

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 <Save>. (Alt + S)

NEXPART Interface

The NEXPART interface allows you price and order parts from suppliers who are integrated with NEXPART or AC Delco WIP and transfer the data directly to *RepairWriter*.

- [Setup](#)
- [Adding Part\(s\) from NEXPART to a Work Order \(Part 1\)](#)
- [Ordering Part\(s\) that have been Added \(Part 2\)](#)
- [Ordering New Part\(s\) from NEXPART to a Work Order](#)
- [Adding Labor Item\(s\) from NEXPART to a Work Order](#)
- [Ordering Part\(s\) for Inventory from NEXPART](#)
- [NEXPART Order Responses](#)

Setup

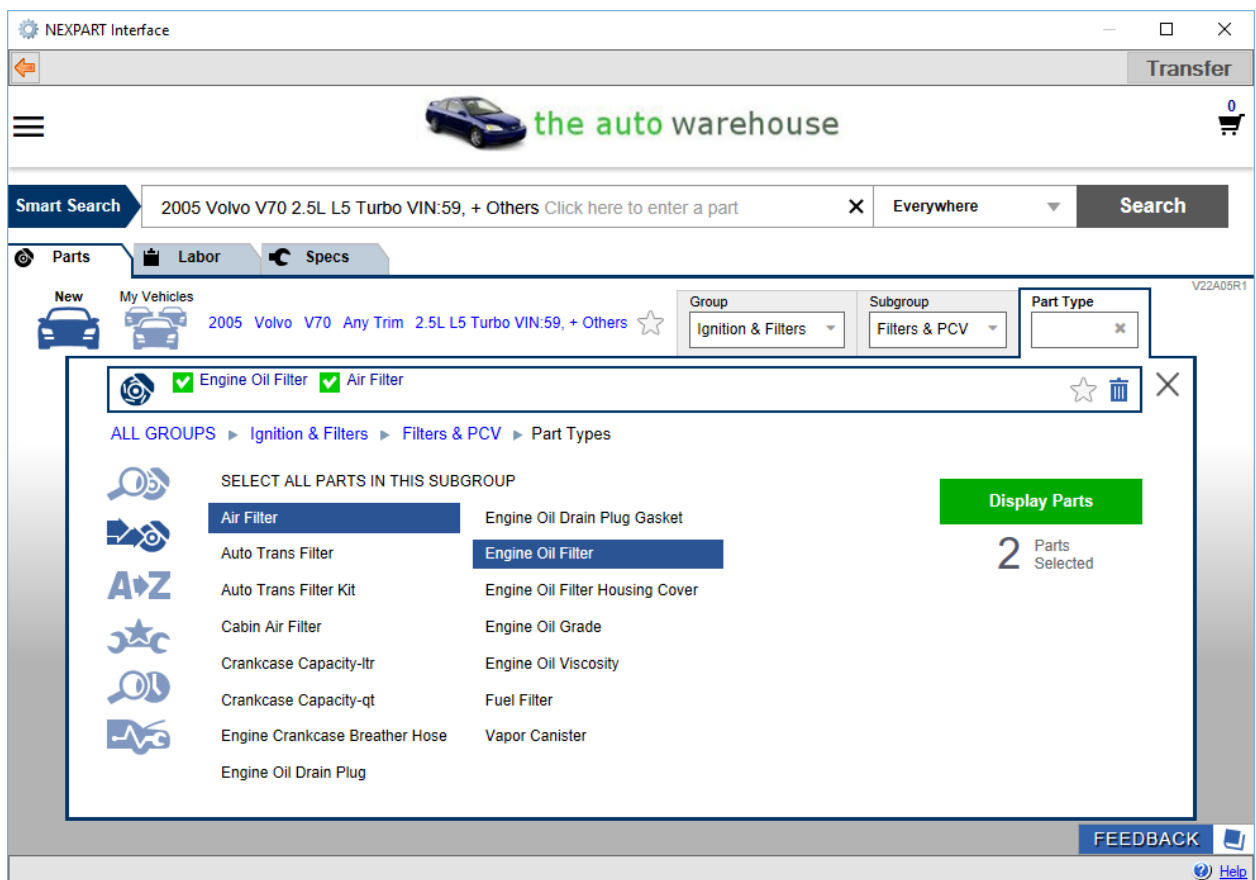
The screenshot shows a software window titled "E-Order Information". At the top left, there are two checkboxes: "Compare" and "Search", both of which are unchecked. To the right of these is a "Method" dropdown menu currently set to "NEXPART". Further right is a "Choose Color" button with a small grey square icon. Below these elements are three input fields: "Username" and "Password" are stacked vertically on the left, and "External Supplier ID" is on the right. All input fields are currently empty.

1. Open a supplier who integrates with NEXPART.
2. Select *NEXPART* from the *Method* drop-down under E-Order Information.
3. Enter the NEXPART *Username* and *Password* supplied by the supplier.
4. Click **<Save>**.

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

- **Back:** Navigates to the previous window of the browser.
 - **Transfer to Work Order:** Transfers the order information. (**Alt + T**)
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 NEXPART interface to the parts.



5. Click the **<Add to Cart>** button for the part(s) you want to transfer.

NEXPART Interface

Transfer

Filter Your Results

Keyword Search

Min Qty 1 in stock & From All Locations

Part Filters

Brand

- ACDELCO PROFESSIONAL
- ACDELCO PROFESSIONAL CANADA
- AUTOPART INTERNATIONAL
- BECK/ARNLEY
- BOSCH
- CHAMPION LABORATORIES INC.
- FRAM
- IMC
- WIX

Vehicle Filters

Region

- CAN
- USA

Submodel

- 2.5T
- R

Engine Designation

- B5254T2
- B5254T4

Catalog Results

View: [List Icon]

Sort: Best Match

41 parts found

Parts per page: 50

Hide Price

Engine Oil Filter

ACDELCO PROFESSIONAL
Engine Oil Filter
Part# PF2250G

1 image

View SmartPage

Item Specifics: ENGINE OIL FILTER
Per Veh: 1 Years: 2004-2007
Additional Fitments
2.5T, FI, Turbo
R, FI, Turbo

Labor
Interchange
Buyers Guide
Related Parts

Sell Price \$8.49 Your Price \$5.74

Stock:
Primary: 526 Others: 1339

Buy From:
Valencia 526

Min Qty: 1, Per Veh: 1
Qty 1 +

FRAM
Engine Oil Filter
Extra Guard Engine Oil Filter
Part# CH8712

2 images

Item Specifics: OIL - FULL FLOW LU

Labor
Interchange
Buyers Guide
FEEDBACK

Help

6. Click the **Cart** on the top right of the window.
7. Click **<Transfer>** (Alt + T) to add the part(s) to the work order.

NEXPART Interface

the auto warehouse

Smart Search ... Search Tips Everywhere Search

ORDER DETAILS Go To: [Order Comments](#) [Save Order](#)

Purchase Order:

Assign Order Type/Delivery Method

Branch: Valencia Order Type: Delivery Method:

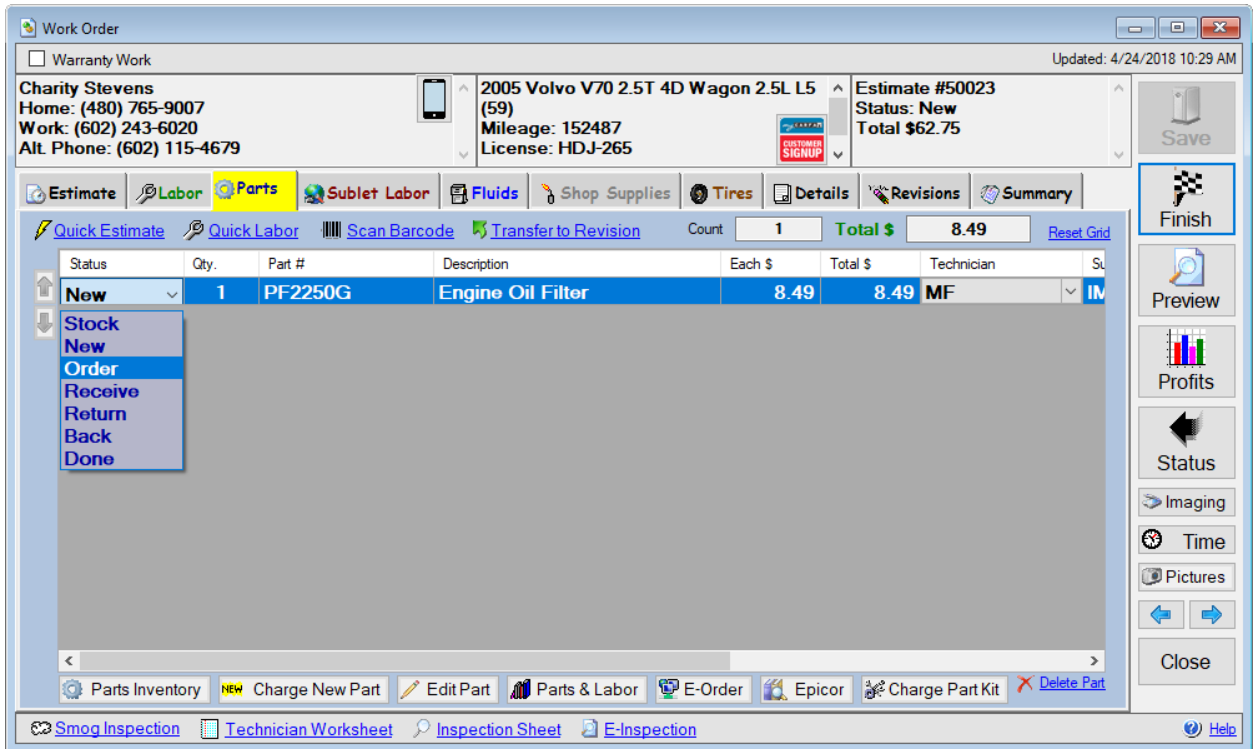
Delete	Order Qty	P/L	Part Number	Our Description / Catalog Description	Sell Price	Extended Sell Price	Your Price	Core Price	FET	Pack Qty	Avail Qty	Extended Price
2005 Volvo V70 2.5L L5 Turbo VIN:59, + Others												
Branch: Valencia Order Type: <input type="text" value="Default"/> Delivery Method: <input type="text" value="UPS blue"/>												
<input type="checkbox"/>	<input type="text" value="1"/>	A42	PF2250G	Engine Oil Filter / Engine Oil Filter	\$8.49	\$8.49	\$5.74	\$0.00	\$0.00	0	526	\$5.74
Comment: <input type="text"/>												
<input type="button" value="Update"/> <input type="button" value="Clear the Cart"/>												
										Valencia Sell Price \$8.49		Valencia Order Value \$5.74
										Total Sell Price \$8.49		Total Order Value \$5.74
X-X-X-X-X-X-X-X-X-X												

Help

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

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



3. Select the part(s) to order add click **<Add to Order>**.

NEXPART Interface

Hello Craig Heyd at A & H TIRES AND BRAKES

Your Location: Valencia 0.50 Hrs Order Type: Normal

(0 Items \$0.00)

the auto warehouse

Home Stock Check Catalog Tools My Account

Smart Search Search Vehicle + Keyword, OR VIN, OR Brand, and/or Part Number, and/or Keyword ... Search Tips Everywhere Search

Stock Check

Type in a Part Number and select Stock Check. Add as many parts as you wish. If you require additional lines select the 'More lines' button.

Stock Check ✓ Add to Order + Shopping Cart Reset Hide Price Import Parts List

Add to Order	P/L	Part Number	Order Qty	Our Description	Links	Sell Price	Your Price	Core Price	Pack Qty	Branch Location	Avail Qty
✓	A42	PF2250G	1	Engine Oil Filter		8.49	5.74			Valencia	526
		<input type="text"/>	<input type="text"/>								
		<input type="text"/>	<input type="text"/>								
		<input type="text"/>	<input type="text"/>								
		<input type="text"/>	<input type="text"/>								
		<input type="text"/>	<input type="text"/>								

+ Stock Check ✓

Help

4. Click the **Cart** on the top right of the window.
5. Click **<Place Order>**.

NEXPART Interface
 Hello Craig Heyd at A & H TIRES AND BRAKES (1 items \$5.74)
 the auto warehouse nexpart
 Home Stock Check Catalog Tools My Account
 Smart Search Search Vehicle + Keyword, OR VIN, OR Brand, and/or Part Number, and/or Keyword Search Tips Everywhere Search
 ORDER DETAILS Place Order Hide Your Price Go To: Order Comments Save Order
 Purchase Order: 50023
 Assign Order Type/Delivery Method
 Branch: Valencia Order Type: Default Delivery Method: UPS blue

Delete	Order Qty	P/L	Part Number	Our Description / Catalog Description	Sell Price	Extended Sell Price	Your Price	Core Price	Pack Qty	Avail Qty	Extended Price
<input type="checkbox"/>	1	A42	PF2250G	Engine Oil Filter - Ident: 1	\$8.49	\$8.49	\$5.74	\$0.00	0	526	\$5.74

 Comment:
 Update Clear the Cart
 Valencia Sell Price \$8.49 Valencia Order Value \$5.74
[Help](#)

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Ordering New Part(s) from NEXPART to a Work Order

- **Back:** Navigates to the previous window of the browser.
 - **Transfer to Work Order:** Transfers the order information. (Alt + T)
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 NEXPART interface to the parts.

NEXPART Interface

Transfer

the auto warehouse

Smart Search 2005 Volvo V70 2.5L L5 Turbo VIN:59, + Others Click here to enter a part X Everywhere Search

Parts Labor Specs

New My Vehicles 2005 Volvo V70 Any Trim 2.5L L5 Turbo VIN:59, + Others ☆

Group Ignition & Filters Subgroup Filters & PCV Part Type

Engine Oil Filter
 Air Filter
 ☆

ALL GROUPS ▶ Ignition & Filters ▶ Filters & PCV ▶ Part Types

SELECT ALL PARTS IN THIS SUBGROUP

<input checked="" type="checkbox"/> Air Filter	<input type="checkbox"/> Engine Oil Drain Plug Gasket
<input type="checkbox"/> Auto Trans Filter	<input checked="" type="checkbox"/> Engine Oil Filter
<input type="checkbox"/> Auto Trans Filter Kit	<input type="checkbox"/> Engine Oil Filter Housing Cover
<input type="checkbox"/> Cabin Air Filter	<input type="checkbox"/> Engine Oil Grade
<input type="checkbox"/> Crankcase Capacity-ltr	<input type="checkbox"/> Engine Oil Viscosity
<input type="checkbox"/> Crankcase Capacity-qt	<input type="checkbox"/> Fuel Filter
<input type="checkbox"/> Engine Crankcase Breather Hose	<input type="checkbox"/> Vapor Canister
<input type="checkbox"/> Engine Oil Drain Plug	

Display Parts

2 Parts Selected

FEEDBACK Help

- Click the **<Add to Cart>** button for the part(s) you want to order.

NEXPART Interface

Transfer

Filter Your Results

Keyword Search

Min Qty 1 in stock & From All Locations

Part Filters

Brand

- ACDELCO PROFESSIONAL
- ACDELCO PROFESSIONAL CANADA
- AUTOPART INTERNATIONAL
- BECK/ARNLEY
- BOSCH
- CHAMPION LABORATORIES INC.
- FRAM
- IMC
- WIX

Vehicle Filters

Region

- CAN
- USA

Submodel

- 2.5T
- R

Engine Designation

- B5254T2
- B5254T4

Catalog Results

View: [List Icon]

Sort: Best Match

Customize [Gear Icon]

41 parts found

Parts per page: 50

Hide Price

Engine Oil Filter

ACDELCO PROFESSIONAL
Engine Oil Filter
Part# PF2250G

1 image

View SmartPage

Item Specifics: ENGINE OIL FILTER
Per Veh: 1 Years: 2004-2007
Additional Fitments
2.5T, FI, Turbo
R, FI, Turbo

Labor
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Related Parts

Sell Price \$8.49 Your Price \$5.74

Stock:
Primary: 526 Others: 1339

Buy From:
Valencia 526

Min Qty: 1, Per Veh: 1
Qty 1 + [Cart Icon]

FRAM
Engine Oil Filter
Extra Guard Engine Oil Filter
Part# CH8712

2 images

Item Specifics: OIL - FULL FLOW LU

Labor
Interchange
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Help

6. Click the **Cart** on the top right of the window.
7. Click **<Place Order>** to order the part(s).

NEXPART Interface

Hello Craig Heyd at A & H TIRES AND BRAKES (1 items \$5.74)

the auto warehouse **nexpart**

Home | Stock Check | Catalog | Tools | My Account

Smart Search Search Vehicle + Keyword, OR VIN, OR Brand, and/or Part Number, and/or Keyword ... Search Tips Everywhere Search

ORDER DETAILS Place Order Hide Your Price Go To: Order Comments Save Order

Purchase Order: 50023

Assign Order Type/Delivery Method

Branch: Valencia Order Type: Default Delivery Method: UPS blue

Delete	Order Qty	P/L	Part Number	Our Description / Catalog Description	Sell Price	Extended Sell Price	Your Price	Core Price	Pack Qty	Avail Qty	Extended Price
Non Vehicle Specific											
Branch: Valencia Order Type: Default Delivery Method: UPS blue											
<input type="checkbox"/>	1	A42	PF2250G	Engine Oil Filter - Ident: 1	\$8.49	\$8.49	\$5.74	\$0.00	0	526	\$5.74
Comment: <input type="text"/>											
Update Clear the Cart											
										Valencia Sell Price \$8.49	
										Valencia Order Value \$5.74	

Help

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Adding Labor Item(s) from NEXPART to a Work Order

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 the **<Labor>** tab.
5. Navigate through the NEXPART interface to the labors.

NEXPART Interface

Transfer

Hello Craig Heyd at A & H TIRES AND BRAKES Help Your Location: Valencia 0.50 Hrs Order Type: Normal (0 items \$0.00)

the auto warehouse nexpart

Home Stock Check Catalog Tools My Account

Smart Search 2005 Volvo V70 2.5L L5 Turbo VIN:59, + Others Click here to enter a part X Everywhere Search

Parts Labor Specs

New My Vehicles 2005 Volvo V70 Any Trim 2.5L L5 Turbo VIN:59, + Others

Group: Ignition & Filters Subgroup: Filters & PCV Part Type: | X

V22A05R1

Air Filter Engine Oil Filter

ALL GROUPS > Ignition & Filters > Filters & PCV > Part Types

SELECT ALL PARTS IN THIS SUBGROUP

<input checked="" type="checkbox"/> Air Filter	<input type="checkbox"/> Engine Oil Drain Plug Gasket
<input type="checkbox"/> Auto Trans Filter	<input checked="" type="checkbox"/> Engine Oil Filter
<input type="checkbox"/> Auto Trans Filter Kit	<input type="checkbox"/> Engine Oil Filter Housing Cover
<input type="checkbox"/> Cabin Air Filter	<input type="checkbox"/> Engine Oil Grade
<input type="checkbox"/> Crankcase Capacity-ltr	<input type="checkbox"/> Engine Oil Viscosity
<input type="checkbox"/> Crankcase Capacity-qt	<input type="checkbox"/> Fuel Filter
<input type="checkbox"/> Engine Crankcase Breather Hose	<input type="checkbox"/> Vapor Canister

Display Labor



2 Parts Selected

FEEDBACK Help

6. Click the <Add to Cart> button for the labor(s) you want to transfer.

NEXPART Interface

Hello Craig Heyd at A & H TIRES AND BRAKES [Help](#) Your Location: Valencia 0.50 Hrs Order Type: Normal (0 items \$0.00 + 0.90 hr. Labor) [Transfer](#)

[Home](#) [Stock Check](#) [Catalog](#) [Tools](#) [My Account](#)

Smart Search 2005 Volvo V70 2.5L L5 Turbo VIN:59, + Others [Click here to enter a part](#) X Everywhere [Search](#)

[Parts](#) [Labor](#) [Specs](#)

New My Vehicles [2005 Volvo V70 Any Trim 2.5L L5 Turbo VIN:59, + Others](#) [Find More Parts](#)

Air Filter Engine Oil Filter

Filter Your Results
 Keyword Search
 Vehicle Filters
 Submodel
 2.5T
 R

Labor Results
 Jump To: [Air Cleaner Element - Remove and Replace](#) Labor Multiplier: 1 [Reset](#) [Submit](#)

Component - Operation	Skill	Hours	Select
3 labor items found			
Air Cleaner Element - Remove and Replace			
FUEL INJECTION - ELECTRONIC, LH, MOTRONIC; R; 2.5T	D	0.30	+
Engine Oil Filter - Remove and Replace			
All Applicable Model; R; 2.5T	D	0.60	+
Combination:ENGINE OIL - DRAIN & REFILL All Applicable Model; R; 2.5T	D	0.20	+

[FEEDBACK](#) [Help](#)

- Click the **Cart** on the top right of the window.
- Click **<Transfer>** (Alt + T) to add the labor(s) to the work order.

The screenshot shows the NEXPART web interface. At the top, there is a navigation bar with a home icon, 'Stock Check', 'Catalog', 'Tools', and 'My Account'. Below this is a 'Smart Search' bar with a search button. The main content area is titled 'Labor' and contains a table with the following data:

Delete	Group	Component-Operation Description	Unit	Hours
2005 Volvo V70 2.5L L5 Turbo VIN:59, + Others				
<input type="checkbox"/>	Air Cleaner Element - Remove and Replace	FUEL INJECTION - ELECTRONIC, LH, MOTRONIC; R; 2.5T	D	0.30
<input type="checkbox"/>	Engine Oil Filter - Remove and Replace	All Applicable Model; R; 2.5T	D	0.60
			Total Hours	0.90

Below the table are buttons for 'Update' and 'Clear the Cart'. At the bottom of the interface, there is a 'Save Order As:' section with a text input field and a 'Save Order' button, and an 'Existing Saved Orders:' section with a dropdown menu, 'Update Existing', and 'Replace Existing' buttons. A copyright notice and links for 'OEM Copyright', 'User Agreement', 'Privacy', and 'Cookies' are also visible.



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Ordering Part(s) for Inventory from NEXPART

- **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 NEXPART interface.

NEXPART Interface

Hello Craig Heyd at A & H TIRES AND BRAKES [Help](#) Your Location: Valencia 0.50 Hrs Order Type: Normal (0 items \$0.00)



[Home](#) | [Stock Check](#) | [Catalog](#) | [Tools](#) | [My Account](#)

Smart Search Search Vehicle + Keyword, OR VIN, OR Brand, and/or Part Number, and/or Keyword ... [Search Tips](#) [Everywhere](#) [Search](#)

Parts | [Labor](#) | [Specs](#)

New | **My Vehicles** | **Year** | **Make** | **Model** | **Trim** | **Engine**

Enter a Year above for fast results — OR — Select a Year below

Year	2010s	2000s	1990s	1980s	1970s	1960s	1950s	1940s	1930s	1920s
	2018	2009	1999	1989	1979	1969	1959	1949	1939	1929
VIN	2017	2008	1998	1988	1978	1968	1958	1948	1938	1928
	2016	2007	1997	1987	1977	1967	1957	1947	1937	1927
	2015	2006	1996	1986	1976	1966	1956	1946	1936	1926
	2014	2005	1995	1985	1975	1965	1955	1945	1935	1925
	2013	2004	1994	1984	1974	1964	1954	1944	1934	1924
	2012	2003	1993	1983	1973	1963	1953	1943	1933	1923
	2011	2002	1992	1982	1972	1962	1952	1942	1932	1922

[FEEDBACK](#) [Help](#)

- Navigate through the NEXPART interface to the parts.

NEXPART Interface

Transfer

the auto warehouse

Smart Search 2005 Volvo V70 2.5L L5 Turbo VIN:59, + Others Click here to enter a part X Everywhere Search

Parts Labor Specs

New My Vehicles 2005 Volvo V70 Any Trim 2.5L L5 Turbo VIN:59, + Others ☆

Group Ignition & Filters Subgroup Filters & PCV Part Type

Engine Oil Filter
 Air Filter
 ☆

ALL GROUPS ▶ Ignition & Filters ▶ Filters & PCV ▶ Part Types

SELECT ALL PARTS IN THIS SUBGROUP

<input checked="" type="checkbox"/> Air Filter	<input type="checkbox"/> Engine Oil Drain Plug Gasket
<input type="checkbox"/> Auto Trans Filter	<input checked="" type="checkbox"/> Engine Oil Filter
<input type="checkbox"/> Auto Trans Filter Kit	<input type="checkbox"/> Engine Oil Filter Housing Cover
<input type="checkbox"/> Cabin Air Filter	<input type="checkbox"/> Engine Oil Grade
<input type="checkbox"/> Crankcase Capacity-ltr	<input type="checkbox"/> Engine Oil Viscosity
<input type="checkbox"/> Crankcase Capacity-qt	<input type="checkbox"/> Fuel Filter
<input type="checkbox"/> Engine Crankcase Breather Hose	<input type="checkbox"/> Vapor Canister
<input type="checkbox"/> Engine Oil Drain Plug	

Display Parts

2 Parts Selected

FEEDBACK Help

- Click the **<Add to Cart>** button for the part(s) you want to order.

NEXPART Interface

Transfer

Filter Your Results

Keyword Search

Min Qty 1 in stock & From All Locations

Part Filters

Brand

- ACDELCO PROFESSIONAL
- ACDELCO PROFESSIONAL CANADA
- AUTOPART INTERNATIONAL
- BECK/ARNLEY
- BOSCH
- CHAMPION LABORATORIES INC.
- FRAM
- IMC
- WIX

Vehicle Filters

Region

- CAN
- USA

Submodel

- 2.5T
- R

Engine Designation

- B5254T2
- B5254T4

Catalog Results

View: [List Icon]

Sort: Best Match

41 parts found

Parts per page: 50

Hide Price

Engine Oil Filter

ACDELCO PROFESSIONAL
Engine Oil Filter
Part# PF2250G

1 image

View SmartPage

Item Specifics: ENGINE OIL FILTER
Per Veh: 1 Years: 2004-2007
Additional Fitments
2.5T, FI, Turbo
R, FI, Turbo

Labor

Interchange

Buyers Guide

Related Parts

Sell Price \$8.49 Your Price \$5.74

Stock:

Primary: 526 Others: 1339

Buy From:

Valencia 526

Min Qty: 1, Per Veh: 1

Qty 1 +

FRAM
Engine Oil Filter
Extra Guard Engine Oil Filter
Part# CH8712

2 images

Item Specifics: OIL - FULL FLOW LU

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6. Click the **Cart** on the top right of the window.
7. Click **<Place Order>** to order the part(s).

NEXPART Interface

Hello Craig Heyd at A & H TIRES AND BRAKES (1 items \$5.74)

the auto warehouse **nexpart**

Home | Stock Check | Catalog | Tools | My Account

Smart Search Search Vehicle + Keyword, OR VIN, OR Brand, and/or Part Number, and/or Keyword ... Search Tips Everywhere Search

ORDER DETAILS Place Order Hide Your Price Go To: Order Comments Save Order

Purchase Order: 50023

Assign Order Type/Delivery Method

Branch: Valencia Order Type: Default Delivery Method: UPS blue

Delete	Order Qty	P/L	Part Number	Our Description / Catalog Description	Sell Price	Extended Sell Price	Your Price	Core Price	Pack Qty	Avail Qty	Extended Price		
Non Vehicle Specific													
Branch: Valencia Order Type: Default Delivery Method: UPS blue													
<input type="checkbox"/>	1	A42	PF2250G	Engine Oil Filter - Ident: 1	\$8.49	\$8.49	\$5.74	\$0.00	0	526	\$5.74		
Comment: <input type="text"/>													
Update Clear the Cart													
										Valencia Sell Price \$8.49		Valencia Order Value \$5.74	

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NEXPART Order Responses

- **Success**

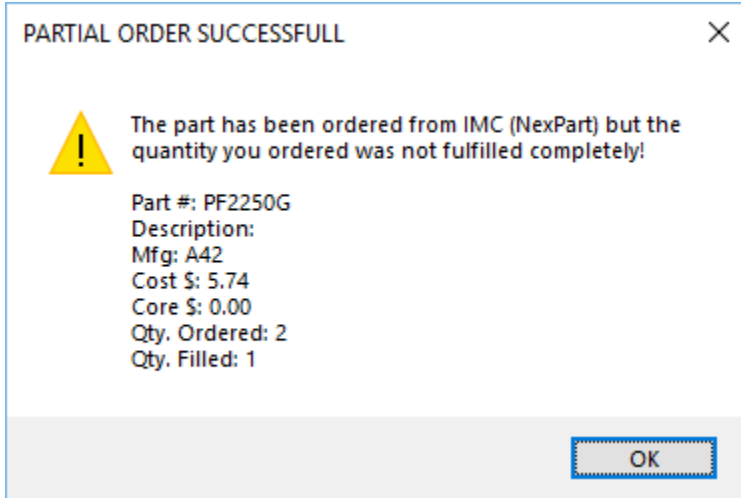
Part Ordered Successfully

i The part has been ordered from IMC (NexPart) successfully!

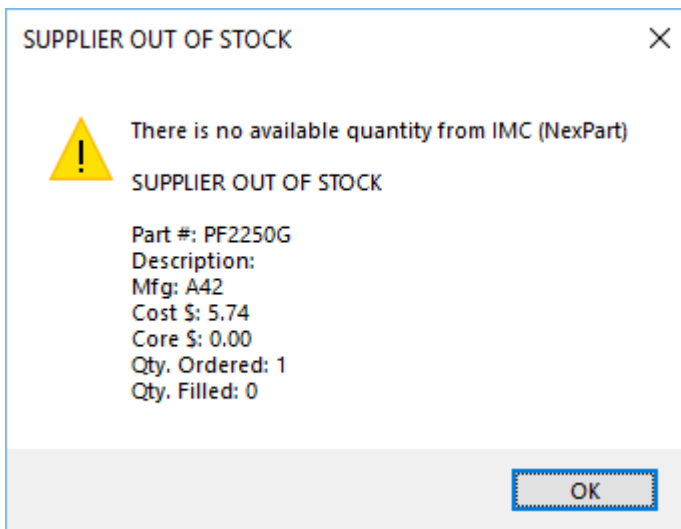
Part #: PF2250G
 Description:
 Mfg: A42
 Cost \$: 5.74
 Core \$: 0.00
 Qty. Ordered: 1
 Qty. Filled: 1

OK

- **Not Fulfilled Completely**



- **Not Fulfilled**



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See Also: [NEXPART Web Interface](#)