



User Guide

Project

Hub Catalog

Client

Advance Auto Parts

Date

July 2025

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Introduction

The Advance Auto Parts catalog, supplied by HH Global, simplifies and streamlines the ordering process for products and print on demand needs.

This user guide will provide reference for users on how to navigate through the online catalog and place orders for desired available products.

Home Page

Categories

Home / Forms & Invoices

3-PART INVOICES (carton of 2000)
24499475.693.C
IN STOCK 1

AAP 2-UP LASER INVOICE (Pk 500)
24499472.663
AWAITING STOCK

CASH BALANCE SHEET EXPL (Pk 5 pads of...)
2459472.694.C
IN STOCK 28

COMMERCIAL RETURN RECEIPT (Pk 2 books of...)
24536414.664
AWAITING STOCK

User Profile Menu

From your user profile menu located at the top-right hand corner you may:

- Return to the home page.
- Access the user guide.
- Logout of the catalog (close your current login session).

AAP-DC Cat User

Hub Home

Catalog Home

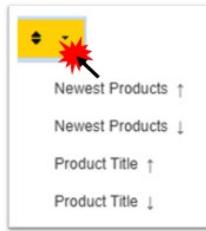
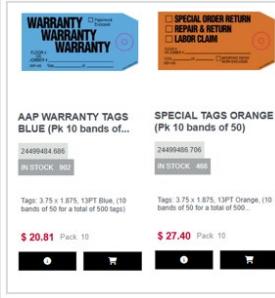
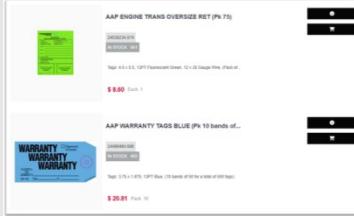
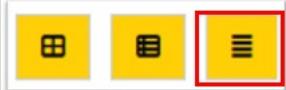
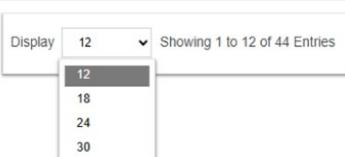
My Details

Help Guide

Logout

Catalog Display

The home page defaults to a grid view. You may change this view based on user preference using the various display options available. The catalog display options are:

Show or hide images		
Sort product list: <ul style="list-style-type: none"> newest/oldest product release product title A-Z or Z-A 		
Display products in grid format		
Display products in list format		
Display products in bulk add format		
Click to change the number of products shown per page		
Click to navigate between the pages of products available		

Browsing the Catalog

Upon landing on the Home page, there are different options for browsing through the products. You may navigate between the pages of products available to you, search for a specific product by various criteria, or select a category and navigate or search within those related products.

Search

Searching for a product within the catalog can be done using the search bar at the top of the homepage. Type in the value or values you wish to search on and the catalog will return products that match. Criteria that can be searched on include (but not limited to):

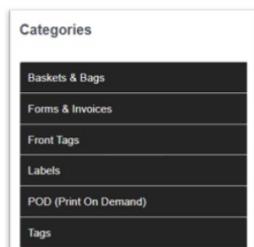
- Product Title
- Product Code
- Product Description
- Category
- Keywords
- Product Type

To cancel a search, simply clear the search box and click the 'Home' link in the breadcrumb.

Categories

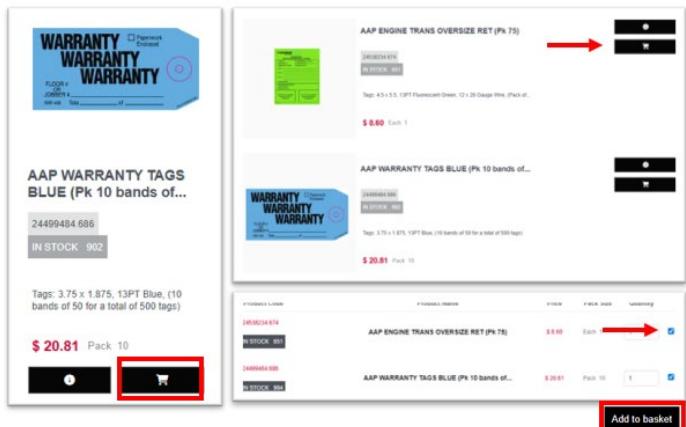
Products are grouped into categories. Categories are listed on the left-hand side of the home page. Selecting a category will display products assigned to that category on the page. While viewing a specific category, the search box may be used to search for a specific product within that category.

To cancel the search or category view, simply click the 'Home' link in the breadcrumb.



Add products to Shopping Cart

In grid view and list view, click the 'Shopping cart'  icon to select the required product. This will add products directly to your shopping cart. In bulk view, check the box for each item and click Add to shopping cart located at the bottom of the page. Repeat this process for each additional product you wish to add to your shopping cart.



Note: To view more information on a product you can click the 'Info'  icon or the thumbnail, which will take you to the product page. You can alter the quantity you wish to order and add to shopping cart from the product page.



WARRANTY WARRANTY WARRANTY

FLOOR # OF JOBBER # 58F-408 Tote of

Paperwork Enclosed

AAP WARRANTY TAGS BLUE (Pk 10 bands of 50)

24499484.686

IN STOCK 902

Pack 10 \$ 20.81

Quantity 

[Description](#) [Manufacturing Specification](#)

OTHER: 3.75 x 1.875, 13PT Blue, 1/0; Black one side, No Bleed, Bindery/Finishing: Drill 1 hole and fiber patch / 2 Clipped Corners/ Shrink or rubber band in 50's Shrink or rubber band in 50's Package: Pack 500

24499484.686

For stock products, you can only add products to the shopping cart with available stock. You can set a notification alert using the "Notify me" option. An email will be sent to you when the product is replenished and available for ordering.



CORES CORES CORES

FLOOR # OF JOBBER # Tote

Paperwork Enclosed

CORE TAGS GRAY (Pk 10 bands of 50)

24499490.680

AWAITING STOCK 

Tags: 3.75 x 1.875, 13PT Gray, 10 bands of 50 for a total of 500 tags

\$ 19.35 Pack 10

Stock Level Replenishment Email Example:

```
From: noreply-azure-STG3@hhglobal.com<mailto:noreply-azure-STG3@hhglobal.com>*
Sent: 26-June-2025-12:16<mailto:26-June-2025-12:16>
To: AAP-DC-CatUser<mailto:advance-auto.com>; AAP-DC-CatUser<mailto:advance-auto.com>; _AllStaff---ITDevelopment<mailto:_AllStaff-ITDevelopment@hhglobal.co
subject: HH-Stock-Level-Replenished-Alert**-HHub---Test-System-Email--Please-Ignore--*|
```

CAUTION: This email is from an external sender. Please verify the sender before replying, opening attachments or clicking on any links in this email. |

Dear AAP-DC-Cat-User|

As per your request-product:24499490.680--CORE-TAGS GRAY (Pk-10-bands-of-50) is now back in stock and available for order. |

Thank you.|

HHub-Support-Team|

hhub.support@hhglobal.com|

.Please-DO-NOT-REPLY-to-this-email-as-it-is-sent-from-an-unattended-mailbox.|

Print on Demand (POD) products require selecting a pack size and personalization, when you click the shopping cart icon you will be taken to the personalization page. Enter required fields, select "Save" and the product will automatically be added to your shopping cart.



AAP CORPORATE BUSINESS CARD (250, 8.5in x 5.5in)

TPIA500252BC02.715

Stock 16pt C2S, Business Cards, Double Sided.

\$ 31.74 Pack 250



AAP RETAIL BUSINESS CARD (250 / 500 cards)

TPIA500252BC01.676

\$ 52.06

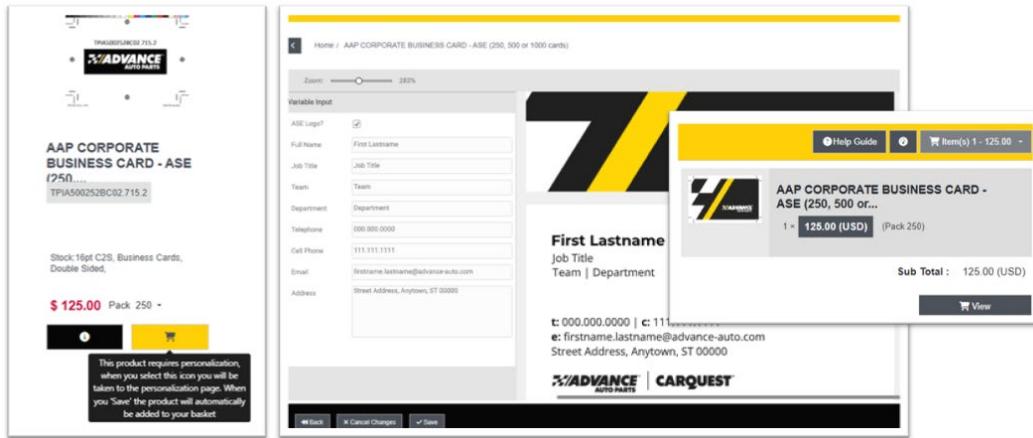
Pack 250 **Pack 500** **Pack 1000**

Personalisation Required
This product requires personalisation before it can be checked out.

Stock 16pt C2S, Business Cards, Double Sided.

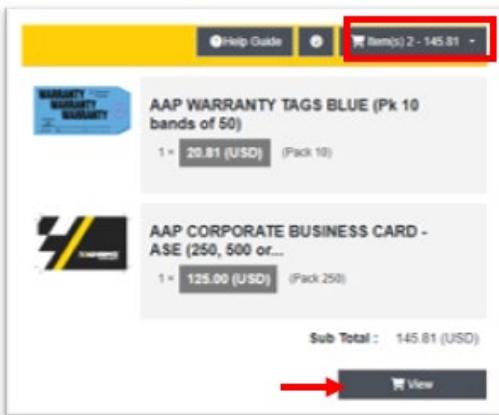
Quantity 

[Description](#) [Manufacturing Specification](#)



Order Shopping Cart Review

Once all desired products have been added, click on the '**Items**' button and select '**View**' to review your shopping cart items.



On the shopping cart review page, you can:

- Update the product quantity.
- Pause items in the shopping cart (holds an item in your shopping cart but does not include it with the order).
- Remove items from the shopping cart.
- Edit Print on Demand items.
- Update your delivery address.
- Return to the home page and continue shopping.
- Empty the entire shopping cart.

Item Title Price Quantity Total

AAP WARRANTY TAGS BLUE (Pk 10 bands of 50) 20.81 (USD) 1 20.81 (USD)

Pack 10

AAP CORPORATE BUSINESS CARD - ASE (250, 500 or 1000 cards) 125.00 (USD) 1 125.00 (USD)

Pack 250

Sub Total 145.81 (USD)

ADDRESSES AND NOTES

Deliver To Invoice To

AAP DC Cat User
Advance Auto Parts
5008 Airport Rd NW
Roanoke
Virginia
24012
United States
+1 704 866 5500

Change →

PAYMENT OPTIONS

Continue Shopping **Empty Basket** **Continue >**

Changing Delivery Details

As a first-time user, the Deliver To address will default to the Corporate Office address. To update the delivery address, click 'Change' in the Addresses and Notes section. Enter a keyword (Store#, State, partial address) in the **Select an Address** field. Select an address from the available Corporate Address Book dropdown list. Once you have chosen your location, check the **"Save/Store Address"** box and click on 'Save'. The last address used will be saved and set as default for future orders.

Recipient Name:

Telephone:

Select an Address: Advance Auto Parts #6772 AAP Store 6772 9822 WI → Step 2

Company (Location Name): Advance Auto Parts #6772

Address Line 1: 5622 W Roosevelt Rd

Address Line 2:

Address Line 3:

Delivery Town: Chicago

Delivery Post/Zipcode: 60644

Delivery Country: United States

Delivery County / State / Region: Illinois

Save as My Default Delivery Address → Step 3

Step 4

Step 1

Step 2

Step 3

Step 4

Step 1

Step 2

Step 3

Step 4

Note: All items in your order must be delivered to the same address. If you need products to be delivered to multiple delivery locations, you will need to place separate orders.

Order Checkout

Once you are satisfied with your product and delivery details, click '**Continue**' to proceed to the Delivery Options and Order Total page, where you may review the final subtotal and delivery to address applied to your order. From this page, click '**Continue**' to proceed to the checkout page.

The screenshot shows the Order Checkout page. At the top, there is a table with a single item: AAP WARRANTY TAGS BLUE (Pk 10 bands of 50) with a price of 20.81 (USD) and a quantity of 1. Below the table, there are sections for Sub Total (20.81 (USD)), Tax (0.00 (USD)), and Total (20.81 (USD)). Below these sections, there are two tabs: 'ADDRESSES AND NOTES' and 'PAYMENT OPTIONS'. Under 'ADDRESSES AND NOTES', there is a 'Deliver To' section with a user profile for 'AAP-DC Cat User' and a 'Invoice To' section. At the bottom, there are buttons for 'Back', 'Continue Shopping', and a red-bordered 'Continue' button.

If you wish to edit your order details, click the '**Edit Order**' button to go back to the shopping cart page. You may also select '**Cancel Order**' to clear your shopping cart and return to the shopping cart page.

If you are satisfied with your order, select '**Confirm order**'. This completes the order process.

Order Confirmation

Once you have completed your order and checked out, you will be presented with the Order Confirmation screen. This screen contains your order number, order date and confirmation that the order has been sent for approval.

Once the Order is approved you will also receive an email with your confirmed Order details. If you wish to print a copy of the order confirmation, click on '**Print Order**'. This will download a PDF Catalog Order to your desktop which you may save or print. Click on '**Home**' to return to the Home page or '**My Orders**' to go to the Dashboard.

The screenshot shows the Order Confirmation page. At the top, there is a breadcrumb navigation: Home / Orders / Order confirmation. Below the breadcrumb, there is a message 'Thank you for your order'. The page is divided into two main sections: 'ORDER DETAILS' and 'ADDRESSES AND NOTES'. In 'ORDER DETAILS', the Order Number is 162865 and the Order Date is Wednesday, July 9, 2025. In 'ADDRESSES AND NOTES', there is a 'Deliver To' section with a user profile for 'AAP-DC Cat User' and an 'Invoice To' section. Below these sections, there is a 'Basket Details' button. At the bottom, there are buttons for 'Print Order', 'MyOrders', and a red-bordered 'Home' button.

Dashboard

The Dashboard stores all information relating to your orders. Click the  icon on the home screen to go to the Dashboard page. You can select a filter period by clicking on 'Orders' to view orders over the last 7, 14, 30, or 90 days; or you can choose to view all orders. Clicking on the Status Categories will show only orders at that selected Status. You can also select from Approved, Awaiting Approval or Declined Orders to review the details.



Note: *The digital assets and requests tabs on the dashboard are not applicable to this catalog*

 A screenshot of the Advance Auto Parts Dashboard. At the top, there are five cards showing order status: 'Ordered' (2), 'In production' (0), 'Shipped' (0), 'Completed' (5), and 'Cancelled' (0). Below these cards is a table for 'Order No. 162865' with status 'Ordered'. The table includes columns for 'Order No.', 'Status', 'Ordered', 'Total', and 'Days'. The 'Ordered' row shows 'Wednesday, July 9, 2025 9:44 AM'. The 'Total' row shows '20.81 (USD)'. The 'Days' row shows '14 Days' and '30 Days'. A red arrow points to a dropdown menu labeled 'Orders' with options '7 Days', '30 Days', and 'Full history'. At the bottom, there is a pagination section with 'Display 10' and buttons for 'First', 'Previous', 'Next', and 'Last >>'.

Order No.	Status	Ordered	Total	Days
162865	Ordered	Wednesday, July 9, 2025 9:44 AM	20.81 (USD)	14 Days 30 Days Full history
162849	Ordered	Thursday, July 3, 2025 5:01 PM	125.00 (USD)	>

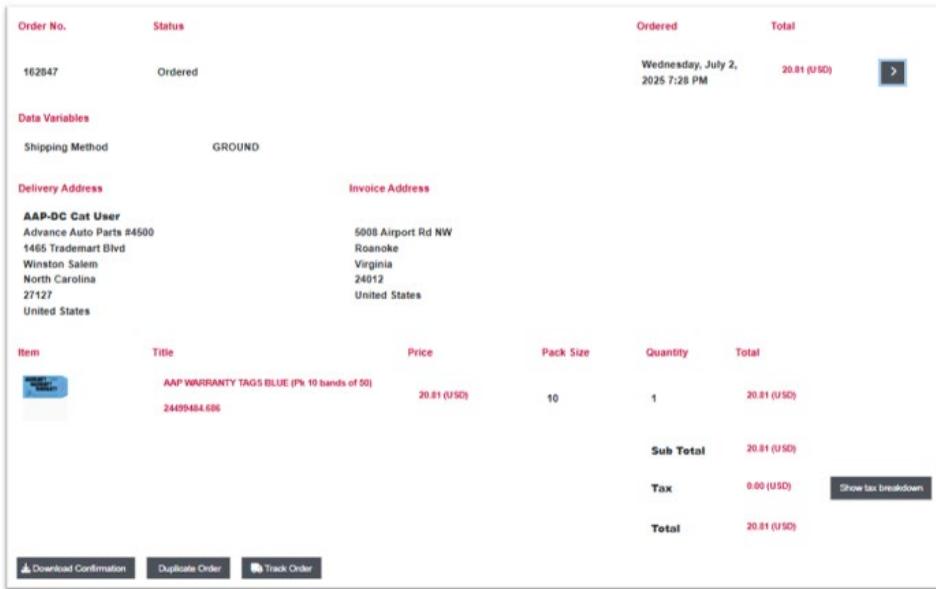
Within the Dashboard, you can see the number of Confirmed Orders at their respective statuses.

- When a New Order is received, it begins at **Ordered** status.
- When a supplier begins to process an Order, it moves to **In Production** status.
- When an Order is being shipped, it moves to **Shipped** status.
- When an Order has been invoiced by the supplier, it moves to a final **Completed** status.
- When an Order has been cancelled by the user, it moved to **Cancelled** status.

You may click on these Status Controls to view only those Orders at that particular Status.

To view more information about a Single Order, click on the  icon to expand Order details. From here, you have the option to:

- Download the Order Confirmation.
- Duplicate the Order.
- Track the Delivery of the Order.



Order No.	Status	Ordered	Total
162647	Ordered	Wednesday, July 2, 2025 7:28 PM	20.81 (USD)

Data Variables

Shipping Method: GROUND

Delivery Address

AAP-DC Cat User

Advance Auto Parts #4500
1465 Trademart Blvd
Winston Salem
North Carolina
27127
United States

Invoice Address

5008 Airport Rd NW
Roanoke
Virginia
24012
United States

Order Details

Item	Title	Price	Pack Size	Quantity	Total
	AAP WARRANTY TAGS BLUE (Pkg: 10 bands of 50) 24499484686	20.81 (USD)	10	1	20.81 (USD)

Sub Total: 20.81 (USD)

Tax: 0.00 (USD)

Total: 20.81 (USD)

Show tax breakdown

Action Buttons:

- Download Confirmation
- Duplicate Order
- Track Order

If you select '**Download Confirmation**', a PDF of the Catalog Order will be downloaded to your desktop that you can save or print.

Order Confirmation Example:

Catalog Order		hhglobal		
Ordered By	AAP-DC Cat User Advance Auto Parts, Inc.			
Order Date	Wednesday, July 2, 2025			
Order Number	162847			
Payment Method	Payment on Account			
Customer Reference				
Shipping Method	GROUND			
Delivery to:	AAP-DC Cat User Advance Auto Parts #4500, 1465 Trademark Blvd, Winston Salem, North Carolina, 27127, United States			
Invoice Address:	AmyWebb 5008 Airport Rd NW, Roanoke, Virginia, 24012, United States			
Item No:	Product Description:	Price:	Pack Size:	
1	AAP WARRANTY TAGS BLUE (Pk 10 bands of 50) - 24499484.686	20.81 (USD)	Pack (10)	
Quantity:	Total:	20.81 (USD)		
Taxation Breakdown				
Description	Rate	Goods	Tax	Total
US (0)	0.00	20.81	0.00	20.81
Sub Total	20.81 (USD)			
Delivery	0.00 (USD)			
Tax	0.00 (USD)			
Total	20.81 (USD)			

If you select '**Duplicate Order**', the previously Ordered items will be automatically added to your order shopping cart ready for you to complete the checkout process.

If you select '**Track Order**', a pop up will display the Shipping Information for the Order (if available). This will update as the Order Progresses through the shipment Process.

Tracking Order Examples:

Track Order	
Track Order	7/7/2025
Shipped Date:	Awaiting Despatch
Date marked as shipped:	
Courier Name:	UPS - https://www.ups.com
Method:	
Tracking No:	1Z6591740300004900

Support

For assistance with this E-store, please email support at support.aap@hhglobal.com

For technical queries, please contact our dedicated support team by email at:

tech.supporthub@hhglobal.com

Versions

Version No.	Release Date	Author	Notes
1.0	07.02.2025	Mary Sol Fernandez	Initial draft

2.0	07.09.2025	Mary Sol Fernandez	Initial draft.v2
3.0	12.01.25	Mary Sol Fernandez	Final