





User manual for growers



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only applicable if you participate in the PlantConnect.nl Web Shop

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1. Introduction

PlantConnect.nl is the digital trading platform for the international plant assortment.

It is the central source for your supply, special offers and day trade orders.

At PlantConnect.nl, your customers can find supply information on a wide range of green and flowering house and garden plants. It is the largest and most complete supply source in the floriculture industry.

PlantConnect.nl plays a central role in digital business and supports commercial activities for buyers and growers. Supply that you list on PlantConnect.nl is available to buyers via the Internet, and a number of large buyers download the supply on PlantConnect.nl directly into their own systems.

PlantConnect.nl consists of 2 components: the Catalog and the Web Shop. The Catalog lists *all* the supply that suppliers enter on PlantConnect.nl; the Web Shop lists *only* the supply of the suppliers who participate in the Web Shop. If you participate in the Web Shop, your supply is available to be ordered directly by buyers visiting the Web Shop.

The user manual describes the steps growers need to take to fill PlantConnect.nl from the Internet with their assortment and current supply, as well as a number of handy tips.

2. Visiting PlantConnect.nl

Visit the website at www.plantconnect.nl and click on the 'buyer login' button (see image below).

The screenshot shows the PlantConnect.nl website homepage. At the top, there is a navigation bar with links: Home, Suppliers, Buyers, Supplier groups, Webshop, Links, News, Calendar, and Participating buyers. A 'Supplier Login' button is highlighted with a red box. Below the navigation bar, there are several content blocks: 'Company in focus' featuring ID'Flor, 'News' with a list of updates, 'Product in the spotlight' featuring Cymbidium mini, and 'Your company in focus'.

You will then arrive at the following login screen:

The screenshot shows the PlantConnect.nl login screen. The page displays the FloraHolland logo and navigation links. The main content area is titled 'PlantConnect home' and features a 'Welkom bij PlantConnect.nl' message. Below this, there are four product listings: Dracaena fragrans Massangeana (enkele stam), Cactus gemengd, Nolina recurvata, and Pilea glaucophylla 'Greyzy'. A login form is visible on the right side of the page.

TIP!

If you log in via the www.PlantConnect.nl homepage, you will be immediately informed of the newest developments!

3. Logging in

Enter your login codes on the above screen (username & password). If you have lost or forgotten your login codes, please contact FloraHolland Connect Info. You will find the relevant contact information in section 11.

NOTE:

Once you have logged in, a screen will appear requesting confirmation for photo management, if you have not already given this. If you agree with the rules and guidelines regarding photos, you can state that here to proceed. You will then be able within one day/working day to add photos to your assortment/supply.

If you do not agree at this time, you will not be able to add photos and the confirmation request will appear again the next time you log in. Photos must comply with FloraHolland's photo guidelines. You can find these on www.plantconnect.nl under 'suppliers'.

3.1. Saving your password

Depending on which Internet browser you are using, you can to save your PlantConnect.nl password. The following section describes how to save your password in Internet Explorer and Firefox.

In Internet Explorer:

1. Click on the 'Tools' menu at the top of the screen and select: 'Internet Options'.
2. Click the 'Content' tab and 'AutoComplete' under 'Settings'.
3. Check 'User names and passwords on forms' and 'Ask me before saving passwords'.
4. Click 'OK' twice.

If you use Internet Explorer, the following screen will appear. Click 'Yes' to store your password.

PlantConnect home

Welkom bij PlantConnect.nl

Prijsaanbiedingen



Berberis thunbergii
Potmaat: 23 cm
Hoogte: 55 cm



Codiaeum variegatum grootbladig 'Excellent'
Potmaat: 21 cm
Hoogte: 95 cm



Berberis thunbergii
Potmaat: 23 cm
Hoogte: 40 cm



Gebruiker	
Gebruikersnaam	<input type="text" value="lab_barreveld"/>
Wachtwoord	<input type="password"/>
Wachtwoord vergeten?	<input type="button" value="Login"/>

For more information about password management in Internet Explorer, please click [here](#).

In Firefox:

Firefox remembers passwords by default. You may have deactivated this function or set Firefox never to remember the passwords for certain sites. If you would like to reactivate this function, proceed as follows:

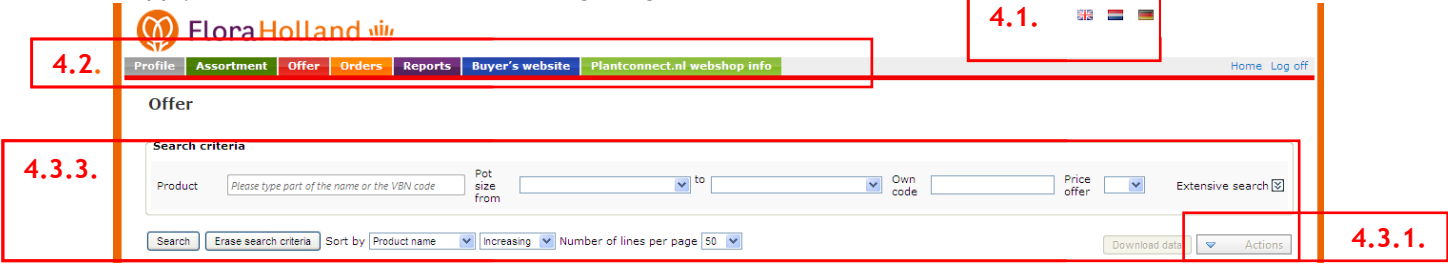
1. Click the 'Tools' menu at the top of your screen and select: 'Options'.
2. Click 'Security'.
3. Check 'Remember passwords for sites'.
4. Click 'OK'.

The next time you visit the website, Firefox will automatically enter your username and password in the right place.

For more information about password management in Firefox, please click [.here](#).

4. Main screen

Once you have logged in, you will be directed to the main screen, which by default opens to the 'Supply' tab and looks like the following image.



4.1. Language options

At the top right you will see national flags for German, English and Dutch. The next time you visit PlantConnect.nl, the site will open in the language you previously selected.

4.2. Tabs

The following is a brief description of each tab/button. Chapters 5 through 9 take a closer look at all possibilities per tab.

Tab/Button	Contents	More information
Profile	On this tab, you can determine which settings are to be used as standard to open or work in new windows, such as the number of rows per page, show only current supply, the way in which you want to receive order invoices from the Web Shop, etc.	Chapter 5
Assortment	As far as filling in fields is concerned, assortment rows have fewer requirements than supply rows. Prices and quantity can even be left out, and a large number of the fields are only optional. <ul style="list-style-type: none"> Assortment rows are the basis for the creation of supply rows. From this perspective, it is useful to fill in as many fields as possible when creating assortment rows. The information you provide is not binding and only limited details are required, which makes the information easier to enter than supply data. Also, you can enter it beforehand, whenever it is most convenient for you. 	Chapter 6
Supply	You create supply based on your assortment or existing supply. You do not have to create supply 'from scratch' any more. You must fill in a supply row fully, including prices and volumes.	Chapter 7
Downloading information	Here you can export supply rows to Excel, or print them.	Chapter 8
Orders	<i>You will only see this tab if you are taking part in the web shop.</i> This displays all the order rows which originated via the web shop. From this tab, you can: <ol style="list-style-type: none"> accept/reject order rows search through the order rows using a number of search criteria 	Chapter 9

	<p>3. sort the order rows using a number of sort criteria</p> <p>4. view order rows</p> <p>NOTE! You cannot accept or reject your order rows in PlantConnect.nl if you have opted for order dispatch via florecom.</p>	
Reports	If you subscribe to one of FloraHolland Connect's service packages, you will encounter various types of report. This information relates to supply that is viewed via PlantConnect.nl and is traded through the PlantConnect.nl web shop.	Chapter 10
Buyer's website	On this tab, you can see how a buyer will view your supply (catalog, web shop, special offers, etc.) in PlantConnect.nl, as well as how he/she will be able to look it up.	
PlantConnect.nl Web Shop info	Here you will find information on the PlantConnect.nl Web Shop.	Chapter 11



only if taking part in the PlantConnect.nl Web Shop


4.3. Search criteria for assortment and supply tabs

Entering one or more search criteria followed by 'enter' or a click on 'Search' will bring up all results meeting the search criteria.

In order to make searching easier, you can search using letters or numbers. You can enter this in the 'Product' field. A list of suggestions will then appear. For example, if you enter 'fic' the suggestion list will include all products containing the string -fic- in their names. The more letters and numbers you enter, the shorter the list of suggestions will be. You will be able to see immediately whether the item you are seeking is among the supply given.

If the product you are looking for appears in black in the suggestion list, you will be able to click it. Next, click 'Search'. All supply rows will now be displayed that meet your search criteria.

Alternatively, hit 'Enter' or click on the search button after typing 'fic'. This will show all products containing the string -fic- in their names.


Welcome TEST KWEKER

Profile Assortment Offer Orders Reports Buyer's website Plantconnect.nl webshop info
Home Log off

Assortment

Search criteria

Product: Own code: Pot size from: to: Quick search


Lot number: Plant height from: to: Markings:

Themed day: Available from: through:

Addition product name: Assortment remark:

Search Sort by: Number of lines per page:

Page 1 There are 4 item(s) found. Below you see items 1 through 4.

	Photo	Product	VRII code	Pot size	Height	Loads	Ordering period	Lot number
<input type="checkbox"/>		Kalanchoe blossfeldiana mixkar	6437	12 cm	25 cm	CC-488-7x5x8	Not specified	78

4.3.1.
4.3.2.
4.3.3.

4.3.1. Advanced search

By clicking the arrows next to 'Advanced search' (see 3.1. above), you will pop open the frame beneath, with advanced search criteria. Clicking these arrows once more will collapse the frame again and return you to 'Quick search'.

Under 'Advanced search', you will find more criteria to search by, such as lot number, internal code, etc.

Historic supply

If you do not see any supply rows, then they will be found in the history. The historical supply rows can be accessed from the 'Supply' tab using the advanced search criteria and choosing 'Historic' under 'Supply validity'.

The screenshot shows the 'Offer' section of the FloraHolland webshop. The 'Search criteria' form is expanded. The 'Supply/offer validity' dropdown menu is open, showing three options: 'All', 'Present - future', and 'Historical'. The 'Historical' option is highlighted. The 'Search' button at the bottom left is highlighted with a red box and a '3.' label. The 'Quick search' button at the top right is highlighted with a red box and a '1.' label. The 'Supply/offer validity' dropdown is highlighted with a red box and a '2.' label.

Steps:

1. Click on the green arrow next to 'Advanced search'. A window with possible search options will appear.
2. Under 'Supply validity', choose 'Historic supply'.
3. Click on the 'Search' button.

You can now make further changes to these supply rows via 'Actions', see section 6.3.

4.3.2. Sort by

After each search, you can sort your supply rows in various ways. You can also set the number of rows per page. You can choose from 10, 25, 50 or 100 rows. The chosen number will be retained until it is changed again. If you choose a low number, the page will load faster.

Export to Excel

The supply screen also includes a 'Download information' button. All the rows you have checked will be exported to Excel as soon as you click this button. See chapter 8 'Downloading files'

4.3.3. Actions

In this section of the screen (supply and assortment) you can perform actions for more than one row simultaneously. This can include changing prices, container codes or designating a product as sold out.

For more information on this, see section 6.3.

5. Profile

The 'Profile' tab provides various setting options. Your profile offers you convenience as a user, since you can indicate your preferences and useful settings for using PlantConnect.nl. Completing the profile is particularly important for Web Shop participants, as you cannot take part at all without certain settings in place.

The profile is divided into several sections, which you can select at the left of the screen.

5.1. General

5.1.1. NAW-gegevens van uw bedrijf.

The only detail that you can change yourself here is the mobile number. Other changes must be submitted to FloraHolland Connect Info. You will find the relevant contact information in section 11.

5.1.2. Company logo

Here you can upload your own company logo, which will then be transferred, together with the offer, to Excel. Click on the 'Browse' button. This will take you to a folder containing your photos. Click on the image you want to include and then click on 'Open'. This will close the folder. Finally, click on 'Upload logo', which will upload the image. Chapter 8 contains more information on creating the offer in Excel and including your own company logo.

5.2. Deliveries

Delivery location	Order before	Deliver on	Deliver before	
RUNSBURG	14:00	Next day	8:00	Remove
BLEISWIJK	14:00	Next day	8:00	Remove
HERONGEN (RHEIN-MAAS)	10:00	Next day	12:00	Remove
EELDE	10:00	Next day	12:00	Remove
BOSKOOP	12:00	Next day	12:00	Remove
BREMEN	10:00	Next day	12:00	Remove
AALSMEER	10:00	Same day	16:00	Remove
NAALDWIJK	10:00	Same day	16:00	Remove



If you are a Web Shop participant, it is mandatory to enter your delivery time sets in the 'Deliveries' section. E.g. Aalsmeer: Ordering by 8:00am means delivery before 4:00pm the same day. So this '4:00pm' is the moment at which the goods actually reach the buyer's box. You should therefore factor into this time the turnaround times of your carrier or the location.

The 'Carrier' section can optionally be filled in. Enter the name and phone number of your carrier (or own transport where applicable) for each location. Under 'Delivery point', you can choose between:

- 'Box' you or your carrier will delivery directly to the buyer's box.
- 'Collect' you make use of a collective transporter who decides where the products will be delivered.
- 'Auction' you or your carrier will deliver the products at the auction, which then distributes them to the appropriate buyer.

NOTE:

Don't forget to click 'Save' before clicking another section or tab.

5.3. Notifications



These are only relevant if you are a Web Shop participant.

These notifications are sent to you at the moment a buyer places an order for the supply in your Web Shop.

In this section, you can indicate how you wish to be notified of new orders: e-mail, fax and/or text message. When a buyer sends an order containing multiple rows all at once, you will only be notified once by e-mail or fax. If you choose to receive a text message, you will receive a notification for each order.

5.3.1. Notification of orders

At the top of the screen in this section, you can check 1, 2 or 3 of these options. We advise choosing text message and one more of the other two options. This way, you will always have a backup. Furthermore, the notification you receive by e-mail or fax includes all the details of the order, so you can also use it as a packing slip.

5.3.2. Notification if the order stock is lower than 'X'

Every time an order is placed, the number of the plants offered in the supply row is automatically reduced by the quantity just ordered. So that you do not have constantly to check the quantities of your supply, this setting ensures that you will receive a signal once your quantity has dropped below a certain level.

This is done as follows:

Indicate the minimum order quantity at which you wish to receive a notification.

This allows you to increase the quantity of a supply row or to set it to 'sold out' after notification.

The minimum order quantity is the lowest list quantity you have entered for each supply row.

For example: if the lowest quantity for which you have entered a price in your supply is 1 and you enter the number 10 for this notification, then you will receive a notification when the quantity drops to 10.

5.3.3. Notification details

Here, you can enter 2 mobile numbers, 2 fax numbers and 2 e-mail addresses at which you wish to receive your notifications.

NOTE:

Don't forget to click 'Save' before clicking another section or tab.

5.4. Order handling

The screenshot shows the 'Edit profile order handling' page in the FloraHolland system. The left sidebar has 'Order handling' selected. The main content area has three radio button options under 'Order handling:'. The 'Webshop' option is selected. Below the options are 'Save' and 'Cancel' buttons, and a red 'NOTE!' warning box.

Here, you can indicate whether you wish to complete your Web Shop orders using the Web Shop screens or within your own system. The 'Floecom' option is only possible if you are floecom-capable.

NOTE:

Don't forget to click 'Save' before clicking another section or tab.

5.5. Quantity ordered and price calculations

The screenshot shows the 'Edit profile order quantity and price calculations' page. The left sidebar has 'Quantity ordered and price calculations' selected. The main content area has sections for 'Settings for webshop calculations', 'For general offer', and 'For custom-made offer'. A red box highlights the 'Settings for additional information to buyer' section, which includes checkboxes for 'One-trolley prices apply to my orders of mixed trolleys', 'One-layer prices apply to my orders of mixed layers', and 'Apply minimum turnover amount per total order'. Below this is a text input field for 'Amount'. At the bottom, there are 'Save' and 'Cancel' buttons and a red 'NOTE!' warning box.

Hierin is voorlopig alleen het onderste deel 'Instellingen voor aanvullende informatie aan koper' instelbaar.

Settings for additional information for the buyer

By checking the box in the upper row, you are letting buyers know that you are charging the single trolley price per product for orders of multiple products on a single full trolley.

If you check the lower row, you are letting buyers know that you are charging the single layer price per product for orders of multiple products on a single full layer.

If checked, these settings will also appear on the buyer's screen. This encourages buyers to fill a trolley.

NOTE: this will not happen by default!

If this box is checked, you are committing yourself to manually lowering the prices on acceptance of the orders you receive. If the order is for a mixed trolley, you should reduce your price for each product to the trolley price. In the case of ordering mixed layers, you should reduce your price for each product to the layer price.

You can also state what an order's minimum sales amount or minimum number of packaging units must be. This relates to combined orders consisting of various units and/or products.

5.6. Supply settings

The screenshot shows the FloraHolland web application interface. The navigation menu on the left includes: General, Deliveries, Notifications, Order handling, Quantity ordered and price calculations, **Supply settings**, Buyer groups, Excel, and Screen columns. The main content area is titled 'Supply settings' and contains two sections:

- Standard prices for accessories** (labeled 1.): A table with columns 'Accessory' and 'Price'. The 'Accessory' column has a dropdown menu with 'Additive' selected. The 'Price' column has a text input field with '0.10'. A 'Remove' button is next to the price field. Below the table is an 'Add accessory' button.
- Delivery locations in order to define prices** (labeled 2.): A list of delivery locations with checkboxes:
 - AALSMEER
 - NAALDWIJK
 - Ex nursery
 - BLEISWIJK
 - EELDE
 - RIJNSBURG
 - BOSKOOP
 - HERONGEN (RHEIN-MAAS)
 - BREMEN

At the bottom of the page, there is a 'NOTE!' box with 'Save' and 'Cancel' buttons.

In this section you can enter the standard prices for accessories and standard delivery locations. If you enter these in the profile, they will be populated by default into the 'Supply' tab when new rows are created.

1. Standard prices and accessories

If you have not yet entered any accessories, there will be no option field. Click 'Add accessory' to make the field appear. By clicking the arrow, you can select the accessories you wish to add by default. You can then state any supplement in the adjacent price field. If you are not charging a supplement, leave the sum at 0.000. For multiple accessories, click again on 'Add' and repeat the steps above.

2. Delivery location for setting prices

If you have not yet entered any default locations, no locations will be checked, either. By checking locations, they will be populated by default into the 'Supply' tab when new rows are created.

5.7. Buyer groups

In this section, you can set up buyer groups for customer-specific supply. If there is a particular buyer or group of buyers with whom you have agreements regarding prices, packaging, stickers, etc., you can create that group here and add buyers to it. When supply rows are sent to a group of buyers, buyers cannot see which other buyer(s) is/are receiving the supply. Each buyer sees only the supply that is destined for him.

1. Changing or deleting buyer group name

First of all, you have to fill in the name of the buyer group, for example 'TEST'. Next, click 'Add'. If you wish to change or delete a previously-created group, click on the appropriate word beside the buyer group name.

2. Add new buyer group

Once you have given the buyer group a name, you can add the buyers. In the 'Filter' field, you can enter either the name or the number of the buyer, or only a portion of it. Then, click on the desired buyer in the 'Available Buyers' column. Use the arrows to move the name to the 'Buyers in Group' column. If you want to remove buyers from the group, click the relevant names in the 'Buyers in Group' column and use the arrows to move them to the 'Available Buyers' column. By using the *Ctrl* (one-by-one) or *Shift* (a whole block at once) buttons, you can select multiple buyers at the same time.

A buyer group can only be saved if it has at least one buyer in it.

5.8. Excel

The screenshot shows the FloraHolland web interface. The left sidebar has a menu with 'Excel' highlighted. The main content area is titled 'Excel' and contains two columns: 'Available columns' and 'Add to Excel'. The 'Available columns' list includes items like 'Addition product name', 'Plant shape', 'Grading amount', 'Grading other', 'Grading5', 'Grading6', 'Grading7', 'Grading8', 'Own code', 'Supply comment', 'Lot number', 'External ID', 'Webshop quantity', 'Quantity per week', 'Total quantity', 'Type of supply', 'Buyer group', 'Available from', 'Available through', 'Date of change', 'Price of 1 trolley, Bleiswijk', and 'Price of 1 trolley, Boskoop'. The 'Add to Excel' list includes 'Photo', 'VBN code', 'Product', 'Pot size', 'Height', 'Price of 1 trolley, Aalsmeer', 'Price of 1 trolley, Eelde', 'Price of 1 trolley, Naaldwijk', and 'Barcode'. A 'Restore defaults' button is located to the right of the 'Add to Excel' list. Red boxes labeled '1.' and '2.' highlight the arrow controls between the two columns and the 'Restore defaults' button, respectively.

In this section, you can determine which information should be included when downloading the supply to an Excel file. For more information on this, see chapter 8.

‘Available Columns’ lists all columns that you can move to the ‘Include in Excel’ column using the arrows (1). The button ‘Restore Default Settings’ returns the settings to default. By moving the cursor to the relevant column in the column ‘Include in Excel’ and subsequently clicking the arrows (2), you can determine the column order of the Excel file.

5.9. Adjusting the screen columns

The screenshot shows the FloraHolland web interface. The left sidebar has a menu with 'Excel' highlighted. The main content area is titled 'Adjust screen columns' and contains a list of columns with checkboxes. The 'Restore defaults' button is located to the right of the list. A red box labeled 'NOTE!' is located at the bottom of the page.

NOTE!

In this section, you can specify which columns you want displayed on the Supply tab, (this does not apply to Assortment), by checking the desired column name. The button ‘Restore Default Settings’ returns the settings to default.

6. Assortment

Why create an assortment?

As stated in chapter 4, assortment rows are subject to fewer restrictions than supply rows, as far as completing fields is concerned. Price and quantity cannot be entered; a large number of other fields are optional. Assortment is not binding, but supply is.

Features of assortment:

- You can use your assortment rows as a basis for creating supply rows. To this end, it is worth completing as many fields as possible in your assortment rows;
- The information you provide is not binding and only limited details are required, which makes the information easier to enter than supply data. Also, you can enter it beforehand, whenever it is most convenient for you.

Assortment

6.1.

6.2./6.3.

Photo	Product	VBNI code	Pot size	Height	Loads	Ordering period	Lot number
	Kalanchoe African gemengd 800x600 TEST formaat foto	104748	12 cm	20 cm	VC-201-5x8x10	Not specified	41

6.1. Search criteria

Entering one or more search criteria followed by 'enter' or a click on 'Search' will bring up all results meeting the search criteria. Under 'Advanced search' (see right), you will find more search criteria which you can use to search on. For further information on advanced searching, sorting and viewing rows, see section 4.3.

6.2. Creating assortment

Create a new assortment line on the 'Assortment' tab. Click the 'New assortment row' tab in the upper right-hand corner of the screen. You will then enter the 'Enter assortment' screen. See below.

1.

2.

3.

4.

5.

6.

7.

8.

Note:

Each new assortment row is given a lot number. Lot numbers for assortment rows are not the same as those for supply rows, and they are not dependent on each other.



All fields in this screen can be completed, and those with a * are mandatory. Always start by completing the 'Product' field.

Field	Input
1. Product *	Type here (part of) the product name or code. Select the product you wish to enter from the suggestion list that appears.
2. Period	Indicate 'all year round' or a period in months for the period through which the product is available.
3. Themed day	You can also choose the holiday that your product is best suited to.
4. Internal code	This is a freeflow field to be used if you are giving your own codes on your products.
Addition product name	Only use this if the VBN code is not specific enough (e.g. 'Misc'). <i>Therefore, this is only for clarifying what the product is.</i>
Comment assortment /range	Addition to the supply row such as 'in wicker basket', 'new product' etc.
5. Characteristics *	The mandatory (*) and recommended characteristics (i.e. S-codes) will appear automatically once you have entered a product (<u>in accordance with VBN</u>). The value still has to be entered.
6. Load *	You must enter at least one type of load here.
7. Photos	You can add photos once you have agreed to the photo terms and conditions. See ' NOTE ' below. If you wish to use one or more photos, do so as follows: <ul style="list-style-type: none"> ▪ Click the 'Browse' button. This will take you to a folder containing your photos. ▪ First, click the photo of your choice and then the 'Open' button for your photo folder. This will close the folder. ▪ Next, click the 'Upload photo' button. The photo you have selected is then added. A maximum of 3 photos can be added per assortment row.
8. Accessories	Add or remove additional accessories.

NOTE:

Once you have logged in, a screen will appear requesting confirmation for photo management, if you have not already given this. If you agree with the rules and guidelines regarding photos, you can state that here to proceed. You will then be able within one day/working day to add photos to your assortment/supply.

If you do not agree at this time, you will not be able to add photos and the confirmation request will appear again the next time you log in. Photos must comply with FloraHolland's photo guidelines. You can find these on www.plantconnect.nl.

6.3. Actions on assortment (/supply)

When you right click the arrow next to View, a list of actions appears:

- View;
- Amend;
- Delete;
- Copy;
- Create supply.

These actions can be performed for one or more rows at a time. For whichever action you want to perform, the first two steps are the same:

The screenshot shows the FloraHolland website interface. At the top, there's a navigation bar with 'Profile', 'Assortment', 'Offer', 'Orders', 'Reports', 'Buyer's website', and 'Plantconnect.nl webshop info'. Below this is a search bar with fields for 'Product', 'Own code', and 'Pot size from'. The main content area displays a table of search results for 'Bruguiera gymnorhiza'. The table has columns for 'Photo', 'Product', 'VBN code', 'Assortment remark', 'Pot size', 'Height', 'Loads', and 'March through Dec'. Two rows are visible, both with checked checkboxes in the 'Photo' column. To the right of the table, there is an 'Actions' dropdown menu with options: 'View', 'Modify', 'Remove', 'Copy', and 'Create supply'. Red boxes labeled '1.' and '2.' highlight the checkboxes and the Actions menu respectively.

1. At the left of the screen, check the (assortment/supply) rows that you wish to perform actions on.
TIP!
By checking (i.e. clicking) the top checkbox, all rows of the search results are selected at once.
2. Click on 'Actions' on the right above the assortment rows. A list of available actions will appear. In the list, click on the action you wish to perform (the list will then close).

NOTE!

You can perform multiple search actions, without the check marks disappearing. In other words, the checks placed after various search actions will only disappear once an action has been performed (except for 'View').

There follows a brief explanation of the various actions you can perform in this way.

6.3.1. View

You can view assortment rows via 'Action' or by clicking product lines. This can only be done row-by-line.

Via 'Action', following steps 1 and 2:

3. The 'View Assortment (/Supply)' screen will open, displaying the data of the first selected row. See below.

Details screen: assortment row (supply row)

The screenshot shows the details screen for 'Bruguiera gymnorhiza'. It includes a header with the product name and a 'next >' button. Below this is a table with product details: VBN code (104735), Own code (990611), Lot number (300), Themed day (March through December), and Assortment remark (IN POTCOVER). There are two main sections: 'Characteristics' and 'Loads'. The 'Characteristics' section has a table with columns 'Reference' and 'Value'. The 'Loads' section has a table with columns 'Load carrier', 'Container', 'Layers/trolley', 'Containers/layer', and 'Number/packaging'. At the bottom left, there is a 'Close' button. At the top right, there is a 'next >' button. Red boxes labeled '4.' highlight the 'Close' button and the 'next >' button.

- Use the 'Next'/'Previous' buttons at the top right to go onwards or backwards to the data of the next/previous row. The 'Close' button returns you to the previous screen.


6.3.2. Changes

In order to amend one or more assortment rows, follow the standard steps for performing actions, as described above (section 6.3).

The screen for amending assortment is then opened (see the following page).

As you can see, this screen is the same as the one in which you create assortment. The only difference is that the product/VBN code cannot be changed and all fields have been completed.


- Alter the details you wish to amend and click 'Save' to finish.
- If you marked more than one row, you can then amend the next row, and so on.


Welcome |

Profile Assortment Offer Orders Reports Buyer's website Plantconnect.nl webshop info
Home Log off

3. Change assortment

Lot number 300



Bruquiera gymnorhiza

VBN code 104735

You have selected 2 assortment lines.
This is number 1 of 2

Own code Themed day

Addition product name Period through

Assortment remark

Characteristics

Reference	Value
S01 - Pot size	<input type="text" value="10.5 cm"/> (advised)
S02 - Minimum plant height	<input type="text" value="45 cm"/> (advised)
S03 - Number of cuttings/plants per pot	<input type="text" value="3"/> (advised)
S51 - Pot shape	<input type="text" value="container 5 degrees"/> (advised)
S54 - Plant shape	<input type="text" value="tuft"/> (advised)

[Add characteristic](#)

Loads

Load carrier	Container	Layers/trolley	Containers/layer	Number/packaging	
<input type="text" value="Trolley"/>	<input type="text" value="480 - Normtray 58*25 10 hole"/>	<input type="text" value="4"/>	<input type="text" value="8"/>	<input type="text" value="10"/>	Remove
<input type="text" value="CC-Container"/>	<input type="text" value="480 - Normtray 58*25 10 hole"/>	<input type="text" value="4"/>	<input type="text" value="5"/>	<input type="text" value="10"/>	Remove

[Add load](#)

Photos

Main photo [Bladeren...](#) The photo may not be larger than 4 MB

[Remove](#)

Accessories

Accessory	Comment	
<input type="text" value="PotCover"/>	<input type="text"/>	Remove

[Add accessory](#)

4.

6.3.3. Deleting

Again, follow the first two standard actions as described in section 6.3.

- Once you click 'Perform', the system asks whether you are certain you want to delete all the marked rows.
- Click 'OK' to delete all rows in one go.

6.3.4. Copy

Again, follow the first two standard actions as described in section 6.3.

- Click 'Perform' and the screen for copying assortment will appear.

As you will see, this screen is the same as the one in which you create assortment. The only difference is that all fields – including product – have been completed. Here, any field can be amended.

- Alter the details you wish to amend and click 'Save' to finish.
- The row is then copied and your changes are applied.
- If you marked more than one row, you can then copy the next row, and so on.

Each assortment row that you create by means of copying will be given a new lot number.



6.3.5. Creating supply

To create supply using an assortment row, see section 7.2.1 under 'Supply on the basis of assortment'.

7. Supply

The supply screen is laid out the same as for assortment.

Tip: Before creating your supply, we recommend entering all your products under assortment (see section 6). The assortment is the basis of your PlantConnect.nl catalog, from which you will be able to make supply and offers, as well as any web shop supply.

7.1. Search criteria

In the upper section, you can do a 'Search' and/or 'Advanced search'. Below, you can sort the rows or perform an action. For further information on advanced searching, sorting and viewing rows, see chapter 3.

An extra feature in relation to the assortment screen is the option of exporting the rows retrieved to Excel, see chapter 8 'Downloading information'.

7.2. Creating supply

You can create supply rows in two ways:

On the basis of:

- assortment rows; or
- other supply rows ('Copying supply', see section 7.3.5);
- historic supply (this is only possible if you have had supply in PlantConnect.nl in the past, see section 4.3.1).

Note:


Each new supply row is given a lot number. Lot numbers for assortment rows are not the same as those for supply rows, and they are not dependent on each other.

7.2.1. Supply on the basis of assortment

You create supply in this way on the 'Assortment' tab via 'Action'. Find the rows you want, using the various 'Search criteria' fields (see section 4.3.). Next, perform the first two standard steps as for an 'Action'.

1. Check the rows/assortment rows on you want to configure on the left side of the screen. **TIP!** By checking (i.e. clicking) the top checkbox, all rows of the search results are selected at once.
2. Click on 'Actions' on the right above the assortment rows. A list of available actions will appear. In the list, click on 'Create Supply'. This task will be performed and the list will close.

The screenshot shows the FloraHolland web interface. At the top, there's a navigation bar with 'Profile', 'Assortment', 'Offer', 'Orders', 'Reports', 'Buyer's website', and 'Plantconnect.nl webshop info'. Below this is the 'Assortment' section with search criteria fields for Product, Own code, and Pot size. A table of products is shown below, with the first row selected. A red box labeled '1.' highlights the top-left checkbox. Another red box labeled '2.' highlights the 'Actions' menu, which is open and shows the 'Create supply' option selected.

Photo	Product	VEBI code	Assortment remark	Pot size	Height	Loads	March through Dec
<input checked="" type="checkbox"/>	 Bruguiera gymnorhiza	104735	IN POTCOVER	10,5 cm	45 cm	VC-480-4x8x10 CC-480-4x5x10	March through Dec

By clicking on 'Create supply', you will reach the next screen, 'Create supply from assortment'. In this screen, you can enter all the data to create a new supply row; see below.

Create supply from assortment



Welcome PO

Profile Assortment Offer Orders Reports Buyer's website Plantconnect.nl webshop info Home Log off

Create supply from assortment

 You have selected 1 assortment lines.
This is number 1 of 1

1. **Bruguiera gymnorhiza**
VBN code 104735

Webshop

Own code

Addition product name

Themed day

Supply comment

Barcode

2. Type of supply: general / customer-specific
 General Buyer group Buyer

3. Delivery period and numbers

From	through	Webshop quantity	Total lot size	Quantity per week
<input type="text" value="3/1/2012"/>	<input type="text" value="12/31/2012"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

4. Characteristics

Reference	Value
S01 - Pot size	<input type="text" value="10.5 cm"/> (advised)
S02 - Minimum plant height	<input type="text" value="45 cm"/> (advised)
S03 - Number of cuttings/plants per pot	<input type="text" value="3"/> (advised)
S51 - Pot shape	<input type="text" value="container 5 degrees"/> (advised)
S54 - Plant shape	<input type="text" value="tuft"/> (advised)
A01 - Pot content	<input type="text"/> Add characteristic

5. Prices

Ex nursery Add delivery location

Quantity	Unit	AALSMEEER	NAALDWIJK	BLEISWIJK	HERONGEN (RHEIN-MAAS)
<input type="text" value="1"/>	<input type="text" value="trolley"/>	€ <input type="text"/>	€ <input type="text"/>	€ <input type="text"/>	€ <input type="text"/>

Add price You must at least enter a 1-trolley price for one of the delivery locations.

6. Loads

Load carrier	Container	Layers/trolley	Containers/layer	Number/packaging
<input type="text" value="Trolley"/>	<input type="text" value="480 - Normtray 58*25 10 hole"/>	<input type="text" value="4"/>	<input type="text" value="8"/>	<input type="text" value="10"/>
<input type="text" value="CC-Container"/>	<input type="text" value="480 - Normtray 58*25 10 hole"/>	<input type="text" value="4"/>	<input type="text" value="5"/>	<input type="text" value="10"/>

Add load

7. Photos

Main photo File Bladeren... **The photo may not be larger than 4 MB**

Remove Upload photo

Do you want to copy the photos as well?

8. Accessories


Accessory	Price	Comment
<input type="text" value="PotCover"/>	<input type="text" value="0"/>	<input type="text"/>

Add accessory

The data from the assortment row has been copied. The data in all fields can be added to or amended, but the fields with * are mandatory. The table below briefly explains the fields to be completed. After that, we explain in more detail how to enter prices and add accessories.

Field	Input
1. Product *	The product, including its VBN code, has been populated from the assortment and cannot be changed.
Web Shop	Check the box to indicate that you wish to publish this row in the Web Shop.
Own code	This is a freeflow field to be used if you are giving your own codes on your products.



Field	Input
Addition product name Themed day Supply comment	<p>Only use this if the VBN code is not specific enough (e.g. 'Misc'—> "Ornamental fruit", or use additions like 'wicker basket' or 'earthen pot'). <i>Therefore, this is only for clarifying what the product is.</i></p> <p>You can use this to add themed days such as Valentine's Day, Easter, etc.</p> <p>Here you can place comments that are specifically related to this supply row. For example: "mixed 1/3 yellow 2/3" of "consumer info on pot".</p>
Barcode	<p>Use this field in the supply row to include your barcode (max. 13 digits) so that it can be immediately added to your digital order traffic.</p> <p>By the 'Characteristics' section (4.), you can use the S-code S75 to indicate where the barcode can be found on the product or where you will place it (i.e. on the sleeve/pot/label).</p>
2. Type of supply	<p>In the case of general supply, supply is shown to all buyers and Connect employees.</p> <p>If you wish to make this row customer-specific, select the buyer group or buyer. See section 7.4.</p>
3. Deliverable period and quantities	<p><i>Copied from the assortment row.</i></p> <p>Under assortment, this period is not stated in dates and years but in months or as an all-year-round item. For example, if 'all year round' has been entered for the assortment row and it is now December 2010, what will be displayed is '1-1-2011 to 31-12-2011', as in the image above. This can be amended.</p> <p>Three types of quantity:</p> <ul style="list-style-type: none"> ▪ Available in Web Shop  *: Only entered if you have checked the box for Web Shop for this row (see 1). It is a mandatory field. This number only appears in the Web Shop for buyers and decreases automatically every time an order is placed for this row. ▪ Total lot size: In this field, you can state the total number of plants in the entire lot. This is not mandatory. ▪ Per week *: This is the quantity you can supply per week and is shown in the PlantConnect.nl Catalog for buyers. This is a mandatory field.
4. Characteristics *	<p><i>Copied from the assortment row.</i></p> <p>The mandatory (*) and recommended characteristics (in accordance with the VBN code) will appear automatically once you have entered a product. You can change or add to the value.</p>
5. Prices *	<p>Here you can enter a range of prices for the various loads and locations. You must enter a 1-trolley price for at least 1 delivery location. NOTE! This concerns the unit price for the loading unit that you have entered here. You can state in your profile which locations you deliver to. See section 5.6. Profile, Delivery.</p>
6. Load *	<p><i>Copied from the assortment row.</i></p> <p>You must enter at least one type of load here.</p> <p>You can amend, delete or add new loads (click on the 'Add load' text). You can also amend 'Layers/trolley', 'Packages/layer' and 'Quantity/package' individually. If you do not amend anything, the loads entered under assortment will be copied directly to the supply row.</p>
7. Photos	<p><i>Copied from the assortment row.</i></p> <p>If the photos for this supply row are correct, click on 'Yes' and the photos will be copied.</p> <p>You can add up to 3 photos to the supply row once you have agreed to the photo terms and conditions.</p> <p>If you wish to use one or more photos, do so as follows:</p> <ul style="list-style-type: none"> ▪ Click the 'Browse' button. This will take you to a folder containing your photos. ▪ First, click the photo of your choice and then the 'Open' button for your

	<p>photo folder. This will close the folder.</p> <ul style="list-style-type: none"> Next, click the 'Upload photo' button. The photo you have selected is then added. <p>The first photo you add is automatically the main photo. This is the photo the buyer sees in the search screen. Once you have added a second or third photo, you can make one of them the main photo by clicking the 'Make main photo' text.</p>
8. Accessories	<i>Copied from the assortment row.</i> You can change them or add extra accessories.

5. Prices (creating and adding)

The screenshot shows the 'Prices' form. A red box labeled '1.' highlights the location dropdown menu set to 'Ex nursery' with an 'Add delivery location' button. A second red box labeled '2.' highlights a table with columns for Quantity, Unit, and prices for four delivery locations: AALSMEER, NAALDWIJK, BLEISWIJK, and HERONGEN (RHEIN-MAAS). The first row shows a quantity of 1 and unit of trolley. A 'Remove' button is visible. A third red box labeled '3.' highlights the 'Add price' button, with a note below it: 'You must at least enter a 1-trolley price for one of the delivery locations.'

Prices (creating and adding):

- Click the arrow next to 'Ex nursery' to select the desired location. Then click 'Add delivery location'. In this example, the location 'Ex nursery' would appear beside the 'Herongen' column. Repeat this to enter prices for multiple locations.
- Enter the 'Quantity' and 'Unit' (e.g. 'Quantity' of 1 'Unit' per trolley). You can enter the different prices per delivery location in the columns next to this in the same row.
- If you wish to add a price row, click 'Add price', for instance if you also wish to offer the plants in 'layers' or 'packages' (as well as per item, trolley etc.). A row is added below.

NOTE!

In the 'Supply settings' section of your profile, you can check your standard delivery locations. The selected delivery locations will be automatically displayed on the 'Supply' tab. See section 5.6.

NOTE!

Web shop participants should also complete the delivery time sets for each delivery location for which you fill in your price. In the 'Deliveries' section of your profile, you can fill in the delivery time set, see section 5.2.

TIP!

If you enter a price in the first block of the row, this price will be automatically copied to the other price fields for the same row. These auto-filled prices can be overwritten. This feature is designed to assist in creating, changing and copying your supply.

TIP!

If you do not enter a price for a delivery location, there will be no price displayed to buyers.

8. Accessories (changing or adding)

The screenshot shows the 'Accessories' form. A red box labeled '1.' highlights the 'Add accessory' button. A second red box labeled '2.' highlights the 'Accessory' dropdown menu, which is currently set to 'PotCover'. A third red box labeled '3.' highlights a list of accessories including Additive, Attach stickers, Decorative material, Dish, Label, Ornamental pot, Pack stacking case, Plant food, PotCover, Print stickers, Promotional material, Show case, Sleeve, and Tube. A fourth red box labeled '4.' highlights the 'Price' field, which contains the value '0'. A 'Remove' button is also visible.

Accessories (changing or adding):

- Click 'Add accessory' to make a new accessory row appear.
- Click the arrow in the 'Accessory' field for a list of the various accessories.
- Click the accessory you wish to add.
- Add any supplements and a comment (e.g. 'with care tips') in the adjacent field. If no price is entered, or the value of zero, this means the price includes the accessories (inclusive).

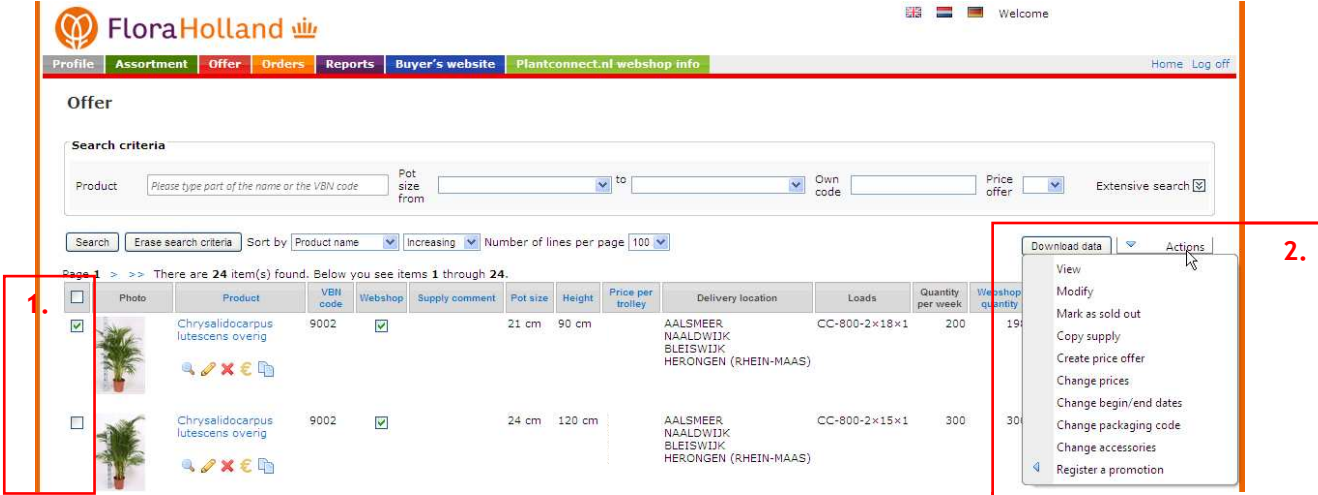
NOTE!

In the 'Supply settings' section of your profile, you can present standard accessories. If you include accessories here, they will be automatically displayed on the 'Supply' tab. See section 5.6.

7.3. Supply actions

As with assortment, you can perform a range of actions on supply rows, by checking one or more rows at a time. When you right-click the arrow next to View, a list of actions appears. It is also possible to perform certain actions by clicking on the icon in the row.

- View 
- Modify 
- Mark as sold out 
- Copy supply 
- Create price offer 
- Change prices/start and end dates/packaging code/change accessories
- Register a promotion (Highlights/Samples Van)




The screenshot shows the FloraHolland web interface. At the top, there's a navigation bar with 'Profile', 'Assortment', 'Offer', 'Orders', 'Reports', 'Buyer's website', and 'Plantconnect.nl webshop info'. Below this is a search criteria section with fields for Product, Pot size, Own code, and Price offer. A table of supply rows is displayed with columns: Photo, Product, VBN code, Webshop, Supply comment, Pot size, Height, Price per trolley, Delivery location, Loads, Quantity per week, and Webshop quantity. Two rows are visible, both for 'Chrysalidocarpus lutescens overig'. A red box labeled '1.' highlights the checkboxes in the left margin. Another red box labeled '2.' highlights the 'Actions' dropdown menu, which is open and shows options like 'View', 'Modify', 'Mark as sold out', 'Copy supply', 'Create price offer', 'Change prices', 'Change begin/end dates', 'Change packaging code', 'Change accessories', and 'Register a promotion'.

1. Check the supply rows you want to configure on the left of the screen.
2. Click on 'Actions' at the upper right. A list of available actions will appear. Click on the action you wish to perform and the list will close.

7.3.1. View

You can view supply rows in 3 ways:

- By clicking the product name, i.e. row by row; or
- By clicking the icon,  row by row; or
- By checking the rows and the 'View' action.

For further instructions, see section 6.3.1 'View', on 'Assortment (supply)'.

7.3.2. Modify

To amend one or more supply rows, follow the standard steps 1 and 2 for performing actions, as described in section 6.3.2, the 'Changes' action on 'Assortment (supply)'.

- As you can see, this screen is the same as the one in which you create supply. The product/the VBN code or the buyers (group) cannot be amended now. All other fields can be amended.
- Alter the details you wish to amend and click 'Save' to finish.

You can also cancel the amendment of the supply row(s) with the 'Cancel' button at the bottom right. If you do so, the rows you were working on and the unchanged rows you marked for amendment will not be changed. You will be returned to the starting screen for supply.

7.3.3. Mark as sold out

This will change the end date of the deliverable period to yesterday's date. With this, the supply row is designated no longer available and therefore sold out. This row will move to your historic supply. See chapter 4.3.1.

It is easy to set one or more supply rows as sold out. To change one or more rows, follow the standard steps 1 and 2 for performing actions, as described in section 6.3. Actions on assortment (supply).

- The system reports that all marked rows are set as sold out and asks whether you are sure you want to continue.
- Click 'OK' to set all rows as sold out in one go.

7.3.4. Copy supply

To change one or more rows, follow the standard steps 1 and 2 for performing actions, as described in section 6.3. Actions on assortment (supply).

- This is the same screen as the one in which you create supply from assortment. All the details you entered for the original supply row are shown.
- All details – *including* VBN code – can be amended. The main difference between this and creating supply from assortment is that in this case, the VBN code can be changed. If you do this, the mandatory and recommended characteristics will automatically be adjusted to the new VBN code.
- If the photos for this supply row are correct, click on 'Yes' and the photos will be copied.
- Alter the details you wish to amend and click 'Save'.

TIP!

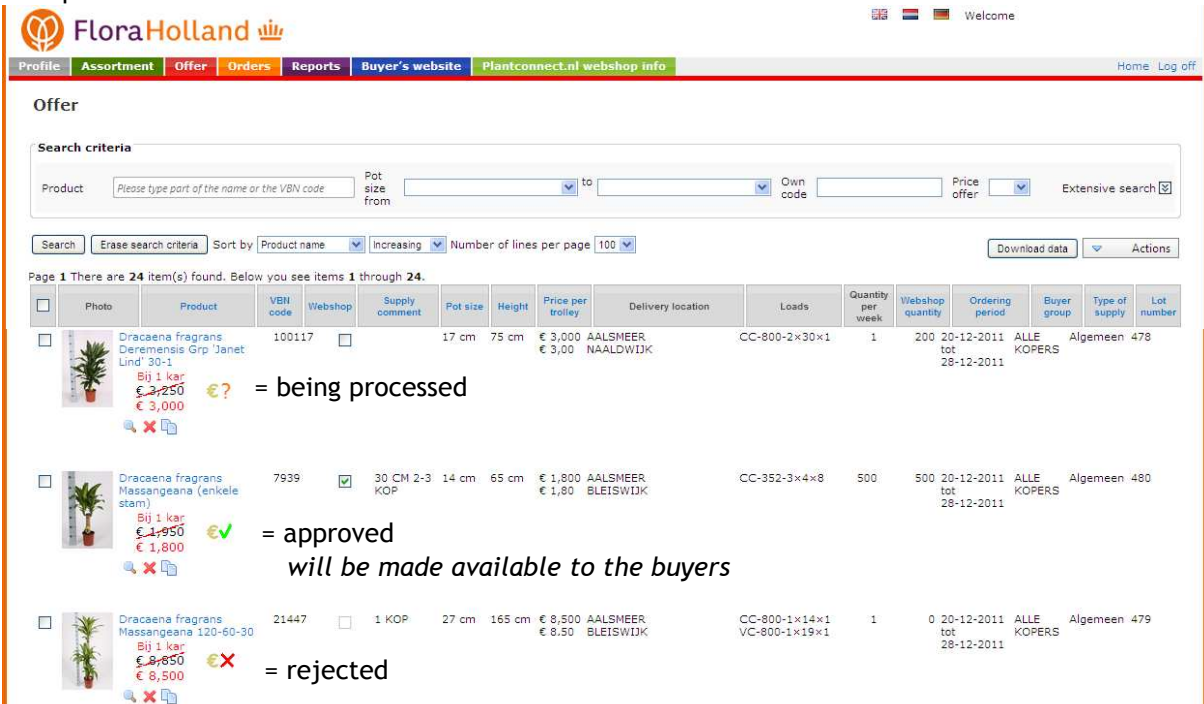
The more similar the original supply row is to the one you wish to create, the less you have to change.

7.3.5. Create price offers




You can only make a special offer on the basis of a current supply row. The screen shows how many offers you can still make. This number is based on the number of outstanding special offers at that moment. You can have up to 5 special offers open at any time. A special offer is valid for a period of one week.

Checking by FloraHolland Connect

After you have created your (general) special offer rows, FloraHolland Connect will check their commercial value. FloraHolland Connect may reject an offer row. You will receive notification from FloraHolland Connect by e-mail or telephone that your special offer has been accepted or rejected. In your supply screen, the status of the offer is also displayed for each row. See the following example.



The screenshot shows the 'Offer' screen in the FloraHolland Connect system. It includes a search criteria section, a table of supply rows, and a summary of the results. The table columns are: Photo, Product, VBN code, Webshop, Supply comment, Pot size, Height, Price per trolley, Delivery location, Loads, Quantity per week, Webshop quantity, Ordering period, Buyer group, Type of supply, and Lot number. The status of each offer is indicated by a green checkmark (approved), a green question mark (being processed), or a red X (rejected).

Photo	Product	VBN code	Webshop	Supply comment	Pot size	Height	Price per trolley	Delivery location	Loads	Quantity per week	Webshop quantity	Ordering period	Buyer group	Type of supply	Lot number
	Dracaena fragrans Deremensis Grp Janet Lind 30-1	100117	<input type="checkbox"/>		17 cm	75 cm	€ 3,000 € 3,00	AALSMEER NAALDWIJK	CC-800-2x30x1	1	200	20-12-2011 tot 28-12-2011	ALLE KOPERS	Algemeen	478
	Dracaena fragrans Massangeana (enkele stam)	7939	<input checked="" type="checkbox"/>	30 CM 2-3 KOP	14 cm	65 cm	€ 1,800 € 1,80	AALSMEER BLEISWIJK	CC-352-3x4x8	500	500	20-12-2011 tot 28-12-2011	ALLE KOPERS	Algemeen	480
	Dracaena fragrans Massangeana 120-60-30	21447	<input type="checkbox"/>	1 KOP	27 cm	165 cm	€ 8,500 € 8,50	AALSMEER BLEISWIJK	CC-800-1x14x1 VC-800-1x19x1	1	0	20-12-2011 tot 28-12-2011	ALLE KOPERS	Algemeen	479

Summary of offer status:


- being processed**: Dracaena fragrans Deremensis Grp Janet Lind 30-1 (€ 3,000)
- approved**: Dracaena fragrans Massangeana (enkele stam) (€ 1,800) *will be made available to the buyers*
- rejected**: Dracaena fragrans Massangeana 120-60-30 (€ 8,500)

NOTE!


If your special offer is rejected, you must remove the relevant special offer row from your supply. If you do not do this, the row will still count in the number of current special offers. As a consequence, you will not be able to create any new special offer rows.

To amend one or more special offer rows, follow the standard steps 1 and 2 for performing actions as described in section 6.3. Actions on assortment (supply).
Following steps 1 and 2, the screen below will appear:

Price offers

FloraHolland  Profile Assortment Offer Orders Reports Buyer's website Plantconnect.nl webshop info Home Log off

Price offers You have selected 1 supply lines. This is number 1 of 1

1. **Chrysalidocarpus lutescens overig**
 Pot size: 21 cm Plant height: 90 cm
 Webshop

2. Type of supply: general / customer-specific
 General Buyer group Buyer

3. Delivery period and numbers
 From: 2/7/2012 through: 2/14/2012 Webshop quantity: 198 Total lot size: Quantity per week: 200

4. Prices

Delivery location	Old price	Minimum number	Unit	Add to offer	New price
AALSMEER		1	trolley	<input type="checkbox"/>	
NAALDWUJK		1	trolley	<input type="checkbox"/>	
BLEISWIJK		1	trolley	<input type="checkbox"/>	
HERONGEN (RHEIN-MAAS)		1	trolley	<input type="checkbox"/>	

 Add price You must include one or more 1-Trolley Price(s) – which does not need to be a new price – and must quote a new price for at least one of your Scaled Quantities.

5. Loads

Load carrier	Container code	Container	Layers/trolley	Containers/layer	Quantity/unit	Add to offer
CC-Container (CC)	800 800		2	18	1	<input type="checkbox"/>

 Include at least one load in the price offer


6. Accessories


Accessory	Price	Add to offer	New price
Print stickers € 0.050		<input type="checkbox"/>	

7. Save Cancel

The details from the supply row have been copied. The other details in all fields can be completed or changed, the fields marked with * being mandatory. This is explained below.

The table below briefly explains the fields to be completed.

Field	Input
1. Product * Article comment Characteristics Internal code Photos	This is copied from the supply row and cannot be amended. Only the main photo is copied to the offer row.
Web Shop 	Check the box to indicate you wish to publish the offer row in the Web Shop.
2. Type of supply	If 'General', the offer is shown to all buyers and Connect employees. If you wish to make this row customer-specific, select the buyer group or buyer. See section 7.4
3. Deliverable period and quantities *	<i>Copied from the supply row.</i> Deliverable period Enter the start date (this must be current, i.e. today or a maximum of 1 working day in the future) of the period of validity. The end date is entered automatically. You can change this date but it can never be later than 5 working days from the start date.

	<p>Quantities, three types:</p> <ul style="list-style-type: none"> ▪ Beschikbaar webshop  : Only entered if you have checked the box for Web Shop for this row (see 1.). It is a mandatory field. This number only appears in the Web Shop for buyers and decreases automatically every time an order is placed for this row. ▪ Total lot size: In this field, you can state the total number of plants in the entire lot. This is not mandatory. ▪ Per week: This is the quantity you can supply per week and is shown in the PlantConnect.nl Catalog for buyers. This is a mandatory field.
4. Prices *	<p><i>Copied from the supply row.</i> State which locations/prices you wish to make this offer for. Clicking 'Add price' creates a new row in which you can enter the price and location. - You can alter one or more scaled prices (i.e. a single or multiple trolley price). By lowering one or more scaled price(s), the lowest scaled price from the associated scaled amount will be presented in the search windows as the 'from/for price' on the buyer's screen. These prices must be present in the basis of the supply row.</p>
5. Load *	<p><i>Copied from the supply row.</i> You must check at least one type of load to be included in the offer.</p>
6. Accessories	<p><i>Copied from the supply row.</i> Add or remove additional accessories.</p>
7. Save	<p>Click 'Save' This takes you to the next supply row that you wish to make an offer of. If you have been through all selected rows, you return to the start screen.</p>

NOTE!

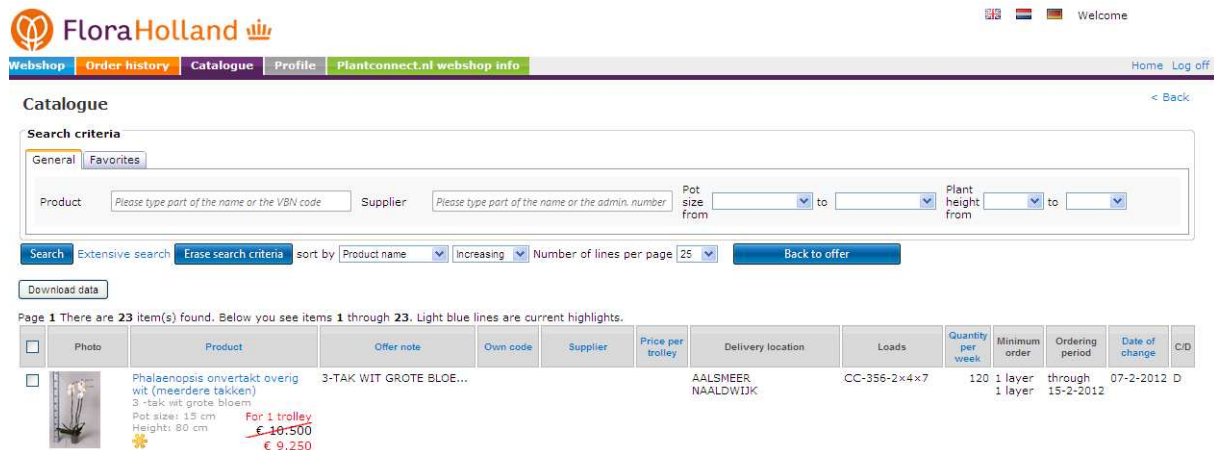
Each special offer will be a new supply row with a new lot number.

NOTE!


If you click 'Cancel', the amendments of already-saved rows will not be lost; you will be returned to the starting screen. There, you can see how many rows you have turned into offers.

How does a buyer see the special offers?

Once approved by FloraHolland Connect the special offers are shown to buyers as follows.



The screenshot shows the FloraHolland webshop interface. At the top, there is a navigation bar with links for Webshop, Order history, Catalogue, Profile, and Plantconnect.nl webshop info. The main content area is titled 'Catalogue' and features a search criteria section with fields for Product, Supplier, Pot size, and Plant height. Below the search section, there is a 'Download data' button and a message indicating that 23 items were found. The first item is highlighted in light blue and is a Phalaenopsis orchid. The product details include a photo, product name, offer note, own code, supplier, price per trolley, delivery location, loads, quantity per week, minimum order, ordering period, date of change, and C/D.

Photo	Product	Offer note	Own code	Supplier	Price per trolley	Delivery location	Loads	Quantity per week	Minimum order	Ordering period	Date of change	C/D
	Phalaenopsis onvertakt overig wit (meerdere takken) 3-tak wit grote bloem Pot size: 15 cm Height: 80 cm	3-TAK WIT GROTE BLOE...		AALSMEER NAALDWIJK			CC-356-2x4x7	120 1 layer 1 layer	through 15-2-2012	07-2-2012	D	

7.3.6. Change prices

To amend one or more supply rows, follow the standard steps for performing actions, as described in section 6.3. Actions on assortment (supply).
The screen below then appears:


You can change the price for all checked rows in one go. This increase/reduction will be applied to all prices (per trolley, layer, packaging unit, unit) that you have entered per selected supply row.

3. Indicate whether you wish to increase or decrease the price for the rows in question.
4. Indicate by what sum (€) or by what percentage (%) you wish to change the price.
5. Check the delivery locations at which you wish this change to be applied. You can also choose 'All delivery locations' and the applicable locations in the supply row will be changed.
6. Click 'Save'.

7.3.7. Change start/end dates

This function is used to change the start and/or end dates for one or more rows at a time.

To amend one or more supply rows, follow the standard steps for performing actions, as described in section 6.3. Actions on assortment (supply).
Then, the following screen appears:

4. by clicking on the  symbol, a calendar will be displayed, (including week numbers). In the calendar, click on the desired start/end date. Clicking the ◀...▶ next to the month scrolls through the months.
5. Click 'Save'.

7.3.8. Amend packaging code(s)

If you decide to stop supplying a certain packaging code, you can change all the codes to the new one in one go.

To amend one or more supply rows, follow the standard steps for performing actions, as described in section 6.3. Supply actions
Then, the following screen appears:

FloraHolland

Profile Assortment Offer Orders Reports Buyer's website Plantconnect.nl webshop info Home Log off

Change the type of packaging

Change the current type of packaging to the new type of packaging in all selected supply lines

The current type of packaging **800 - Loose plants** will be replaced by **110 - Doos Hello Kitty40**

Save Cancel

3. Click the arrow next to the text and select the code you wish to replace from the list.
4. Select the intended packaging code from the list again.
5. Click 'Save'.

7.3.9. Change accessories

If you wish to give products a label, you can do so as follows. It is also possible to change the price of accessories for multiple rows in one go, or to delete the accessories.

To amend one or more supply rows, follow the standard steps for performing actions, as described in section 6.3. Supply actions
Then, the following screen appears:

FloraHolland

Profile Assortment Offer Orders Reports Buyer's website Plantconnect.nl webshop info Home Log off

Change accessories

Change existing accessory

Accessory	Price	Comment
Print stickers	0.05	For all comments

Modify

Add accessory

Accessory	Price	Comment
Additive		

Add

Delete accessory

Accessory	Price	Comment
Print stickers	0.05	For all comments

Remove

Return to supply overview

3. Check the action that you wish to apply to the accessories. You can choose from:
 - Change existing accessory
 - Add accessory
 - Delete accessory
4. Click the arrow next to the accessories type, and a list will appear. Select the accessories you wish to change.
5. Select (or enter) the price or comment.
6. Click 'Amend' (or 'Add' or 'Delete').
7. This field will only appear with 'Change existing accessories', and new data can be entered here only.
8. Click 'Back to list of supply'.

7.3.10. Register promotion (Highlights/Samples Van)

By performing this action, you can inform Connect of which products you wish to offer for the Highlights or Samples Van services.

To offer one or more supply rows for these services, select the applicable rows and choose either Highlights or Samples Van services under 'Actions'. See Chapter 6.3 for the standard steps for performing actions.

At the top of your screen the following will appear: ‘You have now offered the selected lot(s) for inclusion in Highlights/the Samples Van. You will be contacted as soon as possible by a FloraHolland Connect employee.


7.4. Customer-specific supply

Customer-specific supply is important. In the case of this supply, you record your fixed agreements with customers so they can order digitally from you at the push of a button. The advantage for you is that you receive orders with the correct information (prices, loads etc.) and which you do not have to change for each customer.

There are two ways of doing this:

- Via ‘Create supply’, see section 7.2;
- Via ‘Copy supply’, see section 7.3.4.

Using either method, the following will appear as part of the screen:



Type of supply: general / customer-specific
 General Buyer group Buyer INTERMARKT

You make the supply rows customer-specific by checking the box for buyer, or buyer group.

Buyer group =

When you click the arrow, a list appears of all the buyer groups in your profile. Click the correct buyer group.

For creating buyer groups see section 5 Profile.

The buyers in the group cannot see who receives the offer.

Buyer =

When you click or type, part of the buyer name or buyer number appears. A list of suggested buyers will be displayed. Click the one you want.

Complete the other fields according to the agreements you have with your customer and save the row: you have created a customer-specific supply row.

8. Downloading information

You can download information from the 'Supply' tab. This can be done in two ways:

Field	Contents
Export to Excel (<i>top</i>)	This allows you to export the selected rows to an Excel sheet, where they can be edited and printed. All the columns that have been selected in the profile will be exported to the Excel sheet. TIP! <i>You can use this file to make a supply overview or price list, for instance.</i>
Export to PDF	This produces a PDF file containing all your selected supply rows. You can also print this file by choosing 'Print' under the 'File' menu at the top left-hand corner. TIP! <i>You can print this file and send it along with sample lots, for instance.</i>
Export to Excel (<i>bottom</i>)	<i>This allows you to transfer the data to Excel in a standard layout (depending on your profile settings) including your own company logo and additional text(s).</i>

The screenshot shows the FloraHolland 'Offer' page. At the top, there are navigation tabs: Profile, Assortment, Offer, Orders, Reports, Buyer's website, and Plantconnect.nl webshop info. Below the navigation is a search criteria section with fields for Product, Pot size, Own code, Price offer, and Extensive search. A 'Search' button and sorting options are also present. The main part of the page is a table with 24 items. The first row is highlighted with a red box labeled '1.'. The table columns include Photo, Product, VBN code, Webshop, Supply comment, Pot size, Height, Price per trolley, Delivery location, Loads, Quantity per week, Webshop quantity, Ordering period, Buyer group, Type of supply, and Lot number. In the top right corner of the table area, there is a 'Download data' button highlighted with a red box labeled '2.'.

You can download files in the following ways:

1. at the left of the screen, check the supply rows that you want to perform an action on, as is standard when performing actions.

TIP!

By checking (i.e. clicking) the top checkbox, all rows of the search results are selected at once.

2. Click the button 'Download information' to download the selected supply rows to your computer. The following screen will appear.

Download marked lines

You have to mark supply lines before you can export information to Excel.

3.

Export all characteristics of the marked supply lines to excel

- including photo
 excluding photo

4.

Export all the characteristics of the marked supply lines to the PDF for 'Detailed print'

Click 'Back' to return to the previous screen and to delete the markings for the exported lines.

5.

Export all highlighted supply lines to Excel in the standard layout for offers

Offer: enter data

Header:

To:

Re:

Decision date:

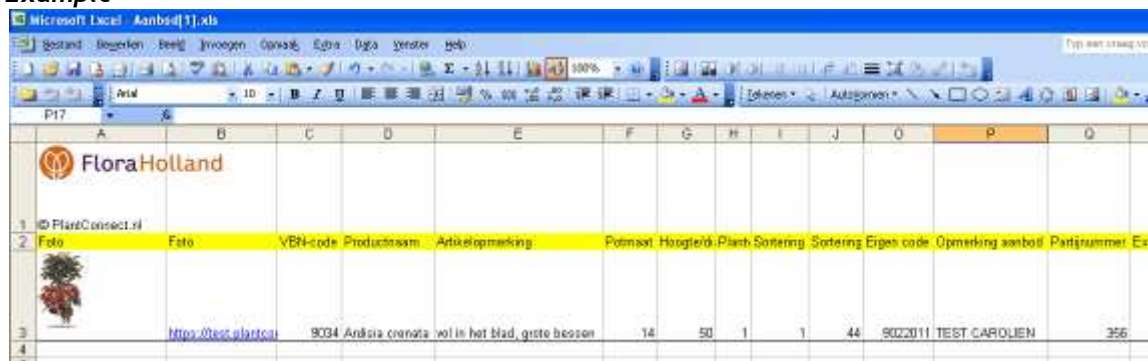
Contact person:


Incorporate FloraHolland Connect General Terms & Conditions into offer

Language: Nederlands English Deutsch

3. You can choose to download the file to Excel including or excluding photos. If you opt to exclude photos, you will receive a link to the photos if these have been selected in your profile in the 'Excel' section. Then click 'Export to Excel' and the desired supply rows will be copied to Excel.

After doing this, you must click '< Back' in order to cancel the row selection.

Example


	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	FloraHolland																
2	Foto	Foto	VRN-code	Productnaam	Artikelomschrijving	Potmaat	Hoogte/rijs	Plant	Sortering	Sortering	Eigen code	Opmmerking aanbod	Partijnummer	Est			
3		http://test.plantcon	9034	Andisia crenata	wol in het blad, gorte besoon	14	50	1	1	44	9022011	TEST CAROLIN	356				

TIP!

You can use this file to make a supply overview and/or price list, for instance.

NOTE!

In your profile you can determine which columns/information is copied to the Excel file. See Chapter 5.8. Excel.

4. With this selection, you can download the supply rows to a PDF file. A table will appear per supply row containing all the supply row's specifications.

TIP!

You can print this file and send it along with sample lots, for instance.

Example

Aanvoerder	AALSMEER TEST	Adm.nr. FloraHolland	99999
Telefoon	0297393111		LEGMEERDIJK 313
Fax			1431 GB AALSMEER
E-mailadres		ide/Plaats	www.plantconnect.nl
MPS class		website	

Partijnr	VBN code	Artikelomschr	Eigen code	Artikelopmerking	Leverbaar van	Leverbaar tot	Aantal leverb per week	Aantal webshop	Aantal totaal	
356	9034	Ardisia crenata	09022011	vol in het blad, grote bessen	22-3-2011	2-4-2011	500	1000	7500	
Type aanbod	Opmerking aanbod	Foto aanwezig	Webshop	Themadag	Handelscategorie	Vervaldat monster Aalsmeer	Vervaldat monster Naaldwijk			
Klantspecifiek	TEST CAROLIEN	ja	nee	Kerst						
Kenmerken			Prijzen							
Kenmerk	Waarde	Aalsmeer	Naaldwijk	Bleiswijk	Eelde	Rijnsburg	Boskoop	Herongen (Rhein-Maas)	Af tuin	Per
S01	14 cm									
S02	50 cm									
S03	1									
S05	4-4									
S51	pot (8")									
S54	standaard									
Belading				Accessoires						
Kartype	Fustcode	Laagkar	Fustlg	Aantfst	Code	Prijs	Opmerking			
2	706	4	6	6	PS	0,03	MET BARCODE			

5. This allows you to import your supply rows to Excel with your own company logo. This Excel sheet has a standard layout (depending on your profile settings) and includes your own company logo and additional text(s).

TIP!

You can use this Excel sheet to make a special offer to your customers.

Example

Testkoper



← Your own company logo here


For more information, please contact:

Supplier: Account number: Address: Telephone Number: Contact person:
--

To: Re: Date: Decision date: Contact person:	Inkoper: Gedoc: Aantal: 27/2012 Corina
--	--

← Freeflow header text

The supply lines in this offer can be found in PlantConnect.nl

	Product	VBN code	Pot size	Height cm (pot incl)	Extra characteristics	Loading	Number available per week	Price per unit in euro	Accessories	Remarks	From week	To week	Lot number
	Chrysalidocarpus lutescens overig	9002	21 cm	90 cm	S54 - Plant shape: standard S51 - Pot shape: containers degrees S55 - Thickness: 1	CC-800-2*10*1	200		Print stickers 0,050		34	1	244

← Your own Connect supply rows

Offer valid while stocks last. Subject to the possibility of clerical errors.

General Terms and Conditions: • FloraHolland's Auction Regulations apply to this offer and the General Terms of FloraHolland Connect (published on the FloraHolland website) additionally apply to this offer, where the latter supplements or diverges from the former. The buyer and the seller declare that they are aware of these conditions. • In the event of disputes between the buyer and seller with regard to this offer or its implementation, a decision will be made by arbitral judgment, having regard to the above-mentioned terms and conditions. • None of the general terms and conditions of the buyer and/or those of the seller apply to this offer, unless they have been included in this document with the express permission of FloraHolland. • The price is excl. VAT, Horticultural Product Board levies, and service charges.

← General Terms and Conditions of FloraHolland Connect

5. Export all highlighted supply lines to Excel in the standard layout for offers

Offer: enter data

Header:

To:

Re:

Decision date:

Contact person:

Incorporate Floraholland Connect General Terms & Conditions into offer

Language: Nederlands English Deutsch

Before clicking on the 'Export to Excel' button, you must fill in the fields under it. This information will be fed through to the header text of the Excel sheet. If you fill nothing in, these fields will remain empty. Your name and address details will be added from your Profile (in the 'General' section).

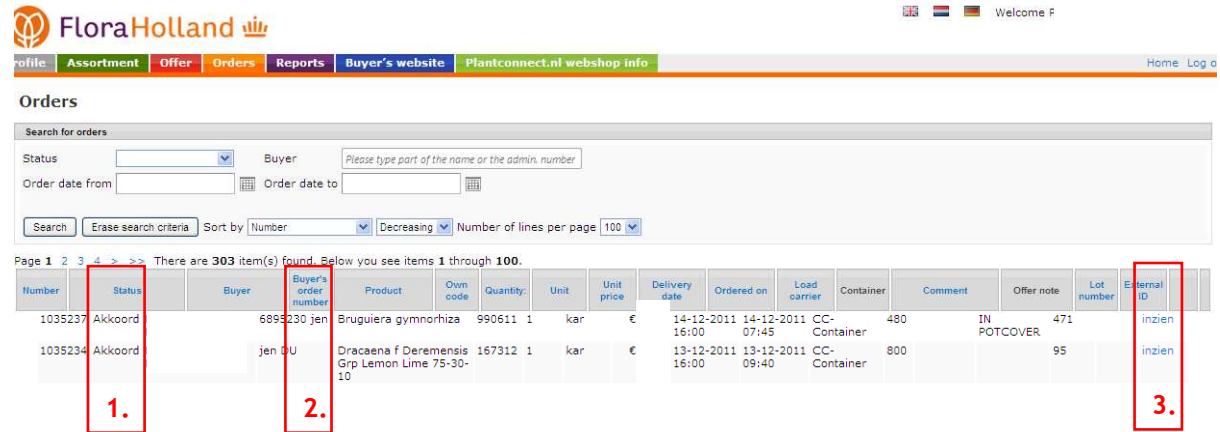
If you would like to include your own company logo on the offer, you can set this in the General Profile area, see section 5.1.2. Company logo.

Once this has been completed, click on the 'Export to Excel' button. This will bring up a new screen where you can choose to 'Open' the file, or 'Save' it.

9. Orders

Orders you place via the Web Shop can be found under the 'Orders' tab. If you have set your profile (see section 5) so that you complete these orders via the Web Shop screens (rather than via Florecom in your own system), then you will see the following screen.

Buyer order number/barcode



The screenshot shows the 'Orders' page with a search bar and a table of orders. The table has the following columns: Number, Status, Buyer, Buyer's order number, Product, Own code, Quantity, Unit, Unit price, Delivery date, Ordered on, Load carrier, Container, Comment, Offer note, Lot number, and External ID. Three columns are highlighted with red boxes and numbered: 1. Status, 2. Buyer's order number, and 3. External ID.

Number	Status	Buyer	Buyer's order number	Product	Own code	Quantity	Unit	Unit price	Delivery date	Ordered on	Load carrier	Container	Comment	Offer note	Lot number	External ID
1035237	Akkoord	6895230 jen		Bruguiera gymnorhiza	990611	1	kar	€	14-12-2011 16:00	14-12-2011 07:45	CC-Container	480	IN POTCOVER	471		inzien
1035234	Akkoord	jen DU		Dracaena f Deremensis Gfp Lemon Lime 75-30-10	167312	1	kar	€	13-12-2011 16:00	13-12-2011 09:40	CC-Container	800		95		inzien

The table below briefly explains the most important fields from the above screen, 'Orders'. Next, we will explain in more detail how to process orders and/or change prices.

Field	Input
1. Status	'Ordered' means, in this case, a new order that you have to respond to. 'Approved' means you have accepted the order in accordance with the specifications described.
2. Buyer order number	When placing an order in the web shop, a buyer can include their own buyer order number (to a max. of 26 characters). You are required to copy this information to the delivery form etc. so that the buyer can find the order easily in his/her own system.
3. Amend status	Clicking 'Accept' confirms to the buyer that you have seen the order and will deliver. If you accept the order row, this is reported at the top of the screen. You will also see that your status changes from 'Ordered' to 'Approved'. <i>Accept</i> <i>Changes</i> As your supply is reliable and complete, you can always supply in accordance with the order specifications, and there is only one item that can be changed: the price. You can reduce this, but not increase it. <i>Reject</i> According to the rules defined for the PlantConnect.nl web shop, you can reject an order if: 1. You cannot satisfy a requirement that the buyer has placed in the comments field. 2. If the total order is less than the set minimum order amount as you set it in your profile (see section 5.5.) <i>View</i> Click 'View' to see all details of the order, including the name and telephone/mobile number of the buyer or purchaser.

1. How to – Change prices

If you wish to amend prices, click the 'Amend' link, which takes you to the below screen.

1. Enter the new price after 'Definitive price per unit €'
2. and then click 'Accept'. You can only reduce the price.

FloraHolland Welcome AALSMEER TEST

Profile Assortment Offer Orders PlantConnect.nl webshop info Home Log off

Order	Buyer	(total) product value
Status	Name	per unit
Ordered	DEHOKOPER	total items
Ordering number	Administration number	total
1019323	427940	
Purchaser name	Address	
Paul	LEGMEERDIJK 313	
Purchaser's cell phone	Postal code	
0653886031	1432 BA	
Order date	Location	
12-11-2010 13:04	AALSMEER	
Delivery date	Tel.:	
15-11-2010 08:00	0297393128	
Product	Fax	
Ficus benjamina 'Exotica'	E-mail	
Own code	-	
1-11-2010		
Item note		
nieuw		
Quantity:		
1		
Unit		
trolley		
Original item price		
€		
Final item price		
€		
Pot size:		
21 cm		
Accessories		
Load carrier		
Danish container		
Container		
Loose plants		
1 x 21 x 1		
1. Original total price	€ 296.940	
Final total price		
Buyer note	test	
Note on supplier rejection		
Note on Connect cancellation		
Delivery location	NAALDWIJK	
Original price per item €		
Final price per item €		

2.

2. How to – Reject

To reject an order, click the 'Reject' link, which takes you to the below screen. There you enter in the 'Comments' field (1.) the reason for rejection and click the 'Reject' button (2.).

NOTE!

According to the rules defined for the PlantConnect.nl web shop, you can reject an order if:

1. You cannot satisfy a requirement that the buyer has placed in the comments field.
2. The total order is less than the set minimum order amount as you set it in your profile

Bestelregel afwijzen

Order	Buyer
Status	Name
Ordered	
Ordering number	Administration number
1019323	
Purchaser name	Address
Paul	
Purchaser's cell phone	Postal code
0653886031	
Order date	Location
12-11-2010 13:04	
Delivery date	Tel.:
15-11-2010 08:00	
Product	Fax
Ficus benjamina 'Exotica'	E-mail
Own code	
1-11-2010	
Item note	
nieuw	
Quantity:	
1	
Unit	
trolley	
Original item price	
€	
Final item price	
€	
Pot size:	
21 cm	
Accessories	
Load carrier	
Danish container	
Container	
Loose plants	
1 x 21 x 1	
Original total price	
€	
Final total price	
Buyer note	
test	
Note on supplier rejection	
Note on Connect cancellation	
Delivery location	
NAALDWIJK	

1.

2.

10. Reports

On the 'Reports' tab, you can see what happens with this supply. It provides you with insight into the supply that is viewed on PlantConnect.nl and traded via its web shop.

The reporting tool is available to growers who have purchased an additional services package from FloraHolland Connect. Depending on which service package you have purchased, you will be able to request a range of reports on the 'Reports' tab. You can choose to either view the information on the screen or to save it as an Excel or PDF file.

You can receive insight into:

- The number of order rows per buyer
- The number of plants sold per supply row
- The sales per main article group in your supply
- The number of hits per supply row

Tip:

For assistance in analyzing the reports, please contact your FloraHolland Connect segment sales representative.

For more information about the service packages offered by FloraHolland Connect,

- please contact your account manager.
- Go to www.floraholland.com (Supplying > Intermediary services > Services 2011)
- Go to MyFloraHolland.com under 'All services'.

10.1 The number of order rows per buyer

- Available for the: Market Information Package, Market Advice Package, and Marketing, Coaching & Innovation Package
- Overview: Number of orders placed on your web shop supply rows.
- Selection fields: period, buyer, type of supply, product, supply row

For example:

Number of supply rows	Subtotal of number	Turnover	Subtotal of turnover	Buyer's name	Admin no.	VBN code	Article description	Own code	Lot no.	External ID	Type of supply	Status
2		€900.00		Buyer A	11111	6354	Helleborus, other		8		General	Approved
1		€747.00		Buyer A	11111	101891	Phalaenopsis non-branching mixed 3 colors (several branches)		12		General	Approved
<i>total Buyer A</i>	3		€1,647.00									
2		€632.50		Buyer B	22222	5631	Clematis, other		23		General	Approved
1		€136.50		Buyer B	22222	11004	<i>Ficus benjamina</i> 'Danielle'		10		General	Approved
1		€126.00		Buyer B	22222	33835	<i>Lonicera heckrottii</i> 'American Beauty'		110		General	Approved
1		€72.72		Buyer B	22222	25328	Kalanchoe blossfeldiana Calandiva mixed trolley		152		General	Approved
<i>total Buyer B</i>	6		€967.72									
Total	9		€2,614.72									

10.2 The number of plants sold per supply row

- Available for the: Market Information Package, Market Advice Package, and Marketing, Coaching & Innovation Package
- Overview: Number of products sold from your web shop supply rows
- Selection fields: period, type of supply, product

See the next page for an example.

Number of plants sold (units)	VBN code	Article description	Own code	Pot size	Height	Lot no.	External ID	Type of supply	Turnover	Average price
250	5631	Clematis, other		14 cm	60 cm	23		General	€632.50	€2.53
50	11004	<i>Ficus benjamina</i> 'Danielle'		14 cm	60 cm	10		General	€136.50	€2.73
600	6354	Helleborus, other		12 cm	20 cm	8		General	€900.00	€1.50
50	33835	<i>Lonicera heckrottii</i> 'American Beauty'		14 cm	60 cm	110		General	€126.00	€2.52
300	101891	Phalaenopsis non-branching mixed 3 colors (several branches)		14 cm	60 cm	12		General	€747.00	€2.49
36	25328	Kalanchoe blossfeldiana Calandiva mixed trolley		17 cm	40 cm	152		General	€72.72	€2.02
Total									€2,614.72	

10.3 Turnover per main article group

- Available for the: Market Information Package, Market Advice Package, and Marketing, Coaching & Innovation Package
- Overview: Turnover from your web shop supply per main article group
- Selection fields: period, type of supply, main article group

For example:

Product group	Type of supply	Number of order rows	Subtotal of number	Turnover	Subtotal of turnover
Garden	General	5		€1,532.50	
<i>Total of Garden</i>			5		€1,532.50
Flowering	General	2		€819.72	
<i>Total of Garden</i>			2		€819.72
Green	General	1		€136.50	
<i>Total of Garden</i>			1		€136.50
Total			8		€2,614.72

10.4 Number of hits per supply row

- Available for the: Market Advice Package and Coaching & Innovation Package
- Overview: Number of hits (number of times viewed) per supply row
- Selection fields: period, type of supply, product

For example:

VBN code	Article description	Own code	Pot size	Height	Lot no.	External ID	Type of supply	Number of hits
5631	Clematis, other		14 cm	60 cm	23		General	5
11004	<i>Ficus benjamina</i> 'Danielle'		14 cm	60 cm	10		General	15
6354	Helleborus, other		12 cm	20 cm	8		General	36
33835	<i>Lonicera heckrottii</i> 'American Beauty'		14 cm	60 cm	110		General	2
101891	Phalaenopsis non-branching mixed 3 colors (several branches)		14 cm	60 cm	12		General	8
25328	Kalanchoe blossfeldiana Calandiva mixed trolley		17 cm	40 cm	152		General	4
Total								70



11. Contact

If you have any queries, comments or requirements regarding the PlantConnect.nl input screens, please contact your contact person at FloraHolland Connect or FloraHolland Connect Info via the following information:

Aalsmeer Location : +31 (0)29 739-3888
Naaldwijk Location : +31 (0)17 463-5555
E-mail : plantconnect@floraholland.nl

For more information, please visit www.plantconnect.nl.