

OVERVIEW

This document outlines the steps to add a "Preferred Supplier" in PartsTrader.

PROCEDURE

1. Click on the "Profile" tab in the blue navigation bar of PartsTrader.

PARTSTRADER Home Profile							arch	Q	Advanced Search		•	Charlie 🗸	Log out
My Dashboard	My Wa	chlist Feedback	< Reque	sts R	Reports (NEW)						🖶 Print		🚯 Help
1 Parts required		0 Quotes reques	sted		0 Review & order		0 Unsent orders		0 Awaiting response		0 Orders confirmed		
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2. Click on "**Preferred Suppliers**" on the left-hand side of the page or in the "**Preferred Suppliers**" section of the "**Company Summary**" page.



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3. Using the **"Search Bar,"** search for the supplier you would like to add as a preferred by the Suppliers **Name**, **State**, **City**, or **Vehicle Make**.

My Company My Prof	ile My	Alerts										
You are here: > Home > Profile > My Company > Preferred Suppliers												
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My Company	Sear	ch for a Supp	lier to A	dd								
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View Company Users	Full Search View Company Users Is your supplier not listed? Add their details and we will contact them. Add Supplier											
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Company Settings	Makes	s Covered by Preferred	Suppliers	Makes	NOT Cover	ed by Preferred	Suppliers					
Data Sharing		Supplier	City	State	Zip	Makes	OEM?	Actions				
Preferred Suppliers		Big Shot Auto Parts	Chicago	IL	60606	5 Star Abart	Yes	Remove				
Act On Behalf Authorizations		PREMIER										
Registered PI Clients		Boyd's Quality Recy	Chicago	IL	60606	All Makes	No	Remove				
Company Rating Comments	L + 1	Remove										
Company Rating Details	🤹 S	items	per page			ы ч	1 Page 1	of 1 ▶ 🕅				

4. Select the supplier you wish to add as "**Preferred**" from the drop-down list.

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You are here: Home + Profile + My Company + Preferred Suppliers												
My Company	S	earch	n for a Sup	plier to A	bb							
Company Summary	allstar Q Add as Preferred											
Company Profile		Allstar A		r								
View Company Users		937 W Jackson St Chicago Illinois 60606 Add Supplier Supplies: 5 Start (CEM) Abarth (CEM) Abco (CEM) AC (CEM)										
Add User												
Reset User Password	S	Action P	erformance (OEM),	Acura (OEM) Show	v all							
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5. Click the "Add as Preferred" tab.

My Company	My Profile	My	Alerts									
ou are here: • Home • F	Profile + My Com	pany 🕨 P	Preferred Suppliers									
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Preferred Supplie	rs		Big Shot Auto Parts	Chicago	IL	60606	5 Star Abart	Yes	Remove			
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Company Rating Com	iments	► R	emove									
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6. Verify that the supplier is now on your "Preferred Suppliers" list.

My Company My Profi	ile	My	Alerts										
You are here: • Home • Profile • My	Comp	any 🔸	Preferred Suppliers										
My Company							Print Versio	on 📐 PDF	View 😣 Help				
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View Company Users	Full Search View Company Users Is your supplier not listed? Add their details and we will contact them. Add Supplier												
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Company Settings		Make	s Covered by Preferree	d Suppliers	Makes	NOT Cover	red by Preferred	Suppliers					
Data Sharing			Supplier	City	State	Zip	Makes	OEM?	Actions				
Preferred Suppliers			Allstar Auto Parts	Chicago	IL	60606	5 Star Abart	Yes	Remove				
Act On Behalf Authorizations			Rig Chot Auto Darta	Chiesee		60606	6 Star Abort	Vee	Bamaya				
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Company Rating Comments			Boyd's Quality Recy	Chicago	IL	60606	All Makes	No	Remove				
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