



AUTO PARTSBRIDGE
Body Shop User Guide

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Getting started

Auto PartsBridge is an online ordering and parts validation system for dealerships and their body shops.

Some of the benefits for body shops are:

- Send online orders direct to your dealer
- Validate part and VIN information to ensure accurate orders
- Access to the full Electronic Parts Catalogue (EPC)
- Receive quotes on Original Equipment Manufacturer (OEM) parts

Log in and out

Auto PartsBridge is an online application that is accessed from the Auto PartsBridge website.

To log in to Auto PartsBridge:

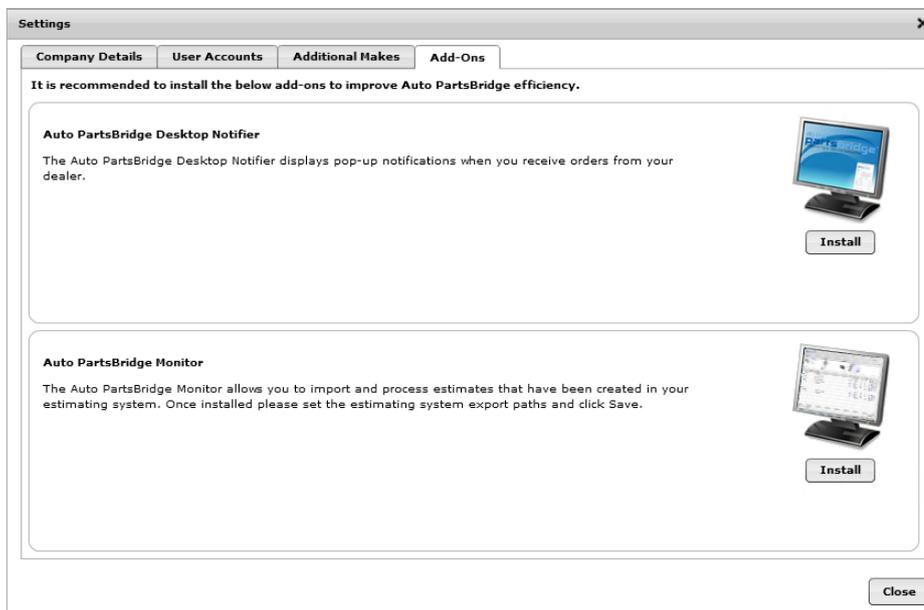
- 1 Go to the Auto PartsBridge website.
 - 2 Select your manufacturer.
 - 3 Type your user name into the **User name** field.
 - 4 Type your password into the **Password** field.
 - 5 Click **Log In** or press **Enter** on the keyboard.
 - 6 When prompted, install the ActiveX Control or Auto PartsBridge Monitor which allows Auto PartsBridge to read your estimates.
- ▶ To log out from Auto PartsBridge, click **Log Out**.

Configure settings

When you log in to Auto PartsBridge for the first time, you must configure the settings for your body shop. You must complete all the steps of the Configuration Wizard.

The steps of the Configuration Wizard include:

- 1 **Introduction:** View the Welcome window.
- 2 **End-User Licence Agreement:** Read and select the required checkboxes to accept the EULA and privacy policy.
- 3 **Company Details:** Confirm or change your company name, address and shipping details.
- 4 **User Accounts:** Create additional user accounts within the body shop (if required). Type the user details into the corresponding fields and click **Create**.
- 5 **Additional Makes:** Select the checkbox for a manufacturer and add dealer information to order parts for different vehicle makes.
- 6 **Add-Ons:** Install add-ons, such as the Auto PartsBridge Desktop Notifier or the Auto PartsBridge Monitor.
 - The Auto PartsBridge Desktop Notifier displays pop-up notifications when you receive orders from your dealer. Click **Install** and login to start receiving notifications.
 - The Auto PartsBridge Monitor allows you to import and read the estimates. Click **Install**. Click **Add New** and enter the same username and password that you used to log into Auto PartsBridge. Then enter the estimate paths into the corresponding fields and click **Save**. Click **X** to exit the window. Click **Close**.



- 7 **Finish:** Click **Finish**.

- ▶ To authorise your dealer to initiate orders on your behalf, select the **I consent to Order Retrieval** checkbox in the Auto PartsBridge Monitor (if available). The Order Retrieval feature is only available for selected manufacturers.

Change settings

The Settings window allows you to modify the settings for your body shop. You can also select your language in the Settings window.

Administrators can access all settings, such as the Estimating Systems, Company Details, User Accounts and Additional Makes. Non-Administrators can access the Estimating Systems and Company Details settings only.

To add new user accounts:

- 1 Click **Settings**.
- 2 Click the **User Accounts** tab.
- 3 Type the user account details into the corresponding fields.
- 4 If you want to allocate administrator rights to the user, select the **Set as admin.** checkbox.

Users with administrator rights can change all settings.

- 5 Click **Create**.

The screenshot shows the 'Settings' window with the 'User Accounts' tab selected. The 'New Users' section contains the following form fields:

- First name: * Clay
- Last name: * Doyle
- Email: * cdoyle@infomedia.com
- Phone: * 99009900
- User name: * clay
- Password: * ****
- Set as admin.:

A 'Create' button with a green robot icon is located below the form. A note states '* indicates a required field'. Below the form is a table titled 'Current Users':

First name	Last name	User name	Preferred parts interpreter	Edit	Delete
Peter	White	pwhite			

A 'Close' button is located at the bottom right of the window.

- 6 Click **Close**.

Send orders direct to dealers

Auto PartsBridge works with four estimating systems: Audatex, Comp-Est, Mitchell and Pathways. The estimates from your estimating system are displayed in the Estimates for Processing panel.

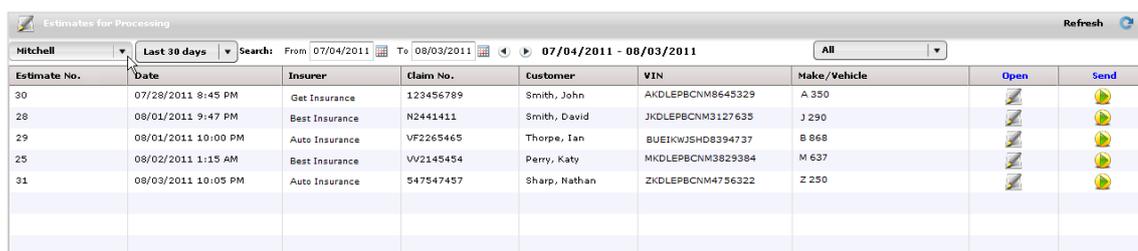
Access the list of estimates

You can view all your estimates or you can filter the estimates by timeframe or manufacturer.

Ensure the date range selected is based on when the estimates were created in the estimating system and not when they were exported.

To view all estimates:

- 1 Select an estimating system from the drop-down list.



Estimate No.	Date	Insurer	Claim No.	Customer	VIN	Make/Vehicle	Open	Send
30	07/28/2011 8:45 PM	Get Insurance	123456789	Smith, John	AKDLEPCNM8645329	A 350		
28	08/01/2011 9:47 PM	Best Insurance	N2441411	Smith, David	JKDLEPCNM3127635	J 290		
29	08/01/2011 10:00 PM	Auto Insurance	VF2265465	Thorpe, Ian	BUEIKWJSHD8394737	B 868		
25	08/02/2011 1:15 AM	Best Insurance	VV2345454	Perry, Katy	MKDLEPCNM3829384	M 637		
31	08/03/2011 10:05 PM	Auto Insurance	547547457	Sharp, Nathan	ZKDLEPCNM4756322	Z 250		

- 2 View the list of estimates. The following information is displayed:

- **Estimate No.:** The number assigned to the estimate.
- **Date:** The date the estimate was created.
- **Insurer:** The name of the insurance company.
- **Claim No.:** The number of the claim (if available).
- **Customer:** The name of the customer.
- **VIN:** The Vehicle Identification Number.
- **Make/Vehicle:** The make and model of the vehicle.

- 3 Click a column heading and select the  icon to sort the column data.

- ▶ To filter the estimates, select a timeframe from the drop-down list or select dates from the calendar.

Send order direct to the dealer

Body shops can send orders direct to the dealer. The dealer automatically orders the OEM parts and provides a quote for the OEM equivalent of the aftermarket parts.

To send an order directly to the dealer:

- 1 Click the  icon on the required estimate.



Estimate No. #	Date	Insurer	Claim No.	Customer	VIN	Make/Vehicle	Open	Send
25	07/28/2011 8:45 PM	Get Insurance	123456789	Smith, John	AKDLEPBCNM8645329	A350		
28	08/01/2011 9:47 PM	Best Insurance	N2441411	Smith, David	JKDLEPBCNM3127635	J 290		
29	08/01/2011 10:00 PM	Auto Insurance	VF2265465	Thorpe, Ian	BUEIKWJSHD8394737	B 868		
30	08/02/2011 1:15 AM	Best Insurance	VV2145454	Perry, Katy	MKDLEPBCNM3829384	M 637		
31	08/03/2011 10:05 PM	Auto Insurance	547547457	Sharp, Nathan	ZKDLEPBCNM4756322	Z 250		

- 2 Type the Purchase Order number into the **PO No.** field (if required), and click **OK**.
- 3 Click **OK**.

The order and an email notification will be sent to the dealer.

- ▶ To view estimates for a different manufacturer, select the manufacturer from the drop-down list.
- ▶ To authorise your dealer to initiate orders on your behalf, select the **I consent to Order Retrieval** checkbox in the Auto Partbridge Monitor (if available) in Settings. This feature is only available for selected manufacturers.

View and modify estimates

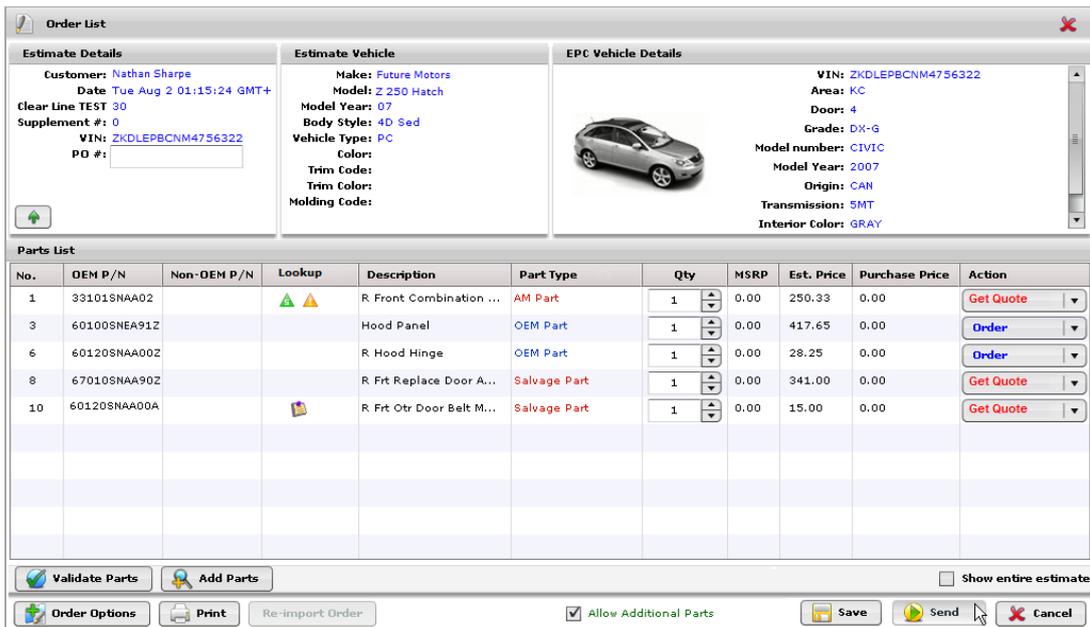
Prior to sending an order to the dealer you can open and modify the original estimate. In addition, you can validate the parts against the manufacturer data and add additional parts.

View estimate and send to dealer

The estimate consists of the vehicle details and the parts list.

To view an estimate and send to the dealer:

- 1 Click the  icon on the required estimate.
- 2 View the vehicle details from the estimate and the EPC.
- 3 View the parts list. The information for each part includes:
 - **OEM P/N and Non-OEM P/N:** The OEM and non-OEM part numbers (if available).
 - **Lookup:** The additional lookup information includes supersession data, selective fit options or fitment instructions.
 - **Description:** A description of the part.
 - **Part Type:** The two types of parts are OEM or aftermarket (AM). The aftermarket type includes parts such as salvage parts, sublet parts and remanufactured parts.
 - **Qty:** The number of parts required. This field can be modified.
 - **MSRP:** The Manufacturer Suggested Retail Price.
 - **Est. Price:** The price of the part from the estimate.
 - **Purchase Price:** The purchase price fixed by the dealer includes your normal dealer discount.
 - **Action:** The OEM parts are labelled as Order and the aftermarket parts as Get Quote.
- 4 Click the  icon to display additional vehicle details.
- 5 Click **Send**.



The screenshot shows the 'Order List' window with the following sections:

- Estimate Details:** Customer: Nathan Sharpe, Date: Tue Aug 2 01:15:24 GMT+, Clear Line TEST 30, Supplement #: 0, VIN: ZKDLEPBCNM4756322, PO #:
- Estimate Vehicle:** Make: Future Motors, Model: Z 250 Hatch, Model Year: 07, Body Style: 4D Sed, Vehicle Type: PC, Color, Trim Code, Trim Color, Molding Code.
- EPC Vehicle Details:** VIN: ZKDLEPBCNM4756322, Area: KC, Door: 4, Grade: DX-G, Model number: CIVIC, Model Year: 2007, Origin: CAN, Transmission: SMT, Interior Color: GRAY.
- Parts List Table:**

No.	OEM P/N	Non-OEM P/N	Lookup	Description	Part Type	Qty	MSRP	Est. Price	Purchase Price	Action
1	33101SNA02			R Front Combination ...	AM Part	1	0.00	250.33	0.00	Get Quote
3	60100SNEA91Z			Hood Panel	OEM Part	1	0.00	417.65	0.00	Order
6	60120SNA00Z			R Hood Hinge	OEM Part	1	0.00	28.25	0.00	Order
8	67010SNA09Z			R Fit Replace Door A...	Salvage Part	1	0.00	341.00	0.00	Get Quote
10	60120SNA00A			R Fit Otr Door Belt M...	Salvage Part	1	0.00	15.00	0.00	Get Quote

Buttons at the bottom: Validate Parts, Add Parts, Order Options, Print, Re-import Order, Allow Additional Parts (checked), Save, Send, Cancel. A checkbox for 'Show entire estimate' is also present.

- 6 Click **OK**.

Validate parts

The parts can be validated automatically against the VIN prior to sending the order to the dealer. This provides the opportunity to confirm the correct parts are being ordered.

After you validate the parts, the valid part numbers will be displayed in the Valid Parts frame and the invalid part numbers will be displayed in the Invalid Parts frame. The invalid part numbers can be validated manually using the Electronic Parts Catalogue (EPC).

To validate parts automatically:

- 1 Click **Validate Parts**.
- 2 View the valid parts in the Valid Parts frame.
- 3 If you want to view a valid part in the EPC, click the  icon.

Invalid Parts											
#	OEM P/N	Non-OEM P/N	Description	Part Type	Qty	MSRP	Disc.MSRP	Est. Price	View	Valid	Labor Items
3	33101SDAA01		R Front Combination Lamp Assembly	AM Part	1	0.00	0.00	123.00			
5	60100SDPA...		Hood Panel (HSS)	AM Part	1	0.00	0.00	126.00			
11	76400SDAA01		W/Shield Rear View Mirror	OEM Part	1	0.00	0.00	16.90			

Valid Parts												
#	OEM P/N	Non-OEM P/N	Lookup	Description	Part Type	Qty	Disc.MSRP	MSRP	Est. Price	Purchas	View	Action
▶ 8	74125-SDA...			Cover, Hood Lock	OEM Part	0	0.00	8.75	13.12	0.00		Order
▶ 9	17147-RCA...			Stay Assy., Engine Co	OEM Part	0	0.00	13.71	41.53	0.00		View ler
▶ 10	73111-SDN...			Glass, Fr. Windshield	OEM Part	0	0.00	0.00	461.40	0.00		Order

To validate parts manually in the EPC:

- 1 Click the  icon on the invalid part.
The EPC will be displayed.
- 2 Navigate through the Graphic Index to locate the equivalent OEM part.
For more information on finding parts, refer to the Add new parts section.
- 3 Click the callout in the image.
The part details will be displayed.
- 4 Click the  icon to add the part to the order.
The updated order will be displayed.

- ▶ To send the order to the dealer without validating parts, click **Send** at any time.
- ▶ To access additional information such as supersession or selective fit options, click the required icon in the **Lookup** column.

Add new parts

The Electronic Parts Catalogue (EPC) allows you to add additional parts to the estimate prior to sending the order to the dealer. Only OEM parts can be added using the EPC. The EPC is exactly the same as the EPC used by your dealer.

To display the EPC, click **Add Parts** in the Order List screen.

Use the Graphic Index

The Graphic Index is a pictorial index of the major and minor sections of a vehicle.

To use the Graphic Index:

- 1 Click **Add Parts** in the Order List screen.
- 2 Click the required major section.
- 3 Click the required minor section.
- 4 Click the callout in the image.

The part details will be displayed.

If more than one part is displayed, click on the required part.

The screenshot shows the EPC software interface. On the left is a 'Parts Search' window with a search bar and a table with columns for Description, Section, Lookup, and Callout. Below the table is a 'Part Details' section showing information for a 'Panel, L. Fr. Fender (Dot)' with part number 60261-SNA-A9022 and callout 003. The main area on the right displays a graphic index of a vehicle's front fender assembly with various parts numbered (e.g., 1, 2, 4, 5, 7, 8, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23). A green checkmark icon is visible over one of the parts in the graphic index.

- 5 Click the icon to add the part to the order.

The OEM part will be added to the estimate and the dealer will be able to order the part.

- 6 To return to the start of the Graphic Index, click the  icon.

To return to the order, click the  icon.

- ▶ To navigate the index, you can also use the drop-down lists at the top of the screen.

Search for parts

The Parts Search panel allows you to search for parts by description or part number. You can enter the full or partial part number.

To search for parts:

- 1 Select the search type. For example, description.
- 2 Type the search criteria and click **Search**.

The search results will be displayed.

- 3 Click on the required part.

The image will be displayed with the callout of the part highlighted.

The part details will be displayed. If more than one part is displayed, click on the required part.

Parts Search		19 results	
hood		 Search	
<input checked="" type="radio"/> Description <input type="radio"/> Part number			
Description	Section	Lookup	Callout
APPLIQUE/DECAL KITS, GOLDEN EAGLE HOOD DECAL	32641		1
BRACKET, HOOD CATCH	510		23
BUMPER, FENDER, OBLONG HEAD, HOOD CUSHION	410		7
BUMPER, HOOD	510		5
CATCH, HOOD	410		5
HOOD COVER, BLACK, V-STYLE, MATCHES TOP AND TIRE COVERS, WITH JEEP LOGO	31131		1

- 4 Click the  icon to add the part to the order.

- 5 To return to the order, click the  icon.

To close the screen at any time, click the  icon.

- ▶ If a part has been superseded, click the supersession icon  in the Lookup column or Part Details panel and select the required part.

Add labour items

Auto PartsBridge allows you to display the entire estimate and view labour items. The labour items can be added to an estimate.

When a labour item is added to the estimate the action changes to Get Quote. Labour items are displayed as aftermarket (AM) parts and the dealer can provide a quote for a part in place of a repair.

To add labour items to an estimate:

- 1 Select the **Show entire estimate** checkbox.

The entire estimate including the labour items will be displayed.

- 2 Click **Add to Order**.

The screenshot shows a software window titled "Order List" with a close button (X) in the top right corner. Below the title bar, there is a header section with a green arrow icon, "Vehicle: Z 250", "Build Date: 09", "VIN: ZKDLEPBCNM4756322", "Body Style: Hatch", and "Color:". Below this is a "Parts List" section containing a table with the following columns: #, OEM P/N, Non-OEM P/N, Lookup, Description, Part Type, Qty, MSRP, Est. Price, Purchase Price, and Action. The table contains four rows of data:

#	OEM P/N	Non-OEM P/N	Lookup	Description	Part Type	Qty	MSRP	Est. Price	Purchase Price	Action
2	33100SHJA51			R Front Combination ...	AM Part	1	0.00	256.00	0.00	Get Quote
4	60211SHJA90Z			R Fender Panel	OEM Part	1	0.00	273.88	0.00	Order
7	74105SHJA00			R Fender Closing Panel	OEM Part	1	0.00	6.13	0.00	Order
8				R Frt Door Repair Panel	Labour	1	0.00	0.00	0.00	Add to Order

Below the table, there are several buttons: "Validate Parts", "Add Parts", "Order Options", "Print", "Re-import Order", "Allow Additional Parts" (checked), "Save", "Send", and "Cancel". A checkbox labeled "Show entire estimate" is checked.

- 3 Confirm **Get Quote** is displayed in the **Action** column.

- 4 Continue to add labour items to the estimate (if required).

- 5 Click the **Show entire estimate** checkbox again to deselect it.

The estimate including the labour items that you have added will be displayed.

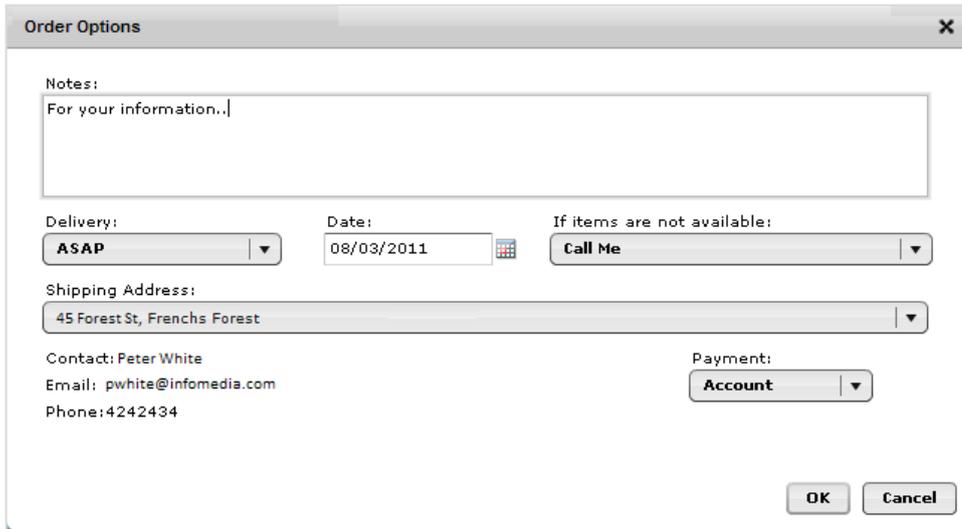
- ▶ To allow the dealer to add parts to your estimate, select the **Allow Additional Parts** checkbox.

Add order notes or a note

You can add a note or delivery options prior to sending the order to the dealer.

To add a note to an estimate:

- 1 Click the  icon on the required estimate.
- 2 Click **Order Options**.
- 3 Type the note into the **Notes** box.



The screenshot shows a dialog box titled "Order Options" with a close button (X) in the top right corner. The dialog contains the following fields and controls:

- Notes:** A text area containing the text "For your information..".
- Delivery:** A dropdown menu with "ASAP" selected.
- Date:** A date field showing "08/03/2011" with a calendar icon to its right.
- If items are not available:** A dropdown menu with "Call Me" selected.
- Shipping Address:** A dropdown menu with "45 Forest St, Frenchs Forest" selected.
- Contact:** Text fields for "Peter White", "Email: pwhite@infomedia.com", and "Phone: 4242434".
- Payment:** A dropdown menu with "Account" selected.
- Buttons:** "OK" and "Cancel" buttons at the bottom right.

- 4 Select the delivery options from the drop-down lists or calendar.
- 5 Select the payment information from the drop-down list.
- 6 Click **OK**.

Receive and accept quotes

The dealer sends orders back to the body shop with a quote for the OEM equivalent of the aftermarket parts. The body shop receives and reviews the quote from the dealer.

Accept quotes from dealers

When a quote is received by the dealer, the quote can be accepted or declined. The quoted price from the dealer is displayed in the Purchase Price field.

To accept a quote from the dealer:

- 1 Click **Modified**.
- 2 Double click on the required order.
- 3 Identify the aftermarket parts that have been quoted by the dealer.

The OEM equivalent of the aftermarket part is displayed with **Get Quote** in the **Action** drop-down list.

- 4 View the quoted price for the part in the **Purchase Price** field.
- 5 To accept the quote, select **Order** from the **Action** drop-down list.

To decline a quote, select **Do Not Order** from the **Action** drop-down list.

Valid Parts											
#	OEM P/N	Non-OEM P/N	Lookup	Description	Part Type	Qty	Disc.MSRP	MSRP	Est. Price	Purchase Pr	Action
▶ 2	1249304147B			SCREW-TAPPING	AM Part	4	0.00	0.19	0.00	0.19	Order
▶ 3	6640033010			PANEL ASSY-HOOD	AM Part	1	0.00	654.48	0.00	654.48	Order
▶ 6	7912033000			HINGE ASSY-HOOD RH	AM Part	1	0.00	26.01	0.00	26.01	Get Quote
▶ 8	7911033000			HINGE ASSY-HOOD LH	AM Part	1	0.00	30.34	0.00	30.34	Get Quote
▶ 11	8113033000		▲ ▲	LATCH ASSY-HOOD	OEM Part	1	0.00	70.85	70.85	70.85	Order

- 6 Continue to accept or decline the purchase price provided by the dealer.
- 7 Once the quote is complete, click **Send**.

Reimport an order

You have the ability to quickly and easily add parts to an estimate in your estimating system and reimport the estimate into Auto PartsBridge.

If you have authorised your dealer to initiate orders on your behalf, contact the dealer with the VIN or supplement number and allow the dealer to manage the order for you.

Parts that have been invoiced and shipped cannot be modified when an order is reimported.

To reimport an order from the estimating system:

- 1 Modify the estimate in the estimating system.
- 2 Open Auto PartsBridge and the estimate.
- 3 Click **Reimport Order**.

#	OEM P/N	Non-OEM P/N	Lookup	Description	Part Type	Qty	MSRP	Est. Price	Purchase Price	Action
2	33100SHJA51		▲ ▲	R Front Combination ...	AM Part	1	0.00	256.00	0.00	Get Quote
4	60211SHJA90Z			R Fender Panel	OEM Part	1	0.00	273.88	0.00	Order
7	74105SHJA00		📄	R Fender Closing Panel	OEM Part	1	0.00	6.13	0.00	Order

Order List

Vehicle: Z 250 Build Date: 09 VIN: ZKDLEPBCNM4756322 Body Style: Hatch Color:

Validate Parts Add Parts Show entire estimate

Order Options Print Reimport Order Allow Additional Parts Save Send Cancel

- 4 Click **Yes** to confirm the merge of the new and existing estimate.
- ▶ You can also search for parts in the EPC within Auto PartsBridge and add them directly to the order using the Add Parts button.

Access and manage orders

Orders can be viewed, saved, printed and completed in the Orders in Progress panel.

View orders and statuses

Orders are organised based on their status.

Status	Description
Modified	An order that has been modified by the dealer.
Sent	An order or quote request that has been sent to the dealer.
Saved	An order that has been saved.
Completed	An order that has been completed.

Orders can be accessed from the following folders:

- **Modified:** Displays quotes sent by the dealer.
- **Sent:** Displays orders and quote requests sent to the dealer.
- **Saved:** Displays saved orders.
- **Completed:** Displays closed orders.
- **All:** Displays all types of orders.

Estimate #	Date	Insurer	Claim No.	PO #	Customer	VIN	Vehicle	Status	Complete
25	08/03/2011 5:52 PM	Get Insuranc	123456789		Smith, John	AKDLEPBCNM8645329	A 350	Sent	Mark as Complete
31	08/03/2011 5:51 PM	Auto Insuran	547547457		Sharp, Nathan	ZKDLEPBCNM4756322	Z 250	Saved	Mark as Complete
30	08/03/2011 5:52 PM	Best Insuran	VV2145454		Perry, Katy	MKDLEPBCNM3829384	M 637	Sent	Mark as Complete

Search for an order

You can search for a particular order in the Orders in Progress panel.

To search for an order:

- 1 Type the search criteria into the **Search for** field.
- 2 Select the search type from the **Search by** drop-down list. For example, estimate number.
- 3 Click **Search**.

Print an order

Orders can be printed from the Order List screen.

To print an order:

- 1 Double click on the required order.
- 2 View the order.
- 3 Click **Print**.

Save an order

Orders can be saved from the Order List screen.

To save an order:

- 1 Double click on the required order.
- 2 View the order.
- 3 Click **Save**.

Complete an order

Orders can be completed in the Orders in Progress panel.

To complete an order:

- 1 Confirm the order is finalised.
- 2 Click on the required order.
- 3 Click **Mark as Complete**.

The status will be updated from Sent to Completed and the order will be moved to the **Completed** folder.

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