

## Parts Publisher DVD-ROM user manual

**Preamble:** Parts Publisher's functions are similar to those of the online programme on the Internet Parts Publisher (IPP) Extranet.

Go to the online help that can be downloaded from the Extranet, Parts Menu: click on the IPP User Manual link

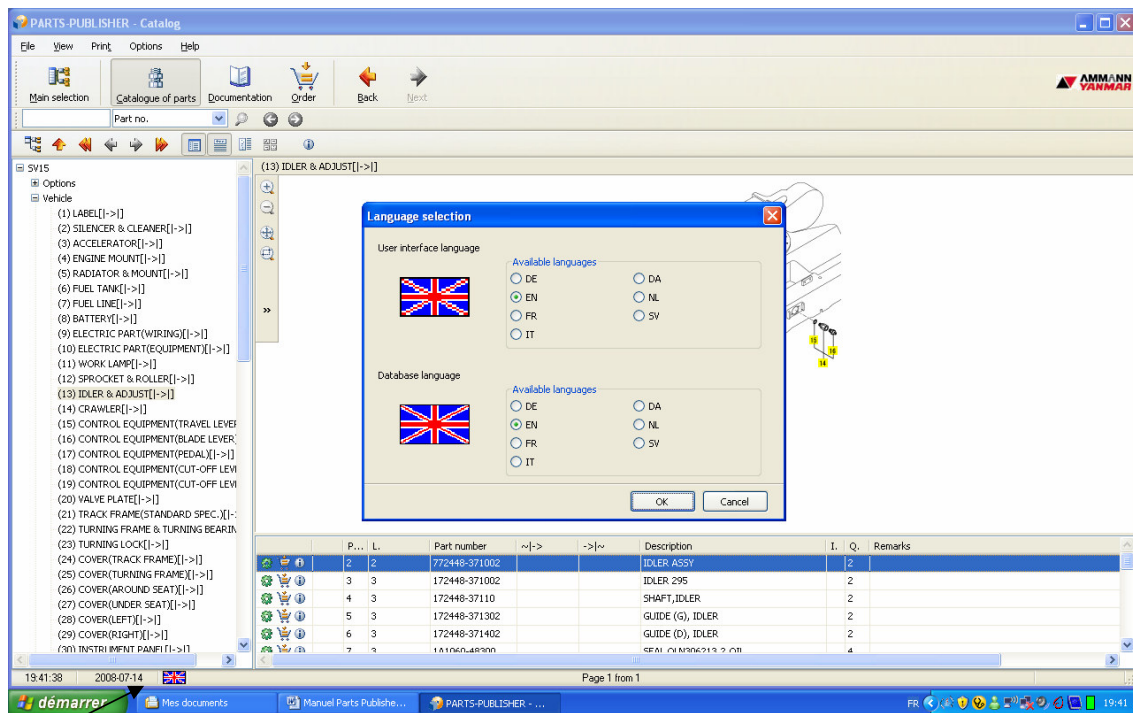
Parts Publisher is aimed at people that do not have access to the Internet and cannot consequently access IPP (Internet Parts Publisher):

- roaming technicians
- workshop staff
- outside repair workshops with no Extranet rights

This manual will present the two specific features of Parts Publisher not available in Internet Parts Publisher.

1. Changing language
2. Generating a document: Order, Quote or Inquiry

### 1. Changing language



In a catalogue, click on the flag in the bar at the bottom of the page and select the language. The default language is configured when Parts Publisher is installed on your PC.

## 2. Generating a document: Order, Quote or Inquiry

Parts Publisher enables you to prepare a list of parts, called "Order list". This order list may be then used to generate three types of documents:

- 1 Order
- 1 Quote
- 1 Inquiry (price and deadline).

### Examples:

A roaming technician can use Parts Publisher to:

- send 1 "Quote" to a customer
- send 1 "Order" to the head office

An outside workshop can use Parts Publisher to:

- send 1 "Inquiry" to a dealer (price and deadline)
- send 1 "Order" to a dealer

### Terminology:

- Sender = the one who puts in an order, sends a quote or makes an inquiry.
- Recipient = the one who receives the order, the quote or the inquiry

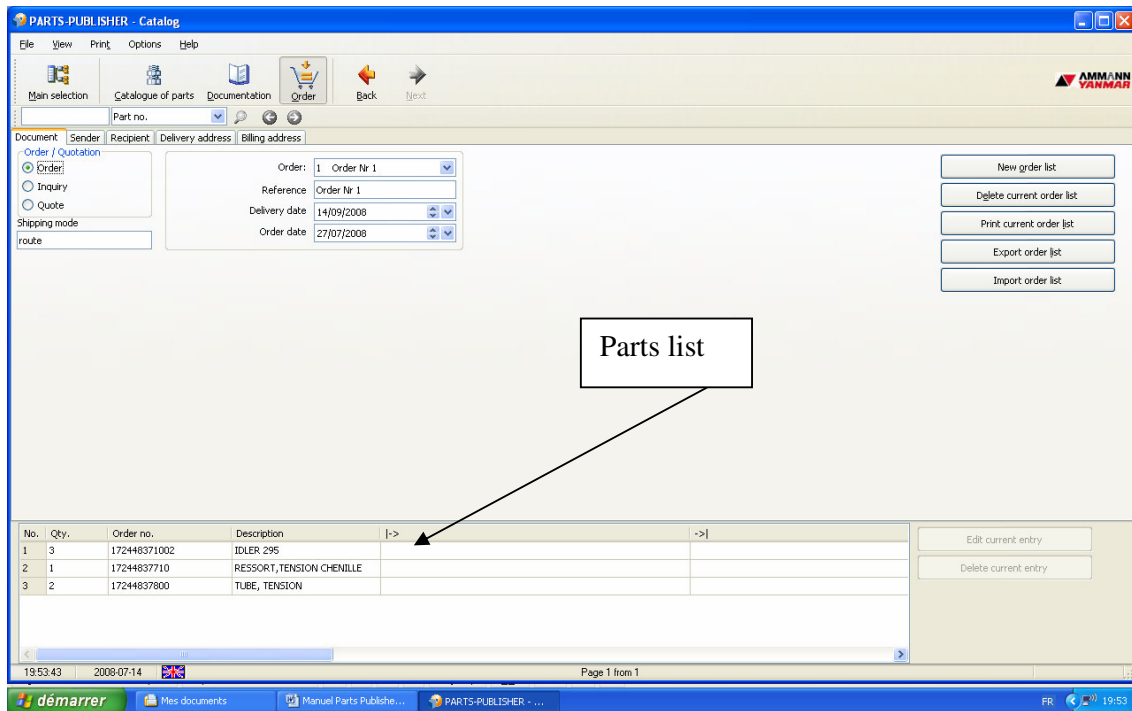
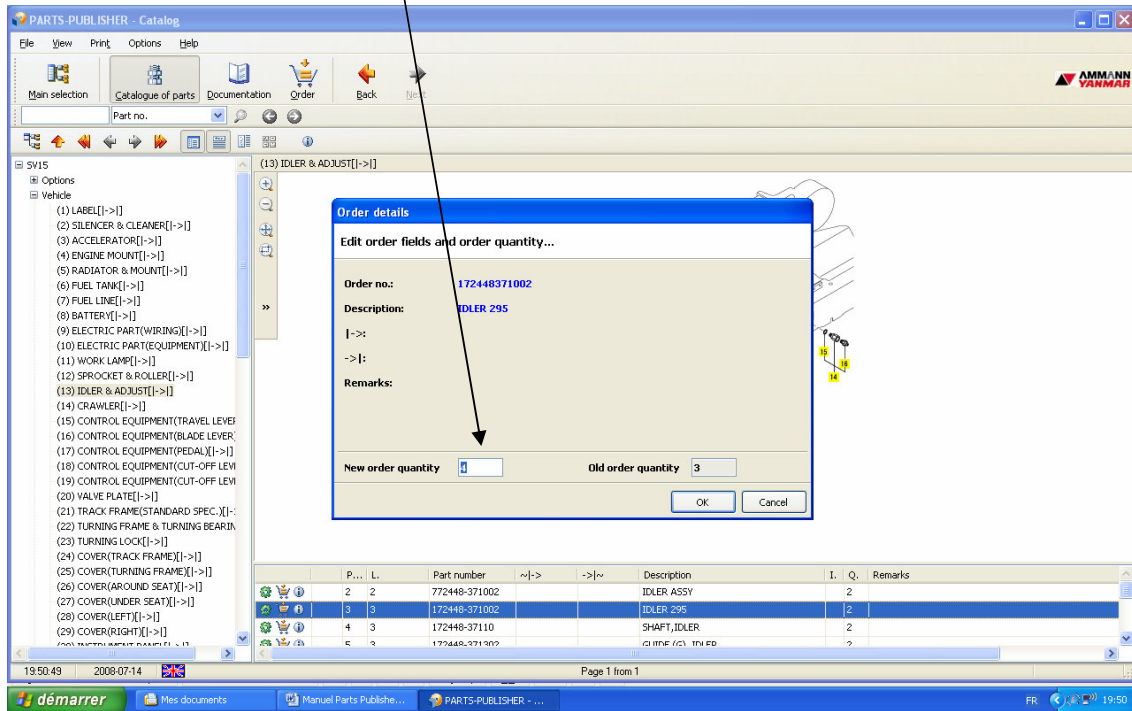
### Create 1 "Order List" from a page in the catalogue

	P...	L.	Part number	~ >	> ~	Description	I.	Q.	Remarks
	2	2	172448-371002			IDLER ASSY		2	
	3	3	172448-371002			IDLER 295		2	
	4	3	172448-371110			SHAFT_IDLER		2	
	5	3	172448-371302			GUIDE (S), IDLER		2	
	6	3	172448-371402			GUIDE (D), IDLER		2	
	7	3	172448-371402			SEAL O-RING		4	

Click on the basket to add the part selected in the "Order List"

Create the Order list (parts basket)

Change the quantity if required



Choose the type of document required: Order, Quote or Inquiry

The screenshot shows the 'PARTS-PUBLISHER - Catalog' application window. The 'Document' tab is active, and the 'Order / Quotation' section is selected. The 'Order' radio button is chosen. The interface includes a menu bar (File, View, Print, Options, Help), a toolbar with icons for 'Main selection', 'Catalogue of parts', 'Documentation', 'Order', 'Back', and 'Next', and a 'Part no.' input field. The 'Order' section contains fields for 'Order:' (dropdown), 'Reference:' (text), 'Delivery date:' (calendar), and 'Order date:' (calendar). On the right, there are buttons for 'New order list', 'Delete current order list', 'Print current order list', 'Export order list', and 'Import order list'. Below the form is a table with columns: No., Qty., Order no., Description, and ->. The table contains three rows of data. At the bottom, there is a status bar with the date '2008-07-14' and 'Page 1 from 1'. The Windows taskbar at the bottom shows the 'démarrer' logo and several open applications.

No.	Qty.	Order no.	Description	->
1	3	172448371002	IDLER 295	
2	1	17244837710	RESSORT,TENSION CHENILLE	
3	2	17244837800	TUBE, TENSION	

Click on the Sender tab to enter the sender information

The screenshot shows the 'PARTS-PUBLISHER - Catalog' application window with the 'Sender' tab selected. The 'Customer number' field is empty. The 'Company' section includes fields for 'Company' (TP SA), 'Name' (Martin), 'Contact / Division', 'Street / P.O. box' (rue du lac), 'P/C / City / Country' (52100 Saint-Dizier), 'Phone / Fax', 'E-mail', and 'URL'. There are buttons for 'New', 'Edit', 'Add', and 'Delete'. A callout box with an arrow points to the 'Standard' button, containing the text: "Standard" button to configure a default sender. On the right, there are buttons for 'New order list', 'Delete current order list', 'Print current order list', 'Export order list', and 'Import order list'. Below the form is a table with columns: Nr, Company, Name, Contact / Division, Street / P..., Plz, City, Country, and Pho. The table contains one row of data. At the bottom, there is a status bar with the date '2008-07-14' and 'Page 1 from 1'. The Windows taskbar at the bottom shows the 'démarrer' logo and several open applications.

Nr	Company	Name	Contact / Division	Street / P...	Plz	City	Country	Pho
	TP SA	Martin		rue du lac	52100	Saint-Dizier		

"New" button = create a new sender

"Edit" button = change an existing sender

"Add" button = record a new sender

"Delete" button = remove an existing sender

Click on the Recipient tab to enter the recipient information

Document | Sender | Recipient | Delivery address | Billing address

Company: Client 2 SA

Name:

Contact / Division:

Street / P.O. box: petite rue

P/C / City / Country: 55000 Bar-le-duc

Phone / Fax:

E-mail:

URL:

Buttons: New, Edit, Add, Delete, Standard, New order list, Delete current order list, Print current order list, Export order list, Import order list

Company	Name	Contact / Division	Street / P. ....	Plz	City	Country	Phone	Fa
TP HEA...		Purchasing Depart...	rue du louvre	75000	PARIS			
Client 2...			petite rue	55000	Bar-le-duc			
TP HEA...		Purchasing Depart...		75000	PARIS			

No.	Qty.	Order no.	Description	->
1	3	172448371002	IDLER 295	
2	1	17244837710	RESSORT,TENSION CHENILLE	
3	2	17244837800	TUBE, TENSION	

19:58:52 2008-07-14 FR Page 1 from 1

Click on the Delivery Address tab to enter a delivery address (if different to the Recipient address)

Document | Sender | Recipient | Delivery address | Billing address

Company: Client 2 SA

Name: Mr Durand

Contact / Division:

Street / P.O. box:

P/C / City / Country: 52100 Saint-dizier

Phone / Fax:

E-mail:

URL:

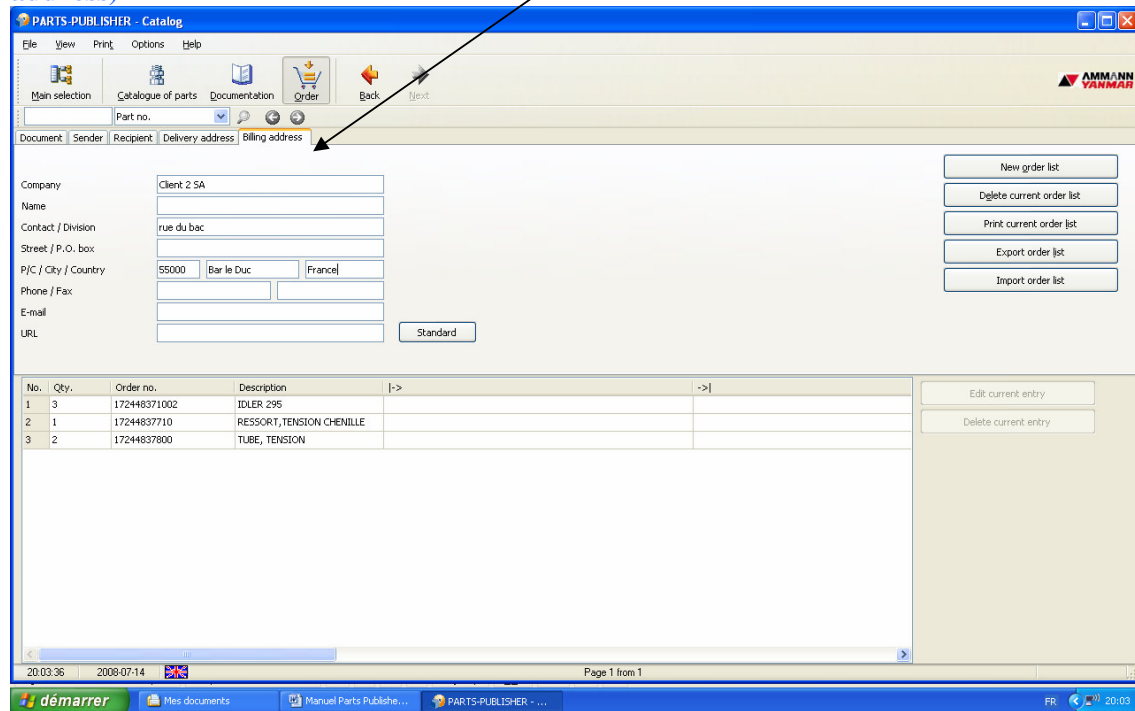
Buttons: New order list, Delete current order list, Print current order list, Export order list, Import order list

Company	Name	Contact / Division	Street / P. ....	Plz	City	Country	Phone	Fa
TP HEA...		Purchasing Depart...	rue du louvre	75000	PARIS			
Client 2...			petite rue	55000	Bar-le-duc			
TP HEA...		Purchasing Depart...		75000	PARIS			

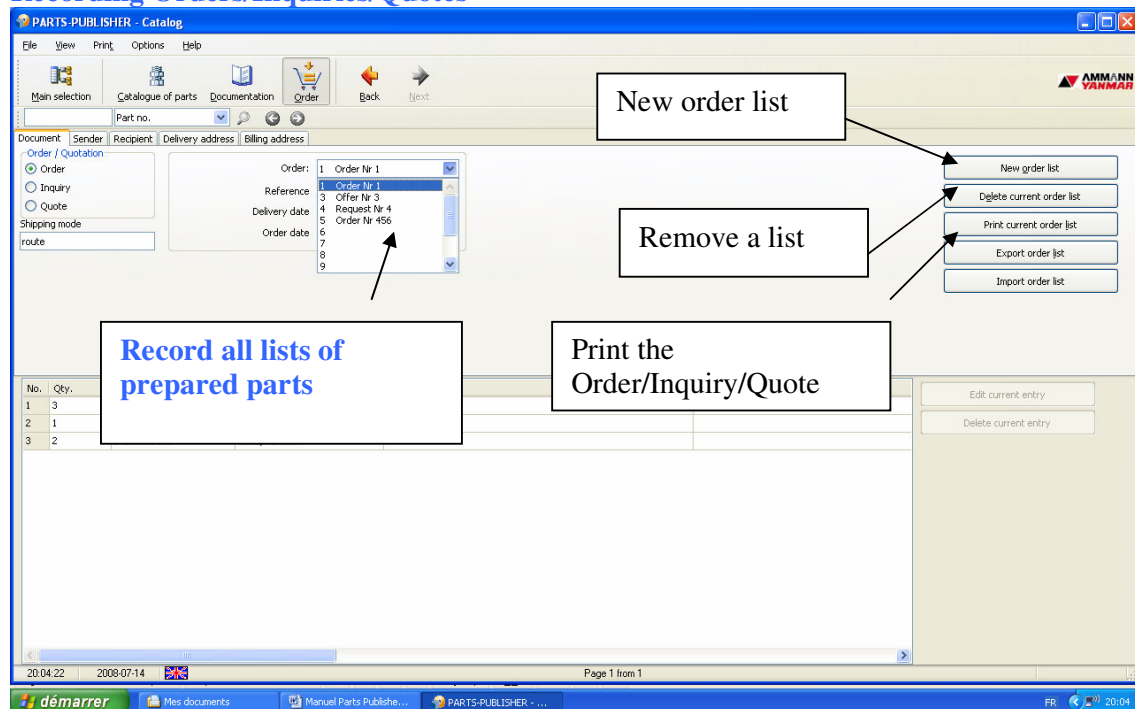
No.	Qty.	Order no.	Description	->
1	3	172448371002	IDLER 295	
2	1	17244837710	RESSORT,TENSION CHENILLE	
3	2	17244837800	TUBE, TENSION	

20:01:02 2008-07-14 FR Page 1 from 1

Click on the Billing Address tab to enter a delivery address (if different to the Recipient address)



## Recording Orders/Inquiries/Quotes



## Printing an Order

**Print preview** [Close]

cm 0 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43

Order  
 Inquiry  
 Quote

**Recipient:**  
**Client 2 SA**

**Sender:** TP SA  
 Martin  
 rue du lac  
 52100 Saint-Dizier  
 Phone:  
 Fax:  
 Email:

**Delivery address:** Client 2 SA  
 Mr Durand  
 rue du lac  
 52100 Saint-Dizier  
 Phone:  
 Fax:  
 Email:

**Billing address:** Client 2 SA  
 rue du lac  
 55000 Bar-le-Duc  
 France  
 Phone:  
 Fax:  
 Email:

petite rue  
**55000 Bar-le-duc**  
 Phone:  
 Fax:  
 E-mail:  
**Order/Inquiry/Quote date**  
 27/07/2008  
**Delivery date**  
 14/09/2008

Q#	Order no.	Description	QTY	UOM	Remarks
1	12244837082	ESLDR 200			
1	12244837710	RESSORT TENGON CHEVILLE			
1	12244837800	TUBE TENGON			

Page 1 from 1

75% 1 / 1

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## Printing a Quote

**Print preview** [Close]

cm 0 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43

Order  
 Inquiry  
 Quote

**Recipient:**  
**Client 2 SA**

**Sender:** TP SA  
 Martin  
 rue du lac  
 52100 Saint-Dizier  
 Phone:  
 Fax:  
 Email:

**Delivery address:** Client 2 SA  
 Mr Durand  
 rue du lac  
 52100 Saint-Dizier  
 Phone:  
 Fax:  
 Email:

**Billing address:** Client 2 SA  
 rue du lac  
 55000 Bar-le-Duc  
 France  
 Phone:  
 Fax:  
 Email:

petite rue  
**55000 Bar-le-duc**  
 Phone:  
 Fax:  
 E-mail:  
**Order/Inquiry/Quote date**  
 27/07/2008  
**Delivery date**  
 14/09/2008

Q#	Order no.	Description	QTY	UOM	Remarks
1	12244837082	ESLDR 200			
1	12244837710	RESSORT TENGON CHEVILLE			
1	12244837800	TUBE TENGON			

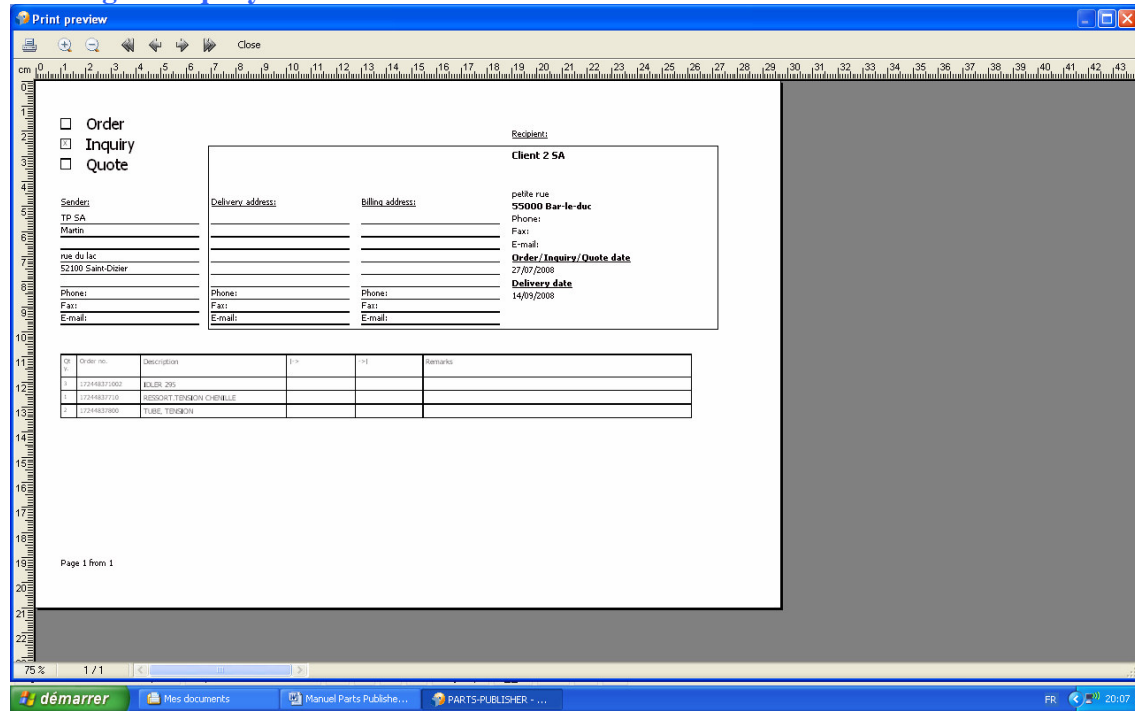
Page 1 from 1

75% 1 / 1

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## Printing an Inquiry



## Export or import a list of parts (2 formats possible: txt or xml)

