FILL IT NOW

Leverage the combined scale of BLUE HAWK and IMARK Plumbing with this closed ecommerce marketplace exclusively for Members to buy from and sell to each other.

BLUE HAWK
HVACR DISTRIBUTOR COOPERATIVE

BUY | SELL | FILL IT NOW

Table of Contents

Account Setup on Fill It Now

There are a few steps that need to be completed before your products will be available for sale on the site. Once these steps are completed, the account is ready to be opened.

Log into: https://app.marketpush.net/fillitnow

1. Complete the User Profile set up
    a. First name, last name, profile pic (optional), and a contact phone number
    b. Complete the notification settings for how you want to be notified from the portal
        i.   Review preset notifications
        ii. Choose notifications that best fit your business

2. Create your warehouse shipping locations in 'Shipping'

3. Add products and offers
    a. See 'Create Products on Fill It Now' and 'Create Offers on Fill It Now'
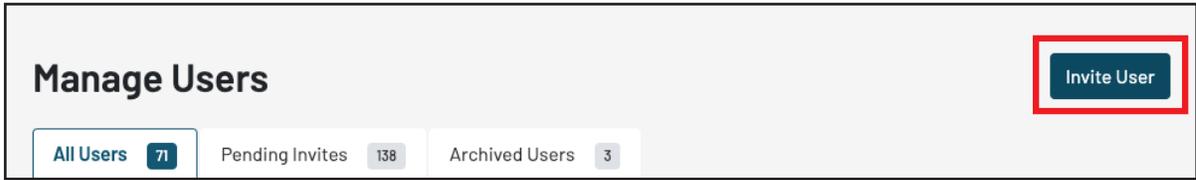
User Management

Your company can have almost unlimited users on the site.
Be sure to ensure all former emloyees are removed from your account.

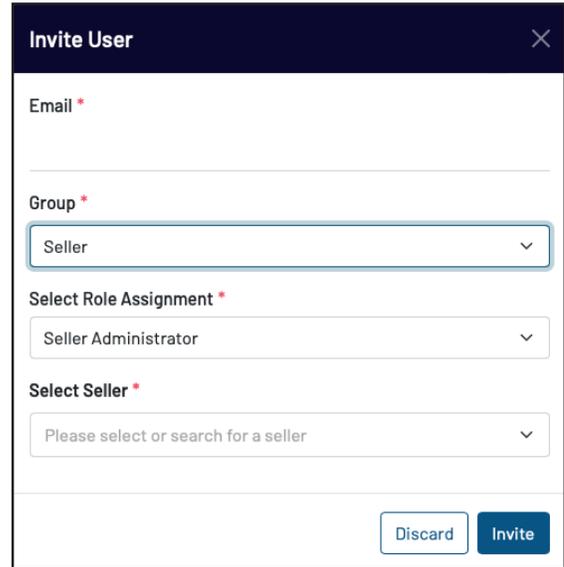1. Click on your seller icon in the top right corner
    a. Select 'Manage Users'
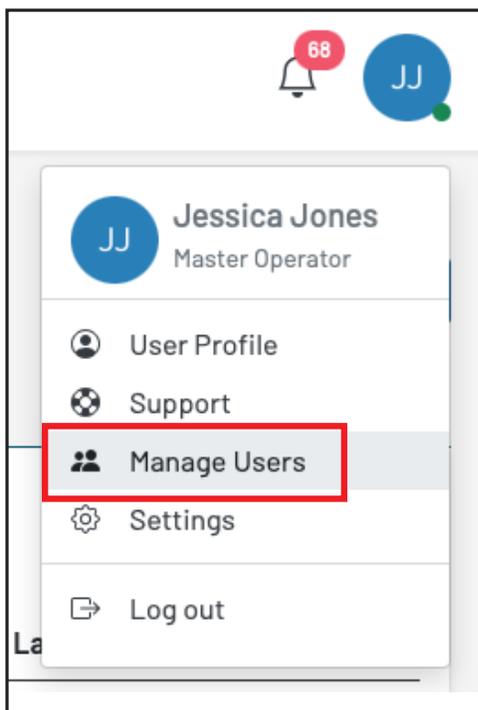
b.   Click on 'Invite User' in the upper right corner of the new screen

Manage Users   Invite User

All Users 71   Pending Invites 138   Archived Users 3

i.   Add user email
ii.   Select appropriate role
iii. Select appropriate company
iv.   Click on 'Invite'

NOTE: Invites expire after 7 days

Invite User   ✕

Email *

Group *

Seller   ⌄

Select Role Assignment *

Seller Administrator   ⌄

Select Seller *

Please select or search for a seller ⌄

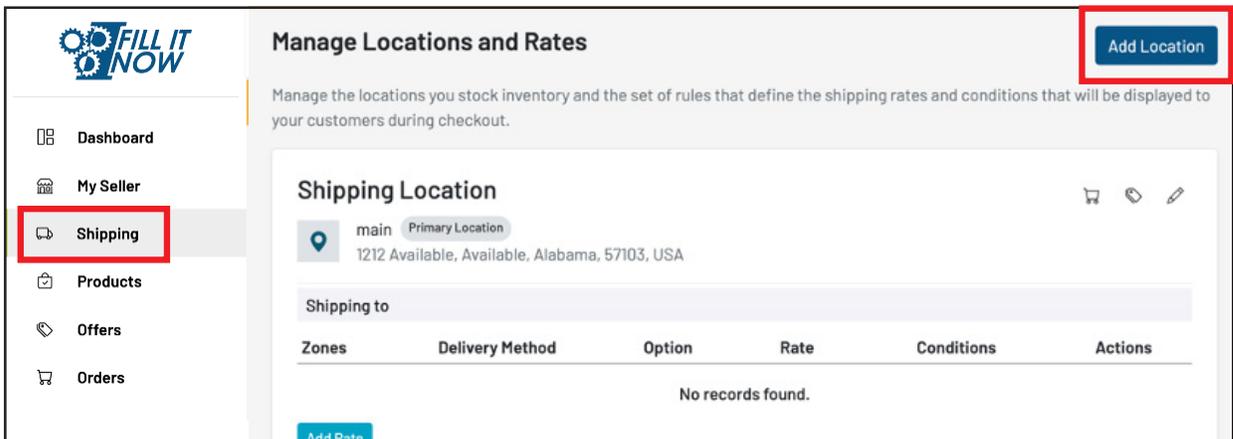Discard   Invite

Shipping Setup

IMARK/BLUE HAWK has pre-selected and set up
shipping methods and carriers that customers
can select from when checking out to ensure
national coverage. As a seller, you will need to
add your warehouse location(s) in the Shipping
section of the portal as this identifies to the buyers where their products will ship from
and allow them to select the best shipping method and carrier based on their urgency.

1.   Click on 'Shipping' on left hand ribbon
     a.   Click on 'Add Location'
          i.   Add warehouse name
          ii.   Add address
     b.   Save

FILL IT NOW   **Manage Locations and Rates**   Add Location

Manage the locations you stock inventory and the set of rules that define the shipping rates and conditions that will be displayed to
your customers during checkout.

- Dashboard

- My Seller   **Shipping Location**   🛒 🏷 ✏

- Shipping   📍 main Primary Location
                         1212 Available, Available, Alabama, 57103, USA
- Products

- Offers   **Shipping to**

- Orders   Zones   Delivery Method   Option   Rate   Conditions   Actions

                                        No records found.
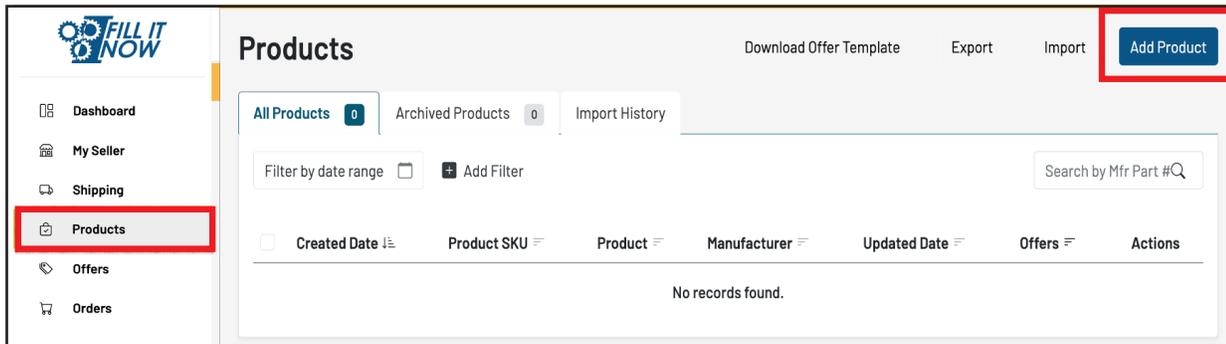
                     Add Rate

Create Products on Fill It Now

This is the first step in becoming a seller on the Fill It Now site. In particular, this creates the products but does not allow those products to be purchased.
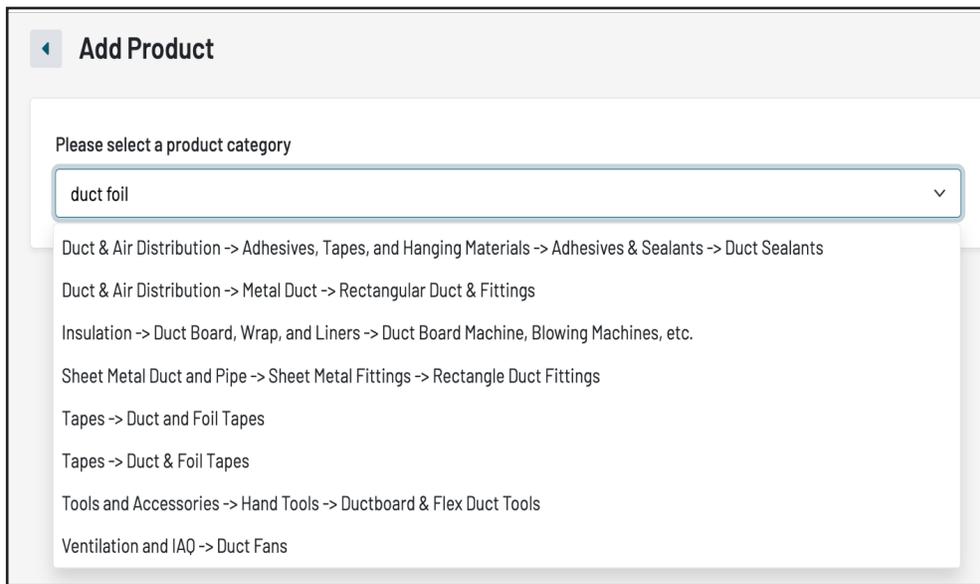
Once this step is completed, see directions for creating 'Offers'.

One at a time

1. Click on 'Add Products'

    a. Select appropriate product category

    b. Fill in required fields
        i. Manufacturer, SKU, Product title, Man. Part number
    c. Fill in optional fields if available
        i. Product description and image
    d. Save

Excel Import

1. Create necessary file

	A	B	C	D	E
1	Manufacturer Name	Manufacture Part Number	Product Title	Category	Seller Item SKU
2	ECR INTERNATIONAL, INC	240007109	HIGH PRESSURE SWITCH	HVAC REPLACEMENT PARTS	240007109
3	AIRIA BRANDS	99-187	7 INCH DELUXE WEATHERHOOD KIT	HVAC ACCESSORIES	99-187
4	ADVANCED DISTRIB PRODUCT	110000244A	F SER. SEQUENCER NO. 2 AND 3	HVAC REPLACEMENT PARTS	110000244A
5	ADVANCED DISTRIB PRODUCT	AD-32P210MP9	3T 21" ADP Cased Coil TXV U/D/H	HVAC EQUIPMENT	AD-32P210MP9
6	ADVANCED DISTRIB PRODUCT	76701259	S SER. 4 PRONG HEAT RELAY	HVAC REPLACEMENT PARTS	76701259
7	ADVANCED DISTRIB PRODUCT	76733900A	F SER. FAN RELAY	HVAC REPLACEMENT PARTS	76733900A
8	ADVANCED DISTRIB PRODUCT	76734700A	B SER. TRANSFORMER - 208/240V 60 HZ	HVAC REPLACEMENT PARTS	76734700A
9	ADVANCED DISTRIB PRODUCT	FCMCC6148S002	AH 4.0T MULTI PSC 208/240-1 HSOLU 21	HVAC EQUIPMENT	FCMCC6148S002
10	ADVANCED DISTRIB PRODUCT	76775800	R22 AC/HP 7.5 TON	METERING DEVICE	76775800
11	AEROFLEX USA, INC	414-AC15834	INSUL TUBE 78 FT SOLD PER FT 6 FT STIC	HVAC ACCESSORIES	414-AC15834
12	AEROFLEX USA, INC	216-AC15838	INSUL TUBE 180 FT SOLD PER FT 6 FT ST	HVAC ACCESSORIES	216-AC15838
13	AEROFLEX USA, INC	ADH-1QP	RUBEX ADHESIVE 1 QT	HVAC ACCESSORIES	ADH-1QP
14	AEROFLEX USA, INC	304-AC5812	INSUL TUBE 378 FT SOLD PER FT 6' STIC	HVAC ACCESSORIES	304-AC5812
15	AEROFLEX USA, INC	725-AC13812SSPT	SPLIT INSULATION 144/CS SOLD PER FT (	HVAC ACCESSORIES	725-AC13812SSPT

   a. Required columns to be included
       i. Lowest level of product category, manufacturer name, manufacturer part number, Member SKU (or item number), and product title/short description
   b. Optional columns
       i. Product image url, UPC code, and product long description
   c. All fields for each item MUST be present or that item will not import

2. Import file
   a. Click on 'Import Products'

b. Select appropriate file
c. Map columns
   i. Preview import

Our Product#	Category	UPC	Vendor	Vendor catalog#	Description	Weight (lbs)	UOM qty	UOM	UOM Qty 2	UOM 2	Price	Available
152085769	Plumbing		A Y MCDONALD MFG CO	4511-76	305 6' CURB BOX KEY 4511-376		1	EA			1;99.858	
152085792	Plumbing		A Y MCDONALD MFG CO	4122-221	4700-22-112 1 1/2 MACK PAK NUTS N GASKETS 4122-221		1	EA			1;33.952	
152085793	Plumbing		A Y MCDONALD MFG CO	4121-229	4700-22-114 1 1/4 MACK PAK NUTS N GASKETS 4121-229		1	EA			1;0	
152085811	Plumbing		A Y MCDONALD MFG CO	5121-144	74754-114 1 1/4 FLARE ADAPTER C X FIP 5121-144		1	EA			1;75.085	
152085812	Plumbing		A Y MCDONALD MFG CO	5122-144	74754-2 2 FLARE ADAPTER C X FIP 5122-144		1	EA			1;201.745	

ii. Assign MarketPush fields to your column names

Map Fields

MarketPush Fields		Your Fields
Manufacturer *	→	
SKU *	→	
Product Title *	→	
Category *	→	Category
Manufacturer Part Number *	→	
Product Image Urls	→	
Product Description	→	Description

Next

d. Map categories
   i. Assign MarketPush categories to your category names

3. Finalize import
   a. Import History tab will show status of every upload

4. Review final result
   a. Navigate to 'Products' on left hand ribbon to review the results and ensure all of your data came through correctly
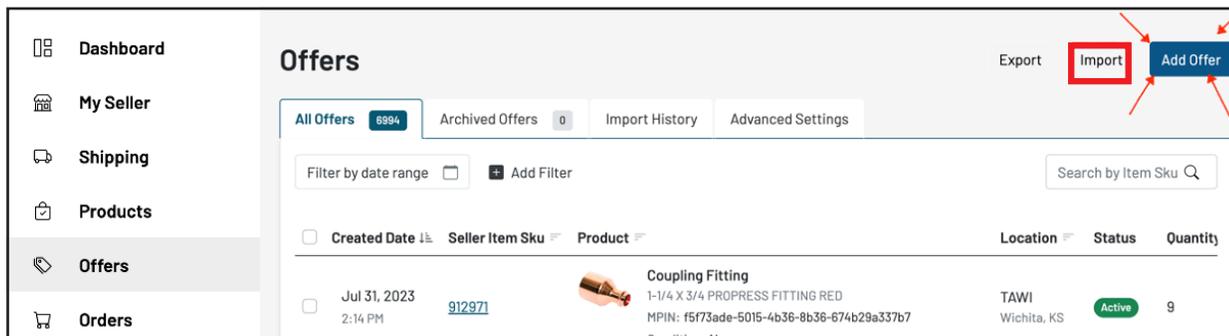

Create Offers on Fill It Now

This is the second step in becoming a seller on the Fill It Now site. In particular, this allows your products to be purchased. Once this step is completed, your 'store' is complete.

One at a time

1. Click on 'Add Offer'

   a. Select appropriate product
   b. Required columns to be included
      i. Member SKU, location, condition, allow returns, stock quantity, minimum order quantity, and quantity/unit price
   c. Optional columns
      i. Description, lead time to ship, maximum order quantity, start date, and end date
   d. Save
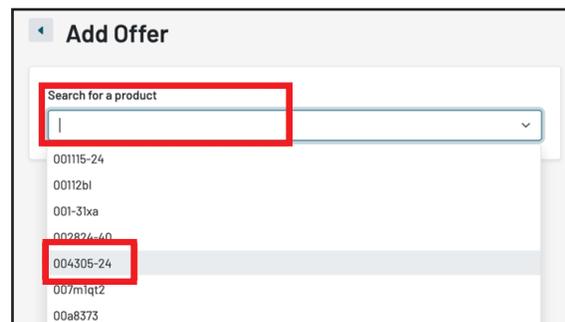
Excel Import

1. Create necessary file
   a. A sample file is available
      i. Click on 'Import' and chose 'Download a sample template'
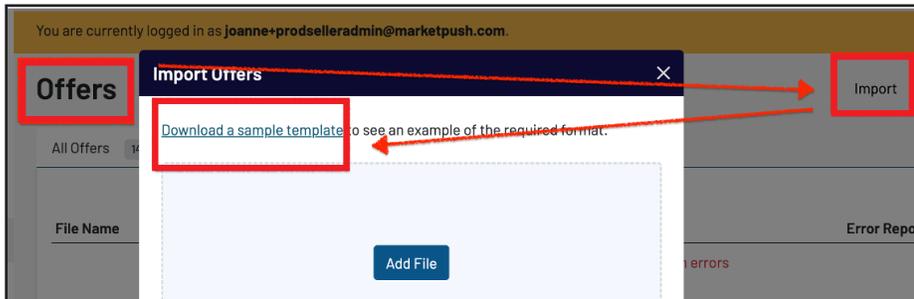
   b. Required columns to be included
      i. Manufacturer SKU, Member SKU, location, condition, allow returns, stock quantity, minimum order quantity, and quantity/unit price
   c. Optional columns
      i. Product image, url, UPC code, and product long description

   d. All fields for each item MUST be present or that item will not import

2. Import file
   a. Click on 'Import'
   b. Select appropriate file
   c. Click on 'Import Offers'

3. Finalize import
   a. Import History tab will show status of every upload

4. Review final result
   a. Navigate to 'Products' on left hand ribbon to review the results and ensure all of your data came through correctly

   b. Offer status
      i. Active – available for purchase
      ii. Inactive – not purchasable
         1. Seller account is not open, the offer's available start date has been set with a future date, and the offer's available end date has passed
      iii. Out of stock – no stock available

Tips

- *Decide which employees will manage sales/orders, be allowed to purchase, and update offer information (QOH and pricing).*
- *Set up one product group at a time until your team is comfortable with the process.*
- *Set up main or central warehouse first and expand to other locations after streamlining process.*

Contacts and Useful Links

Support:
- Find How-To docs and enter a support ticket
https://marketpush.freshdesk.com/support/home

Fill It Now Portal:
- To manage metrics such as 'Orders over the last 7 days'
https://app.marketpush.net/fillitnow

Website:
- To purchase and sell products
https://fillitnow.com

Account Manager:
- Jessica Jones: jjones@bluehawkcooperative.com