

PARTS STORE QUICK REFERENCE GUIDE

LOGIN TO THE SMS PARTS STORE WEBSITE

1. Access SMS Parts Store at



SEARCH



LOGIN

2. Enter in your User Name and Password and click **Log in**

CHANGE YOUR USER PROFILE

From your User Profile you can change your Personal Information, Contact Information, Password and Additional Information including training requests.

1. When logged in click on "My Profile" within the image icon on the top right of the page.

HOME TAB

The Home Tab is where you will find a multitude of information, including:

- New functionality
- Active Promotions
- Direct links to email your sales representatives
- Your Recent Orders and Recently Viewed Parts
- Download Promotion

PARTS SEARCH BANNER

The Parts Search Banner is shown near the top of every tab. It allows you to search for your desired parts by part number, manufacturer, description or all three.

1. From the search results enter a quantity and click Add to Cart.

TIPS

- Once a part has been added to your cart, the red circle in the part detail indicates that the part is currently in your cart and the quantity.
- Select the part number in the part detail to see additional information, including superseded parts and warehouse availability.
- Parts without available pricing details will show as "Will Advise" and your sales representative will contact you.
- Your own customer pricing shows in the part detail.
- Availability shows the total available quantity in your local SMS warehouses.
- Click to check the "Exclude Out of Stock Items" on the right side filter to view only parts in-stock at your designated branch.

- You can easily add parts from your search results to a new or existing Frequently Ordered List by checking the box next to the part and clicking **+ Add Selected Parts to Favorites List**

QUICK ADD PARTS

Select "Quick Add" from the Parts menu. Here you can rapidly enter known part numbers and quantities. You can also import a spreadsheet containing part information.

TIPS

- When importing a spreadsheet, ensure the first column name is Part Code, and the second column name is Quantity.
- Templates are available to import parts

MY CART TAB

Once parts have been added to your cart they will appear in the My Cart Tab. The My Cart tab shows all parts that you have selected to order outlining the part #, description, unit of measure, availability, your price, core charges (if applicable), quantity and the amount.

1. Review your cart to ensure you have selected the correct part # and quantities that you would like to order.
2. Click "Continue" to proceed to Shipping & Billing Info.
3. Enter a PO number if your company requires it.
4. Enter a requested delivery date.
5. If you normally order from more than one SMS sales office, select the office from which you would like to order.
6. Select the appropriate shipping address if you have more than one listed.
7. Click "Continue" to Review your order.
8. Click "Place Order" to submit your order to SMS.
9. Review your Order Acknowledgment and print if needed by clicking

TIPS

- Remove a part from your cart by clicking
- You can clear your entire cart by clicking "Clear Cart".
- If you have updated the quantity of the part ordered ensure you click on "Re-Calculate" to update the price.
- Parts without available pricing details will show as "Will Advise." Leave them in your cart and your sales representative will contact you.

- In your Shopping Cart you can click on part number to see current inventory.

FAVORITES LIST

The Favorites List allows you to save lists of parts which you may regularly order. From this tab you can create, remove and edit your Frequently Ordered Lists.

1. Select **+ Add New** to create a new list, then select the "Share" box if you want to share it with others in your organization.
2. To use a list that someone else created and shared with you, click the shared list name.

TIPS

- There is no limit to the number of lists you can create.
- Within each list, you can modify quantities by simply changing the number in the "Qty" box.
- Select the checkbox for the parts you want to order, then select Add Selected Parts to Cart.
- You can download your list to a csv file by clicking "Download List".
- You can change the name, description and sharing of your lists at any time by clicking

ORDER AND INVOICE HISTORY TABS

The Order and Invoice History Tabs contain summaries of your company's orders, both online and direct.

1. Click on the SMS sales order number or invoice number to see the line detail below.
2. Click on to print the order or invoice details or to save as a PDF.

TIPS

- While viewing the lines for a specific order or invoice you can order the part again by clicking
- While viewing the order lines for a specific order or invoice you can add the part to a new or existing Frequently Ordered List by checking the box next to the part and clicking **+ Add Selected Parts to Favorites List**

PARTS QUOTES TAB

View and order or reorder from current 'confirmed' and 'processed' parts quotes. Parts quotes will display until the 30 day expiration date is reached.

PARTS CATALOG LOOKUP

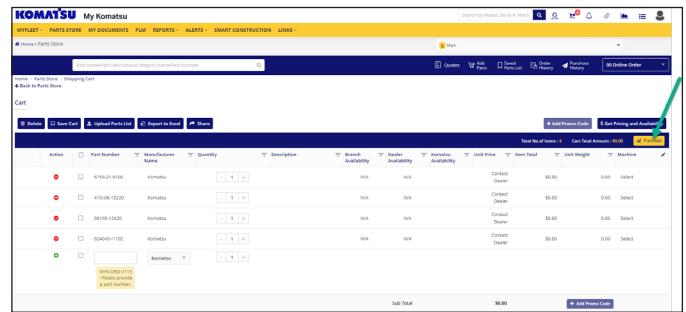
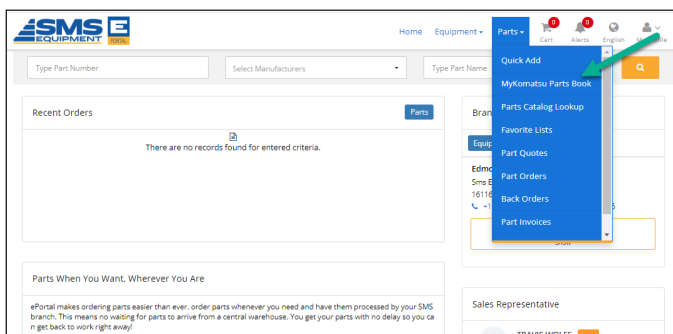
Access Bomag & Takeuchi parts books by machine. View schematics and build a shopping cart that is transferred back to your current ePortal cart.

MYKOMATSU PARTS BOOK

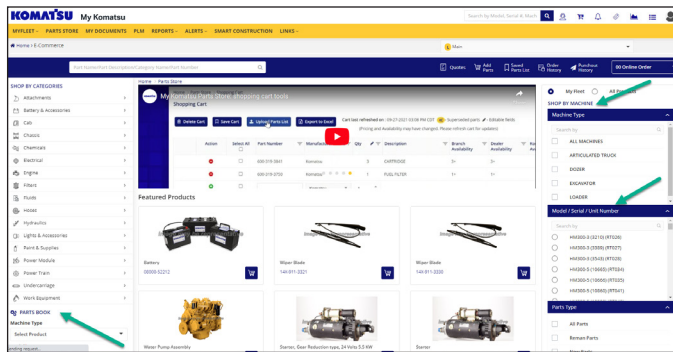


YOUR EPORTAL LOGIN GIVES YOU ACCESS TO KOMATSU PARTS BOOKS SPECIFIC TO YOUR REGISTERED MACHINES

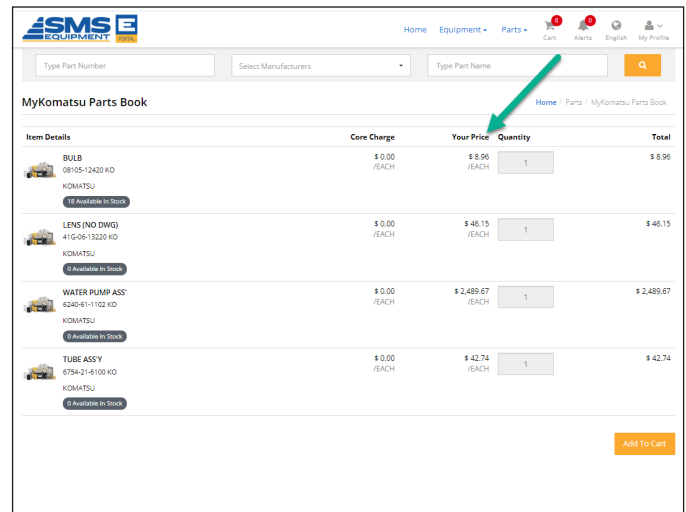
1. Log into SMS ePortal
2. Choose MyKomatsu Parts Book
5. Search and select parts, add to your shopping cart and then click 'Punchout' to return your selected items to the SMS ePortal site.



3. Shop by machine, model/serial number or access parts books



6. Price will display when items return to the ePortal site.



4. View Komatsu parts books diagrams & add parts to your shopping cart.

