

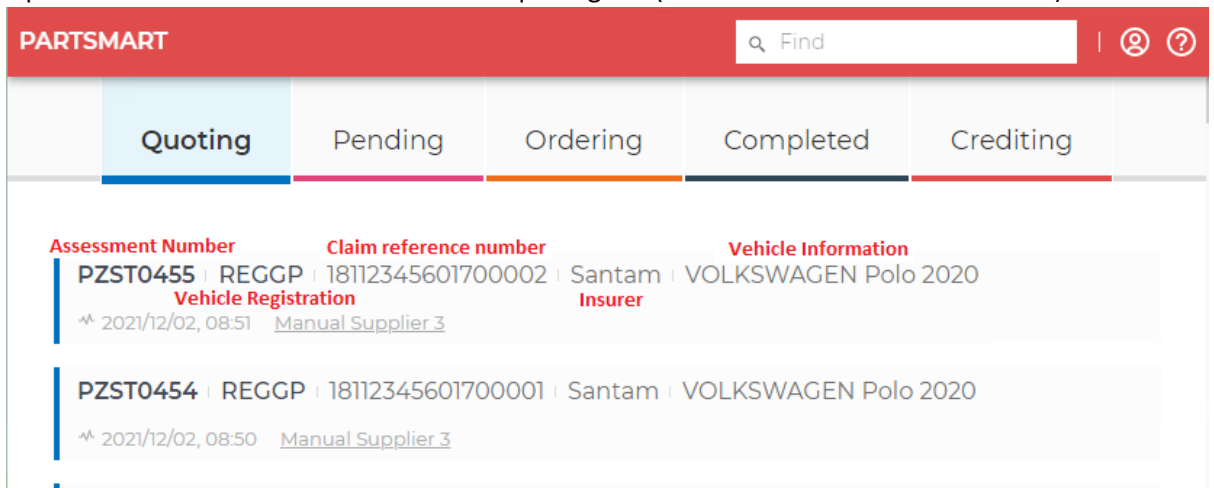
## PartSmart

### Supplier Quick Guide

#### How to quote on PartSmart

Every quote request will be accompanied with a Quote Request Email

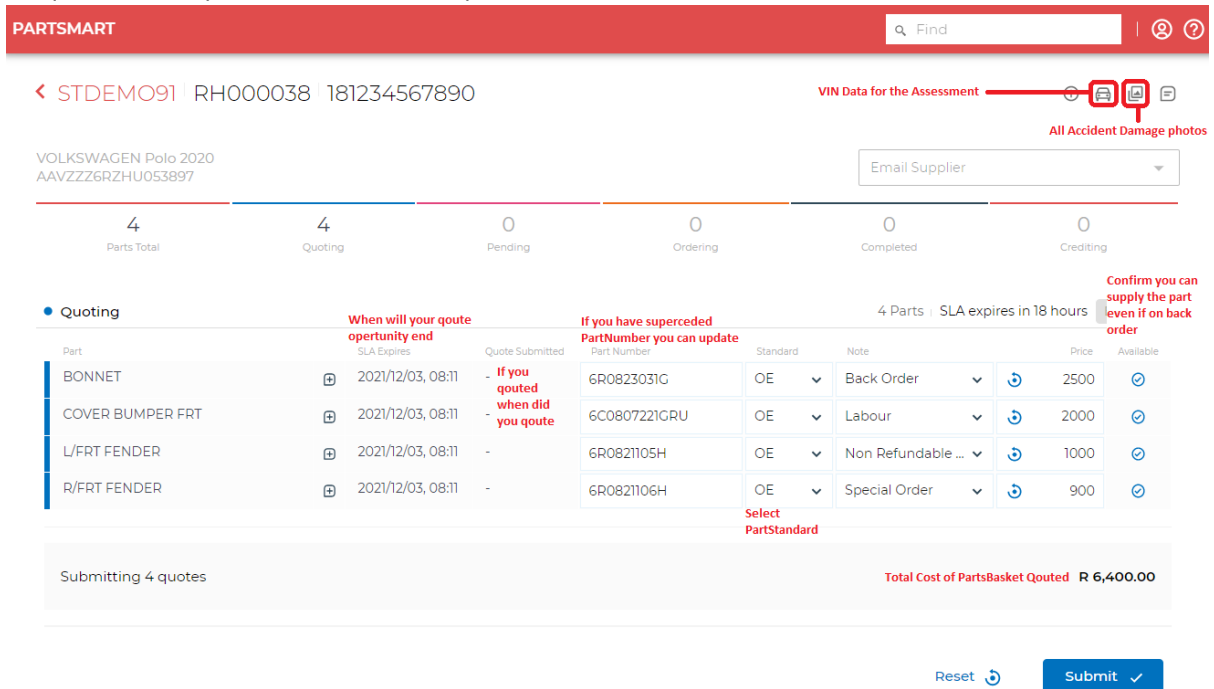
1. Logon to PartSmart using your email address (Logins can be request from [PartSmart@Audatex.co.za](mailto:PartSmart@Audatex.co.za))  
URL <https://supply.mypartsmart.com>
2. Open the assessment in the list under the quoting tab (Click on the Assessment Number)



The screenshot shows the PartSmart interface with the 'Quoting' tab selected. It displays a list of assessments with the following details:

Assessment Number	Claim reference number	Vehicle Information
PZST0455	REGGP   18112345601700002	Santam   VOLKSWAGEN Polo 2020
Vehicle Registration		Insurer
^ 2021/12/02, 08:51 Manual Supplier 3		
PZST0454	REGGP   18112345601700001	Santam   VOLKSWAGEN Polo 2020
^ 2021/12/02, 08:50 Manual Supplier 3		

3. To quote on the part correct see example below.



The screenshot shows the PartSmart interface for a specific assessment (STDEMO91 | RH000038 | 181234567890). It displays the following details:

VOLKSWAGEN Polo 2020  
AAVZZ6RZHU053897

4 Parts Total | 4 Quoting | 0 Pending | 0 Ordering | 0 Completed | 0 Crediting

4 Parts | SLA expires in 18 hours

Part	When will your quote opportunity end	Quote Submitted	If you have superceded PartNumber you can update	Standard	Note	Price	Available
BONNET	2021/12/03, 08:11	- If you quoted when did you quote	6R0823031G	OE	Back Order	2500	⊙
COVER BUMPER FRT	2021/12/03, 08:11	-	6C0807221GRU	OE	Labour	2000	⊙
L/FRT FENDER	2021/12/03, 08:11	-	6R0821105H	OE	Non Refundable ...	1000	⊙
R/FRT FENDER	2021/12/03, 08:11	-	6R0821106H	OE	Special Order	900	⊙

Submitting 4 quotes

Total Cost of PartsBasket Quoted R 6,400.00

Reset Submit

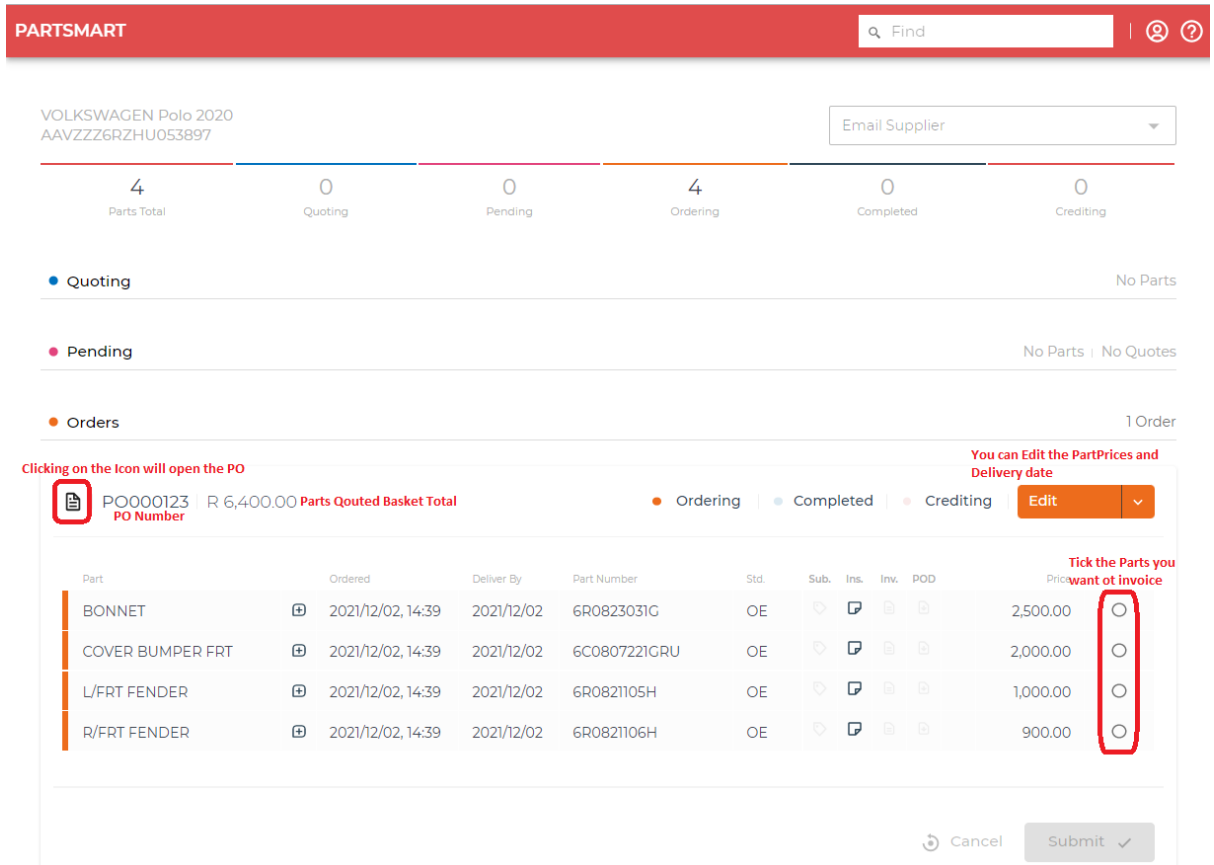
4. Click on Submit once complete

Please note: The Parts will stay under quote until the SLA period expires. Once expires it will move to pending waiting Authorisation (By Insurer) and Ordering (From the MBR). Adjustments to the quotes can be made until the SLA expire.

## How to process order on PartSmart

Every order request will be accompanied with a Order Request Email. The Email Request will include the actual PO. The PO will indicate if the Insurer Pays the Parts or if the MBR Pays the Parts

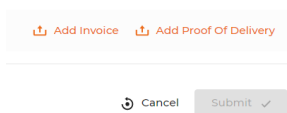
1. Logon to PartSmart using your email address (Logins can be request from [PartSmart@Audatex.co.za](mailto:PartSmart@Audatex.co.za)) : URL <https://supply.mypartsmart.com>
2. Open the assessment in the list under the Ordering tab (Click on the Assessment Number)



The screenshot shows the PartSmart interface for a PO. At the top, it displays 'PARTSMART' and a search bar. Below that, the vehicle details are 'VOLKSWAGEN Polo 2020' and 'AAVZZZ6RZHU053897'. A progress bar shows 4 Parts Total, 0 Quoting, 0 Pending, 4 Ordering, 0 Completed, and 0 Crediting. The 'Ordering' tab is selected, showing 1 Order. A summary bar indicates PO000123 with a total of R 6,400.00. Below this is a table of parts with columns for Part, Ordered, Deliver By, Part Number, Std., Sub., Ins., Inv., POD, and Price. The parts listed are BONNET (2,500.00), COVER BUMPER FRT (2,000.00), L/FRT FENDER (1,000.00), and R/FRT FENDER (900.00). Red boxes highlight the PO icon, the PO number, and the radio buttons in the Price column. Annotations include 'Clicking on the Icon will open the PO', 'You can Edit the PartPrices and Delivery date', and 'Tick the Parts you want of invoice'.

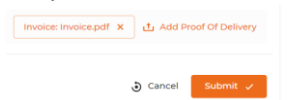
Part	Ordered	Deliver By	Part Number	Std.	Sub.	Ins.	Inv.	POD	Price
BONNET	2021/12/02, 14:39	2021/12/02	6R0823031G	OE					2,500.00
COVER BUMPER FRT	2021/12/02, 14:39	2021/12/02	6C0807221GRU	OE					2,000.00
L/FRT FENDER	2021/12/02, 14:39	2021/12/02	6R0821105H	OE					1,000.00
R/FRT FENDER	2021/12/02, 14:39	2021/12/02	6R0821106H	OE					900.00

3. Once the parts have been selected you will need to attached PDF invoice and/or delivery note in PDF format.



This screenshot shows the 'Add Invoice' and 'Add Proof Of Delivery' buttons. Below them are 'Cancel' and 'Submit' buttons.

4. Only after Invoice has been attached will you be able to submit



This screenshot shows the 'Invoice: Invoice.pdf' and 'Add Proof Of Delivery' buttons. Below them are 'Cancel' and 'Submit' buttons.

Please note : Official training can be requested from [training@audatex.co.za](mailto:training@audatex.co.za)

Details required – Attendees Names and Email addresses

Support can be requested from [PartSmart@audatex.co.za](mailto:PartSmart@audatex.co.za)