PARTS TAGS

This guide shows you how to input parts ordering information to be printed on parts tags.
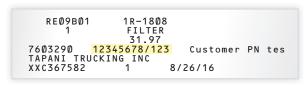
Once you have added parts to your cart, selected a need by date, and clicked the 'order' button, you can follow the steps below.

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.
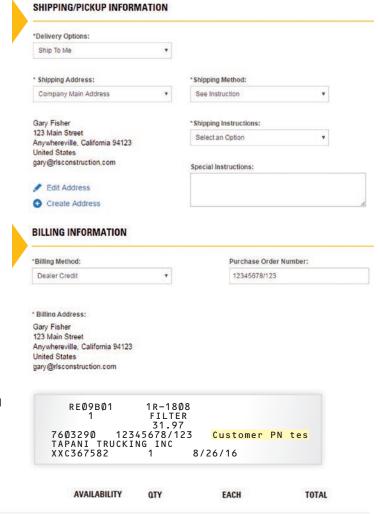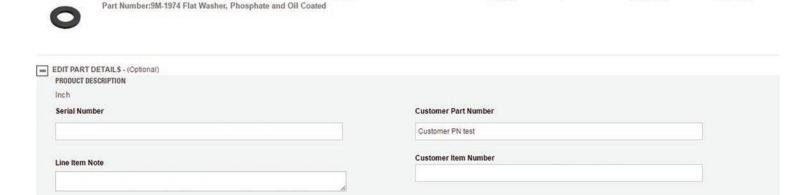
```
TO: Portland
    167 Garden Street

    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
[   ]

Line Item Note
[   ]

Customer Part Number
[Customer PN test]

Customer Item Number
[   ]

For additional help please contact your PartStore Rep:

Ryan Nelson Oregon - 503.679.0316, rjnelson@petersoncat.com
Erika Faieta e-Customer Support Manager - 510.677.0397, elfaieta@petersoncat.com

PETERSON **CAT**