

DIGITAL SUPPORT GUIDE

SHOPPING

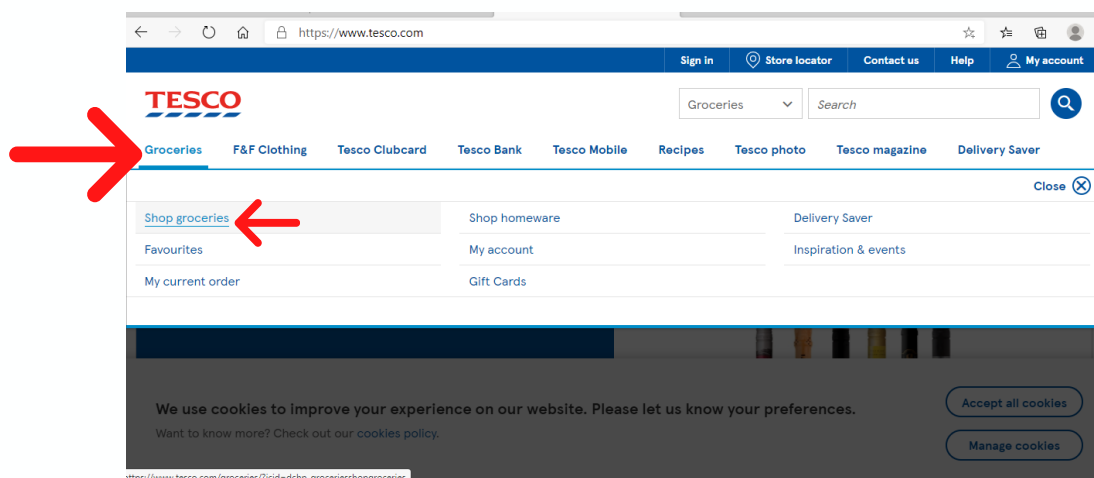
How to complete an online shop with local supermarkets Asda, Tesco and Morrisons



TESCO

- Let's start by going to your internet browser and type into the search bar **tesco.com** and press **ENTER** on your keyboard or GO if you are on a phone or tablet.

- Next, select **Groceries** from the top left of the page and then **Shop Groceries**



- You will now need to register with tesco and set up an online account - click **Register**.

Sign in to start shopping

Already a customer?

Sign in

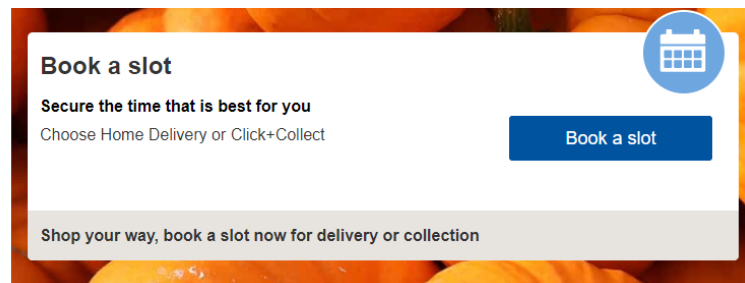
New to Tesco?

Register

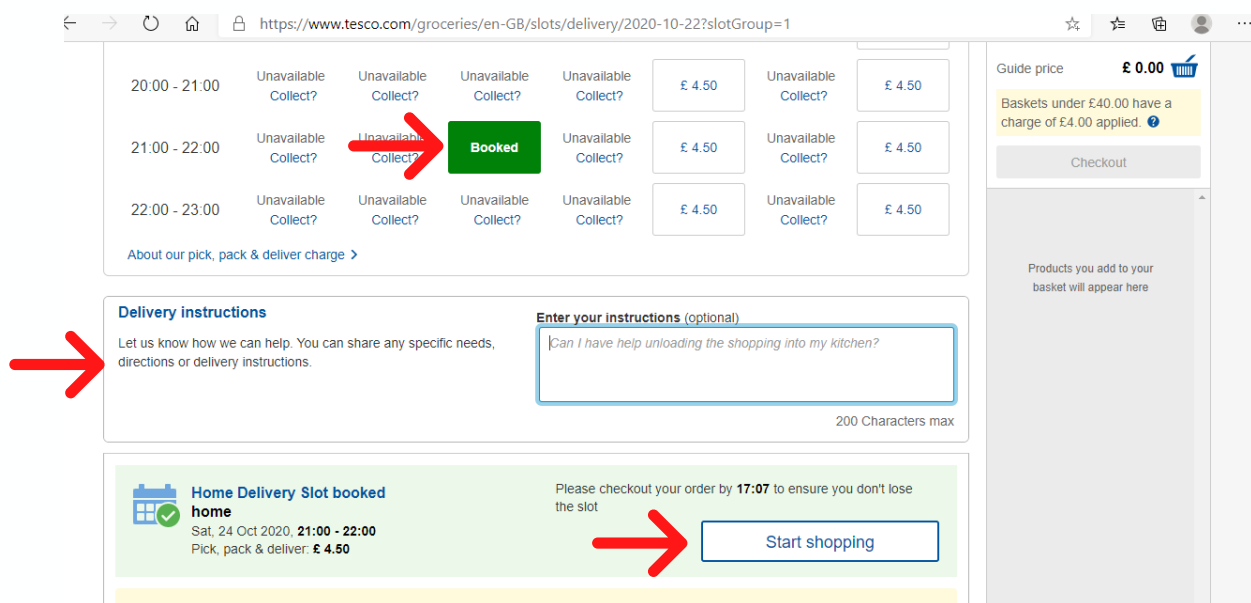
- Work through and complete the **Account Details** page which includes your name address and phone number and click **Create account**

- Your account is now set up - click on **Continue shopping**

- Now you need to book a slot for when you would like your shop to be delivered - select **Book a slot**

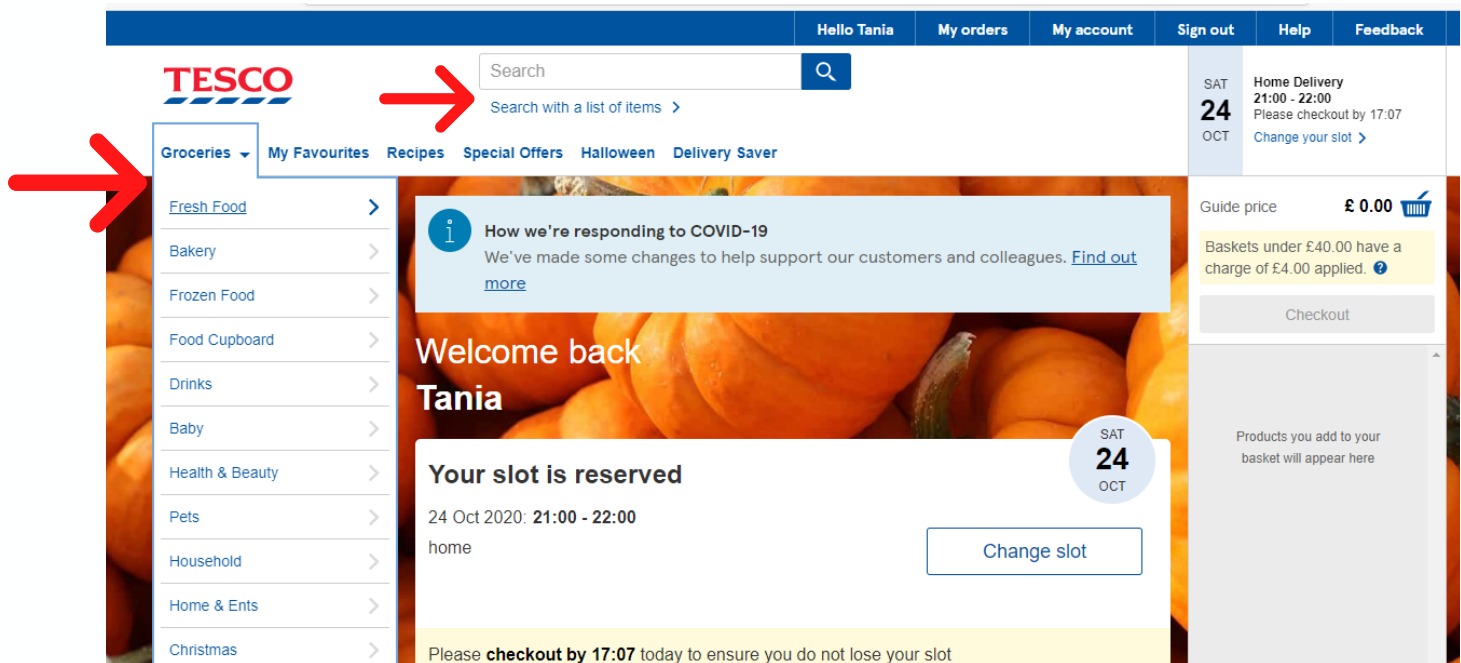


- Next select the **Home Delivery** option from the page. You will now be able to search for an available date and time for your delivery. Click to select your chosen date and time. Add any specific delivery instructions and finally click **Start Shopping**.

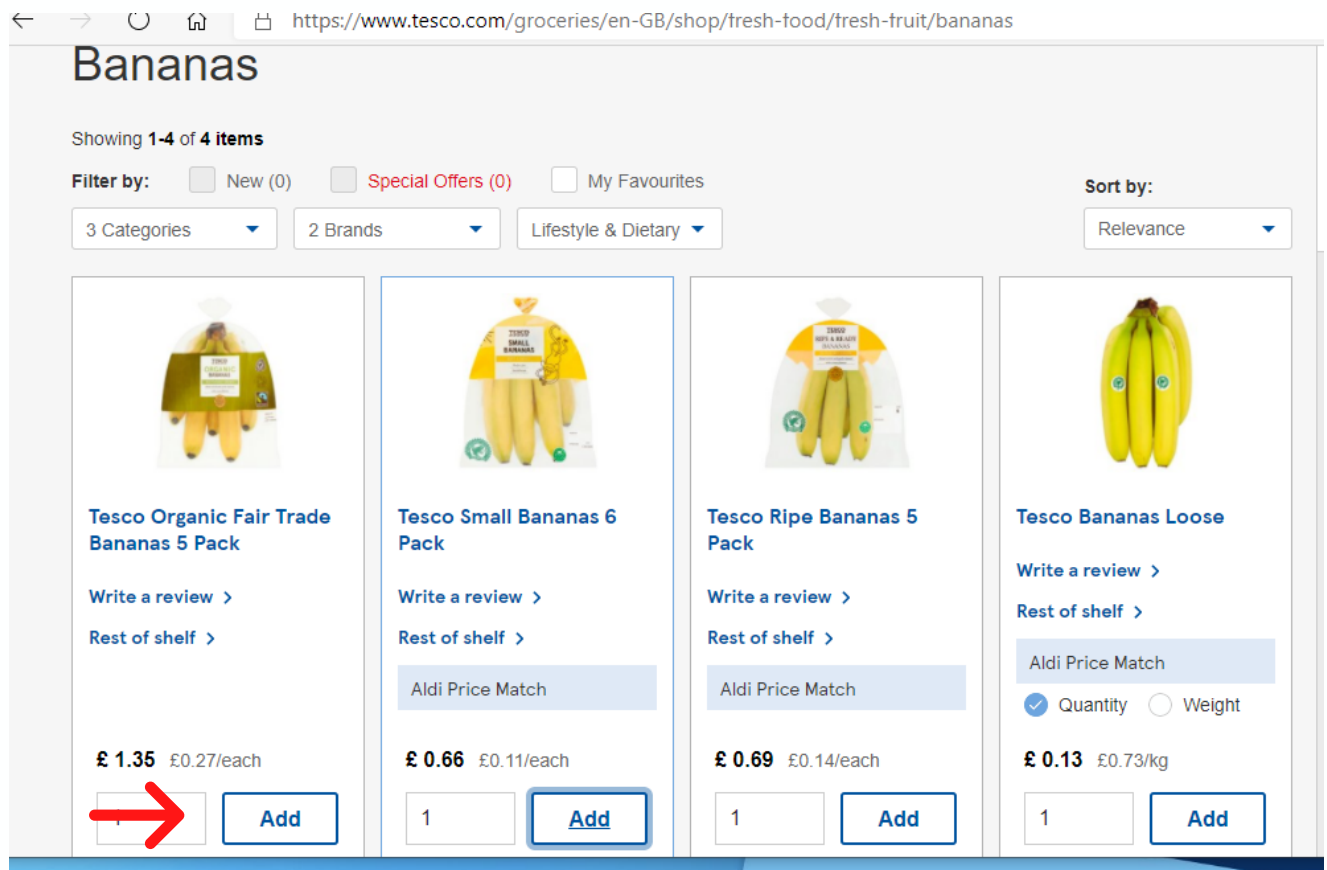


- You can now start shopping and add items to your basket.

- You can browse through the grocery list down the left hand side of the page or you can use the Search option at the top of the page:



- To add items to your basket simply click **Add** below the item.



- Once you have completed your shop, you need to select from the top right of the page.

Checkout

- You will now be taken to review the items in your basket, if everything is okay, select

Continue checkout

- Next, you will be taken to special offers where you can add any additional items. Again, click

Continue checkout

to continue.

- Finally, you will be taken to your order summary, where you can check all the delivery details and packing options before clicking

Continue to payment

- Now you will need to add your card details and billing address. Once you have completed all required fields click

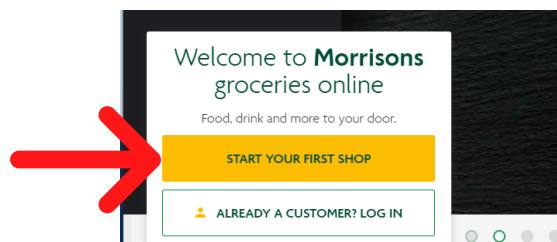
Confirm Order

- You should receive a confirmation of your order via email - the email will provide you with further information regarding your order and any amendments you could potentially make to it if necessary.

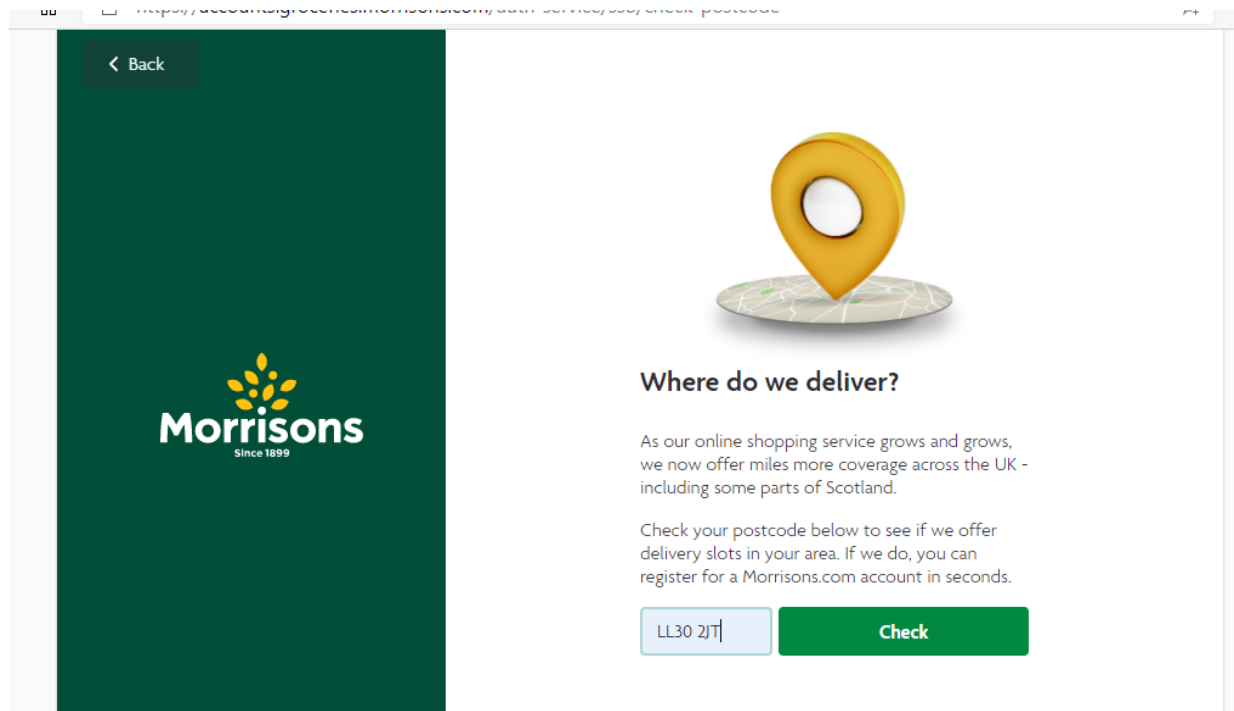
MORRISONS

- Let's start by going to your internet browser and type into the search bar **morrison.com** and press **ENTER** on your keyboard or GO if you are on a phone or tablet.

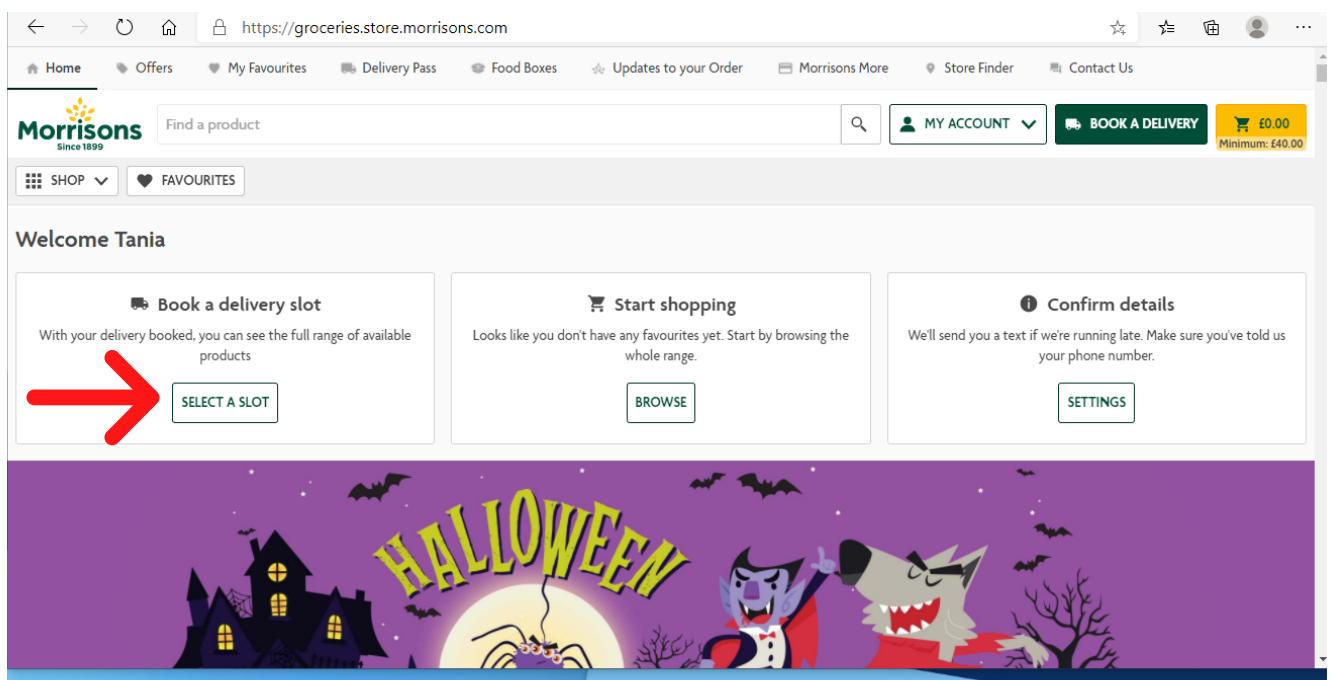
- Click on **START YOUR FIRST SHOP**. You will be taken to a page where you will need to insert your postcode to check that they offer delivery slots in your area.



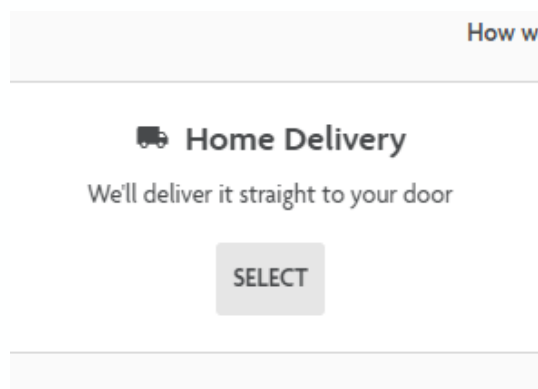
- If they do offer delivery to your area, you can now complete the registration details to set up your online shopping account.



- You will now be taken back to the main page where you can begin your shop. Firstly, you need to **Select a Slot**

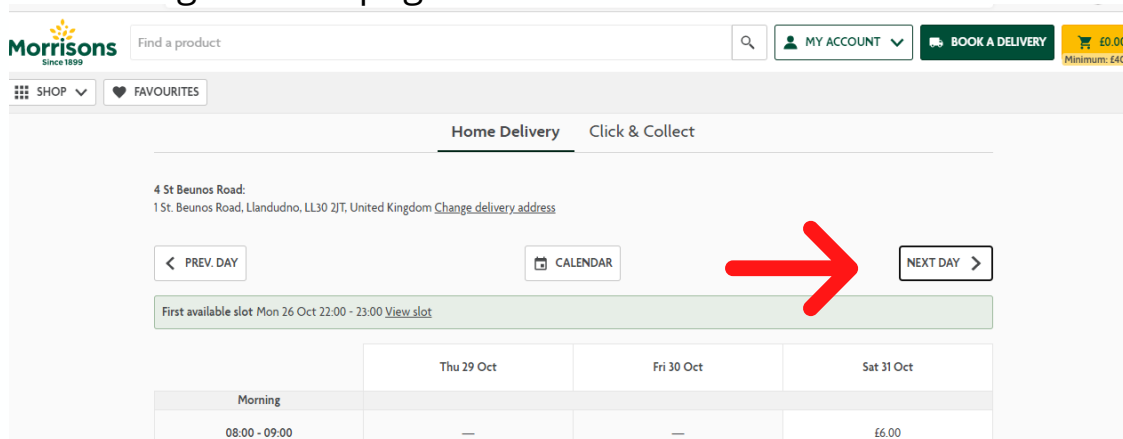


- Next click **Home Delivery**



- Now you will need to add your address - click **ADD AN ADDRESS**. Your postcode should already be displaying, so you just need to click on **FIND ADDRESS** and select your address from the drop down list - click **ADD**

- The next step is to find a delivery slot - move through the dates by clicking **NEXT DAY** to the right of the page.



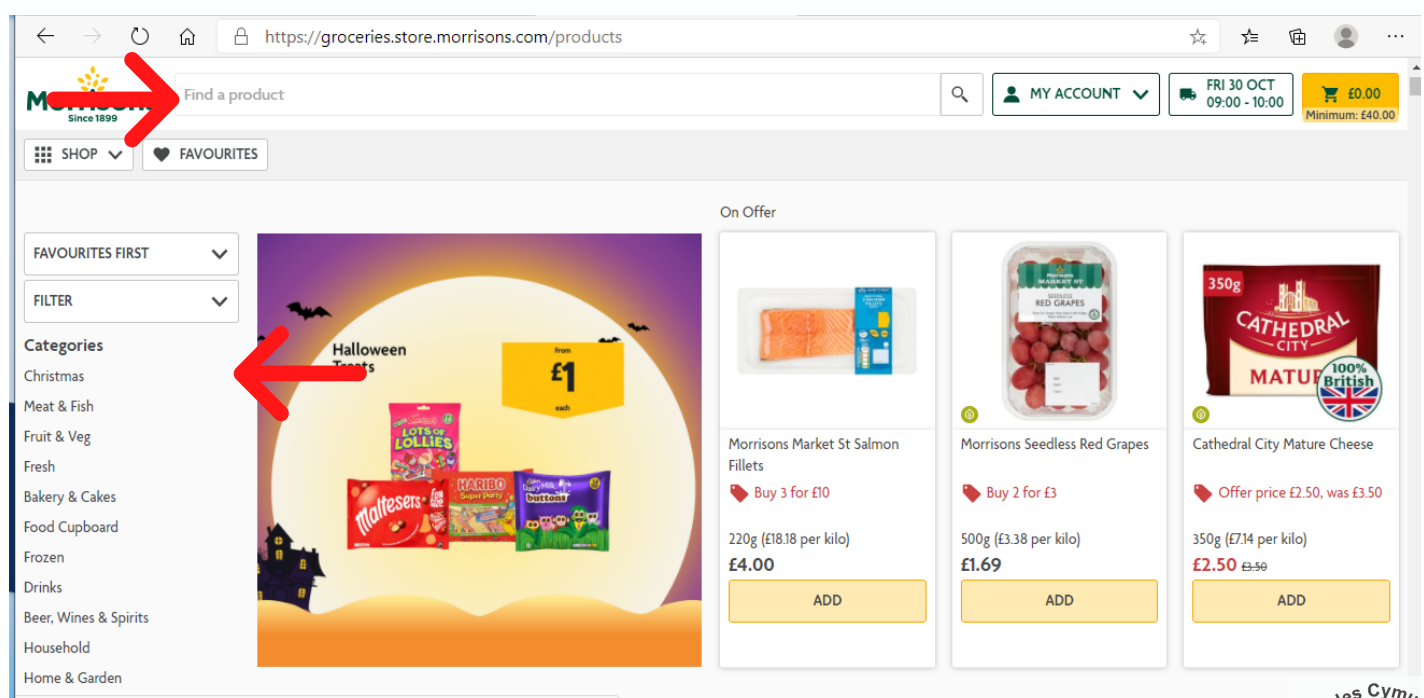
- Now that you have selected your delivery slot you can start your shopping by clicking **BROWSE**.





Start shopping

Looks like you don't have any favourites yet. Start by browsing the whole range.

BROWSE

- You can browse through the grocery list down the left hand side of the page or you can use the Search option at the top of the page:

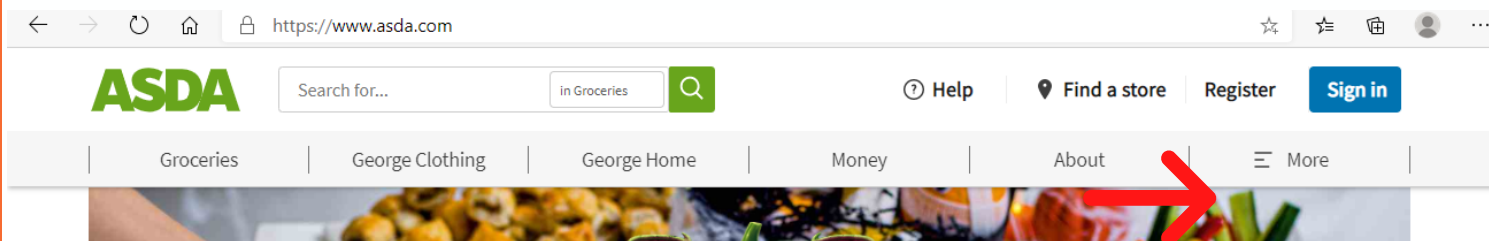


- To add items to your basket simply click **Add** below the item.
- Once you have completed your shop, you need to select the checkout icon from the top right of the page. 
- You will now be taken to review the items in your basket, if everything is okay, select 
- Next you will need to add your payment details by clicking 
- Finally you can confirm your order by selecting 
- You should receive a confirmation of your order via email - the email will provide you with further information regarding your order and any amendments you could potentially make to it if necessary.

ASDA

- Let's start by going to your internet browser and type into the search bar **asda.com** and press **ENTER** on your keyboard or GO if you are on a phone or tablet.

- Click on **REGISTER** at the top right of the page.



- Complete the registration details - type in your email address and create a password - click **REGISTER**

Email

Password

Show

Weak

Strong

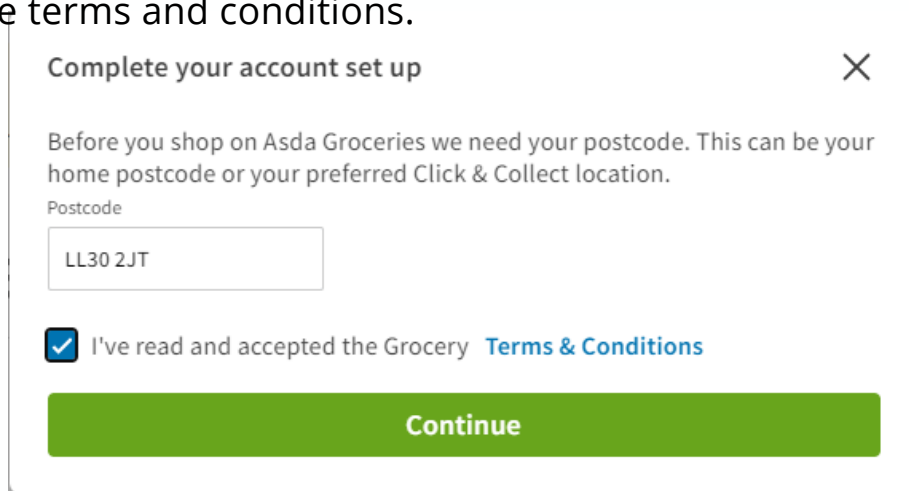
What makes a password strong?

☐ Yes, I want Asda and George to contact me with offers, recipes, fashion and community news.

Register

Unsubscribe any time. Our [Privacy Centre](#) tells you about your rights and how we use your information.

- Next you will be asked to complete your account set up by confirming your postcode. Enter your postcode into the field and click to check the box accepting the terms and conditions.



Complete your account set up

Before you shop on Asda Groceries we need your postcode. This can be your home postcode or your preferred Click & Collect location.

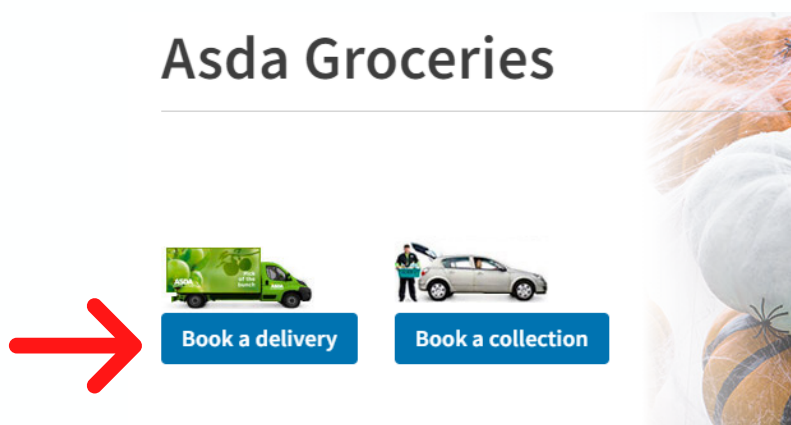
Postcode

LL30 2JT

☒ I've read and accepted the Grocery [Terms & Conditions](#)

Continue

- Now you will need to click on **BOOK A DELIVERY**



- Now you will need to click on **BOOK A DELIVERY**. Insert your postcode and house number and click **FIND**

⌚ Choose your slot

Your postcode: House no./name:

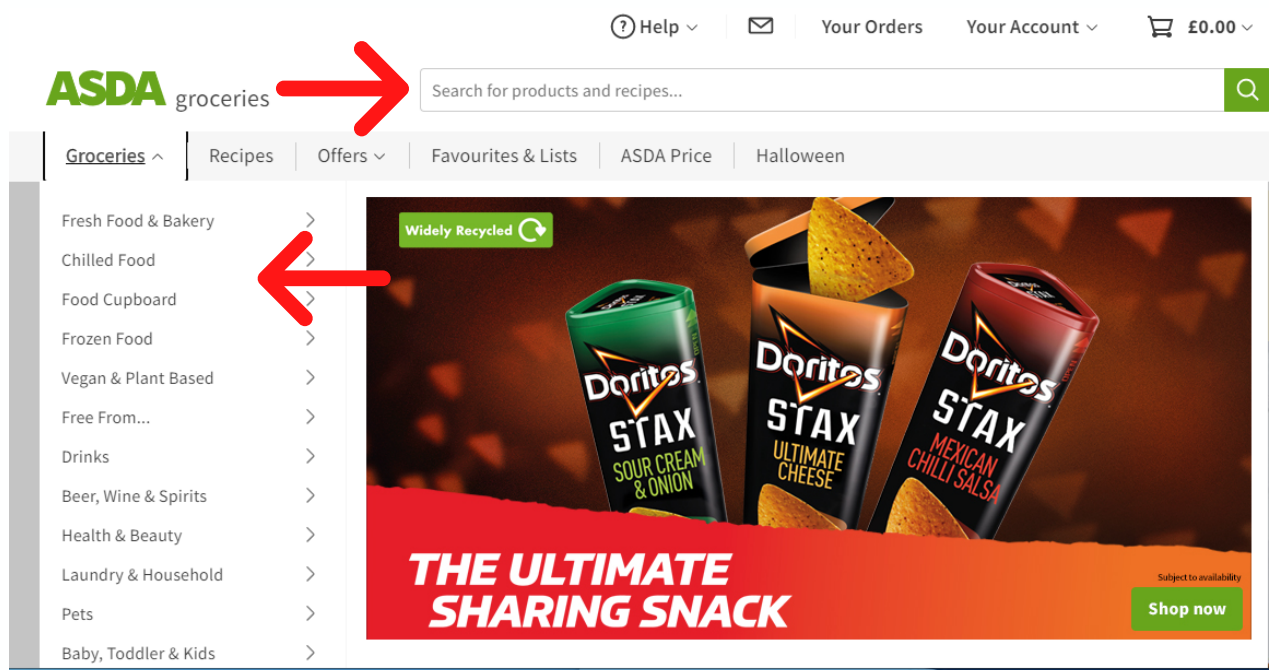
Find

- Select your address from the dropdown list or enter it manually if it isn't in the list and click **Save this Address**

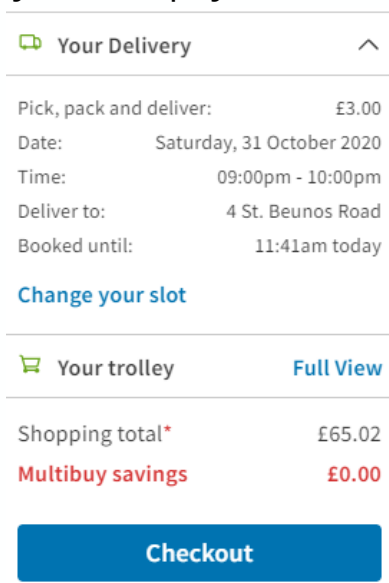
- The next step is to find a delivery slot - move through the dates by clicking **NEXT SLOTS** to the right of the page. Click to select a slot and click **Back to shop**

- Now that you have selected your delivery slot you can start your shopping

- You can browse through the grocery list by clicking **GROCERIES** or you can search for a particular item via the search box at the top of the page:



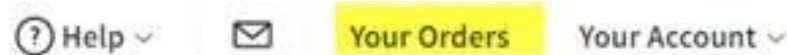
- To add items to your basket simply click **Add** below the item.
- Once you have completed your shop, you need to select **CHECKOUT** from the right of the page.



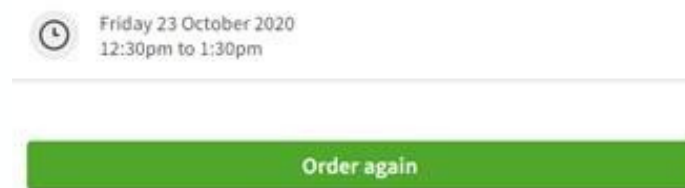
- You will be given the option to add some addition suggested items - click on [Continue checkout](#) on the top right of the page.

- Now you will see the **Order Summary** page where you will need to add your name, contact number and any delivery instructions and finally your payment details. You can save your card details for future orders. Finally click on **CONFIRM ORDER**.

- You should receive a confirmation of your order via email - the email will provide you with further information regarding your order and any amendments you could potentially make to it if necessary.
- With all of the above supermarkets you can select to reorder your last shop which will save you having to add everything to your order each time you wish to do an online shop. Here is the way to do it via the ASDA website - the process will be very similar with all supermarkets.
- Once a delivery slot has been reserved, click on **YOUR ORDERS** from the top of the screen



- A list of all your recent orders will be listed and you can choose the option to **ORDER AGAIN** from any of the orders listed.



- The following message will then be displayed and you can select **ADD TO TROLLEY** if you are happy to proceed.



- You can then go through the items on your list and amend the number of items you wish using the plus and minus symbols



- If you click on the three dots as shown below you can also choose to remove some of the items from your list



- Once all changes have been made you can then proceed to checkout.