

UAC New Website Tutorial

www.uacparts.com



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ABOUT US

CATALOG

PRODUCTS

MARKETING

CONTACT US

TECHNICIANS



+ SEARCH APPLICATION

+ DISCOVER THE PRODUCT DIFFERENCE

+ CONNECT WITH UAC

How to Get an Account

Existing AND New Users

Step 1: (Required)*

Fill out the Online Ordering System Agreement**

<https://www.uacparts.com/Downloads/OnlineOrderingSystemAgreement.pdf>

Step 2: (Optional)

Fill out the Credit Authorization Form

<https://www.uacparts.com/Downloads/CreditCardAuthorizationForm.pdf>

Please fill out and return via Fax or Email

FAX: 817-740-3996

SCAN/EMAIL: Your UAC Sales Rep or uacsales@uacparts.com

*Existing users must fill out this form to be given access to our new website features (Sales Orders, Invoices, Tracking Numbers, Precise Stock Availability, Ability to pay with Credit Card, etc.)

**Your account should be activated within 1 business day. If you require immediate access, please contact your sales rep at your earliest convenience.

How to Setup Account(s)

- Admin Login
 - Username: Email address listed on Online Ordering System Agreement
 - Password: PIN Number listed on Online Ordering System Agreement
- How to Create Sub-Accounts *(Every individual user must have their own sub-account)*
 - Go to www.uacparts.com
 - Login with the Admin username and password
 - Click “**Manage Users**” on the top right of the screen
 - Here you can add users, change passwords, and enable permissions



UNIVERSAL AIR CONDITIONER, INC.
Perfect Fit...Affordable Price

[MY ACCOUNT](#) | [MANAGE USERS](#) | [SIGN OUT](#)

[SHOW CART](#) **0** ITEM(S), TOTAL: \$0.00

How to Manage Sub-Accounts

- Go to www.uacparts.com
- Login with the Admin username and password
- Click “Manage Users” on the top right of the screen
- Click the Edit icon of each sub-account



- Select desired **Shipping Preferences** for each sub-account:

Ship Method: Small Package vs Pallet

Ship Agent: FedEx, UPS, USPS

Ship Service: Ground, Next Day, etc.

- Select desired **Account Options** for each sub-account:

Enable Ordering: The ability to place orders on behalf of your company

Enable Shipping: The ability to edit shipping locations on orders for your company. This allows the sub-accounts to ship, if this is not checked, they can only pickup.

Enable My Account: The ability to view invoices, purchase orders, tracking information, etc.

Enable Credit Cards: The ability to place orders with a credit card on behalf of your company

Enable Login: **MUST** be selected, or the account will be deactivated

4. Shipping Preference

Ship Method
SMALL PACKAGE

Ship Agent
Federal Express

Ship Service
Ground Home

5. Account Options

Markup (Decimal:
Enter 15% as 0.15)
0.00

Enable Ordering

Enable Shipping

Enable My Account

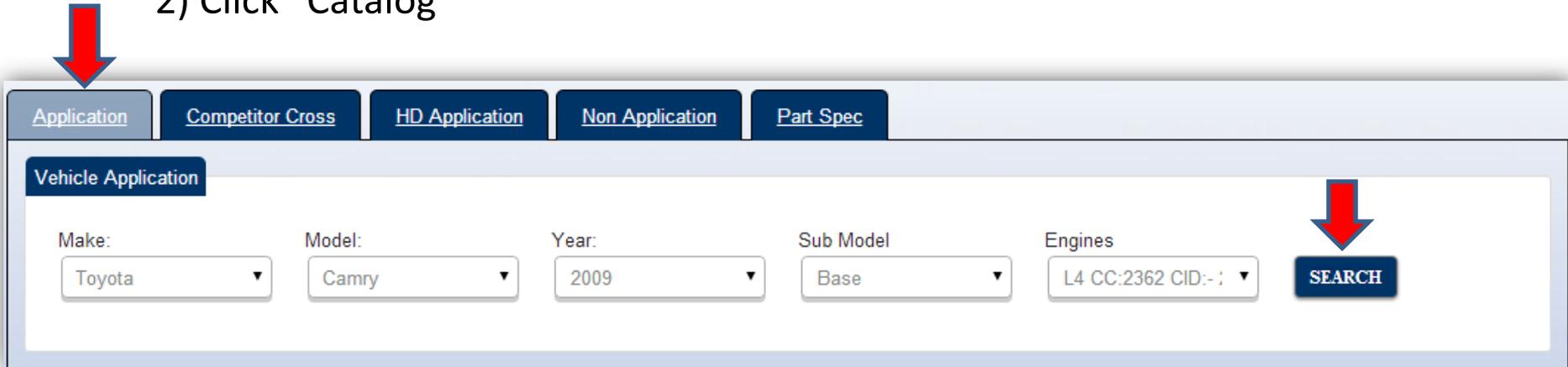
Enable Credit Cards

Enable Login

OK CANCEL

How to Look up Parts

- 1) Login to www.uacparts.com
- 2) Click "Catalog"



The screenshot shows the 'Application' tab selected in the top navigation bar. Below it, the 'Vehicle Application' section contains search criteria: Make (Toyota), Model (Camry), Year (2009), Sub Model (Base), and Engines (L4 CC:2362 CID:-). A red arrow points to the 'SEARCH' button.

3) Search by:

- Application (Enter Make, Model, Year, Sub Model and Engine)
- Competitor Cross (Enter Competitor Part #, UAC Part # is also searchable)
- Heavy Duty Application (Enter HD Make, Model and Engine)
- Non-Application (Search for Universal Driers, Fittings, etc.)
- Part Spec (Search for Parts by Spec i.e. Driers with 1 bracket only)

Continued..

How to View Part Information

After search...

4) Click **"Add To Cart"** to view Price and Stock per location

*If we don't have enough in stock, we will tell you how much we have available

5) Click **Picture** to enlarge

Application Competitor Cross HD Application Non Application Part Spec

Vehicle Application

Make: Ford Model: F-150 Year: 2006 Sub Model: FX4 Engines: V8 CC- CID:330 ! SEARCH

Part List By Application

CN 3092PFC ADD TO CART
Condenser Tube and Fin
CROSS REFERENCE SPECS COMPARE

CO 101290C ADD TO CART
FS10 Compressor Assembly
CROSS REFERENCE SPECS COMPARE

Add to cart

Part: CO 101290C

UAC Location: Texas Main

Is In Stock: YES

Price / Unit: \$86.98

Quantity: 600

The page at https://www.uacparts.com says:
Only 513 Available.
Would you like to continue?

OK Cancel

OK CANCEL



How to Place an Order

1) Click “Show Cart,”



2) If you want to add more parts, click “Add Part to Cart”

- Then select Part Number, UAC Warehouse Location, and Quantity

Add to cart

Part Number

UAC Location

Quantity

ADD PART TO CART **IMPORT PART(S)**

OK **CANCEL**

3) Then click “Change” under the Shipping Via tab to select Shipping Information

Shipping Via **CHANGE**

FEDEX Will Pickup
GNDHOMEDEL
SMALLBOX

4) Click **PLACE ORDER**

How to Place an Order

2) If you want to upload an Excel “CSV” File, Click “Import Part(s)”

- Choose File (Format: Part #, Quantity, Location)
- Click “Import Parts”

ADD PART TO CART

IMPORT PART(S)

Import parts to cart

Please Select a CSV File

FORMAT MUST BE AS FOLLOWS: (Part Number, Quantity, Location)

Example:

UAC Part Number	Quantity	Location Code
CO 29002C	23	MAIN
CN 3869PFC	2	CA-DWNY
CO 29002C	100	FL-OCALA

Choose File No file chosen

Import Parts

3) Then click “Change” under the Shipping Via tab to select Shipping Information

Shipping Via

CHANGE

FEDEX
GNDHOMEDEL
SMALLBOX

Will Pickup

4) Click **PLACE ORDER**

New Features

- Go to “My Account” on the top right

- Access To:

- Sales Orders
- Invoices
- Tracking Numbers (working links)
- View Report (invoice in multiple formats: PDF, Word, HTML, Excel, CSV, etc.)
- Pay with Credit Card



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[MY ACCOUNT](#) | [MANAGE USERS](#) | [SIGN OUT](#)

[SHOW CART](#) 0 ITEM(S), TOTAL: \$0.00

Sales Orders		Invoices				
PAY MY INVOICE						
Invoices						
Invoice#	Order#	PO#	Invoice Date	Due Date	Tracking#	
IP1245011	W0795362	073113	8/1/2013	9/10/2013	██████████6432	VIEW REPORT
IP1246067	W0794378	072413	8/6/2013	9/10/2013	██████████4245	VIEW REPORT
IP1245152	W0795314	073113	8/1/2013	9/10/2013		VIEW REPORT
IP1246773	W0896158	080713	8/7/2013	9/10/2013	██████████6929	VIEW REPORT
IP1247624	W0896570	080913	8/12/2013	9/10/2013	██████████8241	VIEW REPORT
IP1247717		IP1245152	8/12/2013	9/10/2013		VIEW REPORT
IP1248485	W0896942	061313	8/14/2013	9/10/2013	██████████3477	VIEW REPORT
IP1247705	W0896622	081213	8/12/2013	9/10/2013	██████████5679	VIEW REPORT
IP1249179	W0897244	081513	8/16/2013	9/10/2013	██████████8362	VIEW REPORT

Thank you for using the site!

- Miscellaneous helpful tips:
 - Re-create shortcuts and links to www.uacparts.com
 - Remove “compatibility view” from your browser

Give us a call if you have questions!

817-740-3900

