

# Mobile Climate Control For your comfort



### **LOGGING IN**

- Go to <u>https://tsmcc.limetac.com/</u>
- Click "Log In" on the upper left corner of the screen.
- Enter your user name and password, which you should have received from MCC.
  - When you log in for the first time, you will be prompted to create a new password
- If you forget your password, click here for assistance.

Secure | https://tsmcc.limetac.com/Account/Login

## LimeTAC Log in User name EMolnar Password ..... Remember me? Log in Forgot your password? Enter temporary password



### Home screen layout







#### **Price & Availability** Order Info **BILL TO** Customer PO # **CUSTOMER PO # Shipping Info** 1. From the home screen, click the "Add ╈ item" icon to begin. Drop Ship **Shipping Instructions** Most Economical 2. The Bill To code should self populate. Ship Collect If it does not and you do not know Pre-Pay and Add your code, please contact customer service. Comments 3. Choose a shipping destination, click Email "Done" on the bottom. EMAIL I accept the terms and conditions.



Done

Cancel

### **Price & Availability**

- 4. Search for the first part on your order. Double-click to add to your order.
  - If there is a phone number listed under the available column, this item is not currently in stock, but may be backordered.
  - If "Sub" is listed, that means that the part is no longer available, but that another part can be substituted. Click on "Sub" to see additional options.

		3 SUB 42-62135-00									
		Item 42-62135-00 has been substituted. Please select from the list below.									
Select Item		Drag a column header here to group by it.									
Oelect item		Item #	Oesc GASKET FITTING SVCE VALVE F40	V UOM	Unit Amt 2 77	Core Amt	List Price ~	Available			
42%								4.11		0.01	
Drag a column head	der here to group by it.										
Item #	Desc	/ U ~	Unit Amt 🔍 🖓	41	List Price 🗸 🗸	Available ~	CUR				
42-62134-00	GASKET,COMPR,SVCE VALVE,F400	EA	3.92		6.54	2.00	USD	*			
42-62134-01	GASKET, MANIFOLD FK40	EA	13.99	1	23.31	+1-800-673-2431	USD				
42-62135-00	GASKET, FITTING, SVCE VALVE, F400 (SS TO 26-1550)	EA	0.00		0.00	Sub	USD				
42-62136-00	GASKET, UNLOADER, COMPR., F400 (SS TO 26-1585)	EA	0.00		0.00	Sub	USD				
42-62140-00	BAFFLE, DRAIN PAN, FOAM, EM-1, G5	EA	5.29		8.81	5.00	USD				



### **Core Items**

• Items that contain a returnable core will be noted under the "Core Amt" column. NOTE: the core deposit amount is NOT included in the unit price.





### Placing a Basic Order

- Once you have completed selecting items for your order, click on the "Submit" icon.
- If your order is over \$1,500 and is not being drop shipped, the shipping instructions will default to "Most Economical."
- Fill out all of the fields with red asterisks (\*) next to them and check the box to accept the terms and conditions near the bottom. Don't forget to include your email address!
- 4. Click "Done" at the bottom.





### Placing a Basic Order

- 5. A message box will pop up to let you know that the order is being finalized. If you're ready, click "Proceed" to complete the order. Click "Go Back" in order to return to the order to make changes.
- 6. A green banner will appear with your order number. You may want to write this down.
- 7. You will receive a confirmation via email. Look it over carefully to be sure all of the information is correct. If there is an issue, please contact our customer support team at <u>mcc.parts@mcc-hvac.com</u>.

C	Order#	PO#	Bill To	Ship To	Ship Via	Order Date							
s	SPO-054755	322		ROYAL FAR_24706 2601 SOUTH QUEEN STREET YORK, PA 17402 UNITED STATES	PITT OHIO	2018-01-31							
I	(tem#	Desc	ription					Req Date	UOM	Qty	Unit Amt	Core Amt	Total
7	77-00273-22	TOP I	LEVEL KIT	Γ, CM-2, 12V, W/ GRILL MOUNT	, WHITE, EN	IC, SLIM LINE	MIRCO CHANNEL	2018-01-31	EA	10	650.17	0.00	6,501.70
							(app	licable federa	and lo	cal ta:	xes extra) <b>G</b>	rand Total	6,501.70
C	Comments:	null eri	n.molnar	@mcc-hvac.com									

#### MCC Parts Portal Order Confirmation

For assistance, please call: +1-800-673-2431.



### Finishing a Drop Ship Order

- Once you have completed selecting items for your order, click on the "Submit" icon.
- 2. Check the "Drop Ship" box.
- Either choose an address from the drop down box, or click the green + sign to add a new address.
  - If creating a new drop ship address, please see the next page.

Order Info			×
999 ABC CLIMATE		BILL	*
Customer PO #	CUSTO	MER PO	#
Shipping Info			
Destination	DESTI	NATION	*
🕑 Drop Ship			
Drop Ship	DROP SH	, <mark>*</mark> .	+
Shipping Instru	iction	5	
Most Economica	al		
Ship Collect			
Pre-Pay and Ad	d		
Ship Via	S		*
Comments			ר
	C	OMMEN	TS
Email		EMA	*
I accept the terms	and cor	nditions.	*
			_



### **Finishing a Drop Ship Order**

4. Enter the address into the search bar.

- 5. Complete the address box with a unique name and any further needed information.
  - Note that Canadian addresses will need the second part of the zip code re-entered
- 6. Click Done.





### **Placing a Collect Order**

- 1. If you choose to Ship Collect, you **must** choose a carrier from the Ship Via dropdown list and enter your account number.
- 2. Continue filling out the mandatory fields and click "Done" at the bottom.
- You will receive a confirmation via email. Look it over carefully to be sure all of the information is correct. If there is an issue, please contact our customer support team at <u>mcc.parts@mcc-hvac.com</u>.







### **Frequently Asked Questions**



This means that a required field has not been filled out. Scroll up and down as necessary and make sure that all of the fields with a red asterisk (\*) have information in them. Once they are all completed, the Done button will appear.

### Why can't I choose "Most Economical" under the shipping instructions?

- You have most likely indicated that you want to drop ship the order. Most Economical is not available for drop shipments. You may either choose to ship using the carrier of your choice and your account number with them by choosing "Ship Collect," or you can choose "Pre-Pay and Add" and we will ship your order the most price-efficient way using our contracted carriers and add the cost to your invoice.
- I need this order to be shipped overnight/special way, but don't have an account with a carrier how do I do that?
  - Under "Shipping Instructions," choose "Pre-Pay and Add" and choose from the "Ship Via" dropdown box. Special instructions should be added to the comments field.



### **Frequently Asked Ouestions**



I'm drop shipping to another country. Is there anything special I need to do?

- If you are shipping to Canada, you will need to delete the postal code as the last three digits will be incorrect.
- Note that customs paperwork will contain *your* price, not the price at which you sold a part to your customer. To avoid this, you may want to utilize a forwarder instead of drop shipping.



The new portal will work with all current browsers and even on your mobile device.

#### MCC How do I change an order after it is submitted?

- If you need to change an order, please contact Customer Service.

### What is UOM? PHN?

- UOM stands for Unit Of Measure i.e. how many items in a package
- PHN stands for Per Hundred Count

