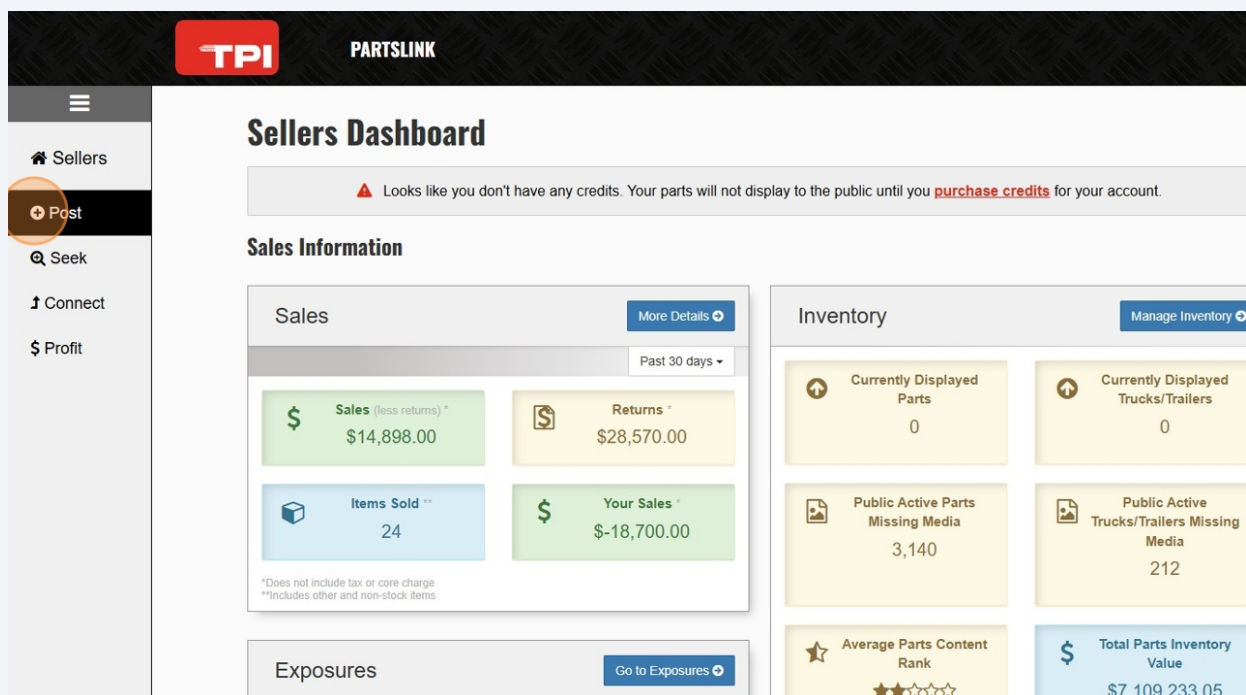


How to Add a New Part on TruckPartsInventory

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

2 Click on the Post Menu Option



The screenshot shows the 'Sellers Dashboard' for TruckPartsInventory (TPI). The dashboard has a dark header with the TPI logo and 'PARTSLINK'. A left sidebar contains navigation links: Sellers, Post (highlighted with an orange circle), Seek, Connect, and Profit. The main content area is titled 'Sellers Dashboard' and includes a warning message about credits. Below this is the 'Sales Information' section, which displays four metrics: Sales (less returns) at \$14,898.00, Returns at \$28,570.00, Items Sold at 24, and Your Sales at \$-18,700.00. The 'Inventory' section on the right shows Currently Displayed Parts and Trucks/Trailers at 0, Public Active Parts Missing Media at 3,140, Public Active Trucks/Trailers Missing Media at 212, Average Parts Content Rank at 3 stars, and Total Parts Inventory Value at \$7,109,233.05.

Sellers Dashboard

Looks like you don't have any credits. Your parts will not display to the public until you [purchase credits](#) for your account.

Sales Information

Sales [More Details](#)

Past 30 days

Sales (less returns) * \$14,898.00	Returns * \$28,570.00
Items Sold ** 24	Your Sales * \$-18,700.00

*Does not include tax or core charge
**Includes other and non-stock items

Exposures [Go to Exposures](#)

Inventory [Manage Inventory](#)

Currently Displayed Parts 0	Currently Displayed Trucks/Trailers 0
Public Active Parts Missing Media 3,140	Public Active Trucks/Trailers Missing Media 212
Average Parts Content Rank ★ ★ ★ ★ ★	Total Parts Inventory Value \$7,109,233.05

3 Select the "Part" menu option.

Sellers Dashboard

Looks like you don't have any credits. Your parts will not display to the public until you [purchase credits](#) for your account.

Sales Information

Sales [More Details](#)

Past 30 days

Sales (less returns) * **\$14,898.00**

Returns * **\$28,570.00**

Items Sold ** **24**

Your Sales * **\$18,700.00**

*Does not include tax or core charge
**Includes other and non-stock items

Exposures [Go to Exposures](#)

Inventory [Manage Inventory](#)

Currently Displayed Parts 0

Currently Displayed Trucks/Trailers 0

Public Active Parts Missing Media 3,140

Public Active Trucks/Trailers Missing Media 212

Average Parts Content Rank ★★★★★

Total Parts Inventory Value \$7,109,233.05

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

Truck Parts Inventory / Sellers / Post - Add Part

Add Part

Search for a part type

Choose [Add](#)

Quickly choose from some of your most used part types

Bumpers

Engine Assys

Front Rears (Tandem Front)

Hoods

Steering Gears

Cabs

Front Axles, Complete

Fuel Tanks

Rear Rears (Tandem Rear or Single)

Transmission Assys

Last used part types

ABS Brake Pumps

Bumpers

Cabs

Charge Air Coolers

Ignition Switch

5 Select your part type.

Truck Parts Inventory / Sellers / Post - Add Part

Add Part

Search for a part type

Choose

- Blower Motors
- Cab Mounts
- Cabs**
- Column Switch
- Combination Switch
- Cowls
- Dash Ass'ys

Hoods

Steering Gears

Rear Rears (Tandem Rear or Single)

Transmission Assys

Charge Air Coolers

Ignition Switch

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

Truck Parts Inventory / Sellers / Post - Add Part

Add Part

Cabs Cab & Cab Parts
Change part type

Content Rank: ?

Information

Stock # 59915245612355908

Truck Year Search Truck Year

Truck Make Search Truck Make

Truck Model Search Truck Model

VIN (Optional)

Engine Make Search Engine Make

Engine Model Search Engine Model

Air/Hydraulic (Optional) Air/Hydraulic

Part# (Optional)

Condition Used

Description

Pricing

Price 0

☒ Show Price on TPI

Price Notes Public pricing information should be entered here
Notice: Price Notes always display to public on TPI

Internal (Private)

Wholesale (Private)

Tax Code (Optional, Private) Use Default Tax Settings

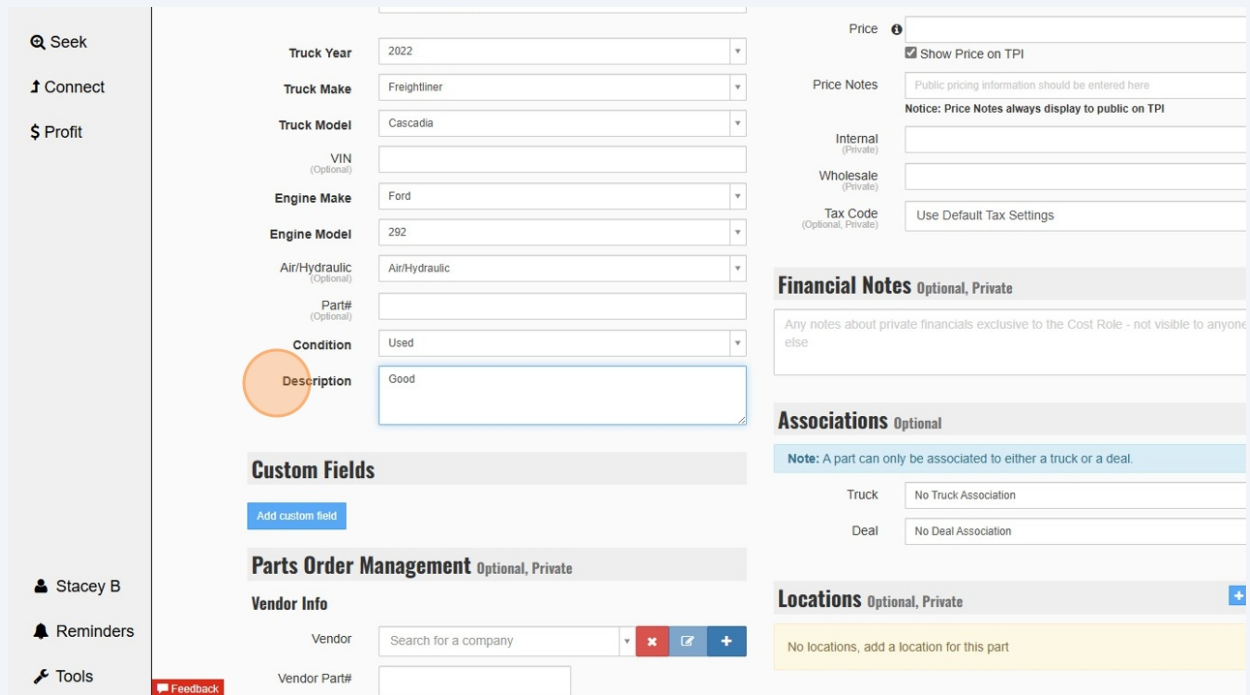
Financial Notes Optional, Private

Any notes about private financials exclusive to the Cost Role - not visible to anyone else

Associations Optional

9

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



Information

Truck Year: 2022

Truck Make: Freightliner

Truck Model: Cascadia

VIN (Optional):

Engine Make: Ford

Engine Model: 292

Air/Hydraulic (Optional): Air/Hydraulic

Part# (Optional):

Condition: Used

Description: Good

Custom Fields

Add custom field

Parts Order Management Optional, Private

Vendor Info

Vendor: Search for a company

Vendor Part#:

Pricing

Price:

☒ Show Price on TPI

Price Notes: Public pricing information should be entered here

Notice: Price Notes always display to public on TPI

Internal (Private):

Wholesale (Private):

Tax Code (Optional, Private): Use Default Tax Settings

Financial Notes Optional, Private

Any notes about private financials exclusive to the Cost Role - not visible to anyone else

Associations Optional

Note: A part can only be associated to either a truck or a deal.

Truck: No Truck Association

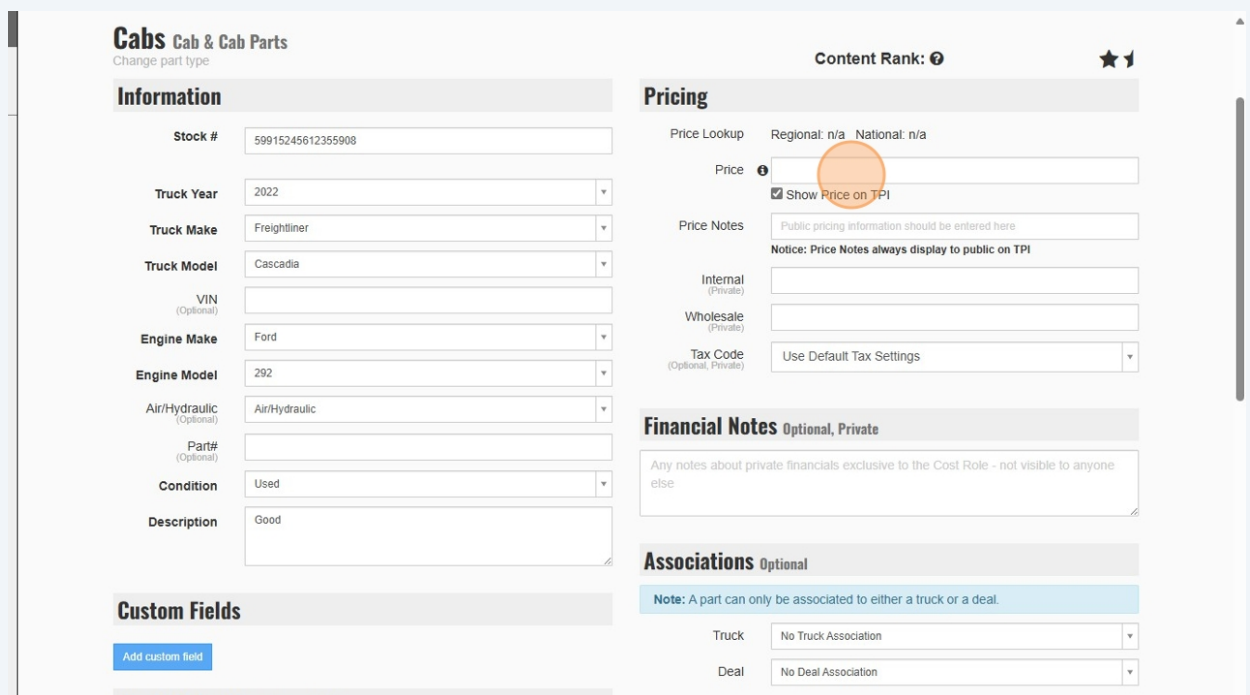
Deal: No Deal Association

Locations Optional, Private

No locations, add a location for this 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.



Cabs Cab & Cab Parts

Change part type

Information

Stock #: 59915245612355908

Truck Year: 2022

Truck Make: Freightliner

Truck Model: Cascadia

VIN (Optional):

Engine Make: Ford

Engine Model: 292

Air/Hydraulic (Optional): Air/Hydraulic

Part# (Optional):

Condition: Used

Description: Good

Custom Fields

Add custom field

Pricing

Price Lookup: Regional: n/a National: n/a

Price:

☒ Show Price on TPI

Price Notes: Public pricing information should be entered here

Notice: Price Notes always display to public on TPI

Internal (Private):

Wholesale (Private):

Tax Code (Optional, Private): Use Default Tax Settings

Financial Notes Optional, Private

Any notes about private financials exclusive to the Cost Role - not visible to anyone else

Associations Optional

Note: A part can only be associated to either a truck or a deal.

Truck: No Truck Association

Deal: No Deal Association

11

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

Cabs Cab & Cab Parts
Change part type

Content Rank: ? ★★

Information

Stock # 59915245612355908

Truck Year 2022

Truck Make Freightliner

Truck Model Cascadia

VIN (Optional)

Engine Make Ford

Engine Model 292

Air/Hydraulic (Optional) Air/Hydraulic

Part# (Optional)

Condition Used

Description Good

Custom Fields

Add custom field

Pricing

Price Lookup Regional: n/a National: n/a

Price 3000

☒ Show Price on TPI

Price Notes Public pricing information should be entered here

Notice: Price Notes always display to public on TPI

Internal (Private)

Wholesale (Private)

Tax Code (Optional, Private) Use Default Tax Settings

Financial Notes Optional, Private

Any notes about private financials exclusive to the Cost Role - not visible to anyone else

Associations Optional

Note: A part can only be associated to either a truck or a deal.

Truck No Truck Association

Deal No Deal 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.

Cabs Cab & Cab Parts
Change part type

Content Rank: ? ★★

Information

Stock # 59915245612355908

Truck Year 2022

Truck Make Freightliner

Truck Model Cascadia

VIN (Optional)

Engine Make Ford

Engine Model 292

Air/Hydraulic (Optional) Air/Hydraulic

Part# (Optional)

Condition Used

Description Good

Custom Fields

Add custom field

Pricing

Price Lookup Regional: n/a National: n/a

Price 3000

☒ Show Price on TPI

Price Notes Price does not include shipping

Notice: Price Notes always display to public on TPI

Internal (Private)

Wholesale (Private)

Tax Code (Optional, Private) Use Default Tax Settings

Financial Notes Optional, Private

Any notes about private financials exclusive to the Cost Role - not visible to anyone else

Associations Optional

Note: A part can only be associated to either a truck or a deal.

Truck No Truck Association

Deal No Deal Association

Parts Order Management Optional, Private

Vendor Info

Vendor Search for a company

Locations Optional, Private

+ Add

No locations. add a location for this part

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

Information

Stock # 59915245612355908

Truck Year 2022

Truck Make Freightliner

Truck Model Cascadia

VIN (Optional)

Engine Make Ford

Engine Model 292

Air/Hydraulic (Optional) Air/Hydraulic

Part# (Optional)

Condition Used

Description Good

Custom Fields

Add custom field

Parts Order Management Optional, Private

Vendor Info

Vendor Search for a company

Price Lookup Regional: n/a National: n/a

Price 3000

☒ Show Price on TPI

Price Notes Price does not include shipping

Notice: Price Notes always display to public on TPI

Internal (Private)

Wholesale (Private)

Tax Code (Optional, Private) Use Default Tax Settings

Financial Notes Optional, Private

Any notes about private financials exclusive to the Cost Role - not visible to anyone else

Associations Optional

Note: A part can only be associated to either a truck or a deal.

Truck No Truck Association

Deal No Deal Association

Locations Optional, Private + Add

No locations. add a location for this part

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

Air/Hydraulic (Optional) Air/Hydraulic

Part# (Optional)

Condition Used

Description Good

Custom Fields

Add custom field

Parts Order Management Optional, Private

Vendor Info

Vendor Search for a company

Vendor Part#

Part Make Freightliner

Part#

Select a different vendor

Initial Quantity/Cost

Units 1

Cost/Unit 0

Financial Notes Optional, Private

Any notes about private financials exclusive to the Cost Role - not visible to anyone else

Associations Optional

Note: A part can only be associated to either a truck or a deal.

Truck No Truck Association

Deal

Locations Optional

No locations. add a location for this part

Labels Optional, Private

Private Notes Optional, Private

Any notes about this part you want your company to see in the back end - not visible to public

15

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.

Vendor Name:

Part Make: Freightliner

Part#:

Select a different vendor

Initial Quantity/Cost

Units:

Cost/Unit:

Note:

Minimum/Maximum Quantities

Reorderable ☐ Allow reordering of this part

Your inventory will show 1 units available after you save this part.

Freight Information Optional

Length (inches):

Width (inches):

Height (inches):

Weight (lbs):

Labels Optional, Private

Private Notes Optional, Private

Any notes about this part you want your company to see in the back end - not visible to public

Other Options

Display Part on: TruckPartsInventory.com, Portal, and Sellers

Barcode:

Also Fits Optional

This part may Also Fit other years, makes, and models. When you add or review Also Fits, it adds to your company's parts ranking on TPI Public.

Makes: Choose

Models:

Years: From to

Notes (Optional):

☐ I agree that the Also Fits information is accurate to my knowledge.

16

Click "Save Part"

Vendor Name:

Part Make: Freightliner

Part#:

Select a different vendor

Initial Quantity/Cost

Units:

Cost/Unit:

Note:

Minimum/Maximum Quantities

Reorderable ☐ Allow reordering of this part

Your inventory will show 1 units available after you save this part.

Freight Information Optional

Length (inches):

Width (inches):

Height (inches):

Weight (lbs):

Other Options

Display Part on: TruckPartsInventory.com, Portal, and Sellers

Barcode:

Also Fits Optional

This part may Also Fit other years, makes, and models. When you add or review Also Fits, it adds to your company's parts ranking on TPI Public.

Makes: Choose

Models:

Years: From to

Notes (Optional):

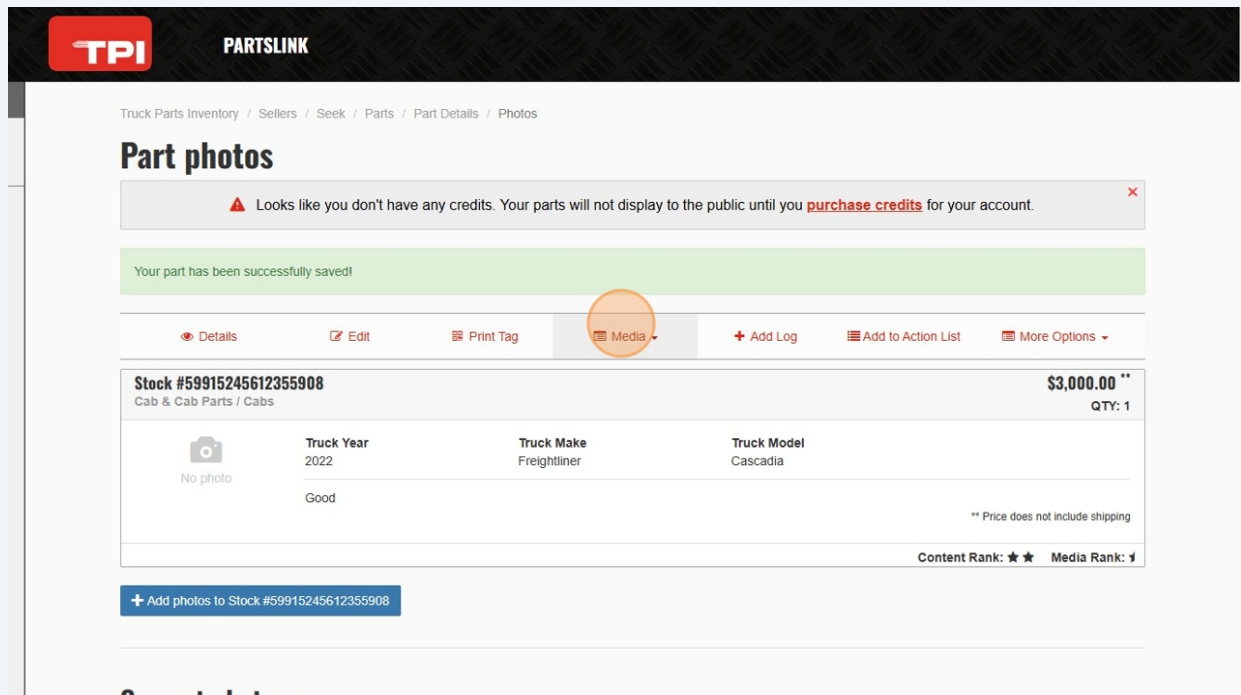
☐ I agree that the Also Fits information is accurate to my knowledge.

Clear

Save Part

Footer: BUY PARTS, SELL PARTS, RESOURCES, COMPANY, Feedback, TPI Features, Facebook Group, About Us, Action List 2

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



18 Click "Media"

