DESTACO E-commerce Platform

On-Boarding Information

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Introduction Video: [https://info.destaco.com/video-launch-partner.html](https://info.destaco.com/video-launch-partner.html)

E-Commerce Tool Capabilities

- **Updated Navigation**
  Find what you are looking for with fewer clicks

- **Configurator**
  Search now by product, brand, function, market, or by resource needed

- **Product Availability**
  Easily find when your selected products will be in stock

- **Product Ordering**
  Order products online!

- **Pricing**
  List prices and your purchase prices are displayed before you order

- **Order Status**
  Check when your order will arrive
Login

Login for the E-commerce and Distributor Portal (Log In – in upper right of website)

Username = email address
Password = Temp password – You will be asked to change it after 1st login

UPON LOGIN YOU WILL BE RE-DIRECT TO HOMEPAGE
Logged-in Toolbar

Click on Arrow next to Your Initials to get Logged-in Toolbar

Dashboard – View your profile, order histories, saved addresses

Profile Settings – See your profile settings

Quick Orders – Know the part number you want, click here and you can type them in or upload a list and get information on them.

Logout – Log out of E-commerce platform
Dashboard
Dashboard Navigation

Profile Settings – See your profile settings

My Organization –
  Addresses – List of all the addresses you can ship to
  Payment – Show payment types – Currently we are only accepting Purchase Orders – Planning to add Credit Card.

Purchase –
  Order History – Your order history – This information is also available on the right side of screen under Customer purchases
  My Favorite – List of favorite parts

Tools –
  Data Syndication – Download all product data and attributes
  Digital Assets – Access our Marketing Hub for images, pdfs, and other sales materials

FIRST TIME YOU LOG IN – PLEASE SETUP PREFERRED INVOICE AND SHIPPING ADDRESS FOR CORRECT PRICING
PREFERRED BILLING AND SHIPPING ADDRESS

Select a Billing Address and Shipping Address from the Dropdown menu

Note: You will be able to select and add addresses during the checkout process – This is just the initial addresses that will show in your default cart.
**Order History**

**Filters By** – Filter your orders based on time or select Order Number, PO Number or Order Status and find a particular order.

**Options** – You can download your orders to a CSV file

Click on PO Number or Order Number for more details on order
## Order History Details

Click on PO Number or Order Number on summary page for more details on order

**Re-order** – Automatically add same products to your cart for new order

**Expected Ship Date** – Date product is expected to ship or shipped date if shipped

<table>
<thead>
<tr>
<th>LINE NO.</th>
<th>PRODUCT ID</th>
<th>EXPECTED SHIP DATE</th>
<th>PRICE</th>
<th>STATUS</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td>B8/JG-3238-1</td>
<td>02/25/22</td>
<td></td>
<td>Shipped</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Clamping arm Invoice Desc: B8/JG-3238-1 w/SCREWS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Quantity: 2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.1</td>
<td>202-U</td>
<td>02/24/22</td>
<td></td>
<td>Shipped</td>
<td></td>
</tr>
</tbody>
</table>
Product Information
# Two Places for Product Information

<table>
<thead>
<tr>
<th></th>
<th>On Product Page</th>
<th>On Cart</th>
</tr>
</thead>
<tbody>
<tr>
<td>List Price</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Customer Price</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Available on Hand</td>
<td>✓</td>
<td>✓ Real-Time</td>
</tr>
<tr>
<td></td>
<td>Updated every 6 hours</td>
<td></td>
</tr>
<tr>
<td>Lead Time</td>
<td>✓</td>
<td>✓ Real-Time</td>
</tr>
<tr>
<td></td>
<td>Updated every 6 hours</td>
<td></td>
</tr>
</tbody>
</table>
Ways to Add Products to your Cart

**Method 1** – Navigate to the product page or configurators on the website

*Image of a product page with a configurator*

**Method 2** – Quick Orders Button on Logged-in Toolbar or Dashboard

*Image of the Quick Orders Button interface*
Cart and Checkout Process
Cart

- **List Price**
- **Your Price**
- **Lead Time**
- **Qty on Hand**

**Quick Order** – Add more products to your cart

**Fees**: Shows any fees from Minimum Order or Drop Ship

**CHECKOUT Button**: To Continue Purchasing Process
Shipping Information

Billing Address

Drop Down to Change Billing Address

Shipping Address

Drop Down to Change Shipping Address

Add New Address: You can add a new drop ship address for your order (See next slide)

End User Reference PO: If you would like us to reference an end-user PO, please enter it here

CONTINUE CHECKOUT PROCESS

Order Summary

Total Items (1 items)

Minimum Order Fee

$80.00

TAX Exemption

CONTINUE CHECKOUT

Fees: Shows any fees from Minimum Order or Drop Ship
New Shipping Address

Add New Shipping Address information

New Direct Address: If you have a new direct address to add, please contact customer service via email to add this new address.

NOTE: All new addresses will incur a drop ship fee.
Shipping Options

**Carrier** – Select Carrier you would like to use for shipping

**Shipping Method** – Select method you would like to use for shipping

**Freight Terms** – Select Freight Terms – If Collect: Please add Account Number to charge freight to

Order Summary
- Total Items (1 Items): [Price]
- Minimum Order Fee: **$80.00**
- TAX Exemption
- Total Amount: [Price]

CONTINUE CHECKOUT
Shipping Options

**Ship Order Complete** – All products will ship when complete order is ready

Please indicate Requested Ship Date for complete order

**Ship Order Line Complete** – Ship products separately when each is ready (Note: this may incur high shipping charges)

Please indicate Requested Ship Date each item in cart
Payment

**PURCHASE ORDER NUMBER (REQUIRED)**

Must provide valid PO Number for referencing this order
Order Review

Review the details of your order below and make any changes if needed. Click "Submit Order" to complete your purchase.

Message to Merchant

INVOICE ADDRESS
B-Minneapolis
Midwest Machine Tool Supply Inc.
230 Commerce Circle South
Suite 1
Fridley, MN 55432
United States

PAYMENT METHOD
Invoice
PO Number - 142544

SHIPPING ADDRESS
FRIDLEY - MIDWEST MACHINE TOOL SUPPLY
Midwest Machine Tool Supply Inc.
230 COMMERCE CIRCLE S
FRIDLEY, MN 55432-0307
United States

SHIPPING METHOD
UPS-Air-Next Day Air Saver (by 3:00PM)
Carrier: UPS
Freight Terms: COLLECT
Special Shipping Instructions

<table>
<thead>
<tr>
<th>Order Items</th>
<th>PRICE</th>
<th>QTY.</th>
<th>GRAND TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>207-U</td>
<td></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Product ID: 207-U</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

NOTE – You must agree to Terms & Conditions in order to submit order.

You can review Terms & Conditions by clicking on the link.

Total items (1 items) $0
Minimum Order Fee $80.00
TAX Exemption

Total Amount

SUBMIT ORDER
Email – You will also receive an email showing all the information of your order

You can then check the status through Order History and you will also receive emails from our ERP system
Need Further Help or Have Questions

If you have any questions or need further help, please reach out to your local customer service teams

Americas:
Email: customerservice@destaco.com

Europe:
Email: Europe@destaco.com

If you have any suggestions on improvements, please send them to Darren Greene at dgreene@destaco.com