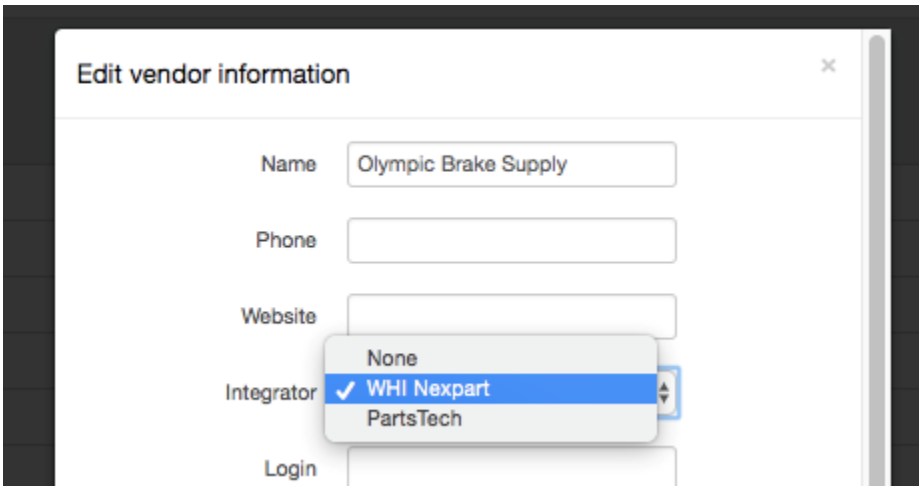
Before we begin, make sure that you have added an existing vendor supported by NexPart. If you have not added the vendor yet, go to Parts→Vendor and then add a new vendor by clicking the blue +New Vendor button in the RH corner. When you are done completing the information, click “Save and Close.” If you don't know what NexPart vendors are near you or supported nationwide, contact Support@Shop-Ware.com.

Enter Credentials in Shop-Ware

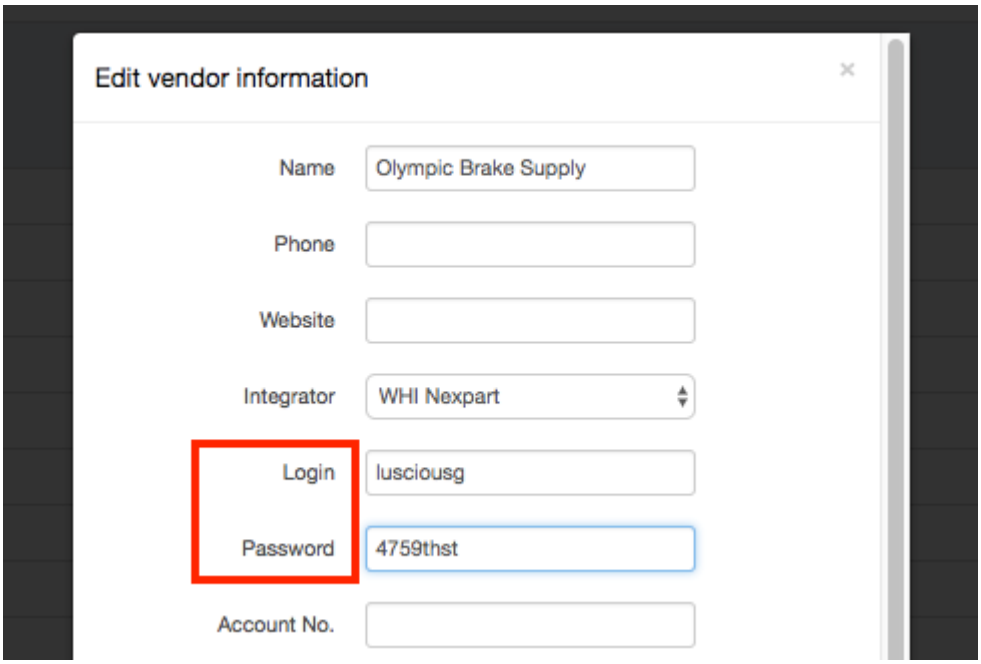
Find a vendor on your Shop-Ware Vendors page that uses NexPart. Click here for a list of the vendors.

When you find the vendor on the list, click on it. On the far right of the vendor info, you will see a pencil icon. Click on the icon to edit the vendor information.

In the **Add/Edit Vendor** window, you'll see an **Integrator** drop down menu. Set it to **WHI NexPart**.



Enter your account credentials and password to log in. If you have not received your vendor credentials, please contact the vendor directly or email Support@Shop-Ware.com.

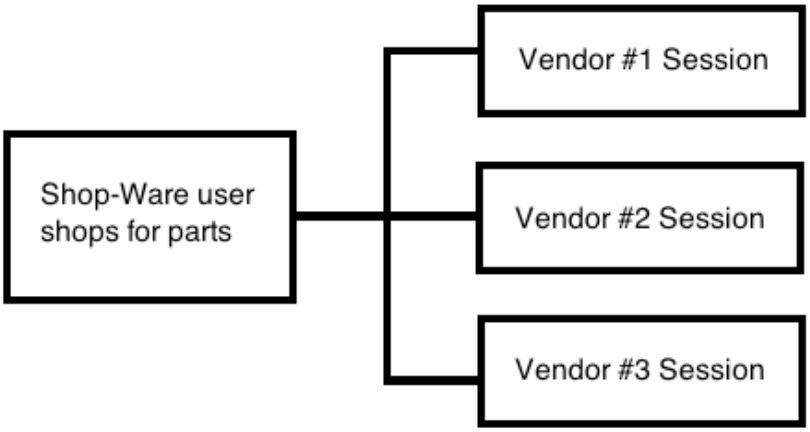


Click **Save Vendor** once you have entered your credentials**.** Now your WHI NexPart vendor has been saved!

Order Parts Through NexPart

Once NexPart credentials are associated with a vendor, whenever you create a new order for that vendor on Shop-Ware, NexPart will automatically launch and host a session for the order (or quote). It will also launch whenever you select **eCommerce** when ordering parts.

NexPart hosts individual sessions for each vendor. If you click "eComm," Shop-Ware will launch each vendor in their own tab, so you can compare across vendors.



Once you've finished shopping on NexPart, you can send the parts information back to Shop-Ware as either a "Quote" or an "Order."

If you place an order, Shop-Ware will create the associated **Purchase Order** automatically.

If you place an order from a new Vendor, Shop-Ware will create the new vendor automatically.

For more information on different eCommerce scenarios, click here to view the Integrated Parts Ordering article.