



MIDWEST
GROUNDCOVERS
LLC

How-To Guide

for Midwest Groundcovers Webstore

How to navigate and place an order on webstore for current customers.

Login to Account:

The first time logging in, you will need to go to the Login page and click on the “Forgot password” prompt.

Follow the steps to reset your password. If you do not receive a password reset email, please contact us mgsales@midwestgroundcovers.com or via the Live Chat feature on our website.

Adding Plants to Cart:

Once you are Logged in to the site, you can navigate the plants your searching for via the filtered lists, the search bar, or directly from your shopping cart.



Achillea 'Strawberry Seduction' #1

\$5.⁹⁹

Strawberry Seduction Yarrow

430 Available

Item No. 23593.1G

Pot Size #1

− 5 + Each

Once you locate the plant you're looking for, enter the quantity desired and then on your keyboard, or click on the add to cart icon in the lower right corner.



hit enter

Placing an Order:

To complete your order or to view your shopping cart, navigate to the shopping cart icon in the upper right corner next to Account.




Placing an Order cont.:

From the shopping cart page, select your Delivery or Pick-UP date.

Shopping cart


Quickly add plants to your basket by entering an item number or product name. Press 'Enter' on the quantity input to add the product to the list.

My shopping cart

Product	Price	Availability	Quantity	UOM	Total
 Hydrangea Endless Summer@ SummerCrush® #3 <small>Item No.: 23860.3G</small> Delete	\$ 189.99	527 Available 5 Each available now	<input type="text" value="5"/>	Each	\$ 189.99

Shopping cart details

Items (5 units)	\$	189.99
Total	\$	125.99
Total incl. tax	\$	125.99
Items: 5 units (1 product lines)		

Delivery or Pick-Up date* 

1. SELECT DATE

[Recalculate shopping cart](#)

[Add to list](#)

[Load list](#)

[Empty shopping cart](#)

[Get quote](#)

[Proceed to checkout](#)

2. PROCEED

From the Order Fulfillment screen, select if the order should be delivered to a saved address, a jobsite address, or picked up at our St. Charles Nursery.

1. Order Fulfillment

Please select your order fulfillment method below.

- Deliver the order to the same address as the billing address.

60618 IL Chicago
USA

- Deliver the order to a different address.
- PICK-UP at St. Charles Nursery

Next Step

Placing an Order cont.:

To complete your order, enter a PO Number/Customer Reference number. Include any additional instructions for your delivery drive. Select an Order Status.

WILL CALL: WILL CALL orders must be RELEASED by contacting our sales team or editing the order via the website prior to it being assembled. [More on WILL CALL orders](#)

RELEASE: No further action required on your part. Your order will be ready for pick-up or delivered per the selected date.*

Delivery or Pick-Up date 08/14/2025

[Modify order details](#)

PO Number/Customer Reference*

Delivery/Pick Up Instructions

Order Status*

Please select Order Status

WILL CALL

RELEASE

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[Submit order](#)

Delivery or Pick-Up date*

August 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Dating Your Order and Understanding Future Availability

To avoid frustration later in your ordering process, it is important to look at Availability and understand how it works. In the below example, there are 600 plants that can be ordered now and would be available in our standard 2-day lead time.

On 8/18, an additional 3090 plants will be ready to be moved out of the grow stage and into the order fulfillment stage.



Hydrangea pan. Little Quick Fire® #3

Little Quick Fire® Hydrangea
PP#25,136
Item No. 23170.3G
Pot Size #3

~~\$18.00~~


600 Available

— + Each

Future Availability


08/04	08/18	09/01	09/15	09/29	Future
600	3690	3690	3690	3690	3690

Selecting your Delivery or Pick-Up date: Based on the above scenario, if you needed to order more than 600 Hydrangea pan. Little Quick Fire® (wow that's a lot of Hydrangea!) you would select a Delivery or Pick-Up date of 8/18 or later.


 **Pay attention to the warning messages.**

If you were to select a date prior to 8/18, the quantity in your cart would automatically be reduced to 600 since that is the maximum number that can be purchased prior to a 8/18.





my shopping cart

 Unfortunately, the following products could not be ordered because they are unavailable.

- 22582.38 - Ageratina (Eupator.) altis NGN Plug - Flat

 The quantities you requested are not available, and are changed to the available quantities.

- 22471.PT - Acorus (calamus) americanus NGN PT

Product	Price	Availability	Quantity	UOM	Total
 Acorus (calamus) americanus NGN PT Item No.: 22471.PT Delete	\$ 39.00	9 Available 9 Flat available now	<input type="text" value="9"/>	Flat	\$ 351.00 12.00% Discount
 Vinca minor 'Atropurpurea' Pint Item No.: 20234.PT Delete	\$ 30.00	24 Available 100 Flat in grow crop	<input type="text" value="100"/>	Flat	\$ 3000.00 12.00% Discount
 Acorus (calamus) americanus NGN Plug Item No.: 22471.38 Delete	\$ 54.34	35 Available 40 Flat in grow crop	<input type="text" value="40"/>	Flat	\$ 2173.60 12.00% Discount
 Buxus x 'Green Mountain' #3 Item No.: 20753.3G Delete	\$ 33.85	4136 Available 4 Each available now	<input type="text" value="4"/>	Each	\$ 135.40 12.00% Discount

Shopping cart details

Items (153 units)

Total

Payment discount

Total incl. tax

Items: 153 units (4 product lines)

Delivery or Pick-Up date*
09 / 10 / 2025

[Recalculate shopping cart](#)

[Add to list](#)


[Load list](#)

[Empty shopping cart](#)

[Get quote](#)

[Proceed to checkout](#)

How to Edit an order:

- You can edit your order quantities, items, delivery method, and order date directly from your dashboard up until the order moves into processing.
- Go to **Account Dashboard** → **Recent Orders** → click **View Details**.
- If editable, you'll see an **Edit** button.
- Click Edit to move the order back into your cart.
- Adjust quantities, dates, and delivery method like a new order.
-  **Caution:**
Inventory updates in real time. Changes may affect your quantities. If issues arise, hit **Cancel** and contact the Sales Team.

Will Call Orders:

We understand Landscape Contractors can face unpredictable circumstances when it comes to the timing of plant installations. To support our Landscape Contractors, we offer the opportunity to place WILL CALL orders. A WILL CALL order will reserve plant inventory for the first or second half of the month in which it is placed.

WILL CALL orders dated between the 1st and 14th of the month will be considered first half of the month WILL CALL orders. WILL CALL orders dated between the 15th – end of the month will be considered last half of the month WILL CALL orders.

We understand jobs get delayed. If your job gets pushed out a month or more, please contact our sales team to move the order to a new month, or manage / edit your orders online.

WILL CALL orders must be RELEASED by contacting our sales team or editing the order via the website prior to it being assembled.

There is a 2-business day assembly time frame that applies to all order types.

What's different:

St. Charles Only Availability: Currently, we do not have the ability to show Availability for what is currently at only at the St. Charles nursery.

U-Pick Yard Availability: Currently, we do not have the ability to show U-PICK Yard Availability.

Export Availability function: On the previous site, a user could filter and export our current Availability which was updated in real time. Currently, we do not have the ability to export Availability with filters intact or in real time via the website. Instead, we will offer customers the ability to download our complete inventory, which will be updated daily. We will be working to improve this functionality in the coming months.



Lists replace Design Project

The Design Project feature has been replaced by Lists.

- Save **unlimited lists**.
- Share lists with **coworkers in your company**.
- Convert lists directly into **orders**.
- One user can build, another can edit quantities, and a third can place the order.

 *Lists cannot currently be downloaded as PDFs. We're working on it!*

What's New:

New Account Dashboard

Starting with orders placed on or after August 1 of 2025, order details will be easily accessible via your Account Dashboard.

- View and download recent orders.
- Edit orders
- Easily reorder, or use a previous order as a starting point for a new order.
- Access saved quotes
- Browse invoice history
- Review Shipments
- View your saved lists
- View requested stock alerts
- View your EVD Tier details

Edit Your Orders

You can edit your order quantities, items, delivery method, and order date directly from your dashboard up until the time moves in processing.

Exceptions based on Customer Type:

Custom Color Label Customers:

Customers who are set-up signed up for Custom Color Labels will see a notice during the Checkout process: By default, you will receive Customer Color Labels with your order. If you DO NOT want labels printed, please email mg-sales@midwestgroundcovers.com and include any part codes you do not want labels for.

Secure checkout

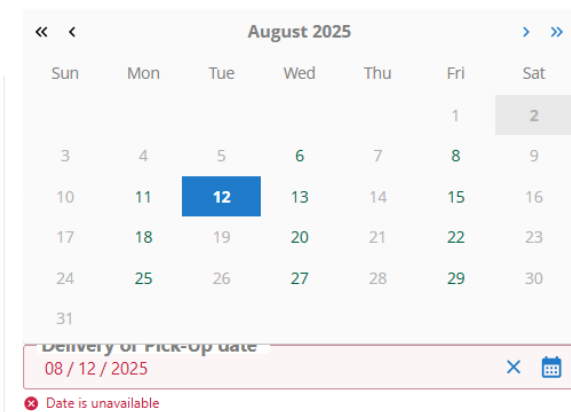
By default, Custom Color Labels will be added to your order. If you DO NOT want labels printed, email mgsales@midwestgroundcovers.com to have them removed.

1. Order Fulfillment

Shopping cart summary

Delivery or Pick-Up Date Selection (not Daily):

Based on your location, we may only deliver to your address on certain days of the week. From your cart, if you attempt to select a date outside of your available days, you will be prompted to choose a new date.



If we only deliver to your location on certain days of the week, you will need to take a few additional steps if you would like to PICK-UP your order if your desired date is outside of your normal delivery window. To do this, follow the steps below.

1. Select the closest date that you can to the date you would like to pick-up your order.
2. Under Order Fulfillment, select PICK-UP at St. Charles Nursery.

1. Order Fulfillment

Please select your order fulfillment method below.

- Deliver the order to the same address as the billing address.
- Deliver the order to a different address from address book.
- Deliver the order to a different address.
- PICK-UP at St. Charles Nursery

3. Click Modify order details.

Delivery or Pick-Up date 08/13/2025

Modify order details

I have read and fully understand the [Terms and Conditions](#)

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[Submit order](#)

4. Now that your order is set to PICK-UP, you can select from all available dates.

Deliveries to a Job Site Address

Under Order Fulfillment, if you select the option “Deliver the order to a different address” the dates you are able to select for delivery may not be accurate based on where the job site is located. The delivery fee and fuel surcharge should update appropriately, but the delivery date may need to be modified. Our team will contact you if any delivery date modifications are required.

Customers Outside of a Standard Delivery Zone

Customers that fall outside of our standard delivery zones can choose an ideal date for delivery and our team will be in contact to coordinate actual delivery dates and details.

Need Help?

Use the **Live Chat** on our website

Email: mgsales@midwestgroundcovers.com

Phone: **847-742-1790**