



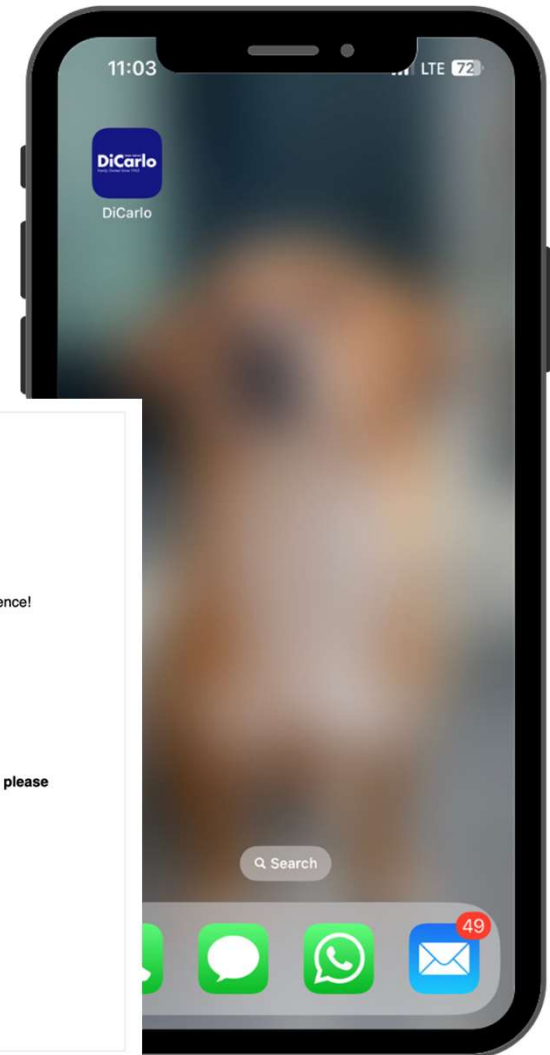
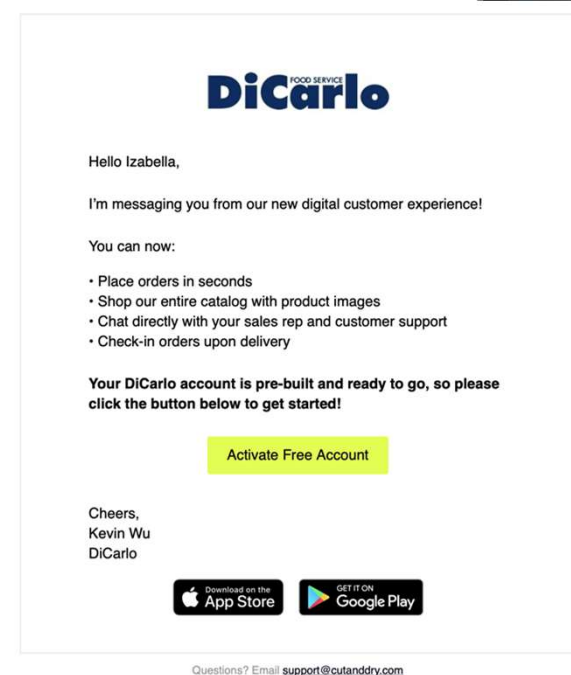
How to Use the DiCarlo Online Ordering App

How to Access the Platform

You can access the DiCarlo App on any device.

- [Desktop](#)
- [iOS](#)
- [Android](#)

To create an account, you can input your contact info and customer code OR accept an email or text message invitation sent by your sales rep.

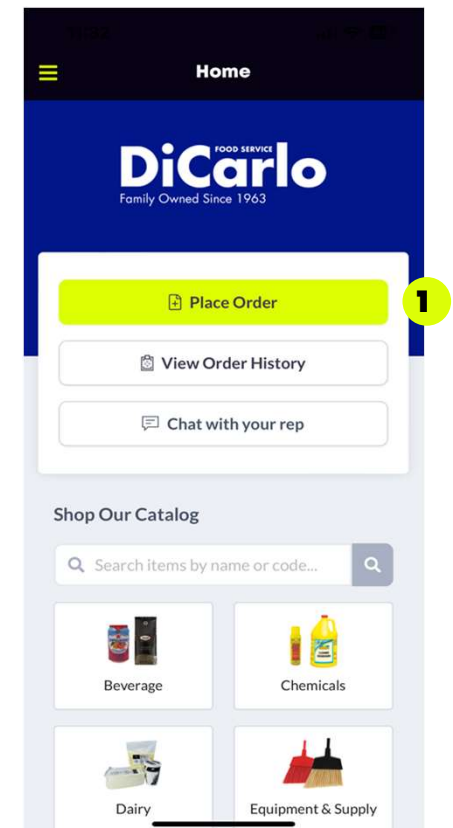
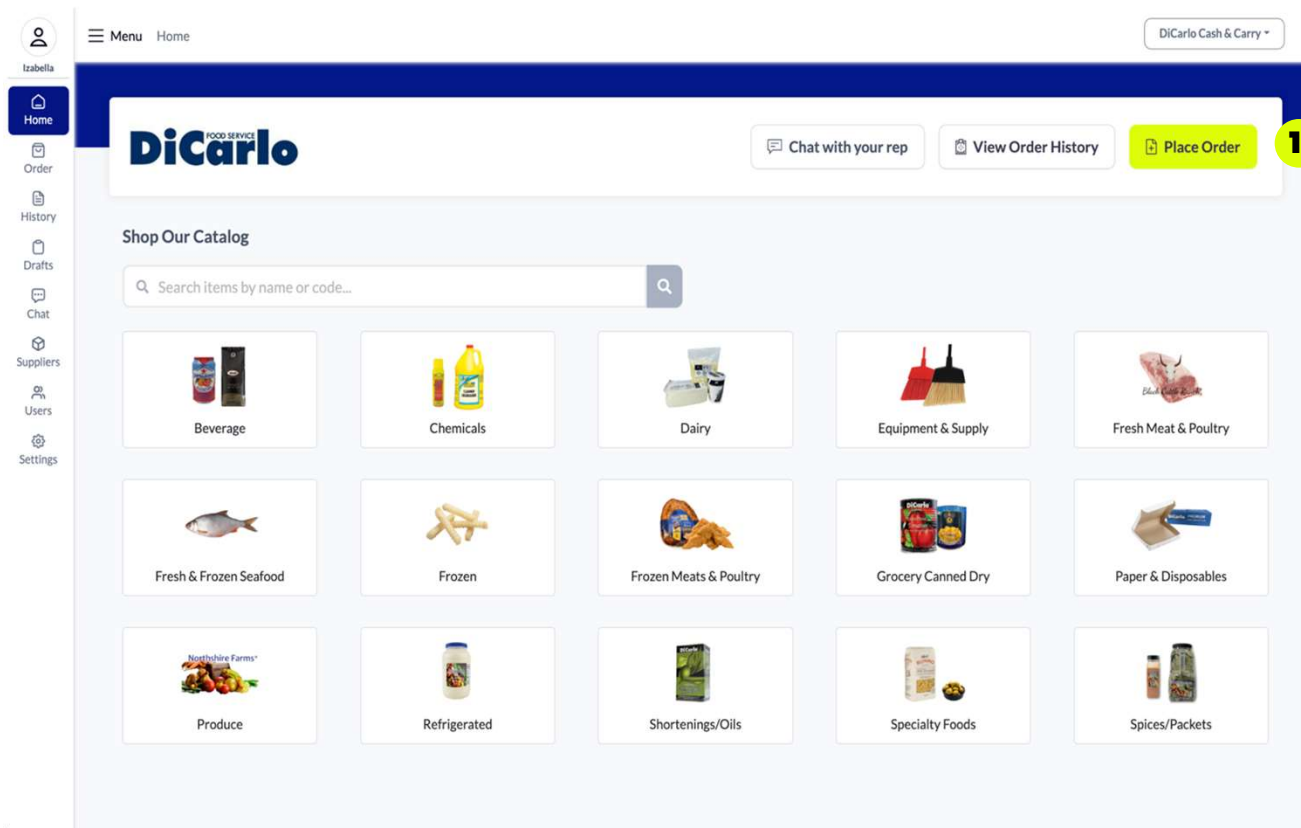


1. Placing an Order

- Order Guide
- Catalog
- Drafts
- Review & Place Order

On the home screen, you'll be able to see the different item categories and action items.

1. Click on **Place Order** to start an order



Order Guide

1. Click on **Unit** to choose between Case and Each, note broken cases are not available for all items.
2. Adjust the Quantity by clicking on the + or - symbol.
3. Click on **Save Draft** to finish this order at a later date. Note, orders are also saved automatically.
4. Click on **Review Order** to proceed to checkout.


The screenshot displays the DiCarlo Foods ordering system. On the left is a sidebar with navigation options: Home, Order (highlighted), History, Drafts, Chat, Suppliers, Users, and Settings. The main area shows a 'Place Order' screen for 'Dicarlo Foods'. At the top, there's a 'Delivery' dropdown set to 'Sat, Aug 19' and a 'View' dropdown set to 'Custom'. A search bar labeled 'Search Items' is also present. Below this is a table of items categorized by SEAFOOD, MEAT, and PRODUCE. The table columns are Item, Item Code, Unit, Par, Last, Price, and Quantity. In the MEAT section, the 'Beef Bottom Round Flat Select Fresh' item has its 'Unit' dropdown menu open, with 'Case' selected and highlighted by a blue box and a yellow circle with the number 1. In the SEAFOOD section, the 'Calamari Tubes Only 4"-6"' item has its quantity '0' highlighted by a blue box and a yellow circle with the number 2. At the bottom of the main area, there are three buttons: 'Add from Catalog', 'Save Draft' (highlighted by a blue box and a yellow circle with the number 3), and 'Review Order \$282.30' (highlighted by a blue box and a yellow circle with the number 4). On the right side, there's a sidebar with 'Order Guide' and 'Browse Catalog' tabs, a 'Sort by: Custom' dropdown, and a search icon. Below this, there are sections for 'SEAFOOD' and 'MEAT' with item listings and quantity adjusters.


Item	Item Code	Unit	Par	Last	Price	Quantity
SEAFOOD						
Calamari Tubes Only 4"-6" 12 x 2.5lb FISHERMANS PRIDE	261916	Case	8	1 (30+d)	\$9.41/lb (\$282.30)	1
Calamari Whole Clean Tubes Tent 10/20per 10 x 4.4lb Fleischmann's®	261950	Case	10	2 (30+d)	\$7.61/lb (\$334.84)	0
MEAT						
Beef Boneless Chuck Roll Cab Neck Off 3 x 25#avg Greater Omaha	130029	Case	6	2 (30+d)	\$5.63/lb (\$422.25)	0
Beef Bottom Round Flat Select Fresh 4 x 16lb Greater Omaha	143487	Case	1	1 (30+d)	\$4.18/lb (\$274.33)	0
PRODUCE						
Asparagus Cuts & Tip	40070	Case	6	1 (30+d)	\$70.33	0


Order Guide


You can also edit your order guide, including:


- Adding or hiding items.
- Changing the display order of items.
- Editing section and item names.



Isabella



Home



Order



History


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Menu

Place Order / Dicarlo Foods

Only Active Items

Hide Items (1)

Add from Catalog

Done

Item Name <small>(Sort A-Z)</small>	Item Code	Unit	Price	Par	
Seafood					
<input checked="" type="checkbox"/> Calamari Tubes Only 4"-6"	261916	Case	\$282.30	8	
<input type="checkbox"/> Calamari Whole Clean Tubes Tent 10/20per	261950	Case	\$334.84	10	
Meat					
<input type="checkbox"/> Beef Boneless Chuck Roll Cab Neck Off	130029	Case	\$422.25	6	
<input type="checkbox"/> Beef Bottom Round Flat Select Fresh	143487	Case	\$274.33	7	
		Each	\$73.51		
Frozen Meats & Poultry					
Produce					
<input type="checkbox"/> Asparagus Cuts & Tip	40070	Case	\$70.33	6	
<input type="checkbox"/> Daikon Radish Approx 25lb	300	Case	\$50.05		
<input type="checkbox"/> Endive Belgian Approx 24ct	330	Case	\$44.82		
<input type="checkbox"/> Lettuce Mache Approx 24ct	420	Case	\$24.91		

Edit Section Header

×

Section Name

Seafood

Save

Delete

Edit Item

×

Item Name

Calamari Tubes Only 4"-6"

Item Code (optional)

261916

Unit

Case

Price (optional)

\$282.30

Par (optional)

8

Accounting Category

Select...

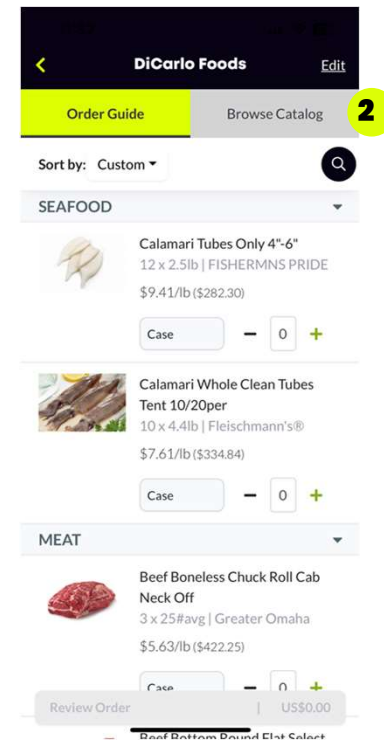
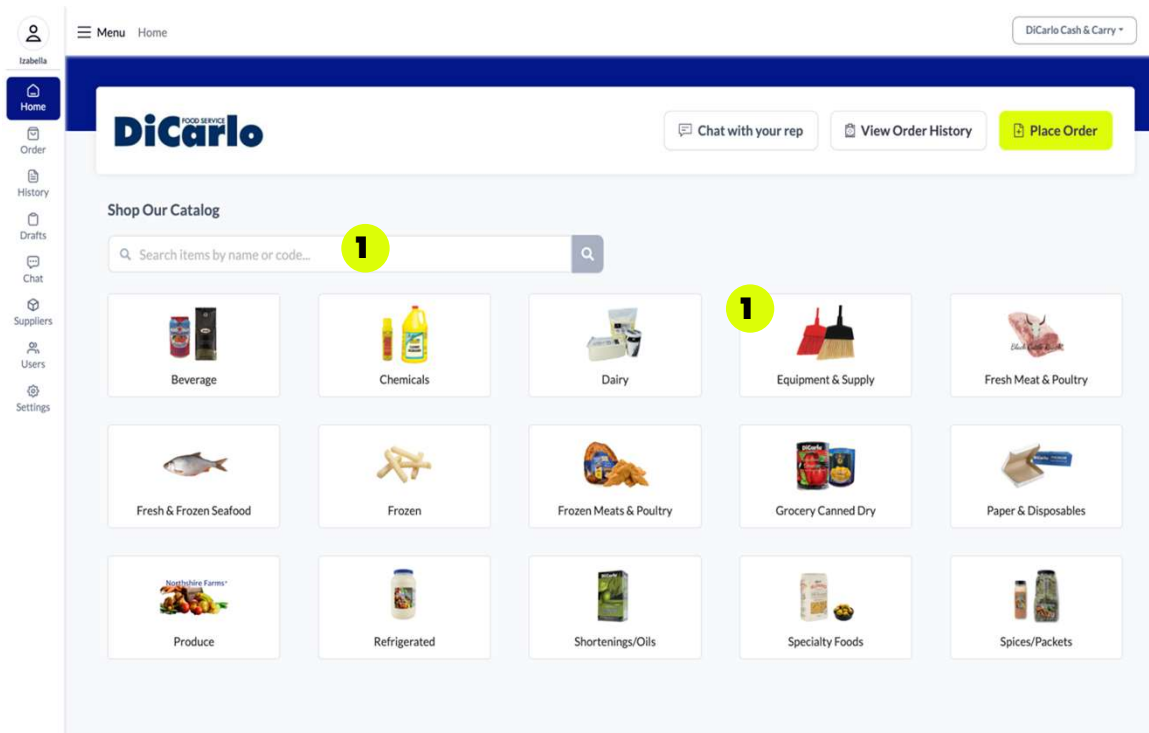
Save Item

Hide Item

Catalog

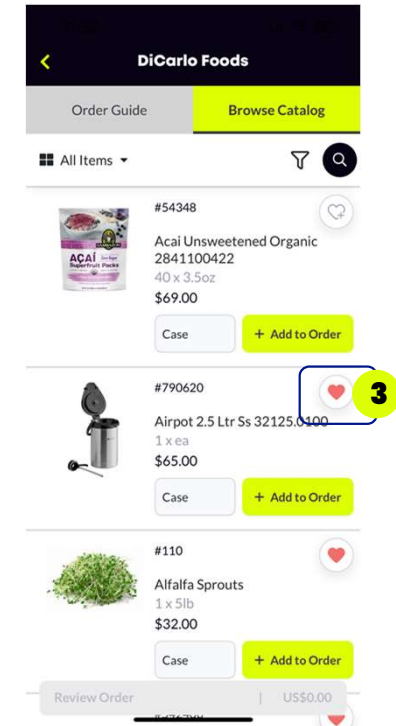
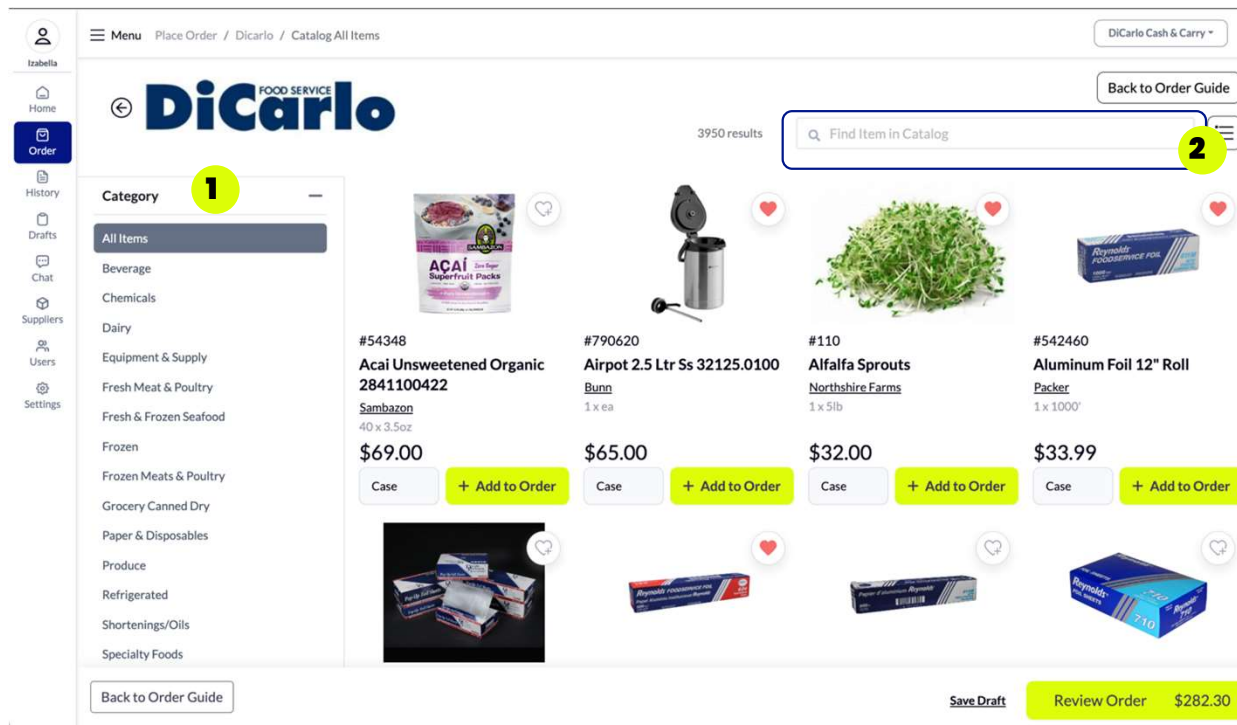
Access the online catalog, by clicking on:

1. Category tiles on the homepage or inputting search text
2. Browse Catalog in the order guide



Catalog

1. Filter items or select a category on the left navigation bar.
2. Search for different items.
3. Add or remove items from your order guide by clicking on the heart icon.



Catalog - Item Details Page

- 1. Add item to Order Guide.
- 2. Download Spec Sheet with more product information.
- 3. Add item to order.

tzabella

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Place Order

/

Dicarlo

/


Catalog Fresh Frozen Seafood

/

Calamari Rings Only

DiCarlo Cash & Carry

Back to Catalog



SKU# 262810

Calamari Rings Only

See more from [Fishermns.Pride](#)

Download Spec

2

\$220.50

Case

+ Add to Order

Case Count

10

Item Size

2.5 Lb

Weight & Dimensions

Items Per Pack

10

Packs Per Case

1


Total Items

10

Item Size

2.5 Lb

← Calamari



SKU# 262810

Calamari Rings Only

See more from [Fishermns.Pride](#)

Download Spec

1

\$220.50

Case

+ Add to Order

3

Case Count

10

Item Size

2.5 Lb

Order Drafts

You can access your saved orders by clicking on **Drafts** on the navigation bar. Click on the order to continue.

Izabella

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Drafts

DiCarlo Cash & Carry

Drafts

*Drafts older than 30 days will be deleted automatically

Supplier	Location	Updated	Created By	Items	
DiCarlo Foods	Holtsville	34 minutes ago	Izabella	1	Delete
DiCarlo Foods	Holtsville	39 minutes ago	Izabella	1	Delete
DiCarlo Foods	Holtsville	1 week ago	Kevin	7	Delete

Drafts

*Drafts older than 30 days will be deleted automatically

Supplier	Updated	Items
DiCarlo Foods Izabella	42 minutes ago	1
DiCarlo Foods Izabella	47 minutes ago	1
DiCarlo Foods Kevin	1 week ago	7

Review & Place Order

Click on **Review Order** in your Order Guide or Catalog

- 1. Select your Delivery Date.
- 2. Click on **Edit Order** to add more products.
- 3. Adjust item quantities by clicking on the + or – symbol.
- 4. Click on **Submit Order** to place the order

tzabella

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Place Order / DiCarlo Foods / Review Order

DiCarlo Cash & Carry

Review Order: DiCarlo Foods

Delivery To:

DiCarlo Cash & Carry
Holtsville NY, 11742

Delivery:


Sat, Aug 19

Cutoff Aug 18, 2:05pm

Add from Catalog

Edit Order

Submit Order


Item	Item Code	Price	Quantity	Unit	Subtotal	
ORDER SUMMARY						
	Calamari Tubes Only 4'-6" 12 x 2.5lb FISHERMNS PRIDE	261916	\$9.41/lb (\$282.30)	1	Case	\$282.30


PO Number


Items: 1
Subtotal: \$282.30
Total: \$282.30

*Prices are subject to change. Weighed item prices are estimated.

Recommended by Kevin Wu







Add from Catalog

Edit Order

Submit Order for DiCarlo Cash & Carry

Review Order

Save

DELIVERY DETAILS

Delivering To:

DiCarlo Cash & Carry

Delivery:


Sat, Aug 19

Cutoff Aug 18, 2:05pm

PO Number

Add a PO Number

ORDER SUMMARY



Acai Unsweetened Organic
2841100422
40 x 3.5oz | Sambazon
\$69.00

Case

1

Subtotal

US\$69.00

Tax

US\$0.00

Total

US\$69.00

*Prices are subject to change. Weighed item prices are estimated.

Submit Order

2. More Features

- Order History
- Chat
- Team Members
- Settings

Order History

You can access your previous orders by clicking on **History** in the navigation bar.

Steven

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Menu Orders

Order History

Order Date: Last 30 Days Order Status: All More Filters

10 results Search

Date ↓	Delivery	Supplier	Location	ID	Invoice	Qty	Value	By	Status
08/17/2023	08/18/2023	DiCarlo Foods	Farmingdale	130662468	6177745	283	\$11,151.05	DiCarlo	Confirmed
08/15/2023	08/16/2023	DiCarlo Foods	Farmingdale	130328168	6176378	236	\$9,922.10	DiCarlo	Confirmed
08/13/2023	08/14/2023	DiCarlo Foods	Farmingdale	129939693	6174258	408	\$14,877.18	DiCarlo	Confirmed
08/09/2023	08/10/2023	DiCarlo Foods	Farmingdale	128948212	6172471	338	\$12,586.51	DiCarlo	Confirmed
08/07/2023	08/08/2023	DiCarlo Foods	Farmingdale	128295442	6169635	414	\$17,260.03	DiCarlo	Confirmed
08/03/2023	08/04/2023	DiCarlo Foods	Farmingdale	127693621	6167359	248	\$10,756.19	DiCarlo	Confirmed
08/01/2023	08/02/2023	DiCarlo Foods	Farmingdale	127149075	6165514	277	\$10,485.97	DiCarlo	Confirmed
07/30/2023	07/31/2023	DiCarlo Foods	Farmingdale	126827945	6163754	317	\$11,888.08	DiCarlo	Confirmed
07/26/2023	07/27/2023	DiCarlo Foods	Farmingdale	126094472	6161682	254	\$9,548.77	DiCarlo	Confirmed
07/24/2023	07/25/2023	DiCarlo Foods	Farmingdale	125611001	6159326	323	\$12,202.50	DiCarlo	Confirmed

Order History

Type here to search...

DiCarlo Foods

Farmingdale

Status: Confirmed

#130662468

Delivery 08/18

\$11,151.05

DiCarlo Foods

Farmingdale

Status: Confirmed

#130328168

Delivery 08/16

\$9,922.10

DiCarlo Foods

Farmingdale

Status: Confirmed

#129939693

Delivery 08/14

\$14,877.18

DiCarlo Foods

Farmingdale

Status: Confirmed

#128948212

Delivery 08/10

\$12,586.51

DiCarlo Foods

Farmingdale

Status: Confirmed

#128295442

Delivery 08/08

\$17,260.03

DiCarlo Foods

Farmingdale

Status: Confirmed

#127693621

Delivery 08/04

Order History

Click on a previous order to see the list of items you ordered.

- 1. Click on **Check-in Order** to mark the order as received and to request a credit.
- 2. Click **Timeline** to see when the order was submitted and confirmed.

Steven

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Orders / Order

Order #130662468

Adventureland for 2023-08-18

More options

Cancel Order












Edit Order

Check-In Order

Order Status: Confirmed

Items

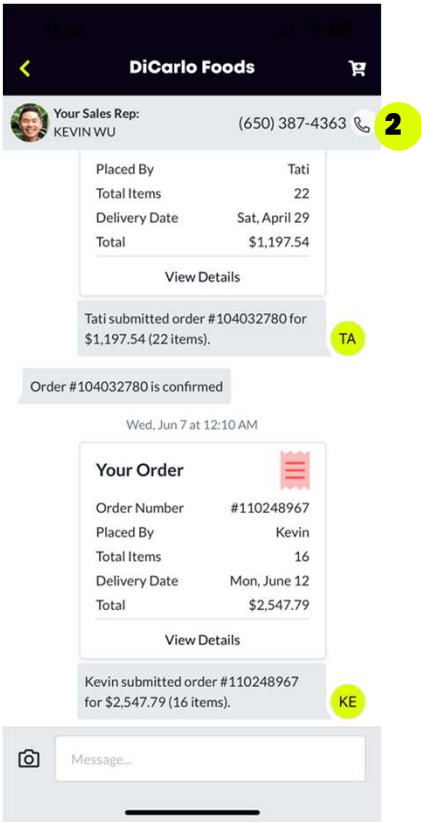
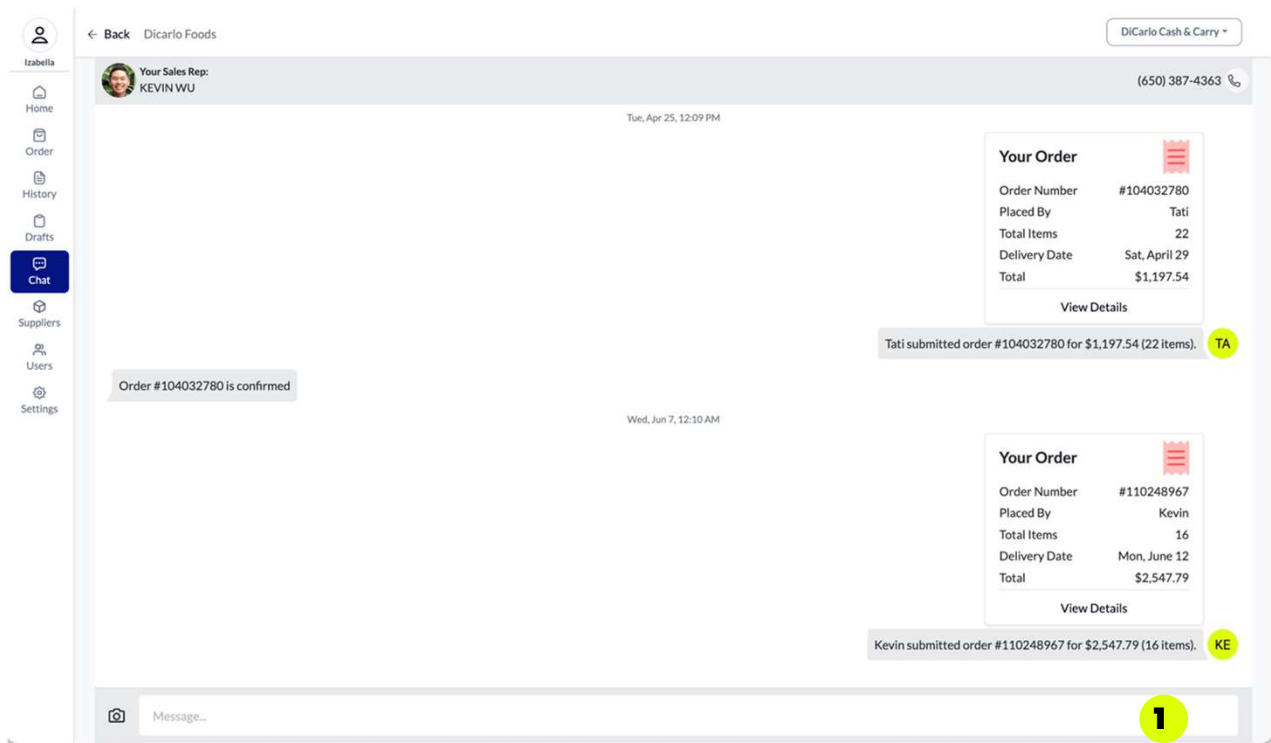
Timeline

Item	Item Code	Unit	Price	Qty.	Total
 Water Spring Still Plastic 100750 Ou	365193	Case	\$14.46	8	\$115.68
 Hand Sanitizer Foam Advanced Healthcare	558919	Case	\$85.50	2	\$171.00
 Cheese American Yellow 120 Slice 103251	18282	Case	\$62.45	2	\$124.90
 Cheese Cheddar Yellow Shred Fther 174494	14279	Each	\$19.16	2	\$38.32
 Cheese Mozzarella W.m. Shredded	14280	Case	\$82.49	4	\$329.96
 Milk Whole 1/2gal 4699 Oud	10009	Case	\$21.35	1	\$21.35
 Mophead #24 Cut End Wide 97613v-ewb4	603033	Case	\$17.74	2	\$35.48
 Cake Funnel Frozen 40531	340890	Case	\$48.26	8	\$386.08
 Chips Corn Pre Cut Yellow 4 Cut 102465	62615	Case	\$38.68	1	\$38.68
 Churros 16" King California 40018720	70203	Case	\$71.99	8	\$575.92
 Cookie Dough Choc Chip Frz 58100 Oud	485236	Case	\$57.18	1	\$57.18

Chat

You can also chat directly with your sales rep from the app.

- 1. Type your message.
- 2. Call your sales rep.



Team Members

1. In the Users tab, click on **Add User**.
2. Add the contact information and click on **Add User**.

User Roles

- **Admin:** access to everything.
- **Manager:** access to everything except settings.
- **Employee:** can place orders.
- **Bookkeeper:** can access ordering and paying*

* Online payments are currently not available through this ordering app

The screenshot displays the 'Team' management interface. On the left is a sidebar with navigation icons for Home, Order, History, Drafts, Chat, Suppliers, Users (highlighted), and Settings. The main header includes a 'Menu' button, 'Team Settings', and a location dropdown 'DiCarlo Cash & Carry'. Below the header is a table titled 'Team' with columns for Name, Email, Mobile, Role, and Locations. The table lists ten team members, all with the role of 'Admin'. A yellow 'Add User' button is located at the top right of the table. To the right of the table, an 'Add User' modal is open, featuring input fields for Name (with a placeholder 'First Last'), Email or Mobile (with a placeholder 'name@email.com'), and a Role dropdown menu currently set to 'Employee'. A checkbox for 'Don't send invite to user' is also present. A yellow 'Add User' button is at the bottom of the modal. Yellow callout circles with numbers 1 and 2 highlight the 'Add User' button in the table header and the 'Role' dropdown in the modal, respectively.

Name	Email	Mobile	Role	Locations
Daniel Bernard	dbernard@dicarlofood.com	+1 (631) 346-7419	Admin	-
Donna	dwaskowitz@dicarlofood.com		Admin	-
Eshan	eshan+dicarlo@cutanddry.com		Admin	-
Izabella	izabella@cutanddry.com		Admin	-
John DiCarlo Jr	jdicalojr@dicarlofood.com		Admin	-
Karen Martin	kmartin@dicarlofood.com	+1 (631) 902-3406	Admin	-
Kevin	kwu333@gmail.com		Admin	-
Martin Minogue	mminogue@dicarlofood.com	+1 (631) 739-3700	Admin	-
Michael DiCarlo	mhdicarlo@dicarlofood.com	+1 (631) 553-0132	Admin	-
Steve	sko+dicarlocashcarry@cutanddry.com		Admin	-
Tati	tati@cutanddry.com		Admin	-

Settings - Profile

1. Edit your account information.
2. Adjust your notification preferences.

Profile

Account Information

1

Name: Izabella

Email: izabella@cutanddry.com

Mobile Phone: Enter your mobile number

Password: Set a new password

Language: English

Timezone: (GMT-4:00) Eastern Standard Time

Notification Preferences

2

Notification	Email	SMS	Push
New Orders	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Order Viewed by Supplier	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Order Confirmed by Supplier	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Chat Message	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Save


Settings - Company

1. Edit your restaurant information.
2. Add additional CC emails if you want others to receive order notifications.

Company Settings

General Details

Name DiCarlo Cash & Carry

Logo  [Remove](#)

Notifications

CC Emails

☒ New Orders

☒ Order Viewed by Vendor

☒ Order Confirmed by Vendor

[Save](#)

Support

If you have any questions or need additional help, please contact your sales rep or reach out to itdept@dicarlofood.com for technical questions.