

Millcreek Gardens Guide to Online Orders



We are happy to announce the launch of our Online Ordering and Live Availability! It is our hope that you find this new tool a convenient and optimal way to order plant material from us.

This Guide details how to navigate and order from our new Online Ordering webpage. This site is best navigated on a desktop or tablet but can also be viewed through a smart phone (oriented in landscape).



Below is a view of the home page to Online Orders. From here you can view all items we currently have available, search for specific items, or filter by size, category or comment. To view product pricing and place an order you will need to Log In with your username and password. Please contact sales@millcreekplants.com if you did not receive Log In credentials.

The screenshot shows the 'Retail Ready Availability List' page. At the top, there are navigation buttons for 'Filter' (1), 'Detail' (2), and 'Log In or Sign Up' (3). The Millcreek logo is on the left. On the right, there are dropdown menus for 'Retail Ready Availability L...' (4), 'Items per Page: 50' (5), and a search bar with a 'Filter' button (6). Below these is a table with columns for 'Size', 'Description', 'Comment', 'Category', and 'Avail'. The table lists several Achillea plants. At the bottom, there is a 'Page 1 of 19 (904 results)' indicator and a 'Next' button (8).

Size	Description	Comment	Category	Avail
1QT	ACHILLEA Coronation Gold	Dormant	Perennial	254
1QT	ACHILLEA Moonshine	Dormant	Perennial	338
PRO #1	ACHILLEA Moonshine	Dormant	Perennial	273
IMPACT	ACHILLEA Moonshine	Dormant	Perennial	309
1QT	ACHILLEA Sassy Summer Lemon PP31693	Dormant	Perennial	239
IMPACT	ACHILLEA Sassy Summer Sunset PP31412	Dormant	Perennial	322

Here is a general overview of the home page and descriptions of the different features available.

- 1 **Filter Button:** Add filters to help you better find what you are looking for.
- 2 **Detail or Grid:** View items in a simple grid or detailed view, which includes photos and catalog information.
- 3 **Log In or Sign Up:** Existing customers log in here, or if you are a new customer you can request access.
- 4 **Template Dropdown:** Here you can view pre-made templates to make your search easier.
- 5 **Items per Page:** Select from 25, 50 or 100 items per page.
- 6 **Search Bar:** Search by keyword for a genus, cultivar, category, size, or comment.
- 7 **Column Headers:** Clicking on a column will sort items alphabetically by that column header.
- 8 **Next:** Click here to advance to the next page of results.

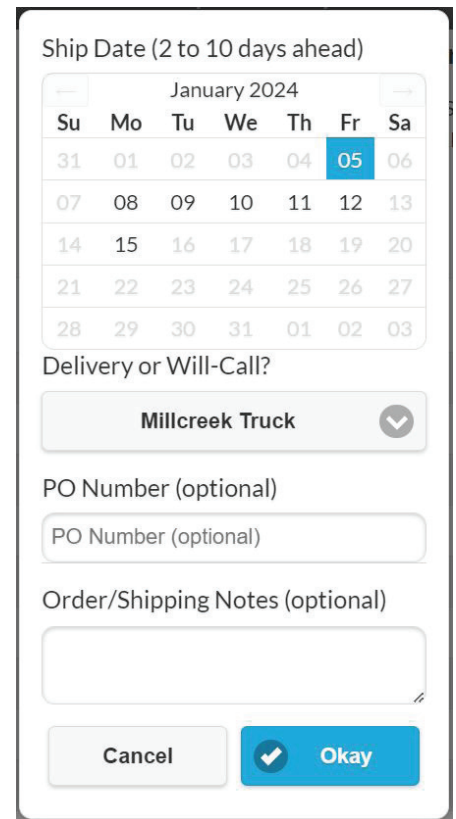
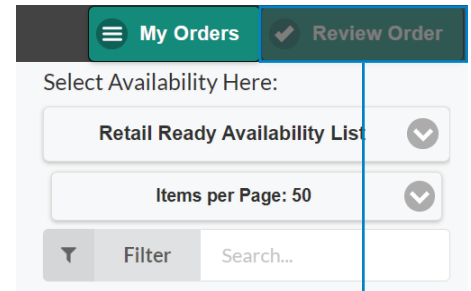
ORDERING

To see pricing and to place an order you will need to log in with your email and password provided to you. Once you are logged in a price column will appear, as well as a box to type in your order quantity. As always, please order by total units or the full flat quantity. (i.e. 12 for 1 flat of 1-Quart Perennials).

After filling in your desired quantities for plant material, the **Review Order** button in the upper right hand corner of the page will illuminate. Selecting this will open a pop up to select your desired ship date. Please select the day of your typical delivery and type in your name, PO#, or job name. If you have any particular requests or details please add these to the Order/Shipping Notes. You may also choose to place your order for Pick Up.

*****Note that until an order is submitted all items will still be available for other customers to purchase.**

Select **Okay** and you will be directed to a page to review your order. Here you will find a subtotal of the plant material in the upper left hand corner. If needed, you can adjust item quantities from this screen. Click **Submit Order** to finalize and submit your order to us. After clicking **Submit Order** you will receive a confirmation email detailing what was ordered. This subtotal does not include discounts, pre-pricing or delivery charges. If you do not receive an email, it most likely means we did not receive your order.



This screenshot shows the full order review page. At the top, there are 'Log Out', 'Filter', and 'Detail' buttons. The page title is 'Retail Ready Availability List'. On the right, there are 'My Orders' and 'Edit Order' buttons. The order summary shows:

- Order total: \$52.68*
- Bill To: MILLCREEK GARDENS LLC, PO BOX 130, OSTRANDER, OH 43061-0130
- Ship To: MILLCREEK GARDENS LLC, 15088 SMART COLE RD (ba), OSTRANDER, OH 43061

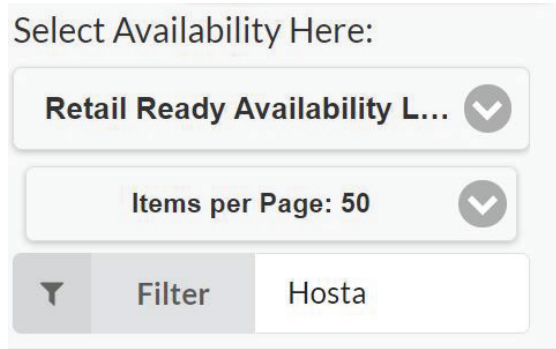
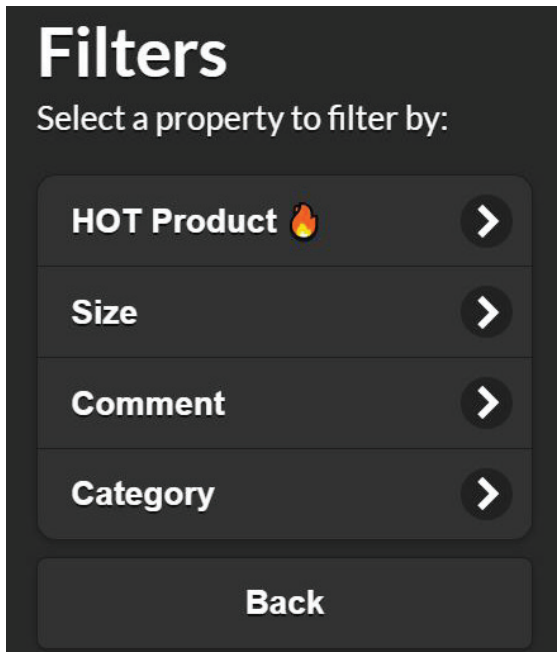
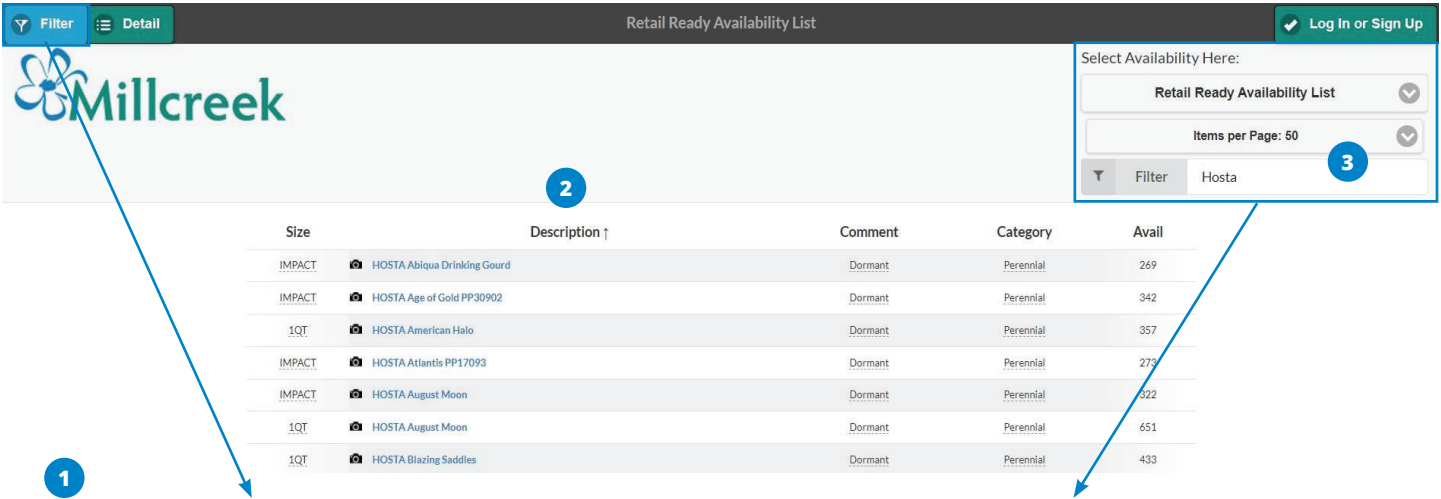
 Action buttons include 'Submit Order' and 'Cancel Order'. Below is a table of items:

Size	Description	Comment	Category	Avail	Price	Qty
1QT	ACHILLEA Coronation Gold	Dormant	Perennial	254	\$4.39	12

 A version number 'version 1.17.2' is visible at the bottom of the table area.

Once your order is received, we will send you a Shipping List with your order information including freight, applicable discounts and confirmed day of delivery. As always please refer to the most recent Shipping List for accurate information regarding your order.

FINDING WHAT YOU ARE LOOKING FOR



- 1 Add a **Filter** by clicking the filter button in the top left corner of the page. A dropdown menu will appear giving you a few options to select from. You can add multiple filters at once.
- 2 Click on a column header to **Sort** a header alphabetically.
- 3 **Search** for a particular item by typing a keyword into the search bar in the upper right portion of the page. It is important to clear this search bar in order to see the full list of offerings.

AVAILABILITY TEMPLATES

The default view for Online Orders and Live Availability is our **Retail Ready Availability List**. This includes everything previously shown on the excel availability and contains everything we have available now, sorted alphabetically.

Other templates are available to help you narrow down what you are looking for. These can be selected from the "Select Availability Here" Dropdown and include:

- **Decorative Planters and Combos** – Includes all sizes of hanging baskets, decorative planters and combo pots.
- **Perennial and Shrub Availability** – Includes all sizes of perennials, ferns, grasses and shrubs.
- **Annual Availability** – Includes all sizes of annual material.
- **Herb Availability** – Includes all sizes of herb material.

Please Note:

Currently once an order is started you will not be able to change templates. If you plan on placing an order that includes herbs, annuals perennials etc. It is best to use the "Retail Ready Availability List" and filter your search as needed.

INFORMATION FOUND ON ONLINE ORDERS PAGE

The online availability view shows several columns that you are most likely already familiar with; Size, Description, Category, Comment, Avail, and Price. More information about an item can also be viewed by clicking on the name/description of an item. For example by selecting the blue text for Achillea Moonshine you will see an expanded view with catalog information and a stock image. To minimize this view click on the blue text a second time.

Size	Description ↑	Category	Comment	Avail	Price	Qty
1QT	ACHILLEA Coronation Gold 🔥	Perennial	Dormant	290	\$4.39	<input type="text" value="0"/>
		<p>ACHILLEA Moonshine</p> <p>Perennial</p> <p>Illuminate your garden with the radiant beauty of this yarrow. Its clusters of lemon-yellow flowers create a sunlit display. Adds a golden touch to borders and bouquets. Brighten your landscape with nature's own sunshine!</p>		<p>Flower Color: Yellow</p> <p>Foliage Color: Silver</p> <p>Flower Time: Mid to Late season</p> <p>Height: 18-24"</p> <p>Spread: 18-24"</p> <p>Exposure: Sun</p> <p>Item Class: Plant Sales</p>		
IMPACT	ACHILLEA Moonshine	Perennial	Entering dormancy	314	\$7.99	<input type="text" value="0"/>
PRO #1	ACHILLEA Moonshine	Perennial	Entering dormancy	273	\$7.69	<input type="text" value="0"/>
1QT	ACHILLEA Sassy Summer Lemon PP31693	Perennial	Dormant	323	\$4.39	<input type="text" value="0"/>

PHOTOS



A **Camera Icon** next to an item indicates a stock photo from our catalog.

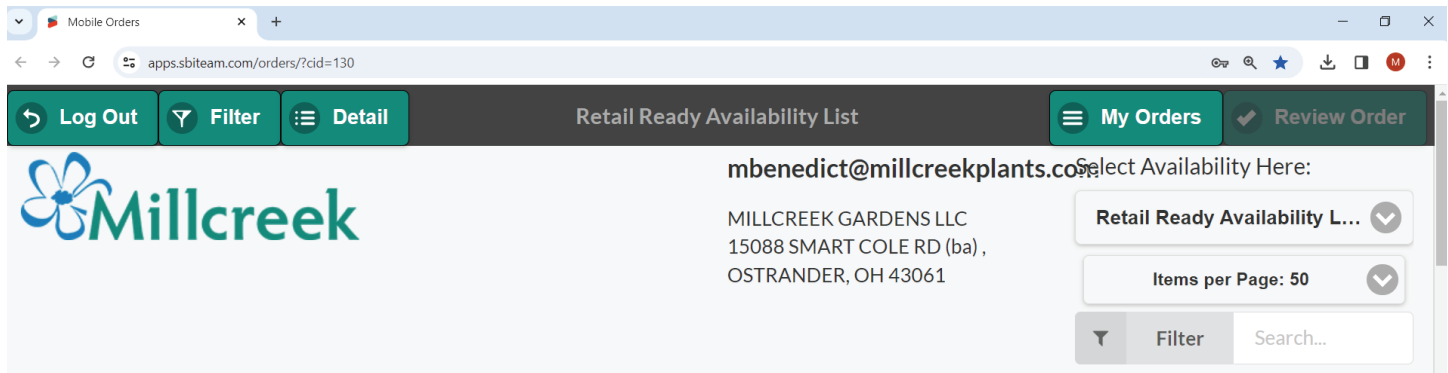


A **Flame Icon** next to an item, indicates it has a **Current Availability Photo** which shows you what the crop currently looks like.

You can even filter our availability list for **“Hot Products”** that have current availability photos.

Size	Description ↑	Comment	Category	Avail
IMPACT	HELLEBORUS Honeymoon® Paris in Pink	Dormant	Perennial	95
	<p>HELLEBORUS n. GC® Jacob PP17799 </p> <p><u>Perennial</u></p> <p>Pure white single flowers appear in winter above dark green foliage. Plants grow best in well-drained soil in full to part shade. Be sure to mulch around the plant to maintain moisture in the heat of summer. Deer resistant.</p>		Flower Color: <u>White</u> Foliage Color: <u>Green</u> Flower Time: <u>Early season</u> Height: <u>6-8"</u> Spread: <u>13"</u> Exposure: <u>Shade/Pt Shade</u> Size: <u>PRO #2</u>	
IMPACT	HELLEBORUS x gl. GC® Ice N' Roses® Barolo PP30488	Dormant	Perennial	165
IMPACT	HELLEBORUS x gl. GC® Ice N' Roses® Picotee PP31184	Dormant	Perennial	168
IMPACT	HELLEBORUS x gl. GC® Ice N' Roses® Red PP28296	Dormant	Perennial	155

EXTRA HINTS AND TIPS



- Adjusting the zoom percentage of the availability page can help how the information is displayed and increase photo size. In Google Chrome zoom can be adjusted using the magnifying glass icon located on the right hand side of the search bar, or by pressing **ctrl +/-**
- Holding items in your cart does not guarantee you those items. Until your order is submitted, product remains available for others to purchase.
- You can filter for items with Current Availability Photos by selecting Filter -> Hot Product
- Filtering can sometimes accidentally hide items you are looking for! Always remember to clear the search bar and filters so that all items will appear.
- In Google Chrome you can save a shortcut to this webpage to your desktop or taskbar by selecting the three dots in the upper right corner of the browser. Next, scroll down toward the bottom to "Save and Share" and select "Create Shortcut". This will save a shortcut to your desktop. This desktop shortcut can also be pinned to your taskbar.