***PartsTech* Setup and Use Instructions**

The PartsTech integration allows shops to do a part search thru multiple vendors at virtually the same time. It is now available in beta version 7.8.349.0 for those shops who have requested it.

**Setup:**

* Go to the PartsTech website <https://www.partstech.com/getstarted> which will explain the step by step procedures to register. There is a link on that page to take you to the sign up page (<https://www.partstech.com/mechanic/signup>.) (If problems are encountered with the on-line setup, call PartsTech Support at 866-308-5193.)
* Read the entire Get Started documentation before clicking on the “Click here” link to go to the sign-up page.
* Find the drop-down list where you can choose the vendors you want to be able to order from.
* PartsTech will set those vendors up for you on their side.
* You will be given a User ID and Key from PartsTech.
* In MaxxTraxx, you will click on **Setups/Electronic Ordering**.
* Check the box for PartsTech and click the button to change setups.
* With the PartsTech radio button tagged, enter the credentials PartsTech gave you.
* (The other two radio buttons, Bosch and Bridgestone, are branded affiliate sites on PartsTech. For shops that are a Bosch dealer, they get credentials that will take them to the branded site. They have the Bosch working, but Bridgestone is not ready yet, and so that button is disabled for now.)

That’s all there is to setting it up.

**Use:**

* In an open RO, when you choose to add a part to a labor, choose “**Parts from PartsTech**”. This will launch the PartsTech site.
* It works best in full screen but can be used in a window. (The difference is that the list of vendors, in full screen, are all displayed across the top, making it easier to switch between vendors. In the windowed screen you must first click on the “**Change Supplier**” button then choose the vendor you want to search.)
* Once you have searched each of your vendors to find the availability and best price, click on the “**Add to Cart**” button to the right.
* After adding the part from one vendor to your cart, you can change vendors and order other parts from different vendors during the same session.
* Once you have found and added all the parts you need for this job, click on the “**Proceed to Checkout**” button, which will take you to a screen displaying all your parts to order.
* There is a “**Remove**” button, if a mistake was made, in the lower left corner of each vendor’s list.
* From this page you can choose to **Continue Shopping** if you forgot something, or **Submit Quote** to place the parts onto the RO. (If somehow, you don’t already have a vendor created in MaxxTraxx that is in your PartsTech group, when you Submit the Quote, you will be given the opportunity to add the vendor to your list.)

**Ordering Parts:**

* Once the parts are on your RO, and are displaying as short (over sold), when you save the RO, you will spin out as always to the PO Notice page.
* The changes here are that in the left column under Vendor Name, the first item will be “**All Parts**”, and will be displaying all the short parts.
* You won’t be able to tag in the Order column while in this view, because the parts may be from different vendors and each would create a different PO to the appropriate vendor.
* Click on the name of the vendor to allow the PO to continue.
* From that point, creating the purchase orders is the same as before…except for one important difference.
* In PO, the ”**Add Line Item**” button is disabled. You cannot add to the PO when ordering thru the PartsTech function.
* Stock orders need to be started from the **Order Parts** button. The reason is that all parts brought over thru PartsTech are coded so that PartsTech is credited for their sale. Parts ordered directly from your inventory list are not credited to PartsTech.

**Conclusion:**

This is a very cool and efficient new integration. There’s no extra charge for it, so why wouldn’t you use it? It is beta, remember, so there will be additional changes to the feature no doubt, as we receive feedback from you, but essentially should stay much the same as it is now.

As you are now a Beta Tester for the new feature, we would appreciate your feedback. And please report to us any problems you run into in the use of it. Generally speaking, once you have chosen PartsTech from the RO, and are logged into the PartsTech site, you have left MaxxTraxx and problems experienced there we would expect to be problems with the setup they did. We will, in those cases, probably refer you to the PartsTech Support number listed above.