

Online Catalog Manual



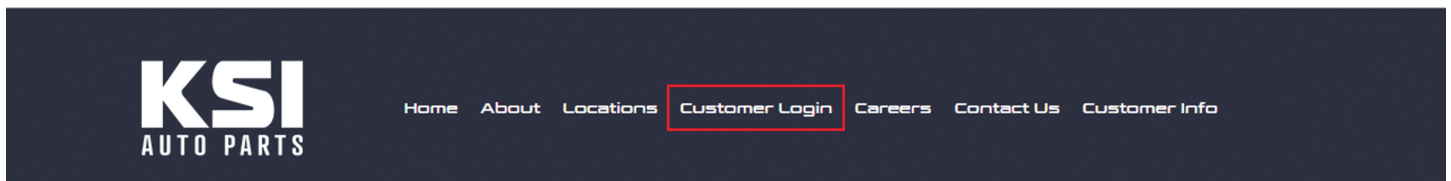
Online Catalog Manual

- To access our online catalog, scan the **QR Code** or go to **www.ksiautoparts.com**



NEW
CUSTOMER

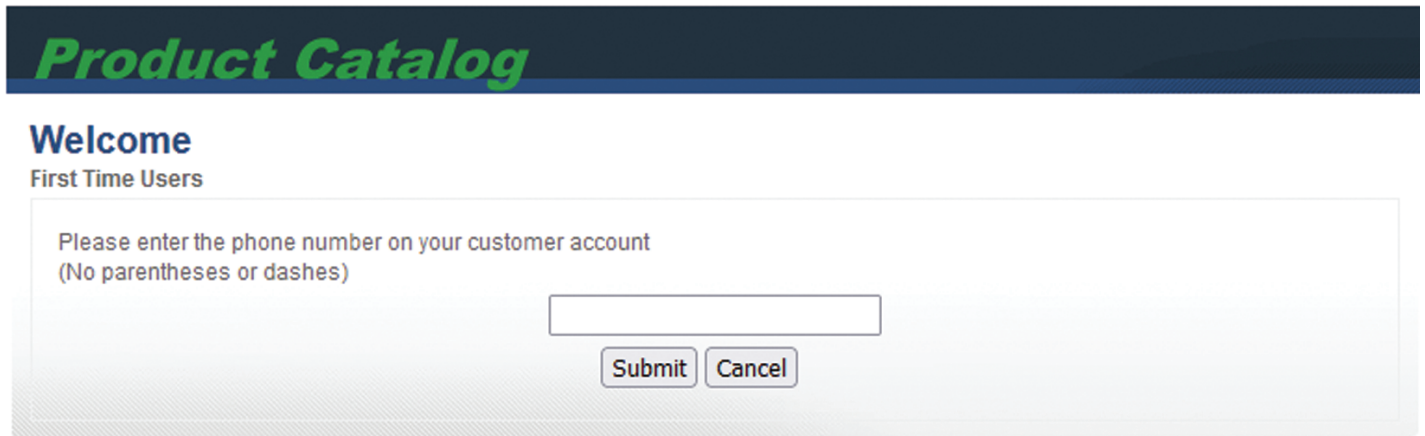
- If you go to www.ksiautoparts.com, click on the **Customer Login** navigation button, highlighted within the red box, as shown on the image below



OUR CORE VALUES



- If you scanned the QR Code you will be directed to the **Welcome First Time Users** page as shown below

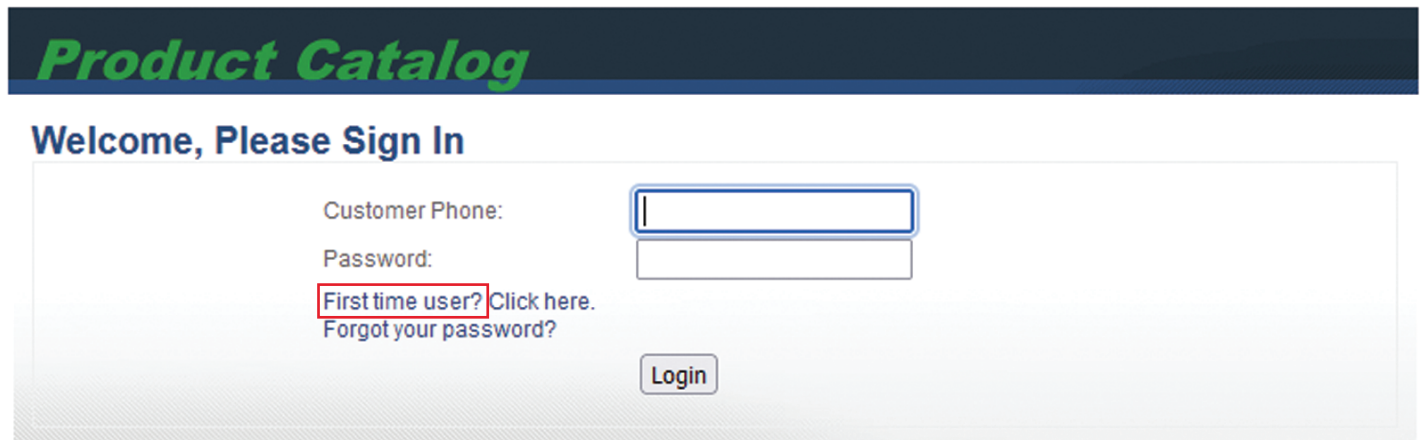


Product Catalog

Welcome
First Time Users

Please enter the phone number on your customer account
(No parentheses or dashes)

- If you went through www.ksiautoparts.com you will be directed to the **Welcome, Please Sign In** page as shown below
- On this page, click on **First time user?** Highlighted within the red box, as shown on the image below



Product Catalog

Welcome, Please Sign In

Customer Phone:

Password:

First time user? Click here.
Forgot your password?

- Following the instructions on how, enter the phone number on your customer account
- The phone number entered must match the phone number on file with KSI. Once entered click on the **Submit** button

Product Catalog

Welcome

First Time Users

Please enter the phone number on your customer account
(No parentheses or dashes)

8005747278

Submit Cancel

- If the number entered matches our records you will see the below page listing your customer information. Please review and if everything is correct, click **Continue**

Product Catalog

Welcome

First Time Users

Please confirm your customer information below

GORDON'S TEST ACCOUNT
12345 VIRGINIA STREET
Fredericksburg, VA 22408
443-909-4775

If the information is correct, click 'Continue' to set your account email address.

If the information is NOT correct, please contact your local KS office representative to update your account data.

Continue Cancel

- If the number entered matches our records you will see the below page listing your customer information. Please review and if everything is correct, click **Continue**

Product Catalog

Welcome

First Time Users

Please confirm your customer information below

GORDON'S TEST ACCOUNT
12345 VIRGINIA STREET
Fredericksburg, VA 22408
443-909-4775

If the information is correct, click 'Continue' to set your account email address.

If the information is NOT correct, please contact your local KS office representative to update your account data.

- Enter the email address you wish order confirmations to be sent

Product Catalog

First Time Users Email Confirmation

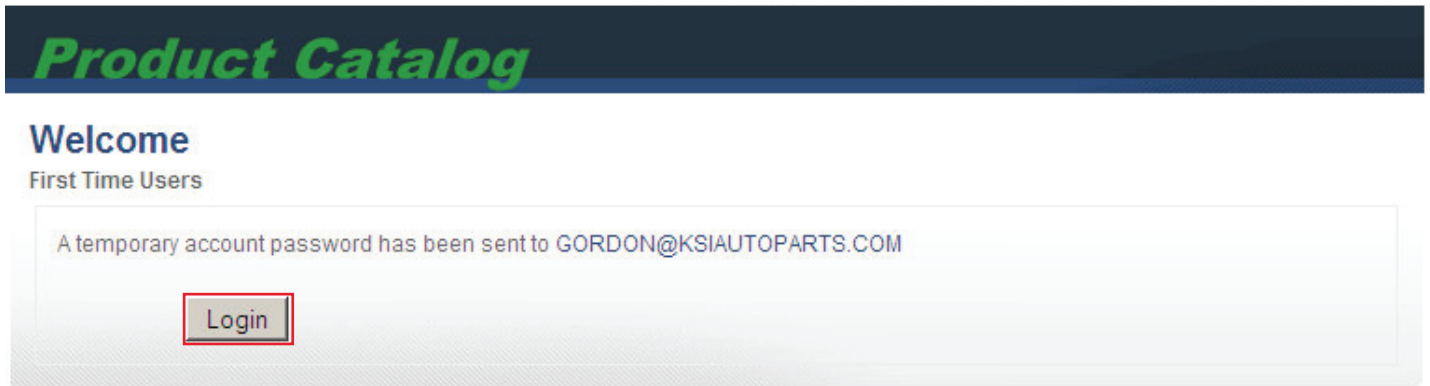
Enter Your Email Address

Please enter a valid email address for your customer account below.

E-Mail Address:

Confirm E-Mail Address:

- A temporary password will be emailed to the address provided
- Click **Login** to be brought back to the catalog Sign In page



Product Catalog

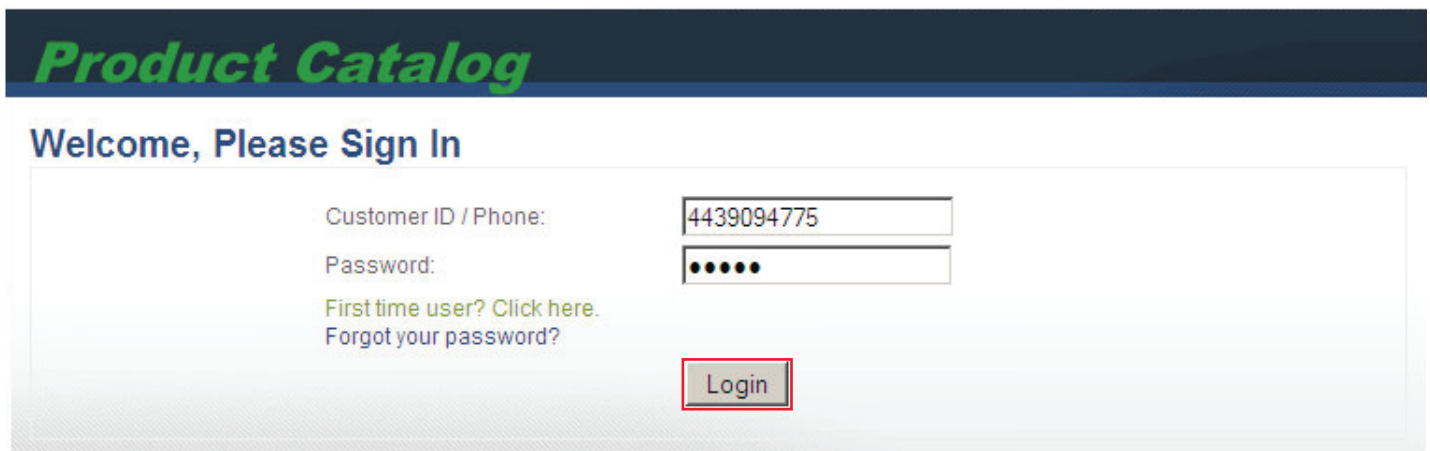
Welcome

First Time Users

A temporary account password has been sent to GORDON@KSIAUTOPARTS.COM

Login

- Input your phone number and the temporary password that was emailed to you, then click **Login** to access the Product Catalog



Product Catalog

Welcome, Please Sign In

Customer ID / Phone: 4439094775

Password: ●●●●●

[First time user? Click here.](#)
[Forgot your password?](#)

Login

- Once logged in click on **Edit Profile** to change your temporary password

Product Catalog

Welcome **GORDON'S TEST ACCOUNT**

[Edit Profile](#)

Customer Data:

GORDON'S TEST ACCOUNT
12345 VIRGINIA STREET
Fredericksburg, VA 22408
443-909-4775
gordon@ksiautoparts.com

Your KS Group Store:

KSI-Fredericksburg, VA
4951 Quality Drive
Fredericksburg, VA 22408
Customer Service: 855-855-4569

- Select **Change Password** from the drop down menu

Product Catalog

Welcome **GORDON'S TEST ACCOUNT**

[Back to Product Catalog](#)

Customer Data:

GORDON'S TEST ACCOUNT
12345 VIRGINIA STREET
Fredericksburg, VA 22408
443-909-4775
gordon@ksiautoparts.com

Your KS Group Store:

KSI-Fredericksburg, VA
4951 Quality Drive
Fredericksburg, VA 22408
Customer Service: 855-855-4569

Select the data you would like to update from the dropdown menu below.

Changes to your email and password are effective immediately. Changes to your address or phone number will be submitted to your local KS office for processing and may not be effective immediately.

Select data to update

Select data to update

Edit Email (Automatically)

Change Password (Automatically)

Edit Phone (Send Request)

Edit Address (Send Request)

* Required information

- Create a new password that follows the criteria listed below then click **Submit**

Change Password

Please enter your existing password and new password for your customer account below. Ensure the new password fields match and is at least 6 characters long, contains 1 upper case letter, 1 lower case letter, and 1 number.

Current Password: *

New Password: *

Password Confirmation: *

Submit

- If your new password meets the requirements you will receive a confirmation

Change Password

Your password has been successfully updated.

Please enter your existing password and new password for your customer account below. Ensure the new password fields match and is at least 6 characters long, contains 1 upper case letter, 1 lower case letter, and 1 number.

Current Password: *

New Password: *

Password Confirmation: *

Submit

- Your account is now setup. Please return to the Product Catalog by clicking on the **Back to Product Catalog** link at the top right of the page as shown below

Product Catalog

Welcome **GORDON'S TEST ACCOUNT**

[Back to Product Catalog](#)

- On the left hand side of the Product Catalog page you have the option to search by **part #** or by **Year, Make and Model**

Search for Parts

Product Catalog

Welcome **GORDON'S TEST ACCOUNT** [\[Edit Profile\]](#)

Customer Data:
GORDON'S TEST ACCOUNT
12345 VIRGINIA STREET
Fredericksburg, VA 22408
443-909-4775
gordon@ksiautoparts.com

Your KS Group Store:
KSI-Fredericksburg, VA
4951 Quality Drive
Fredericksburg, VA 22408
Customer Service: 855-855-4569

- If you search by **Part #**, your results will look similar to the below example

Product Catalog

[Home](#) » [Select a Part Type](#) » 5517211 HOOD,

Sort by ...

Search Results

Displaying **1 to 2** (of **2** products) Result Pages: **1**

Make: HONDA Model: ACCORD SEDAN 03-07 Year From: 2003 Year To: 2007 CAPA: Yes Part Type: HOOD	Description: HOOD Item No: 5517211 Link No: HO1230138 OEM No: 60100SDBA90ZZ List Price: \$156.00	<input type="button" value="Add to Cart"/>
Make: HONDA Model: ACCORD SEDAN 03-07 Year From: 2003 Year To: 2007 CAPA: Yes Part Type: HOOD	Description: HOOD (DM) Item No: 5517211-D Link No: HO1230138 OEM No: 60100SDBA90ZZ List Price: Contact local KS Office:855-855-4569	

Displaying **1 to 2** (of **2** products) Result Pages: **1**

- If you search by **Year**, **Make** and **Model**, your results will look similar to the below example
- You can **Select All** or select the specific parts that you need then click **View Parts**

Product Catalog

Home » 2002 GM TRUCKS & VANS TAHOE 00-06 (CHEVY) (NEW STYLE)

Select a Part Type

- | | |
|---|---|
| <input checked="" type="checkbox"/> FT BMP (STEEL) | <input type="checkbox"/> RAD SUPPORT ASSY |
| <input type="checkbox"/> FT BMP PAD | <input type="checkbox"/> RAD SUPPORT MISC |
| <input type="checkbox"/> FT BMP BRKT | <input type="checkbox"/> MIRROR (DOOR) |
| <input type="checkbox"/> FT BMP FILLER | <input type="checkbox"/> DOOR HINGE |
| <input type="checkbox"/> FT BMP LWR VALANCE (AIR DAM) | <input type="checkbox"/> FT DOOR |
| <input checked="" type="checkbox"/> GRILLE | <input type="checkbox"/> DOOR MLDG (FT/RR) |
| <input type="checkbox"/> H/L MOUNTING BRKT | <input type="checkbox"/> DOOR HANDLE (FT/RR) |
| <input type="checkbox"/> HEAD LAMP(LIGHT) | <input type="checkbox"/> WINDOW REGULATOR (FT/RR) |
| <input type="checkbox"/> CORNER LAMP(LIGHT) | <input type="checkbox"/> T/L OUTER(LIGHT) |
| <input type="checkbox"/> FOG LAMP(LIGHT) | <input type="checkbox"/> RR BMP |
| <input checked="" type="checkbox"/> HOOD | <input type="checkbox"/> STEP BMP |
| <input type="checkbox"/> HOOD HINGE/LATCH/LIFT | <input type="checkbox"/> RR BMP PAD |
| <input type="checkbox"/> FENDER | <input type="checkbox"/> FAN ASSY/SHROUD |
| <input type="checkbox"/> FENDER MLDG/FLARE | <input type="checkbox"/> A/C CONDENSER |
| <input type="checkbox"/> FENDER LINER | <input type="checkbox"/> RADIATOR |
| | <input type="checkbox"/> RUST PANEL |

[Select All](#)
[View Parts](#)

- Below is the screen you will see when you click **View Parts**
- From here you can review the specifications for each part you selected as well as add them to your cart


Product Catalog

Home » Select a Part Type » 5517211 HOOD,

Search Results

Sort by ...

Displaying 1 to 2 (of 2 products) Result Pages: 1

Make: HONDA	Description: HOOD
Model: ACCORD SEDAN 03-07	Item No: 5517211
Year From: 2003	Link No: HO1230138
Year To: 2007	OEM No: 60100SDBA90ZZ
CAPA: Yes	List Price: \$156.00
Part Type: HOOD	

Make: HONDA	Description: HOOD (DM)
Model: ACCORD SEDAN 03-07	Item No: 5517211-D
Year From: 2003	Link No: HO1230138
Year To: 2007	OEM No: 60100SDBA90ZZ
CAPA: Yes	List Price: Contact local KS Office:855-855-4569
Part Type: HOOD	

Displaying 1 to 2 (of 2 products) Result Pages: 1

- Below is the **Shopping Cart** screen
- The estimated discount is your normal discount that you receive on parts from your local KSI Office. Any extra discount, incentive, promotion and / or tax (if applicable) will not be reflected in the total within the shopping cart. It will however show on the invoice you receive with your delivery.
- Review everything one final time, if everything is correct click **Checkout**

Product Catalog

[Home](#) » [Shopping Cart](#)

Shopping Cart

Remove Product	Item Code	Make	Model	Part Type	Year	Price	Qty.	Total
<input type="checkbox"/>	HOOD	5517211	HONDA ACCORD SEDAN 03-07	HOOD	2003-2007	\$156.00	<input type="text" value="1"/>	\$156.00
Sub-Total:								\$156.00
*Estimated Discount:								-\$78.00
**Estimated Total:								\$78.00

[Update Cart](#)
[Continue Shopping](#)
[Checkout](#)

NOTE: All prices displayed are list prices, and do not include shipping, handling, and taxes. All items ordered are processed by your local store and are subject to availability. We will contact you directly if any of the items in your order are not available or backordered.

* Individual store promotions are not shown here.

** Your order will be subject to state sales tax unless your company has a Tax ID (Resale Certificate) on file with us. If you have a Tax ID but have not submitted it to us, please fax or e-mail it to your store. [Click here to see a sample resale certificate.](#)

Your customer discount of 50% is included in the estimated total shown above.

- Below is the **Review Order** screen
- The estimated discount is your normal discount that you receive on parts from your local KSI Office. Any extra discount, incentive, promotion and / or tax (if applicable) will not be reflected in the total within the shopping cart. It will however show on the invoice you receive with your delivery.
- Review everything one final time, if everything is correct click **Checkout**

Product Catalog

[Home](#) » [Shopping Cart](#) » Review Order

Review Order

IMPORTANT NOTICE BEFORE PURCHASE:

Online orders are processed daily at 1:00am EST. Depending on the time of your order, you may experience up to 24 hour delay. Once your order has been processed, a confirmation email will be sent to GORDON@KSIAUTOPARTS.COM.

If you would like to continue, please click "Confirm Order" below.

Product	Item Code	Make	Model	Part Type	Year	Price	Qty.	Total
HOOD	5517211	HONDA	ACCORD SEDAN 03-07	HOOD	2003-2007	\$156.00	1	\$156.00
Sub Total:								\$156.00
*Estimated Discount:								-\$78.00
**Estimated Total:								\$78.00

Special Instructions: (Character limit 250 - Characters left 240)

PO# 123456

[Confirm Order](#)

[Return to Shopping Cart](#)

[Cancel](#)

- Below is the **Order Complete** screen
- Your order is now complete. You will receive an email confirmation shortly
- Some items may be back ordered or need to be transferred from another location. If this is the case you may receive an email or phone call from your local KSI Office.
- If the order is good and there are no issues or concerns, it will ship on the next delivery to your area

NOTE

Cut off times for deliveries vary by location. Please check with your local KSI Office for run cut off times or for any other questions you may have.

Your local KSI Office is listed under your online account when you login.

Product Catalog

[Home](#) » [Checkout](#) » [Order Complete](#)

Order Complete!

Thank you for your order! Your order number is: W55VA111118

REMINDER:
Online orders are processed daily at 1:00am EST. Depending on the time of your order, you may experience up to 24 hour delay. Once your order has been processed, a confirmation email will be sent to GORDON@KSIAUTOPARTS.COM.

If you have any questions regarding your order, please contact your local KS office customer service.

[Continue](#)