



beekenkamp

PLANTS



User manual - Online order form Beekenkamp Ornamentals

Step 1: Download the form

- Go to the website via the following link: [Orders - Beekenkamp Ornamentals](#)
- You can open the form by clicking this button.



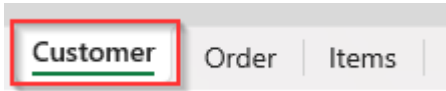
Beekenkamp order form

- The form will open in your web browser. Download the form according to the instructions provided by your browser. After downloading, you can save it to enter your order.

Download the form for every order to ensure you always use the most recent version.

Step 2: Enter customer details

- Click on the 'Customer' tab to enter your details.



Note! All fields marked in red are mandatory.

- Enter your Beekenkamp **customer number** and **customer name**.
Address details are only required if you are a new customer.
For existing customers, address details are automatically retrieved when the order is imported into the Beekenkamp system.
- **Order reference**
If desired, you can add a reference. This reference will appear in order confirmations for multiple weeks.
- Enter your delivery address if it differs from the standard address under '**Ship to**'.
- **Delivery day**
Enter your preferred delivery day. This is not the departure day, but the day your order arrives.
- **Start week**
Enter the week from which you want to place your first order. Multiple delivery weeks can be entered in the 'Order' tab based on the start week.

Step 3: Fill in the order

- Click on 'Order' to go to the 'Order' tab. Here you can enter your order.



- Delivery week**

Column L shows the first delivery week. If desired, additional weeks can be added in the adjacent columns.

L	M	N	O	P	Q	R	S
26 2026							

- Reference per delivery week (row 5)**

If you want to use a different reference per delivery week, enter it in row 5.

- Enter article via **Search item (column B)** or **Search Description (column C)**

As soon as you start typing an article number (column B) or an article name (column C), suggestions will appear and you can select the desired article. After selecting the desired article, columns A, D, E, F, G, H and I will be filled automatically.

If you enter the article number, the description in column C will not be displayed.

If the item is not available in column B, add it in column K under Comment.

- Price (column J)**

You can enter a price here if special price agreements have been made. If this column is left empty, the price will be retrieved from the Beekenkamp system based on the price lists.

- Quantities per item**

Enter the desired quantities per item under the weeks. **Note!** Enter the number of trays, not the number of plants.

For unrooted items, you can enter the number of bags, for example 4 in the case of 400 cuttings.

Version 3.0		Current week:		30		2026		Total Quantity in TRAYS : 45		Monday in Week :		15		15		15	
< Back to Customer information		Delivery						Reference :		50		8		10			
		2026				2027				2027							
Search description		from		until		Kolom1		Kolom2		lead		Plants		Price/		Comment	
		/Tray		1000		not on order		confirmation									
Colibri™ Fuchsia Tray 128 CALIBRACHOA (wk48-18)		48		18		0		0		7		126				10	
Snapshot Burgundy Bicolor Tray 264 ANTIRRHINUM (wk8-25, wk4		8		25		42		50		7		260				5	

- Availability in quantities and delivery weeks**

Columns D, E, F and G provide an indication of the delivery weeks. Column H shows the order lead time, which indicates how many weeks are needed to deliver the item.

If a quantity is entered outside the delivery weeks including the recalculation with the order lead time, the cell will turn red.

Note! The form is not directly connected to the Beekenkamp system and therefore does not display exact information about availability, delivery weeks, and order lead time.

When the order form is imported into the Beekenkamp system, a check is performed on the availability of the item including the exact calculation of delivery weeks and order lead time.

Step 4: Save and send

- Once the order is complete, you can save the document.
- Send the document by email to the Customer Service of Beekenkamp Ornamentals.