



# Manual Webshop

*September 2025*



# Thank you for using our webshop!

*introduction*

Our webshop is built for you!

By using it, you will have some advantages over our traditional ordering process. The most important are:

1. A complete assortment to choose from
2. You can only book on availability, so less communication is needed
3. When you order online, you get an online confirmation in minutes. The products are reserved for you.
4. You can update your orders. You may increase, decrease or cancel your order.
5. You can update the delivery week.
6. If needed, the Webshop supports you in booking the right substitutes
7. Easy re ordering. You can copy a historic order into a new order
8. You can order rooted surplus online
9. You can import your order via an Excel template
10. You can export your order data to Excel for an in depth overview

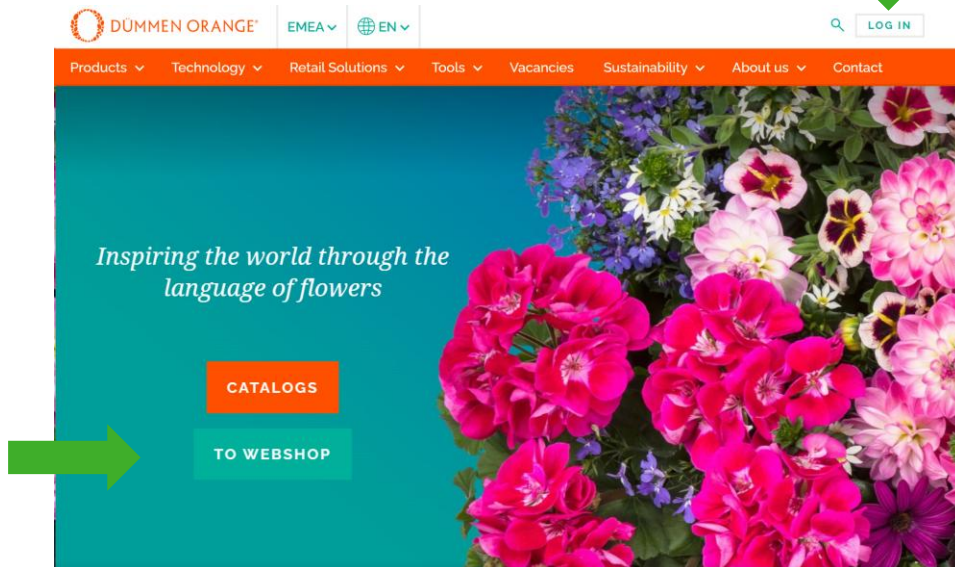
This webshop manual guides you through the way the webshop works and will touch all of the above topics, so you are ready to order online!

Team Dümmer Orange Webshop.

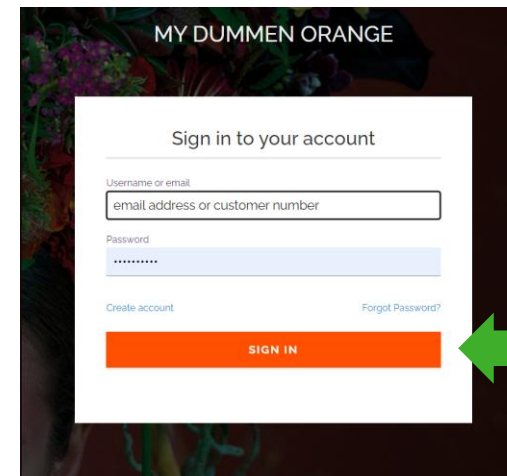
The background is a solid orange color. Overlaid on this background are several large, stylized daisy flowers. The flowers are drawn with thin, dark orange lines, showing the petals and the central seed heads. They are scattered across the frame, with some partially cut off by the edges.

**My Dümme Orange**

# Logging in



Login via top right menu. Click 'LOG IN'.  
If you are still logged in, you can click the shortcut in the banner



Login with your credentials.  
You may use your customer number or email address. Click 'SIGN IN'

You can reset your password via 'Forgot Password'. You will receive an email with further instructions and you can continue in minutes.

Customers that want to apply for an webshop account can click 'Create account'. Normally, your account is already set up.

When you login for the first time, you will be kindly asked to accept our terms and conditions:

 In order to create and send orders you need to agree to our Terms & Conditions. Please contact customer service for questions. [Go to the Terms & Conditions](#)

# My Dümme Orange

## Menu options explained

The screenshot shows the 'My Dümme Orange' web application. At the top, a shopping cart bar indicates '0 WEEKS. CLICK HERE TO ORDER'. Below this is a navigation bar with the Dümme Orange logo, regional selectors (EMEA, EN), and a main menu with links: Products, Technology, Retail Solutions, News, Tools For You, About us, and Contact. A user greeting 'Welcome back dummentest - 99999-16' is displayed. A dropdown menu (callout 1) is open from the 'Contact' link, showing options: DUMMENTEST - 99- (selected), MY ORDERS, NEW ONLINE ORDER, EXCEL ORDER IMPORT, and LOG OUT. On the left, a sidebar (callout 2) contains links: Orders (highlighted), Documents, Delivery addresses, and Terms & Conditions. Below the sidebar are filters for 'Delivery address' (set to 'All'), 'Delivery week' (with two dropdowns), and 'Last modified' (with buttons for LAST WEEK, LAST MONTH, and LAST YEAR). At the bottom left is a 'Webshop Support' section with a 'Customer Service' icon and contact information. The main content area (callout 3) features a search bar for 'Order name or id.', a 'View' selector set to 'ORDERS', and a table of orders. The table has columns for STATUS, ORDER NAME, CREATED, WEEKS, and LAST MODIFIED. It lists several orders, including 'MARCEL TEST DOWNLOAD ORDER', 'TEST ORDER 2 ANNE&DENNIS', and 'TEST ORDER ANNE&DENNIS'. Each row includes a status icon, order details, and buttons for 'DETAILS' and a document icon.

| STATUS | ORDER NAME                                      | CREATED    | WEEKS                                    | LAST MODIFIED |
|--------|-------------------------------------------------|------------|------------------------------------------|---------------|
| ●      | MARCEL TEST<br>DOWNLOAD ORDER                   | 21/01/2025 | WK 10 - 2025                             | Today         |
| ●      | TEST ORDER 2<br>ANNE&DENNIS<br>2025A169g-000424 | 17/01/2025 | WK 10 - 2025                             | a day ago     |
| ●      | TEST ORDER<br>ANNE&DENNIS<br>2025A169g-000423   | 17/01/2025 | WK 10 - 2025, WK 12 - 2025, WK 14 - 2025 | a day ago     |
| ●      | TEST MET PF005<br>2025A169g-000422              | 16/01/2025 | WK 7 - 2025, WK 8 - 2025                 | a day ago     |
| ●      | NAME OF ORDER<br>2025A169g-000194               | 18/12/2024 | WK 2 - 2025, WK 4 - 2025, WK 5 - 2025    | a day ago     |
| ●      | EXCEL IMPORT<br>TEST STATUS<br>2025A169g-000421 | 16/01/2025 | WK 12 - 2025                             | a day ago     |
| ●      | TEST ORDER/PAT<br>ANNE&DENN<br>2025A1616-000017 | 17/01/2025 | WK 10 - 2025                             | 4 days ago    |

After you log in, you will land on My Dümme Orange. There is a lot to see here. We will explain it step by step.

### 1. Account menu.

- MY ORDERS → overview of all your orders
- NEW ONLINE ORDER → you will be directed to the availability overview to start the ordering Process
- EXCEL ORDER IMPORT → Option to order via an excel import. This will be explained later in this manual.
- LOG OUT → logs you out

### 2. Main menu.

- ORDERS → overview of all your orders
- DOCUMENTS → search and download order documents. Now yet only for invoices
- DELIVERY ADDRESSES → overview of your delivery addresses where you can order for
- TERMS & CONDITIONS → Here you access our Terms and conditions

### 3. This is the Order overview, which will be explained on the next page.

# My Dümme Orange

## The Order overview

SHOPPING CART: PRODUCTS FOR 0 WEEKS. CLICK HERE TO ORDER

DÜMMEN ORANGE EMEA EN

Products Technology Retail Solutions News Tools For You About us Contact Vacancies

Welcome back  
dummentest - 99999-16

TO AVAILABILITY

Orders Documents Delivery addresses Terms & Conditions

Delivery address: All

Delivery week:

Last modified: LAST WEEK LAST MONTH LAST YEAR

Webshop Support

Customer Service  
T +31 174 530100

NEW ORDER EXPORT

Order name or id.

ORDERS PER WEEK

| STATUS | ORDER NAME                                           | CREATED    | WEEKS                                  | LAST MODIFIED |  |         |
|--------|------------------------------------------------------|------------|----------------------------------------|---------------|--|---------|
|        | MARCEL TEST<br>DOWNLOAD ORDER                        | 21/01/2025 | WK 10 - 2025                           | Today         |  | DETAILS |
|        | TEST ORDER 2<br>ANNE&DENNIS<br>2025A1699-000424      | 17/01/2025 | WK 10 - 2025                           | a day ago     |  | DETAILS |
|        | TEST ORDER<br>ANNE&DENNIS<br>2025A1699-000423        | 17/01/2025 | WK 10 - 2025, WK 12 - 2025, WK 14 - .. | a day ago     |  | DETAILS |
|        | TEST MET PFO05<br>2025A1699-000422                   | 16/01/2025 | WK 7 - 2025, WK 8 - 2025               | a day ago     |  | DETAILS |
|        | NAME OF ORDER<br>2025A1699-000194                    | 18/12/2024 | WK 2 - 2025, WK 4 - 2025, WK 5 - ..    | a day ago     |  | DETAILS |
|        | EXCEL IMPORT<br>TEST STATUS<br>2025A1699-000421      | 16/01/2025 | WK 12 - 2025                           | a day ago     |  | DETAILS |
|        | TEST ORDER/PAT<br>ANNE&DENN<br>2025A1616-000017      | 17/01/2025 | WK 10 - 2025                           | 4 days ago    |  | DETAILS |
|        | COPY ORDER TEST<br>2025A1699-000419                  | 16/01/2025 | WK 18 - 2025                           | 5 days ago    |  | DETAILS |
|        | MARCEL TEST 30-<br>12 MUNSTERMAN<br>2025A1699-000213 | 30/12/2024 | WK 4 - 2025, WK 5 - 2025, WK 7 - ..    | 5 days ago    |  | DETAILS |
|        | -<br>2024A1601-000019                                | 03/09/2024 | WK 12 - 2025, WK 13 - 2025, WK 14 - .. | 5 days ago    |  | DETAILS |

PREVIOUS 1 2 3 4 5 NEXT

Results per page 10

This is the central overview where all your orders are listed.

1. The Overview with all your orders with an history of 3 years. You can find all your orders here including the online orders AND the orders that customer service has booked for you
2. Via 'DETAILS' you can open de order to see all orderlines. Left to DETAILS you see the COPY ORDER icon. The copy order functionality will be covered further in this document.
3. Toggle to list your orders PER ORDER or PER WEEK.
4. Here you can search on part of an order name or order number
5. Status symbol indicates if one or more of your orderlines is pending (orange colour) or in an error state (red colour)
6. Additional filters to filter your orders.
7. TO AVAILABILITY leads to the availability overview where you can start your ordering process
8. Via NEW ORDER you can start ordering in 2 ways
  - NEW ONLINE ORDER via the availability overview
  - EXCEL ORDER IMPORT via an Excel file
9. Via EXPORT you can export your orders to an excel file, where you can find more details
10. Pagination. You may select the amount of orders you want to see per page and navigate through the different pages.

# Your Order details

## The Order details

This is the order detail page. Here you can see all the products you have ordered. Here you can also change your order.

1. This is the order header. It shows the delivery address where the order will be shipped to. Via CHANGE (green arrow) you can change this to one of your other listed delivery addresses. The header also shows the totals of the order and the Order ID. This is the unique order number in our system. Via FILTER you can select one specific delivery week and filter the orderlines in your order.
2. Here you find the edit options of the order. Via ADD MORE PRODUCTS you will be directed to the availability overview to add more products to this order. Via EDIT ORDER you activate the editing mode, which will be explained on the next slide. Via COPY ORDER you copy all the orderlines into the shopping cart to re order. You can also download your order in an Excel format. This excel format can be used to import as a new order.
3. Here you find a toggle between the PRODUCTS and DOCUMENTS of this order. Under documents you find the Order Invoices that are related to this order. To search for other invoices related to other order, please go the Documents section in the main menu on the left.
4. These are all the orderlines, grouped per delivery week. Every order line specifies the product, the product form and the amount. Every order line has it's own status.
5. For rooted products we totalize the amount of trays and Danish Containers (CC's) per delivery week. In the header we totalize this for the complete order.

 DUMMEN ORANGE<sup>®</sup>

EMEA  EN 

 DUMMEN ACCEPTA... 

Products 

Technology 

Retail Solutions 

News

Tools For You 

About us 

Contact

Vacancies 

Welcome back  
Dummen Acceptance - 99999-16

TO AVAILABILITY

Orders

Documents

Delivery addresses

Terms & Conditions

Webshop Support

 Customer Service  
T +31 174 530100  


TESTORDER 2/5/2024  Filter: All 

Delivery Address  CHANGE

MUSTERMAN  
Auf dem Enricoweg 5  
47495 Rheinberg Downtown  
CN

Summary  
Total varieties: 1  
Total pending amount: 0  
Total confirmed amount: 4122  
Total trays: 41  
Total CC: 1  
Preferred delivery day: Wednesday  
Order ID: 2024A1699-000432

BACK TO ORDERS   ADD MORE PRODUCTS EDIT ORDER

Products Documents

Week 15 - 2024

| VARIETY                                                                                                          | GROUP              | FORM | CONSIGNMENT | ORDER STATUS | AMOUNT |
|------------------------------------------------------------------------------------------------------------------|--------------------|------|-------------|--------------|--------|
|  <a href="#">Savannah® Red</a> | Petargonium zonale | URC  | —           | ✓ Confirmed  | 600    |

Week 14

| VARIETY                                                                                                           | GROUP              | FORM         | CONSIGNMENT | ORDER STATUS | AMOUNT |
|-------------------------------------------------------------------------------------------------------------------|--------------------|--------------|-------------|--------------|--------|
|  <a href="#">Savannah® Red</a> | Petargonium zonale | BW Indv      | —           | ✓ Confirmed  | 700    |
|  <a href="#">Savannah® Red</a> | Petargonium zonale | PPT 84 PF022 | —           | ✓ Confirmed  | 2822   |

Total trays: 41  
Total CC: 1

BACK TO ORDERS

The background is a solid orange color. Overlaid on this are several daisy flowers drawn with white lines. The daisies have multiple layers of petals and a detailed, textured center. They are scattered across the frame, with some partially cut off by the edges.

# Editing Orders

# Editing your orders

Editing mode (1/2)

TESTORDER 2/5/2024

Filter: All

**Delivery Address** [CHANGE](#)

MUSTERMAN  
Auf dem Enricoweg 5  
47495 Rheinberg Downtown  
CN

**Summary**

Total varieties: 1  
Total pending amount: 0  
Total confirmed amount: 4122  
Total trays: 41  
Total CC: 1  
Preferred delivery day: Wednesday  
Order ID: 2024A1699-000432

[BACK TO ORDERS](#)

[CLOSE](#) [CANCEL ORDER](#)

**Products** Documents

Week 15 - 2024

| VARIETY                       | GROUP                | FORM               | CONSIGNMENT        | ORDER STATUS | CONFIRMED AMOUNT |
|-------------------------------|----------------------|--------------------|--------------------|--------------|------------------|
| <a href="#">Savannah® Red</a> | Pelargonium zonale   | URC                | Select existing    | Confirmed    | (600)            |
| 14/2024<br>0/30064            | 15/2024<br>600/30664 | 16/2024<br>0/30064 | 17/2024<br>0/30064 |              |                  |
| 0                             | 600                  | 0                  | 0                  |              |                  |

This is the order detail page. Here you can see all the products you have ordered. Here you can also change your order.

1. After clicking EDIT ORDER the available options will change to CLOSE and CANCEL ORDER. CLOSE will close the Editing mode. CANCEL ORDER cancels the *full* order after your confirmation.
2. Here you see the original order line including the confirmed amount (600).
3. Here you can increase or decrease the amount and you want to keep the delivery week. Adjust it how you want it to be. If you set it to 0, it will cancel the order line.
4. With one click you can move the confirmed amount 1 week earlier or up to 2 weeks into the future. This is only possible when the products are available in those weeks. If not, the background of the input field will turn into a red color.
5. Click X on the left side of the order line to cancel the order line

On the next slide is shown what will happen if you change something on a order line.

# Editing your orders

Editing mode (2/2)

TESTORDER 2/5/2024 Filter: All

**Delivery Address** [CHANGE](#)  
MUSTERMAN  
Auf dem Enricoweg 5  
47495 Rheinberg Downtown  
CN

**Summary**  
Total varieties: 1  
Total pending amount: 0  
Total confirmed amount: 4122  
Total trays: 41  
Total CC: 1  
Preferred delivery day: Wednesday  
Order ID: 2024A1699-000432

[BACK TO ORDERS](#) **7** [SAVE](#) [CANCEL ORDER](#)

**Products** Documents

Week 15 - 2024

| VARIETY                         | GROUP              | FORM | CONSIGNMENT     | ORDER STATUS | CONFIRMED AMOUNT |
|---------------------------------|--------------------|------|-----------------|--------------|------------------|
| x <a href="#">Savannah® Red</a> | Pelargonium zonale | URC  | Select existing | ✓ Confirmed  | (600)            |

14/2024 0/30704 0 15/2024 600/31004 0 16/2024 900/30064 900 17/2024 0/30064 0

**6**

6. In this example the Order line is increased from 600 to 900 and the delivery week has been changed to week 16. Behind the “/” the total availability is shown.

Please note (green arrows in example left) that you still see the original week and original confirmed amount. This will update after you have clicked SAVE to confirm the change.

7. When something is changed in one of the orderlines, the SAVE button will appear. Click SAVE to confirm your changes

AFTER you click SAVE the status of the order line status will change to *pending*. The delivery week and the amount will be updated.

Week 16 - 2024

| VARIETY                                                                                                            | GROUP              | FORM | CONSIGNMENT | ORDER STATUS | AMOUNT |
|--------------------------------------------------------------------------------------------------------------------|--------------------|------|-------------|--------------|--------|
|  <a href="#">Savannah® Red</a> | Pelargonium zonale | URC  | —           | ... Pending  | 900    |

AFTER your changes are processed, the order line status will change to confirmed. This can take a couple of minutes. **If your order line keeps pending for more than 1 hour, please contact customer service!**

Week 16 - 2024

| VARIETY                                                                                                             | GROUP              | FORM | CONSIGNMENT | ORDER STATUS | AMOUNT |
|---------------------------------------------------------------------------------------------------------------------|--------------------|------|-------------|--------------|--------|
|  <a href="#">Savannah® Red</a> | Pelargonium zonale | URC  | —           | ✓ Confirmed  | 900    |

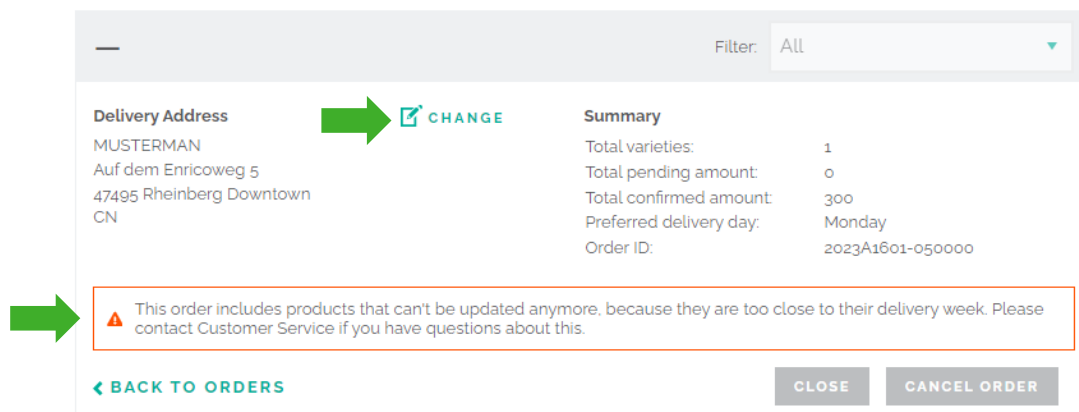
# Editing your orders

Here are some policies about editing orders are explained.

1. If one or more delivery weeks are within our sales deadline, you will get the message below. The applicable orderlines can't be changed or cancelled, but you may update the other orderlines in your order.

Also, if one of your orderlines of this order is within our sales deadline or already been delivered, you are not allowed anymore to change the Delivery Address of this order via the CHANGE option.

Please contact Customer Service for these special requests.



Filter: All

**Delivery Address**  **CHANGE**

MUSTERMAN  
Auf dem Enricoweg 5  
47495 Rheinberg Downtown  
CN

**Summary**

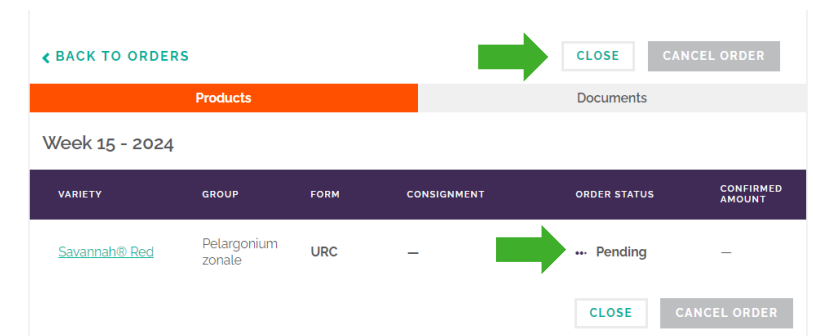
|                         |                  |
|-------------------------|------------------|
| Total varieties:        | 1                |
| Total pending amount:   | 0                |
| Total confirmed amount: | 300              |
| Preferred delivery day: | Monday           |
| Order ID:               | 2023A1601-050000 |

 This order includes products that can't be updated anymore, because they are too close to their delivery week. Please contact Customer Service if you have questions about this.

[← BACK TO ORDERS](#) [CLOSE](#) [CANCEL ORDER](#)

## Editing Policies

2. You can not change pending orderlines. The orderlines must be confirmed in order to update it. If there are no orderlines you can update, click CLOSE to close the edit mode.



[← BACK TO ORDERS](#) [CLOSE](#) [CANCEL ORDER](#)

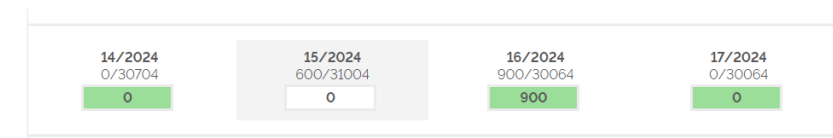
**Products** Documents

Week 15 - 2024

| VARIETY                       | GROUP              | FORM | CONSIGNMENT | ORDER STATUS | CONFIRMED AMOUNT |
|-------------------------------|--------------------|------|-------------|--------------|------------------|
| <a href="#">Savannah® Red</a> | Pelargonium zonale | URC  | —           | ... Pending  | —                |

[CLOSE](#) [CANCEL ORDER](#)

3. You can not split your order line in amounts for multiple weeks. In editing mode you can only move (and edit) full amounts for one delivery week via the input boxes below



| 14/2024<br>0/30704 | 15/2024<br>600/31004 | 16/2024<br>900/30064 | 17/2024<br>0/30064 |
|--------------------|----------------------|----------------------|--------------------|
| 0                  | 0                    | 900                  | 0                  |

If you want to split the order line, please change the amount to the preferred amount and add the same variety for a different week via ADD MORE PRODUCTS.



[← BACK TO ORDERS](#) [ADD MORE PRODUCTS](#) [EDIT ORDER](#)

**Products** Documents

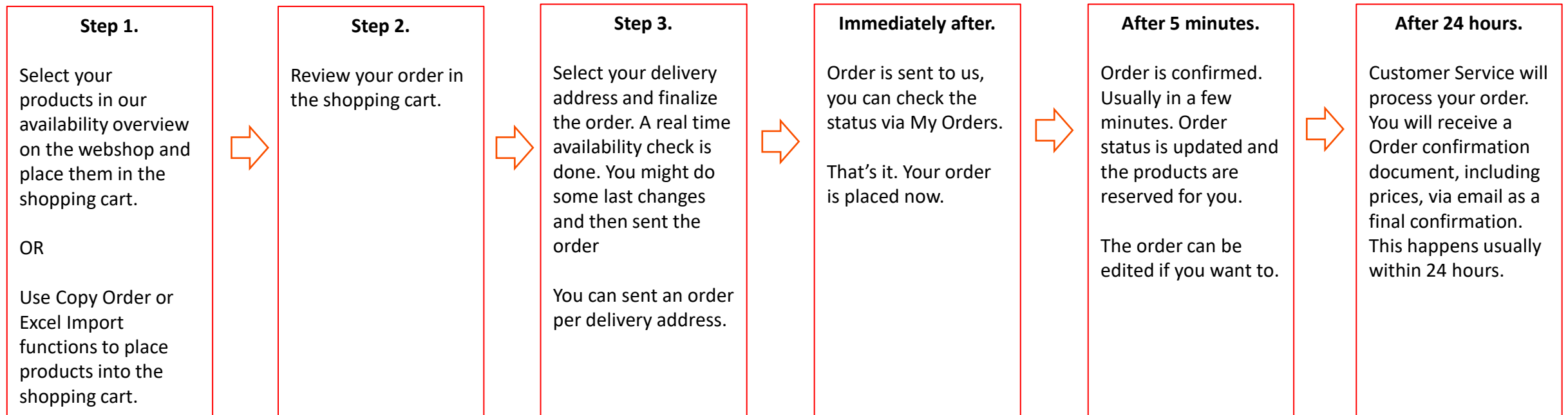
The background is a solid orange color. Overlaid on this are several daisy flowers drawn with white lines. The daisies have multiple layers of petals and a detailed, textured center. They are scattered across the frame, with some partially cut off by the edges.

# Placing Orders

# Overview of order flow

*The 3 steps of placing an order*

This manual will guide through the full ordering process.  
In a nutshell it comes down to this:



# Placing Orders: select your products and put them into the shopping cart

Step 1

**5** SHOPPING CART: PRODUCTS FOR 2 WEEKS. CLICK HERE TO ORDER

**1** savannah red

**2** Country: Germany

**3** RESET ALL FILTERS

**4** 510

| NAME                               | PRODUCT GROUP      | CODE  | FORM            | WK 13 2024 | WK 14 2024 | WK 15 2024 | WK 16 2024 | WK 17 2024 | WK 18 2024 | WK 19 2024 |
|------------------------------------|--------------------|-------|-----------------|------------|------------|------------|------------|------------|------------|------------|
| Savannah® Red TOP PICK             | Pelargonium Zonale | 20309 | PPT 84          | 420400     | 415        | 259100     | 262600     | 172800     | 0          | 0          |
| Savannah® Red TOP PICK             | Pelargonium Zonale | 20309 | PPT (Spain) 104 | 310100     | 510        | 270400     | 265200     | 268700     | 176900     | 14900      |
| Savannah® Red TOP PICK             | Pelargonium Zonale | 20309 | URC             | 180400     | 15300      | 7300       | 7600       | 7300       | 7600       | 7300       |
| Savannah® Red TOP PICK             | Pelargonium Zonale | 20309 | BW Indv         | 265100     | 268700     | 176900     | 15000      | 7200       | 7500       | 7200       |
| Savannah® Really Red TOP PICK      | Pelargonium Zonale | 20224 | PPT 84          | 169300     | 100        | 73700      | 72000      | 92200      | 2900       | 14000      |
| Savannah® Really Red TOP PICK      | Pelargonium Zonale | 20224 | PPT (Spain) 104 | 0          | 173100     | 200        | 75400      | 73700      | 94400      | 2900       |
| Savannah® Really Red TOP PICK      | Pelargonium Zonale | 20224 | URC             | 96300      | 3000       | 14600      | 18800      | 18300      | 18800      | 18500      |
| Savannah® Really Red TOP PICK      | Pelargonium Zonale | 20224 | BW Indv         | 75500      | 73700      | 94400      | 3000       | 14300      | 18500      | 17900      |
| Savannah® Bright Red 2024 IMPROVED | Pelargonium Zonale | 20713 | PPT 84          | 15700      | 0          | 8200       | 8500       | 8600       | 0          | 0          |
| Savannah® Bright Red 2024 IMPROVED | Pelargonium Zonale | 20713 | PPT (Spain) 104 | 16500      | 100        | 8500       | 8800       | 8900       | 1700       | 1800       |
| Savannah® Bright Red 2024 IMPROVED | Pelargonium Zonale | 20713 | URC             |            |            |            |            |            |            |            |

This is the availability overview. When logged in, the input boxes will become visible to enter amounts.

1. Here you can search on variety names or product numbers
2. Here you can select the country assortment. By default it is set to the country assortment you are authorized for
3. Here you can filter the assortment
4. Here you can enter the required amounts. You can enter the amount or use the arrow up and arrow down key to increase or decrease your amount. Below the input box, the maximum available amount is shown
5. When entered an amount in the previous step, these products are placed in the shopping cart. Here you can see for how many weeks there products in your shopping cart. In this example there are products in it for W14 and W15.

Click on the orange shopping cart banner to open the shopping cart and to finalize your order

# Placing orders: the Shopping cart

## Step 2

The screenshot shows the DÜMMEN ORANGE shopping cart interface. It is divided into two main sections for different weeks.

**Week 14 - 2024** (Callout 1):

- Summary: Total varieties: 1, Total products: 415, Total trays: 5, Total CC: 1.
- Message: "Please order more to meet the minimum order size of 1000. Except for trials."
- Buttons: ADD PRODUCTS, DELETE WEEK.

**Order Line 1** (Callout 2):

| VARIETY       | GROUP              | FORM   | CONSIGNMENT          | AMOUNT / AVAILABILITY |
|---------------|--------------------|--------|----------------------|-----------------------|
| Savannah® Red | Pelargonium Zonale | PPT 84 | Enter name or select | 415 / 287855          |

**Available substitutes** (Callout 3):

Based on selected variety and product form

|  |                            |       |
|--|----------------------------|-------|
|  | Savannah® Really Red       | 100   |
|  | Savannah® Oh so Orange     | 300   |
|  | Savannah® Pink Mega Splash | 1400  |
|  | Savannah® Pink Sizzle      | 44400 |

**Week 16 - 2024** (Callout 4):

- Summary: Total varieties: 1, Total products: 15000, Total trays: 150, Total CC: 3.
- Messages:
  - "Amount of one variety is invalid"
  - "The sum of the same variety exceeds the amount available"
- Buttons: ADD PRODUCTS, DELETE WEEK.

**Order Line 2** (Callout 4):

| VARIETY       | GROUP              | FORM    | CONSIGNMENT          | AMOUNT / AVAILABILITY |
|---------------|--------------------|---------|----------------------|-----------------------|
| Savannah® Red | Pelargonium Zonale | BW Indv | Enter name or select | 15000 / 13976         |

**Callout 5** points to the **CREATE ORDER** button at the top right.

**Callout 6** points to the **CLOSE** button at the bottom right.

This is the Shopping cart. It is the overview of all the products you are about to order. The products are NOT reserved and can still be sold out.

1. Totals per week. For Rooted cuttings we also show the amount of trays and Danish Containers (CC's). Click ADD MORE PRODUCTS to add more varieties or click CLOSE at the bottom to continue shopping.
2. Order line where you can see the product details. At the right you see the input box with the amount you are about to order. You can change the amounts here directly. Behind the / the availability is shown.
3. In case there is not enough availability, you can check out the appropriate substitutes for replacement or to order the part you come short. Click on the substitute icon to activate this (green arrow). In the previous step, the availability overview, you can also ask for substitutes.
4. You can not "over order", you can only book available products. This indication here means that you have to lower the amount. This order line will stay in the shopping cart, until you take action.
5. Click **CREATE ORDER** to continue the check out procedure

# Shopping cart: additional information

## Exceptions

When importing order from Excel or Copying orders from you overview with previous orders, you may encounter a few specific situations.

1. When there is no thumbnail picture and no product name available for the variety and all information is stroke through, it means that this variety is not published and not available to buy online. Probably a test variety or an exclusive variety that has been added to your previous order by Customer Service. Most of the times there are no substitutes available for these products.
2. In this case the variety is no longer in our active assortment. Via the substitute icon (see arrow) you can select an alternative product.

The screenshot displays a shopping cart for 'Week 40 - 2026'. On the left, it shows 'Total varieties: 107' and 'Total products: 4700', with buttons for 'ADD PRODUCTS' and 'DELETE WEEK'. The main table lists products with columns: VARIETY, GROUP, FORM, CONSIGNMENT, and AMOUNT / AVAILABILITY. The first row shows a product with a crossed-out variety name and a green '1' in a hexagon. The second row shows 'Banquet Pink Bicolor' with a green arrow pointing to the substitute icon and a green '2' in a hexagon. The third row shows 'Banquet Red' with a green '2' in a hexagon. Below the table, a section titled 'Available substitutes' shows four options: 'Cherry Red', 'Ditto White', 'Ditto Lemon', and 'Cherry Purple', each with a thumbnail and a quantity field. The bottom row shows 'Banquet Red Bicolor'.

| VARIETY              | GROUP      | FORM | CONSIGNMENT | AMOUNT / AVAILABILITY |
|----------------------|------------|------|-------------|-----------------------|
| <del>66298</del>     | CHRYS      | URC  | ELITE GUA   | 50 / 0                |
| Banquet Pink Bicolor | Garden Mum | URC  | ELITE GUA   | 50 / 0                |
| Banquet Red          | Garden Mum | URC  | ELITE GUA   | 50 / 0                |

**Available substitutes**  
Based on selected variety and product form

| Substitute    | Quantity |
|---------------|----------|
| Cherry Red    | 7400     |
| Ditto White   | 8000     |
| Ditto Lemon   | 4560     |
| Cherry Purple | 5750     |

|                     |            |     |           |        |
|---------------------|------------|-----|-----------|--------|
| Banquet Red Bicolor | Garden Mum | URC | ELITE GUA | 50 / 0 |
|---------------------|------------|-----|-----------|--------|

# Finalizing your order

## Step 3

This is the CREATE ORDER screen. We ask for the last order details and we perform a real time availability check on the products in the shopping cart.

1. **You can send an order per delivery address.** By default the last used delivery address is listed. You can select another Delivery Address by clicking CHANGE.
2. Here you can select the preferred delivery day. It is set for all orderlines for all delivery weeks in this order.
3. **Here you see which weeks are included in your order you are about to send. Weeks with availability issues are left out and will not be sent.** These lines stay in your shopping cart, until the amounts are lowered or substitutes are selected.
4. The location where we show important warnings. If products turn out to be not available anymore you will be notified here.
5. Toggle to create a new order, or to select an existing one to add the product to.
6. Here you must put in a name for your order. You also might add a personal note to the order for your own administration.
7. **Click SEND ORDER to finalize the check out procedure.** Via CANCEL you go back to the shopping cart.

The screenshot shows the 'Create order' modal in a shopping cart interface. The modal has a title 'Create order' and a close button 'X'. It contains several sections: 'Select delivery address' with a 'CHANGE' link, 'Select a preferred delivery day' with a dropdown menu showing 'Thursday', 'Select weeks' with a dropdown menu showing 'Week 10' and 'Week 11', and a warning message: 'One or more weeks don't meet the minimum order size of 1000, please order more. You may also proceed.' Below these are two buttons: 'Create new order' and 'Add to existing order'. There is also an 'Order name' field with a placeholder 'YOUR ORDERNAME HERE' and a checkbox 'Add a personal note to this order'. At the bottom are two buttons: 'CANCEL' and 'SEND ORDER'. Numbered callouts 1 through 7 are placed over the following elements: 1. CHANGE link, 2. Thursday dropdown, 3. Week 10/11 dropdown, 4. Warning message, 5. Create new order button, 6. Order name field, 7. SEND ORDER button.

The background is a solid orange color. Overlaid on this are several daisy flowers rendered in white line art. The daisies have multiple layers of petals and a detailed, textured center. They are scattered across the frame, with some partially cut off by the edges.

# Surplus Orders

# What is a Surplus?

*Filter surplus in our availability*

2 SHOPPING CART: PRODUCTS FOR 3 WEEKS. CLICK HERE TO O

EMEA EN

Products Technology Retail Solutions Tools Vacancies Sustainability

Filters

Earliness ⓘ

☐ early  
☐ medium  
☐ medium late  
☐ late  
☐ medium early

Day Length Neutral

☐ no  
☐ yes

Foliage Color

bicolor, black, blue, bronze, ceris...

Suitable

☐ basket  
☐ pot  
☐ pot/basket

1 Surplus

☒ Show only surplus

| NAME                                                 | PRODUCT GROUP        | CODE  | FORM         | W/K 07 2024 | W/K 08 2024 | W/K 09 2024 | W/K 10 2024 | W/K 11 2024 |
|------------------------------------------------------|----------------------|-------|--------------|-------------|-------------|-------------|-------------|-------------|
| Classic Single Ville de Paris Red 2022               | Pelargonium Peltatum | 20413 | QP 104       | 0           | 1400        | 0           | 0           | 0           |
| Confetti Garden® Blueberry Cake                      | Confetti Garden      | 48370 | QP 45 TRIO   | 0           | 100         | 0           | 0           | 0           |
| Confetti Garden® Bunny Boo TOP PICK                  | Confetti Garden      | 45082 | QP 45 TRIO   | 0           | 100         | 0           | 0           | 0           |
| Confetti Garden® Hawaiian Country 2024 IMPROVED      | Confetti Garden      | 48872 | PPT 6o Trio  | 0           | 300         | 0           | 0           | 0           |
| Confetti Garden® Hawaiian Hilo 2020 TOP PICK         | Confetti Garden      | 44807 | PP 6o TRIO P | 0           | 100         | 0           | 0           | 0           |
| Confetti Garden® Hawaiian Hilo 2020 TOP PICK         | Confetti Garden      | 44807 | PPT 6o Trio  | 0           | 120 300     | 0           | 0           | 0           |
| Confetti Garden® Hawaiian Hoku Star 2024 IMPROVED    | Confetti Garden      | 48877 | PPT 6o Trio  | 0           | 100         | 0           | 0           | 0           |
| Confetti Garden® Hawaiian Pink Fusion 2024 IMPROVED  | Confetti Garden      | 48878 | PPT 6o Trio  | 0           | 200         | 0           | 0           | 0           |
| Confetti Garden® Hawaiian Summerstar (Nani) TOP PICK | Confetti Garden      | 45040 | PP 6o TRIO P | 0           | 100         | 0           | 0           | 0           |

1 2 3 4 Next

Surplus is unsold stock of rooted cuttings produced on our locations in Germany and is available for next week and the week thereafter only.

Surplus for next week can be booked online between Tuesday 18:00 and Wednesday 23:59. Surplus for the week thereafter can be booked until Friday end of day in the current week.  
**When it is visible on our webshop, you can book it.**

1. You can book surplus in the same way as normal products via the webshop. You can find it by activating the surplus filter at the bottom of our filters.
2. Surplus items are placed in the shopping cart

# Surplus orders can be added to existing orders or sent as new orders

*And order it*

Jump to  
Week 10  
Delivery weeks in shopping cart (2)  
CREATE ORDER

The shopping cart

Creating an order

Here you can select one or more weeks to create a single order for. If you want an order for each week you can select a single week. By selecting multiple weeks an order will be created that combines multiple weeks in one order.

Week 10  
Total varieties: 10  
Total products: 10  
Total trays: 10  
Total CC: 10  
ADD PRODUCT  
DELETE WEEK

Week 11  
Total varieties: 10  
Total products: 10  
Total trays: 10  
Total CC: 10  
ADD PRODUCT  
DELETE WEEK

Create order

This is an indication. DÜMMEN Orange can not always guarantee the day. For more information please contact a DÜMMEN Orange representative

Select a preferred delivery day:  
Thursday

Select weeks:  
Week 10 Week 11  
Remove all weeks

One or more weeks don't meet the minimum order size of 1000, please order more. You may also proceed.

Create new order Add to existing order

Select order:  
Select existing order  
2025A1601-000003  
MARCEL TEST DOWNLOAD ORDER  
TEST ORDER 2 ANNE&DENNIS  
TEST ORDER ANNE&DENNIS  
TEST MET PF005  
NAME OF ORDER  
EXCEL IMPORT TEST STATUS  
TEST ORDER / DAT ANNE&DENNIS

1. Surplus orders are NO longer processed as separate orders, effective from February 2025
2. This means that surplus can be added to an existing order which hold future deliveries or sent as a new order

Please note that surplus orders can not be edited and can not be cancelled due to the fact these are last minute orders. Contact Customer Service if you need any support.

# Import surplus orders

Excel Order import – Surplus file

|  <b>DÜMMEN ORANGE</b><br>Rooted surplus |                    |         |                                   |           |      |                 |        |           |        |       |              |                |  |  |
|--------------------------------------------------------------------------------------------------------------------------|--------------------|---------|-----------------------------------|-----------|------|-----------------|--------|-----------|--------|-------|--------------|----------------|--|--|
| Please select if you want to order in trays or in amount                                                                 |                    |         |                                   |           |      |                 |        |           |        |       |              |                |  |  |
| Preferred delivery day                                                                                                   |                    |         |                                   |           |      |                 |        |           |        |       |              | Trays          |  |  |
|                                                                                                                          |                    |         |                                   |           |      |                 |        |           |        |       |              |                |  |  |
| Crop                                                                                                                     | Series             | Variety | Variety Description               | Location  | Form | Description     | week   | Tray Amun | amount | Trays | Asked amount | Ordered amount |  |  |
| Begonia hybrids                                                                                                          | ICONIA® Upright    | 50535   | ICONIA® Upright Apricot 20        | Rheinberg | 035  | Tray 60 - 40 mm | 202410 | 60        | 120    | 2     | 2            | 120            |  |  |
| Begonia hybrids                                                                                                          | ICONIA® Upright    | 50567   | ICONIA® Upright Fire              | Rheinberg | 035  | Tray 60 - 40 mm | 202410 | 60        | 600    | 10    | 5            | 300            |  |  |
| Begonia hybrids                                                                                                          | ICONIA® Miss       | 50624   | ICONIA® Miss Montreal             | Rheinberg | 035  | Tray 60 - 40 mm | 202410 | 60        | 840    | 14    |              | 0              |  |  |
| Begonia hybrids                                                                                                          | ICONIA® First Kiss | 50639   | ICONIA® First Kiss Hot Pink       | Rheinberg | 035  | Tray 60 - 40 mm | 202410 | 60        | 1.800  | 30    |              | 0              |  |  |
| Begonia hybrids                                                                                                          | ICONIA® Miss       | 50708   | ICONIA® Miss Malibu               | Rheinberg | 035  | Tray 60 - 40 mm | 202410 | 60        | 420    | 7     |              | 0              |  |  |
| Begonia hybrids                                                                                                          | ICONIA® Portofino  | 50714   | ICONIA® Portofino Citrix          | Rheinberg | 035  | Tray 60 - 40 mm | 202410 | 60        | 1.140  | 19    |              | 0              |  |  |
| Begonia hybrids                                                                                                          | ICONIA® Portofino  | 50718   | ICONIA® Portofino Orange          | Rheinberg | 035  | Tray 60 - 40 mm | 202410 | 60        | 720    | 12    |              | 0              |  |  |
| Begonia hybrids                                                                                                          | ICONIA® Upright    | 50748   | ICONIA® Upright Sunshine          | Rheinberg | 035  | Tray 60 - 40 mm | 202410 | 60        | 120    | 2     |              | 0              |  |  |
| Begonia hybrids                                                                                                          | ICONIA® Aroma      | 50751   | ICONIA® Aroma Peach               | Rheinberg | 035  | Tray 60 - 40 mm | 202410 | 60        | 900    | 15    |              | 0              |  |  |
| Begonia hybrids                                                                                                          | ICONIA® Bacio      | 50752   | ICONIA® Bacio White               | Rheinberg | 035  | Tray 60 - 40 mm | 202410 | 60        | 120    | 2     |              | 0              |  |  |
| Begonia hybrids                                                                                                          | ICONIA® Miss       | 50757   | ICONIA® Miss Miami                | Rheinberg | 035  | Tray 60 - 40 mm | 202410 | 60        | 120    | 2     |              | 0              |  |  |
| Begonia hybrids                                                                                                          | ICONIA® Bacio      | 50763   | ICONIA® Bacio Orange              | Rheinberg | 035  | Tray 60 - 40 mm | 202410 | 60        | 420    | 7     |              | 0              |  |  |
| Begonia hybrids                                                                                                          | ICONIA® Bacio      | 50768   | ICONIA® Bacio Peach               | Rheinberg | 035  | Tray 60 - 40 mm | 202410 | 60        | 240    | 4     |              | 0              |  |  |
| Begonia hybrids                                                                                                          | ICONIA® First Kiss | 50774   | ICONIA® First Kiss Soft Orange    | Rheinberg | 035  | Tray 60 - 40 mm | 202410 | 60        | 360    | 6     | 6            | 360            |  |  |
| Calibrachoa                                                                                                              | Aloha Double       | 35292   | Aloha Double Yellow 02            | Rheinberg | 135  | Paperpot 144    | 202410 | 142       | 568    | 4     |              | 0              |  |  |
| Calibrachoa                                                                                                              | Aloha Double       | 35314   | Aloha Double Pink Blush 01        | Rheinberg | 135  | Paperpot 144    | 202410 | 142       | 284    | 2     |              | 0              |  |  |
| Calibrachoa                                                                                                              | Aloha Double       | 43121   | Aloha Double Cherry Red           | Rheinberg | 135  | Paperpot 144    | 202410 | 142       | 142    | 1     |              | 0              |  |  |
| Calibrachoa                                                                                                              | Aloha Classic      | 43202   | Aloha Classic Soft Pink           | Rheinberg | 135  | Paperpot 144    | 202410 | 142       | 568    | 4     |              | 0              |  |  |
| Calibrachoa                                                                                                              | Aloha Kona         | 43210   | Aloha Kona Dark Red               | Rheinberg | 135  | Paperpot 144    | 202410 | 142       | 2.556  | 18    | 10           | 1420           |  |  |
| Calibrachoa                                                                                                              | Aloha Kona         | 43213   | Aloha Kona Midnight Blue          | Rheinberg | 135  | Paperpot 144    | 202410 | 142       | 4.118  | 29    |              | 0              |  |  |
| Calibrachoa                                                                                                              | Aloha Kona         | 43214   | Aloha Kona Cherry Red             | Rheinberg | 135  | Paperpot 144    | 202410 | 142       | 284    | 2     |              | 0              |  |  |
| Calibrachoa                                                                                                              | Aloha Kona         | 43215   | Aloha Kona Mandarin               | Rheinberg | 135  | Paperpot 144    | 202410 | 142       | 852    | 6     |              | 0              |  |  |
| Calibrachoa                                                                                                              | Aloha Kona         | 43241   | Aloha Kona Orange (Aloha Classic) | Rheinberg | 135  | Paperpot 144    | 202410 | 142       | 426    | 3     |              | 0              |  |  |

Every Tuesday afternoon our weekly surplus file will be send out. Below and in the next slides are the steps described which you have to follow:

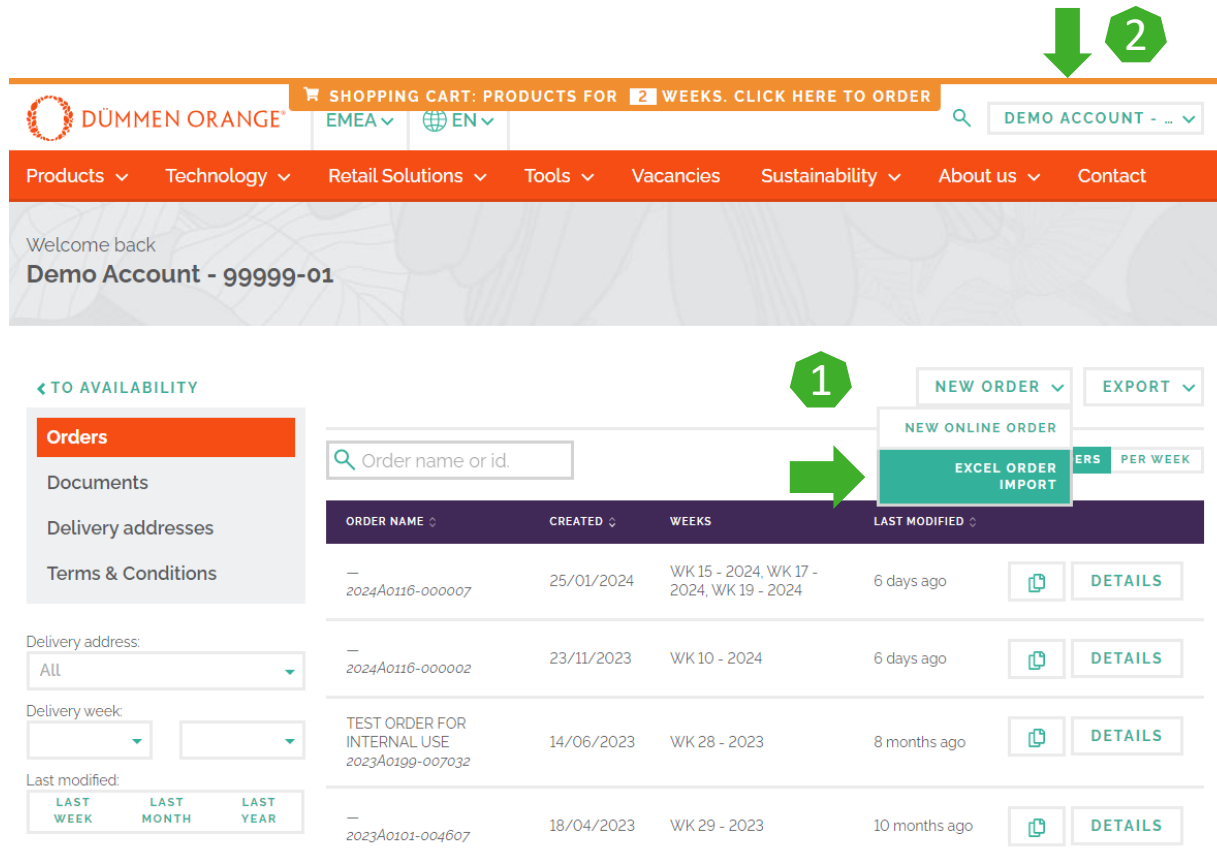
1. Fill in the trays you are asking for in column L or let your end-customers fill in their requested surplus in this file.

When the requested trays are known and filled in:

- Save the file on your computer and go to the Webshop and perform the actions on the next slide.

# Excel order import - Surplus

Excel Order import – start



Shopping Cart: PRODUCTS FOR 2 WEEKS. CLICK HERE TO ORDER

WELCOME BACK  
Demo Account - 99999-01

TO AVAILABILITY

Orders

Documents

Delivery addresses

Terms & Conditions

Delivery address: All

Delivery week: [ ] [ ]

Last modified: LAST WEEK LAST MONTH LAST YEAR

NEW ORDER

NEW ONLINE ORDER

EXCEL ORDER IMPORT

ERS PER WEEK

| ORDER NAME                                      | CREATED    | WEEKS                                    | LAST MODIFIED |  |         |
|-------------------------------------------------|------------|------------------------------------------|---------------|--|---------|
| 2024A0116-000007                                | 25/01/2024 | WK 15 - 2024, WK 17 - 2024, WK 19 - 2024 | 6 days ago    |  | DETAILS |
| 2024A0116-000002                                | 23/11/2023 | WK 10 - 2024                             | 6 days ago    |  | DETAILS |
| TEST ORDER FOR INTERNAL USE<br>2023A0199-007032 | 14/06/2023 | WK 28 - 2023                             | 8 months ago  |  | DETAILS |
| 2023A0101-004607                                | 18/04/2023 | WK 29 - 2023                             | 10 months ago |  | DETAILS |

Via Excel Order Import you are able to upload your Excel surplus file into the shopping cart.

You may find the EXCEL ORDER IMPORT at two locations

1. As an option in the NEW ORDER MENU
2. As an option in the ACCOUNT MENU

# Excel order import – upload the surplus file

*Excel Order import – uploading  
& checking*

Import order via Excel

To import products into your shopping cart via Excel, use the template below. This way we can guarantee the import will be successful.

**1** Choose File Assortment\_12022024.xlsx

**2** CANCEL UPLOAD

1. You can upload your saved file via CHOOSE FILE
  2. When you have selected a file, the UPLOAD button becomes active. Click it to proceed.
  3. The surplus file is uploaded successfully and the products are imported in the shopping cart where the real-time availability check will be done.
- ✓ If all is OK, you can send it and the surplus order will be online confirmed in a few minutes.

Imported order successfully

Your imported order is copied to your shopping cart. Please review it and finalize the checkout procedure to order the products.

**3** OPEN SHOPPING CART

Shopping Cart: PRODUCTS FOR 2 WEEKS. CLICK HERE TO ORDER

Order name or id.

| ORDER NAME       | CREATED    | WEEKS                                 | LAST MODIFIED |
|------------------|------------|---------------------------------------|---------------|
| 2024A0118-000007 | 25/01/2024 | WK15 - 2024, WK17 - 2024, WK19 - 2024 | 6 days ago    |

The background is a solid orange color. Overlaid on this are several daisy flowers drawn with white lines. The daisies have multiple layers of petals and a detailed, textured center. They are scattered across the frame, with some partially cut off by the edges.

# Copy Order

# You can re-order via copy order

*Copy Order – select your order*

Welcome back  
Demo Account - 99999-01

← TO AVAILABILITY

NEW ORDER ▾ EXPORT ▾

Orders

Documents

Delivery addresses

Terms & Conditions

Delivery address: All ▾

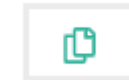
Order name or id. View: ORDERS PER WEEK

| ORDER NAME ▾     | CREATED ▾  | WEEKS                                    | LAST MODIFIED ▾ |   |         |
|------------------|------------|------------------------------------------|-----------------|---|---------|
| 2024A0116-000007 | 25/01/2024 | WK 15 - 2024, WK 17 - 2024, WK 19 - 2024 | 6 days ago      | 1 | DETAILS |
| 2024A0116-000002 | 23/11/2023 | WK 10 - 2024                             | 6 days ago      |   | DETAILS |

## Order overview

Via copy order you can fill your shopping cart with the products you have ordered before.

There are two locations to start this process, which starts by a click on this icon:



1. You will find it on the overview with all your orders
2. You will find it on the order detail page too

## Order details overview

Welcome back  
Demo Account - 99999-01

← TO AVAILABILITY

Orders

Documents

Delivery addresses

Terms & Conditions

Webshop Support

Customer Service  
T +31 174 530100

Filter: All ▾

Delivery Address ☒ CHANGE

MUSTERMAN tes  
Auf dem Enricoweg 5  
47495 Rheinberg Downtown  
D

Summary

Total varieties: 1  
Total pending amount: 0  
Total confirmed amount: 40050  
Total trays: 1335  
Total CO: 24  
Planned delivery day: Monday  
Order ID: 2024A0116-000007

← BACK TO ORDERS

ADD MORE PRODUCTS EDIT ORDER

Products

Documents

Week 19 - 2024

| VARIETY | GROUP  | FORM       | CONSIGNMENT | ORDER STATUS | AMOUNT |
|---------|--------|------------|-------------|--------------|--------|
| 48314   | COLINE | QP 45 TRIO | —           | ✓ Confirmed  | 20025  |

# Select the start delivery week

*Copy Order – select delivery weeks*

Reorder a previous order

To reorder an existing order you will need to select the new start week and year for the new order. The varieties will be added to their corresponding week and year based on the new start week

Copy order -

Please select the week and year you would like to copy to:

2024 1

CANCEL COPY

After clicking the copy icon, a pop up will appear.

1. Here you can set the Delivery week of the new order. This will be the 'starting week'. Click COPY to proceed
2. All orderlines will be copied into the shopping cart. The order line with the lowest delivery week number will be mapped to the selected start week.

SHOPPING CART: PRODUCTS FOR 2 WEEKS. CLICK HERE TO ORDER

Copied order successfully

Your existing order is copied to your shopping cart. Please review it and finalize the checkout procedure to order the products.

OPEN SHOPPING CART

BACK TO ORDERS

ADD MORE PRODUCTS EDIT ORDER

Week 19 - 2024

Example:

- Your original order: 2023 W17 and W19.
- During Copy order you select 2024 and delivery week W20
- Your copied order: 2024 will be for W20 and W22

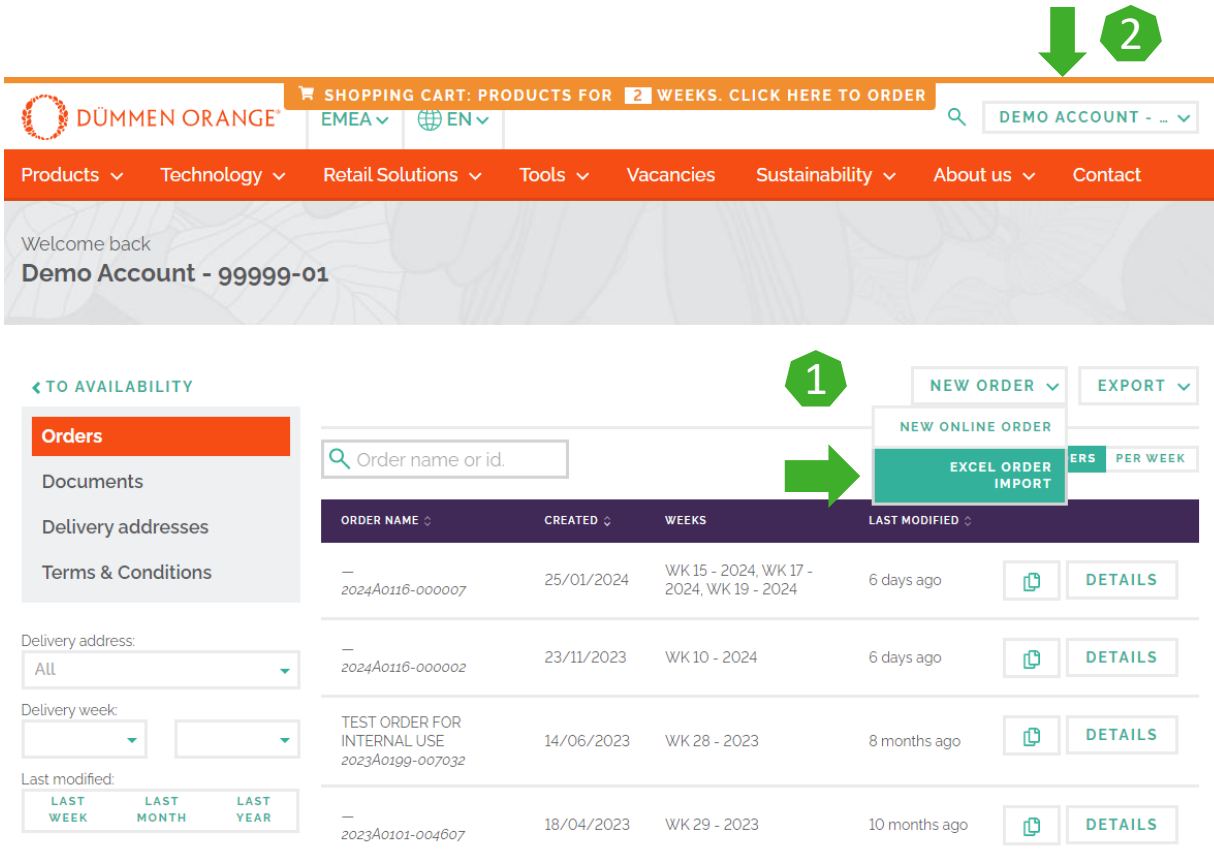
Once copied into the shopping cart, the checkout procedure continues via the normal order flow. Click OPEN SHOPPING CART to finalize the checkout procedure.



**Excel order import**

# Excel order import

Excel Order import – start



SHIPPING CART: PRODUCTS FOR 2 WEEKS. CLICK HERE TO ORDER

DEMO ACCOUNT - ...

Products Technology Retail Solutions Tools Vacancies Sustainability About us Contact

Welcome back  
Demo Account - 99999-01

TO AVAILABILITY

Orders

Documents

Delivery addresses

Terms & Conditions

Delivery address: All

Delivery week: [ ] [ ]

Last modified: LAST WEEK LAST MONTH LAST YEAR

NEW ORDER NEW ONLINE ORDER

EXCEL ORDER IMPORT

| ORDER NAME                                      | CREATED    | WEEKS                                    | LAST MODIFIED |  |         |
|-------------------------------------------------|------------|------------------------------------------|---------------|--|---------|
| 2024A0116-000007                                | 25/01/2024 | WK 15 - 2024, WK 17 - 2024, WK 19 - 2024 | 6 days ago    |  | DETAILS |
| 2024A0116-000002                                | 23/11/2023 | WK 10 - 2024                             | 6 days ago    |  | DETAILS |
| TEST ORDER FOR INTERNAL USE<br>2023A0199-007032 | 14/06/2023 | WK 28 - 2023                             | 8 months ago  |  | DETAILS |
| 2023A0101-004607                                | 18/04/2023 | WK 29 - 2023                             | 10 months ago |  | DETAILS |

Via Excel Order Import you are able to upload your orderlines into the shopping cart.

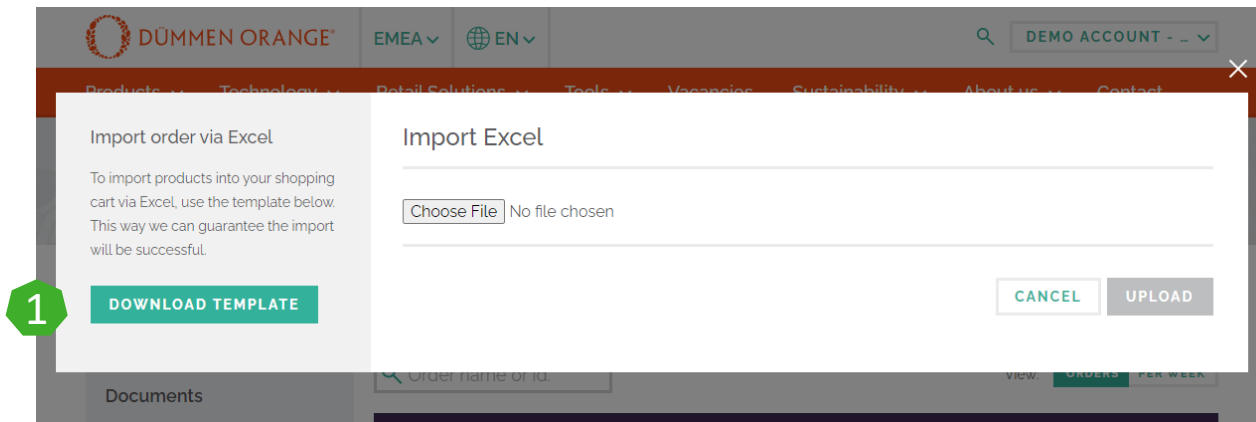
This can be handy if you want to work with excel or you don't want to lookup all our varieties on the webshop. As a Distributor it can be a handy tool to process your customers' orders.

You may find the EXCEL ORDER IMPORT at two location

1. As an option in the NEW ORDER MENU
2. As an option in the ACCOUNT MENU

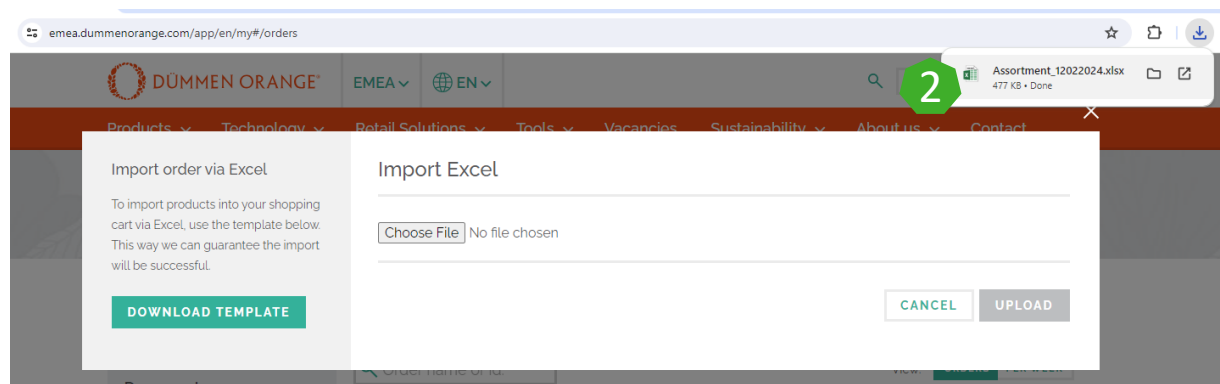
# Excel order import – download file

*Excel Order import –  
download template*



1. First click **DOWNLOAD TEMPLATE** to download the template.
2. Your browser will download the file and will notify you about it in the top right corner. You can open it from here.

The file will be stored in your download folder, you can browse to this location to open the file too.



# Excel order import – fill in file

*Excel Order import – fill in the template*

| 1          |               |                                     |              |                   |                          |                | 2       |        | 3           |         |        |  |
|------------|---------------|-------------------------------------|--------------|-------------------|--------------------------|----------------|---------|--------|-------------|---------|--------|--|
| Category   | Product Group | Name                                | Variety Code | Product Form Code | Product Form Description | Sales Quantity | 2024-16 | Amount | Consignment | 2024-24 | Amount |  |
| Perennials | Achillea      | Achillea Moonshine                  | 81754        | 002               | URC                      | 100            |         | 0      |             |         | 0      |  |
| Perennials | Achillea      | Achillea Appleblossom               | 81101        | 002               | URC                      | 100            |         | 0      |             |         | 0      |  |
| Perennials | Achillea      | Achillea Patrika                    | 81106        | 002               | URC                      | 100            |         | 0      |             |         | 0      |  |
| Perennials | Achillea      | Achillea Terracotta                 | 81111        | 002               | URC                      | 100            |         | 0      |             |         | 0      |  |
| Perennials | Achillea      | Achillea millefolium Skysail Yellow | 81073        | 002               | URC                      | 100            |         | 0      |             |         | 0      |  |
| Perennials | Achillea      | Achillea Skysail Bright Pink        | 81074        | 002               | URC                      | 100            |         | 0      |             |         | 0      |  |
| Perennials | Achillea      | Achillea Skysail Bright Pink        | 81074        | 138               | PQUIX                    | 35             | 6       | 210    |             | 8       | 280    |  |
| Perennials | Achillea      | Achillea millefolium Skysail Fire   | 80526        | 002               | URC                      | 100            |         | 0      |             |         | 0      |  |
| Perennials | Agastache     | Agastache Blue Fortune              | 81757        | 002               | URC                      | 100            |         | 0      |             |         | 0      |  |
| Perennials | Agastache     | Agastache Black Adder               | 81761        | 002               | URC                      | 100            |         | 0      |             |         | 0      |  |
| Perennials | Ajuga         | Ajuga reptans Black Scallop         | 76014        | 002               | URC                      | 100            |         | 0      |             |         | 0      |  |
| Perennials | Ajuga         | Ajuga reptans Burgundy Glow         | 76009        | 002               | URC                      | 100            |         | 0      |             |         | 0      |  |
| Perennials | Ajuga         | Ajuga reptans Golden Glow           | 76017        | 002               | URC                      | 100            |         | 0      |             |         | 0      |  |
| Perennials | Ajuga         | Ajuga reptans Mahogany              | 76018        | 002               | URC                      | 100            |         | 0      |             |         | 0      |  |
| Perennials | Ajuga         | Ajuga tenorii Chocolate Chip        | 81765        | 002               | URC                      | 100            |         | 0      |             |         | 0      |  |
| Annuals    | Angelonia     | Aria Alta Pink                      | 80003        | 002               | URC                      | 100            |         | 0      |             |         | 0      |  |
| Annuals    | Angelonia     | Aria Alta Pink                      |              |                   |                          | 102            |         | 0      |             |         | 0      |  |
| Annuals    | Angelonia     | Aria Alta Pink                      |              |                   |                          | 102            |         | 0      |             |         | 0      |  |
| Annuals    | Angelonia     | Aria Alta Purple                    |              |                   |                          | 100            |         | 0      |             |         | 0      |  |
| Annuals    | Angelonia     | Aria Alta Purple                    |              |                   |                          | 102            |         | 0      |             |         | 0      |  |
| Annuals    | Angelonia     | Aria Alta Purple                    |              |                   |                          | 102            | 5       | 510    |             |         | 0      |  |

| Category   | Product Group                                       |
|------------|-----------------------------------------------------|
| Perennials | Sort A to Z                                         |
| Perennials | Sort Z to A                                         |
| Perennials | Sort by Color                                       |
| Perennials | Clear Filter From "Product Group"                   |
| Perennials | Filter by Color                                     |
| Perennials | Text Filters                                        |
| Perennials | Search                                              |
| Perennials | <input checked="" type="checkbox"/> (Select All)    |
| Perennials | <input checked="" type="checkbox"/> Achillea        |
| Perennials | <input checked="" type="checkbox"/> Agastache       |
| Perennials | <input checked="" type="checkbox"/> Ajuga           |
| Perennials | <input checked="" type="checkbox"/> Angelonia       |
| Perennials | <input checked="" type="checkbox"/> Artemisia       |
| Perennials | <input checked="" type="checkbox"/> Aubrieta        |
| Perennials | <input checked="" type="checkbox"/> Bacopa          |
| Perennials | <input checked="" type="checkbox"/> Begonia hybrids |
| Perennials | <input checked="" type="checkbox"/> Bidens          |
| Perennials | <input checked="" type="checkbox"/> Calibrachoa     |
| Perennials | <input checked="" type="checkbox"/> Calcecephalus   |

The excel template holds the country assortment for which you are authorized. This is the same assortment that you can order online. For efficient processing we will apply some formatting rules in this template.

- Only varieties that can be ordered online within this assortment are listed in this file.
- For every week you want to order, you must fill in the week number in the header in the format YYYY-WW

**Next, please fill in the number of desired trays in this column.** The total amount is calculated for you. That's all what is needed, although you might also enter specific amounts in the Amount column directly.

The green column, Consignment, is optional.

- You can order for 10 weeks+ at once, just fill in the week numbers you want to order for. You might add more columns if you like as long as you keep the format the same.
- Via this pulldown menu in Excel you can filter the column. Here you can also search for specific values (green arrow).

# Excel order import – upload the file

*Excel Order import – uploading  
& checking*

Import order via Excel

To import products into your shopping cart via Excel, use the template below. This way we can guarantee the import will be successful.

[DOWNLOAD TEMPLATE](#)

Import Excel

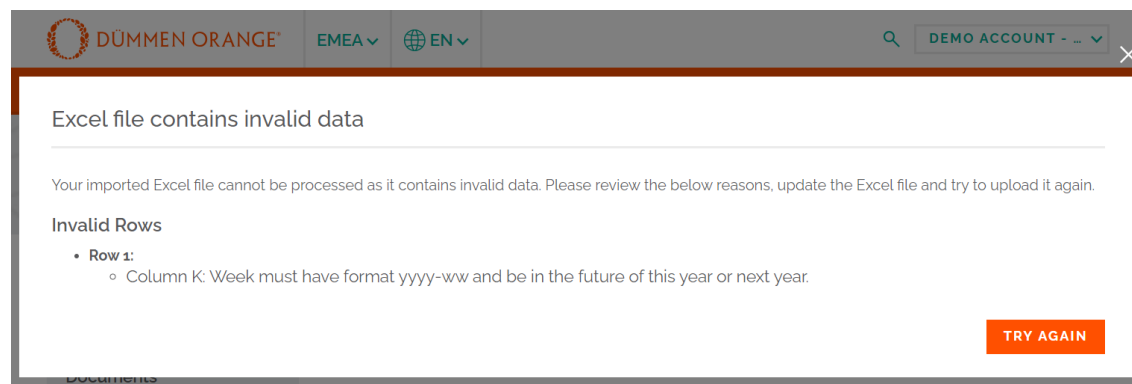
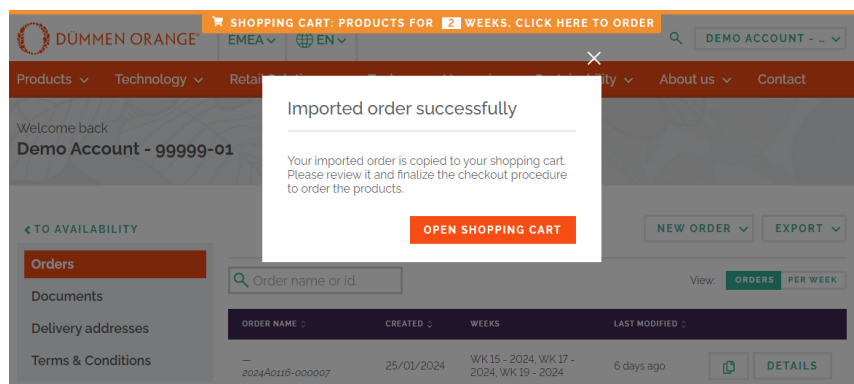
Choose File Assortment\_12022024.xlsx

[CANCEL](#) [UPLOAD](#)

1. After saving your Excel file, you can upload it via **CHOOSE FILE**
2. When you have selected a file, the **UPLOAD** button becomes active. Click it to proceed.

This is the moment we do the formatting checks. There are two potential outcomes:

3. The file is uploaded successfully and the products are imported in the shopping cart.
4. There are formatting errors. The file is not uploaded. You must solve these formatting errors and upload it again. The error gives you the exact location in the file where to fix it.



# Excel order import – Finalize your order

Excel Order import – Finalize your order

The screenshot shows the DÜMMEN ORANGE shopping cart interface. At the top, there's a 'Jump to' dropdown set to 'Week 16' and a 'Delivery weeks in shopping cart (2)' label. A large green arrow points to the 'CREATE ORDER' button, which is labeled with a green hexagon containing the number 3. Below this, a teal banner states: 'The shopping cart does not reserve your order. Click on 'Create order' to start the process of confirming your order.'

The main content area displays two items in the cart:

- Santana Fire** (Pelargonium interspecific, URC) with a quantity of 900 (availability 400). A green hexagon with the number 2 is next to it. Below this item, a section titled 'Available substitutes' shows four options: Santana Dark Red (100), Big EEZE Red (4700), Sarita® Dark Red (2100), and Santana White (600). A green arrow points to the substitute icon (a green arrow) next to the item name.
- Santana Pink** (Pelargonium interspecific, PPT (Spain) 104) with a quantity of 2244 (availability 2500). A green hexagon with the number 1 is next to it.

At the bottom, there's a table with columns: VARIETY, GROUP, FORM, CONSIGNMENT, and AMOUNT / AVAILABILITY. The first row shows 'Achillea Skysail, Bright Pink' (Achillea, PQUIX) with a quantity of 280 (availability 0). A green hexagon with the number 1 is next to it. Below the table, it says 'No available substitutes' and a 'CLOSE' button.

**After** successfully importing your excel file into the shopping cart, the availability of the products is checked.

Because we use a reusable excel file, without availability, the shopping cart will check all availability for you.

1. So it can happen that a product is not available at all
2. Or not available in the desired quantities. Via the substitute icon (green arrow) we help you to select the best available substitutes
3. When you have updated your shopping cart in a way that all orderlines will fit within the availability, the CREATE ORDER button will be activated and then you can finalize your order.

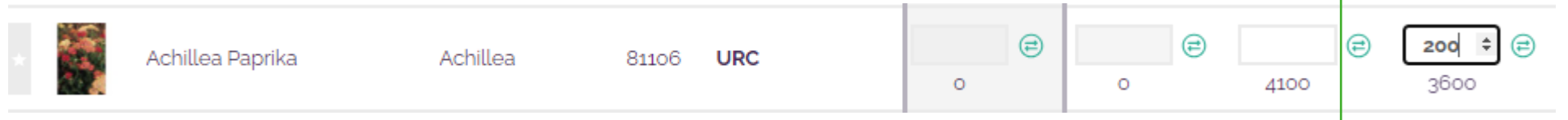
CREATE ORDER

The background is a solid orange color. Overlaid on this are several daisy flowers drawn with white lines. The daisies have multiple layers of petals and a detailed, textured center. They are scattered across the frame, with some partially cut off by the edges.

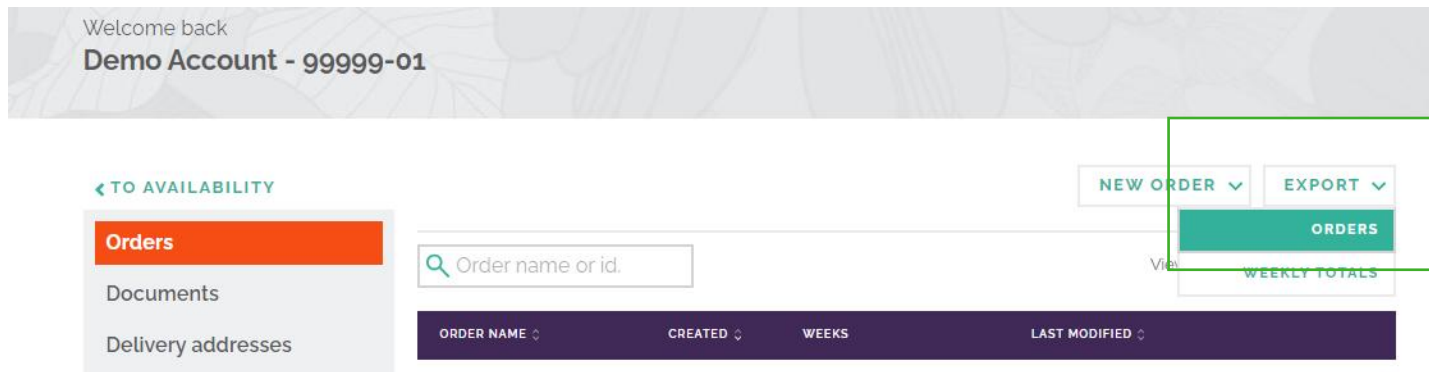
# Tips and tricks

# There are a few things that might optimize your experience.

- In the amount in the input boxes in the availability overview, the shopping cart and the order detail view, can also be changed with the arrow keys on your keyboard to increase or decrease amounts. The order line will be increased or decreased with the applicable sales quantity for this product form.



- If you want to use the webshop in a language that is not supported, try to use your browser to translate it.
- If you want an overview of all your orders, you can export your orders to excel from the order overview. Here you can also find the Weekly totals overview, giving you the total amount of products you will receive from us per Delivery Location across all weeks of the year.





DÜMMEN ORANGE®

*for you*