



## Suma User Guide

- 1) The Suma Coordinator will contact all members with a deadline date for adding items to the next order. Currently this is April [akempffer@gmail.com](mailto:akempffer@gmail.com).
- 2) Log on to our Suma account and search for items you're interested in buying. Our Coordinator should have provided you with the login details when you joined, please contact her/him if that hasn't happened.
- 3) Having identified an item you wish to buy click on 'Add to Wishlist', which is underneath the 'Add to Cart' button.
- 4) This will take you to the Wishlist with the product added. In the comment box please enter your full name. This will enable us to identify who has ordered what.
- 5) If you're ordering a large quantity and wish to share with someone else add that request to the comment box also. Other people can then look at the Wishlist and respond to your request should they want to – responders please add your full name too.
- 6) If you add something to the Wishlist erroneously please make sure you delete it by clicking on 'Remove item' in the right hand column.
- 7) Once you have finished adding items to the Wishlist please make sure you click on the 'Update Wishlist' button bottom right. This will ensure that the information you have entered gets saved.
- 8) You can continue adding new items to the Wishlist up until the deadline.
- 9) The Coordinator will send out an email as the deadline approaches, confirming when the order will be placed and when to expect delivery. The delivery day/time is sometimes subject to change, the Coordinator will keep you informed of this and also where and when you can pick up your goods.
- 10) Once the order has been placed you will see that your items have disappeared from the Wishlist. This is because the Coordinator has transferred them from the Wishlist to the Cart when placing the order.