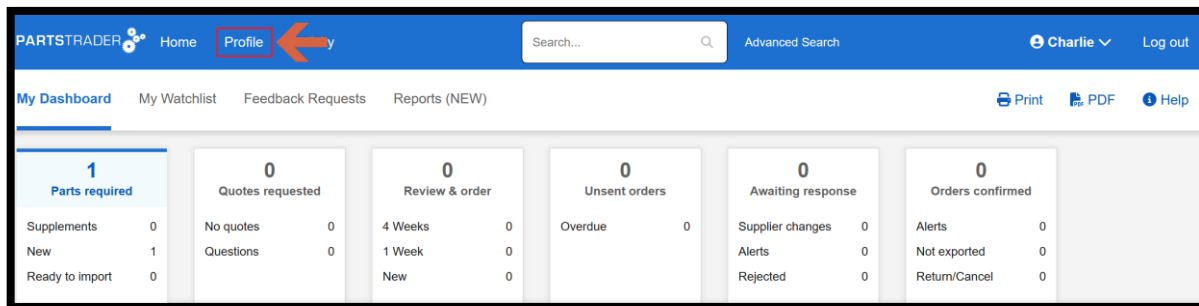


OVERVIEW

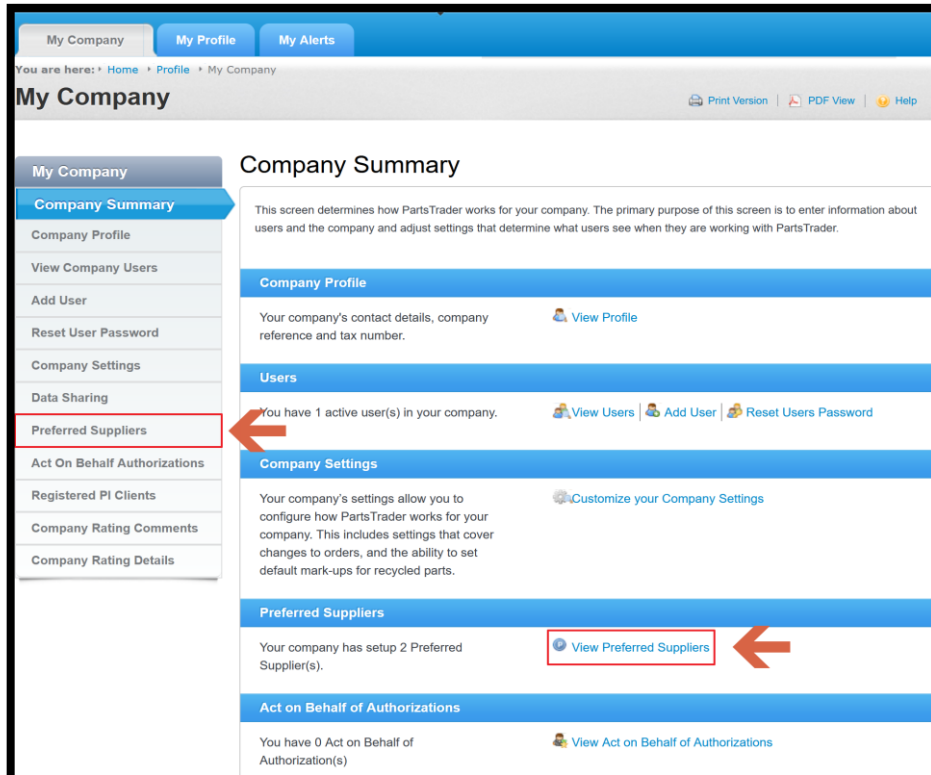
This document outlines the steps to add a **“Preferred Supplier”** in PartsTrader.

PROCEDURE

1. Click on the **“Profile”** tab in the blue navigation bar of PartsTrader.



2. Click on **“Preferred Suppliers”** on the left-hand side of the page or in the **“Preferred Suppliers”** section of the **“Company Summary”** page.



- 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**.

Search for a Supplier to Add

Type Supplier, State, City or Make

[Full Search](#)
Is your supplier not listed? Add their details and we will contact them. [Add Supplier](#)

Search Results

Makes Covered by Preferred Suppliers | **Makes NOT Covered by Preferred Suppliers**

Supplier	City	State	Zip	Makes	OEM?	Actions
<input type="checkbox"/> Big Shot Auto Parts... PREMIER	Chicago	IL	60606	5 Star Abart...	Yes	Remove
<input type="checkbox"/> Boyd's Quality Recy...	Chicago	IL	60606	All Makes	No	Remove

Showing 10 items per page | Page 1 of 1

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

Search for a Supplier to Add

allstar

Allstar Auto Parts **PREMIER**
937 W Jackson St Chicago Illinois 60606

Supplies:
5 Star (OEM), Abarth (OEM), Abco (OEM), AC (OEM),
Action Performance (OEM), Acura (OEM) [Show all](#)

Makes Covered by Preferred Suppliers | **Makes NOT Covered by Preferred Suppliers**

Supplier	City	State	Zip	Makes	OEM?	Actions
<input type="checkbox"/> Big Shot Auto Parts... PREMIER	Chicago	IL	60606	5 Star Abart...	Yes	Remove
<input type="checkbox"/> Boyd's Quality Recy...	Chicago	IL	60606	All Makes	No	Remove

Showing 10 items per page | Page 1 of 1

5. Click the “Add as Preferred” tab.

The screenshot shows the 'My Company' page with the 'Preferred Suppliers' tab selected in the left sidebar. The main content area is titled 'Search for a Supplier to Add'. A search bar contains 'Allstar Auto Parts'. To the right of the search bar is a button labeled 'Add as Preferred', which is highlighted with a red box and a red arrow pointing to it. Below the search bar is a 'Full Search' link and a note: 'Is your supplier not listed? Add their details and we will contact them. Add Supplier'. The 'Search Results' section has two tabs: 'Makes Covered by Preferred Suppliers' and 'Makes NOT Covered by Preferred Suppliers'. The 'Makes NOT Covered' tab is active, showing a table of suppliers. The first row is highlighted with a red box.

Supplier	City	State	Zip	Makes	OEM?	Actions
<input type="checkbox"/> Big Shot Auto Parts... PREMIER	Chicago	IL	60606	5 Star Abart...	Yes	Remove
<input type="checkbox"/> Boyd's Quality Recy...	Chicago	IL	60606	All Makes	No	Remove

6. Verify that the supplier is now on your “Preferred Suppliers” list.

The screenshot shows the 'My Company' page with a green success message at the top: 'Success Preferred supplier has been successfully added'. The 'Preferred Suppliers' tab is selected in the left sidebar. The main content area is titled 'Search for a Supplier to Add'. The search bar is empty. The 'Search Results' section has two tabs: 'Makes Covered by Preferred Suppliers' and 'Makes NOT Covered by Preferred Suppliers'. The 'Makes Covered' tab is active, showing a table of suppliers. The first row is highlighted with a red box.

Supplier	City	State	Zip	Makes	OEM?	Actions
<input type="checkbox"/> Allstar Auto Parts PREMIER	Chicago	IL	60606	5 Star Abart...	Yes	Remove
<input type="checkbox"/> Big Shot Auto Parts... PREMIER	Chicago	IL	60606	5 Star Abart...	Yes	Remove
<input type="checkbox"/> Boyd's Quality Recy...	Chicago	IL	60606	All Makes	No	Remove