



Stock My Truck Mobile App

GETTING STARTED GUIDE



FAQs

What is the app for?

Transform your truck stock inventory replenishment process. Access job costing and purchasing reports, and gain billable hours by keeping techs out of the supply house. The app is only loaded with service parts items and should not be expected to be used for comprehensive mobile shopping.

How does the app work?

It's as simple as scanning out an item each time you take a part off your truck. As you finish your service call, scan the barcode off of any parts you use and Standard Supply will take care of the rest. You can also select from a list of your favorite parts or search through the entire catalog of service parts with our easy to use Item Search.

How do I sign up to use the app?

1. Download the app from the App Store. Search for "Stock My Truck" or "Standard Supply" or scan the QR code to download:



2. Open up the app and fill out the sign up form.

3. Our Credit Department will review your account, approve you, and set up your company profile.

4. You will get a notification once you have been approved.

Why is there no pricing on the app?

> The purpose of the app is for inventory tracking and to streamline the truck replenishment process and is therefore separate from any pricing negotiation.

I have items I purchase all the time that are not on the app. How do I get them added?

> Please contact your sales rep and allow 1-2 business days for items to be loaded.

Does the replenishment service or app cost anything?

> Nope!

What do we do if there's an issue with the app?

> Email insidesales@ssdhvac.com or call the Inside Sales Team direct line at 214.379.7161

I just remembered something I forgot to put on my order--can I change an order after I submit my cart?

> **Cart submitted before 3pm:** Call or email the Inside Sales team up until 3pm to request changes.

> **Cart submitted after 3pm:** Contact Inside Sales to request changes by the end of the business day.

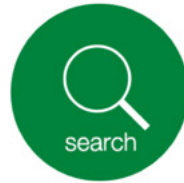
If you miss the cutoff times, you will need to call the sourcing branch to make changes to your order.

How to...

1) Add items to your cart: Home > Add Items > Choose:



Scan items with barcodes and add directly to your replenishment cart.



Search items by category, and narrow your search by typing in key words.



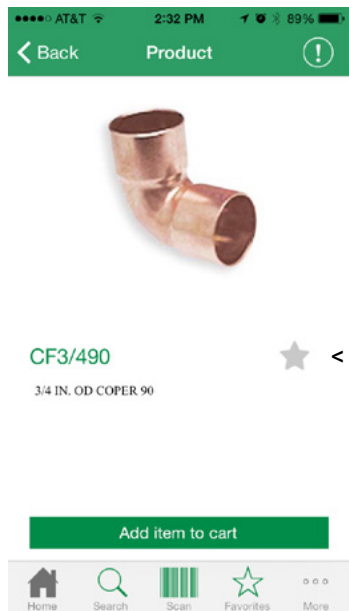
Add items as Personal Favorites by tapping the yellow star, and accessed easily in the favorites section.

OR Tab bar menu >



at the bottom of each screen.

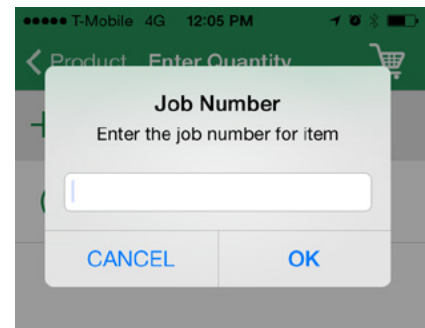
PRODUCT DETAIL SCREEN



< 1-item order ready in 15 minutes (Pick Up Now order)

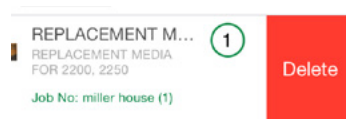
★ < Tap if you want to save as a favorite

< Add to order for next day replenishment



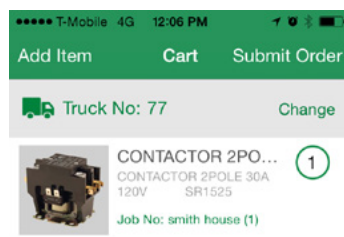
Add job number/name or skip (if allowed by administrator)

2) Delete items from your cart



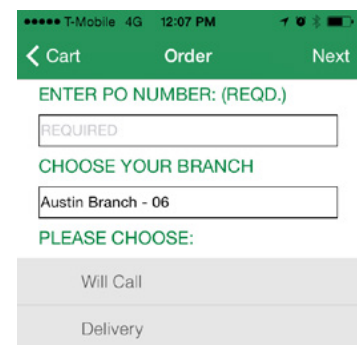
In the cart screen, swipe to the left to show "delete" button

3) Submit your replenishment order



< Can change to a different truck

< Can change quantity by tapping number. Tap item to change job numbers.



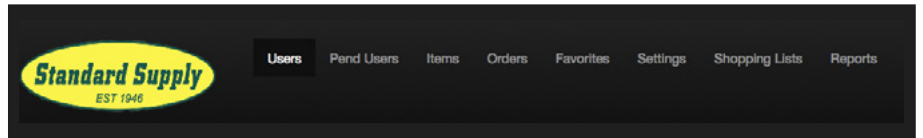
Choose sourcing branch and will call or delivery. If delivery is chosen, you can choose address on next screen.

Using the Online Dashboard

Log in to your account at stockmytruck.com

Administrator

- Set Company Favorites
- Create Shopping Lists
- Manage all users (change user role, edit, delete)
- View all orders
- Generate order reports by individual user or view all orders by user
- **To become an admin, your sales rep must submit a request to the Credit Department at credit@ssdhvac.com**



Orders

order date Order St: Employee: Truck: Delivery: customer

Order Number	Order Date ▼	Order St	Type	Employee	Truck	Delivery Branch	Customer	Lines	Actions
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App User

- Select/Deselect Favorites
- View orders
- Search products
- Edit profile info and avatar

