## DRIFTWOOD DAIRY ONLINE ORDERING AND SET UP INSTRUCTIONS

1. Driftwood's online ordering is located at www.driftywooddairy.biz. You can also follow the online ordering link at Driftwood's main website, www.driftwooddairy.com.

Log in	
Returning customer Login below to checkout with an existing account Required * Email Address *	
Password *  LOG IN Forgot password?	
If you are an existing customer and a 1st time user of our online ordering, please register here.	

**Customer Registration** 



2. If you are an existing customer and a 1st time user of our online ordering, please click on "register here" at the bottom right-hand corner of the page. If you already have a login and password for the new system, enter it in the appropriate fields and click "LOG IN". If you have forgotten your password, you can retrieve it by clicking on "Forgot password?".

0
Please enter your customer account number, a valid email address and create a username and password to create you account.
Account Number *
Email Address *
Confirm Email *
Lier Name *
Password *
Confirm Password *
Your password must have at least one character of the types 1 or 2, and at least 8 characters long:
1- Uppercase alphabet (A, B, Z)
2- Non-alphanumeric ASCII characters, for example `~!@#\$%^&*);'[]"{}.
3- Lowercase alphabet (a, b, z)
4- Number (1, 2, 3, 4, 5, 6, 7, 8, 9, 0)
SUBMIT CANCEL

3. Once you have logged in successfully, you will be taken to the "order entry" page. First, choose the date you would like your order to be delivered using the "Delivery Date" box. Next, if you already have a menu set up you will see it and you can enter the amount of each item that you need. Once you have entered all the items and amounts you need, click on "SUBMIT ORDER". You will then receive an email confirmation of the order placed. Note, you can use the "Dup Order" dropdown menu to use a previous order as your new order.

HOME OR	DER ENTRY					1	<b>y</b> (	j Q	<b>P</b> 0
My Account									
ORDER ENTRY		Order Entry Customer:	Vider Entry ustomer: Betty's Coffee Shoppe V Customer# 10000		Ship To:				
PENDING ORDERS		Delivery Date:	1/1/2023	/2023 Customer PO#:		Delivery Notes:			
BILLING	~	Dup Order	Choose One 🗸 🗸				Durid	Dead Oursetile	Order
SETTINGS	~	Please add item	to your order.				Number	Desc Quantity	Factor
		Total Line 0	Total Amount \$0.00	SUBMIT "NO ORDER	ADD ITEM	RESET ORDER ENTRY		SUBMIT ORDER	

(Note) Once your order has been placed for a particular date, you cannot change it online. You will need to call our customer service team and they will gladly help you make any changes. 800-864-MILK (6455).

DNS		×	
	Thanks for shopping with Us! Your Sales Order number SO103568 with delivery date 07/17/2023 has been submitted successfully.	2	
der Entry			
omer:	Customer#		
very Date:	Customer PO#:		
Order			

## **OPTIONS AVAILABLE:**

You can view any pending orders in "PENDING ORDERS".

You can remove items from your menu guide in "ORDER GUIDE MAINTENANCE".

You can see and print previous invoices in "BILLING".

You can change email address or password in "PROFILE INFORMATION".

You can duplicate a previous order using the "Dup Order" dropdown menu.

You can add a PO # under "Customer PO#". This field is NOT required.

You can add any notes to customer service under "Delivery Notes". This field is NOT required.

Please visit driftwooddairy.com for more information.