



# 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 Google Play 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 quick truck stock replenishment. Your customer pricing will be applied to your orders.

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

Please contact [clundy@ssdhvac.com](mailto:clundy@ssdhvac.com) 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 [clundy@ssdhvac.com](mailto:clundy@ssdhvac.com) or call direct line at **214.379.7138**

### 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.

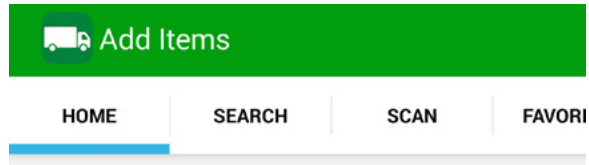
> **Cart submitted after 3pm:** Contact Inside Sales to request changes by the end of the business day.

# How to...

## 1) Add items to your cart:

Top scrolling menu >

OR Home > Add Items > Choose:



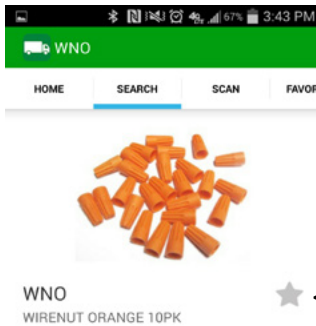
Scan items with barcodes and add directly to your replenishment cart.



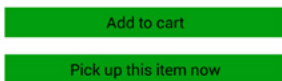
Search items by category, and narrow your search by typing in key words.



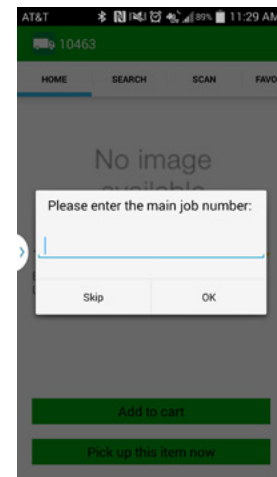
Add items as Personal Favorites by tapping the yellow star, and accessed easily in the favorites section.



★ < Tap if you want to save as a favorite

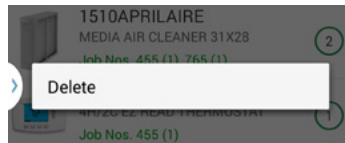


< Add to order for next day replenishment  
< 1-item order ready in 15 minutes



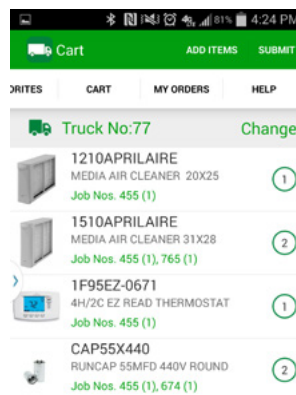
< Add job number/name or skip (if allowed by administrator)

## 2) Delete items from your cart

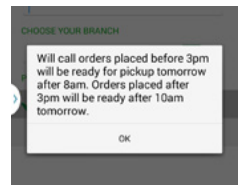
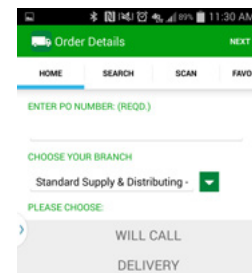


In the cart screen, tap and hold the item to delete

## 3) Submit your replenishment order



< Can change to a different truck if needed  
< Can change quantity by tapping number. Tap item to change job numbers.



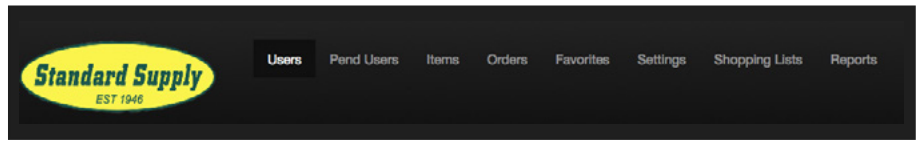
Choose sourcing branch and will call or delivery. If delivery is chosen, you can choose address on next screen.

# Using the Online Dashboard

Log in to your account at [stockmytruck.com](http://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](mailto: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

