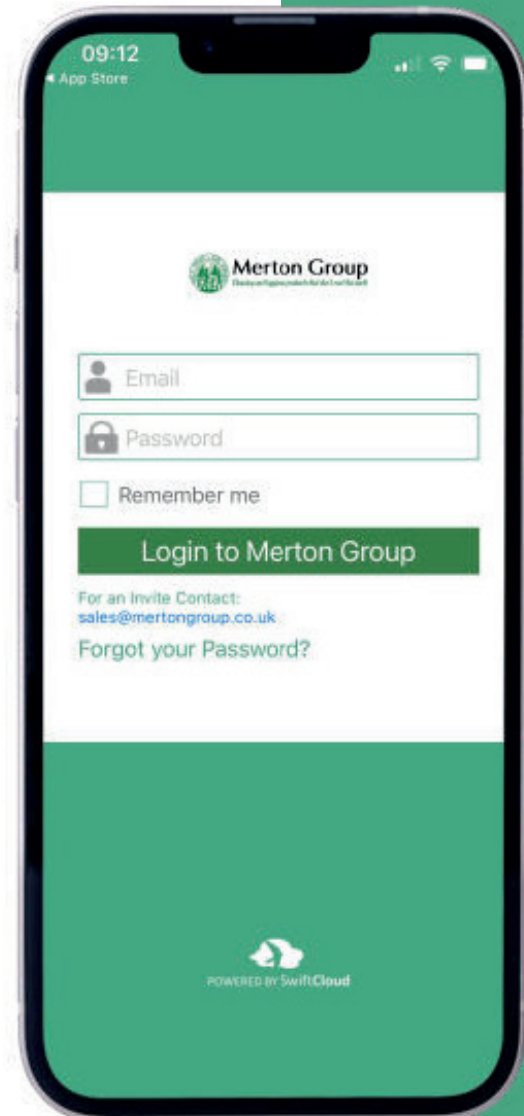




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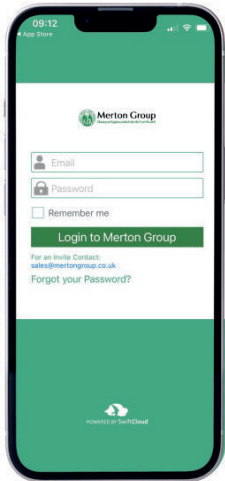
Welcome to **ONLINE ORDERING**



HOW TO ORDER...

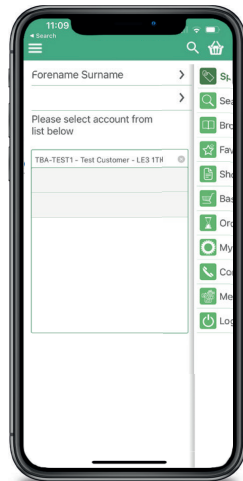


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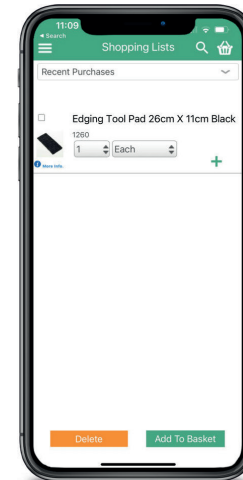
STEP ONE

Login in!



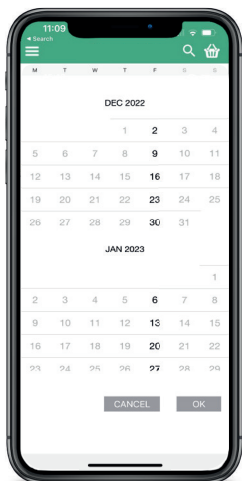
STEP TWO

Click on three lines for access to the site you are ordering for. You may have access to more than one.



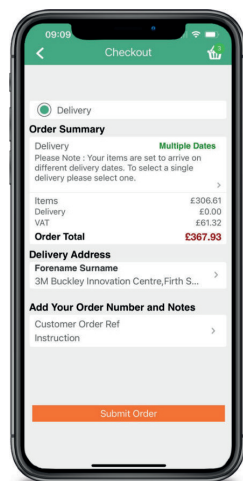
STEP THREE

Fill your basket. Either browse and select or use a saved order from previous order, or select from your last 90 days of purchases.



STEP FOUR

Pick your delivery date enter your purchase order details.



STEP FIVE




Enter customer reference. Hit submit and make a brew!

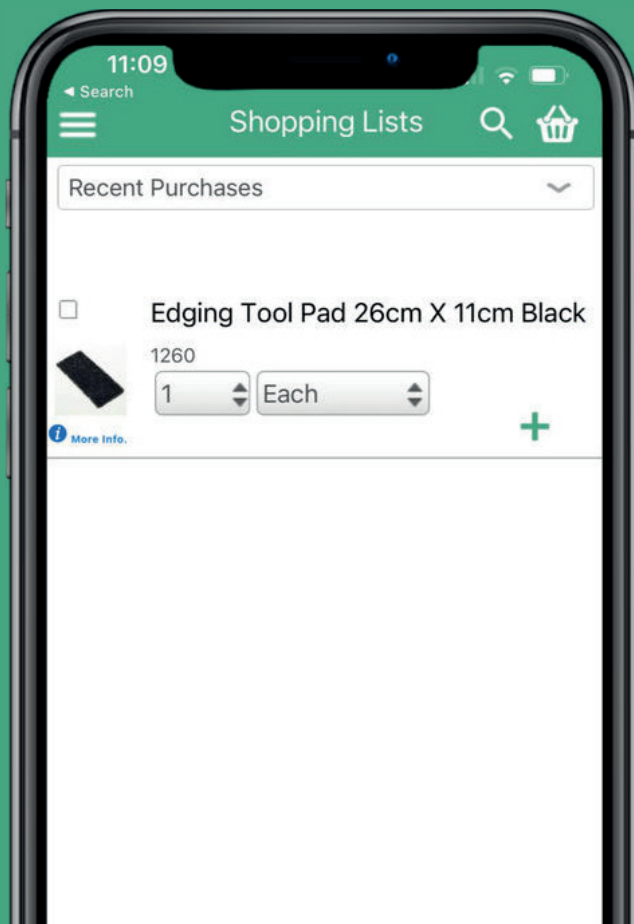
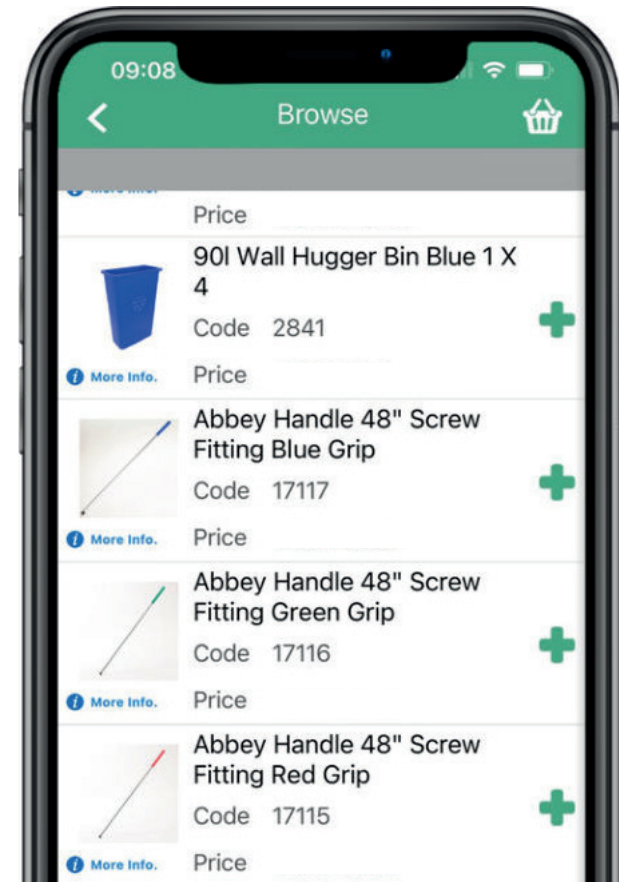


STRAIGHT FORWARD ORDERING



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-  Browse products by searching product name or products number.
-  View Order History and repeat the orders by quickly adding to your basket.
-  Easily access your frequently ordered products by adding them to your favourites. Just press on a product and click the star.



SHOPPING LIST

For repeat ordering, the Shopping List feature offers complete efficiency.

Once in your basket, tick the products you repeatedly buy and click 'ADD TO LIST'.

This could be a current list or new list, you can name your lists to something relevant or recognisable such as 'Canteen Order'. You can change the quantity or remove products from your list as needed.

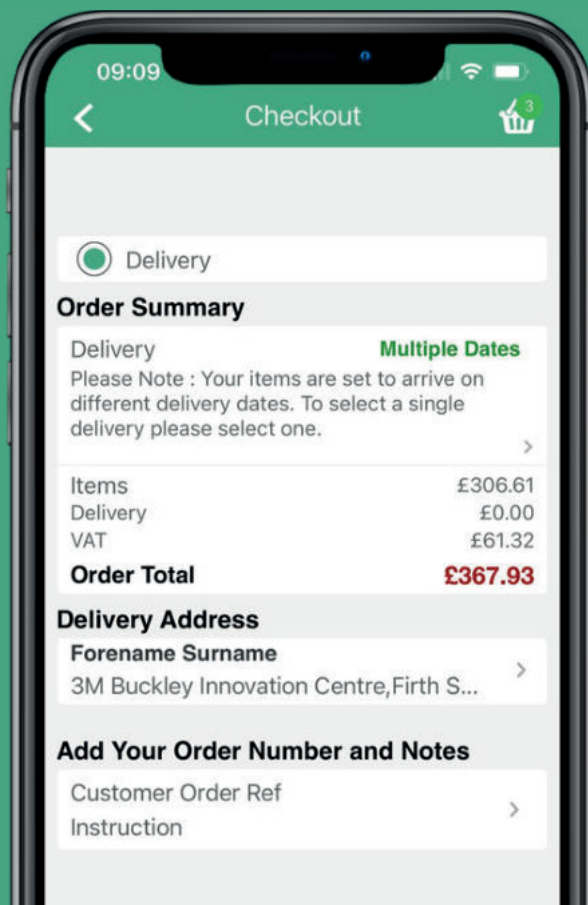
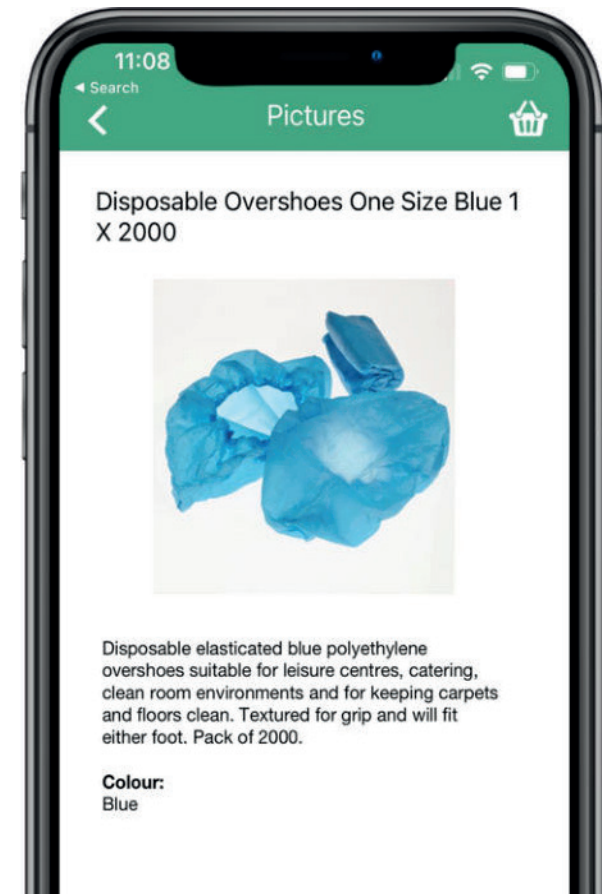
PRODUCT INFORMATION



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To find out more information about a certain product, click on the image of the product.

This will give you a product description and also information such as sizing, case quantity etc.



CHECKING OUT

Once you've completed your order, head to checkout.

Your order will be delivered on the next scheduled date, unless requested otherwise.

You can alter the date by clicking 'DELIVERY & DATE DETAILS' (On Desktop) or the 'DELIVERY' button (On App).

CONTACT DETAILS



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CHECKING OUT

Merton Group also offer web ordering through our B2B web portal.

visit www.mertongroup.co.uk and login now!

