



Partmate New Features in Update 18.0.8326.512

You may have already heard about the recent addition of the **Inventory Loose Parts** function in Partmate. This guide tells you all about that feature and also includes details about a brand-new feature that was added to the **Inventory Loose Parts** function with this update: the ability to easily execute a **Trading Partners** or **CrashLink** search while inventorying a loose part (pg. 7). This release also includes a tablet friendly feature to make it much easier to add a part to a vehicle in Partmate that was not on your Parts List (pg. 16).

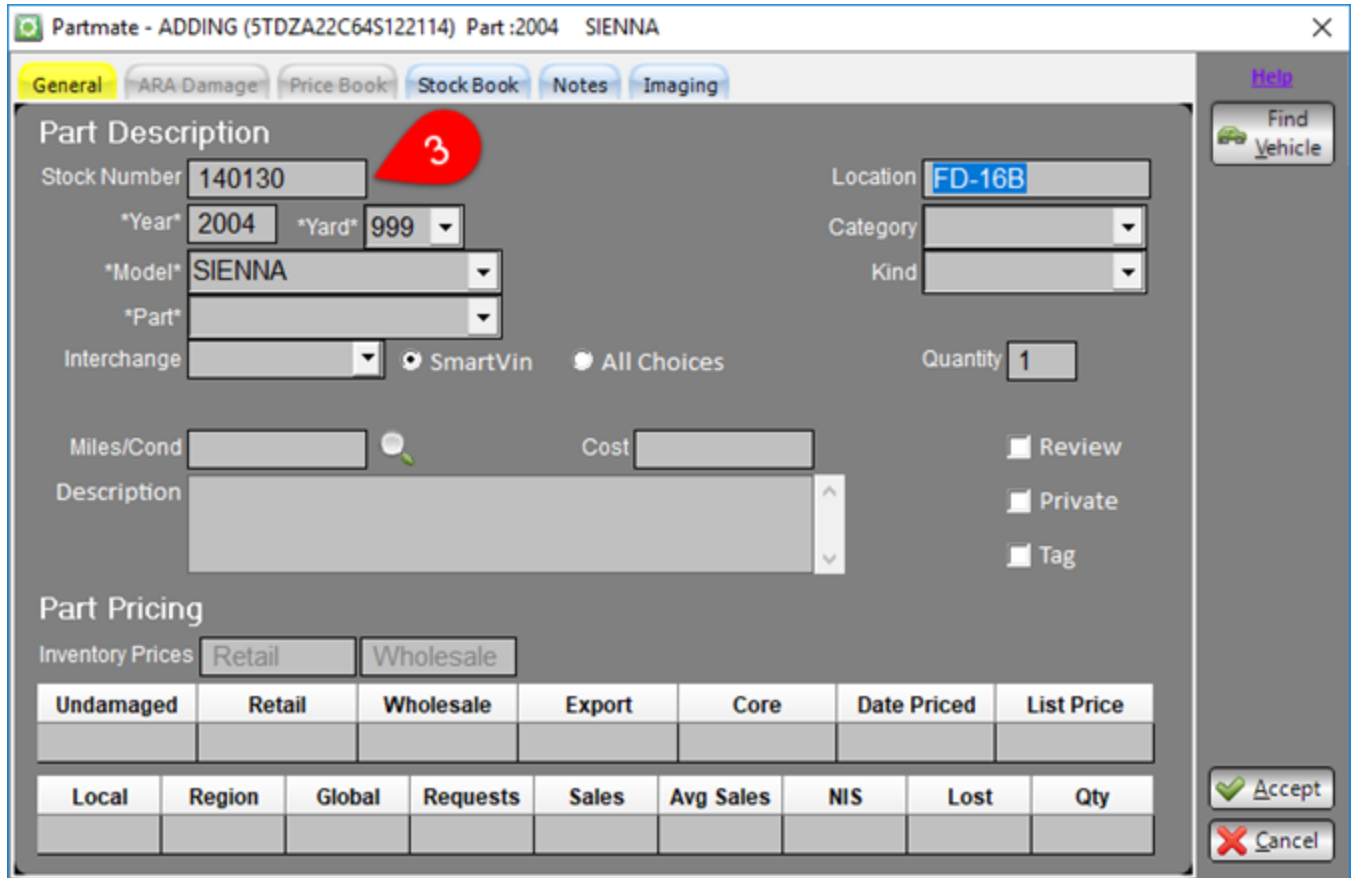


Here's how it works:

1. Click **Inventory Loose Parts** on the Partmate home page.
2. The **ADDING** window opens. (This is very similar to the **Add** feature in Checkmate Sales Pro's **Parts** tab, but has a few differences.)

- If you know the stock number that you would like to add this part to, enter it in the **Stock Number** field.

If you want to add this part to an existing vehicle but do not know that vehicle's stock number, see the **Find Vehicle** section of this document.



Partmate - ADDING (5TDZA22C64S122114) Part :2004 SIENNA

General ARA Damage Price Book **Stock Book** Notes Imaging

Part Description

Stock Number **140130** Location **FD-16B**

Year **2004** *Yard* **999** Category **FD-16B**

Model **SIENNA** Kind **FD-16B**

Part **FD-16B**

Interchange **FD-16B** SmartVin All Choices Quantity **1**

Miles/Cond **FD-16B** Cost **FD-16B**

Description **FD-16B**

Part Pricing

Inventory Prices **Retail** **Wholesale**

Undamaged	Retail	Wholesale	Export	Core	Date Priced	List Price

Local	Region	Global	Requests	Sales	Avg Sales	NIS	Lost	Qty

Review Private Tag

Accept Cancel

- If an existing AUT matches the stock number that you entered, Sales Pro will automatically populate the **Year**, **Model**, and **Location** fields in the window.

If the stock number does *not* match an AUT already existing in your inventory, you must manually fill in the **Year**, **Model**, and **Location** fields.

5. Use the **Part** drop-down menu to select the part that you would like to add. (You can type to narrow the list.)
6. When a **Part** has been selected, press the **Enter** key. The **Interchange** drop-down becomes active if interchange is available for this part. Use the **Interchange** drop-down to select the interchange for this part.
 - **Note:** If this is a sided part, the **Side** box will appear. You can click the **Left** or **Right** radio buttons to limit the **Interchange** box by that side. Also notice that if you select an **Interchange**, the **Side** box will automatically select **Left** or **Right** based on your choice, and then limit the **Interchange** box by that side. (Select **Both** to see all options.)
 - **Note:** If a VIN is associated with this vehicle, you will have the option to limit your **Interchange** choices by **SmartVin**^{*}, or to see **All Choices**.

Partmate - ADDING (5TDZA22C64S122114) Part :2004 SIENNA FEN FENDER (59071B)

General ARA Damage Price Book Stock Book Notes Imaging

Right Side Part Description

Stock Number 140130 Location FD-16B

Year 2004 *Yard* 999

Model SIENNA

Part FEN

Side: ☐ Left ☐ Both ☒ Right

Interchange 59071B ☐ SmartVin ☐ All Choices

Quantity 1

Set Description RH, w/o antenna

Miles/Cond

Cost

Description

Review Private Tag

CP CL

Right Side Part Pricing

Inventory Prices Retail Wholesale

Undamaged	Retail	Wholesale	Export	Core	Date Priced	List Price
	\$110.00	\$110.12			12/11/2007	

Local	Region	Global	Requests	Sales	Avg Sales	NIS	Lost	Qty

Accept Cancel

^{*} SmartVin is a Car-Part.com-exclusive technology that realizes the interchange number for many parts directly from the VIN, so that inventorying or searching for parts is simplified. SmartVin is only applicable when you search with a VIN.

7. Enter condition information in the **Miles/Cond** field. The magnifying glass button will automatically populate this field with the mileage of the AUT record (mechanical parts) or the damage code from the **ARA Damage** tab (body parts).
 - If necessary, you may use the **ARA Damage** tab to specify damage, and then return back to this **General** tab to continue adding the part.
 - If there is no ARA damage code, the button will populate this field with zero damage.

Partmate - ADDING (5TDZA22C64S122114) Part :2004 SIENNA FENDER FENDER (59071B)

General ARA Damage **7** Stock Book Notes Imaging

Right Side Part Description

Stock Number Location


Year *Yard*

Model Side ☐ Left ☐ Both ☒ Right

Part Kind

Interchange ☒ SmartVin ☐ All Choices Quantity

RH, w/o antenna

Miles/Cond  **7** Cost

Description

Right Side Part Pricing

Inventory Prices

Undamaged	Retail	Wholesale	Export	Core	Date Priced	List Price
	\$110.00	\$110.12			12/11/2007	

Local	Region	Global	Requests	Sales	Avg Sales	NIS	Lost	Qty

8. Use the following fields to enter any other applicable information about this part.

- **Category:** Select a category.
- **Kind:** Select the kind of part you are entering.
- **Quantity:** Enter how many of this exact loose part you are entering.
- **Description:** Enter the part description. (Click **Set Description** to copy the interchange description to the **Description** field.)
- **Cost:** Enter the part cost.

Partmate - ADDING (5TDZA22C64S122114) Part:2004 SIENNA FENDER FENDER (59071B)

General ARA Damage Price Book Stock Book Notes Imaging

Right Side Part Description

Stock Number 140130 Location FD-16B

*Year 2004 *Yard 999

*Model SIENNA Side ☐ Left ☐ Both ☒ Right

*Part FENDER Category Kind

Interchange 59071B ☒ SmartVin ☐ All Choices Quantity 1

Set Description RH, w/o antenna

Miles/Cond 0.5cc Cost

Description

Review Private Tag

CP CL

Right Side Part Pricing

Inventory Prices Retail Wholesale

Undamaged	Retail	Wholesale	Export	Core	Date Priced	List Price
	\$110.00	\$110.12			12/11/2007	

Local	Region	Global	Requests	Sales	Avg Sales	NIS	Lost	Qty

Accept Cancel

9. Use checkboxes to make the following selections:

- **Review:** Sends this part to Partmate Review
- **Private:** Marks this part as Private (meaning that it will only be available in Partmate and Checkmate, and will not be uploaded to any Car-Part.com online marketplace)
- **Tag:** Adds part to the tag queue

Partmate - ADDING (5TDZA22C64S122114) Part :2004 SIENNA FENDER FENDER (59071B)

General ARA Damage Price Book Stock Book Notes Imaging

Right Side Part Description

Stock Number Location

Year *Yard*

Model Side ☐ Left ☐ Both ☒ Right

Part Kind

Interchange ☒ SmartVin ☐ All Choices Quantity

☒ Set Description RH, w/o antenna

Miles/Cond Cost

Description

☐ Review ☐ Private ☐ Tag

Right Side Part Pricing

Inventory Prices

Undamaged	Retail	Wholesale	Export	Core	Date Priced	List Price
	\$110.00	\$110.12			12/11/2007	

Local	Region	Global	Requests	Sales	Avg Sales	NIS	Lost	Qty

Find Vehicle

CP

CL

Accept

Cancel

9

10. In the **Part Pricing** section, the Price Book prices are displayed. If you do not specify another price, the Price Book prices will be automatically applied to this part. If you would like to specify different pricing for this loose part, enter the price(s) in the **Inventory Prices** field(s). You can use the buttons on the right side of the window to review pricing information:

- **CP**: Use this button to view Trading Partners price information for this part.
- **CL**: Use this button to view OEM price information for this part via Crash Link.

Partmate - ADDING (5TDZA22C64S122114) Part :2004 SIENNA FENDER FENDER (59071B)

General ARA Damage Price Book Stock Book Notes Imaging

Right Side Part Description

Stock Number: 140130 Location: FD-16B

*Year: 2004 *Yard: 999

*Model: SIENNA Side: ☐ Left ☐ Both ☒ Right

*Part: FENDER Category: Kind:

Interchange: 59071B SmartVin All Choices Quantity: 1

Set Description: RH, w/o antenna

Miles/Cond: 0.5cc Cost: Review

Description:

Right Side Part Pricing

Inventory Prices: Retail Wholesale

Undamaged	Retail	Wholesale	Export	Core	Date Priced	List Price
	\$110.00	\$110.12			12/11/2007	

Local	Region	Global	Requests	Sales	Avg Sales	NIS	Lost	Qty

Trading Partners → CP

Crash Link → CL

Accept Cancel

11. Use the **Stock Book**, **Notes**, and **Imaging** tab to add any applicable information.

Partmate - ADDING (5TDZA22C64S122114) Part :2004 SIENNA FENDER FENDER (59071B)

General ARA Damage Price Book **Stock Book** Notes Imaging 11

Right Side Part Description

Stock Number 140130 Location FD-16B

Year 2004 *Yard* 999

Model SIENNA Side ☐ Left ☐ Both ☒ Right

Part FENDER Kind

Interchange 59071B ☒ SmartVin ☐ All Choices Quantity 1

Set Description RH, w/o antenna

Miles/Cond 0.5cc Cost

Description

Review Private Tag

Right Side Part Pricing

Inventory Prices Retail Wholesale

Undamaged	Retail	Wholesale	Export	Core	Date Priced	List Price
	\$110.00	\$110.12			12/11/2007	

Local	Region	Global	Requests	Sales	Avg Sales	NIS	Lost	Qty

Find Vehicle

CP CL

Accept Cancel

12. When you are finished, click **Accept**.

Partmate - ADDING (5TDZA22C64S122114) Part :2004 SIENNA FENDER FENDER (59071B)

General ARA Damage Price Book Stock Book Notes Imaging

Right Side Part Description

Stock Number: 140130 Location: FD-16B

Year: 2004 *Yard*: 999

Model: SIENNA Side: ☐ Left ☐ Both ☒ Right

Part: FENDER Kind:

Interchange: 59071B ☒ SmartVin ☐ All Choices Quantity: 1

Set Description: RH, w/o antenna

Miles/Cond: 0.5cc Cost:

Description:

Review Private Tag

Right Side Part Pricing

Inventory Prices: Retail Wholesale

Undamaged	Retail	Wholesale	Export	Core	Date Priced	List Price
	\$110.00	\$110.12			12/11/2007	

Local	Region	Global	Requests	Sales	Avg Sales	NIS	Lost	Qty

12

Find Vehicle

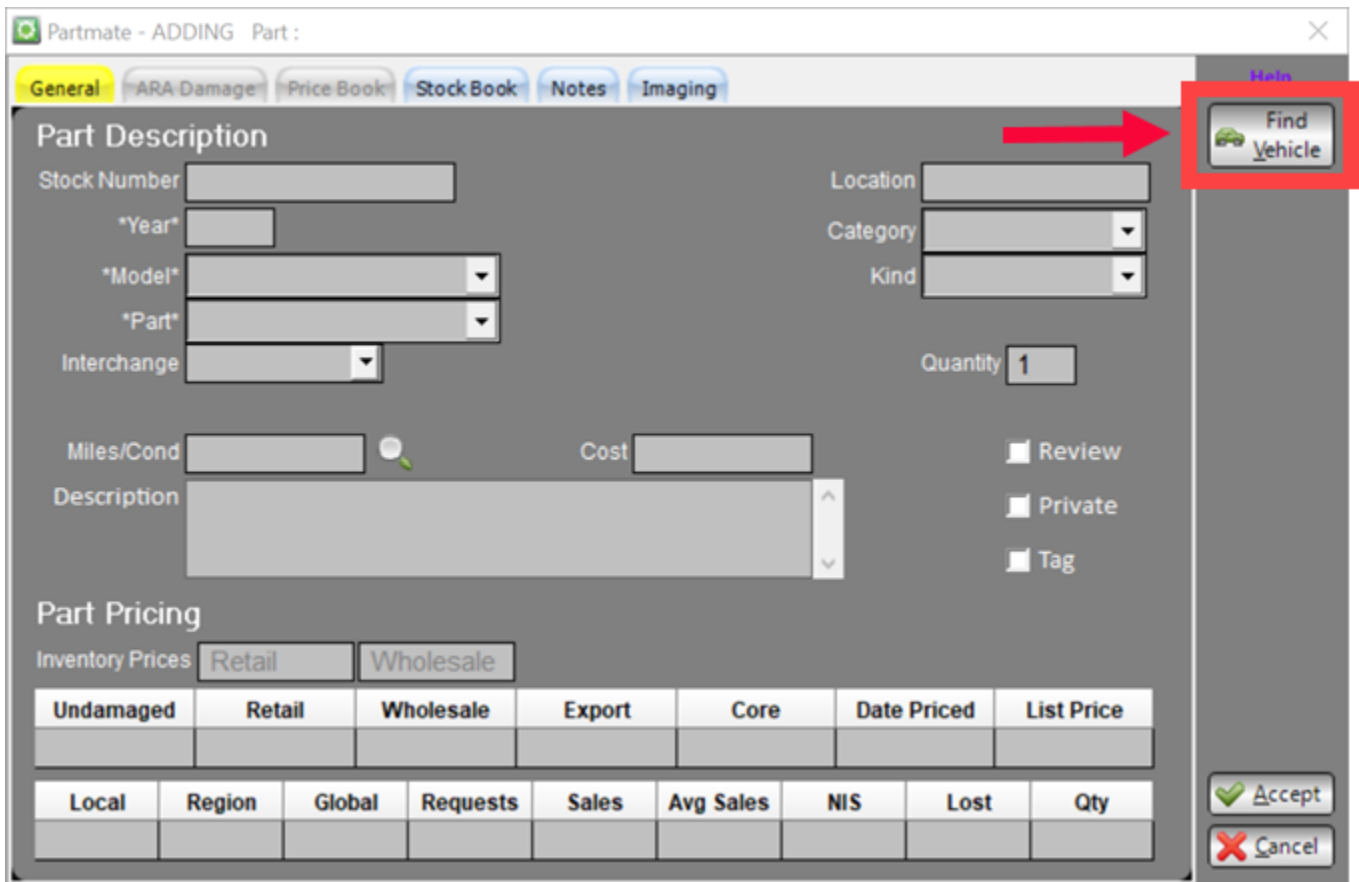
Accept Cancel

13. This part is immediately available in Checkmate and/or in Partmate Review.

Find Vehicle

Use the **Find Vehicle** function to find the stock number of an existing vehicle. To use this feature, follow these steps:

1. Click **Find Vehicle**.



The screenshot shows the 'Partmate - ADDING Part' window. The 'General' tab is selected. The 'Part Description' section contains fields for Stock Number, Location, *Year*, Category, *Model*, Kind, *Part*, Interchange, Miles/Cond, Cost, and a Description text area. The 'Part Pricing' section has tabs for Inventory Prices (Retail, Wholesale) and a table with columns: Undamaged, Retail, Wholesale, Export, Core, Date Priced, List Price, Local, Region, Global, Requests, Sales, Avg Sales, NIS, Lost, and Qty. The 'Find Vehicle' button, located in the top right corner next to the 'Help' link, is highlighted with a red box. A red arrow points from the 'Part Description' section towards the 'Find Vehicle' button.

Partmate - ADDING Part :

General ARA Damage Price Book Stock Book Notes Imaging

Part Description

Stock Number Location

Year Category

Model Kind

Part

Interchange Quantity

Miles/Cond Cost

Description

Part Pricing

Inventory Prices Retail Wholesale

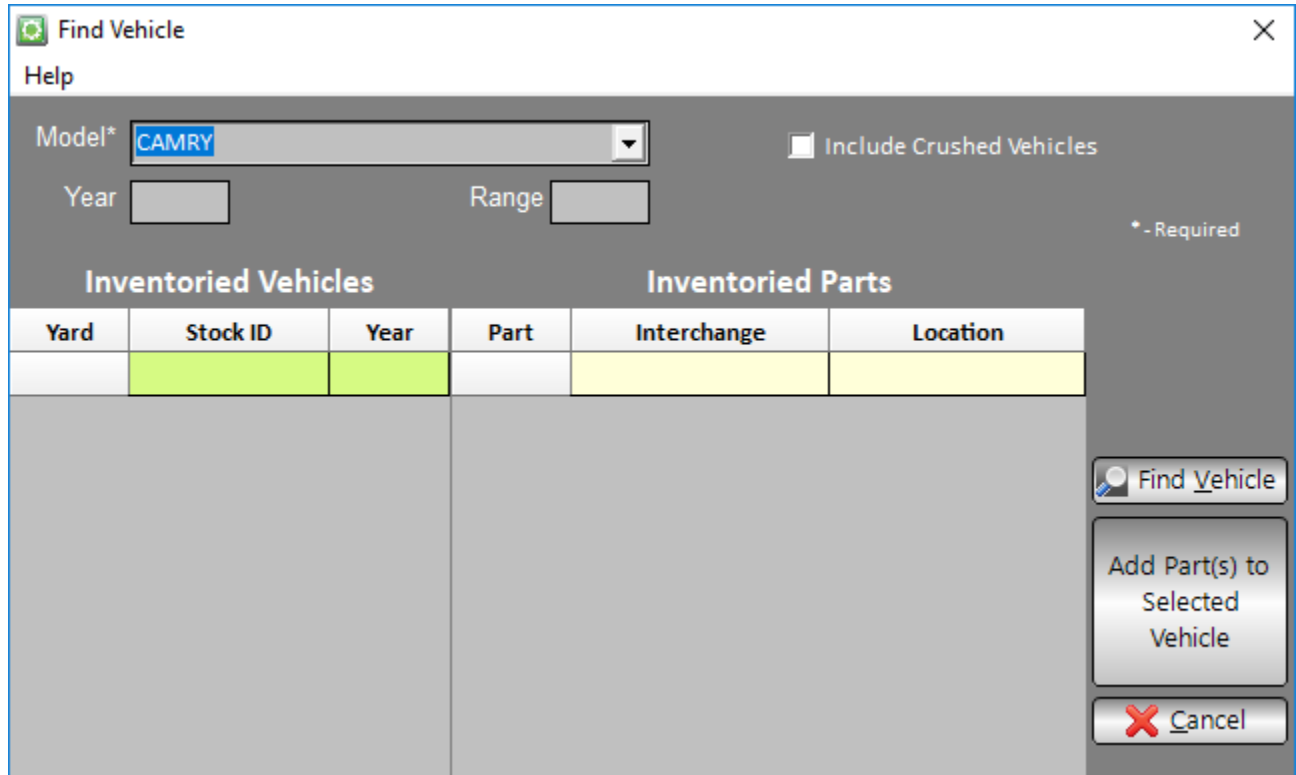
Undamaged	Retail	Wholesale	Export	Core	Date Priced	List Price

Local	Region	Global	Requests	Sales	Avg Sales	NIS	Lost	Qty

Find Vehicle

Accept Cancel

- The **Find Vehicle** window opens.



Find Vehicle

Help

Model* CAMRY

Year Range

Include Crushed Vehicles

* - Required

Inventoried Vehicles			Inventoried Parts		
Yard	Stock ID	Year	Part	Interchange	Location

Find Vehicle

Add Part(s) to Selected Vehicle

Cancel

- Select a **Model** using the drop-down box.
- To narrow your results by year, enter a **Year**. If you would like to search a year range, enter a second year in the **Range** field.
- Check the **Include Crushed Vehicles** checkbox if you want to include AUTs with a vehicle category of "crushed"
- Click **Find Vehicle** to search for vehicles.

7. The **Inventoried Vehicles** column will display vehicles that match your search. Click to highlight a vehicle in the **Inventory Vehicles** section, and the **Inventoried Parts** column will display existing inventoried parts from that vehicle, for your reference.

Find Vehicle
 ×

Help

Model* CAMRY
☐ Include Crushed Vehicles

Year 2000
Range 2009

* - Required

Inventoried Vehicles			Inventoried Parts		
Yard	Stock ID	Year	Part	Interchange	Location
999	070105	2001	ALT	58692	LXLOOS
999	070504	2000	ASH	60097	LXLOOS
999	080502	2005	ASH	59082	LXLOOS
999	080711	2006	BMT	58399	LEXDIS
999	080816	2000	BWN	58677B	LEXDIS
999	080901	2001	CAL	61135	LXLOOS
999	081006	2002	CAL	61134	LXLOOS
999	081246	2000	CBX	58381	LEXDIS
999	090143	2003	CSW	59785B	LEXDIS
999	090145	2005	DPN	58582	LEXDIS
999	090204	2002	FST		LEXDIS
999	090528	2004	HAC	50806	LEXDIS
999	090805	2003	IWK	50747	LEXDIS
999	091233	2004	KNE	61132E	LXLOOS
999	110817	2003	LCF	59084A	LXLOOS
999	111036	2002	MCV	58576	LEXDIS

Find Vehicle

Add Part(s) to Selected Vehicle

Cancel

8. To select this vehicle as the stock number to add your loose parts to, click to select the vehicle in the **Inventoried Vehicles** column, then click **Add Part(s) to Selected Vehicle**.
9. The vehicle's stock number is now populated in the **Stock Number** field, and you can continue with the process of adding this loose part.

Partmate - ADDING (4T1BG22K1YU732846) Part :2000 CAMRY

General ARA Damage Price Book Stock Book Notes Imaging

Find Vehicle

Part Description

Stock Number Location

Year *Yard*

Model Category

Part Kind

Interchange ☒ SmartVin ☐ All Choices Quantity

Miles/Cond Cost

Description

☐ Review
☐ Private
☐ Tag

Part Pricing

Inventory Prices

Undamaged	Retail	Wholesale	Export	Core	Date Priced	List Price

Local	Region	Global	Requests	Sales	Avg Sales	NIS	Lost	Qty

☒ Accept ☒ Cancel

Pull from CM's Stock # Search: New Button

As you may know, in a recent Bidmate update, a **Stock #** search was added to the **Pull from CM** feature.

The screenshot displays the Partmate Vehicles application window. The 'Vehicles' tab is active, showing a list of vehicles. The 'Pull from CM' button is highlighted with a red box. A 'Select Vehicle Category' dialog box is open, showing various vehicle categories. The 'Stock #' search option is highlighted with a red box.

Vehicle List

Source	Unit/Stock#	Year/Model	VIN
KELLYS AUCTION	1	2007 CAMRY	
CAME IN OFF T	1	2007 CAMRY	4T1BE46K57U510155
Added Vehicle	070504	2000 CAMRY	4T1BG22K1YU732846
IAA CINCINNATI	7D02N4587	2007 CAMRY	4T1BE46K57U510157

Vehicle Information

VIN: 4T1BE46K57U510157 Decode

Stock #: 7D02N4587 Next #

Model: CAMRY

Year: 2007

Mileage: 5000 Set Miles

Pri Dmg: Front

Sec Dmg: <none>

Buttons: Vehicle Done, Delete Vehicle, **Pull from CM**, Add Vehicle

Select Vehicle Category

☐ Crushed ☐ No Sales ☐ Not Inventoried

☐ Dismantled ☐ Not Cleared ☐ Off Site

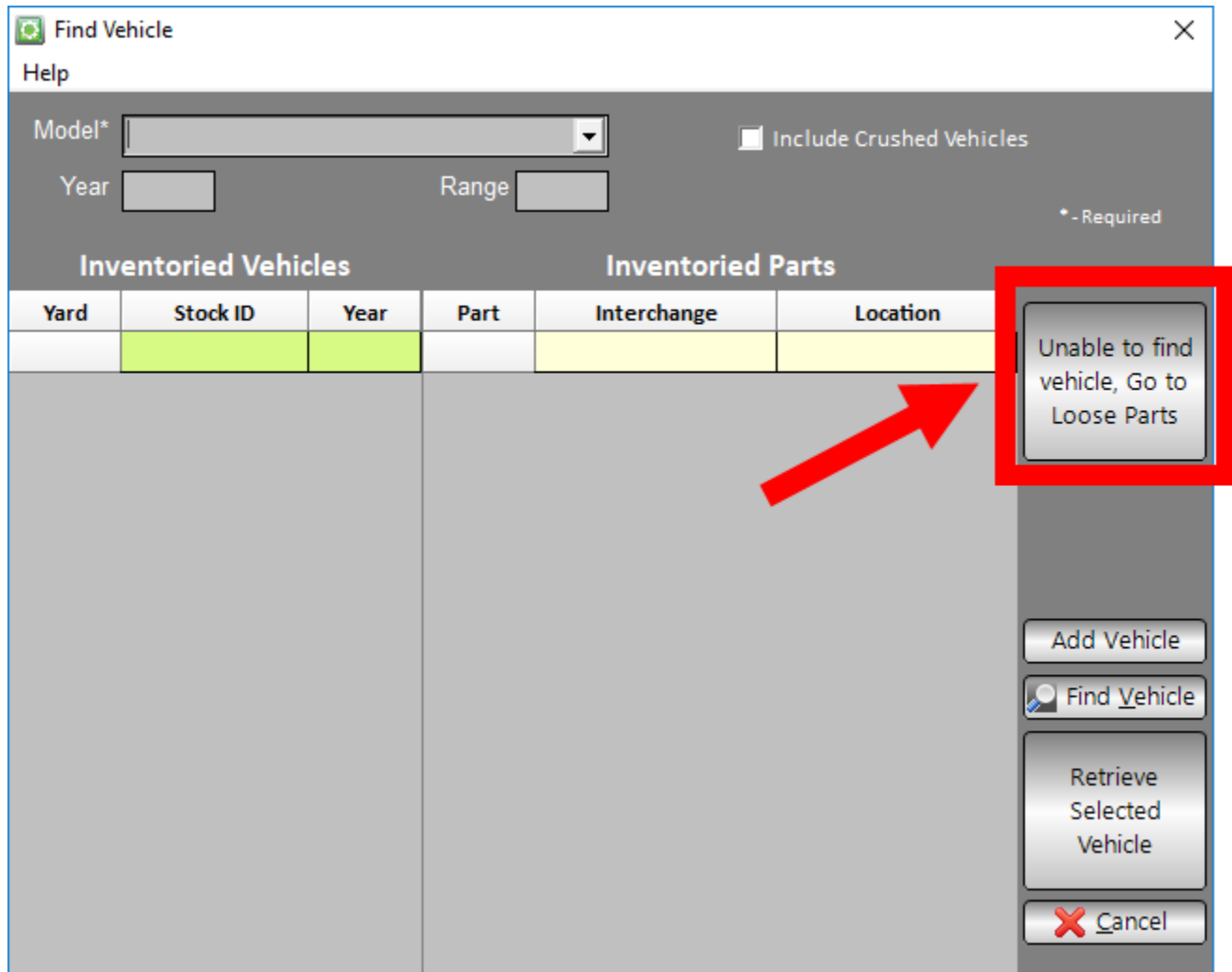
☐ In Dismantling ☐ Not Dismantled ☐ Sold

☒ Stock # ☐ VIN

Cancel OK

When you click the magnifying glass button on the **Stock #** field, the **Find Vehicle** search opens. There is now a new button available in this situation: **Unable to find vehicle, Go to Loose Parts**.

We have added this button for your convenience. If you are attempting to use the **Pull from CM** feature to search for a vehicle by **Stock #**, you may find that you are unable to locate the vehicle. In this case, you can click this new **Unable to find vehicle, Go to Loose Parts** button to open the **Inventory Loose Parts** feature and begin inventorying parts as loose parts.



Find Vehicle

Help

Model*

Year Range

☐ Include Crushed Vehicles

* - Required

Inventoried Vehicles			Inventoried Parts		
Yard	Stock ID	Year	Part	Interchange	Location

Unable to find vehicle, Go to Loose Parts

Add Vehicle

Find Vehicle

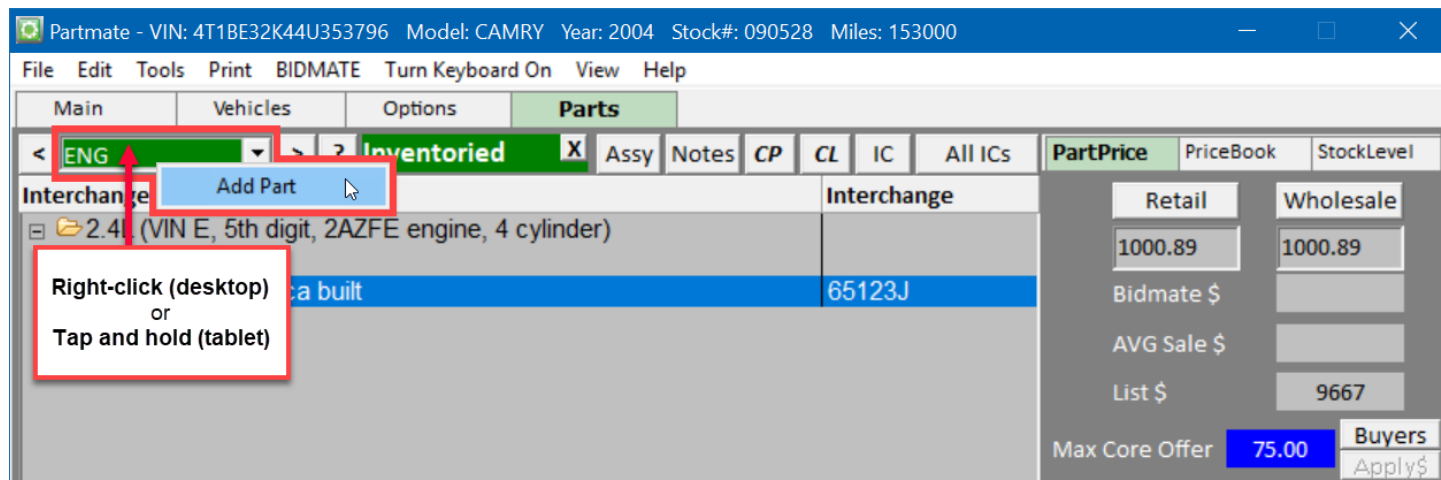
Retrieve Selected Vehicle

Cancel

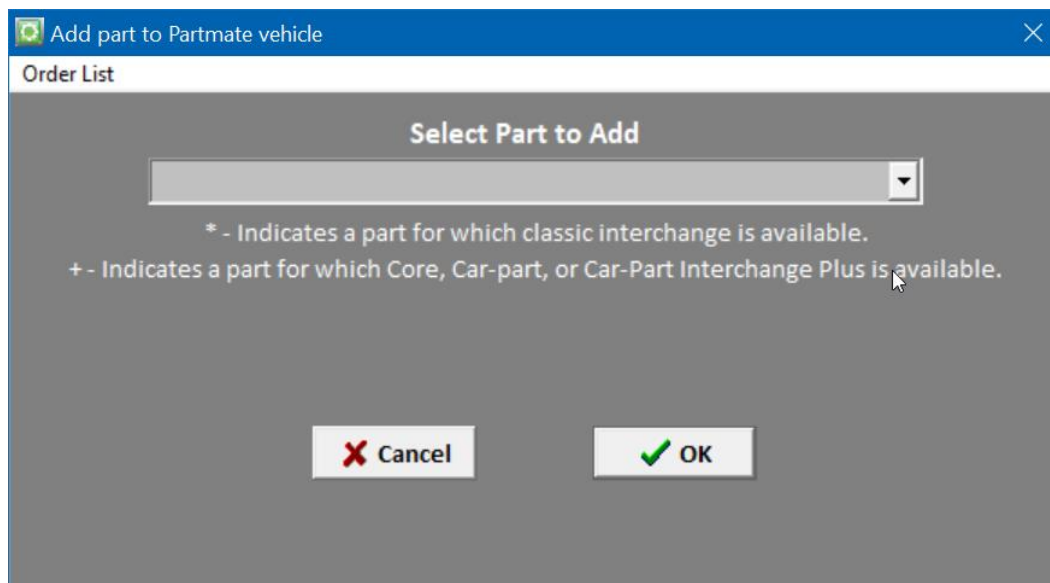
Inventorying Parts That Are Not on the Parts List

When you are inventorying a vehicle on the **Parts** tab and need to add a part that is not on your parts list, you can now right-click on the part selection box and select **Add Part**.

Note: If you are using Partmate on a tablet, tap and hold on the part selection field until the **Add Part** option appears, then tap **Add Part**.



Selecting the **Add Part** option will bring up the **Add part to Partmate vehicle** window. Select the part you want to add, and then click **OK** to return to the **Parts** tab to finish adding the part to the vehicle.



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!

Published by
Car-Part.com
1980 Highland Pike
Ft. Wright, KY 41017

Copyright © 2018 by Car-Part.com. All rights reserved.

The information contained herein is confidential proprietary information of Car-Part.com. No part of the information contained in this document may be reproduced, transmitted, or disclosed to any other person without the prior written consent of Car-Part.com.

Bidmate, Advanced Bidmate, Partmate, Partmate Review, Desktop Review, Advanced Partmate, Photomate, Checkmate Rest Server, Car-Part Messaging, iCPM, Live Service, Live Chat, Coremate, Core Pricing, Checkmate, Checkmate Listing Manager, Checkmate Sales Pro, Checkmate Workstation, Fast Parts, FastNnet, Car-Part Exchange, Trading Partners, Compass, Orion, SmartVin, Smart Interchange, Order Trakker, Car-Part Auction, CrashLink, Car-Part Pro, Desktop Review, Partmate Review, Labelmate, Car-Part EMS Pro, Car-Part Gold, and Tagmate are trademarks of Car-Part.com.

Car-Part Interchange information is © 2005-2018. The Hollander Interchange is included with or is the basis for the Car-Part Interchange. The Hollander Interchange is © 2018 Claims Services Group, Inc. Some of the information available through this product contains material that is reproduced and distributed under a license from Ford Motor Company. No further reproduction or distribution of the Ford Motor Company material is allowed without the express written permission of Ford Motor Company.

All other product and company names mentioned herein are the property of their respective owners.

This edition obsoletes all previous editions.