



# User Guide

## Forecast Manager

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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 Operations 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 in the Utz Portal, please click on Forecast Manager to continue:



## Select Your Buy Group/Buy Window

**Buy Groups**

BUY GROUP SEARCH

BUY WINDOW

All Buy Windows

All Buy Windows

Utz Test 2024

Name	Status	Open Date	Lock Date	End Date	Last Modified
Utz Buy Group Utz Test 2024	OPEN	7/31/2024		8/31/2024	

Items per page: 10

Your Buy Group Name/Buy window will be shown. Choose the buy group you are interested in. Note the Buy Window dates (Open, End). No edits to your interest placement can be made after End Date.

## Express Interest

**Buy Groups** can contain a full catalog of relevant items, or some variation due to regional specifics. Once inside the **Buy Group**, you can enter the quantities required per item and per location.

Showing all products (4) | Showing all locations (209)

Product	1910 Distribution - Oklahoma City	1910 Distribution - Tulsa	Adam Stunkel Sales & Distributing - Hastings	Ajs Distribution LLC - RT 6070	Augustinsky Foods, LLC - Geneva	Product subtotal
10000 Utz Football - Goal Post \$0.00	EACH <input type="text" value="0"/> \$0.00	<input type="text" value="0"/> \$0.00	<input type="text" value="0"/> \$0.00	<input type="text" value="0"/> \$0.00	<input type="text" value="0"/> \$0.00	0 \$0.00
10001 Utz Football - Display Topper \$0.00	EACH <input type="text" value="0"/> \$0.00	<input type="text" value="0"/> \$0.00	<input type="text" value="0"/> \$0.00	<input type="text" value="0"/> \$0.00	<input type="text" value="0"/> \$0.00	0 \$0.00
88323 Utz, Zapps, Golden Flake - Dollar General Sid... \$0.00	EACH <input type="text" value="0"/> \$0.00	<input type="text" value="0"/> \$0.00	<input type="text" value="0"/> \$0.00	<input type="text" value="0"/> \$0.00	<input type="text" value="0"/> \$0.00	0 \$0.00
88395 Utz, Zapps, Golden Flake - Dollar General Sid... \$0.00	EACH <input type="text" value="0"/> \$0.00	<input type="text" value="0"/> \$0.00	<input type="text" value="0"/> \$0.00	<input type="text" value="0"/> \$0.00	<input type="text" value="0"/> \$0.00	0 \$0.00
Location subtotal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	BUY GROUP TOTAL \$0.00

**Products** are displayed in **Rows** and **Locations** in **columns**.

The product column contains a thumbnail of the product, respective SKU (unique product ID), product name, pricing, and packaging information. You can click on the image (thumbnail) to see item specific information



10000

Utz Football - Goal Post

EACH NEW

UNIT PRICE \$0.00

DETAILS

DIMENSIONS

24" W x 23" D - 80" H with hutch

TOTAL DEMAND ACROSS BUY GROUPS

0



All quantities are saved when entered. There is no need to click on anything else (e.g. checkout button) unless you need to change the desired quantity.

Each edit of quantity is recorded in the system and can be previewed via the History button:

Product	1910 Distribution - Oklahoma City	1910 Distribution - Tulsa	Adam Stunkel Sales & Distributing - Hastings	Ajs Distribution LLC - 6070	Product subtotal
10000 Utz Football - Goal Post \$0.00	EACH <input type="text" value="10"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	10 \$0.00

  

Product	1910 Distribution - Oklahoma City	1910 Distribution - Tulsa	Adam Stunkel Sales & Distributing - Hastings	Ajs Distribution LLC - RT 6070	Augustinsky Foods, LLC - Geneva	Bajour Sr
10000 Utz Football - Goal Post \$0.00						<input type="text" value="0"/>
10001 Utz Football - Goal Post \$0.00						<input type="text" value="0"/>
88323 Utz, Zapps, G... \$0.00						<input type="text" value="0"/>
88395 Utz - 2 Shelf T... \$0.00						<input type="text" value="0"/>
Location subtotal		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

  

**Interest collection history — Utz Football - Goal Post**

SHIPPING TO: 4100 Will Rogers Pkwy Ste 150

Previous quantity	New quantity	Quantity delta	Date	User
0	3	3	8/12/2024 2:27:02 PM	Gina Knox
3	0	-3	8/12/2024 2:27:18 PM	Gina Knox
0	10	10	8/12/2024 2:27:26 PM	Gina Knox

For Buy Groups with **multiple locations**:

You can copy and apply quantities across all or selected locations by using Copy button. Select all or specific locations – click Confirm

Product	1910 Distribution - Oklahoma City	1910 Distribution - Tulsa	Adam Stunkel Sales & Distributing - Hastings	Ajs Distribution LLC - RT 6070	Augustinsky Foods, LLC - Geneva	Bajour Sn...
10000 Utz Football - Goal Post \$0.00	EACH 10 <input type="checkbox"/>	0 \$0.00	0 \$0.00	0 \$0.00	0 \$0.00	0 \$0.00

### Select locations for substitution

<input checked="" type="checkbox"/>	Name	Address
<input checked="" type="checkbox"/>	1910 Distribution - Tulsa	920 W Skelly Dr
<input checked="" type="checkbox"/>	Adam Stunkel Sales & Distributing - Hastings	4115 Hornet Dr
<input type="checkbox"/>	Ajs Distribution LLC - RT 6070	7962 GENERAL PULLER HWY
<input checked="" type="checkbox"/>	Augustinsky Foods, LLC - Geneva	1546 OH-534
<input type="checkbox"/>	Bajour Snacks - Hazelwood	187 James S McDonnell Blvd
<input checked="" type="checkbox"/>	Better Made Snack Foods - Bay City - Truco	505 N Euclid Ave

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Cancel

Confirm

**Manage Locations** – will allow visibility control. Manage your interest placement by Viewing only the Locations you want to address:

Name	Address	Subtotal	Visibility
<input type="checkbox"/> 1910 Distribution - Oklahoma City	4100 Will Rogers Pkwy Ste 150	\$0.00	<input type="checkbox"/>
<input type="checkbox"/> 1910 Distribution - Tulsa	920 W Skelly Dr	\$0.00	<input checked="" type="checkbox"/>
<input type="checkbox"/> Adam Stunkel Sales & Distributing - Hastings	4115 Hornet Dr	\$0.00	<input type="checkbox"/>
<input type="checkbox"/> Ajs Distribution LLC - RT 6070	7962 GENERAL PULLER HWY	\$0.00	<input checked="" type="checkbox"/>
<input type="checkbox"/> Augustinsky Foods, LLC - Geneva	1546 OH-534	\$0.00	<input type="checkbox"/>
<input type="checkbox"/> Bajour Snacks - Hazelwood	187 James S McDonnell Blvd	\$0.00	<input checked="" type="checkbox"/>

Upon Completion users can download an Overview of their interest placement:

**\*\*Note:** Please know that you will be unable to access a Buy Window once closed, so please be sure to download your interest placement, if needed, prior to Buy Window end date.

## Contact Support

If you need assistance with your interest placement, please contact: [utzsupport@hglobal.com](mailto:utzsupport@hglobal.com)