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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:

- Access to the full Electronic Parts Catalogue (EPC)
- Send online estimates direct to your dealer
- Validate part and VIN information to ensure accurate orders
- 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 which allows Auto PartsBridge to read your estimates.
   
   Ensure you are using Internet Explorer which supports the ActiveX Control.

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. Administrators must complete all steps of the Configuration Wizard.

Non-Administrators complete the End-User Licence Agreement (EULA) and the Estimating Systems steps only.

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. **Estimating Systems**: Select the checkboxes for your estimating systems and confirm the location where your estimates are exported.

   Auto PartsBridge will automatically locate where your estimates are exported or you can click the icon to navigate to the export location.

4. **Company Details**: Confirm or change your company name, address and shipping details.

5. **User Accounts**: Create additional user accounts within the body shop (if required). Type the user details into the corresponding fields and click **Create**.

6. **Additional Makes**: Select the checkbox for a manufacturer and add dealer information to order parts for different vehicle makes.

7. **Add-Ons**: Install add-ons, such as the Auto PartsBridge Desktop Notifier.

   The Auto PartsBridge Desktop Notifier displays pop-up notifications when you receive orders from your dealer.

8. **Finish**: Click **Finish**.
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**.
6. Click **Close**.
Process an estimate: send direct to dealer

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.

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 an estimate direct to the dealer

Body shops can send estimates 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 estimate directly to the dealer:

1. Click the icon on the required estimate.
2. Type the Purchase Order number into the PO No. field (if required), and click OK.
3. Click OK.

The estimate 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.
Process an estimate: open and modify an estimate

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

Open an estimate and send to the 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.
6. Click OK.
View or 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**.

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 a note

You can add a note to an estimate prior to sending the estimate 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.

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**.
Validate parts

The parts can be validated automatically against the VIN prior to sending the estimate 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.

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 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 estimate.
   The updated estimate will be displayed.

- To send the estimate 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.
Process an estimate: add parts

The Electronic Parts Catalogue (EPC) allows you to add additional parts to the estimate prior to sending the estimate 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.

5. Click the **✔** icon to add the part to the estimate.
   
   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 estimate, 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.

4. Click the ✅ icon to add the part to the estimate.
5. To return to the estimate, 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.
Access and manage orders

Orders can be viewed, saved, printed and completed in the Orders in Progress panel. Orders are organised based on their status.

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Modified</td>
<td>An order that has been modified by the dealer.</td>
</tr>
<tr>
<td>Sent</td>
<td>An order or quote request that has been sent to the dealer.</td>
</tr>
<tr>
<td>Saved</td>
<td>An order that has been saved.</td>
</tr>
<tr>
<td>External</td>
<td>An order that has been sent to another dealer.</td>
</tr>
<tr>
<td>Completed</td>
<td>An order that has been completed.</td>
</tr>
</tbody>
</table>

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.
Accept a quote

The dealer sends the orders back to the body shop with a quote for the OEM equivalent of the aftermarket parts. You can accept or decline the quote.

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

To continue:

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

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.