HAJOCA
SINCE 1858

Customizable Web Interface with an Optional App Experience
24-Hour Access to Hajoca Inventory, Availability, and Pricing

eCommerce Solutions
WEB & APP

WEBSITE & MOBILE APP
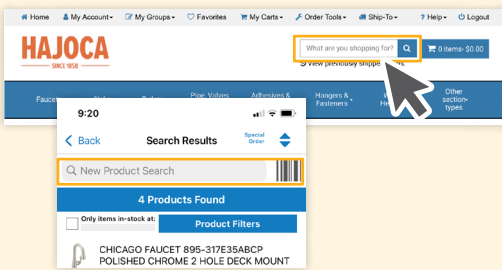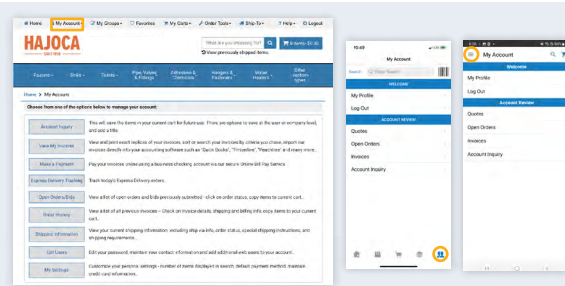# USER GUIDE : AT A GLANCE

HAJOCA
SINCE 1858

REGISTER

- Visit website or app and select Register
- Fill in the form and then submit
- No register button?
  Contact your location for set up

DASHBOARD

- Easy access to account information
  - Contact Info
  - Order History
  - Invoices
  - Settings
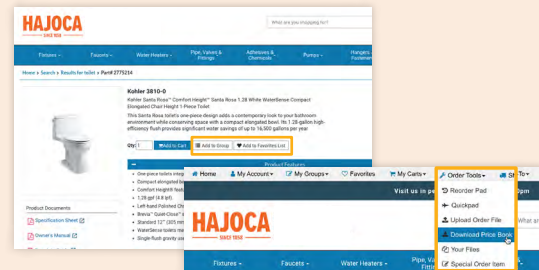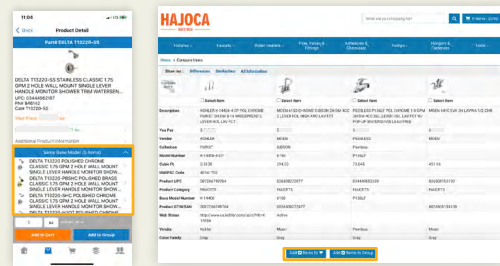 - Orders / Bids
  - Edit Users

SEARCH

- Use categories to easily find products
- Search by keyword, UPC, model number, & more
- Filter results by vendor, material, size, & more
- Check real-time stock and pricing

SELECT

- Product specifications: parts breakdown, instructions, manuals, etc.
- See similar items such as colors and base model
- Select items to compare in easy table format

ORDER

- Organize items into frequently ordered Groups
- Add products to Favorites for easy viewing
- Order your way with Reorder Pad, Quickpad, Upload Order File, and Special Order Item

Get an Account

1. **Select Register**
2. **Complete Form**
3. **Submit**

If you don't see this button, contact your location

Website: Select the Login / Register button in the top right of the page. Then, click on the "Yes please, register now!" button. Fill in the required information and submit.

Mobile App: Download the SupplyZone app and then open the app. Then, click on the "Sign up" button and fill in the required information.
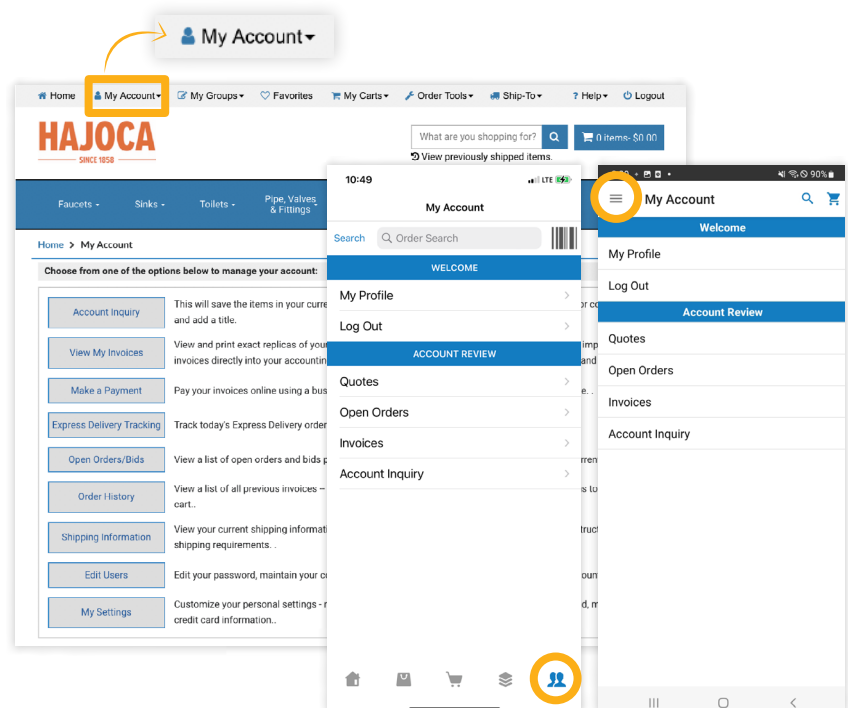
Account Dashboard

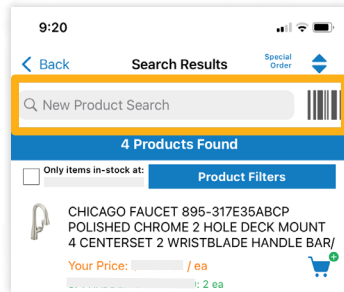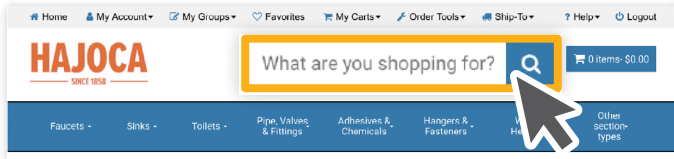Easy access to account information to view and/or easily reorder!

- Contact Information
- View Invoices
- Open Orders / Bids
- Order History
- Settings

You also have the ability to change the settings on the shopping cart, and maintain credit card info (if set up).

Give others access to order from one account with the Edit Users capability.
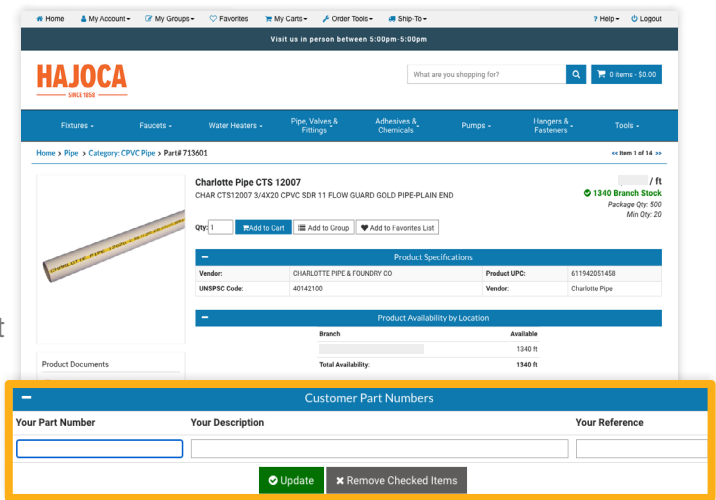

3

Product Search & Selection

- Products are organized into **categories** to easily find what you are looking for!

- **Find products** using the drop-down menus, or enter a keyword, UPC code, manufacturer's part number, model number, etc., in the search bar.

- **Filter** results by specific Vendor, Product, Material, Collection, Size, Connection, and more.
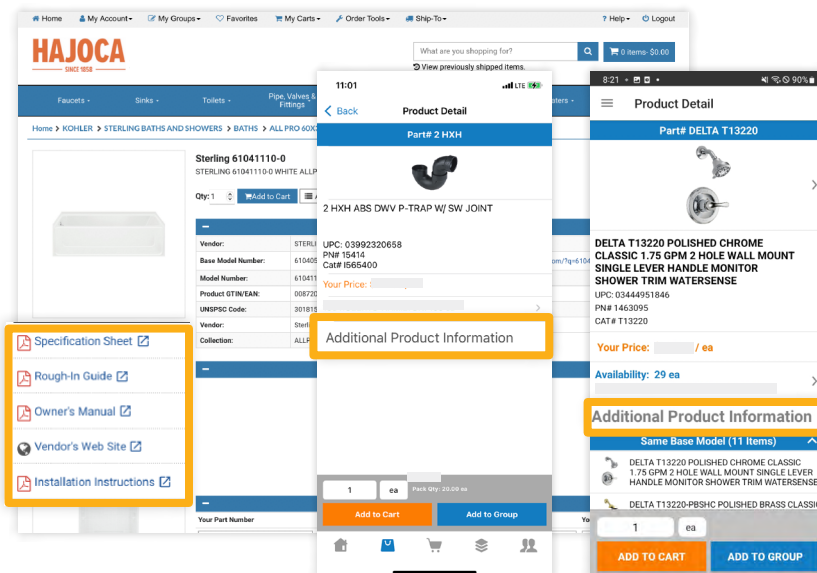

- If you have **unique part numbers** or descriptions, we can add them into our system to make searching even easier - or you can add them in the product specifications!
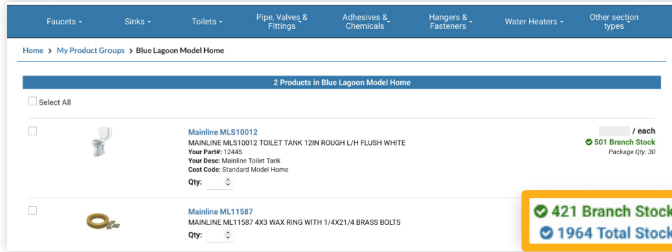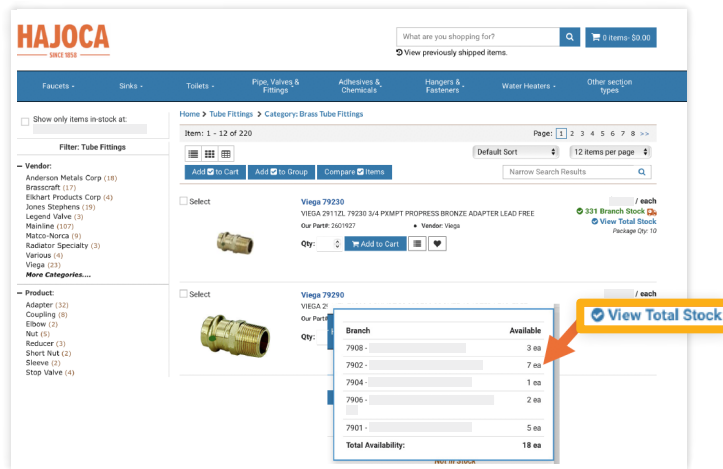

View Product Details

- Where available the Product Details may include options to view or download:

  - Specification Sheets (Spec Sheets): manufacturer features and functionalities on the products
  - Installation Instructions: to help you properly install and maintain products
  - Owner's Manual
  - Vendor Website
  - Replacement Parts Guide
  - Warranty Information, etc

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Check Inventory Availability

* Branch Stock = Your Home Branch
* Total Stock = Surrounding Locations
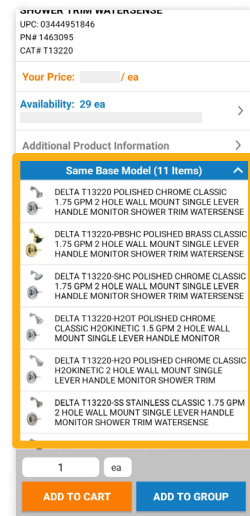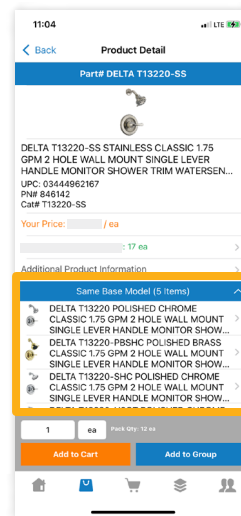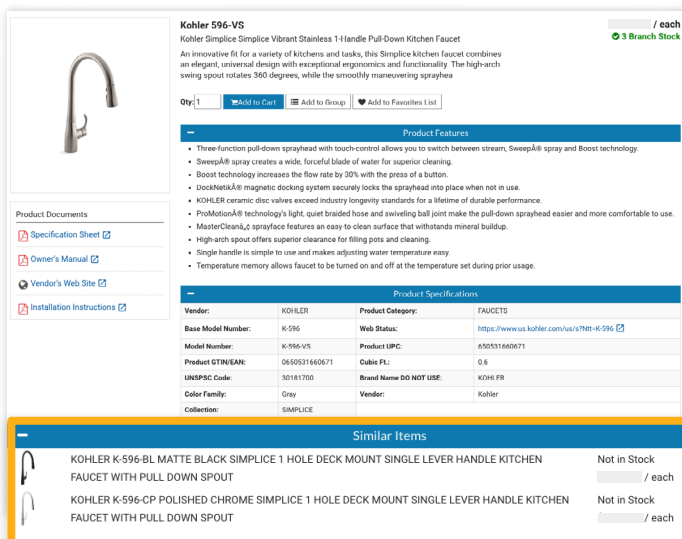** Not every location shows Total Stock

- Check **real-time stock and pricing** before adding to cart, placing order, or going to the location.

- Check stock on multiple items at the same time by adding them to the shopping cart - allowing you to save time and know before you arrive!

- On the product details, click the "View Total Stock" link to view the inventory for that product at your location or surrounding locations.
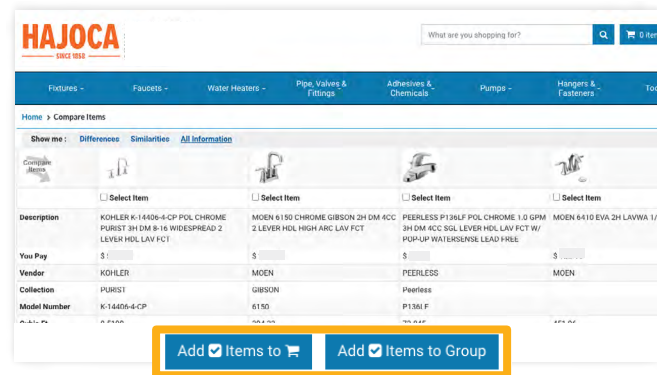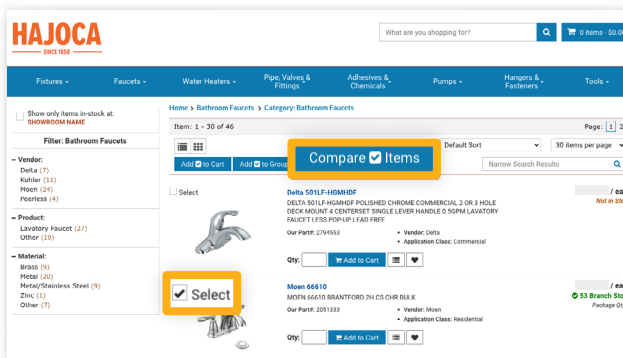
*Varies based on your location

Similar Items

- Check color options and availability before ordering or going to the location.

Compare Items

- Make an educated decision by comparing item specifications before making a selection.
- From the compare screen easily add items to the cart or to a Group for quick ordering and reference.

Order Tools

Reorder Pad
- View a list of products you have ordered in the past and quickly add to cart.

Quickpad
- Quickly enter multiple custom part numbers or add products when working off a takeoff sheet or a list of products.
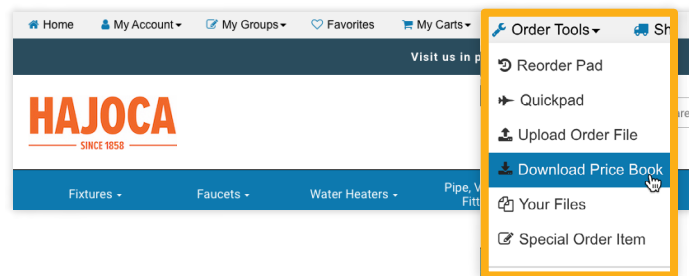
Upload Order File
- Export your order into a CSV or TXT file and then upload into the Upload Order File from the main menu.
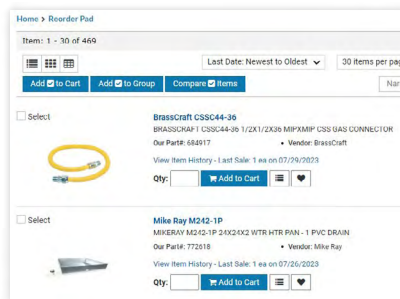
Download Price Book
- Download your stock, reorder pad, or customer part numbers as a Price Book.

Special Order Item
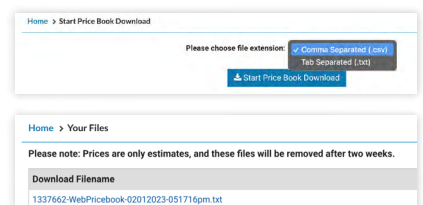- If there is a special product or non-stock item you need, create a special order by filling out the required fields and submitting to the location.

Reorder Pad:
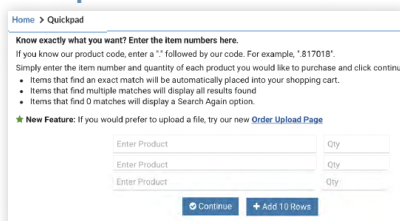

Quickpad:

Upload Order File:

Download Price Book

File contains: Supplier Part Number, Supplier Description, UPC, Customer Part Number, Customer Description, Cost Code, Price, Unit of Measure
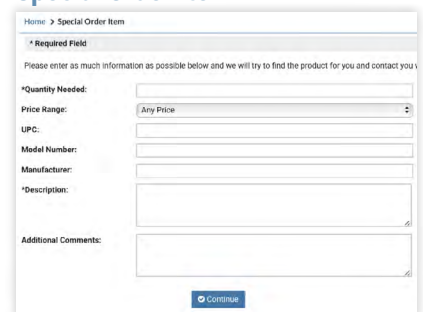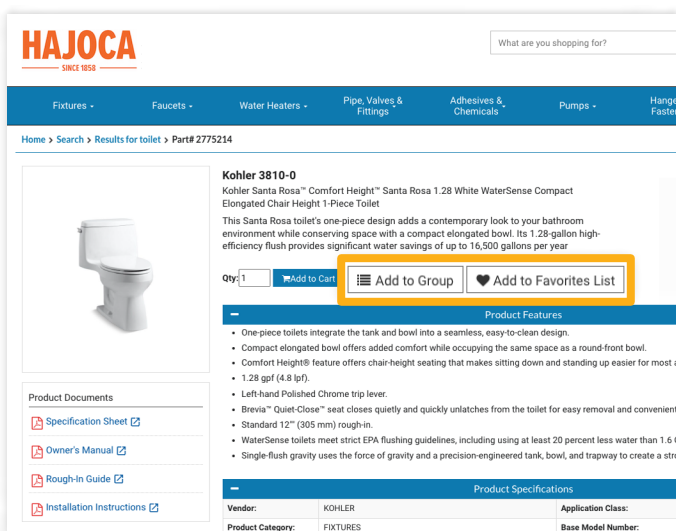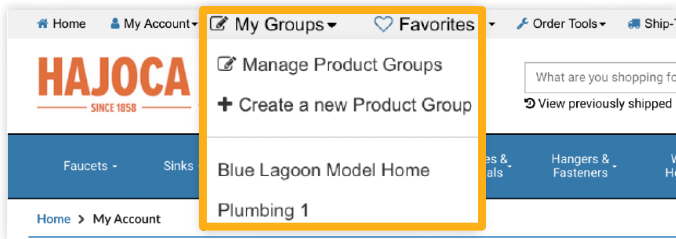
Special Order Item:

My Groups / Favorites

My Groups

- Helps organize frequently ordered products and **save time**!
- Set up your own personalized catalogs.
- How to use:
    - From the Top Menu, choose My Groups to create a new product group or manage an existing product group.
    - Add products easily from any product page or search list by selecting the product and choose ADD TO GROUP button.

Favorites

- Easily add products to Favorites to save for review later, compare products, add to your existing groups, or create new groups.
- You can also add favorites directly to your shopping cart for easy checkout!
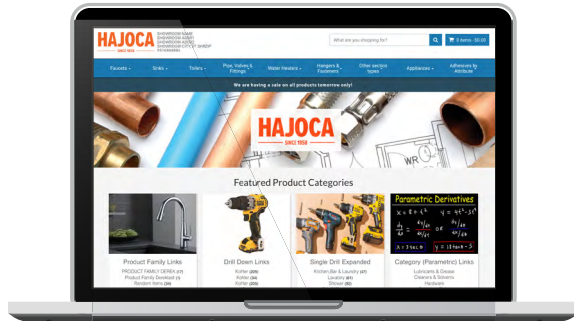
Tips for better searching

- By default, the search results show any products that match the first part of **ALL** keywords you entered.
- If you want an **EXACT** match on a specific keyword, put a (.) after the keyword.
- If you are searching for a specific brand or collection, enter that in the search bar.
- Browsing product categories in the Top Menus or the front page may be an easier way to locate product.
- If you use your own product codes, you can cross reference them to ours then search using your own product codes.

Know what you want but can't find it?

- Chances are we can place a special order. Select Order Tools from the Top Menu then Special Order Item.
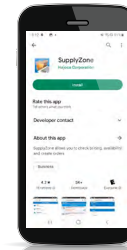
Restrict Search Results

- Change if you want to search 'Commonly Purchased Products' or search 'Reorder Pad'.
- Select Order Tools from the Top Menu then select 'Custom Search'.

WEBSITE

Web browser based e-commerce store that allows 24/7 access for customers. Search for products, check inventory, view product specifications, check order status, and more.

MOBILE APP

E-commerce mobile app provides a user-friendly interface of the website* with intuitive, real-time access to enter orders on-the-go and see required information.

*not all features available on both tools

Download on the App Store

GET IT ON Google Play

ACCOUNT DASHBOARD

Quickly access contact information, invoices, open orders/bids, order history, settings, and more!

PRODUCT SEARCH

Find the right products using categories, drop-down menus, keyword, UPC, part number, etc. Filter results by vendor, product, size, etc.

CHECK INVENTORY

24/7 access to inventory! Check real-time stock and availability at your location.

PRODUCT SPECIFICATIONS

Quickly access product specs, manuals, guides and other vendor specific information on a product.

MY GROUPS

Put multiple products into a personalized group to organize products commonly used together for easy reorder.

FAVORITES

Add items to favorites with one click for review later, compare, or purchase.

QUICK ORDER TOOLS

Use the quick order tools to order your way: reorder pad, quickpad, upload order file and special order item.

CUSTOM PART NUMBERS

Look up products and place orders using your own part numbers.