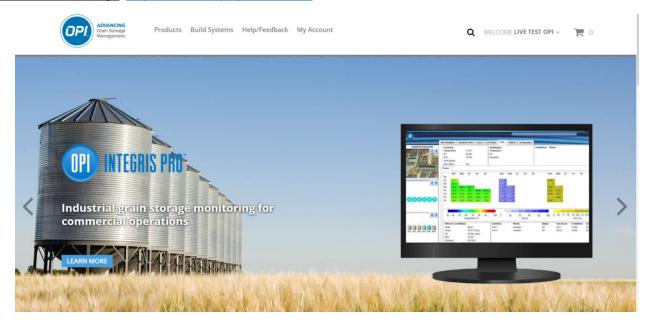
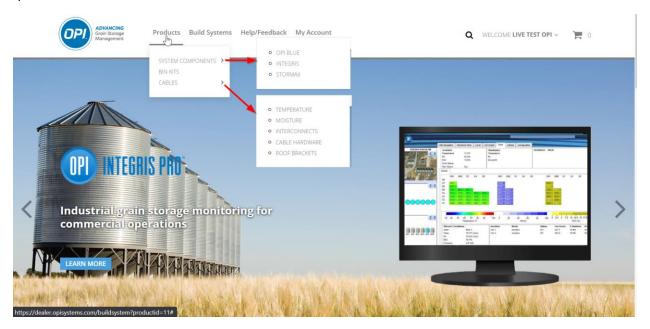


## **Dealer Portal Basics**

<u>Dealer Portal Home Page</u>: <a href="https://dealer.opisystems.com/">https://dealer.opisystems.com/</a>

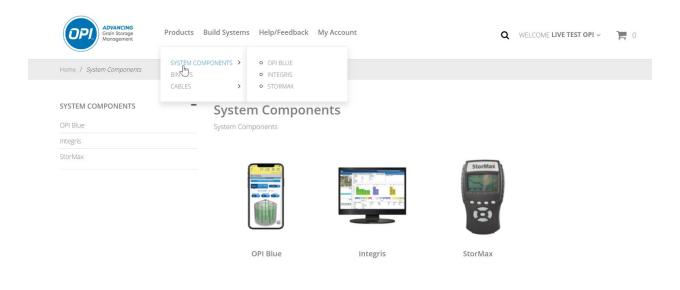


<u>Product Tab</u>-Used to order or quote individual parts for systems and cables. Bin kits is for premade kits(not very common)

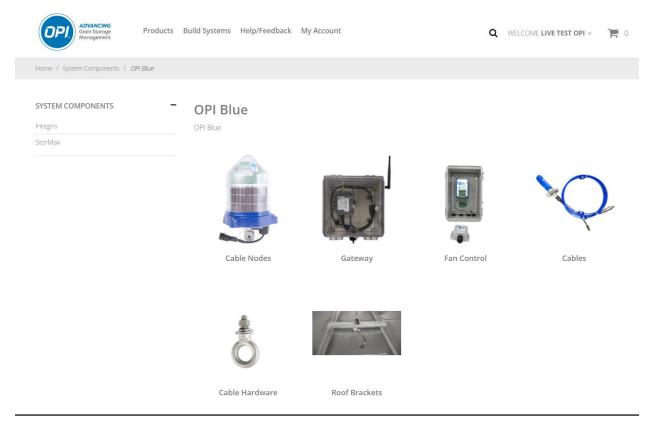




**Products tab-** To order parts for a specific system go to Products>System Components then you can select the system you are working with

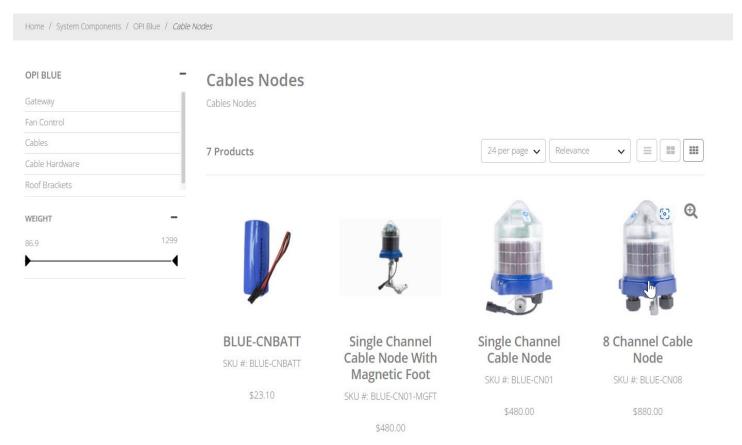


## **<u>Products tab-</u>** Once the system is selected you can select what components you are looking for



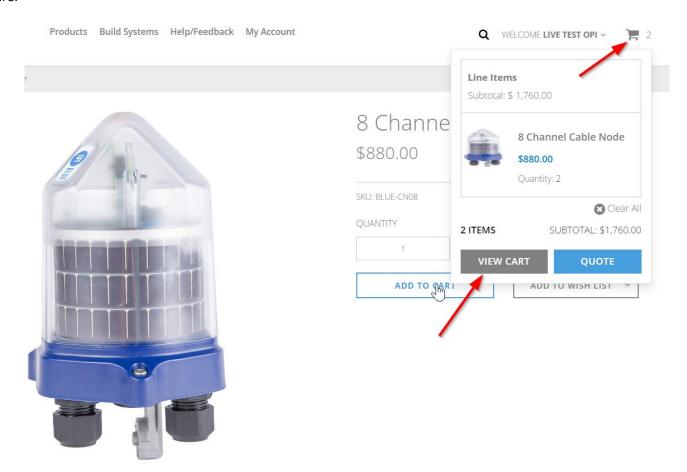


Once your group of parts are selected you can select the part you are looking for. You can see dealer cost prices, SKU# and part name and photo. Select the part you want and it will give you more detail and allow you to add it to your cart.





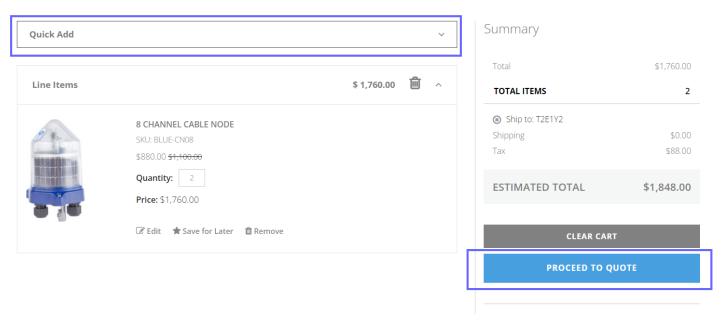
Once you select the part you will have the option to select the quantity of parts and add to the cart or a wish list. When the part is added to the cart you can view from two spots shown below. You can also go right to quoting from here.





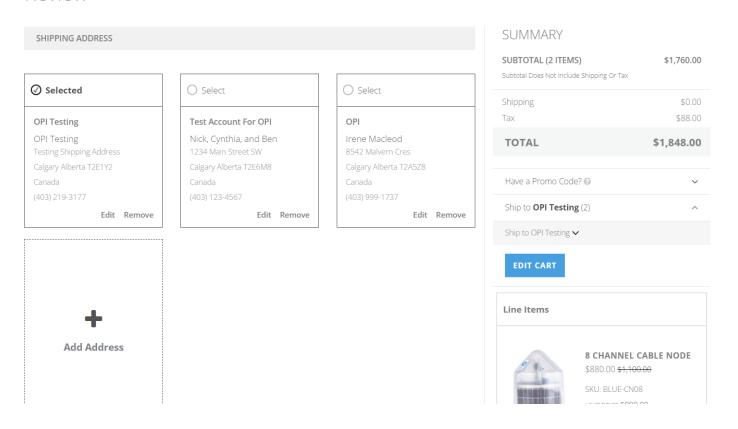
From the cart you can add more parts from the "Quick Add" if you know the name or SKU. Once parts list is completed you can "Proceed to Quote".

Cart



1. Checkout Information > 2. Review

## Review





<u>Job ID</u> is for reference for both the dealer and OPI. If questions come up it helps locate the quote or invoice quickly if the Invoice number or PO is not known. Also helps reference the job when parts and kits arrive.

**PO** is required to place the order with OPI

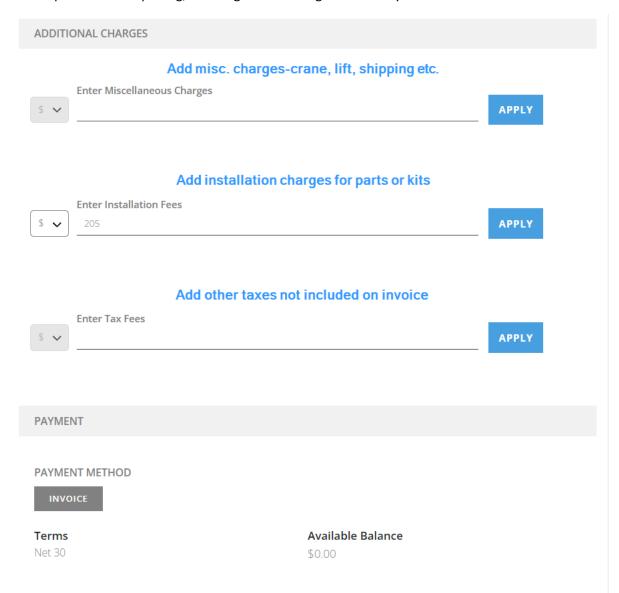
**MEMO** is only visible to OPI for special instructions need from the dealer to OPI

<u>Note to customer</u> is information for the customer when parts or kits being shipped directly to them to help understand what the shipment is for.

PO #  Testing/Training  Memo (visible by OPI, n	PO required on customer quote)	d to place order
Testing/Training	•	d to place order
	ot visible on customer quote)	
Memo (visible by OPI, n	ot visible on customer quote)	
		Special info for OPI and Dealer
Note to Customer	If shipping direct to	customer-Instructions for them.
Replace two Nodes on No	orth Bins	
DELIVERY METHOD		ct will be delivered. Normally vill select the best method.
D		

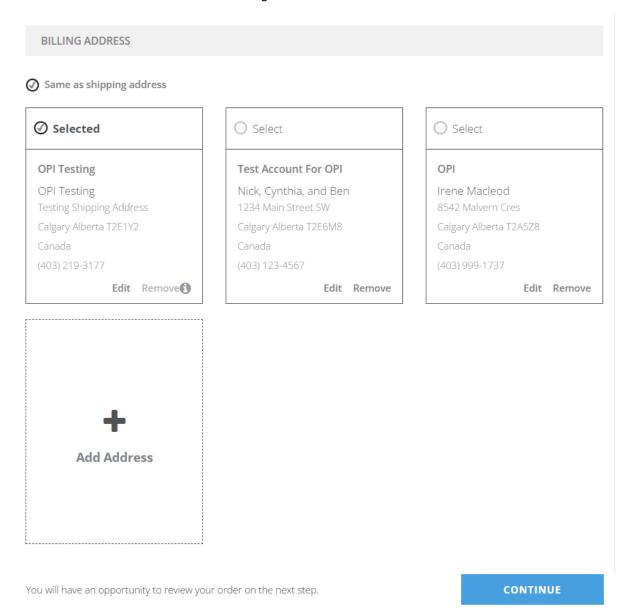


<u>Additional Charges</u> allows the dealer to add Miscellaneous, Installation and Tax Fee charges to the quote or invoice to provide a one stop solution for quoting, ordering and invoicing for an OPI System.





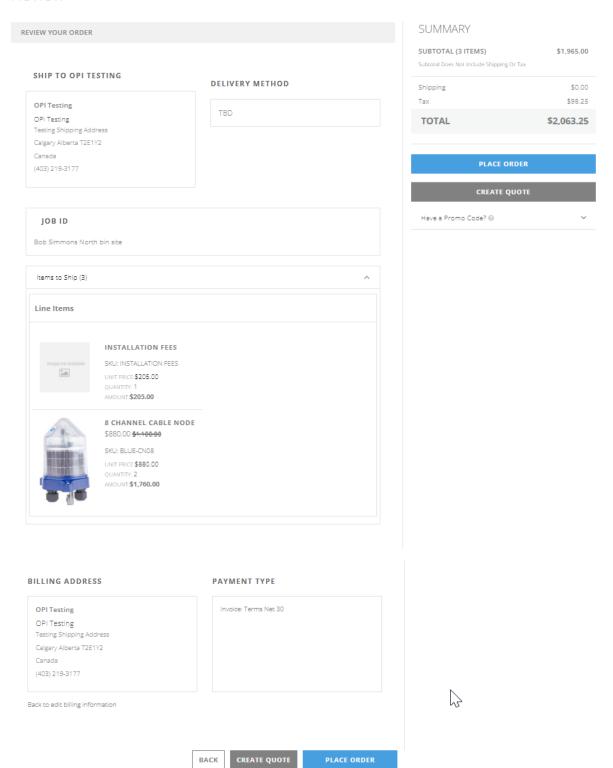
<u>Billing Address</u> can be selected from past addresses or a new one can be added by selecting *Add Address*. *Once billing address has been selected hit continue in the lower right corner* 





<u>Review</u> your order to ensure all your information is correct. You will see the parts selected, additional charges, Job ID, billing address, Payment Type and a summary of the total. From here you can continue to *Place Order or Create Quote*.

## Review





<u>Placing the Order</u> will order the product from OPI and Give you an ORDER number and order confirmation to download.



