



Juicy Isle Online Ordering Instructions

www.juicyisle.com.au

Log in

Already a registered online customer?

- Type in the Username and Password in the log in box.

username
password LOGIN
[Register for an Account here](#)

Not a registered online customer?

- Click on [Register for an Account here](#)
(NB: Only customers who are current Juicy Isle account holders can order on the web site.)
- Fill in the details. * see page 4
- Click on Register
- The online account will then need to be approved. An email will be sent to Juicy Isle who will then activate the account. Confirmation will be sent when this occurs.

Selecting products

A) Browsing for products

- Click one of the category buttons



- Choose a product type

Please choose from one of the categories to view products.



Fresh juice



Fruit drink



Longlife juice

➤ Type in a quantity and click on **add to cart**



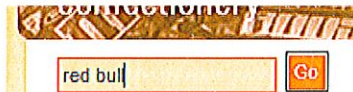
2LT JUSLE -
APPLE JUICE -
NAS
9221
\$28.14

1 **add to cart**

B) Type in product code or name



or



- Click **Go**
- Type in a quantity and click on **add to cart**

Shopping Cart

➤ The shopping cart now appears showing what has been ordered.

Qty	Product Code	Product Name	Unit Ex GST	Unit GST	Total inc GST	
1	1430	750ML LIME JUICE CORDIAL SCHWEPES X 12	\$32.36	\$3.60	\$35.96	
2	2342	300ML ORANGE NAS X 12	\$16.56	\$0.00	\$33.12	
Total (inc GST): \$62.61						

a) change the quantity

b) then recalculate the cart

Recalculate Cart **Clear Cart** **Go to Checkout**

remove everything

remove the item

ready to complete order? click on Go to Checkout

- You can **add** other products to the cart by clicking on another category button



eg.

or go back to the same category by clicking on the link:

Juicy Isle range » [Fresh juice](#) » [Apple Juice - No Added Sugar](#)

or type in a product code / product name in the search box

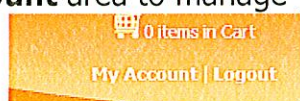
Ordering

- Once finished ordering products click on 
- Fill out the Contact and Delivery fields as required. Click on 
- Click on the Distribution Fee and Payment Term buttons.
Click on 
- Check the order details and click on 
- Print out the order as a record by clicking 

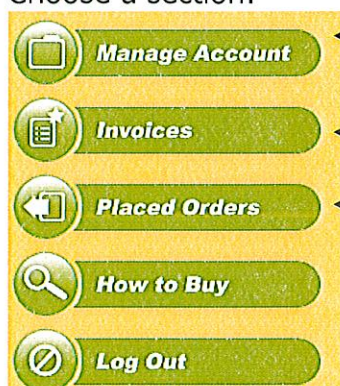
Account Menu

- You can go to **My Account** area to manage your account.

- Click on **My Account**



- Choose a section:



← Edit account details (delivery address / contact details)
Add / edit new users and change passwords

← View and print invoices

← View orders placed.
Re-order using previous orders

Re-ordering using a previous order

To save you time you can refer to a previous order and use that for the next order so most of the product selection is done for you.

- Go to the **My Account** area
- Select **Placed Orders**
- Find the order you'd like to use and under the Actions column choose **Reorder**

- A shopping cart appears with the products already selected. Here you can add new products (by clicking on the menu buttons on the left hand side), change the quantity or remove products from the order.
- Once your shopping cart is as you want it choose **Go to checkout** and proceed as usual.

The registration page:

* Compulsory Fields

Business Name: *	<input type="text"/>	
Customer Number: *	<input type="text"/>	how to find?
User Name: *	<input type="text"/>	6 or more characters
Your Password: *	<input type="text"/>	8 or more characters (alpha numeric abc123)
Retype Your Password: *	<input type="text"/>	
Your Full Name: *	<input type="text"/>	
Email: *	<input type="text"/>	
Business Address		
Address1:	<input type="text"/>	
Address2:	<input type="text"/>	
City:	<input type="text"/>	
State: *	<input type="text"/>	
PostCode: *	<input type="text"/>	
Country:	<input type="text" value="AUSTRALIA"/>	▼
Phone: *	<input type="text"/>	
Fax:	<input type="text"/>	
Comments:	<input type="text"/>	