



## Web order tool user guide

### Login into the web order tool;

The web order tool can be accessed by using the following URL;

<http://dttireonline.ca>

Once on the login page, enter the username and password associated to the wanted warehouse and click on login or enter to login;

dt tire Think different about tires.

CLICK HERE FOR MANUFACTURER'S PROMOTIONS AND REDEM FORMS

dt tire Think different about tires.

User Name Password User Name Password Remember Me Login

### Classic search;

- Accessing Classic Search;
  - To access Classic Search, click on Search Tires;

SEARCH TIRES SEARCH WHEELS

e (0-9 Only) | Example: 2657516

- Select Classic Search from the drop down menu;

SEARCH TIRES

ly) Example: 265751

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Classic Search

Search Tires

- The following display should appear;

- Using Classic Search;

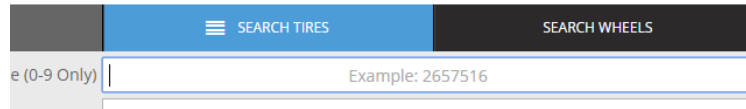
- Classic Search mimics the Costar user interface search. 7 text box can be used to search products and are to be used as follow;

- Quick Size; tire dimension excluding “/” and “R”. (i.e.; 2055516)
- Item; manufacturer product number
- Description; summary of product specification. Allows to specify tire attributes like;
  - Load rating and speed rating (91H)
  - Ply/load range (10/E)
  - Run flat tires (RFT)
  - Homologations (AO, MO, N0, RO1, etc...)
  - Model
- Type; specify the exact product wanted. For Winter or summer products it is easier and faster to use the Hide Winter and Winter Only options next to the text boxes

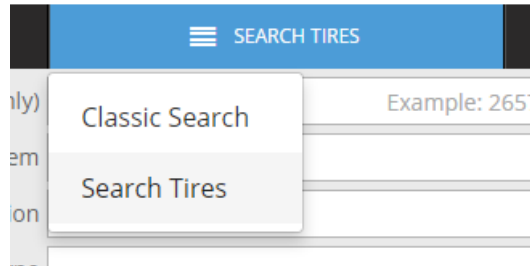
- Manufacturer; limit results to a specific product brand
- Model; limit results to a specific product model
- Size; specify exact tire size, with “/” and “R”. The main use for this field is to limit results to LT products when needed. Simply put LT in the size field to do so.

## New tire search;

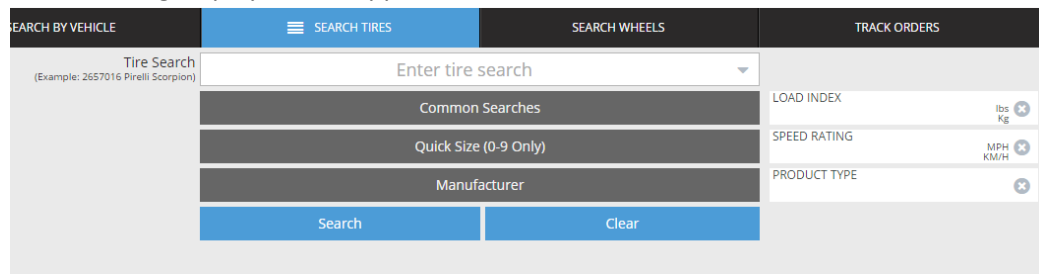
- Accessing the new tire search option;
  - To access Classic Search, click on Search Tires;



- Select Classic Search from the drop down menu;

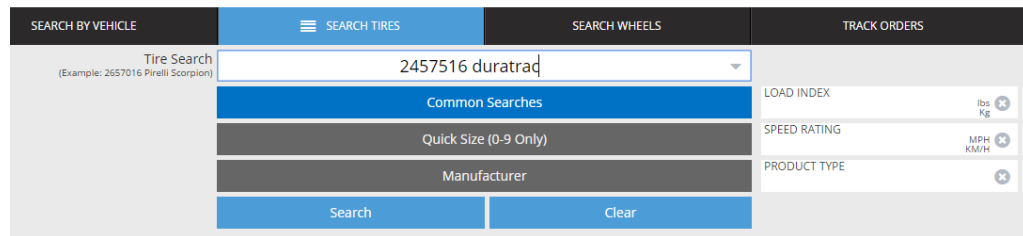


- The following display should appear;

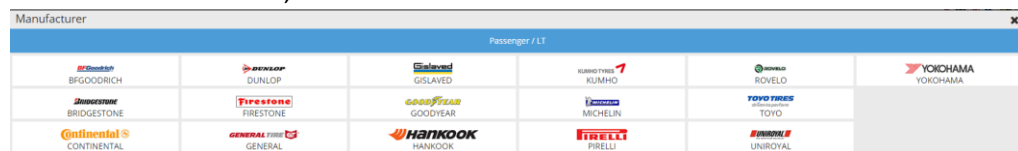


- Using the new tire search;

- The new tire search option replicates a Google type search function. To use the function, type the quick size wanted with the products details in the search box;

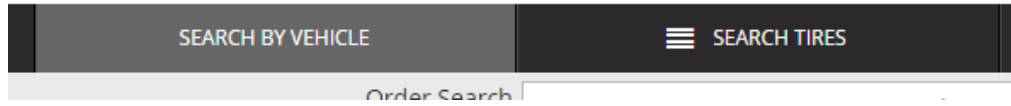


- The manufacturer, load index, speed rating and product type menu boxes can be used to better limit search results. Simply press on one of the menu box to open the associated filter screen;



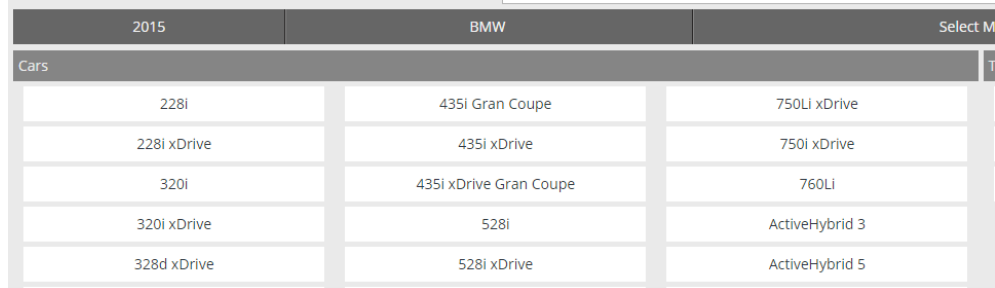
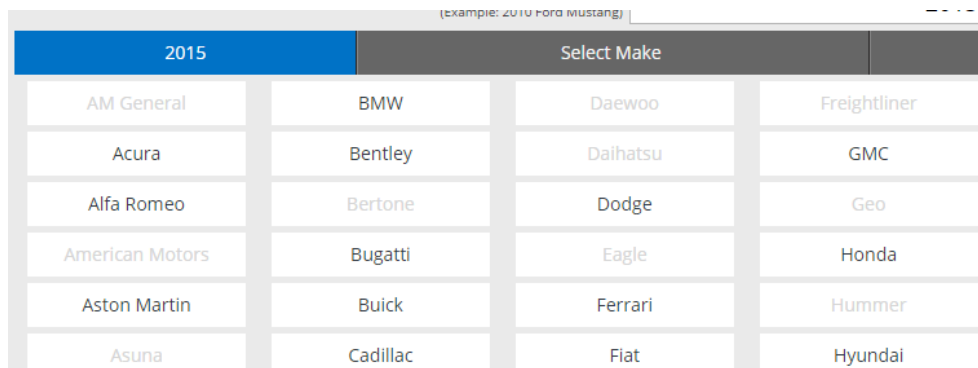
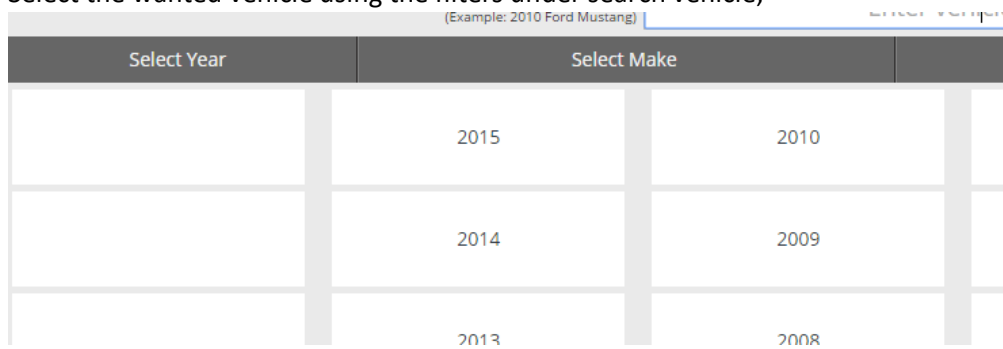
## Search by vehicle;

- Search by vehicle will allow you to find the tire size needed if you don't have it handy. It also allows you to do staggered searches.
  - To access the search by vehicle, click on Search by Vehicle;



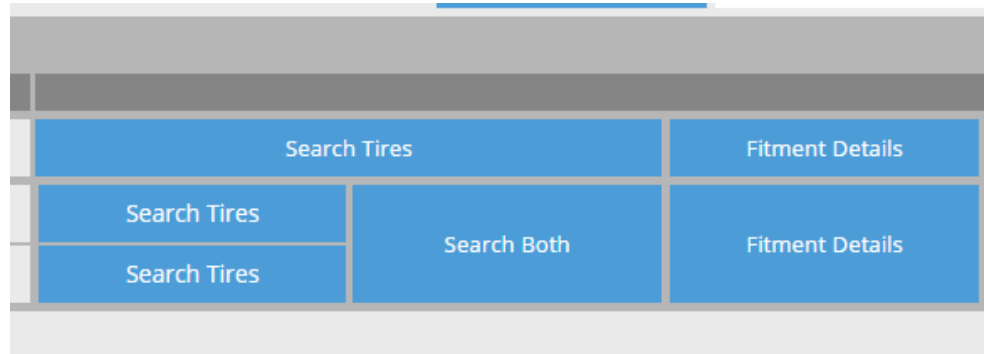
- Using search by vehicle;

- Select the wanted vehicle using the filters under search vehicle;



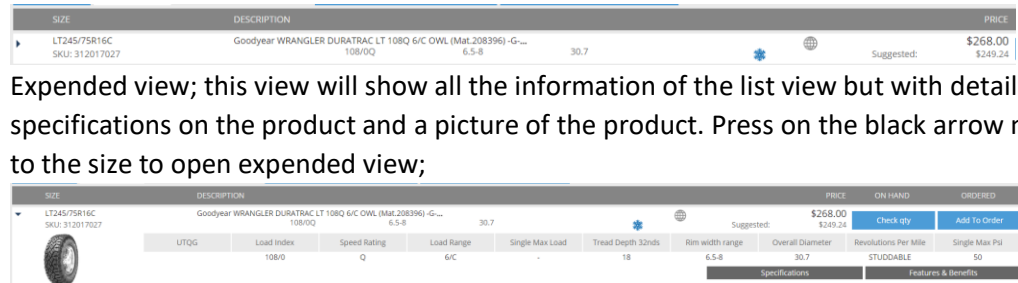
2015 BMW 435i xDrive Gran Coupe Base					
SIZE	LOAD SPEED	RIM WIDTH	OD	INFLATION	
225/40R19	93V	8J	26.09"	Front: 32 psi Rear: 35 psi	Search Tires
Front: 225/40R19	89Y	8J	26.09"	35 psi	Search Tires
Rear: 255/35R19	92Y	9J	26.03"		Search Tires    Search Both

- To do a staggered search use the Search Both button when the tire sizes appear;



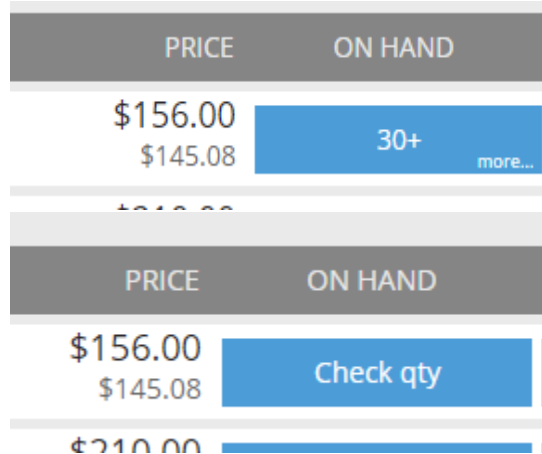
## Browsing search results;

- The web order tool offers 2 option to browse results;
  - List view; default view that displays the product's description, size, SKU and MSL;
  - Expanded view; this view will show all the information of the list view but with detailed specifications on the product and a picture of the product. Press on the black arrow next to the size to open expanded view;



## Seeing inventory location;

- The web order tool allows you a user to see multiple warehouses' inventory. To do so;
  - Find the wanted product using the classic search, new search or search by vehicle.
  - Press on the on hand quantity or Check Qty button;



- The warehouse view page will appear will all of the DC current availability;

Location Availability	Qty
Mounting Kit:	Call
Brampton:	30+
Burnaby:	On Order
Calgary:	Call
Calgary (Mandarin):	2
Calgary / DT Tire:	5
Candiac:	30+
Delta II:	Call
Edmonton:	30+
Ext. Whse - Sainte-Anne-de-Bellevue:	On Order
Hamilton:	12
Kelowna:	On Order
Lebeau:	30+
Moncton:	30+
Ottawa:	Call
Pitt Meadows:	On Order
Prince George:	Call
Quebec:	8
Regina:	Call
Rimouski:	3
Saskatoon:	4
Vancouver:	4
Whitby:	16
Winnipeg:	1

## Ordering products;

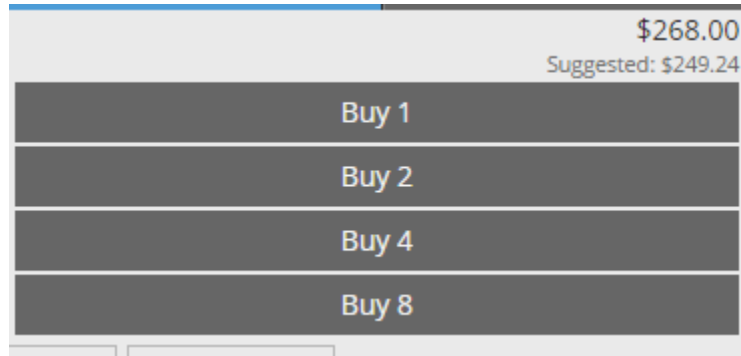
- To order products, use the Add To Order button next to the wanted product;

PRICE	ON HAND	ORDERED
\$268.00	Check qty	Add To Order
\$249.24		

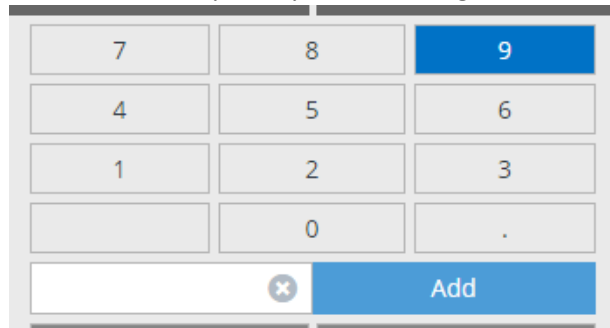
- An options menu will appear that offers 3 options;
  - Add 1, 2, 4 or 8 units to the basket. You will need to use the basket button later to order products if that option is selected

LT245/75R16C	
SKU: 312017027	
Add 1	
Add 2	
Add 4	
Add 8	
	7

- Order 1, 2, 4 or 8 units right away. You will be redirected to the basket right away if this option is selected.



- Select the exact quantity wanted using the calculator pad and pressing add



- To access the basket, if not already directed there, use the View order menu;



- 3 information will be needed to complete and submit the order;
  - Select the appropriate ship-to. Press the Ship To box on the top left

Ship To OK TIRE BAIE D'URFE DC (VIEW ONLY) - 19101 RUE CLARK GRAHAM BAIE-D'URFE, QC H9X 3P5	Ship Contact d d	Receive Shipment By 2017 Jan, 29 <hr/> PO # ! Fix Me
Select City <input checked="" type="checkbox"/>	Select Shipping Address <input checked="" type="checkbox"/>	
BAIE-D'URFE <input checked="" type="checkbox"/>	OK TIRE BAIE D'URFE DC (VIEW ONLY) - BAIE-D'URFE, QC H9X 3P5	

- Enter the order purchase order number by pressing the PO # box;

The screenshot shows a form with the following fields:

- Address: 19101 RUE CLARK GRAHAM, BAIE-D'URFE, QC, H9X 3P5
- Receive Shipment By: 2017 Jan. 29
- Shipping Method: (empty)
- PO #: (empty)
- Submit button: Fix Me (highlighted in blue)

- Fill in the shipping instructions by pressing the identified box;

The screenshot shows the shipping form with the following fields:

- Address: 19101 RUE CLARK GRAHAM, BAIE-D'URFE, QC, H9X 3P5
- Receive Shipment By: 2017 Jan. 29
- Shipping Method: REGULAR
- Special Instructions: (empty)
- PO #: (empty)
- Submit button: Fix Me (highlighted in blue)

- Once all the needed information is entered, the top right submit button will light green. Press on it to submit the order;

The screenshot shows the order summary and submit buttons:

- 4 ITEMS
- TOTAL \$0.00
- 0 Alerts (highlighted in red)
- Submit Order (highlighted in green)
- View Items

- Your order confirmation number will be generated and displayed as soon as you press on submit order.

## Track order;

- To track orders, click on the track order option on the upper banner;

The screenshot shows the upper banner with two buttons:

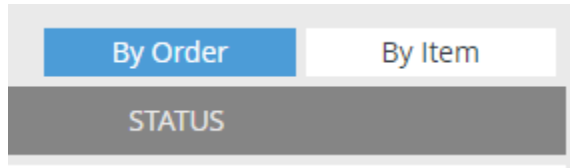
- SEARCH WHEELS
- TRACK ORDERS



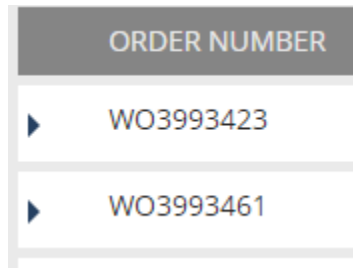
- A list of all orders you submitted will be displayed;

ORDER NUMBER	PO NUMBER	ORDER DATE	SHIP DATE	SHIP VIA	STATUS	
WO3993423	test	2020 Jun, 18	2020 Jun, 27	-	Cancelled	<a href="#">View</a>
WO3993461	TEST	2020 Jun, 18	2020 Jun, 18	REGULAR	Order Received	<a href="#">View</a>
WO3993190	TEST	2020 Jun, 18	2020 Jun, 23	PICK-UP	Cancelled	<a href="#">View</a>
OR688614		2020 Jun, 18	2020 Jun, 18	CPICKUP	Shipped	<a href="#">View</a>

- You can view the list By Order, default view, or By Item. Use the menu on the top right to change between the 2 views



- To see the status of each product in a order, use the arrow at the left of the order number



Item	Description	Size	Price	Ordered	Picked	Shipped	Ext. Price
66696	DEFENDER T+H 88H SL BSW	185/65R15	\$118.64	4	0	0	\$474.56