

ONLINE SHOPPING GUIDE



[QR Code - Website Access](#)



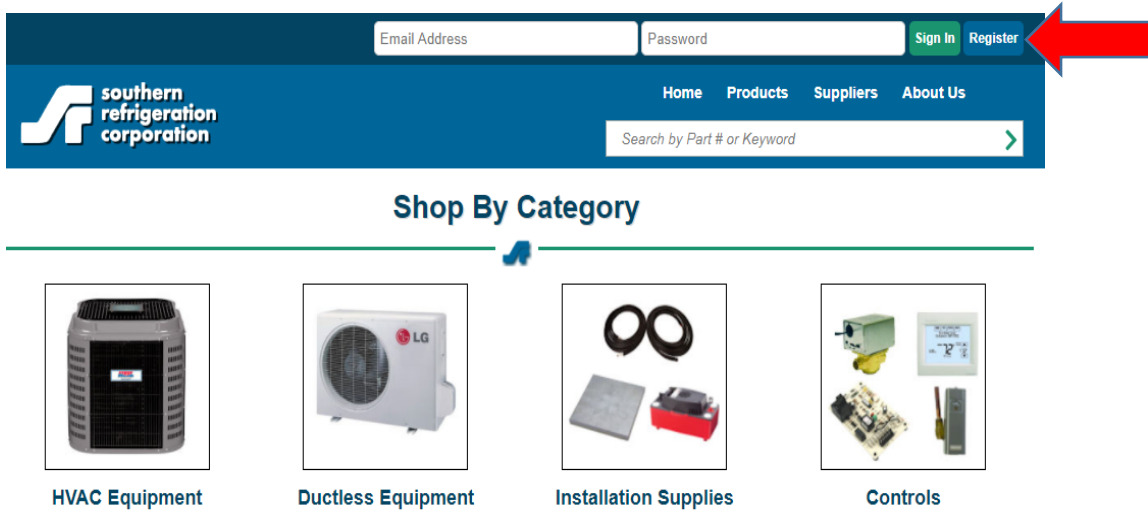
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Registration and Logging In

- 1) To begin the registration process for online shopping, visit our website at www.srcusa.com and click on the link at the top that says “Shop Online”, or navigate directly to www.srcusa.store.
- 2) Next, click the “Register” link at the top right of the homepage.



- 3) The next page displayed is titled “New Shopper Registration”. You must fill out this form entirely and click “Submit” when finished.

New Shopper Registration

Please fill out our New Shopper Web Registration Form below. Required fields marked with an asterisk (*).

Where's my Customer ID? (Invoice shown below)

* First Name:

* Last Name:

* Email:

* Customer Id:

* Password:

* Verify Password:

The invoice screenshot shows the Southern Refrigeration Corporation logo and contact information. A red circle highlights the 'Customer Id' field, which contains the number 123456.

4) Once the online form is submitted, you will receive the following message stating to allow 1 business day for SRC to review the account.

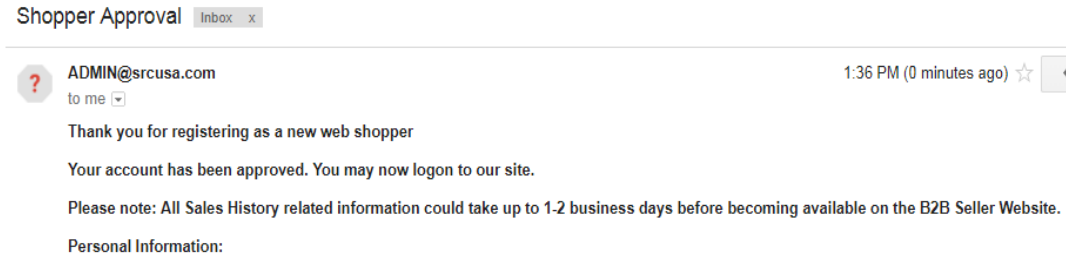


Thank you for registering on our Online Storefront. Please allow one (1) business day for us to review your account and activate it.

You should receive an email notification once activation is completed.

Thanks,
Southern Refrigeration Corporation

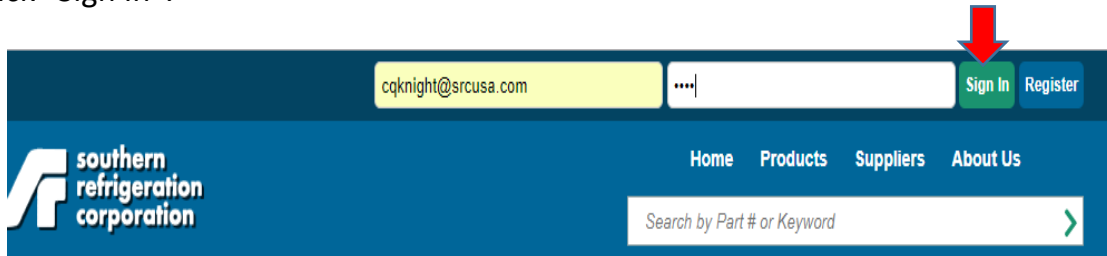
5) Once the account has been reviewed, and you have been approved by SRC administrators, you will receive the following email message:



6) Once you receive the above email message, you are free to shop around and create online orders.

Shopping & Searching for Items

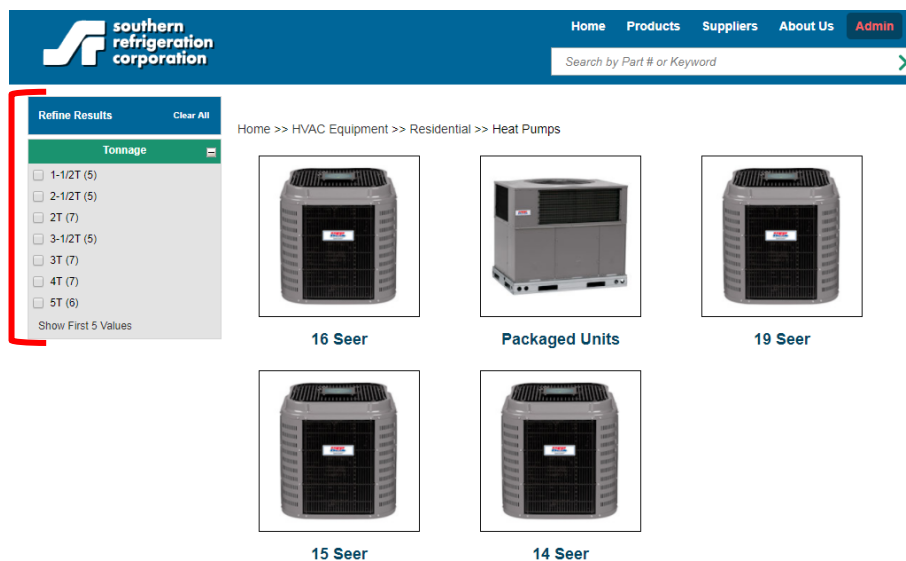
- 1) To begin shopping, enter log-in information at the top of the homepage and then click "Sign In".



- 2) There several ways to search and navigate the SRC e-commerce website to find items/products for ordering.

- Keyword search using the Search bar located at the top of the page
- Using the "Shop by Category" page and drilling down into the categories.
- Clicking the "Products" tab at the top of the website to get an overall products view.
- Clicking the "Suppliers" tab at the top of the website to shop by supplier.
- Using the Quick Order Pad (See "Quick Order Pad" in table of contents for further information)
- Using Purchase History to order items you have purchased with us before either online or at the store (See "Purchase History" under My Account Profile in table of contents for further information)

- 3) As you drill down into the categories to find the products that you want, **attributes** will begin to appear at the left side of the page to help you narrow your search.



4) When clicking on the product that you want to see, the “Item Detail Page” will come up. Every item detail page displays the price of the product as well as the location availability. The **availability number** shown at the top is tied to the quantity in stock at your primary branch location. Documents (spec sheets, etc.), substitute items, and accessory items are also displayed when applicable.

southern refrigeration corporation Home Products Suppliers About Us Admin

Search by Part # or Keyword

Home >> HVAC Equipment >> Residential >> Heat Pumps >> 15 Seer >> Item Detail

2T 208-230/1 15 SEER MAINLINE HP

Item Code: HSH524GKA
Manufacturer: INTERNATIONAL COMFORT PRODUCTS USA

Availability: 23

Price: \$1,829.00/EA
Quantity: 1 UOM: EA
Add To Cart Add To List

Location Availability Documents Accessory Items


install manual
spec sheet
tech support
Tstat0201cw
warranty

Location Availability Documents Accessory Items

 1/2inch X 4FT #10 THHN/ULTRA WHIPS 6-12-4NMSP Availability: 159.00 Price: \$9.79/EA Add to Cart	 1/2inch X 6FT #10 THHN/ULTRA WHIPS 6-12-6NMSP Availability: 59.00 Price: \$12.63/EA Add to Cart	 MARS 60 AMP NONFUSED DISCONNECT 83315 Availability: 122.00 Price: \$11.41/EA Add to Cart	 60 AMP FUSIBLE DISC SW-W IND LIGHT DDS-60 Availability: 29.00 Price: \$16.17/EA Add to Cart	 ELITE GRAY PLASTIC PAD 36 X 36 X 2 EL-3636-2 Availability: 28.00 Price: \$31.43/EA Add to Cart
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Placing an Order

1) To add an item to your cart, type in the quantity that you want and click “Add to Cart”. Or if you wish to create a shopper’s list, you can simply add that item to a list for future orders. (See “Shopping List” in table of contents for further information)



2T 208-230/1 15 SEER MAINLINE HP

Item Code: HSH524GKA Availability: 23

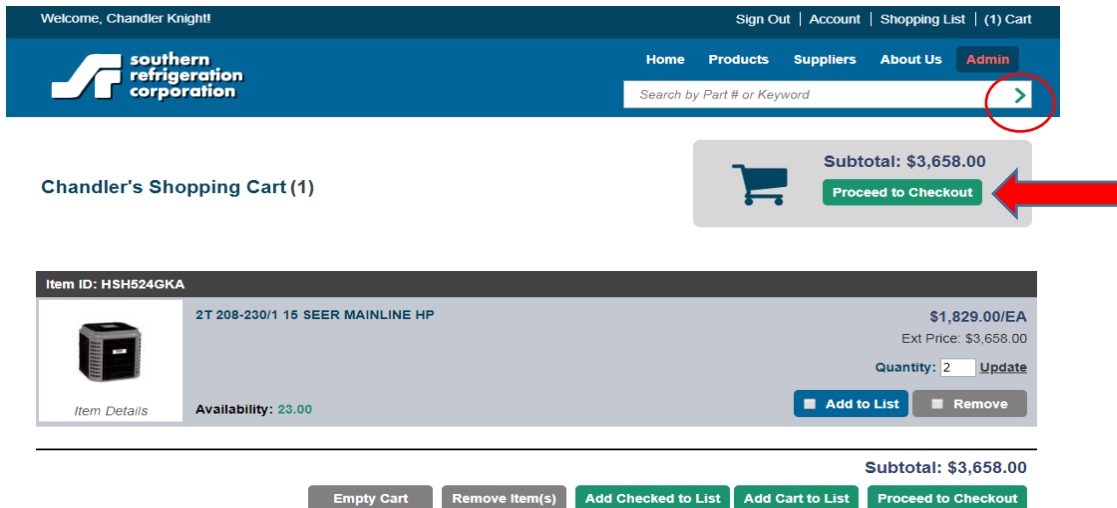
Manufacturer: INTERNATIONAL COMFORT PRODUCTS USA

Price: \$1,829.00/EA

Quantity: 2 UOM: EA

[Add To Cart](#) [Add to List](#)

2) Once you’ve clicked “Add to Cart” the item will be sent to your cart at the top right of the page. You may continue shopping or, if finished, you can click on your cart to either checkout, update quantities, or remove items. If your cart looks correct, and you’re done shopping, click “Proceed to Checkout”.



Welcome, Chandler Knight! Sign Out | Account | Shopping List | (1) Cart

southern refrigeration corporation Home Products Suppliers About Us Admin

Search by Part # or Keyword

Chandler's Shopping Cart (1) Subtotal: \$3,658.00

[Proceed to Checkout](#)

Item ID: HSH524GKA 2T 208-230/1 15 SEER MAINLINE HP \$1,829.00/EA

Item Details Availability: 23.00 Ext Price: \$3,658.00

Quantity: 2 Update

[Add to List](#) [Remove](#)

Subtotal: \$3,658.00

[Empty Cart](#) [Remove Item\(s\)](#) [Add Checked to List](#) [Add Cart to List](#) [Proceed to Checkout](#)

3) The next page is titled “Shipping Address”. On this page you must select either a pre-generated ship-to address that is already tied to your account, or use the free form to type in the ship-to address and contact information.

Also, select a shipping method for this order from the drop down bar. When done, click the “Next” button.

Shipping Address

Shipping Method: OUR TRUCK

Back Next

4) After clicking “Next” you will be directed to the “Billing Address” page. If the billing address is the same as the ship-to address, check the box that says “Use Ship-To Information”. If the billing address is different than the ship-to address, then please fill out the form completely.

Then enter a PO number and select a form of payment for the order by clicking the drop down bar under “Payment Type”. When finished, click the “Next” button. If paying by credit card, you will be prompted to enter in the credit card information between the “Order Notes” and “Order Review” pages.

Billing Address

Payment Type: Pay By Credit Card PO Number: STONEWALL

Use Ship-To Information

First Name: Chandler City: Harrisonburg

Last Name: Knight State: Virginia

Address1: 1941 S High Street Zip: 22801

Address2: Country: United States

Back Next

Subtotal: \$3,658.00
Tax: \$193.87
Total: \$3,851.87

5) The next page is titled "Order Notes". On this page please add any special requests regarding the order (delivery date, time, location, cell phone numbers, etc.) Once you are done, click the "Next" button.

southern refrigeration corporation

Home Products Suppliers About Us Admin

Search by Part # or Keyword

Shipping ✓ Billing ✓ Notes ⌚ Review Review Review Confirm ✓

Order Notes

Please enter any notes that you would like to attach to this order.

Please deliver tomorrow to job site. Call David at 540-123-4567

Back Next

6) If you chose to pay by credit card, enter in your credit card information and click "Review Order" when finished. If you chose to pay by invoice then it will direct you straight to the "Order Review" page.

SOUTHERN REFRIGERATION CORPORATION

vantiv
smarter. faster. easier. payments.

To complete your secure transaction from SOUTHERN REFRIGERATION CORPORATION enter credit card information below and click review order.

This secure payment service is provided by [Vantiv](#).

Card Information * Denotes a required field

*Card Number:

*Expiration: /

Address Information

Billing Address:
Chandler Knight
1941 S High Street
Harrisonburg, VA 22801

REVIEW ORDER [Cancel and return to SOUTHERN REFRIGERATION CORPORATION](#)


For more information regarding Vantiv [click here](#).

7) Regardless whether you chose to pay by invoice or credit card, your final step is the “Order Review” page. Double-check to make sure all of the information on this page looks correct. If so, click the “Submit” button to complete your order.

Order Review

Shipping Address	Shipping Method	Payment Method	Credit Card Number:
Company: SOUTHERN REFRIGERATION	OUR TRUCK	Pay By Credit	xxxxxxxxxxxx1111
Name: Chandler Knight		PO Number:	Expiration Date:
Address: 1941 S High Street		test	12/2018
City: Harrisonburg			
State: VA			
Zip Code: 22801			
Country: United States			
Phone: 5408104911			
Notes: Please deliver tomorrow to job site. Call David at 540-123-4567			

Please review your order summary below. After review, click "Submit Order" button to complete your transaction.

Description	Unit Size	Pkg Qty	Price	Ext. Price	Quantity
 HSH524GKA 2T 208-230/1 15 SEER MAINLINE HP	1.00	1	\$1,829.00 /EA	\$3,658.00	2

Subtotal: \$3,658.00

Tax: \$193.87

Total: \$3,851.87

Availability, prices and delivery rates are subject to change.

Submit

8) Once the order is submitted you will be directed to the “Order Confirmation” page which includes a Web Reference number. You will also be sent an email confirmation for your order. Please print or save this email for your records.

Shipping
Billing
Notes
Review
Confirm

Thank you for placing an order with Southern Refrigeration Corporation. Please keep a copy of this order for your records.

Web Reference: 200472 - Print

Order Confirmation

Quick Order Pad

If you know the Item #'s you want to order, you can save time by just typing in the Item # and Qty using the quick order pad.

- 1) Click the "Quick Order Pad" link located at the bottom of any page

Contact Us 3140 Shenandoah Avenue, NW, PO Box 12646, Roanoke, VA 24027 Toll-free: 800.763.4433 Phone: 540.342.3493 Fax: 540.343.2163	Shop Products Shopping List Shopping Cart Quick Order Pad	Support Contact Us My Account Privacy Policy Return Policy
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- 2) Enter the Item #'s and Qty that you would like to order and click submit when finished. This will add your items to your cart where you can check prices and availability of those items.

Quick Order Pad

Please use the boxes below to enter part numbers that you would like to add to your shopping cart.

1) <input type="text" value="TH6320R1003"/>	<input type="text" value="1"/>	11) <input type="text" value="Item Code..."/>	<input type="text" value="Qty"/>
2) <input type="text" value="N4H424GKP"/>	<input type="text" value="1"/>	12) <input type="text" value="Item Code..."/>	<input type="text" value="Qty"/>
3) <input type="text" value="6-12-6NMSP"/>	<input type="text" value="1"/>	13) <input type="text" value="Item Code..."/>	<input type="text" value="Qty"/>
4) <input type="text" value="EL-3636-2"/>	<input type="text" value="1"/>	14) <input type="text" value="Item Code..."/>	<input type="text" value="Qty"/>
5) <input type="text" value="HPR-3"/>	<input type="text" value="4"/>	15) <input type="text" value="Item Code..."/>	<input type="text" value="Qty"/>
6) <input type="text" value="Item Code..."/>	<input type="text" value="Qty"/>	16) <input type="text" value="Item Code..."/>	<input type="text" value="Qty"/>
7) <input type="text" value="Item Code..."/>	<input type="text" value="Qty"/>	17) <input type="text" value="Item Code..."/>	<input type="text" value="Qty"/>
8) <input type="text" value="Item Code..."/>	<input type="text" value="Qty"/>	18) <input type="text" value="Item Code..."/>	<input type="text" value="Qty"/>
9) <input type="text" value="Item Code..."/>	<input type="text" value="Qty"/>	19) <input type="text" value="Item Code..."/>	<input type="text" value="Qty"/>
10) <input type="text" value="Item Code..."/>	<input type="text" value="Qty"/>	20) <input type="text" value="Item Code..."/>	<input type="text" value="Qty"/>

[My Account Profile](#)

Click on the “Account” link located at the top of the homepage next to “Sign Out”. This page will provide you with your account login information, shopping lists, purchase history, etc. You will also have the ability to run reports for open orders, quotes, and invoices.



Once you click on “Account” it will take you to the “My Account Profile” page as shown below

My Account Profile

Login Information	Personal Information	Shopping Information
Login ID: cqknight@srcusa.com Password: ***** Edit Info	Name: Chandler Knight Email: cqknight@srcusa.com Edit Info	Customer Code: 12336 Min Purchase: No Minimum

My Lists	Account Information
No Shopping Lists Create a New List	Open Orders Open Quotes Shopping Cart Upload Invoices Purchase History Open Payables



[Open Orders Report](#)

This report allows you to see any open orders that you currently have on your account. You can look at the open orders by selecting a date range or leaving the dates blank to show all dates. You can also look at a single order by using the drop down bar and selecting Order #, PO #, or Item Code. Once the form is complete, click "Submit".

[Home](#) >> [My Account](#) >> [Open Orders](#)

Run a Report

Enter criteria to display your report below, then click the 'submit' button.

Start Date:  End Date: 

Ship-To:

Show only my transactions:

- or -

Display a single order by:

Submit

To **Download** a report to *Microsoft Excel*, enter criteria in the above parameters and click the Microsoft Excel icon.

- selecting a long date range may increase download time.

- the required version is *Excel 2000* or higher for data downloads.

[Export to Excel](#) 

After the report is run, you will have the ability to click on each open order to see the details of that order. You also have the ability to export the report to an **Excel file** by clicking the link above the report table.

OPEN ORDERS REPORT

Search for:

- Dates from 4/3/2018 to 4/3/2018

View the details of an Order by clicking on the Order Number.

[Print Page](#)

[Export to Excel](#) 

Order Number	PO Number	Order Date	Required Date	Order Value	Invoice Value	Canceled Value	Original Promised Date	Current Promised Date
1378472	ROY KENDRICK 588-4037	4/3/2018	4/3/2018	\$40.08	\$0.00	\$0.00	4/14/2018	4/14/2018
1378565	POLLARD	4/3/2018	4/3/2018	\$31.17	\$0.00	\$0.00	4/3/2018	4/3/2018

[Open quotes and Invoices](#)

These reports work the same way as the Open Orders report (shown above). Simply set your date range, or leave it open, and click "Submit".

Purchase History

You can use the purchase history screen to quickly reorder or view items you have purchased with SRC in the past.

- 1) Click on “Purchase History” under your Account Profile

My Account Profile

Login Information	Personal Information	Shopping Information
Login ID: jhavens@srcusa.com Password: ***** Edit Info	Name: Justin Havens Email: jhavens@srcusa.com Edit Info	Customer Code: 12346 Customer Name: EMPLOYEE ACCOUNTS

My Lists	Account Information
<input type="text" value="new list"/> Go Create a New List	Open Orders Open Quotes Shopping Cart Upload Invoices Purchase History Open Payables

- 2) The next screen will allow you to filter the items you would like to display. You can change these filters and enter in a date range to help narrow your search. You can also show all purchase history simply by clicking “Submit”, leaving the filters and date range at their default values.

PAST PURCHASE REPORT

Choose a method and specify criteria, then click the "submit" button to display your report.

When choosing a category, double click the category name to drill down to it's subcategories or double click "Up A Level" to go back to the main category. Once you have found your category, select it from the list and click "submit".

Type of Report:

Date Range: Start End

Display Purchases by:

Display As:

Restrict ship-to on My Account:

Show only my transactions:

[Submit](#)

- 3) Lastly, it will display all items you've recently purchased within your search criteria. You can reorder them by entering a Qty in the “Quantity” column and choosing “Add to Cart” located at top left of the list. (If the qty box is not available for a particular item it's because we do not have that item setup on the website. You can request the item to be available by contacting your local branch)

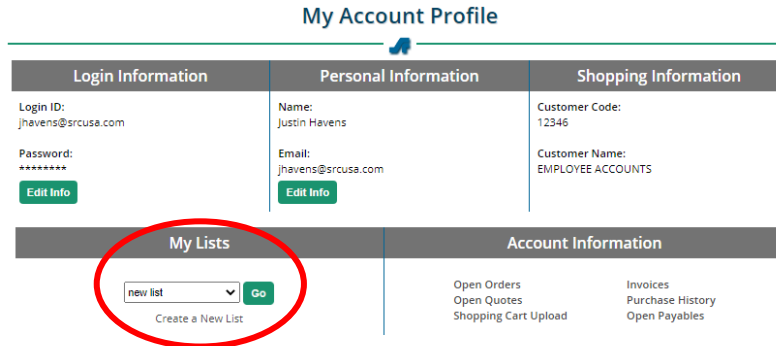
[Add to Cart](#) [Add to List](#)

Item ID	Last Invoice Date	Total Invoice Lines	Total Extended Price	Quantity	UOM
398 WHITE NASHUA WHITE DUCT TAPE / ROLL	5/27/2020	3.00	\$18.20	<input type="text"/>	EA
2726-20	5/27/2020	2.00	\$287.77		
BOSS 37000 Customer Part #:BOSS CLEAR SILICONE/TUBE 10.1 oz	5/27/2020	9.00	\$97.58	<input type="text"/>	EA
FT35016 FOIL TAPE 3 IN X 150 FT	5/27/2020	2.00	\$0.00	<input type="text"/>	EA
47600430 #47. 5FT. LONG 4" RND 30GA ROUND PIPE	5/26/2020	3.00	\$11.87	<input type="text"/>	EA
2114-21	5/26/2020	1.00	\$55.82		

Shopping List (My Lists)

You have the ability to setup a list of items you commonly purchase, keep in stock, etc.

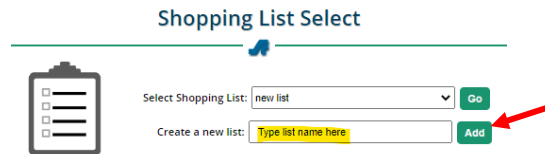
- 1) First navigate to your account profile and choose "Create a New List" found under the My Lists section as shown below



My Account Profile

Login Information	Personal Information	Shopping Information
Login ID: jnhavens@srcusa.com Password: ***** Edit Info	Name: Justin Havens Email: jnhavens@srcusa.com Edit Info	Customer Code: 12346 Customer Name: EMPLOYEE ACCOUNTS
My Lists	Account Information	
<input type="text" value="new list"/> Go Create a New List	Open Orders Open Quotes Shopping Cart Upload	Invoices Purchase History Open Payables

- 2) The next screen will allow you to name your shopping list. Type in a name and click "Add"



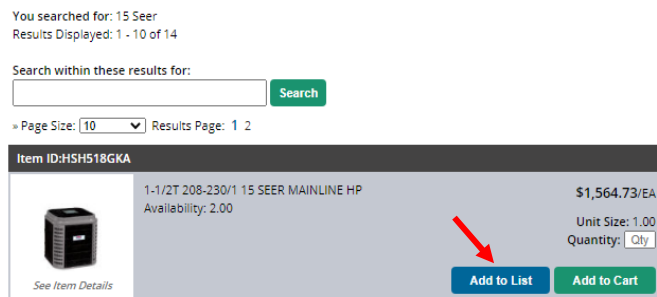
Shopping List Select

Select Shopping List: [Go](#)

Create a new list: [Add](#)

- 3) Now that the List has been created, you can start adding items to it. You can do this by searching for the items and choosing the "Add to List" button. You can also go to your purchase history and add items to your list from that screen as well. Examples shown below.

Example from Search Results




You searched for: 15 Seer
Results Displayed: 1 - 10 of 14

Search within these results for: [Search](#)

Page Size: Results Page: 1 2

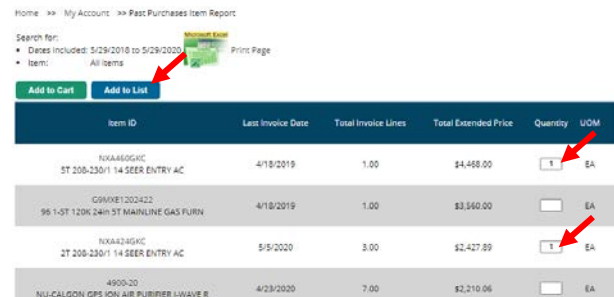
Item ID:HSH518GKA

 1-1/2T 208-230/1 15 SEER MAINLINE HP
Availability: 2.00

\$1,564.73/EA
Unit Size: 1.00
Quantity:

[Add to List](#) [Add to Cart](#)

Example from Purchase History



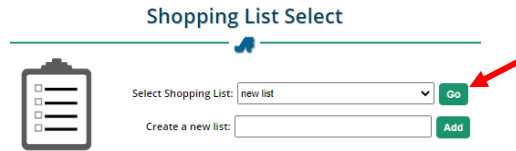
Home >> My Account >> Past Purchases Item Report

Search for:
• Dates Included: 5/29/2018 to 5/29/2020
• Item: All Items

[Add to Cart](#) [Add to List](#)

Item ID	Last Invoice Date	Total Invoice Lines	Total Extended Price	Quantity	UOM
NKA48GGAC ST 208-230/1 14 SEER ENTRY AC	4/18/2019	1.00	\$4,488.00	<input type="text" value="1"/>	EA
GVWVE1202422 96 1-ST 120K 24in ST MAINLINE GAS FURN	4/18/2019	1.00	\$3,560.00	<input type="text" value=""/>	EA
NKA42GGAC 2T 208-230/1 14 SEER ENTRY AC	5/5/2020	3.00	\$2,427.89	<input type="text" value="1"/>	EA
4900-20 NU-CALGON GPS ION AIR PURIFIER LWAVE R	4/23/2020	7.00	\$2,210.06	<input type="text" value=""/>	EA

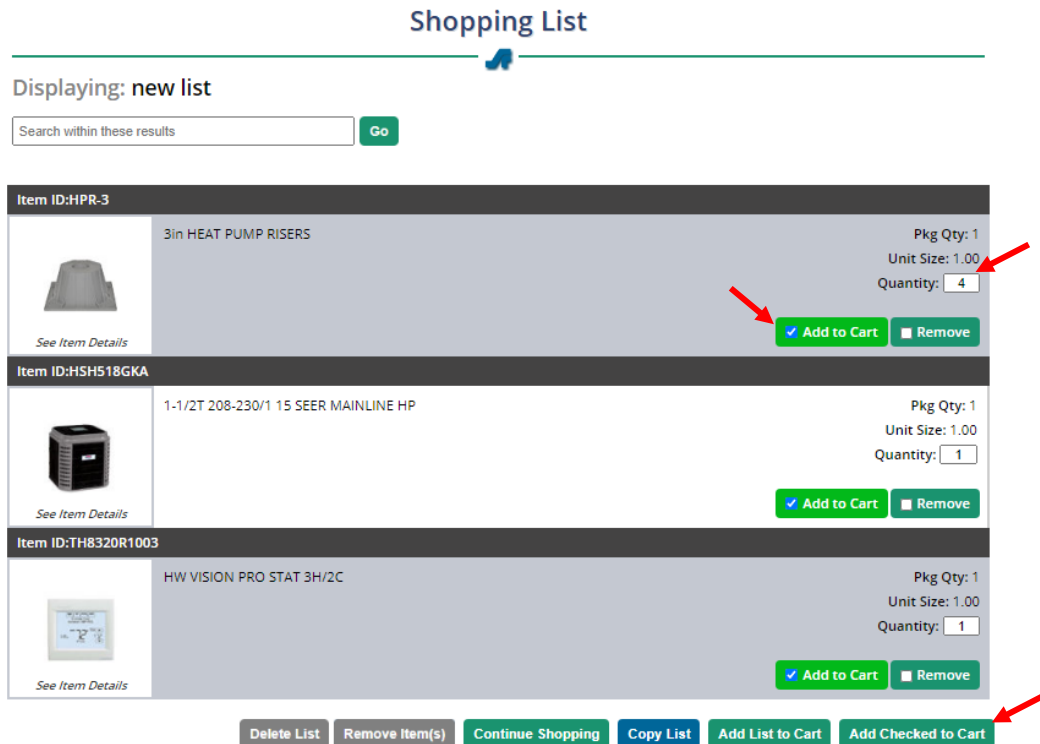
- 4) After Clicking on “Add to List”, it will navigate to a page to select a list you want your items added to. Use the drop down to select the desired list and click “Go”.



- 5) Lastly, it will add the item and show you all items currently added to that list.

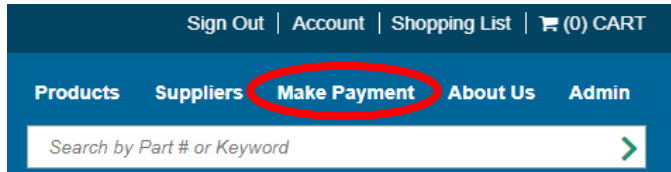
Creating an Order from a Shopping List

To create an order from your list, simply navigate to your list from your Account Profile page or click the “Shopping List” link at the bottom or top of any page. Use the drop down to select your list and click “Go”. From here you can select all the items you want to order by checking the “Add to Cart” box next to each item. Lastly, click “Add Checked to Cart” when finished selecting all your items. You can also click “Add List to Cart” to add all items in your list to the shopping cart. You then have the option to change the quantities and/or remove items from your shopping cart prior to proceeding to checkout.



Make Payment (Open Payables)

- 1) To pay open invoices on your account with a credit card, choose “Make Payment” on the menu at the top of the screen




- 2) Check the box(es) in the Pay column for all invoices you wish to pay and click the “Make Payment” button at bottom right of page.

Open Payables

****All online credit card payments on account will be charged a 2% processing Fee****

Search for:
• All Records Print Page

Click on an Invoice Number to view the detail.

Export to Excel 

						Total Amount to Apply:	\$108.86
						Processing Fee:	\$2.18
						Subtotal:	\$111.04

Invoice Number	Open Date	Description	Total	Amount Open	Due Date	Pay	Payment Amount
3743797	5/13/2020		\$39.77	\$39.77	6/30/2020	<input checked="" type="checkbox"/>	<input type="text" value="\$39.77"/>
3745373	5/15/2020		\$425.96	\$425.96	6/30/2020	<input type="checkbox"/>	<input type="text" value="\$0.00"/>
3745902	5/18/2020		\$46.25	\$46.25	6/30/2020	<input checked="" type="checkbox"/>	<input type="text" value="\$46.25"/>
3745904	5/18/2020		\$22.84	\$22.84	6/30/2020	<input checked="" type="checkbox"/>	<input type="text" value="\$22.84"/>
3747023	5/19/2020		\$230.61	\$230.61	6/30/2020	<input type="checkbox"/>	<input type="text" value="\$0.00"/>
3750093	5/26/2020		\$58.78	\$58.78	6/30/2020	<input type="checkbox"/>	<input type="text" value="\$0.00"/>

[Make Payment](#)

- 3) On the next screen, enter your Billing Information as it appears on your credit card statement and click Submit.

Open Payables Payment

Enter your name and billing information exactly as it appears on your credit card statement.

First Name	<input type="text" value="John"/>
Last Name	<input type="text" value="Doe"/>
Address 1	<input type="text" value="3140 Shenandoah Ave. NW"/>
Address 2	<input type="text"/>
City	<input type="text" value="ROANOKE"/>
State	<input type="text" value="Virginia"/>
Zip	<input type="text" value="24017"/>
Country	<input type="text" value="United States"/>

[Back](#) [Submit](#)

4) Enter your credit card information into the Worldpay portal.

SOUTHERN REFRIGERATION CORPORATION worldpay

To complete your secure transaction from SOUTHERN REFRIGERATION CORPORATION enter credit card information below and click review order.

This secure payment service is provided by [Worldpay](#).

Card Information	* Denotes a required field
*Card Number: <input type="text"/>	
*Expiration: <input type="text"/> / <input type="text"/>	
Address Information	
Billing Address: John Doe 3140 Shenandoah Ave. NW ROANOKE , VA 24017	
<input type="button" value="REVIEW ORDER"/> Cancel and return to SOUTHERN REFRIGERATION CORPORATION	

For more information about Worldpay [click here](#).

5) Review your payment on the following page and choose Submit to transmit your payment.

Home >> My Account >> My Account Open Payables Payment Summary

Open Payables Summary

Open Payables Payment Summary

Please review your payment information below and make any necessary changes. Click the 'Submit' button to process your payment.

Payment Method

Credit Card

Credit Card Number: xxxxxxxxxxxx

Expiration Date:

Billing Address

John Doe
3140 Shenandoah Ave. NW
ROANOKE , VA 24017
US

Invoice Date	Invoice Number	Discount Date	Due Date	Open Amount	Payment Amount
5/13/2020	3743797	6/30/2020	6/30/2020	\$39.77	\$39.77
5/18/2020	3745902	6/30/2020	6/30/2020	\$46.25	\$46.25
5/18/2020	3745904	6/30/2020	6/30/2020	\$22.84	\$22.84

Total: \$108.86
Processing Fee: \$2.18
Total Payment Amount: \$111.04

Frequently Asked Questions

Q: What are your different shipping methods?

A: Shipping options include “SRC Truck” for your normally scheduled deliveries, UPS, Fed-EX, delivery by salesman, and store pickup.

Q: Where do I reference special job quote pricing?

A: Please enter your job quote in the “Order Notes” section during the checkout process.

Q: Why don't I see all the options under Account Information?

A: If you don't see all account options (i.e. Open Payables) you believe you should have, contact us.

Q: Why can't I find an item?

A: Not all of our stockable items are listed on the web. If you can't find an item, call your local branch to check availability on the item. If you would like a frequently purchased item added to the website, please let us know.

Q: What if I forgot my password, locked myself out, or cannot login?

A: If you cannot login, most often, your password is incorrect. You can reset your password by clicking the “Forgot Password” link on the failed attempt page below your sign in information. If you are still unable to sign on, please give us a call.



Monday – Friday

8am – 5pm

(540) 342-3493