
Hub Commerce User Guide

LatAm

Last Updated: 27 JUNE 23

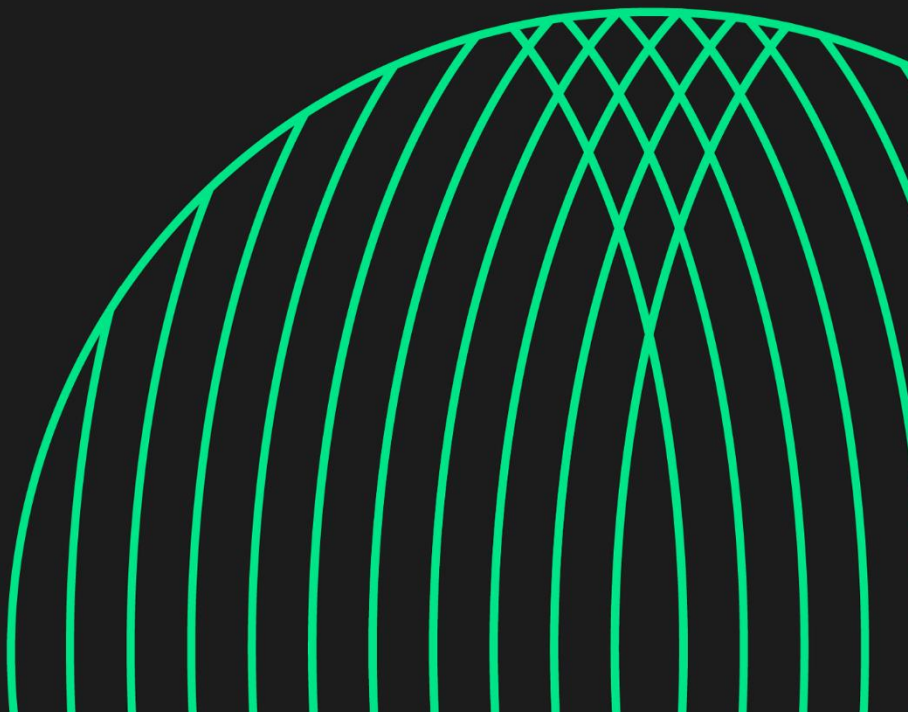
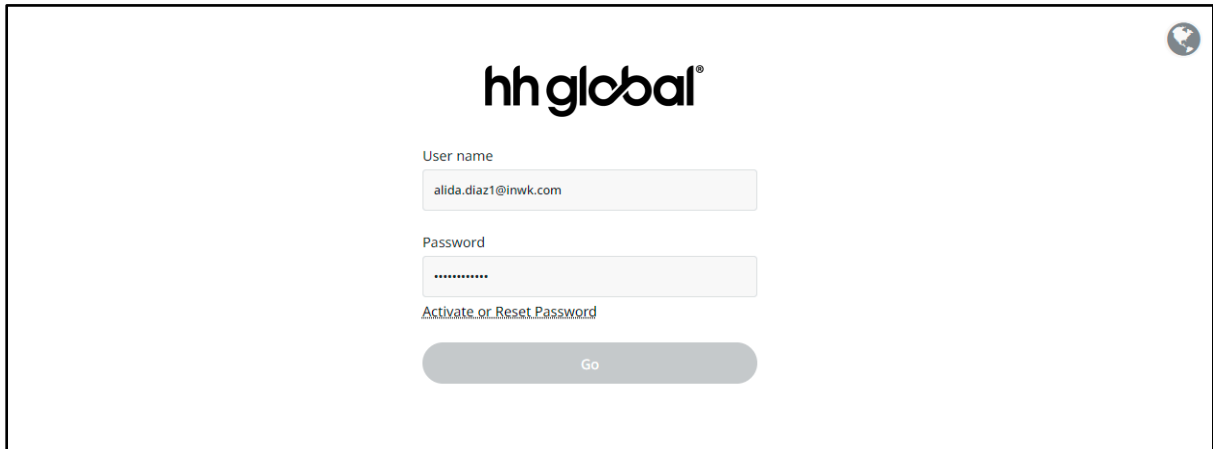


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Access Your Commerce Site

In your browser, go to <https://inj.hhglobal.com/>. Provide your username (your email address) and password to log in.



hh global[®]

User name
alida.diaz1@inwk.com

Password

[Activate or Reset Password](#)

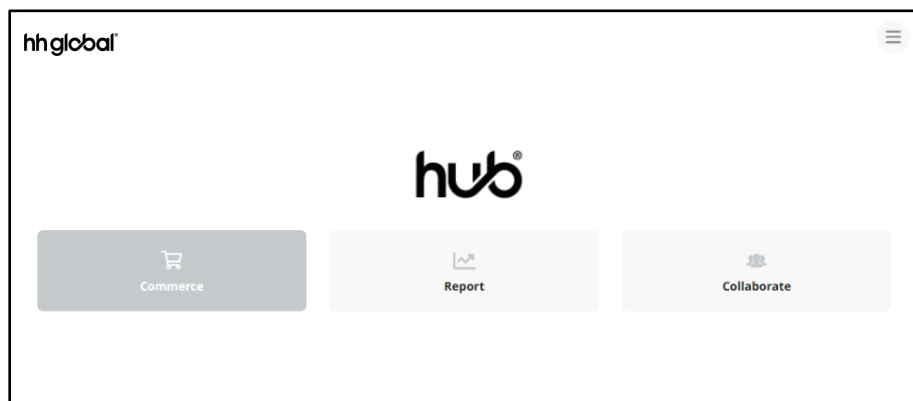
Go

If this is your first time accessing HUB, you will need to set your password by clicking on **Activate or Reset Password**, located just below the password field.

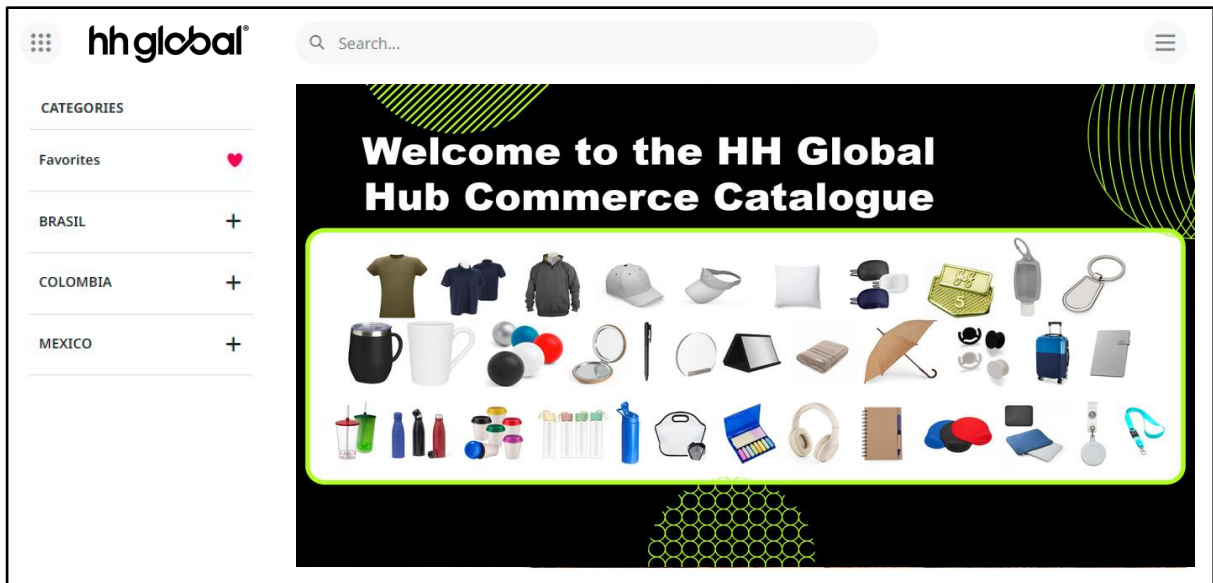
Enter your email address in the username field and click **Go**. You will receive an email with a link to set up your password and complete the login process.

Passwords should be a minimum of 8 characters, and must include at least one uppercase letter, number, and special character (e.g. # \$ % ! etc.)

After a successful login, the HUB portal site homepage will appear – click on Commerce module to continue to the catalog.

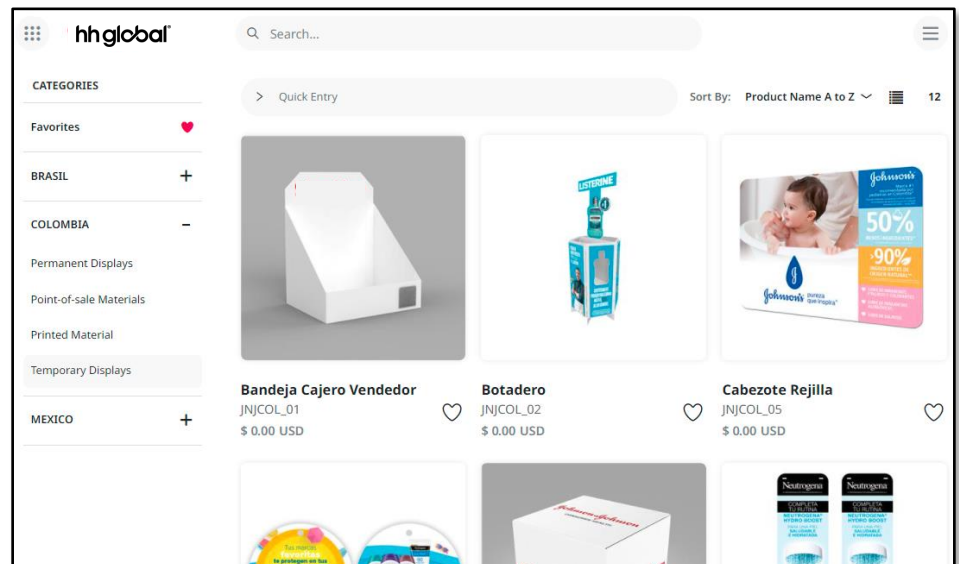


You will be redirected to the Commerce catalog homepage.

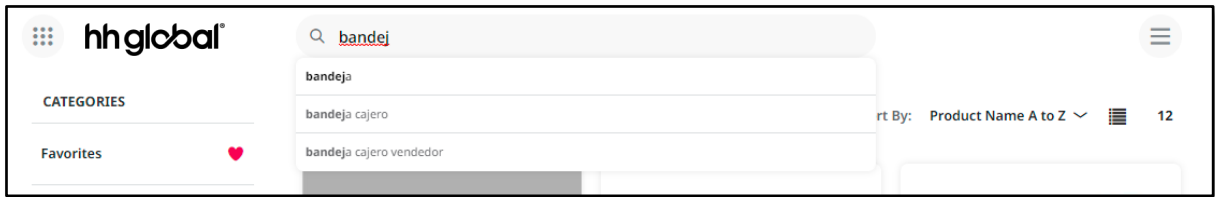


Browse the Catalog

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.

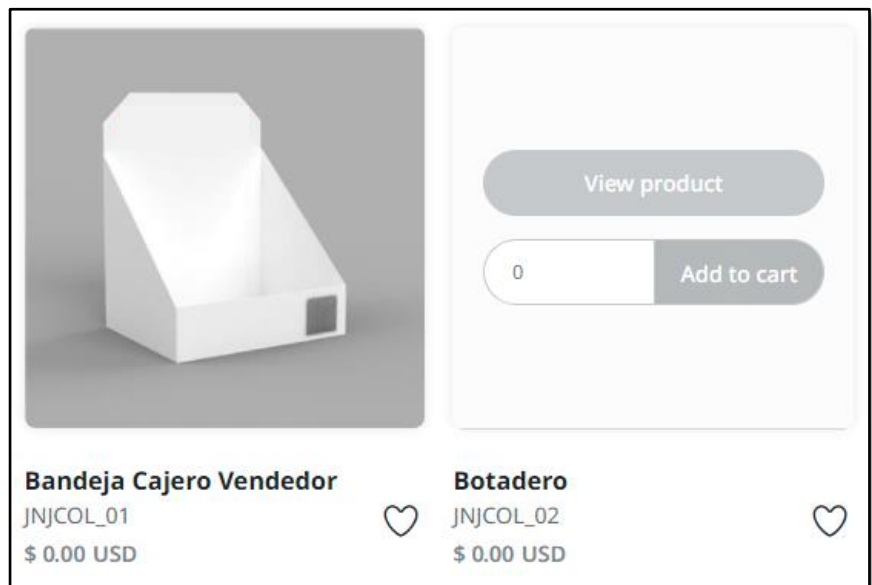


The search field will display items based on name or description containing the search term entered.



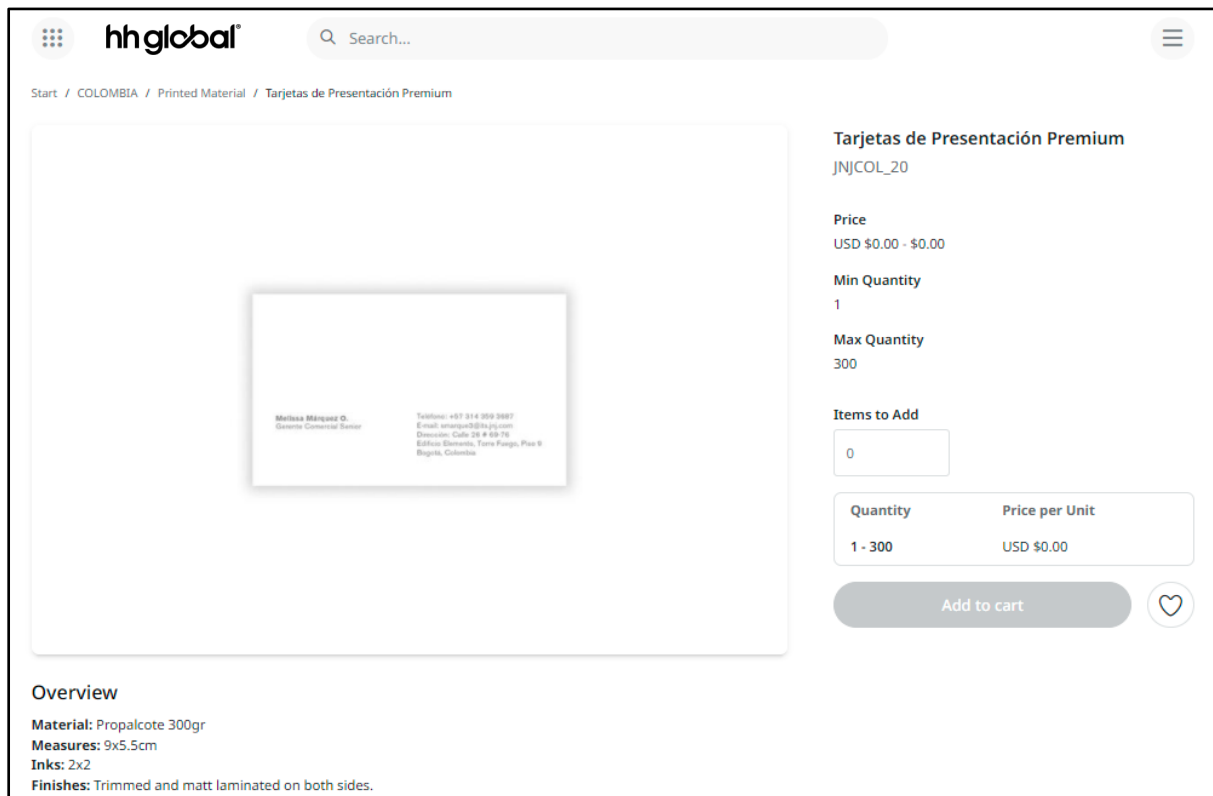
The **catalog item** display will include the item image, SKU and price.

If a quantity box appears when you hover over the item image, the item can be added to the shopping cart by entering a quantity and clicking the “Add to cart” button.



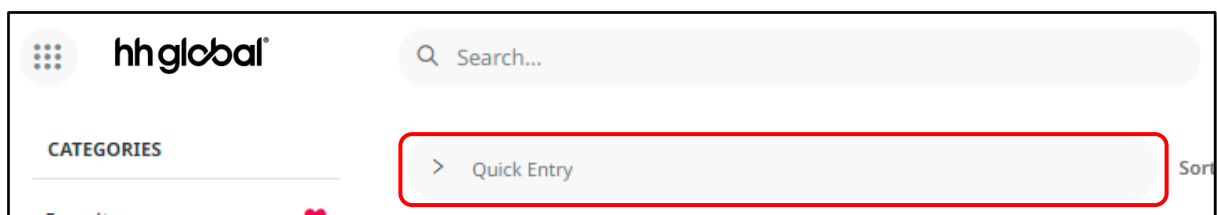
Click on “View product” when you hover over the picture of the item, to view the detail screen where in some cases additional selections will need to be made in order to add the item to the shopping cart.

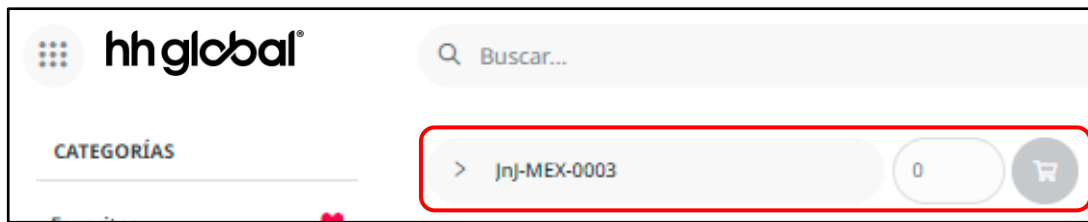
The **detail screen** (below) will include the item description at the bottom left, pricing, and additional information in the upper-right.



Quick Entry

If you already know the product you would like to order, you can enter a specific SKU into the **Quick Entry** field and click on the arrow icon that appears on the right of the field to be redirected to the details page of that item.





Adding items to your cart from the product details page

1. Click on View Product to go into the product detail page.
2. Select a quantity to order in the “Items to Add” field.

Items to Add

150 **MXN \$112,896.00**

Quantity	Price per Unit
1 - 20	MXN \$966.54
21 - 70	MXN \$889.22
71 - 100	MXN \$818.08
101 - 200	MXN \$752.64
201 - 400	MXN \$692.43
401 - 600	MXN \$637.03
601 - 800	MXN \$586.07
801 - 1000	MXN \$539.19
1001 - 1300	MXN \$496.05
1301 - 1600	MXN \$456.37

Add to cart

♥

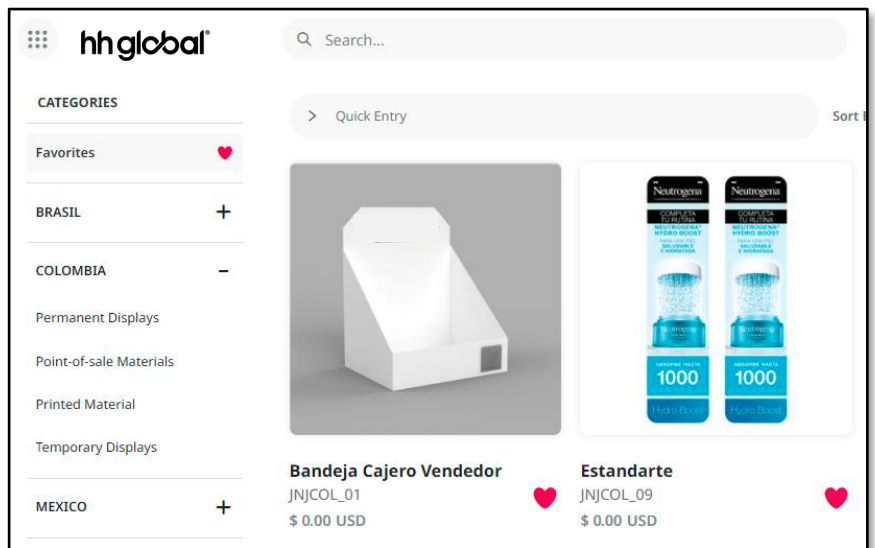
3. To add the item to your cart, click the Shopping cart button. The item will be added to your cart.
4. After adding at least one item to your shopping cart, a Checkout icon will appear at the top right of the page, which can be used to begin the checkout process.



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. The heart is available on the catalog and detail screen.

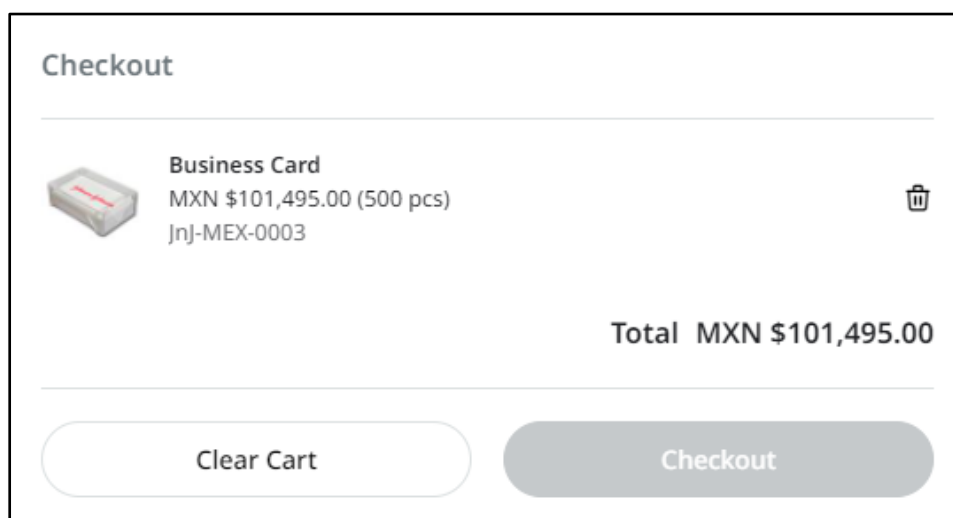
You can see the list of all your favorite items by clicking Favorites in the Categories menu.



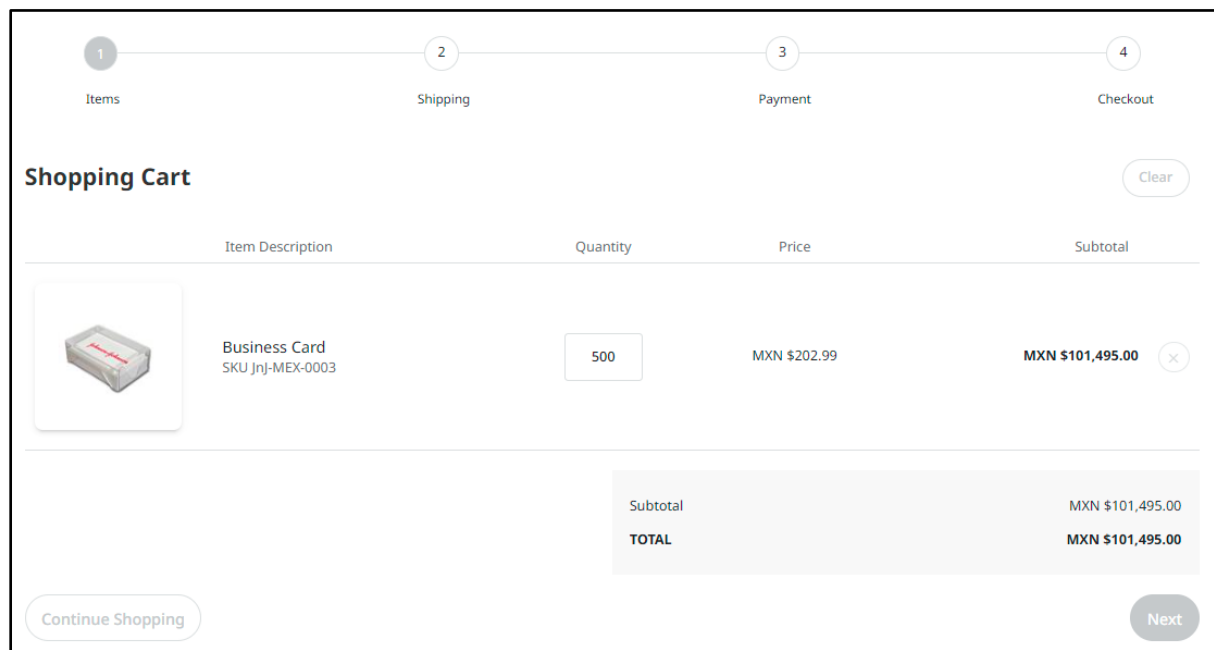
Click the heart to remove it from your favorites.

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**. This launches the checkout screen.



This launches the **Shopping Cart** screen.



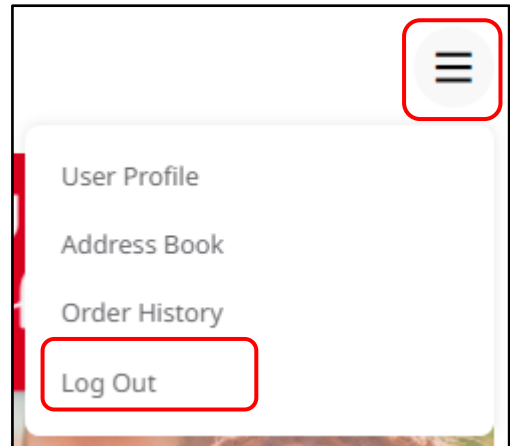
Review Your Items

In the **Shopping Cart**, you can

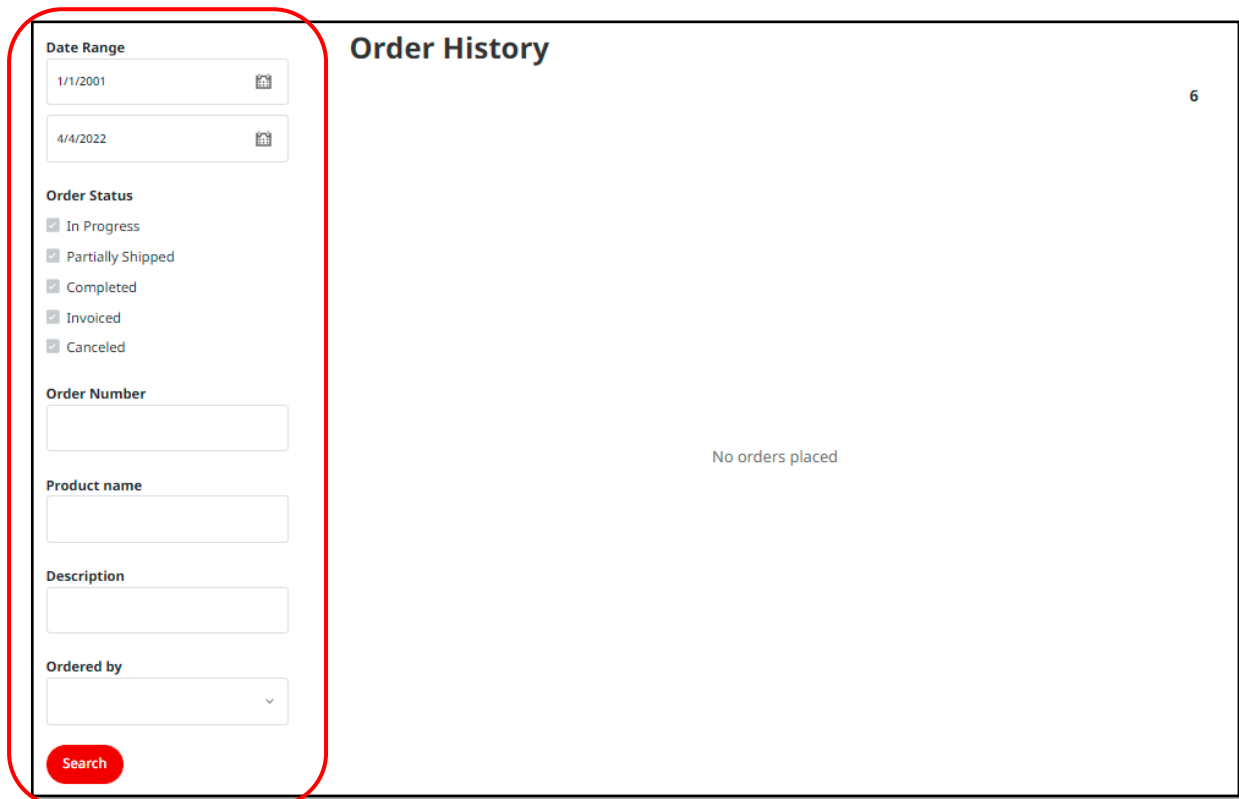
1. Remove all items from your shopping cart by clicking **Clear Cart**.
2. Modify item quantities in the Quantity field.
3. Remove individual items by clicking the X button for the line item.
4. Continue with the purchasing process by clicking the Place Order button.

View and Copy Previous Orders

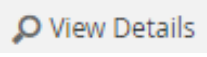
To access a list of all orders you have placed, hover over your user menu icon and select **Order History**.

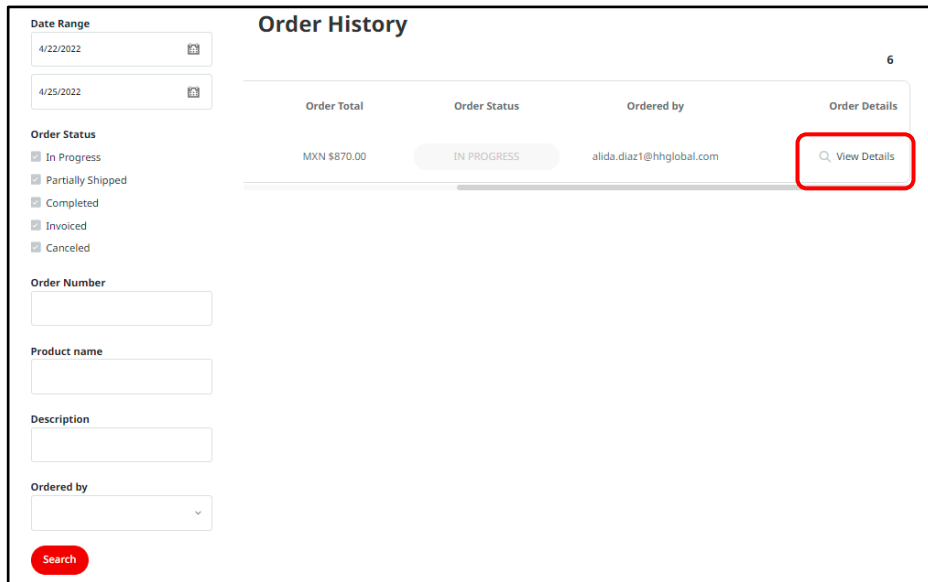


On the **Order History** screen, you can **filter** order by date or status or search by keyword.



Order History Details

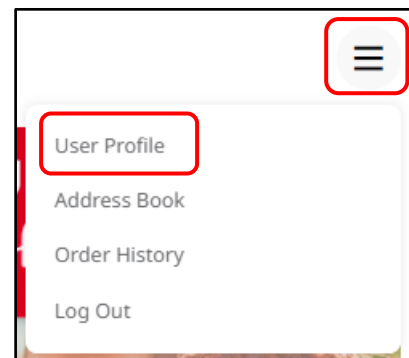
 Click in View Details to bring up an order's confirmation screen, which lists all the included items. At the bottom of the screen, click the shopping cart to add all these items to your cart, or the print button to print the screen.



Set a Default Shipping Address


To set a default shipping address for your account, hover over the user menu icon on the top right-hand corner of the page and select **User Profile**.

Click on the gear icon on the right of the **Default Shipping Address** label to add or edit the address.



Profile

User Account ⚙️ English (US) ▾

 First Name
Alida

Last Name
Diaz

Email
Alida.Diaz1@inwk.com

Default Shipping Address ⚙️

Country
Mexico

First Name
Alida

Last Name
Diaz

Company

Phone
55.36220500 ext.114

Address 1
Lope de Vega No 107 Office 603

Address 2

Default Billing Address ⚙️

Country

First Name

Last Name

Company

Phone

Address 1

Address 2

City

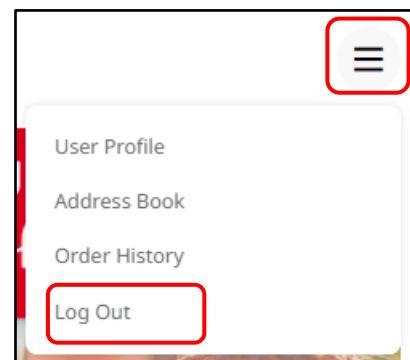
State


Zip Code

In the User Profile section of the site, you can also change the language to navigate the site in, your profile picture, and your default billing address.

Add an Address to your Address Book

To add a new address to your personal address book, hover over the user menu icon and click on **Address Book**.



Address Book	Add Address 
Alida Diaz	Edit
Lope de Vega No 107 Office 603 Mexico City, Distrito Federal, Miguel Hidalgo 11570	

Click on **Add Address** to add a new address to your personal Address Book.

Contact Support

If you need assistance with log in or with any placed orders, please contact the Johnson & Johnson LATAM support team e-mail_at: **Hubsupportjnj@hhglobal.com**.