

# Laars Online Parts Ordering

# Sign Up

## Existing Customer Login Request

<b>Your Account Number</b>	<input type="text" value="Account Number"/>
<b>Your Company Name</b>	<input type="text" value="Company"/>
<b>Your First Name</b>	<input type="text" value="First Name"/>
<b>Your Last Name</b>	<input type="text" value="Last Name"/>
<b>Your Phone Number</b>	<input type="text" value="Phone Number"/>
<b>Email Address</b>	<input type="text" value="Email Address"/>
<b>Requested Password</b>	<input type="text" value="Password"/>
<b>Confirm Password</b>	<input type="text" value="Confirm Password"/>

# Log In

Enter email address and password, then click “Login”



Login

Email Address

Password

Login

Request Account

[Forgot Password](#)

# Multiple Ways to Enter Part Numbers

- Type in part numbers
- Upload file
- Choose from search feature
- Choose from personalized favorites
- Previously saved list

After login, the parts entry page is presented. First option is to type part numbers and quantities into the boxes

**LAARS<sup>®</sup>**  
**Heating Systems Company**

Joan Mishou  
2 Items \$111.21  
Logout  
Check Out

Search Products

\*Items that are in Stock have an estimated ship date on or before 10/30/2019. Items Not in Stock may have longer lead times.

**Favorites****Saved Carts****Parts Entry**

**Parts Entry**

	Part	Qty	Description	*In Stock	Unit Price
✖ 1.	RE0093200	1	T-STAT 2 STAGE 130-230F	0	\$78.00
✖ 2.	2400-286	1	SERVICE KIT, IGNITER WITH GASKET, PENNANT	1060	\$33.21
✖ 3.					
				Total	\$111.21

You can automatically upload Part Numbers and Quantities from a Comma or Tab delimited file. To upload the file, enter the path name below and click the Upload Now button.

Browse...Upload Now

A parts list can be uploaded to the system, via a txt or csv file by clicking “Browse”

Favorites

Saved Carts

Parts Entry

Parts Entry

Part	Qty	Description	*In Stock	Unit Price
✖ 1.	<input type="text"/>	<input type="text"/>		
			Total	\$0.00

You can automatically upload Part Numbers and Quantities from a Comma or Tab delimited file. To upload the file, enter the path name below and click the Upload Now button.

Browse...

Upload Now

# Upload Parts List

A file browse screen will be presented to you. Choose the file you want (txt or csv file), click “Open” and the name of the file will be placed in the “Browse” box. Then, click “Upload Now”.

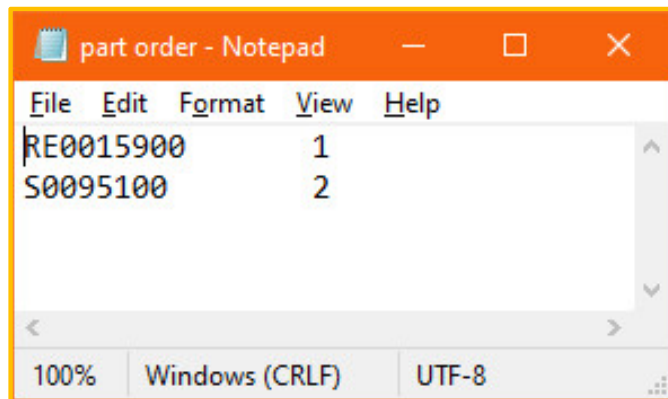
Browse...

part order.txt

Upload Now

# Upload Parts List

The system will be populated with the parts in your file



Favorites		Saved Carts	
<b>Parts Entry</b>			
Part	Qty	Description	
✖ 1. RE0015900	1	RESET (TEMP CONTROL 100-225 F)	
✖ 2. S0095100	2	GASKET, HEADER 15.9" LONG, WITH BARRIER,	
✖ 3.			
<p>You can automatically upload Part Numbers and Quantities from a Comma or Tab delimited file. To upload click the Upload Now button.</p> <div><input type="button" value="Browse..."/> <input type="text"/></div> <div><input type="button" value="Upload Now"/></div> <p>File Upload was complete.</p>			



# Search Feature

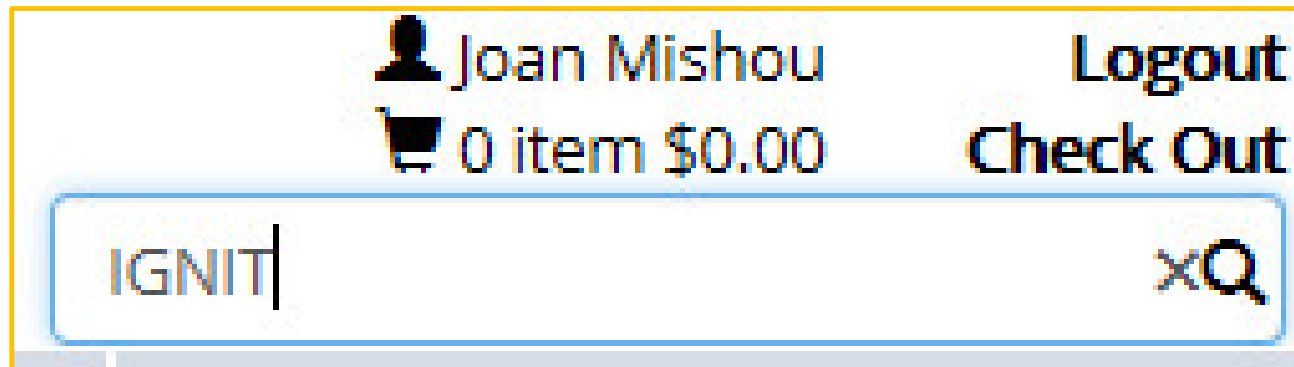
A search box is shown at the top of the parts entry page. This can be used to search for part numbers, by description or part number.

Helpful hint:

Sometimes being specific works against you.

Example: two ways to spell a word.





IGNITOR & IGNITER - So, type only 'IGNIT'



Joan Mishou Logout  
0 item \$0.00 Check Out  
IGNIT xQ

# Search Feature - Results

When you find the part number you want, type the quantity into the Qty box, and click “Add to Cart”

	<b>2400-526</b>	EBP/EDP <b>IGNITER/</b> FLAME SENSOR BOXED <input type="checkbox"/> Favorite	\$69.81	<input type="text"/>	<a href="#">Add to Cart</a>
	<b>RW2002300</b>	SERVICE KIT <b>IGNITER</b> AND GASKET, FOR MIGHTY MAX 320-1000 & RHEOS <input type="checkbox"/> Favorite	\$30.39	<input type="text"/>	<a href="#">Add to Cart</a>
	<b>2400-286</b>	SERVICE KIT, <b>IGNITER</b> WITH GASKET, PENNANT <input checked="" type="checkbox"/> Favorite	\$33.21	<input type="text"/>	<a href="#">Add to Cart</a>
	<b>R2072500</b>	REPAIR KIT, REPLACES RHEOS <b>IGNITION</b> CONTROL AMP CONNECTOR <input type="checkbox"/> Favorite	\$7.73	<input type="text"/>	<a href="#">Add to Cart</a>

# Search Feature - Results

Many parts have photo thumbnails to the left of them in the list, for visual reference. Click the thumbnail to enlarge the picture.



**RW2002300** SERVICE KIT, IGNITER AND GASKET, FOR MIGHTY MAX 320-1000 & RHEOS  
☐ Favorite

\$30.39



Add to Cart



SERVICE KIT, IGNITER AND GASKET, FOR MIGHTY MAX 320-1000 & RHEOS

Part Number: RW2002300

Price: \$30.39

Qty:




Add to Cart

Continue Shopping

Proceed to Cart

# Create a Favorites List

Click next to the "Favorite" box to add a part to your list.  
Check box is shown in the search screen.

	<b>2400-526</b>	EBP/EDP IGNITER/ FLAME SENSOR BOXED <input type="checkbox"/> Favorite	\$69.81	<input type="checkbox"/>	Add to Cart
	<b>RW2002300</b>	SERVICE KIT, IGNITER AND GASKET, FOR MIGHTY MAX 320-1000 & RHEOS <input type="checkbox"/> Favorite	\$30.39	<input type="checkbox"/>	Add to Cart
	<b>2400-286</b>	SERVICE KIT, IGNITER WITH GASKET, PENNANT <input checked="" type="checkbox"/> Favorite	\$33.21	<input type="checkbox"/>	Add to Cart

# Access Your Favorites List

Click on "Favorites" to access your list

Favorites		Saved Carts		Parts Entry	
Parts Entry					
Part	Qty	Description	*In Stock	Unit Price	
✖ 1.	<input type="text"/>	<input type="text"/>			
				Total	\$0.00
You can automatically upload Part Numbers and Quantities from a Comma or Tab delimited file. To upload the file, enter the path name below and click the Upload Now button.					
Browse...		<input type="text"/>			
		Upload Now			

# Add Favorites to Your Cart

Enter quantity and add any item you want to the order





Favorites

Saved Carts

Parts Entry

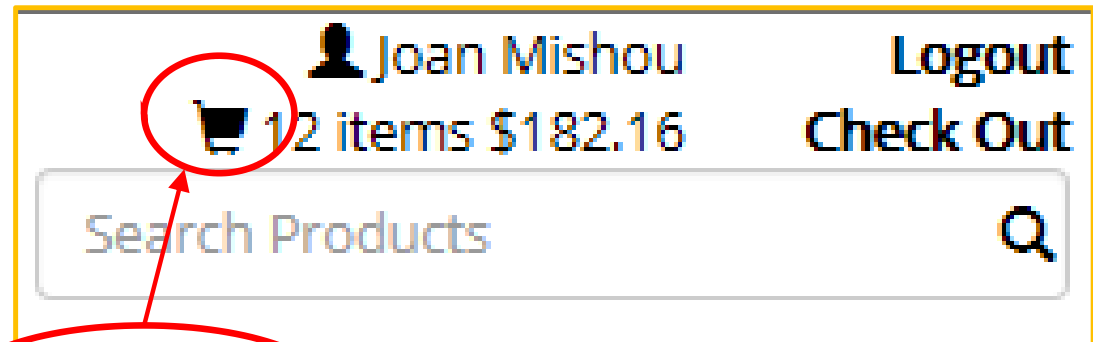
Product Selection

Search Results for: Favorite Parts

Part	Description	Price	Qty	
	L2012200 BURNER TRAY, 3 PORT, PENNANT <input checked="" type="checkbox"/> Favorite	\$137.82	<input type="text"/>	Add to Cart
	L2012500 BURNER TRAY, 4 PORT, PENNANT <input checked="" type="checkbox"/> Favorite	\$180.18	<input type="text"/>	Add to Cart
	2400-286 SERVICE KIT, IGNITER WITH GASKET, PENNANT <input checked="" type="checkbox"/> Favorite	\$33.21	<input type="text"/>	Add to Cart
	R2004000 PRESSURE SWITCH, HIGH GAS <input checked="" type="checkbox"/> Favorite	\$64.97	<input type="text"/>	Add to Cart

# Save Carts for Future Use

Click on the shopping cart icon at the top



**LAARS**  
Heating Systems Company

\*Items that are in Stock have an estimated ship date on or before 05/27/2019. Items Not in Stock may have longer lead times.

Joan Mishou  
12 items \$182.16  
Logout  
Check Out

Search Products

Favorites		Saved Carts		Parts Entry	
Parts Entry					
	Part	Qty	Description	*In Stock	Unit Price
✖ 1.	<input type="text" value="S0063700"/>	<input type="text" value="2"/>	GASKET, FLANGE	0	\$3.24
✖ 2.	<input type="text" value="R10-143"/>	<input type="text" value="2"/>	SERVICE KIT, DRAIN, BOILER, 3/4 FEMALE PIPE THREAD x MALE HOSE	365	\$14.35
✖ 3.	<input type="text" value="RA0079000"/>	<input type="text" value="2"/>	TEMPERATURE AND PRESSURE GAUGE KIT, I/E LB 500-5000	699	\$34.88

# Name Cart for Future Use

Save this cart as

LAARS STOCK

Save

Favorites



Saved Carts

Parts Entry

View Cart

Save this cart as

Save

Part	Description	*In Stock	Price	Qty	Extended
 <b>50063700</b>	GASKET, FLANGE	0	\$3.24	<input type="text" value="2"/>	\$6.48
 <b>R10-143</b>	SERVICE KIT, DRAIN, BOILER, 3/4 FEMALE PIPE THREAD x MALE HOSE	365	\$14.35	<input type="text" value="2"/>	\$28.70



# List of Saved Carts

Joan Mishou  
12 items \$182.16  
Search Products


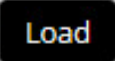

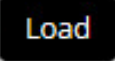
Logout  
Check Out

Favorites

**Saved Carts**

Parts Entry

Saved Carts

	Saved Carts	Created
 	LAARS STOCK	05-21-19
 	MIGHTY THERM	05-15-19

# Stock Check


The system will show you the stock available for the part number entered, at the time of entry.


## Parts Entry

	Part	Qty	Description	*In Stock	Unit Price
✖ 1.	<input type="text" value="S0063700"/>	<input type="text" value="2"/>	GASKET, FLANGE	0	\$3.24
✖ 2.	<input type="text" value="RA0079000"/>	<input type="text" value="2"/>	TEMPERATURE AND PRESSURE GAUGE KIT, I/E LB 500-5000	690	\$34.88
✖ 3.	<input type="text"/>	<input type="text"/>			
				Total	\$76.24

# Checkout

Click on “Checkout” to start the process of finalizing the order

 **Joan Mishou**

 **4 items \$83.54**

**Logout**  
**Check Out**

 **Joan Mishou**

 **4 items \$83.54**

**Logout**  
**Check Out**



\*Items that are in Stock have an estimated ship date on or before 07/12/2019. Items Not in Stock may have longer lead times.

Favorites

Saved Carts

Parts Entry

## Parts Entry

	Part	Qty	Description	*In Stock	Unit Price
✖ 1.	<input type="text" value="RA0079000"/>	<input type="text" value="2"/>	TEMPERATURE AND PRESSURE GAUGE KIT, I/E LB 500-5000	690	\$34.88
✖ 2.	<input type="text" value="S2012700"/>	<input type="text" value="2"/>	GASKET BURNER 3 PORT,	540	\$6.89

# Shipto Defaults to Your Company Address

## SHIP TO

Ship To Address:

Select Alternate Address:

Create New Ship-To

Name:

City:

Rochester

Company:

STOCKIT DISTRIBUTORS

State/Province:

NEW HAMPSHIRE



Address1:

20 INDUSTRIAL WAY

Zip/Post:

03867

Address2:

Country:

United States



Address3:

# Alternate Shipto Can Be Selected

Use the pulldown menu to find existing shipto records

Joan Mishou Logout  
4 items \$83.54 Check Out  
Search Products Q

\*Items that are in Stock have an estimated ship date on or before 05/28/2019. Items Not in Stock may have longer lead times.

Favorites	Saved Carts	Parts Entry
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Check Out

SHIP TO

Ship To Address: Select Alternate Address: ▼ Create New Ship-To

Name:

Company:

Address1:

Address2:

Address3:

City:

State/Province:  ▼

Zip/Post:

Country:  ▼

Select Alternate Address: ▼

# Selecting Alternate Existing Shipto

SHIP TO	
Ship To Address:	<div>Select Alternate Addresses</div> <div>COMFORT HYDRONICS 31498 THEATER WAY</div> <div>FARMINGTON HVAC 5 ZIAKAS BLVD</div> <div>FLUME PLUMBING &amp; HEATING 18 GORGE WAY</div> <div>HEAT, INC. 58 WASHINGTON ROAD</div> <div>HOLIDAY HEATING PROS 20 CAMP ROAD</div> <div>JOAN'S HEATING, LLC 192 PINE POINT ROAD</div> <div>MOUNT WASHINGTON HOT WATER 1 MOUNTAIN ROAD</div> <div>NORTHEAST PIPE FITTINGS 55 Jackson Street</div> <div>PAWTUCKAWAY PLUMBING 156 DEERFIELD ROAD</div> <div>PORTSMOUTH PLUMBING 18 WEEKS AVENUE</div> <div>SNOWB. LAKE HVAC 5 BACK LAKE ROAD</div>
Name:	
Company:	
Address1:	
Address2:	
Address3:	

# Shipto Contact Name

Contact Name Must  
be Populated

## SHIP TO

Ship To Address:

FARMINGTON HVAC 5 Z ☐

Create New Ship-To

Name:

BETH CURRY

City:

Farmington

Company:

FARMINGTON HVAC

State/Province:

NEW HAMPSHIRE ☐

Address1:

5 ZIAKAS BLVD

Zip/Post:

03835

Address2:

Country:

United States ☐

Address3:

# Create a New Shipto

Joan Mishou

4 Items \$83.54

Logout

Check Out

Search Products

\*Items that are in Stock have an estimated ship date on or before 05/28/2019. Items Not in Stock may have longer lead times.

Favorites

Saved Carts

Parts Entry

Check Out

SHIP TO

Ship To Address:

Select Alternate Address

Create New Ship-To

Name:

Company:

Address1:

Address2:

Address3:

City:

State/Province:

Zip/Post:

Country:

Rochester

NEW HAMPSHIRE

03867

United States

Create New Ship-To



# Create a New Shipto

Enter the Zip Code. In cases where the zip code covers multiple cities, choose the correct city from the drop down menu. If the zip code is for one city only, it will be populated in the “City” box.

Cancel

Submit

The Zip Code entry will automatically populate the City and State fields

Zip/Post:

03592

Name:

Select City

CLARKSVILLE

PITTSBURG

Company:

Address1:

Address2:

Address3:

City:

State:

NH

Country:

United States

▼

Phone:

# Create a New Shipto

Enter contact name & the rest of the address & click Submit

CREATE NEW SHIP-  
TO

Cancel

Submit

The Zip Code entry will  
automatically populate the City and State  
fields

Zip/Post:

03592

PITTSBURG



Name:

AARON T. TIMBER

Company:

BACK LAKE PLUMBING & HEATING

Address1:

32 BACK LAKE ROAD

Address2:

Address3:

City:

PITTSBURG

State:

NH

Country:

United States



Phone:

# Enter Purchase Order Number

If the P.O. entered has been used before, the system will alert that duplicate P.O.s are not allowed, and will require a unique P.O.

## SHIP TO

Ship To Address:

Select Alternate Address



Create New Ship-To

Name:

BETH CURRY

Company:

BACK LAKE PLUMBING & HEATING

Address1:

32 BACK LAKE ROAD

Address2:

Address3:

City:

PITTSBURG

State/Province:

NEW HAMPSHIRE



Zip/Post:

03592

Country:

United States



## PAYMENT METHOD

Purchase Order:

P558687

# Shipping Method & Instructions

- Laars uses UPS for small packages
- UPS choices include freight cost
- Shows "Best Way" if shipment is too large or heavy for UPS

<b>SHIPPING</b>		<b>Special Instructions:</b>	
<b>Ship Via:</b>	<div><div>UPS GROUND (27.00)</div><div>FEDEX 1ST OVERNIGHT</div><div>Fedex 2nd day</div><div>FEDEX 3 DAY</div><div>UPS BLUE 2ND DAY (60.00)</div><div>Bestway-Any Carrier</div><div>FEDEX GROUND</div><div>UPS RED NEXT DAY AIR (105.00)</div><div>UPS ORANGE/3 DAY (55.00)</div></div>	<input type="text"/>	
<b>FREIGHT BILLING</b>		<b>Address:</b>	
<b>Account Number:</b>		<input type="text"/>	
<b>Name:</b>		<b>City:</b>	<input type="text"/>
		<b>State:</b>	<input type="text" value="v"/>
		<b>Zip/Post:</b>	<input type="text"/>

# Shipping Method & Instructions

- Use pulldown menu to choose alternate
- Use pulldown menu to use your own UPS or FedEx account
- Enter any special shipping instructions

## SHIPPING

Ship Via:

Fedex 2nd day



Special Instructions:

RECEIVING HOURS 7:00AM TO 4:00PM

## FREIGHT BILLING

Account Number:

55J87964PS11

Name:

BACK LAKE P&H

Address:

32 BACK LAKE ROAD

City:

PITTSBURG

State:

NEW HAMPSHIRE



Zip/Post:

03592

# Review Order & Submit

## ITEMS

Part	Description	*In Stock	Qty	Price	Extended
<b>RA0079000</b>	TEMPERATURE AND PRESSURE GAUGE KIT, I/E LB 500-5000	690	2	\$34.88	\$69.76
<b>S2012700</b>	GASKET BURNER 3 PORT,	540	2	\$6.89	\$13.78
Freight					\$15.31
Order Total					\$98.85

Submit Order

# Order Confirmation

\*Items that are in Stock have an estimated ship date on or before 07/12/2019. Items Not in Stock may have longer lead times.

For reference your order number is **872823**

Joan Mishou Logout  
0 Item \$0.00 Check Out

Search Products

\*Items that are in Stock have an estimated ship date on or before 07/12/2019. Items Not in Stock may have longer lead times.

Favorites Saved Carts Parts Entry

Thank you for doing business with LAARS Heating Systems Company.  
The Order below has been placed and an email confirmation will be sent to you shortly.

For reference your order number is **872823**

Part	Description	*In Stock	Qty	Price	Extended
RA0079000	TEMPERATURE AND PRESSURE GAUGE KIT, I/E LB 500-5000	690	2	\$34.88	\$69.76
S2012700	GASKET BURNER 3 PORT,	540	2	\$6.89	\$13.78
Freight					\$15.31
Order Total					\$98.85

Continue

*In Stock	Qty	Price	Extended
690	2	\$34.88	\$69.76
540	2	\$6.89	\$13.78
Freight			\$15.31
Order Total			\$98.85

# Order Confirmation

- Click "Continue" to exit
- Click "Logout" if you are finished
- An email confirmation will also be sent
- Contact Customer Service to receive shipping confirmations for your company
- Register for Laars Customer Portal to see your orders on line
- If you need assistance, contact Customer Service at 603-335-6300 x11 or [Orders@Laars.com](mailto:Orders@Laars.com)