

### Available in Manager SE Versions 8.4.1 and higher, follow the 2 step process to complete the update

(Need Help? Click Click Here to request assistance, or contact support at (914)697-9400)





#### Step 1:

 Within Manager SE go to "Configurations" —> "Special Maintenance" —> "Toggle Catalog Availability"



• Select Nexpart Catalog and switch the OFF toggle to ON, Click "Save" at the bottom of the page



#### Step 2:

- Connect your vendors using either your **Username** and **Password** or your **Nexpart Token**
- Open Manager SE, go to **"Configurations" "Vendor Setup"**







# How to upgrade your Nexpart Catalog Button & Vendors

• Click "Add"

Vendor Setup		
Vendor Name	A	Code
Click on column heading to sort.	Add Edit Delete	ОК

• Enter in the Vendor's information and Click "Setup Link"

Code	1234			
Vendor Type	<none></none>		Enter	your
Name	ABC Auto Parts		Ven	dor
Contact	John Smith		inform	ation
Address	555 Street			auor
Zip City, State	11111-1			
Phone Number	000	Ext		
Fax Number	000	Ext		
E-mail				
Account Class	<none></none>		~	
Terms				
Limits				
Comments				^
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	-	-		_
Purchase History	Setup Link	Unlink	Cancel	OK

• Within the window select "Setup Nexpart Catalog - Enhanced Link" and Click "OK"

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• Enter your vendor Username and Password or your Nexpart Token and Click "Save"



- Repeat steps for all vendors
- *IMPORTANT:* If you have existing parts in your inventory you will need to update the vendor once the switch is complete <u>Click Here fo Instructions.</u>
- Instructions to Nexpart Token
  - A unique token will be required for each of your part vendors. Token ID's can be accessed within the **My Account** screen.

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\*\*\*If you have multiple vendors it is recommended that you copy the token and save it for when you complete the Nexpart Catalog Login process

# <u>Click Here</u> to request assistance or Contact Support at (914) 697-9400

