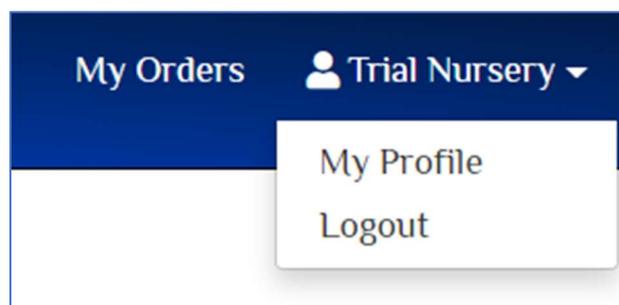**LowesTC**

High Health Clonal Plant Propagation

Online Ordering Help Guide

1. Go to the ordering site by following the links on the lowestc.com.au website or by clicking here
2. If you are an existing Lowes TC customer, log in using your main business contact email address as the account name and press forgot password. We will send you a temporary password to access your Online Orders account. If you have any issues, please contact Natasha (natasha@lowestc.com.au) to get the correct details we have on record.
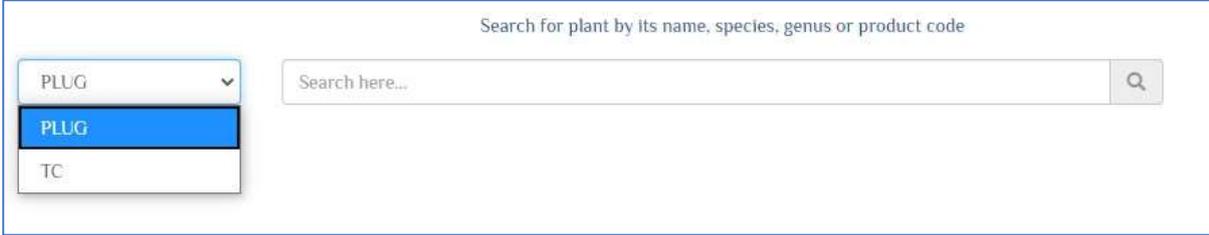

3. Log in using the same email address and temporary password
   a. Remember to update your temporary password and any contact details in My Profile at any time.

4. Select the plant form required, either Tissue Culture (TC) or Plugs [if applicable]

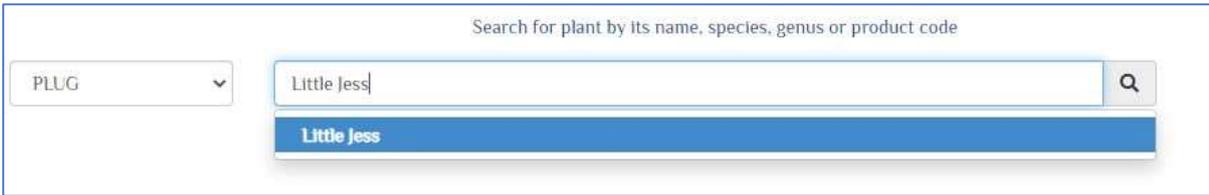5. Search and select the name, species, genus, or product code of the plant variety you wish to order

6. Once the variety has been selected, click "Add to Cart". Multiple varieties can be added to the cart

7. To determine the stock availability of your selections, click "Show Availability"

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8. Using the sliding bar at the top of the page, select a supply period to determine the number of plants in each of the selected varieties available for order at that time.

9. Once a supply period has been selected, type in the order quantity to the nearest 100 and click "Update Cart"

10. You can adjust the slide bar and update the cart as many times as you like for the different supply weeks.

11. Repeat for other plants by selecting "Continue Searching"

12. When finished selections confirm your order by clicking "Place Order"

13. A confirmation popup will appear, and a member of our Orders Team will be in touch with you to confirm your order.

14. Orders can be browsed under the "My Orders" tab at the top of the screen

15. You can download a spreadsheet of all your orders by selecting this logo