

Steps To Enter an Online Order to FEDCO SEEDS

Group Orders by *Green Thumbs Up* Spring 2023



Please note: these procedures are only for ordering **seeds**, pp 5-109, items numbered 200-5999 only. Please don't try to include Moose tubers (potatoes) or garden supplies, even though they are in the catalog.

1. First, go through the printed catalog and determine what seeds you'd like to order, and in what quantity. You'll need the 3 or 4 digit item number (excluding the two letter code following the digits) and either A, B, or C *etc.* to specify the size envelope of seeds. The printed order form on pages 169 & 170 is handy for listing these and, ultimately, makes ordering go more smoothly.

Alternatively, use the online catalog. See section 3a, below.

2. On the internet go to <https://fedcoseeds.com/seeds/>

3. On the seed ordering page, in the upper right corner find, in **small** type, "Log in to order." Click on that and enter **your** email address and zip code. Click on "Log In." You'll now see at the upper right your seed cart with no entries.

3a. **ONLINE CATALOG:** If you have a printed catalog, skip this paragraph and go straight to paragraph 3b. If, however, you have no printed catalog, you can search the online catalog from this screen in one of two ways. You can click on "Browse Fedco Seed Index" next to "Home" on the line under the logo and select individual vegetable/herb or flower category to make choices. Click on each variety name for detailed information. You can, if you prefer, click on the labeled photographs of seed types to pick out the categories of seeds you're seeking on this page. You'll also get the option of logging in to begin or add to an order. Be sure to click on 'Add to Cart.'

3b. In the left column click on "About Ordering" and click on "Quick Order Form."

4. The Quick Order Form will appear. Below that is a table which looks like this, only with rows for 10 items. Once 10 items are input another line appears so you can continue, as the program adds one line at a time.

Item #	Size Letter	Qty	Size	Price	Total	Item Name	Comments/Status
	A	1		\$0.00	\$0.00		
	A	1		\$0.00	\$0.00		
	A	1		\$0.00	\$0.00		
	A	1		\$0.00	\$0.00		
	A	1		\$0.00	\$0.00		

Enter the digits for your first item (don't enter the letters). Note that the default size letter is **A** and the quantity is **1**. Change these if you want a different size envelope of seeds or you want more than one of them. You can use the TAB key to move rapidly from Size Letter and Qty to the next item #. When tabbed through, the screen will update size, price, total, item name and possibly 'comments.' Alternatively, if you want simply 1 of size A (the default values), just *Enter* and the blanks will update. If, upon updating, you see any information in "Comments/Status" be sure and read it carefully – the item may be backordered or unavailable. Continue to enter each item number until you have completed your order.

When you have completed your order, click on "Add these items to my order" and the screen will refresh. If you don't click to **add** the items, **you'll lose your entries!**

When you have completed your order, click on your cart and check it. Note that your order will display in numerical order, not in the order in which you entered the items. If there are errors, you can increase or decrease the number for each item using the + or – sign adjacent to the “quantity” column, even down to ‘0’. You can update your order, or go back to ordering. The screen may show a handling fee if the order is less than \$30. It will disappear later, so don’t worry about it. We get free shipping in addition to our group discount as long as the **combined** group order is more than \$50.00. *Green Thumbs Up* is a co-op member, and you may see that a discount of 1% has also been applied.

Your order will NOT show any items wanted but not currently available. We recommend marking on your order sheet for later reference any unavailable items. A couple of days before the closing date of the order check back on status of seeds not available earlier. If still unavailable, keep the data for a possible additional group order.

There will be a series of questions:

Is this a Seed School order? The default answer of “No” is correct.

Is this Part of a Group Order? Click this box and you’ll see a check mark. (Shipping charges disappear.)

Will you accept substitutions? Answer either Yes or No. Please select one of these answers.

Will you accept conventional seed of the same variety for organic seed? Answer either Yes or No. Please select.

You can now either **Update** or **Checkout Securely**

Click “*Checkout Securely.*” A new page appears that asks for the “*Group Order Information.*” Enter the Group Order # [we noted that the ‘Enter’ key does not seem to work here – just type in the order #**990124** and move on.] Scroll down to “*Contact Information.*”: Ignore the box asking for a Customer Code (CC-) number. Click on *Name* and enter **your** name, phone #, **your** email address (twice). Enter **your** *U.S. Mail Delivery Address*. *Update*, then *Continue*; the screen will update with the Group Name. Scroll down and *Continue* again. The screen will show that you are checking out as *Part of A Group*. Scroll down and *Place Order*. Note that the discount is not shown. It will be calculated later based on the total group order. The screen will display your individual order # – the group order number, with a decimal point and your individual part number. For example, if you were the 12th person to place an entry on group order #990124, your individual order number will read 990124.012. **Please** use the box “*Comments to Group Coordinator*” for notes such as “John Jones will pick up my order” or something similar if you are not known to the coordinator. You’re done – *Log Out*.

A confirmation of your order will be sent both to your email address and to the coordinator. **Ignore** the part about “Contact Your Group Coordinator;” **it’s not necessary**.

The Group Coordinator will pay for the total when the order is closed. **Fedco will calculate the group order discount**. This discount won’t show on your order, but is calculated later once the order has been totaled and completed. **You will pay the Coordinator for the discounted price of your seeds when received.**

You will be notified by phone or email when the seeds are ready for distribution, and a time and place to pick up the seeds will be arranged at that time.

Peter & Helen Allen are very willing to assist anyone having difficulty with the ordering process, fielding questions and even doing the data entry for those who are ‘computer-challenged’ or don’t have access to a computer. You can reach Helen at 406-381-4753, or Peter at 406-381-3585.

We will close this order, **990124** on February 8th at 9 PM. We can do subsequent orders if there’s sufficient need.

Each order has a new group order number and we will send an email with that information when the order is opened.

There are some seeds that aren’t available early in the season but we like to get the first order in early, especially with the shortages of some seeds over the last few years.