

Manual Garvo e-order

Log in on the e-order environment

Go to eorder2.garvo.nl

Log in with your username and password.

- Forgot your username or password? Please ask your details by sending an e-mail to verkoop@garvo.nl

Tick the box with "Remember" if you would like the computer to save your log-in data.

Now you will see the overview screen with all the orders of you that were entered into our system. Is this the first time in your account? Then there are no orders to view yet.

Creating new orders

Click the green button with "new order"

Please check the data on the left side of your screen

Select your preferred delivery condition on the right side of the page.

If desired, you can fill in the reference at customer reference.

The requested delivery date defaults to today + 2 days with the exception of the weekends. If another delivery date is desired, please enter this manually. Do you have any comments? Please enter this in the field "comments". Please note that you have a maximum number of characters (50) in this field. Additional comments can be sent to garvo@garvo.nl

Click on "next"

The screen with all products now appears below the previous screen. Please scroll down.

Click on the box under "product" and enter the article code. There is also a built-in search function so you can search by number, product name or animal if you click on the magnifying glass.

When choosing the desired product, press "tab" or "enter" and you will jump to the next field with "number".

Here you enter the desired quantity of this product

Press "enter" for a new line

Repeat the steps above until the order is ready.

Finished?

Click on "save" to change and/or send the order at a late time.

Click on "send" to place the order

After clicking this, you will return to the overview screen. Here you can see which orders have been saved and which have been sent. You will receive an order confirmation from us by e-mail.

Note: Only sent orders will be processed by Garvo

Note: A sent order CANNOT be changed. This is only possible by telephone (by calling +31 ((0)313) 47 23 21)

Backorders can only be placed by e-mail or telephone

May you have any questions, please send an e-mail to garvo@garvo.nl

Order history

Are you at the order overview? Then you will find the orange button with "order history" at the top of the page.

When you click on this, an overview of your placed orders appears.

In this overview you will find the delivery date and the number of products.

Would you like to view more details about an order? Then click on the desired date in the left column.

Invoices

Are you in the order overview? Then you will find the orange button with "invoices" at the top of the page.

When you click on this, an overview of with invoices appears.

In this overview you will find the invoice number, invoice date and invoice amount.

Would you like to view more details about an order? Then click on the desired invoice number in the left column.