First they need to create a contact in Protractor and assign it with both < Parts Supplier > and < Supplier Connection > contact category.

Then go to Tools | Location | Parts Supplier Setup.

Click on the supplier just created, in this case the supplier is named "Nexpart".

Choose Connection Type of Nexpart or WHI Solutions (Wrench Head).
Enter the user name and password here.
Enter the catalog user ID assigned by Protractor.
If this is your default supplier you can check the Default Online Parts Supplier check box.

Hit save now and the Nexpart supplier setup is completed.