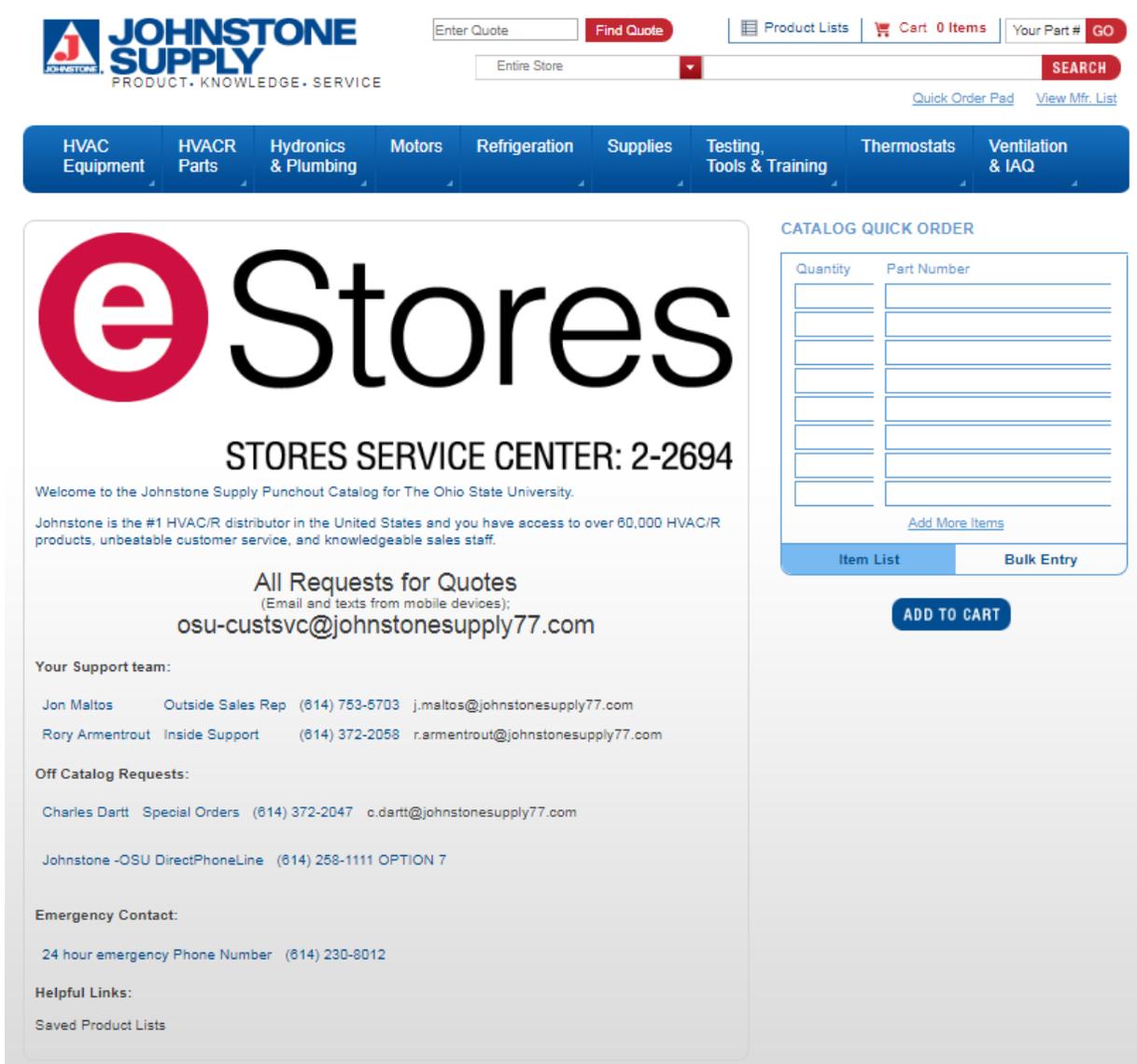


The purpose of the document is to provide instruction and navigation of the Johnstone Supply Punchout Catalog/Website. This document can be used as a training reference for your users and can be shared internally. Please do not share this document with people outside of your organization.

Johnstone Supply Home Page



The screenshot shows the Johnstone Supply Punchout Home Page. At the top left is the Johnstone Supply logo with the tagline "PRODUCT. KNOWLEDGE. SERVICE". To the right are search and navigation elements: "Enter Quote" with a "Find Quote" button, "Product Lists", "Cart 0 Items", and "Your Part # GO". Below this is a search bar with "Entire Store" selected and a "SEARCH" button. Further right are links for "Quick Order Pad" and "View Mfr. List".

A blue navigation bar contains the following categories: HVAC Equipment, HVACR Parts, Hydronics & Plumbing, Motors, Refrigeration, Supplies, Testing, Tools & Training, Thermostats, and Ventilation & IAQ.

The main content area is split into two columns. The left column features the "eStores" logo, the text "STORES SERVICE CENTER: 2-2694", a welcome message for The Ohio State University, contact information for Johnstone as the #1 HVAC/R distributor, and a section for "All Requests for Quotes" with the email "osu-custsvc@johnstonesupply77.com". It also lists support team members (Jon Maltos and Rory Armentrout) and off-catalog request contacts (Charles Dartt and Johnstone -OSU DirectPhoneLine). An emergency contact number (24-hour) and helpful links are provided at the bottom of this column.

The right column is titled "CATALOG QUICK ORDER" and contains a table for entering items:

| Quantity | Part Number |
|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> |

Below the table is an "Add More Items" link and two buttons: "Item List" and "Bulk Entry". At the bottom of the right column is a prominent "ADD TO CART" button.

Product Search Function

Look up product information by entering a keyword search term, Johnstone Part number, Manufacturer Part Number or Brand.

Examples:

Keyword: Filter, Heat Pump, motor fan, thermostat, etc

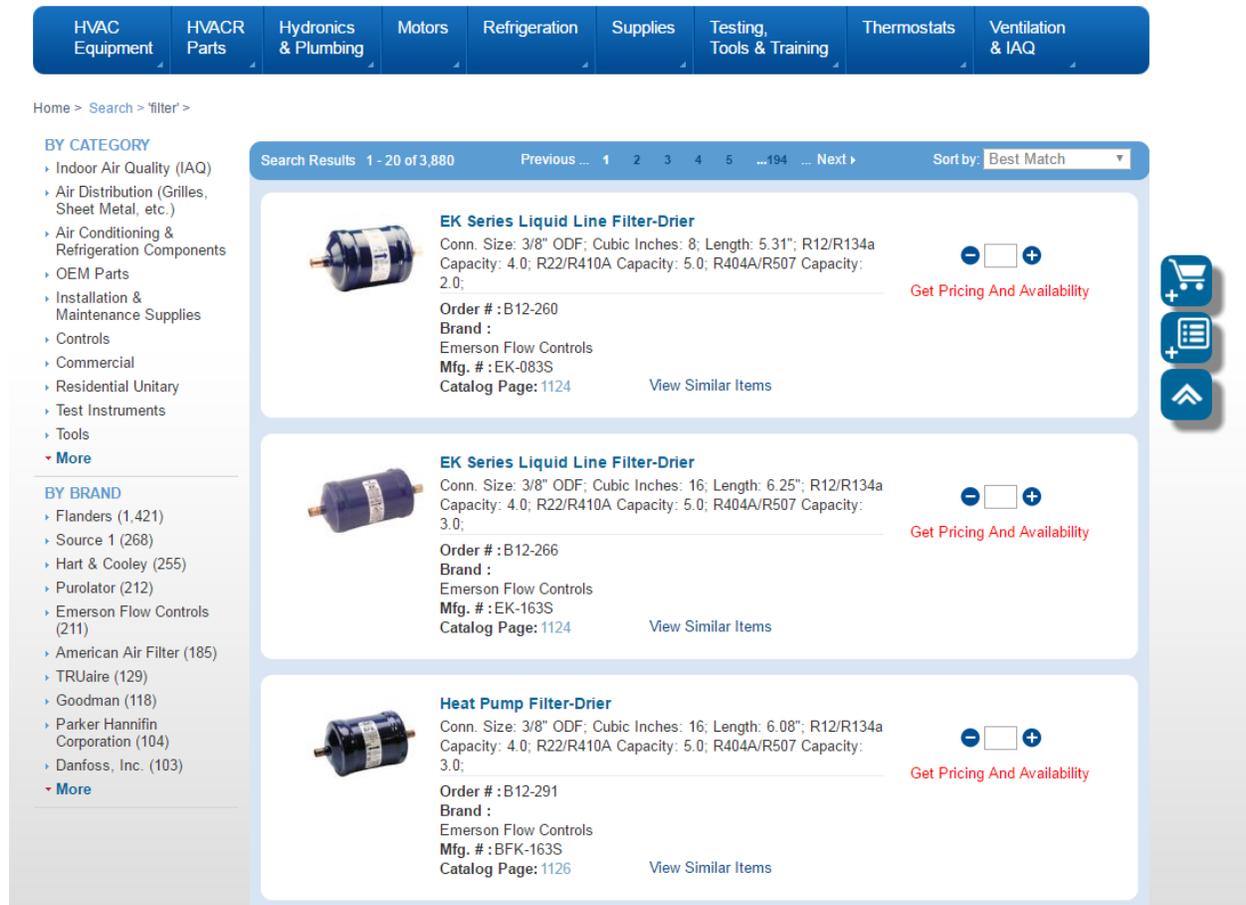
Johnstone part number (Order number): B76-120

Manufacturer Part Number: DP13HM6043

Brand: Copeland, Emerson, etc.



The product search function will return a list of products unless an exact match is found which will take you directly to the Product Details page.



From the Search results page list, shoppers can:

Home > Search > 'filter' >

BY CATEGORY

- › Indoor Air Quality (IAQ)
- › Air Distribution (Grilles, Sheet Metal, etc.)
- › Air Conditioning & Refrigeration Components
- › OEM Parts
- › Installation & Maintenance Supplies
- › Controls
- › Commercial
- › Residential Unitary
- › Test Instruments

Search Results 1 - 20 of 3,880 Previous ... 1 2 3 4 5 ...194 ... Next ▶ Sort by: Best Match ▼



EK Series Liquid Line Filter-Drier
Conn. Size: 3/8" ODF; Cubic Inches: 8; Length: 5.31"; R12/R134a Capacity: 4.0; R22/R410A Capacity: 5.0; R404A/R507 Capacity: 2.0;

Order # : B12-260
Brand : Emerson Flow Controls
Mfg. # : EK-083S
Catalog Page: 1124

[View Similar Items](#)

– +

Get Pricing And Availability





- View a thumbnail image (if available)
- Review short Product Description – in bold blue type
- View product Attributes – listed under the short description
- Link to the page of the Publish Johnstone Catalog – hyperlink for catalog page. This links to a virtual version of our published catalog.
- View similar items
- View Price and availability
- Add to Cart
 - Add quantity to the box (type in or use +/- then click on the cart button).
- Add to a Saved Product List – User can save to an existing list or create a new list.
 - If saving the product to an existing list the user will then be taken to the Product List area of the punch-out
 - If creating a new List the user will be asked to Name the list, after clicking on create the user will be taken to the Product List area of the punch-out
- Sort by Best Match, Best Seller, Product Name and Order Number
- Left Navigate to find other products by category or attributes
- Search within your results (coming soon)
- Change between list view and grid view (coming soon)
- Display a quick view option for products to see more detail without leaving the search results page (coming soon)

Navigation Toolbar



All of our products fall under one of these 7 main categories. Each category will have sub-categories to help the user refine what product they are looking for.

Hover over the name of the category will display the sub categories which the user can select from. Clicking on the desired category will return products on the search results page.



The user can also click on the main category name to go to a Category Landing page. On this page the user can navigate to the sub-categories as well as review popular products and categories. Clicking on the sub-category will return products on a search results page.

**HVAC EQUIPMENT**

- COMMERCIAL
 - Single Packaged Units
 - Split Systems

MANUFACTURED HOUSING

- Evaporator Coils
- Furnaces
- Installation Accessories
- Single Packaged Units
- Split Systems

RESIDENTIAL UNITARY

- Air Handlers & Evaporator Coils
- Extended Warranties
- Gas Furnaces
- Oil Furnaces
- Single Packaged Units
- Split Systems

SPECIALTY

- Ductless Mini-Splits
- Evaporative Coolers
- Fan Coil Units
- Generators
- Geothermal Units
- Heaters & Furnaces
- High Velocity Air Systems
- Infrared Heaters
- Packaged Terminal Air Conditioners & Heat Pumps
- Portable AC
- Reverse Cycle Chillers
- Room Air Conditioners
- Through the Wall



HVAC EQUIPMENT
Residential and commercial equipment to fit all your needs

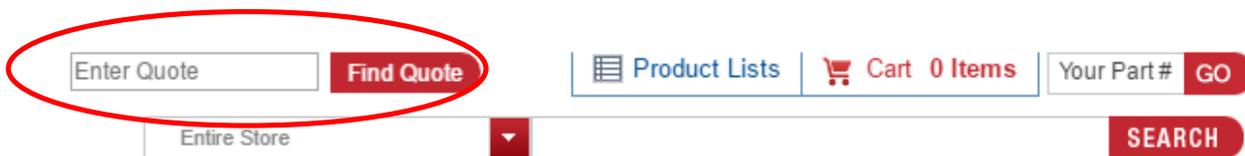
Popular Items New Items

| | | | |
|--|---|---|--|
|  Vertical Packaged Unit Order # : B76-120 Brand: Friedrich |  Room Air Conditioner Chill™ Series, R410A Order # : B72-942 Brand: Friedrich |  Portable Air Conditioner 12,000 BtuH Cooling, 115V Order # : B98-657 Brand: Friedrich |  Packaged Terminal Air Conditioner and Heat Pump PTAC Order # : B76-101 Brand: Friedrich |
|--|---|---|--|

● ● ● ● ● NEXT >

POPULAR CATEGORIES

| | | | |
|--|---|--|--|
|  SINGLE PACKAGED UNITS |  FURNACES |  GAS FURNACES |  SINGLE PACKAGED UNITS |
|--|---|--|--|

Find Quote:

After receiving a quote number from the Johnstone Supply Store – contact information on the home page. The user enters the quote number in the box and the punch-out retrieves the quote information. The user will be taken to the checkout page to review the quote and once they “checkout” will return the quote to your procurement system.

Product Lists:

Find Quote

[Product Lists](#)

Cart 0 Items

 GO

SEARCH

Users can create a saved product list to easily retrieve frequently bought products.

Home > Product Lists >

List Name:

List Details

List Name * Description

Creator: 101-632

| Quantity | Part Number |
|----------|--------------------------------------|
| 1 | <input type="text" value="q210865"/> |
| | <input type="text"/> |
| | <input type="text"/> |
| | <input type="text"/> |

Delete List
Save Changes
[Add More Items](#)

Item List
Bulk Entry

Product Lists : \$productList.name

Add to Cart Update Export Excel Remove

Email Get Prices Print

Showing 0 Items

| Qty | Order # | Product | Brand | Mfg.# | Price | Total |
|-----|---------|---------|-------|-------|-------|-------|
| | | | | | | |



User enters a Name and description for the list then identifies the wanted products. This can be entered using Item List entry as seen above or using Bulk Entry as seen below. User then creates the list by clicking on the Create List button.

CREATE NEW PRODUCT LIST

Create a new product list with a collection of products that you purchase frequently.

List Name * Description

Enter one part per line using Johnstone Order #, Manufacturer # or Customer Part #

Samples:
b10-220(part only)
b10-221 1 (part qty)
b10-222.2 (part,qty)

Item List
Bulk Entry

CREATE LIST
[Add More Items](#)

Home > Product Lists >

List Name:

List Details

List Name *

Description

Creator: 101-632

| Quantity | Part Number |
|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> |

[Delete List](#)

[Save Changes](#)

[Add More Items](#)

Item List
Bulk Entry

Product Lists : \$productList.name

[Add to Cart](#)
[Update](#)
[Export Excel](#)
[X Remove](#)
[Email](#)
[Get Prices](#)
[Print](#)

Showing 1 Items

| | Qty | Order # | Product | Brand | Mfg # | Price | Total |
|-------------------------------------|-----|---------|---|-----------|-------|-------|-------|
| <input checked="" type="checkbox"/> | 1 | | G21-865 Industrial Batteries - Description: AA Industrial Alkaline; | Energizer | EN91 | | |

Functions on the Product List Details:

- Delete Product List
- Add products as needed to the list using the same Item list or Bulk Entry methods and save changes.
- Remove products with check box within list – clicking on Remove button
- Add products to Cart
- Export Product List to Excel
- Email product List
- Retrieve Pricing
- Print List

On the main Product List page users can “Quick Order” to order the entire product list – this will add those products included in the list to the Cart for final review.

Product Lists

Product Lists allow you to quickly re-order products that you need most often. Use the Quick Order option to add the entire list to your cart. Click on a list to make changes to the list or to order individual items from the list.

Showing 3 Product Lists

| Name | Description | Date Added | Last Modified | Items | |
|-------------------|--------------------------|-------------------|-------------------|-------|---|
| \$list.name | | Tue, Jun 27, 2017 | Tue, Jun 27, 2017 | 2 | Quick Order |
| \$list.name | | Tue, Jun 27, 2017 | Tue, Jun 27, 2017 | 1 | Quick Order |
| Test 101-632 list | Test list for QA testing | Tue, Jun 06, 2017 | Tue, Jun 27, 2017 | 1 | Quick Order |

Quick Order Pad link:

[Quick Order Pad](#) [View Mfr. List](#)

The link returns the user to the home page and the Catalog Quick Order box. This is an easy method for users to enter products they already know the part number for. Parts can be entered in the Item list or Bulk Entry method – similar to the Product List feature.

CATALOG QUICK ORDER

| Quantity | Part Number |
|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> |

[Add More Items](#)

Item List **Bulk Entry**

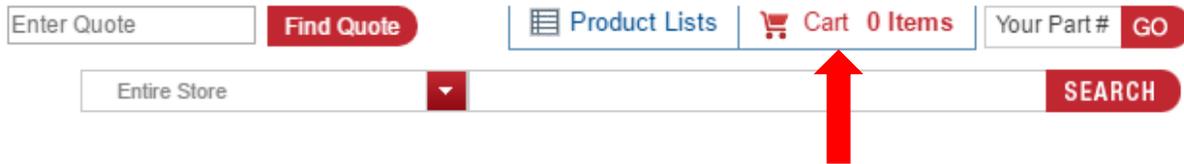
ADD TO CART

Johnstone Supply Logo:

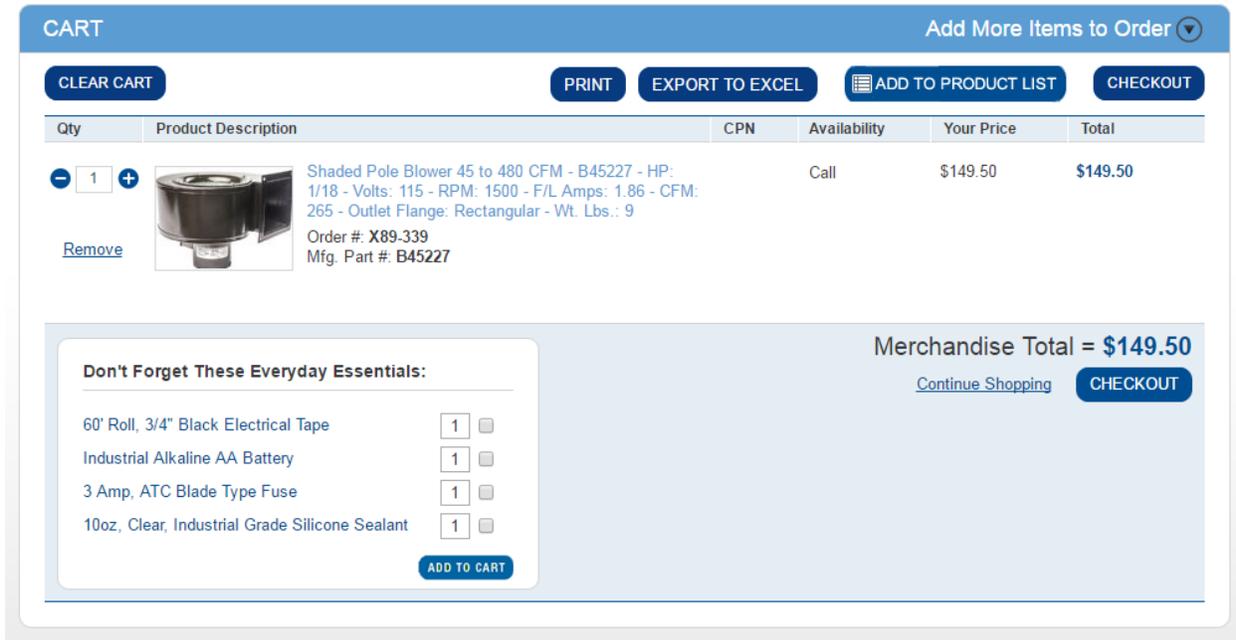


Clicking on the Johnstone Supply logo in the Punchout will return the user to the punch-out home page.

Cart:



Cart icon shows the user the number of products currently in their cart and is a quick link to the cart page.



When user is in the cart these features:

- Clear Cart
- Print Cart out
- Export Cart to Excel
- Add product to Product List
- Add More Items to order (opens quick order box)
- Remove product
- View Short Description, Attributes, Johnstone Part Number, and Manufacturer Part Number.
- Short Description is hyperlinked back to Product Details page
- View Assigned Customer Part number (CPN)
- View Availability
- View Pricing
- Checkout (returns to your procurement system)
- In some cases, a shipping option may appear in the cart as well (dependent on customer requirements)