

Navigating Source

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Need to help navigating the Source portal?

Please review this document to learn the basics of Source.

For additional information, articles, and videos, simply type what you are looking for in the search box on the Source website or click on [Submit a Request](#) to ask one of our knowledgeable and friendly Source Support associates.

Source Partner Portal

Ordering Parts & Equipment

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Table of Contents

- 03 Ordering Options
- 04 Overview of Source
- 05 Searching for Items on Source
- 06 How to Check Out
- 08 Search & Pay Invoices

Ordering Options



Option 1: sourcepartnerportal.com

The Source portal can be found on the ASDealerNet home tab. The system has been updated for inventory and pricing accuracy and the tracking tool is a vast improvement from anything we've ever had. Please visit the website for additional training videos.



Option 2: Emailing directly to Customer Service (onecartsupport@tranetechnologies.com)

You will need to provide them with the following information: Company name, account number, po number, will call location or shipping to shop, model numbers you wish to order, and any promos/quotes you would like applied to your order.



Option 3: (1-800-228-7263)

For the most flexibility, our Customer Service Representatives are available for you from 7:30 AM until 6:00 PM CST. You can place or track orders directly with representatives from wherever you are. You can verify pricing and get additional help with systems and equipment options.

Overview of Source

What is Source?

Source is Trane Technologies' new one-stop B2B digital platform. Its mission is to deliver the best customer experience for our customers-enabling you to easily, consistently, and seamlessly find, buy, and pay for our products, and to manage your businesses with RSHVAC & Supply.

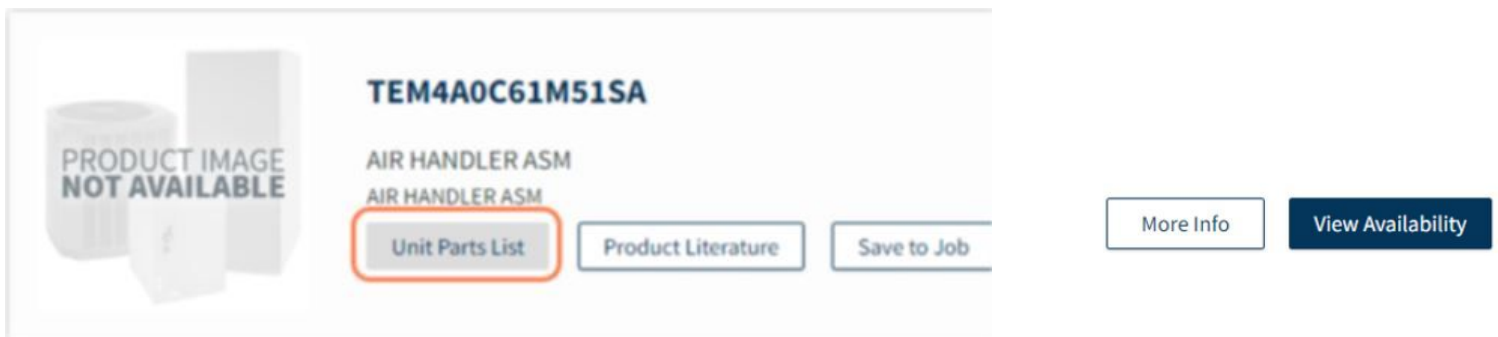
- Source will eventually replace ASDealerNet and ASAir360 for the Residential operating unit only. This will be a multi-year transition, and plenty of communications will go out regarding the time frames and changes.
- Source is not a 1:1 duplication of ASDealerNet content. We are focused on the tasks and jobs users are trying to complete and need, and will continue to add new solutions and applications in Source.
- Customer and user experience input will validate and drive our development priorities.

Searching for Items on Source

- Go to Source Partner Portal
- Type in the item you're looking for, EX:"TEM4A0C61M51SA"



- Click on Search
- You can view the parts list and availability for that item



PRODUCT IMAGE NOT AVAILABLE

TEM4A0C61M51SA

AIR HANDLER ASM
AIR HANDLER ASM

[Unit Parts List](#) [Product Literature](#) [Save to Job](#) [More Info](#) [View Availability](#)

- For the parts list, view the description applicable to your order

[Back](#)

TEM4 - CONVERTIBLE AIR HANDLER
TEM4A0C61M51SAA

Unit Parts List

Ref#	Description
*	ALL PARTS >
*	BLOWER >
*	CABINET >

- For the parts list, view the description applicable to your order

[My Stores](#) All stores with T6031A1011 in stock [Search Near Me](#)

☒ Show only locations where T6031A1011 is in stock

Showing stores near 28214

28214 [Q](#)

How to Check Out

- Go to Source Partner Portal
- Type in the item you're looking for, EX:"TEM4A0C61M51SA"

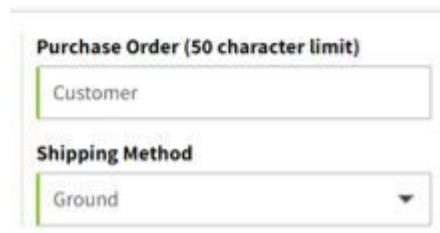


- Click on Search
- Click on View Availability (this allows you to see if the item is in stock at a certain location, or back ordered)



- See the item you need in stock? Type the quantity under the location you want the item from. This will also show you how many are available.

- Click on Add to Cart
- Click on Go to Cart



- If you need to change the pickup or delivery location, adjust here



Continued on next page

How to Check Out

- **Click on Checkout** Not ready to checkout? You can save this to a job or email the items from the cart for future purchases.

Summary does not reflect final sales price.

Checkout

Save Job Email Cart

- **Select Payment Type**

Payment Information

Discounts for payment type only apply to equipment

Payment Type

CREDIT CARD

- **Fill out all Contact Information**

Contact Information

Email

ALANNA.COHEN@TRANETECHNOLOGIES.COM

Name

ALANNA COHEN

Phone

- **Click on Continue to Shipping Information**

Total (1 Items) \$ 16.83

Summary does not reflect final sales price.

Continue to Shipping Information

Save Job Email Cart

- **Review your order**
- **Place Order**

Search & Pay Invoices

- Go to ASDealerNet
- Financial Center
- Invoice Management



- Search by invoice type, time period, status, or parts/equipment account

A screenshot of the ASDealerNet Invoice Search interface. The top bar shows 'Invoice Search' and 'Account Details' tabs, with a welcome message 'Welcome: Cohen, Alanna'. Below the tabs are search filters: Search Type (Invoice #), Search Term (Search for...), Document Type (All Documents), Time Period (Last 90 days), Status (Active), and Account (All Accounts). A 'Search' button is on the right.

- You can select the invoices you want to pay
(a total will show at the bottom where you have the options to pay or view those invoices)

A screenshot of the 'Selected Invoices' summary. It shows 'Selected Invoices (3) Total Amount: \$ 5,596.80'. There are 'Pay' and 'View' buttons.

- **Make a Payment** This screen will show you which invoices you selected and allows you to select a payment method.

Selected Invoices for Payment | Account - 33509 - Equipment

Invoice #	Terms	Status
36002666		Active
36002624	INSTALLMENT 04	Active
36002621	INSTALLMENT 01	Past Due

Payment Method

-- Select Payment Method --

Continued on next page

Search & Pay Invoices

- After you select the payment method, select "Make a Payment"

Payment Total: \$ 5,596.80

Cancel

Make a Payment

- A Payment Confirmation will show

Online Payment Confirmation

Payment Submitted with Confirmation Number ISWHCYTARI.

It may take up to 3 minutes for this payment to be applied to your account.

Print Confirmation

Continue

- Account Details

- Statement details
- Bank Account Information
- Payment History

