

5

Easy Steps

To

Joining

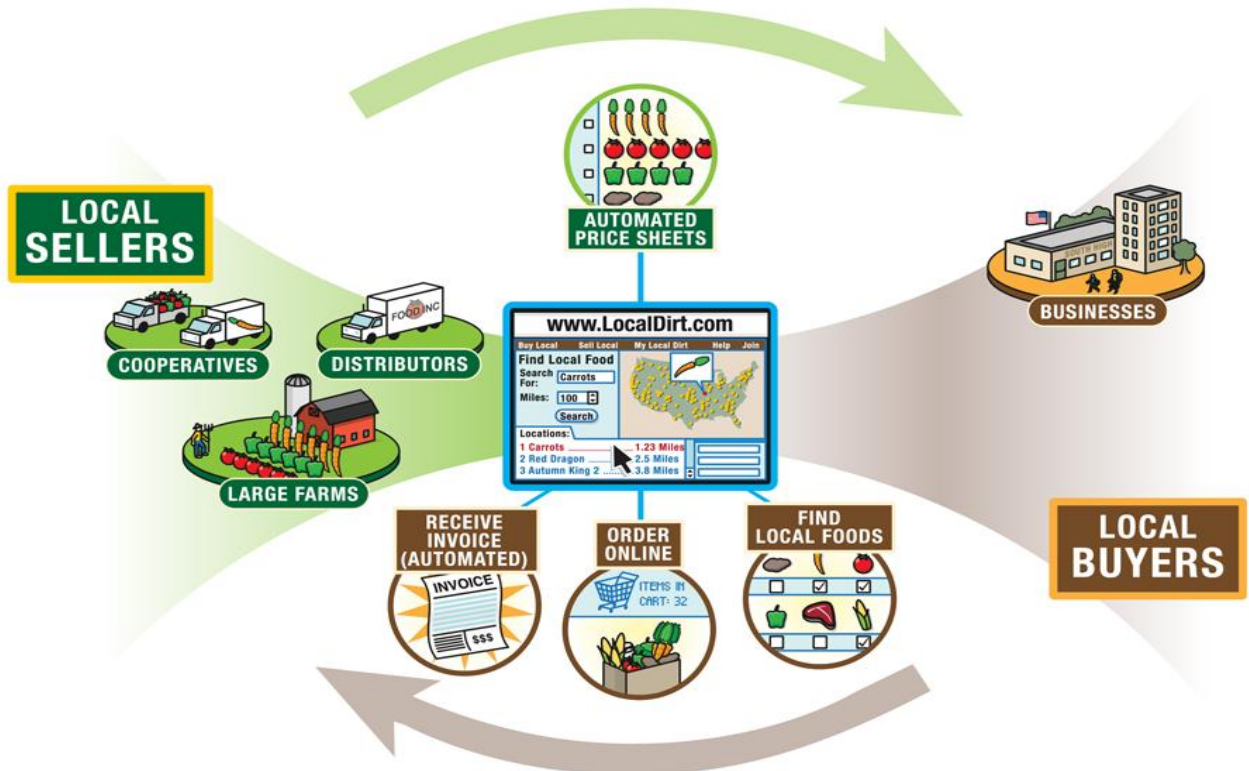
And

Using



To

Buy Local



Why Use Local Dirt?

Tired of attempting to contact 10 different producers, finally reaching them, giving them your order over the phone just to fill your needs for only that week?

With Local Dirt, you will be able to easily search for different producers and the specific products you wish to buy. Not only do we make the search easy, we also make the ordering process easy too.

Registering with Local Dirt, will give you the advantage of how you would like to receive your items; whether you want to go down to the farmers' market and have your items already preordered, go to the farm and pick up your goods, or if you would just like to have your merchandise delivered. It is up to you.

Want to work out a contract for the upcoming year on something you know you'll need and you know you'll need a lot of it? Or, maybe it's a specialty item. That's made easy too. Learn how to list items that you would like to buy but are having trouble finding ordinarily finding them.

(1) GETTING STARTED

Register on Local Dirt

So you have decided to start supporting your local economy and buy local? That's great! We're here to help make that easier for you. First, you need to sign up. Go to www.LocalDirt.com and click on "Join Local Dirt", then on "join as a business". Fill in the information and "submit".

Confirm you Registration

You'll receive an email immediately upon joining. Simply click on the link to activate your account. If you don't receive an email, contact us at (608)554-4800.

Create your Biography

Click on "my local Dirt" along the top, then "biography" and then "edit". Upload a picture of your business, and your logo. Enter in a little about your business so that producers can get a better sense of whether or not they can fill your needs. Also, look at it as a free marketing option too. Individuals will search Local Dirt to find places selling local food.

Your URL

Want to make it real simple to be able for people to view your profile page? No problem, click on "my local dirt" and then on "profile". In the "profile link", using our newest feature, change your URL for your profile page to whatever you would like. For example www.localdirt.com/FIND_ME_HERE, the FIND ME HERE is what you would need to enter.

Expect the Unexpected-Verify a Return Policy

It's rare that it comes up, but it does sometimes happen that you may not be fully satisfied with the product. Decide on a set way to handle these circumstances.

(2) SEARCHING FOR LOCAL FOOD

How are you Receiving the Product?

How would you like the product to arrive at your location? Would you like to go pick it up? Would you like it delivered right to your company's door? This depends how you search for local food. To search for pickup of products, click on "buy local" and "for pickup". To search for products to be delivered, click on "buy local" and "for delivery".

Finding the Producers and the Product

Once you have decided how you would like to search for products, choose the distance you would like to search for producers within. Click "search" to view all the producers, starting with the closest, available in your area. If you would like to specify the product you are searching for, simply type a few letters in the keyword section. Even if you only know the first couple letters of what you are searching for, this will pull any product with those letters in it, in that order.

Connecting with a Producer

Need to message a producer with a specific question? That's easy enough. Click on the farms profile and then simply click "send a message". This will put you in direct contact with the producer.



(3) HOW DO I RECEIVE LOCAL PRODUCT

Purchasing a product

Once you have found which items you wish to purchase, enter in the quantity you would like and click “buy”. The product will automatically be held in your shopping cart till you are finished shopping. You can purchase from as many different producers as you would like before you have to check out.

Checkout

To finalize your purchases, click on your shopping cart in the upper right hand corner. Review what items you have purchased and then check out. The system will split up your invoices appropriately for each different producer.



Payment

You will be able to pay online or still pay the producer directly, which ever you prefer. Local Dirt does not take any cut of your online sales no matter how the producer gets paid. To be billed by the producer, make sure to work that out directly with each producer, since that will vary.

What Happens Next?

Immediately after checking out, you will receive a message notifying you of your purchase. At that same time, the producer will receive a notice as well. If the producer needs to make any adjustments on the invoice (for either availability or weight reasons) the system will notify you as soon as any changes are made.

View your Invoices

To find a copy of what you have purchased, click on “buy local”, “purchases”, and then “purchase orders”. To see past invoices, click on “invoices” within the same section.

View what products you are supposed to Pickup

Click on “buy local” and then on “order schedule”. Enter in the dates you wish to view and it will pull up all orders for those dates.

View what Products you are getting delivered today

Still in order schedule, click on “receiving schedule”, again enter in the dates and you will see what products are being delivered when.



(4) FILLING ADDITIONAL NEEDS

Finding an Unique Product

Need to find something that isn't your average, everyday product? In "buy local", "deals", "my want to buy posts" and finally, "new post" you can enter a request to buy something that you may have troubles finding.

Get the Best Deal

Maybe you are able to buy in large quantities, or maybe it's the first and you are able to freeze what's being harvested, either way you want to search for a deal. In the "deals" section, take a look and search through what producers have available to sell at a debatable price. If a price on an item is left open, don't hesitate to make a bid on an item. Once you do, the system will automatically notify the producer of what amount you have listed.



(5) GETTING HELP



Online Tours

Want to see an interactive demonstration? Simply go to the home page and on the very bottom click "Read the entire article". Choose a time that best works for you. Don't see a time that fits into your schedule? That's no problem either; simply email us to arrange a time that works for you. On these demonstrations, you will be able to show me exactly what you see and you can see exactly what I see.

Contact Us

If at any point you need help with organization, sourcing product, don't understand the process, or you can't seem to find what you are looking for and don't know what to do next, we can help! Email dirt@localdirt.com or call 608-554-4800.

Any Questions? Thoughts? Need Ideas?

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