Online Catalog Manual



catalog.ksiautoparts.com



Online Catalog Manual

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



• 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



• 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) Submit Cancel | |

- 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? | |
| | Login |

- · 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 custo (No parentheses or dashes) | mer account | |
| | 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**



• 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 you | r account data. |
| Continue Cancel | |

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

| Product Catalo | g | |
|---|-------------------------|--|
| First Time Users Email Co Enter Your Email Address | nfirmation | |
| Please enter a valid email address for your | customer account below. | |
| E-Mail Address: | gordon@ksiautoparts.com | |
| Confirm E-Mail Address: | gordon@ksiautoparts.com | |
| | Continue Cancel | |

- · 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

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]

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 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

| Please enter your existing password and match and is at least 6 characters long, c | new password for your customer a ontains 1 upper case letter, 1 lower | ccount below. Ensure the new password fields case letter, and 1 number. |
|---|--|--|
| Current Password: | •••• | * |
| New Password: | ••••• | * |
| Password Confirmation: | ••••• | * |

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

| our password has been successfully u | updated. | |
|--|---------------------------------|---|
| Please enter your existing password and p | ew password for your custon | er account below. Ensure the new password field |
| match and is at least 6 characters long, cor | ntains 1 upper case letter, 1 l | ower case letter, and 1 number. |
| Current Password: | | * |
| | | |
| New Password: | | * |
| | | |

• 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



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 | | |
|------------------|--|--|----------------|
| enter pan # | Welcome GORDON'S TEST ACCOUNT | | [Edit Profile] |
| Choose Year 💌 | Customer Data: | Your KS Group Store: | |
| Choose Make 💌 | GORDON'S TEST ACCOUNT | KSI-Fredericksburg, VA | |
| Choose Model | Fredericksburg, VA 22408 443-09-4775 gordon@ksiautoparts.com | Fredericksburg, VA 22408 Customer Service: 855-855-4569 | |

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

| Produ | ict Catalog | | | | |
|--|--|---|---|-------------|-----------------|
| Home » Select a | a Part Type » 5517211 HOOD, | | | | |
| Search Re | sults | | | Sort by | • |
| Displaying 1 | to 2 (of 2 products) | | | | Result Pages: 1 |
| Make: Model: Year From: Year To: CAPA: Part Type: | HONDA ACCORD SEDAN 03-07 2003 2007 Yes HOOD | Description Item No: Link No: OEM No: List Price: | HOOD 5517211 HO1230138 60100SDBA90ZZ \$156.00 | | 🕞 Add to Cart |
| Make: | HONDA | Description | HOOD (DM) | | |
| Model: Year From | ACCORD SEDAN 03-07 | Item No: | 5517211-D HO1230138 | | |
| Year To: | 2007 | OEM No: | 60100SDBA90ZZ | | |
| CAPA: Part Type: | Yes HOOD | List Price: | Contact local KS Office:8 | 55-855-4569 | |
| 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 | |
|--|--------------------------|
| ome » 2002 GM TRUCKS & VANS TAHOE 00-06 (C | HEVY) (NEW STYLE) |
| Select a Part Type | |
| FT BMP (STEEL) | RAD SUPPORT ASSY |
| FT BMP PAD | RAD SUPPORT MISC |
| FT BMP BRKT | MIRROR (DOOR) |
| FT BMP FILLER | DOOR HINGE |
| FT BMP LWR VALANCE (AIR DAM) | FT DOOR |
| GRILLE | DOOR MLDG (FT/RR) |
| HIL MOUNTING BRKT | DOOR HANDLE (FT/RR) |
| HEAD LAMP(LIGHT) | WINDOW REGULATOR (FT/RR) |
| CORNER LAMP(LIGHT) | T/L OUTER(LIGHT) |
| FOG LAMP(LIGHT) | RR BMP |
| HOOD | STEP BMP |
| HOOD HINGE/LATCH/LIFT | RR BMP PAD |
| FENDER | FAN ASSY/SHROUD |
| FENDER MLDG/FLARE | A/C CONDENSER |
| FENDER LINER | |
| | 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

| Produ | ict Catalog | | | | | | | | | |
|--|--|---|---|-------------|-----------------|--|--|--|--|--|
| Home » Select a Part Type » 5517211 HOOD, | | | | | | | | | | |
| Search Re | sults | | | Sort by | • | | | | | |
| Displaying 1 | to 2 (of 2 products) | | | | Result Pages: 1 | | | | | |
| Make: Model: Year From: Year To: CAPA: Part Type: | HONDA ACCORD SEDAN 03-07 2003 2007 Yes HOOD | Description Item No: Link No: OEM No: List Price: | : HOOD 5517211 HO1230138 60100SDBA90ZZ \$156.00 | | 🕞 Add to Cart | | | | | |
| Make: Model: Year From: Year To: CAPA: Part Type: | HONDA ACCORD SEDAN 03-07 2003 2007 Yes HOOD | Description Item No: Link No: OEM No: List Price: | : HOOD (DM) 5517211-D HO1230138 60100SDBA90ZZ Contact local KS Office:8 | 55-855-4569 | | | | | | |
| 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



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



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 To | tal: | \$156.00 | | | |
| | *Estimated Discount: | | | | unt: | -\$78.00 | | | | | |
| | | | | | **Esti | mated To | tal: | \$78.00 | | | |
| Special Instructions: (Character limit 250 - Characters left 240) | | | | | | | | | | | |
| PO# 1234 | 56 | | | | | | * | | | | |
| | | | | | | | v | | | | |
| | | Confirm Or | der 📔 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 transfered 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