## How to Add a New Part on TruckPartsInventory

1 Navigate to <u>https://truckpartsinventory.com/sellers</u>

#### 2 Click on the Post Menu Option



#### **3** Select the "Part" menu option.



Choose from the "Most Used" parts or use the dropdown menu to see all part type options.

|                                    | Add   |
|------------------------------------|---|
|                                    |   |
| part types                         | Last used part types  |
| Cabs                               | ABS Brake Pumps   |
| Front Axles, Complete              | Bumpers   |
| Fuel Tanks                         | Cabs  |
| Rear Rears (Tandem Rear or Single) | Charge Air Coolers  |
|                                    |   |
|                                    | part types Cabs Front Axles, Complete Fuel Tanks Rear Rears (Tandem Rear or Single) |

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### **5** Select your part type.

| Search for a part type |                                    |                    |     |
|------------------------|------------------------------------|--------------------|-----|
| Choose                 |                                    |                    | Add |
|                        |                                    |                    | ٩   |
| Blower Motors          |                                    |                    | A   |
| Cab Mounts             |                                    |                    |     |
| Cabs                   |                                    |                    |     |
| Column Switch          |                                    |                    |     |
| Combination Switch     |                                    |                    |     |
| Dash Ass'ys            |                                    |                    | ~   |
| Hoods                  | Rear Rears (Tandem Rear or Single) | Charge Air Coolers |     |
| Staaring Coore         | Transmission Assys                 | Ignition Switch    |     |

6

Enter in your Truck Year, Make and Model. Any bolded field is "mandatory" to fill out.

| Ξ             | Truck Parts Inventory       | / Sellers / Post - Add Part |   |                            |   |
|---------------|-----------------------------|-----------------------------|---|----------------------------|---|
| A Sellers     | Add Part                    |                             |   |                            |   |
| O Post        | Cabs cab & ca               | b Parts                     |   |                            | Content Rank: Ø   |
| <b>Q</b> Seek | Information                 |                             |   | Pricing                    |   |
| 1 Connect     | Stock #                     | 59915245612355908           |   | Price                      | 0   |
| \$ Profit     |                             |                             |   | Drive Mater                | Show Price on TPI   |
|               | Truck Year                  | Search Truck Year           | * | Price Notes                | Public pricing information should be entered here Notice: Price Notes always display to public on TPI |
|               | Truck Make                  | Search Truck Make           | Ŧ | Internal                   |   |
|               | Truck Model                 | Search Truck Model          | * | Wholesale                  |   |
|               | VIN<br>(Optional)           |                             |   | (Private)<br>Tax Code      | Use Default Tax Settings  |
|               | Engine Make                 | Search Engine Make          | ٣ | (Optional, Private)        | ose belain fax detailige  |
|               | Engine Model                | Search Engine Model         | ٣ | Financial Not              | OC Ontinuel Driveto   |
|               | Air/Hydraulic<br>(Optional) | Air/Hydraulic               | Ŧ | Timanolar Not              | Co optional, Private  |
|               | Part#<br>(Optional)         |                             |   | Any notes about pr<br>else |   |
|               | Condition                   | Used                        | ٣ |                            |   |
|               | Description                 |                             |   | Associations               | Ontional  |

# 7 Depending on your Part Type, you may need to enter in additional fields specific to that part.

| Sellers   | Add Part                    |                    |         |                            |  |
|-----------|-----------------------------|--------------------|---------|----------------------------|--|
| Post      | Cabs cab & ca               | b Parts            |         |                            | Content Rank: 🛛  |
| Seek      | Information                 |                    |         | Pricing                    |  |
| Connect   | Stock #                     | 59915245612355908  |         | Price Lookup               | Regional: n/a National: n/a                                  |
| Profit    |                             |                    |         | Price                      | 0  |
|           | Truck Year                  | 2022               | ۳       |                            | Show Price on TPI  |
|           | Truck Make                  | Freightliner       | *       | Price Notes                | Public pricing information should be entered here            |
|           | Truck Model                 | Cascadia           | •       | Internal                   | Notice: Price Notes always display to public on TPI          |
|           | VIN<br>(Optional)           |                    |         | (Private)<br>Wholesale     |  |
|           | Engine Make                 | Search Engine Make | *       | (Private)                  | Line Default Tax Settings                                    |
|           | Engine Model                | Searching          | 300 AND | (Optional, Private)        | Use Delauti Tax Settings                                     |
|           | Air/Hydraulic<br>(Optional) | Air/Hydraulic      | ¥       | Financial Not              | Optional Driveto   |
|           | Part#                       |                    |         | Tinancial Not              | GS optional, Private   |
|           | Condition                   | Used               | *       | Any notes about pr<br>else | ivate financials exclusive to the Cost Role - not visible to |
|           | Description                 |                    |         |                            |  |
| Stacey B  |                             |                    |         | Associations               | Optional   |
| Reminders | Custom Field                |                    |         | Note: A part can o         | nly be associated to either a truck or a deal.               |
| Tools     | Gustom Fleids               |                    |         | Truck                      | No Truck Association   |

# 8 Add a description to include condition of the part type, and any other relevant information.

|               |                             |                             |            | Price                           | 0  |
|---------------|-----------------------------|-----------------------------|------------|---------------------------------|--|
| <b>Q</b> Seek | Truck Year                  | 2022                        | ٣          |                                 | Show Price on TPI  |
| 1 Connect     | Truck Make                  | Freightliner                | v          | Price Notes                     | Public pricing information should be entered here                  |
| \$ Profit     | Truck Model                 | Cascadia                    | *          | Internal                        | Notice: Price Notes always display to public on TPI                |
|               | VIN<br>(Onlineal)           |                             |            | (Private)                       |  |
|               | Engine Make                 | Ford                        | v          | (Private)                       |  |
|               | Engine Model                | 292                         | Ŧ          | Tax Code<br>(Optional, Private) | Use Default Tax Settings   |
|               | Air/Hydraulic<br>(Optional) | Air/Hydraulic               | *          | Financial Not                   | 95 Optional Driveto  |
|               | Part#<br>(Optional)         |                             |            |                                 | vate financials exclusive to the Cost Role - not visible to anyone |
|               | Condition                   | Used                        | Ŧ          | else                            |  |
|               | Description                 |                             |            |                                 |  |
|               |                             |                             | h          | Associations                    | Optional   |
|               | <b>Custom Fields</b>        |                             |            | Note: A part can o              | nly be associated to either a truck or a deal.                     |
|               |                             |                             |            | Truck                           | No Truck Association   |
|               | Add custom field            |                             |            | Deal                            | No Deal Association  |
|               | Parts Order M               | anagement Optional, Private |            |                                 |  |
| Stacey B      | Vendor Info                 |                             |            | Locations Opti                  | onal, Private 🛃 🛃  |
| Reminders     | Vendor                      | Search for a company        | <b>2</b> + | No locations, add a             | a location for this part   |
| JE Tools      | Feedback Vendor Part#       |                             |            |                                 |  |

After you add a description, you can add custom fields if there are specific details you want included with the part listing.

| Q Seek           | Truck Year                  | 2022                        | Price                  | Show Price on TPI  |
|------------------|-----------------------------|-----------------------------|------------------------|--|
| <b>1</b> Connect | Truck Make                  | Freightliner                | Price Notes            | Public pricing information should be entered here                    |
| Ć Drofit         | Truck Model                 | Cascadia                    |                        | Notice: Price Notes always display to public on TPI                  |
| \$ Profit        | VIN                         |                             | (Private)              |  |
|                  | (Optional)                  | Cord .                      | Wholesale<br>(Private) |  |
|                  | Engine Make                 | Fold                        | Tax Code               | Use Default Tax Settings   |
|                  | Engine Model                | 292                         |                        |  |
|                  | Air/Hydraulic<br>(Optional) | Air/Hydraulic *             | Financial No           | tes Antional Private   |
|                  | Part#<br>(Optional)         |                             |                        | viunte financiale austrulus to the Cost Data and visible to enume    |
|                  | Condition                   | Used                        | else                   | Invate infanciais exclusive to the Cost Role - not visible to anyone |
|                  | Description                 | Good                        |                        |  |
|                  |                             |                             | Associations           | Ontional   |
|                  |                             |                             | Note: A part cap       | options  |
|                  | Custom Fields               |                             | Note. A part carro     | billy be associated to entries a truck of a deal.                    |
|                  | Add custom field            |                             | Truck                  | No Truck Association   |
|                  |                             |                             | Deal                   | No Deal Association  |
| Stacov R         | Parts Order M               | anagement Optional, Private |                        |  |
|                  | Vendor Info                 |                             | Locations Opt          | tional, Private 🔸  |
| Reminders        | Vendor                      | Search for a company 🔹 🗶 🛨  | No locations, add      | a location for this part   |
| 🗲 Tools          | vendor Part#                |                             |                        |  |
|                  |                             |                             |                        |  |

10 Add a price to the part. If a field says "private", that information will not be displayed to the public. If a field does not have "private" listed, then it will be available for the public to see. We recommend always including a price when possible for your part listing.

| Information                 |                   | Pric    | ing                    |   |                |
|-----------------------------|-------------------|---------|------------------------|---|----------------|
| Stock #                     | 59915245612355908 | P       | Price Lookup           | Regional: n/a National: n/a                           |                |
|                             |                   |         | Price                  | 0   |                |
| Truck Year                  | 2022              |         |                        | Show Price on TPI                                     |                |
| Truck Make                  | Freightliner      | v       | Price Notes            | Public pricing information should be entered here     |                |
| Truck Model                 | Cascadia          | ×       |                        | Notice: Price Notes always display to public on TPI   |                |
| VIN                         |                   |         | (Private)              |   |                |
| (Opfional)                  |                   |         | Wholesale<br>(Private) |   |                |
| Engine Make                 | Ford              | •       | Tax Code               | Use Default Tax Settings                              |                |
| Engine Model                | 292               | ()<br>T | optional, Private)     | -   |                |
| Air/Hydraulic<br>(Optional) | Air/Hydraulic     | * Eine  | naial Nat              |   |                |
| Part#                       |                   | rina    | INCIAL NOT             | CCS Optional, Private                                 |                |
| Condition                   | Used              | ▼ Any   | notes about pr         | ivate financials exclusive to the Cost Role - not vis | ible to anyone |
| Description                 | Good              |         |                        |   |                |
|                             |                   | Ass     | ociations              | Optional  |                |
| Custom Fields               | 2                 | Note    | e: A part can o        | nly be associated to either a truck or a deal.        |                |
|                             |                   |         | Truck                  | No Truck Association                                  |                |

11 You can add public notes you want added to the price. An example of this might be "Shipping fees not included".

| Information         |                   |    | Pricing                         |  |                |
|---------------------|-------------------|----|---------------------------------|--|----------------|
| Stock #             |                   |    | Price Lookup                    | Regional: n/a National: n/a                            |                |
| otook #             | 59915245612355908 |    |                                 |  |                |
| Truck Year          | 2022              | v  | Price                           | Show Price on TPI                                      |                |
| Truck Make          | Freightliner      | *  | Price Notes                     | Public pricing information should be entered here      |                |
| Truck Model         | Cascadia          | Ý  |                                 | Notice: Price Notes always display to public on TPI    |                |
| VIN                 |                   |    | Internal<br>(Private)           |  |                |
| (Optional)          | Ford              |    | Wholesale<br>(Private)          |  |                |
| Engine Model        | 292               | *  | Tax Code<br>(Optional, Private) | Use Default Tax Settings                               | *              |
| Air/Hydraulic       | Air/Hydraulic     | *  |                                 |  |                |
| (Optional)<br>Part# |                   |    | Financial Not                   | Contional, Private                                     |                |
| (Optional)          | Lised             | ¥  | Any notes about p               | rivate financials exclusive to the Cost Role - not vis | ible to anyone |
| Description         | Good              |    |                                 |  |                |
| Description         | 0000              |    |                                 |  |                |
|                     |                   | Â. | Associations                    | Optional   |                |
| Custom Field        | 5                 |    | Note: A part can o              | only be associated to either a truck or a deal.        |                |
|                     |                   |    | Truck                           | No Truck Association                                   |                |

**12** There are options to select the tax settings for this specific part. Taxes can always be adjusted at the point of invoicing as well.

| mormation                   |                             |                        |   |
|-----------------------------|-----------------------------|------------------------|---|
| Stock #                     | 59915245612355908           | Price Lookup           | Regional: n/a National: n/a                         |
|                             |                             | Price                  | 3000  |
| Truck Year                  | 2022 *                      |                        | Show Price on TPI                                   |
| Truck Make                  | Freightliner                | Price Notes            | Price does not include shipping                     |
| Truck Model                 | Cascadia 💌                  |                        | Notice: Price Notes always display to public on TPI |
| VIN                         |                             | (Private)              |   |
| (Optional)                  |                             | Wholesale<br>(Private) |   |
| Engine Make                 | Ford                        | Tax Code               | Use Default Tax Settings                            |
| Engine Model                | 292 *                       | (Optional, Private)    |   |
| Air/Hydraulic<br>(Optional) | Air/Hydraulic v             | <b>Financial Nat</b>   | Use Default Tax Settings                            |
| Part#                       |                             | Financial Note         | Taxable   |
| (Optional)                  |                             | Any notes about priv   | F - Federal Tax                                     |
| Condition                   | Used                        | else                   | HST - test  |
| Description                 | Good                        |                        | NVT - Nevada Tax                                    |
|                             |                             |                        | P - Provincial Tax                                  |
|                             | l                           | Associations           | 0 PF - Combined Provincial & Federal Tax            |
| <b>Custom Fields</b>        |                             | Note: A part can on    | ly be associated to either a truck or a deal.       |
| ouston nord.                |                             | Truck                  | No Truck Association                                |
| Add custom field            |                             | Deal                   | No Deal Association                                 |
| Parts Order N               | anagement Optional, Private |                        |   |
| Vendor Info                 |                             | Locations Optio        | onal, Private + Add                                 |
|                             |                             |                        |   |
| Vendor                      | Search for a company 🔹 🗶 🕂  | No locations, add a    | location for this part                              |

**13** You can also add private notes about pricing in the "Financial Notes" section.

| Stock #                     | 59915245612355908           |   | Price Lookup                    | Regional: n/a National: n/a  |
|-----------------------------|-----------------------------|---|---------------------------------|--|
|                             |                             |   | Price                           | 3000   |
| Truck Year                  | 2022                        | Y |                                 | Show Price on TPI  |
| Truck Make                  | Freightliner                | v | Price Notes                     | Price does not include shipping                                    |
| Truck Model                 | Cascadia                    | v | Internal                        | Notice: Price Notes always display to public on TPI                |
| VIN                         |                             |   | (Private)                       |  |
| (Optional)                  | Ford                        |   | Wholesale<br>(Private)          |  |
| Engine make                 |                             |   | Tax Code<br>(Optional, Privale) | Use Default Tax Settings   |
| Engine Model                | 292                         | ¥ |                                 |  |
| Air/Hydraulic<br>(Optional) | Air/Hydraulic               | ٣ | <b>Financial Not</b>            | <b>RS</b> Antional Private   |
| Part#                       |                             |   |                                 | oo optional, rinato  |
| Condition                   | Used                        | v | Any notes about pri<br>else     | vate financials exclusive to the Cost Role - not visible to anyone |
| Description                 | Good                        |   |                                 | A  |
|                             |                             |   | Associations                    | Optional   |
| <b>Custom Field</b>         | s                           |   | Note: A part can or             | nly be associated to either a truck or a deal.                     |
|                             | -                           |   | Truck                           | No Truck Association   |
| Add custom field            |                             |   | Deal                            | No Deal Association  |
| Parts Order M               | anagement Optional, Private |   |                                 |  |
| Vendor Info                 |                             |   | Locations Option                | onal, Private + Add  |
|                             |                             |   |                                 |  |

14 If this part is from a Truck you have already added into your TPI inventory, you can associate this part back to the truck.

| Engine Model                | 292                         | Y   |                   |
|-----------------------------|-----------------------------|---|-------------------|
| Air/Hydraulic<br>(Optional) | Air/Hydraulic               | Financial Notes Optional, Private   |                   |
| Part#<br>(Optional)         |                             | Any notes about private financials evolusive to the Cost Dole                     |                   |
| Condition                   | Used                        | Puij noies about private initialitiais exclusive to the COSt Role - not vie else  |                   |
| Description                 | Good                        |   |                   |
|                             |                             | Associations Optional   |                   |
| <b>Custom Fields</b>        | s                           | Note: A part can only be associated to either a truck or a deal.                  |                   |
| Add custom field            | -                           | Truck No Truck sociation  | م<br>م            |
| Parts Order N               | anagement Optional, Private | No Truck Association<br>2022 Western Star 4700 [Truck TR12111112                  | 212566969]        |
| Vendor Info                 |                             | Locations Option<br>2023 ALLIS CHALMERS other [Truck<br>TR12111111212566968]      |                   |
| Vendor                      | Search for a company        | No locations, add a lc 2024 American LaFrance Military [Truck TR1211111212566967] |                   |
| Vendor Part#                |                             | 2020 American LaFrance Military [Truck<br>TB 1211111121256996]                    |                   |
| Part Make                   | Freightliner •              | Labels Optional, Pr   |                   |
| Part#                       |                             |   |                   |
| Select a different vend     | or                          | Private Notes Optional Primate  |                   |
| Initial Quantity/Co         | ost                         | T TIVALG NOLGS Optional, Private  |                   |
| Units                       | 1                           | Any notes about this part you want your company to see in the back-<br>to public  | end - not visible |
|                             |                             |   |                   |

15

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The default setting is for this part to be listed online, visible for the public. If you are not wanting it to be visible on TPI immediately, you can adjust the display settings here.

| Part Make               | Freightliner                                  | Labels Optional, Private   |
|-------------------------|---|--|
| Part#                   |   |  |
| Select a different vend | or  | Private Notes Optional, Private  |
| Initial Quantity/C      | ost   |  |
| Units                   | 1   | Any notes about this part you want your company to see in the back end - not vi<br>to public   |
| Cost/Unit               | 0   |  |
| Note                    |   | Other Options  |
| Minimum/Maximu          | m Quanities                                   | Display Part on Truck/PartsInventory.com, Portal, and Selers   |
| Reorderable             | Allow reordering of this part                 | Barcode Part custom barcode here   |
| Your inventory will sho | w 1 units available after you save this part. |  |
| Freight Inform          | nation Optional                               | Also Fits Optional   |
| Length (inches)         |   | This part may Also Fit other years, makes, and models. When you add or review Also Fits, it and<br>your company's parts ranking on TPI Public. |
| Width (inches)          |   | Makes Choose   |
| Height (inches)         |   | Models   |
| Weight (lbs)            |   | Years From 🗸 to To   |
|                         |   | Notes<br>(Optional)  |
|                         |   | I agree that the Also Fits information is accurate to my knowledge.  |

### 16 Click "Save Part"

| Note  | Other Options   | ;   |                |                        |            |
|---|---|---|----------------|------------------------|------------|
| Minimum/Maximum Quanities   | Display Part on                                       | TruckPartsInventory.com, Por                            | tal, and Selle | ers                    | •          |
| Reorderable Allow reordering of this part<br>Your inventory will show 1 units available after you save this part. | Barcode   | Part custom barcode here                                | 9              |                        |            |
| Freight Information Optional  | Also Fits Optio                                       | nal   |                |                        |            |
| Length (inches)   | This part may Also Fit of<br>your company's parts rai | her years, makes, and models. W<br>nking on TPI Public. | hen you add    | l or review Also Fits, | it adds to |
| Width (inches)  | Makes   | Choose  |                |                        | Ŧ          |
| Height (inches)   | Models  |   |                |                        | v          |
| Weight (lbs)  | Years   | From 🗸  | to             | То                     | ~          |
|   | Notes<br>(Optional)                                   |   |                |                        |            |
|   | (   |   |                |                        | 11         |
|   | I agree that the                                      | Also Fits information is accu                           | irate to my    | knowledge.             |            |
|   | Clear   |   |                |                        |            |
|   |   |   |                |                        |            |
|   | Save Part   |   |                |                        |            |
|   |   |   |                |                        |            |
|   |   |   |                |                        |            |
|   | DEAGUDAE  | -   |                | COMPA                  |            |

**17** After you save a part, you will have the option to add media here.

| Part photos                                       | S                       |                        |                             |                                     |                         |                                 |
|---|-------------------------|------------------------|-----------------------------|-------------------------------------|-------------------------|---------------------------------|
| 🔺 L   | ooks like you don't hav | e any credits. Your pa | arts will not display to th | ne public until you <mark>pu</mark> | rchase credits for your | account.                        |
| Your part has been suc                            | cossfully sayod         |                        |                             |                                     |                         |                                 |
| Tour part lids been such                          | cessiony saved!         |                        |                             |                                     |                         |                                 |
| <ul> <li>Details</li> </ul>                       | C Edit                  | B Print Tag            | Media -                     | + Add Log                           | Add to Action List      | More Options -                  |
| <b>Stock #5991524561</b><br>Cab & Cab Parts / Cab | <b>2355908</b><br>Is    |                        |                             |                                     |                         | \$3,000.00 *<br>QTY: -          |
| No photo  | Truck Year<br>2022      | Truci<br>Freig         | k Make<br>htliner           | Truck Model<br>Cascadia             |                         |                                 |
| No proto  | Good                    |                        |                             |                                     | **                      | Price does not include shipping |
|   |                         |                        |                             |                                     | Content R               | ank: 🖈 🚖 Media Rank:            |

### 18 Click "Media"

| unt.                     |
|--------------------------|
|                          |
|                          |
|                          |
| More Options -           |
| \$3,000.00               |
| QTY:                     |
|                          |
| loes not include shippin |
|                          |
|                          |