



[www.dahlheimerbeverage.com](http://www.dahlheimerbeverage.com)

3360 Chelsea Rd W, Monticello, MN 55362 / 923 Wright St, Brainerd, MN 56401 / 8409 Enterprise Dr N, Virginia, MN 55792

Dear Customer,

Dahlheimer Beverage is proud to announce our new online ordering platform, DSDLink. The instructions below will go through step-by-step on how to get your account set-up for free, easy online ordering.

Benefits include:

- Place orders at your convenience
- Receive reminders to place your order
- Look up your ordering history
- Obtain past Invoice copies

Please take a moment to go through the instructions below to set up your account on DSDLink by Computer or Mobil App.

**\*\* If you have any questions, please call your salesperson \*\***



## Create an Account

### **\*Using a computer**

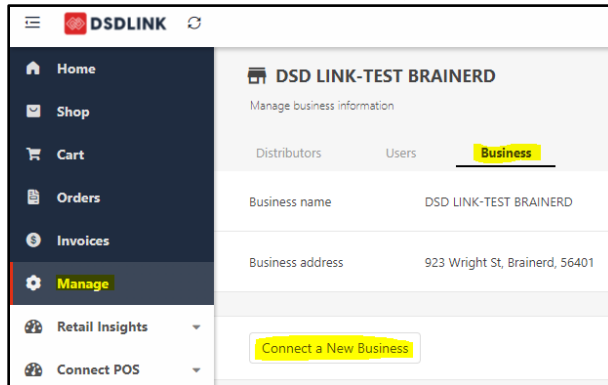
\*DSDLink is not supported on Internet Explorer, please use Chrome or updated versions of Safari, Edge, or Firefox.

1. Navigate to [www.dsdlink.com](http://www.dsdlink.com)
2. Click 'Create a Free Account'
3. Enter your Email, Name & Mobile Number
4. Check your email for a password set link. The sender will be [info@dsdlink.com](mailto:info@dsdlink.com).  
*\*Check your spam folder if you do not see the email; if you still don't see it email DSDLink Support ([support@dsdlink.com](mailto:support@dsdlink.com))*
5. Open the email and click 'Reset Password'

***\*After you set your password, you will already be signed in.***

## Attach your Business

1. Select Manage
2. Select Business
3. Select Connect a New Business...Add distributor screen will pop-up
4. Select Dahlheimer Beverage (type in 'Monticello', 'Brainerd' or 'Virginia' to find it quickly)



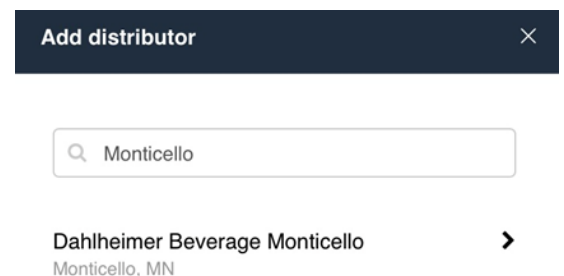
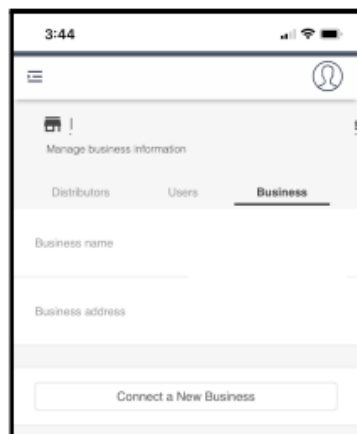
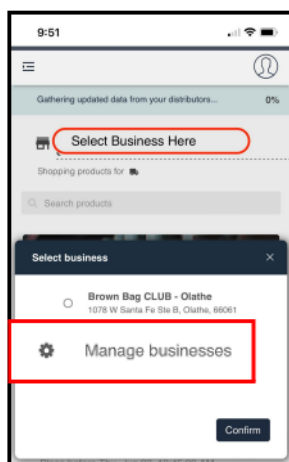
5. Enter your Customer ID, a **past** invoice number & Connect to Distributor
  6. Select your business and click confirm
- You're done!** \*If you order for multiple businesses repeat these steps

### \*Using a mobile device

- Download DSDLink from the Apple App Store/Google Play on your smart device
1. Click 'Create A Free Account'
  2. Enter your Email, Name & Mobile Number
  3. Check your email for a password set link. The sender will be [info@dsdlink.com](mailto:info@dsdlink.com).  
*\*Check your spam folder if you do not see the email; if you still don't see it email DSDLink Support (support@dsdlink.com)*
  4. Click 'Reset Password'

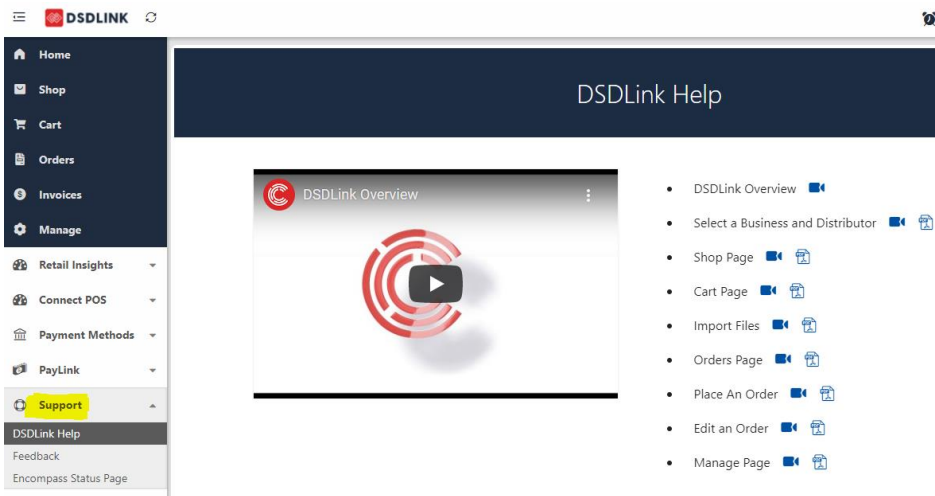
After you set your password, return to the mobile application and sign in using your email address and password you just set - swipe through or skip the tutorial

1. Select Manage Businesses
2. Select Connect a New Business...Add distributor screen will pop-up
3. Select Dahlheimer Beverage (type in 'Monticello', 'Brainerd' or 'Virginia' to find it quickly)



4. Enter your Customer ID, a **past** invoice number & Connect to Distributor
  5. Select your business and click confirm
- You're done!** \*If you order for multiple businesses repeat these steps

**\*\*\* DSDLink Support is available, once you are signed in...if needed \*\*\***



## HOME PAGE

- Click on the banner to see & purchase the related items
- Check your cut off time & next delivery date
- View recent unpaid invoices
- View On Sale Items
- View New Products
- Purchase Items by clicking on them

## SHOP PAGE

- Search All Products
- Search your Recently Purchased products
- Search On Sale, New, Recommended and Seasonal products
- Purchase items by clicking & typing the case or unit quantity into the box...add to order
- You can record your inventory levels in the inventory box (*optional*)
- Click on the item to see details about the product...some also have 'View Sell Sheet' for more information

## CART PAGE

- Will show Summary of what is in your Cart
  - Import Files when you are ready to submit your order
- \*Note:** *You will receive email order reminders after you place your first order*

## ORDERS PAGE

- See Placed, Routed, Arriving Today and Pre-Orders
- View Invoice or Order Details
- Make changes to an order by using the Edit button - add items to your order and resubmit the order in the shopping cart
- Track Order on Day of Delivery

## INVOICES PAGE

- See your past invoice purchases
- Click on Invoice Num for details (view or print)