



## **New eCommerce Site**

### **User Guide**

Last Updated: Oct 15, 2020

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## Login Request

To place an order on URI.COM you need to have an active login. To request a login please follow the instructions on the Request Login form and submit your request.

United Refrigeration Inc. We have all of your solutions down cold!

SEARCH BY PART NUMBER, VENDOR OR KEYWORD

Branch Locator Search Tips URI Events Log In Register 0 ITEMS

REFRIGERATION EQUIPMENT AC AND HEATING EQUIPMENT INDOOR AIR QUALITY FOOD SERVICE COMPRESSORS MOTORS AND ACCESSORIES REFRIGERANTS AND CHEMICALS CONTROLS AND ELECTRICAL PARTS AND COMPONENTS SUPPLIES AND SERVICE RE-OPENING PRODUCTS BRANDS

### Returning Users

To log in to your account, please enter your email address and password.

Email

Password

LOG IN

Forgot / Reset Password

### New Users

When you create an account, you'll gain access to a wide range of benefits:

- View Product Pricing and Stock Information
- Create and Submit Shopping Carts
- Create and Manage Favorites Lists of Frequent Products
- Create and Manage Shipping Addresses
- Store Payment Methods
- View Order History

REQUEST LOGIN

United Refrigeration Inc. We have all of your solutions down cold!

SEARCH BY PART NUMBER, VENDOR OR KEYWORD

Branch Locator URI Events Sign In Register 0 ITEMS

REFRIGERATION EQUIPMENT AC AND HEATING EQUIPMENT INDOOR AIR QUALITY FOOD SERVICE COMPRESSORS MOTORS AND ACCESSORIES REFRIGERANTS AND CHEMICALS CONTROLS AND ELECTRICAL PARTS AND COMPONENTS SUPPLIES AND SERVICE

## Request a Login

STEP 1/2 EMAIL & PASSWORD \* REQUIRED FIELD

You will use your email address and password to access your account on future visits.

EMAIL-ADDRESS \* Email-Address \* Confirm Email Address \*

PASSWORD \* Password \* Confirm New Password \*

STEP 2/2 COMPANY & CONTACT INFORMATION \* REQUIRED FIELD

COMPANY INFORMATION Company Name \*

### Login Request Process

Once we receive your request, we typically approve, deny, or request more information within 24 business hours. If you are already a URI credit customer, you will be able to purchase via credit card or your URI credit account. If you are a new customer, you will only be able to purchase via credit card (Visa, Mastercard, American Express, Discover). As a new customer you are able to apply for a URI credit account by filling out the URI credit application.

When your login request is approved you will receive a confirmation email from us with your Username (**Email Address**). A **Password**, **Security Question** and **Answer** are established by you on the Login Request form. Your login credentials are your **Email Address** and **Password** – you are now able to log in and shop URI.COM. You can reset or define a new Password with your Security Question and Answer information, or request Customer Service to send you a Change Password email.

## My Account

The **My Account** section can be accessed by logging in and clicking on your name in the top right header. This section contains the following major categories and subcategories:

- My Profile
  - Account Overview
  - Profile Settings
- Purchase
  - Job Lists
  - Ecommerce Order History
  - Invoice Order History (with appropriate permission)
  - Quick Order
- My Organization
  - Addresses
  - Payment
- Logout

The screenshot displays the United Refrigeration Inc. website's 'My Account' page. At the top, the company logo and a search bar are visible. A navigation bar contains various product categories. Below this, a breadcrumb trail reads 'HOME / MY ACCOUNT / ACCOUNT OVERVIEW'. The main content area is titled 'Account Overview' and includes a welcome message for 'Bill Derr'. A sidebar on the left contains a menu with categories: 'MY PROFILE', 'PURCHASE', and 'MY ORGANIZATION'. The 'MY PROFILE' section is highlighted with a red box and includes 'Account Overview' and 'Profile Settings'. The 'PURCHASE' section includes 'Job Lists', 'Invoice Order History', 'Ecommerce Order History', and 'Quick Order'. The 'MY ORGANIZATION' section includes 'Addresses' and 'Payment'. Below the sidebar, there is a 'Logout' button. The main content area shows a 'JOB LISTS' section with a 'View All' link and a table of job lists. A 'Feedback' button is located on the right side of the page.

UNITED REFRIGERATION INC.  
We have all of your solutions down cold!

SEARCH BY PART NUMBER, VENDOR OR KE

Branch: 018 Branch Locator Search Tips URI Events Invoices Welcome, Bill Derr 0 ITEMS

REFRIGERATION EQUIPMENT AC AND HEATING EQUIPMENT INDOOR AIR QUALITY FOOD SERVICE COMPRESSORS MOTORS AND ACCESSORIES REFRIGERANTS AND CHEMICALS CONTROLS AND ELECTRICAL PARTS AND COMPONENTS SUPPLIES AND SERVICE HEATING PARTS HQ FALL PROMOTIONS FEATURED PRODUCTS

HOME / MY ACCOUNT / ACCOUNT OVERVIEW

Derr, Bill  
BILL DERR HVAC  
Buyer

**MY PROFILE**  
Account Overview  
Profile Settings

**PURCHASE**  
Job Lists  
Invoice Order History  
Ecommerce Order History  
Quick Order

**MY ORGANIZATION**  
Addresses  
Payment

Logout

### Account Overview

Welcome back, Bill Derr

Everything you need to track your orders, update your address book, edit your account information and more is right here.

#### JOB LISTS [View All](#)

Test Cart 02	 
Test Cart 01	 
HVAC Journeyman Cart	 
Call To Order Test	 
Odd Totals in Trend	 

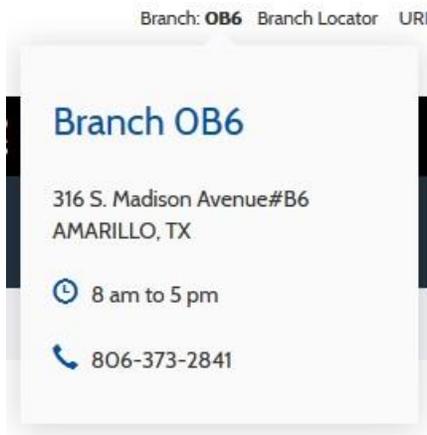
[View all Job Lists](#)

Feedback

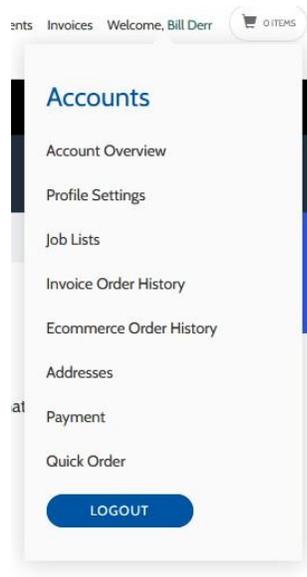
Note the page header indicates the **Default Branch** and **your name**:



Mousing over the Default Branch provides address, phone number and hours details:



Mousing over the Username provides quick access to the My Account functions of the site:



## Profile Settings

The **Profile Settings Page** summarizes information about your URI.COM account, including:

- Email Address / Password (along with ability to edit your Password)
- User and Company Profile (along with ability to edit your User Profile)
- URI Account Number, Default Branch, and Default Warehouse (Distribution Center)

HOME / MY ACCOUNT / PROFILE SETTINGS

Derr, Bill  
BILL DERR HVAC  
Buyer

**MY PROFILE**

- Account Overview
- Profile Settings**

**PURCHASE**

- Job Lists
- Invoice Order History
- Ecommerce Order History
- Quick Order

**MY ORGANIZATION**

- Logout

### Profile Settings

EMAIL		PASSWORD	
Email:	bderr@uri.com	Password:	*****

YOUR PROFILE		COMPANY PROFILE	
Name:	Bill Derr	Company Name:	Bill Derr HVAC
Department:		Industry:	
Phone:	610-662-8037		
Fax:			

URI ACCOUNT	
Account Number:	124480
Branch:	006
Warehouse:	800

Feedback

## My Organization – Addresses and Payments

Under **My Organization**, the **Addresses Page** provides a listing of your Invoice Address and all Shipping Addresses. New Shipping Addresses can be added, or an existing Shipping Address can be made the Preferred Shipping Address. Note that the Invoice Address cannot be edited – please contact Customer Service for updates to the Invoice Address.

HOME / MY ACCOUNT / ADDRESSES View Compare ( 0 )

Derr, Bill  
LAMBERT HVAC  
Buyer

**MY PROFILE**  
Account Overview  
Profile Settings

**PURCHASE**  
Favorites Lists  
Ecommerce Order History  
Quick Order

**MY ORGANIZATION**  
**Addresses**  
Payment

Logout

### Addresses

**ADD ADDRESS**

**YOUR INVOICE ADDRESS**

Lambert HVAC  
Bill Derr  
227 East Lambert Street  
San Antonio, TX 78204  
United States  
610-662-8037

**YOUR PREFERRED SHIPPING ADDRESS**

Conshohocken HVAC  
Bill Derr  
354 E 6th Ave  
Conshohocken, PA 19428  
United States  
610-662-8037

Your Preferred Shipping Address ▼

**ADDITIONAL SHIPPING ADDRESSES**

Beaufort, SC  
Bill Derr  
2950 Mink Point Blvd  
Beaufort, SC 29902  
United States

The **Payment Page** summarizes your payment methods, including preferred method. This can be credit card only or “URI Account” if authorized by United Refrigeration’s Credit Department. Credit card information can be stored securely on the site to expedite the checkout process:

The screenshot shows a user account dashboard with a dark navigation bar at the top containing 'HOME / MY ACCOUNT / PAYMENT' and a 'View Compare ( 0 )' button. The left sidebar lists navigation options: 'Derr, Bill', 'LAMBERT HVAC Buyer', 'MY PROFILE' (with sub-items 'Account Overview' and 'Profile Settings'), 'PURCHASE' (with sub-items 'Favorites Lists', 'Ecommerce Order History', and 'Quick Order'), 'MY ORGANIZATION' (with sub-items 'Addresses' and 'Payment', where 'Payment' is highlighted with a red box), and 'Logout'. The main content area is titled 'Payment' and includes instructions to 'Select a preferred payment method for quicker checkout on future purchases.' It features a 'Preferred Method' section with a radio button for 'URI Account', a 'SAVED CREDIT CARDS' section with a radio button for 'Credit Card', and a table of saved cards. The table lists a Visa card with masked numbers, type 'Visa', and expiration date '12/19', with a 'DELETE' button. A 'SAVE CHANGES' button is located at the bottom of the main content area.

HOME / MY ACCOUNT / PAYMENT View Compare ( 0 )

Derr, Bill  
LAMBERT HVAC  
Buyer

**MY PROFILE**  
Account Overview  
Profile Settings

**PURCHASE**  
Favorites Lists  
Ecommerce Order History  
Quick Order

**MY ORGANIZATION**  
Addresses  
**Payment**

Logout

### Payment

Select a preferred payment method for quicker checkout on future purchases.

**Preferred Method**

URI Account

**SAVED CREDIT CARDS**

<input type="radio"/>	CARD NUMBER:	*****1111
	CARD TYPE:	Visa
	EXPIRATION DATE:	12/19

Credit Card

## Browsing Products

### Catalog Menu

REFRIGERATION EQUIPMENT	AC AND HEATING EQUIPMENT	INDOOR AIR QUALITY	FOOD SERVICE	COMPRESSORS	MOTORS AND ACCESSORIES	REFRIGERANTS AND CHEMICALS	CONTROLS AND ELECTRICAL	PARTS AND COMPONENTS	SUPPLIES AND SERVICE
-------------------------	--------------------------	--------------------	--------------	-------------	------------------------	----------------------------	-------------------------	----------------------	----------------------

You are able to browse products with the **Catalog Menu** that appears throughout the site. You can click directly on a category or hover your mouse over a category to see relevant subcategories (2 levels deep). You can click directly into a desired subcategory from the pop-up category menu.

**UNITED REFRIGERATION INC.**

[Branch Locator](#) | 
 [URI Events](#) | 
 [Sign In](#) | 
 [Register](#) | 
 0 ITEMS

REFRIGERATION EQUIPMENT	AC AND HEATING EQUIPMENT	INDOOR AIR QUALITY	FOOD SERVICE	COMPRESSORS	MOTORS AND ACCESSORIES	REFRIGERANTS AND CHEMICALS	CONTROLS AND ELECTRICAL	PARTS AND COMPONENTS	SUPPLIES AND SERVICE
<p><b>Chillers</b></p> <ul style="list-style-type: none"> <li>Barrel, Serviceable</li> <li>Brazed Plate</li> <li>Packaged, Air Cooled</li> <li>Packaged, Water Cooled</li> <li>Split System Air Cooled</li> </ul>		<p><b>Condenser, Air Cooled</b></p> <ul style="list-style-type: none"> <li>Bohn</li> <li>Larkin</li> <li>Trenton</li> </ul>		<p><b>Condenser, Water Cooled</b></p> <ul style="list-style-type: none"> <li>Coaxial</li> <li>Mounting Bracket</li> <li>Shell and Coil</li> <li>Shell and Tube</li> <li>Tube in Tube</li> </ul>		<p><b>Condensing Unit, Air Cooled</b></p> <ul style="list-style-type: none"> <li>Bohn</li> <li>Copeland</li> <li>Larkin</li> <li>Tecumseh</li> <li>Trenton</li> </ul>			
<p><b>Condensing Unit, Water Cooled</b></p> <ul style="list-style-type: none"> <li>Copeland</li> <li>Maneurop</li> <li>Tecumseh</li> <li>Trenton</li> </ul>		<p><b>Evaporator, Reach-In</b></p> <ul style="list-style-type: none"> <li>Astor</li> <li>Bohn</li> <li>Cooltube</li> <li>Heatcraft</li> <li>Peerless</li> <li>Trenton</li> </ul>		<p><b>Evaporator, Special Application</b></p> <ul style="list-style-type: none"> <li>Rack Mount</li> <li>Remote</li> <li>Wall Mount</li> </ul>		<p><b>Evaporator, Walk-In</b></p> <ul style="list-style-type: none"> <li>Bohn</li> <li>Larkin</li> <li>Trenton</li> </ul>			
					<p><b>Specialty Equipment</b></p> <ul style="list-style-type: none"> <li>Compressor/Receiver Unit</li> <li>Cooling Tower</li> <li>Remote Sump Tank</li> <li>Suction Heat Exchanger</li> <li>Unit Enclosure</li> </ul>				

### Category/Subcategory Tree

A **Category/Subcategory Tree** appears on the left-hand side to illustrate the category structure, and the browse path is indicated below the Category Menu. The category/subcategory tree indicates the number of Part Numbers at the current category level and associated subcategory levels. You can select a desired subcategory from the category/subcategory tree or click a subcategory block in the center of the screen. A representative image appears on each subcategory block.

REFRIGERATION EQUIPMENT   AC AND HEATING EQUIPMENT   INDOOR AIR QUALITY   FOOD SERVICE   COMPRESSORS   MOTORS AND ACCESSORIES   REFRIGERANTS AND CHEMICALS   CONTROLS AND ELECTRICAL   PARTS AND COMPONENTS   SUPPLIES AND SERVICE

HOME / REFRIGERATION EQUIPMENT / **CONDENSER, WATER COOLED** View Compare ( 0 )

### Category

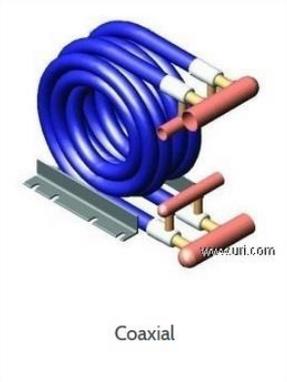
- Refrigeration Equipment
  - Condenser, Water Cooled (238)
    - Coaxial (78)
    - Mounting Bracket (15)
    - Shell and Coil (10)
    - Shell and Tube (128)
    - Tube in Tube (7)

**Filter**

— Vendor

Please select...

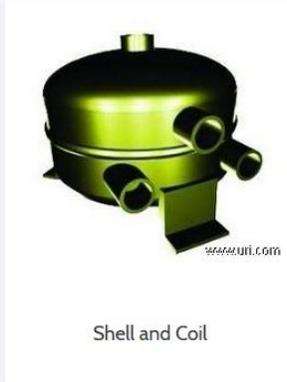
## Condenser, Water Cooled



Coaxial



Mounting Bracket



Shell and Coil



Shell and Tube



Tube in Tube

## Family Page

**Category**

- Parts and Components
  - Drier (454)
  - Sealed (303)
  - Liquid Line (200)

**Liquid Line**  
200 products

1 2 3 4 5 6 7 8 9 10 11-17

Most Popular

**Filter**

- Vendor**  
Please select...
- Connection Size (In.)**  
Please select...
- Connection Type**  
Please select...
- Dessicant Volume (Cu. In.)**  
Please select...
- Type**  
Please select...

**Product 1: C163S**  
\$ 23.58  
~~\$ 49.64~~  
Drier, sealed, 3/8" ODF  
IN NETWORK 13 AT BRANCH  
ADD TO CART  
NEARBY STOCK  
+ Add to Job List  
 Compare  
 Add to Check Stock List

**Product 2: C083S**  
\$ 18.39  
~~\$ 38.79~~  
Drier, sealed, 3/8" ODF  
IN NETWORK 17 AT BRANCH  
ADD TO CART  
NEARBY STOCK  
+ Add to Job List  
 Compare  
 Add to Check Stock List

**Product 3: C032CAPT**  
\$ 20.37  
~~\$ 42.88~~  
Drier, sealed, 1/4" ODF, 3 Cu. In., capillary tube, access port  
IN NETWORK 10 AT BRANCH  
ADD TO CART  
NEARBY STOCK  
+ Add to Job List  
 Compare  
 Add to Check Stock List

The **Family Page** is defined as a subcategory with related Part Numbers. Part Numbers will appear in the center of the page in a series of blocks. Each block includes:

- Product Image (if available)
- Vendor Name
- Part Number
- Price (if logged in, see Account Price; if not logged in, see Catalog Price)
- Description
- System Stock Indicator (if logged in)
- Branch Stock indicator (if logged in)
- Add To Cart button (if logged in)
- Nearby Stock button (if logged in)
- Add To Job List button
- Compare check box
- Add to Check Stock List check box (if logged in)

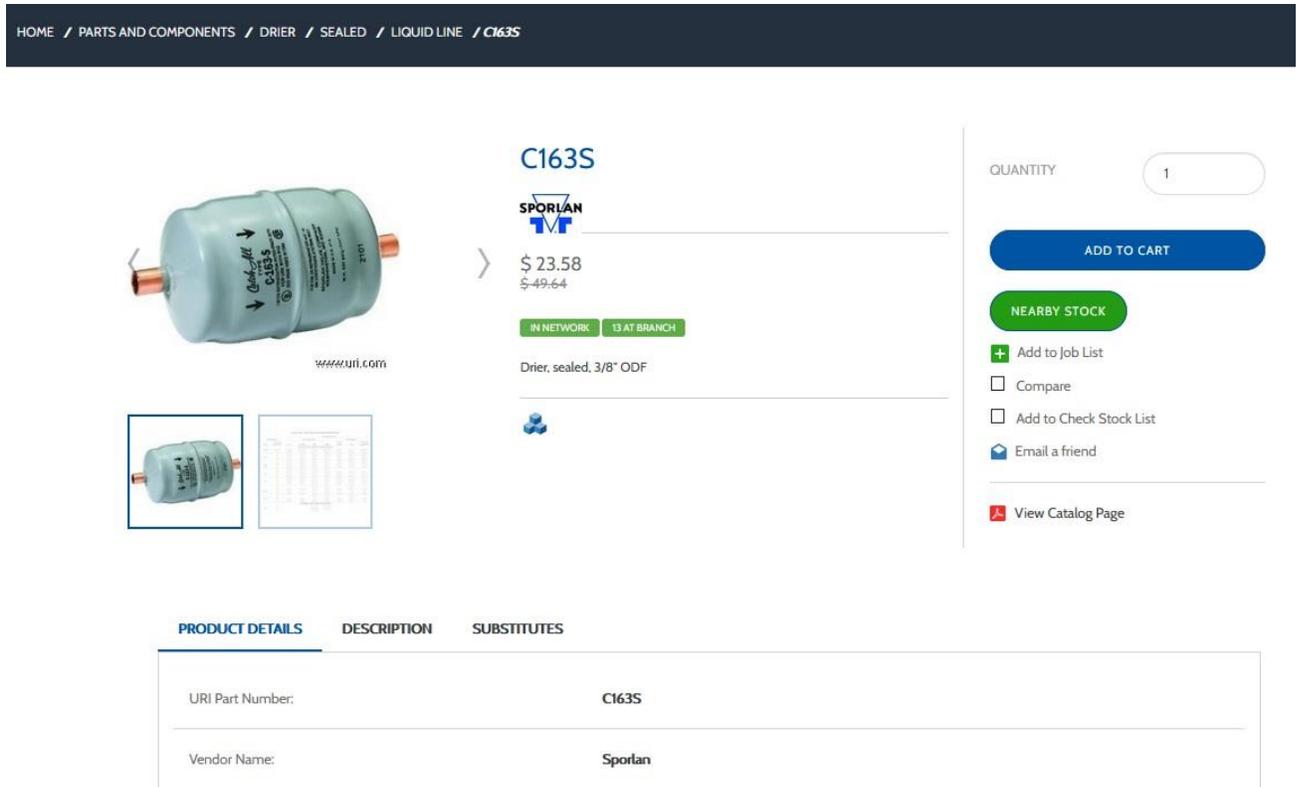
By default, Part Numbers on the Family Page are sorted by “Most Popular”. Other sorting options are Part Number (ascending) and Part Number Descending:



## Product Detail Page

The **Product Detail Page** is the lowest level of the browse and presents all information available for a Part Number. The Product Detail Page displays when a Part Number is clicked on the Family Page or a Search Results Page.

HOME / PARTS AND COMPONENTS / DRIER / SEALED / LIQUID LINE / C163S



The screenshot displays the product detail page for the Sporlan C163S drier. The page layout includes a breadcrumb trail at the top: HOME / PARTS AND COMPONENTS / DRIER / SEALED / LIQUID LINE / C163S. The main content area features a large image of the drier on the left, with a smaller thumbnail below it. To the right of the image, the product name 'C163S' is displayed in blue, followed by the Sporlan logo. Below the logo, the price is shown as \$23.58, with a crossed-out price of \$49.64. A green banner indicates 'IN NETWORK' and '13 AT BRANCH'. The description reads 'Drier, sealed, 3/8" ODF'. To the right of the product information, there is a 'QUANTITY' input field set to '1', an 'ADD TO CART' button, a 'NEARBY STOCK' button, and several utility buttons: '+ Add to Job List', 'Compare', 'Add to Check Stock List', 'Email a friend', and 'View Catalog Page'. Below the main product information, there are three tabs: 'PRODUCT DETAILS', 'DESCRIPTION', and 'SUBSTITUTES'. The 'PRODUCT DETAILS' tab is active, showing a table with two rows: 'URI Part Number: C163S' and 'Vendor Name: Sporlan'.

PRODUCT DETAILS	DESCRIPTION	SUBSTITUTES
URI Part Number:	C163S	
Vendor Name:	Sporlan	

In addition to the information available on the Family Page, the Product Detail Page includes:

- Images and videos
- Product attributes (Product Details tab)
- Related products, appearing on tabs as appropriate:
  - Accessories
  - Options
  - Replacement Parts
  - Tagalongs (required Accessories)

## Attribute Filtering

Many subcategories feature **Attribute Filtering** to guide selection of the appropriate product. These filters vary by the current subcategory and are presented as a series of drop-down boxes on the left-hand side below the Category/Subcategory Tree. In the example below, the Browse Path is “Motors and Accessories / HVAC / 3 3/8” Diameter”:

HOME / MOTORS AND ACCESSORIES / HVAC / 3 3/8" DIAMETER

Category

- Motors and Accessories
- HVAC (647)
- 3 3/8" Diameter (77)

3 3/8" Diameter

77 products

1 2 3 4 5 6 7

Most Popular

**Filter**

- Vendor: Please select...
- Horsepower: Please select...
- Motor Dia. (In.): Please select...
- RPM: Please select...
- Speeds: Please select...
- Type: Please select...
- Voltage: Please select...

**Product 1:** IRP International Refrigeration Products, 12EM1123X, \$ 53.59. General purpose fan duty motor, PSC, ball bearing, 3 3/8" diameter, 1/12 HP, 115/208-230 volt, 1550 RPM, REV. 5/16".

**Product 2:** FASCO, 9721, \$ 53.06. General purpose fan duty motor, PSC, ball bearing, 3 3/8" diameter, 1/12 HP, 115/208-230 volt, 1550 RPM, REV. 5/16".

**Product 3:** FASCO, D132, \$ 52.86. General purpose fan duty motor, shaded pole, sleeve bearing, 3 3/8" diameter, 1/20 HP, 115 volt, 1500 RPM, CWSE, 5/16".

Attribute filters presented are:

- Vendor
- Horsepower
- Motor Dia (In.)
- RPM
- Speeds
- Type

- Voltage

Note that with no filters selected, 77 products are presented. As attribute filters are applied, the number of matching products is updated, as are the valid values for other attributes. In the example below, the following attribute filters have been applied:

- Vendor = Fasco
- Horsepower = 1/20
- RPM = 1500

The number of matching products is now 4:

HOME / MOTORS AND ACCESSORIES / HVAC / 3 3/8" DIAMETER

Category

- Motors and Accessories
- HVAC (5)
- 3 3/8" Diameter (4)

3 3/8" Diameter

4 products

Filter

- Vendor
  - Fasco
- Horsepower
  - 1/20
  - Please select...
- Motor Dia. (In.)
  - Please select...
- RPM
  - 1500
  - Please select...
- Speeds
  - Please select...
- Type
  - Please select...
- Voltage
  - Please select...

D132  
\$ 52.86  
General purpose fan duty motor, shaded pole, sleeve bearing, 3 3/8" diameter, 1/20 HP, 115 volt, 1500 RPM, CWSE, 5/16"

IN NETWORK 3 AT BRANCH

ADD TO CART

NEARBY STOCK

+ Add to Favorites

Compare

Add to Check Stock List

D133  
\$ 52.86  
General purpose fan duty motor, shaded pole, sleeve bearing, 3 3/8" diameter, 1/20 HP, 115 volt, 1500 RPM, CCWSE,

IN NETWORK 1 AT BRANCH

ADD TO CART

NEARBY STOCK

+ Add to Favorites

Compare

Add to Check Stock List

D188  
\$ 62.97  
General purpose fan duty motor, shaded pole, sleeve bearing, 3 3/8" diameter, 1/20 HP, 230 volt, 1500 RPM, CWSE,

IN NETWORK NOT AT BRANCH

ADD TO CART

NEARBY STOCK

+ Add to Favorites

Compare

Add to Check Stock List

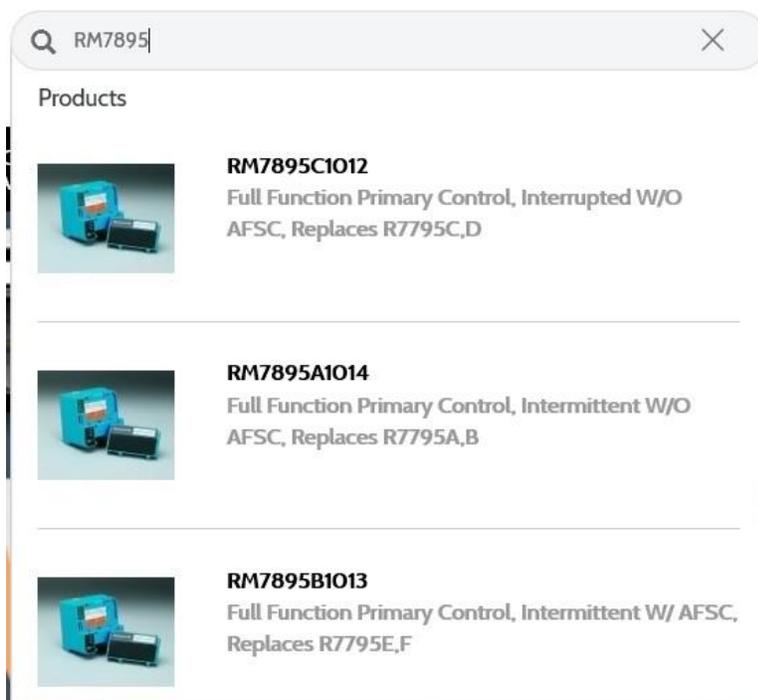
## Product Searching

### Search Bar

The **Search Bar** at the top of the page enables searching by Part Number, Vendor and Keywords. It is available throughout the entire site:

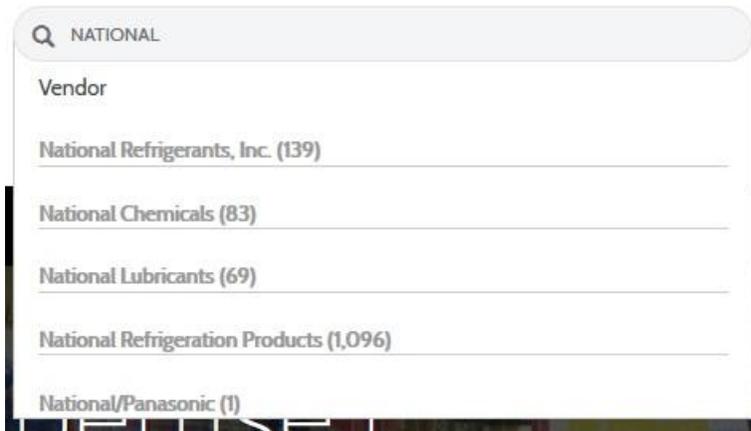


As a Part Number or Vendor Name is entered, suggested matches will appear below. For **Part Numbers**, suggested matches include the part number, a description and thumbnail image:



Selecting a suggested match will display the appropriate Product Detail Page. If the current Search Bar value is entered without selecting a suggested match, then all Part Numbers that begin with the entered text will appear on a Search Results Page.

For **Vendor Names**, suggested matches show the vendor name and number of matching part numbers:



Selecting a suggested match will display a Search Results Page with part numbers from the selected vendor name.

For **Keywords**, searches are conducted against product descriptions. Up to 5 keywords can be entered – the site considers the words to be joined by “and”. Executed searches will display a Search Results Page with part numbers that match the search criteria.

## Search Results Page

The **Search Results Page** is similar to the Family Page – part numbers that match the search criteria appear in the center of the page in a series of blocks. The number of matching part numbers is indicated beneath the Product Search Results header, as well as the search criteria. The Category/Subcategory Tree area summarizes the relevant main categories of products, and the number of products in each category. Search results can be narrowed by clicking on a category and even relevant subcategories.

The example below shows a search for Vendor Name “Copeland”:

The screenshot displays the 'Product Search Results' page for a search of 'Copeland'. The page features a left-hand navigation menu with a 'Category' section highlighted by a red box. This section lists various product categories with their respective counts: Refrigeration Equipment (1,330), Compressors (1,236), Motors and Accessories (72), Refrigerants and Chemicals (3), Controls and Electrical (42), Parts and Components (1), Supplies and Service (11), Quick Parts (2,041), and Retired and Closeouts (30). Below the categories is a 'Filter' section with a 'Vendor' dropdown menu set to 'Please select...'. The main content area shows the search results for 'Copeland', with a header indicating '4,766 Results for Copeland'. The results are displayed in a grid of three product cards. Each card includes an image of the product, the Copeland logo, the part number, the price, and a brief description. The first card shows 'Ultra 22 CC POE Oil' for \$113.43. The second card shows 'Sentronic3 Oil Pressure Control Kit' for \$308.55. The third card shows a 'Factory replacement motor' for \$155.84. Each product card also includes buttons for 'ADD TO CART', 'NEARBY STOCK', 'Add to Favorites', 'Compare', and 'Add to Check Stock List'. The page is sorted by 'Most Popular' and shows page navigation options at the top.

The Search Results Page indicates 4,766 Copeland products from 7 major categories plus the “Quick Parts” and “Retired and Closeouts” sections.

By default, Part Numbers on the Search Results Page are sorted by “Most Popular”. Other sorting options are Part Number (ascending) and Part Number Descending:

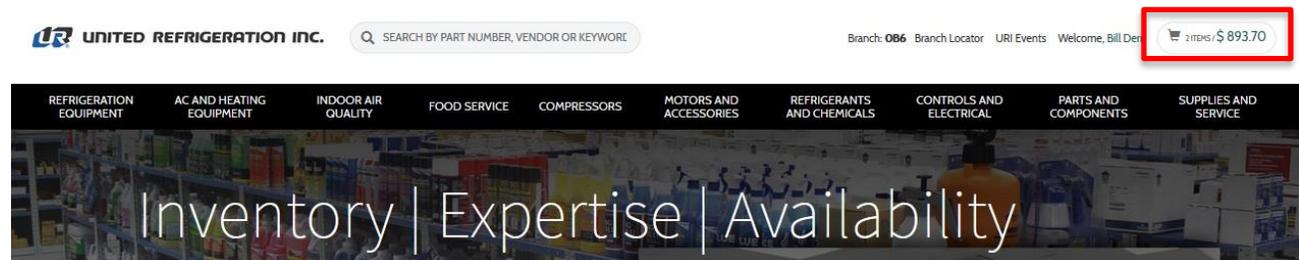


## Shopping Cart

Part Numbers can be added to the **Shopping Cart** throughout the United site – note that you must be logged in to add items to the Shopping Cart. The Shopping Cart icon in the top right corner indicates the total number of items in the cart as well as the total dollar value. Click the icon to access the cart and begin the checkout process. You will navigate through the following pages to checkout and submit a Shopping Cart:

- Shopping Cart Page
- Shipment Page
- Payment Page
- Review Page
- Receipt Page

An indicator appears above the Shopping Cart highlights the current page.



## Shopping Cart Page

The **Shopping Cart Page** is an interface for reviewing and updating all Part Numbers in the cart:

The screenshot shows the 'Your Shopping Cart' page. It features a table of items with columns for ITEM, QUANTITY, PRICE, and TOTAL. Two items are listed: RM460 and G5TWIN. The RM460 item has a quantity of 1 and a price of \$113.70. The G5TWIN item has a quantity of 1 and a price of \$699.00. To the right of the table is an 'Order Summary' box showing a subtotal of \$812.70 and a 'CHECKOUT' button. Below the table are buttons for 'CREATE JOB LIST', 'CLEAR CART', and 'UPDATE CART'. At the bottom is a 'QUICK TO CART' section with a search bar and an 'ADD TO CART' button. Red boxes and numbers (#1-#7) highlight specific elements: #1 points to the quantity input field, #2 points to the stock indicators, #3 points to the 'UPDATE CART' button, #4 points to the 'CLEAR CART' button, #5 points to the 'CHECKOUT' button, #6 points to the 'CREATE JOB LIST' button, and #7 points to the 'ADD TO CART' button.

#1 – Increase or decrease the **quantity** of each Part Number

#2 – **Stock indicators** provide real-time stock information at your Default Branch and the entire United system:

- Left Stock Indicator:
  - In Network (green) – stock available for shipment
  - Available To Order (grey) – temporarily out of stock
- Right Stock Indicator
  - X At Branch (green) – full stock available at your Default Branch
  - X At Branch (purple) – partial stock available at your Default Branch
  - Not At Branch (grey) – no stock at your Default Branch

#3 – Click **“Update Cart”** to apply quantity changes

#4 – Click **“Clear Cart”** to delete all line items

#5 – Click **“Checkout”** to advance to the Shipping Page

#6 – Create a **Job List** from the current Shopping Cart for quick reuse

#7 – Use **Quick To Cart** to add a single Part Number quickly. Suggested matches appear once four characters are entered

## Shipping Page

The **Shipping Page** is used to specify whether items should be picked up at your Default Branch (or other branch) or shipped via UPS/FedEx. There are two possibilities: Full Stock Checkout and Back Order Checkout.

### Full Stock Checkout

**Full Stock Checkout** means that all items are in stock at your Default Branch **OR** the order will be shipped via UPS/FedEx to a desired Shipping Address:

The screenshot shows the 'Shipping' page with a progress bar at the top containing 'Shipping', 'Payment', 'Review', and 'Receipt'. The 'Shipping' tab is highlighted with a red box. Below the progress bar, the 'Shipping' section is titled. Under 'SELECT SHIPPING METHOD:', the 'Branch Pickup' option is selected with a radio button and is highlighted with a red box. It includes a branch address for '#B6 AMARILLO, TX' and a 'Change Branch' link. A note states: 'Orders placed by 2:00PM Eastern Time will be available for pickup the next business day.' The 'Delivery' option is unselected. Below this is a table of items:

ITEM	QUANTITY
 RM460	1
 G5TWIN	1

To the right, the 'Order Summary' section shows the 'Invoice Address' (Lambert HVAC) and the 'Shipping Address' (highlighted with a red box), both matching the branch address. A price table below shows:

RM460 Qty: 1	\$ 113.70
G5TWIN Qty: 1	\$ 780.00
Subtotal	\$ 893.70
Shipping	\$ 0.00
Estimated Sales Tax	\$ 89.37
Total	\$ 983.07

At the bottom, there is a 'CONTINUE CHECKOUT' button and a text input field for 'Job Name/Order Reference' with a placeholder 'Enter a Job Name/Order Reference'.

Note that the default shipping method is **Branch Pickup**, as indicated by the radio button. The appropriate branch address is indicated in the Branch Pickup area as well as on the Order Summary section. To have the items shipped, select the **Delivery** radio button:

## Shipping

SELECT SHIPPING METHOD:

Branch Pickup Pick up at branch near you

Delivery: UPS and FedEx Shipping Options

UPS Ground

SELECT ADDRESS

A variety of UPS and FedEx shipping methods are available in the drop-down. The desired Shipping Address can be selected or entered by clicking “Select Address”.

## Back Order Checkout

Back Order Checkout means that at least one Part Number is not completely in stock at your Default Branch. **The Shopping Cart Page** will look as follows:

## Your Shopping Cart

ITEM	QUANTITY	PRICE	TOTAL
 <p><b>RM460</b></p> <p>IN NETWORK 2 AT BRANCH</p> <p>Manifold set, Globesafe™, vibration free gauge movement, full flow, R22, R404A, R410A, (3) 60" hoses</p> <p>Delete</p> <p>WARNING: This product can expose you to chemicals including Lead, which are known to the State of California to cause cancer and birth defects or other reproductive harm. For more information go to <a href="http://www.P65Warnings.ca.gov">www.P65Warnings.ca.gov</a></p>	3	\$ 113.70	\$ 341.10
 <p><b>G5TWIN</b></p> <p>IN NETWORK 2 AT BRANCH</p> <p>Portable refrigerant recovery unit, hermetic, oil-less, 1/2 HP, twin cylinder, refrigerant groups III, IV, V (R410A)</p> <p>Delete</p> <p>WARNING: Cancer and Reproductive Harm- For more information go to <a href="http://www.P65Warnings.ca.gov">www.P65Warnings.ca.gov</a></p>	1	\$ 780.00	\$ 780.00

### Order Summary

Subtotal \$ 1,121.10

CHECKOUT

Note that (3) RM460 are desired, but only 2 are in stock at the default/current Branch.

The default Shipping Method on the **Shipping Page** is now **Branch Pickup Complete**. The current stock of each part number is indicated, and a message appears in red text:

One or more items is not in stock at current Branch. IN STOCK items available for pickup the next business day (orders placed by 2:00PM Eastern Time). BACKORDER items available 3-7 business days – Branch will contact you when ready for pickup.

## Shipping

SELECT SHIPPING METHOD:

Branch Pickup Complete Pick up all items at Branch, including backordered items

#06 PHILA., PA Headquarters  
11401 Roosevelt Blvd.  
Philadelphia, PA 19154-2102  
Tel 215-698-9100  
Fax 215-698-9493

---

[Change Branch](#)

One or more items is not in stock at current Branch. IN STOCK items available for pickup the next business day (orders placed by 2:00PM Eastern Time). BACKORDER items available 3-7 business days - Branch will contact you when ready for pickup.

Delivery: UPS and FedEx Shipping Options

ITEM	QUANTITY	
 RM460	3	<input type="button" value="2 AT BRANCH"/>
 G5TWIN	1	<input type="button" value="2 AT BRANCH"/>

As with Full Stock Checkout, the User may elect to have items shipped by selecting the **Delivery** radio button.

## Payment Page

The **Payment Page** is used to specify the desired payment method:

- URI Account (if your account is approved for a credit account)
- Credit Card

Shipping Payment Review Receipt

### Payment

SELECT A PAYMENT METHOD

URI Account

Credit Card

CARD TYPE

CARD NUMBER \*

EXPIRATION DATE

CVV NUMBER \*

Save this information for later purchases [Details](#)

### Order Summary

Invoice Address

Lambert HVAC  
Bill Derr  
227 East Lambert Street  
San Antonio, TX 78204  
United States  
610-662-8037

Shipping Address

Shipping to multiple addresses

RM460	Qty: 1	\$ 113.70
RM460	Qty: 2	\$ 227.40
G5TWIN	Qty: 1	\$ 780.00

Subtotal	\$ 1,121.10
Shipping	\$ 20.69
Estimated Sales Tax	\$ 114.18
<b>Total</b>	<b>\$ 1,255.97</b>

CONTINUE CHECKOUT

Note that credit card information can be stored for quick reuse. Supported credit cards include:

- Visa
- Discover
- MasterCard
- American Express

## Review Page

The **Review Page** presents a summary of the Shopping Cart, including:

- Part Numbers and Quantities
- Invoice Address and Shipping Address
- Shipping Method and Costs
- Payment Method
- Total Costs

A Purchase Order Number (required for most logins) and Notes can be added. Before submitting the order, the “Terms & Conditions” checkbox must be checked.

Shopping    Payment    **Review**    Receipt

### Review Your Order Information

Review the details of your order below and make any changes if needed. Click "Submit Order" to complete your purchase.

Purchase Order Number \*

Notes Your message: 1000 characters remaining.

**Order Summary**

Subtotal	\$ 893.70
Shipping	\$ 42.28
Estimated Sales Tax	\$ 93.60
<b>Total</b>	<b>\$ 1,029.58</b>

I agree to the Terms & Conditions

**SUBMIT ORDER**

[Read our Security & Privacy Policy](#)

**Purchaser**  
Lambert HVAC  
Bill Derr  
bderr@uri.com

<b>Invoice Address</b> Lambert HVAC Bill Derr 227 East Lambert Street San Antonio, TX 78204 United States 610-662-8037	<b>Shipping Address</b> Lambert HVAC Bill Derr 227 East Lambert Street San Antonio, TX 78204 United States 610-662-8037
--	---

<b>Shipping Method</b> UPS Ground - \$ 42.28	<b>Payment Method</b> URI Account
---	--------------------------------------

ITEM	QUANTITY
 RM460	1
 G5TWIN	1

## Receipt Page

The **Receipt Page** is an update of the Review Page, and confirms that your order has been submitted:

The screenshot displays the Receipt Page interface. At the top, a navigation bar contains tabs for Shipping, Payment, Review, and Receipt, with the Receipt tab highlighted. Below the navigation bar, a red-bordered box contains a 'Thank you for your Order' message with the following details: Order number 00000851, email bderr@uri.com, Account Number 994006, Current Branch 0B6, Job Name/Order Reference New Site Test Order!!, and Purchase Order Number Test Order!!. To the right, the 'Order Summary' table shows a Subtotal of \$ 893.70, Shipping of \$ 42.28, and Estimated Sales Tax of \$ 93.60, resulting in a Total of \$ 1,029.58. Below the summary, an 'Account' section provides a link to account information. The main content area is divided into several sections: 'Notes' (Test Order!!), 'Purchaser' (Lambert HVAC, Bill Derr, bderr@uri.com; Job Name/Order Reference: New Site Test Order!!), 'Invoice Address' (Lambert HVAC, 227 East Lambert Street, San Antonio, TX 78204, United States, 610-662-8037), 'Payment Method' (Cybersource Payment Service, \*\*\*\*\*2181), 'Shipping Address' (Lambert HVAC, Bill Derr, 227 East Lambert Street), and 'Shipping Method' (UPS Ground). The order number 00000851 is also displayed above the shipping address section.

**Thank you for your Order**

Your order number is: 00000851

We will email [bderr@uri.com](mailto:bderr@uri.com) to keep you updated on the status of your order.

Account Number: 994006

Current Branch: 0B6

Job Name/Order Reference: New Site Test Order!!

Purchase Order Number: Test Order!!

**Order Summary**

Subtotal	\$ 893.70
Shipping	\$ 42.28
Estimated Sales Tax	\$ 93.60
<b>Total</b>	<b>\$ 1,029.58</b>

**Account**

You can always access your account information from the My Account pages .

**Notes**

Test Order!!

**Purchaser**

Lambert HVAC Bill Derr bderr@uri.com	<b>Job Name/Order Reference</b> New Site Test Order!!
--	--

**Invoice Address**

Lambert HVAC  
Bill Derr  
227 East Lambert Street  
San Antonio, TX 78204  
United States  
[610-662-8037](tel:610-662-8037)

**Payment Method**

Cybersource Payment Service  
\*\*\*\*\*2181

00000851

**Shipping Address**

Lambert HVAC  
Bill Derr  
227 East Lambert Street

**Shipping Method**

UPS Ground

The Receipt Page indicates the **eCommerce Order Number**. A confirmation email is also sent to confirm the order.

## Check Stock

Logged in users are able to **Check Stock** of selected Part Numbers at nearby branches and other branches in United's network. Note that Default Branch stock is indicated wherever Part Numbers are displayed on the site.

### Nearby Stock

To Check Stock at Branch locations near the Default Branch, click the "Nearby Stock" button for a desired Part Number. This will add the associated Part Number to and display the Check Stock Page.

HOME / PARTS AND COMPONENTS / DRIER / SEALED / LIQUID LINE

Category

- Parts and Components
  - Drier (449)
    - Sealed (297)
      - Liquid Line (199)

Liquid Line

199 products

1 2 3 4 5 6 7 8 9 10 11-17

Most Popular

Filter

- Vendor: Please select...
- Connection Size (In.): Please select...
- Connection Type: Please select...
- Dessicant Volume (Cu. In.): Please select...

**C163S**  
\$ 24.56  
Drier, sealed, 3/8" ODF  
IN NETWORK 12 AT BRANCH  
ADD TO CART  
NEARBY STOCK  
+ Add to Favorites  
 Compare  
 Add to Check Stock List

**C083S**  
\$ 19.16  
Drier, sealed, 3/8" ODF  
IN NETWORK 5 AT BRANCH  
ADD TO CART  
NEARBY STOCK  
+ Add to Favorites  
 Compare  
 Add to Check Stock List

**C032CAPT**  
\$ 21.24  
Drier, sealed, 1/4" ODF, 3 Cu. In., capillary tube, access port  
IN NETWORK 4 AT BRANCH  
ADD TO CART  
NEARBY STOCK  
+ Add to Favorites  
 Compare  
 Add to Check Stock List

### Add to Check Stock List

To Check Stock of multiple Part Numbers at the same, click the “Add to Check Stock List” check box for desired Part Numbers. A “Check Stock List” button will be highlighted in the Category/Subcategory bar, with an indicator for the number of Part Numbers in the Check Stock List. The “Add to Check Stock List” check box will appear solid black for the Part Numbers added to the Check Stock container. To display the Check Stock Page, click the “Check Stock List (X)” button in the Category/Subcategory bar:

HOME / PARTS AND COMPONENTS / DRIER / SEALED / LIQUID LINE Check Stock List ( 2 )

**Category**

- Parts and Components
  - Drier (449)
    - Sealed (297)
      - Liquid Line (199)

**Liquid Line**  
199 products

1 2 3 4 5 6 7 8 9 10 11-17 Most Popular

**Filter**

- Vendor**  
Please select...
- Connection Size (In.)**  
Please select...
- Connection Type**  
Please select...
- Dessicant Volume (Cu. In.)**  
Please select...

**Product 1: C163S**  
\$ 24.56  
Drier, sealed, 3/8" ODF  
IN NETWORK 12 AT BRANCH  
ADD TO CART  
NEARBY STOCK  
+ Add to Favorites  
 Compare  
 Add to Check Stock List

**Product 2: C083S**  
\$ 19.16  
Drier, sealed, 3/8" ODF  
IN NETWORK 5 AT BRANCH  
ADD TO CART  
NEARBY STOCK  
+ Add to Favorites  
 Compare  
 Add to Check Stock List

**Product 3: C032CAPT**  
\$ 21.24  
Drier, sealed, 1/4" ODF, 3 Cu. In., capillary tube, access port  
IN NETWORK 4 AT BRANCH  
ADD TO CART  
NEARBY STOCK  
+ Add to Favorites  
 Compare  
 Add to Check Stock List

## Check Stock Page

The **Check Stock Page** will display when:

- The “Nearby Stock” button is clicked for a specific Part Number (Product Detail Page, Quick View, Family Page, Search Results Page)
- The “Check Stock List (X)” button is clicked in the Category/Subcategory bar

Selected Part Numbers appear vertically, with Branch stock information displayed horizontally. By default, the user’s Default Branch appears first, with the 4 nearest locations indicated:

X CLEAR ALL

CHECK NEARBY BRANCHES

Search by Zip Code or City, State (must be City, State combination - Philadelphia, PA)

SEARCH

	Current Branch	4.12 Miles Away	8.18 Miles Away	8.30 Miles Away	8.50 Miles Away
	#06 PHILA., PA Headquarters 11401 Roosevelt Blvd., Philadelphia, 19154-2102 Email: <a href="mailto:branch6@uri.com">branch6@uri.com</a> Fax: 215-698-9493 🕒 7:00 am - 5:00 pm 📞 215-698-9100	#22 BENSALEM, PA 2550 State Road, Bensalem, 19020-7312 Email: <a href="mailto:branch22@uri.com">branch22@uri.com</a> Fax: 215-638-2798 🕒 7:30 am - 5:00 pm 📞 215-638-7230 <a href="#">Directions</a>	#04 PENNSAUKEN, NJ 1601 John Tipton Boulevard, Pennsauken, 08110-2317 Email: <a href="mailto:branch4@uri.com">branch4@uri.com</a> Fax: 856-486-1951 🕒 7:30 am - 5:00 pm 📞 856-663-7510 <a href="#">Directions</a>	#01 PHILADELPHIA N.E, PA 4111 Whitaker Avenue, Philadelphia, 19124-4239 Email: <a href="mailto:branch1@uri.com">branch1@uri.com</a> Fax: 215-423-9090 🕒 7:30am-4:00pm 📞 215-423-4918 <a href="#">Directions</a>	#14 WARMINSTER, PA 365 Constance Drive, Warminster, 18974-2816 Email: <a href="mailto:branch14@uri.com">branch14@uri.com</a> Fax: 215-441-4996 🕒 7:30 am - 5:00 pm 📞 215-441-5442 <a href="#">Directions</a>
 <b>C163S</b> <input style="width: 80px; border: 1px solid #ccc; border-radius: 10px; margin: 5px 0;" type="text" value="1"/> <div style="background-color: #0056b3; color: white; padding: 5px 15px; border-radius: 10px; margin: 5px 0; width: 100px; text-align: center;">ADD TO CART</div> <div style="background-color: #0056b3; color: white; padding: 5px 15px; border-radius: 10px; margin: 5px 0; width: 100px; text-align: center;">REMOVE</div>	<span style="color: green; font-weight: bold;">17</span> <span style="color: green;">●</span> Full Stock	<span style="color: green; font-weight: bold;">11</span> <span style="color: green;">●</span> Full Stock	<span style="color: green; font-weight: bold;">14</span> <span style="color: green;">●</span> Full Stock	<span style="color: green; font-weight: bold;">9</span> <span style="color: green;">●</span> Full Stock	<span style="color: green; font-weight: bold;">4</span> <span style="color: green;">●</span> Full Stock

Enter the desired quantity for each Part Number – inventory information will update automatically. To check inventory at other locations, enter a relevant Zip Code or City, State combination and click “Search”. Part Numbers can be added to the Shopping Cart directly from the Check Stock page. Items will remain in the Check Stock container until removed. The Check Stock container will also empty at the end of the current session.

## Compare Products

Any user is able to **compare Part Numbers** – click the “Compare” check box to add a Part Number to the Compare container – the “View Compare” button will appear in the Category/Subcategory bar and will indicate the number of Part Numbers to be compared. Once a Part Number is added, the Compare check box appears in solid black:

HOME / MOTORS AND ACCESSORIES / REFRIGERATION / UNIT BEARING, WATT MOTOR View Compare ( 2 )

**Category**

- Motors and Accessories
  - Refrigeration (443)
    - Unit Bearing, Watt Motor (129)

**Unit Bearing, Watt Motor**  
129 products

Filter

- Vendor: Please select...
- Motor Dia. (In.): Please select...
- RPM: Please select...
- Speeds: Please select...
- Type: Please select...
- Voltage: Please select...

**NRP5411**  
\$ 28.87  
Unit bearing watt motor, shaded pole, 3 1/2" diameter, 9 watts, 115 volt, 1550 RPM, CWOSE, 1/4" threaded shaft  
IN NETWORK 19 AT BRANCH  
ADD TO CART  
NEARBY STOCK  
+ Add to Favorites  
 Compare  
 Add to Check Stock List

**EC5411E**  
\$ 72.01  
Unit bearing watt motor, Rescue, ECM, 4-25 watts, 115-230 volt, 1550-1725 RPM, CWOSE, 1/4" threaded shaft  
IN NETWORK 5 AT BRANCH  
ADD TO CART  
NEARBY STOCK  
+ Add to Favorites  
 Compare  
 Add to Check Stock List

**NRP5311**  
\$ 28.55  
Unit bearing watt motor, shaded pole, 3 1/2" diameter, 6 watts, 115 volt, 1550 RPM, CWOSE, 1/4" threaded shaft  
IN NETWORK 8 AT BRANCH  
ADD TO CART  
NEARBY STOCK  
+ Add to Favorites  
 Compare  
 Add to Check Stock List

## Compare Page

To view the **Compare Page**, click the “View Compare” button in the Category/Subcategory bar. Part Numbers are placed side-by-side for comparison of specific attributes:

**Compare**  
 You have selected 2 items to compare.

	NRP5411 \$ 28.87	NRP5311 \$ 28.55
	<div style="background-color: #e0e0e0; padding: 2px; font-size: 8px; margin-bottom: 5px;">1 PICKUP AT BRANCH</div>  <div style="font-size: 8px; margin-top: 5px;"> <a href="#">+ Add to Favorites</a>  <a href="#">📍 Check Stock</a> </div>	<div style="background-color: #e0e0e0; padding: 2px; font-size: 8px; margin-bottom: 5px;">1 PICKUP AT BRANCH</div>  <div style="font-size: 8px; margin-top: 5px;"> <a href="#">+ Add to Favorites</a>  <a href="#">📍 Check Stock</a> </div>
<b>Short Description</b>	Unit bearing watt motor, shaded pole, 3 1/2" diameter, 9 watts, 115 volt, 1550 RPM, CWOSE, 1/4" threaded shaft	Unit bearing watt motor, shaded pole, 3 1/2" diameter, 6 watts, 115 volt, 1550 RPM, CWOSE, 1/4" threaded shaft
<b>Long Description</b>	<p><b>Features</b></p> <ul style="list-style-type: none"> <li>51 Frame, 3 1/2" diameter, 1 speed</li> <li>Cast iron construction</li> <li>Thermal overload protection</li> <li>1/4" threaded shaft</li> <li>Shaded pole, air over</li> <li>Rear hub or base mount</li> <li>Rotation viewed opposite shaft end</li> </ul> <p><b>Applications</b></p> <ul style="list-style-type: none"> <li>Refrigerators</li> <li>Freezers</li> <li>Display Cases</li> <li>Walk Ins</li> </ul>	<p><b>Features</b></p> <ul style="list-style-type: none"> <li>51 Frame, 3 1/2" diameter, 1 speed</li> <li>Cast iron construction</li> <li>Thermal overload protection</li> <li>1/4" threaded shaft</li> <li>Shaded pole, air over</li> <li>Rear hub or base mount</li> <li>Rotation viewed opposite shaft end</li> </ul> <p><b>Applications</b></p> <ul style="list-style-type: none"> <li>Refrigerators</li> <li>Freezers</li> <li>Display Cases</li> <li>Walk Ins</li> </ul>
<b>Manufacturer Name</b>	National Refrigeration Products	National Refrigeration Products

Items will remain in the Compare container until removed. The Compare container will also empty at the end of the current session.

## Job Lists

**Job Lists** are a great way to purchase commonly used products quickly. A Job List is a “holding place” for Part Numbers – multiple Part Numbers can be added to a Job List or across several Job Lists. Several United customers use Job Lists for truck stock purposes – they assign a Truck Name and list of Part Numbers to the list, and then select the desired parts for purchase without needing to search or browse the site.

### Add to Job List

To add a Part Number to a Job List, click the “Add to Job List” button:



www.uri.com

16X20X2AB40

\$ 3.41  
~~\$ 7.56~~

Air filter, pleated, nominal 40%, 16" x  
20" x 2"

IN NETWORK 665 AT BRANCH

ADD TO CART

NEARBY STOCK

+ Add to Job List

Compare

Add to Check Stock List

Note that you must be logged in to add to a Job List. You will be prompted to add to an existing Job List or create a new one.

## Accessing Job Lists

**Job Lists** are accessed in the *My Account / Purchase* section:

HOME / MY ACCOUNT / **JOB LISTS**

Derr, Bill  
BILL DERR HVAC  
Buyer

**MY PROFILE**  
Account Overview  
Profile Settings

**PURCHASE**  
**Job Lists**  
Invoice Order History  
Ecommerce Order History  
Quick Order

**MY ORGANIZATION**  
Logout

### Job Lists

ADD NEW

SAVED JOBS LISTS    CREATE BY FILE

<input type="checkbox"/>	List Name	Created	Modified	No. Of Items	
<input type="checkbox"/>	<a href="#">Test Cart 02</a>	Feb-10-2020	Mar-23-2020	3 Items	
<input type="checkbox"/>	<a href="#">Test Cart 01</a>	Jan-30-2020	Mar-23-2020	4 Items	
<input type="checkbox"/>	<a href="#">HVAC Journeyman Cart</a>	Jan-26-2020	Jan-26-2020	2 Items	
<input type="checkbox"/>	<a href="#">Call To Order Test</a>	Apr-03-2020	Apr-03-2020	1 Items	
<input type="checkbox"/>	<a href="#">Odd Totals in Trend</a>	May-07-2020	May-07-2020	3 Items	
<input type="checkbox"/>	<a href="#">Cart Works Fine</a>	May-07-2020	May-07-2020	3 Items	
<input type="checkbox"/>	<a href="#">Test 20200927a</a>	Sep-27-2020	Sep-27-2020	33 Items	

Feedback

An entire Job List can be added to the Shopping Cart, or just select Part Numbers by viewing the Job List.

### Create a Job List By File

A CSV (comma separated values) file can be uploaded to add multiple Part Numbers to a new Job List quickly. A template is provided – this template can be downloaded from uri.com (click the “CSV Template” button), modified as appropriate and then uploaded:

## Job Lists

ADD NEW

SAVED JOBS LISTS

CREATE BY FILE

### CREATE A JOB LIST BY UPLOADING A CSV FILE

Upload a CSV file to quickly create a Job List. Acceptable file format is comma delimited - Part Number, Quantity. Each Part Number must be on its own row. Browse to the CSV file, select it, provide a Job List Name, and click "Create Job List". Note that Part Numbers must be an exact match. The CSV Template can be used by clicking "CSV Template" - download the template, update as necessary and upload.

JOB LIST NAME \*

BROWSE...

CREATE JOB LIST

CSV TEMPLATE

Clear.

## Quick Order

**Quick Order** is found in the **My Account / Purchase** section. Items can be quickly added to the Shopping Cart via a form or through the upload of a file.

### Quick Order Form

The screenshot shows the 'Quick Order' form within a user account. At the top, there is a navigation bar with categories: REFRIGERATION EQUIPMENT, AC AND HEATING EQUIPMENT, INDOOR AIR QUALITY, FOOD SERVICE, COMPRESSORS, MOTORS AND ACCESSORIES, REFRIGERANTS AND CHEMICALS, CONTROLS AND ELECTRICAL, PARTS AND COMPONENTS, and SUPPLIES AND SERVICE. Below this is a breadcrumb trail: HOME / QUICK ORDER and a 'View Compare ( 0 )' button. The left sidebar contains user information (Derr, Bill; LAMBERT HVAC Buyer) and navigation links under 'MY PROFILE' (Account Overview, Profile Settings), 'PURCHASE' (Favorites Lists, Ecommerce Order History, Quick Order - highlighted with a red box), and 'MY ORGANIZATION' (Logout). The main content area is titled 'Quick Order' and has two tabs: 'QUICK ORDER' (active) and 'ORDER BY FILE'. A note states: 'Enter Part Number and Quantity to add multiple items to the Shopping Cart. Please note that Part Numbers must be an exact match. Suggested matches will be presented when at least four characters are entered.' Below this is a table with two columns: 'PART NUMBER' and 'QUANTITY'. There are five rows, each with a text input field for the part number, a text input field for the quantity, and a 'Remove' link. At the bottom of the table, there is a link 'Add 5 more rows'. Below the table is a blue 'ADD TO CART' button and a 'Reset all fields' link.

PART NUMBER	QUANTITY	
<input type="text"/>	<input type="text"/>	Remove
<input type="text"/>	<input type="text"/>	Remove
<input type="text"/>	<input type="text"/>	Remove
<input type="text"/>	<input type="text"/>	Remove
<input type="text"/>	<input type="text"/>	Remove

[Add 5 more rows](#)

[ADD TO CART](#) [Reset all fields](#)

On the **Quick Order Form**, enter complete Part Numbers and desired Quantity for each. The form accommodates five line items, but additional rows can be added as needed. Suggested Part Number matches will appear once at least four characters are entered. Select a suggested match to add that Part Number to the Shopping Cart:

PART NUMBER	QUANTITY	
N200	<input type="text"/>	Remove
	N2006G	<input type="text"/>
	N2008	<input type="text"/>
	N2007G	<input type="text"/>
Add!		N2009
A		

### Quick Order By File

A CSV (comma separated values) file can be uploaded to add multiple Part Numbers to the Shopping Cart quickly. A template is provided – this template can be downloaded from uri.com (click the “CSV Template” button), modified as appropriate and then uploaded:

## Quick Order

QUICK ORDER

ORDER BY FILE

### Order by uploading a CSV file

Upload a CSV file to quickly add items to the Shopping Cart. Acceptable file format is comma delimited - Part Number, Quantity. Each part number must be on its own row. Browse to the CSV file, select it, and click Add To Cart to add items to the Shopping Cart. Note that Part Numbers must be an exact match. The example CSV file can be used - download this file, update and upload.

BROWSE...

ADD TO CART

CSV TEMPLATE

Clear.