## Suppliers

Suppliers are used to track purchases and credits along with several other functions.

Adding a New Supplier

- 1. Select *Supplier, Information* (Alt + S, I) from the main drop-down menu.
- 2. Click **<New>**. (Alt + N)
- 3. Enter the supplier's information.
- 4. Click **<Save>**. (Alt + S)

#### Editing an Existing Supplier

- 1. Select *Supplier*, *Information* (Alt + S, I) from the main drop-down menu.
- 2. Select the supplier you want to edit.
- 3. Click **<Open>**. (Alt + O)
- 4. Edit the supplier's information.
- 5. Click  $\langle$ Save $\rangle$ . (Alt + S)

### IAP Interface (Internet AutoParts)

The IAP interface allows you price and order parts from suppliers who are integrated with IAP and transfer the data directly to *RepairWriter*.

- <u>Setup</u>
- Adding Part(s) from IAP to a Work Order (Part 1)
- Ordering Part(s) that have been Added (Part 2)
- Adding Labor Item(s) from IAP to a Work Order
- Ordering Part(s) for Inventory from IAP
- IAP Order Responses

#### Setup

E-Order Informa     Compare Sea	<b>tion</b> rch Method	IAP ~	Choose Color
Program Group		Username	
Partner Co.		Password	
Store ID		External Supplie	er ID
		-	

- 1. Open a supplier who integrates with IAP.
- 2. Select *IAP* from the *Method* drop-down under E-Order Information.
- 3. Enter the IAP *Program Group*, *Partner Company*, *Store ID*, *Username* and *Password* supplied by the supplier.
- 4. Click <Save>.

Adding Part(s) from IAP to a Work Order (Step 1)

- **Back**: Navigates to the previous window of the browser.
- 1. Open the *Parts* section of the selected work order.
- 2. Click <E-Order>.
- 3. Select the supplier if prompted & click <Select>. (Alt + S)
- 4. Navigate through the IAP interface to the parts.



5. Select the part(s) you want to transfer and press <Add to Quote>.

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<b>(</b> =															
<b>FIRST</b> <b>CALL</b>		Dedicated	to the Pr	ofessio	onal Sin	ce 1957		Te	est O'F	<b>Reilly 999</b> Cumberlan	<b>999 St</b> 555 Main d, MO 55	ore St. 555	Your Active There is no A <u>View save</u>	Parts Qu Active Quo ed quotes	uote ote
	Parts	Supplies	Quotes	Orders	My Pro	ofile Re	sources	BuyerAs	ssist			?	Help	© Leg	al
	Find <b>M</b>	Manual Entry Inter	Change Mana	ge Vehicles	Canadh	Catalan	Promotion		her			sd	r999a at Sally'	s Auto Re	pair
2004			DEO > V6-34		HC 4\$20	~K58V24430	2214			Edit Specific (	onditions		Add to Q	uote >	
<u>2004</u>	- <u>1302</u>		<u>520</u> + <u>10-54</u>	54 5.5E DC	<u>452</u>	51(50124450				East specific c	onutions		2 p	arts liste	d
Status Belts & Cor	olina S	Description	Mfg / Part	# Years		List	Cost	Exter	nd Inqu	uire Qty	Ord	er Urge	nt Store	N	letw ^
GATES	Jing >	Expand								-					—
⊘▼	$\checkmark$	Upper Radiator Or Coolant Hose	GAT 22377	04 1	Y	25.41	14.99	14.99	•	1	✓				
⊘▼	$\sim$	Lower Radiator Or Coolant Hose	GAT 22376	04 1	Y	30.49	17.99	17.99	•	1	✓				
													2 p	arts liste	d
															~
<														2	>
< Back					Check	Availability		Filter		\$			Add to C	uote >	
														<u>(</u>	) <u>Help</u>

6. Click **<Transfer Quote>** to add the part(s) to the work order.

🌼 Internet AutoParts Interface				— 🗆 X
<b>(</b> =				
FIRST			Test O'Reilly 999999 Stor	P Your Active Parts Quote
CALL Dedicated to the Prof	essional Since a	1957	Cumberland, MO 5555	5 View active quote V Go
Parts Supplies Quotes	Orders My Profile	Resources Buye	rAssist	? Help © Legal
Active Quote Saved Quotes Recurring Quote	otes	Catalan	Labor	sdr999a at Sally's Auto Repair
Active Quote Add parts.		Catalog Fromotions	Labor	
Quote Summary	Last Updated: Ma	ay 02, 2018 at 02:38	S PM	Quote Total: \$32.98
Description:	\star Sh	ipping Option: Deliver	<b>~</b>	Parts Total: \$32.98 Labor Total: \$0.00
Date: May 02, 2018 at 02:38 PM Created By: Service Dealer at Sally's Auto Repair	\star Pa	yment Method: On Accou	unt V	
Message to Seller:	РШ	rchase Order: 50032		
PARTS 👄 2004 ISUZU TRUCK ROL	DEO V6-3494 3.5L D	OHC	Vehic	le Parts Total: \$32.98
Upper Radiator Or Coolant Hose	GAT-22377 25.41 1	4.99 <u>1</u> 25	.41 14.99 Test O'Reilly	Warehouse
Lower Radiator Or Coolant Hose	GAT-22376 30.49 1	7.99 1 30	.49 17.99 Test O'Reilly	Warehouse
				<u> </u>
			1 - · · · · · · · · · · · · · · · · · ·	·
Save Quote Delete Quote	Undate Quote Drint Qu	ote Save As Decurring	Decheck Availability \$	Transfor Quoto S

7. Select your options and click **<Okay>**. (Alt + O) Note: You can order the parts *On the Fly* if you select *Order*.

K E-Or	der Transfe	er						×
								1
Order	Transfer	Supplier	Qty.	Description	Cost/Hrs.	Core \$	Location	
	$\checkmark$	OReilly Auto P	1	22377 - Upper Radiator Or Coolant Hose	14.99	0.00		Okav
		OReilly Auto P	1	22376 - Lower Radiator Or Coolant Hose	17.99	0.00		
								<u>C</u> lose
								Help

Ordering Part(s) that has been Added (Step 2)

- 1. Select one of the parts that were added from the IAP interface.
- 2. Change the status to Order.

1	Quick Estimat	<u>e</u> .	🖗 Quick	Labor 🛛 🛄 Scan Barco	ode – 🐬 <u>Transfer to Revision</u>	Count	2	Total \$	0.
	Status		Qty.	Part #	Description		Each \$	Total \$	Techni
Ê	New	$\sim$	1	22377	Upper Radiator Or Coolar	nt	0.00	0.00	
Ţ	New	~	1	22376	Lower Radiator Or Coola	nt	0.00	0.00	
	Stock								
	New								
	Order								
	Receive								
	Return								
	Back								
	Done								

- 3. Click **<Order>** if prompted. (Alt + O)
- 4. If you have multiple parts brought over from IAP, select the parts you want to order and press **<Order>**. (Alt + O)

Back to Top

#### Adding Labor Item(s) from IAP to a Work Order

- **Back**: Navigates to the previous window of the browser.
- 1. Open the *Parts* section of the selected work order.
- 2. Click **<E-Order>**.
- 3. Select the supplier if prompted & click **<Select>**. (Alt + S)
- 4. Click **<Labor>**.
- 5. Navigate through the IAP interface to the labors and press <Next>.

ACTIVANT.		🚉 Options	Summary 8	🕻 Jobs 🖷	Labor	
		( Name		Concert & Port	K	1
		Next		Cancel & Rett		L.
Vehicle : 2004 ISUZU TRUCK RODEO	V6-3494 3.5L DOHC					L.
Choose Category:	Choose Group:					
Categories	Belts & Cooling					
□ Ignition & Engine Filters	All Groups					
✓ Belts & Cooling						
Fuel & Emission						
Electrical						
Heating & Air Conditioning						
Brakes & Wheel Bearings						
Chassis & Steering						
Exhaust & Clutch						
Engine						
Drive Train						
Vision, Manuals, & Misc.						
Tire & Wheel						
Accessories						
Labor Description Search						U.
Enter a Labor Description:						

6. Select the labor(s) you want to transfer and press **<Post & Return to Quote>**.

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<b>(</b>							
							^
ACTIVAN	ν <b>τ</b>	🚉 Options 🗿 Summary 🍕	Jobs	<b>f</b> []	bor		
	Post & Continue 📄 Post & Return 🗼	Post & Return to Quote	Cance	I & Retur	n 🍒		
Vehicle : 2004	ISUZU TRUCK RODEO V6-3494 3.5L DOHC			2 Edi	tConditions		
Select	Labor Operation Description	abor Rate Per Hr:\$ 99.99.	Hrs	Warr	Skill Lvl		
Belts & Cooli	ing > Cooling						
✓ Diag Inclu	nosis Cooling System Ides: Pressure test for leaks, inspect Belts and Hoses a	nd test Radiator Cap.;	0.4	0.4	D		
✓ Flus	h Cooling System		0.7	0.7	D		
	erse Clean & Flush Cooling System S NOT include Remove and Replace Thermostat and Ho	ses.;	1.0	1.0	D		
Rem	ove & Replace Coolant Reservoir		0.3	0.3	D		
Rem	ove & Replace Fan Clutch		0.7	0.7	D		
Rem	ove & Replace Radiator		1.6	1.6	D		
Rem	ove & Replace Radiator Hose - Both		1.5	1.5	D		
Rem	ove & Replace Radiator Hose - Lower		1.0	1.0	D		
Rem	ove & Replace Radiator Hose - Upper		0.7	0.7	D		
Rem	ove & Replace Thermostat		2.7	2.0	D		
Rem NOT	ove & Replace Water Jacket Plugs - One E: The following is to be used in conjunction with other	operations to gain access to Plugs.	, 0.5	0.5	с		
Rem NOT	ove & Replace Water Jacket Plugs - Each Additional E: The following is to be used in conjunction with other	operations to gain access to Plugs.	, 0.3	0.3	с		
Rem	ove & Replace Water Pump		3.6	2.1	в		
Belts & Cooli	ing > Cooling						
Diag	nosis Cooling System Ides: Pressure test for leaks, inspect Belts and Hoses a	nd test Radiator Cap.;	0.4	0.4	D		
Flus	h Cooling System		0.7	0.7	D		~
							) <u>Help</u>

7. Click **<Transfer Quote>** (Alt + T) to add the labor(s) to the work order.

🔅 Internet AutoParts Interface								×
<b>(</b>								
FIRST				Test O'Reilly 999	999 Store	) Your Active	e Parts Qu	ote
CALL Dedicated to the Pro	fessional Si	ince 1957	/	Cumberlar	555 Main St. d, MO 55555	View active quot	subtotal: \$3 e 🗸	2.98 Go
Parts Supplies Quotes	Orders My	Profile R	esources Buye	erAssist		? Help	© Lega	1
HOME Active Quote Saved Quotes Recurring G	uotes					sdr999a at Sally	y's Auto Rep	pair
Active Quote Add parts:	QuickList Searc	ch Catalo	g Promotions	Labor				
								_
Quote Summary	Last Update	ed: May 02,	2018 at 02:53	РМ	Qu	ote Total:	\$142.97	^
Description:		\star Shipping	Option: Deliver	~		Parts Tota	al: \$32.98	
Date: May 02, 2018 at 02:50 PM		\star Payment	Method: On Accou	nt 🗸		Labor Total	: \$109.99	
Created By: Service Dealer at Sally's Auto Repair Message to Seller:		Purchase	Order:					
								-
PARTS 👄 2004 ISUZU TRUCK RO	DDEO V6-3494	3.5L DOHC			Vehicle	Parts Total	: \$32.98	
Status Labor Description	Part #	List Cost	Qty Extended	List Extended Cost	Locatio	n Urge	nt Remove	9
Lower Radiator Or Coolant Hose	GAT-22376	30.40 17.00	1 23	14.99	Test O'Reilly Wa	arehouse		
	GAT 22510	50.45 11.55	_1		Tool o Romy The			11
LABOR Status Labor Description	Labor	r Rate Cost	Timo	Extended Lie	t Ev	tended Cost	Remove	
Diagnosis Cooling System	99.	.99 99.99	0.4000	40.00		40.00		
Flush Cooling System	99.	.99 99.99	0.7000	69.99		69.99		
								~
Save Quote Delete Quote	Update Quote	Print Quote	Save As Recurring	Recheck Availability	\$	Trans	sfer Quote	>
				1			0	) <u>Help</u>

8. Select your options and click **<Okay>**. (Alt + O) Note: You can order the parts *On the Fly* if you select *Order*.

		r						
Order	Transfer	Supplier	Qty.	Description	Cost/Hrs.	Core \$	Location	
				Diagnosis Cooling System	0.40			Okay
				Flush Cooling System	0.70			
	$\checkmark$	OReilly Auto P	1	22377 - Upper Radiator Or Coolant Hose	14.99	0.00		Close
		OReilly Auto P	1	22376 - Lower Radiator Or Coolant Hose	17.99	0.00		

Ordering Part(s) for Inventory from IAP

- Back: Navigates to the previous window of the browser.
- 1. Click **<Internet Order>** from the *Purchase Order*, or *Items on Order* window.
- 2. Select the supplier if prompted & click <Select>. (Alt + S)
- 3. Select a vehicle from the IAP interface.

🔅 Internet AutoParts Interface	— 🗆 X
<b>(</b>	
<b>CALL</b> Dedicated to the Professional Since 1957	Test O'Reilly 999999 Store 555 Main St. Cumberland, MO 55555
Parts Supplies Quotes Orders My Profile Resources	BuyerAssist ? Help © Legal
HOME Find Manual Entry InterChange Manage Vehicles	sdr999a at Sally's Auto Repair
Find Parts Jump to: QuickList Search Catalog Promot	tions Labor Change default Regin SS
Year > Click Year to select a vehicle.	Begin
Choose an existing Vehicle Enter a	new Vehicle
Search: On: Description V Search Reset Power B	30x See examples
Date Vear Make Model Description	Select Vehicle Clear Vehicle
05-02 2004 ISUZU TRUCK RODEO	l or Vehicle information.
05-02 2004 ISUZU TRUCK RODEO Search	for Parts
05-01 2001 HOT FORD TRUCK F150 PICKUP Part TV	Ine: Search Parts Search Clear
05-01 2001 HOT FORD TRUCK F150 PICKUP	
05-01 2001 HOT FORD TRUCK F150 PICKUP Select a	a new Vehicle by Year
05-01 2001 HOT FORD TRUCK F150 PICKUP 2019	2010 2000 1990 1980 1970
05-01 2001 HOT FORD TRUCK F150 PICKUP 2018	2009 1999 1989 1979 1969
05-01 2001 HOT FORD TRUCK F150 PICKUP 2017	2008 1998 1988 1978 1968
05-01 2001 HOT FORD TRUCK F150 PICKUP 2016	2007 1997 1987 1977 1967
05-01 2001 HOT FORD TRUCK F150 PICKUP 2015	2006 1996 1986 1976 1966
05-01 2001 HOT FORD TRUCK F150 PICKUP 2014	2005 1995 1985 1975 1965
05-01 2001 HOT FORD TRUCK F150 PICKUP 2013	2004 1994 1984 1974 1964
05-01 2001 HOT FORD TRUCK F150 PICKUP 2012	2003 1993 1983 1973 1963
05-01 2001 HOT FORD TRUCK F150 PICKUP 2011	2002 1992 1982 1972 1962
05-01 2001 HOT FORD TRUCK F150 PICKUP	2001 1991 1981 1971
05-01 2001 HOT FORD TRUCK F150 PICKUP	from the Ouickpicks below
05-01 2001 HUT FORD TRUCK F150 PICKUP	ry & Cables Brake Pads/Shoes Rear Shocks & Struts
05-01 2001 HOT FORD TRUCK F150 PICKUP	ovcent Timing Proke Peters Front & Pear Shocks & Shocks & Shocks
US-01 2001 HOT FORD TRUCK F150 PICKUP	
	Renin >>
	(i) Help

4. Navigate through the IAP interface to the parts.

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<b>(</b>		
FIRST       Dedicated to t         Parts       Supplies         Find       Manual Entry         InterChan       Jur         Catalog       Jur         2004 > ISUZU TRUCK > RODEO	T Che Professional Since 1957 Quotes Orders My Profile Resources BuyerA ge Manage Vehicles mp to: QuickList Search Catalog Promotions L > V6-3494 3.5L DOHC 4S2CK58Y244302214	est O'Reilly 999999 Store S55 Main St. Cumberland, MO S5555 Assist ? Help @Legal sdr999a at Sally's Auto Repair Labor Parts List >>
Categories	Groups	Part Types (optional)
Categories         Accessories         Belts & Cooling         Brakes & Wheel Bearings         Chassis & Steering         Drive Train         Electrical         Engine         Exhaust & Clutch         Fuel & Emission         Heating & Air Conditioning         Ignition & Engine Filters         Tire & Wheel         Vision, Manuals, & Misc.	Belts & Cooling Belts  Hoses Radiator, Cap, Fan Motor & Switch Thermostat, Gasket & Housing Water Pump, Gasket, Fan & Clutch	Belts & Cooling  Hoses  '*ALL Hoses '*ALL Radiator Hoses '*ALL Radiator Hoses '*Heater Hoses By-Pass Hose Carburetor To Inlet Man Hose Coolant Bypass Pipe Coolant Overflow Hose Coolant Type Cooling System Capacity Cooling System Hose(s) Expansion Tank Hose Formed Heater Hose Heat Pipe Repair Kit Heater Fitting Heater Hose Connector Heater Hose Grommet Heater Hose Outlet Tube
< Back		Parts List >>

5. Select the part(s) you want to order and press **<Add to Quote>**.

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<b>(</b> =															
<b>FIRST</b> <b>Call</b>	ONLINE	Dedicated	to the Pr	ofessio	onal Since	1957		Tes	st O'R	e <b>illy 999</b> Cumberlan	<b>999 St</b> 555 Main d, MO 55	St. 555	Your Active There is no A <u>View save</u>	Parts Que ctive Quot d quotes	ote e
	Parts	Supplies	Quotes	Orders	My Profile	Reso	ources	BuyerAss	ist			?	Help	© Lega	l
		Manual Entry Inter	Jump to:	QuickList	Search	Catalog	Promotion	5 Lab	or			30	1999a at Sally's	Auto Rep	Jair
2004	> ISUZ	U TRUCK > ROI	DEO > V6-34	94 3.5L DO	HC 4S2CK5	68Y244302	214			Edit Specific C	onditions		Add to Q	iote >	
Statue	_	Description	Mfg / Dart	# Voars		Liet	Cost	Extond	l Inqui	ro Otv	Orde	n Urgo	2 p	arts listed	
Belts & Coo	oling >	Expand Hoses	s > Radia	ntor Hose		LIJL	Cost	Exterio	i inqui	ie Qiy →	Olue	i Uigei	it store	N	
GATES															
⊘▼	$\sim$	Upper Radiator Or Coolant Hose	GAT 22377	04 1	Y	25.41	14.99	14.99	→	1					
⊘▼	$\sim$	Lower Radiator Or Coolant Hose	GAT 22376	04 1	Y	30.49	17.99	17.99	<b>÷</b>	1					
													2 p	arts listed	ī –
															~
<	1								1 -					>	
< Back					Check Ava	ilability		Filter		S			Add to Q	uote >	
														0	Help

6. Click **<Send Order>** (Alt + O) to order the part(s).

Test O'Reilly 999999 Store From Control Parts Quote	
Test O'Reilly 999999 Store	
555 Main St. Items: 2 Subtotal: \$32.9	8
CALLS Dedicated to the Professional Since 1957	Go
Parts Supplies Quotes Orders My Profile Resources BuyerAssist ? Help © Legal	
Active Quote Saved Quotes Reculting Quotes Add parts: QuickList Search Catalog Promotions Labor	
Quote Summary         Last Updated: May 02, 2018 at 03:04 PM         Quote Total: \$32.98	^
Description: Parts Total: \$32.98	
Date: May 02, 2018 at 03:04 PM * Payment Method: On Account V Created By: Service Dealer at Sally's Auto Repair Purchase Order: 0	
Message to Seller:	
PARTS 2004 ISUZU TRUCK RODEO V6-3494 3.5L DOHC Vehicle Parts Total: \$32.98 Status Labor Description Dart # List Cost Ofv Extended List Extended Cost Location Urgent Pamove	
C L Upper Radiator Or Coolant Hose GAT-22377 25.41 14.99 1 25.41 14.99 Test O'Reilly Warehouse	
O         L         Lower Radiator Or Coolant Hose         GAT-22376         30.49         17.99         1         30.49         17.99         Test O'Reilly Warehouse         I	
Save Quote Delete Quote Update Quote Print Quote Save As Recurring Recheck Availability \$ Send Order >	

## IAP Order Responses

• Success

Part Ordered Successfully		
()	The part has been ordered from OReilly Auto Parts (IAP) successfully!	
	Part #: RADIATR HOSE Description: Upper Radiator Or Coolant Hose Mfg: Cost \$: 14.99 Core \$: 0.00 Qty. Ordered: 1 Qty. Filled: 1	
	ОК	

# • Not Fulfilled Completely

PARTIAL	ORDER SUCCESSFULL	×
	The part has been ordered from OReilly Auto Parts (IAP) but the quantity you ordered was not fulfilled completely!	
	Part #: MGL51393 Description: Mfg: MGD Cost \$: 4.69 Core \$: 0.00 Qty. Ordered: 2 Qty. Filled: 1	
	ОК	

• Not Fulfilled

SUPPLIEF	R OUT OF STOCK	×
	There is no available quantity from OReilly Auto Parts (IAP) SUPPLIER OUT OF STOCK Part #: RADIATR HOSE Description: Upper Radiator Or Coolant Hose Mfg: Cost \$: 14.99 Core \$: 0.00 Qty. Ordered: 1 Qty. Filled: 0	
	OK	

## Back to Top

See Also: <u>IAP Interface</u>