

# UAC New Website Tutorial

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

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# 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](mailto: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](http://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](http://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.

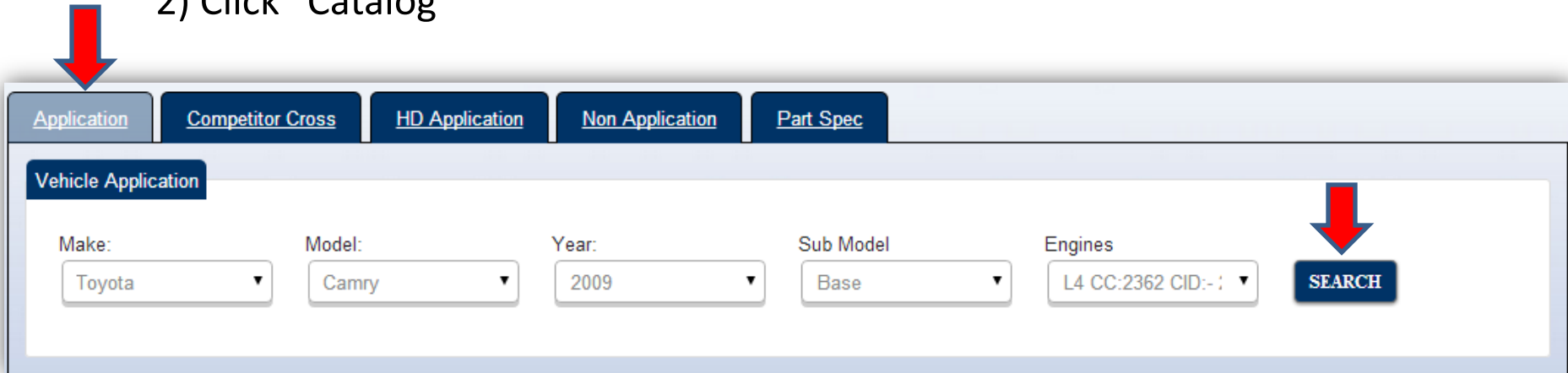
**Enable Credit Cards:** The ability to place orders with a credit card on behalf of your company

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

A screenshot of a web application interface for managing sub-accounts. It is divided into two sections: '4. Shipping Preference' and '5. Account Options'. The 'Shipping Preference' section includes dropdown menus for 'Ship Method' (set to 'SMALL PACKAGE'), 'Ship Agent' (set to 'Federal Express'), and 'Ship Service' (set to 'Ground Home'). The 'Account Options' section includes a text input for 'Markup (Decimal)' (set to '0.00') and five checkboxes: 'Enable Ordering', 'Enable Shipping', 'Enable My Account', 'Enable Credit Cards', and 'Enable Login'. The 'Enable Login' checkbox is checked. At the bottom right, there are 'OK' and 'CANCEL' buttons. Red arrows point to the '4. Shipping Preference' and '5. Account Options' section headers, and another red arrow points to the 'Enable Login' checkbox.

# How to Look up Parts

- 1) Login to [www.uacparts.com](http://www.uacparts.com)
- 2) Click "Catalog"



The screenshot shows the top navigation bar with five tabs: 'Application', 'Competitor Cross', 'HD Application', 'Non Application', and 'Part Spec'. The 'Application' tab is highlighted with a red arrow pointing down. Below the navigation bar is the 'Vehicle Application' section, which contains five dropdown menus: 'Make' (Toyota), 'Model' (Camry), 'Year' (2009), 'Sub Model' (Base), and 'Engines' (L4 CC:2362 CID:-). A red arrow points down to the 'SEARCH' button on the right side of the form.

### 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**

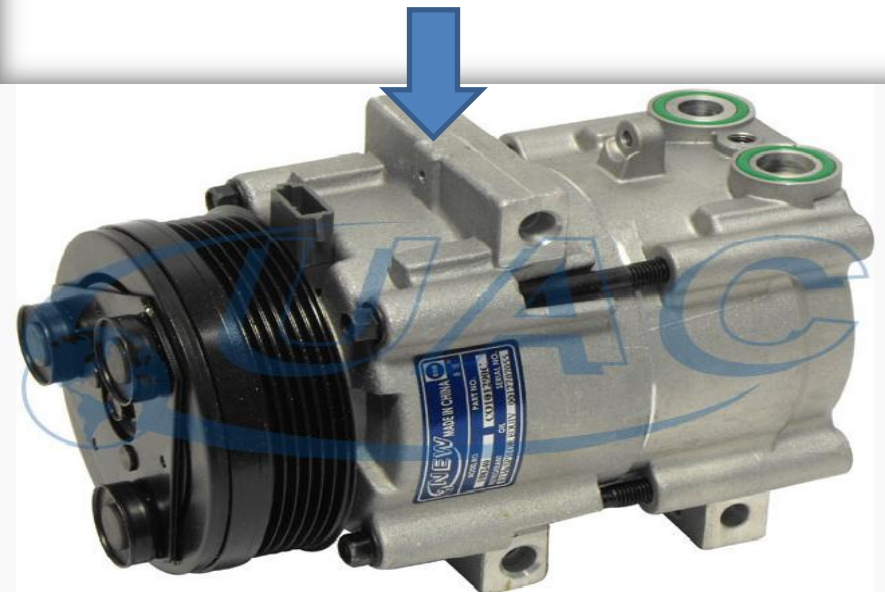
Price / Unit: \$86.98

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



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

# Thank you for using the site!

- Miscellaneous helpful tips:
  - Re-create shortcuts and links to [www.uacparts.com](http://www.uacparts.com)
  - Remove “compatibility view” from your browser

Give us a call if you have questions!

817-740-3900

