How Do I: Enter a Hard Goods or Retail Order
Onliant Home Page
The Main Menu allows you to navigate through five product categories: Construction, Hard Goods, Live Goods, Retail and CEA Products.
The Customer Portal gives access to order management and also allows you to review a five-year purchasing history.
You have access to our warehouse inventory for Construction, Hard Goods, Retail and Seed. We also post live availability with more than 25 vegetative and young-plant vendors.
Ordering
1. Click on the product category you wish to order from.
2. Click on the Products tab to show a complete listing of products or use the Product Search or Quick Search features to narrow down your search. **Product Search is demonstrated in a training video under the info tab**
3. Current Cart: the order you are working on.
4. My Carts: carts you have open under that product category.
5. My Favorites: create/choose a list of products you order often. **Favorites is demonstrated in a training video under info tab**
6. Vendors: will display the vendors you can order from for that category.
7. After the products are displayed, you can limit your search by using the filter boxes or typing keywords in the search bar.
8. Products show item number, product description, vendor name, availability and minimum quantity needed to place an order.
9. Enter the quantity for the product you’d like and click Add to Cart. The items are placed in your cart until you’re ready to check out.
**Order Page View**
The Filter Product box allows you to narrow your search. Current stock for each product is shown to the right of the product photo. Pricing and minimum order quantity are on the right side of the item window. After choosing the desired quantity, click Add to Cart.
Click on your cart in the upper-right corner when you’re ready to check out. A cart page will open. If you have only one cart open, that order will be the only one displayed. If you have more than one cart open, choose the cart you wish to check out. The second column identifies in which section of Onliant the cart was created. If you wish to sort your orders by product category, click on the word Site.

<table>
<thead>
<tr>
<th>Cart#</th>
<th>Site</th>
<th>Cart Type</th>
<th>Status</th>
<th>Bill To Name</th>
<th>Ship To Name</th>
<th>Last Updated</th>
<th>User ID</th>
<th>Lines</th>
<th>Total Qty</th>
<th>Merchandise Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>78981</td>
<td>Retail</td>
<td>Order</td>
<td>Open</td>
<td>GRIFFIN GHSE SUPPLIES INC</td>
<td>Heartbreak Hotel</td>
<td>07/05/2016 08:49:41</td>
<td>phggh</td>
<td>2</td>
<td>9</td>
<td>88.4169</td>
</tr>
<tr>
<td>78938</td>
<td>Hard Goods</td>
<td>Order</td>
<td>Open</td>
<td>GRIFFIN GHSE SUPPLIES INC</td>
<td>GRIFFIN TEWKSURY</td>
<td>06/30/2016 11:42:59</td>
<td>phuber</td>
<td>1</td>
<td>1</td>
<td>79.5384</td>
</tr>
<tr>
<td>78905</td>
<td>Hard Goods</td>
<td>Order</td>
<td>Open</td>
<td>GRIFFIN GHSE SUPPLIES INC</td>
<td>GRIFFIN GHSE SUPPLIES INC</td>
<td>06/24/2016 15:29:22</td>
<td>chsales</td>
<td>3</td>
<td>17</td>
<td>1056.9276</td>
</tr>
<tr>
<td>78901</td>
<td>Plants &amp; Seeds</td>
<td>Order</td>
<td>Open</td>
<td>GRIFFIN GHSE SUPPLIES INC</td>
<td>GRIFFIN GHSE SUPPLIES INC</td>
<td></td>
<td></td>
<td>1</td>
<td>100</td>
<td>90.6700</td>
</tr>
</tbody>
</table>
**Order-Info Tab**
Check this information for the correct ship-to address. If you have multiple shipping addresses, click the down arrow to choose the correct location. A comment box is available to capture additional information; these comments will display on the top of the order. If you require a PO#, fill in that field, make sure the Required Date and Ship Via are correct, and answer Yes or No to the Substitutions and Backorder questions.

**If you make any changes to this page make sure to click on the Update button at the bottom-left hand side to save your changes.**

**Bill-To Tab**
The Bill To tab should be correct unless your billing address has recently changed.
**Products Tab**

This tab gives you another chance to review the order. You can increase/decrease quantities or delete products before finalizing your order. If you make any changes to this page, be sure to click the Update button before you Proceed to Checkout.

<table>
<thead>
<tr>
<th>Product</th>
<th>Description/Comment</th>
<th>P/O Line</th>
<th>Unit Meas</th>
<th>Quantity</th>
<th>Gross Price</th>
<th>Price</th>
<th>Extended</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>image coming soon</td>
<td>Tape Box Sealing 2&quot; X 110 YDS 36/CS</td>
<td></td>
<td>CS</td>
<td>15</td>
<td>63.7320</td>
<td>63.7320</td>
<td>955.9800</td>
<td>x</td>
</tr>
<tr>
<td>01-4005</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>image coming soon</td>
<td>ITML Daisy 1020 Web Flat Black 50/Bdl Tnd1020</td>
<td></td>
<td>BDL</td>
<td>1</td>
<td>36.9030</td>
<td>36.9030</td>
<td>36.9030</td>
<td>x</td>
</tr>
<tr>
<td>73S1020ID</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>image coming soon</td>
<td>Dillen D1204 Insert Black 100/Carlon</td>
<td></td>
<td>CS</td>
<td>1</td>
<td>64.0446</td>
<td>64.0446</td>
<td>64.0446</td>
<td>x</td>
</tr>
<tr>
<td>53-8495</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Merchandise Total**: 1056.9276

**Update**

[Discard Cart] [Printable Cart] [Proceed To Checkout]
Proceed to Checkout
This screen gives you one more chance to review your order. If you require a purchase order number, please fill it in and click Next.

Payment
Purchase Order Number

My Order
Cart Number: 78905
Date: 07/07/16 9:22 AM

Ship To
GRIFFIN GHSE SUPPLIES INC
200 MOUNTAIN VIEW ROAD
PO BOX 709
MORGANTOWN, PA 19543
Customer #: 245788
Phone: 610-286-0046

Bill To
GRIFFIN GHSE SUPPLIES INC
200 MOUNTAIN VIEW ROAD
PO BOX 709
MORGANTOWN, PA 19543
Customer #: 245788
Phone: 610-286-0046
E-mail: cholmes@griffinmail.com

Shipping Method
Ship Via: Griffin Truck
Comments:

Products

<table>
<thead>
<tr>
<th>Product</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit</th>
<th>P/O Line</th>
<th>Gross Price</th>
<th>Price</th>
<th>Extended</th>
</tr>
</thead>
<tbody>
<tr>
<td>01-4005</td>
<td>Tape Box Sealing 2&quot; X 110 YDS 36/CS</td>
<td>15</td>
<td>CS</td>
<td></td>
<td>63.7320</td>
<td>63.7320</td>
<td>955.9800</td>
</tr>
<tr>
<td>73S10201D</td>
<td>TMTL Daisy 1020 Web Flat Black 50/Bdl Tnn1020</td>
<td>1</td>
<td>BDL</td>
<td></td>
<td>36.9030</td>
<td>36.9030</td>
<td>36.9030</td>
</tr>
<tr>
<td>53-6490</td>
<td>Dillon D1204 Insert Block 100/Carlon</td>
<td>1</td>
<td>CS</td>
<td></td>
<td>64.0446</td>
<td>64.0446</td>
<td>64.0446</td>
</tr>
</tbody>
</table>

Merchandise Total 1,056.9276
**Checking Out**
You have one more opportunity to review your order. Please review the Shipping Address, Delivery Date, Shipping Method and Products on your order. If you need to make changes, click the Make Changes button. If the order is correct, click the Submit Your Order button.

**Order Submitted**
This provides you with a cart # and an order # in the upper left hand corner. This is immediately sent to our Customer Service team who will review and process your order. You'll also receive an order acknowledgement via e-mail.

---

**Cart #78905: Checkout Complete.**
**Order #14754087 has been created successfully.**
This is an example of your Order Acknowledgement.

**Order Acknowledgement As of: 07/07/16**

**GRiffin**
PO BOX 709
200 Mountain View Road
Morgantown, PA 19543

[onliant.griffins.com](http://onliant.griffins.com)
Livegoods: 800-323-7253
Hardgoods: 800-659-4346

<table>
<thead>
<tr>
<th>Order Qty</th>
<th>Confirm Qty</th>
<th>B/O Qty</th>
<th>Description</th>
<th>Unit Price</th>
<th>Tag</th>
<th>Royalty</th>
<th>Ext. Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>0</td>
<td>DILLEN D1204 INST BK 100/CN</td>
<td>64.0446</td>
<td></td>
<td></td>
<td>64.04</td>
</tr>
<tr>
<td>1</td>
<td>1</td>
<td>0</td>
<td>ITML Daisy 1020 Web Flat Blk 50/BDL TND1020</td>
<td>36.9030</td>
<td></td>
<td></td>
<td>36.90</td>
</tr>
<tr>
<td>15</td>
<td>6</td>
<td>9</td>
<td>TAPE BOX SEALING 2&quot; X 110 YDS. 36/CS</td>
<td>63.7320</td>
<td></td>
<td></td>
<td>955.98</td>
</tr>
</tbody>
</table>

Vendor: 14754087
Order Number: Wk 2016-27 07/08/2016
Vendor Order #: 1234
Customer PO#: 
Customer Program:
Ship Method: Our Truck
Terms: NET 30 DAYS
Tags: 
Sales Rep: DEALER ACCOUNTS
Subs Allowed: N
Accept Backorder: Y
Managing Orders
Open orders may be managed under the Customer Portal tab. To review open orders with a future ship date, click on Orders > Active Orders. This will show you all of your open orders for each product category. To filter your search, click on the Filter Results bar or type in the Search field. The Filter Results bar will separate out the orders by category. Select a single category to review just those orders. The Search field can be used to limit the results to a specific vendor, PO#, ship week, etc. Simply start typing your keyword into the box.
**Review an Active Order**
Click anywhere in the row of the order you want to review. This will open the order to a summary page. You can review the Ship To and Products tab. To repeat the same order, or print/e-mail a copy of the order, click on the appropriate button in the bottom-left hand corner.

**Review a Historical Order**
Follow the same steps outlined above for active orders.
View Product Ordering History
This is found under Customer Portal > Orders. This will give you a history report of which products you've ordered in a particular month and year. Clicking on the gray icon in the top-right corner will export this history report into a Microsoft Excel file.

### Main Menu
- Home
- Quotes >
- Construction >
- Orders >
- Hard Goods >
- Invoices >
- Retail >
- Print Documents >
- Search Vendor >
- View Customer Details >
- Search Products >
- Customer Portal >
- CEAs >
- Information >
- View Active Orders
- View Historical Orders
- View Orders
- Search Historical Order
- View Product Ordering History
- Create New Plant Claim
- View Open Plant Claims
- View Historical Plant Claims
- Upload Vendor Availability

### Product Order History

<table>
<thead>
<tr>
<th>Product Number</th>
<th>Description</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>50-0166</td>
<td>SUSPENSE : DILLEN INJECTION</td>
<td>26</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>26</td>
</tr>
<tr>
<td>014090</td>
<td>Tape Box Sealing 2&quot; X 110 YDS 38CS</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>08-3027</td>
<td>IMM 48&quot; X 12&quot; Double Wall Thermerglass Clear</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>08-3037</td>
<td>IMM 48&quot; X 16&quot; Double Wall Thermerglass Clear</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>0815236030310</td>
<td>Calibrachoa Superbells Lemon Skite 10/10/4.20 9 3/4&quot;</td>
<td>60</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>60</td>
</tr>
</tbody>
</table>

© 2016 Griffin Greenhouse Supplies, Inc.
Classification: PUBLIC
If you need assistance on these features or have questions about Onliant, please contact our support staff.

Tina Nolt  tnolt@griffinmail.com
Systems & Support Training Manager
Ext. 81500

Judy Block  jblock@griffinmail.com
E-Commerce Specialist
Ext. 80981

If you have any questions about your order, please contact our Customer Service department or your sales representative.