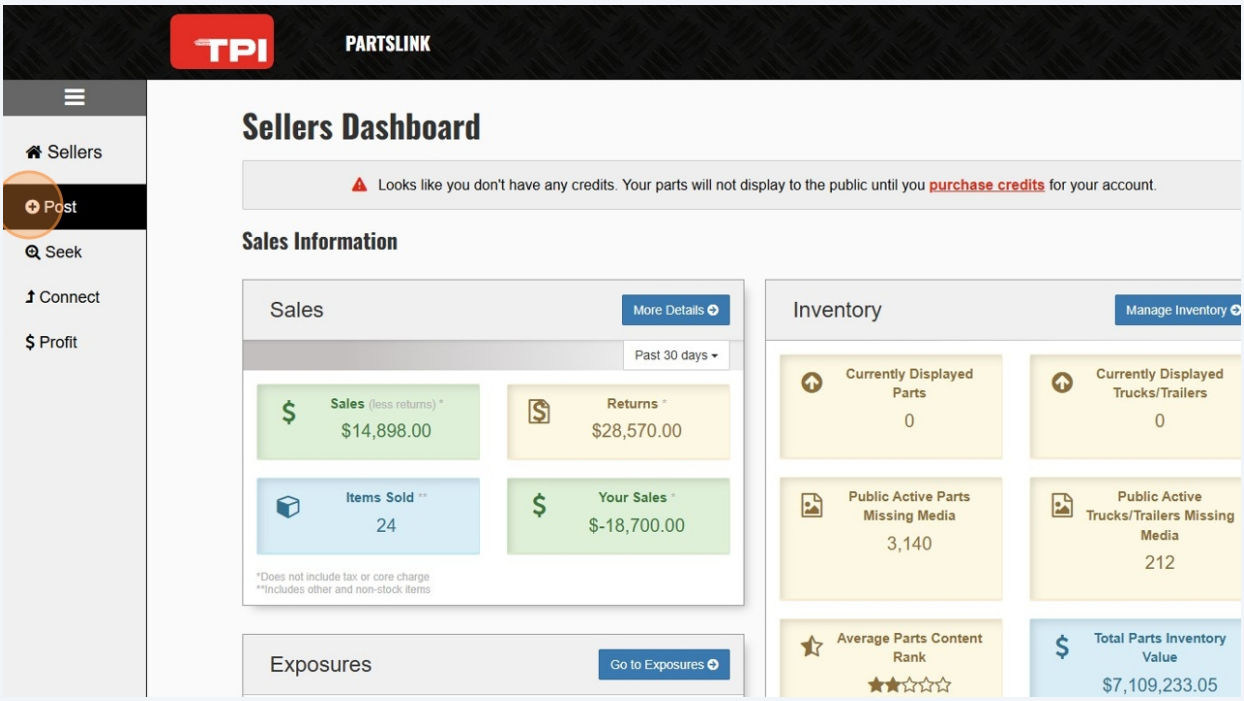
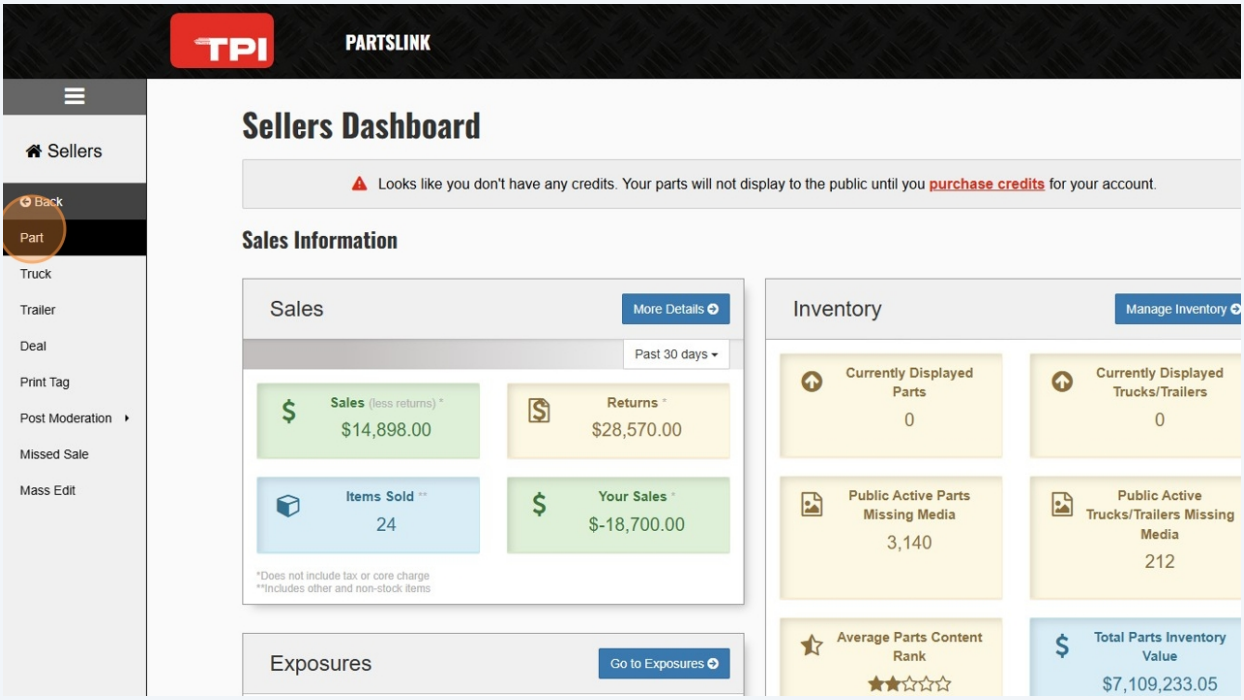
How to Add a New Part on TruckPartsInventory

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

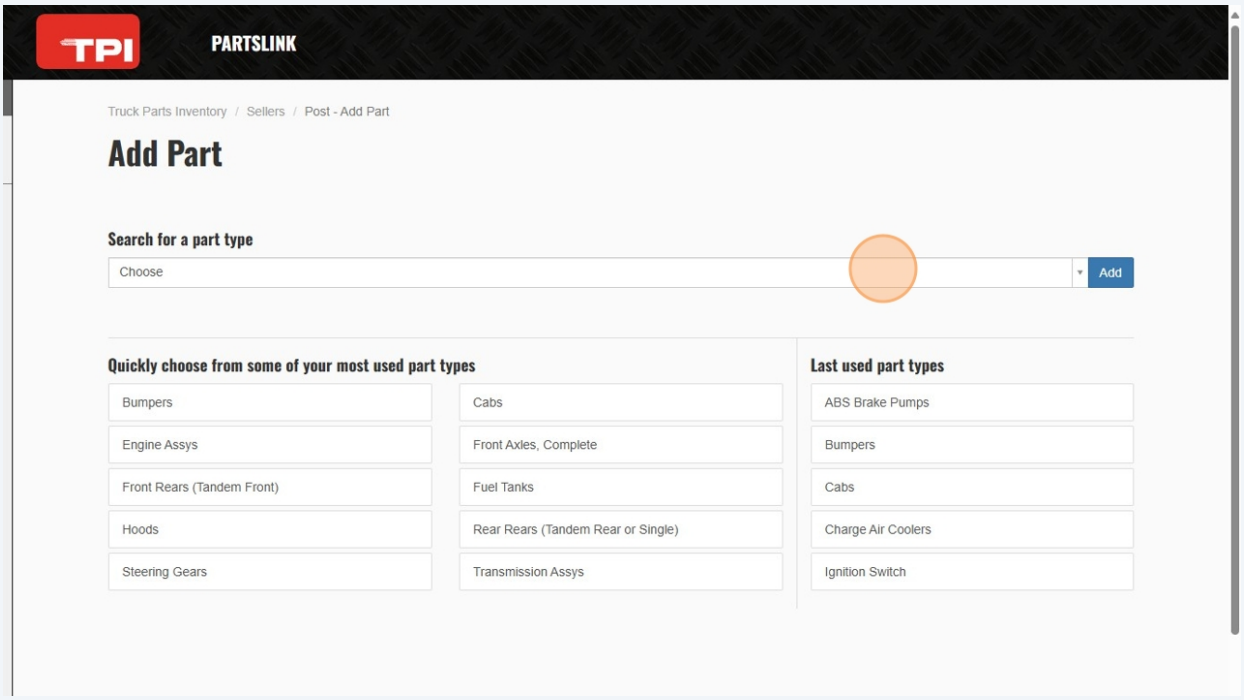
2 Click on the Post Menu Option



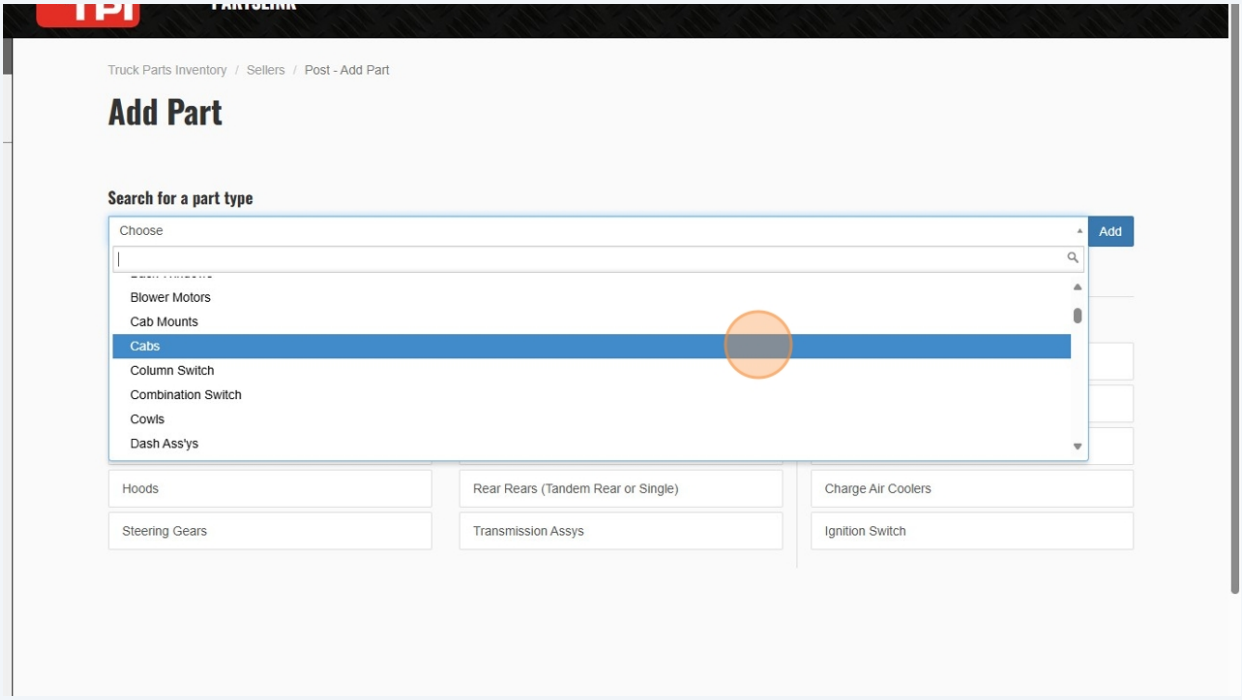
3 Select the "Part" menu option.



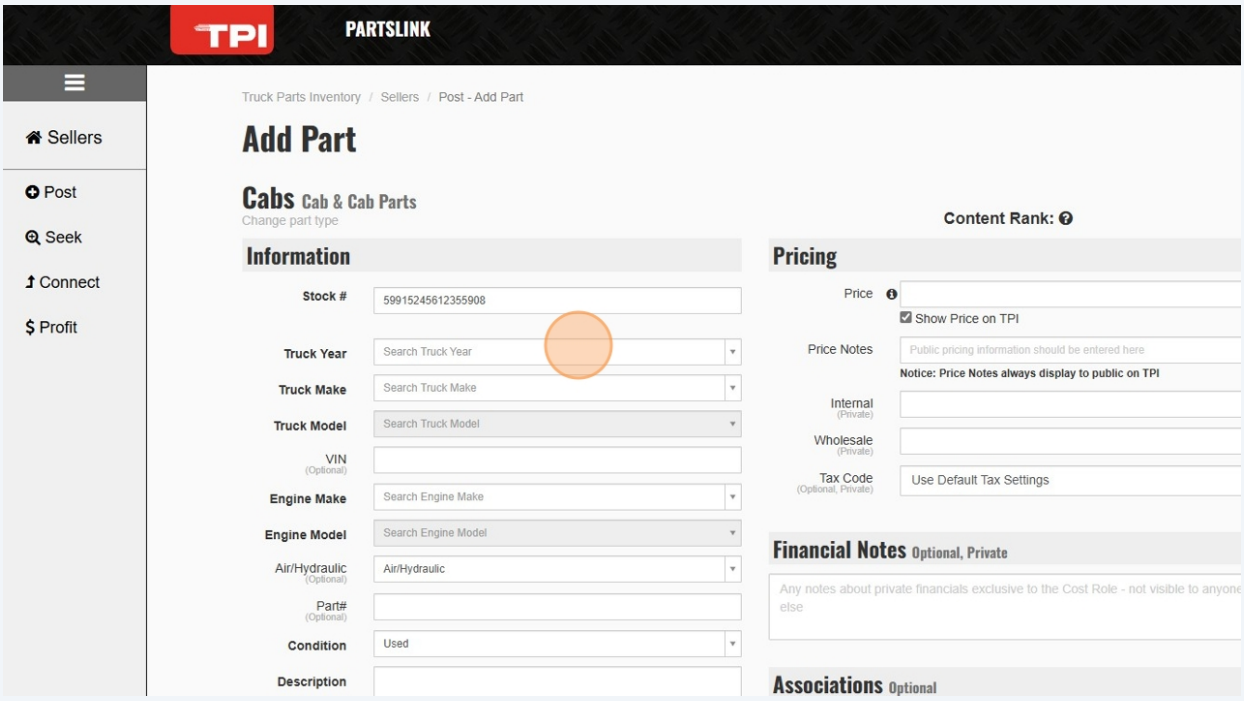
4 Choose from the "Most Used" parts or use the dropdown menu to see all part type options.



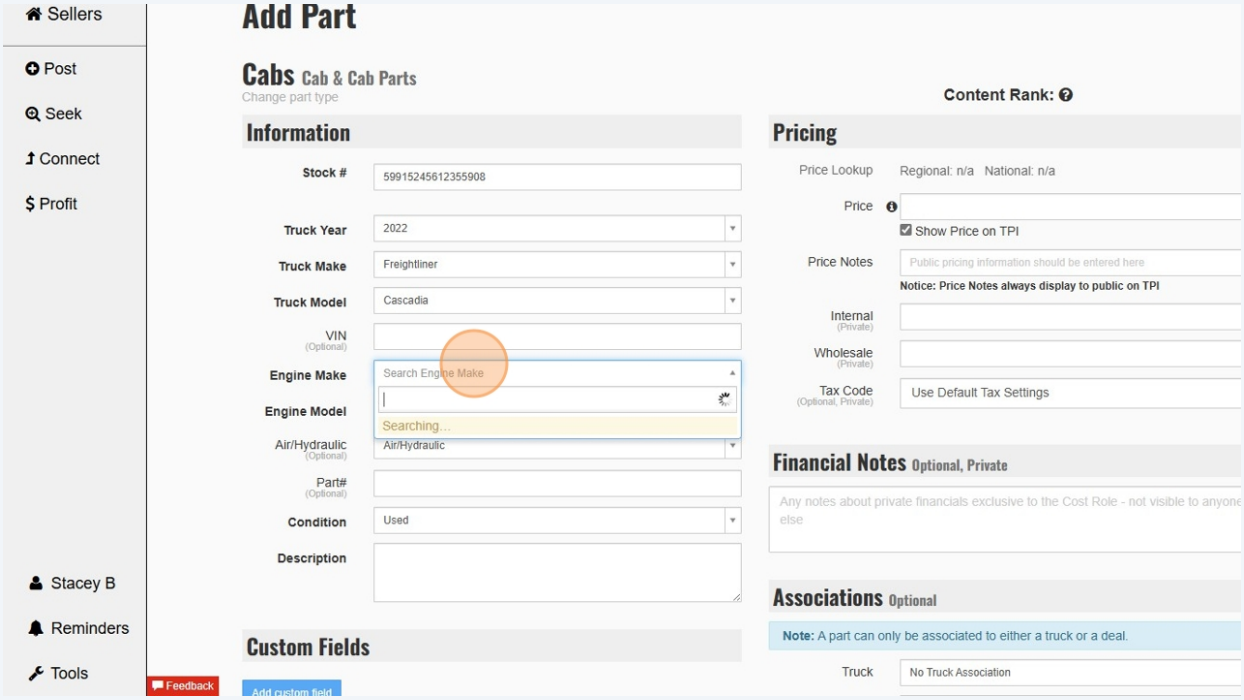
5 Select your part type.



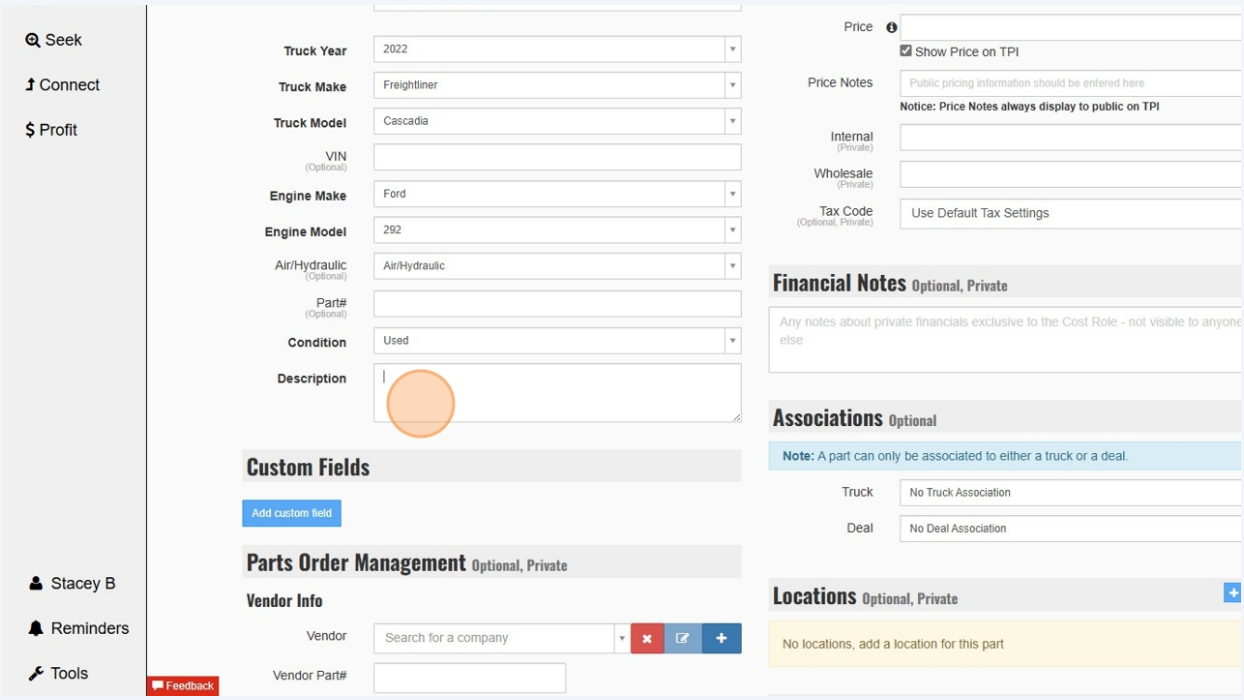
6 Enter in your Truck Year, Make and Model. Any bolded field is "mandatory" to fill out.



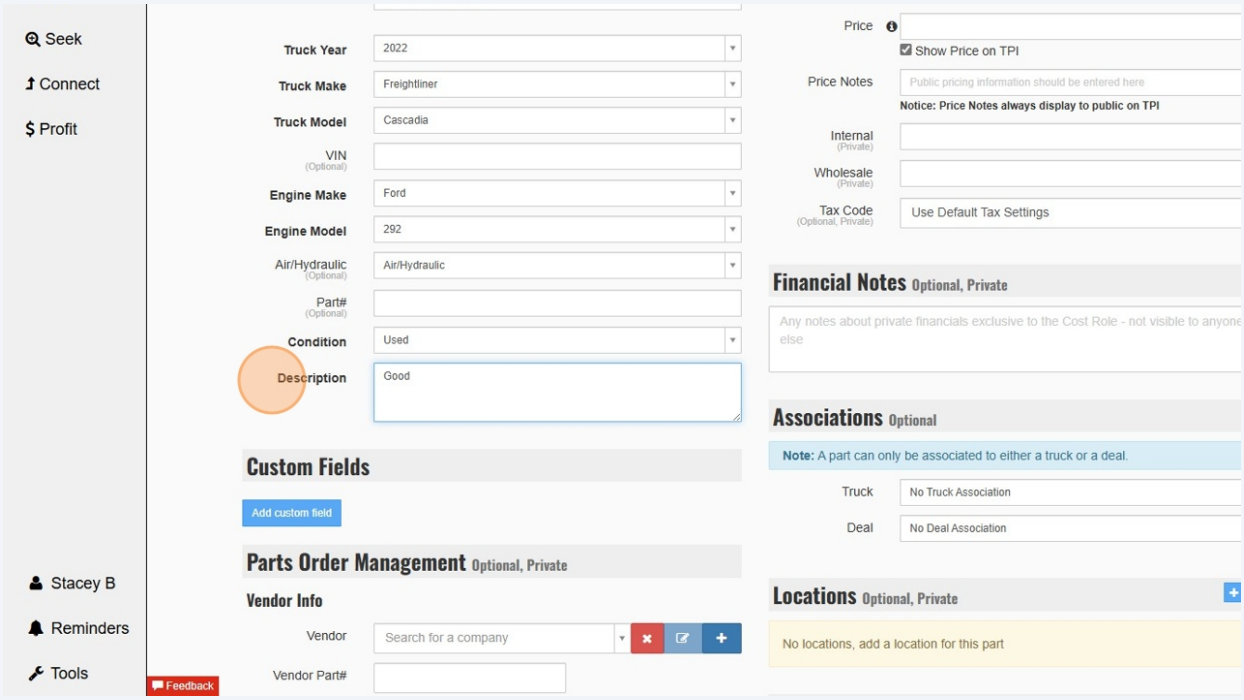
7 Depending on your Part Type, you may need to enter in additional fields specific to that part.



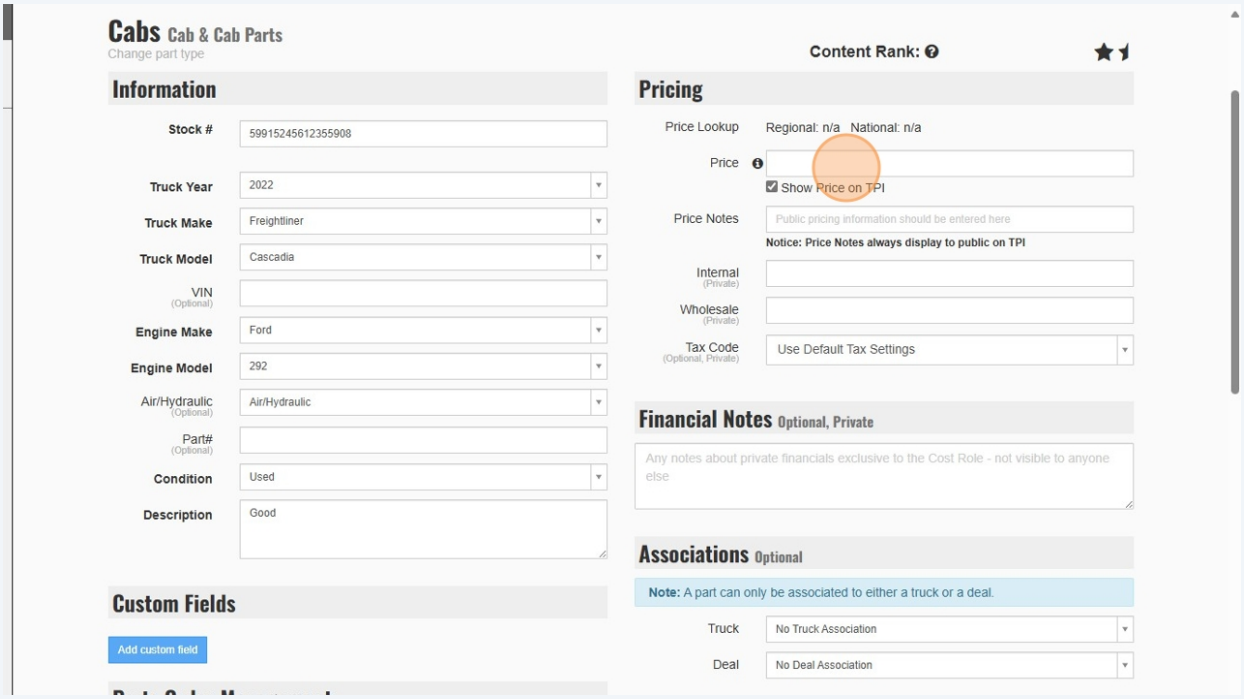
8 Add a description to include condition of the part type, and any other relevant information.



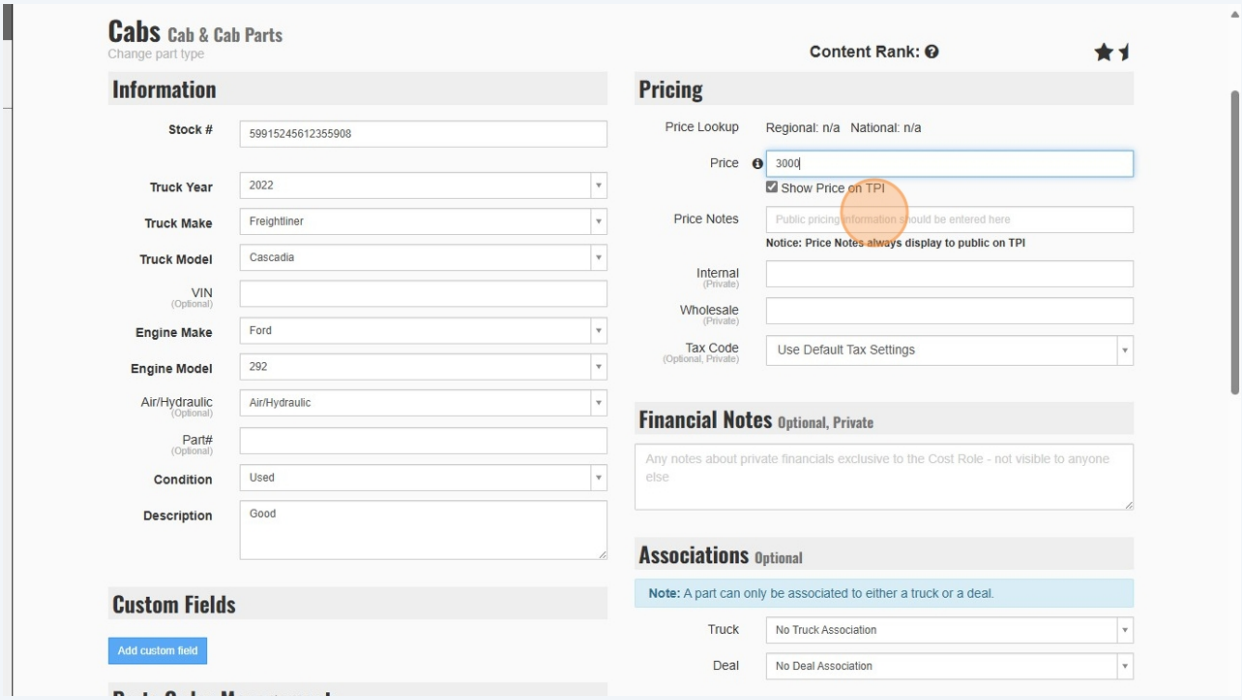
9 After you add a description, you can add custom fields if there are specific details you want included with the part listing.



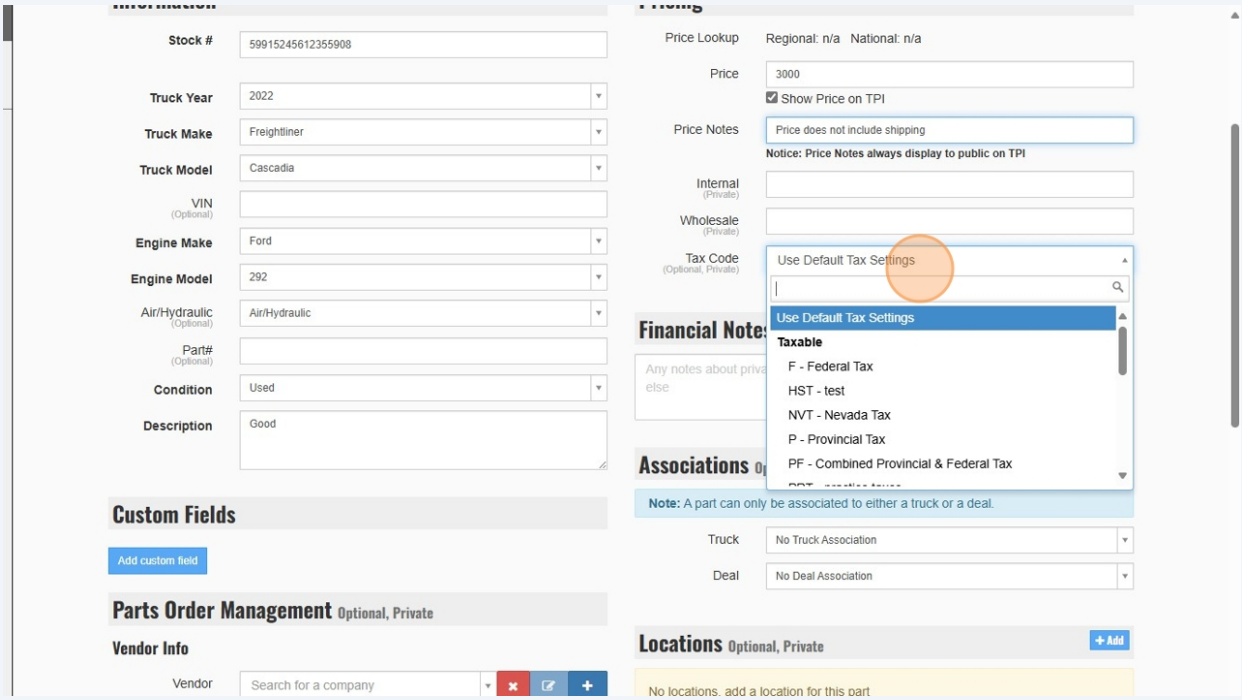
10 Add a price to the part. If a field says "private", that information will not be displayed to the public. If a field does not have "private" listed, then it will be available for the public to see. We recommend always including a price when possible for your part listing.



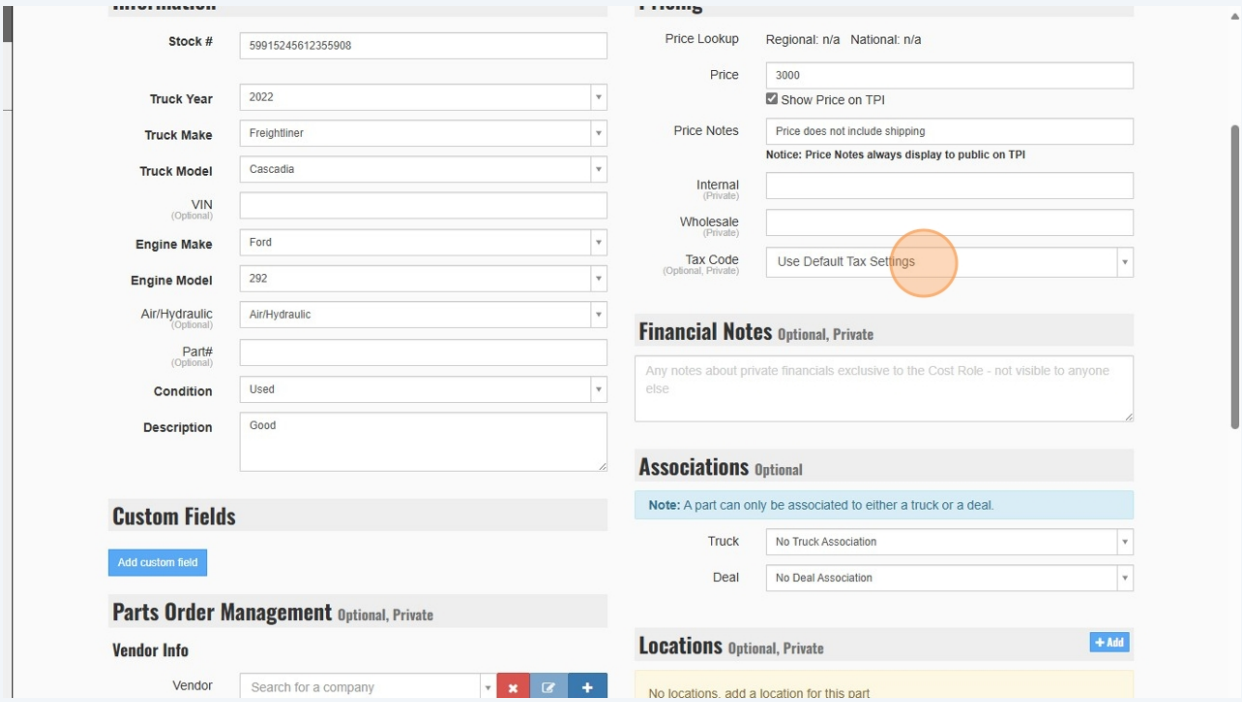
11 You can add public notes you want added to the price. An example of this might be "Shipping fees not included".



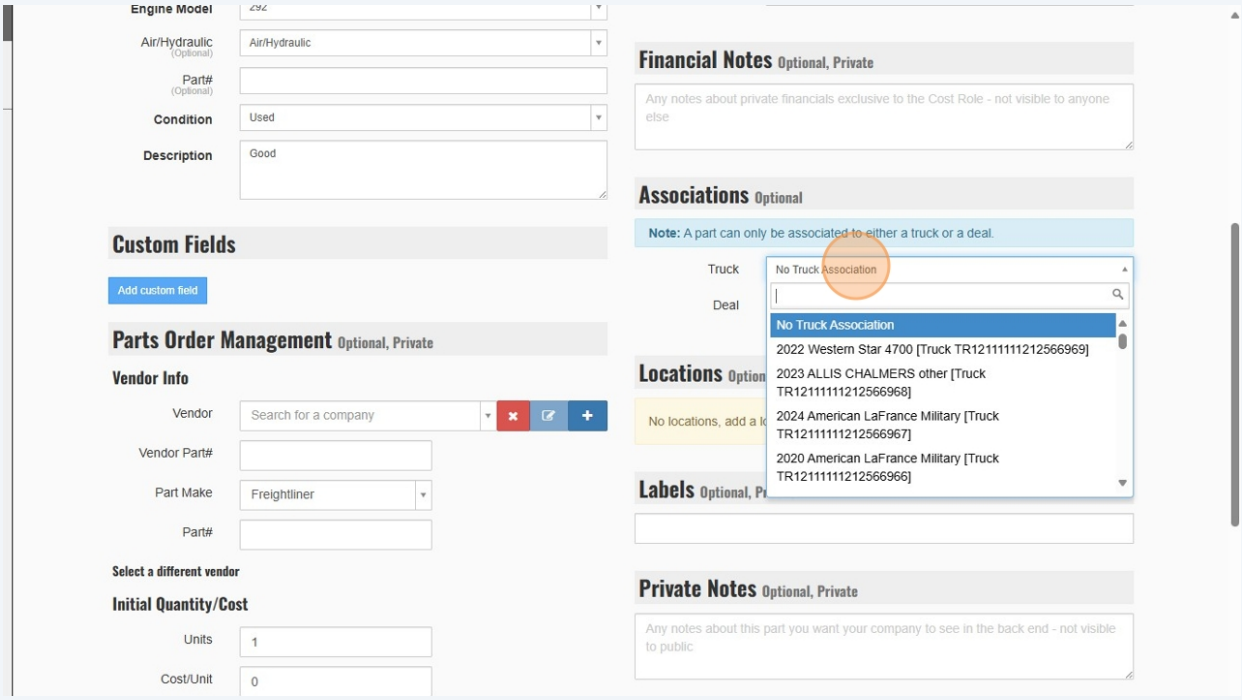
12 There are options to select the tax settings for this specific part. Taxes can always be adjusted at the point of invoicing as well.



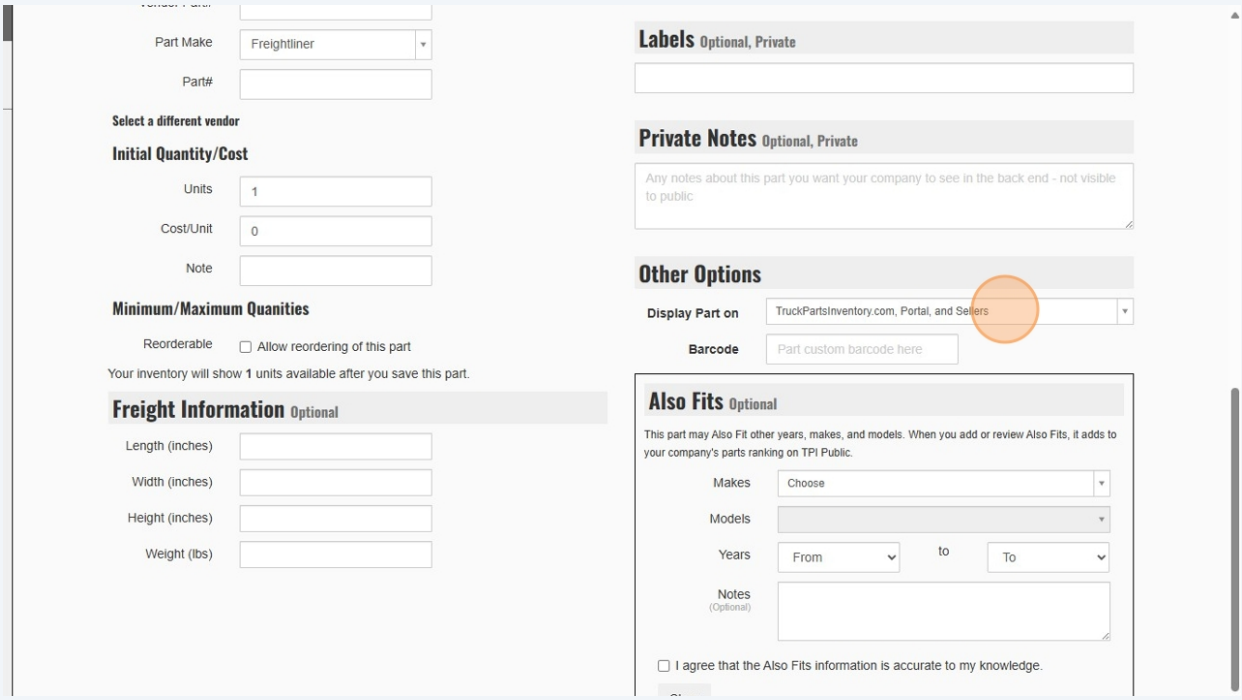
13 You can also add private notes about pricing in the "Financial Notes" section.



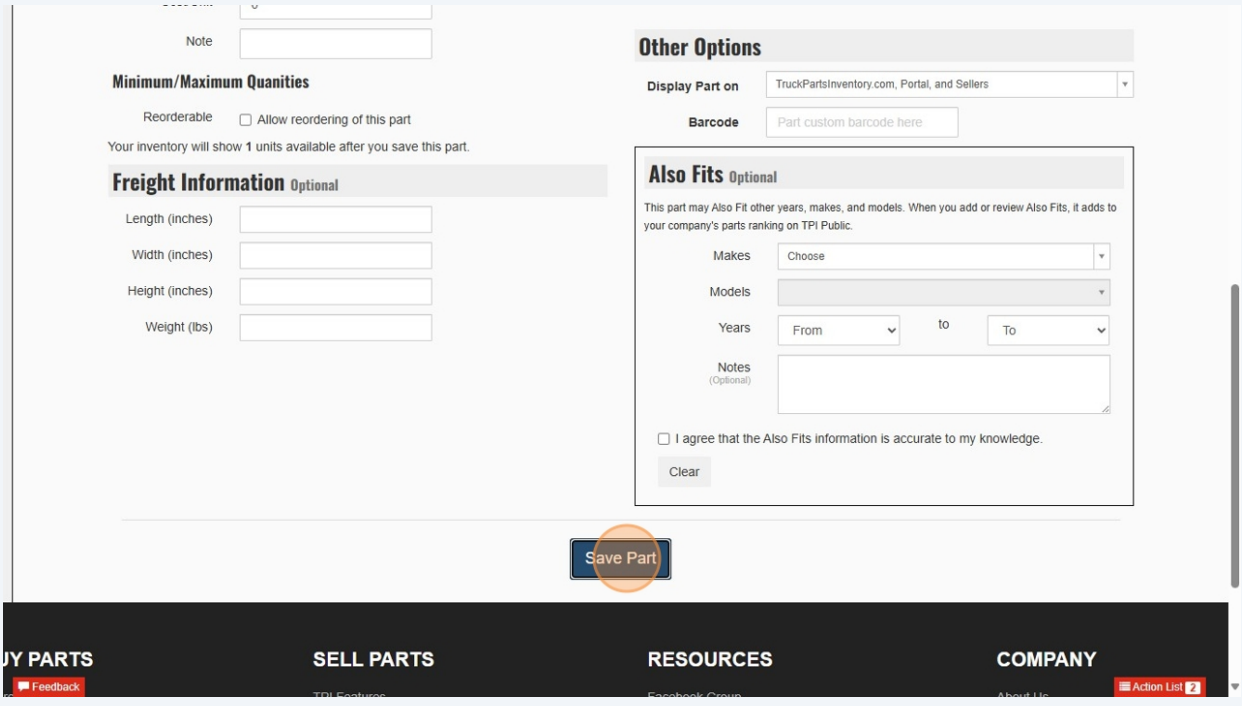
14 If this part is from a Truck you have already added into your TPI inventory, you can associate this part back to the truck.



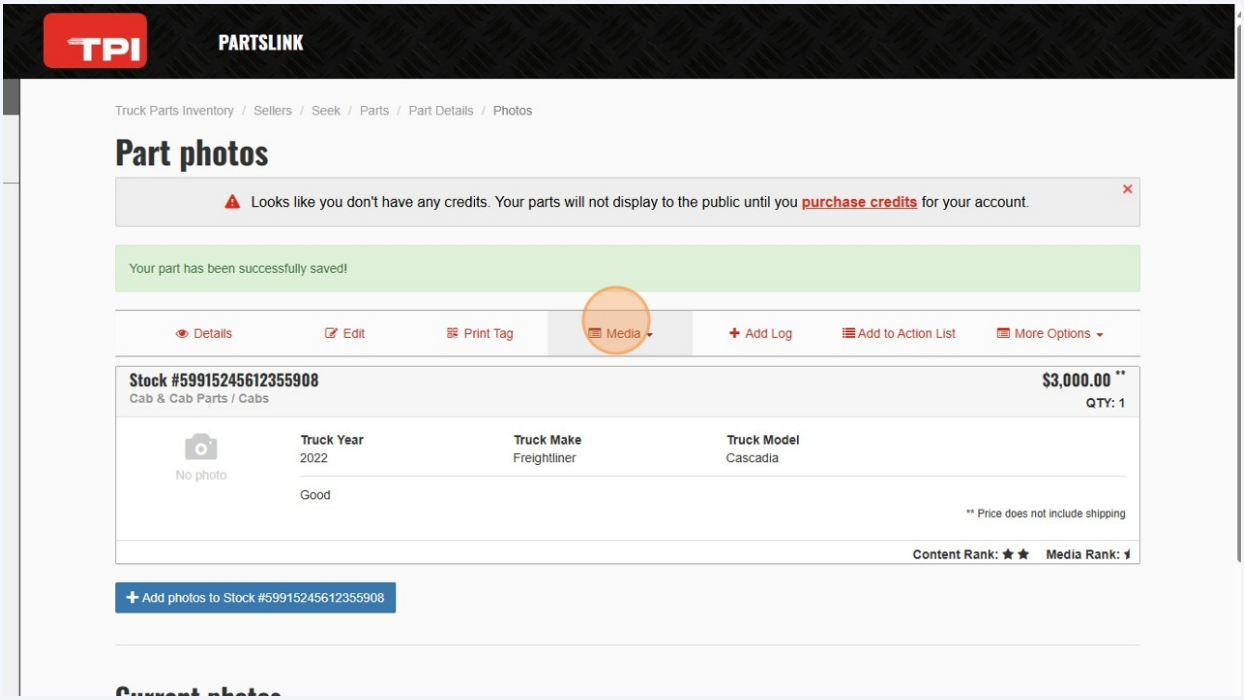
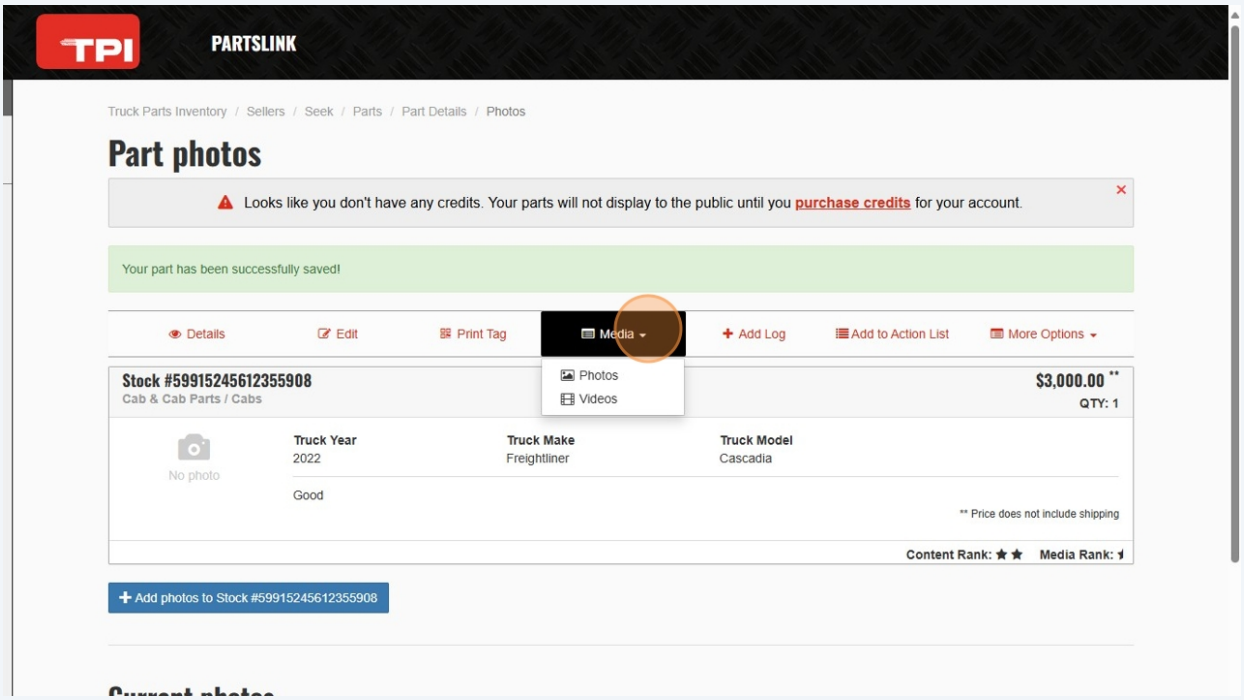
15 The default setting is for this part to be listed online, visible for the public. If you are not wanting it to be visible on TPI immediately, you can adjust the display settings here.



16 Click "Save Part"



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



18 Click "Media"