



How to Order Online

GOLD COAST BAKING COMPANY PTY LTD

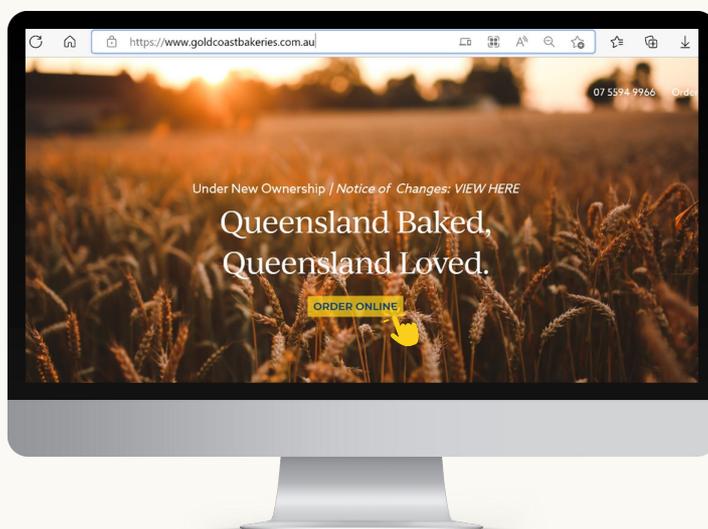
Please contact your Area Manager for assistance.

Step 1

Go to Gold Coast Baking Company website:
goldcoastbakeries.com.au

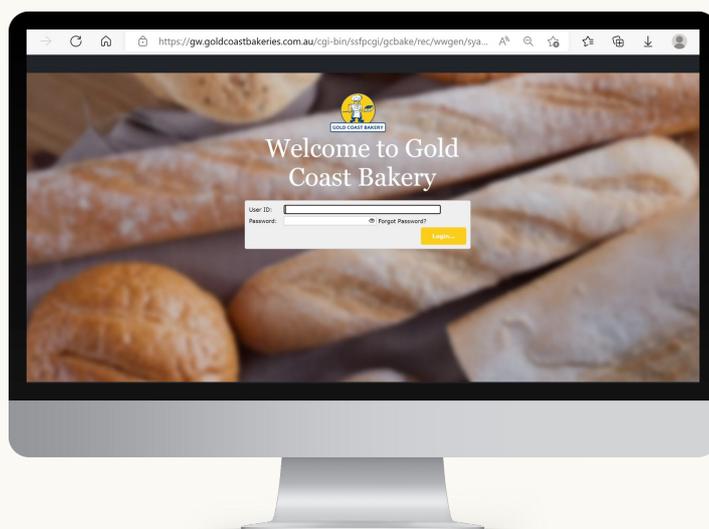
Standard information can be found within our website such as ordering and product information. Furthermore any important updates will be assessable from this page.

Click on the 'Order Online'
This will take you to the sign in page for online ordering.



Step 2

Online Order Portal Home Page:
For ease of access you can bookmark this page or add to your favourites.



Step 3

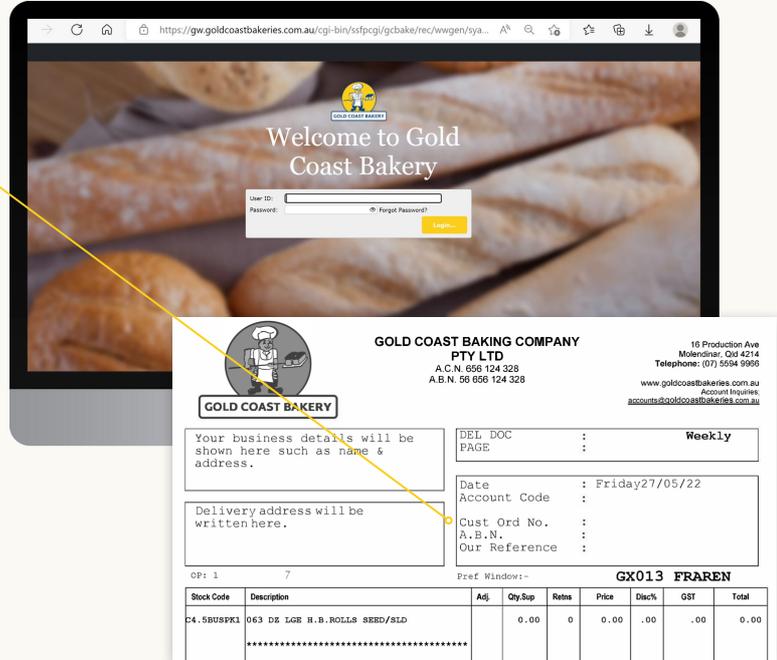
As an existing customer you will already have credentials assigned, for more information email: accounts@goldcoastbakeries.com.au

User ID:

Is your Customer Code which can be found on the top right-hand corner of either your delivery docket or invoice.

Password:

Is the same as your User ID unless this has been updated.



Step 4

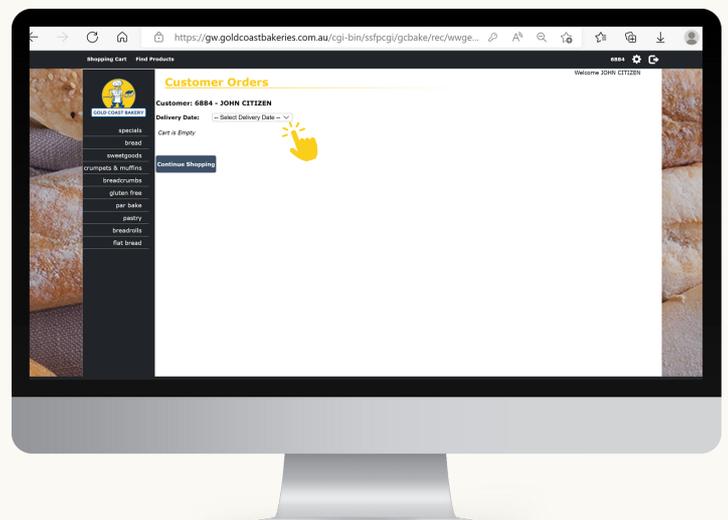
To add or update your order/s select the delivery date by clicking on the drop-down arrow. A list of dates will be displayed and from there you choose the delivery day required.

Product History:

The products you regularly purchase will automatically be displayed once you have selected a delivery date.

Individual Orders:

Each delivery day must be added or adjusted and confirmed separately.



Step 5

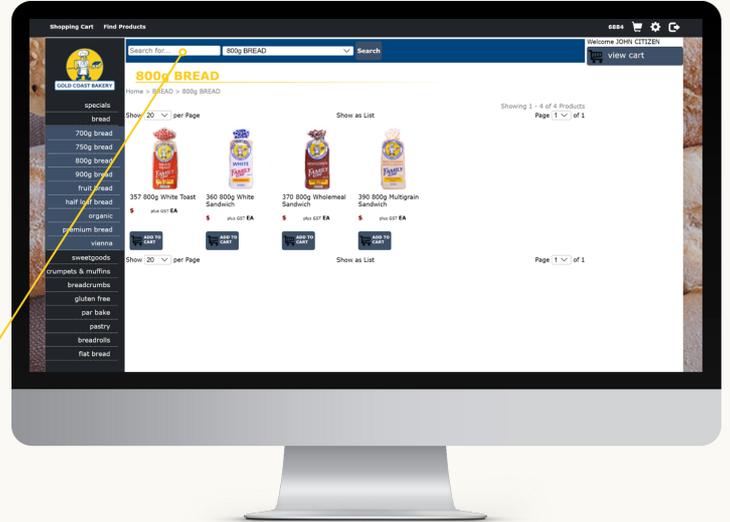
Should you wish to purchase additional products they can be selected from the product menu displayed on the left-hand side.

Product Categories:

Easily navigate between product categories, explore new products and view product pictures.

Product Search:

Easily search for a particular product by typing in the product code or description.



You can search all categories or individual product categories.

Step 6

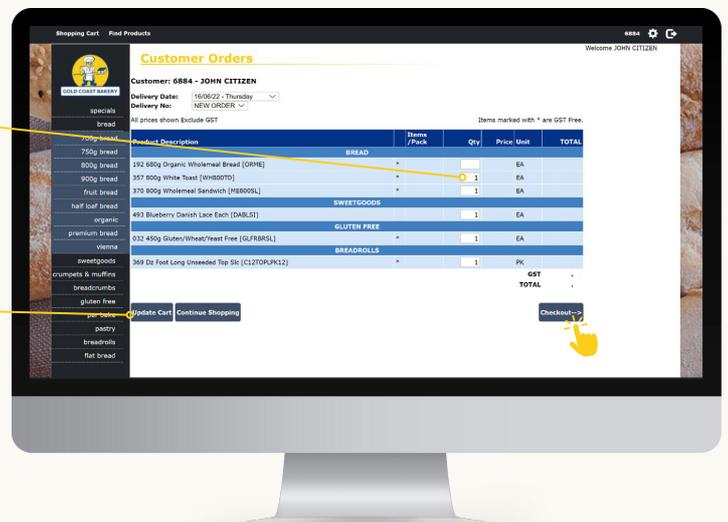
Once you have completed your order, click on the 'Checkout' button.

Adjusting Quantities:

You can adjust product quantities from this page.

Update Cart:

To save changes ensure you click 'Update Cart' button.



Step 7

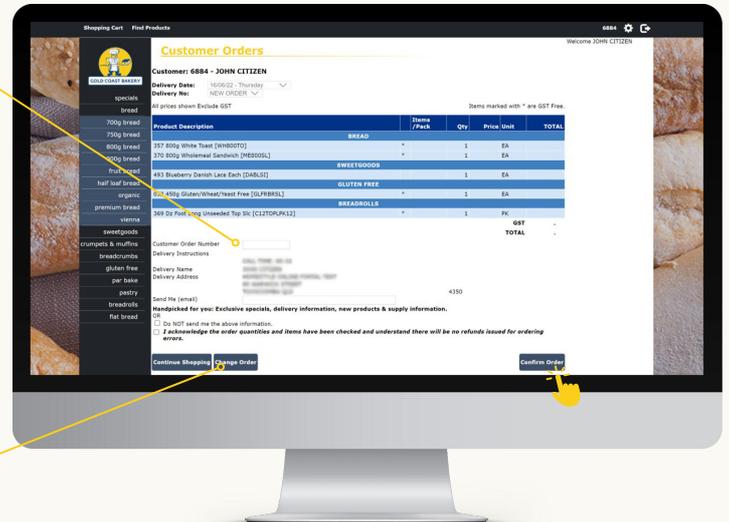
You will then go to the confirmation screen as below. Click on the 'Confirm Order' button to place your order.

Order Reference:

If required, a unique Order Reference can be entered in the field "Customer Order Number". This can be a numeric or text value.

Update/Change Order:

Change your order by clicking on the Change Order button or you can continue shopping by clicking on the Continue Shopping button.

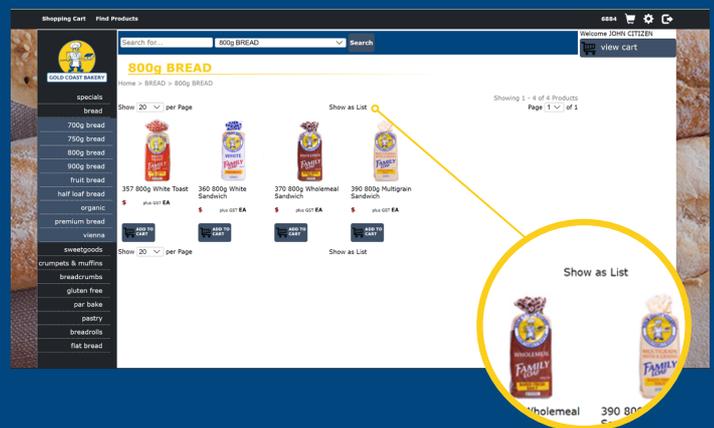


Please ensure you check your order thoroughly.

Helpful Hints

Show as list:

If you prefer viewing product as a list you can select 'Show as List'.



Order Cut-off Details:

Order cut-off details can be viewed online.

goldcoastbakeries.com.au/ordering-with-gold-coast-bakery

Standing Order:

A standing order is an order you can create and manage with product you wish to receive on a regular on-going basis. An order which will stay consistent unless modified or cancelled by you.

Please contact your Area Manager for assistance or email accounts@goldcoastbakeries.com.au