

QUICK REFERENCE GUIDE

01 SEARCHING FOR PART INFORMATION

I WANT TO:

SEARCH FOR A PART:

SEARCH BOX ON HOMEPAGE TOP BAR

Use Horizon or Manufacturer Numbers and / or Descriptive Words.

CATEGORIES & ATTRIBUTE FILTERS

Use Wholesale Parts on Top Menu Bar or Part Categories in Left Pane.

SEARCH SPECIFIC PARTS:

INTERACTIVE EXPLODED DIAGRAMS

Go to the Appropriate Sub-Category within the Exploded Diagrams Category and Use Attributes to find the Appropriate Diagram.

PART SPECIFIC INFORMATION:

FIND ITEM USING SEARCH OR CATEGORY & ATTRIBUTES

Click on the Item and go to the Single Item Display Page. You can View all of an item's Applicable Numbers, Descriptions, Technical Documents, Specifications, Recommended Items, and Much More.

02 TOOLS

I WANT TO:

DOCUMENTATION LIBRARY:

TOP MENU BAR:

Service & Support > Tech > Documentation Library

EXPERT TECH - IDENTIFY A PART:

TOP MENU BAR:

Service & Support > Tech > Match a Part

03 ACCOUNT & ORDER INFORMATION

I WANT TO:

FIND ORDER TRACKING #:

TOP MENU BAR:

My Account > Account Directory > Invoice History & RMA
Search for proper invoice & click on [View](#)

START A RETURN:

TOP MENU BAR:

My Account > Account Directory > Invoice History & RMA
Search for proper invoice & click on [Start RMA](#)

ITEM PURCHASE HISTORY:

TOP MENU BAR:

My Account > Account Directory > Product Purchase History

04 ACCOUNT SET-UP

I WANT TO:

SET PRICING TO RETAIL:

TOP MENU BAR:

My Account > Account Directory > Pricing Display & Order Reference
Select **Retail** from the drop down and [Set Your Margin](#)

LOGIN SHOWING ONLY RETAIL PRICING:

TOP MENU BAR:

My Account > Account Directory > Edit Restricted Users
Add a user and select desired Access Control

ADD/EDIT SHIP-TO ADDRESSES:

TOP MENU BAR:

My Account > Account Directory > Maintain Ship-To Addresses