Quick Start Guide

Part Search: When search results are returned, you can refine your search by selecting options in categories such as Brand, Sub Brand, Product Description, Position, Engine Size, and Sub Model.

Search by Year/Make/Model (YMM)

1. In the PARTS FINDER on the home page, select the **Vehicle** tab.
2. Enter the **Year**.
3. Select the **Make** and **Model** in the dropdown menus.
4. Click the **Look it Up** button.

Search by VIN

1. In the PARTS FINDER on the home page, select the **VIN** tab.
2. Enter the **VIN number**.
3. Click the **Look It Up** button.

Search by Catalog Category

1. Click the **Catalog** button in the navigation bar near the top of the screen.
2. In the dropdown box, click the **Part Category**.
3. Refine your search by Brand, Sub Brand, Product Description, Position, Engine Size, and/or Sub Model.

Ordering

Stock Check

1. Add the part to the shopping cart either through the Quick Order entry or Parts Finder Add to Cart.
2. Continue as if placing an order, click the **Proceed to Cart** button.
3. Select the required **Order Type**.
4. Click the **Checkout** button.
5. The screen will contain the **Requested Quantity** and the **Available Quantity**.

Quick Order

1. After login, the Quick Order box appears on the homepage.
2. Enter the **Part Number** and **Quantity** for each part.
3. To continue placing an order, click the **Proceed to Cart** button.
4. Select the required **Order Type**.
5. Click the **Checkout** button.
6. Check the **Confirm** checkbox to confirm the **Shipping Location** and **Available Quantity**.
7. Select the required carrier from the **Choose Carrier** drop-down list.
8. Select the required shipping method from the **Choose Shipping Method** from the drop-down list.
9. Enter the **Purchase Order Details**.

Quick Order (continued)

10. Click the **Continue to Review & Place Order** button.
11. Review the order. Click the **Place Order** button.
12. View the **Order Confirmation**. You can print or save an electronic file of your order if necessary.

Order Upload – (Submit an Order)

1. After login, enter the **Purchase Order Number** (i.e., PO).
2. Click the up-arrow icon **(↑)** in the **Upload a File** field.
3. Select the file to upload, then click **Open**.
4. Enter the order **Description**.
5. Click the **Upload Order** button.
6. On completion, the message "*File Uploaded Successfully*" will appear.
7. Scroll down and select **Order Status** under QUICK LINKS.
8. Select **Upload Order Status**.
9. The status of your most recent order should be displayed. The status will show an error message if any issues were identified during validation of the order.

View Orders (Order History)

1. After login, click **My Account** at the top of the home page.
2. In the **My Account** section/box on the left, click **Order History**.
3. On the **Order History** screen, click the **Order Status** tab.
4. Enter information to search by *Purchase Order Number, Confirmation Number, Start Date, End Date,* or *Order Status*.
5. Click the **Search** button to show results.
6. Click a column header to sort by that column.
7. Click on the specific **Order #** link to view Order Details.

View Invoices / Credit Memos

1. After login, click **My Account** at the top of the home page.
2. In the My Account section/box on the left, click **Order History**.
3. Click the **Invoices** tab.
4. Search for invoices by *Purchase Order Number*, *Invoice Number*, *Start Date*, *End Date*, and/or Invoice type *(All, Credit Memos, Invoices)*.
5. Click the **Search** button to show results.
6. Click on the specific **Invoice #** link to view Invoice Details.
7. View the invoice Order Details.