



# Nursery Tutorial

This document is a reference guide to help growers navigate Plantbid's website. If you require extra assistance please call our support staff at (985) 845-4104.

## Updating Your Inventory

As a plant provider on Plantbid, it is important that you keep your availability up to date. There are three ways that you can update your nursery's availability on Plantbid: you can email Plantbid a file containing your inventory, you can upload your inventory file directly to Plantbid, or you can enter your inventory by hand on the Plantbid website.

### Updating By Email

If you wish to email Plantbid your inventory, please send your availability file (as an attachment) to [plants@plantbid.com](mailto:plants@plantbid.com). At this time, we are able to read Microsoft Excel files and some Microsoft Word and PDF files. We highly recommend that you send Excel files as they are easier for our system to read, and you will achieve better results. Please consult our guidelines in this document for further formatting assistance. Usually, emailed files are processed overnight. You should receive an email in the morning that lets you know if our system was able to read your file correctly.

If it is your first time sending us an availability file by email, there will be a slight delay while we set up your account in our system. If you receive an email that informs you that the file you sent has no searchable items, there may be an issue with the format of your file. Please, do not hesitate to contact our support team if you have any issues.

If you update your inventory regularly, it is important to make sure that you send files with the same format each time. If you change the format of your file, it might not be read correctly, and it may take time to correct. If, for whatever reason, you do have to change the format, please contact our support team, and we will be able to address the issue more quickly. It is also important to note that if you email an inventory file, it will completely overwrite any current inventory you have on Plantbid. If you wish to edit only a few items, please use "Inventory Management" page.

**Plant requests**

Customer	Job Name	Job date	Submitted	Items
Nashville Country, (TN)	Strip Mall Exterior Foliage	04/14	03/14	14
Paradise Gardens, (LA)	Jake Wylan's House Landsc...	05/02	04/07	8
Green Thumb LLC, (MS)	Community Park	05/15	04/23	22
Big Easy Lawncare, (LA)	Hidden Acres Subdivision	04/10	03/31	11
Planet Express Inc, (TX)	Office Park Job	05/12	04/02	17

[View all](#)

**Image requests**

Date	Item	Customer
04/05	Buddleja 'summer skies': Butterfly Bush -- #3, 20"x24"	Premium Lawns
03/31	Buxus microphylla 'wintergreen': Boxwood Wintergreen -- #3, 16"x14"	Planet Express Inc
03/31	Buxus microphylla 'wintergreen': Boxwood Wintergreen -- #7	Big Easy Lawncare
03/31	Rhododendron indica 'formosa red': Azalea -- #1, 12"-16" H	Big Easy Lawncare
02/21	Abelia grandiflora 'canyon creek' -- #3, 10"x14"	Jim's Landscapes

[View all](#)

**Rougarou Bayou LLC**

- [Update Inventory](#)
- [Download Inventory](#)
- [Plant Requests](#)
- [Image Requests](#)
- [Image Gallery](#)
- [Video Tutorial](#)
- [Nursery Bids](#)

**Inventory Status**

It's been 6 days since your last update.

**Inventory Images**

♥ You've uploaded images of your inventory. That's great! More is always better. Keep it up here.

## Updating by Upload

If you wish to import your inventory directly to Plantbid, you must first sign in to your “Nursery Account.” If you do not have an account, please contact our support team and they will be happy to help you set up an account.

Once you have signed in, click on the link to your inventory at the top of the screen. Then click the “Upload Inventory” button on the top right of the screen. This will bring you to the “Upload Your Inventory” screen. Click on “Browse” then select the file from your computer’s file management system. At this time, we are able to read Microsoft Excel files and some Microsoft Word and PDF files. We highly recommend that you send Excel files as they are easier for our system to read, and you will achieve better results. Please consult our guidelines in this document for further formatting assistance.

**Upload Your Inventory**

Update your entire inventory by uploading a new file below.  
Individual plant items can be updated by visiting your inventory page.

[Browse](#) No file selected.

[Upload](#)

**Navigate**

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- [Pricing](#)
- [Partners](#)

**Get Help**

- [Contact](#)
- [Contact \(for Nurseries\)](#)
- [Help & Support](#)
- [Terms & Privacy](#)
- [Sitemap](#)

**Connect**

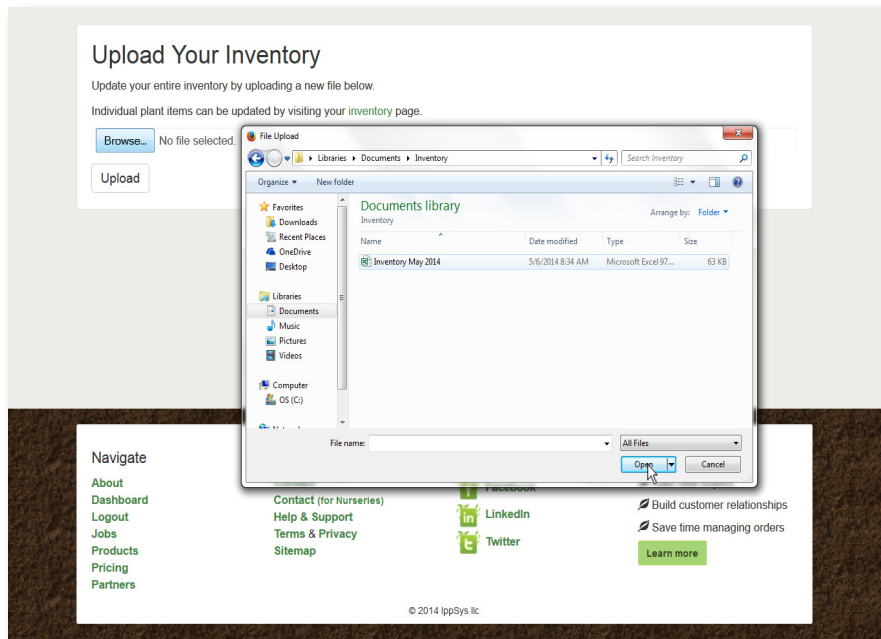
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Once you have selected a file, click the “Upload” button at the bottom of the screen. Usually, uploaded files are processed in a few minutes. You should receive an email that lets you know if our system was able to read your file correctly.

If it is your first time uploading an availability file, there may be a delay while we set up your account in our system. If you receive an email that informs you that the file you sent has no searchable items, there may be an issue with the format of your file (you may also receive this email if it the first file you’ve uploaded). Please, do not hesitate to contact our support team if you have any issues.

If you update your inventory regularly, it is important to make sure that you upload files with the same format each time. If you change the format of your file, it might not be read correctly, and it may take time to correct. If you do have to change the format, please contact our support team, and we will be able to address the issue more quickly. It is also important to note that if you upload an inventory file, it will completely overwrite any current inventory you have on Plantbid. If you wish to edit only a few items, please use the “Inventory Management” page.

## Formatting Guidelines for Emailed and Uploaded Inventory Files

This is a guide to help you make sure that your inventory will be correctly read by Plantbid.

### File Types

There are currently three file types that the Plantbid system can read: Microsoft Excel (.xls or .xlsx), Microsoft Word (.doc or .docx), and PDF (.pdf). Plantbid highly recommends that you submit your inventory file as an Excel file, as these files are far easier for our system to read. If your file is a Word or PDF file, you should be aware of a few issues.

First, it is very important that the information in your files is organized into neat columns. This applies to everything that is not an Excel file. If the columns move from side to side or overlap one another, our system will have trouble reading the file. Basically, we need to be able to draw straight, vertical lines so that everything between a set of lines belongs in one column.



## Spec Format

Currently we are able to read the following specs: height, spread, caliper, clear trunk, and total wood. It is very important to include the units such as inches (”, in) and feet (’, ft). Ideally, we would prefer if each spec had it’s own column, but if you have all your specs in the same column please mark them appropriately, such as h or ht for height, s or spr or w for spread, c or cal for caliper, ct for clear trunk, and tw for total wood. When indicating a range please use a hyphen (-). When listing multiple specs, please separate them using a comma or an x and not a / (the system will try to read it as a fraction). For example, a plant 24 to 30 inches tall and 18 to 24 inches wide would be represented as 24-30” H x 18-24” S. If your nursery only provides height and spread, you may omit the H and the S. In that case, the first spec will always be read as height and the second as spread. For all other specs, some indication is needed unless they are each in their own column. For instance a tree that is 10 feet tall and has a caliper of 2 inches could be represented as 10’ H x 2” C or 10’, 2” cal.

## Number Format

It is also important to space things properly. A space before and after a size or spec will help to make sure it is read correctly. Additional text, especially if there is no space between it and the spec, can confuse things. Also, when indicating a fraction, it is important to include a space between the whole number and the fraction. For instance if a tree has a caliper of 2.5 inches, you can express the caliper as 2.5” or 2 ½” but not 21/2”. Our system will read that as 10.5 inches.

## Consistency

This is *extremely important* if you regularly update your inventory via email or upload. Once you have a file that can be read well by our system, you shouldn’t change the format unless you have to. For instance, columns must always be in the same order (and place for doc and pdf files). If, for example, you decided to switch the height and spread columns on your file, our system would not be able to recognize the change, and all your heights and spread would be reversed. If you must make a change, please contact our support team so that we can make the necessary changes to the way we read your files.

## Updating on the Plantbid Website

If you wish to update your inventory directly on the Plantbid Website, you must first sign in to your Nursery Account. If you do not have an account, please contact our support team and they will be happy to help you.

Once you have signed in, click on the link to your inventory at the top of the page. This will bring you to the “Inventory Management” page.

The screenshot shows the Plantbid website interface. At the top, there is a navigation bar with the Plantbid logo and links for Home, Inventory, Requests, and Account. The main content area is titled 'Plant requests' and contains a table with the following data:

Customer	Job Name	Job date	Submitted	Items
Nashville Country, (TN)	Strip Mall Exterior Foliage	04/14	03/14	14
Paradise Gardens, (LA)	Jake Wylan's House Landsc...	05/02	04/07	8
Green Thumb LLC, (MS)	Community Park	05/15	04/23	22
Big Easy Lawncare, (LA)	Hidden Acres Subdivision	04/10	03/31	11
Planet Express Inc, (TX)	Office Park Job	05/12	04/02	17

Below the table is a 'View all' button. To the right of the table, there is a sidebar for 'Rougarou Bayou LLC' with several green buttons: 'Update Inventory', 'Download Inventory', 'Plant Requests', 'Image Requests', 'Image Gallery', 'Video Tutorial', and 'Nursery Bids'. At the bottom of the sidebar, there is a link for 'Inventory Status'.

**Inventory Management** Rougarou Bayou LLC

This inventory was last updated on April 29, 2014, 2:58 p.m. CDT  
 Total items in inventory: 175

Filter results

1 2 3 4 5 9

Plant	Size (gal.)	Size (in.)	Quantity	List Price	Sale Price	Net
+ Abelia grandiflora 'canyon creek'	3.0		200	8.25	8.15	<input checked="" type="checkbox"/>
+ Rhododendron 'conleb': encore azalea autumn embers	7.0		300	7.30		<input checked="" type="checkbox"/>
+ Rhododendron 'conversation piece': Azalea	3.0		400	7.30		<input type="checkbox"/>
+ Rhododendron 'mootum': encore azalea autumn moonlight	3.0		151-500	13.00		<input type="checkbox"/>
+ Buddleja 'ilac chip': Lo and Behold Lilac Chip Butterfly Bush	3.0		501	12.00		<input type="checkbox"/>
+ Buddleja 'purple haze': Lo and Behold Butterfly Bush	1.0		502	7.00		<input type="checkbox"/>
+ Buddleja 'purple haze': Lo and Behold Butterfly Bush	3.0		503	12.00		<input type="checkbox"/>
+ Buddleja 'summer skies': Butterfly Bush	3.0		Unknown	12.00		<input type="checkbox"/>
+ Buxus microphylla japonica: Boxwood japanese	1.0		Unknown	3.15		<input type="checkbox"/>
+ Buxus microphylla 'wintergreen': Boxwood Wintergreen	3.0		Unknown	7.90		<input type="checkbox"/>
+ Camellia sasanqua 'green 94-035': October Magic Orchid Camellia	1.0		Unknown	6.00		<input type="checkbox"/>
+ Chaenomeles speciosa 'pink storm': Double Take Pink Storm	3.0		Unknown	13.00		<input type="checkbox"/>
+ Chaenomeles speciosa 'orange storm': Double Take Orange Storm Flowering Quince	3.0		Unknown	13.00		<input type="checkbox"/>
+ Chaenomeles speciosa 'scarlet storm': Double Take Flowering Quince	3.0		Unknown	13.00		<input type="checkbox"/>
+ Cryptomeria japonica 'radicans'	15.0		Unknown	52.00		<input type="checkbox"/>
+ Eleocharis decipiens: Japanese Blueberry Tree	15.0		Unknown	55.00		<input type="checkbox"/>
+ Euonymus japonicus 'chollipo': Chollipo variegated	3.0		Unknown	8.50		<input type="checkbox"/>
+ Fatsia japonica: glossy-leaved paper plant	3.0		Unknown	13.50		<input type="checkbox"/>
+ Gardenia jasminoides 'august beauty'	3.0		Unknown	7.95		<input type="checkbox"/>
+ Gardenia jasminoides radicans: dwarf gardenia	3.0		Unknown	8.15		<input type="checkbox"/>

Note: items you add here will appear on the last page of your inventory.  
 And remember that you can search for plants by name up at the top of the page.

## Inventory Management Page

From this page, you can edit the inventory files that you emailed or uploaded, or you can just enter your inventory from scratch. The page also shows when your inventory was last updated. You can use the search bar to search your inventory for plant names if you want to edit them or just make sure that you have it listed.

On the top right hand of the page there are four buttons:

**Upload Inventory:** This uploads a new inventory file. It will overwrite any current inventory items that you have.

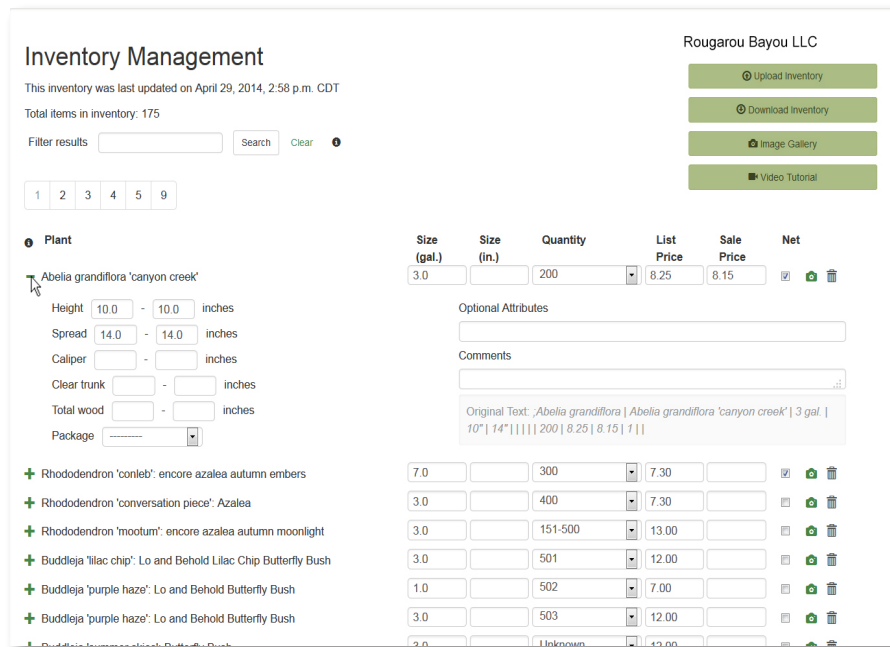
**Download Inventory:** This will download your inventory to your computer as an Excel file. This is a great trick if you want to edit your inventory. First download your inventory. Edit it so that it is the way that you want, and then Upload Inventory. Since the format of the downloaded file is ideal for our system, any file uploaded in that format is going to be read perfectly almost every time. When adding new plants to your inventory, we recommend adding them on the inventory management page as it will read perfectly in our system before applying your specs.

**Image Gallery:** This will bring you to your image gallery. You can edit, add or delete images of your plants here.

**Video Tutorial:** This will bring you to our inventory management video tutorial on YouTube.

At the bottom of the page there is the **Save button**. *Make sure you hit this before leaving the page* if you want to save any changes that you make.

Once you have begun to make changes, if you are unhappy with them, you can hit the Cancel Changes button, and your inventory will revert to the way it was the last time you saved it.



## Editing Your Inventory

To add a new plant to your inventory, click on “Add Plant”. This will bring up a row of fields where you enter the plant’s information.

### Plant

This is where you enter the plant’s name. You need to type at least 5 letters. Once you have done so, a drop-down box with a list of plant names will appear. You must select a name from the dropdown box. If you just type the name and do not select anything from the box, our system will not recognize the plant, and you will be unable to save it. If the name of the plant you are looking for does not appear in the dropdown box, please contact support, and we will be happy to help you. This is a required field.

### Size (gal.)

If your plant has a container size in gallons, type it in here. If it is a quart, type in 0.25, and if it is a pint, type in 0.125.

### Size (in.)

If your plant has a container size in pot or box inches, type it in here.

### Quantity

Use the dropdown box to select the number of that particular plant you have in stock. If you do not fill out this field, Plantbid will assume you have an “Unknown” number of that plant and you may get many calls on an item you can’t fulfill. Once you select a quantity, you will not have the option of listing the quantity as “Unknown”, and must maintain the quantity of that item going forward. If you are out of a particular item, select “0 (deactivate)”, and the item will no longer appear in any landscapers’ searches. If you get more of that item in stock, just select the appropriate amount to reactivate it.

### List Price

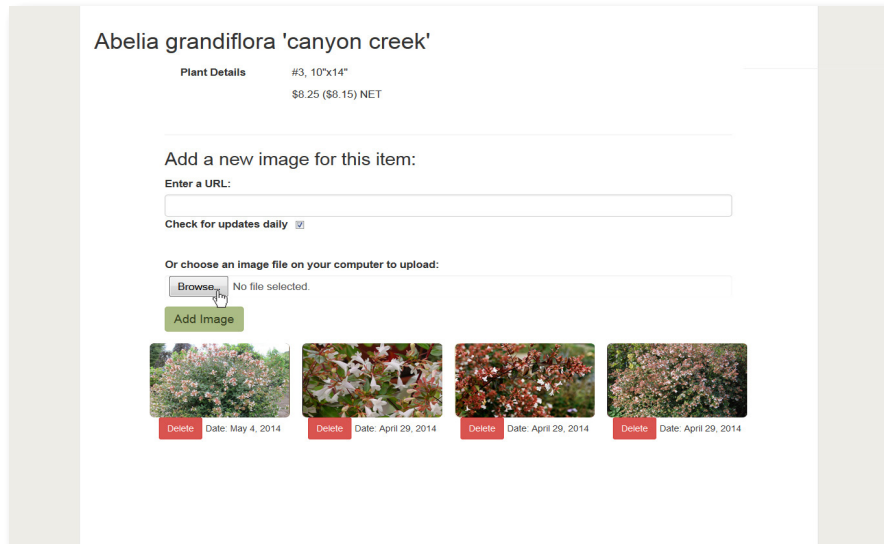
This is the price that you normally sell this item for. *This is a required field.*

### Sales Price

If the item is on sale at the moment, enter the Sales Price here, and that is the price it will appear in landscaper searches regardless if the landscaper has a discount in our system applied to you.

## Net

Check this box if the item is net and cannot be discounted any further past the price that is given.



## Upload Image

(**Warning:** If you have edited or added any plants, make sure you hit the **Save button** at the bottom of the page before you add any images.) Next to the box for Net, you will see a small camera icon. Click on this icon if you wish to add an image for this plant. (If you click on this before saving, your work will be lost.) This will bring to the Upload Image screen. Click on “Choose File” to select the image you wish to use, then click on “Add Image” to add it to your Image Gallery. If your images are already on your website, just add the URL address for that image into the field that says “Enter a URL.” The image will automatically be linked to your availability with in Plantbid. All pictures will remain attached to the plant even if you make changes to your quantity or price. However, if you make changes in the size, spec, or comment fields on Plantbid, then the picture will be deleted for that plant.

## Delete

Next to the camera icon is an icon of a trashcan. Click on this if you wish to delete an item. If you delete an item by accident, you can hit Cancel Changes to get it back (as long as you don't save first).

## Additional Information

To the left of the plant name, there is a green plus sign. If you click on this, a dropdown box will appear where you can fill in additional information about the plant. (Remember to always hit **Save** after specs are added.)

**Height, Spread, Caliper, Clear Trunk, Total Wood** - For all specs, type the spec for the plant in the first box. If it is a range, type the beginning of the range in the first box and the end of the range in the second box. *All specs are in inches, so if you normally measure your specs in feet, you must remember to multiply by 12.* If you scroll over one of the spec fields, you will see the conversion from inches to feet. For instance, if you have a plant with a spec 36 to 48 inches, you will see “3.00 ft” if you scroll over the first box and “4.00 ft” if you scroll over the second.

**Package** - If your plant comes in a flat or other kind of package of more than one, you may select that from the dropdown box here.

**Additional Attributes** - This is a list of tags that further describe the plant, such as balled and burlapped, box, wire basket, single trunk, spiral, cone, etc.. If you click on the text box, a list will appear that you can select from. Also you can begin to type the name of an attribute to shorten the list.

**Comments** - You can add any additional information about a plant here.

Once you're done, don't forget to hit **Save**.

**Account Details**

Username: RougarouBayouLLC  
 Company: Rougarou Bayou LLC  
 Address: 159 Louisiana 22 E  
 City: Madisonville  
 State: Louisiana  
 Zip code: 70447

Phone: 555-867-5309  
 Fax:  
 Website: www.rougaroubayoullc.com

[Change account password](#)

Email & Inventory Settings  
 Search & View Settings  
 Contact Settings  
 Landscaper Discounts  
 Blocked Landscapers  
 Exclusive Landscapers  
 Blocked Regions  
 Exclusive Regions

**Save**

Want more control over who can see you in search results? Try the advanced settings page.

## Nursery Account Page

You can use this page to edit your contact information, change your password, and manage all your account settings. Make sure you click **Save** at the bottom of the page to save any changes you have made.

### Account Details

This section contains the contact information for your company. You can also change your password with the link on the left.

**Email & Inventory Settings**

Plant request email: frankcastle@rougaroubayoullc.com Enable

Image request email: frankcastle@rougaroubayoullc.com Enable

Availability email: frankcastle@rougaroubayoullc.com Enable

Pickup minimum: \$ 100.00 Enable Pickup

Delivery minimum: \$ 1000.00 Enable Delivery

Delivery range: 500.0

Plantbid site-wide discount: 2.00%

1<sup>st</sup> bulk discount: 0% Discount threshold: \$ 0.00

2<sup>nd</sup> bulk discount: 0% Discount threshold: \$ 0.00

### Email & Inventory Settings

In this section, you control who at your company receives emails from Plantbid, your delivery settings, and your site-wide discount settings.

#### Plant request email

This determines who receives an email when a landscaper submits a plant request to your business. You must check **“Enable”** if you wish to receive these emails. You must check the box if you wish to do business with landscapers through Plantbid.

#### Image request email

This determines who receives an email when a landscaper submits an image request to your business. You must check **“Enable”** if you wish to receive these emails. Leave this box unchecked if you do not wish to receive image requests. However, many landscapers like to see the product they are purchasing so this may reduce the number of plant requests you receive.

### Availability Email

This determines who receives an email after you have submitted a new availability to Plantbid. You must check “**Enable**” if you wish to receive these emails. If there are any issues with your submitted availability, you will be unaware of the problems unless this box is checked. Therefore it is highly recommended that you check this box.

### Pick-up Minimum

This is the lowest dollar amount of plant material that a landscaper can pick-up from your nursery. You must check “**Enable**” if you wish to allow landscapers to pick-up plant material from your business themselves.

### Delivery Minimum

This is the lowest dollar amount of plant material that you will have delivered to a landscaper. You must check “**Enable**” if you wish to deliver plant material to landscapers.

### Delivery Range

This is the range in miles to which your business will deliver. If you will deliver to anywhere in the country, enter 0.

### Plantbid Site-Wide Discount

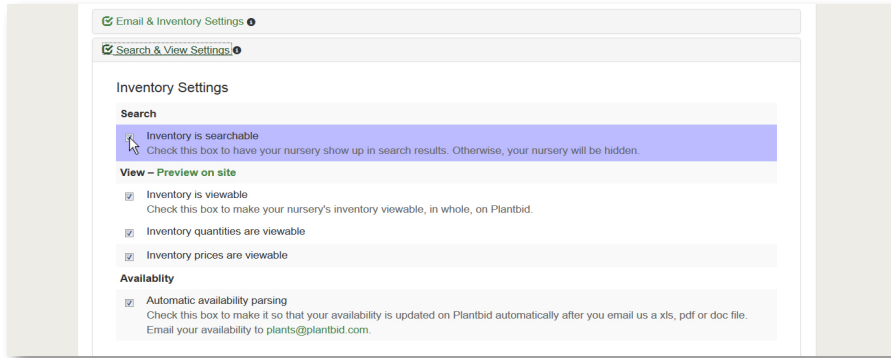
If you wish to offer all Plantbid customers a discount on your merchandise, enter the discount percentage here. This applies to all customers. If you wish to only offer discounts to certain landscapers, you may do that using “Landscaper Discounts.”

### 1st Bulk Discount, Discount Threshold

If you wish to offer a discount to landscapers who purchase large amounts of material from you, enter the discount percentage here. In the discount threshold box, enter the dollar amount where the discount begins to take effect. The discount will apply to all plant requests to your business that are over this amount.

### 2nd Bulk Discount, Discount Threshold

If you wish to offer a discount to landscapers who purchase even larger amounts of material from you, enter the discount percentage here. In the discount threshold box, enter the dollar amount where this discount begins to take effect. The discount will apply to all plant requests to your business that are over this amount.



## Search & View Settings

*In this section you set whether Plantbid customers can search and view your inventory on the Plantbid website.*

### Search - Inventory is Searchable

Check this box to have your nursery show up in search results. Otherwise, your nursery will be hidden from landscapers. This *box must be checked if you wish to receive plant requests from landscapers.*

### View - Preview on Site

This link will show you your availability as it appears to Plantbid customers.

### View - Inventory is Viewable

Check this box if you wish your availability to be viewable on Plantbid.

### View - Inventory Quantities are Viewable

Check this box if you wish for Plantbid customers to be able to see the available quantities of your items.

### View - Inventory Prices are Viewable

Check this box if you wish for Plantbid customers to be able to see the prices of your items.

### Availability - Automatic Availability Parsing

Check this box to make it so that your availability is updated on Plantbid automatically after you email Plantbid an inventory file. *We highly recommend this.*

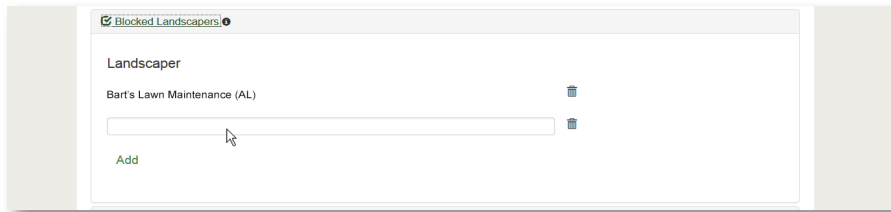


## Landscaper Discounts

If you offer any individual landscapers a discount, you can enter that information in this section.

To add a discount, click the “Add” button. Enter the name of the landscaper in the first box. You need to type at least 5 letters for the auto-complete to work. A dropdown box will appear with a list of landscapers that match what you have typed. You must select from the dropdown box. If the landscaper you are looking for does not appear, then they are not a Plantbid customer at this time, but may be in the future. So, it is recommended to ask your current customers if they shop on Plantbid in order to apply their appropriate discounts. In the next box, enter the discount as a percentage.

To delete a discount, just click the trashcan next to it.

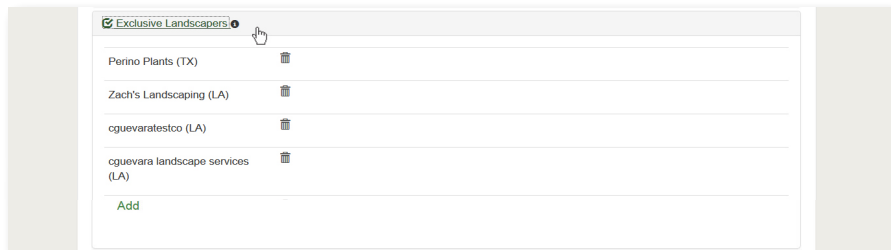


## Blocked Landscapers

In this section, you can block yourself from appearing in certain landscaper's searches if you do not wish to do business with them.

To add a landscaper to the list, just click "Add" then begin to type their name in the box. You need to type at least 5 letters for the auto-complete to work. A dropdown box will appear with a list of landscapers that match what you have typed. You must select from the dropdown box. If the landscaper you are looking for does not appear, then they are not a Plantbid customer at this time but may be in the future. So, you may want to check back periodically and try re-entering the landscaper you want to block.

To delete a landscaper from this list, just click the trashcan next to it.

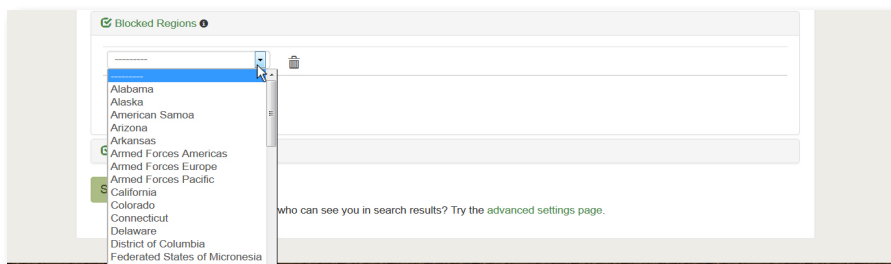


## Exclusive Landscapers

If you wish to only do business on Plantbid with landscapers you select, you would enter a list of those landscapers in this section. If you have any landscapers listed this way, no other landscapers will be able to search your inventory on Plantbid. This is not a recommended feature but it is here for nurseries that want it.

To add a landscaper to the list, just click "Add" then begin to type their name in the box. You need to type at least 5 letters for the auto-complete to work. A dropdown box will appear with a list of landscapers that match what you have typed. You must select from the dropdown box. If the landscaper you are looking for does not appear, then they are not a Plantbid customer. at this time but may be in the future. So, it is recommended to ask your current customers if they shop on Plantbid in order to make them exclusive.

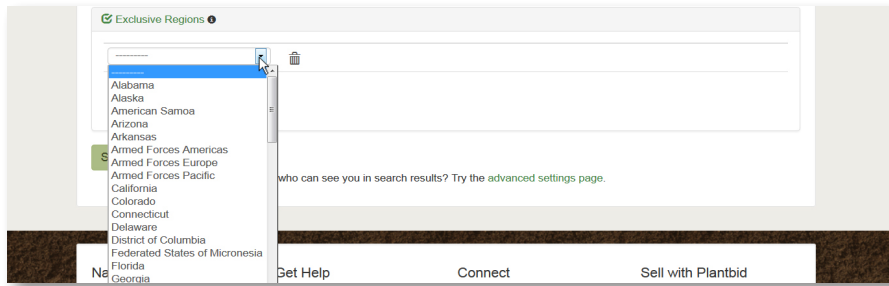
To delete a landscaper from this list, just click the trashcan next to it.



## Blocked Regions

If there are regions of the country in which you do not do business, add that information in this section, and landscapers from those regions will not be able to search your inventory.

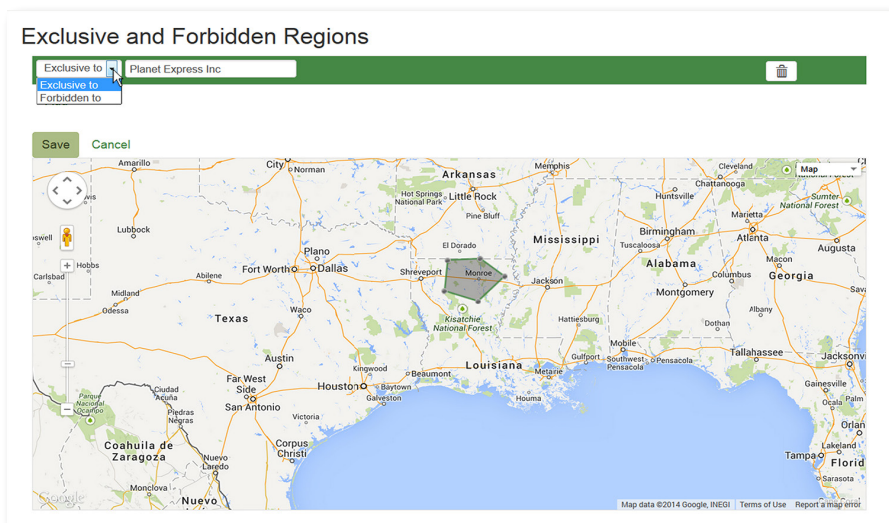
To add a region (state) just select it from the dropdown box. Click "Add" to add more. To erase a region from this list, click the trashcan next to it.



## Exclusive Regions

If there are only a few regions of the country in which you do business, add that information here. Only landscapers from these regions will be able to search your inventory. To add a region (state) just select it from the dropdown box. Click “Add” to add more.

To delete a region from this list, click the trashcan next to it.



## Drawing Custom Exclusive and Blocked Regions

If there is region that you want to make exclusive or block but the state feature is too broad, you can draw custom areas. Just click “Try the advanced settings page.” From there it will bring you to a map and you can draw the region you want to make exclusive or block. After drawing your custom area and mark it as “Exclusive” or “Forbidden” make sure to click **Save**.

### Save

Make sure you hit **Save** to save any changes you have made to any of your settings before leaving the account page.