Mitchell1

Manager/ManagerPlus

Nexpart Electronic Parts Ordering Operation

1. When the Nexpart catalog opens, find and select a part as you normally would, with the part(s) selected, click on the **Add to Order** button.

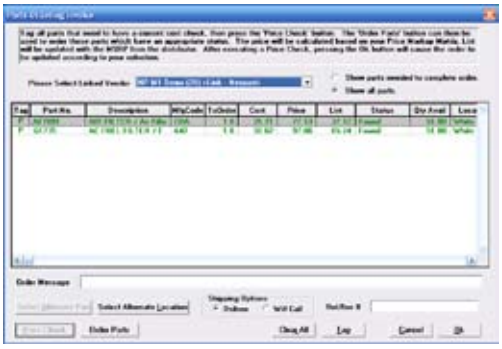
2. After adding a part(s) to the system, you may click on 'New Group / Sub Group' to search for more parts. Tip: Use the backspace keyboard to go back to a previous page. When you have completed tagging the appropriate parts, click on the 'Order Review' tab to complete transfer of parts to the Management System.

Reviewing and Transferring Parts

1. The Order Review Page allows you to review and edit your selections. When you are satisfied, click on the 'Transfer' button' found in the lower right hand corner to transfer the items to the Management System order.

2. Once the parts have been transferred on to the order, to confirm the price and availability and ultimately order the parts, you must first click on the Price Check button. The system will respond with a status and provide the use the option to select alternate parts and locations. Once satisfied, fill in the Order Message and Rev/Inv # as desired, and then click on the Order Parts button.

3. The system will respond with a confirmation window where three options may be selected:
    a. Update All Fields – updates description, line codes, cost and sale price.
    b. Update But Retain Price – update descriptions, line codes only.
    b. Don't Update – Does not change part description or pricing.



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Web Site: **Mitchell1.com** | Mitchell1 Shop Management Solutions

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