

GoHVACR.com Reference Guide

Log In

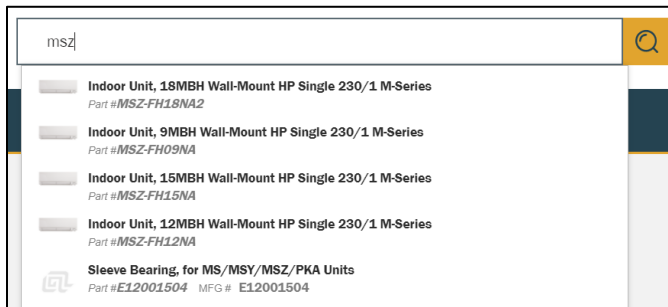
Your username is your company email address.

Searching for Products

Can't find something? We can make adjustments! Please send your requests through <https://gohvacr.com/ContactUs> or to B2Bsupport@galarson.com.

What's New

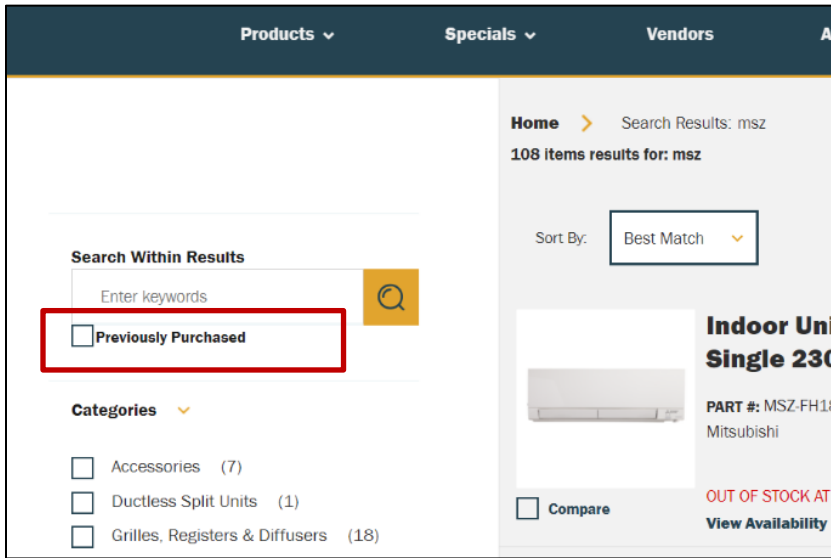
- **Simplified categories**
- **Type Ahead Search** – begin typing – the more you type, the more the results are refined.



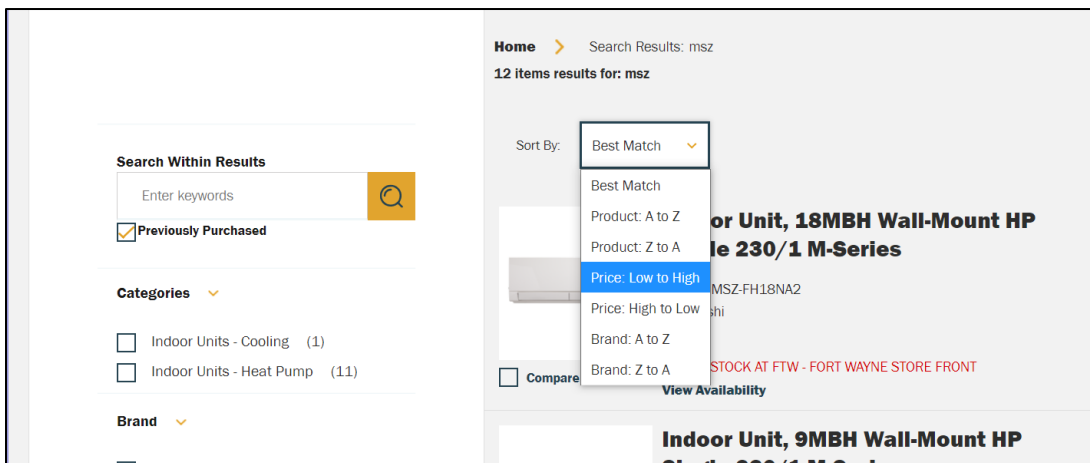
- **Last 10 searches** in history – easily pick up where you left off



- Search Within Results – **Previously Purchased Checkbox** – what you have purchased in the past year – significantly reduce the number of items returned



- **Sort By** feature for less than 25 results



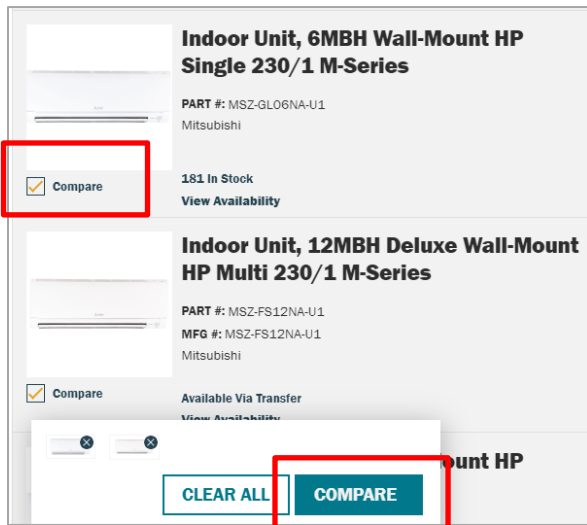
- **Want the Search Results page to load faster?** Change the Per Page amount to 8.



- **Product Availability** – what is it checking?
 - **In Stock** – available in your Home Branch
 - **Available Via Transfer** – Item is located in your “Branch Cluster” OR another of our Distribution Centers in your Region, or at our Pewaukee Distribution Center. Item may be added to Cart and order placed.

- **Call for Availability** – Item is not located in your “Branch Cluster” OR another of our Distribution Centers in your Region, or at our Pewaukee Distribution Center but MAY be available in one of our other branches or Distribution Centers. Item may be added to Cart and order placed. Back Order will appear on item in the Open Order.
- **Price** – where is it coming from?
The price you see is the lowest price for that item from your price level or a contract, whichever is lower.

- **Compare Items** – view the specifications for up to 6 items, side by side



Purchase Recommendations





These “widgets” are located at the bottom of some of your product and cart pages.

- **Frequently Purchased** - Displays a list of frequently purchased products that can be quickly added to cart. Products only display if they have been purchased more than twice in the past 3 months and up to 5 products will display in order of the number of times they have been purchased.
- **Recently Purchased** - Displays up to 5 of the user’s most recently purchased items, based on quantity ordered.

Accessories

For ACs, recommended accessories are located on the product detail page beneath the Specifications table. Heat Pumps and Furnace accessories will be added soon.

Accessories

			
Disconnect Box, 60A Non-Fused 1Ph NEMA3R 83315 MFG #: [REDACTED] EA 1 ADD TO CART Add to List	Surge Protection Device, 120/240V 1-Phase HVAC 83905 MFG #: [REDACTED] EA 1 ADD TO CART Add to List	Equipment Pad, 32"x32"x3" Plastic E-Lite Lightweight EL3232-3 MFG #: EL3232-3 [REDACTED] EA 1 ADD TO CART Add to List	Equipment Pad, 32"x32"x2" Plastic E-Lite Lightweight EL3232-2 MFG #: EL3232-2 [REDACTED] EA 1 ADD TO CART Add to List

Ordering






- Upload order – Quick Order (done via an Excel spreadsheet)
- Cart - Add line notes per item

My Account

My Account ▾

- Account Settings
- Addresses
- User Administration
- Saved Cart
- Invoice History
- Order History
- My Lists
- Top 100 Items

Dashboard - Orders, Quick Order, My Lists, Recent Invoices, Recently Viewed, Frequently Purchased, Recently Purchased

ITEM	PRICE	ADD TO CART
 Brass Adapter, 1/2in Female Flare x 3/8in Flare UR3-86	[REDACTED] / EA	<input type="text" value="1"/> ADD TO CART
 Brass Adapter, 1/4" FFir x 1/2" Fir UR3-48	[REDACTED] / EA	<input type="text" value="1"/> ADD TO CART
 Brass Adapter, 1/4" Flare x 3/8" Fem Pipe Adapter U3-4C	[REDACTED] / EA	<input type="text" value="1"/> ADD TO CART
 Brass Adapter, 1/2" FFir x 1/4" Fir UR3-84	[REDACTED] / EA	<input type="text" value="1"/> ADD TO CART
 1/2 X 3/8 FEMALE CPLG U3-8C	[REDACTED] / EA	<input type="text" value="1"/> ADD TO CART

- **Account Settings** – Change your password here
- **Addresses** – Review your Bill to and Ship to addresses
- **User Administration** – Create/delete new users on your account.
- **Saved Cart** – add to, or remove items from a Cart
- **Invoice History** – See Account Aging, List of Invoices with Balances
 - Invoices shown for the past 365 days, plus any open invoices older than 365 days, are imported nightly
 - Aging and Total Balance is shown
 - Search – Click on Search Invoices button to search, including by serial number
 - Export to CSV. Print, email or add items on an invoice to the cart

INVOICE HISTORY

Questions regarding open balances can be directed to: creditdepartment@galarson.com or 262.446.7702

SEARCH INVOICES ▼

Ship To Address ▼

Invoice #

PO #

Order #

Serial #

Keyword

Date Range





From

To

Open Invoices Only

CURRENT	1 - 30 DAYS	30 - 60 DAYS	60 - 90 DAYS	OVER 90 DAYS	TOTAL BALANCE

- **Order History** – See List of Orders Open and Complete
 - Search
 - Export to CSV
 - Click on the Order # to see order details. **Backordered** items will be noted on item.
 - Click on Re-order to add all items to your Cart.
 - Print, email or add items on an Order to the cart

Orders  **Date Range**  **From** **7/12/21**  **To** **7/16/21**  **GO**

DATE ^	ORDER # ^	TYPE ^	PO # ^	JOB NAME ^	STATUS ^	TOTAL ^	RE-ORDER
7/16/21	[REDACTED]	Order	[REDACTED]		Complete	[REDACTED]	Re-order
7/15/21	[REDACTED]	Order	[REDACTED]		Complete	[REDACTED]	Re-order
7/15/21	[REDACTED]	Order	[REDACTED]		Open	[REDACTED]	Re-order
7/15/21	[REDACTED]	Order	[REDACTED]		Complete	[REDACTED]	Re-order
7/15/21	[REDACTED]	Order	[REDACTED]		Complete	[REDACTED]	Re-order
7/15/21	[REDACTED]	Order	[REDACTED]		Complete	[REDACTED]	Re-order

- **My Lists** - Price books/Lists (formerly called Templates)
- **Top 100 Items** - your top 100 items ordered most frequently (not by quantity) in the past year; updated weekly