



# **PUBLIC MARKET**

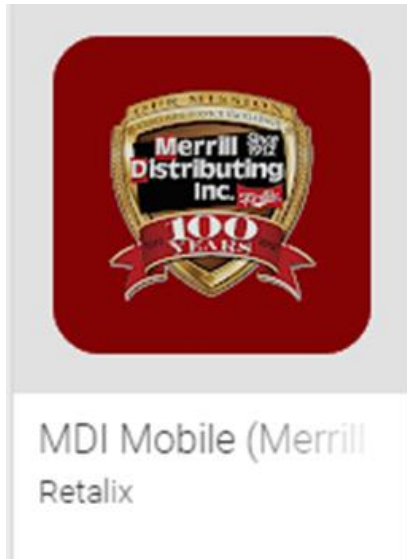


**Order Online - Curbside Pick Up!**

How to place an order

# 1. Download App (*Preferred Method*)

- Go to the Apple App Store® or Google Play and search for MDI Mobile (Merrill Distributing Inc.)
- Install App



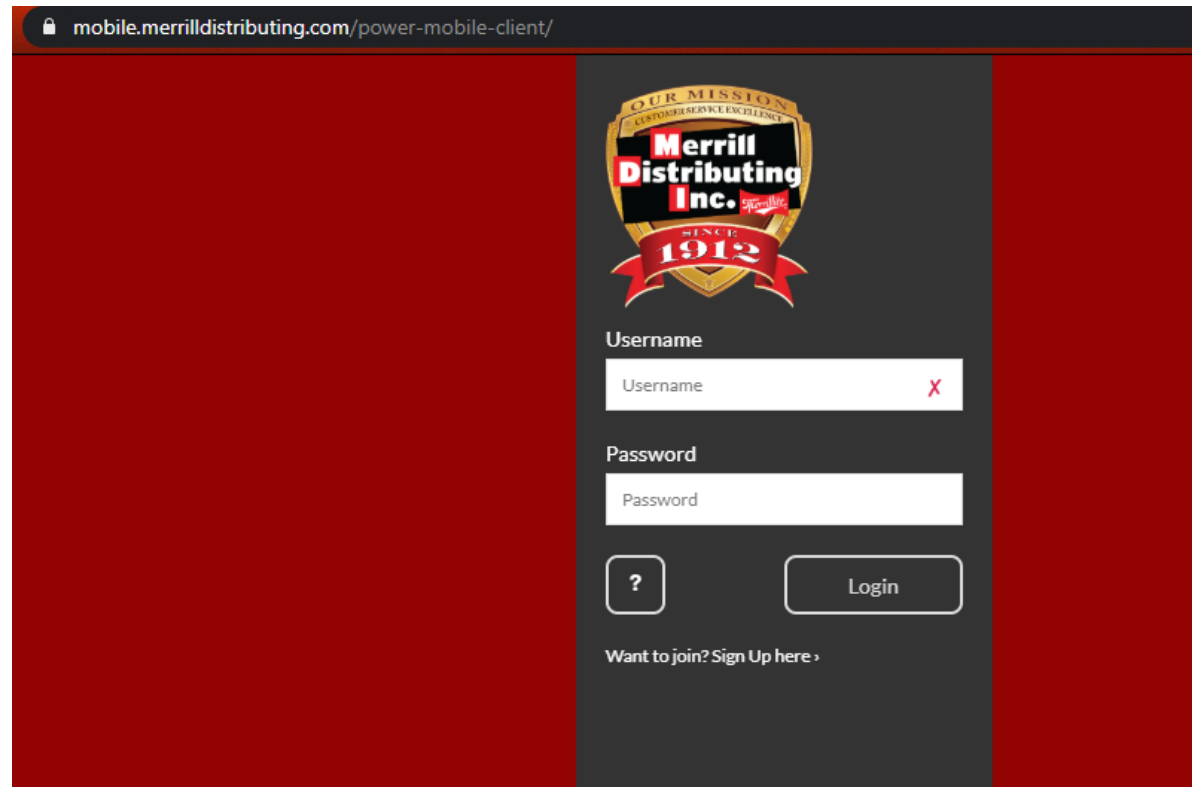
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Google Play and the Google Play logo are trademarks of Google LLC

# 1. On a Computer go to Site Below:

*(If phone or tablet isn't available)*


- <https://mobile.merrilldistributing.com/power-mobile-client/>



The screenshot shows a web browser window with the address bar displaying "mobile.merrilldistributing.com/power-mobile-client/". The page features a dark red background with a central dark grey panel. At the top of this panel is the Merrill Distributing Inc. logo, which includes a shield with the text "OUR MISSION CUSTOMER SERVICE EXCELLENCE" at the top, "Merrill Distributing Inc." in the center, and "SINCE 1912" on a red banner at the bottom. Below the logo are two input fields: "Username" and "Password". The "Username" field contains the text "Username" and a red "X" icon on the right. Below the "Password" field is a "Login" button. To the left of the "Login" button is a button with a question mark. At the bottom of the panel, there is a link that says "Want to join? Sign Up here >".

## 2. Sign Up

- Click on Want to join? Sign up here



OUR MISSION  
CUSTOMER SERVICE EXCELLENCE

**Merrill  
Distributing  
Inc.**

SINCE  
**1912**

Username

 X

Password

?

Login

Want to join? Sign Up here ›

## 3. Create an Account

1. Fill in all the fields
2. Note that your Mobile # is your Username
3. Passwords should have a minimum of 8 characters with a mix of a number (0-9) and uppercase letter (A-Z)
  - *Note: Maximum password length is 10 characters*
4. Click Sign Up

Note: Write password down for reference!

The image shows a mobile application sign-up screen for Merrill Distributing Inc. The header features the company logo with the text "OUR MISSION CUSTOMER SERVICE EXCELLENCE", "Merrill Distributing Inc.", and "SINCE 1912". Below the logo is a "Sign Up" button. The main form area contains several input fields: "First Name", "Last Name", "Email", "Address", "City", "State (2 letters)", and "Zip". A section titled "Username & Password" includes the instruction "Your Mobile # is your Username" and fields for "Mobile" and "Password". At the bottom, there is a "Back" button and a "Sign Up" button. Blue circular callouts with numbers 1 through 4 are overlaid on the form: 1 points to the "First Name" field, 2 points to the "Mobile" field, 3 points to the "Password" field, and 4 points to the "Sign Up" button.

OUR MISSION  
CUSTOMER SERVICE EXCELLENCE  
**Merrill  
Distributing  
Inc.**  
SINCE 1912  
Sign Up

Sign up by filling-in the following details

1 First Name

Last Name

Email

Address

City

State (2 letters)

Zip

Username & Password  
Your Mobile # is your Username


2 Mobile

3 Password

Back Sign Up 4

## 4. Login

- Log into the App with the Username & Password you just setup



OUR MISSION  
CUSTOMER SERVICE EXCELLENCE

**Merrill  
Distributing  
Inc.** expanding

SINCE  
**1912**

Username

Password

[?](#) [Login](#)

[Want to join? Sign Up here >](#)

# 5. Start an Order

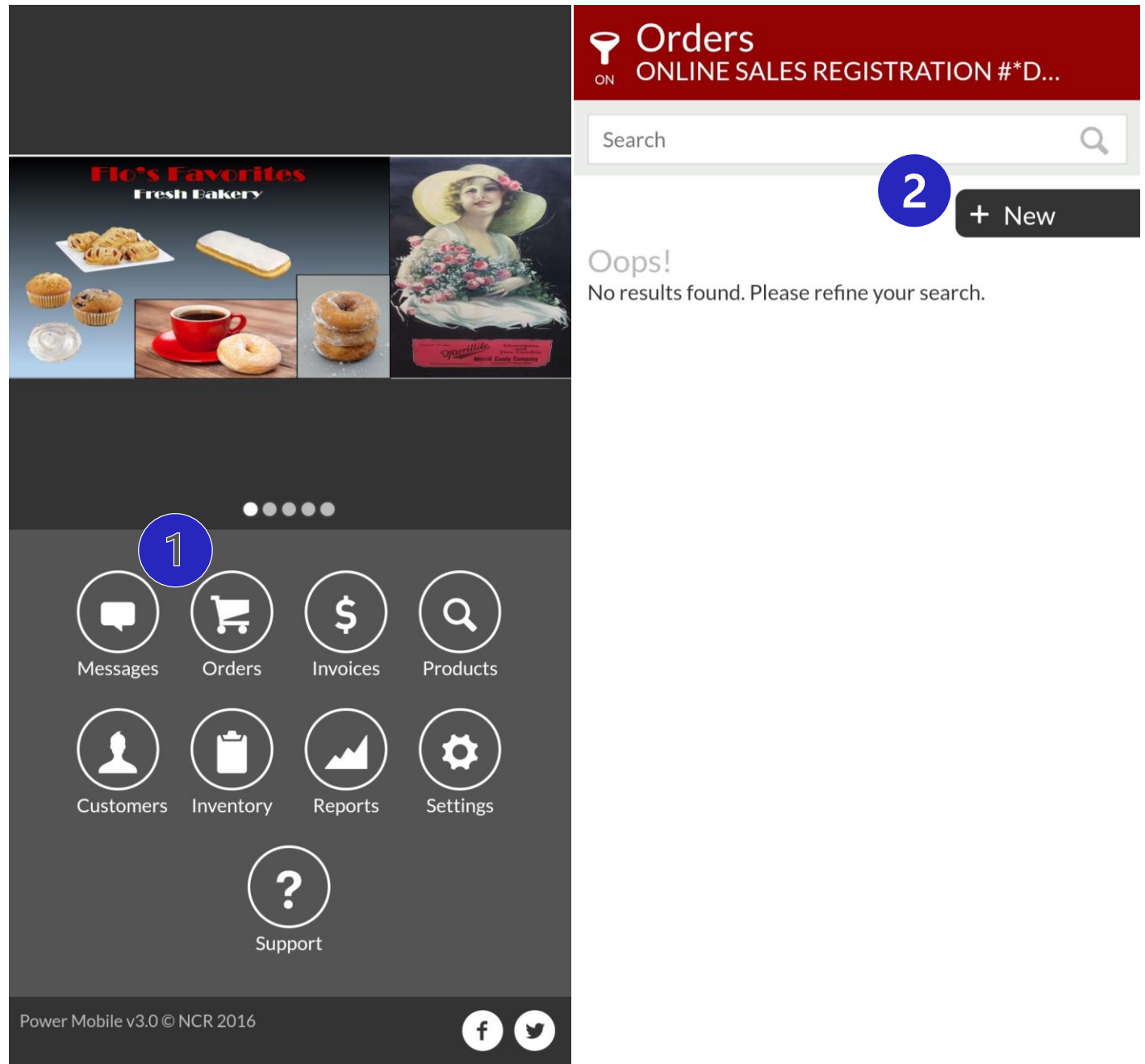
1. Click on Orders
2. Click on “New”

## Ordering Cutoff Times:

Tuesday Pick Up: Monday 5am

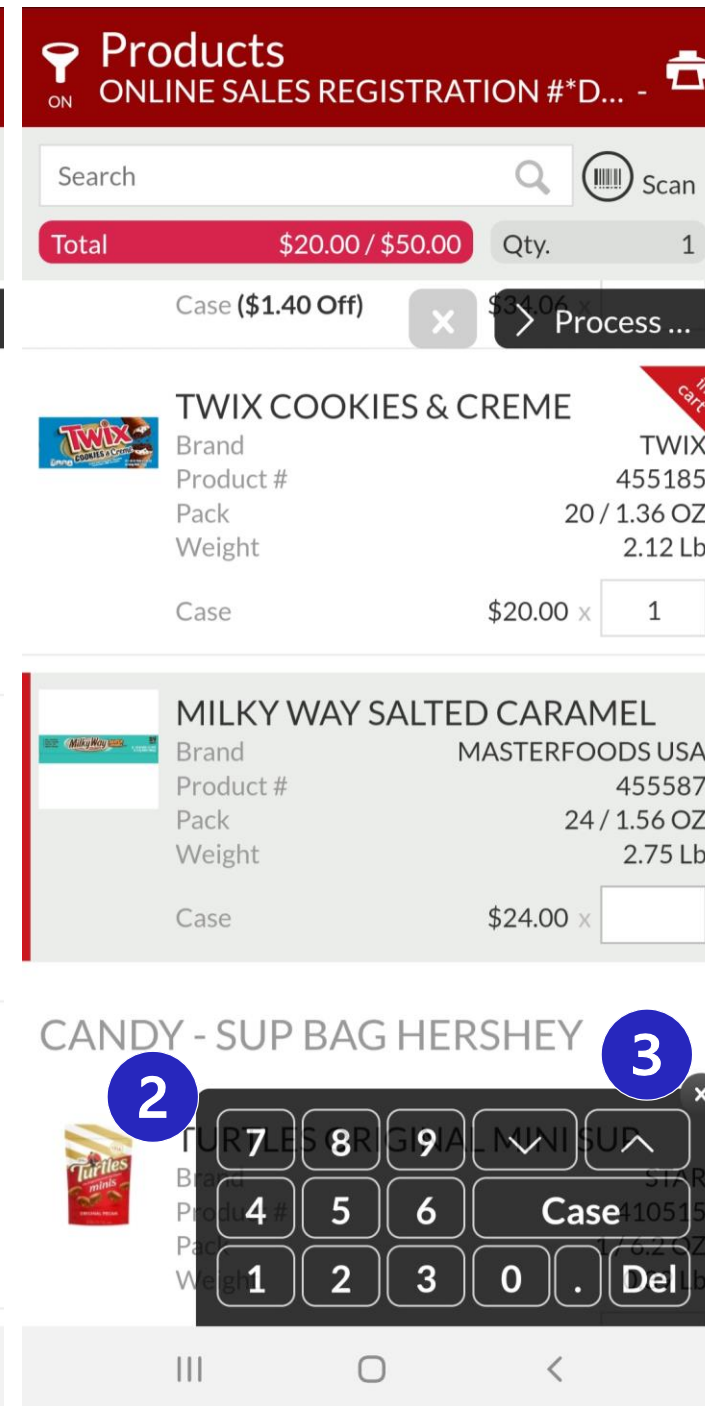
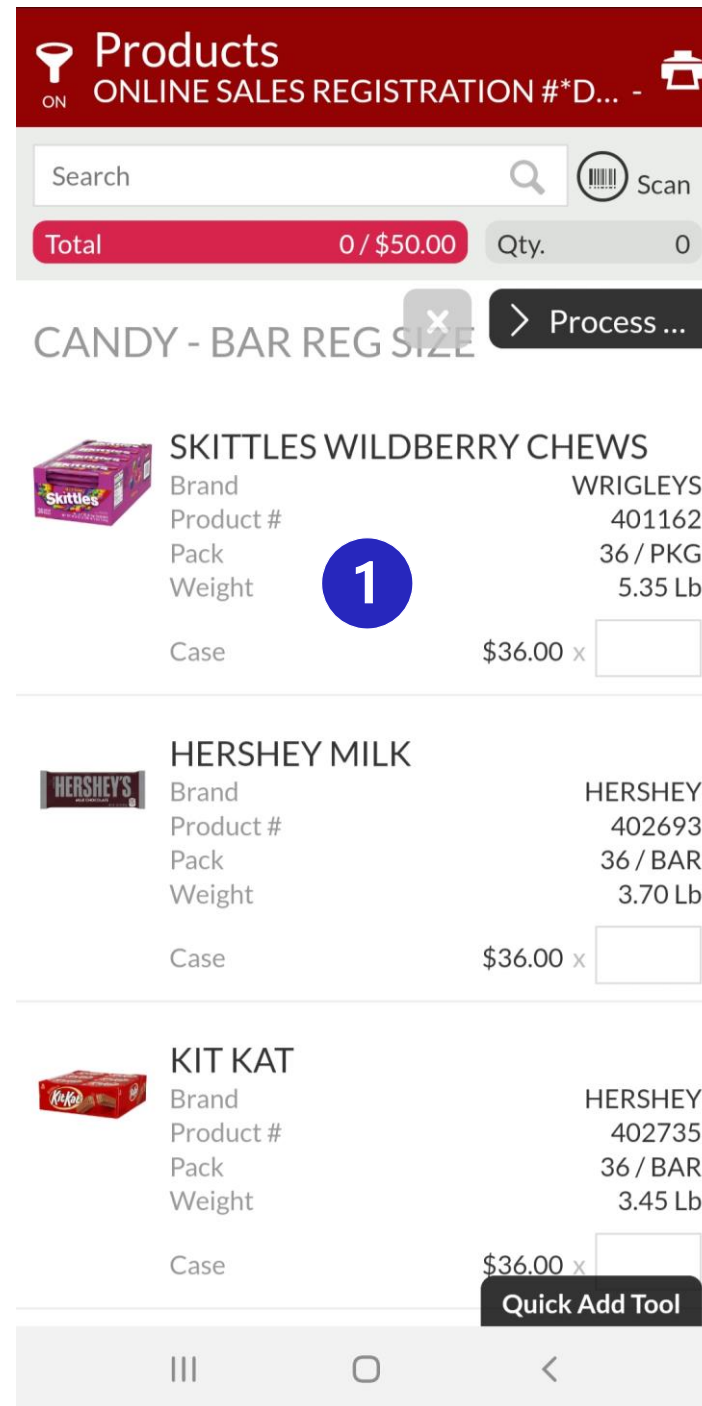
Wednesday Pick Up: Tuesday 5am

Thursday Pick Up: Wednesday 5am



# 6. Enter Quantities

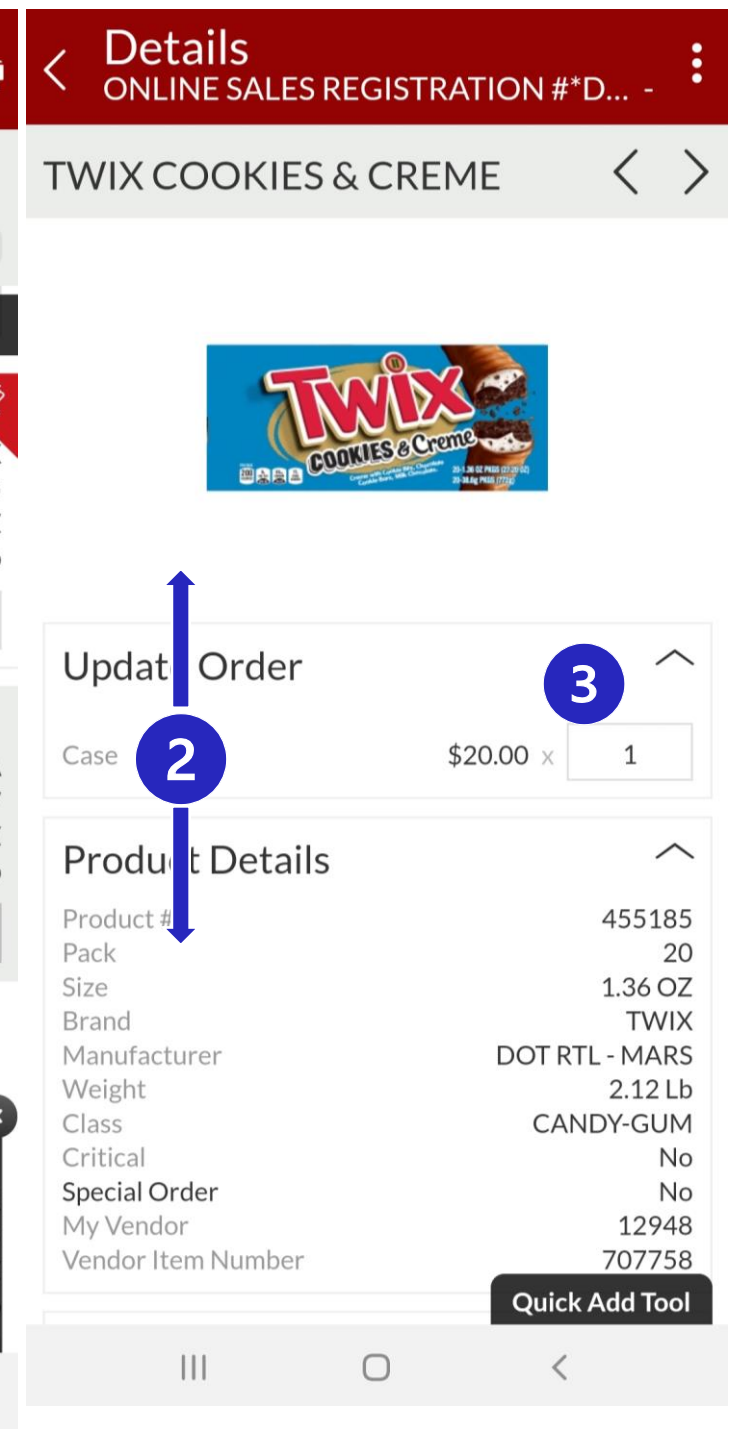
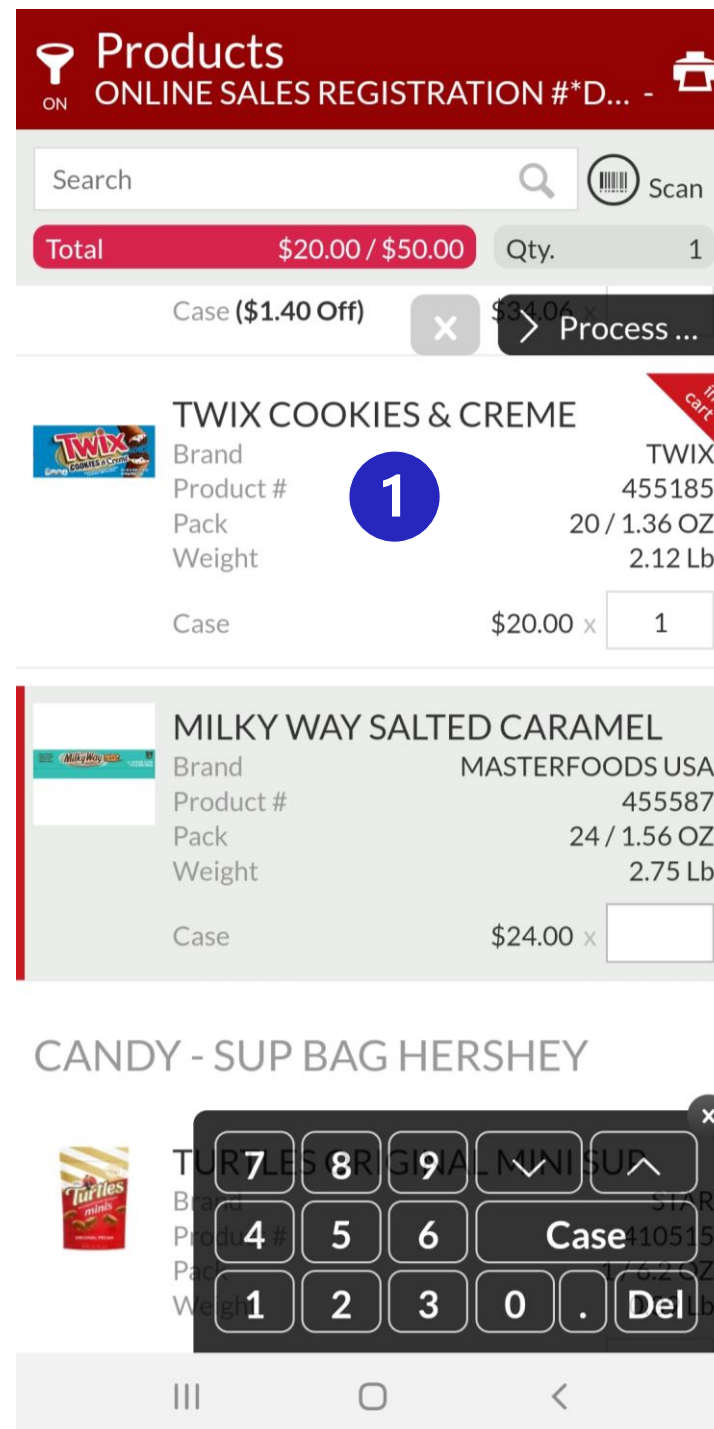
1. Swipe up and down through your list and when you find a product you want click on the quantity box (Case or Each)
2. A number pad will pop up when you enter quantities
3. Use the arrows to go up and down the list or continue to scroll





# 7. Product Detail

1. Click on the product you want to get more detail on
2. Scroll through the information up/down
3. Enter quantities if desired



# 7. Product Details cont.

4. Scroll down to Product Card
5. Click on Product Card\*
6. An informational page for this product will load online
  - This will page will contain Nutrition Facts/Prep & Cooking Instructions
7. Close out of the web page
8. Hit your back button to continue ordering

\*Please note that if the informational page isn't available, the product card will not be available to click on

Amount Per Serving		Calories from Fat 0	
		% Daily Value*	
Total Fat	11 g		14%
Saturated Fat			
Trans Fat			
Cholesterol	0 mg		0%
Sodium	85 mg		4%
Total Carbohydrate	24 g		9%
Dietary Fiber			
Sugars	17 g		
Protein	2 g		4%

Brand	Manufacturer	Product Category
TWIX	Masterfoods Usa	

Calories	200	Total Fat	11 g	Sodium	85 mg
Protein	2 g	Trans Fats		Calcium	30 mg
Total Carbohydrate	24 g	Saturated Fat		Iron	0.9 mg
Sugars	17 g	Polysaturated Fat		Potassium	0 mg
Dietary Fiber		Monounsaturated Fat		Zinc	
Lactose		Cholesterol	5 mg	Phosphorus	
Sucrose					
Vitamin A(IU)		Vitamin D	0 mg	Thiamin	
Vitamin A(%)		Vitamin E		Riboflavin	
Vitamin C		Folate		Niacin	
Magnesium		Vitamin B-6		Vitamin B-12	
Mono sodium		Sulphites		Nitrites	

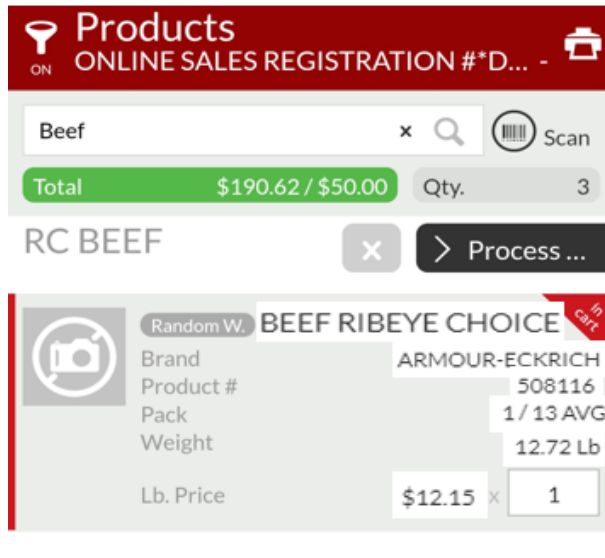
# 8. Search for Products

1. Click on the search box and type a generic description of what you are looking for
  - Note: Less text has more results or enter in item # if it is available
2. Click on the magnifying glass to search
3. This product is flagged as Random Weight meaning this is charged by the pound.
  - Random Weight products vary in size
4. Price is the per pound price
  - $\$12.15 \times 12.72\text{lb} = \$154.55$
  - Calculates price as case price and will vary

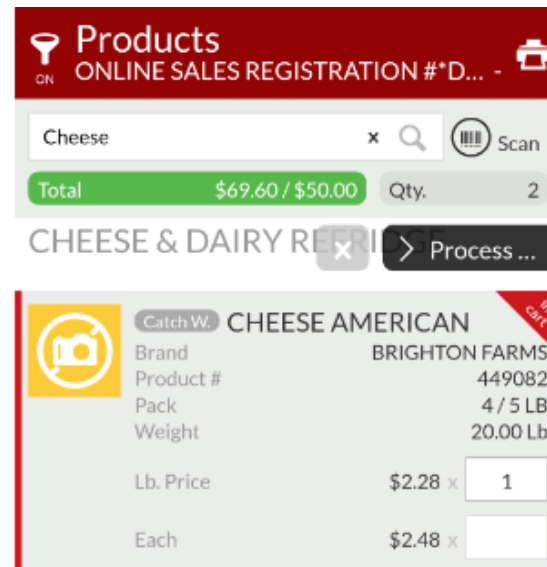
The screenshot shows a software interface for product search. At the top, a red header contains the word 'Products' and 'ONLINE SALES REGISTRATION #\*D...'. Below this is a search bar with 'Beef' entered. A magnifying glass icon is to the right of the search bar. Below the search bar, a summary bar shows 'Total \$36.40 / \$50.00' and 'Qty. 2'. The main content area displays two product listings. The first listing is for 'BEEF BURGER FULLY COOKED' with a small image of a burger. It lists 'Brand', 'Product # 500340', 'Pack 40 / 4OZ', 'Weight 10.00 Lb', and 'Case \$83.43 x'. The second listing is for 'TRIGS BEEF STICKS BLOODY' with a small image of a package. It lists 'Brand TRIG SMOKEHOUSE', 'Product # 501111', 'Pack 1 / 8 OZ', 'Weight 0.51 Lb', and 'Case (\$0.64 Off) \$4.29 x'. A 'Process...' button is visible over the first product listing.

# Misc. Pricing Information

**Due to the volatile market, please note that your cost of your order for random weight or catch weight items may be different at the time of pick up versus when you placed your order.**



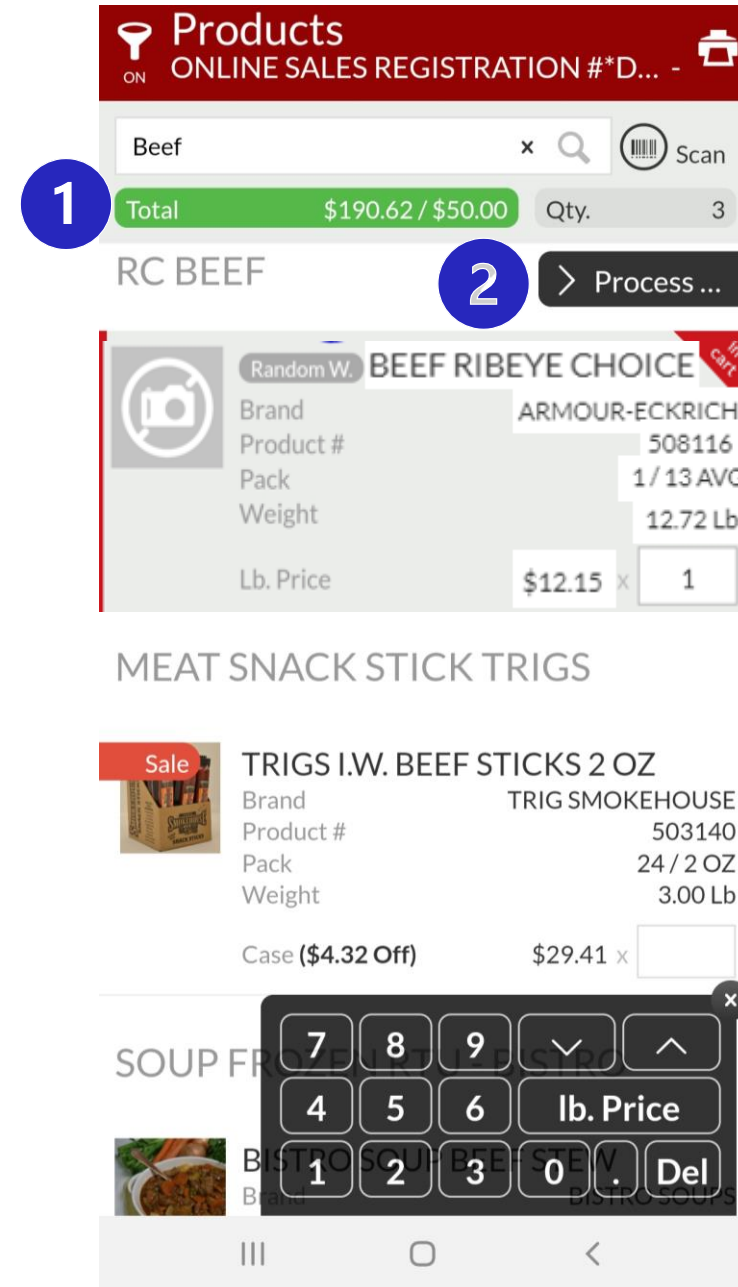
1. This product is flagged as Random Weight meaning this is charged by the pound.
  - Random Weight products vary in size
2. Price is the per pound price
  - $\$12.15 \times 12.72\text{lb} = \$154.55$
  - Calculates price as case price and will vary



1. This product is flagged as Catch Weight meaning this is charged by the pound.
2. Case price is calculated by the per pound price
  - $\$2.28 \times 20\text{lb} = \$45.60$
3. Each Price (5lb bag) is calculated by the pound price
  - $\$2.48 \times 5\text{lb} = \$12.40$

# 9. Process Order

1. Double check your total to ensure that the minimum of \$50 is reached
2. Click on “Process Order” to start to send



# 10. Choose Pick-Up Date

1. Click on Ship Date
2. Select Will Pick Up
3. Click on the date box
4. Select your Date to Pick Up
5. Click on Pick Up times
6. Select your timeframe to pick up
  - Please note times are in military time
    - 13:00=1pm
    - 15:00=3pm
    - 16:00=4pm
    - 17:00=5pm
    - 18:00=6pm

**Currently offering Pick Up on the following Days/Times:  
Tuesday – Thursday : 10a-1p/3p-6p**

The screenshot shows a mobile application interface for 'Details ONLINE SALES REGISTRATION #\*D...'. The order number is 109568. The total is \$190.62 for 3 items. A 'Submit Order' button is visible. The 'Shipping Method and Date' section is expanded, showing a 'Ship Date' dropdown (1) set to 'Thu, May 21 2020' (3). Below this is a 'Ship Type' section with a 'Will Pick Up' option selected (2). The 'Ship Date' dropdown (4) is also set to 'Thu, May 21 2020'. The 'Shipping Method and Date' section is expanded again, showing a 'Will Pick Up' dropdown (5) and a 'Pick up at 10:00' dropdown (6). The 'Pick Up At 10:00' option is selected in the final dropdown.



# 11. Enter Billing Information

1. Please note there is a Pre-Authorization that will be put on your card
  - Pre-Authorization will not match your final invoice amount due to taxes/random weight items
  - Final invoice will normally be less than the pre-authorization
2. Enter credit card information
3. Double check your email address

***Please note: If picking up an order beyond 7 days, of it being placed, the pre-authorization is expired. Please ensure that funds are available for this order to be processed at the time of pickup.***

**Details**  
ONLINE SALES REGISTRATION #\*D... -

Order #109568

Total \$190.62  
Qty. 3  
Submit Order

Shipping Method and Date  
Will Pick Up Thu, May 21 2020  
Pick up at 10:00

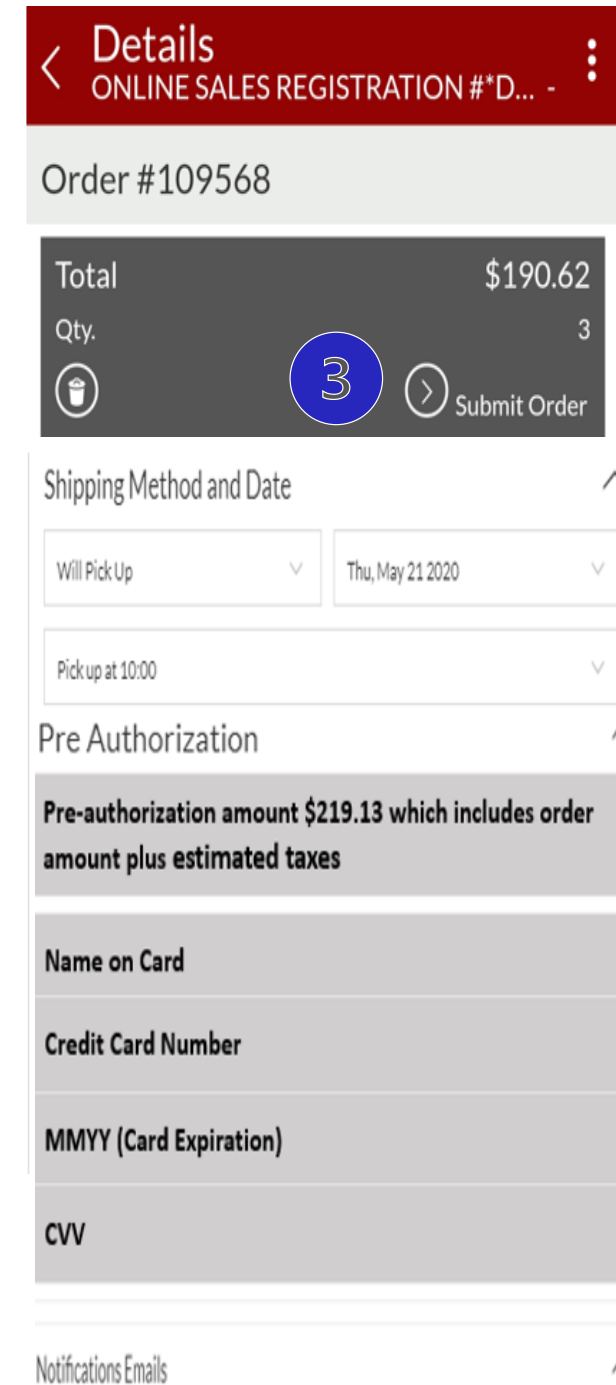
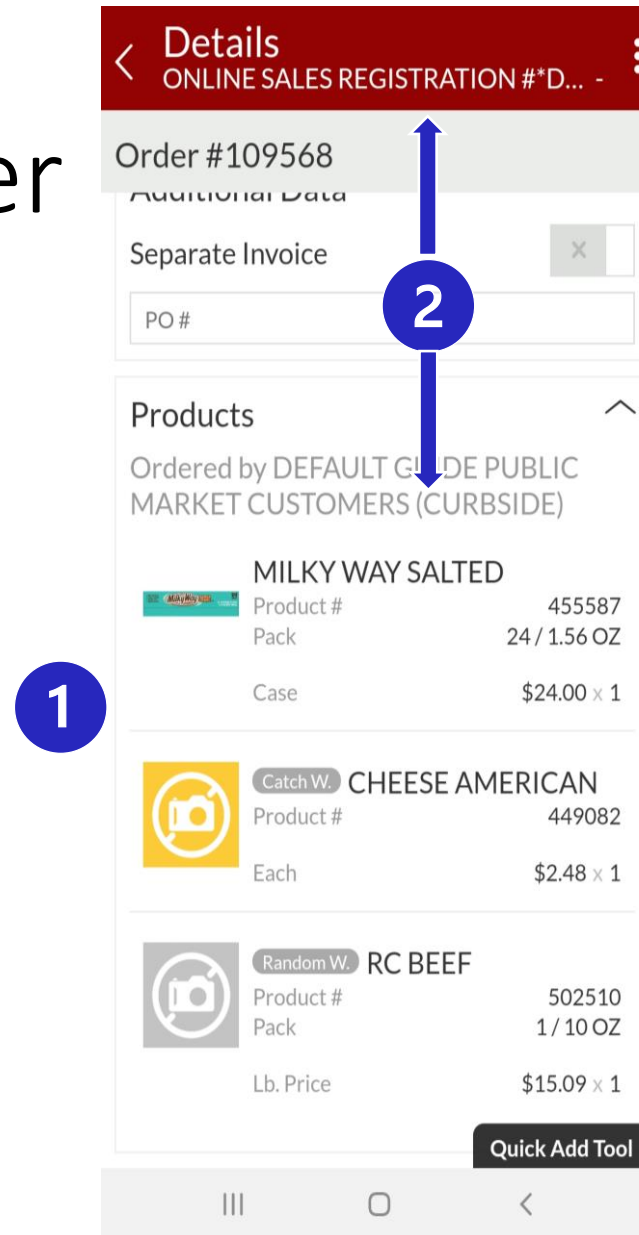
**1** Pre Authorization  
Pre-authorization amount \$219.13 which includes order amount plus estimated taxes

**2** Name on Card  
Credit Card Number  
MMYY (Card Expiration)  
CVV

**3** Notifications Emails  
customer@yahoo.com

# 12. Review/Submit Order

1. Review Products
2. Scroll Up
3. Click on Submit Order





# 13. Order Confirmation

1. Verify Information
2. Confirmation Email will be sent
3. Ensure you notate the date & timeframe that you will be picking up your order

The screenshot shows a mobile application interface for an online sales registration. At the top, a red header contains a back arrow, the word "Details", and the text "ONLINE SALES REGISTRATION #\*D...". Below the header, the order number "Order #109568" is displayed. A dark grey notification box with a white checkmark icon and the text "Submitted" contains the message: "Your order has been submitted. The order is now being processed." To the right of this message are icons for "PDF" and "Copy Order". Below the notification is a table of order details:

Customer:	Online Sales Registration	Customer #	55555555
Order Total	\$190.62	Ordered Qty.	3
Date	5/19/20	Ship Date	5/21/20
Will Pick Up	Yes	Cube	4.5789CuFt
Weight	48.22 Lb.	Created By	Online Sale

Below the table is a section titled "Billing & Shipping Info" with a downward arrow. The "Products" section is expanded, showing the following items:

- MILKY WAY SALTED**  
Product #: 455587  
Pack: 24 / 1.56 OZ  
Case: \$24.00 x 1
- Catch W. CHEESE AMERICAN**  
Product #: 449082  
Each: \$2.48 x 1
- Random W. RC BEEF**  
Product #: 502510  
Pack: 1 / 10 OZ  
Lb. Price: \$15.09 x 1

# 14. Order Pick Up

- Arrive at MDI Public Market Semling Drive Entrance during your time window on your pickup date
  - 10a-1p OR 3p-6p
  - If there are other cars in line, pull up as far as you can in the lot
- Text or Call **715-351-9634**
  - Indicate the name on the order you are picking up
- A MDI team member will deliver your product to your car along with a receipt
  - Direct where the order should be put in your vehicle
- Sign the receipt & your transaction is complete

# Questions?

- We value your feedback as we continue to evolve this program to satisfy our customers.
- Please refrain from calling into our office with questions regarding this program.
- Please send all questions and comments to our Public Market email address below.
- Email us at [PublicMarket@merrilldistributing.com](mailto:PublicMarket@merrilldistributing.com)
- We will strive to answer all questions and concerns within 48 business hours.
- Thank you for your support!

