



## **Grower/Supplier User Manual**

**Log on to – [www.plantselect.com.au](http://www.plantselect.com.au)**

**PlantSelect home page**

**1) Sign up if you are a new user, or Log in**

Select your subscription plan

Fill in your subscription details

Complete your payment option by:

- Credit Card (Master or Visa), or
- Electronic Fund Transfer (EFT) or
- Invoiced (14-day payment)

You will receive an email to confirm your account has been set up and you can log in straight away

You will need to email your complete plant growing list to us so that we add the attributes and characteristics and include your plants in our database. Once this has been done, we will contact you to supply your monthly availability plant list to upload to your account.

**2) Welcome screen**

### **Download Import Template**

- If you have a completed growing list, use our template to correctly format your spreadsheet before you try upload your plant list
- Click on Download Import Template
  - The import template contains some instructions and example data
  - Copy your growing list into the template
  - Enter your data in the same format and fill in all fields, as per the example data on the template
  - Ensure plant names are spelt correctly
  - Include the pot and/or container sizes for each plant. For plants being grown in a range of pots/container sizes, list all the sizes in the same field, separating them with commas but leaving no spaces between them, as shown in the example data
  - Delete the example data before saving. Save your file under a new name and close the excel spreadsheet
- Click on Click to upload to select the file you wish to upload
- Click on Import File. Your complete growing list, including pot/container sizes, will appear on the My Plant list page

Any plant/s not matched to PlantSelect's database will be flagged and emailed to you and PlantSelect admin.

Admin will check for spelling errors, pot and/or container sizes etc. You will be contacted should there be any queries regarding your entries. Once corrected they will be added to your plant list and included on the Master PlantSelect database

### **Request Import**

You can also send in your complete growing list file using the Request Import form, or by emailing it to PlantSelect and we will import your complete grower plant list to your My Plant List folder for you

### **Add Plants**

You can add plants to your plant list by selecting plants from our PlantSelect database

Click on Add Plants

Click on a plant category or do a plant search

Click on the individual plant you wish to view, or add, to your plant list

If you want to add the plant to your list, click on Add to List. You must include the pot and/or container size/s you can supply for each plant selected

If a plant is being grown in a range of pot and/or container sizes, then select all the sizes that are applicable

Click on Go to my plant list to view your list, or continue adding plants

View all: will enable the complete plant list

New/Refine Search: will help you narrow your plant selection. Fill in as much or as little of the plant attributes and characteristics of the plant you wish to view, or add to, your plant list from our database

### **New Plant Release Request**

You can add any New Plant Release to your growing list. You can also have it listed and promoted for a three-month period in the New Plant Release Blog, and have it emailed to all subscribed users in the Landscaper/Nursery category - which includes Landscape Architects, Garden Designers, Landscapers, Interior Plantscapers, Councils, Plant Souncers, Growing-on Nurseries, etc.

## **3) In the Black Panel**

### **My Plant List**

Shows your complete growing list and you can modify or update the pot and/or container sizes for each plant by clicking on the pencil icon, or you can remove plants from your list

### **Search Plants**

Launches the plant categories screen and search field

### **New Plant Release**

Features plants in our database that have come onto the market in the last 12 months

### **My Plant Requests**

Shows project or requirement lists that have been matched your grower plant list. You can view the project or delivery location, number of plant varieties, date and total quantity:

[View Request](#) – shows you the list of plants required including pot/ container sizes per plant, quantities and date required for each plant

Quote - This is where you can add the unit price and quantity of the plants you can supply.

You can fill in the unit cost (ex. GST) and quantity for each plant, as well as include a separate delivery cost. You can also provide alternative sizes (either larger or smaller), quantities you can supply and unit costs (ex. GST), to complete and fulfil the quote. The subtotal, GST and the overall total will update automatically. If you want to change anything or wish to correct a mistake, simply change the unit cost or quantity and it will automatically update. You can also add any relevant comments in the space provided.

You also have the option of saving your quote so that you can come back later and complete or submit the quote. The quote will be submitted as a PDF and will include all your contact details, the receiving landscaper or nursery contact details, plus the job or project ID and address.

Decline – if you do not wish to quote on the project or requirement list

**Profile**

View and/or edit your account profile

**Subscription**

View the level of your subscription; this is also where you can upgrade your subscription