



First Time User Instructions

For a free trial of the PlantSelect website

1. Click on sign up
2. Select and click on either

Grower/Supplier (includes: Grower or supplier of plants to the landscape and nursery industry that range from tubestock through to fully grown plants and trees)

OR

Landscaper/Nursery (includes: Landscape Architects, Garden Designers, Landscapers, Interior Plantscapers, Councils, Plant Sourcing, Growing-on Nurseries, etc)

A: Grower/Supplier

- Select a Plan of your choice
- Complete the registration form
- Follow the online prompts

To add plants manually to your online PlantSelect plant growing list, follow the steps below:

- Click on Add Plants
- Search by keyword or explore the categories
- Click on the individual plant from the plant database
- Click on Add to List
- Select the relevant Pot and/or Container Size/s and click Add (more than one size can be selected if a plant is being grown in a range of pot or container sizes)
- More plants can be added to your list by following the above steps

Or you can upload your complete growing list by following the steps below:

- Download the Template
- Copy your growing list into the template according to the example data
(For plants being grown in a range of pot/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)
Ensure you delete the example data before you save the file
- Upload your file to import your list
- You will be notified if plants haven't been imported and the reason for this

Your completed plant list will appear on your My Plant List page in PlantSelect, and your plants will be incorporated into the PlantSelect database

Your plant list, with your company name and logo, will appear in the Landscaper/Nursery portal so that users have the option of looking at your specific plant list

If you are having trouble uploading your list, you may request an import by using the Request Import feature and the team at PlantSelect will upload it on your behalf

When plants on a project or requirement list are matched to your growing list, you will be notified by Text message and Email with a link to PlantSelect to view the project or requirement list

View the project or requirement list and choose if you wish to accept or decline the option to provide a quote

Note: A growing list is not only your current availability list but all the plants you grow. You may also supply us with your regular availability lists, and the PlantSelect team will update and/or adjust your list accordingly

Download the User Manuals for further details

B: Landscaper/Nursery

- Click on sign up
- Complete the registration form
- Follow the online prompts
- Click on Create a Project or Requirement List

To add plants manually to your online PlantSelect project or requirement list, follow the steps below:

- Click on Add Plants
- Search by keyword or explore the categories
- Click on your chosen plant from the plant database
- Select the Date plants are required by and fill in the Quantity required for each plant
- Select a pot or container size for each plant
- Click on add to project or requirement list
- To add the same plant with a different pot or container size, follow the above steps
- To add more plants, follow the above steps

To add plants from a specific Grower/Supplier plant list, follow the steps below

- Click on Grower/Supplier List in the black panel and select a State of your choice in the dropdown menu
- Click on the Grower/Supplier of your choice from the pop-up screen
- Click on Add Plants
- Click on your chosen plant from the plant list
- Select the Date plants are required by and fill in the Quantity required for each plant
- Select a pot or container size for each plant
- Click on add to project or requirement list
- To add the same plant with a different pot or bag size, follow the above steps
- To add more plants, follow the above steps

To upload a complete project or requirement list

- Download the Template

- Follow the instructions in the template
- Copy your project or requirement list into the template according to the example data
- Include the pot and/or container size required for each plant
Ensure you delete the example data and instructions before you save the file
- Upload your file to import your completed project or requirement list
- You will be notified if any plants haven't been imported and the reason for this

Once you have completed your list, click on the Submit button to start the matching process to Obtain Quotes

The plants on your project or requirement list will now be matched to growers/suppliers growing those plants

If any plants aren't matched, you will be notified as to which ones they are, along with a reason why

(Note: Once the matching and quoting process commences, you will not be able to add any more plants to that project or requirement list, and you will have to prepare a new list for the additional plants)

The Growers or Suppliers will supply quotes directly to you

To accept a quote, you then liaise directly with the relevant Grower/Supplier

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