



# **NAPA Internet Catalog Setup & E-Procurement**

**VAST Point-of-Sale  
Version 6.7.X**

Technical Support: 1-800-803-9762

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## **DISCLAIMER**

***THERE IS A POSSIBILITY THAT YOU MAY HAVE PARTS BUILT IN YOUR SYSTEM THAT COULD HAVE THE SAME MANUFACTURER AND PART NUMBER AS A NAPA PART, BUT ACTUALLY IS A TOTALLY DIFFERENT PART.***

**EXAMPLE:** NAPA 12345 is a shock (already built on your system)  
NAPA 12345 is a brake (will be downloaded from NAPA)

***IF YOU HAVE PARTS BUILT IN YOUR SYSTEM THAT EXIST IN THE NAPA DOWNLOAD, BUT ARE ACTUALLY DIFFERENT PART NUMBERS, THE ORIGINAL PARTS ON YOUR MASTER WILL BE UPDATED WITH THE NAPA PART DESCRIPTION AND PRICING AS PART OF THE DOWNLOAD. PLEASE MAKE SURE THAT YOU ARE AWARE OF THIS AND TAKE ANY NEEDED STEPS TO ENSURE YOUR CURRENT PARTS ARE NOT ALTERED AS PART OF THE DOWNLOAD PROCESS.***

## Catalog Setup & E-Procurement

### *Introduction*

The following document describes the setup required for the **NAPA E-Procurement** systems with VAST Point of Sale via the **OpenWebs™** Messaging Server. This integration with Vast will allow Vast Point of Sale locations to do place electronic Outside Purchase Orders and regular stock replenishment orders to TAMS jobbers via the **OpenWebs™** Messaging Server.

This new **OpenWebs™** Interface to **NAPA** will be provided for in VAST Point of Sale version 6.4.x or higher.

### *Requirements*

The following is **required** in order to install and run the **NAPA E-Procurement** for **OpenWebs™** on your system.

1. A *High Speed Internet* connection.
2. Install or upgrade to Vast version 6.7.x or higher. Enter your valid Vast NAPA registration key (provided by CPT) when prompted during the installation process.

## Control File

There are two flags in 'Control File' that need to be turned on for the **NAPA OpenWebs™ Interface** to work. These may be check marked for you automatically after upgrading VAST with your new NAPA registration code. Please perform the following steps to verify the setup:

1. Open 'VAST Maintenance'.
2. Go to 'Controls' and click on the 'Point Of Sale' Tab. You will see a screen similar to the one shown below. Verify that there is a "check" in the 'Using NAPA' checkbox. This indicates you will be using the **NAPA Catalogs**. If there is not, please put a checkmark in the box.

The screenshot shows the 'Control File' window with the 'Point of Sale' tab selected. The window is divided into several sections: 'Additional Operating System', 'Parts/Catalogs Reporting', 'Average Cost Misc', 'Fees/Road Hazard/Warranties General', 'Purchases', 'General Ledger', 'Outside Purchase Accounts Receivable', and 'System Parameters'. The 'Using NAPA' checkbox is checked and highlighted with a red box.

| Field                             | Value           | Checkbox                            |
|-----------------------------------|-----------------|-------------------------------------|
| Guarantee label                   | Big labels      | <input type="checkbox"/>            |
| Green After                       |                 | <input checked="" type="checkbox"/> |
| Red Until                         |                 | <input checked="" type="checkbox"/> |
| GM levels                         | 75 65           | <input checked="" type="checkbox"/> |
| Logo Position                     | Left            | <input checked="" type="checkbox"/> |
| Sales Tax Rate                    | 7.0000          | <input checked="" type="checkbox"/> |
| Cost multiplier                   | 2.50            | <input checked="" type="checkbox"/> |
| Type of Cost                      | Part            | <input checked="" type="checkbox"/> |
| On COM Port                       |                 | <input checked="" type="checkbox"/> |
| Device Name                       | SignatureGem1x5 | <input checked="" type="checkbox"/> |
| TCP/IP Address                    | 127.0.0.1       | <input checked="" type="checkbox"/> |
| Audio Location                    |                 | <input checked="" type="checkbox"/> |
| Force cash in                     |                 | <input type="checkbox"/>            |
| Using phone quotes                |                 | <input checked="" type="checkbox"/> |
| Using tires                       |                 | <input checked="" type="checkbox"/> |
| Using warranties                  |                 | <input checked="" type="checkbox"/> |
| Using service maint.              |                 | <input checked="" type="checkbox"/> |
| Force maint. at cust. entry       |                 | <input checked="" type="checkbox"/> |
| Capture coupon expire date        |                 | <input checked="" type="checkbox"/> |
| Force outside purch at POS        |                 | <input type="checkbox"/>            |
| Force outside purch at EOD        |                 | <input type="checkbox"/>            |
| Using MacDonalds                  |                 | <input checked="" type="checkbox"/> |
| Mileage In Out                    |                 | <input type="checkbox"/>            |
| Using Ren Pearson                 |                 | <input type="checkbox"/>            |
| Using NAPA                        |                 | <input checked="" type="checkbox"/> |
| Edit trade-in cost                |                 | <input type="checkbox"/>            |
| Use zero cost warning on estimate |                 | <input checked="" type="checkbox"/> |
| Using FEEs                        |                 | <input checked="" type="checkbox"/> |
| Tax labor                         |                 | <input checked="" type="checkbox"/> |
| GM in estimates                   |                 | <input checked="" type="checkbox"/> |
| Plain paper est.                  |                 | <input checked="" type="checkbox"/> |
| Using catalogs                    |                 | <input checked="" type="checkbox"/> |
| Economy parts                     |                 | <input checked="" type="checkbox"/> |
| Capture DOT                       |                 | <input checked="" type="checkbox"/> |
| Overall discount                  |                 | <input checked="" type="checkbox"/> |
| Edit cost at POS                  |                 | <input checked="" type="checkbox"/> |
| Update cost at invoice            |                 | <input type="checkbox"/>            |
| Print labor total by job          |                 | <input checked="" type="checkbox"/> |
| Show all tires                    |                 | <input checked="" type="checkbox"/> |
| Build Parts on Master             |                 | <input checked="" type="checkbox"/> |
| Using Key Tag                     |                 | <input checked="" type="checkbox"/> |
| CustLink\MailMark                 |                 | <input type="checkbox"/>            |

3. Then, click on the 'Operating System' Tab. You will see a screen similar to the one shown below. Verify that there is a "check" in the 'Using OpenWebs' checkbox. This gives you access to the **OpenWebs Network** in VAST Maintenance. If there is not, please put a checkmark in the box.

The screenshot shows the 'Control File' window with the 'Operating System' tab selected. The window is divided into several sections: 'Fees/Road Hazard/Warranties General', 'Purchases', 'General Ledger', 'Outside Purchase Accounts Receivable', 'Additional Operating System', '\*Point of Sale Reporting', 'System Parameters', 'Parts/Catalogs Reporting', 'Average Cost Misc', and 'Misc'. The 'Using OpenWebs' checkbox is checked and highlighted with a red box.

| Field                           | Value | Checkbox                            |
|---------------------------------|-------|-------------------------------------|
| Using Citrix or Terminal Server |       | <input type="checkbox"/>            |
| MS Message Queue Path:          |       | <input checked="" type="checkbox"/> |
| Using Webservices               |       | <input checked="" type="checkbox"/> |
| Using AutoZone Price Update     |       | <input checked="" type="checkbox"/> |
| Using WorldPac                  |       | <input type="checkbox"/>            |
| Using PartsXchange              |       | <input type="checkbox"/>            |
| Using Commerce Server           |       | <input type="checkbox"/>            |
| Using Tire Trading              |       | <input type="checkbox"/>            |
| Default Acct Code for Tires:    |       |                                     |

4. Click '**Done**' and '**OK**' to the message telling you that your changes will take affect the next time you open VAST.
5. Quit out of '**VAST Maintenance**' using the "**X**" in the top right hand corner of the screen.
6. Go back into '**VAST Maintenance**' and go to '**Security**'. You don't need to do anything except click the '**Save**' button. Click '**OK**' to the message that your changes will take affect the next time you open VAST.
7. Quit out of '**VAST Maintenance**' again using the "**X**" in the top right hand corner of the screen. If you **do not quit** out of '**VAST Maintenance**', your changes **will not** take affect and you **will not** see the menu options described in the rest of this document.

## Configure The NAPA Internet Catalogs

**NOTE:** NAPA INTERNET CATALOGS are only available in VAST Version 6.7.X or higher.

### Setup:

1. Open 'VAST Maintenance'.
2. Go to the 'NAPA Catalog Configuration' screen:

The screenshot shows the 'NAPA Configuration' dialog box with the 'General Setup' tab selected. The 'Initial Setup' section contains the following fields and controls:

- Distribution Center:** 4 - Atlanta, GA (with a browse button '...') and an 'Update Dist Centers' button.
- Customer Type:** -1 - STANDARD (with a browse button '...') and an 'Update Cust Types' button.
- NAPACatalogServ.ini Path:** (with a browse button '...')
- Customer ID:** (empty text box)
- Use Napa's Web Images:**
- Use Napa's Internet Catalog:**  **Internet Catalog URL:** http://www.napaecat.com/scripts/NAPAE

The 'Catalog Price Update' section contains:

- Price Update File Path:** (empty text box with a browse button '...')
- Update Catalog Prices** button

At the bottom of the dialog are 'Cancel' and 'Done / Save' buttons.

3. Check the 'Use Napa's Internet Catalog' box.
4. Enter the 'Internet Catalog URL'. *\*Note: CPT will supply the URL to enter.*

Example (enter the entire string):

<http://www.napaecat.com/scripts/NAPAEatCPTUS.dll>

5. Click the 'Done/Save' button to exit the screen.
6. Re-enter the "Napa Catalog Configuration" screen by clicking on the icon on the Vast Maintenance main menu.
7. Then click on the 'Update Dist Centers' button. You will see a message appear, click **YES**. When the update is finished you will see another message box appear. Click **OK**.
8. Then click on the 'Update Cust Types' button. You will see a message appear, click **YES**. When the update is finished you will see another message box appear. Click **OK**.
9. Click the 'Done/Save' button to exit the screen.

## Define The Catalogs

1. Open 'VAST Maintenance'.
2. Go to 'Catalogs'. You will see a screen similar to the one shown below. Verify that the information for the different **NAPA Catalogs** is correct. The list of catalog information is provided below. *\*Note: The Graph, Path, Sub are not used if the 'NAPA Internet Catalog' is selected.*

| Type | Catalog | Description     | MFG  | Graph                    | Path | Sub |
|------|---------|-----------------|------|--------------------------|------|-----|
| 1    | NAPACAT | N Filters       | NAPA | <input type="checkbox"/> |      |     |
| 10   | NAPACAT | ENG & GASKETS   | NAPA | <input type="checkbox"/> |      |     |
| 11   | NAPACAT | ELECTRICAL      | NAPA | <input type="checkbox"/> |      |     |
| 12   | NAPACAT | A/C             | NAPA | <input type="checkbox"/> |      |     |
| 13   | NAPACAT | ENGINE KITS     | NAPA | <input type="checkbox"/> |      |     |
| 14   | NAPACAT | ENGINE KITS PER | NAPA | <input type="checkbox"/> |      |     |
| 15   | NAPACAT | RELAY/SWITCH    | NAPA | <input type="checkbox"/> |      |     |
| 2    | NAPACAT | BELTS & HOSES   | NAPA | <input type="checkbox"/> |      |     |
| 3    | NAPACAT | N Brakes        | NAPA | <input type="checkbox"/> |      |     |
| 4    | NAPACAT | FUEL & EMISSION | NAPA | <input type="checkbox"/> |      |     |
| 5    | NAPACAT | HEATING/COOLING | NAPA | <input type="checkbox"/> |      |     |
| 6    | NAPACAT | EXHAUST         | NAPA | <input type="checkbox"/> |      |     |
| 7    | NAPACAT | N Shocks        | NAPA | <input type="checkbox"/> |      |     |

| Type | Catalog | Description     | MFG  |
|------|---------|-----------------|------|
| 1    | NAPACAT | Ign/Filters     | NAPA |
| 10   | NAPACAT | Eng & Gaskets   | NAPA |
| 11   | NAPACAT | Electrical      | NAPA |
| 12   | NAPACAT | A/C             | NAPA |
| 13   | NAPACAT | Engine Kits     | NAPA |
| 14   | NAPACAT | Engine Kits Per | NAPA |
| 15   | NAPACAT | Relay/Switch    | NAPA |
| 2    | NAPACAT | Belts & Hoses   | NAPA |
| 3    | NAPACAT | Brakes          | NAPA |
| 4    | NAPACAT | Fuel & Emission | NAPA |
| 5    | NAPACAT | Heating/Cooling | NAPA |
| 6    | NAPACAT | Exhaust         | NAPA |
| 7    | NAPACAT | Steering/Suspen | NAPA |
| 8    | NAPACAT | Drivetrain      | NAPA |
| 9    | NAPACAT | Vision & Safety | NAPA |

3. Once you have verified all of the entries, click 'Done' to leave the screen.

## OpenWebs Setup & Configuration

1. Open 'VAST Maintenance'.
2. Go to 'OpenWebs Network Maintenance'. Click the 'Add New' button on the bottom of the screen.
3. You will see a screen similar to the one shown below. This screen is where you will enter the **Network IP Address, Access Login Codes** and the **Checkboxes** that will determine how NAPA will interface with VAST. You will enter the information that the *OpenWebs System Administrator* has provided you with here.

**OpenWebs Administration**

OpenWebs Networks | **Network Details** | Pricing Setup | MFG Mapping

Company: 0002  
 Network ID: NAPA  
 Description: NAPA-DW  
 OpenWebs User ID: D01000TEST  
 OpenWebs Password: D01000TEST  
 OpenWebs Server IP: ow.napaecat.com  
 Vast Network Location ID:  
 Default Manner of Transport:  
 Menu Label for Network:

Allow Tire Lookup by Speed/Load Rating?   
 Process Order Parameter Updates?   
 Process Price/Part Updates?   
 Process Updates For All Shops?   
 Support Order Parameters?   
 Separate Part and Tire Orders?   
 Receive Updates From Multi-Stores?   
 Allow Order From Warehouse When Qty = 0

Master Last Run Date:  
 Customer Last Run Date: 2/1/2006  
 Network Customer ID:  
 Network Ship to ID: 0

Download DW Order Parameter Table

Delete Cancel Save Add New Done

4. Put a checkmark in the "Allow Order From Warehouse When Qty = 0" checkbox.
5. Click 'Save' to save your changes.
6. Then click on the 'Pricing Setup' tab. You will see a screen similar to the one shown on the following page.

**OpenWebs Administration**

OpenWebs Networks    Network Details    **Pricing Setup**    MFG Mapping

**Customer Price Files**

Customer Price URL:

Customer Price User Name:

Customer Price Password:

**Master Price Files**

Master Price URL:

Master Price User Name:

Master Price Password:

**Modify Manufacturers to be Processed**

Delete    Cancel    Save    Add New    Done

7. In the '**Customer Price Files**' section, you will need to enter the following information:

**Customer Price URL: ow.napaecat.com**

**Customer Price Username:** <supplied by CarParts Technologies>

**Customer Price Password:** <supplied by CarParts Technologies>

8. Then click '**Save**' and '**Done**' to leave the screen.

## OpenWebs Master Update

1. Open 'VAST Maintenance'.
2. Go to 'OpenWebs Master Update'. You will see a screen similar to the one shown below.

OpenWebs Options

Network ID: NAPA

Price Update (FTP Data Download)  
 Master File Update (FTP Data Download)  
 Process Pending Part Import Records - (No Data Download)  
 Master/Price Update Report  
 Remove Completed Import Records  
 Remove All Import Records

3. Select "NAPA" from the 'Network ID' dropdown list.
4. Then select the 'Remove All Import Records' radio button at the bottom of the screen and click **SELECT**.
5. You will see a message box appear which states that the records will be deleted. Click **YES** on this message box.
6. Then select the 'Price Update' radio button and click **SELECT**. You will see a small progress bar appear.
7. After a few minutes, you will see the following screen. Click **DONE**.

(Openwebs) Choose manufacturers you wish to process

= New Manufacturer

| Process                             | Manufacturer |
|-------------------------------------|--------------|
| <input checked="" type="checkbox"/> | BAT          |
| <input checked="" type="checkbox"/> | ECH          |
| <input checked="" type="checkbox"/> | FIL          |
| <input checked="" type="checkbox"/> | NBH          |
| <input checked="" type="checkbox"/> | NS           |
| <input checked="" type="checkbox"/> | RR           |
| <input checked="" type="checkbox"/> | SFI          |
| <input checked="" type="checkbox"/> | SS           |
| <input checked="" type="checkbox"/> | TS           |
| <input checked="" type="checkbox"/> | UP           |

Company: 4602

Network ID: NAPA

Description: NAPA-0W

Show All Manufacturer Codes  
 Show Only New Manufacturer Codes

New manufacturer codes will default to Process.

Uncheck the Process flag for any manufacturer codes that should not be processed during the Price Update for this vendor.

8. You will then see a pop-up message appear letting you know that all unchecked manufacturers will be processed. Click **YES**.
9. The process will then begin updating the records and you will see a progress bar appear, as shown below. This process may take up to 15 minutes or more to complete, depending on your internet connection speed and processor.



10. When the process is complete, you will be returned to the '**OpenWebs Master Update**' screen. Click **CANCEL** to exit the screen and return to the Vast Maintenance main menu.

## Creating Vendors

You will need to create a **Vendor** for each **NAPA Jobber** that you will be possibly purchasing from or for whom you want to be able to return parts. The *OpenWebs System Administrator* will need to give you the **Buyer** (*OpenWebs ID*) and **Seller** (*OW Seller ID*) codes that are needed.

1. Open '**VAST Maintenance**' and go to '**Vendors**'.
2. Click the '**Add New**' button on the bottom of the screen. You will see the screen show below.

3. Enter a '**Vendor Number**'. It can be **Alpha** or **Numeric**, it just has to be different than any other **Vendor Numbers** that are already in your system.
4. Fill in the rest of the information, like the address, phone number, etc.
5. Enter in the '**OpenWebs ID**' Number that the *OpenWebs System Administrator* provided for you in the **OpenWebs ID** window. This should be the same number as entered for the **OW Seller ID**.
6. Select the '**OpenWebs Network ID**' from the '**OW Network ID**' drop down window.
7. Enter the '**OpenWebs Seller ID**' Number that the *OpenWebs System Administrator* provided for you in the '**OW Seller ID**' window. This should be the same as the **OpenWebs ID** above.
8. Once all of the information has been entered, click '**Save**' and then '**Done**' to leave the screen.

### Note:

***A Vendor record will be required for each NAPA jobber you deal with and each will have it's own unique identifying OpenWebs ID number.***

## Using NAPA – OpenWebs In Point of Sale

### Outside Purchasing

You have the ability to use **OpenWebs™** from the **Estimate** Screen. It easily allows you to look at what you have on hand, and then what you can get from your supplier. To do so, please perform the following steps:

- a. On the **Estimate** screen, to query for parts at **NAPA** there must be one or more parts on the work order. They do not have to be **NAPA** part numbers.
- b. If you are using **NON-NAPA** part numbers and would like to maintain order history and tracking information on this part number, please follow the steps listed below in order to find the comparable NAPA part to use for ordering purposes.

Add the regular part number to the estimate either by entering it onto the lineitem screen, or by selecting it from the catalog. When the On-Hand column shows that no units are available, you can select one of the options below in order to find the comparable NAPA part.

#### Option 1:

- a. Right-click on the regular stocking part number and select “Replace Part”.
- b. On the screen that appears, put a checkmark in the “Alternate Vendor” checkbox at the bottom of the screen, as shown below.

**Replace Part**

Original Part Info

Part # 990K8

Cost \$15.19      Sell Price 37.97

New Part Info

Part #  F1 Catalog

Desc

Cost \$ .00      Sell Price \$ .00

Alternate Vendor      X Cancel      ✓ Update

- c. Then, click the “Catalog” button and select the Napa catalog. You will see a list of the NAPA part numbers which match the part type for the part number you have selected. Highlight the NAPA part number and click “Select”, as shown below. (You will need to make sure that the part you select has a number in the “OH” column. Otherwise, please follow the instructions in option 2, below.)

**Multi Part Selection**

**IDRIVE BELT**

| Part Number | Description                 | OH | Price | Labor | F/B | L/R |  |
|-------------|-----------------------------|----|-------|-------|-----|-----|--|
|             | Belt - Automotive           |    |       |       |     |     |  |
|             | PBH                         |    |       |       |     |     |  |
| 4017475     | Belt - A/C & Power Steering |    | 5.99  |       |     |     |  |
|             | NBH                         |    |       |       |     |     |  |
| 257480      | Belt - A/C & Power Steering | 0  | 19.80 |       |     |     |  |
|             | PBH                         |    |       |       |     |     |  |
| 4040345     | Belt - Alternator           |    | 13.97 |       |     |     |  |
|             | NBH                         |    |       |       |     |     |  |
| 25040345    | Belt - Alternator           | 1  | 21.82 |       |     |     |  |

- d. You will be taken back to the replace part screen, as shown below. Click “Update”. You may see a box appear asking you about the unit price. Make a selection and click OK to return to the lineitem screen.

**Replace Part**

Original Part Info

Part # 990K8  
 Cost \$15.19  
 Sell Price 37.97

New Part Info

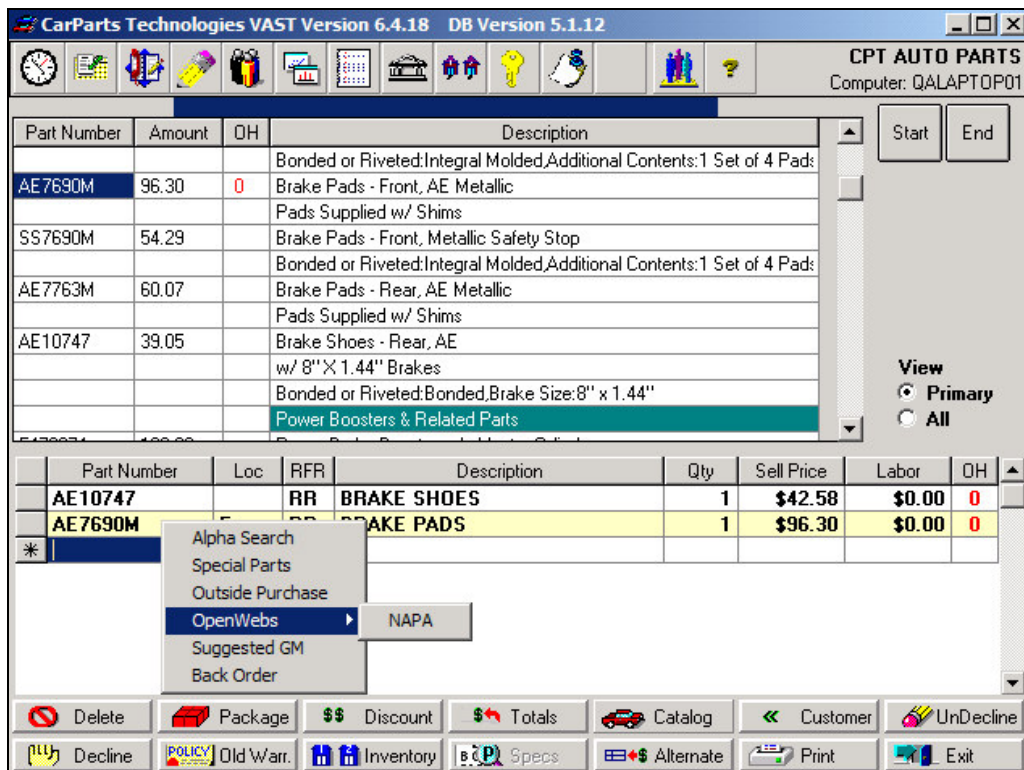
Part # 257480  
 Desc V-RIBBED BELT  
 Cost \$0.00  
 Sell Price \$0.00

Alternate Vendor

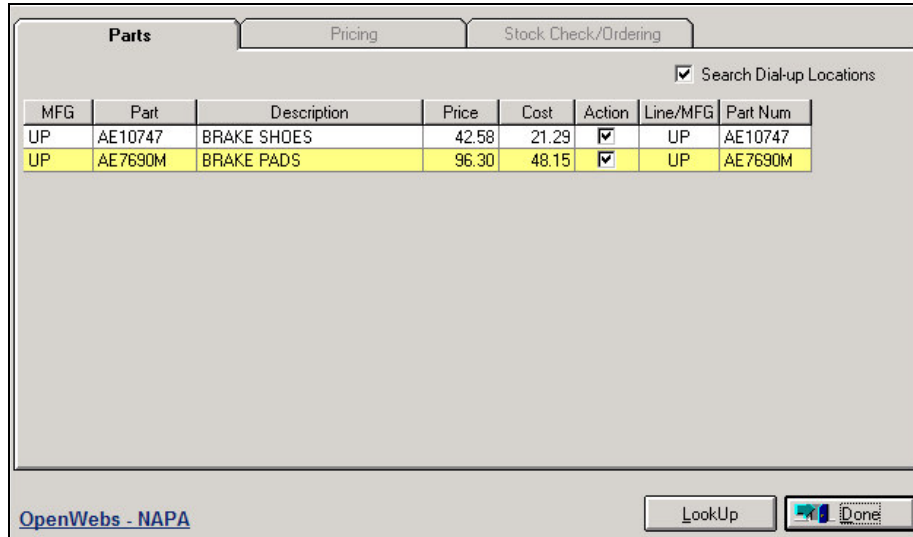
**Option 2:** Open the NAPA catalog and add the NAPA part number to the estimate as an Asterisk part. The cost and price may remain zero for now. Although both the regular part number and the NAPA part number are now on the estimate, the Asterisk part line will be deleted later after the outside purchase process has been done.

**Option 3:** Open the NAPA catalog and find the comparable part number. Then write down the NAPA vendor code and part number for later use in outside purchasing.

- c. After the part(s) have been entered, **right click** in the line item area and it will display a drop down of available options.
- d. Select **'OpenWebs'**. This will produce another drop down listing all of the **OpenWebs Networks** that have been defined for this location. Select **'NAPA'** from the list.

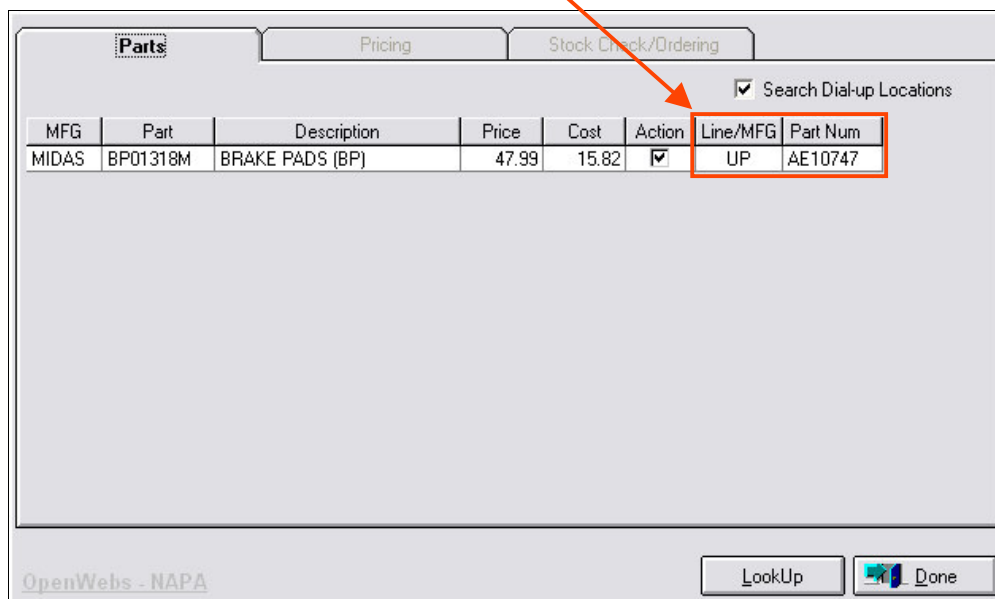


- e. The **OpenWebs™** interface is invoked, as shown on the following page, and the parts are displayed for you. The initial price and cost from the estimate line item will be displayed along with the part description. The **'Action'** box is checked for all parts as a default. It is this check mark that will tell VAST which parts you want to submit for **Lookup**. If a part is unchecked, it is ignored.



- f. If you are using **NON-NAPA** part numbers and you followed option 1, please skip to step G. If you used options 2 or 3, you will need to manually enter the comparable NAPA vendor code and part number (that you found in step b) into the “Line/MFG” and “Part Num” columns on the right side of the grid, as shown below. Then make sure there is a checkmark in the “Action” checkbox for this part. If you added the NAPA part number to your estimate as an asterisk part (option 2), you will need to **uncheck** the “Action” box for the NAPA part number, as this is only to be used as a visual aid for keying in the correct vendor code and part number.

*For example: In the picture below, we are using a Non-NAPA part number of “BP01318M”. The comparable NAPA vendor code and part number is “UP” “AE10747” so we have entered this into the Line/MFG and Part Num columns on the right.*



- g. Then, click the ‘**Lookup**’ button on the bottom of the screen.
- h. This goes out over the Internet and brings back a listing from each **NAPA Jobber** of parts that match your request. This screen shows you if the location has these parts in stock, and the estimated delivery date if you were to purchase them. The picture on the following page gives you an example of this screen, as well as a description of what information can be found in each field.

| Parts     |     |         | Pricing          |        | Stock Check/Ordering |           |        |          |                          |     |           |
|-----------|-----|---------|------------------|--------|----------------------|-----------|--------|----------|--------------------------|-----|-----------|
| Location  | MFG | Part    | Description      | Qty AV | Qty OO               | Order QTY | WD QTY | Price \$ | Action                   | MOT | Part Info |
| 700001995 | UP  | AE10747 | REMAN BRAKE SHOE | 0      | 0                    | 1         | 0      | 32.99    | <input type="checkbox"/> |     |           |
| 700001995 | UP  | AE7690M | DISC PADS        | 0      | 0                    | 1         | 1      | 72.59    | <input type="checkbox"/> |     |           |
| 888888889 | UP  | AE10747 | BRAKE SHOES      | 0      | 0                    | 1         |        | 0.00     | <input type="checkbox"/> |     |           |
| 888888889 | UP  | AE7690M | BRAKE PADS       | 0      | 0                    | 1         |        | 0.00     | <input type="checkbox"/> |     |           |

Part Lookup Completed

OpenWebs - NAPA

- **Qty AV** – Quantity currently **Available** at your shop.
- **Qty OO** – Quantity currently **On Order** at your shop.
- **Order QTY** – Quantity to be **ordered**.
- **WD QTY** – Quantity on hand at the **Supplier’s Location**.

**\*\*NOTE:** If you are using **NON-NAPA** Part numbers, you will only see the **comparable NAPA part number** appear on this screen. VAST maintains a record of the original part number, which will remain on your estimate and will be shown on your VAST Outside Purchase screen.

- i. If there is a part that you would like to **Order**, click the ‘**Action**’ box next to that part. You will then see that the “**Create Order**” button becomes active. You can change the **Order Quantity** up to as much as the **WD QTY**.
- j. You also select your ‘**MOT**’ (*Method Of Transportation*) from the dropdown list provided.

- k. When you are ready to place your order, click the ‘**Create Order**’ button. This generates an order for **your Supplier** and also generates the **Outside Purchase** order.
- l. The **Stock Check/Ordering** tab will appear, as shown on the following page. This displays the **Outside Purchase Number** that was sent to **NAPA**. If parts were ordered from several **NAPA** stores, VAST will create the appropriate number of **Outside Purchases** automatically, one for each **NAPA** location.

| QPO # | Comment                           | Detail |
|-------|-----------------------------------|--------|
| 5844  | Complete Order fulfilled. (Parts) |        |

| MFG | Part    | Description | Order QTY | W/D Shipped QTY |
|-----|---------|-------------|-----------|-----------------|
| UP  | AE10747 | BRAKE SHOES | 1         | 1               |
| UP  | AE7690M | BR MISC     | 1         | 1               |

Order 5844 Accepted. Displaying Results.

OpenWebs - NAPA Done

- m. Click ‘**Done**’ to return to the **Estimate** Screen.
- n. To view your **Outside Purchase**, highlight the part, and **right click**. Select ‘**Outside Purchase**’.
- o. You will see your normal **Outside Purchase** Screen with all the information filled in waiting to be received, similar to what is shown below.

Vendor Name: NAPA  
 Vendor Address/Phone No.: 1 Main St, ALLENTOWN, PA 18106, (888) 123-4567

PO Number: 9  
 Invoice On hold:

Note: Decimal point required when entering dollar values

| Number | Item Number | Order Qty | Recd Qty | Unit Cost (w/o Core) | Has Core                 | Core Cost | Customer Kept Core       | Price | Alternate Item Number | Reason Code |
|--------|-------------|-----------|----------|----------------------|--------------------------|-----------|--------------------------|-------|-----------------------|-------------|
| 6      | 1515        | 1         | 0        | 8.01                 | <input type="checkbox"/> | 0.00      | <input type="checkbox"/> | 7.50  | 1515                  | 251         |

PO Receivings Total: \$0.00

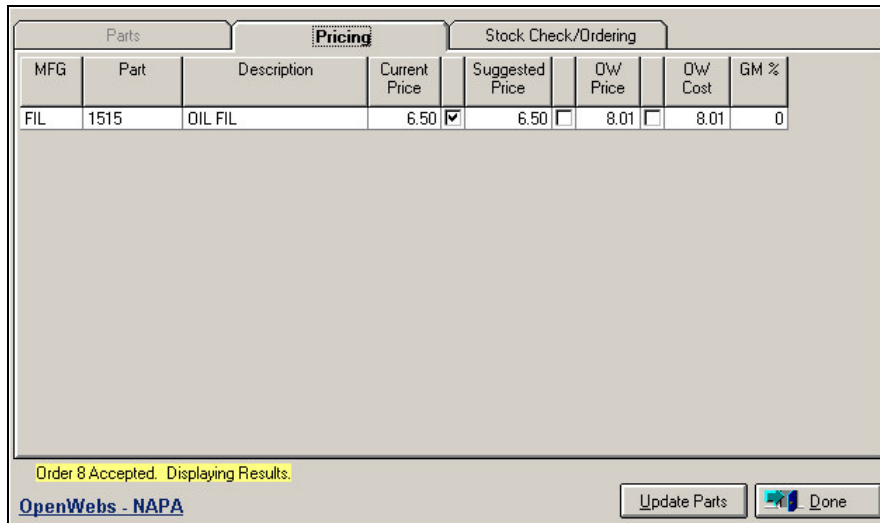
Payment: Shipping/Handling 0.00, Invoice Total (w/ Core) 0.00

Buttons: Outside Purchase, Print, Add Item, Delete, Void PO, Cancel, Done

- p. When the parts have been delivered, you can go to your **Outside Purchase** and receive the parts the way you would with any other **Outside Purchase**.

**\*\*NOTE:** If you are using **NON-NAPA** part numbers, you will see your regular part number displayed on the Outside Purchase, with the **NAPA** part number appearing in the "Alternate Part" column. When you receive the outside purchase, VAST will update the inventory for your regular non-NAPA part number. When you invoice out the estimate, VAST will update sales history for the regular non-NAPA part number.

- q. **OpenWebs™** will also bring back any **Alternates** to that parts you are looking up in the display. **Alternates** are displayed in **blue**. Ordering an **Alternate** will not change the part number on the **Estimate**, but will display the **Alternate** number on the **Outside Purchase** under **Alternate Number**.
- r. Once an order lookup has been returned or an order has been sent and accepted the **'Pricing'** Tab becomes enabled. If you place a "check" in the box next to one of the **Selling Prices** and click the **Update Parts** button, this price you selected will be placed on the **Estimate**, replacing what is currently there.



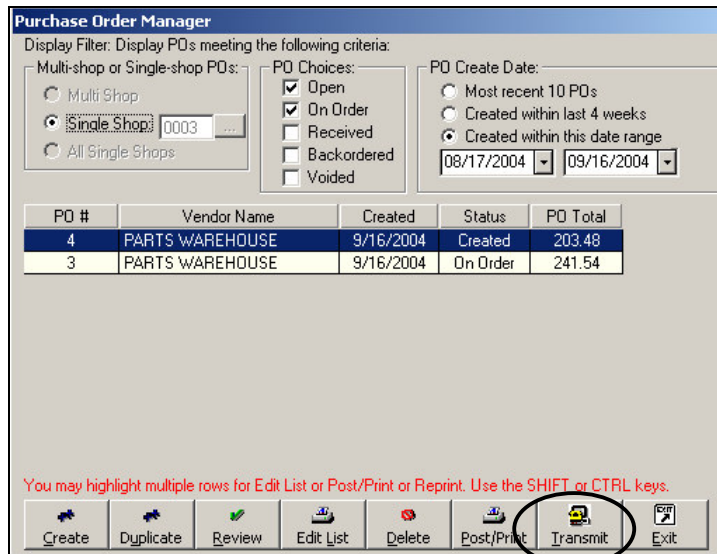
The following list defines the columns that can be found on this screen:

- Current Price** – Selling price of the part currently on your **Estimate**.
- Suggested Price** – Selling price based on current **Cost X Cost Multiplier** in your VAST System.
- OW Price** – Suggested Selling price returned from the **Supplier**.
- OW Cost** – Cost of the part returned from the **Supplier**. This is the cost that will be used in your **Outside Purchase** if you choose to order the part.

## Stock Purchasing

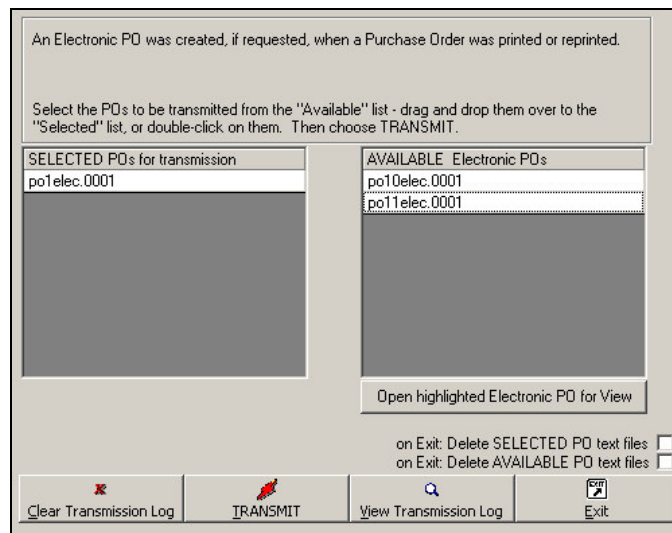
You have the ability to create your **Stock Orders** and *transmit* them *electronically* to **NAPA**. To do so, please perform the following steps:

- In '**VAST Point of Sale**', click on '**Inventory Management**', and '**PO Manager**'.
- Create your **Stock Order** the way your normally would for your **Vendor**.
- '**Finalize**' and '**Post**' your **Stock Order**. Once this has been completed, you can now send your order **electronically** to the **OpenWebs™** system.
- Click on the '**Transmit**' button on the bottom of the **PO Manager** screen, shown below.



| PO # | Vendor Name     | Created   | Status   | PO Total |
|------|-----------------|-----------|----------|----------|
| 4    | PARTS WAREHOUSE | 9/16/2004 | Created  | 203.48   |
| 3    | PARTS WAREHOUSE | 9/16/2004 | On Order | 241.54   |

- A screen will be displayed showing any available **Purchase Orders** that can be *transmitted electronically*, similar to the one shown below.



on Exit: Delete SELECTED PO text files

on Exit: Delete AVAILABLE PO text files

- f. The orders showing on the right hand side of the screen – **Available Electronic POs** - are what are waiting to transmit. You need to drag and drop the orders from the right hand side of the screen over the left hand side of the screen – **Selected Pos for Transmission** – so they can be sent.
- g. Once you have moved the **POs**, you will click on the **'Transmit'** button to send them to **NAPA**. For each **PO**, a window will appear, similar to the one shown below. It will require a **Method of Transport** be selected. Click the **'Done'** button, and the **PO** will be transmitted to **OpenWebs™**. This will continue until all of the **POs** have been transmitted.

**PO # 1**

Company # 0001  
 CPT - NAPA  
 7310 TILGHMAN ST  
 ALLENTOWN, PA 18106

Vendor # 1  
 NAPA PARTS WHSE  
 2345 MAIN STREET  
 ALBANY, NY 12206

**Select Method of Transport**

TRK

- h. It is **Extremely Important** that you check the appropriate box(s) before you exit the screen. If a **PO(s)** is transmitted and you do **not** check the **Delete Selected PO Text Files Box** those **PO's** will reappear and be available for transmission the next time this screen is executed. **If You Transmit A PO Be Certain You Check the Selected Box.**

on Exit: Delete SELECTED PO text files

on Exit: Delete AVAILABLE PO text files

- i. The Purchase Order transmission is now complete. Click **'Exit'** to leave the screen.

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