

# DEALER WEBSITE OPERATION MANUAL







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# **CREATING AN ACCOUNT**



- 1. Open **www.brabereq.com** in your browser.
- 2. To create an account, click on **"SIGN IN"** in the top right corner.

		SIGN IN ccc	DUNT ORDER (0)
REALINUSTINAL PARTS -	WHOLE GOODS - SUPPORT -		۹
	ED LIGHTS see more	INNOVATIVE RETAIL PACKAGING WITH <b>BUILT-IN WINDOW</b> TO VIEW PRODUCT AND <b>HANG TABS</b> FOR EASY DISPLAY	
	BEGIN NEW ORDER P	RODUCT QUICK ADD	
INFORMATION	YOUR ACCOUNT	CONTACT DETAILS	
The Company	Sign In	Braber Equipment Ltd. 34425 McConnell Rd	
Contact Us	Register	Abbotsford, BC V2S 7P	1
	View Cart	Toll Free:1-877-588-3311	
	Track an order	Email: Info@Brabereg.co	

3. Click on "CREATE AN ACCOUNT".





4. Please fill out the requested information on the **REGISTRATION FORM**.



- 5. If you do not already have your **AUTHORIZATION CODE**, please email weborders@brabereq.com. You may also call 1-877-588-3311.
- 6. Once you receive your **AUTHORIZATION CODE**, or if you already have your **AUTHORIZATION CODE**, complete the registration process to finalize the activation of your account.
- 7. This will open your **ACCOUNT** page.



1. Click "MY ACCOUNT" on the top RIGHT corner.



On this page you will be able to see your **RECENT ORDERS**, **ACCOUNT ACTIVITY** and **NOTIFICATIONS**.

You can also **EDIT** your **ACCOUNT DETAILS**, **CHANGE YOUR PASSWORD**, and **ADD** or **MODIFY SAVED ADDRESSES**.

Account		
Customer Information	Activity & Notifications	
Customer Name: SAMPLE COMPANY Customer Email: parts@tractorguy.com	Order Acknowledgement - 457663 Order Acknowledgement - 457663	Aug 30
Customer Num 74222 Name: Tim Farmer	Order Acknowledgement - 457646	Aug 30
Email: farmerguy.braber@gmail.com	Order Acknowledgement - 457581	Aug 29
Edit Your Account	Order Acknowledgement - 457605 Order Acknowledgement - 457605	Aug 29
Change Your Password  Saved Addresses	Order Acknowledgement - 457582	Aug 29
SAMPLE COMPANY, 34425 AG PARTS BLVD,	Order Acknowledgement - 457543	Aug 29
ABBOTSFORD, BC V2S 7P1 CA This address is your Primary Customer Address and Terms-Based Billing	Order Submitted - WEB-000048 Order Acknowledgement - 457556	Aug 29
Address	Order Acknowledgement - 457353 Order Acknowledgement - 457353	Aug 28
Manage Saved Addresses	Order Acknowledgement - 457412	Aug 28



1. At any time clicking the **BE LOGO** on the top LEFT corner will take you to the order type selection page.





#### **PLACING AN ORDER**

2. There are 3 main order entry methods that are found on this page.



PLEASE turn to the following pages for the **METHOD** of your choice.

- METHOD A go to page 8
- METHOD B go to page 13
- METHOD C go to page 18



1. Hovering the mouse over the **"PARTS"** or the **"OEM PARTS"** tabs opens a list of parts categories.

		TIM ( SIGN OUT ) SAVED CARTS MY	ACCOUNT ORDER ( 0 )
BE PA	RTS - OEM PARTS - WHOLE GOOD	S - SUPPORT -	٩
	BLADES & HAMMERS CHAIN HARDWARE DANISH CULTIVATOR & PLOW PARTS GARDEN EQUIPMENT & ACCESSORIES HAY MOWER BLADES & HARDWARE HAY TINES, ACCESSORIES & BALE FORKS INTERNATIONAL HARVESTER TOOLS LED LIGHTS LINKAGE PARTS MATERIAL HANDLING POWER PRODUCTS POWER TAKE OFF SHAFTS & COMPONENTS	POWER TRANSMISSION RANCH HARDWARE RETAIL DISPLAY PRODUCTS SHOP SUPPLIES SPRAYER EQUIPMENT & ACCESSORIES TILLER BLADES TIRES & TUBES TRACTOR ACCESSORIES & HYDRAULICS TRACTOR ATTACHMENTS TRACTOR SEATS TRAILER, TOWING & TRACTOR ACCESSORIES	

2. Clicking on a category opens that category.





# PLACING AN ORDER: METHOD A

3. Click on the desired sub-category (repeat if necessary) and then click on the desired product.





- 4. Here you can view OTHER images of the product (bottom LEFT corner) and see product dimensions as well as SUGGESTED ITEMS.
- 5. Click on "QTY" (quantity) to order more than 1 of the product.
- 6. Click on "ADD TO ORDER" to add this product to the CART.





#### PLACING AN ORDER: METHOD A

- 7. Click on "ORDER" in the top RIGHT corner to view the CART contents.
- 8. Click "VIEW THE FULL ORDER" to open the CART.





9. To add more items to the order click **"ADD MORE ITEMS"** or **"PRODUCT QUICK-ADD"** or the **BE LOGO**.

Home > Cart		D MORE ITEMS	OCEED TO CHEC	KOUT
Cart				
	ADD ADD ADD ADD			
ITEM		QTY	PRICE TO	DTAL
Trad Tree	LIGHT BAR, 52"W,300W CURVED PART NUMBER: LB52300	1 🛟	\$210.46 \$2	10.46
		TOTAL:	\$210	.46
		D MORE ITEMS	OCEED TO CHEC	коит

10. To checkout click **"PROCEED TO CHECKOUT"** – refer to section **"CHECKING OUT"** on page 26



1. Click on **"BEGIN NEW ORDER"**.



2. Click on the category of the desired part.





3. Click on the desired sub-category and REPEAT if necessary.



4. Click on the desired product.





# PLACING AN ORDER: METHOD B

- 5. Here alternative images of the product (bottom LEFT corner) and product dimensions (if available) can be viewed as well as SUGGESTED ITEMS.
- 6. Click on "QTY" (quantity) to order more than 1 of the product.
- 7. Click on "ADD TO ORDER" to add this product to the CART.





- 8. Click on "ORDER" in the top RIGHT corner to view the CART contents.
- 9. Click "VIEW THE FULL ORDER" to open the CART.





# PLACING AN ORDER: METHOD B

 To add more items to the order click "ADD MORE ITEMS" or click the BE LOGO to enter parts by METHOD A (see page 8) or hover the mouse over the "PARTS" or "OEM PARTS" tabs to continue entering parts by METHOD B.

	I DE ROMAN	Entropy of the second s			
Home > Cart			DRE ITEMS P	ROCEED TO	CHECKOUT
Cart				ROCEED TO	CHECKOUT
	CK-ADD <sup>Q</sup>	LIMPORT ORDER 9			
ITEM			QTY	PRICE	TOTAL
Ø	FAN DRUM 36" 2 PART NUMBER: FD36	SPEED	1 🗘	\$235.00	\$235.00
			TOTAL:		235.00
			DRE ITEMS P	ROCEED TO	CHECKOUT

11. To checkout click **"PROCEED TO CHECKOUT"** – refer to section **"CHECKING OUT"** on page 26.



1. Click **"PRODUCT QUICK-ADD"** to add products by part number and quantity. This method is the quickest way to enter an order if the part numbers are known.

	TIM ( SIGN OUT ) SAVED CARTS MY ACCOUNT ORDER ( 0 )
PARTS - OEM PARTS - WHOLE GOODS - SUPPORT -	٩
22 Ton LOGSPLITTER SEE MORE	
BEGIN NEW ORDER PRODUCT QUICE	ADD

2. There are 2 ways to use the "PRODUCT QUICK-ADD" function:

MANUAL ORDER Entry - page 19 IMPORT ORDER Button - page 22





# MANUAL ORDER ENTRY

1. Enter a part number in the **"PRODUCT QUICK-ADD"** box and click **"Add"** or hit **"RETURN"** or **"ENTER"** on the keyboard.



2. Click on the **"?"** beside the **"PRODUCT QUICK-ADD"** title to view instructions on entering multiple quantities and multiple items at one time.





3. Enter multiple quantities/items and click **"Add"** or hit **"RETURN"** or **"ENTER"** on the keyboard after keying in the order. This adds the items to the **CART** and opens the **CART** page.

PARTS - OEM PARTS - WHOLE GOODS - SUPPORT -
Home > Cart
Cart
PRODUCT QUICK-ADD • 67.999.464:3,67.999.474:2,BE152BC:6,BE300 ADD IMPORT ORDER •
You do not have any items in your shopping cart



4. View the CART and click "PRODUCT QUICK-ADD" to enter more items by part number or click the BE LOGO to enter parts by METHOD A (see page 8) or hover the mouse over the "PARTS" or "OEM PARTS" tabs to enter parts by METHOD B (see page 13).

	WHOLE GOODS	SUPPORT •			a
Home > Cart Cart			PR	OCEED TO C	HECKOUT
Added 2 JUMP S Added 6 BOOST	TARTER, PORTABLE to your TARTER,W/COMPRSR to you ER CABLE,15' COP/ALUM 2G/ ER CABLE,30' COP/ALUM 2G	r cart A to your cart			
ITEM			QTY	PRICE	TOTAL
	JUMP STARTER, PART NUMBER: 67.999.		3 🛟	\$208.95	\$626.85
	JUMP STARTER, PART NUMBER: 67.999.		2	\$183.65	\$367.30
69	BOOSTER CABL PART NUMBER: BE152B	E,15' COP/ALUM 2GA	6 🛟	\$23.37	\$140.22
ę	BOOSTER CABL PART NUMBER: BE3020	E,30' COP/ALUM 2GA	4 🛟	\$39.98	\$159.92
	UICK-ADD 9	D	TOTAL:	\$1,:	294.29
			PR	OCEED TO C	HECKOUT

5. To checkout click **"PROCEED TO CHECKOUT"** – refer to section **"CHECKING OUT"** on page 26.



#### IMPORT ORDER ENTRY

1. In a spreadsheet program (i.e. Microsoft EXCEL, Google Sheets, etc.) enter the **PART NUMBERS** being ordered in Column A and the corresponding **QUANTITY** being ordered in Column B.

C		-J + (> +	<b>6</b> 🕑 🗁	- Y 🔻	× ¥' 💿	🖻 🗂 (I	•		Sea	it Order - 1 - N	Microsoft Ex	cel
	Home Insert Page Layout Formulas Data Review View Add-Ins PDF											
	Cut	Calibri	* 11	• A *	= = =	■ ≫	Wrap Te	ext	General	*		
Pa	ste 🛷 Format Painter	BI	I 🖌 🖽 🔹 🔤	<u>- A</u> -	<b>F = 3</b>		Merge a	& Center *	\$ - %	• •.0 .00 •.€ 00.	Condition	
	Clipboard 🕞		Font	G,		Alignm	ient	5	Num	ber 🕞		
	U14 👻	(•	fx									
	А	В	С	D	E	F	G	Н	1	J	К	L
1	SEA-18DCSBE	2										
2	SEA-SC253000	1										
3	SEA-300RMBLUBE	4										
4	SEA-COM2210	3										
5												
6												
7												
8		0	INITITY	,								
9		QU	JANTITY									
10 11	PART NUMB	ER										

2. After all part numbers and quantities are added to the spreadsheet, save the spreadsheet in the Comma Separated Values (**.csv**) format.

Libraries	Documents				<b>▼ </b> <sup>4</sup> 7	Search Documenta	non	م
Organize 👻 New folde	er -						8= •	0
Microsoft Office Ex	Documents libra	iry				Arrange by:	Folder 🔻	
Favorites     Desktop     Downloads     Downloads     Downloads     Documents     Documents     Pictures     Pictures     Videos	Name		D No items match you	ate modified ir search.	Туре			S
	٠ [		m					,
File name: Seat O	Order - 1							•
Save as type: CSV (0	Comma delimited)							-
Authors: Tim W	ildeboer	Tags: Add a tag		Title: Add a titl	e			



3. Click **"PRODUCT QUICK-ADD"** to add products by part number and quantity.

			TIM ( SIGN OUT ) SAVED CARTS MY ACCOUNT	ORDER (0)
BE PARTS	S - OEM PARTS - WHOLE G	OODS - SUPPORT -		٩
< Barrier	22 Ton <b>LOGSPLIT</b> see more			
	BEGIN NEW ORDE	R PRODUCT QUIC	CK ADD	

4. Click the **"?"** button beside the **"IMPORT ORDER"** button to view a brief explanation of how to enter an order with the **"IMPORT ORDER"** button.





5. Click the **"IMPORT ORDER"** button to import an order directly into the **CART**.

		2 18	210	
Home > Cart				
Cart				
You do not have any item:	in your shopping cart			
PRODUCT QUICK-ADI		LIMPORT ORDER		

6. Select the saved file with the order on it and click the **"OPEN"** button.

Open			×
🕒 🔾 🗢 📔 🕨 Libraries	s 🕨 Documents 🕨		✓ 4 Search Documents
Organize 👻 New fold	der		ii • 🗊 🔞
★ Favorites ■ Desktop	Documents library Includes: 2 locations		Arrange by: Folder 🔻
Downloads	Name	Date modified	Туре
Secent Places	🚳 Seat Order - 1	9/26/2018 4:12 PM	Microsoft Office Excel Comma Separated
Libraries Documents Music Pictures Videos			
	ame: Seat Order - 1	m	Microsoft Office Excel Comma
File.	Teure: Seat Oldel - 1		

7. This will automatically enter the part numbers into a **CART** and open the **CART** page.



# PLACING AN ORDER: METHOD C IMPORT ORDER

 View the CART and click "PRODUCT QUICK-ADD" to enter more items by part number or click the BE LOGO to enter parts by METHOD A (see page 8) or hover over the "PARTS" or "OEM PARTS" tabs to enter parts by METHOD B (see page 13).

PARTS OEM PARTS	WHOLE GOODS SUPPO	RT -		
Iome > Cart				
Cart		ADD MORE ITEMS	OCEED TO O	HECKOUT
ITEM		QTY	PRICE	TOTAL
SEAT, DELUXE C	CAB AIR SUSPENSIO	2 🗘	\$605.95	\$1,211.90
SEAT, CAB ECOI PART NUMBER: SEA-SC		1	\$408.45	\$408.45
SEAT, SUSP ECC		4 <b>•</b>	\$68.20	\$272.80
SEAT, EQUIPMEN		3 <b>\$</b>	\$245.78	\$737.34
PRODUCT QUICK-ADD	D LIMPORT ORDER 0	SUBTOTAL: DISCOUNT:		<b>2,630.49</b> (\$131.52)
		TOTAL:		498.97

9. To checkout click **"PROCEED TO CHECKOUT"** – refer to section **"CHECKING OUT"** on page 26.



1. To checkout click **"PROCEED TO CHECKOUT"**. This opens the "Checkout – Shipping & Payment" page.

Home > Cart			_		
Cart		ADD M	ORE ITEMS	ROCEED TO	СНЕСКОИТ
	CK-ADD O ADD SIMPORT ORDER O				
ITEM			QTY	PRICE	TOTAL
Ø	FAN DRUM 36" 2 SPEED PART NUMBER: FD36		1 🛟	\$235.00	\$235.00
			TOTAL:	\$	235.00
		ADD M		ROCEED TO	СНЕСКОИТ

2. Please enter a **Purchase Order #** and the **Preferred Shipping Instructions** (17 characters maximum) in the appropriate boxes. To add or adjust the order click on **"Return to Cart"**.

neckout - Shipping & Payment		Return to Cart
Additional Information	Order Summary	edit
Purchase Order #	Subtotal:	\$335.63
Preferred Shipping	Discount:	
Instructions	Total:	\$335.63
Payment Details 30 DAYS NET	Account Summary	edit
This order will be billed to the following address	Customer SAMPLE COMPANY	
Recipient SAMPLE COMPANY Attention The Parts Guy Address Line 1 34425 AG Parts Blvd	parts@tractorguy.com farmerguy.braber@gmail.	.com
Address Line 2 City Abbotsford	Billing/Shipping Address	
State: BC Country Canada Postal Code V2S 7P1	SAMPLE COMPANY Attn: The Parts Guy 34425 AG Parts Blvd Abbotsford, BC	
Submit Order	V2S 7P1	

# CHECKING OUT



 To make changes to the shipping details click "edit" by "Account Summary" or if the shipping address is correct click "Submit Order" – proceed to step 6.

Payment Details		Account Summary
O DAYS NET		Customer
Recipient Attention	illed to the following address SAMPLE COMPANY The Parts Guy 34425 AG Parts Blvd	SAMPLE COMPANY parts@tractorguy.com farmerguy.braber@gmail.com
Address Line 2	Abbotsford BC Canada	Billing/Shipping Address SAMPLE COMPANY Attn: The Parts Guy 34425 AG Parts Blvd Abbotsford, BC
		V2S 7P1

4. Uncheck **"Ship to the Billing address"** to enter a different **Shipping address**.

Billing Address	
	Account Summary
Address Book CANADA (34425 Ag Parts Blvd, ABBOTSFOR •	Customer
This is a payment term address, and may not be modified	SAMPLE COMPANY parts@tractorguy.com farmerguy.braber@gmail.com
Recipient SAMPLE COMPANY	
Attention The Parts Guy Address Line 1 34425 AG Parts Blvd	Billing/Shipping Address
Address Line 2 City Abbotsford	SAMPLE COMPANY
State: BC	Attn: The Parts Guy 34425 AG Parts Blvd
Country Canada Postal Code V2S 7P1	Abbotsford, BC V2S 7P1
Shipping Address	
Ship to the Billing address	
Save & Continue	



5. Enter the new information into the appropriate boxes and click **"Save & Continue"** at the bottom of the page.

nipping Address				
	Ship to the Billing addres	S		
Address Book	Enter a New Address	Ŧ		
Recipient *				
Attention				
Address Line 1 *				
Address Line 2				
City *				
State/Province	- Please Select -			
Country *	United States •			
Postal Code *				
Phone Number				
	Save to my address book			
		Sa	ve & Continue	1
				1



6. Click "Submit Order" to complete the order.

Payment Details			Account Summary
30 DAYS NET			Customer
Recipient Attention	illed to the following address SAMPLE COMPANY The Parts Guy 34425 AG Parts Blvd		SAMPLE COMPANY parts@tractorguy.com farmerguy.braber@gmail.com
Address Line 2 City State: Country Postal Code	Canada		Billing/Shipping Address SAMPLE COMPANY Attn: The Parts Guy 34425 AG Parts Blvd Abbotsford, BC
		Submit Order	V2S 7P1

7. This order is now placed and will be reviewed by the sales team before being released for shipping.

Checkout	- Complete				
Your order has t	been successfully placed.				
Order Order	Submitted - WEB-000101		10/19	/2018 10:50	AM 🦲 C
Order Su	Ibmitted		Order Date Reference # Order Status Payment Status Delivery Status Ship Method Payment Method	WEB-000 In Review In Review CUSTOME	R SPECIFIED
	Billing Address SAMPLE COMPANY ATTN: THE PARTS GUY 34425 AG PARTS BLVD ABBOTSFORD, BC V2S 7P1	Shipping Addre SAMPLE COMPAI ATTN: THE PARTS 34425 AG PARTS ABBOTSFORD, BO	NY GUY BLVD		
ITEM			QUANTITY	PRICE	TOTAL
e e e e e e e e e e e e e e e e e e e	LIGHT BAR, 52"W,300W CURVED PART NUMBER: LB52300		1	\$210.46	\$210.46



5. An email confirmation will be sent to the email address used for logging in.





#### USING THE SAVED CARTS FEATURE

1. Click on "SAVED CARTS" on the top right hand corner.



2. This opens the **"Saved Carts"** page. Click **"Create a Saved Cart"** to enter an order (useful for items that are ordered regularly).





3. Enter a name for this cart in the box and select whether to share this cart with others. Then click **"SAVE"** to create this **SAVED CART**.

New Saved Cart	×
Name * Hitch Pins - Stock	
Visibility	
<ul> <li>Private - Only I can see this list</li> <li>Shared - This list is visible to others, if I share it</li> </ul>	
Close	re -

4. This enters this cart on the **"Saved Carts"** page. To delete this cart click the RED box. To modify the name of this Saved Cart click the GREEN box.

PARTS OEM PARTS WHOLE GOODS SUPPORT	۵
Home > Saved Carts	
Saved Carts	Create a Saved Cart
The Hitch Pins - Stock saved cart has been created	
Hitch Pins - Stock	vate This list is empty

#### SAVED CARTS



- 5. To enter items into the **SAVED CART** navigate to an individual part by one of the METHODS found on page 6.
- 6. Adjust the quantity to the desired order amount. Click the **"SAVE TO CART"** button.









8. Select whether to "Continue Ordering" or to "View Saved Carts".





- 9. Once the desired items are entered into the **SAVED CART**, they can be viewed and ordered on the **"Order List"** page.
- 10. Items can be removed from this **SAVED CART** by clicking the RED box beside the desired item to remove. These items can be added to this **SAVED CART** again by following the steps used to initially add them.

PARTS OEM PARTS WHOLE GOODS SUPPORT Q					
	Home > Saved Carts > Shopping List				
Shopping List: Hitc	h Pins - Stock		Private View All Saved Carts		
SELECT ALL					
	HITCH PIN, RED 2 X 8-1/2 PART NUMBER: 732HPR	\$29.58	10 🗘		
· · · · · · · · · · · · · · · · · · ·	HITCH PIN, BLUE 1-1/2 X 8-1/2 PART NUMBER: 719HPBLU	\$15.68	5  Add to Cart Save		
····	HITCH PIN, FH 1-1/8 X 6-1/4 PART NUMBER: 707HPF	\$4.21	5  Add to Cart Sine		
		тот	AL: \$395.25		
Add Selected to Cart					



11. Click **"SELECT ALL"** or click the check box for individual items and then the **"Add Selected to Cart"** button OR click the BLUE **"Add to Cart"** button to add individual items to the **CART**.



- 12. Click on "ORDER" in the top RIGHT corner to view the CART contents.
- 13. Click "VIEW THE FULL ORDER" to open the CART.



#### SAVED CARTS



- 14. To continue ordering follow the instructions for **PLACING AN ORDER** on page 6.
- 15. To checkout click **"PROCEED TO CHECKOUT"** refer to section **"CHECKING OUT"** on page 26.



If you require any further assistance, we are always available to help by phone or email:

# 1.877.588.3311

weborders@brabereq.com