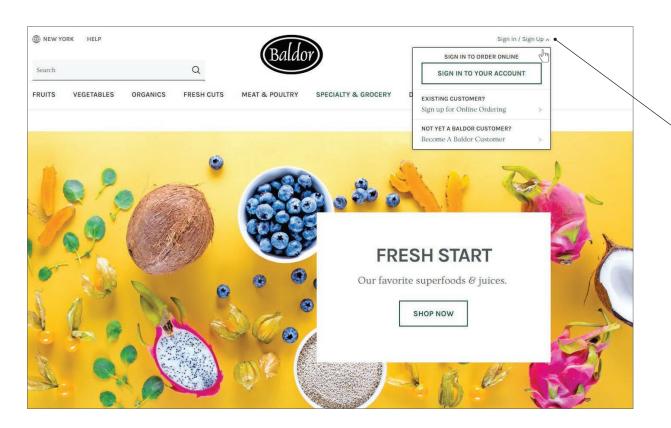
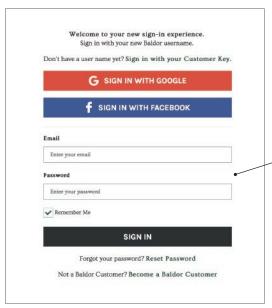
A Guide to Ordering Online



www.baldorfood.com





Sign In... Or Sign Up!

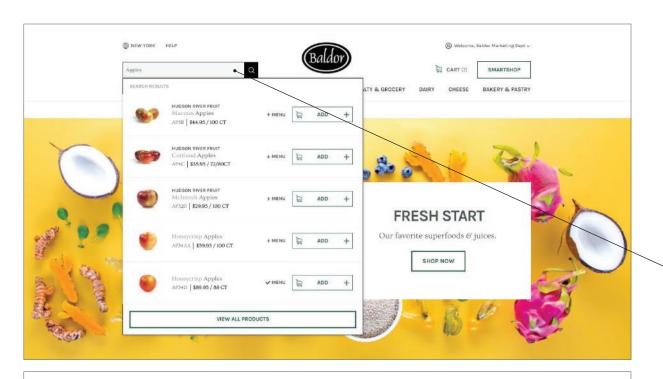
First, go to www.baldorfood.com.

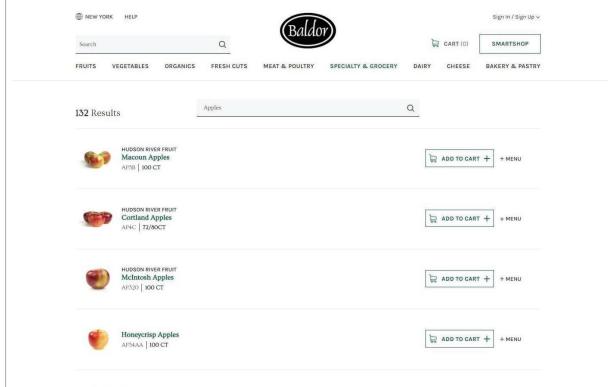
From our homepage, click the link in the top right. Click "SIGN IN TO YOUR ACCOUNT" to begin If you are a current customer but are shopping with us online for the first time, click "Sign up for Online Ordering" to set up your username and password. If you're joining us for the first time, click "NOT YET A BALDOR CUSATOMER?" to begin the process of becoming a Baldor customer.

Once you're confirmed as a customer, you can sign in here and start shopping!

Signing In

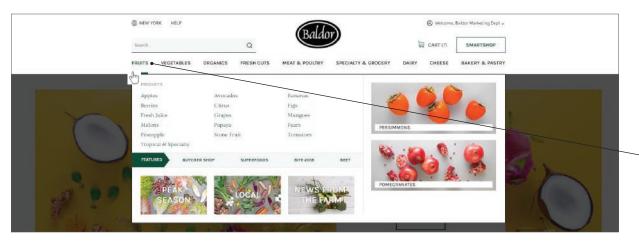
Enter your customer key, location, and password in All C<!-- Generator: Adobe Illustrator 23 SVG Export Plug-In -->





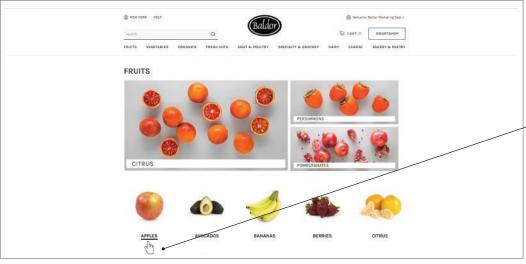
Search & You Shall Find

The Search bar lives at the top left corner of every page. You can add an item to your cart or menu straight from your search results. To see **all** results, click enter of hit the magnifying glass.



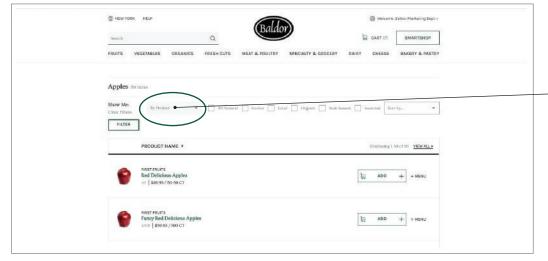
(Not Just) Browsing

Click or hover over a food department for a list of its categories. This is also a quick way to locate Peak Season, Local, News From the Farm and more.



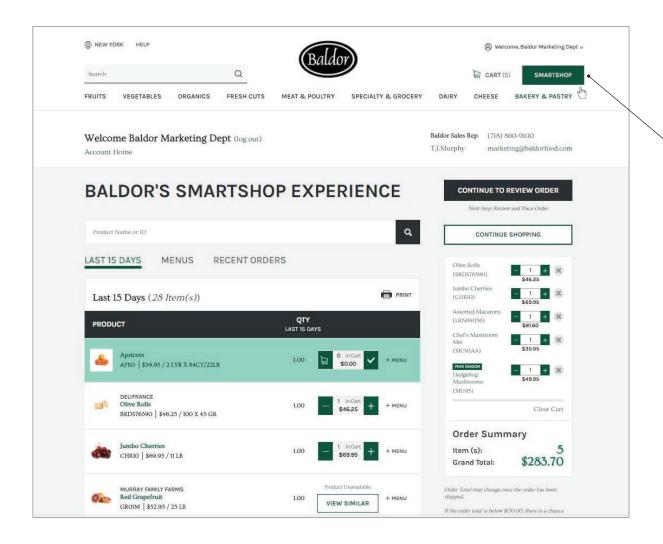
Category

Click or hover over the name of your selected category for a list of all sub categories. This is also a quick way to locate Peak Season, Local, News From the Farm, our curated items, events and our blog, BEET.



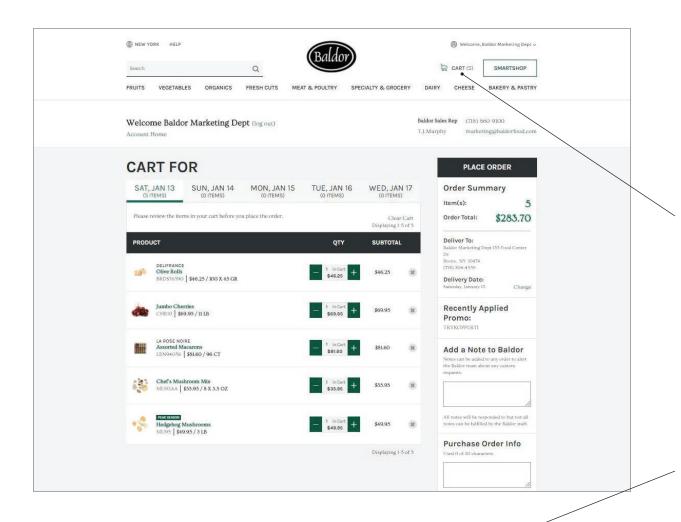
Sub-Category

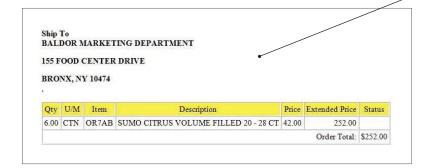
Within each product category filter by and/or attributes to find exactly what you are looking for.



Smartshop. A personalized experience for quick, easy shipping.

Click the SmartShop button on the top right corner for a more efficient shopping experience. Shop via your last 15 days, menus, or recent orders. Search the site within SmartShop without even leaving the page.





Checkout Starts with Your Cart

Note: You can build up to 5 carts at a time for separate delivery dates. When you are ready to check out, click 'Place Order'. After you place your order, be sure to check your email for your receipt.

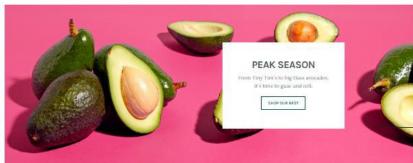
Need to change your order?

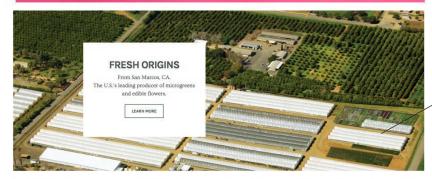
Feel free to forward your order confirmation email and let your Baldor sales representative know about any changes you'd like to make. You can find your sales team member's email address on the Account Home portion of the website, once you've logged in.

To add items to an order, simply place another order. If you are not receiving your sales receipt email speak to your sales representative or email help@baldor-











Home Sweet Home

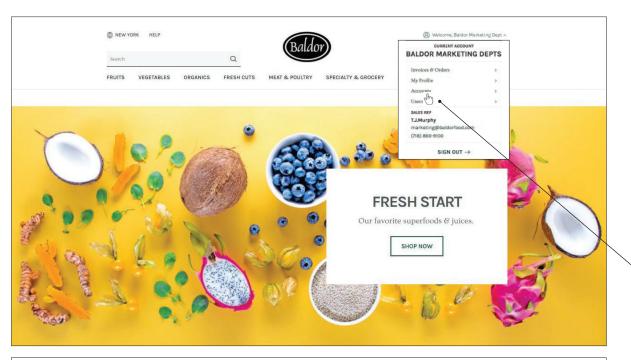
The banners on the Baldor home page are great quick links to our latest features:

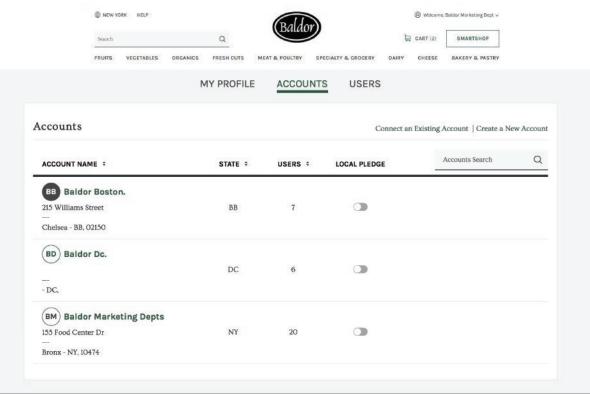
TOP BANNER: Our featured list of recommended items for holidays, seasonal eating, or fun food events.

PEAK SEASON: The best of the best produce right now, selected by our experts.

PRODUCER SPOTLIGHT: A profile of one of our favorite suppliers, with links to their best stuff.

NEWS FROM THE FARM: A weekly update about weather, growing conditions, and other topics that may impact how and what you buy.



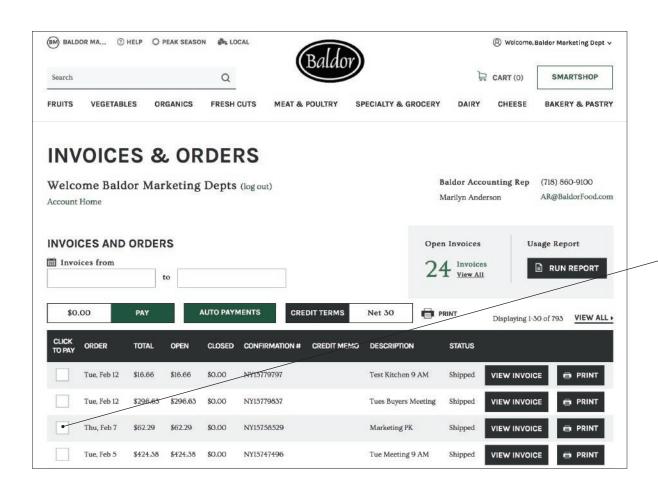


Manage Your Account

View your account by clicking on the 'Welcome,' in the top right corner of the main page.

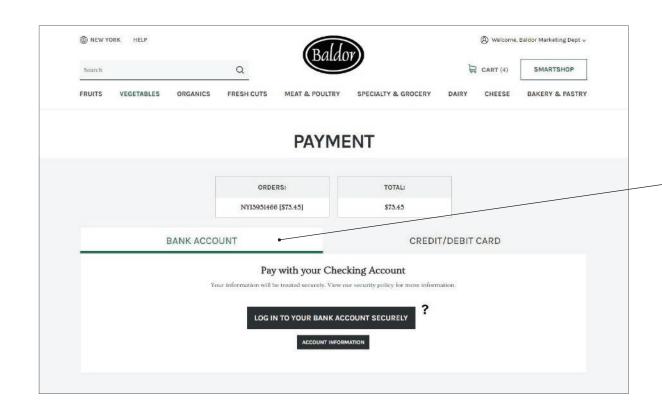
A drop down menu which includes Account Home, Menus, Invoice & Orders, and Payment & Billing.

Click account home and fill in your name, title, email, and number. Be sure to fill in your email address to receive your receipts. Opt. into all our email updates to stay up to date with our best products and market updates.



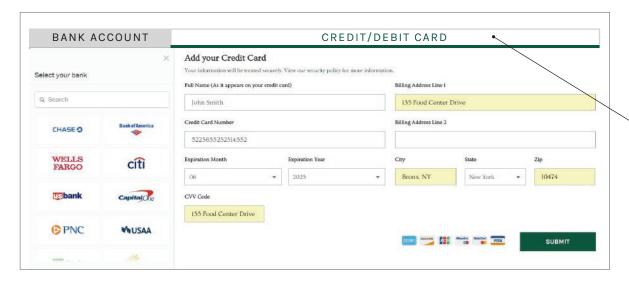
Pay Bills Online

Select which invoice/s you want to pay. After the invoices have been checked off click the pay button

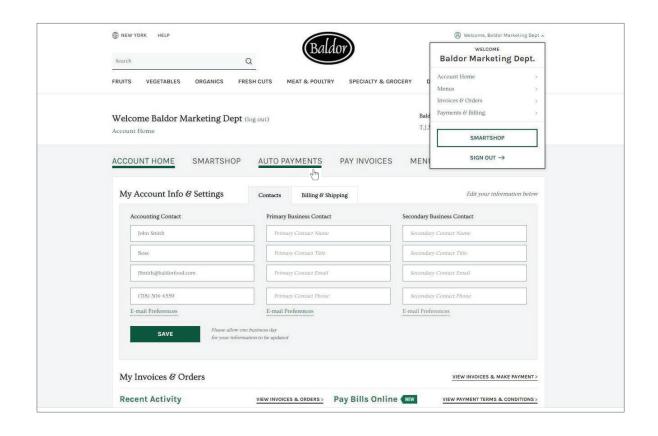


Pay Bills Online (Cont.)

Add a payment method using your bank account. Pick your bank and fill in your information. If you don't want to use your bank account, add your credit or debit card to pay.

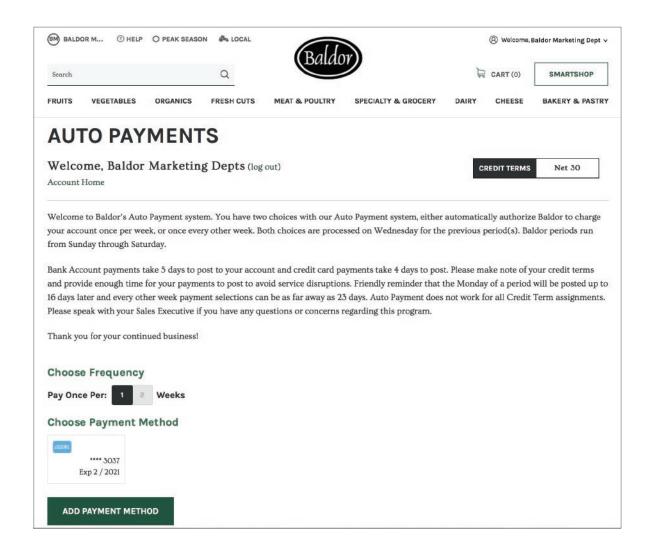


If you don't want to use your bank account, add your credit or debit card to pay.



Auto Pay Is the Way!

To get to auto pay, go to your account home and click on auto payments.



Auto Payment Setup

To get to auto pay, go to your account home and click on auto payments.

Frequently Asked Questions

1. Who can order from Baldor online?

Any customer with an active Baldor account order with us online. Baldor Specialty Foods is a wholesale purveyor and is not open to the general public.

2. How do I set up an account?

Easy! www.baldorfood.com/become-a-customer makes it easy to complete your customer application.

3. I live in Michigan. Can I place an order online?

Baldor has warehouses in NYC, Boston and DC and our delivery range reaches from Portland, Maine to Fairfax, Virginia. If you're unsure of whether you are in our delivery range, please reference the map in our About page or provide your zip code in the become a customer page.

4. I am a Baldor customer. Am I automatically set up for online ordering?

No. But, you're only one easy step away! If you are an existing Baldor customer and you would like to start ordering online please use this link to get you started- https://www.baldorfood.com/sign-up

5. I'd like to give my bookkeeper and my sous chef access to my restaurant's online account. Is it possible to associate multiple usernames with a single account?

At this point, we can only accommodate one username per account. In order to give another employee or coworker access, you must share a username and password.

6. I need to change my account information. May I do so online?

Yes! Easily update account information in the account home portion of the website once you have logged into your account.

7. I want to communicate some additional information about my order. Is there a place for notes?

Yes. You can add any additional comments in the notes field prior to checking out.

8. I already placed an order, but I forgot a few items! Can I add these items on to my existing order?

After you have placed an order, you cannot go back and add more items. Not to fear, though! You can start a new order for the same delivery day for any items that did not make it on your first order. If you need to remove items please forward your sales order conformation to your sales team with the requested edits. You may find your sales team email on the account home portion of the website once you have logged in.

FAQ's (Cont.)

9. Who is going to tell me when an item is short? Will I get a confirmation of my order?

You will receive a confirmation that your order has been placed successfully right after you check out. You will also receive a confirmation that your order has shipped before delivery. This confirmation will include any adjustments or substitutions made. If you are not receiving confirmation emails, let us know! It is possible that there is an outdated email address associated with your account, you may view the emails associated with your account on the account home portion of the website once you have logged in. If emails are correct please contact Help@baldorfood.com for further assistance.

10. I can't login in to my account. What's wrong?

First, make sure that you are entering your password in all caps. If you are using all caps and it is not working, please contact Help@baldorfood.com for further assistance.

11. How long can I save my online cart?

You can save a cart for a maximum of 5 days in advance.

12. Does Baldor have an app?

Our app is launching in the spring of 2019!

13. Can I pay bills online?

Yes, Baldor takes online payment via banking information or via credit card payment.

14. Can I set auto pay?

Yes! Auto pay is a feature which you may set up by visiting the account home portion of the website once you have logged in. You may choose to set up auto payment to occur either weekly or bi weekly.

15. Does Baldor take credit card?

Yes, all major credit cards are accepted including American Express. Baldor serves the right to refuse online payments from any customer.

16. Can I upload my order guide to my account?

Your sales team can quickly replicate your order guide as your menu to assist with creating a seamless ordering experience.

17. Can I shop using my history?

Yes! SmartShop is a personalized experience we created for a quick and easy shopping transaction. SmartShop uses your last 15 days history to create a personal menu for you to shop from.