STEP 1: Enter an order

Two Search Options:
You have the option to search by address or by a facility listing

Address Search: Simply enter Recipient Information such as name address and phone number. You can search by Zip Code or City and State. If you search by Zip Code City and State will auto-populate.

Facility Search: If you want to find a florist that serves a specific facility like Hospital, Funeral Home or Nursery click on the facility button. Go down to the facility field click in the facility type then go to the adjacent field and click the specific facility.

PRODUCT SELECTION
Once you have filled out the recipient information it’s time to select your product. A product code is not necessary, but available if you want to enter a code number. Then, just fill out the quantity, product description and price. You can add lines by clicking the add line if you want to enter multiple products like balloons or chocolates.

You can also choose to search by codified products. Just click on the item you want delivered and enter quantity and price. Your results will only display those florists that carry that product. You can also view products carried by florist by clicking on their listing on the display page.
If no florists carry the product in the area you are sending you will get a message that your original search returned no results and will then display shops in the area for a second choice.

**CARD MESSAGE AND SPECIAL INSTRUCTIONS**
Then just enter a card message, special instructions then continue to go to Step 2: Search for a florist

* It is important to note you can do Step 1 or Step 2 first if you prefer.

**STEP 2: Search for a florist**
Once you click “Continue” on Step 1 you will come to Step 2. The delivery date will default to the current date until cut-off time, and then will default to the next day’s date.

The city, state will be auto-populated from Step 1, so simply click Search for a Florist to find a florist to fulfill your order.
DISPLAY PAGE

You will then see your search results with florist listings and display ads. The purple house in the upper left hand corner indicates resident listings, which will rotate first. There is also a new distance calculator feature prominently displayed in the blue rectangular box. You can also click on the Codified Products and Minimum drop downs to view products carried and florist minimums. To view the florist detail panel click on the shop name or on one of the display ads. Or you can go directly to review order and send to fulfilling florist by clicking on the Send Order button in lower left hand corner.

FLORIST DETAIL PANEL

The detail panel contains detailed information on the florists codification and minimums plus facilities served. On the tabs in the upper right you can view Florist’s Display Ad, Show on Map, About Us, Pictures and Video.

VIEW BY MAP

The icons indicate florists and details can be displayed by clicking on the icon. The flag indicates the recipient location.
REFINE SEARCH

To refine your search click the refine search button in the upper right and you can click on more ways to search. This is another place where you can enter your product codification order or you can search by Minimums.

If you only want to view florists that meet a certain search criteria you can enter in a minimum to only view those florists that meet your search criteria.

STEP 3: Order summary
Once you have finished completing your search criteria you will go to Step 3: Order summary.
Before sending the order to the fulfilling florist you will have a chance to review and edit. Once you have validated the information is correct you can either click send order or send order and print confirmation, which will give you a printout of the order with order number.

If you have any questions please call our BloomNet Customer Service Department at 800-256-6663.