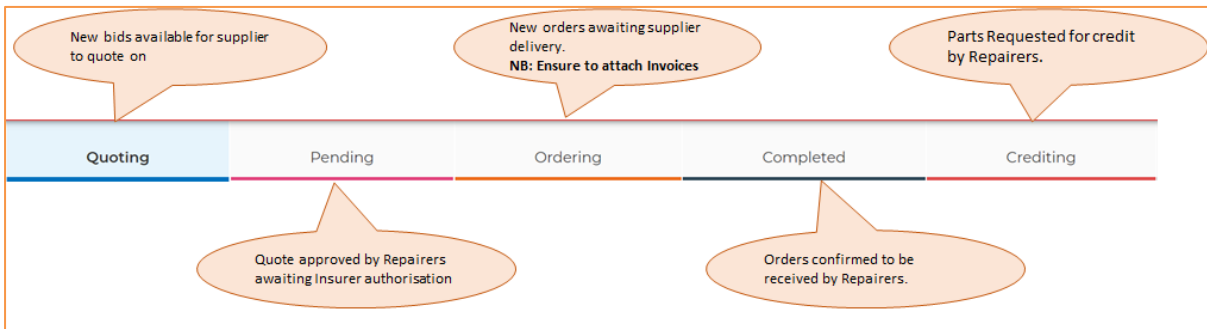




Getting Started



Operating the System

1. Quoting

- When parts are not readily available, the supplier is required to select **'Back Order'** on the 'Notes' column, so that the the Repairer is informed in advance.

5. Click on the 'Message' icon to send/receive a note about the entire quote to/from the Repairer.

2. Click on 'Extend' to extend your SLA time provided for quoting when more time is required to complete quoting.

1. Ensure to select 'Back Order' against a part when it is not readily available.

3. Select each part to indicate availability.

4. Click on the 'Message' icon to send/read a note about an individual part to/from the Repairer.

Part	SLA Expires	Quote Submitted	Part Number	Standard	Note	Price	Available
BONNET	2021/09/16, 10:38	-	6R082303IG	▼	Back Order		⊗
COVER BUMPER FRT	2021/09/16, 10:38	-	6C080722IGRU	▼			○
L/FRT FENDER	2021/09/16, 10:38	-	6R0821105H	▼			○
LEFT HEADLAMP CPL	2021/09/16, 10:38	-	6C2941005B	▼			○
R/FRT FENDER	2021/09/16, 10:38	-	6R0821106H	▼			○
RIGHT HEADLAMP CPL	2021/09/16, 10:38	-	6C2941006B	▼			○

Submitting 1 quote

2. Ordering – Part Price Changes

- To make changes to specific part prices, click on the actual part.
- PartSmart offers the capability for suppliers to change Part Prices at **'Ordering'** stage should the need arise.
- In the event where the price changes are within the price variance, as setup by the insurer, PartSmart will enable the Supplier/Repairer to proceed with the order without requesting any re-authorisation on the part.
- However, where a price change falls outside of the price variance parameter, the order will require an Insurers authorisation prior to proceeding with the order/delivery process.

The screenshots show the 'Update Part Order' interface for 'COVER BUMPER FRT' (R 1,680.00 OEM). The interface includes a table of suppliers and their quoted prices, along with options to request a new quote or approve the part supplier.

1. Authorised Initial Quoted Price: The initial price is R 1,716.00. A callout points to the 'SUPPLIER3' row with a 49% difference and a quoted price of 2,500.00. The status is 'Price change does not require authorisation'.

2. Part Price Changes during Ordering Stage: The price is updated to 2,700.00. A callout points to the 'SUPPLIER3' row with a 61% difference. The status is 'Price change does not require authorisation'.

3. No authorisation required due to price changes being within the variance setup by Insurer. This callout points to the 'SUPPLIER3' row in the second screenshot.

4. Part Price Changes during Ordering Stage: The price is updated to 3,000.00. A callout points to the 'SUPPLIER3' row with a 79% difference. The status is 'Price change requires authorisation'.

5. Authorisation will be required due to price changes being outside the variance setup by Insurer. This callout points to the 'SUPPLIER3' row in the third screenshot.

The screenshot shows the 'Orders' interface for order POI234. It displays a table of parts with columns for Part, Ordered, Deliver By, Part Number, Std, Sub, Ins, Inv, POD, Price, and Invoice. The parts listed are BONNET, L/FRT FENDER, LEFT HEADLAMP CPL, R/FRT FENDER, and RIGHT HEADLAMP CPL.

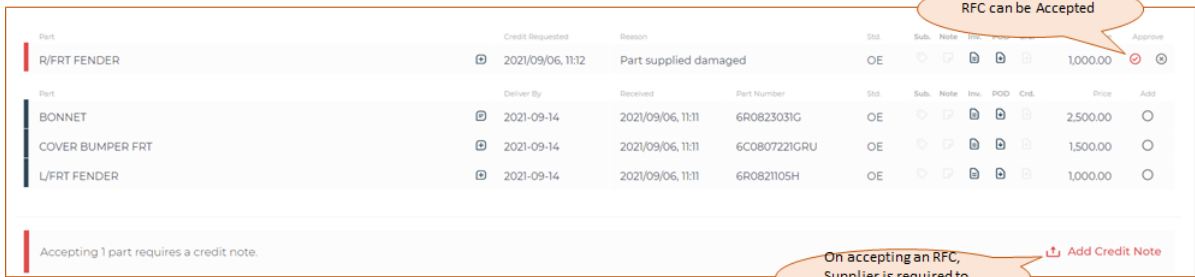
At the bottom, there are buttons for 'Add Invoice' and 'Add Proof Of Delivery'. A callout points to these buttons with the text: 'Ensure to upload an invoice once an order has been received and have shipped parts for delivery.'

NB:

- Suppliers are required to ensure to always attach an invoice on an order upon dispatching them for delivery to Repairers.
- Once an order is received, parts cannot be split into separate invoice using the same Order Number.
- One order No to be used per invoice.
- Also, if part prices increase from order a new order needs to be created.

3. Crediting – Request for Credit (RFC)

Accepting RFC:



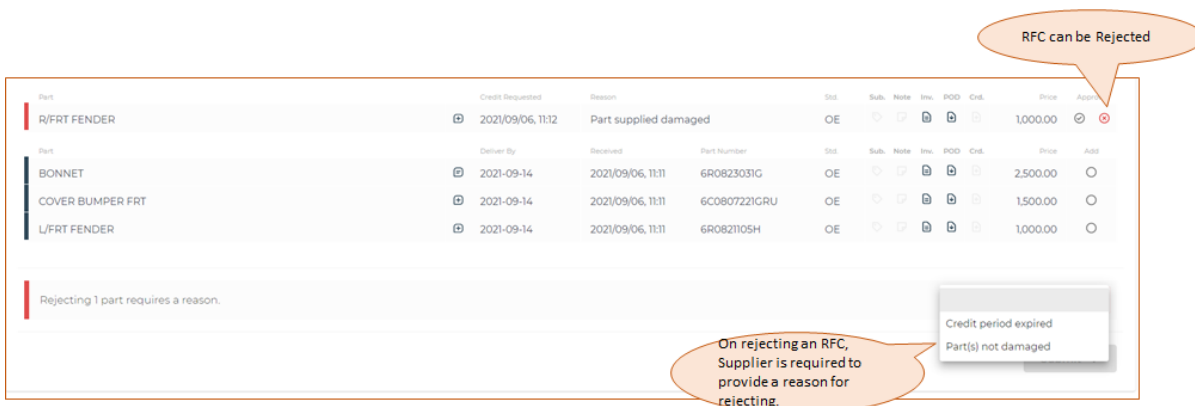
Part	Credit Requested	Reason	Std.	Sub.	Note	Inv.	POD	Crtd.	Price	Approve
R/FRT FENDER	2021/09/06, 11:12	Part supplied damaged	OE						1,000.00	<input checked="" type="radio"/>

Part	Deliver By	Received	Part Number	Std.	Sub.	Note	Inv.	POD	Crtd.	Price	Add
BONNET	2021-09-14	2021/09/06, 11:11	6R0823031G	OE						2,500.00	<input type="radio"/>
COVER BUMPER FRT	2021-09-14	2021/09/06, 11:11	6C0807221GRU	OE						1,500.00	<input type="radio"/>
L/FRT FENDER	2021-09-14	2021/09/06, 11:11	6R0821105H	OE						1,000.00	<input type="radio"/>

Accepting 1 part requires a credit note.

[Add Credit Note](#)

Rejecting RFC:



Part	Credit Requested	Reason	Std.	Sub.	Note	Inv.	POD	Crtd.	Price	Approve
R/FRT FENDER	2021/09/06, 11:12	Part supplied damaged	OE						1,000.00	<input checked="" type="radio"/>

Part	Deliver By	Received	Part Number	Std.	Sub.	Note	Inv.	POD	Crtd.	Price	Add
BONNET	2021-09-14	2021/09/06, 11:11	6R0823031G	OE						2,500.00	<input type="radio"/>
COVER BUMPER FRT	2021-09-14	2021/09/06, 11:11	6C0807221GRU	OE						1,500.00	<input type="radio"/>
L/FRT FENDER	2021-09-14	2021/09/06, 11:11	6R0821105H	OE						1,000.00	<input type="radio"/>

Rejecting 1 part requires a reason.

Technical Information

PartSmart Optimisation: Google Chrome, Firefox, Internet Explorer

PartSmart URL: <https://supply.mypartsmart.com>

Audatex Support: partsmart@audatex.co.za

NB: Should you encounter any technical issues trying to access PartSmart, please consult your IT department and provide the PartSmart URL to them for assistance. Otherwise, please contact the Audatex Support team by sending an email to email address above.