

## Suppliers

Suppliers are used to track purchases and credits along with several other functions.

### *Adding a New Supplier*

1. Select **Supplier, Information** (Alt + S, I) from the main drop-down menu.
2. Click <New>. (Alt + N)
3. Enter the supplier's information.
4. Click <Save>. (Alt + S)

### *Editing an Existing Supplier*

1. Select **Supplier, Information** (Alt + S, I) from the main drop-down menu.
2. Select the supplier you want to edit.
3. Click <Open>. (Alt + O)
4. Edit the supplier's information.
5. Click <Save>. (Alt + S)

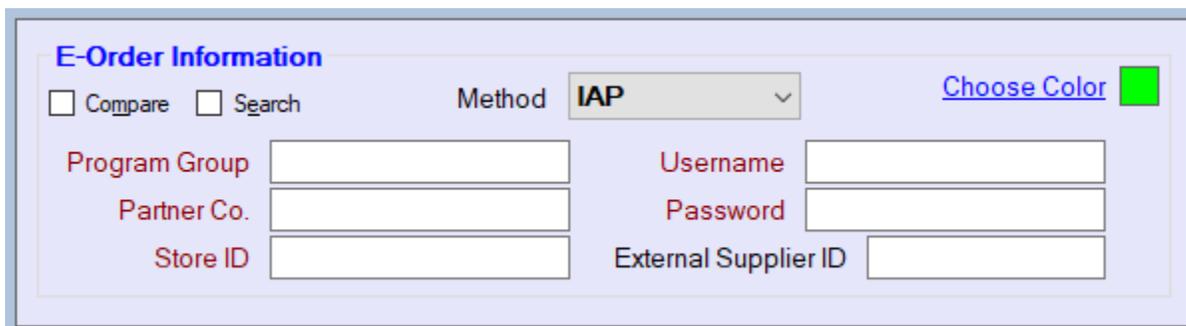
## IAP Interface (Internet AutoParts)

The IAP interface allows you price and order parts from suppliers who are integrated with IAP and transfer the data directly to *RepairWriter*.

- [Setup](#)
- [Adding Part\(s\) from IAP to a Work Order \(Part 1\)](#)
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- [Adding Labor Item\(s\) from IAP to a Work Order](#)
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### *Setup*



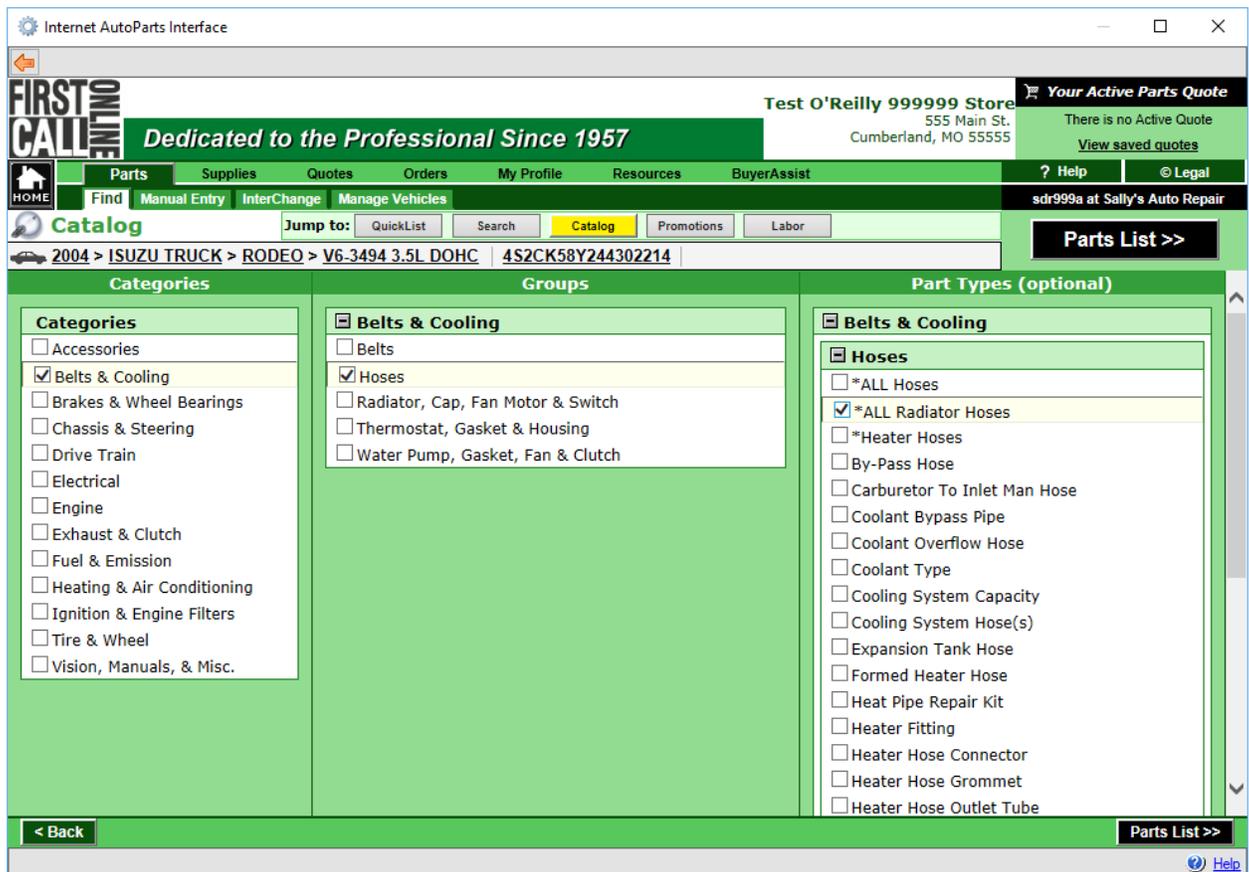
The screenshot shows a software window titled "E-Order Information". At the top left, there are two checkboxes: "Compare" and "Search", both of which are unchecked. To the right of these is a "Method" dropdown menu currently set to "IAP". Further right is a "Choose Color" link next to a small green square. Below these options are five input fields arranged in two columns. The left column contains "Program Group", "Partner Co.", and "Store ID". The right column contains "Username", "Password", and "External Supplier ID". All input fields are currently empty.

1. Open a supplier who integrates with IAP.
2. Select *IAP* from the *Method* drop-down under E-Order Information.
3. Enter the IAP *Program Group*, *Partner Company*, *Store ID*, *Username* and *Password* supplied by the supplier.
4. Click **<Save>**.

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### Adding Part(s) from IAP to a Work Order (Step 1)

- **Back:** Navigates to the previous window of the browser.
1. Open the *Parts* section of the selected work order.
  2. Click **<E-Order>**.
  3. Select the supplier if prompted & click **<Select>**. (Alt + S)
  4. Navigate through the IAP interface to the parts.



5. Select the part(s) you want to transfer and press **<Add to Quote>**.

Internet AutoParts Interface

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555 Main St.  
Cumberland, MO 55555

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2004 > ISUZU TRUCK > RODEO > V6-3494 3.5L DOHC | 4S2CK58Y244302214 | [Edit Specific Conditions](#)

**Add to Quote >**

Status	Description	Mfg / Part #	Years	List	Cost	Extend	Inquire	Qty	Order	Urgent	Store	Netw
Belts & Cooling > Expand Hoses > Radiator Hose												
GATES												
<input type="checkbox"/>	<a href="#">Upper Radiator Or Coolant Hose</a>	GAT 22377	04	1Y	25.41	14.99	14.99	<input type="text" value="1"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
		Ⓜ MOLDED										
<input type="checkbox"/>	<a href="#">Lower Radiator Or Coolant Hose</a>	GAT 22376	04	1Y	30.49	17.99	17.99	<input type="text" value="1"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
		Ⓜ MOLDED										

2 parts listed

2 parts listed

< Back Check Availability Filter \$ Add to Quote >

[Help](#)

6. Click <Transfer Quote> to add the part(s) to the work order.

Internet AutoParts Interface

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**Test O'Reilly 999999 Store** 555 Main St. Cumberland, MO 55555

**Your Active Parts Quote**  
 Items: 2 Subtotal: \$32.98  
 View active quote

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**Active Quote** Add parts:

**Quote Summary** Last Updated: **May 02, 2018 at 02:38 PM** Quote Total: **\$32.98**

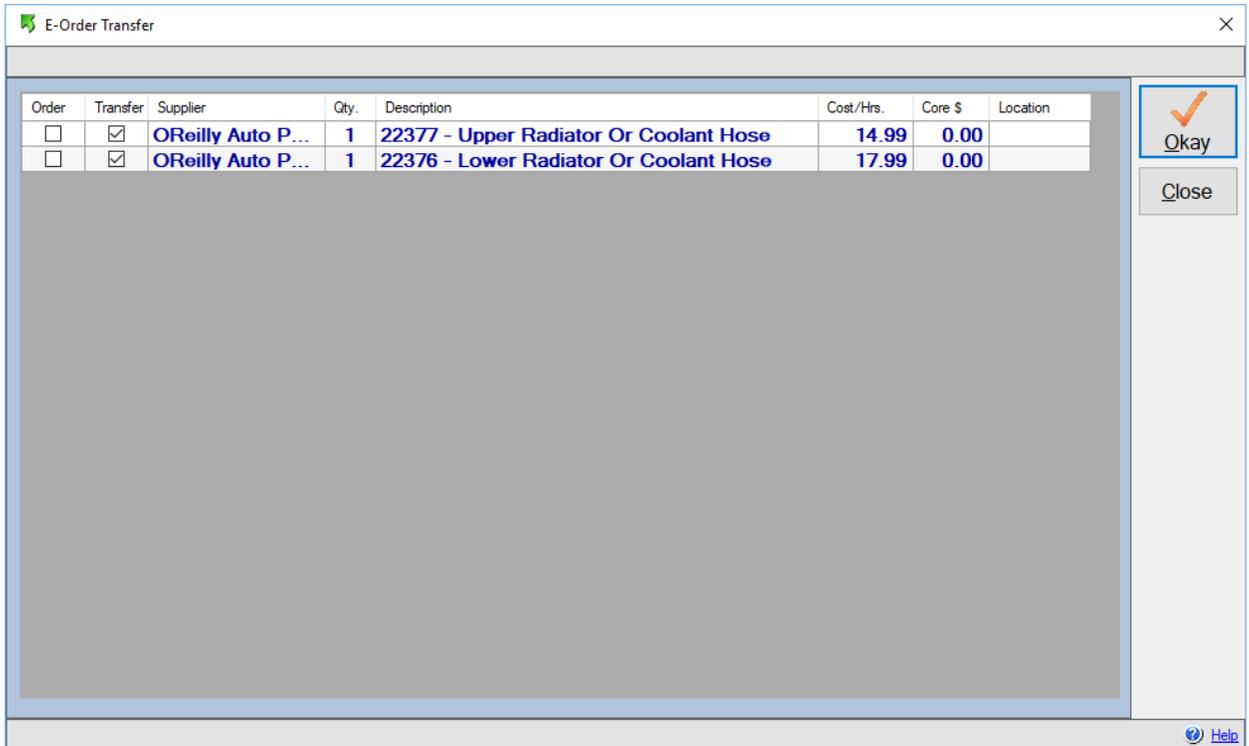
Description:  \* Shipping Option: Deliver   
 Date: May 02, 2018 at 02:38 PM \* Payment Method: On Account   
 Created By: Service Dealer at Sally's Auto Repair Purchase Order: 50032  
 Message to Seller:  Parts Total: \$32.98  
 Labor Total: \$0.00

**PARTS** **2004 ISUZU TRUCK RODEO V6-3494 3.5L DOHC** Vehicle Parts Total: **\$32.98**

Status	Labor	Description	Part #	List	Cost	Qty	Extended List	Extended Cost	Location	Urgent	Remove
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Upper Radiator Or Coolant Hose	GAT-22377	25.41	14.99	<input type="text" value="1"/>	25.41	14.99	Test O'Reilly Warehouse	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Lower Radiator Or Coolant Hose	GAT-22376	30.49	17.99	<input type="text" value="1"/>	30.49	17.99	Test O'Reilly Warehouse	<input type="checkbox"/>	<input type="checkbox"/>

\$  [Help](#)

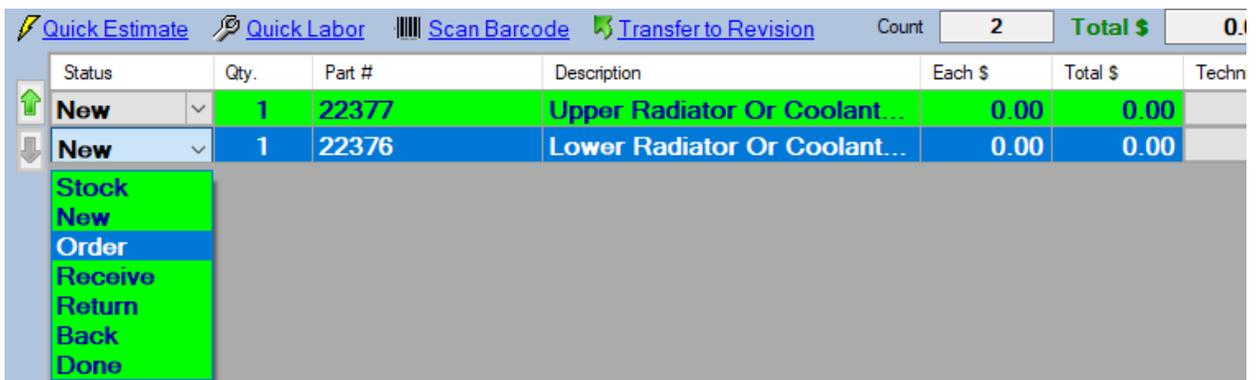
- Select your options and click **<Okay>**. (Alt + O) Note: You can order the parts *On the Fly* if you select *Order*.



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### Ordering Part(s) that has been Added (Step 2)

1. Select one of the parts that were added from the IAP interface.
2. Change the status to *Order*.



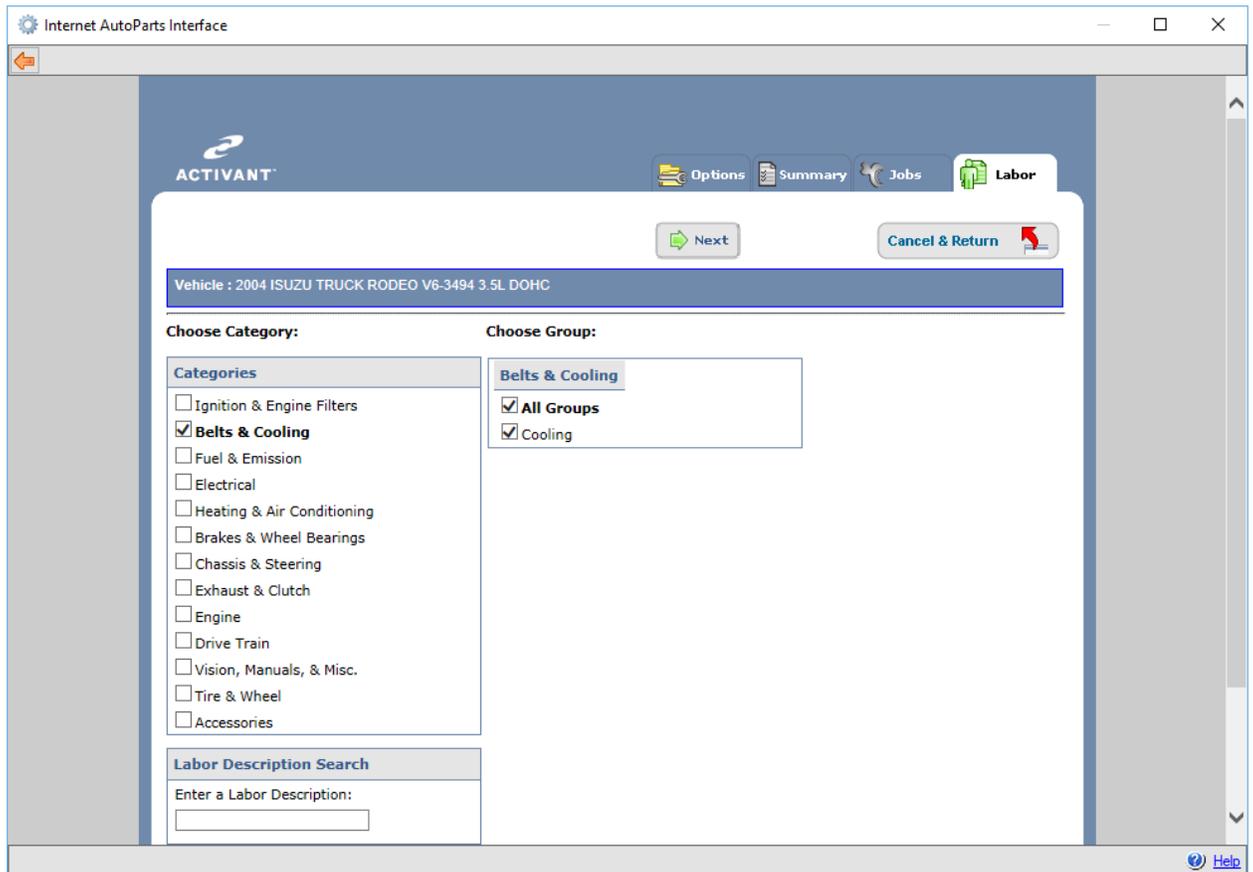
3. Click **<Order>** if prompted. (Alt + O)
4. If you have multiple parts brought over from IAP, select the parts you want to order and press **<Order>**. (Alt + O)

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### *Adding Labor Item(s) from IAP to a Work Order*

- **Back:** Navigates to the previous window of the browser.
1. Open the *Parts* section of the selected work order.
  2. Click **<E-Order>**.
  3. Select the supplier if prompted & click **<Select>**. (**Alt + S**)
  4. Click **<Labor>**.
  5. Navigate through the IAP interface to the labors and press **<Next>**.



6. Select the labor(s) you want to transfer and press **<Post & Return to Quote>**.

Internet AutoParts Interface

ACTIVANT

Options Summary Jobs Labor

Post & Continue Post & Return Post & Return to Quote Cancel & Return

Vehicle : 2004 ISUZU TRUCK RODEO V6-3494 3.5L DOHC EditConditions

Select	Labor Operation Description	Labor Rate Per Hr:\$ 99.99	Hrs	Warr	Skill Lvl
<b>Belts &amp; Cooling &gt; Cooling</b>					
<input checked="" type="checkbox"/>	<b>Diagnosis Cooling System</b> <i>Includes: Pressure test for leaks, inspect Belts and Hoses and test Radiator Cap.;</i>		0.4	0.4	D
<input checked="" type="checkbox"/>	<b>Flush Cooling System</b>		0.7	0.7	D
<input type="checkbox"/>	<b>Reverse Clean &amp; Flush Cooling System</b> <i>DOES NOT include Remove and Replace Thermostat and Hoses.;</i>		1.0	1.0	D
<input type="checkbox"/>	<b>Remove &amp; Replace Coolant Reservoir</b>		0.3	0.3	D
<input type="checkbox"/>	<b>Remove &amp; Replace Fan Clutch</b>		0.7	0.7	D
<input type="checkbox"/>	<b>Remove &amp; Replace Radiator</b>		1.6	1.6	D
<input type="checkbox"/>	Remove & Replace Radiator Hose - Both		1.5	1.5	D
<input type="checkbox"/>	Remove & Replace Radiator Hose - Lower		1.0	1.0	D
<input type="checkbox"/>	Remove & Replace Radiator Hose - Upper		0.7	0.7	D
<input type="checkbox"/>	<b>Remove &amp; Replace Thermostat</b>		2.7	2.0	D
<input type="checkbox"/>	Remove & Replace Water Jacket Plugs - One <i>NOTE: The following is to be used in conjunction with other operations to gain access to Plugs.;</i>		0.5	0.5	C
<input type="checkbox"/>	Remove & Replace Water Jacket Plugs - Each Additional <i>NOTE: The following is to be used in conjunction with other operations to gain access to Plugs.;</i>		0.3	0.3	C
<input type="checkbox"/>	<b>Remove &amp; Replace Water Pump</b>		3.6	2.1	B
<b>Belts &amp; Cooling &gt; Cooling</b>					
<input type="checkbox"/>	<b>Diagnosis Cooling System</b> <i>Includes: Pressure test for leaks, inspect Belts and Hoses and test Radiator Cap.;</i>		0.4	0.4	D
<input type="checkbox"/>	<b>Flush Cooling System</b>		0.7	0.7	D

Help

7. Click <Transfer Quote> (Alt + T) to add the labor(s) to the work order.

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Items: 2 Subtotal: \$32.98  
View active quote [Go]

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Active Quote Add parts: QuickList Search Catalog Promotions Labor

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**Quote Summary** Last Updated: May 02, 2018 at 02:53 PM Quote Total: \$142.97

Description:  \* Shipping Option: Deliver  Parts Total: \$32.98  
 Date: May 02, 2018 at 02:50 PM \* Payment Method: On Account  Labor Total: \$109.99  
 Created By: Service Dealer at Sally's Auto Repair Purchase Order:   
 Message to Seller:

---

**PARTS** 2004 ISUZU TRUCK RODEO V6-3494 3.5L DOHC Vehicle Parts Total: \$32.98

Status	Labor Description	Part #	List	Cost	Qty	Extended List	Extended Cost	Location	Urgent	Remove
<input checked="" type="checkbox"/>	Upper Radiator Or Coolant Hose	GAT-22377	25.41	14.99	<input type="text" value="1"/>	25.41	14.99	Test O'Reilly Warehouse	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lower Radiator Or Coolant Hose	GAT-22376	30.49	17.99	<input type="text" value="1"/>	30.49	17.99	Test O'Reilly Warehouse	<input type="checkbox"/>	<input type="checkbox"/>

---

**LABOR**

Status	Labor Description	Labor Rate	Cost	Time	Extended List	Extended Cost	Remove
<input checked="" type="checkbox"/>	Diagnosis Cooling System	99.99	99.99	0.4000	40.00	40.00	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Flush Cooling System	99.99	99.99	0.7000	69.99	69.99	<input type="checkbox"/>

---

Save Quote Delete Quote Update Quote Print Quote Save As Recurring Recheck Availability \$ Transfer Quote >

[Help](#)

- Select your options and click **<Okay>**. (**Alt + O**) Note: You can order the parts *On the Fly* if you select *Order*.

Order	Transfer	Supplier	Qty.	Description	Cost/Hrs.	Core \$	Location
<input type="checkbox"/>	<input checked="" type="checkbox"/>			Diagnosis Cooling System	0.40		
<input type="checkbox"/>	<input checked="" type="checkbox"/>			Flush Cooling System	0.70		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	OReilly Auto P...	1	22377 - Upper Radiator Or Coolant Hose	14.99	0.00	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	OReilly Auto P...	1	22376 - Lower Radiator Or Coolant Hose	17.99	0.00	

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### *Ordering Part(s) for Inventory from IAP*

- **Back:** Navigates to the previous window of the browser.
1. Click **<Internet Order>** from the *Purchase Order*, or *Items on Order* window.
  2. Select the supplier if prompted & click **<Select>**. (Alt + S)
  3. Select a vehicle from the IAP interface.



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2004 > ISUZU TRUCK > RODEO > V6-3494 3.5L DOHC | 4S2CK58Y244302214

**Parts List >>**

Categories	Groups	Part Types (optional)
<input type="checkbox"/> Accessories <input checked="" type="checkbox"/> Belts & Cooling <input type="checkbox"/> Brakes & Wheel Bearings <input type="checkbox"/> Chassis & Steering <input type="checkbox"/> Drive Train <input type="checkbox"/> Electrical <input type="checkbox"/> Engine <input type="checkbox"/> Exhaust & Clutch <input type="checkbox"/> Fuel & Emission <input type="checkbox"/> Heating & Air Conditioning <input type="checkbox"/> Ignition & Engine Filters <input type="checkbox"/> Tire & Wheel <input type="checkbox"/> Vision, Manuals, & Misc.	<input checked="" type="checkbox"/> Belts & Cooling <input type="checkbox"/> Belts <input checked="" type="checkbox"/> Hoses <input type="checkbox"/> Radiator, Cap, Fan Motor & Switch <input type="checkbox"/> Thermostat, Gasket & Housing <input type="checkbox"/> Water Pump, Gasket, Fan & Clutch	<input checked="" type="checkbox"/> Belts & Cooling <input type="checkbox"/> Hoses <input type="checkbox"/> *ALL Hoses <input checked="" type="checkbox"/> *ALL Radiator Hoses <input type="checkbox"/> *Heater Hoses <input type="checkbox"/> By-Pass Hose <input type="checkbox"/> Carburetor To Inlet Man Hose <input type="checkbox"/> Coolant Bypass Pipe <input type="checkbox"/> Coolant Overflow Hose <input type="checkbox"/> Coolant Type <input type="checkbox"/> Cooling System Capacity <input type="checkbox"/> Cooling System Hose(s) <input type="checkbox"/> Expansion Tank Hose <input type="checkbox"/> Formed Heater Hose <input type="checkbox"/> Heat Pipe Repair Kit <input type="checkbox"/> Heater Fitting <input type="checkbox"/> Heater Hose Connector <input type="checkbox"/> Heater Hose Grommet <input type="checkbox"/> Heater Hose Outlet Tube

< Back **Parts List >>**

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5. Select the part(s) you want to order and press **<Add to Quote>**.

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2004 > ISUZU TRUCK > RODEO > V6-3494 3.5L DOHC | 4S2CK58Y244302214 Edit Specific Conditions

**Add to Quote >**

Status	Description	Mfg / Part #	Years	List	Cost	Extend	Inquire	Qty	Order	Urgent	Store	Netw
Belts & Cooling > Expand Hoses > Radiator Hose												
GATES												
<input type="checkbox"/>	Upper Radiator Or Coolant Hose	GAT 22377	04 1Y	25.41	14.99	14.99	↔	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
		Ⓜ MOLDED										
<input type="checkbox"/>	Lower Radiator Or Coolant Hose	GAT 22376	04 1Y	30.49	17.99	17.99	↔	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
		Ⓜ MOLDED										

2 parts listed

2 parts listed

< Back Check Availability Filter \$ Add to Quote >

Help

6. Click <Send Order> (Alt + O) to order the part(s).

Internet AutoParts Interface

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Your Active Parts Quote  
Items: 2 Subtotal: \$32.98  
View active quote [Go]

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Active Quote Saved Quotes Recurring Quotes sdr999a at Sally's Auto Repair

**Active Quote** Add parts: QuickList Search Catalog Promotions Labor

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**Quote Summary** Last Updated: May 02, 2018 at 03:04 PM **Quote Total: \$32.98**

Description: [ ] \* Shipping Option: Deliver [v] Parts Total: \$32.98  
 Date: May 02, 2018 at 03:04 PM \* Payment Method: On Account [v] Labor Total: \$0.00  
 Created By: Service Dealer at Sally's Auto Repair Purchase Order: 0  
 Message to Seller: [ ]

---

**PARTS** 2004 ISUZU TRUCK RODEO V6-3494 3.5L DOHC **Vehicle Parts Total: \$32.98**

Status	Labor	Description	Part #	List	Cost	Qty	Extended List	Extended Cost	Location	Urgent	Remove
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Upper Radiator Or Coolant Hose	GAT-22377	25.41	14.99	1	25.41	14.99	Test O'Reilly Warehouse	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Lower Radiator Or Coolant Hose	GAT-22376	30.49	17.99	1	30.49	17.99	Test O'Reilly Warehouse	<input type="checkbox"/>	<input type="checkbox"/>

---

Save Quote Delete Quote Update Quote Print Quote Save As Recurring Recheck Availability \$ Send Order > Help

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### IAP Order Responses

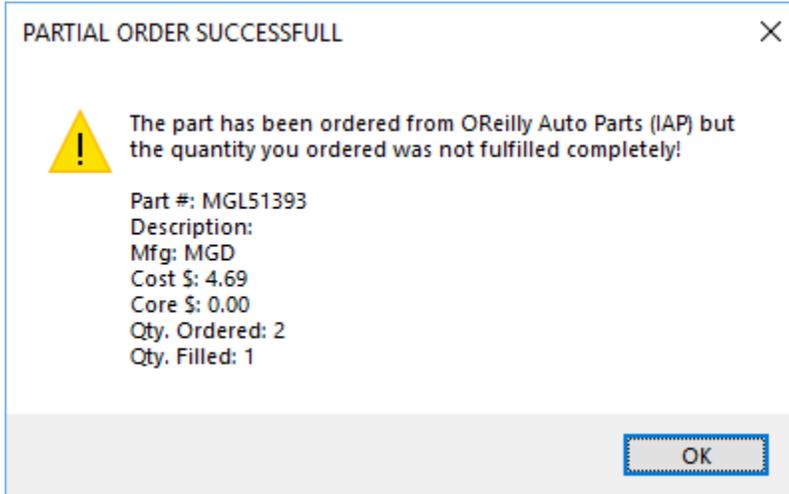
- Success

**Part Ordered Successfully** ✕

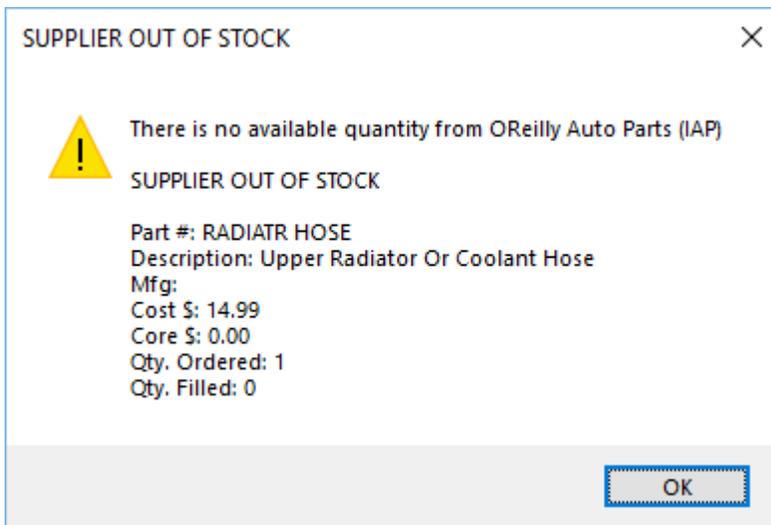
 The part has been ordered from O'Reilly Auto Parts (IAP) successfully!

Part #: RADIATR HOSE  
 Description: Upper Radiator Or Coolant Hose  
 Mfg:  
 Cost \$: 14.99  
 Core \$: 0.00  
 Qty. Ordered: 1  
 Qty. Filled: 1

- **Not Fulfilled Completely**



- **Not Fulfilled**



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**See Also:** [IAP Interface](#)