

ePartsFinder® is the only multi-vendor enterprise medical parts procurement platform with workflow automation and governance built in. ePartsFinder® and ePartsFinder® Mobile provide instant pricing and availability via SmartPrice™ technology.

This User Guide provides assistance in the operation and use of ePartsFinder® by providing step by step and graphically highlighted examples.

## Contents

Login.....	1
Catalog .....	2
New Order.....	5
Checkout .....	6
Adding Multiple Parts to an Order.....	8
Favorite Part (Saving & Loading Favorite Parts) .....	8
Favorite Order (Saving & Loading Favorite Orders).....	9
Service Information:.....	10
eQuotes.....	11
eQuotes.....	11
Pending Orders .....	12
Orders Shipped .....	12
Repairs .....	12
Back Orders.....	12
My Orders .....	12
MyServices .....	13
Exchanges:.....	13
Returns.....	14
Repairs .....	14
Reports.....	14
MyPartsSource .....	15

## Login

- Open desired browser (Internet Explorer, Firefox etc.) and enter [www.partsfinder.com](http://www.partsfinder.com) and select **Enter** key. ePartsFinder® log in screen will display. Enter your User ID and Password then click Log In. The New Order screen will display or the default view selected in MyPartsSource.
  - If this is the first time logging in, the End User License Agreement (EULA) will require review and acceptance.

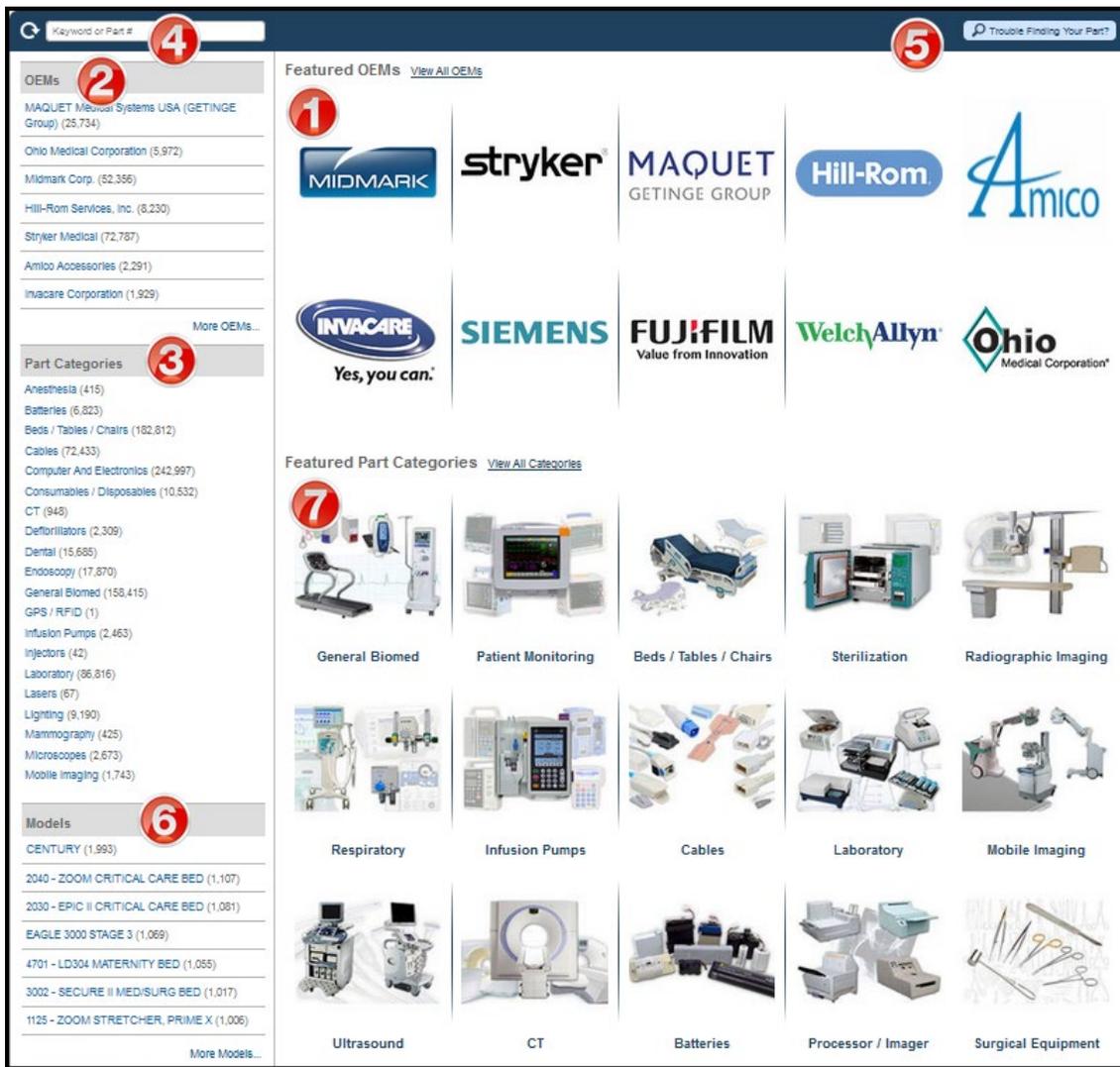
Developed by PartsSource, the nation's leading provider of medical replacement parts, ePartsFinder provides:

- 2.5M+ parts from thousands of OEMs
- order tracking
- data and spend reporting
- 24/7 customer support
- service to 3,300+ hospitals & service organizations
- support for 30+ medical modalities

## Catalog

The online catalog provides intuitive navigation and comprehensive smart search capabilities to request and purchase parts. Browse by OEM or categories and as you search, a “bread crumb” path is added which can be easily edited in order to pinpoint the search. Frequently purchased parts for each OEM or category as well as related part options are displayed.

1. Click “Catalog” tab  (Found on the toolbar at the top)
  - a. Researching part requests can be navigated by clicking on:
    - i.  Featured OEMs
    - ii.  OEM's (More OEMs...)
    - iii.  Part Category
    - iv.  Entering Keyword or Part #
    - v.  Trouble Finding Your Part
    - vi.  Models
    - vii.  Featured Part Categories



The screenshot displays the PARTSSOURCE ePartsFinder catalog interface. At the top, there is a search bar labeled "Keyword or Part #" (4) and a "Trouble Finding Your Part?" button (5). The left sidebar contains two main sections: "OEMs" (2) and "Part Categories" (3). The "OEMs" section lists various manufacturers such as MAQUET Medical Systems USA (GETINGE Group), Ohio Medical Corporation, Midmark Corp., Hill-Rom Services, Inc., Stryker Medical, Amloo Accessories, and Invacare Corporation. The "Part Categories" section lists various medical equipment categories like Anesthesia, Batteries, Beds / Tables / Chairs, Cables, Computer And Electronics, Consumables / Disposables, CT, Defibrillators, Dental, Endoscopy, General Biomed, GPS / RFID, Infusion Pumps, Injectors, Laboratory, Lasers, Lighting, Mammography, Microscopes, and Mobile Imaging. The main content area is divided into two sections: "Featured OEMs" (1) and "Featured Part Categories" (7). The "Featured OEMs" section displays logos for MIDMARK, stryker, MAQUET GETINGE GROUP, Hill-Rom, and Amico. The "Featured Part Categories" section displays images and labels for various medical equipment categories: General Biomed, Patient Monitoring, Beds / Tables / Chairs, Sterilization, Radiographic Imaging, Respiratory, Infusion Pumps, Cables, Laboratory, Mobile Imaging, Ultrasound, CT, Batteries, Processor / Imager, and Surgical Equipment. At the bottom of the interface, there is a "Models" section (6) listing various medical equipment models such as CENTURY, 2040 - ZOOM CRITICAL CARE BED, 2030 - EPIC II CRITICAL CARE BED, EAGLE 3000 STAGE 3, 4701 - LD304 MATERNITY BED, 3002 - SECURE II MEDI/SURG BED, and 1125 - ZOOM STRETCHER, PRIME X.

ISO 9001:2008

b. Example Navigation

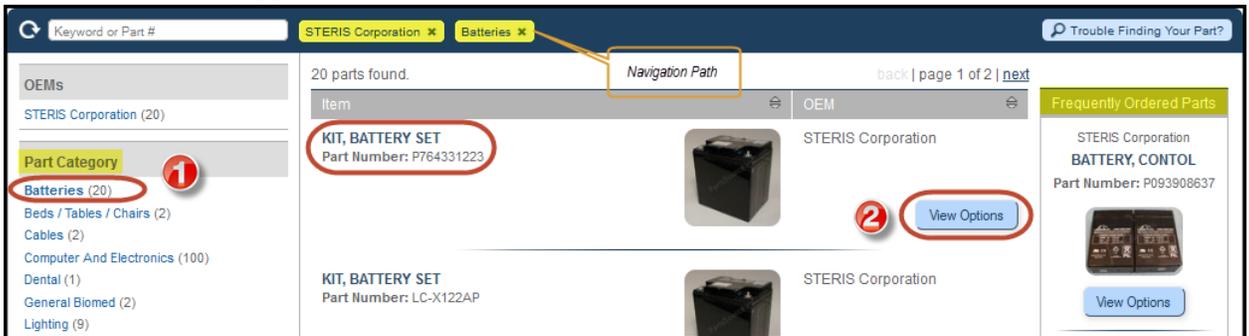
i. Click Steris from the ❶ OEMs or More OEMs... list

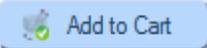


ii. Select ❷ “Batteries” from the “Part Category”

1. All available battery choices will display
2. “Frequently Ordered Parts” are displayed on the right
3. Path of navigation (“Bread Crumbs”) displayed to the right of the Keyword or Part # field

iii. Click on the ❸ View Options for the “Kit, Battery Set Part Number P764331223”



iv. By selecting  the OEM Original or OEM Replacement can be added to the cart and ready for purchase.

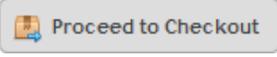
1. The default facility can be overridden by the Facility pull-down field
2. Additional Options can be requested by selecting “Click here for an eQuote”
3. “Also Consider” options are displayed below the presented purchase options
4. After the part request has been added to the cart and are ready to be

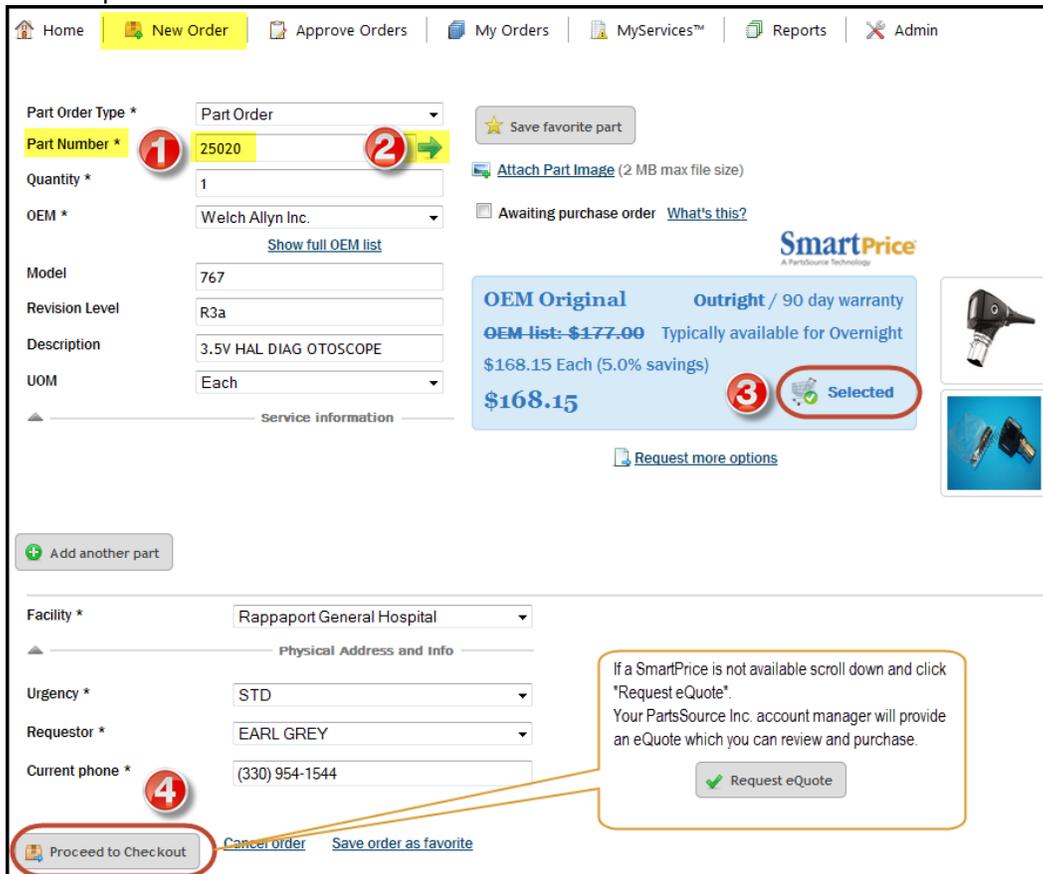
purchased, click on the cart  and complete the checkout detailed in the [Checkout](#) section.

Item	OEM
<b>KIT, BATTERY SET</b> Part Number: P764331223	 STERIS Corporation <a href="#">Hide Options</a>
Facility*: <b>Aurora Health System</b>	
<b>OEMOriginal, 90 Day Warranty, Outright Purchase</b> Typically available for Overnight Returnable: No	List Price: <del>\$397.53</del> <b>Your Price: \$377.65</b> You Save: \$19.88 (5%)  <b>OEMReplacement, 12 Month Warranty, Outright Purchase</b> Typically available for Overnight Returnable: Yes
Add to Cart	
Add to Cart	
Need an additional option? <a href="#">Click here for an eQuote</a>	
<b>Also Consider:</b>	
 STERIS Corporation <b>BATTERY, CONTOL</b> P093908637 <a href="#">View Options</a>	

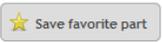
## New Order

The New Order tab provides the ability to request a quote by part number and add it to the Cart for purchase.

1. Click  **New Order** tab (found on the toolbar at the top)
  - a.  Enter desired Part Number and
  - b.  click the blue arrow 
    - i. ePartsFinder® will look up the part number in the digital catalog and display the SmartPrice™, OEM, Description and part images.
  - c.  Select the pricing option
  - d.  Scroll down and click 
    - i. Tip: If the Purchase order is not available, Check the  **Awaiting purchase order** and click Request eQuote which will save the part to the eQuotes queue.
  - e. If a SmartPrice is not available scroll down and click . Your PartsSource Inc. account manager will provide an [eQuote](#) which you can review and purchase.



Home **New Order** Approve Orders My Orders MyServices™ Reports Admin

Part Order Type \* Part Order 

Part Number \*  25020  

Quantity \* 1 

OEM \* Welch Allyn Inc.  Awaiting purchase order [What's this?](#)

[Show full OEM list](#)

Model 767

Revision Level R3a

Description 3.5V HAL DIAG OTOSCOPE

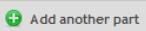
UOM Each

Service information

**SmartPrice**  
A PartsSource Technology

OEM Original Outright / 90 day warranty  
OEM list: ~~\$177.00~~ Typically available for Overnight  
\$168.15 Each (5.0% savings)  

[Request more options](#)



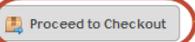
Facility \* Rappaport General Hospital

Physical Address and Info

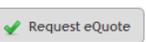
Urgency \* STD

Requestor \* EARL GREY

Current phone \*  (330) 954-1544

 [Cancel Order](#) [Save order as favorite](#)

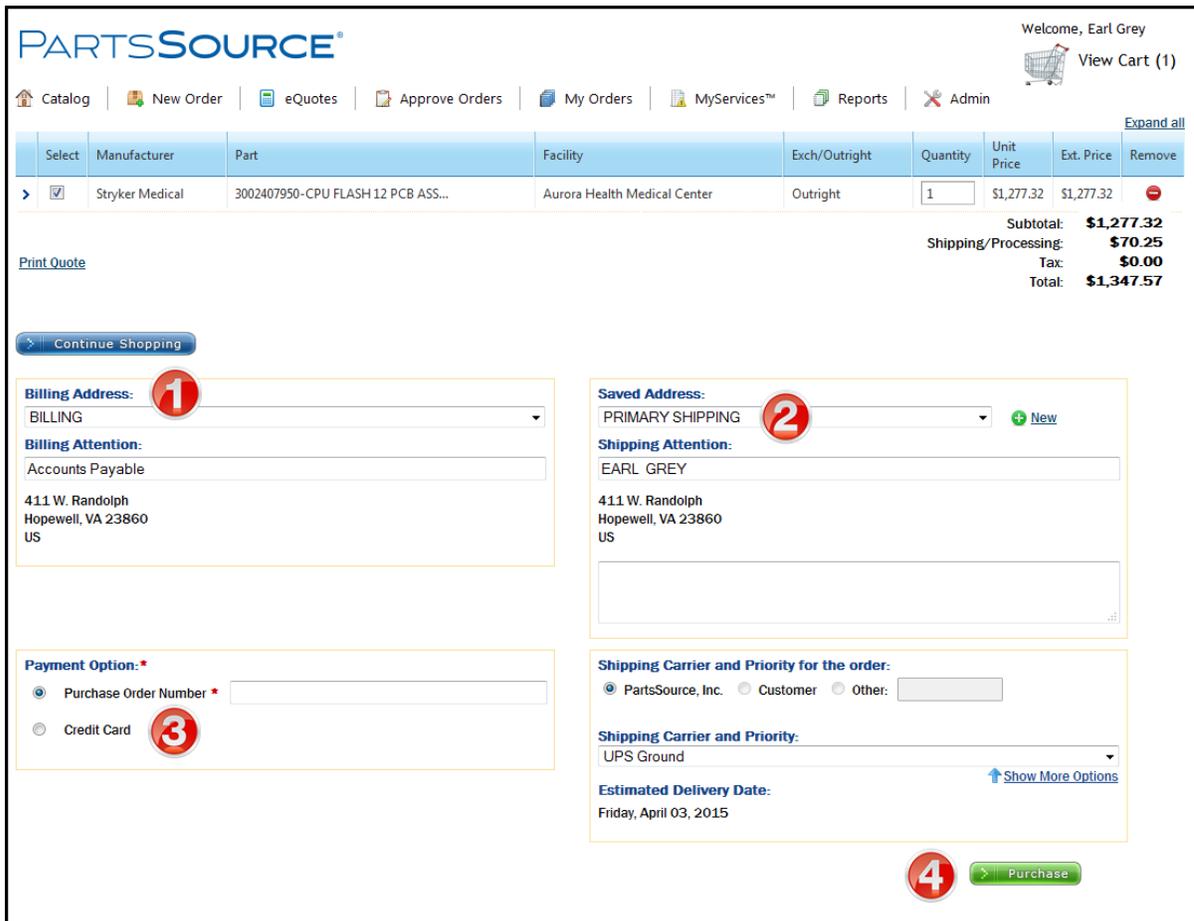
If a SmartPrice is not available scroll down and click "Request eQuote".  
Your PartsSource Inc. account manager will provide an eQuote which you can review and purchase.



## Checkout

Provides the ability to purchase one or more parts with the same purchase order or credit card and if required, alter the shipping carrier and priority.

1.  Review the Bill To information
2.  Review Ship To information & Shipping Carrier and Priority
3.  Enter Purchase Order or select Credit Card
4.  Click Purchase 
  - a. If a required field has not been completed look for the red asterisk \* which indicates fields that must be completed before proceeding to Purchase.



PARTSSOURCE® Welcome, Earl Grey  
View Cart (1)

[Catalog](#) | [New Order](#) | [eQuotes](#) | [Approve Orders](#) | [My Orders](#) | [MyServices™](#) | [Reports](#) | [Admin](#)

Select	Manufacturer	Part	Facility	Exch/Outright	Quantity	Unit Price	Ext. Price	Remove
<input checked="" type="checkbox"/>	Stryker Medical	3002407950-CPU FLASH 12 PCB ASS...	Aurora Health Medical Center	Outright	1	\$1,277.32	\$1,277.32	

[Print Quote](#)

Subtotal: **\$1,277.32**  
 Shipping/Processing: **\$70.25**  
 Tax: **\$0.00**  
 Total: **\$1,347.57**

[Continue Shopping](#)

**Billing Address:** 

BILLING

**Billing Attention:**  
Accounts Payable

411 W. Randolph  
Hopewell, VA 23860  
US

**Saved Address:** 

PRIMARY SHIPPING 

**Shipping Attention:**  
EARL GREY

411 W. Randolph  
Hopewell, VA 23860  
US

**Payment Option:\***

Purchase Order Number \*

Credit Card 

**Shipping Carrier and Priority for the order:**

PartsSource, Inc.  Customer  Other:

**Shipping Carrier and Priority:**  
UPS Ground [Show More Options](#)

**Estimated Delivery Date:**  
Friday, April 03, 2015

- Order Confirmation will display which can be printed, exported (e.g. PDF), saved and or emailed.

1 of 1

Export to the selected format
Export

Page 1 of 1

**PartSource, Inc**  
**777 Lena Drive**  
**Aurora, OH 44202**  
 Phone: 330-562-9900  
 Fax: 330-562-9901  
 Today's Date: 5/8/2014 1:41 PM

**Customer:**  
 Rappaport General Hospital  
 101 Harris Dr  
  
 Kilmarnock, VA 22482  
 Attn: EARL GREY

**Order Confirmation: 1224593**  
 Order Date: 5/8/2014 1:10 PM  
 Sales Rep: DCLARK  
 PO: DAC  
 Asset ID:  
 Cost Center:  
 Part S/N:  
 Equipment S/N:

**Ship To:**  
 Rappaport General Hospital  
 101 Harris Dr  
  
 Kilmarnock, VA 22482  
 Attn: EARL GREY

Qty	U/M	Ref #	Part Number	Description	Price	Ext. Price
1	EA	1736472	25020 Replacement Part: 25020-O <i>Non-Returnable Part</i> <i>Typically available for Overnight</i>	3.5V HAL DIAG OTOSCOPE	\$168.15	\$168.15

\* Price represents the purchase price of the ordered item.  
 The final invoice will include any applicable sales tax plus shipping and handling.

**Total: \$168.15**

**Payment Method:**  
 Purchase Order: DAC

**Terms and Conditions of Sale**

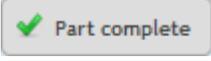
This order incorporates by reference the PartSource "Terms and Conditions of Sale" available at <http://www.partsource.com/Site/Terms-Conditions>, a hardcopy of which is available upon request. Your acceptance of this confirmation or acceptance of the Goods is an acknowledgement that you have received, reviewed, accepted and intend to be bound by such Terms and Conditions of Sale.

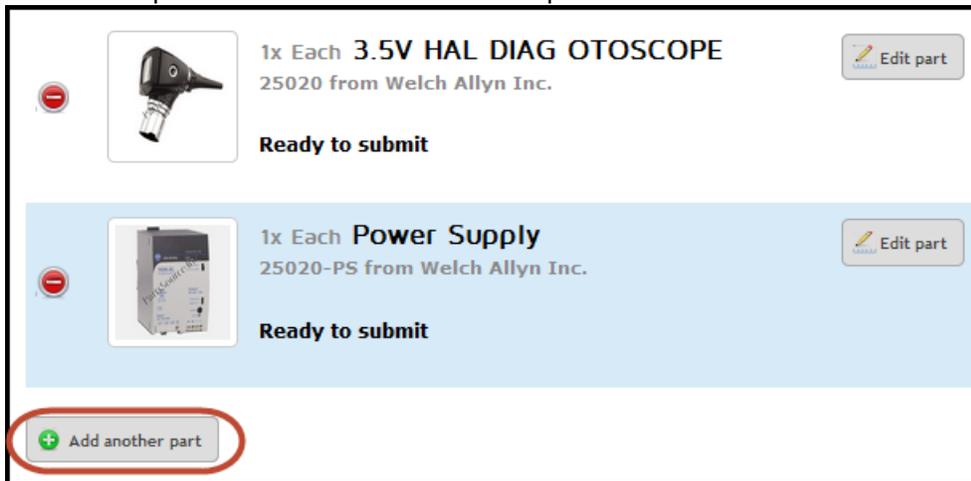
## Adding Multiple Parts to an Order

1. After completing the entry of the first part and selecting the pricing option (e.g. OEM Original)

click the 

2. The first part will be summarized and collapsed. A new set of fields will display and the second part request can be entered (following instructions on page 5, section 1 “[New Order](#)”, once

complete click  and proceed to checkout or click 



## Favorite Part (Saving & Loading Favorite Parts)

1. Saving Favorite Part:

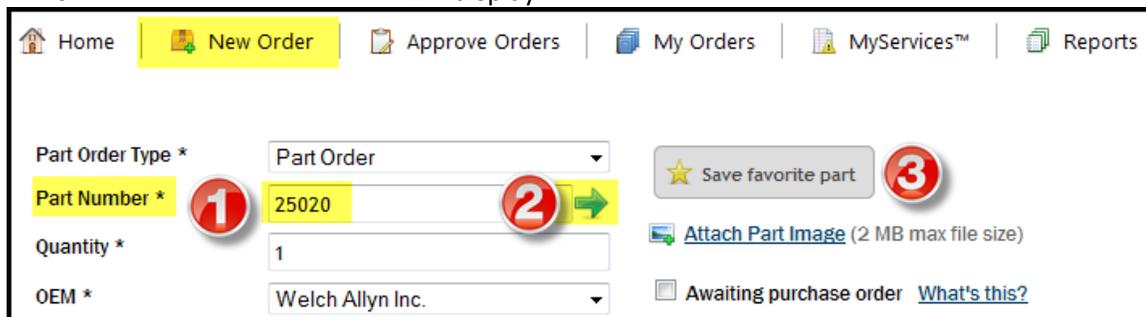
Provides the user the ability to save frequently requested parts for future loading of the New Order form without having to re-key the request in.

- a. After entering a  Part Number and searching  the digital catalog the

 button  displays

- b. Click the 

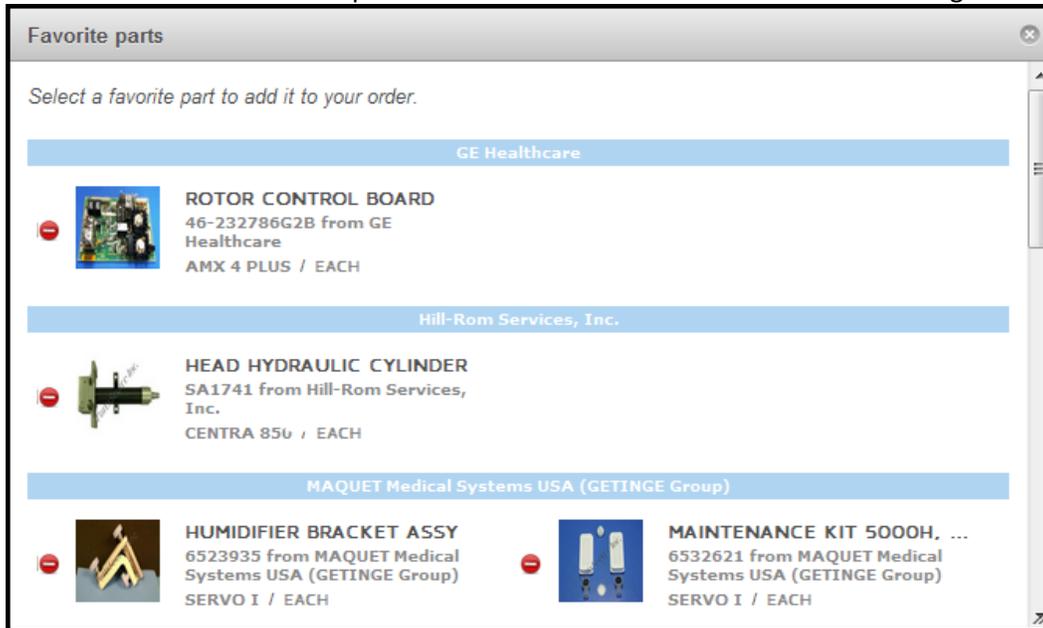
- c.  Part saved as favorite will display



2. Load Favorite Part:

Enables the user the ability to recall frequently requested parts without having to re-key the part number and details each time.

- a. After selecting the  **New Order** tab clicking the  **Load favorite part** will display the saved favorite parts list.
- b. Select a favorite part to add to the order by clicking on the details or image.
  - i. To remove a part from the Favorite Parts list click on the  image.



### ***Favorite Order (Saving & Loading Favorite Orders)***

#### 1. Saving Favorite Order:

Provides the ability to save multiple parts as a favorite order (e.g. PM Kit)

- a. After entering 2 or more parts on the New Order screen scroll down to the bottom of the screen and select the hyperlink [Save order as favorite](#).
- b. Save Favorite Order dialog box will display, enter the Name and Description then click Save. This group of parts is now saved as a Favorite Order.

**Save favorite order**

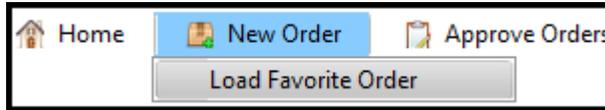
Name  
Otoscope PM Kit

Description  
Includes Otoscope head and Power Supply

Cancel Save

2. Loading Favorite Order:  
Provides the ability to select one or more saved favorite orders to automatically load the New Order screen.

- a. Hover over the New Order tab and click the Load Favorite Order sub tab.



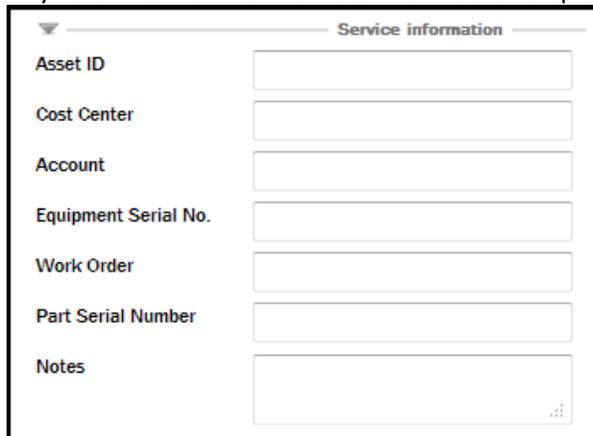
- b. A list of Favorite Orders will be displayed.



- c. Click the Favorite Order hyperlink (e.g. Otoscope PM Kit) and the New Order screen will automatically populate all the parts saved in the Favorite Order ready for selecting the purchase options and Checkout.

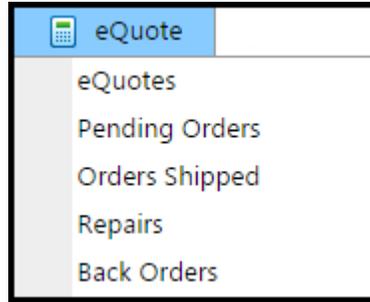
## ***Service Information***

1. Additional information can be associated with each part request such as Asset ID, Work Order, Cost Center etc. Additionally, these fields can be selectively set to be required fields to be completed.
2. To access the service information fields, click the arrow to the left of the Service Information text which will expand the window and provide access to completing any or all fields
3. Any text entered into the Notes field is also displayed to your PartsSource Inc. account manager.

A screenshot of a 'Service information' form. The form is titled 'Service information' and has a dropdown arrow on the left. It contains seven input fields: 'Asset ID', 'Cost Center', 'Account', 'Equipment Serial No.', 'Work Order', 'Part Serial Number', and 'Notes'. The 'Notes' field is a larger text area with a small icon in the bottom right corner.

## eQuotes

1. The eQuotes tab has 5 sub tabs:
  - a. eQuotes
  - b. Pending Orders
  - c. Orders Shipped
  - d. Repairs
  - e. Back Orders

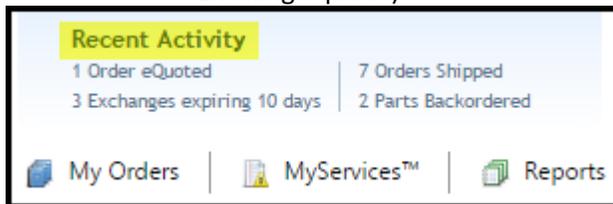


## eQuotes

1. Has three sections: Recent Activity, eQuotes & Pending eQuotes
  - a. Recent Activity:
 

Provides the user with up-to the minute information on part request and orders.

    - i. Selecting any of the listed items will automatically take you to the appropriate queue (e.g. Clicking on the Exchanges expiring 10 days hyperlink will display the Exchange queue)



- b. eQuotes Queue:
      - i. All part request that have been quoted or set to Awaiting Purchase Order are displayed.

eQuotes							
Ref #	Order #	Part Description	Requestor	Facility	Date Entered	In Cart	
> 1736465	1224588	Humidifier Bracket Assy	EARL GREY	Rappaport General Hospital	5/7/2014 8:51 AM EDT		
> 1736463	1224586	Rotor Control Board	STEVE ELERBY	Aurora Health System	5/7/2014 8:49 AM EDT		

- ii. Clicking the arrow to the left of the Ref # or the Ref # will expand the details of the part request and display the pricing options
        - iii. Clicking on the Add To Cart link adds the part to the cart ready for Checkout

eQuotes								Expand all
Ref #	Order #	Part Description	Requestor	Facility	Date Entered	In Cart		
▼ 1736465	1224588	Humidifier Bracket Assy	EARL GREY	Rappaport General Hospital	5/7/2014 8:51 AM EDT			
Part: 6523935		Quantity: 1		Status: eQuoted		Notes: [0]		
Mfg: MAQUET Medical Systems USA (GETINGE Group)		Order Type: Part Order		Attachments: [0]		Service Information		
Model: SERVO I				View Order Details				
OEM Price: \$498.64								
Condition	Warranty	Return Status	Est. Lead Time	Your Price	Ext. Price	Add To Cart		
OEM Original - Outright	90 Day	Non-returnable part	3 days	474.89	474.89			
						Print Quote No thank you		
> 1736463	1224586	Rotor Control Board	STEVE ELERBY	Aurora Health System	5/7/2014 8:49 AM EDT			

- c. Pending eQuotes:
      - i. These are part request that are waiting for PartsSource Inc. to quote, once they are quoted they will automatically move to the eQuoted queue.

Pending eQuotes						Expand all
Ref #	Order #	Part Description	Requestor	Facility	Date Entered	
> 1736464	1224587	Power Supply	STEVE ELERBY	Aurora Health System	5/7/2014 8:50 AM EDT	

### Pending Orders

1. Displays orders of statuses from Requested → eQuoted, Submitted for Approval or Submitted for Punchout (Lawson).
2. Part request with the status of “One or More Parts Available” can be selected and purchase options are available and can be added to the Cart.

Pending Orders						Expand all
Order No	Company	Date Entered	Requestor	Status		
> 1224592	Riverside Regional Medical Center	5/7/2014 11:42 AM EDT	STEVE ELERBY	Submitted for Approval		
> 1224588	Rappaport General Hospital	5/7/2014 8:51 AM EDT	EARL GREY	One or More Parts Available		
> 1224587	Aurora Health System	5/7/2014 8:49 AM EDT	STEVE ELERBY	Requested		
> 1224586	Aurora Health System	5/7/2014 8:49 AM EDT	STEVE ELERBY	One or More Parts Available		
> 1224564	Aurora Health System	5/5/2014 9:01 AM EDT	STEVE ELERBY	Submitted for Approval		
> 1224544	Aurora Health System	5/2/2014 1:08 PM EDT	STEVE ELERBY	Submitted for Approval		

### Orders Shipped

1. Displays orders that have shipped the current day and also can select the Last 7 Days

Orders Shipped										
Order No	Line	Status	Tracking Number	Company	Urgency	Date Entered	Manufacturer	Model	Part Number	Qty
1224599	1736478	Shipped	1ZXX05920190486434	Aurora Health System	STD	5/9/2014	GE Healthcare	AMX 4 PLUS	46-232786G2B	1

### Repairs

1. Displays Repairs that have been purchased but not yet returned.

Order No	Line Item Ref No	Status	Company	Urgency	ETA Date	Date Entered	Manufacturer	Model	Part Number	Qty
1224412	1736280	Repair	Riverside Regional Medical Center	STD		4/15/2014	Welch Allyn Inc.	SURETEMP PLUS 670	25020-PS	1

### Back Orders

1. Ordered Parts that have been placed on Back Order
2. Back Orders can be filtered by company and exported out as a Microsoft Excel CSV file
3. Clicking on the Ref No displays the full part details

Back Orders										
Filter: (Choose company) ▼										
Export these results to Microsoft Excel										
Order No	Line Item Ref No	Status	Company	Urgency	ETA Date	Date Entered	Manufacturer	Model	Part Number	Qty
1224585	1736461	Completed	Riverside Regional Medical Center	STD	6/7/2014	5/7/2014	MAQUET Medical Systems USA (GETINGE Group)	ALPHASTAR	6640044	1
1224410	1736278	Completed	Rappaport General Hospital	STD	5/30/2014	4/15/2014	Hill-Rom Services, Inc.	GPS 881 STRETCHER	47087	1

### My Orders

A powerful data-mining and reporting tool for requests just entered to as far back as 2002:

1. My Orders will display by default the last seven days of all requests statuses. Custom date ranges can be used by selecting the **1** From: and/or To: date field.
2. Most commonly used search criteria are displayed on the top two rows **2**; Date Range, Requestor, Status and Facility. If any of the fields are changed simply click the **3** Search button to update the search results
  - a. Additional search criteria are available by selecting the **4** [Show Advanced Search](#) link.

3. Columns can be moved, added and sorted. To add additional columns click **5** [Choose Columns](#)
  - a. Columns can be added or deleted by “Right Mouse Selecting” the column header or selecting [Choose Columns](#) link and scrolling down to Columns and checking / un-checking columns desired (Arrows on top and bottom of the columns box enable scrolling through all choices). As columns are checked they are added at the far right column, to rearrange columns, drag selected column header to desired location. Keep in mind only columns displayed will be exportable.
    - i. Once the desired columns are selected and displayed they can be saved by selecting the **6** [Save Column Layout](#) link.
4. Search Results can be exported as a CSV file by selecting the **7** [Export to Excel](#) link.
  - i. Data exported is based on what is displayed in the grid. Additional data can be exported by adding the required data columns.

## MyServices

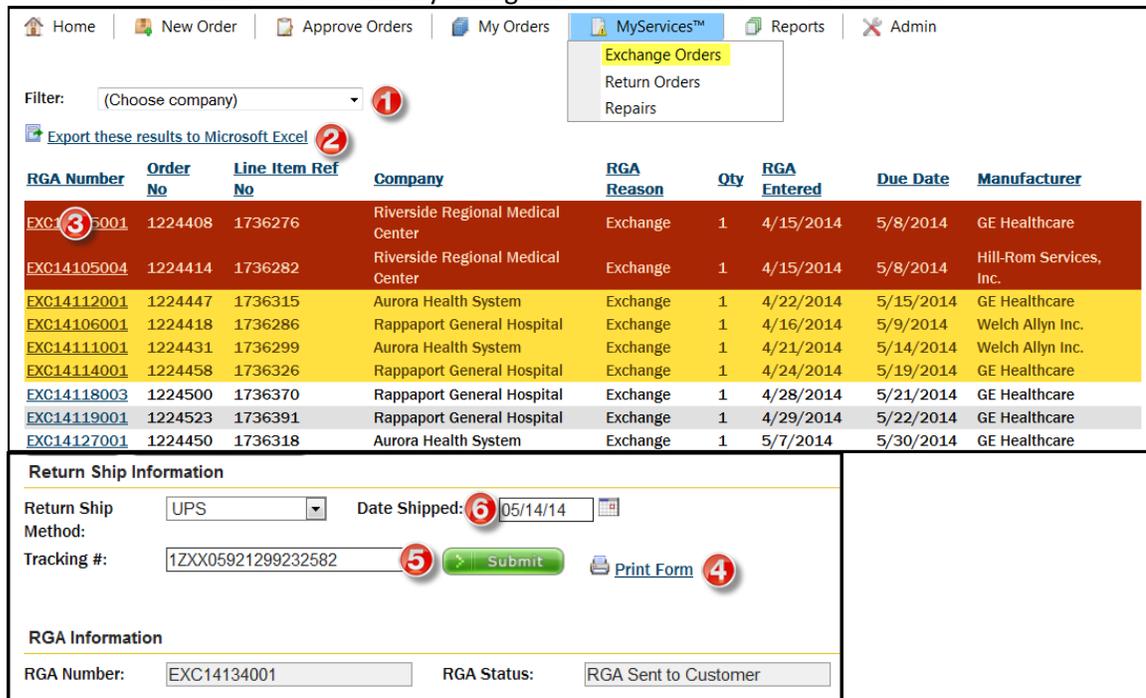
My Services is a collection of reminders and actions that are required to avoid Add Bills, process return requests and return for Depot Repair items.



## Exchanges

1. Displays a list of parts purchased on exchange that the core return is still outstanding.
2. Each Exchange RGA is highlighted to indicate nearness to the due date to avoid Add-Bills.
  - a. White or grey highlighting indicates 10 or more days till the due date
  - b. Yellow highlighting indicates due now or within next 5 days
  - c. Red highlighting indicates past due 5 days or more (Add Bill sent)
3. Exchange RGA's can be **1** filtered by company and also **2** exported to Microsoft Excel for further disposition.

4. Clicking on the **3** Exchange RGA Number will display the Exchange details and provide the ability to re-print the Packing Slip and Return Label.
  - a. Clicking on the **4**  [Print Form](#) link will display the Packing Slip and Return Label that can then be printed.
  - b. The **5** Shipping Carrier Return Ship Method and **6** Tracking # are pre-populated if provided by PartsSource Inc.
  - c. Once the Exchange Core has been shipped back to PartsSource Inc. the Date Shipped can be completed and the  **Submit** button clicked.
    - i. The Exchange will be cleared from the queue and the status at PartsSource Inc. will be electronically changed from “Customer” to “In Transit”.



The screenshot displays the ePartsFinder interface. At the top, there is a navigation bar with links for Home, New Order, Approve Orders, My Orders, MyServices™, Reports, and Admin. A dropdown menu is open under MyServices™, showing options for Exchange Orders, Return Orders, and Repairs. Below the navigation bar, there is a filter dropdown (1) and an 'Export these results to Microsoft Excel' button (2). The main content area shows a table of Exchange Orders with columns for RGA Number, Order No, Line Item Ref No, Company, RGA Reason, Qty, RGA Entered, Due Date, and Manufacturer. The first row is highlighted in red and has a circled '3' next to its RGA Number. Below the table, there is a 'Return Ship Information' section with a dropdown for Return Ship Method (UPS), a Date Shipped field (6) with a calendar icon, and a Tracking # field (5) with a 'Submit' button and a 'Print Form' button (4). At the bottom, there is an 'RGA Information' section with fields for RGA Number and RGA Status.

RGA Number	Order No	Line Item Ref No	Company	RGA Reason	Qty	RGA Entered	Due Date	Manufacturer
EXC1415001	1224408	1736276	Riverside Regional Medical Center	Exchange	1	4/15/2014	5/8/2014	GE Healthcare
EXC14105004	1224414	1736282	Riverside Regional Medical Center	Exchange	1	4/15/2014	5/8/2014	Hill-Rom Services, Inc.
EXC14112001	1224447	1736315	Aurora Health System	Exchange	1	4/22/2014	5/15/2014	GE Healthcare
EXC14106001	1224418	1736286	Rappaport General Hospital	Exchange	1	4/16/2014	5/9/2014	Welch Allyn Inc.
EXC14111001	1224431	1736299	Aurora Health System	Exchange	1	4/21/2014	5/14/2014	Welch Allyn Inc.
EXC14114001	1224458	1736326	Rappaport General Hospital	Exchange	1	4/24/2014	5/19/2014	GE Healthcare
EXC14118003	1224500	1736370	Rappaport General Hospital	Exchange	1	4/28/2014	5/21/2014	GE Healthcare
EXC14119001	1224523	1736391	Rappaport General Hospital	Exchange	1	4/29/2014	5/22/2014	GE Healthcare
EXC14127001	1224450	1736318	Aurora Health System	Exchange	1	5/7/2014	5/30/2014	GE Healthcare

**Return Ship Information**

Return Ship Method:  Date Shipped:  

Tracking #:   

**RGA Information**

RGA Number:  RGA Status:

## Returns

Displays a list of Return request and Due date before the return request expires. Return details, return Ship information and printing Packing Slip and Return label is identical to Exchanges.

## Repairs

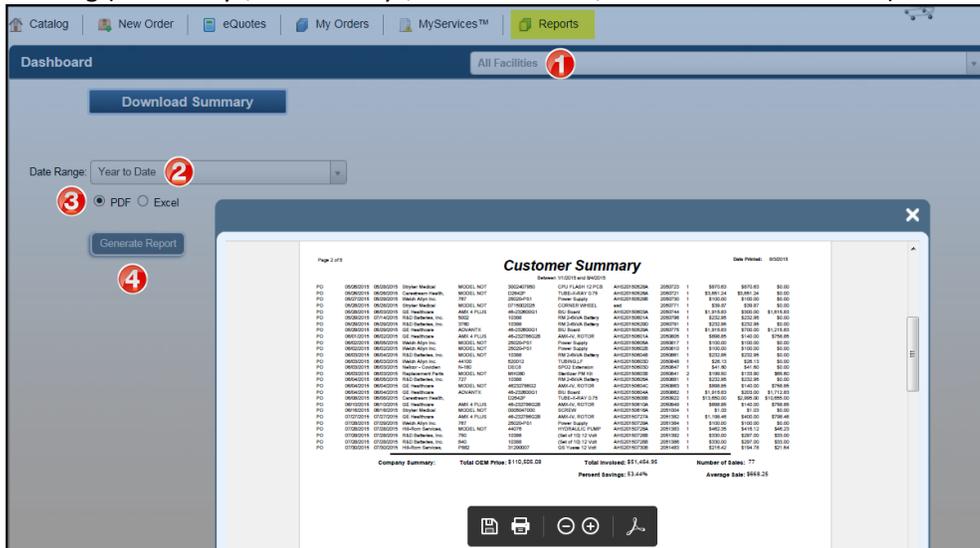
Displays a list of Repair request that require the part/equipment to be returned for repair and due date to facilitate the repair. Return details, return Ship information and printing Packing Slip and Return label is identical to Exchanges.

## Reports

Displays and enable printing and exporting Customer Summary reports of parts shipped for one or more facilities and date ranges.

1. Reports can be filtered by **1** Facility/Company and **2** Date Range.

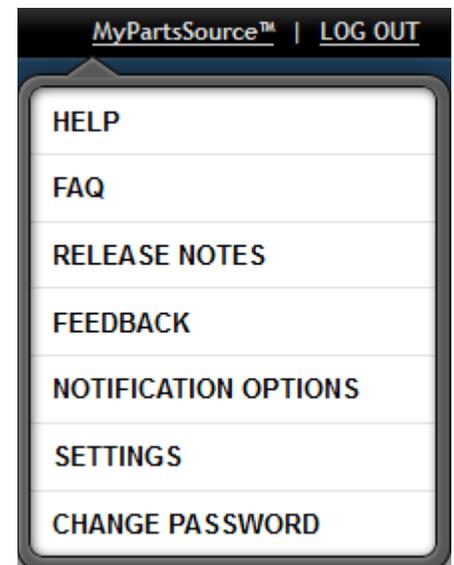
2. Exported out as **3** PDF or Excel file.
3. Clicking on the **4** **Generate Report** will display the report results based on the selected filtering (Last 7 Days, Last 30 Days, Month to Date, Year to Date or Custom).



## MyPartsSource

Provides access to:

1. Help
  - a. Video of the New Order screen and process
2. FAQ
  - a. Listing of frequently asked Questions
3. Release Notes
  - a. As ePartsFinder® is updated a listing of the changes are provided
4. Feedback
  - a. Displays a feedback form that enables the user to formally provide feedback to PartsSource Inc.
5. Notification Options
  - a. Selectable list of e-mail events the user wants to receive
  - b. Ability to add additional email recipients
6. Settings (Default)
  - a. Landing Page
  - b. Facility
  - c. Shipping Address
  - d. Shipping Priority
  - e. Credit Card Settings
    - i. Provides the ability to edit and remove any references to the saved credit cards
7. Change Password
  - a. Note, if you use the ePartsFinder™ plug-in with your CMMS or ERP, please ensure your local admin synchronizes your passwords.



Any questions, comments or feedback on this document please contact PartsSource Inc. Client Services at 877-497-6412