

PARTS TAGS

This guide shows you how to input parts ordering information to be printed on parts tags.

Once you have added parts to your cart, selected a need by date, and clicked the 'order' button, you can follow the steps below.



In **SHIPPING AND PICK UP INFORMATION** your shipping address will show up on your first parts tag. You can have this set as a default, or enter it every time.

T0: **Portland**
167 Garden Street
Portland
VIC **3305**
XXC367582 /12345678/123

SHIPPING/PICKUP INFORMATION

*Delivery Options:
Ship To Me

* Shipping Address:
Company Main Address

Gary Fisher
123 Main Street
Anywhereville, California 94123
United States
gary@rlsconstruction.com

✎ Edit Address
➕ Create Address

* Shipping Method:
See Instruction

* Shipping Instructions:
Select an Option

Special Instructions:

In **BILLING INFORMATION** your PO will show up on all tags.

RE09B01 1R-1808
1 FILTER
31.97
7603290 12345678/123 Customer PN tes
TAPANI TRUCKING INC
XXC367582 1 8/26/16

BILLING INFORMATION

*Billing Method:
Dealer Credit

Purchase Order Number:
12345678/123

* Billing Address:
Gary Fisher
123 Main Street
Anywhereville, California 94123
United States
gary@rlsconstruction.com

Under **EDIT PART DETAILS** in the final order review screen, you can enter a 'Customer Part Number' that will show up on all but your first tag.

RE09B01 1R-1808
1 FILTER
31.97
7603290 12345678/123 Customer PN tes
TAPANI TRUCKING INC
XXC367582 1 8/26/16

PRODUCT	UNIT WEIGHT	AVAILABILITY	QTY	EACH	TOTAL
 9M-1974 Flat Washer, Phosphate and Oil Coated Part Number:9M-1974 Flat Washer, Phosphate and Oil Coated	0.1lbs	1 In Store	1	\$0.26 USD	\$0.26 USD

EDIT PART DETAILS - (Optional)

PRODUCT DESCRIPTION

Inch

Serial Number

Customer Part Number

Customer PN test

Line Item Note

Customer Item Number

For additional help please contact your PartStore Rep:

- Nick Will California - 510.340.8804, nbwill@petersoncat.com
- Ryan Nelson Oregon - 503.679.0316, rjnelson@petersoncat.com
- Erika Faieta e-Customer Support Manager - 510.677.0397, elfaieta@petersoncat.com

