

## Did You Know? Frequent Order Lists are available in PartStore

Ever find yourself wasting time looking up the same GET, undercarriage or maintenance parts list every couple of months?

Want to save time in PartStore?

## Save parts lists in PartStore as a Frequent Order Lists so you never have to waste time again!

Frequent Order Lists are fast, easy to use, and can be stored in PartStore forever so you can always pull them up and reorder with the click of a button! You can create new lists, delete old lists, edit your previous lists, and on top of that, you can even share your lists with other people in your company! Lastly, any excel spreadsheet of quantities and part numbers can be turned into a .csv file to load into PartStore as a Frequent Order List!

## How to access & use Frequent Order Lists:

- On the PartStore Homepage, in the "Resources" section, click on the "Frequent Order List" link.
- Or when your shopping cart is loaded with the parts you want to order, select "Save" and then "Frequent Order List". Give your list a name to save for future use.
- Next time you want to order that list in PartStore, select "Load List" when you are
  in the shopping cart and select "Frequent Order List" to see all of your saved
  Lists. You can add the parts to your shopping cart and then delete the individual
  parts you might not need to add additional parts necessary.
- If you have an excel list of quantities and part numbers, you can save that file as a .csv on your computer. In the PartStore shopping cart, select "Load List Upload File from PC" to bring those parts into your shopping cart. Again, that list can be "Saved" for future use.

For more details about PartStore Web and the Frequent Order Lists feature, please contact:

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