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
	Front Axles, Complete Fuel Tanks

Made with Scribe - https://scribehow.com

4

5 Select your part type.

Search for a part type			
Choose			Add
			٩
Blower Motors			A
Cab Mounts			
Cabs			
Column Switch			_
Combination Switch Cowls			
Dash Ass'ys			~
Hoods	Rear Rears (Tandem Rear or Single)	Charge Air Coolers	
Steering Gears	Transmission Assys	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			
A Sellers	Add Part				
O Post	Cabs cab & ca Change part type	b Parts			Content Rank: Ø
Q Seek	Information			Pricing	
1 Connect	Stock #	59915245612355908		Price	
\$ Profit					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	*	Internal	
	Truck Model	Search Truck Model	٣	(Private) Wholesale	
	(Optional)			(Private) Tax Code	Use Default Tax Settings
	Engine Make	Search Engine Make	*	(Optional, Private)	Use Delault Tax Settings
	Engine Model	Search Engine Model	٣	Financial Nat	
	Air/Hydraulic (Optional)	Air/Hydraulic	v		CS Optional, Private
	Part# (Optional)			Any notes about pr else	ivate financials exclusive to the Cost Role - not visible to any
	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 Change part type	b Parts			Content Rank: 0
Seek	Information			Pricing	
onnect	Stock #	59915245612355908		Price Lookup	Regional: n/a National: n/a
rofit				Price	0
	Truck Year	2022			Show Price on TPI
	Truck Make	Freightliner	*	Price Notes	Public pricing information should be entered here
	Truck Model	Cascadia	v		Notice: Price Notes always display to public on TPI
	VIN (Optional)			Internal (Private) Wholesale	
	Engine Make	Search Engine Make	*	(Private) Tax Code	Line Default Tau Ontlines
	Engine Model	Searching	340 75/10	(Optional, Private)	Use Default Tax Settings
	Air/Hydraulic (Optional)	Air/Hydraulic	×	Financial Nat	ES Optional, Private
	Part#			Filialicial NUL	GS Uptional, Private
	Condition	Used	¥	Any notes about pr else	ivate financials exclusive to the Cost Role - not visible
	Description				
Stacey B				Associations	Optional
Reminders	Quetom Fields				nly be associated to either a truck or a deal.
Tools	Custom Fields	5		Truck	No Truck Association

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

				Price	0
Q Seek	Truck Year	2022	*		Show Price on TPI
1 Connect	Truck Make	Freightliner	*	Price Notes	Public pricing information should be entered here
\$ Profit	Truck Model	Cascadia	¥	Internal	Notice: Price Notes always display to public on TPI
	(Optional)			(Private)	
	Engine Make	Ford	¥	Wholesale (Private)	
	Engine Model	292	*	Tax Code (Optional, Private)	Use Default Tax Settings
	Air/Hydraulic (Optional)	Air/Hydraulic	¥	Financial Not	CS Optional, Private
	Part# (Optional)				ivate financials exclusive to the Cost Role - not visible to anyone
	Condition	Used	¥	else	wate infancials exclusive to the Cost role - not visible to anyone
	Description		li li	Associations	Optional
	Custom Fields			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 N	anagement Optional, Private			
Stacey B	Vendor Info			Locations Opti	onal, Private +
Reminders	Vendor	Search for a company	+	No locations, add	a location for this part
F Tools	eedback Vendor Part#				

8

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

				Price	
🗨 Seek	Truck Year	2022	Ŧ	Price	Show Price on TPI
1 Connect	Truck Make	Freightliner	*	Price Notes	Public pricing information should be entered here
\$ Profit	Truck Model	Cascadia	v		Notice: Price Notes always display to public on TPI
ŞPIOIIL	VIN			(Private)	
	(Optional)			Wholesale (Private)	
	Engine Make	Ford	*	Tax Code	Use Default Tax Settings
	Engine Model	292	Ŧ	(Optional, Private)	Ose behavit fax cetaligs
	Air/Hydraulic (Optional)	Air/Hydraulic	*	Constant Nat	
	Part#			Financial Not	CS Optional, Private
	(Optional)				vate financials exclusive to the Cost Role - not visible to anyone
	Condition	Used	*	else	
	Description	Good			
			1	Associations	Optional
	Custom Fields			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			
Stacey B	Vendor Info			Locations Opti	onal, Private 🔹 🛨
Reminders	Vendor	Search for a company	+	No locations, add a	a location for this part
🔎 Tools	Feedback 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		Pricing		
Stock #	59915245612355908	Price Looku	Regional: n/a National: n/a	
		Pric	• •	
Truck Year	2022	v	Show Price on TPI	
Truck Make	Freightliner	v Price Note	S Public pricing information should be entered here	
Truck Model	Cascadia		Notice: Price Notes always display to public on TPI	
VIN		Interna (Private	1 ()	
(Optional)		Wholesal (Private		
Engine Make	Ford	* Tax Code	Use Default Tax Settings	
Engine Model	292	v (Optional, Private		
Air/Hydraulic (Optional)	Air/Hydraulic	Y The second state at		
Part#		Financial N	otes Optional, Private	
(Optional) Condition	Used	Any notes abou else	t private financials exclusive to the Cost Role - not vis	ble to anyone
Description	Good			
Description				
		Association	1S Optional	
Custom Field	2	Note: A part ca	n only be associated to either a truck or a deal.	
oustoin nord		Truc	K No Truck Association	
Add custom field		Dea	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".

Information			Deining		
Information			Pricing		
Stock #	59915245612355908		Price Lookup	Regional: n/a National: n/a	
			Price	3 3000	
Truck Year	2022	v		Show Price on TPI	
Truck Make	Freightliner	Y	Price Notes	Public pricing information should be entered here	
Truck Model	Cascadia	¥		Notice: Price Notes always display to public on TPI	
VIN			(Private)		
(Optional)			Wholesale (Private)		
Engine Make	Ford	٣	Tax Code	Use Default Tax Settings	
Engine Model	292	×	(Optional, Private)	g-	
Air/Hydraulic (Optional)	Air/Hydraulic	Y	Financial Nat		
Part#			rinancial Not	CS Optional, Private	
(Optional)	Used		Any notes about pr	ivate financials exclusive to the Cost Role - not visible to	anyone
					/
Description	Good				
		4	Associations	Optional	
Custom Fields			Note: A part can o	nly be associated to either a truck or a deal.	
Justom Holu	•		Truck	No Truck Association	Ŧ
Add custom field					

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.

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		Internal (Private)	
(Optional)		Wholesale (Private)	
Engine Make	Ford	Tax Code	Use Default Tax Settings
Engine Model	292	(Optional, Private)	
Air/Hydraulic (Optional)	Air/Hydraulic	Financial Not	Use Default Tax Settings
Part#		Financial NUC	Taxable
(Optional)		Any notes about pri	
Condition	Used	else	HST - test
Description	Good		NVT - Nevada Tax
		Associations	1
Custom Fields		Note: A part can or	ly be associated to either a truck or a deal.
oustoin ricius	•	Truck	No Truck Association
Add custom field		Deal	No Deal Association
Parts Order N	anagement Optional, Private		
Vendor Info		Locations Option	onal, Private + Add
Vendor	Search for a company		

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	¥	Price Notes	Price does not include shipping
Truck Model	Cascadia	v	Internal	Notice: Price Notes always display to public on TPI
VIN			(Private)	
(Opfional)	Ford		Wholesale (Private)	
Engine Make			Tax Code (Optional, Private)	Use Default Tax Settings
Engine Model	292	٣	(oproint, i maio)	
Air/Hydraulic (Optional)	Air/Hydraulic	Y	Financial Not	CS Optional, Private
Part#				
Condition	Used	×	Any notes about pri else	vate financials exclusive to the Cost Role - not visible to anyone
Description	Good			
		4	Associations	Optional
Custom Field	s		Note: A part can or	ly 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	
Air/Hydraulic (Optional)	Air/Hydraulic	Financial Notes Optional, Private
(Optional)		Any notes about private financials exclusive to the Cost Role - not visible to anyone
Condition	Used	Any notes about private infancials exclusive to the Cost Role - not visible to anyone else
Description	Good	
		Associations Optional
Custom Fields	s	Note: A part can only be associated to either a truck or a deal.
Add custom field		Truck No Truck Association
Parts Order N	anagement Optional, Private	No Truck Association 2022 Western Star 4700 [Truck TR121111112125669696]
Vendor Info		Locations Option 2023 ALLIS CHALMERS other [Truck TR12111111212566968]
Vendor	Search for a company	× C + No locations, add a k 2024 American LaFrance Military [Truck TR1211111212566967]
Vendor Part#		2020 American LaFrance Military [Truck TR1211111212566966]
Part Make	Freightliner •	Labels Optional, Pi
Part#		
Select a different vend	Dr	Private Notes Optional, Private
Initial Quantity/Co	ost	Tivato Notos opuonai, rivate
Units	1	Any notes about this part you want your company to see in the back end - not visible to public
Cost/Unit	0	

15

I

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.

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 Selers
Barcode Part custom barcode here
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 V to To V
Notes (Octional)

16 Click "Save Part"

	Other Option	3			
Minimum/Maximum Quanities	Display Part on	TruckPartsInventory.com, Po	ortal, and Sel	llers	٣
Reorderable Allow reordering of this part	Barcode	Part custom barcode he	re		
Your inventory will show 1 units available after you save this part.					
Freight Information Optional	Also Fits Opti				
Length (inches)	This part may Also Fit your company's parts r	other years, makes, and models. \ ranking on TPI Public.	When you ad	ld or review Also Fits,	, it adds to
Width (inches)	Makes	Choose			¥
Height (inches)	Models				Ŧ
Weight (lbs)	Years	From 🗸	to	То	~
	Notes (Optional)				
	(Opiiona)				1.
	I agree that the second sec	ne Also Fits information is acc	urate to my	y knowledge.	
	Clear				
	Save Part				

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 such	cossfully sayod					
Tour part has been such	uessiully saveu!					
 Details 	C Edit	📽 Print Tag	Media -	+ Add Log	■ Add to Action List	More Options 🗸
Stock #5991524561 Cab & Cab Parts / Cab						\$3,000.00 * QTY: 1
No photo	Truck Year 2022		k Make htliner	Truck Model Cascadia		
No proto	Good				**	Price does not include shipping
					Content R	ank: ★ ★ Media Rank:

18 Click "Media"

Looks like you don't have any credits. Your parts will not display to the public until you purchase credits for your account.
s been successfully saved!
Netalls 🕼 Edit 🕮 Print Tag 🔲 Media 🗸 🔸 Add Log 📰 Add to Action List 💷 More Option
315245612355908
2022 Freightliner Cascadia
Good ** Price does not include
Parts / Cabs Truck Year Truck Year Truck Make Truck Model Cascadia Good Truck Model Cascadia