



# Hach Webshop: Quick Guide:

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# Why use the Hach webshop?

Your benefits include:

- The webshop is always **open 24/7**, ideal for customers who work out of office hours
- Create your own **favourites list** for easy and quick reordering
- **Quick** order processing
- **All prices are shown**, and you will therefore be aware of the costs before ordering
- **Payment options** available for invoice/credit card
- **Comments field** – this is available if you have any additional requests i.e. partial delivery, express delivery, cannot find a product and much more – our customer service team will then take care of it

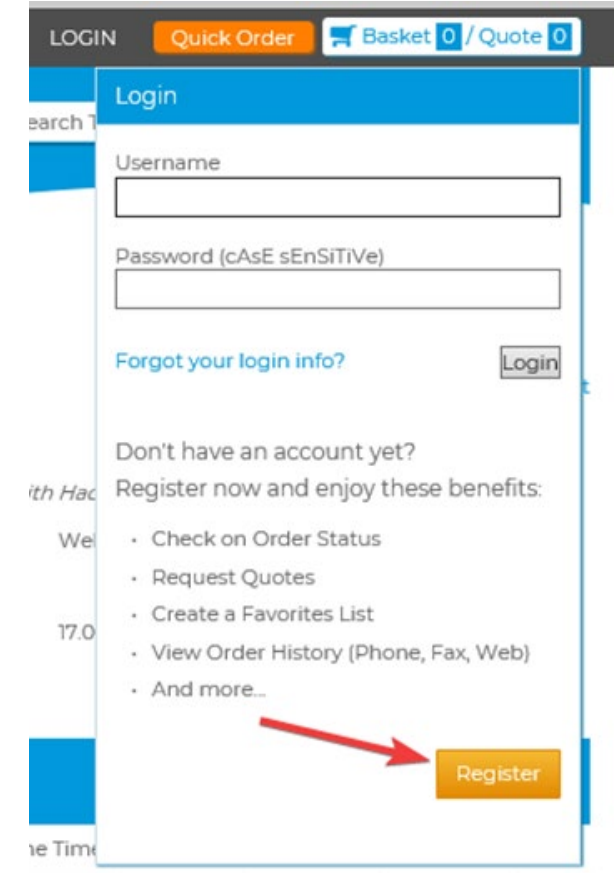
# Registration

How to register to the Hach webshop

1. Go to the Hach website, e.g. uk-hach.com or ie.hach.com



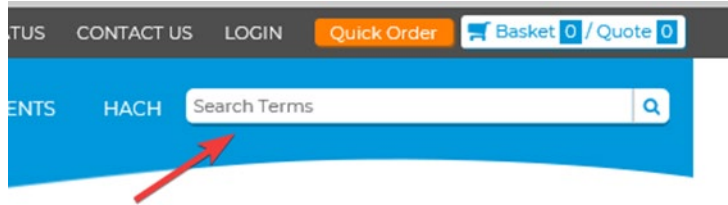
2. Click on the [Login](#) tab, Register and fill in the table (the username is case sensitive and make sure the invoice address is labelled correctly)

A screenshot of the Hach website's login and registration page. The page has a blue header with "LOGIN" and "Quick Order" buttons, and a "Basket 0 / Quote 0" icon. Below the header is a "Login" section with a blue bar. It contains a "Username" input field, a "Password (cAsE sEnSiTiVe)" input field, a "Forgot your login info?" link, and a "Login" button. Below this is a "Don't have an account yet? Register now and enjoy these benefits:" section with a list of benefits: "Check on Order Status", "Request Quotes", "Create a Favorites List", "View Order History (Phone, Fax, Web)", and "And more...". A red arrow points to a yellow "Register" button at the bottom right of the page.

# Quote

## How to generate a quote – 1 of 3

1. After logging in, you can apply the part number to the [Search Terms](#):



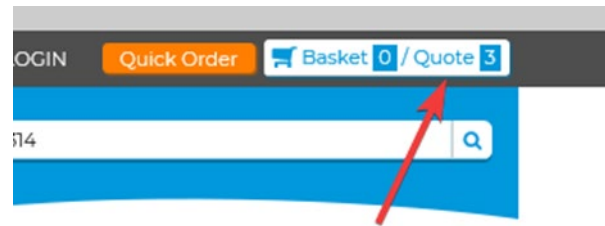
2. After putting in the part number, you can choose to [Add to Quote](#) (or place order by [Add to Basket](#)). This option also allows you to choose the [Quantity](#).



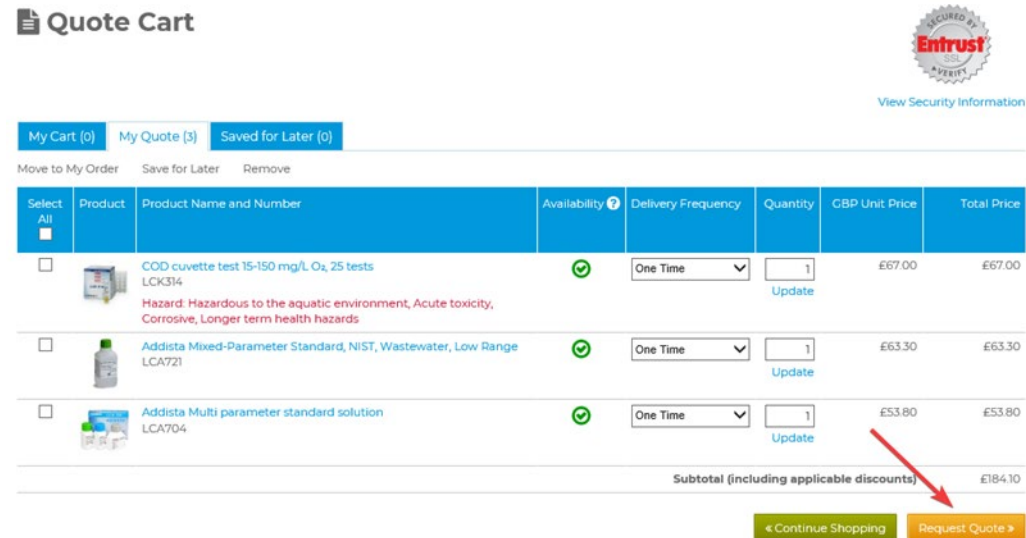
# Quote

## How to generate a quote – 2 of 3

- Once the items selected for a quote are completed, the **Quote** icon in the top right-hand corner shows a number for the items









- Clicking on the **Quote** icon takes you to the quotes pages where quantities can be amended and checked. Once satisfied, click on **Request Quote**



**Quote Cart**

My Cart (0) My Quote (3) Saved for Later (0)

Move to My Order Save for Later Remove

| Select All                                | Product   | Product Name and Number   | Availability  | Delivery Frequency | Quantity                   | GBP Unit Price | Total Price |
|---|---|---|---|--------------------|----------------------------|----------------|-------------|
| <input type="checkbox"/>                  |  | COD cuvette test 15-150 mg/L O <sub>2</sub> 25 tests LCK314<br><small>Hazard: Hazardous to the aquatic environment, Acute toxicity, Corrosive, Longer term health hazards</small> |  | One Time           | 1<br><small>Update</small> | £67.00         | £67.00      |
| <input type="checkbox"/>                  |  | Addista Mixed-Parameter Standard, NIST, Wastewater, Low Range LCA721  |  | One Time           | 1<br><small>Update</small> | £63.30         | £63.30      |
| <input type="checkbox"/>                  |  | Addista Multi parameter standard solution LCA704  |  | One Time           | 1<br><small>Update</small> | £53.80         | £53.80      |
| Subtotal (including applicable discounts) |   |   |   |                    |                            |                | £184.10     |

[← Continue Shopping](#) [Request Quote →](#)

# Quote

## How to generate a quote – 3 of 3

5. From this point follow the three screens:

### Contact & Items

**1. Contact & Items** 2. Address 3. Review Details

**\* Required information**

Your Contact Information

First and Last Name \* (Dummy Account) Javeed Ahmad  
Phone Number \* 0161 886 9913 Extension  
Email \* javeedahmad@hach.com

Need Help? 0161 872 1487 Contact Us

View Security Information

Quote List

| Product Name and Number  | Quantity | GBP Unit Price | Total Price |
|--|----------|----------------|-------------|
| COD cuvette test 15-150 mg/L, O <sub>2</sub> 25 tests LCK314<br><small>Hazard: Hazardous to the aquatic environment, Acute toxicity, Corrosive, Longer term health hazards</small> | 1        | €67.00         | €67.00      |
| Addista Multi parameter standard solution LCA704   | 1        | €53.80         | €53.80      |
| Addista Mixed-Parameter Standard, NIST, Wastewater, Low Range LCA721   | 1        | €63.30         | €63.30      |
| Subtotal (including applicable discounts):   |          |                | €184.10     |
| Delivery:  |          |                | €21.00      |
| VAT:   |          |                | €41.02      |
| Total (incl. VAT):   |          |                | €246.12     |

Cancel Continue >

### Address

**1. Contact & Items** **2. Address** 3. Review Details

**\* Required information**

Invoice Information

Invoice Address Change

Hach Ltd  
laser house, ground floor  
suite BWaterfront Quay  
Salford, Manchester, M50 3XW  
United Kingdom  
Invoice to: Javeed Ahmad  
Phone: 0161 886 9913

### Quote Summary

Quote Summary

| Invoice Information  | Contact Information  | Need Help?                  |
|--|--|-----------------------------|
| Hach Ltd<br>laser house, ground floor suite BWaterfront Quay<br>Salford, Manchester, M50 3XW<br>United Kingdom<br>Invoice to: Javeed Ahmad<br>Phone: 0161 886 9913 | (Dummy Account) Javeed Ahmad<br>Phone: 0161 886 9913<br>javeedahmad@hach.com | 0161 872 1487<br>Contact Us |

Quote List

| Product Name and Number  | Quantity | GBP Unit Price | Total Price |
|--|----------|----------------|-------------|
| COD cuvette test 15-150 mg/L, O <sub>2</sub> 25 tests LCK314<br><small>Hazard: Hazardous to the aquatic environment, Acute toxicity, Corrosive, Longer term health hazards</small> | 1        | €67.00         | €67.00      |
| Addista Multi parameter standard solution LCA704   | 1        | €53.80         | €53.80      |
| Addista Mixed-Parameter Standard, NIST, Wastewater, Low Range LCA721   | 1        | €63.30         | €63.30      |
| Subtotal (including applicable discounts):   |          |                | €184.10     |
| Delivery:  |          |                | €21.00      |
| VAT:   |          |                | €41.02      |
| Total (incl. VAT):   |          |                | €246.12     |

\* I need a Hach associate to contact me

Reference Information

Quote Reference Number

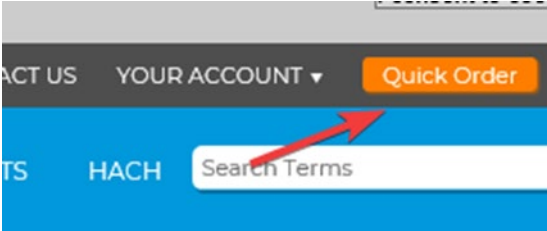
Cancel < Back Save as Draft Submit Quote >

# Ordering – without a quote

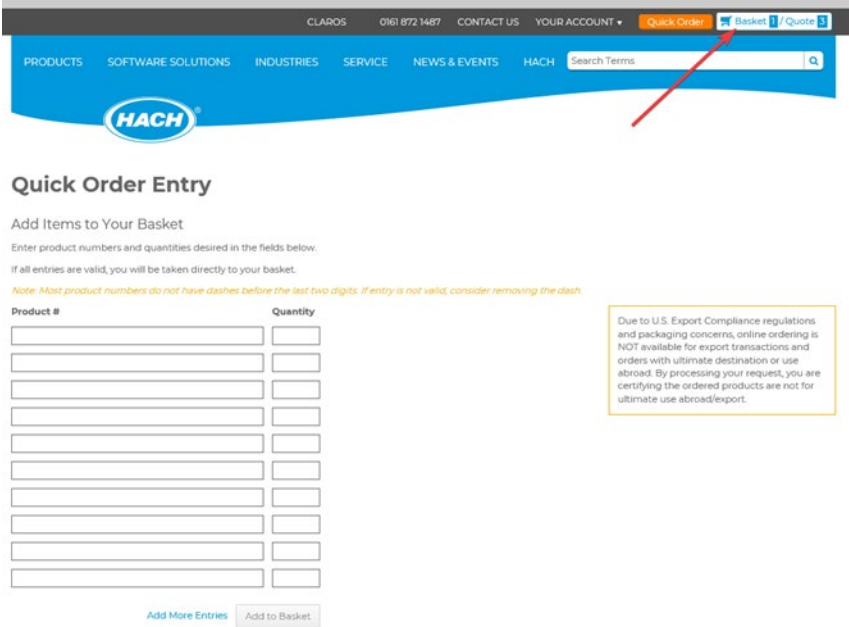
How to generate an order w/o a quote – 1 of 5

## Quick Order

1. One method to make a quick order is by clicking on the Quick Order icon



2. From here you can put in the part numbers and the quantities and add to basket.



# Ordering – without a quote

How to generate an order w/o a quote – 2 of 5

## Search feature

1. Another method is by putting the part number into the search terms and [Add to Basket](#). This option also allows you to choose the [Quantity](#)



2. Once the items selected for an order are completed, the [Basket](#) icon in the top right hand corner shows a number for the items



3. Click on the [Basket](#) icon to go to the order page



# Ordering – without a quote

How to generate an order w/o a quote – 3 of 5

## Search feature

4. Once you have checked the order items, proceed to the [Checkout](#)

**Order Cart**

SECURED BY **Entrust** SSL PERITY

[View Security Information](#)

My Cart (1) **My Quote (3)** Saved for Later (0)

[Move to My Quote](#) [Save for Later](#) [Remove](#)

| Select                   | Product | Product Name and Number  | Availability ? | Quantity   | GBP Unit Price | Total Price |
|--------------------------|---------|--|----------------|--|----------------|-------------|
| <input type="checkbox"/> |         | COD cuvette test 15-150 mg/L O <sub>2</sub> , 25 tests<br>LCK314<br><small>Hazard: Hazardous to the aquatic environment, Acute toxicity, Corrosive, Longer term health hazards</small> |                | <input type="text" value="1"/><br><a href="#">Update</a> | £67.00         | £67.00      |

Subtotal (including applicable discounts) £67.00

[How to generate an order \(with...](#)

[« Continue Shopping](#) [Checkout »](#)

5. From this point there are 4 pages to fill for the order (see next 2 pages)

# Ordering – without a quote

How to generate an order w/o a quote – 4 of 5

## Search feature

### Contact & Items

**Secure Order Checkout**

During the checkout process you will see shipping fees being calculated for your order. If this is your first webshop order, and all conditions of the promotion are applicable, your shipping fees will be deleted during order handling by our Customer Service.

[View Security Information](#)

1. Contact & Items | 2. Address | 3. Delivery & Freight | 4. Review & Payment

**\* Required Information**

Your Contact Information

First and Last Name \* (Dummy Account) Javeed Ahmad  
Phone Number \* 0161 886 9913 Extension   
Email \* javeed.ahmad@hach.com

**Need Help?**  
0161 872 1487  
Contact Us

**Order List**

| Product Name and Number                                       | Availability | Quantity | GBP Unit Price | Total Price |
|---|--------------|----------|----------------|-------------|
| COD cuvette test 15-150 mg/L O <sub>2</sub> , 25 tests LCK314 |              | 1        | €67.00         | €67.00      |
| <b>Subtotal (including applicable discounts):</b>             |              |          |                | €67.00      |
| <b>Delivery:</b>  |              |          |                | €21.00      |
| <b>VAT:</b>   |              |          |                | €17.60      |
| <b>Total (incl. VAT):</b>                                     |              |          |                | €105.60     |

[Cancel](#) [Continue >](#)

### Address

**Secure Order Checkout**

During the checkout process you will see shipping fees being calculated for your order. If this is your first webshop order, and all conditions of the promotion are applicable, your shipping fees will be deleted during order handling by our Customer Service.

[View Security Information](#)

1. Contact & Items | **2. Address** | 3. Delivery & Freight | 4. Review & Payment

**\* Required Information**

**Invoice Information**

**Invoice Address** [Change](#)

Hach Ltd  
laser house, ground floor  
suite BWaterfront Quay  
Salford, Manchester, M50 3XW  
United Kingdom  
**Invoice to:** Javeed Ahmad  
Phone: 0161 886 9913

**Delivery Information** [Change](#)

Hach Ltd  
laser house, ground floor  
suite BWaterfront Quay  
Salford, Manchester, M50 3XW  
United Kingdom  
**Delivery to:** Javeed Ahmad  
Phone: 0161 886 9913

Additional Delivery Information  
  
0 / 30 max characters

**Need Help?**  
0161 872 1487  
Contact Us

**Subtotal (including applicable discounts):** €67.00  
**Delivery:** €21.00  
**VAT:** €17.60  
**Total (incl. VAT):** €105.60

[Cancel](#) [Back](#) [Continue >](#)



# Ordering – without a quote

How to generate an order w/o a quote – 5 of 5

## Search feature

## Delivery & Freight

**Secure Order Checkout**

During the checkout process you will see shipping fees being calculated for your order. If this is your first webshop order, and all conditions of the promotion are applicable, your shipping fees will be deleted during order handling by our Customer Service.

See details

**1. Contact & Items** **2. Address** **3. Delivery & Freight** 4. Review & Payment

\* Required information

Freight Information

Freight Payment Method \*  Standard [View Shipping Terms](#)

Delivery Method \*  Standard Delivery

Delivery Options \*  Allow partial shipments  
 Delivery order complete

**Need Help?**  
0161 872 1487  
[Contact Us](#)

Subtotal (including applicable discounts): £67.00  
Delivery: £21.00  
VAT: £17.60  
Total (incl. VAT): £105.60

Cancel < Back Continue >

Once the order has been submitted, you will receive the order confirmation **quote** via the email registered

## Order Summary

**Review & Payment**

This order is ready to submit. Please review or modify any information below to ensure it is correct.

**Order Summary**

| Invoice Information   | Delivery Information   | Need Help?                                  |
|---|--|---|
| Hach Ltd<br>Eiser house, ground floor suite BWaterfront Quay<br>Salford, Manchester, M50 3XW<br>United Kingdom<br>Invoice to: Javed Ahmad<br>Phone: 0161 886 9913 | Hach Ltd<br>Eiser house, ground floor suite BWaterfront Quay<br>Salford, Manchester, M50 3XW<br>United Kingdom<br>Delivery to: Javed Ahmad<br>Phone: 0161 886 9913 | 0161 872 1487<br><a href="#">Contact Us</a> |

| Delivery Details & Freight Information   | Contact Information   |
|--|---|
| Freight Payment Method: Standard<br>Delivery Method: Standard Delivery<br>Delivery Order Complete/Partial: Delivery order complete | (Dummy Account) Javed Ahmad<br>Phone: 0161 886 9913<br>javed.ahmad@hach.com |

**Order List**

| Product Name and Number                                       | Availability                        | Quantity | GBP Unit Price | Total Price |
|---|-------------------------------------|----------|----------------|-------------|
| COD cuvette test 15-150 mg/L O <sub>2</sub> , 25 tests LCK304 | <input checked="" type="checkbox"/> | 1        | £67.00         | £67.00      |
| Subtotal (including applicable discounts):                    |                                     |          |                | £67.00      |
| Delivery:   |                                     |          |                | £21.00      |
| VAT:  |                                     |          |                | £17.60      |
| Total (incl. VAT):  |                                     |          |                | £105.60     |

**Payment and Order Details**

Purchase Order Number

Payment Method \*

**Payments & Promotions** [How to generate an order \(with...\)](#)

**Promotion Code**  [Apply](#)

**Additional Comments**

Order Comments or Special Instructions

0 / 500 max characters

**Terms and Conditions**

- By placing your Order, you agree to Hach Standard Terms and Conditions.
- Orders containing hazardous items may require special shipping. If changes to your shipping method are required, you will be notified by Hach customer service.
- You will receive an email confirmation which will include the details of this order, including taxes and your confirmation number.

**Obsolete Items**

Items with this mark may be obsolete or unavailable through eCommerce. Please contact Hach customer service for further assistance.

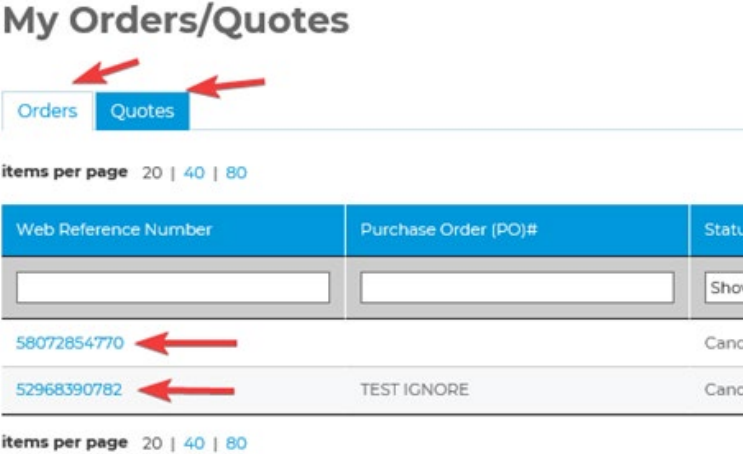
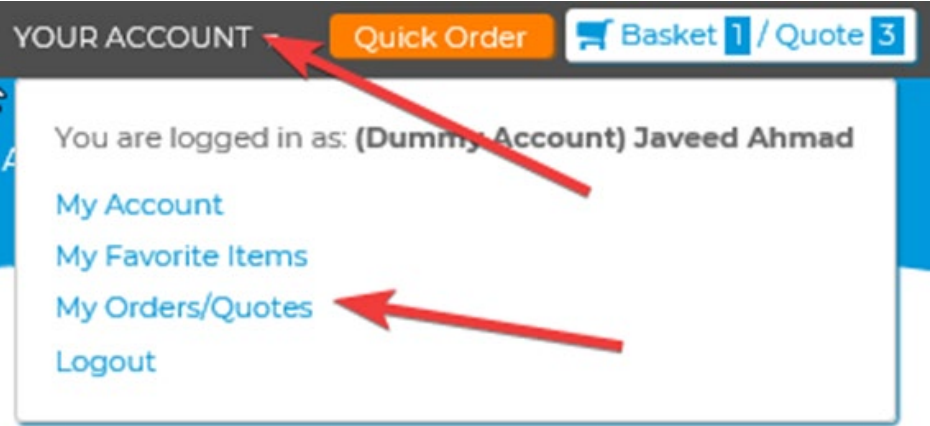
\* I accept the Terms and Conditions.



# Ordering - with a quote

How to generate an order if you already have a quote – 1 of 3

- 1. If you have a quote and you want to order from that, you need to click on [Your Account](#) and then choose [My Orders/Quotes](#) and then [Quotes](#)



# Ordering - with a quote

How to generate an order if you already have a quote – 2 of 3

2. Once quotes have been selected by clicking on to the quote number, this can be moved to an order

## Quotes

 Print

Orders **Quotes**

items per page 20 | 40 | 80

 Download as an Excel Spreadsheet < page 1 of 1 >

| Web Reference Number        | Purchase Order (PO)# | Status ?   | Date Entered | Expiration Date | Reagents   | Order Method |
|-----------------------------|----------------------|------------|--------------|-----------------|------------|--------------|
| <input type="text"/>        | <input type="text"/> | Show All ▾ | Show All ▾   | Show All ▾      | Show All ▾ | Show All ▾   |
| <a href="#">58072854767</a> |                      | Expired    | 20.11.2019   | 19.01.2020      | Yes        | Web          |
| <a href="#">54690836070</a> |                      | Expired    | 03.08.2018   | 02.10.2018      | Yes        | Web          |
| <a href="#">53990029679</a> | TEST                 | Expired    | 12.03.2018   | 11.05.2018      | Yes        | Web          |
| <a href="#">53221189759</a> |                      | Expired    | 03.10.2017   | 02.12.2017      | Yes        | Web          |
| <a href="#">52968390781</a> |                      | Expired    | 17.08.2017   | 16.10.2017      | Yes        | Web          |
| <a href="#">51546940126</a> | TESTING SYSTEM       | Expired    | 06.10.2016   | 05.11.2016      | Yes        | Web          |

items per page 20 | 40 | 80

< page 1 of 1 >



## Need Help?

Need help with the Hach webshop or have an enquiry to your order?

Please contact us - we are here to help you

### Hach UK

Phone: 0161 872 1487

Email: [orders-uk@hach.com](mailto:orders-uk@hach.com)

[www.uk.hach.com](http://www.uk.hach.com)

### Hach Ireland

Phone: +353 146 02 522

Email: [orders-ie@hach.com](mailto:orders-ie@hach.com)

[www.ie.hach.com](http://www.ie.hach.com)

