



User Guide

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Access Your Commerce Site

Navigate to: <https://utz.hhglobal.com/>



For Utz Users:

Click **Utz SSO** to log in using Single Sign On

For Independent Operators and Distributors:

Click **Direct Login**

- When you log in the first time, you will enter your username and click "Forgot Your Password?" to establish your permanent credentials.

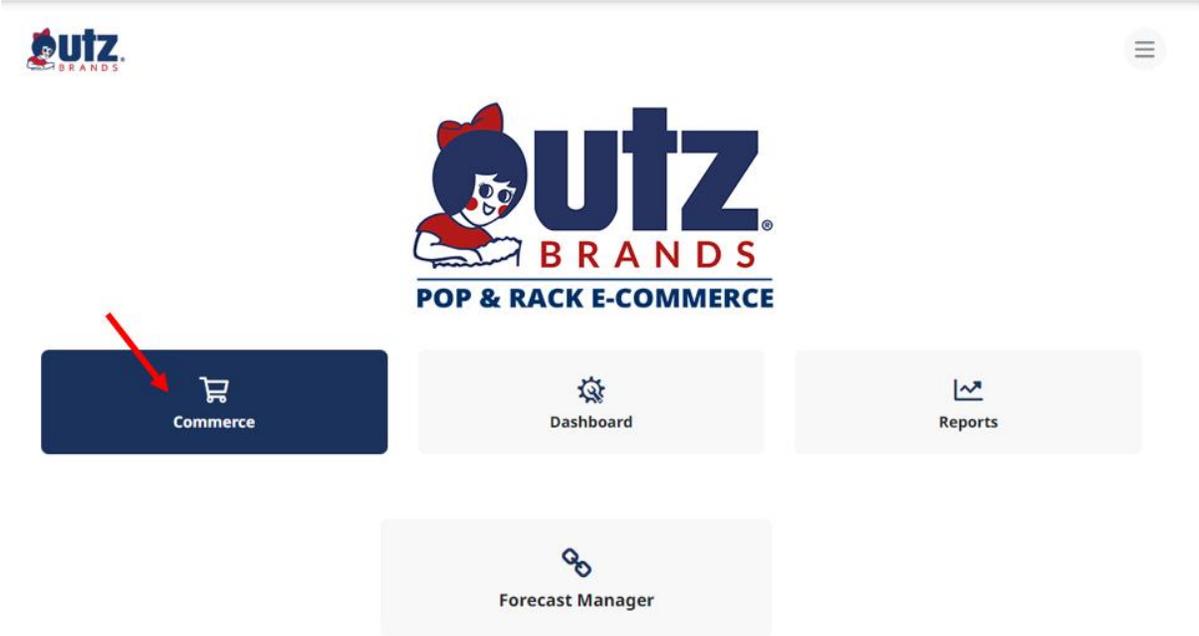


User name

Password

[Forgot your password?](#)

Once you have entered the Utz Portal click on **Commerce**:



Browse the Catalog

To browse through a list of items, click on one of the categories on the left. Once you select a category, the available products in that category will be listed. The search field will display items based on name or description containing the search term entered.

The screenshot displays the Outz Brands catalog interface. On the left, a sidebar lists categories: All, Favorites, Metal Racks, POP, Seasonal, Small POS, and Towers. The main area features a search bar, a 'Quick Entry' filter, and a 'Sort By: Product Name Z to A' dropdown. The product list includes:

- Zapps - Dump Bin** (SKU: 88200, Price: USD \$0.00) - Out of Stock
- Zapps - Dollar General Side Panel & Graphic Kit** (SKU: 88323, Price: USD \$0.00) - Out of Stock
- Zapps - 4 Shelf Hutch Pretzel** (SKU: 88236, Price: USD \$0.00) - Out of Stock
- Zapps - 4 Shelf Hutch** (SKU: 88051, Price: USD \$0.00) - Out of Stock
- Zapps - 4 Shelf C-Store Hutch Header** (SKU: 88344, Price: USD \$0.00) - Out of Stock
- Zapps - 4 Shelf C-Store Hutch** (SKU: 88343, Price: USD \$0.00) - Out of Stock

The **catalog item** display will include the item image, SKU, price and packing specifications via icon  indicating that item is purchased as a Pack of 5.

Hover over item for a quantity box to appear, the item can be added to the shopping cart by entering a quantity and clicking the “add to cart” button.



Zapps - Dollar General Side Panel & Graphic Kit

88323

USD \$0.00



Click on the picture of the item or **View Product** to view the detail screen (below) where additional selections will need to be made in order to add the item to the shopping cart e.g. quantity.

Start / POP / Side Panels & Headers / Zapps - Dollar General Side Panel & Graphic Kit



Zapps - Dollar General Side Panel & Graphic Kit
88323

Price
USD \$0.00

Items in Stock
1

Min Quantity
1

Items to Add
 USD \$0.00

Add to cart



Overview

Quick entry

If you already know the product you would like to order, you can enter a specific SKU and quantity into the **QUICK ENTRY** field to instantly add to your shopping by clicking on the cart icon.

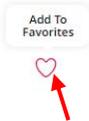


Adding Items to Your Favorites

If you will be ordering a certain item frequently, click the **“Add To Favorites”** heart to add it to your Favorites list to make it easy to find in the future.



Zapps - Dollar General Side Panel &
Graphic Kit
88323
USD \$0.00





Zapps - Dollar General Side Panel & Graphic Kit

88323

Price
USD \$0.00

Items in Stock
1

Min Quantity
1

Items to Add

USD \$0.00

Add to cart



You can see the list of all your favorite items by clicking **Favorites** in the Categories menu. Click the heart to remove it from your favorites.

utZ BRANDS

Search...

CATEGORIES

- All
- Favorites**
- Metal Racks +
- POP +
- Seasonal +
- Small POS +
- Towers

> Quick Entry

Sort By: Product Name A to Z 12

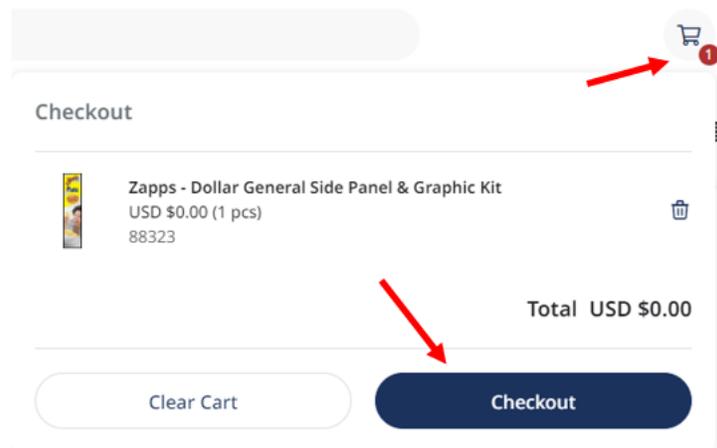
Utz - 4 Shelf Hutch Blue
88349
USD \$0.00

Utz Mikes Hot Honey - 4 Shelf Hutch
88193
USD \$0.00

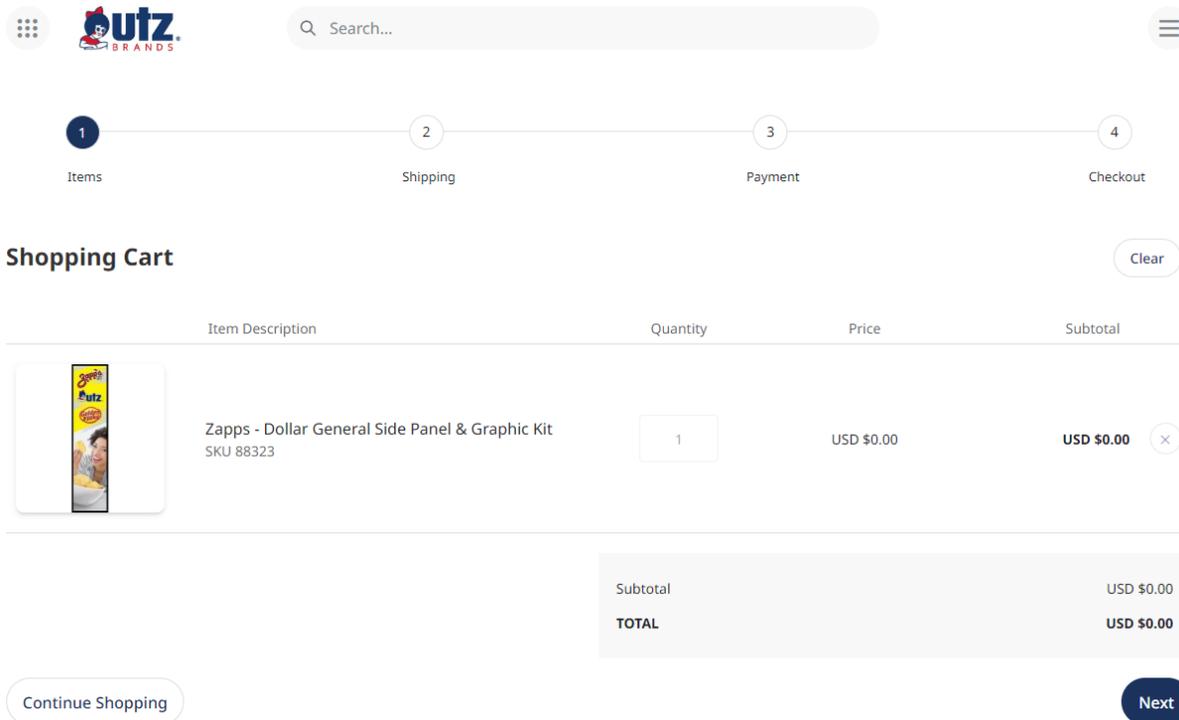
Zapps - Dollar General Side Panel & Graphic Kit
88323
USD \$0.00

Placing An Order

When you have added all the necessary items to your shopping cart, hover over the cart icon in the upper right corner of the screen and select **Checkout**.



The Checkout process starts with the **Shopping Cart** screen.



In the **Shopping Cart**, you can

1. Remove all items from your shopping cart by clicking **Clear**.
2. Modify item quantities in the **Quantity** field.
3. Remove individual items by clicking the **X** button for the line item.
4. Continue with the purchasing process by clicking the **Next** button.

Shipping: Open Address Book. Depending on your user profile, you will be presented with a Corporate Address Book and/or Personal Address Book. Select the desired address, click **OK** to auto-populate your shipping address fields

The image shows a four-step process flow: 1. Items, 2. Shipping, 3. Payment, and 4. Checkout. A red arrow points from step 4 to the 'Open Address Book' button. Below this, the 'Shipping Address' form is shown with fields for search criteria, country code, first and last name, company, and four address lines. To the right, the 'Corporate Address Book' is displayed with a grid of address cards for various employees. A red arrow points to the card for Ben Sullivan. At the bottom, a pagination control shows 'Go to Page' with a 'Go' button and a modal with 'Ok' and 'Cancel' buttons, with a red arrow pointing to the 'Ok' button.

Items Shipping Payment Checkout

Open Address Book Clear

Shipping Address

Search by Search

Enter search criteria

Country Code

First Name Last Name

Company

Address 1

Address 2

Address 3

Address 4

City State Zip Code

Phone Mobile Phone

Corporate Address Book Personal Address Book

Alberto Moran Utz Quality Foods - Taunton, MA 520 Myles Standish Blvd Taunton, MA 2480 UTZ S3026-W3026	Alberto Moran Utz Quality Foods - Wilmington, MA 155 West Street STE 4 Wilmington, MA 1887 UTZ S3027-W3027
Ben Grissom Utz Quality Foods - Waldorf, MD 74 Industrial Park Drive Waldorf, MD 20602 UTZ S3010-W3010	Ben Sullivan Utz Quality Foods - Fredericksburg, VA 11200 Houser Drive, Longwood 5 Fredericksburg, VA 22407 UTZ S3223-W3223
Ben Sullivan Utz Quality Foods - Manassas, VA 8561 Virginia Meadows Drive Manassas, VA 20109 UTZ S3015-W3015	Bob Persicketti Utz Quality Foods - Chicago, IL 4400 S Kolmar Ave Chicago, IL 60632 UTZ S3056-W3056
Carl Pritchard Utz Quality Foods - Denver, CO 4195 Oneida St Unit 1 Denver, CO 80216 UTZ S3051-W3051	Chris Hennessy Utz Quality Foods - Nampa, ID 16693 Madison Ave Suite 3 Nampa, ID 83687 UTZ S3603-W3603
Chris Offringa Utz Quality Foods - Buckley, MI 155 Industrial Drive Buckley, MI 49620 UTZ S3183-W3183	Chris Offringa Utz Quality Foods - Wyoming, MI 3415 Eastern Ave SE Wyoming, MI 49508 UTZ S3182-W3182
Corey Gervais Utz Quality Foods - East Hartford, CT 21 Doloris Drive East Hartford, CT 6108 UTZ S3021-W3021	Corey Gervais Utz Quality Foods - Franklin, CT 140 Route 32 Franklin, CT 6254 UTZ S3211-W3211

Previous 1 2 3 ... 10 Next

Go to Page Go

Ok Cancel



Items

2

Shipping

3

Payment

4

Checkout

Shipping Address

Open Address Book

Clear

Country *

United States

First Name *

Ben

Last Name *

Sullivan

Company *

Utz Quality Foods - Manassas, VA

Address 1 *

8561 Virginia Meadows Drive

Address 2

City *

Manassas

State *

Virginia

Zip Code *

20109

Phone *

703-330-5232

Custom Field 1 *

UTZ

Custom Field 2 *

S3015-W3015

Subtotal

USD \$0.00

TOTAL

USD \$0.00

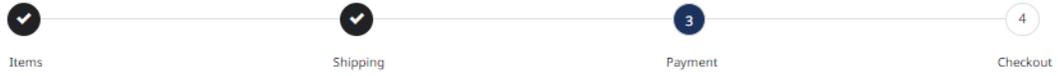
Continue Shopping

Back

Next

NOTE: You will only be able to edit the first name, last name and/or phone number. Click **Next** to continue

Payment: No Payment Method is required. Click Next to continue:



No Cost

Payment Method is not required. Press Next to continue - your order will not be processed until you click Checkout and Order confirmation is shown.

Subtotal	USD \$0.00
TOTAL	USD \$0.00

Continue Shopping

Back Next



Items



Shipping



Payment



Checkout

Shipping Address

Ben Sullivan
Utz Quality Foods - Manassas, VA
8561 Virginia Meadows Drive
Manassas, VA, 20109
United States
703-330-5232
UTZ
S3015-W3015



Change

Payment Information

No Cost
Change

Item Description	Quantity	Price	Subtotal
 Zapps - Dollar General Side Panel & Graphic Kit SKU 88323	1	USD \$0.00	USD \$0.00

Change

Subtotal	USD \$0.00
TOTAL	USD \$0.00

Continue Shopping

Back

Checkout

Once the **Checkout** button is pressed, you will receive an order confirmation with a status of In Progress



Search...



Order confirmation

8/2/2024

Order #PO5021652681

Details

IN PROGRESS

Ordered by

Gina Knox
gina.knox@hhglobal.com

Shipping Address

Ben Sullivan
Utz Quality Foods - Manassas, VA
8561 Virginia Meadows Drive
Manassas, VA 20109
United States
703-330-5232
UTZ
S3015-W3015

Item	Line Item Status	Quantity	Price	Sub
Utz Test SKU 2 - 5 Pack <small>utztestsku2</small> Pack of 5	In Progress	1	USD \$0.00	USD \$0.00

Payment Information

: No Cost

TOTAL **USD \$0.00**

[Continue Shopping](#)



View and Copy Previous Orders

To access a list of all orders you have placed, hover over your user icon and select **Order History**. On the **Order History** screen, you can **filter** order by date or status or search by keyword.

The screenshot displays the 'Order History' page. On the left, there is a sidebar with a 'Date Range' filter (4/9/2024 to 8/2/2024) and an 'Order Status' filter with checkboxes for 'In Progress', 'Partially Shipped', 'Completed', 'Invoiced', and 'Cancelled'. The main content area shows a table with the following data:

Order Number	Order Date	Order Total	Status
#PO4864253289	7/15/2024	USD 90.00	CANCELLED
#PO4897131302	4/3/2024	USD 90.00	CANCELLED
#PO4896797960	4/3/2024	USD 90.00	CANCELLED

On the right side of the page, a user menu is open, listing options: 'User Profile', 'Address Book', 'Order History', 'Subscribed Items', and 'Log Out'.

Contact Support

If you need assistance with your order please contact: utzsupport@hhglobal.com