

DRIFTWOOD DAIRY ONLINE ORDERING

MAKING CHANGES

1. Login to Driftwood's online ordering. It is located at www.driftwooddairy.co. You can also follow the online ordering link at Driftwood's main website, www.driftwooddairy.com.

YOU CAN ALWAYS COUNT ON DRIFTWOOD!

The screenshot shows the 'My Account' page with the 'Order Entry' section active. The left sidebar contains navigation links: ORDER ENTRY, PENDING ORDERS, ORDER GUIDE MAINTAINANCE, BILLING, and SETTINGS. The main content area includes form fields for Customer (SMITH SCHOOL), Delivery Date (03/19/2024), Dup Order (Choose One), Customer# (25001), and Customer PO#. The shipping address is listed as SMITH SCHOOL, 100 ANYSTREET, ANYTOWN, CA. 90000. A table with columns for Prod Number, Prod Desc, Quantity, and Order Factor is present but empty. At the bottom, there are buttons for 'SUBMIT "NO ORDER"', 'ADD ITEM', 'RESET ORDER ENTRY', and 'SUBMIT ORDER'. The total amount is \$0.00.

2. CLICK ON PENDING ORDERS

YOU CAN ALWAYS COUNT ON DRIFTWOOD!

This screenshot is similar to the first one but shows the 'PENDING ORDERS' link in the sidebar highlighted in yellow. A red arrow points from this link to the 'Order Entry' section. The 'Welcome SMITHSCHOOL' message is visible in the top right corner. The rest of the page layout, including the form fields and buttons, remains the same as in the previous screenshot.

3. Now that you are in pending orders, click on the order you would like to amend.

YOU CAN ALWAYS COUNT ON DRIFTWOOD!

Welcome **SMITH SCHOOL**

Driftwood HOME ORDER ENTRY INSTRUCTIONS

My Account

ORDER ENTRY

PENDING ORDERS

ORDER GUIDE MAINTAINANCE

BILLING

SETTINGS

Pending Orders

Orders from: SMITH SCHOOL

Pending Order No.	Delivery Date
SO10001	3/20/2024
SO10002	3/22/2024

Ship To: SMITH SCHOOL
100 ANYSTREET
ANYTOWN, CA. 90000

Delivery Notes:

About Us
Corporate Site
Contact Us

4. YOU MUST CLICK ON EDIT ORDER TO MAKE CHANGES.

YOU CAN ALWAYS COUNT ON DRIFTWOOD!

Welcome **SMITH SCHOOL**

Driftwood HOME ORDER ENTRY INSTRUCTIONS

My Account

ORDER ENTRY

PENDING ORDERS

ORDER GUIDE MAINTAINANCE

BILLING

SETTINGS

Pending Order #SO00001

Delivery Date: 03/20/2024

Route: 514

Customer PO #:

Customer #: SMITH SCHOOL

Address: 100 ANYSTREET
ANYTOWN, CA. 90000

Ship To: SMITH SCHOOL
100 ANYSTREET
ANYTOWN, CA. 90000

Delivery Notes:

Line #	Prod Number	Prod Desc	UOM	Quantity	Order Factor
1	10350	WHOLE MILK GAL PL	EA	10	1

Total Line #1 Total Amount \$60.06

CANCEL ORDER EDIT ORDER DOWNLOAD PDF

Now you have options to modify the order you have chosen.

YOU CAN ALWAYS COUNT ON DRIFTWOOD!

Welcome SMITH SCHOOL



HOME ORDER ENTRY INSTRUCTIONS



My Account

ORDER ENTRY

Pending Order #SO00001

PENDING ORDERS

Delivery Date:

Route:

Customer PO #:

Ship To: SMITH SCHOOL
100 ANYSTREET
ANYTOWN, CA. 90000

03/20/2024

514

Delivery Notes:

ORDER GUIDE MAINTAINANCE

Customer #: SMITH SCHOOL

BILLING



SETTINGS



Address: 100 ANYSTREET
ANYTOWN, CA. 90000

Line #	Prod Number	Prod Desc	UOM	Quantity	Order Factor
--------	-------------	-----------	-----	----------	--------------

1	10350	WHOLE MILK GAL PL	EA	10	1
---	-------	-------------------	----	----	---

Total Line #1 Total Amount \$60.06

CANCEL
ORDER

ADD
ITEM

SAVE

DOWNLOAD PDF

OPTIONS AVAILABLE:

ADD ITEMS

ADD NOTES

CHANGE QUANTITIES

CHANGE DELIVERY DATE

CANCEL ORDER

DOWNLOAD PDF OF ORDER

**NOTE: YOU WILL NOT RECEIVE AN EMAIL CONFIRMATION OF ANY CHANGES MADE TO YOUR ORDER. THIS MAY CHANGE IN THE FUTURE. Rev. 3/18/2024