



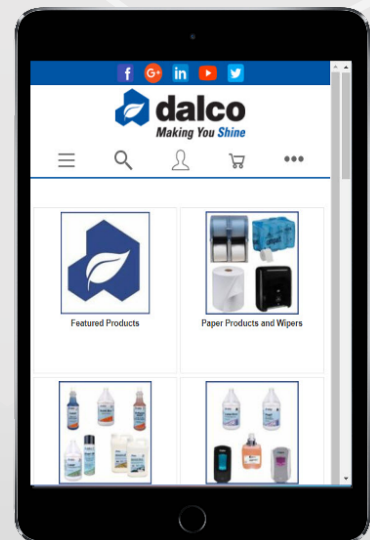
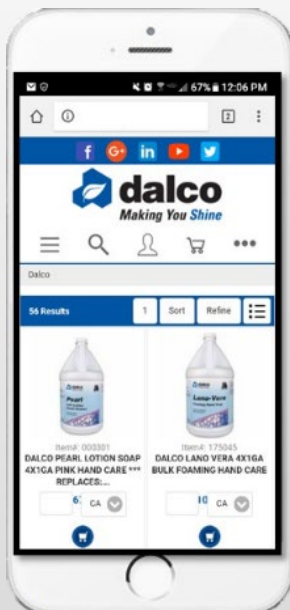
# **dalco**

*Making You Shine*

## THE DALCO DIFFERENCE

SOLUTIONS today, for a BRIGHTER tomorrow!

# Storefront Overview Mobile Edition



September 2020

# Online ordering

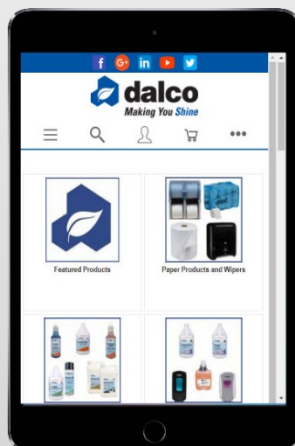
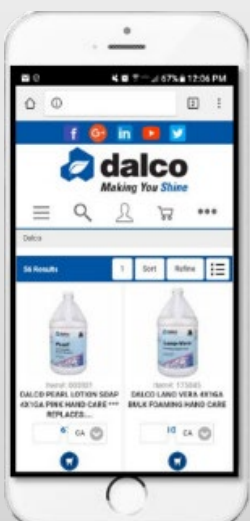


## DALCO'S ONLINE STOREFRONT

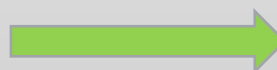
As a service-first company, we strive to make our ordering process as easy as possible. With our online storefront you can browse our catalog and order the products you need confidently and with ease.



- 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!

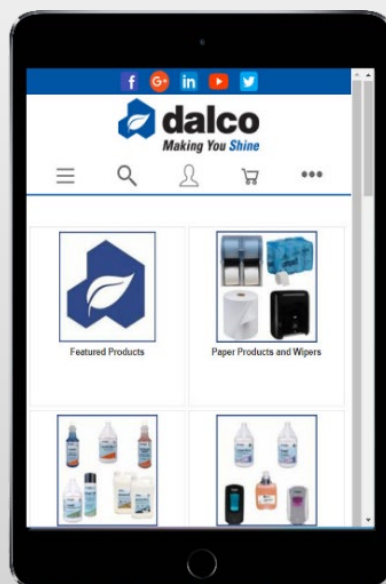


# NEW IN 2018 - MSTOREFRONT

## 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.dalcoonline.com](http://www.dalcoonline.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!**



# 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:

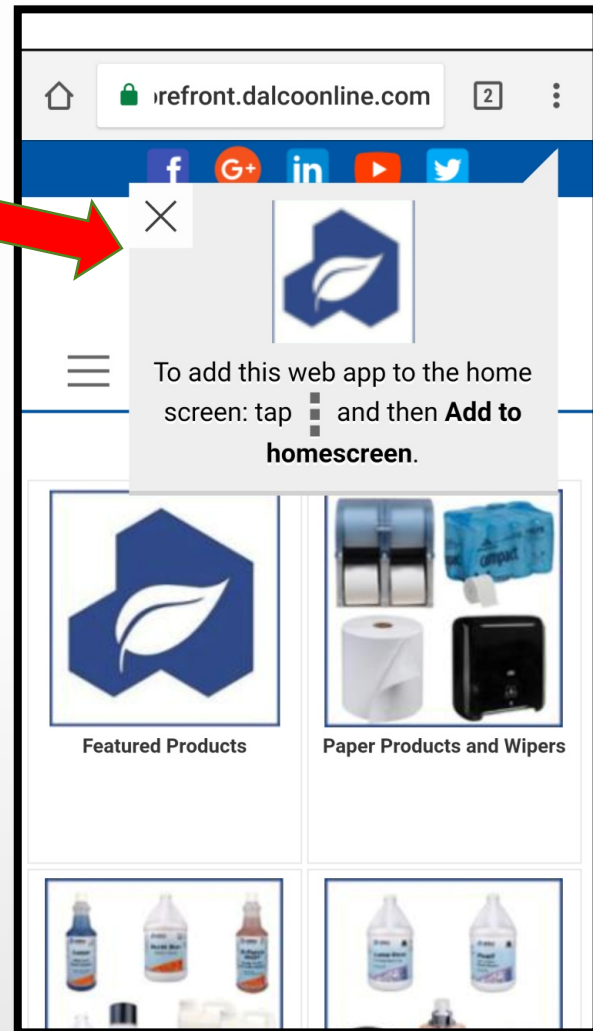
## **Android Browsers:**

- 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.**



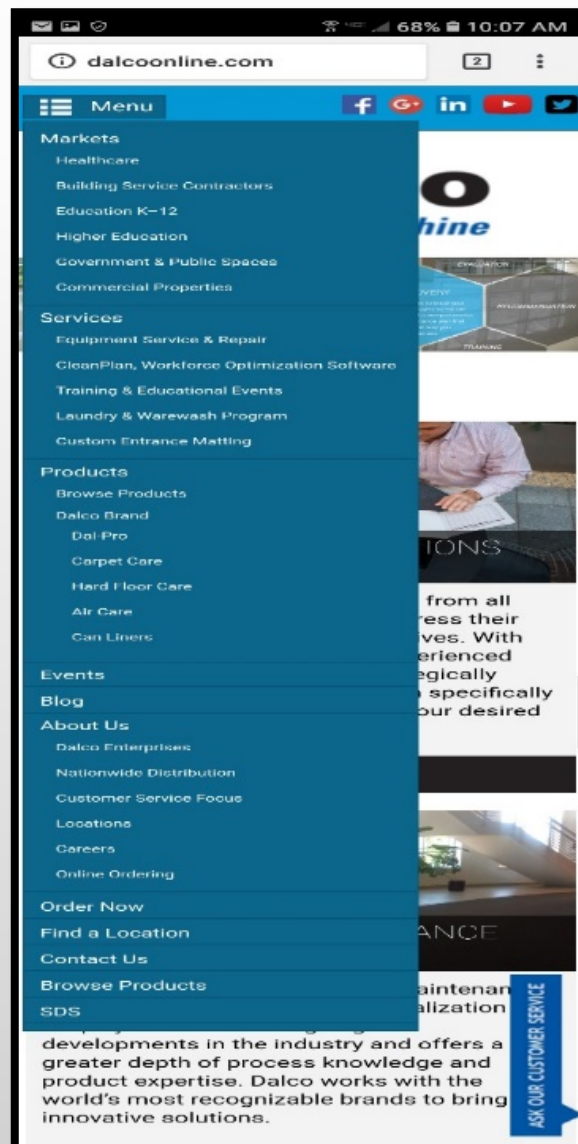
# ACCESSING STOREFRONT

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

1. Clicking on the green Menu in top left corner
2. Clicking on the Browse Products link at bottom of Menu

- **Storefront Direct Link:**

<https://storefront.dalcoonline.com/mStorefront/>



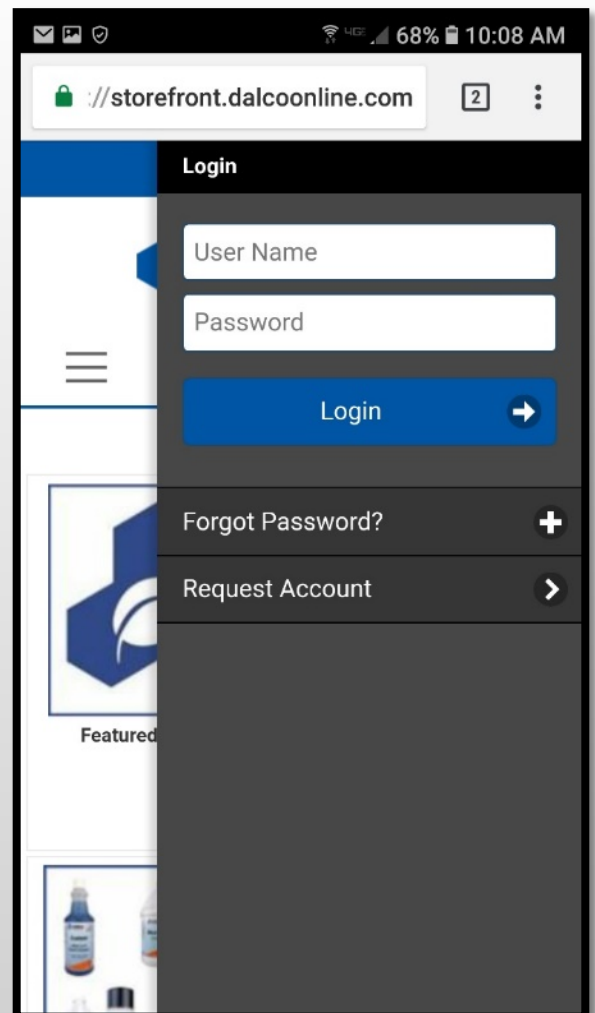
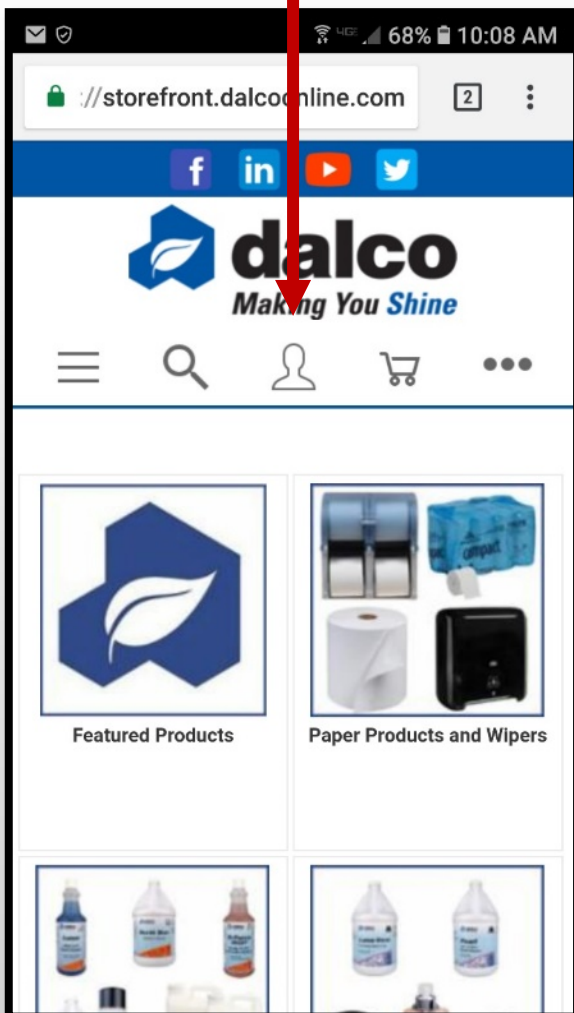
# SIGN IN

## To access Sign In Screen in Storefront:

1. Login – Customers with Online Access  
Log in using username & password

2. Request Account – To Obtain Online Access if you would like an online account & have Dalco Account #

Click  icon






# 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

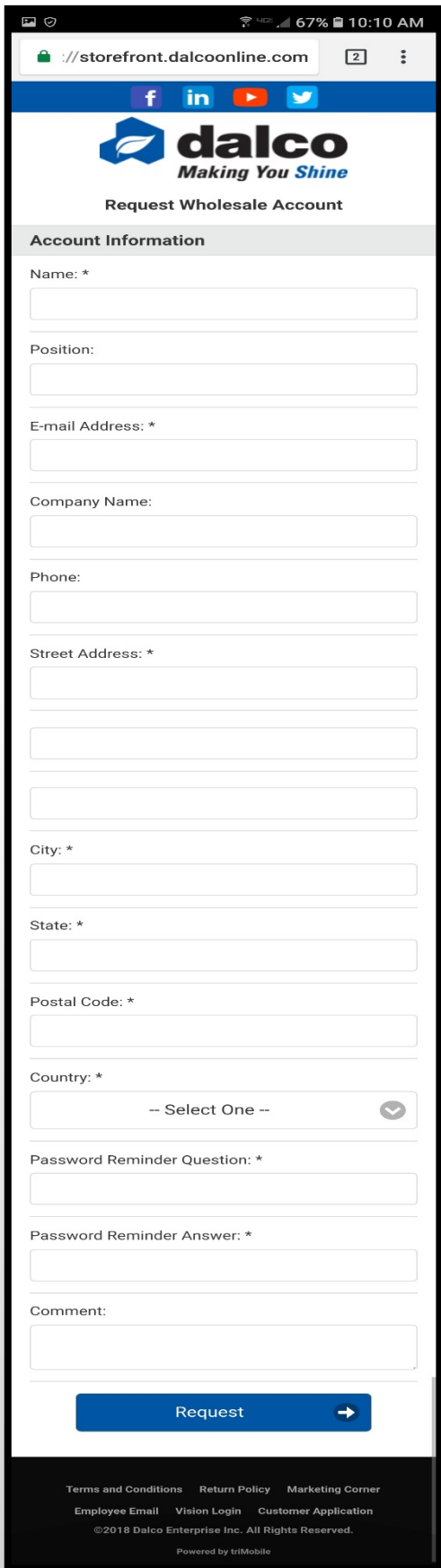
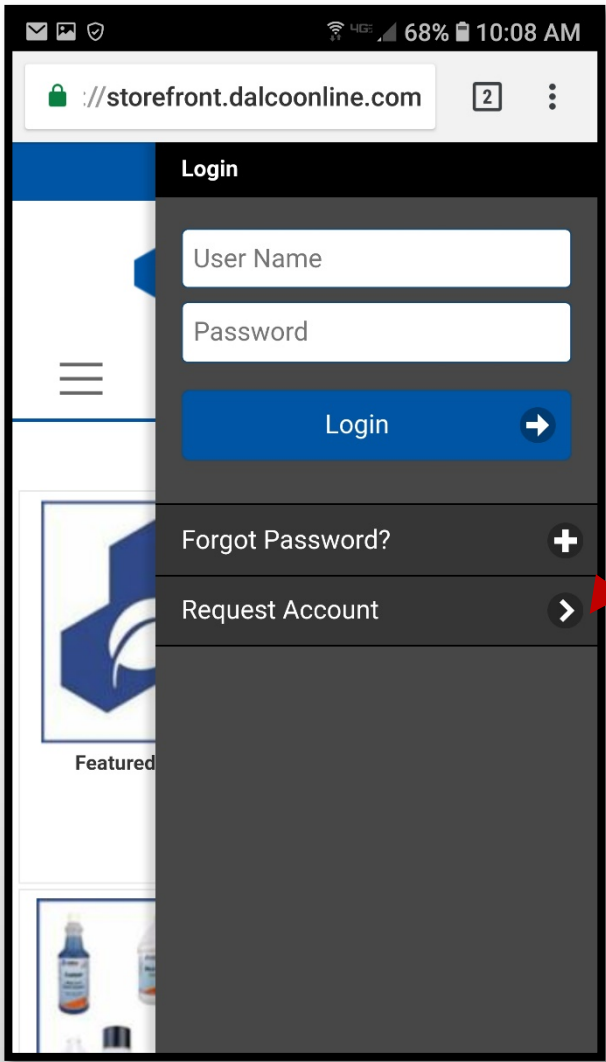


The screenshot shows the 'Shipping Addresses' page in the Dalco Storefront. At the top, there's a search bar with 'Search Criteria' and fields for City, State, Country (a dropdown menu), and Postal Code. Below the search bar, it says 'Showing 1 - 9 of 9 Results'. The main section is titled 'Select a Shipping Address' and lists nine addresses. Each address entry includes a Number, Name, and Street Address. The first address is '001 DALCO - BURLINGTON' with a warning 'DO NOT USE THIS ACCOUNT'. The other addresses are '002 Dalco - New Brighton', '003 Dalco - Rochester', '004 DALCO - LA CROSSE', '005 MERCY', '006 DALCO Hibbing', '1 COUG', '100 APTON APPLE ORCHARD', and 'WC DALCO NEW BRITTON'. At the bottom, there is a 'Clear' button.

Number	Name	Street Address
001	DALCO - BURLINGTON	DO NOT USE THIS ACCOUNT BURLINGTON MN 55711-1524 USA
002	Dalco - New Brighton	3810 5th Ave NW NEW BRITTON MN 55112 USA
003	Dalco - Rochester	42 Woodlake Drive SE ROCHESTER MN 55904-5005 USA
004	DALCO - LA CROSSE	3132 BERLIN DR LA CROSSE WI 54601 USA
005	MERCY	4850 COON RAPIDS BLVD COON RAPIDS MN 55418 USA
006	DALCO Hibbing	1223 First Avenue HIBBING MN 55743 USA
1	COUG	5811 101 FAIRWAY SYSTEMS MINNETONKA MN 55318 USA
100	APTON APPLE ORCHARD	1055 ST CROIX TRAIL S HASTINGS MN 55033 USA
WC	DALCO NEW BRITTON	3810 5th Ave NW DALCO WILL CALL NEW BRITTON MN 55112 USA

# REQUEST STOREFRONT USERNAME

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




The image shows a web browser interface for the 'Request Wholesale Account' form. The browser address bar shows '://storefront.dalcoonline.com'. The page header includes the Dalco logo and the text 'Request Wholesale Account'. The form is titled 'Account Information' and contains several input fields: 'Name: \*', 'Position:', 'E-mail Address: \*', 'Company Name:', 'Phone:', 'Street Address: \*' (with two rows), 'City: \*', 'State: \*', 'Postal Code: \*', 'Country: \*' (with a dropdown menu showing '-- Select One --'), 'Password Reminder Question: \*', 'Password Reminder Answer: \*', and 'Comment:'. At the bottom of the form is a blue 'Request' button with a right arrow. The footer of the page contains links for 'Terms and Conditions', 'Return Policy', 'Marketing Corner', 'Employee Email', 'Vision Login', and 'Customer Application', along with a copyright notice for 2018 Dalco Enterprise Inc. and a note 'Powered by triMobile'.



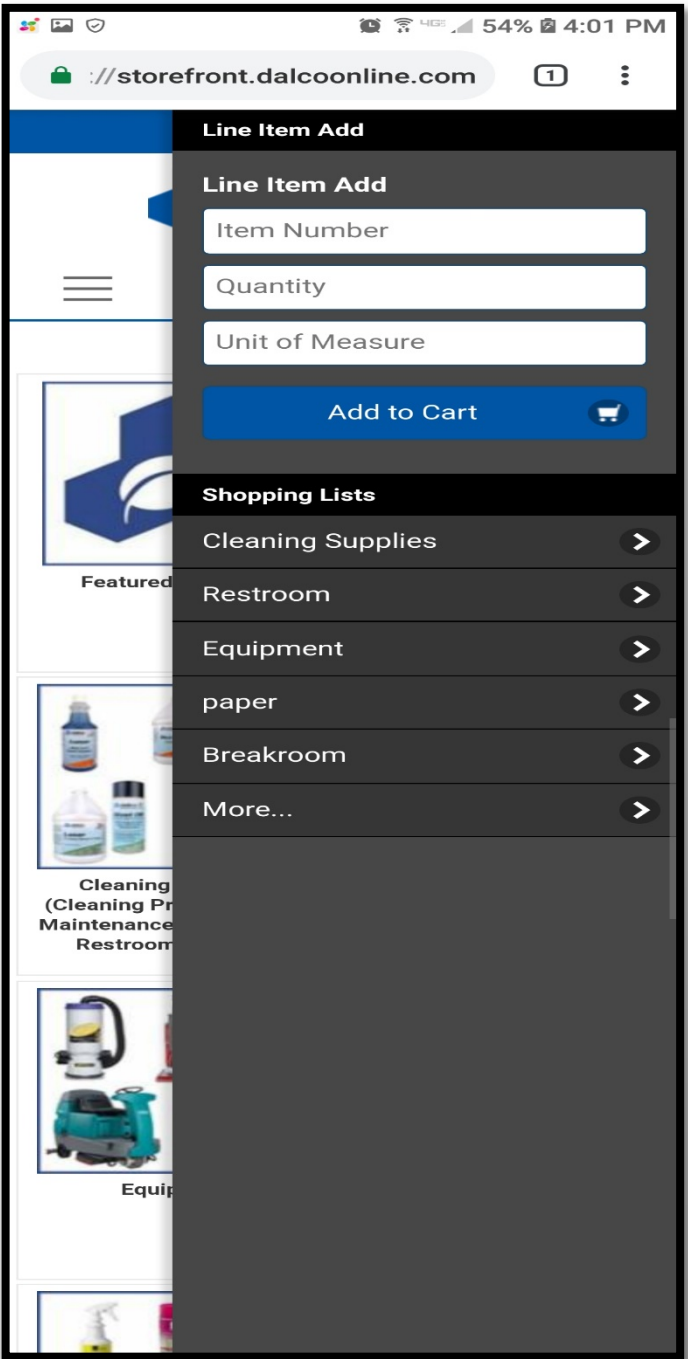
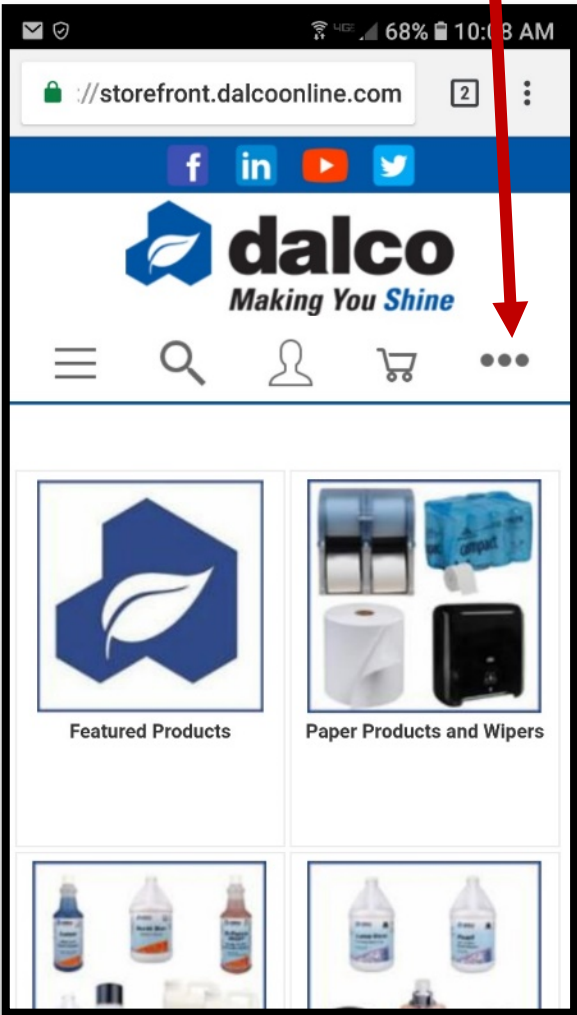
# ACCESS SHOPPING LIST

Shopping lists may be assigned to your account or created by the user.

- To access shopping lists on Storefront:

After logging into  
Storefront,  icon  
will open Shopping  
Lists menu.

Click onto the name  
of list to view it



# CREATE SHOPPING LISTS

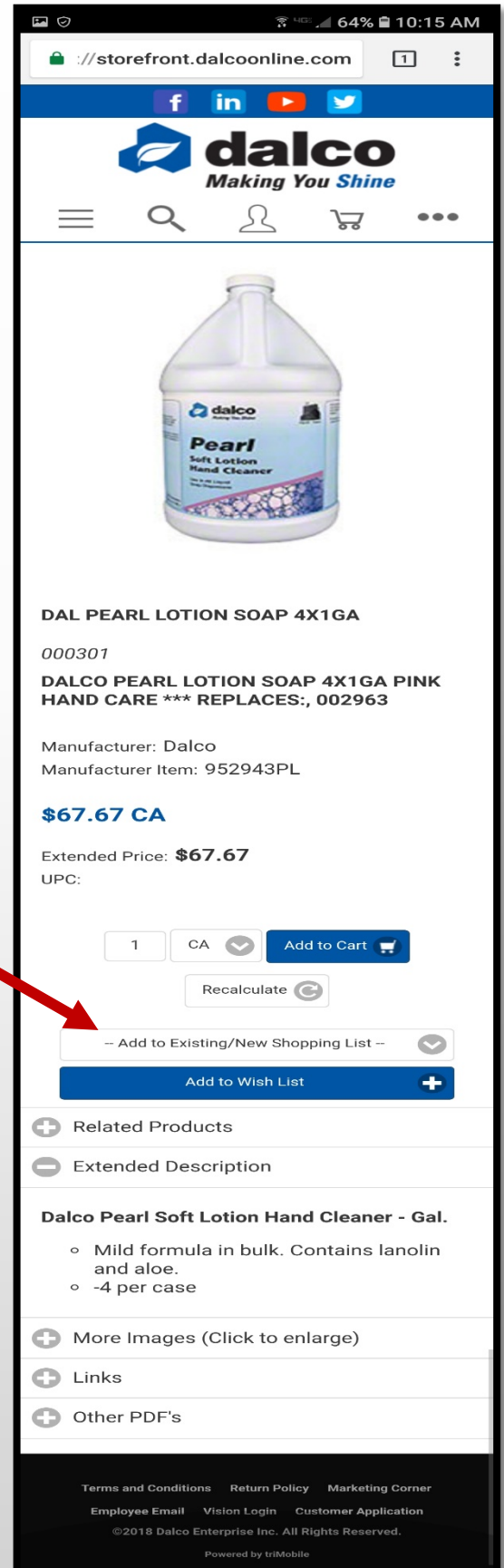
Create Shopping Lists  
(Must be signed into  
Storefront):

- 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.

**\*\*You will see a message  
above the item image stating  
“The item has been added  
to” that list if it was added to  
that shopping list.**



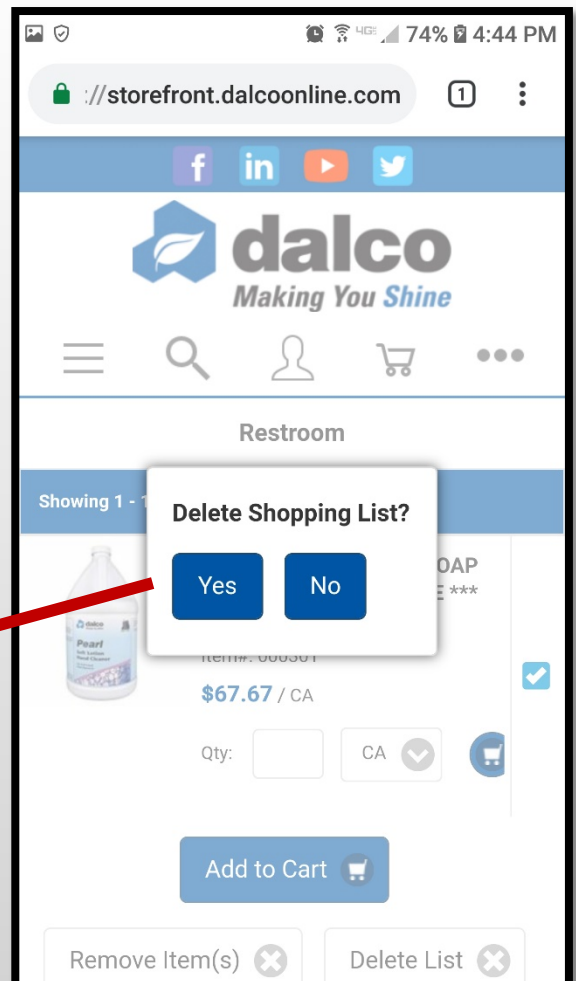
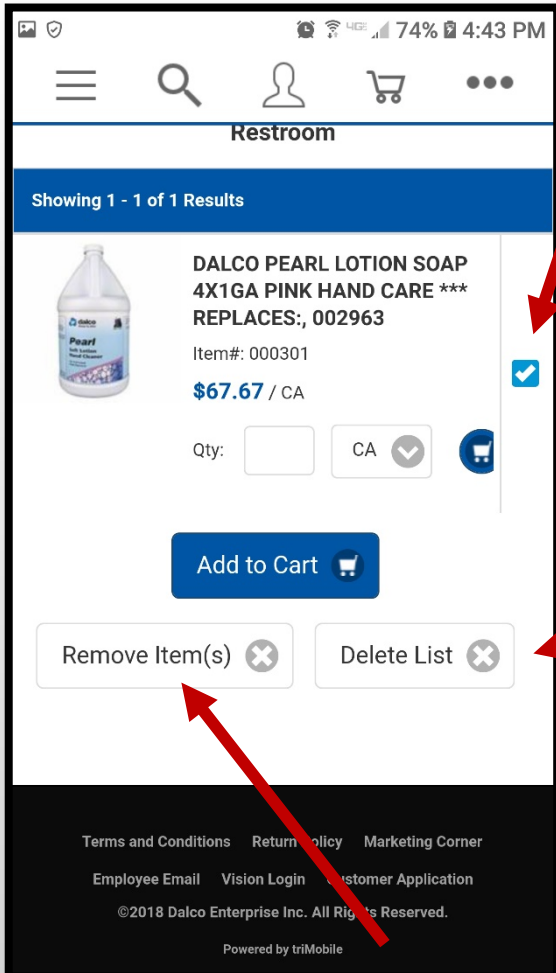
# EDIT SHOPPING LISTS

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:**

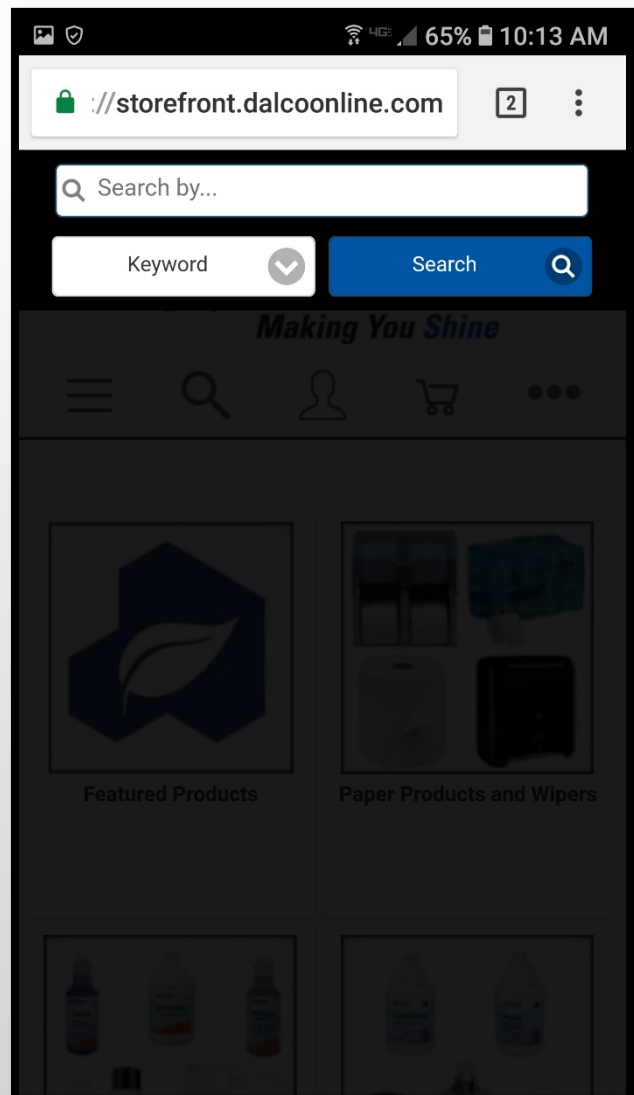
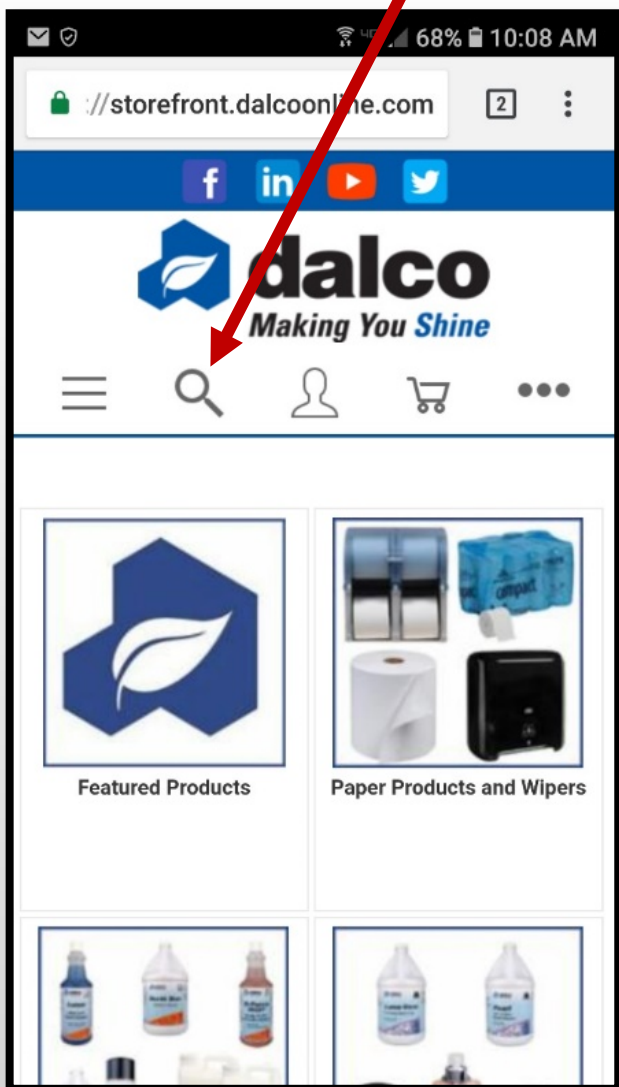
- Click “Delete List”
- Click “Yes” if you do want to delete the shopping list:
  - (BE CAREFUL, NO WAY TO RECALL LIST ONCE DELETED)
- Click “No” if you DO NOT want to delete the shopping list



# SEARCH OPTIONS

Search By:

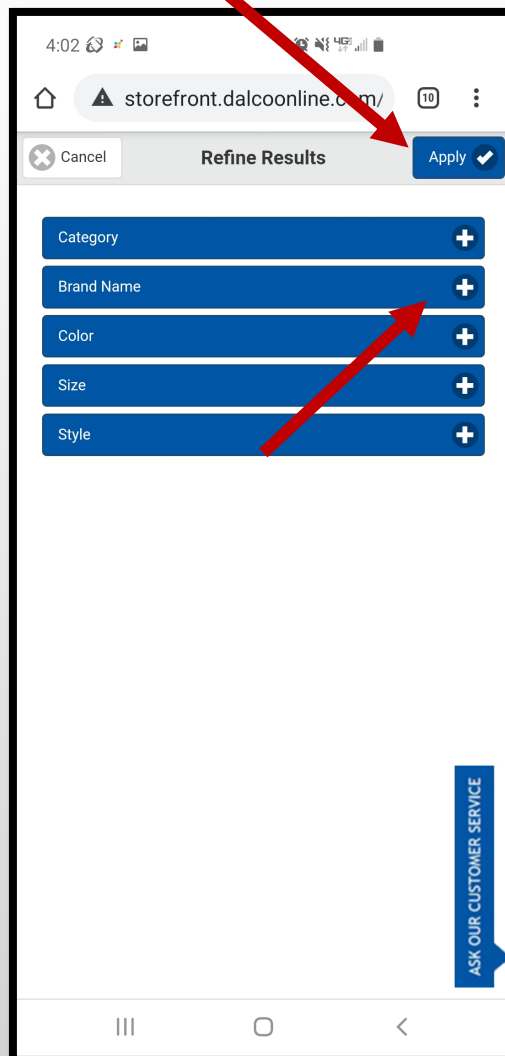
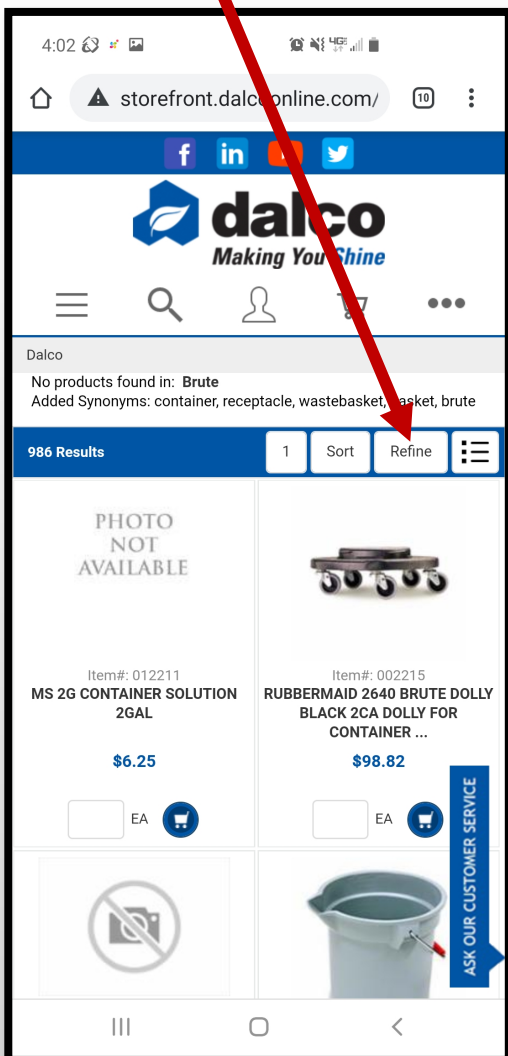
- Keyword (best option)
- Item Number
- Manufacturers Item Number



# 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!




## To Refine Results:

- Click “Refine” after searching
- Select all search criteria needed
- Click “Apply to search again with criteria



# 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

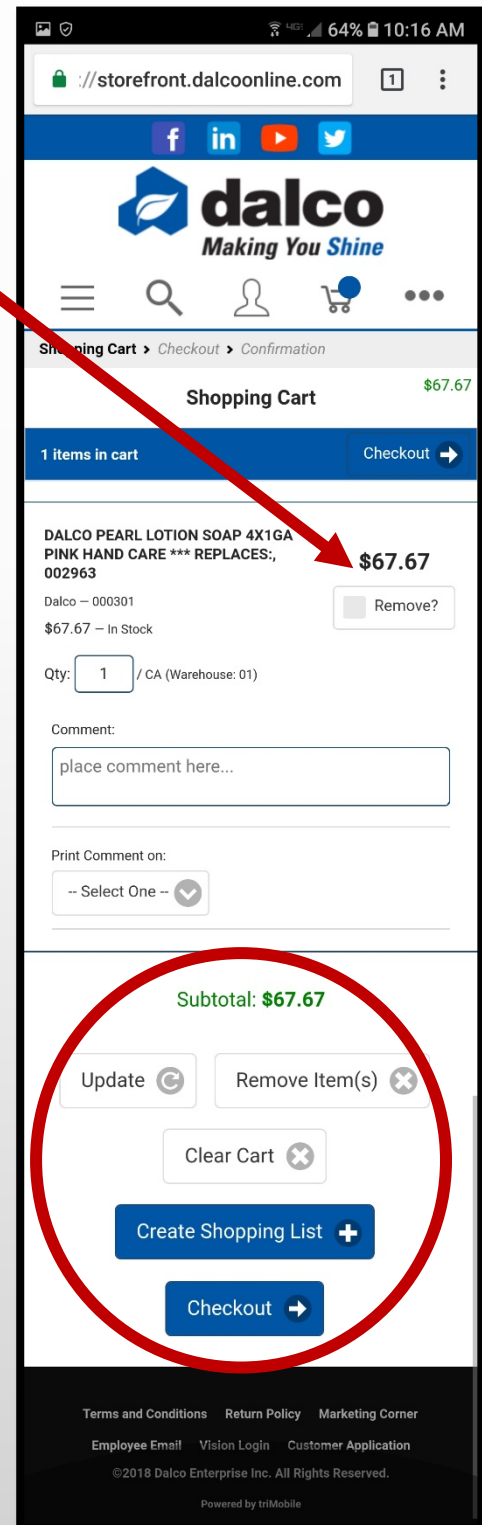
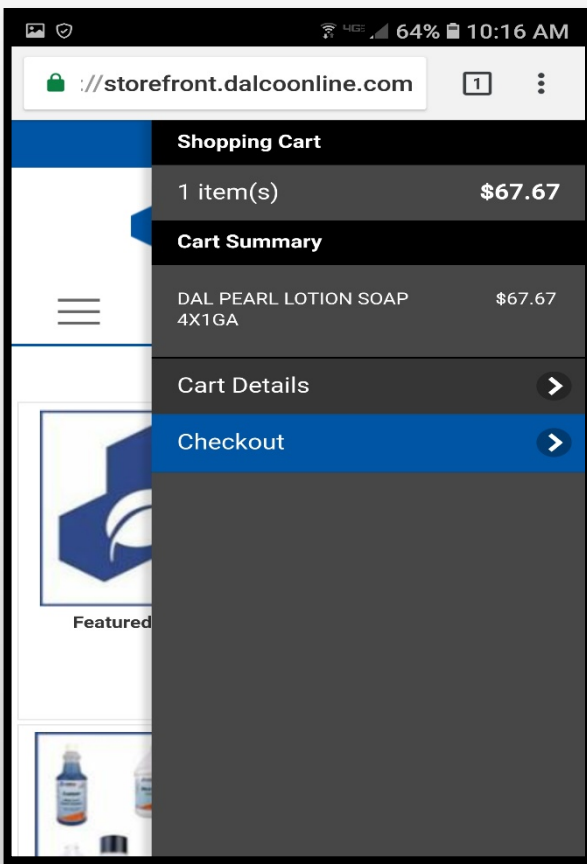
To delete all items from your **Shopping Cart**:

- 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


**\*\*MAKE SURE YOU CHECKOUT TO\*\*  
PROCESS YOUR ORDER!!**





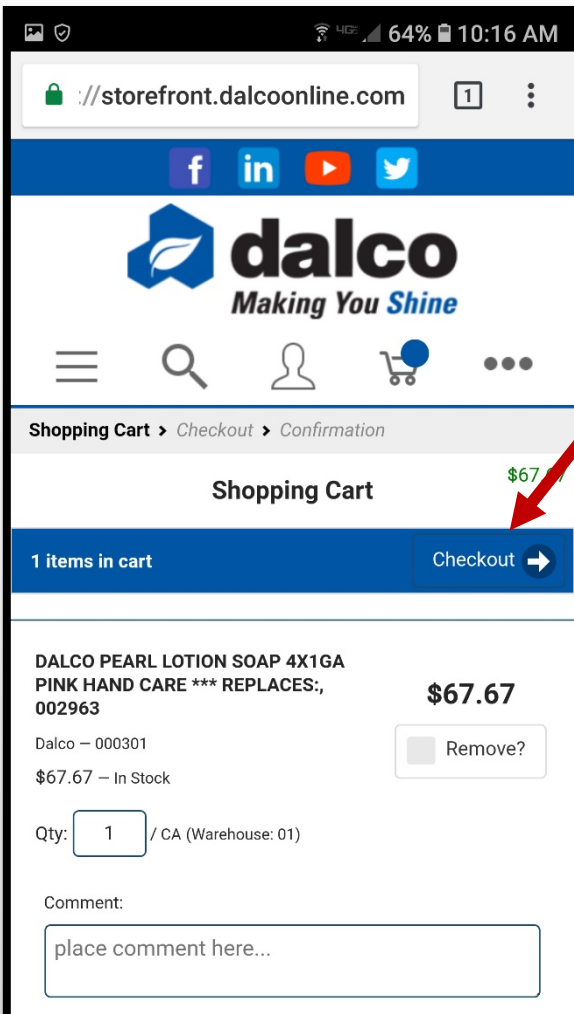
# CHECKOUT

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



Shopping Cart > Checkout > Confirmation

Shopping Cart \$67.67

1 items in cart Checkout

**DALCO PEARL LOTION SOAP 4X1GA PINK HAND CARE \*\*\* REPLACES: 002963** **\$67.67**

Dalco - 000301 Remove?

\$67.67 - In Stock

Qty:  / CA (Warehouse: 01)

Comment:



Checkout

Contact Information

Name: \*  
Dalco Testing

Requested Ship Date: \*  
09/11/2018

Email Address: \*  
weborders@dalcoonline.com

Purchase Order Number: \*  
TEST

Phone: \*  
5555555555

Pay by credit card  
☐ No

Billing Address

Company Name: \*  
DALCO STOREFRONT

Street Address: \*  
300 5TH AVE NW

City: \*  
NEW BRIGHTON

State: \*  
Minnesota

Postal Code: \*  
55112

Country: \*  
UNITED STATES

Shipping Address

Copy Billing Address  
Change Ship To

Company Name: \*  
DALCO STOREFRONT

Street Address: \*  
300 5TH AVE NW

City: \*  
NEW BRIGHTON

State: \*  
Minnesota

Postal Code: \*  
55112

Country: \*  
UNITED STATES

Promotion/Discount

Promotion/Discount Code:

Apply

Order Information

Order Comments:

Shipping Instructions:

Products

DALCO PEARL LOTION SOAP 4X1GA PINK HAND CARE \*\*\* REPLACES: 002963 \$67.67

Dalco - 000301 \$67.67 - In Stock  
Qty: 1 / CA (Warehouse: 01)  
Comment:  
Print Comment on:

Subtotal: \$67.67  
Sales Tax: \$4.99  
Order Total: \$72.66

Recalculate Totals

Save Order Submit Order

Terms and Conditions Return Policy Privacy Policy  
Employee Email Visitor Login Customer Application  
©2010 Dalco Enterprises Inc. All Rights Reserved.  
powered by mcommerce

To submit order :  
Click Submit Order  
at bottom of  
checkout






# UPC SCANNING

## You can now scan the UPC code of your favorite Dalco Products & access them on Storefront!

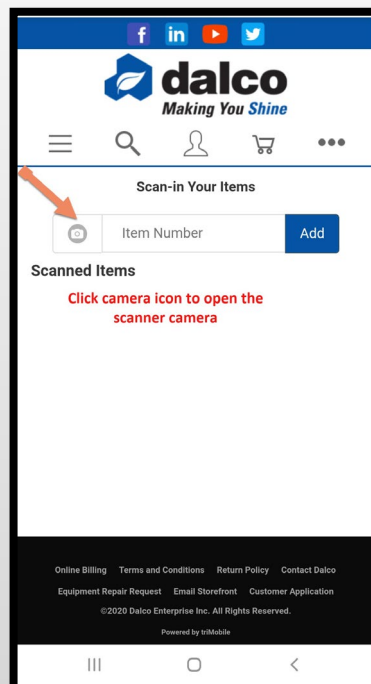
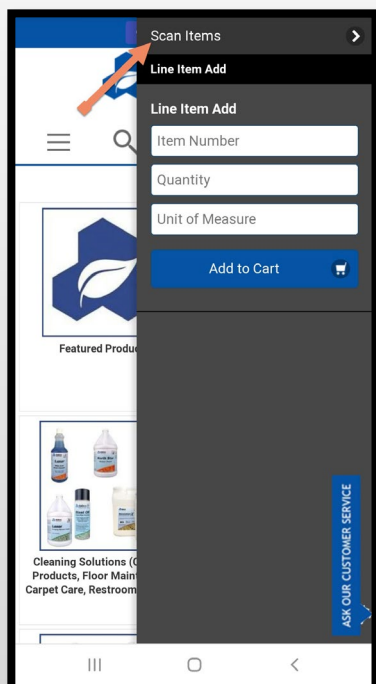
How it works:

- Click the Triple Dot  Icon
- Click Scan Items
- Click the camera icon (this will open your device camera)
- Take photo of UPC Code from product & click OK
- The item will now search in Storefront & pull up that item detail page if found^



Example UPC photo

(Clear, straight photos read the best, make sure to not cut off any UPC barcode or numbers. Also, try to eliminate any glare/shine caused on the UPC from lighting as this can affect the scanner)



^Mobile Device Function only. This function is still being worked on, some UPC codes may not be found. If you have a situation where this function is not working or you cannot find an item, contact [storefront@dalcoonline.com](mailto:storefront@dalcoonline.com) with the issue you are experiencing.

# 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@dalcoonline.com](mailto:accountsreceivable@dalcoonline.com)

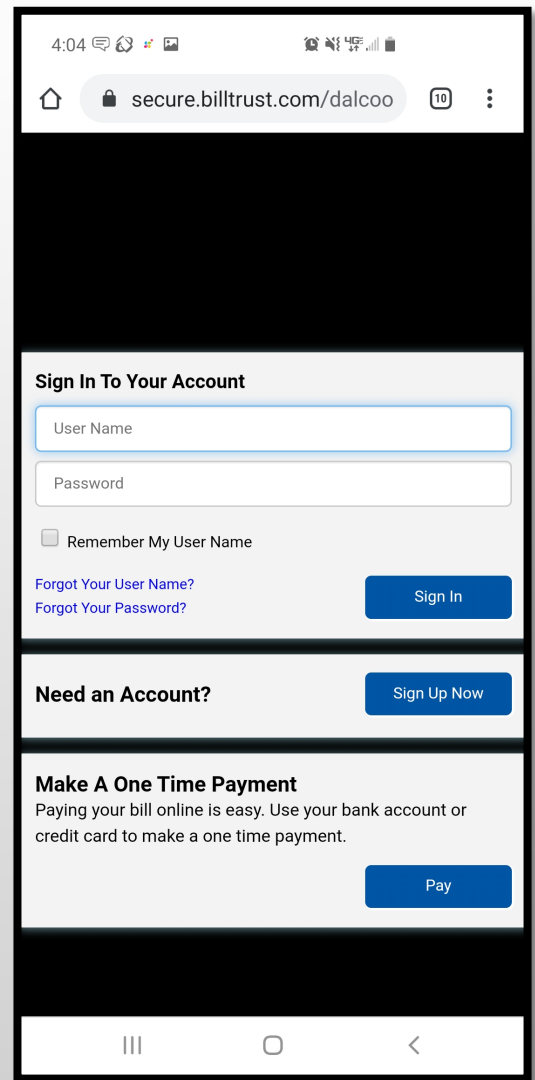
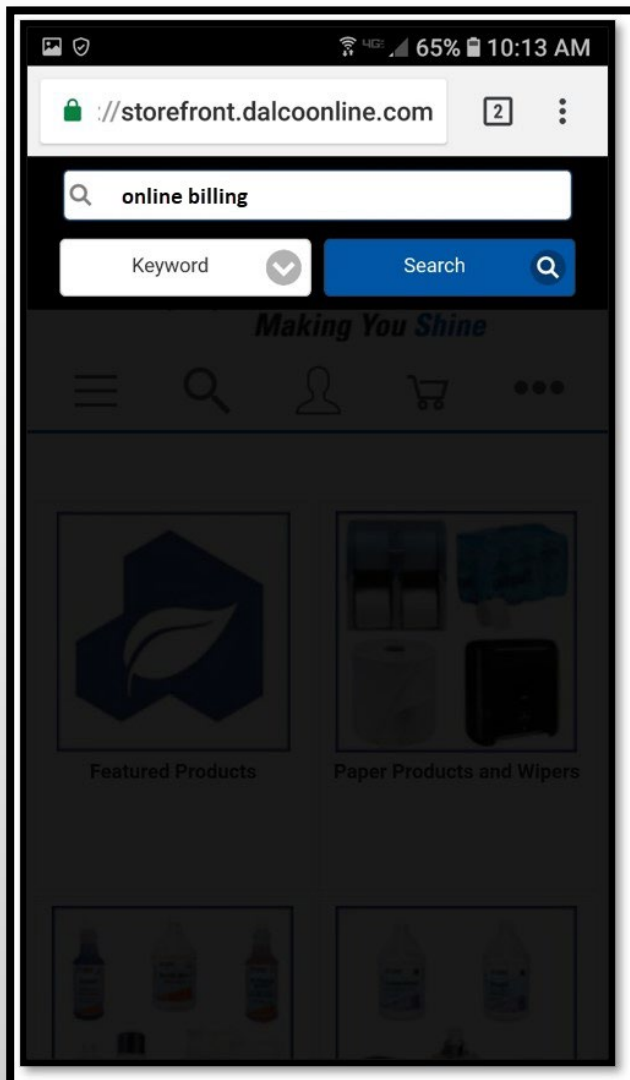
- Search “Online Billing” on Storefront to open Client Connect

OR

- Client Connect Direct Link: <https://secure.billtrust.com/dalcoonline/ig/signin>



Scan here to access Client Connect!

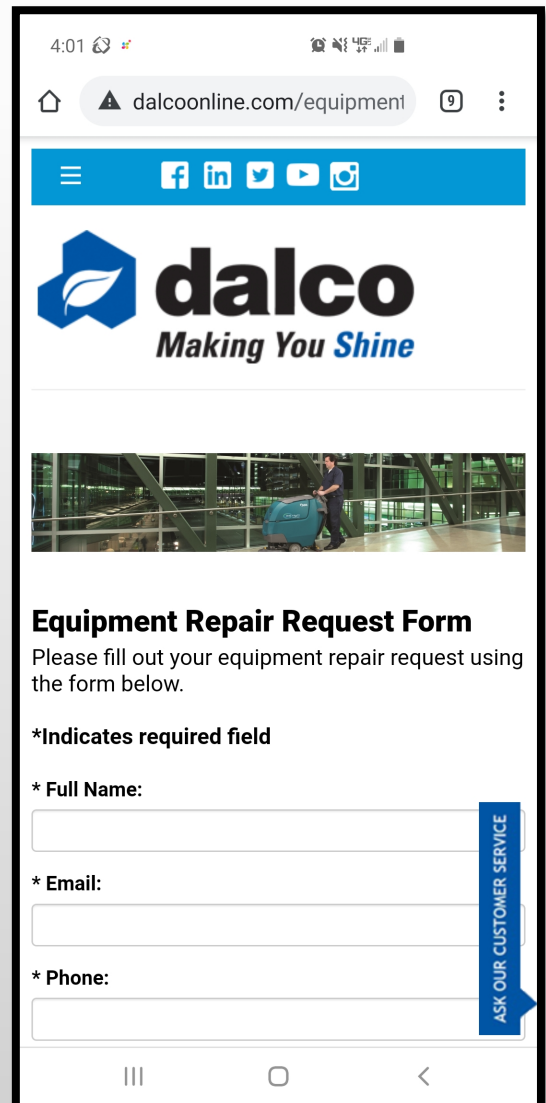
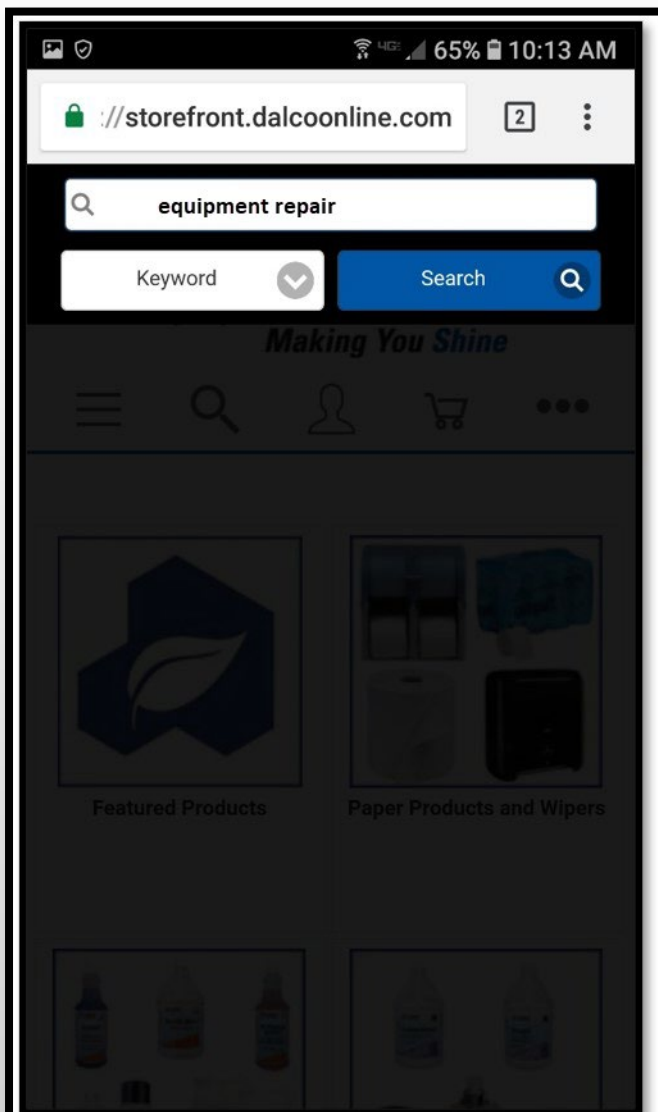




# ACCESS EQUIPMENT REPAIR FORM





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>




4:01  

  dalcoonline.com/equipment  

 **dalco**  
Making You Shine




**Equipment Repair Request Form**  
Please fill out your equipment repair request using the form below.


**\*Indicates required field**

**\* Full Name:**

**\* Email:**

**\* Phone:**





# 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 pulled into Storefront.

- **NOTE: If you have a custom online catalog & you add items to your cart that are not 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) placed 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.



# THANK YOU

**Contact us:**



300 5<sup>th</sup> Avenue NW  
New Brighton, MN  
55112



(651) 251-6636



storefront@dalcoonline.com

**Follow us on:**



[facebook.com/dalcoenterprises](https://facebook.com/dalcoenterprises)



[linkedin.com/company/dalco\\_2](https://linkedin.com/company/dalco_2)

Scan here to  
access  
Storefront!

