dalco

A Division of **ImperialDade**

THE DALCO DIFFERENCE

SOLUTIONS today, for a **BRIGHTER** tomorrow!

# Storefront Overview

NEW IN 2018 - MSTOREFRONT

Mobile responsive Storefront platform

- Responsive to the device you are using to access Storefront (PC, smartphone, tablet etc.)
- Web based "application" (requires a connection, either 3/4G or WIFI)
- Ability to download Dalco "App" shortcut to your device (Shortcut vs Native App)
- Storefront will look and feel more like www.dalconline.com
  - Dalcoonline recently redesigned as mobile responsive.
- **Same username and password you currently use on Storefront**
  - Same functions and user options, only easier to use!
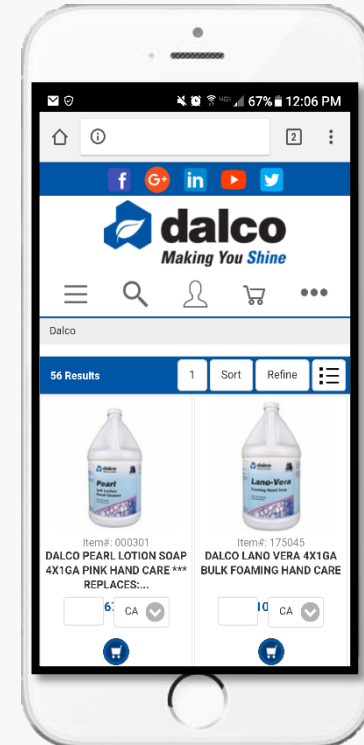
Order your favorite Dalco Products anytime, anyplace!
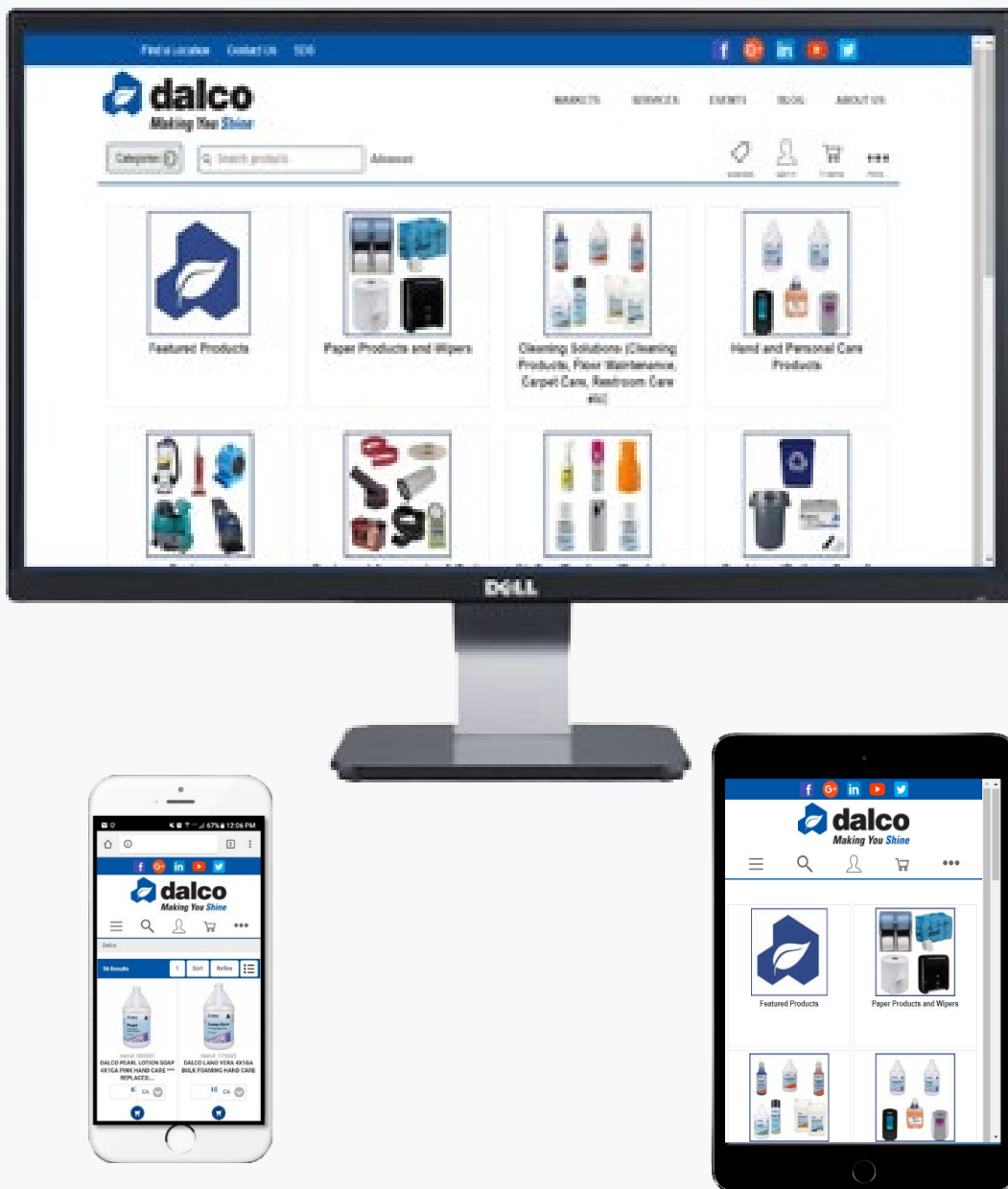
ONLINE ORDERING

Take full control of your ordering process with Dalco's Online Storefront

DALCO'S ONLINE STOREFRONT

As a service-first company, we strive to make our ordering process as easy as possible. With our online storefront you can browse our catalog and order the products you need confidently and with ease.

- Confidently place orders anyplace, anytime

- Mobile Responsive design, order your favorite Dalco items on any device

- Create customized shopping lists for quick ordering

- Search Dalco's item database and discover new products

- View order statuses, AR information & open invoices

- Set up approval procedures, budgets and limits when needed
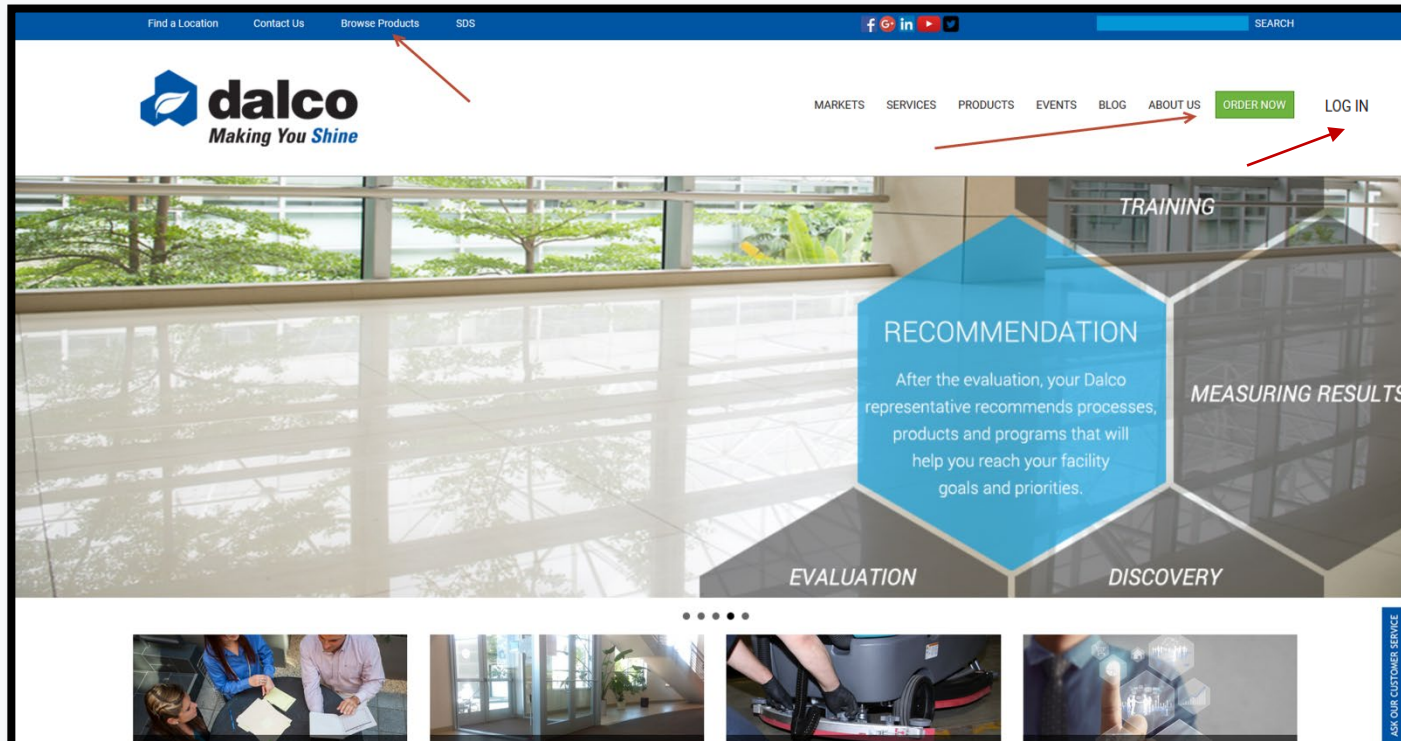
Scan here to access Storefront!

ACCESSING STOREFRONT

From the Dalco Homepage: http://www.dalcoonline.com/

1. Clicking on the green "Order Now" Button to the right
2. Clicking on the Browse Products link at the top
3. Click "Log In" next to Order Now button to access Storefront

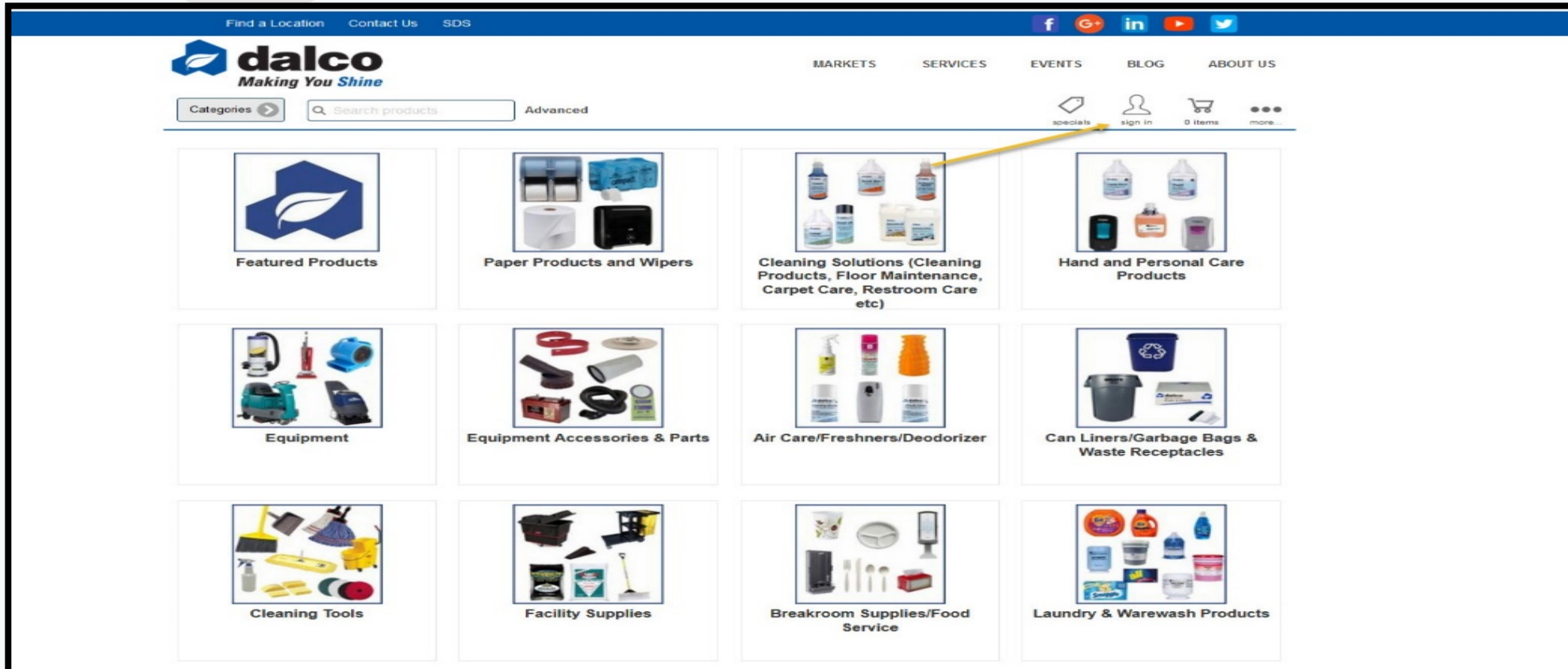- **Storefront Direct Link**: https://storefront.dalcoonline.com/mStorefront/

SIGN IN

To access Sign In Screen in Storefront:

Click ☺ icon

- Desktop display: Top right corner
- Mobile display: Center of screen

REQUEST STOREFRONT ACCT

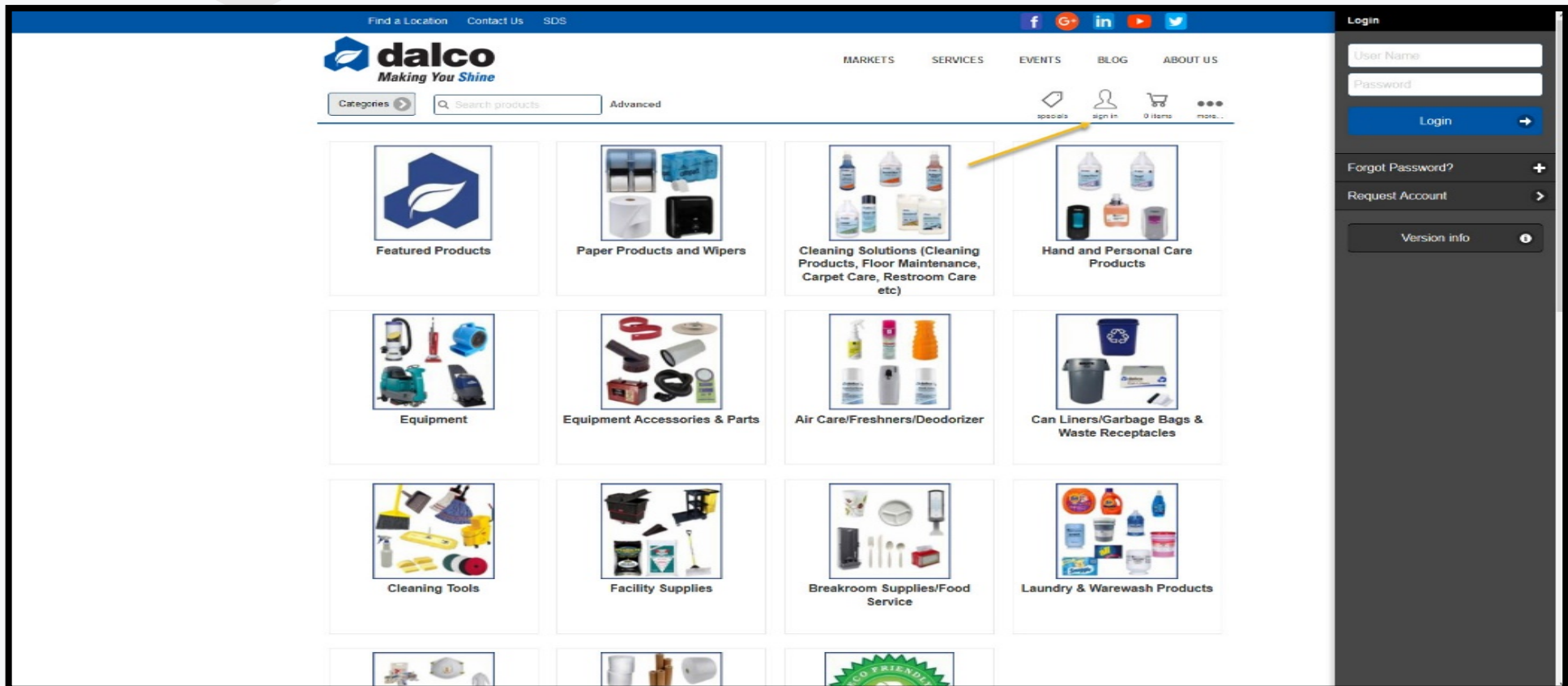Click on "Request" & fill out form (for users that have Dalco acct # but no Storefront username)

SIGN IN

Log in Options:

1. Sign In – Customers with Online Access
   Log in using username & password
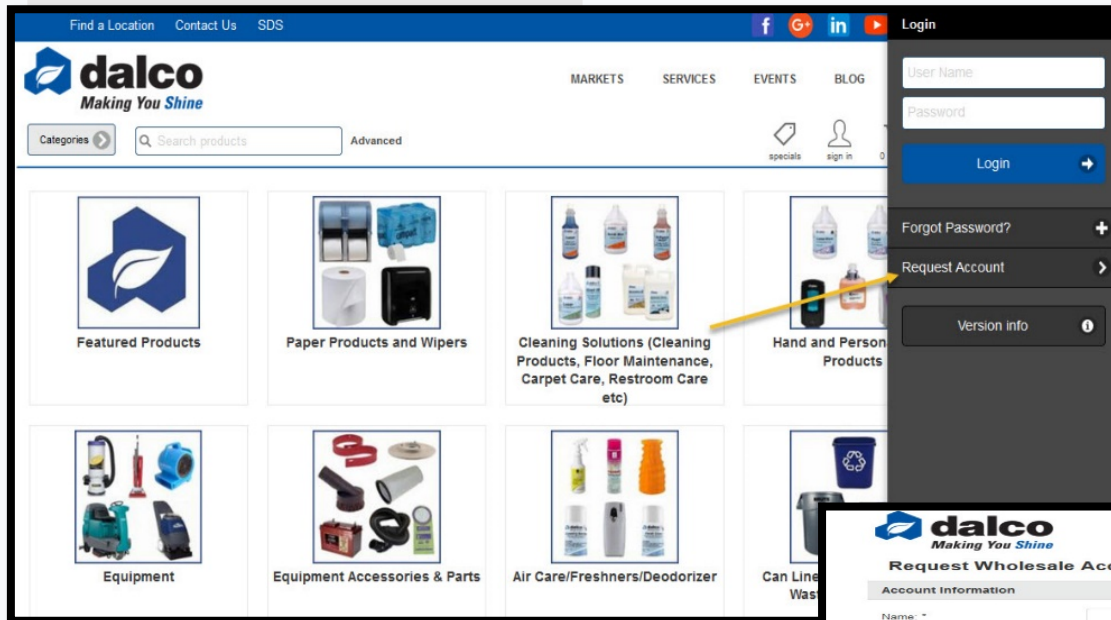
2. Request Wholesale Account – To Obtain Online Access
   If you would like an online account & have Dalco Account #

SELECT SHIPPING LOCATION:

After signing into Storefront, if you have more than one shipping address on your account, you will have to select which shipping address you are placing that order for. Click on the shipping address this order is for.

You can change shipping address if you click on wrong location OR if you need to place a order for another location:
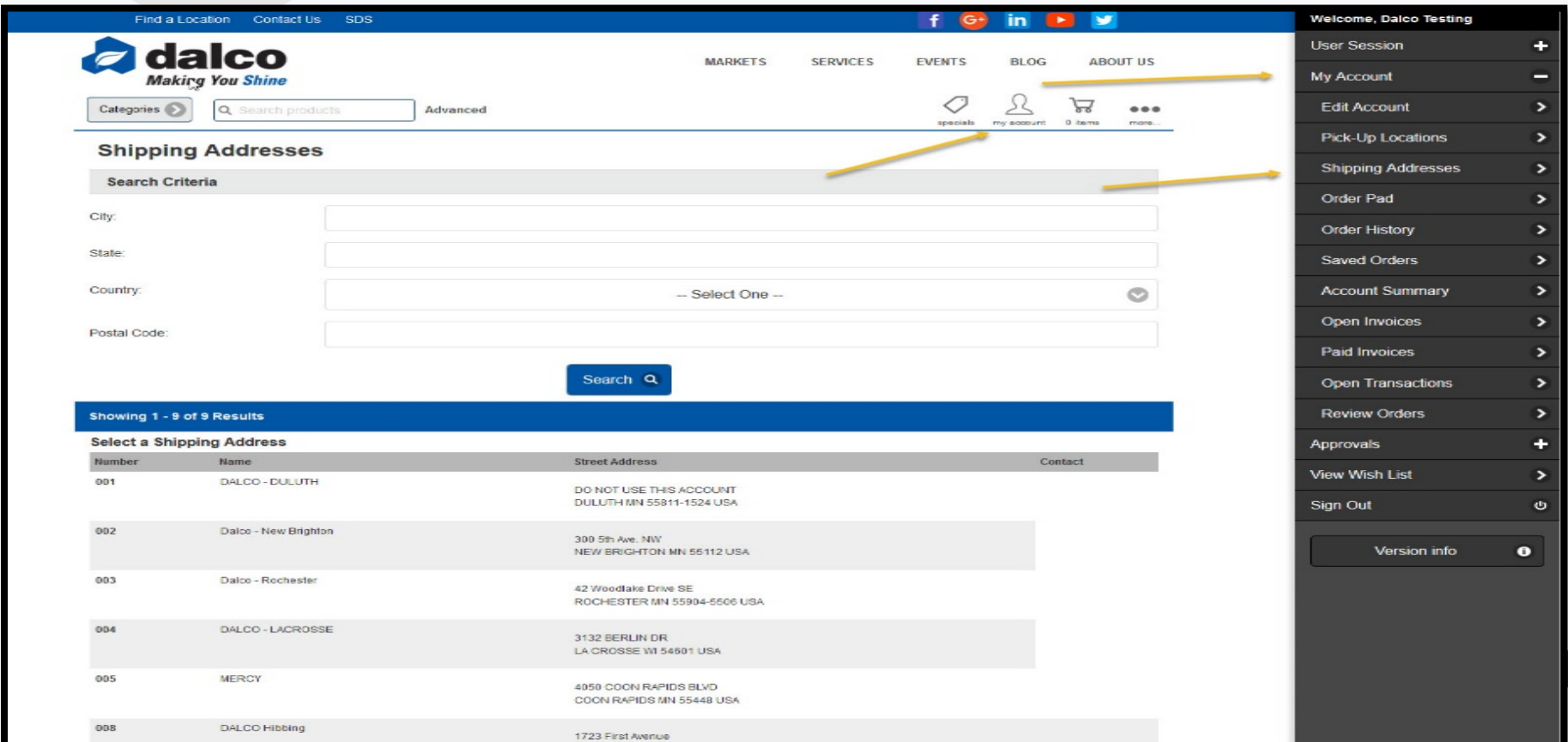1.   Click under "My Account>Shipping Addresses"
2.   Click "change ship to location" above shipping address at checkout

HOMEPAGE

- Linked to Your Existing Dalco Account
- View Customer Contracted Pricing
- Access to Order History, Invoice History, Open Transactions
- Saved Data – Shopping Lists

After signing into Storefront, 👤 icon is now "My Account":

CREATE/EDIT SHOPPING LIST

Create Shopping Lists (Must be signed into Storefront):

- In Item Detail Page, Click "Add to Existing/New Shopping List":

1. To create new list, click "Create Shopping List".

2. To add that item to a current list, click that shopping lists name.

To delete select items from your **Shopping List**:

- Click the Remove Box next to the item you want to delete

- Once all items you want deleted are checked
    - Click "Remove Item(s)" Button

To delete all items from your **Shopping List**:

- Click "Delete List"

- Click "Yes" if you do want to delete the shopping list:
    - (BE CAREFUL, NO WAY TO RECALL LIST ONCE DELETED)

- Click "No" if you DO NOT want to delete the shopping list

ACCESS SHOPPING LIST:
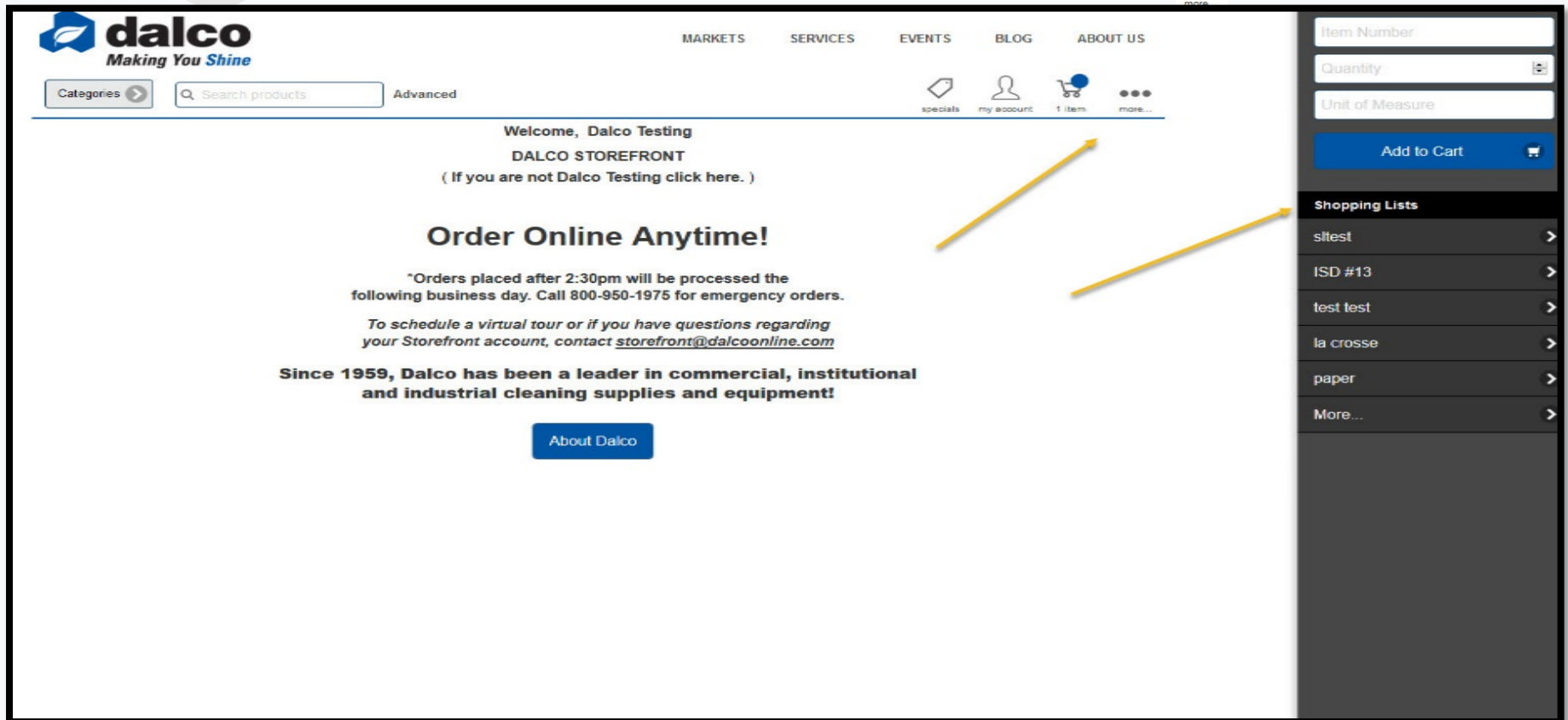
Shopping lists may be assigned to your account or created by the user.

**Typically, if a shopping list is created by Dalco, it will contain the customers most frequently purchased items for quick ordering. If you would like this added to your username, let your Dalco sales rep know.

- To access shopping lists on Storefront:

After logging into Storefront, ●●● icon will pop up Shopping Lists

SEARCH OPTIONS

Search By:

- Keyword (best option)
  - Item Number
- Manufacturers Item Number
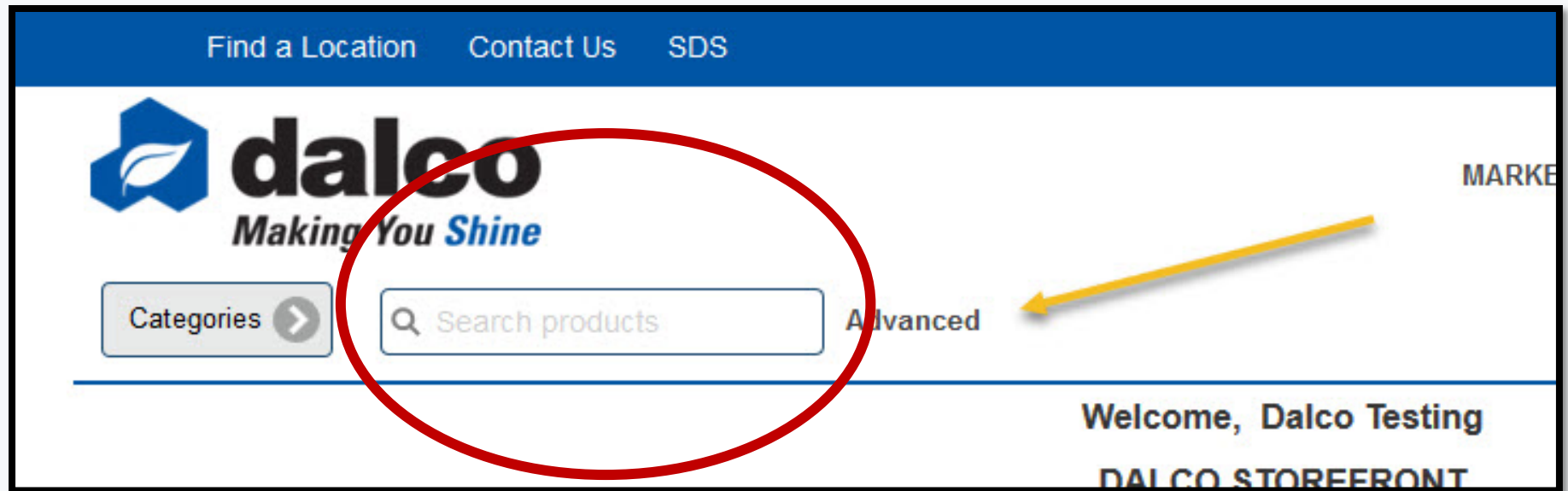
SEARCH OPTIONS – REFINE RESULTS

Searches may provide multiple results. Use the Refine by Attribute tool to refine the search to find what you are looking for!

Select all the criteria fit for that search & click "Refine Results" to get better search results!

CART

To delete item(s) from your **Shopping Cart**:

- Click "Cart" at top right hand of webpage to access Shopping Cart

- Click the Remove Box next to the item you want to delete

- Once all items you want deleted are checked
    - Click "Remove Item(s)" Button

To delete all items from your **Shopping Cart**:

- Click "Clear Cart"

- Click "Yes" if you do want to clear the entire cart:
    - (BE CAREFUL, NO WAY TO RECALL CART ONCE CLEARED)

- Click "No" if you DO NOT want to clear the shopping cart

To Update Quantities of items in cart:

- Update the quantity box next to the item you want to update

- When new quantity is selected, click "Update" Button
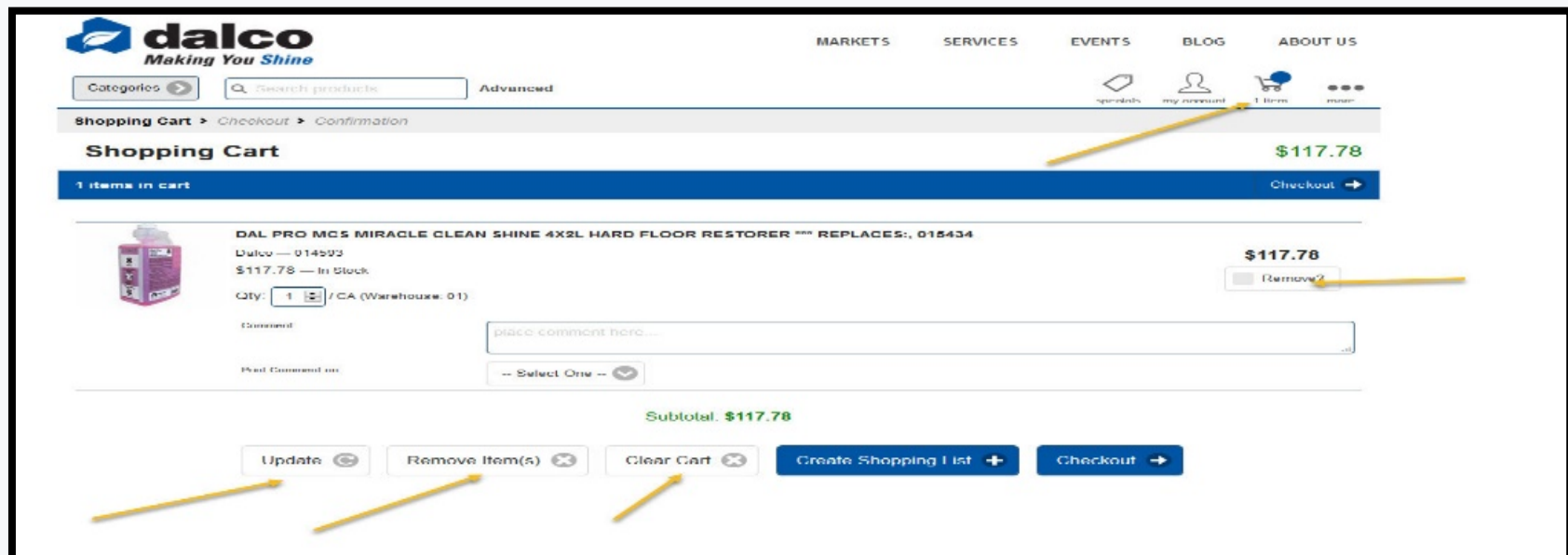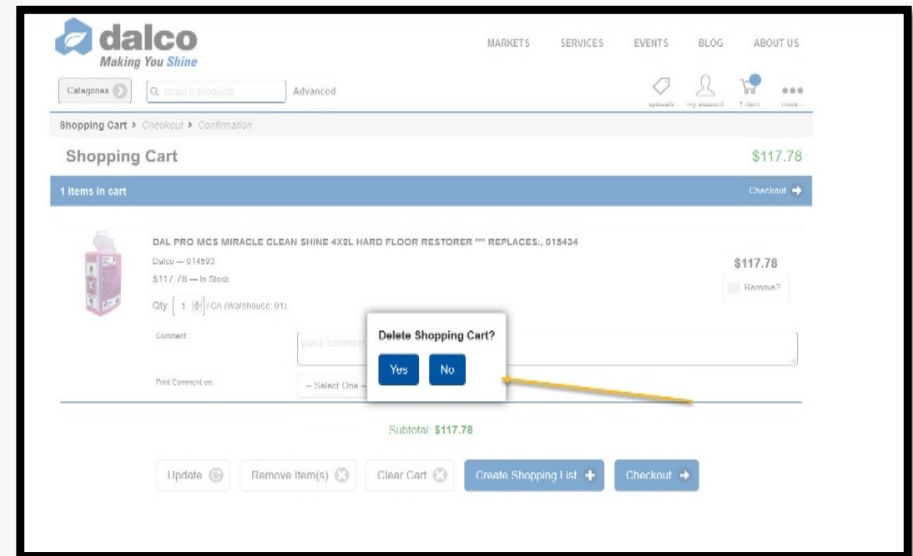
CHECKOUT

To view cart :
- Click 🛒 at top right hand of webpage and click "Cart Details"
  - TIP: You may ship the cart and go right to checkout by clicking "checkout" here

To Place Order from Shopping Cart:
- Click "Checkout" at top right hand of cart
                    OR
- Click "Checkout" in bottom of cart
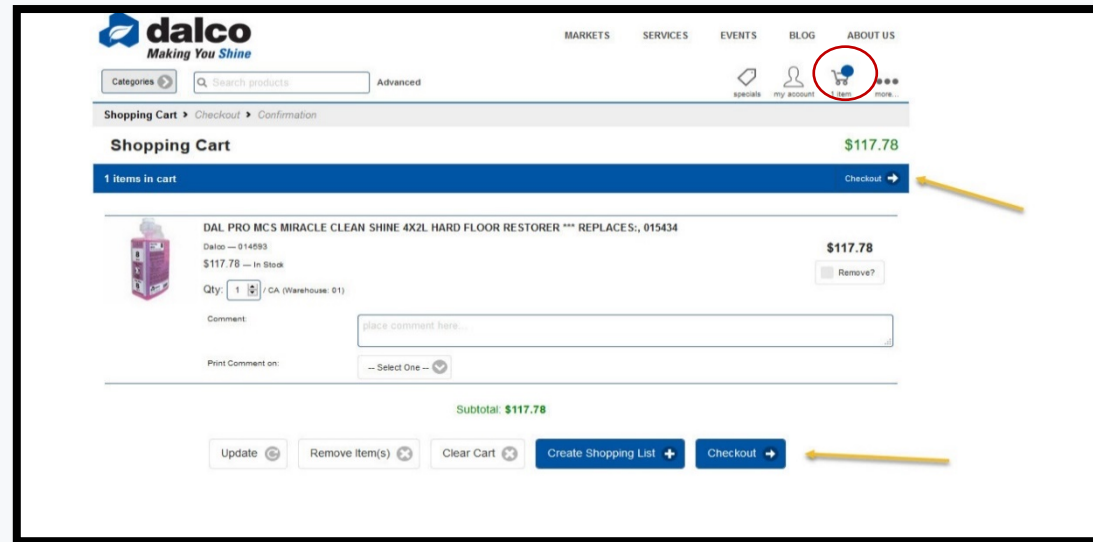
To submit order : Click Submit Order at bottom of checkout

If paying by credit card, make sure "Pay with Credit Card" is checked

The PO number field is required. If you do not require one, simply put in anything.
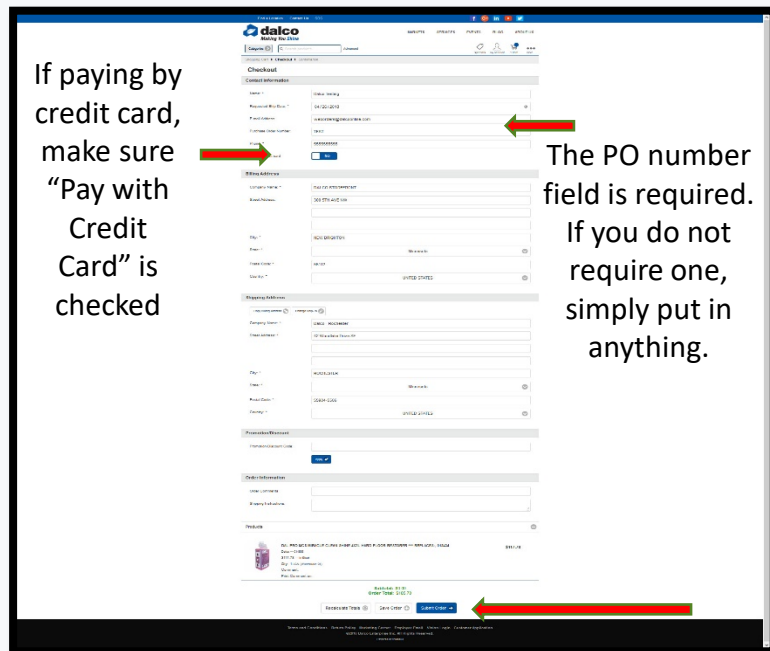
DALCO STOREFRONT SHORTCUT ON YOUR DEVICE!

The first time you access Dalco Storefront from a mobile device, this pop up will appear on your screen:

To add Dalco Storefront to your devices home screen, follow these instructions for your device:

Android Browsers:
• Click the Options Menu (top right corner of browser)
• Click "Add to Home screen"
•Name the link shortcut
•Click Add
You should now see Dalco's logo on your home screen

iPhone Browsers:
• Tap the bookmark icon. When you're on the page you want to create a shortcut to, just tap on the bookmark icon.
• Tap on 'Add to home screen' When the bookmark options appear, tap on 'Add to home screen'.
• Name the link shortcut
• Click Add
You should now see Dalco's logo on your home screen

**For any other mobile device, please refer to your devices browser for shortcut options. Not all browser may offer this feature.

refront.dalcoonline.com

To add this web app to the home screen: tap ⋮ and then **Add to homescreen**.

Featured Products

Paper Products and Wipers
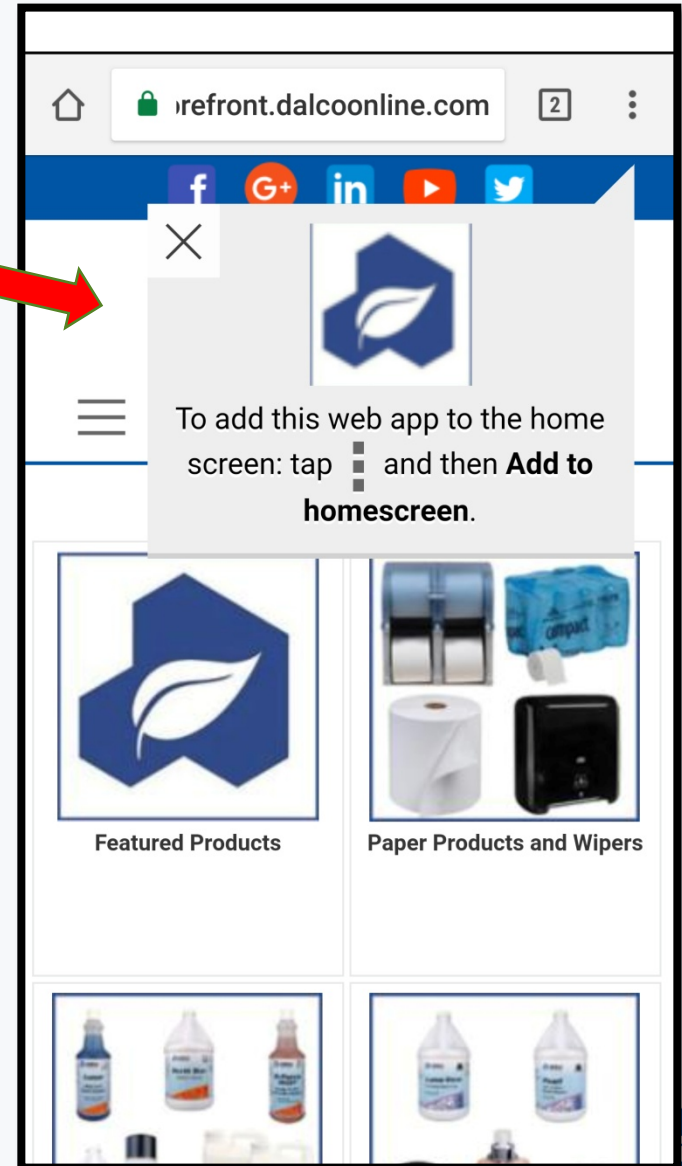
ACCESS CLIENT CONNECT ONLINE INVOICE PORTAL

You can now pay your Dalco invoices online!

To set up a Client Connect username (**these usernames are different than your Storefront username**): contact your Dalco Sales Rep or email accountsreceivable@dalconline.com

- **Search "Online Billing" on Storefront to open Client Connect**

  OR

- **Client Connect Direct Link**: https://secure.billtrust.com/dalconline/ig/signin

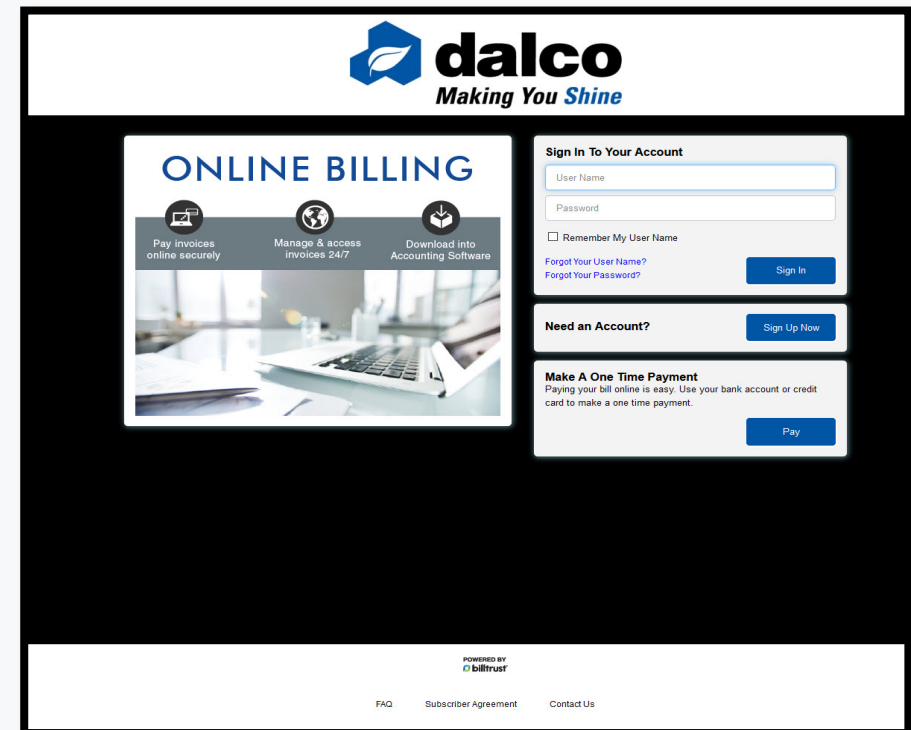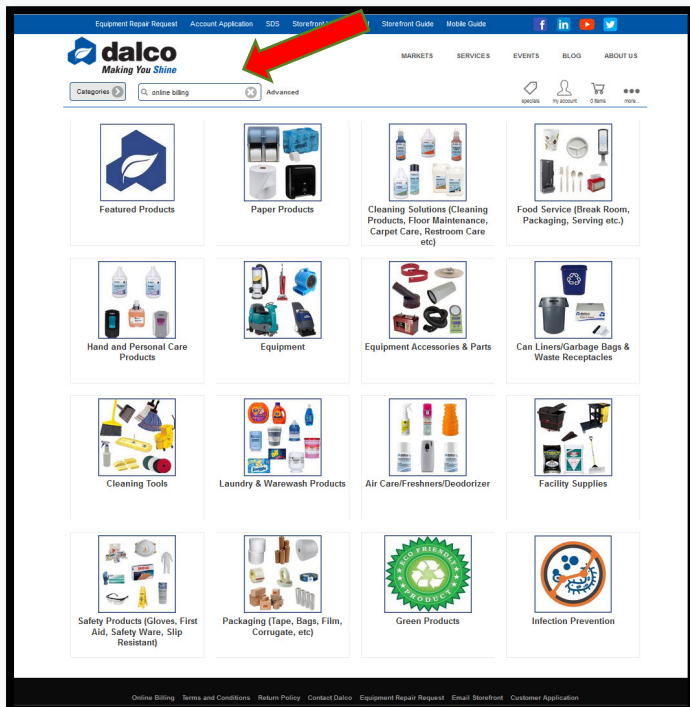# ACCESS EQUIPMENT REPAIR FORM

You can now submit your equipment repair request online!

This form is designed for mobile devices, utilize the upload feature to add photos and/or videos of what you need repaired!

- **Search "equipment repair" on Storefront to open Repair Request form**

  OR

- **Equipment Request Direct Link**: https://dalcoonline.com/equipment-repair-request

DALCO STOREFRONT TIPS

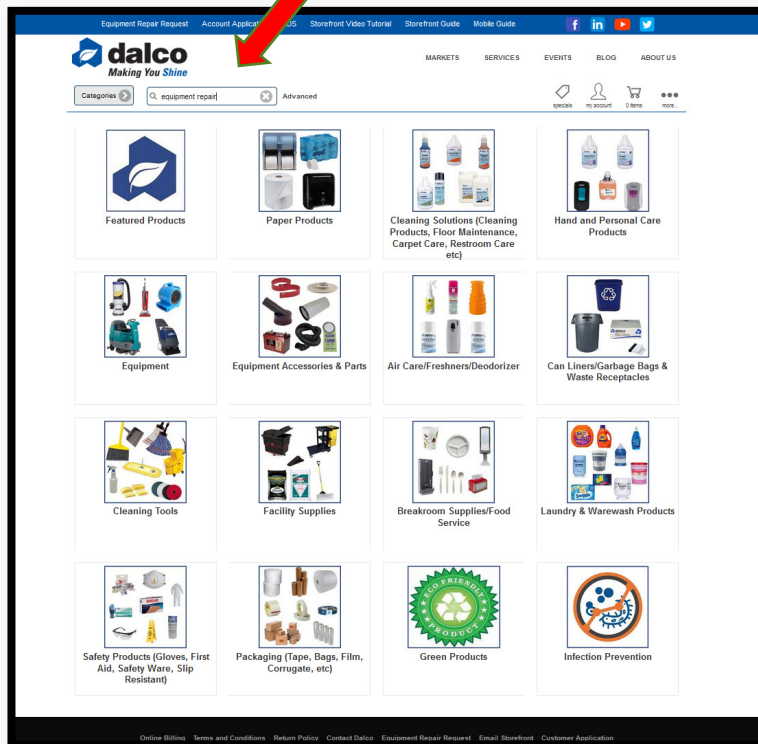- As best practice, sign into your Dalco Storefront username before shopping on Dalco Storefront. This will ensure all account pricing as well as any custom settings are pull into Storefront.

  - NOTE: If you have a custom online catalog & you add items to your cart that are no in that custom catalog before signing into Storefront, those items will drop out of your cart once you do sign in.

  - All orders placed online after 2:30pm CST will be entered the following business day. For any emergency order(s) place after this time online, please contact Dalco Customer Service.

  - After signing into your username, any items added to your shopping cart that are not deleted or submitted before signing off Storefront will stay in your cart for that ship to location until the cart is cleared or submitted.

  - If you cannot find an item online, please contact Dalco Customer Service. It is possible that the item is not currently online.

  - Storefront will automatically sign you out of your username after a period of inactivity.

  - The mStorefront home screen shortcut does require a connection to access the site. Make sure you do have a 3/4G or WiFi connection on your device to access Dalco Storefront.

Scan here to access Storefront!
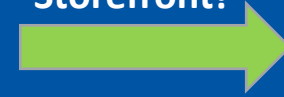
Scan here to access Client Connect!

___

THANK YOU!

Contact us:

300 5th Avenue NW, New Brighton, MN 55112

(651) 251-6636

storefront@dalcoonline.com

Follow us on:

facebook.com/dalcoenterprises

linkedin.com/company/dalco_2

Scan here to access Equipment Repair Page