

Checkmate Listing Manager for eBay Quick Reference Guide

Getting Started	3
Search Inventory for Parts to List	3
Inventory Results	3
Images	3
Send Parts to Photomate	4
Select Inventory to send to eBay	4
Add Parts	4
Remove Selected Items	5
Search and Replace	5
Filter for Items with Listing Problems	5
Mass Modify Items.....	5
Modify Part.....	6
Policies	7
Send Parts to eBay	7
eBay – Sold Listing	8
eBay – Active Listings	8
eBay – Relist (Refresh Listings)	9
Relisting Parts Returned from eBay	10
Getting Help	11

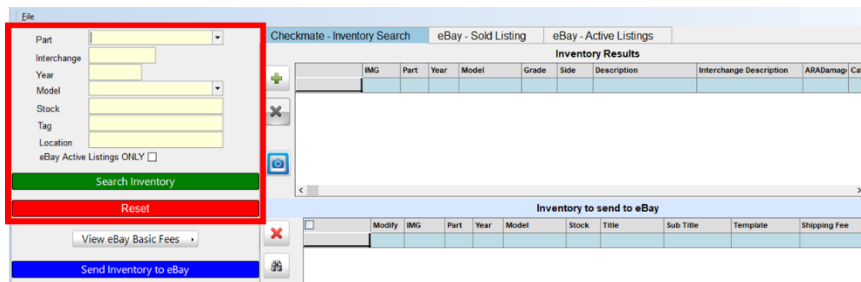
Getting Started

From Checkmate Workstation, click the **eBay** button in the top menu to open Checkmate Listing Manager.



Search Inventory for Parts to List

The process of listing parts from Checkmate begins with an inventory search. On the **eBay** tool, you can look up parts in your inventory and then list them on eBay.



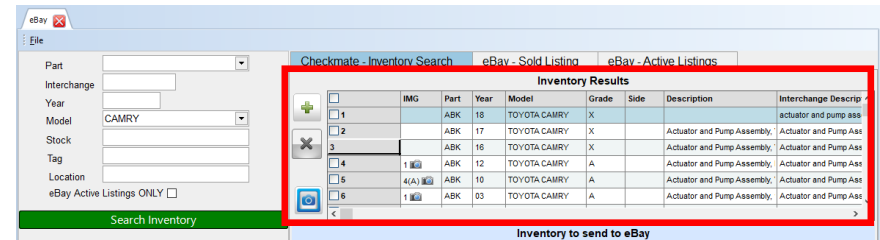
There are several ways to conduct a search:

- Enter the **Part** you are looking up, or use the drop-down to select from a list of parts.
- Enter the part's **Interchange** number.
- Enter the **Year** and **Model**, or use the **Model** drop-down to select from a list of models.
- Enter the part's **Stock** number.
- Enter the part's **Tag** number.
- Enter the part's **Location**.
- Check the **eBay Active Listings ONLY** checkbox to only view parts that are currently listed on eBay.

Click **Search Inventory** to search, or click **Reset** to clear the search criteria.

Inventory Results

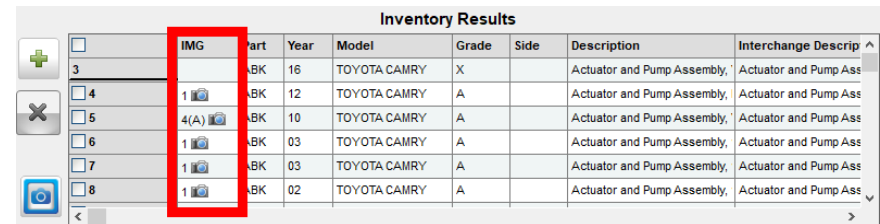
The **Checkmate – Inventory Search** tab displays available parts in your inventory that match your search.



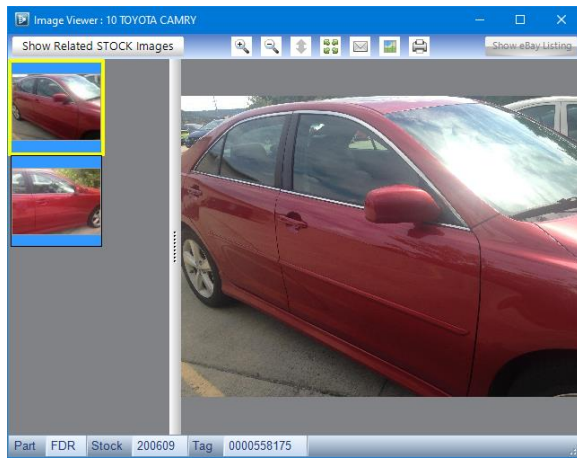
Images

If images are associated with a part, a camera icon will display in the **IMG** column of the **Inventory Results**. The number listed in this column indicates how many pictures are associated with this part. If this number is followed by the letter **A**, this indicates that the photos are from the vehicle's AUT record.

Note: This number includes any **Private** images in Checkmate. However, private images will *not* upload to eBay listings.



To view the images, double-click on the camera icon. The **Image Viewer** window opens. Thumbnails for each photo are listed on the left.



Double-click a thumbnail to view the image and/or use the other available buttons:

- **Show Related STOCK Images** ([Show Related STOCK Images](#)) – Shows any image associated with the AUT record or the rest of the vehicle
- **Magnifying Glass** () – Increases and decreases the size of the selected image
- **Best Fit** () – Resizes the image to optimally fit the **Image Viewer** window
- **Expand** () – Expands the photo to match the size of the **Image Viewer** window
- **Envelope** () – Emails the selected image
- **Image Editor** () – Opens **Image Editor** in a new window
- **Printer** () – Prints the selected image
- **Show eBay Listing** ([Show eBay Listing](#)) – Opens the eBay listing in your browser (if the part is currently listed on eBay)

Send Parts to Photomate

If any parts need to have pictures taken, you can send them to the Photomate mobile app.

1. Check the part(s) in the **Inventory Results** that you would like to send to Photomate.

2. Click the Photomate button.

Checkmate - Inventory Search		eBay - Sold Listing		eBay - Active Listings							
Inventory Results											
	Part	Year	Model	Grade	Side	Description	Interchange Description	Status	Miles		
<input type="checkbox"/>	350	FST	10	TOYOTA CAMRY	A	(bucket), (air bag), VIN F (5th c	(bucket), (air bag), VIN F (5th c		18407		
<input checked="" type="checkbox"/>	351	FTD	10	TOYOTA CAMRY	A		Rear; (Hybrid) & Gas; US BUL		18407		
<input checked="" type="checkbox"/>	352	(A) FTK	10	TOYOTA CAMRY	X	VIN F (5th digit), (4 cylinder), F	VIN F (5th digit), (4 cylinder), F		18407		
<input checked="" type="checkbox"/>	353	(A) GLB	10	TOYOTA CAMRY	A	CREAM INT,TRM CODE= FB13	Front; Gas; ash		18407		
<input type="checkbox"/>	354	GRL	10	TOYOTA CAMRY	C	lower, SE (mesh)	GRILLE		0		
<input type="checkbox"/>	355	(A) HAC	10	TOYOTA CAMRY	A	w/o hybrid; manual (rotary con	w/o hybrid; manual (rotary cor		18407		
<input type="checkbox"/>	356	(A) HDL	10	TOYOTA CAMRY	A	CREAM INT,TRM CODE= FB13	Gas; W/O SUNROOF; US built		18407		

3. If desired, select an **Employee** and type in a **Task Comment**.
Click **Accept** to send the part(s) to Photomate.

Select Inventory to send to eBay

Add Parts


To add parts to send to eBay, follow these steps:


1. Check the part(s) in the **Inventory Results** you would like to send to eBay.
2. Click the green plus sign button to add the selected items. The part(s) are now listed in the **Inventory to send to eBay** section of the screen.

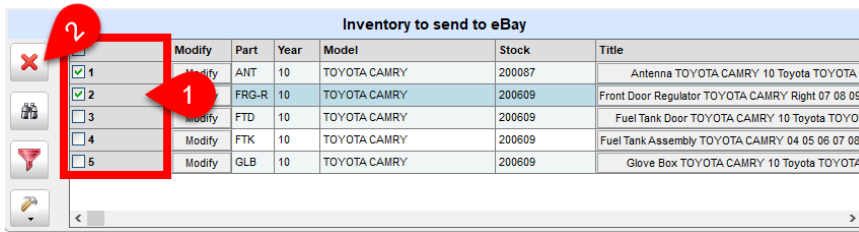
Checkmate - Inventory Search		eBay - Sold Listing		eBay - Active Listings							
Inventory Results											
	Part	Year	Model	Grade	Side	Description	Interchange Description	Status	Miles		
<input type="checkbox"/>	350	FST	10	TOYOTA CAMRY	A	(bucket), (air bag), VIN F (5th c	(bucket), (air bag), VIN F (5th c		18407		
<input checked="" type="checkbox"/>	351	FTD	10	TOYOTA CAMRY	A		Rear; (Hybrid) & Gas; US BUL		18407		
<input checked="" type="checkbox"/>	352	(A) FTK	10	TOYOTA CAMRY	X	VIN F (5th digit), (4 cylinder), F	VIN F (5th digit), (4 cylinder), F		18407		
<input checked="" type="checkbox"/>	353	(A) GLB	10	TOYOTA CAMRY	A	CREAM INT,TRM CODE= FB13	Front; Gas; ash		18407		
<input type="checkbox"/>	354	GRL	10	TOYOTA CAMRY	C	lower, SE (mesh)	GRILLE		0		
<input type="checkbox"/>	355	(A) HAC	10	TOYOTA CAMRY	A	w/o hybrid; manual (rotary con	w/o hybrid; manual (rotary cor		18407		
<input type="checkbox"/>	356	(A) HDL	10	TOYOTA CAMRY	A	CREAM INT,TRM CODE= FB13	Gas; W/O SUNROOF; US built		18407		

Inventory to send to eBay												
	Modify	Part	Year	Model	Stock	Title						
<input type="checkbox"/>	1	Modify	ANT	10	TOYOTA CAMRY	200087	Antenna TOYOTA CAMRY 10 Toyota TOYOTA CAMRY					
<input type="checkbox"/>	2	Modify	FRG-R	10	TOYOTA CAMRY	200609	Front Door Regulator TOYOTA CAMRY Right 07 08 09 10 11 Toyst...					
<input type="checkbox"/>	3	Modify	FTD	10	TOYOTA CAMRY	200609	Fuel Tank Door TOYOTA CAMRY 10 Toyota TOYOTA CAMRY					
<input type="checkbox"/>	4	Modify	FTK	10	TOYOTA CAMRY	200609	Fuel Tank Assembly TOYOTA CAMRY 04 05 06 07 08 09 10 11 To...					
<input type="checkbox"/>	5	Modify	GLB	10	TOYOTA CAMRY	200609	Glove Box TOYOTA CAMRY 10 Toyota TOYOTA CAMRY					


Remove Selected Items


The red X button  removes all of the selected items from the **Inventory to send to eBay** list.

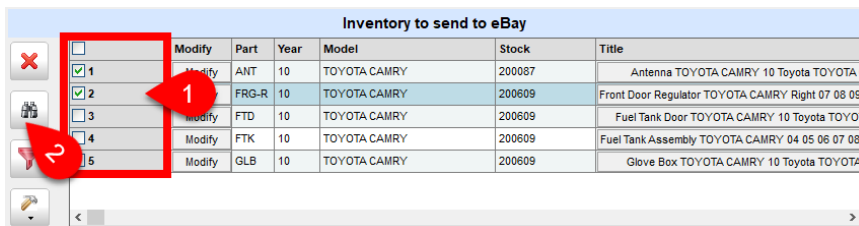
1. Check the part(s) you would like to remove from the **Inventory to send to eBay** list.
2. Click the red X button  to remove the selected parts from the **Inventory to send to eBay** list.



Search and Replace


The binoculars button  allows you to **Search and Replace** the text in a part's data (**Template**, **Description**, **Title**, etc.). To use this function, follow these steps:

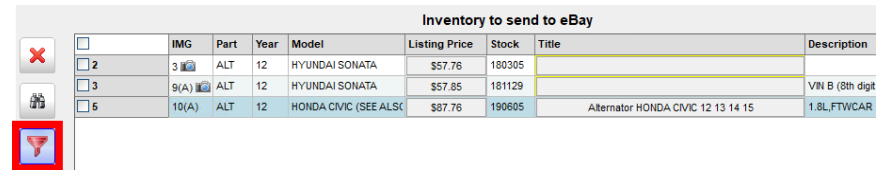
1. Check the items you would like to use the **Search and Replace** function on.
2. Click the binoculars button. 




3. The **eBay Search and Replace** window opens. Select the **Data** type you would like to apply changes to. Select the **Search/Action** you would like to perform. If applicable, fill out the **Text** fields with the appropriate information.
4. Click **Accept** to perform the selected function on the selected parts.


Filter for Items with Listing Problems

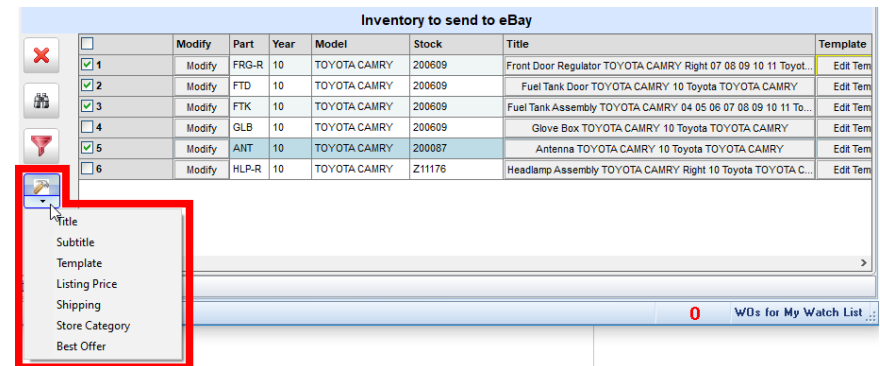
The red filter button  identifies any errors before parts are sent to eBay. Click this button to see only parts with errors such as empty descriptions, invalid shipping fees, etc. After clicking the filter button, any areas that have problems will be highlighted in red, so you can edit the information before listing the part.




Mass Modify Items

The hammer button  allows you to edit multiple listings at once. It makes the same change to every checked listing. Follow these steps:

1. Check the items you would like to be modified.
2. Click the hammer button. 
3. Select the field type you would like to edit.



4. In the window that appears, follow the prompts to specify the change you would like to make.
5. Click **Apply** to apply your changes.

 **Warning:** This change will be made to every part you selected in your list, and it cannot be undone (except manually).

Modify Part

The **Modify** button allows you to view or modify the listing for individual parts. Click the **Modify** button on any part to view or change the listing for that specific part.

Inventory to send to eBay							
	Modify	Part	Year	Model	Stock	Title	Template
1	Modify	FRG-R	10	TOYOTA CAMRY	200609	Front Door Regulator TOYOTA CAMRY Right 07 08 09 10 11 Toyot...	Edit Tem
2	Modify	TD	10	TOYOTA CAMRY	200609	Fuel Tank Door TOYOTA CAMRY 10 Toyota TOYOTA CAMRY	Edit Tem
3	Modify	FTK	10	TOYOTA CAMRY	200609	Fuel Tank Assembly TOYOTA CAMRY 04 05 06 07 08 09 10 11 To...	Edit Tem

The **eBay Listing Editor** window opens. From here, you can view and edit:

A. Title, Sub Title, and Inventory Description

B. Pricing information and shipping fees

- **Percentage Modifier** adds or subtracts from the listing price. To subtract from the listing price, add a dash (-) in front of the value you enter. Click **Set %** to save changes.
- Select **Retail**, **Wholesale**, or **Custom** for the listing price
- Check the **Immediate Payment** checkbox to require immediate payment.

C. Part's listing description

- Check the **Edit Mode** checkbox to allow editing.
- Click **Load Original Template** to load the standard listing template. (If you created a template for a specific part code, then this button will load that per-part template).
- Click **Test Template** to view the template in your web browser.

D. Best Offer parameters

- Check **Use Best Offer** to use this feature.
- **Best Offer Auto Accept** sets a price that you will automatically accept.
- **Minimum Best Offer** sets a minimum price you will accept.

E. **Free Shipping, Freight Shipping Quote, and International Shipping** – Check the checkboxes to include these shipping options.

F. **Store Category** – The store categories you have set up in your eBay store display here. Select which eBay store category you want for this part listing.

The screenshot shows the eBay Listing Editor interface. It includes fields for Title, Sub Title, and Inventory Description. Pricing and shipping options are visible, including Listing Price (57.85), Shipping Fee (0.00), and checkboxes for Free Shipping, Freight Shipping Quote, and International Shipping. Best Offer parameters like Best Offer Auto Accept (50.00) and Minimum Best Offer (45.00) are also shown. A Store Category dropdown is set to Brake Parts. On the right, there is a code editor with HTML code for the listing template. Red callout letters A through F are placed over various elements in the interface to correspond with the text in the document.

When you are finished, click **Finished** or **Next Listing** to save your work on this listing.



Note:

Clicking **Cancel** only cancels changes to the visible listing. It does not cancel changes to previous listings.

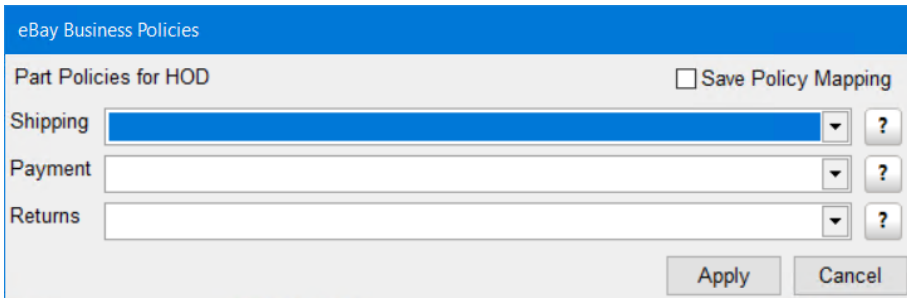
Policies

You can use the **Policies** column to assign eBay Business policies to a part. To change the Business Policies of a specific part, click **Policies** in its part line.

Note: To map eBay Business Policies to parts in Checkmate, you will first need to receive authorization from eBay. See our full **Checkmate Listing Manager for eBay - User Guide** for information on this process.

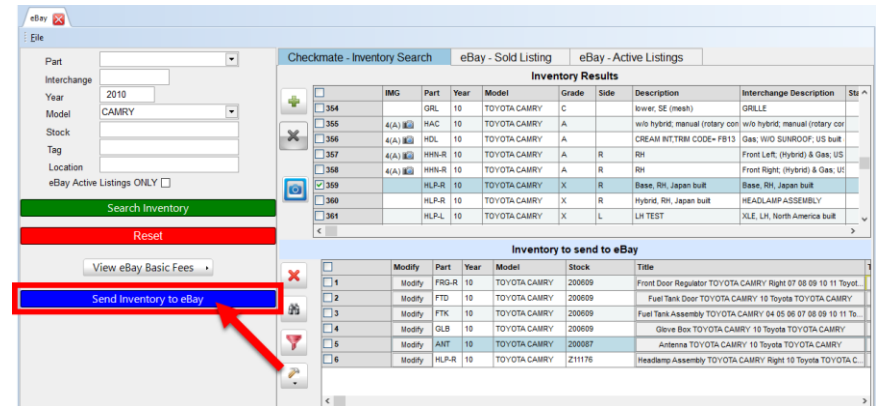


A window appears, in which you can set policies for the part. Use the drop-downs to set the **Shipping**, **Payment**, and **Returns** policies for the part.

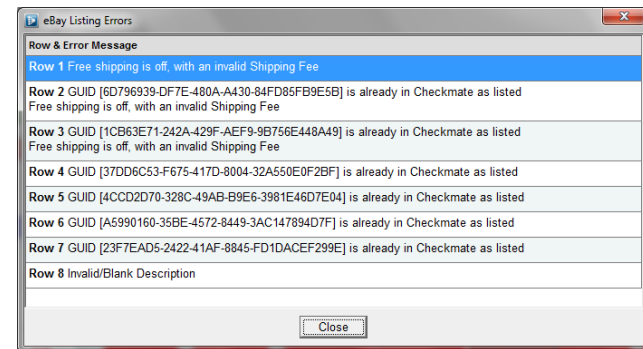


Send Parts to eBay

When you are finished editing your listings, and you are ready to create listings for all of the parts listed in the **Inventory to send to eBay** list, click the blue **Send Inventory to eBay** button to create these listings.



You will be warned if you try to list an item with errors. In the **eBay Listing Errors** window, the row numbers represent the part's location in the **Inventory to send to eBay** list. Items without errors will still upload to eBay, but items with errors listed in this window will *not* upload. To list these items, **Close** this window, address the errors, and click **Send Inventory to eBay** again.



Parts that have been uploaded and have listings on eBay will turn blue and display an **eBay\$** button to indicate that they have been listed. Click this button to view the eBay listing in your browser window.

Inventory Results										
	IMG	Part	Year	Model	Grade	Side	Description	Intercha	Status	Miles
1 - eBay\$		FTD	18	MITSUBISHI MIRAC	A		2018 Mirage Fuel Tank Gas Door Lid Cap Cover	Mirage; R	E	31024
2 - eBay\$		FTD	17	FORD FUSION	A		13-20 2017 FUSION FUEL TANK GAS DOOR CA	Rear	E	108479
3 - eBay\$		FTD	16	DODGE JOURNEY	A		2016 Journey Gas Fuel Tank Door Cap Lid Cove	Rear	E	74080
4		7(A)	15	DODGE DART	A		2015 Dart Fuel Tank Gas Cap Door Lid Cover B	Rear	E	125566
5 - eBay\$		FTD	14	HYUNDAI ELANTRA	A		*Free Shipping Lower 48* 2014 Elantra Fuel Ta	Elantra; F	E	0
6		37(A)	14	SCION XB	X		*REPAINTED BLUE* *FREE Shipping LOWER 48*	Rear	E	0
7 - eBay\$		FTD	13	CHEVROLET SPRA	X		2013 Spark Fuel Tank Door Gas Cap Lid Cover	Rear; 4dr	E	84655

eBay – Sold Listing

The **eBay – Sold Listing** tab displays any parts that you have sold on eBay during a specified period of time. This tab lists details about each sold listing (e.g., **Title**, **Sold Date/Time**, and **Price**). Along the bottom of the screen, this tab lists the number of **Sold Items** and the **Price Total** of those items. This part of the screen also shows the number of **Refunded Items** and the **Total Refunded** amount.

ItemID	Title	Sold Date/Time	Price	Payment Status	Payment Method	Checkout Status	Last Modified	Part	Interchange
29316993251	Transfer Case NISSAN MURANO E3 04	04/13/2020 8:29:38 PM	\$496.00	Paid/InPay/Pai					
29294986887	Transfer Case HONDA ELEMENT 07 08 09 10 11	04/12/2020 4:15:08 PM	\$0.00	NotPaid					
29323587162	2014 2015 Mercedes-Benz ML350 W168 212802700 Transfer Case Assy 51K 4x4	03/26/2020 10:13:03 AM	\$9.00	Paid/InPay/Pai					
29323610482	2015 Mercedes-Benz ML350 W168 212802700 Primary Secondary Right Passenger Sun/Year Berge	03/19/2020 10:42:29 AM	\$129.10	Paid/InPay/Pai					
293249857243	2008 Alpha Gas Tank Fuel Door Cap Cover Lid Black Obsolete Part Code 403	03/06/2020 10:11:37 AM	\$89.99	Paid/InPay/Pai					
293063544420	Wiper Arms Right TOYOTA TACOMA 05-08 07 08 09 10 11 12 13 14 15 16 17	03/25/2020 5:16:47 PM	\$42.00	Paid/InPay/Pai					
293097284515	Rear Door Latch KIA SOUL L48 11 12 13	03/25/2020 1:42:14 PM	\$50.00	Paid/InPay/Pai					

Sold Items: 13 Price Total: \$777.37 Refunded Items: 0 Total Refunded: \$0.00

From here, you can:

- Click the printer button to **Print Sold Listings**.
- Click the spy glass search button to enter a keyword in the **Find text** window. Select the method of the search, and then click **Ok**. Checkmate Listing Manager will highlight items that match this criteria.
- Use the **Days to List** drop-down to select the number of days' history to show in this list.
- Click the blue refresh button to refresh the information on this tab.

eBay – Active Listings

The **eBay – Active Listings** tab displays your active listings and gives you the opportunity to edit them within Checkmate Workstation.

	Edit	Year	Model	Part	Interchange	ItemID	Title	Price	Date Listed	Listing Type
1		2005	CAMRY	DMR	61397	1101553811	DMR-L CAMRY 140318 LEFT 2002 2003 2004 2005 2006 70ATEGRY9BK4DRHT FTTVCAR	\$50.58	01/08/2015	FixedPriceItem
2		2002	CAMRY	DMR	61397	1101553811	DMR-L CAMRY 121208 LEFT 2002 2003 2004 2005 2006 06A02MAR7KATHT FTTVDWIS	\$50.58	01/08/2015	FixedPriceItem
3		2002	CAMRY	DMR	61397	1101553811	DMR-L CAMRY 131031 LEFT 2002 2003 2004 2005 2006 0402WHT4DRATH40KH	\$50.58	01/08/2015	FixedPriceItem
4		1998	CAMRY	DWM	59125	1101553811	POWER WINDOW MOTOR CAMRY BRK12 LEFT 1997 1998 1999 2000 2001	\$65.00	01/08/2015	FixedPriceItem
5		2007	CAMRY	ENG	6523B	1101553811	ENGINE ASSEMBLY CAMRY 140404 2006 2007 2008 2009 2010 2011 2012 2013 03/064DR	\$1,495.00	01/08/2015	FixedPriceItem
6		1994	CAMRY	ENG	65530B	1101553811	ENGINE ASSEMBLY CAMRY 130527 1994 1995 1996 1997 1998 1999 2000 2001 2002 2003	\$100.00	01/08/2015	FixedPriceItem

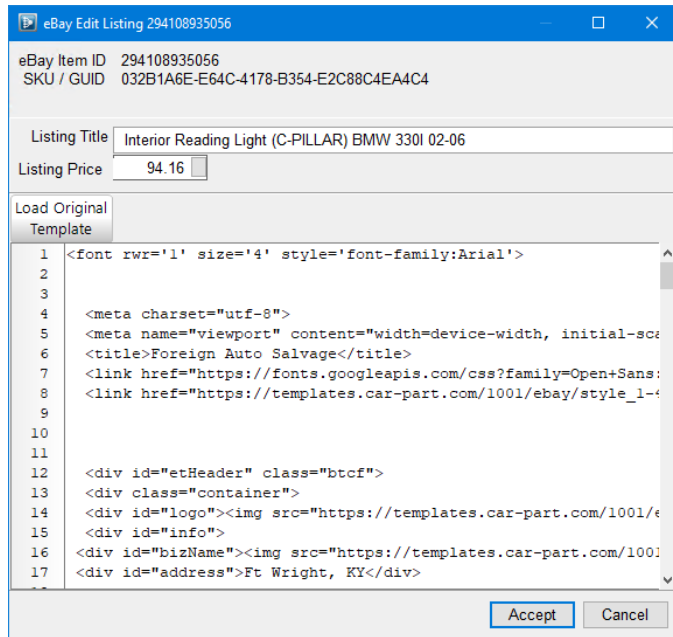
From this screen, you can:

- Check multiple listings and use hammer button to mass modify multiple listings at once.
 - **Price** updates the price listed on eBay
 - **Resend Images** updates the images uploaded to eBay if you have added to or made changes to the images displayed in Checkmate
 - **Update Template** updates the template used in the listing if you have made any changes.

Once you have begun a mass modify function, it may take a long time. (The time it takes depends on how many parts you modify. Modifying a few parts will only take seconds. Modifying tens of thousands of parts may take several hours.) In the window that appears, you may click the stop sign button to abort the mass modification. If you abort the operation, Checkmate Listing Manager will stop wherever it is in the process of modifying parts.

- Click **Edit** on an individual listing to edit one listing at a time.

In the **eBay Edit Listing** window, you can edit the **Listing Price**, **Listing Title**, and **Template**. When you are finished with your changes, click **Accept** to upload these changes to eBay. Click **Cancel** to cancel without uploading changes.



eBay – Relist (Refresh Listings)

The **eBay – Relist** tab helps refresh stagnant listings. Listings that have been on eBay for a long time often have poor visibility in search results, so refreshing listings helps shoppers see them.

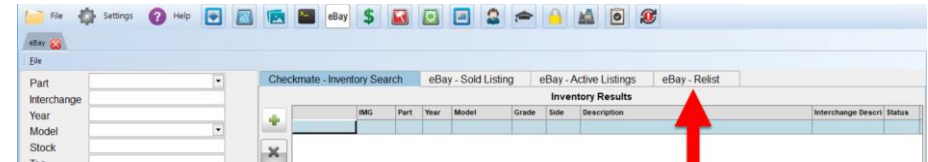
This feature delists the item, changes the eBay ID (but leaves all other info the same), and relists it. You get a refreshed part listing that's treated like a new listing in eBay search results.

Note: During this process, you can't do other work in Checkmate.

Caution! We recommend checking your eBay subscription. **There may be fees for relisting parts if you exceed the number of listings that are allotted for your subscription.** eBay fees depend on your subscription.

To refresh listings:

1. Click the **eBay – Relist** tab.



2. Select a **Date Option** to specify which listings you want to work with.

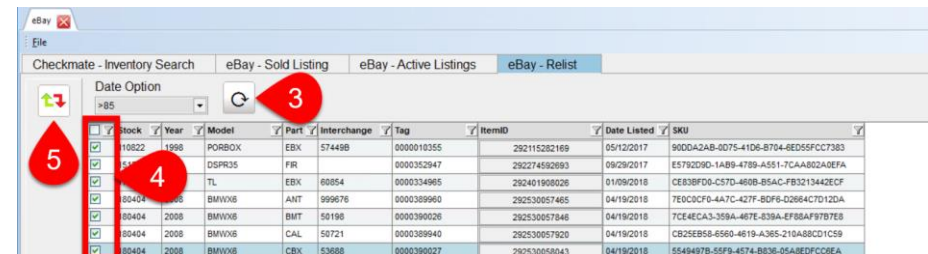
- **Date** – Parts listed on a specific date.

- **Date Range** – Parts listed within a specified date range.

- **>30** – Listings over 30 days old.
- **>60** – Listings over 60 days old.
- **>85** – Listings over 85 days old.
- **Custom** – Listings over a custom number of days.

3. Click the refresh button. All active listings that match the selected **Date Option** display..

4. In the left column, check the box for the items you want to relist.



- Click the relist button.  The process begins; the **ItemID** changes as each part is relisted.

When the process is complete, parts that were successfully relisted show the current date in the **Date Listed** field. The bottom of the window displays the status, including the number of errors:

<input type="checkbox"/>	E790	1994	MAZ626	COM	58859	1159
<input type="checkbox"/>	H61	1987	STERLI	COM	58161	6002
Listings 213 Delist Items 213 Relist Items 213 Errors 0						
Current Status Gathering eBay data from Checkmate Complete						

- Parts that display in red couldn't be delisted and weren't updated; all listing info is the same as before the relist attempt. Try relisting these parts at a later time.

Selected Listings	Year	Model	Part	Interchange	Tag	ItemID	Date Listed	SKU	Error
<input type="checkbox"/>	TYC2010	2007	SLV15	HLP	8788	0009519947	10/10/2022	A3112896-5441-4480-8F0B-87244042FE1	17 - This item cannot be accessed because the
<input checked="" type="checkbox"/>	TYC2010	2014	SLV25	HLP	3112	0009519984	10/10/2022	8487-30-05-3438-AC17-AB05-02628C20020	17 - This item cannot be accessed because the
<input type="checkbox"/>	TYC2010	2012	COLORA	HLP	817	0009519955	10/10/2022	ASCCECB0-20E2-40E0-8658-5CC25946481	17 - This item cannot be accessed because the
<input checked="" type="checkbox"/>	TYC2010	2012	COLORA	HLP	817	0009519955	10/10/2022	81237887-8C31-26C4-807F-2F028742088	17 - This item cannot be accessed because the
<input type="checkbox"/>	TYC2010	2012	COLORA	HLP	818	0009519959	10/10/2022	49492008780	17 - This item cannot be accessed because the
<input checked="" type="checkbox"/>	TYC2010	2005	AVAIL15	HLP	891	0009518178	10/10/2022	78562433-383E-4C10-80A4-83699354895	17 - This item cannot be accessed because the
<input type="checkbox"/>	TYC2010	2005	AVAIL15	HLP	882	0009518189	10/10/2022	337D0730-0995-40CF-8AF3-F0CBA26C4D1E	17 - This item cannot be accessed because the

- If the **Checkmate – Inventory Search** tab opens automatically, this means some parts couldn't be relisted and are *not* currently listed on eBay. The parts were added to the **Inventory to Send to eBay** section. Relist them through the normal listing process (see [Send Parts to eBay](#)).

While returning a part in Sales Pro, on the **Credits / Returns** tab, find the **Relist to Ebay** column. Parts that had been listed on eBay will have a drop-down here. Select **Yes***, to relist the part when you Print (or save) the Credit Work Order or Credit Invoice.

Relist to Ebay	
Yes	▼
No	▼
No	▼
No	▼
No	▼

Relisting Parts Returned from eBay

If a part was sold through eBay, you can relist it during the return process. The new listing will automatically include the info from the original listing.

Note: Don't relist items through your eBay store. Only use Checkmate to relist parts, to ensure that eBay and Checkmate inventory stay synced.

* To have returns set to **Yes** by default: in the eBay tool, go to **File > Configure eBay Settings**. On the **Returns & Refunds** tab, change the **Automatically relist to eBay when A part is restocked** to **Yes**.

Getting Help

For more information about this product, including access to online training videos and documentation, visit Products.Car-Part.com for our recycler resources.

Car-Part.com takes customer service seriously. We have a variety of support options available to help you if you have questions about our products or if you need help for any reason. Your questions are very important to us and we want your experience to be a positive one. Please contact us with any questions or concerns using any of the following methods.

Phone Support

If you have a question not covered in this guide, Car-Part.com offers phone support. Please call 859-344-1925 with your questions.

Online Support using Car-Part Messaging (iCPM)

Support technicians are available online using Car-Part Messaging (iCPM) support rooms. These technicians are available LIVE to help answer any questions you may have. The support rooms are staffed Monday–Friday, 8:00AM–6:00 PM Eastern Time.

To enter an iCPM support room:

1. Double-click the **iCPM** icon on your desktop.



2. **Car-Part Messaging** opens.
3. Double-click the name of the **Support Room** from your bookmark list.
4. Type **HELP** and a brief explanation of your issue. A Car-Part.com support technician will answer and help with your issue.

Training

If you have ongoing training needs, Car-Part.com has a team of product training specialists to help you learn how to use our products quickly. If you are interested in product training, please call our training department at 859-344-1925 and a trainer in your area will call to schedule training.

Comments

We welcome your comments and suggestions concerning the content and organization of this guide as well as the accuracy and the usability of the instructions it contains. Email us at documentation@car-part.com. We're listening!

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