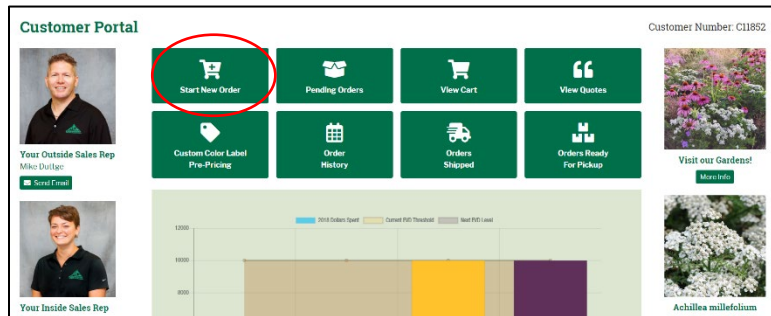


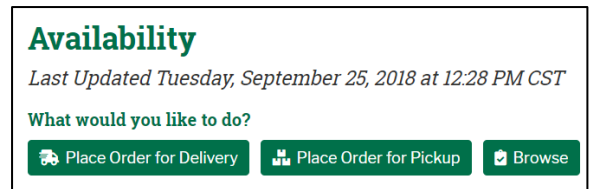
# Midwest Groundcovers

## How to Place an Order Online

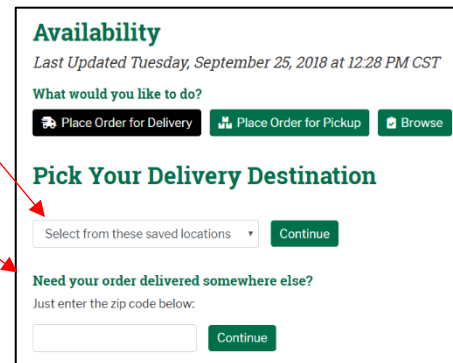
1. **Customer Portal:** Select “Start New Order” from your Customer Portal at the top left-hand portion of the page after logging into your account on the website.
  - a. This customer portal is your home base and essentially an “MG toolbox”. It shows the status of pending orders, sales history, how much before reaching the next EVD threshold, and more!



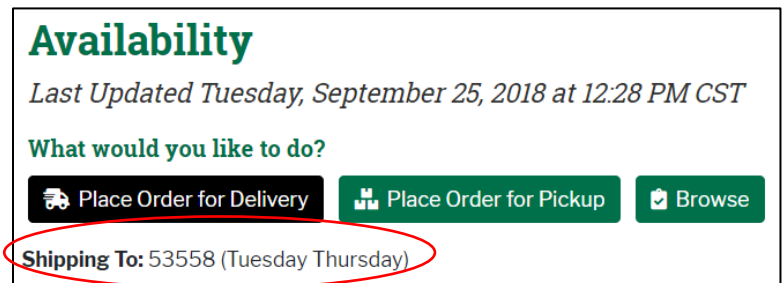
2. **Availability:** This will redirect to a new screen & give three options: Place Order for Delivery, Place Order for Pickup, or Browse (our Availability).



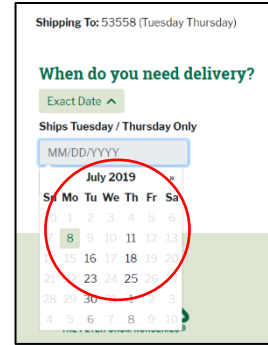
3. **Placing a Delivery Order**
  - a. Choose from a saved location OR add the zip code for an unsaved location.



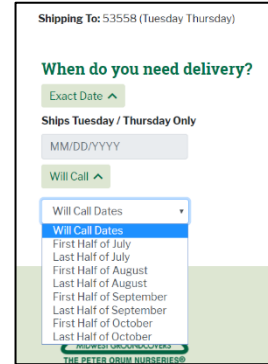
4. **Shipping zones:** We only visit certain cities on specific days of the week, so when you input a zip code, it may indicate specific days of shipping. Refer to page 260-262 in your trade list or on our website under [Our Shipping Services](#) to see delivery schedules and zone maps.
  - a. For example, Midwest only deliveries to the zip code entered in this example on Tuesday and Thursdays.



- b. Exact Date: choose the exact date you want delivery.
  - i. Note that you are only able to choose Tuesday and Thursday dates in this example.



- c. Will Call: Choose between the first half or last half of the month.
  - i. Will call orders hold the quantity of the plants requested, but does not begin the order fulfillment process. This is an internal way we can track open orders and know what quantities are reserved for any given month.



### 5. Placing a Pickup Order

- a. To place a pickup order, follow the same steps as Delivery Order above. For an exact date, the order must be at least two days out from the time of order placement. Will Call order procedure from above stays the same.

### 6. Reading Availability

- a. Availability is the best place to build your orders and add items to the cart. Future crop dates help you plan jobs accordingly. The following examples show different inventory scenarios.
  - i. In this example, we are trying placing an order for July 11, 2019.

### Availability

Last Updated Tuesday, September 25, 2018 at 12:28 PM CST

What would you like to do?

Place Order for Delivery
Place Order for Pickup
Browse

Shipping To: 53558 (Tuesday Thursday) Delivery Date: Thursday, July 11, 2019

- ii. Based on the Current available column we are able to add up to 83 plants to the order.

	Item #	Size	Price	Your Price	Notes	Current	QTY 7/15	QTY 8/1	QTY 8/15	QTY 9/1	QTY 9/15	QTY 10/1	Future Inventory
Export Zone 2019													
Andropogon gerardii (NGN) Big Bluestem	22479.38	38 Flat	\$43.70	\$43.70		83	83	83	83	83	83	83	128

- iii. The item below is not expected to be available until after 10/1. Therefore, we're unable to add this item to the cart for a July order.

	Item #	Size	Price	Your Price	Notes	Current	QTY 7/15	QTY 8/1	QTY 8/15	QTY 9/1	QTY 9/15	QTY 10/1	Future Inventory
Anemone canadensis (NGN) Meadow Anemone	22799.38	38 Flat	\$53.20	\$53.20		0	0	0	0	0	0	6	7

- iv. Since we're looking to get the order on 7/11, we're unable to add this item to the cart. We would have to place an order for 8/1 or later in order to reserve this item.

	Item #	Size	Price	Your Price	Notes	Current	QTY 7/15	QTY 8/1	QTY 8/15	QTY 9/1	QTY 9/15	QTY 10/1	Future Inventory
Aronia arbutifolia 'Brilliantissima' Red Chokeberry Next Crop Expected July 2019	20011.5G	#5	\$18.25	\$18.25	18-21" High 24-30" High 15-18" Wide 24-30" Wide Best Of Midwest	0	0	1523	2807	0	0	0	0

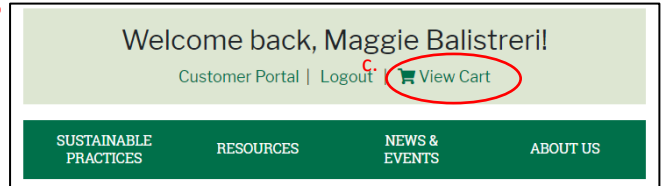
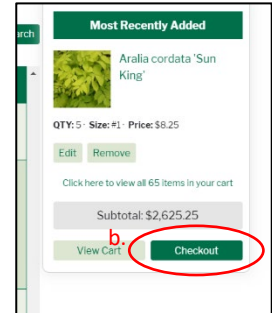
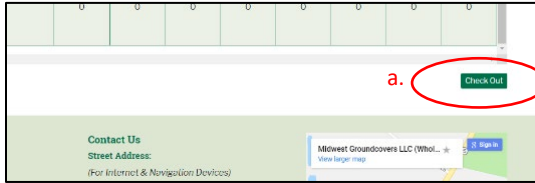
7. **Placing Items in the Cart:** If an item is available for the time you would like it delivered or picked up, you can add the quantity in the white box and select "ADD".

	Item #	Size	Price	Your Price	Notes	Current	QTY 7/15	QTY 8/1	QTY 8/15	QTY 9/1	QTY 9/15	QTY 10/1	Future Inventory
Andropogon gerardii (NGN) Big Bluestem	22479.38	38 Flat	\$43.70	\$43.70		83	83	83	83	83	83	83	128

- b. A drop down will appear in the right-hand corner of your screen to show you that the item was placed in your shopping cart.

The screenshot shows a shopping cart interface. At the top, there are filter options for 'Groundcovers', 'Native Forbs', and 'David Austin® Roses'. Below this is a search bar and a table of items. The table has columns for Item #, Size, Price, Your Price, Notes, Current, and various QTY columns (7/15, 8/1, 8/15, 9/1, 9/15, 10/1, Future Inventory). Three items are listed: 'gerardii (NGN) Big Bluestem' (Next Crop Expected June 2019), 'Andropogon gerardii (NGN) Big Bluestem' (Price: \$43.70, QTY: 50, ADD button), and 'Andropogon gerardii 'Blackhawks' Big Bluestem' (Price: \$8.10, ADD button). On the right side, there is a 'Most Recently Added' sidebar showing 'Andropogon gerardii' with a quantity of 50, size of 38 Flat, and price of \$43.70. Below this is a 'Subtotal: \$2,185.00' and buttons for 'View Cart' and 'Checkout'. A red arrow points from the text above to a dropdown menu in the sidebar.

8. **Check Out:** The Checkout button is located in three places.
- At the bottom of your screen,
  - In the drop down in the right-hand corner,
  - Under your name at the top of the screen and select View Cart



9. **View Cart:** From view cart, you have the ability to modify the various fields.

View Cart | Review Order | Order Completion

### Billing Information

\* PO Number / Customer Reference

MG-SALES YARD  
PO BOX 748  
ST CHARLES, IL 60174  
8477421790  
mbalistreri@midwestgroundcovers.com

Promo Code  APPLY

### Shipping Information

Select from these saved locations

Update

\* First Name  \* Last Name  \* Company

\* Address  \* Address Line 2

\* City  \* State  \* Zip  \* Phone Number  \* Email Address

### Shopping Cart: Delivery Thursday, July 11, 2019

Plant Name	Size	Price	Your Price	QTY	Total Price
Juncus dudleyi : GROW PLUG - Dudley's Rush	38 Flat	\$43.70	\$43.70	1 <input type="text" value="1"/> <input type="text" value=""/>	\$43.70
Koeleria macrantha : GROW PLUG - June Grass	38 Flat	\$38.00	\$38.00	2 <input type="text" value="2"/> <input type="text" value=""/>	\$76.00
Subtotal					\$119.70
Under Min Drop Fee					\$100.00
Labels					<input checked="" type="radio"/> Yes <input type="radio"/> No
Shipping:					\$11.97
<b>Total</b>					<b>\$231.67</b>

**Need to change from delivery to pickup?**

Exact Date

Will Call

**Need to change the delivery or will call date?**

Exact Date

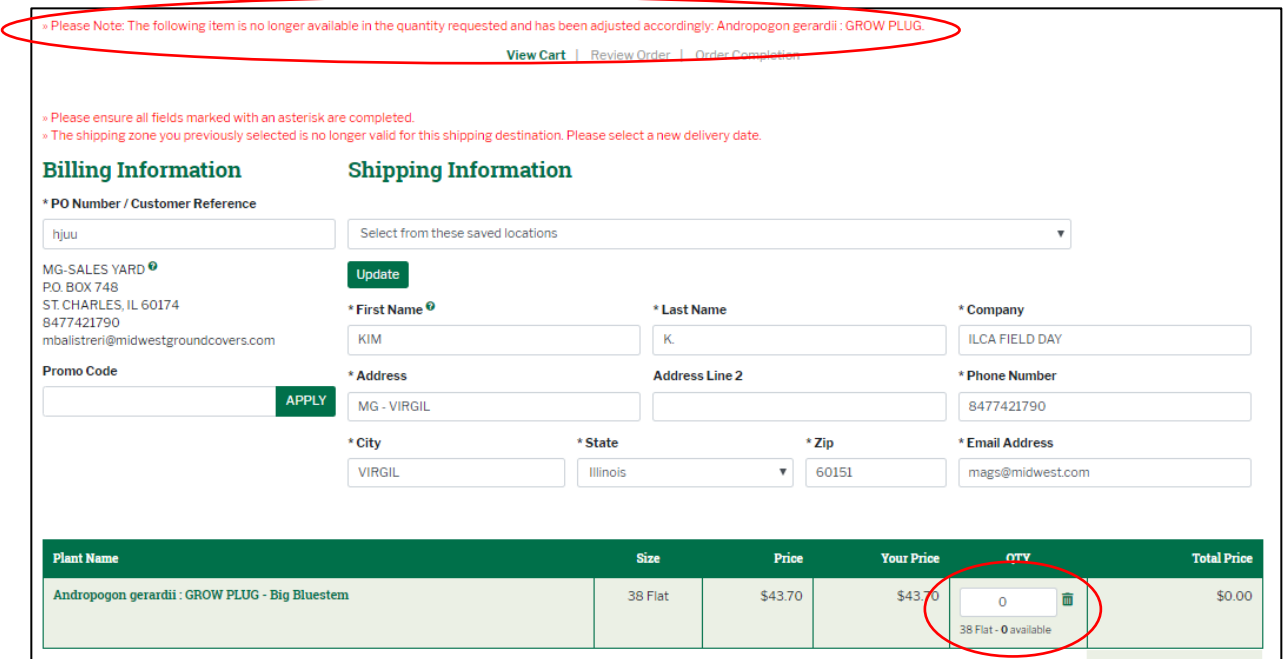
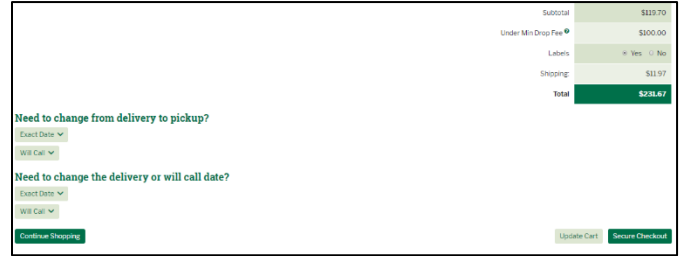
Will Call

Continue Shopping
Update Cart
Secure Checkout

10. **Change order status** (for this example).

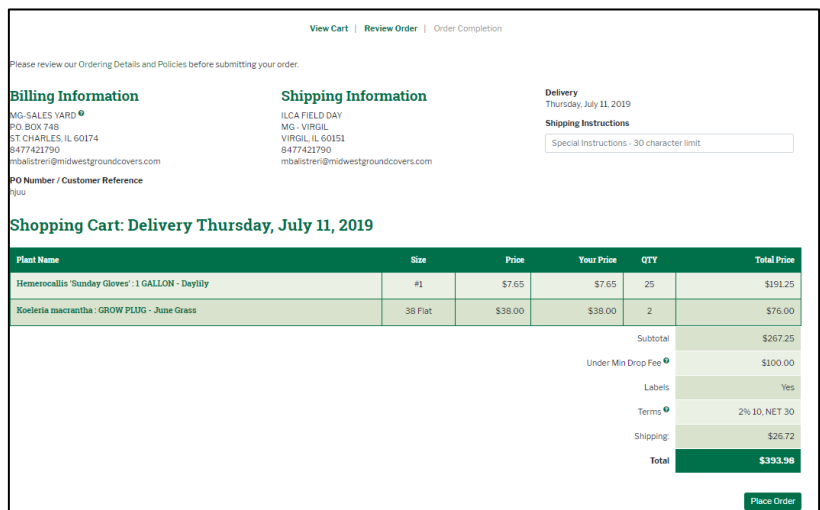
- a. Change Delivery to Pickup
- b. Change Exact Date to Will Call

- i. When changing the Order Status, there is a chance that some plants will not be available for the new date. The plant QTY field will round down to the quantity currently available or zero if none are available for that date. A notification will populate at the top of the page in red notifying that a change has been made to your cart.
- ii. The cart will be auto-updated so if you get this notification, please make any necessary changes to your order before submitting!



11. **Review Order:** From review order you have the ability to add shipping instructions. Once ready click Place Order.

- a. If any changes need to be made, select View Cart



12. **Order Completion:** If any changes need to be made, please contact a sales rep for further help.

- a. Click "Print Receipt" to keep for your records
- b. To start a new order, click 'Start New Order'.

**Order #07082019-286040** [Print Receipt](#)

Thank you for your order! If any changes to your order need to be made please contact us 847-742-1790.

[View our Ordering Details and Policies here](#)

<b>Billing Information:</b> MG-SALES YARD CATALINO CATALINO P.O. BOX 748 ST. CHARLES, IL 60174	<b>Shipping Information:</b> ILCA FIELD DAY KIM K. MG - VIRGIL VIRGIL, IL 60151	<b>Order Status:</b> Processing
--	---	------------------------------------

PO Number: hjuu

Plant Name	Size	Price	Your Price	QTY	Total Price
Hemerocallis 'Sunday Gloves' : 1 GALLON - Daylily	#1	\$7.65	\$7.65	25	\$191.25
Koeleria macrantha : GROW PLUG - June Grass	38 Flat	\$38.00	\$38.00	2	\$76.00

Subtotal	\$267.25
Min Drop Fee	\$100.00
Labels	No
Terms	2% 10, NET 30
Shipping	\$26.73
Tax	\$0.00
<b>Total</b>	<b>\$393.98</b>

[Start New Order](#)

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Email us: [mgsales@midwestgroundcovers.com](mailto:mgsales@midwestgroundcovers.com)