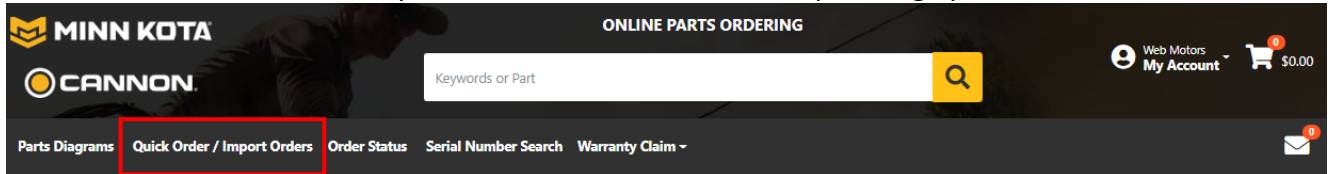





HOW TO IMPORT ORDERS ON THE PARTS & WARRANTY PORTAL

1. From the Quick Order / Import Screen the user can also import large parts orders.




2. Click on Import Order 
















Quick Order / Import Orders

 Import Order

You may use this simple form to order parts by item catalog number. Enter the catalog number in the left field exactly as it appears on the parts list and the quantity you would like to order in the right field. If a part number contains a hyphen, it must be included in the part number field below (i.e. 123-456, 123-45-678). Items with an unrecognized number will not be added to the cart. When you have entered all the parts you would like to order, please click the "Add to Cart" button.

Use My Item Numbers

 Add Line Clear Add to Cart

| Product | Qty | UOM | Price | Availability | Remove |
|-----------------------------------------------------------------------------------------------------------------------------------|-----|-----|-------|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 20d  | 1 | - | - | - |   |
| 2065609 DECAL-COVER, 50TA (SUB)  | 1 | - | - | - |  |
| 2065602 DECAL-COVER, POWER PADDLE 30  | 1 | - | - | - |  |
| 2065658 DECAL-COVER, 55# TURBO  | 1 | - | - | - |  |
| 2060905 PIVOT HANDLE, BTM  | 1 | - | - | - |  |
| 2065604 DECAL-COVER (36T) (SUB)  | 1 | - | - | - |  |
| Product #  | 1 | - | - | - |  |

Close

- Click on Select from your computer or locate the file on your computer and click and drag it into the Import Order screen. Once the file is added, click on Import Order

Import Order

To import a file please download the [CSV template](#). If you already have the CSV file proceed with choosing the file below and select the delimiter character.

ImportOrderHelp.csv

Use My Item Numbers

Delimiter Character

Comma

Cancel Import Order

- The screen will update to show all the parts in the Quick Order screen. Click the Add to Cart button. Adjustments to Quantities, and adding, or removing parts can be made on this screen.

+ Import Order

Products were imported. Summary: ✓ 3

You may use this simple form to order parts by item catalog number. Enter the catalog number in the left field exactly as it appears on the parts list and the quantity you would like to order in the right field. If a part number contains a hyphen, it must be included in the part number field below (i.e. 123-456, 123-45-678). Items with an unrecognized number will not be added to the cart. When you have entered all the parts you would like to order, please click the "Add to Cart" button.

Use My Item Numbers

+ Add Line

| Product | Qty | UOM | Price | Availability | Remove |
|-----------------------------------------------------|-----|------|----------|--------------|--------|
| 2064028 SWITCH,5 SPD FORWARD,3 REVERSE | 10 | Each | \$17.59 | In Stock | × |
| 2063605 T-BAR, PLASTIC (ENDURA) (N146) | 20 | Each | \$1.19 | In Stock | × |
| 2994075 REMOTE ASY, iPILOT 1.6 PILOT 1.6 REMOTE | 10 | Each | \$190.99 | In Stock | × |

+ Add Line

Clear Add to Cart

- Click on the Shopping Cart in the upper right-hand corner to continue through the checkout process.