

GETTING STARTED GUIDE

Microcat Partsbridge delivers faster online parts ordering for dealerships and their body shops.

VIEW THE ORDER LIST

View your list of orders, the order status, and track orders efficiently. Quickly search or filter your orders to find the one you want.

Status	Date Modified	PO No.	Invoice No.	Customer	Vehicle	VIN	Items	Total	Est	Rebate
Updated	09/11/2020	RO0023142		Collaroy NSW Collision Centre - JGTMCBS001	Toyota Avalon	4T1BF28B2YU113165				
Updated	10/06/2020			Collaroy NSW Collision Centre - JGTMCBS001	Toyota Prius Four	JTDKARFU9G3006845				
Updated	09/04/2020	88888		Collaroy NSW Collision Centre - JGTMCBS001	Toyota RAV4	2T3WFREV6GW253010				
DMS Invoice Needed	10/03/2020	R031265		Collaroy NSW Collision Centre - JGTMCBS001	Toyota Highlander	5TDDGRFH7HS024349				
DMS Invoice Needed	09/14/2020	BSPO		Collaroy NSW Collision Centre - JGTMCBS001	Toyota Highlander	5TDDGRFH7HS024349				
DMS Invoice Needed	09/30/2020	PO-02090839		Collaroy NSW Collision Centre - JGTMCBS001	Toyota Prius II	JTDKN3DUXB1384374				
DMS Invoice Needed	09/28/2020	8888888		Collaroy NSW Collision Centre - JGTMCBS001	Toyota Corolla Au	1NXBU4EE0AZ330624				
DMS Invoice Needed	10/01/2020	78		Collaroy NSW Collision Centre - JGTMCBS001	Camry SE A	4T1BF1FK2EU354572				
DMS Invoice Needed	10/01/2020			Collaroy NSW Collision Centre - JGTMCBS001	Toyota Tundra	5TFLU52177X002088				
DMS Invoice Needed	09/10/2020	PO12345		Collaroy NSW Collision Centre - JGTMCBS001	Toyota RAV4 Limit	2T3DFREV5GW469079				
DMS Invoice Needed	08/31/2020			Collaroy NSW Collision Centre - JGTMCBS001	Toyota Matrix	2T1KE40E09C001407				
Quote Requested	10/06/2020	as		Collaroy NSW Collision Centre - JGTMCBS001	Toyota Camry SE A	4T1BF1FK4FU010761				

GOOD TO KNOW:

- Double-click an order to open it.
- Click the **Status** ↓ column to sort the list of orders.
- To access settings and install useful add-ons, click the  icon.

MICROCAT[®] Partsbridge

- 1 Search for orders by Customer, Estimate No., Vehicle or VIN.
- 2 Filter orders by status, brand and date range.
- 3 View the list of orders and the status at a glance.
- 4 Retrieve an estimate from a body shop customer.
- 5 Click **Open** to view the details of the order.
- 6 Use the quick action buttons to process your orders depending on their status.

OPEN AN ORDER

Open an order to view the vehicle and order information, validate any invalid parts and add additional parts.

The screenshot displays the MICROCAT Partsbridge interface for a Toyota dealership. At the top, there's a navigation bar with 'Order Manager' and 'Reports'. Below it, a header shows 'Back to Order List' and 'Estimate 11791 - Toyota Highlander 17 (5TDDGRFH7HS024349) - 4D UI'. A summary bar includes a vehicle image, PO Number (R031265), Last Update (Saturday at 5:31 PM), Body shop (Collaroy NSW Collision Centre), and Insurer (The Insurance Co.). A 'Close' button is on the right. Below the summary, there are tabs for 'Estimate' and 'Parts Catalog', along with 'Notes' and 'Mark as Invoiced' buttons. The main area is a table of parts with columns for #, PR, Part, Technical Information, Type, Quantity, Cost Price, Retail, Est. Price, Sell Price, Est. Rebate, and Margin %. The table lists six parts, including front and rear bumpers, a front seal clip, and headlamps. Each row has 'Order', 'Quote', and 'Do not order' buttons. At the bottom, there's a summary of costs: Cost Price \$160.00, Margin 10%, Margin Amount \$30.00, Est. Rebate \$10.00, and Grand Total \$190.00. Buttons for 'Cancel', 'Save', 'Archive', and 'Send Quote' are also present.

#	PR	Part	Technical Information	Type	Quantity	Cost Price	Retail	Est. Price	Sell Price	Est. Rebate	Margin %
1		52119-0E938 COVER, FRONT BUMPER [PAINT REQ. PLATINUM PACKAGE&BACK MONITOR-PANORAMIC VIEW MONITOR]		AM Part	1	\$171.69	\$285.59	\$115.20	\$ 0.00		-%
2		52161-02020 PIECE, REAR BUMPER		OEM Part	1	\$1.66	\$2.76	\$2.76	\$ 2.76		39.86%
3		904670801183 Front seal clip Invalid part - For the dealer to resolve		OEM Part	1	\$1.66	\$2.76	\$2.76	\$ 2.76		39.86%
4		52129-0E030 COVER, FRONT BUMPER, LOWER		AM Part	1	\$140.09	\$233.02	\$75.55	\$ 0.00		-%
5		90981-13075 BULB(FOR HEADLAMP, NO.2) [12V 55W,HALOGEN]		OEM Part	1	\$13.06	\$21.72	\$21.72	\$ 21.72		39.87%
6		81110-0E360 HEADLAMP ASSY, RH		AM Part	1	\$280.32	\$466.28	\$285.00	\$ 0.00		-%

- 1 View a summary of the vehicle and the estimate.
- 2 Click the Find in EPC icon to quickly navigate to the part image and add related parts to your order.
- 3 Click the Find in EPC icon to validate parts (if required).
- 4 Add additional parts or view an image using the Parts Catalog.
- 5 Use the **Close** button to return to the list of orders.
- 6 Save your order until you are ready to send the quote to the body shop.

GOOD TO KNOW:

- Click the More Information icon to view detailed vehicle information.
- Click the icon to view part photos from the manufacturer.
- Click the icon to view supersession information.

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INFOMEDIA[™]
DRIVEN BY DATA.

SEND A QUOTE TO THE BODY SHOP

Prepare and send the quote to the body shop. View the profit, rebate and margin, so you maintain your profit while offering discounted parts.

#	PR	Part	Technical Information	Type	Cost Price	Retail	Est. Price	Sell Price	Est. Rebate	Margin %	
1		52119-0E938 COVER, FRONT BUMPER (REQ. PLATINUM PACKAGE&BACK MONIT PANORAMIC VIEW MONITOR)		AM Part	\$171.69	\$285.59	\$115.20	\$95.59		-79.61%	Order Quote Do not order
2		52161-02020 PIECE, REAR BUMPER		OEM Part	\$1.66	\$2.76	\$2.76	\$2.76		39.86%	Order Quote Do not order
3		52161-02020 PIECE, REAR BUMPER		OEM Part	\$1.66	\$2.76	\$2.76	\$2.76		39.86%	Order Quote Do not order
4		52129-0E030 COVER, FRONT BUMPER, LOWER		AM Part	\$140.09	\$233.02	\$75.55	\$68.02		-105.95%	Order Quote Do not order
5		90981-13075 BULB(FOR HEADLAMP, NO.2) (12V 55W,HALOGEN)		OEM Part	\$13.06	\$21.72	\$21.72	\$21.72		39.87%	Order Quote Do not order
6		81110-0E360 HEADLAMP ASSY, RH		AM Part	\$280.32	\$466.28	\$285.00	\$245.28		-14.29%	Order Quote Do not order

- 1 Check the PR column to determine which parts are eligible for a rebate.
- 2 View your overall profit, margin and total for the full order.
- 3 Use the Type icon to filter by part type.
- 4 Enter your sell price for the part based on the estimate price and rebate.
- 5 Confirm the status is set to Quote for the aftermarket parts.
- 6 Send the quote to the body shop.

GOOD TO KNOW:

- To view all details on the estimate, click the **Show entire estimate** switch.
- Click the **Notes** button to view or add notes for the body shop.
- Click the **Print** icon to print the estimate or order.

FINALIZE THE ORDER AND INVOICE PARTS

Once the body shop confirms the parts they want to order, you can finalize the order and invoice the parts. It's important to invoice parts correctly to ensure you receive rebates on eligible parts.

Order Management Interface (Step 1):

Order ID: HS024349 - 4D Ut

Customer: Collaroy NSW Collision Centre

Insurer: The Insurance Co.

Type	Quantity	Cost Price	Retail	Est. Price	Sell Price	Est. Rebate	Margin %	Actions
AM Part	1	\$171.69	\$285.59	\$115.20	\$ 95.59	-79.61%	-79.61%	Order Quote Do not order
OEM Part	1	\$1.66	\$2.76	\$2.76	\$ 2.76	39.86%	39.86%	Invoiced #123
OEM Part	1	\$1.66	\$2.76	\$2.76	\$ 2.76	39.86%	39.86%	Invoiced #123
AM Part	1	\$140.09	\$233.02	\$75.55	\$ 68.02	-105.95%	-105.95%	Order Quote Do not order

Summary: 10% Margin Amount \$30.00 Est. Rebate \$10.00 Grand Total \$190.00

Buttons: Cancel Save Archive Send Quote

1

2

Mark as Invoiced

3

Mark as Invoiced Dialog (Step 4):

Account Number: JGTMCBS001

Customer: Collaroy NSW Collision Centre

Invoice Number: 888

Contact: Jeff BS Gray BS

Phone: 99999999

PO No.:

Buttons: Apply to all (dropdown), Save

#	Part No.	Description	Qty	Sell Price	Status	Type	Invoice #
1	53112-47240	GRILLE, RADIATOR, LOWER NO.1 [NO PAINT REQ.]	1	\$ 66.95	Invoiced	OEM Part	888
2	53101-47081	GRILLE SUB-ASSY, RADIATOR [NO PAINT REQ.]	1	\$ 134.86	Invoiced	AM Part	888
3	90119-12439	BOLT, WWASHER	1	\$ 2.41	Invoiced	OEM Part	888
4	53217-47030	BRACE, HOOD LOCK SUPPORT	1	\$ 42.39	Invoiced	OEM Part	888
5	53301-47110	HOOD SUB-ASSY	1	\$ 332.97	Invoiced	OEM Part	888

4

5

6

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- 1 Confirm the status is set to **Order** for the parts you want to order.
- 2 Transfer the order to your DMS (if available).
- 3 Click **Mark as Invoiced**.
- 4 Enter the invoice number that matches the invoice number in your DMS.
- 5 Click the **Apply to all / Apply to empty lines** drop-down.
- 6 Click **Save**.

See our Dealer Invoicing Guide for more information on matching invoice numbers.

Contact Customer Service for assistance with DMS integration.

ORDER SEARCHING

Customer [▼] Enter search criteria [🔍]

Status: All [▼] Brand: Toyota [▼] Date Range: 07/10/2020 - 10/07/2020 [📅]

Use the search and filter features to easily track and manage your orders. Improved order searching and date range filtering helps you quickly access and view your orders.

Status ↑	Date Modified	PO No.	Invoice No.	Customer	Vehicle	VIN
■ New	10/06/2020			Collaroy NSW Collision Centre - JGTMCBS001	Toyota Prius Four	JTDKARFU9G3006845
■ Updated	09/04/2020	88888		Collaroy NSW Collision Centre - JGTMCBS001	Toyota RAV4	2T3WFREV6GW253010
■ DMS Invoice Needed	10/03/2020	R031265		Collaroy NSW Collision Centre - JGTMCBS001	Toyota Highlander	5TDDGRFH7HS024349
■ Quote Requested	10/06/2020	as		Collaroy NSW Collision Centre - JGTMCBS001	Toyota Camry SE A	4T1BF1FK4FU010761
■ DMS Invoice Needed ■ Quote Requested	09/29/2020	123123		Collaroy NSW Collision Centre - JGTMCBS001	Toyota Camry	JTNBB46K083046131

ORDER MANAGEMENT

The order statuses are more descriptive and easier to understand for faster order processing. Additional information such as the invoice number and the estimated rebate are clearly visible.

MICROCAT Partsbridge - Back to Estimate List

Estimate 983-0A417A66-1 - Toyota Sienna 05 (5TDBA23C05S029509) - Van 119" - 10071231 TMC

PO Number: 121212 | Dealer: JG's Toyota Dealership | Estimator: Mike Guyler

Search results: HEADLAMP ASSY, RH

Description	Section	Lookups	Callout
HEADLAMP ASSY, RH	8101	81110	

Part Details: HEADLAMP ASSY, RH
Part Number: 81110-4E310 | Callout: 81110 | From date: 01/2003 | To date: 08/2005
Comment: MCL28 | Lookup: [🔍]

MSRP: \$371.76 | Quantity: 1 | [Replace] [Order]

PARTS CATALOG

Use the enhanced parts catalog for more accurate ordering. You can view a parts image, replace a part or add more parts.

Use existing parts on the order to quickly find and add related parts.