Trading Partners Administration User Guide
Trading Partners Administration Overview

The Trading Partners Admin tool allows you to customize the way your Trading Partners results page appears. You can now specify which recyclers, groups, or regions you wish to appear first when you perform a Trading Partners search. You can even choose which recyclers you do not wish to see at all! After you customize your preferences, it takes just one business day for these changes to take effect. Now you can easily search your favorite recyclers without searching through all the results for the ones you want!

Getting Help

Car-Par.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 LIVE phone support. Please call 859-344-1925 with your questions. A customer support technician is always available to answer your questions.

Online Support using Car-Part Messaging (iCPM)

Support technicians are available online using Car-Part Messaging (iCPM) chat support rooms. These technicians are available LIVE to help answer any questions you may have.

The support rooms are staffed:

Monday–Friday: 8:00AM–8:00 PM ET
Saturday: 8:00AM–8:00 PM ET

To enter an iCPM support chat room:

1. 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 install, configure and 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 set up phone or onsite training. You can also email us at trainingrequest@car-part.com.

### 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!

### Getting Started with Trading Partners Admin

To begin:

1. Open your web browser and go to your reports page.

2. In the list, click the **Trading Partners Admin** link.
3. The Trading Partners Administration screen opens.

4. Notice that there are five tabs across the top of the screen: Buy, Price, Custom, My Groups, and Sales Rooms.
When you initially open Trading Partners Admin, the **Buy tab** is the default tab opened. The **Buy tab** allows you to modify how your Trading Partners results screen appears when you perform a search of your Buy group.

At the top of the page you will see the Enter Group Label text field. Here, you can type in any label you would like to give your Buy group. This can be used as a reminder to yourself about the way the group is organized. For example, you could give this group the label “local yards” if you plan to have your Buy group consist of recyclers close to you. This label will appear in the Trading Partners headers.

If you don’t enter a label, the default will simply be the **Trading Partners Group number** (i.e., 1, 2, or 3).
Buy, Price, and Custom Tabs

To build the Trading Partners display preferences:

1. The **Selected Partners** box is where your preferences will populate as you work.

2. Within the **Selected Partners** box, there are three group headings: **Favorites**, **Trading Partners (regular)**, and **Exclusions**. These are the groups you will create in the Trading Partners Admin tool. These groups will define which recyclers, regions, and yard groups appear in your Trading Partners results.

3. The **Favorites list** is the group of recyclers that you wish to appear first in the list of your Trading Partners results. (A **Favorites list** is only available to Car-Part Gold customers and will be disabled if you are not a Car-Part Gold customer.) The **Trading Partners (regular) list** is the group of recyclers that you wish to see in your results after your favorites. The **Exclusions list** is the group of recyclers who you do not wish to see in your results.
**Edit Lists**

To add a recycler to your Favorites list:

1. Locate that recycler in the **Individual Yards** box.

2. To the left of the yard name, you will see how far away this recycler is from you. Click to select the recycler. (Select aftermarket vendors can also be found in this list.)

3. You can highlight as many recyclers as you wish. (To de-select a recycler, click the name again and highlighting will be removed.)

4. To make it easier to find recyclers that you are looking for, you can sort the list by clicking the **ID**, **Dist**, or **Name** links.
5. Once you have selected the recycler(s) you wish to add, click the **favs link** to the right of the box. You will now see that the recycler you selected has been added to your **Favorites list** in the **Selected Partners box**. Use the **tp-reg** or **excl links** to add the recycler to your **Trading Partners (regular)** or **Exclusions lists**.

6. You can also add groups of recyclers to a list with the **Regions**, **Trading Areas**, **States/Provinces**, and **Yard Groups** sections. Select a **Region**, **Trading Area**, **State/Province**, or **group** and add to your **Favorites**, **Trading Partners (regular)**, or **Exclusions lists** the same way you added an individual recycler.
7. Click on the details links to view the borders for regions and trading areas.

8. You can also add a radius to any of your lists. For example, if you would like to add all recyclers within 25 miles to your Favorites list, go to the Show all yards within ____ field. In the blank box, enter 25. Make sure the appropriate unit of measurement (miles or kilometers) is selected in the drop-down box.

9. Click the Show link.
10. A list will appear with all the recyclers within 25 miles of your ZIP code.

11. If you wish to exclude any specific recycler(s) from your radius list, click the excl link next to the yard name to add that recycler to your Exclusions list. (If you have previously excluded a recycler within this radius, that recycler will not appear on your list.)

12. When you are satisfied with your radius list, use the Add Radius to Favorites or Add Radius to Trading Partners (regular) links to add this radius to one of your lists.

13. If you do not wish to add this radius to any of your lists, click the Return – Do not add Radius link to return to the normal screen; however, any exclusions you have made will remain on your Exclusions list.
14. Once you have added recyclers, groups, and/or areas to your **Favorites list**, you can arrange the list in the order you would like your favorites to appear in your **Trading Partners results**. To do this, click and drag each list member to the desired position.

15. Your **Trading Partners (regular) list** will automatically be arranged by the order specified in the Trading Partners search (by price, location, etc.).

16. Once you have arranged your **Favorites list**, be sure to use the drop-down box to specify how you want them to appear in your Trading Partners search results.

17. You can choose to have your **Favorites list** always appear in the order you have created, or to have your **Favorites list** appear in the order of the Trading Partners search.
18. To move list members from the **Favorites** to the **Trading Partners (regular) list**, or from the **Trading Partners (regular) list** to the **Favorites**, use the blue arrows.

19. To remove a recycler from a list, click the **red X**.
20. You will notice that when you add a recycler to your **Favorites** or **Trading Partners (regular) list**, an icon appears to the right of the name in the list. This icon will be an A, P, or D. This icon indicates whether your request to add this recycler to your list has been approved, is pending, or has been denied.

![Selected Partners Table](image)

21. A recycler will not appear in your **Trading Partners results** until that recycler has approved you. (When other recyclers want to add you to their lists, you will be contacted for approval in the manner you chose when you signed up for Trading Partners.)

22. When you have finished editing your lists, click the **Save** button to save your changes.
23. To cancel without saving any of your changes, click the **Cancel** button. If you switch to one of the other tabs (**Price**, **Custom**, **My Groups**, or **Sales Rooms**) your changes will automatically be saved.
24. Follow the same steps to customize your **Price group** on the **Price tab**. You can also customize your custom group on the Custom tab.

![Price tab screenshot](image1.png)

25. If you would like to base your **Price** or **Custom** settings on your **Buy** settings, select the settings of the tab you would like to copy and click the **Copy** link.

![Copy link screenshot](image2.png)
**Exclusions List**

If you do not add a recycler, region, or group to any of your lists, they will not appear in your Trading Partners results. Therefore, you do not have to fill the Exclusions list with every recycler, region, or group that you do not wish to see. The Exclusions list is used for exceptions to the Favorites and Trading Partners (regular) lists. Use the Exclusions list for those instances when you have added a state or region to your Favorites or Trading Partners (regular) list but wish to exclude specific recyclers. For example, you can add the Midwest to your Favorites list but exclude Ohio.

As another example, you can add Florida to your Trading Partners (regular) list but exclude a specific recycler.
The **Exclusions list** will always override the other two lists. If you have a Virginia recycler in your **Favorites list** but have added Virginia to your **Exclusions list**, then that recycler in your **Favorites list** will not appear in your **Trading Partners results**.

### My Group Tab

The **My Groups tab** allows you to customize the **My Groups** section of your **Trading Partners results screen**. When you add a group to your **My Groups list**, you can use those groups to narrow your **Trading Partners search results**. (Click on the **details links** to view the borders for a group.)

#### Selected Partners

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For example, if you perform a Trading Partners search and the list of results is quite long, you can go to **Custom Pricing > My Groups** to limit your search to only that group.
Sales Room Tab

The Sales Rooms tab allows you to select the iCPM sales rooms you may want to submit a request to from your Trading Partners search results screen. (You can only submit a request to an iCPM sales room if you have Car-Part Messaging.) On the Sales Rooms tab, you can select from a list of sales rooms in various regions, trading areas, and states/provinces. Add a sales room to your Selected Sales Rooms list by highlighting a room in the list and clicking the Add to: List link. We recommend that any sales rooms you specify here also be in your iCPM roster.

When you have finished creating your list, click the Save button to keep the list you have created. It will take one business day for the changes to take effect on your Trading Partners results screen. The day after you save your new list, you can now see that the sales rooms in your Trading Partners results screen.