

SIGNUP/SIGN IN FOR SUPPLYZONE



1. Download App to Iphone
 - a. Go to App Store
 - b. Search for SupplyZone
 - c. The app will have a box, thumbs up and a barcode on it
2. Login with Username and Password we provided you
 - a. It's the same login as Supplyweb/SupplyScan
 - b. If you don't have a username and password email, Josh.Houser@hajoca.com and you can get setup
3. This App is basically the Supplyweb format but in an App version
4. Go down to Settings and you can choose some personalized options but options are minimal
5. New Product Search
 - a. You can do a broad or specific search of a product and it will bring it up
 - b. From there you can add a quantity, add it to your cart, check out it's description or spec sheets
6. Bar Code next to New Product Search
 - a. Click on the bar code next to the New Product Search
 - b. This will bring up your camera so that you can take a picture of a specific products QR code, you received from us
 - c. Once it has scanned you can add a quantity, add it to your cart, check out it's description or spec sheets
7. Shop
 - a. Click on Shop
 - b. This will bring up exactly what is on your homepage on SupplyWeb
 - c. You can navigate through these tabs and search items but you also have the New Product Search and Bar Code at the top if you want to get a specific item
8. My Cart
 - a. Click on My Cart
 - b. This will bring up what is in your cart at the moment
 - c. You can click on any of the items and change the quantity
 - d. If you want to delete a product from your cart, swipe your finger to the left on top of the product and a delete button will pop up on the right side of the product, click on it
 - e. If you want to Check-out, there is a Check out button in the upper right hand corner
 - i. This will take you to the Check-out page that has Shipping Information/Contact Information
 - ii. Customer PO# is required
 - iii. Everything else basically fills itself out but you can edit a Release Number, Required Date, Order Status, Ship Via
 - iv. Contact Information is set expect you can change the Phone # and Email
 - f. Upper right hand corner in the Check-out is a pen and pad and this is for Shipping Instructions
 - g. Click Next and your order is placed

9. My Groups

- a. Click on My Groups
 - i. Groups are used to keep your similar items in one area. You create these groups so it is up to you on how to use and sort your product out. You can put together items that you always ordered together or items that are similar, ext.
- b. If you have made any groups in SupplyWeb they will show up in here
- c. You can also create Groups by click on the + in the upper right hand corner
 - i. Give them a Group Name
 - ii. If you search an item in the New Product Search or Scan a Product Bar Code or Search an item through our Shop tab you can click on the specific item
 - iii. A Blue button will come up "Add to Group"
 - iv. Click on that button and it will ask which group you want to add it to
 - v. Click on desired group and it will be added
- d. Once you are in a group and see all the items you can start adding them to your cart
 - i. Click on the shopping cart with a green + and that will add your item with the specified quantity
 - ii. Click on the item itself and you will have to fill in the quantity and click add to cart
 - iii. Group Search tab will let you search specific items in the Group itself
 - iv. Edit in the top right corner will allow you to delete off any item, change the set quantity or move the item to where you want it displayed in the group

10. My Account

- a. Click on My Account
- b. My Profile
 - i. Display your Username, Shipping Address, Billing Address
 - ii. If you click the "i" it will take you to the maps and directions to your location
- c. Log out
- d. Quotes
 - i. This will show all of your bids in the system
 - ii. You can access each of these and see the items, quantity, and total
 - iii. You can click on the specific item and add it to a group or if you want to add it to your cart click on Add to Cart
 - iv. Click on the shopping cart in the upper right hand corner with a green + and that will add all of the items on the bid to your cart
- e. Open Orders
 - i. This will show all of your Tag and Holds in the system
 - ii. You can access each of these and see the items, quantity, and total
 - iii. You can click on the specific item and add it to a group or if you want to add it to your cart click on Add to Cart
 - iv. Click on the shopping cart in the upper right hand corner with a green + and that will add all of the items on the tag and hold to your cart

- f. Invoices
 - i. This will show all of your invoices in the system
 - ii. You can access each of these and see the items, quantity, and total
 - iii. You can click on the specific item and add it to a group or if you want to add it to your cart click on Add to Cart
 - iv. Click on the shopping cart in the upper right hand corner with a green + and that will add all of the items on the invoice to your cart
- g. Account Inquiry
 - i. This will show a lot of your account information
- 11. Quick Pad
 - a. You can add any item to this list and it is a quick way to create an order
 - b. Once you have every item and quantity added, click on the shopping cart in the upper right hand corner and that will take all of your items and put them into your shopping cart
 - c. You can also scan product in by clicking on the barcode next to the search bar
- 12. Reorder Pad
 - a. Brings up the latest items you ordered in the past year
 - b. Brings up the items in order from frequency
 - c. You can click on it and Add to Cart or Add to Group
- 13. Branches
 - a. Bring Hajoca Lancaster up and show our contact information
- 14. Resources
 - a. Contact Info
 - b. Frequently Asked Questions about the App
 - c. Submit feedback which emails us directly
 - d. Nonstock Request which you ask specifically for an item we don't stock
- 15. Photos & Videos
 - a. You can take a picture and make a special request
 - b. Video you can't upload
- 16. Settings
 - a. Touch ID- to get into App
 - b. Display Line Item Comments- Shows the comments you want on the order you send to us
- 17. Logout
- 18. Bottom bar shows the Home, Shop, Cart, My Group, My Account- this is for quick click to get you right to the tab