'Online Ordering' tab.
3. Click the 'Log In' link.
4. Enter your username and password.
**Note: This must have previously been setup and approved by the office.

Username:

Password:

[Sign In](#) [Forgot your password?](#)

5. Click on the green 'Sign In' button.
6. (you must use the mouse to click this button, pushing 'enter' won't open the ordering screen).
7. Select the green 'Shop' Button.



The screenshot shows a navigation bar with three buttons: 'Products' (with a dropdown arrow), 'Shop' (circled in red), and 'Orders'. Below the navigation bar is a section titled 'Product Availability' with a teal header. Inside this section, there is a search field labeled 'Search All Items For Description Contains:' with a clear button (X) to its right. Below the search field is an 'Availability:' dropdown menu currently set to 'Current Availability'.

8. Fill out all of the fields in the 'Order Header' portion of the screen. (PO#, Name, email, etc.)
9. Fill out the notes section (if needed).

[Next](#)

10. Select the blue 'next' button.
11. You can now add items to your order by filling out the Order Items portion of the screen.
12. You have two options for searching for items.
 - A. Option 1: Search by Item Description. Search for part of the plant name. Ex: 'Prim' will pull up all the primrose available now including all sizes. Type in your search criteria and then press 'enter' to see results.

B. Option 2: Click the green search button. This will pull up all items available now.

Order Items

Search All Items For Description Contains:

Availability:

Search

13. After you have brought up your desired search criteria you will see the items listed at the bottom of the screen. You can further limit your results (if desired) by clicking on the funnel to the right of each heading. You can filter results by category, description, package size and quantity available.

Category ↑ 1 Description ↑ 2 Package Available Order

14. Once you've pulled up the item or items you wish to order, you can now type in the order quantity. Note: Qty 1 = 1 flat. Qty 10 = 10 flats. You can only order in full flat quantities.

Search

All Items Ordered Items

Drag a column header and drop it here to group by that column

Category ↑ 1	Description ↑ 2	Package	Available	Order
▶ 10" FOLIAGE SPECIALTY	BRAIDED VARIEGATED HAWAIIAN SCHEFF	EA	18	0
▶ 10" FOLIAGE SPECIALTY	STANDARD-FIDDLELEAF	EA	12	0
▶ 10" HANGING BASKET	10" COCONUT COAST	EA	37	0
▶ 10" HANGING FOLIAGE	10" FERN-KIMBERLY QUEEN	EA	1	0
▶ 10" PREMIUM FOLIAGE	ASSORTED-PREMIUM FOLIAGE	EA	989	0
▶ 10" PREMIUM FOLIAGE	BIRD OF PARADISE-WHITE	EA	84	0
▶ 10" PREMIUM FOLIAGE	DRACAENA-LIMELIGHT	EA	1	0

15. Type in the order Quantity in the order field.

16. **Then you must click off the row and click in the white space above to commit/save the quantity.

17. Continue searching and entering order quantities until order is complete.

Save ~~**Create New Order**~~

18. Select the green 'save' button.

19. **Note: Once you've selected the 'save' button, you cannot make any changes to the order. Any further changes must be submitted through the office. **

20. You will not be routed to a new screen but rest-assured, your order has been submitted.

Logout

21. **Important Note: Make sure you choose the green 'logout' button to end your session. If you forget this step, your order will be locked and we cannot process the order. **

Viewing Placed Orders

1. If you would like to view orders you've previously placed, login and click the green 'Orders' button.


Orders


2. Type in some type of filter (by date or PO# are recommended). If you don't filter the results before clicking the green 'search' button, this will pull up all past orders placed with Sunshine and it can take a long time to load.


Order Search


Order Number:

PO Number:

Delivery Dates: From: 

To: 

Order Dates: From: 

To: 

Placed By:

3. After you click the green 'search' button, your orders that fit that criteria will be listed at the bottom of the screen.

4. Click the blue 'edit' link to view the order.

5. Click on the blue 'ordered items' link to view what was ordered.

Ordered Items

6. Note: you cannot make any changes to the order. Changes must be made through the office. This is for viewing purposes only.