

Log on to [www.dicarlofood.com](http://www.dicarlofood.com)

Place your cursor over the Order Online button and click once.



Click on  
BlueNet Ordering



### DiCarlo Online Ordering

Thank you for ordering using DiCarlo's PowerNet Online Order system.  
If you experience any difficulty ordering online please call 631-758-6000

 [BlueNet Ordering](#)

 [BlueNet Registration](#)

 [BlueNet Help](#)

 [Contact](#)

### BlueNet Support

- [Contact Support](#)
- [How To Make A Par List](#)
- [How to Create an Order Guide](#)
- [Ordering Instructions](#)
- [Ordering Online](#)

Enter your **User ID** and **password** that you have been provided. Press **Sign In**

Enter your User ID and Password.

User ID:

Password:

Forgot your password? Enter your User ID above, check this box, then click Sign In and we'll email your password to you!

## PLACING YOUR ORDER ONLINE

On the dashboard the following is available

- ➡ Previous Orders (Prior 14 calendar days)
- ➡ Outstanding A/R
- ➡ Administrated messages from DiCarlo
- ➡ To place your order. Click **Create Order**.

The screenshot shows the DiCarlo dashboard interface. At the top, the DiCarlo logo is on the left, and the unit/customer information 'Unit/Customer : DEMO ACCOUNT (WEB ONLY) (300939)' is on the right. Below the logo is a navigation bar with buttons for Status, Account, Reports, Admin, Items, Links, and a prominent green 'Create Order' button. A search bar is located below the navigation bar. The main content area is divided into three sections: 'Orders', 'Account', and 'Messages'. The 'Orders' section contains a table with one row of data. The 'Account' section contains a table with two rows of invoice data. The 'Messages' section contains one message. Blue arrows with numbers 1, 2, 3, and 4 point to the 'Create Order' button, the 'Orders' table, the 'Account' table, and the 'Messages' section, respectively.

**Dashboard** Unit/Customer : DEMO ACCOUNT (WEB ONLY) (300939)

Status Account Reports Admin Items Links **Create Order**

Hello Laurie Search by Item number or description Contains All

**Orders**

Order #	Order Type	Confirmed Date - Time	Order Date	Ship Date	Lines	Qty Ordered	Amt Ordered	Status
18	History	12/18/2013 - 13:38:04	12/18/2013	Thu 12/19/2013	2	15	\$567.50	Confirmed

**Account**

Invoice #	Date	Type	Amount	Customer Balance	Check #	Reference	PC
2222558	11/20/2013	Invoice	70.50	141.00			
2222551	11/19/2013	Invoice	70.50	70.50			

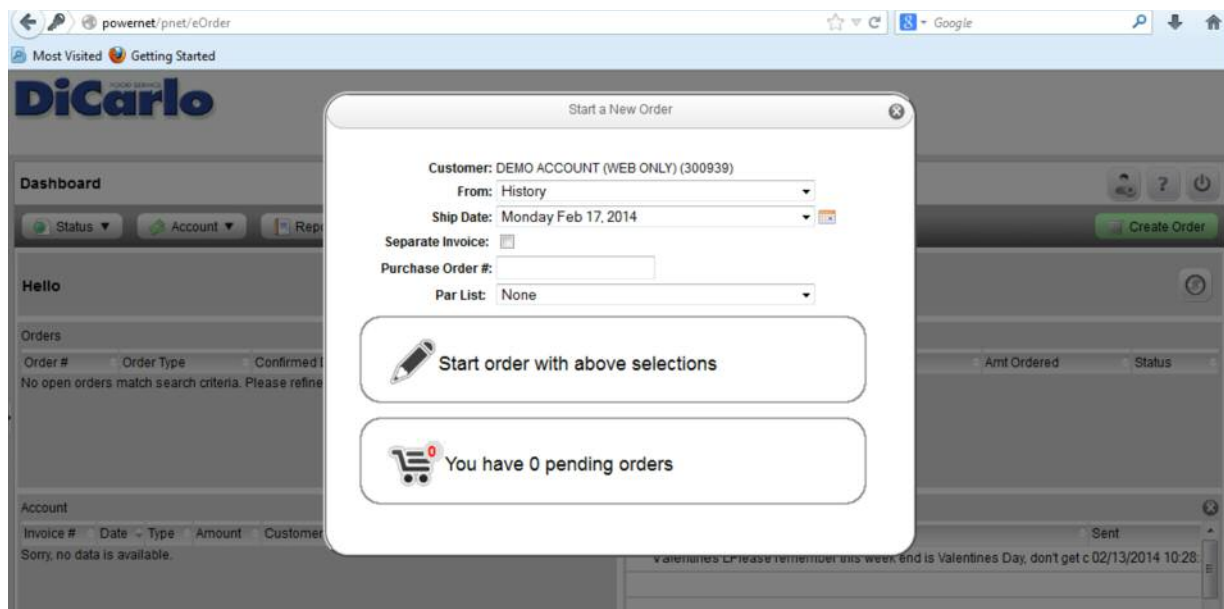
**Messages**

Subject	Message	Sent
25th	DiCarlo Distributors would like to remind all our customers	12/18/2013 03:0

## PLACING YOUR ORDER ONLINE

A pop up screen will appear.

1. Click **From** and choose the appropriate drop down option reflecting method of entry.
2. **Ship Date**- will default to your next delivery date or it can be changed to a future delivery date.
3. **Separate Invoice**- click if an additional invoice is needed.
4. **Purchase Order #**- If required
5. **Par List**- Choose Par List if needed
6. Click on **Start order with the above selections**



## PLACING YOUR ORDER ONLINE

This page will reflect the method chosen to enter items for current order. You can search for items by utilizing arrows on right side under the shopping cart



or by typing in the search box, if needed.



or by clicking **Category** to bring up all DiCarlo catalog headings. Scroll down and choose required category.



or search all items in the DiCarlo Product Book by going to **Advanced**, **Search**, type the item you are looking for, click on **Search** then **All Items**. Choose the item you need and go back to **Order Form**.



Order Form from Standard Guide - 300939

Customer: DEMO ACCOUNT (WEB ONLY) - 300939  
Order #: 93 Ship Date: 02/14/2014

Items 1 - 63 of 323

Item	Pack	Size	Brand	Description	Each	Price	BOC Price	Prv	Last Date	Ext Price
<b>BUTTER/MARGARINE SPREAD (8)</b>										
12234	1	1/8 LB	GRASSLAND			4.65				0.30
12282	36	1/4 LB	CLOVERDALE			0.75				0.30
<b>MILK CREAM/COTTAGE CHEESE (10)</b>										
10309	6	1/2 GAL	H.P. HOOD			5.05				0.30
10320	12	3/2 OZ	ANCHOR			7.43				0.30
10321	400	3/16 OZ	H.P. HOOD			0.95				0.30
10330	20	8 OZ	H.P. HOOD			3.25				0.30
14405	2	1/10 LB	H.P. HOOD			5.25	56.03			0.30
14450	12	1/5 OZ	UN-PRO			5.00				0.30
16343	12	1/4 QT	AXELROD			6.85				0.30
<b>CHEESE MOZZARELLA/RICOTTA (14)</b>										
11365	6	3/3 LB	ARNEC			9.57	25.53			0.30
11395	6	3/3 LB	VERRAZANO			9.15	20.29			0.30

## PLACING YOUR ORDER ONLINE

Enter the case amount in the **Qty** box, if the product can be broken you will see another box under the column heading **Each**. To purchase eaches, enter the requested amount in the **Qty** box and then click on the **Each** box. If you want cases and eaches of the same item enter the case amount in the **Qty**, go up and click the **Add From** tab, choose **Quick Add**, enter the item number, the requested amount and click on the **Each** box. Click the tab **Order Form**. When you have completed your order, click **Review Order**



Order Form from Standard Guide - 300939

Customer: DEMO ACCOUNT (WEB ONLY) - 300939  
Order #: 83 Ship Date: 02/11/2014

Search by Item number or description

Items 1 - 69 of 321

Item	Pack	Size	Brand	Description	N/S	Qty	Each	Price	B/C Price	Prev	Last Date	Ext Price
<b>BUTTER/MARGARINE SPREAD (8)</b>												
12234	1	/8 LB	GRASSLAND	BUTTER CUPS 90CT/LB OUD ZTF 5 GRAM				54.65				0.00
12282	36	/1 LB	CLOVERDALE	BUTTER BLOCK SALT 3205 TABLET K				163.75				0.00
<b>MILK/CREAM/COTTAGE CHEESE (10)</b>												
10009	6	/1/2 GAL	H.P. HOOD	MILK WHOLE 4699 OU-D				35.05				0.00
10020	12	/32 OZ	ANCHOR	HEAVY CREAM CHEF'S REDUCED				65.61				0.00
10021	400	/3/8 OZ	H.P. HOOD	PIC MILK 3/8OZ 6142 OU-D		2		23.95				47.90
10030	20	/8 OZ	H.P. HOOD	MILK 1% CHOCOLATE 7430 OU-D				23.29				0.00
14405	2	/10 LB	H.P. HOOD	SOUR CREAM OUD		1	<input checked="" type="checkbox"/>	95.25	56.03			56.03
14450	12	/15 OZ	UNIPRO	WHIPPED CREAM AEROSOL				95.00				0.00
16643	12	/1 QT	AXELROD	BUTTERMILK QUART 59901				36.89				0.00
<b>CHEESE MOZZARELLA/RICOTTA (14)</b>												
11365	6	/3 LB	ARNEO	RICOTTA W.M. ARNEO K LOCAL				99.57	25.53			0.00

This page is your order review

1. IMPORTANT: Review the **Ship Date**
2. To edit your order, click **Order Form**
3. When done, **Submit Order**

Once you click **Submit Order**, the following page will appear. The status will say **Submitting**



Review Order

Customer: DEMO ACCOUNT (WEB ONLY) - 300939 Order #: 84

Quantity: 6 Amount: 765.66

Ship Date (MM/dd/yyyy): 02/11/2014 Route: 200, Stop: 2

Separate Invoice:

Special Instructions:

Special Instructions (cont'd):

Purchase Order #:

Items 1 - 5 of 5

Item	Pack	Size	Brand	Description	N/S	Qty	Price	Ext Price
<b>BUTTER/MARGARINE SPREAD (8)</b>								
12234	1	/8 LB	GRASSLAND	BUTTER CUPS 90CT/LB OUD ZTF 5 GRAM		1	54.65	54.65
				BUTTER/MARGARINE SPREAD (8)		1		54.65
<b>MILK/CREAM/COTTAGE CHEESE (10)</b>								
14405	2	/10 LB	H.P. HOOD	SOUR CREAM OUD		1 ea	56.03	56.03
				MILK/CREAM/COTTAGE CHEESE (10)		1		56.03
<b>BAKING SUPPLIES (95)</b>								
95052	6	/5 LB	UNIPRO	BAKING POWDER 01706 44105 60310		1	94.40	94.40
				BAKING SUPPLIES (95)		1		94.40

