

# How to Shop



**Shop by 'Categories'** – Hover over this menu button to select different product categories, such as: Frozen, Drinks, Fresh Fruit, Cleaning Products,

**Shop by 'Brands'** – Click on this menu button to select different Brands, such as: Airwick, Birdseye, Colmans, Heinz, Kingsmill.

**Special Offers** – Click on this menu button to view our current special offers, you can then add these items straight to your basket from here.

**Previously Ordered Items** – This section keeps a record of your last 100 ordered items to ease selection of your commonly purchased items, with the ability to add these items quickly to your basket.

**Search Bar** – Use the search bar to search for specific items.

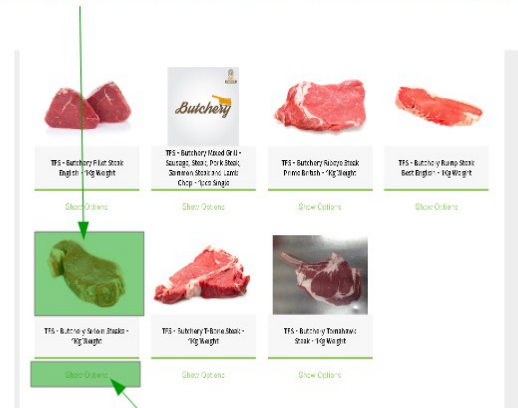


When browsing through the products you have two different options to add items to your basket:

**Click on the Product Picture** – This will take you to a new page with detailed information on your selected product. You can then add that product to your basket and also see any allergen information or download COSHH sheets (If Applicable)

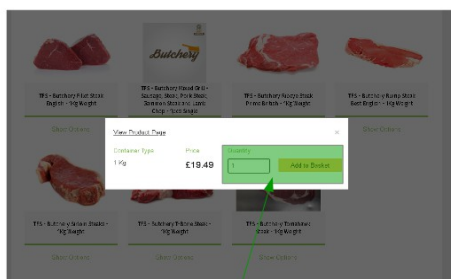
**Click 'Show Options'** – This brings up a pop up allowing you to quickly add that product to your basket and not losing the page you are viewing that item on.

## Click on Product Picture for extended options



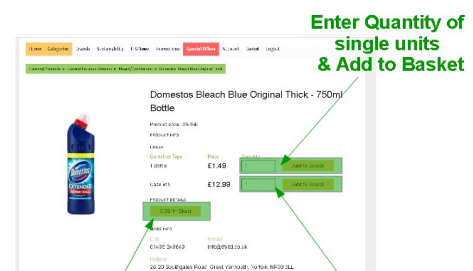
## Click 'Show Options' for Quick Add

## Show Options / Quick Add



Add required weight in the quantity box, then add to basket

## Product Picture clicked / Extended Product Options

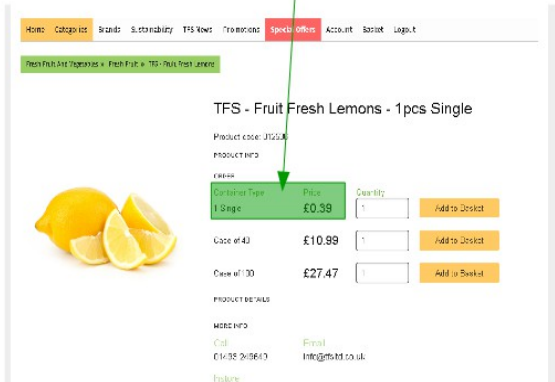


Click to Download COSHH Sheet

Enter Quantity of Cases & Add to Basket

**Products are sold either by Single Units or by Weight**

**Item sold by Single Unit,  
Price per single unit listed**



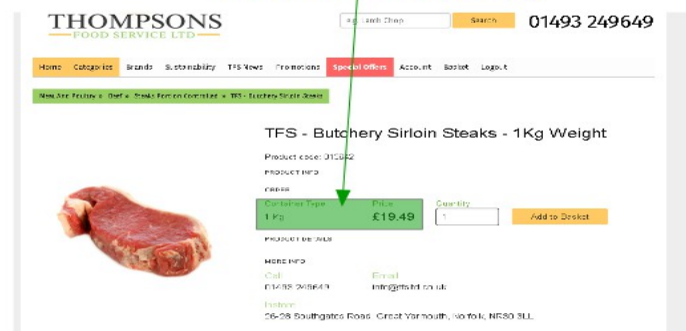
**Single Unit items**

- To purchase 1 single lemon you will put '1' in the quantity box next to the single unit (as highlighted),
- To purchase 1 case of 40 lemons you will put '1' in the box next to the case of 40.
- To purchase 10 lemons you will put '10' in the quantity box next to the single unit (as highlighted).
- To Purchase 3 cases of 40 lemons you will put '3' in the quantity box next to the case of 40.

**Items sold by Weight**

- To purchase 1kg of Sirloin Steak put '1' in the quantity box.
- To Purchase 400g of Sirloin Steak put '0.400' in the quantity box.
- If you wanted to purchase 6 x 8oz Sirloin Steaks,
  - Add 1kg of Sirloin Steaks to your basket, then click on your basket and add a note for that product (Detailed below).

**Item sold by Weight,  
Price shown per kg**



**View your Basket**

To view your basket click on the 'Basket' button found on the menu bar or click on your basket displayed in the top right corner of your screen (as highlighted).

**To view your basket click on either of the option above**

## Basket

**Delivery Address** – This address is where we will delivery to (Select address and select change if you have multiple address available)

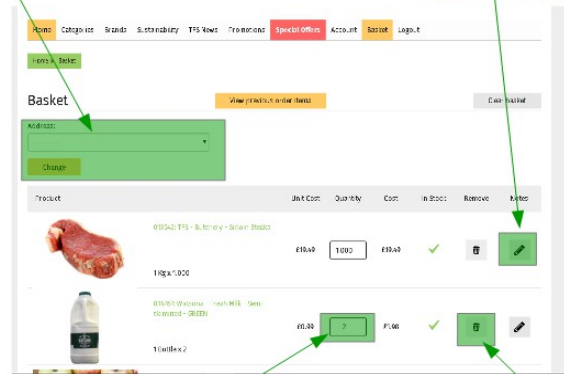
**Change Quantity/Weight** – Use this option to alter any of your selected items quantities/weights.

**Remove Item** – If you wish to remove an item from your basket just press on the Bin button (as highlighted) this will remove the complete item even if you have multiple quantities selected.

**Write Notes** – Press the Pencil button (as highlighted) to write a note for that specific product.

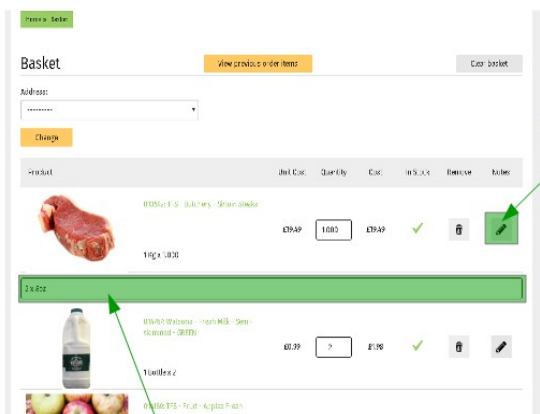
**Delivery Address**

**To write notes for a specific item**



**Change Quantity/Weight of items**

**Remove item from Basket**



**Click to add a note**

**Type product note in box**

## Product Notes

**Add a Note to a Product** – Click on the pencil button on the desired products line (as highlighted).

A note box will appear (as highlighted), add your desired note to that product.

Examples of product notes:

-Sirloin Steak (order quantity is 1kg), but you only want 2 steaks.

**- 2 x 8oz**

-Mince Beef, you would like your mince beef bagged up separately so you can use for different meals.

**-4 x 500g bags**

## Basket Continued

**Store Collection/Delivery** – Select if you want your order delivered or if you are collecting from the store.

**Delivery/Collection Date** – Select what day you would like your order delivered/collecting.

**Delivery Notes** – Add any delivery instructions.

**PO Number** – Add a PO or order number if you need one.

**Payment Method** – Select payment method.

Currently only one option is available  
'Pay on Delivery' Please select this.

We will call you on the day of your delivery when your order is ready to be dispatched to discuss any substitutes and ask if you would like to pay with card over the phone or cash with the delivery driver.

**Place Order** – Press this button to place your order.

You will then receive an automatic email confirmation within a few minutes of placing your order. **If you do not receive this email your order has not been received by us!** Please ensure all of the above options on 'your basket' have been selected otherwise it will not place your order.

Your basket should be empty once a successful order has been placed.

