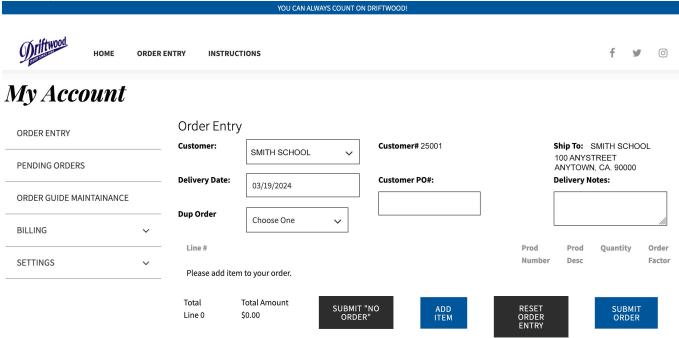
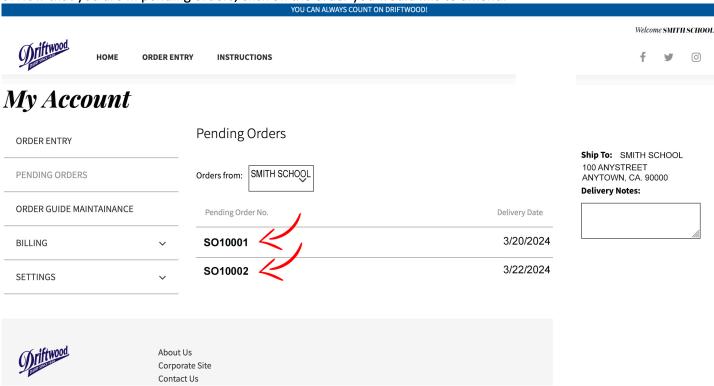
# DRIFTWOOD DAIRY ONLINE ORDERING MAKING CHANGES

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

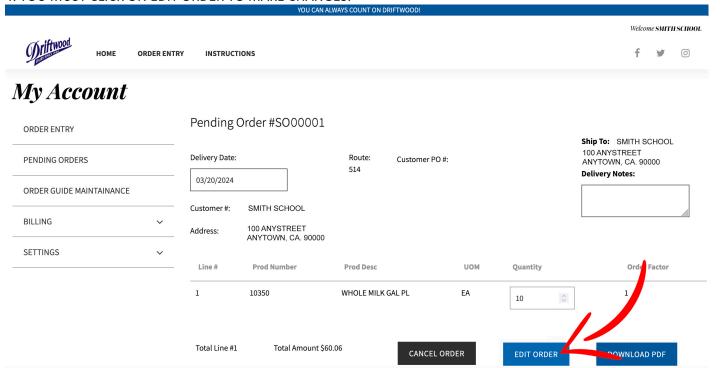


#### 2. CLICK ON PENDING ORDERS YOU CAN ALWAYS COUNT ON DRIFTWOOD Welcome SMITH SCHOOL 0 HOME ORDER ENTRY INSTRUCTIONS y My Account rder Entry ORDER ENTRY **Customer:** Customer# 25001 Ship To: SMITH SCHOOL SMITH SCHOOL ~ 100 ANYSTREET PENDING ORDERS ANYTOWN, CA. 90000 **Delivery Date:** Customer PO#: **Delivery Notes:** 03/19/2024 ORDER GUIDE MAINTAINANCE **Dup Order** Choose One BILLING Line# Prod Prod Quantity Order Number Desc Factor **SETTINGS** Please add item to your order. Total **Total Amount** SUBMIT "NO ORDER" SUBMIT ORDER Line 0 \$0.00

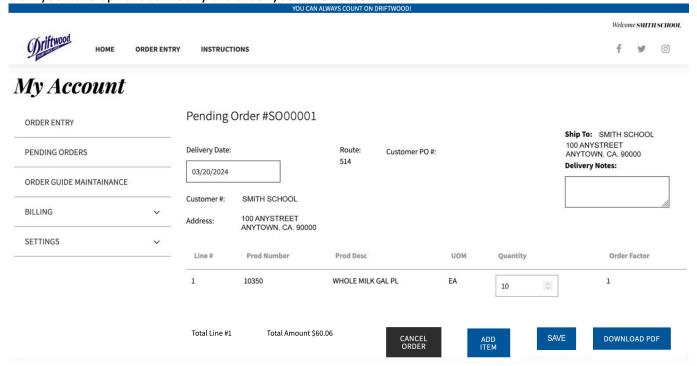
## 3. Now that you are in pending orders, click on the order you would like to amend. YOU CAN ALWAYS COUNT ON DRIFTWOOD!



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



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



#### **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