

Where to find things on the WAzzuOR Raw website

Current News – Simply scroll down on the **HOME / CURRENT NEWS** page.

Membership Forms – From the **HOME** page hover your mouse over *Membership Information* on the left side of the page. A slide out menu will appear to the right. Move your mouse over the words *Membership Forms* and left click. A new page will open titled *Membership Forms*. At the bottom of the page you will see two pdf icons. Double click the words *Download File*. The forms should automatically open on your computer. If they don't you should be able to find them in your "downloads" folder and open them from there.

Website Instructions - From the **HOME** page, hover your mouse over *Membership Information* on the left side of the page. A slide out menu will appear to the right. Move your mouse over the words *Website Instructions* and left click. A new page will open titled *Website Instructions*.

Ordering Procedures - From the **HOME** page, hover your mouse over *Membership Information* on the left side of the page. A slide out menu will appear to the right. Move your mouse over the words *Ordering Procedures* and left click. A new page will open titled *Ordering Procedures*.

Payment Procedures - From the **HOME** page, hover your mouse over *Membership Information* on the left side of the page. A slide out menu will appear to the right. Move your mouse over the words *Payment Procedures* and left click. A new page will open titled *Order Payment Instructions*.

Sales Tax Chart - From the **HOME** page, hover your mouse over *Membership Information* on the left side of the page. A slide out menu will appear to the right. Move your mouse over the words *Sales Tax Chart* and left click. A new page will open with a scrollable page that lists the sales tax based on delivery location.

Delivery Locations - From the **HOME** page, hover your mouse over *Membership Information* on the left side of the page. A slide out menu will appear to the right. Move your mouse over the words *Delivery Locations* and left click. A new page will open titled *Delivery Locations*. Each delivery location has an address, written driving instructions as well as a map. The page is scrollable. If you don't see your location, scroll down.

Orders/Open Orders – From the **HOME** page, hover your mouse over *Orders* on the left side of the page. Left click on the word *Orders*. A new page will open titled *Open Orders*. Scroll down to see which products are open for placing orders. To place an order left click on product/manufacturer/category name or corresponding image. A new page will open with information, prices and instructions for placing that order.

Products/Prices - From the **HOME** page, hover your mouse over *Products/Prices* on the left side of the page. Click on the words *Products/Prices* and a new page will open titled *Product Information & Price Lists*. Click on the product you are interested in and a printable information sheet will open. To return to the *Product/Prices* page click your backward arrow. Please note: Prices on this page may be out of date...they are meant as samples only. Current prices will be listed on the individual *Open Orders* product pages.

Calendar – Click on Calendar to see a calendar of scheduled database openings/closings/delivery dates.

Calendar – from the **HOME** page, hover your mouse over *Calendar* on the left side of the page. A slide out menu will appear to the right.

1. On the slide out menu you will see the words *Order frequency*. This is a **master calendar** that identifies the frequency of product availability (open orders) for the calendar year and what dates the product “opens” for placement of orders.
2. Also listed on the slide out menu are **upcoming transport charts** for orders that have closed but not yet delivered, and are listed by date of transport. These are interactive smart sheets, and where you confirm that you have reviewed your order and that it is accurate. If it is not accurate you contact Debbie immediately (*Contact Us* from the HOME page)

Contact Us – From the **HOME** page hover your mouse over *Contact Us* on the left side of the page. A new page will open that you fill in the blanks on. Be sure to click the submit button at the bottom of the form!