



Placing an order

HOW TO PLACE YOUR FIRST REGULAR ORDER

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HOW TO PLACE A ONE OFF ORDER

STEP 1

PLACE A
ONE OFF ORDER

STEP 2

ADD TO BASKET

STEP 3

CHECK OUT

Placing a regular order

STEP 1 – PLACING A REGULAR ORDER

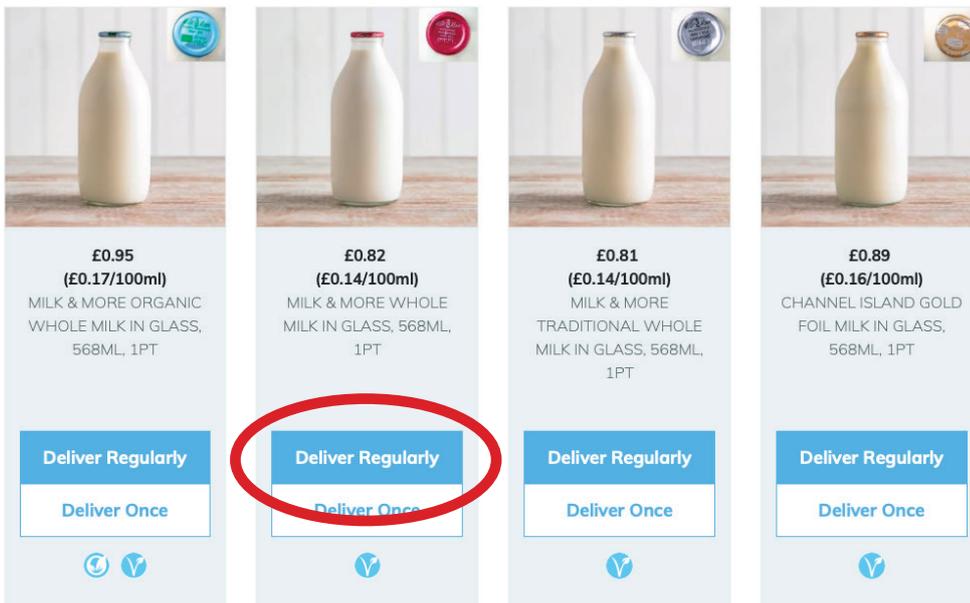
When you have signed in you can either search for the product by name here

The screenshot shows the Milk & More website interface. At the top left is the logo 'Milk & More'. To its right are navigation links: 'Our Story', 'Our Suppliers', and 'Our Blog'. A search bar contains the text 'semi skimmed' and is circled in red. Further right, the user is signed in as 'Hello, Ian' with a shopping cart icon and buttons for 'My Account' and 'Sign Out'. Below the navigation is a blue menu bar with categories: 'OFFERS', 'DAIRY', 'FRESH', 'FRUIT & VEG', 'BAKERY', 'DRINKS', 'GROCERY', 'AT HOME', and 'LIFESTYLE'. The main content area features a grid of product categories with images: MILK, CREAM, CHEESE, BUTTER & SPREADS, DAIRY FREE, FLAVOURED MILK, YOGHURTS & DESSERTS, YOGHURT DRINKS, a Beneco promotion, and a 'DAIRY VIEW ALL' button. At the bottom left, there is a section for the milkman, Gary Simpson, with a photo and delivery schedule (M, W, F). On the bottom right, there is a vertical menu with buttons: 'MY ORDERS', 'MY REGULAR ITEMS', 'MY HOLIDAYS', and 'MY DETAILS'. Two red arrows point to the search bar and the 'DAIRY' category in the navigation menu.

Or hover over the category headings here. In this case I have clicked 'Dairy' and then selected Milk from the available dropdown options.

STEP 2 – SELECTING A PRODUCT AND ALLOCATING A DELIVERY DAY

- Once you have clicked on Milk you will be shown all the options available under this heading.
- To add the item as a regular order click 'Deliver Regularly'



Frequency

Every Week
 Every Other Week

Quantity

MON WED FRI
 - 1 + - 1 + - 1 +

Start Date

March 2021						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			



- A Calendar will then pop up and you can amend the quantities for each available delivery day.
- In this example I have added 1 on each delivery day, Monday, Wednesday and Friday.
- When done, click 'Add to Basket.'

STEP 3 – ADDING TO BASKET

When you have added it to you basket the details will be shown down the righthand side of the page.

Semi Skimmed Milk

The screenshot displays a product page for semi-skimmed milk. On the left, four product cards are shown, each with an image, price, unit price, and description. Each card has 'Deliver Regularly' and 'Deliver Once' buttons. On the right, a 'MY SHOPPING BASKET' summary is visible, circled in red. It shows 'Regular items' with a total price of £2.43 and 'One Time Deliveries' with a total price of £1.62. A 'Checkout' button is at the bottom of the basket summary.

Product	Price	Unit Price	Description
Milk & More Organic Semi Skimmed Milk in Glass, 568ml, 1pt	£0.95	£0.17/100ml	MILK & MORE ORGANIC SEMI SKIMMED MILK IN GLASS, 568ML, 1PT
Milk & More Semi Skimmed Milk in Glass, 568ml, 1pt	£0.81	£0.14/100ml	MILK & MORE SEMI SKIMMED MILK IN GLASS, 568ML, 1PT
Milk & More Organic Semi Skimmed Milk, 2pt	£1.89	£0.17/100ml	MILK & MORE ORGANIC SEMI SKIMMED MILK, 2PT
Milk & More Semi Skimmed Milk 2pt	£1.56	£0.14/100ml	MILK & MORE SEMI SKIMMED MILK 2PT

MY SHOPPING BASKET
View / Edit
Regular items
Delivered on the same day each week
Milk & More Semi Skimmed Milk £2.43
In Glass, 568ml, 1pt
WED X 1 MON X 1 FRI X 1
EVERY WEEK STARTING: MON 22 MAR 2021
REGULAR ITEMS GUIDE PRICE
TELL ME MORE
£2.43
One Time Deliveries
1 Milk & More Semi Skimmed £0.81
Milk in Glass, 568ml, 1pt
WED 17 MAR
1 Milk & More Semi Skimmed £0.81
Milk in Glass, 568ml, 1pt
FRI 19 MAR
TOTAL ONE TIME DELIVERIES:
£1.62
Checkout

Once you have added all of your regular orders and are ready to view your basket just click the Checkout button OR you can click the small basket icon right at the top of the page

The screenshot shows the website header with the Milk & More logo, navigation links (Our Story, Our Suppliers, Our Blog), a search bar, and user account options (Hello, Steph, My Account, Sign Out). The Sign Out button is circled in red. Below the header is a navigation menu with categories: OFFERS, DAIRY, FRESH, FRUIT & VEG, BAKERY, DRINKS, PANTRY, AT HOME, and LIFESTYLE. Below the menu are links for 'Our Newspaper', 'Service Updates', and 'FAQs'. The breadcrumb trail at the bottom reads 'SHOP / DAIRY / Milk'.

STEP 4 – CONFIRM TO CHECK OUT

- You will then see this page showing what you will need to pay today 'One time orders' and a weekly total of your regular order.
- When you want to proceed to payment, click 'Confirm my order' at the bottom.

My Basket

 Total to pay today £2.55	 Added to regular orders £2.85	Total before discount £2.85 Promotions -£0.30 <hr/> Total to pay today £2.55
CONFIRM MY ORDER		
<small>By placing the order, I am confirming that I have read and agree with the Terms & Conditions</small>		

Have a voucher or referral code?

[Apply](#)

Today's Order

You can view new one-time and regular orders below.

One-time orders

 Your one-time order subtotal includes any regular items that will be delivered before your next scheduled payment as well as any one off items.

  Remove	Milk & More Organic Semi Skimmed Milk in Glass, 568ml, 1pt	Delivered on Tue 9 Mar	Quantity <input type="text" value="1"/>	Price £0.95
  Remove	Milk & More Organic Semi Skimmed Milk in Glass, 568ml, 1pt	Delivered on Thu 11 Mar	Quantity <input type="text" value="1"/>	Price £0.95
  Remove	Milk & More Organic Semi Skimmed Milk in Glass, 568ml, 1pt	Delivered on Sat 13 Mar	Quantity <input type="text" value="1"/>	Price £0.95
One time order subtotal:				£2.55

New regular items

 This is the total weekly cost for these products charged every Thursday in advance of next weeks' deliveries

  Remove	Milk & More Organic Semi Skimmed Milk in Glass, 568ml, 1pt	Delivery and quantity Every Week Starting Tue 16 Mar	Unit Price £0.95	Total price £2.85						
		<table><tr><td>TUE</td><td>THU</td><td>SAT</td></tr><tr><td><input type="text" value="1"/></td><td><input type="text" value="1"/></td><td><input type="text" value="1"/></td></tr></table>	TUE	THU	SAT	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="1"/>		
TUE	THU	SAT								
<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="1"/>								

Total before discount ~~£2.85~~

Promotions -£0.30

Total to pay today £2.55

[CONFIRM MY ORDER](#)

By placing the order, I am confirming that I have read and agree with the Terms & Conditions

STEP 5 – PROCEED TO PAY SECURELY

The next page will just show another summary, continue by clicking on 'Confirm and Pay securely'



Order Summary

Today's Payment	
 Milk & More Organic Semi Skimmed Milk in Glass, 568ml, 1pt Quantity: 1 (£0.95 each) Tue 9 Mar	£0.95
 Milk & More Organic Semi Skimmed Milk in Glass, 568ml, 1pt Quantity: 1 (£0.95 each) Thu 11 Mar	£0.95
 Milk & More Organic Semi Skimmed Milk in Glass, 568ml, 1pt Quantity: 1 (£0.95 each) Sat 13 Mar	£0.95
	Subtotal: £2.85
	Delivery: FREE
	Promotions: -£0.30
	Total: £2.55

Payment and billing address



[Change billing address?](#)

Confirm and pay
securely

STEP 6 – PAYMENT

You will then be taken to our secure payments page where you will need to input your card details and click confirm when done.



Step 1: Please select your payment method

Total payment amount GBP 2.55



Card Payment

 **VISA**

Card Number

Card Holder Name

Card Expiry Date /

CVC/CVV/CID [What is CVC/CVV/CID?](#)

Billing Address

Address 1

Address 2

Town/City

County

State

Postal Code

Country

Keep these details for next time

Confirm

That's it. Your Regular order is now set up

Placing a one off order

STEP 1 – PLACE A ONE OFF ORDER

Just like when placing your regular order, locate the product you would like but instead click 'Deliver Once'

Bread

The Milk & More online bakery is the best place to get British-baked loaves, including popular favourites from the likes of [Kingsmill](#) and [Allinson's](#), delivered to your door in time for breakfast. Be sure to [log in to your account](#) to see if we also deliver regionally-made artisan bread from [The Artisan Bakery](#) and the [Bertinet Bakery](#) to your area, including rich sourdough and wholesome multigrain varieties.

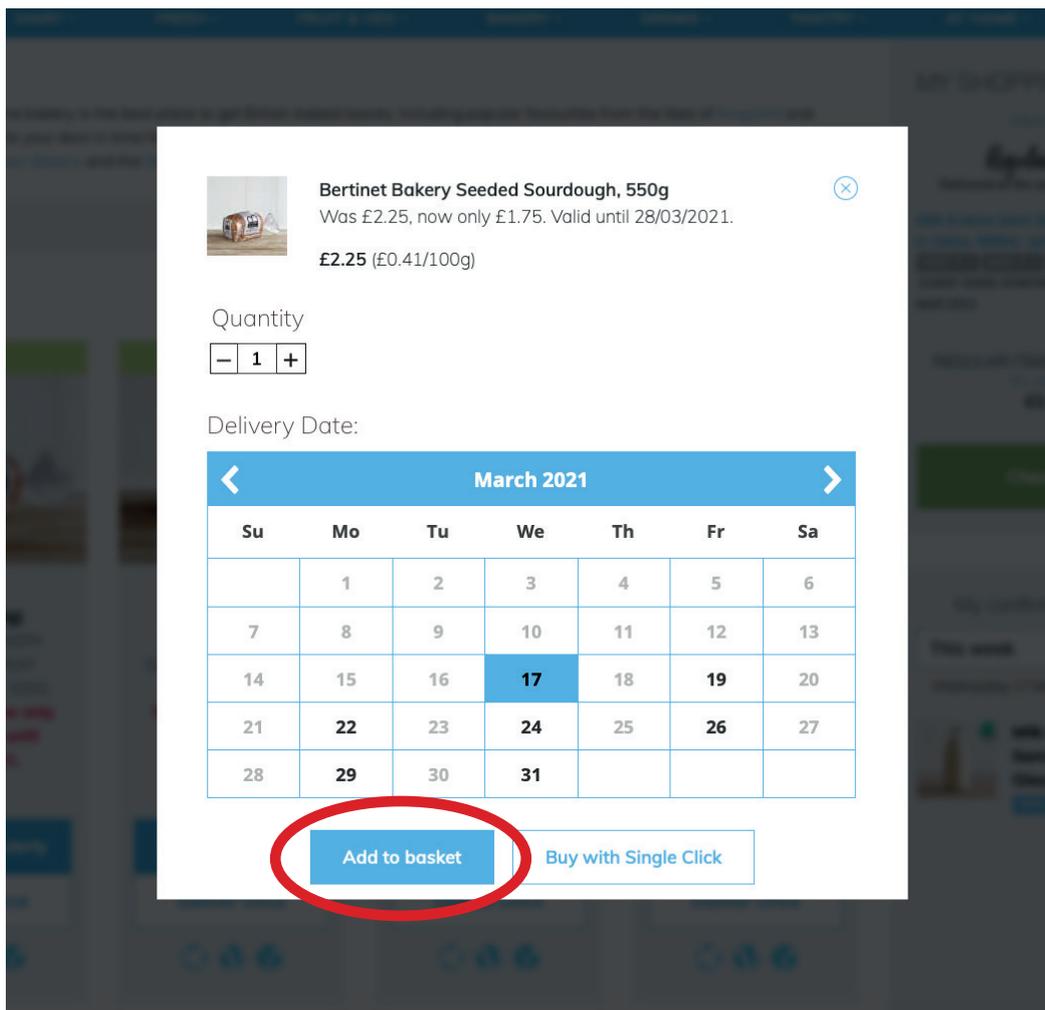
Filters Sort by: **Recommended** « 1 »

15 Products found

 <p>OFFER</p> <p>£2.25 (£0.45/100g) BERTINET BAKERY MALTED WHEAT SOURDOUGH, 500G Was £2.25, now only £1.75. Valid until 28/03/2021.</p> <p>Deliver Regularly Deliver Once</p> <p></p>	 <p>OFFER</p> <p>£2.25 (£0.41/100g) BERTINET BAKERY SEEDED SOURDOUGH, 550G Was £2.25, now only £1.75. Valid until 28/03/2021.</p> <p>Deliver Regularly Deliver Once</p> <p></p>	 <p>OFFER</p> <p>£2.25 (£0.45/100g) BERTINET BAKERY WHITE SOURDOUGH, 500G Was £2.25, now only £1.75. Valid until 28/03/2021.</p> <p>Deliver Regularly Deliver Once</p> <p></p>	 <p>£3.39 (£0.42/100g) HOBBS HOUSE BAKERY ORGANIC WHITE LOAF, 800G</p> <p>Deliver Regularly Deliver Once</p> <p></p>
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STEP 2 – ADD TO BASKET

- Again a calendar will pop out and you just need to select the day you want the item and increase the quantity if you require more than one.
- Once done click 'Add to Basket'



 **Bertinet Bakery Seeded Sourdough, 550g** ⊗
Was £2.25, now only £1.75. Valid until 28/03/2021.
£2.25 (£0.41/100g)

Quantity
- 1 +

Delivery Date:

March 2021						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Add to basket Buy with Single Click

STEP 3 – CHECKOUT

- You will see the order on the righthand side of the page ready for you to click 'Checkout' once you have everything in your basket.
- (Again, you can always access your basket by the small basket icon on the top of the page here)

The screenshot shows the Milk & More website interface. At the top, the logo 'Milk & More' is on the left, and navigation links for 'Our Story', 'Our Suppliers', and 'Our Blog' are in the center. A search bar and 'My Account'/'Sign Out' buttons are on the right. Below the navigation is a blue menu bar with categories: OFFERS, DAIRY, FRESH, FRUIT & VEG, BAKERY, DRINKS, PANTRY, AT HOME, and LIFESTYLE. Underneath are links for 'Our Newspaper', 'Service Updates', and 'FAQs'. The main content area is titled 'Bread' and includes a description of the bakery's offerings. A filter bar shows 'Sort by: Recommended' and '1' item. Below this, 15 products are listed in a grid. Each product card features an image, a price, a unit price, the product name, a promotional offer (e.g., 'Was £2.25, now only £1.75'), and two delivery options: 'Deliver Regularly' and 'Deliver Once'. On the right side, the 'MY SHOPPING BASKET' section shows 'One Time Deliveries' with a list of items, a total cost of £1.75, and a large green 'Checkout' button circled in red. Below the basket, there is a section for 'My confirmed orders' showing a recent order for 'Milk & More Organic Semi Skimmed Milk'.

- From this point the process is exactly the same as the regular order, just follow the confirmation buttons until you reach the payment page – make your payment and then your one-off order has been placed.