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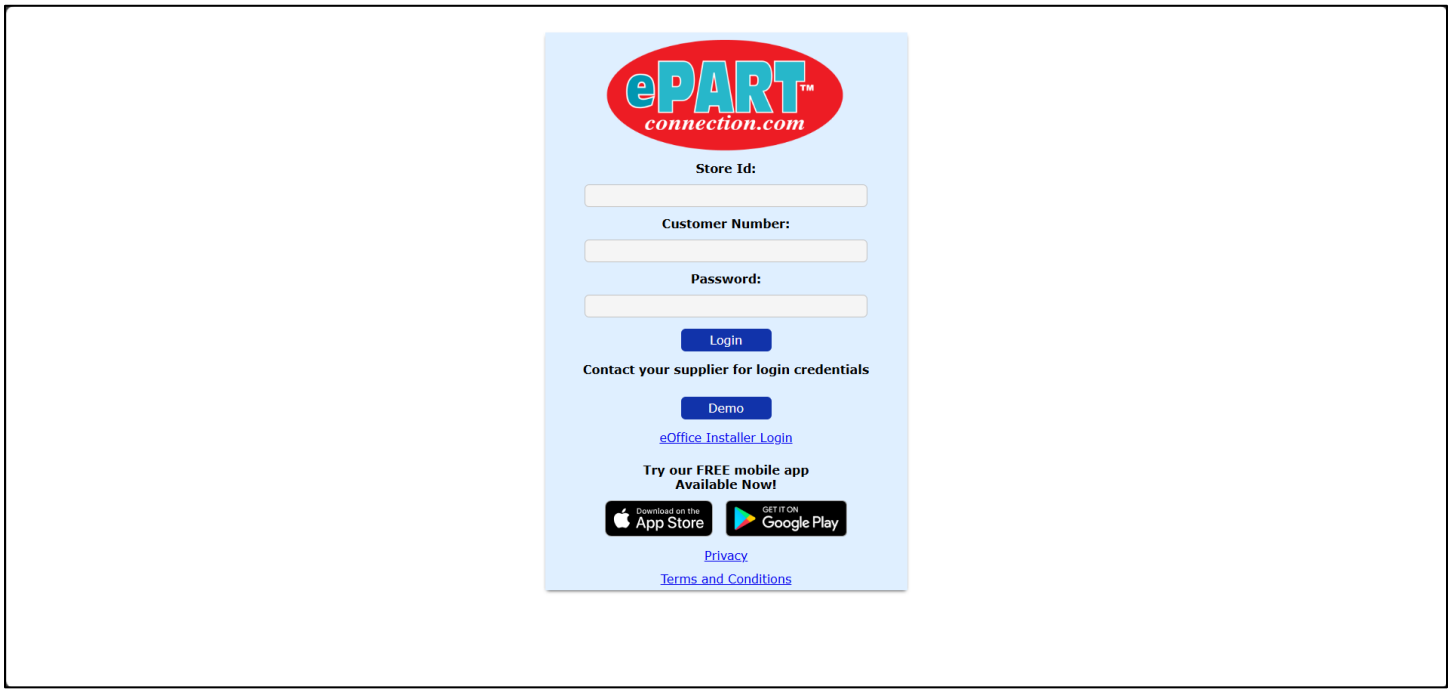
Logging Into ePartConnection

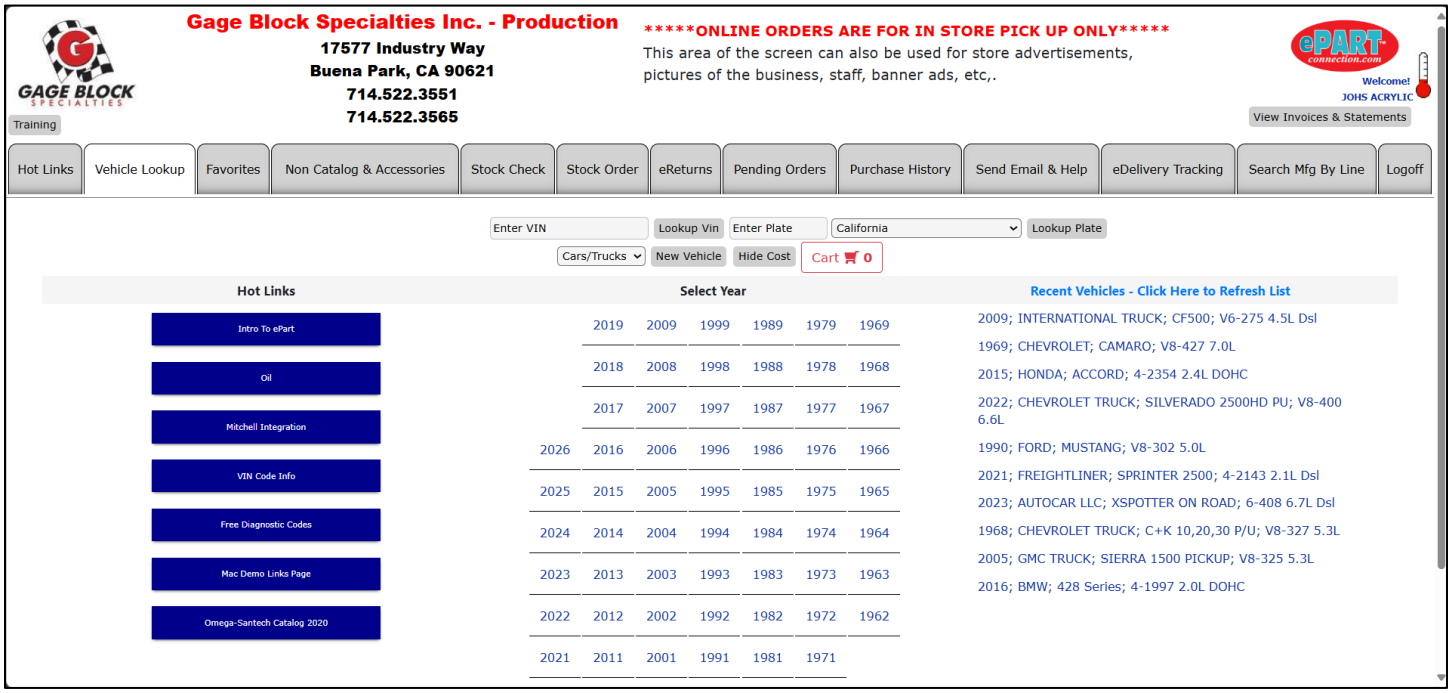
To access the ePartConnection website, enter the following URL within the internet browser: https://epartconnection.com/.

The following login screen will now be displayed as shown:



- Click within the *Store Id:* field and enter the store ID provided by your supplier.
- Click within the *Customer Number:* field and enter the customer number provided by your supplier.
- Click within the *Password:* field and enter the password provided by your supplier.
- Click on the blue `Login` button to login into the suppliers' ePartConnection website.

The *Vehicle Lookup* tab screen will now be displayed as shown:



Selecting A Recent Vehicle

Users have the ability select a recently selected vehicle as follows:

- Click on the blue *Recent Vehicles – Click Here to Refresh List* heading link to refresh the list of previous vehicles listed.
- Click on any of the blue listed vehicle links under the *Recent Vehicles – Click Here to Refresh List* heading to select the particular year, make and model of a previously selected car.

Selecting A Vehicle By Vin Number

- Click within the *Enter VIN* field, enter the vehicle's identification number (VIN) and then click on the `Lookup Vin` button.

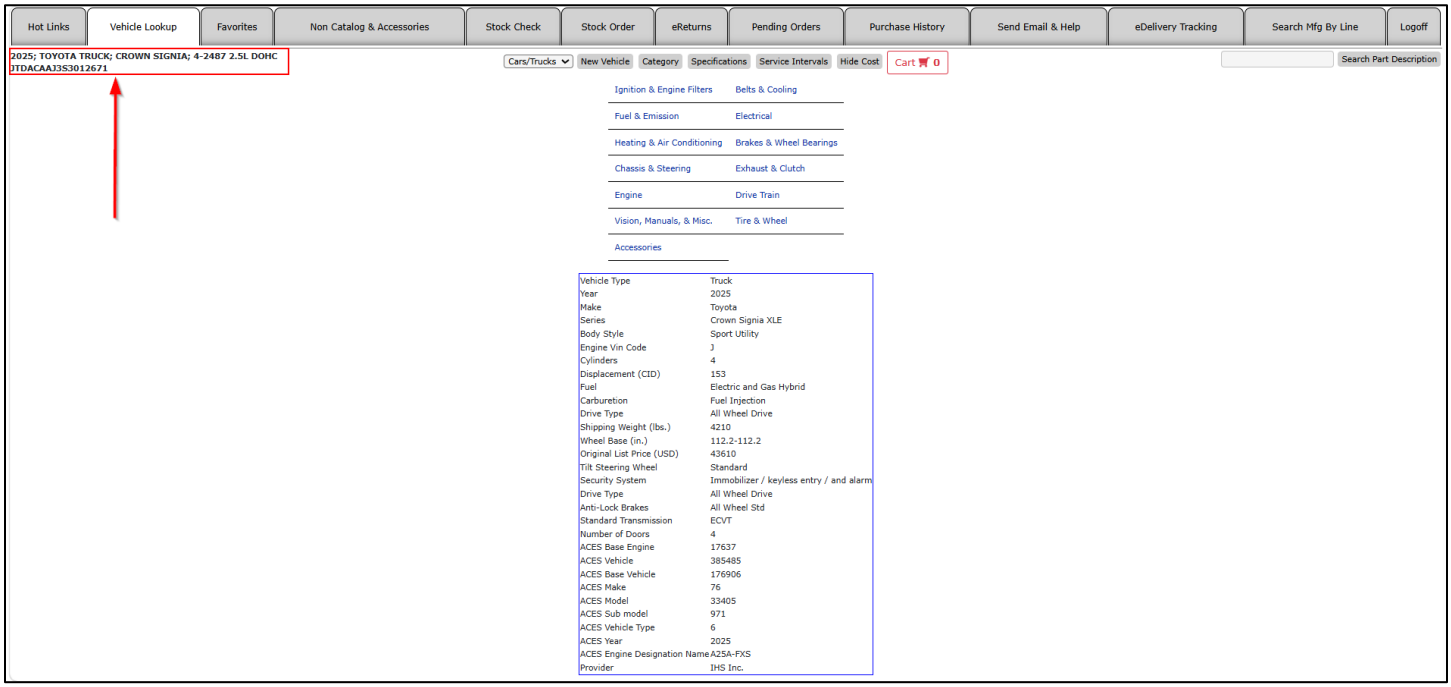
The screen will automatically populate the year, make, model and engine size to use for looking up parts.

Selecting A Vehicle By License Plate

- Click within the *Enter Plate* field and enter the vehicle's license plate number.
- Select the state of the license plate from a drop-down selection list to the right of the *Enter Plate* field and then click on the `Lookup Plate` button.

The screen will automatically populate the year, make, model and engine size to use for looking up parts.

Shown below is an example of the auto populate of the year, make, mode and engine size along with other information from a VIN or license plate number lookup:



Selecting The Vehicle's Year

- Click on any of the blue listed years under the *Select Year* heading.

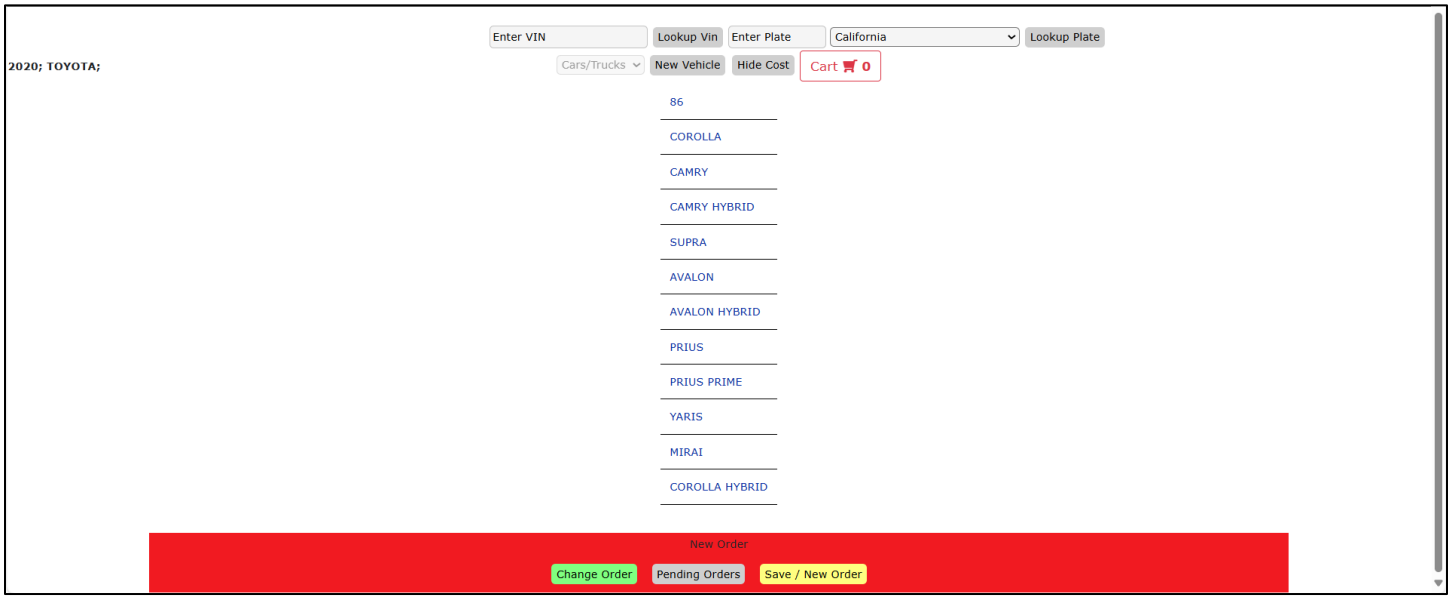
Selecting The Vehicle's Make

After selecting the vehicle's year, the screen will display the available vehicle makes for the selected year as shown:

- Click on any of the blue listed car makes.

Selecting The Vehicle's Model

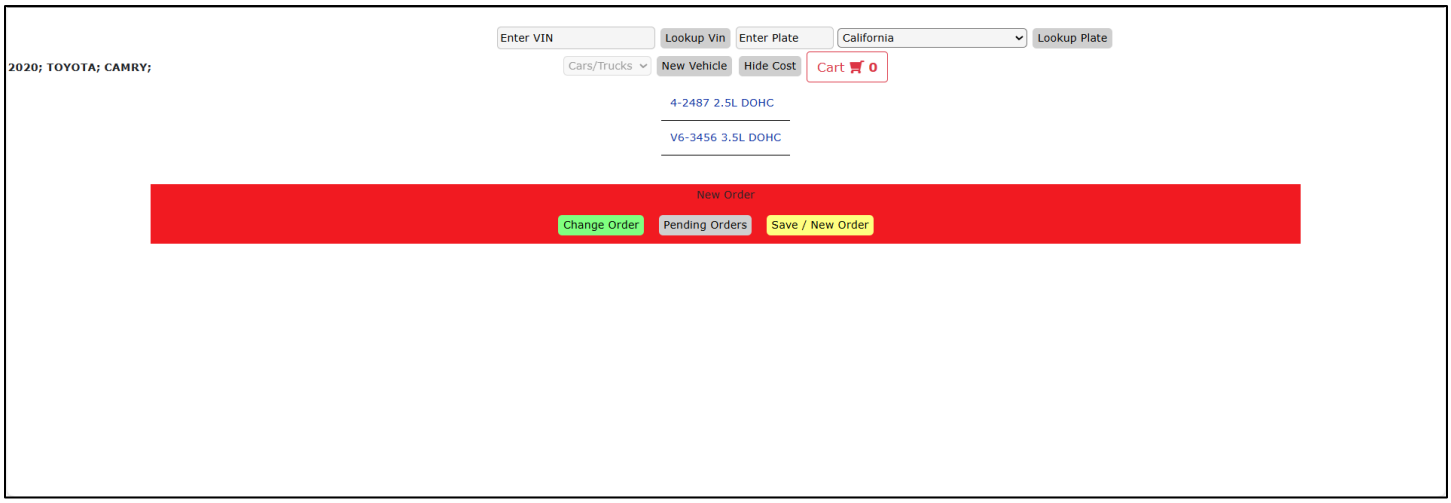
After selecting the vehicle's make, the screen will display the available vehicle models for the selected year and make as shown:



- Click on any of the blue listed car models.

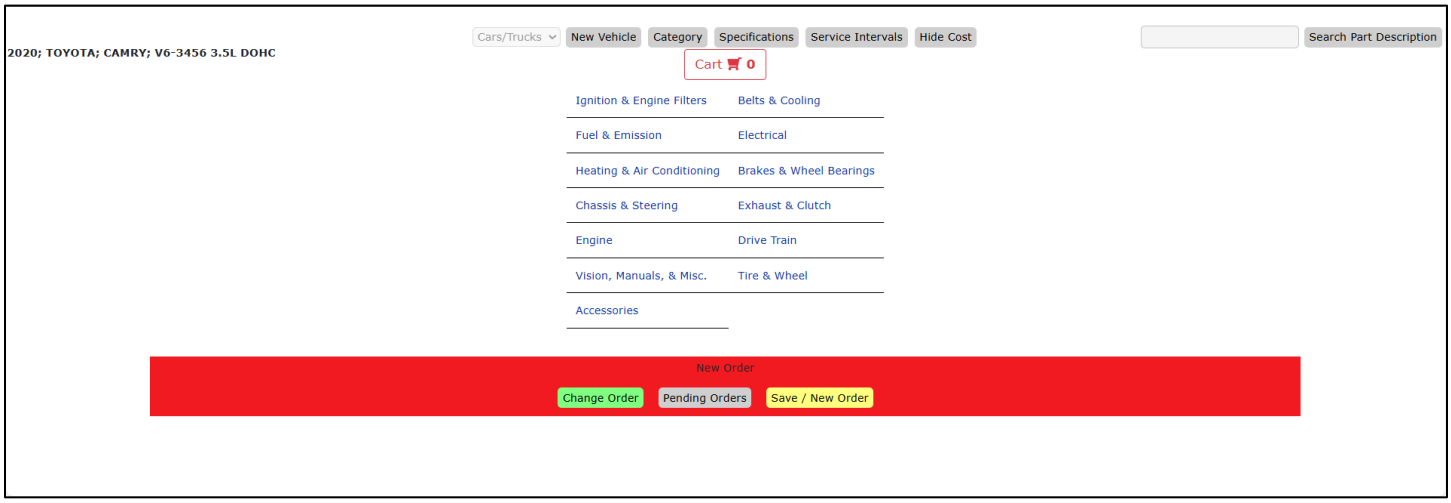
Selecting The Vehicle's Engine

After selecting the vehicle's model, the screen will display the available engine sizes for the selected year, make and model as shown:



- Click on any of the blue listed engine sizes.

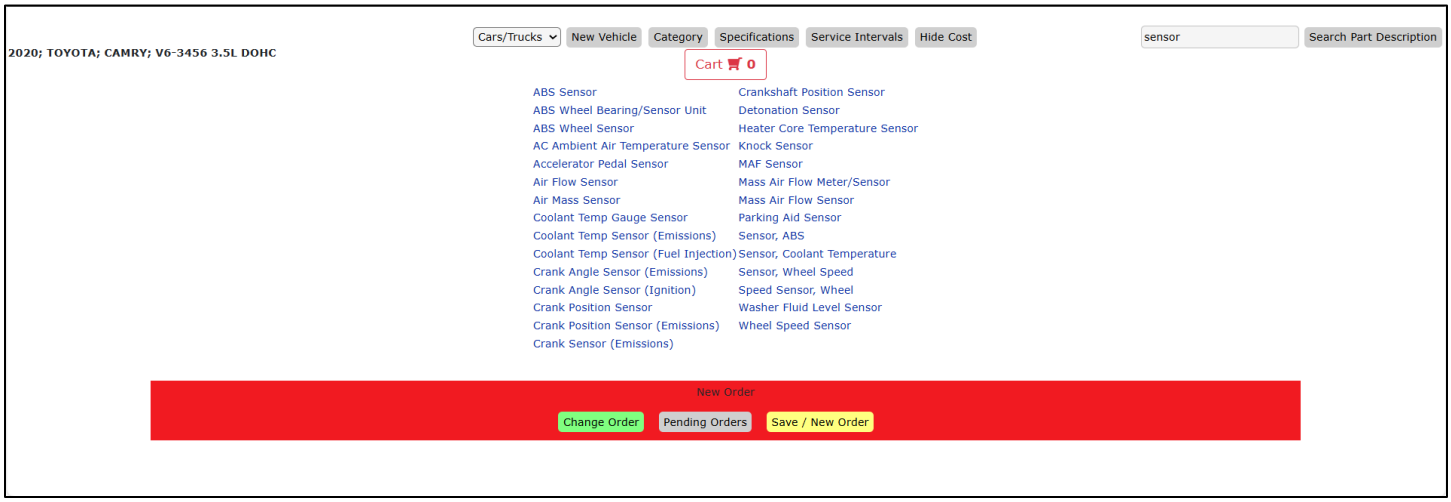
After selecting the vehicle's engine size, the screen will display the available parts categories as shown:



Searching By A Parts Description

- From the Select Parts Category screen, click within the *Search Part Description* field and enter in a part description to search for (i.e. ***Sensor***) and then click on the `Search Part Description` button.

The screen will display a list of available parts categories for the part description entered as shown:



- Click on any of the blue listed parts categories links to lookup parts within.

The parts information will now be displayed for the selected part group.

Selecting A Parts Category

- From the Select Parts Category screen, click on any of the blue listed parts categories to lookup parts within.

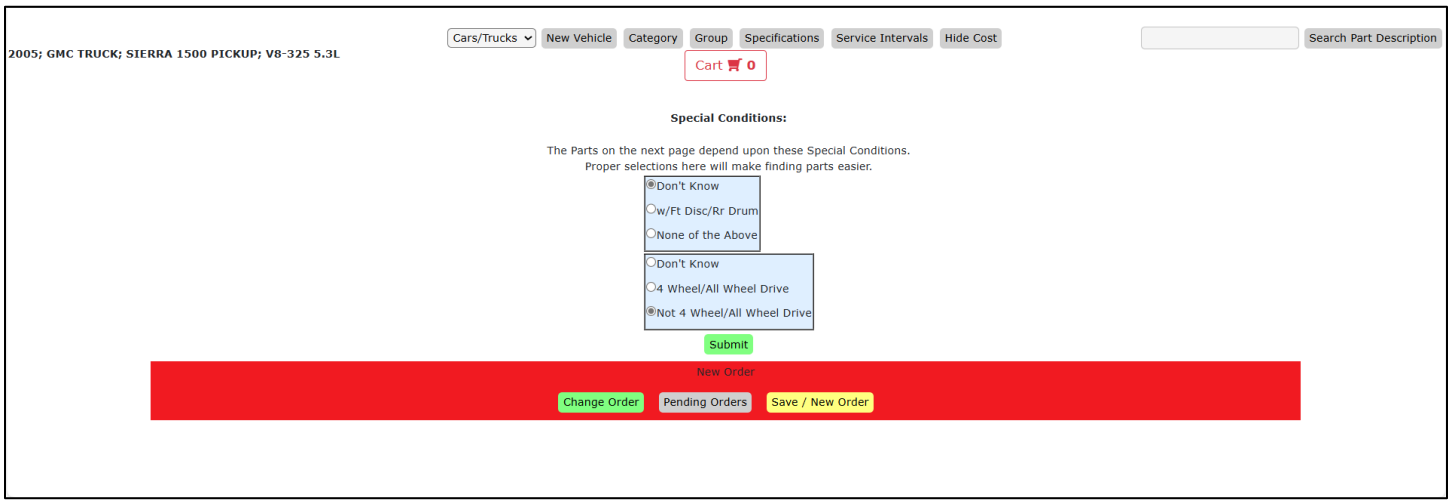
Selecting A Part Group

After selecting the part category, the screen will display the available part groups for the selected category as shown:

- Click on any of the listed parts groups to lookup parts within. If selection boxes are displayed to the left of the part groups listed, more than one parts group can be selected and then click on the `Show All Selected Groups` button.

Selecting Special Conditions

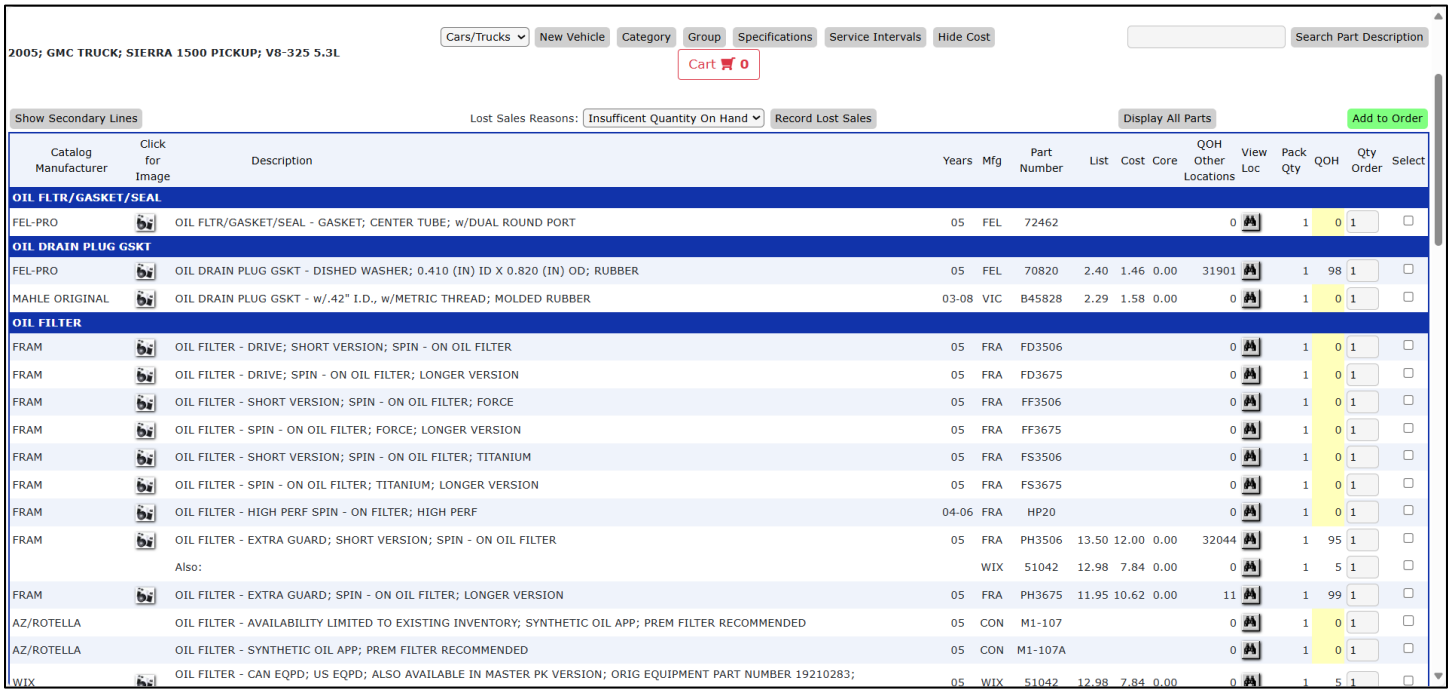
Some lookups will prompt for additional special conditions that apply to the vehicle being looked up, such as *Air Conditioned?*, *w/Power Steering?*, *4 Wheel Drive?* or *w/Auto Trans*? Displayed below are some special conditions for the Front Brake Pads & Shoes part group:



- Click to the left of any of the listed special conditions and then click on the `Submit` button to lookup parts.

The Parts Information Screen

Once all the part lookup information has been entered, the parts information will now be displayed as shown:



Catalog Manufacturer	Click for Image	Description	Years	Mfg	Part Number	List	Cost	Core	QOH Other Locations	View Loc	Pack Qty	QOH	Qty Order	Select
OIL FLTR/GASKET/SEAL														
FEL-PRO		OIL FLTR/GASKET/SEAL - GASKET; CENTER TUBE; w/DUAL ROUND PORT	05	FEL	72462				0		1	0	1	
OIL DRAIN PLUG GSKT														
FEL-PRO		OIL DRAIN PLUG GSKT - DISHED WASHER; 0.410 (IN) ID X 0.820 (IN) OD; RUBBER	05	FEL	70820	2.40	1.46	0.00	31901		1	98	1	
MAHLE ORIGINAL		OIL DRAIN PLUG GSKT - w/.42" I.D., w/METRIC THREAD; MOLDED RUBBER	03-08	VIC	B45828	2.29	1.58	0.00	0		1	0	1	
OIL FILTER														
FRAM		OIL FILTER - DRIVE; SHORT VERSION; SPIN - ON OIL FILTER	05	FRA	FD3506				0		1	0	1	
FRAM		OIL FILTER - DRIVE; SPIN - ON OIL FILTER; LONGER VERSION	05	FRA	FD3675				0		1	0	1	
FRAM		OIL FILTER - SHORT VERSION; SPIN - ON OIL FILTER; FORCE	05	FRA	FF3506				0		1	0	1	
FRAM		OIL FILTER - SPIN - ON OIL FILTER; FORCE; LONGER VERSION	05	FRA	FF3675				0		1	0	1	
FRAM		OIL FILTER - SHORT VERSION; SPIN - ON OIL FILTER; TITANIUM	05	FRA	FS3506				0		1	0	1	
FRAM		OIL FILTER - SPIN - ON OIL FILTER; TITANIUM; LONGER VERSION	05	FRA	FS3675				0		1	0	1	
FRAM		OIL FILTER - HIGH PERF SPIN - ON FILTER; HIGH PERF	04-06	FRA	HP20				0		1	0	1	
FRAM		OIL FILTER - EXTRA GUARD; SHORT VERSION; SPIN - ON OIL FILTER	05	FRA	PH3506	13.50	12.00	0.00	32044		1	95	1	
		Also:		WIX	51042	12.98	7.84	0.00	0		1	5	1	
FRAM		OIL FILTER - EXTRA GUARD; SPIN - ON OIL FILTER; LONGER VERSION	05	FRA	PH3675	11.95	10.62	0.00	11		1	99	1	
AZ/ROTELLA		OIL FILTER - AVAILABILITY LIMITED TO EXISTING INVENTORY; SYNTHETIC OIL APP; PREM FILTER RECOMMENDED	05	CON	M1-107				0		1	0	1	
AZ/ROTELLA		OIL FILTER - SYNTHETIC OIL APP; PREM FILTER RECOMMENDED	05	CON	M1-107A				0		1	0	1	
WIX		OIL FILTER - CAN EQPD; US EQPD; ALSO AVAILABLE IN MASTER PK VERSION; ORIG EQUIPMENT PART NUMBER 19210283;	05	WIX	51042	12.98	7.84	0.00	0		1	5	1	

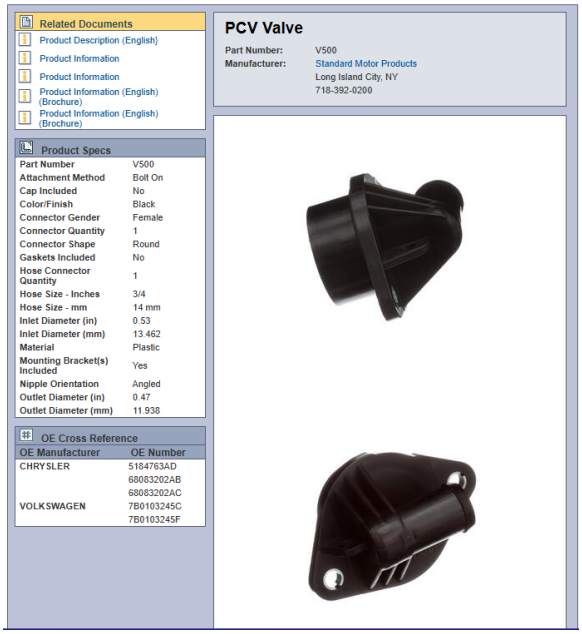
The screen will display a list of parts that can be ordered. The screen displays headings for catalog manufacturer, description, years covered, manufacturer code, part number, pricing (list, cost, core), quantity on hand other locations, pack quantity, quantity on hand, quantity to order and select part check boxes.

The *QOH Other Locations* column header could be displayed as one of the following headings depending on how the jobber has set it up:

Heading	Description
WHSE QOH	shows the quantity in ALL locations EXCEPT the one you are logged into.
QOH Other Locations	shows the total of all locations EXCEPT the one you are logged into (this is the same as WHSE QOH with a different label).
QOH All Locations	shows the total of all locations INCLUDING the one you are logged into.
WHSE QTY	is the same as *QOH All Locations* with a different label.

Clicking on the binocular's icon will display quantities in other locations, and based on the jobber's setup can be ordered from here (the jobber selects the stores that can be ordered from).

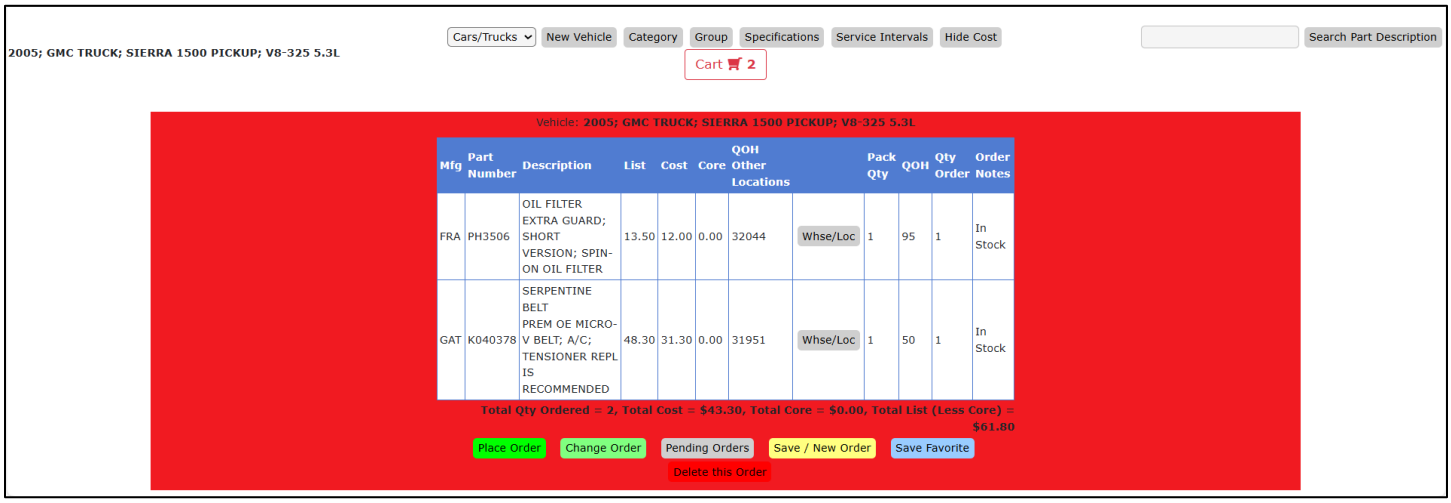
Clicking on the camera icon will display an image of the part along with any OE cross reference.



Selecting Parts To Order

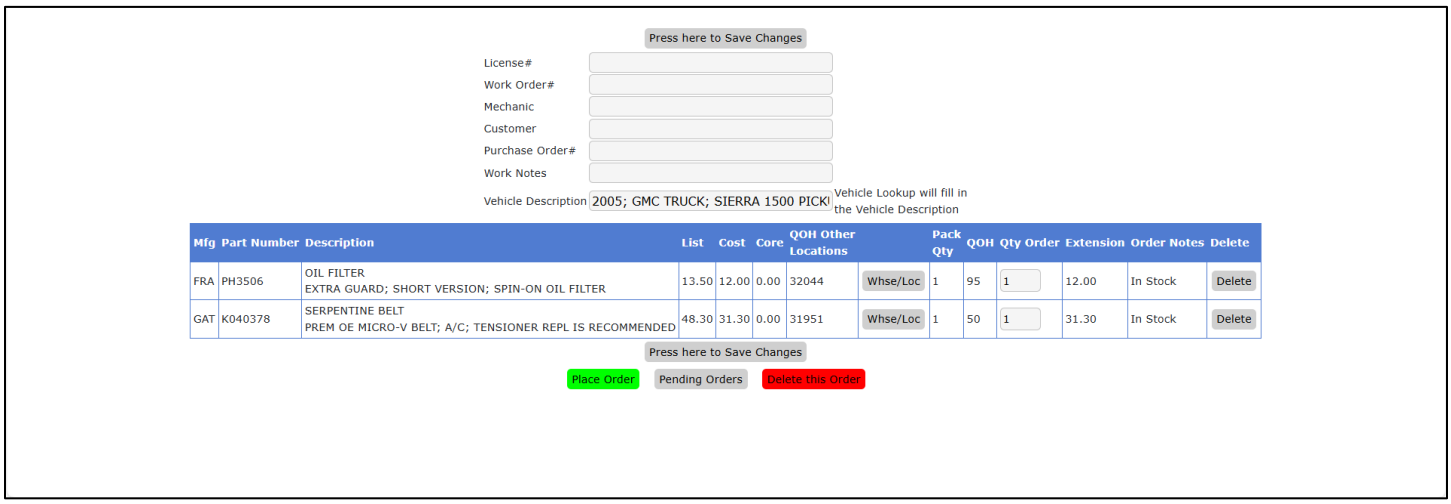
- With the screen displaying a list of parts that can be ordered, click on the check box listed to the right of any of the listed part numbers under the *Select* column heading to order. Perform this for all the parts that need to be ordered and then click on the green `Add to Order` button.

When all the parts have been selected and added to the current order, the screen will then display a list of all the selected parts on the order as shown:



Change Order Screen

- To change the order, click on the `Change Order` button and the following screen will now be displayed as shown:



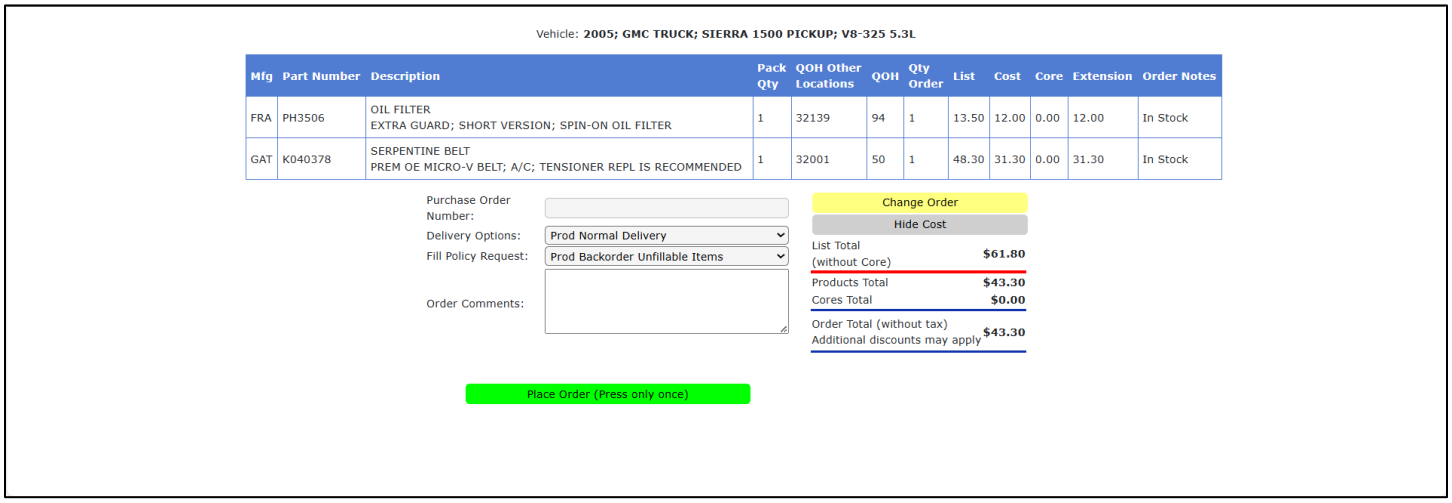
This screen will allow you to add repair order information, or any notes referencing this order.

- With the cursor positioned at the *License#* prompt, the user can optionally enter in the license number in reference to the parts being ordered and then press the `<Tab>` key.
- With the cursor positioned at the *Work Order#* prompt, the user can optionally enter in the work order number in reference to the parts being ordered and then press the `<Tab>` key.
- With the cursor positioned at the *Mechanic* prompt, the user can optionally enter a mechanic's name in reference to the parts being ordered and then press the `<Tab>` key.

- With the cursor positioned at the *Customer* prompt, the user can optionally enter in the name of the customer's car in reference to the parts being ordered and then press the <Tab> key.
- With the cursor positioned at the *Purchase Order#* prompt, the user can optionally enter in the purchase order number in reference to the parts being ordered and then press the <Tab> key.
- With the cursor positioned at the *Work Notes* prompt, the user can optionally enter in miscellaneous notes information in reference to the parts being ordered and then press the <Tab> key.
- With the cursor positioned at the *Vehicle Description* prompt, the user can optionally change the vehicle description notes information in reference to the parts being ordered and then press the <Tab> key. By default the year, make, model and engine size get inserted after looking up parts within the catalog.
- The user can then click on the Place Order button.

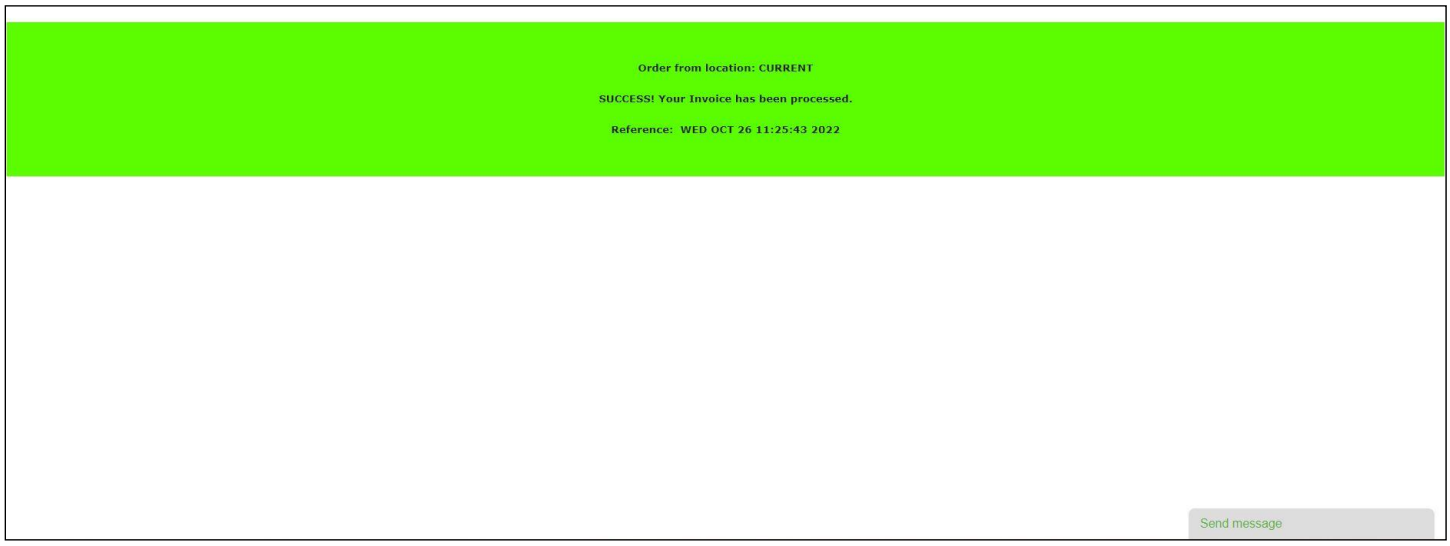
Reviewing & Place Order Screen

The following screen will now be displayed as shown:



- The user can click within the *Purchase Order Number:* field to optionally enter in the purchase order number in reference to the parts being ordered.
- The user can click on the ∨ button to the right of the *Delivery Options:* prompt and select one of the available delivery options.
- The user can click on the ∨ button to the right of the *Fill Policy Request:* prompt and select one of the available fill policy options.
- The user can click within the *Order Comments:* field to optionally enter in specific order comments that will be printed on the order.
- When the order is ready to be placed, click on the Place Order (Press only once) button and the order will automatically be printed on the suppliers pick ticket printer.

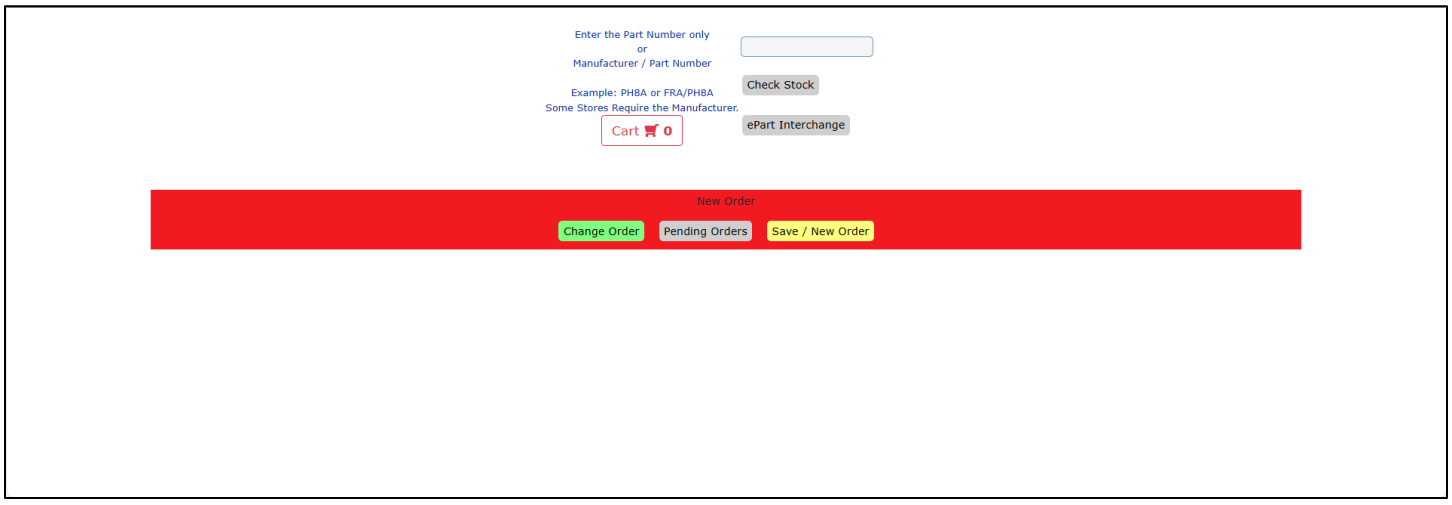
If the order was successfully transmitted to your supplier, the following "green" screen will be displayed as shown:



Performing A Stock Check

At any time, a stock check can be performed for a specific part number.

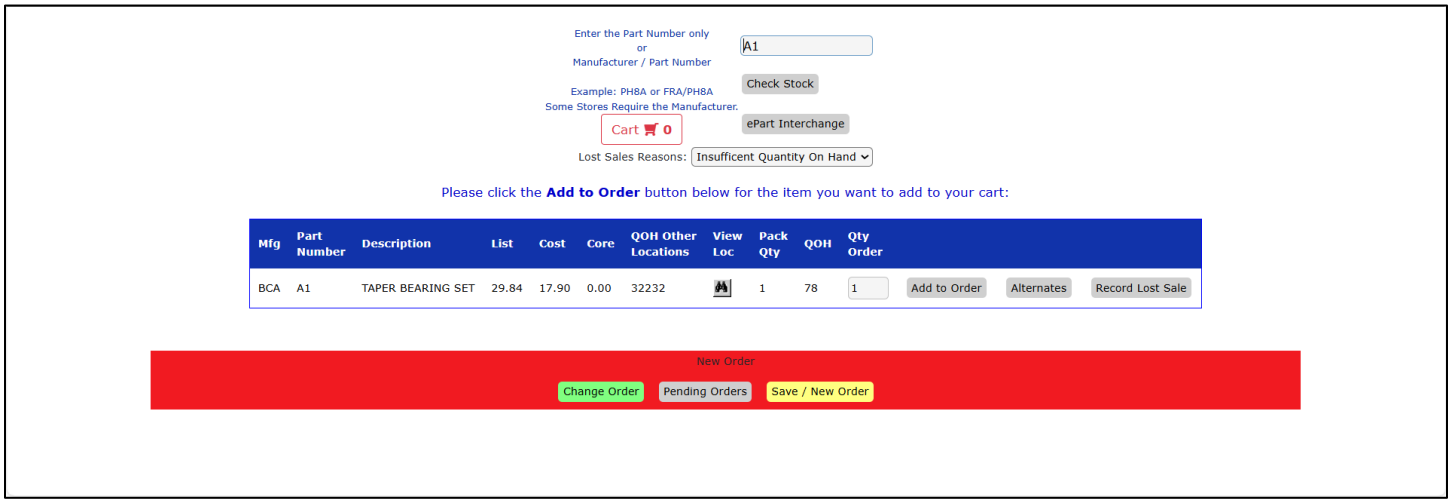
- To perform a stock check, click on the *Stock Check* tab heading on the tool bar and the following screen will now be displayed as shown:



- Click within the *Enter the Part Number only or Manufacturer / Part Number* prompt and enter the part number to check stock on and then click on the `Check Stock` button.

The user has the option to enter the part number only or the manufacturer and part number separated by a slash character (i.e. **PH8A** or **FRA/PH8A**).

The screen will now display any matching part numbers found as shown:



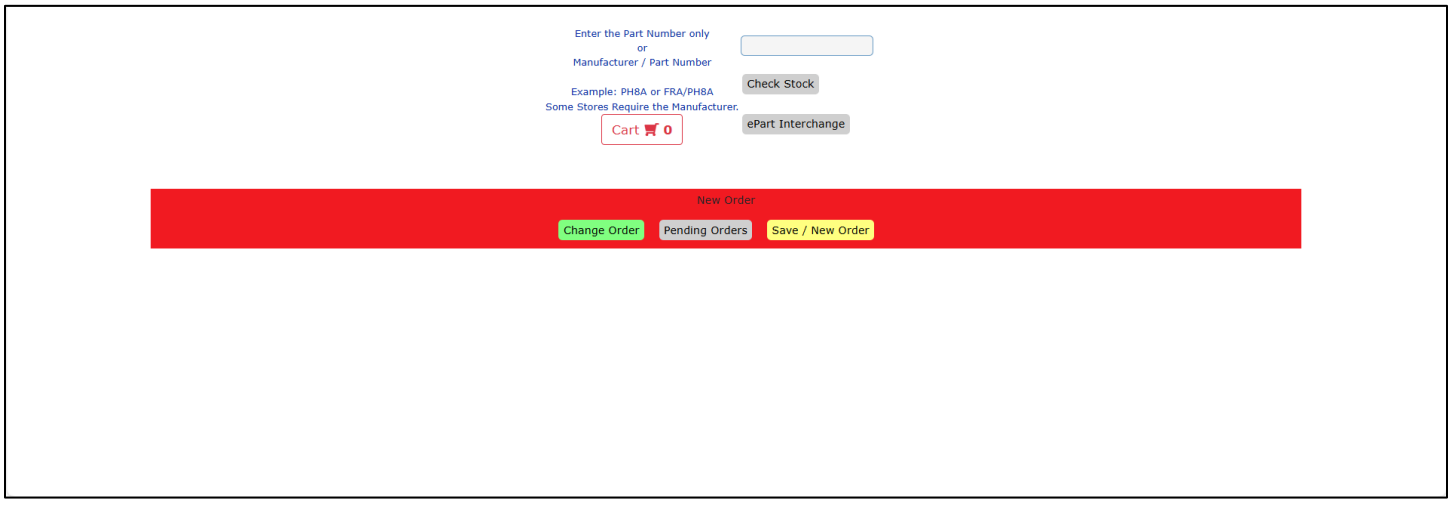
If the entered part number was found, the screen will display the manufacturer code, part number, description, pricing (list, price, core), quantity on hand in other locations (optional), pack quantity, quantity on hand, and quantity to order information.

- To add the part number to the current order, click on the `Add to Order` button positioned to the right of the listed part number.

Looking Up An Interchange

At any time, an interchange look up can be performed for a specific part number.

- To perform an interchange, click on the *Stock Check* tab heading on the tool bar and the following screen will now be displayed as shown:

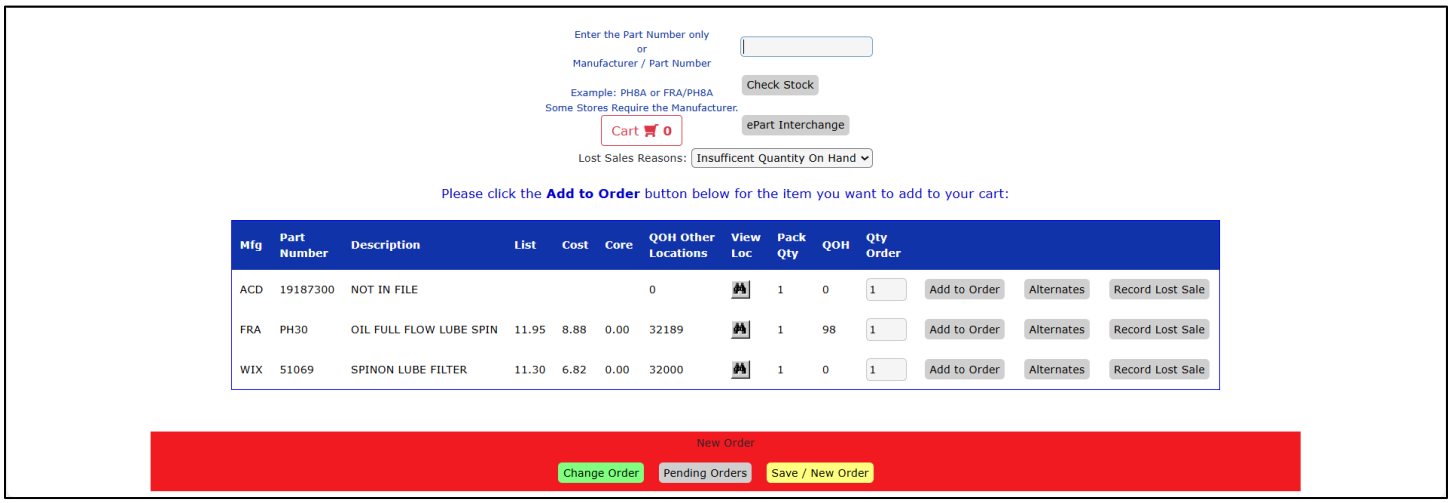


- Click within the *Enter the Part Number only or Manufacturer / Part Number* prompt and enter the part number to perform an interchange for and then click on the `ePart Interchange` button.

The screen will now display a list of manufacturers to select for the entered part number as shown:

- Click on any of the listed manufacturers to interchange to.

If there were interchanges found for the entered part number, the screen will display the manufacturer code, part number, description, pricing (list, price, core), quantity on hand in other locations (optional), pack quantity, quantity on hand, and quantity to order information as shown:



- To add the part number to the current order, click on the `Add to Order` button positioned to the right of the listed part number.

When all parts have been added to an order, finalize the order as above.