



# How to Place an Order Through the Oakes Farms Seed to Table Online Fulfillment System

## 1 Login & Select Delivery

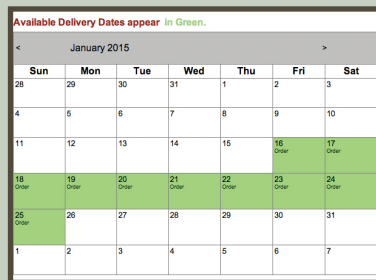
Access the online product ordering system at [www.oakesfarms.com](http://www.oakesfarms.com)

Click "CUSTOMER LOGIN" on the top right corner. Once you enter your Login Name and Password, you will be directed to the following page:

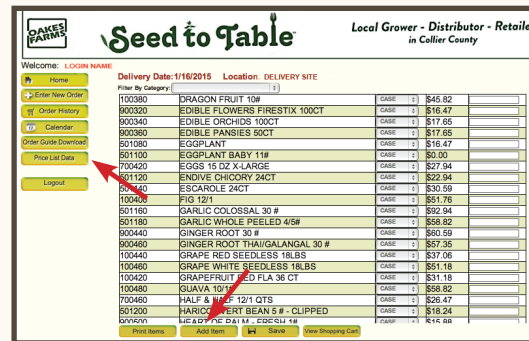


Select "Enter New Order". Available delivery dates are highlighted in green. Click on the date you want

the order to be delivered. Orders can be placed up to 10 days in advance of delivery.



## 2 Select or Add Products



Your Seed to Table Food Service team has made placing an order simple by customizing your product page with items you use on a regular basis. Of course, you can add new products at any time by selecting "Add Item".

To start your order, simply type in the number of units you want in the "Order" field for each product. At any time during the order process you may "View Shopping Cart" to confirm the system captured the items in your current order.

Once you have reviewed and completed your order, click "Save".

## 3 Submit & Access History

The last page in the order process will ask you to "Submit Order". Allow the system a few moments to process your request before closing the window or logging out. As verification, you will receive an email confirmation of your order.

Additionally, while logged in to your account, you can access and review your order history within the last 24 hours, 7 days or 30 days.



[www.oakesfarms.com](http://www.oakesfarms.com)

All Seed to Table customers will be issued a **Unique Login** name and **Password**.

At this time, only Seed to Table can modify your client login details. Login change requests should be made via email to [anthony@oakesfarms.com](mailto:anthony@oakesfarms.com)

**Plan Ahead!** Download a product order guide or updated price list by selecting "Order Guide Download" or "Price List Data" located in the right-hand navigation column.

**News & Information:** It is important for us to stay connected and alert you of news that affects your product order or delivery. We will use this area on your online order form to inform you of any potential obstacles including weather, special hours of operation or account status issues.

**WEEKLY SPECIALS:** On occasion, we will add items to this area of your form that are available at a special price or for a limited time.