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## LINK-BELT LOGIN

Link-Belt's eParts program is accessible from the Link-Belt website at [www.linkbelt.com](http://www.linkbelt.com)

Users will need to contact Link-Belt to set up their Username and Password and, once they are logged-in, their authority will allow them to see and interact with the **\*NEW\* eParts Home via the link under our Parts Menu**

**Please log in.**

NOT REGISTERED FOR LINK-BELT PREFERRED?  
[Click here to sign up.](#)

Distributors: [CLICK HERE](#)

Username:

Password:   [Help](#)

If you have received a Username and Password but cannot remember it, please click the 'Help' link at the right of the login form and provide the email address we have on file and we will gladly send you that information.

## EPARTS WELCOME SCREEN

Link-Belt *eParts*

Crane Sales & Service  
 Omaha, NE  
 Welcome TEST | [Home](#)

- Part Availability Inquiry
- Search Parts Lists
- Create An Order
- Search Orders & Shipments
- Backlog Report
- Hose Assemblies
- Filters List
- Parts Bulletins
- Operating Costs
- User's Guide
- Contact Link-Belt
- eParts Home

[REVISED - Parts Policy & Procedure Manual](#)  
 Revised - Parts Policy & Procedure Manual - Parts Bulletin LBCE-PI-10-02

[New - Parts Department Organizational Chart](#)  
 New - Parts Bulletin - LBCE-PI-10-01 Parts Department Organizational Chart

[Return Code Changes for New Parts Price List #103](#)  
 New - Parts Bulletin - LBCE-PP-10-03, dated August 16, 2010

**PENDING ORDERS**

Order	PO	Dist	Pri	Lines
D88811	TESTMMM	110000P	R	0
D88810	TEST MAG	110003P	R	0

*Please Note: Orders left pending for more than an hour will be released after 5 PM EST*

**ORDER LOOKUP**

Order    Rls    Shp    PO

           OR

**RECENT ACTIVITY**

Order	Date	Dist	Pri	Status
D88791	12/10/10	000000P	E	Closed
D88746	12/10/10	000000P	E	Closed
D88699	12/10/10	000000P	R	In Process
D88496	12/08/10	000000P	E	Closed
D88378	12/07/10	000000P	E	Closed
D88300	12/07/10	000000P	E	Closed
D88175	12/06/10	000000P	E	In Process
D88025	12/03/10	000000P	S	Closed
D87852	12/01/10	000000P	E	Closed
D87814	12/01/10	000000P	R	Closed
D87718	11/30/10	000000P	S	Closed
D87639	11/30/10	000000P	S	Closed
D87587	11/29/10	000000P	E	Closed
D87541	11/29/10	000000P	E	Closed

[see more..](#)

Once authorized users have arrived at the eParts homepage they will see their main menu of options at left, recent news articles and announcements in the center, and a search form and list of recent orders from their associated companies at right.

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Crane Sales & Service  
Omaha, NE  
Welcome TEST | [Home](#) |

At the top right of the page the user's name and the current company association is displayed. This is the default location we have on file for the user, but users can have multiple company and branch associations.

**Clicking the 'Home' link returns the users to the main Link-Belt website.**

If you have begun an order but not yet clicked the "Complete Order" button, that order is considered "Pending" and you will be reminded to complete it on both the home page and before you create a new Order.

**Please Note:** Orders left pending for more than an hour will be released after 5 PM EST

The 'Recent Activity' window shows the 16 orders which have been entered or which have had a new release/shipment most recently.

The Order Number is a link to the details of that Order, the Date and Distributor Number of the company for which the Order was entered is displayed as well as the Order Priority (R=Rush, E=Emergency, S=Stock) and the current status of the Order.

The Order Status' are:

- **In Process** which means the Order is open and has items which still require shipping
- **Closed** which means that the Order has been fulfilled and Shipped
- **Cancelled** meaning that the Order was cancelled before it had completed processing

RECENT ACTIVITY					
Order	Date	Dist	Pri	Status	
<a href="#">D73708</a>	06/28/10	000000P	R	In Process	
<a href="#">D73707</a>	06/28/10	000000P	R	In Process	
<a href="#">D73700</a>	06/28/10	000000P	R	In Process	
<a href="#">D73697</a>	06/28/10	000000P	E	In Process	
<a href="#">D73684</a>	06/24/10	000000P	R	In Process	
<a href="#">D73683</a>	06/24/10	000000P	E	In Process	
<a href="#">D73682</a>	06/24/10	000000P	E	In Process	
<a href="#">D73681</a>	06/24/10	000000P	R	In Process	
<a href="#">D73679</a>	06/24/10	000000P	R	In Process	
<a href="#">D73676</a>	06/24/10	000000P	E	In Process	
<a href="#">D73675</a>	06/24/10	000000P	S	In Process	
<a href="#">D73674</a>	06/24/10	000000P	S	In Process	
<a href="#">D73673</a>	06/24/10	000000P	E	In Process	
<a href="#">D73672</a>	06/24/10	000000P	E	In Process	
<a href="#">D73671</a>	06/24/10	000000P	E	In Process	
<a href="#">D73670</a>	06/24/10	000000P	E	In Process	
					<a href="#">see more..</a>

To search the full Order History for your associated companies, click the '[see more..](#)' link.

**ORDER / SHIPMENT SUMMARY**

The Order, Release and Shipment Summary programs allow users to see the detailed information on a given Order.

The Order Summary is displayed any time an Order Number is clicked and it includes the current status of each line from the original order, and the latest release and shipment numbers the part were on. Clicking the release number will take you to an Order Release Summary showing the status of the parts included on that Release, and clicking the

Shipment Number will take you to that Shipment's Summary with, again, only the parts included on that Shipment displayed.

At the top of the Summary is the Order Header information. On a Shipment Summary, this will include the Shipment Tracking Number which, depending on the carrier, will often link directly to that Carrier's website and the tracking information for that particular package, as well as the Invoice Number, once it has been assigned, which can be clicked to view a full printable copy of that invoice.

[\[Close Window\]](#)  
[\[Print-friendly\]](#)

ORDER SUMMARY

Link-Belt

**Order D73709**  
**Priority: R - Rush**  
**Ship: P - PARTIAL**  
**Status: IN PROCESS**

**Distributor:** 103800P HOLT CRANE & EQUIPMENT  
**Shipped-To:** HOLT CRANE & EQUIPMENT  
 3302 S.W.W. WHITE ROAD  
 SAN ANTONIO, TX 78222

**Order Date/Time:** 06/28/10 4:00 PM  
**Ordered By:** HOLT  
**Order Total:** \$ 0,000.00  
**Estimate Order Weight:** 00.00 Lbs

**Model/SN:**  
**PO Number:** TEST MAG  
**Customer PO:**  
**Carrier/Via:** FEDEX PR1

**Comments:** PLEASE INSURE PACKAGES FOR FULL VALUE OF THE ORDER  
 HazMat Exceptions Acknowledged 6/28 by HOLT

Click a Release or Shipment Number Link to view Details

LN	R/S	SHP	STAT	PART	DESCRIPTION	QTY				PRICE	PROMISE
						ORD	ALC	B/O	SHP		
1	0		K	CBP0547	LBL	0				\$ .00	
2	0		O	L8A0564	Spring, Gas (HAZMAT)	2		2		\$ 00.00	06/29/10
NOTE: PART CONTAINS HAZARDOUS MATERIAL											
3	0		O	CBN0436	GLASS	2	2			\$ 000.00	
4	0		O	J2M0017	LATTICE	1	1			\$ 00.00	
<b>ORDER TOTAL</b>										<b>\$ 0,000.00</b>	

[\[Close Window\]](#)  
[\[Print-friendly\]](#)

SHIPMENT SUMMARY

Link-Belt

**Order D73604 Release 0 Shipment 1**  
**Priority: E - Emergency**  
**Ship: P - PARTIAL**  
**Co/Whs: 001 PDC**

**Distributor:** 118600P CRANE SALES & SERVICE  
**Shipped-To:** ALLIED EQUIPMENT SALES  
 3201 CASADO ST  
 WICHITA, KS 67217

**Model/SN:** 0000

**PO Number:** 0000000000  
**Customer PO:**  
**Shipment Date:** 06/17/10  
**Weight:** 00.000  
**Shipped:** PA (PREPAID AND ADD)  
**Carrier/Via:** UPS EAM  
**Tracking No:** 000000000000000000

**Invoice:** Pending  
**Invoice Date:** 06/17/10  
**Parts Total:** \$ 0,000.00  
**Freight:** \$ 000.00  
**Service Chg:** \$ 000.00  
**Pending Invoice Total:** \$ 0,000.00

LINE	QTY	PART	DESCRIPTION	TOTAL PRICE
1	1	1X 4151	BEARING	\$ 000.00
2	1	9F 0034	OIL SEAL	\$ 00.00
3	1	9G 0026	OIL SEAL	\$ 00.00
4	2	AC 0081	OIL SEAL	\$ 000.00
<b>PARTS TOTAL</b>				<b>\$ 0,000.00</b>
<b>FREIGHT TOTAL</b>				<b>\$ 000.00</b>
<b>SERVICE CHARGE</b>				<b>\$ 000.00</b>
<b>INVOICE TOTAL</b>				<b>\$ 0,000.00</b>

Below the Header will be the Order Comments, if there were any, followed by a list of all the Line Items for that Order / Release / Shipment.

Backordered Lines appear in Yellow with the Promise Date, if it is known, in the final column. Cancelled Lines appear as though they have been 'crossed out', and Line Comments for all lines display under the Line with which they are associated.

Click a Release or Shipment Number Link to view Details

LN	R/S	SHP	STAT	PART	DESCRIPTION
1	0	1	I	1X 4151	BEARING
2	0	1	I	9F 0034	OIL SEAL
3	0	1	I	9G 0026	OIL SEAL
4	0	1	I	AC 0081	OIL SEAL

Next to the Line Numbers are the Order Release and Shipment Numbers. Click the Release Number to view that Order Release or the Shipment Number to view the Order Release Shipment.

From the Shipment Summaries, you can return to the Order or Release by clicking the number at the top.

**Order D73604 Release 0 Shipment 1**

## ORDER HISTORY

Click 'Search Orders & Shipments' or the '**see more..**' link from your 'Recent Activity' window to view the Link-Belt Parts Order Search. This search form allows users to specify any combination of selection criteria they wish to use to narrow search results to the exact information they would like to see.

**Parts Order Search**

<b>Company</b>	<b>Ship-To Name</b>	<b>Invoice</b>	<b>Ord Type</b>	<b>Clear All</b>				
103800P: Holt Crane & Equipment (San Antonio,TX) ▾	<input type="text"/>	<input type="text"/>	*Both ▾					
<b>Order</b>	<b>Rls</b>	<b>Shp</b>	<b>Order Status</b>	<b>Priority</b>	<b>Order Month/Year</b>	<b>PO Number</b>	<b>Part No</b>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	2010	<input type="text"/>	<input type="text"/>	<input type="button" value="Search"/>

Use Criteria Combinations or Partially Completed Search Fields Above for Narrowed Results. Click an Order, Release or Shipment Number to View Further Details.

Order	Order Date	Dist No	PO Number	Ship-To	Parts Total	Status
<b>D69225</b>	04/29/10	103800P	000000000	HOLT CRANE & EQUIPMENT	\$ 000.00	Closed
-	<b>Release 0</b>	<b>Shipment 1</b>	<b>Ship Date: 04/30/10</b>	<b>Tracking No: 000000000000</b>	<b>Invoice: PT000000</b>	
<b>D69219</b>	04/29/10	103800P	00000	OPERATORS SUPPLY CO	\$ 0,000.00	Closed
-	<b>Release 0</b>	<b>Shipment 1</b>	<b>Ship Date: 04/30/10</b>	<b>Tracking No: 000000000000</b>	<b>Invoice: PT000000</b>	
-	<b>Release 1</b>	<b>Shipment 1</b>	<b>Ship Date: 05/04/10</b>	<b>Tracking No: 000000000000</b>	<b>Invoice: PT000000</b>	
-	<b>Release 2</b>	<b>Shipment 1</b>	<b>Ship Date: 05/06/10</b>	<b>Tracking No: 000000000000</b>	<b>Invoice: PT000000</b>	
-	<b>Release 3</b>	<b>Shipment 1</b>	<b>Ship Date: 05/12/10</b>	<b>Tracking No: 000000000000</b>	<b>Invoice: PT000000</b>	

The drop box of 'Companies' lists all the locations and companies associated with the logged-in user. If there is more than one, an option for \*ALL\* will also be available.

**Changes to the Companies and Locations assigned to a particular user can only be made by Link-Belt personnel.** See the Link-Belt Support section at the end of this document for a list of people you can contact.

The results of the search are displayed below and include:

- Links to the Order Summary
- Links directly to each Release and Shipment created from that Order
- Links to view the Shipment Tracking information by clicking on the Tracking Number if that information is available
- Links to view the Invoice if one has been assigned

As with all searches, clicking the column headings will reorder the results in ascending order the first time and then descending order on the second click.

**Please Note:** Requesting an Invoice can take up to 45 seconds. Please be patient and allow your PDF file to load completely before closing the window.

## BACKLOG REPORT

Backlog Report									
Company							Ship-To Name		
*ALL									
Order	Rls	Shp	Priority	Order Month/Year	PO Number	Part Number			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
Search									

Use Criteria Combinations or Partially Completed Search Fields Above for Narrowed Results. Click an Order Number to View Full Order Details.

Order	Order Date	Dist No	PO Number	Ship-To			Priority	Ship	
D65950	03/30/10	103901P	158823	COLUMBUS EQUIPMENT			Rush	Partial	
				Qty	Alc	B/O	Shp	Price	Promised
				1	0	1	0	\$ 0000.00	04/14/10
D66929	04/06/10	103902P	227427	MILLER BROS. CONST.			Rush	Complete	
				Qty	Alc	B/O	Shp	Price	Promised
				2	0	2	0	\$ 000.00	04/07/10
				2	2	0	0	\$ 00.00	04/07/10
				2	2	0	0	\$ 000.00	04/07/10
				2	2	0	0	\$ 00.00	04/07/10
				2	2	0	0	\$ 00.00	04/07/10

The Backlog Report allows users to see a quick view of all of the Backordered Parts on the open Orders which meet the requested criteria. This is another search form which allows users to specify any combination of selection criteria they wish to use to narrow search results to the exact information they would like to see.

As with all searches, clicking the column headings will reorder the results in Ascending order the first time and then Descending order on the second click and clicking the Order Number will take the user to the Order Detail view.

## PART AVAILABILITY INQUIRY

The Part Availability Inquiry allows users to enter a Part Number and see the pricing and availability information.

Notes about that part will display above the part description in yellow

**IMPORTANT MESSAGE:**

**FOR VENDOR SALES ONLY...THIS IS UNMACHINED CASTING AND IS "NOT A SERVICE ITEM". MUST ORDER 1C 0485 FOR SERVICE REQUIREMENTS.**

Part: 1C 0175  
Description: CLUTCH SHOE 20X5 ALUM M/C

Obsolete parts are searchable as well and display any information available

**\*\*\* Contact Factory to set up this part \*\*\***

Part: AC 4176  
Description: LABEL, EMERGENCY LINE IDE

Status: Obsolete  
Package Qty: 0  
Unit of Measure: EA  
Weight: .000



Reference Parts will display the pricing and availability information for the part (s) which replaces the requested Part Number

<b>Part:</b> 28A5129 <b>Description:</b> CLUTCH ASSY <b>Status:</b> Obsolete						
REPLACEMENT PARTS						
Part	Description	List Price	Net Price	Qty Avail.	Qty Req'd	Include
M2A0285	CLUTCH EATON 15.5	\$ 8888.88	\$ 9999.99	3	1	<input checked="" type="checkbox"/>
M2A0291	DWG PKT CLUTCH REPL	\$ .00	\$ .00	18	1	<input checked="" type="checkbox"/>
M2A0293	SCUFF PLATE	\$ 88.88	\$ 99.99	6	1	<input checked="" type="checkbox"/>
1X 3268	BEARING	\$ 5.55	\$ 8.88	23	1	<input checked="" type="checkbox"/>
1X 5963	WASHER	\$ .55	\$ .99	140	8	<input checked="" type="checkbox"/>
1X 6455	CAPSCREW	\$ .77	\$ .55	12	8	<input checked="" type="checkbox"/>
28A5133	FLYWHEEL	\$ 4444.44	\$ 9999.99	0	1	<input checked="" type="checkbox"/>

For all active parts, users can also create and maintain Parts Lists from this screen by entering a List Name and clicking "Create New List" or selecting a List from the drop box and clicking "Add to List".

Once a list is created or selected, it is displayed at the top of the screen. Users can maintain the Title, the Distributor Code and Reference Number as necessary.

(Print-friendly List)

<b>List Title</b> TEST MAG		<b>Expiration Date</b> 8/6/2010	
<b>Distributor</b> 103800P		<b>Reference Number</b>	
		<b>Created By</b> MUNROEINCYO	

Line	Include	Part	Description	Qty Avail.	Ref Qty	Qty	Price	Del
1	<input checked="" type="checkbox"/>	3W 0982	O-RING	0	-	5	\$ .00	X
6	<input checked="" type="checkbox"/>	822006002	2IN ID HOSE	8	4 - E2J0089	4	\$ 00.00	X
7	<input checked="" type="checkbox"/>	21M0695	25' TOP SECTION	0	1 - 21M0337	1	\$ .00	X
10	<input checked="" type="checkbox"/>	1X 0001	WASHER	14	-	1	\$ .00	X
12	<input checked="" type="checkbox"/>	3W 0982	O-RING	0	-	10	\$ .00	X
13	<input checked="" type="checkbox"/>	C5A0844	LOCKPIN	0	-	1	\$ 000.00	X

Create Order ->
Update List
Delete List

(Print-friendly Lookup)

PART AVAILABILITY LOOKUP

**Distributor:** 103800P: Holt Crane & Equipment (San Antonio,TX)

**Part Number:**  Go

**Part:** C5A0844  
**Description:** LOCKPIN  
**Qty Available:** 0  
**Qty Available at Vintage:** 0

<b>Package Qty:</b> 0 <b>Unit of Measure:</b> EA <b>Weight:</b> .000 <b>Status:</b> ACTIVE	<b>List Price:</b> \$ 000.00 <b>Net Price:</b> \$ 000.00 <b>Returnable:</b> Yes <b>Shipped From:</b> Lexington, KY
---	---

Create New List  
 Add To List

Please Note: Prices and Availability listed here are subject to change. Prices and Part Reservations only become locked in when parts are added to a Parts Order.

Qty	Del
5	X
1	X
Update List	

Users can also update the quantities on List Parts, delete parts using the X on each line or by setting the quantity to 0, or delete the List entirely if required.

Using the "Include" checkmarks and the "Create Order" button at the bottom left-hand side of the list users can transfer list parts to a new Order.

12	<input checked="" type="checkbox"/>	3W 0982	O-RIM
13	<input checked="" type="checkbox"/>	C5A0844	LOCK
Create Order ->			

By default the list is created with an expiration date 60 days from the day it was created. Users can extend this expiration on the Parts List Search page.

## PARTS LIST SEARCH

Parts List Search							
Company				List Title	Reference	Part Number	
103900P: Columbus Equipment Co Corporate Headquarters (Columbus,OH) ▾							Search
<small>Use Criteria Combinations or Partially Completed Search Fields Above for Narrowed Results. Click an Order, Release or Shipment Number to View Further Details.</small>							
ID	List Title	Date Created	Reference	Dist No	Created By	Expiration	
1	Test Customer #1	4/7/2010		103900P	Ralph Columbus	6/6/2010	Add 90 Days

The Parts List Search form displays all active lists for the user's current location by default and allows combinations of search criteria to narrow and expand the search results. Results can be sorted by clicking the column headings.

Click the List ID Number to view that list, or click the 'Add 90 Days' button to extend the expiration date on any list by 90 days.

## HOSE ASSEMBLY SEARCH

For occasions when a particular Hose Assembly is not available directly, Link-Belt provides the components required to create that Assembly. Users can search by Assembly, Component or Vendor Part Number to see information on these parts.





From the Bill-To Distributor drop box the user chooses the location which should be charged for the ensuing Order. The default value is the main location listed for the logged-in user, but if a change is made, the defaults for that new company are populated.

As with most forms, the required fields are indicated by a red asterisks beside the field which users will need to complete in order to complete the Parts Order Header

From there the user chooses the Priority, Ship Complete Option, Shipping Method and Freight Code selections from their respective drop box values. There is also a box to include a note about adding Insurance to the Order in this same 'Shipping' section.

Below the 'Shipping' area are the Reference Fields, of which PO Number is always required, as well as a place for noting the Customer PO Number (for your reference only) and the Machine Model and Serial Number (not required).

The final part of the Header is the Ship To area. In this section users can choose to either directly enter a Company Name and Address or create/search form their Favorites.

Users can also check the 'Add to Favorites' box at the bottom of the Header to add the current 'Ship To' values as a new 'Favorite'.

**SHIP-TO FAVORITES**

**Link-Belt**  
C R A N E S

**Search Ship-To Favorites**

Name City Search

Add New

	Name	Location	
Select	Krazy Kranes ala Kathy	1 Kranetastic Way, Kooltown, KY, UNITED STATES	Edit X
Select	Michelle's Cranes	1313 Mockingbird Lane, Munster, MI, UNITED STATES	Edit X
Select	Test Favorite Address	9876 Testing Meadow Dr., TEST, AA, UNITED STATES	Edit X

Favorites are nothing more than Shipping Addresses saved in conjunction with your user profile so that they can be used over and over without retyping or looking up the information in another file or on another system.

The 'Favorites' are stored according to the Bill-To Company Selected at the top of the Order Header and are visible to, and maintainable by any logged-in user with the authority to order for that Company.

**Link-Belt**  
C R A N E S

### Update Ship-To Favorites

Name:

Address:

City, State, Zip:

Country:

Location Type:

Once each Header section is complete, the user should click “Add Parts →” to move to the next stage.



## Order D73709

1
2
3
4

Order Date: 06/28/2010  
Ordered By: HOLT

---

**HEADER**

Distributor: **103800P: HOLT CRANE & EQUIPMENT**  
 Ship-To: **HOLT CRANE & EQUIPMENT**  
 Partial/Complete: **P (Partial)**  
 Ship Via: **FEDEX STND**

PO Number: **TEST MAG**  
 Priority: **R (Rush)**  
 Freight Code: **PA (Prepaid & Add)**

← Edit Header
Add Comments

---

**PARTS**

Line	Stat	Part	Part Description	Price	Qty	Rsvd	B/O	Ext Price	
1	K	CBP0547	LBL	\$ .00	0	0	0	\$ .00	
2	O	L8A0564	Spring, Gas (HAZMAT)	\$ 00.00	<input style="width: 30px;" type="text" value="2"/>		2	\$ 00.00	X
NOTE: PART CONTAINS HAZARDOUS MATERIAL									
3	O	CBN0436	GLASS	\$ 000.00	<input style="width: 30px;" type="text" value="2"/>	2		\$ 000.00	X
<b>PARTS TOTAL</b>								<b>\$ 0,000.00</b>	

Update

Qty	Part
<input style="width: 40px;" type="text"/>	<input style="width: 140px;" type="text"/>

Search
Add

Cancel Order
Verify Order→

On the Parts Order Detail screen users have the opportunity to add parts via the form at the bottom, edit the quantities of existing parts by updating the QTY field and clicking 'Update' or Cancel a line via the red 'X' in the final column.

Navigation buttons at the top will also return users to the Header of the form or open the Comments page.

## ADDING PARTS

When adding a new part, users enter the quantity and then type the part number in the specified fields. If the Part Number is not known, users can access a searchable prompt by click the 'Search' button. Once the 'Add' button has been clicked, the Part will be added to the list of parts above the Parts Total.

*Hint:* If you know the first few characters of the Part Number you can enter them in the Part field and then click 'Search' to narrow the results displayed in the pop-up.

Qty	Part
<input style="width: 40px;" type="text"/>	<input style="width: 140px;" type="text"/>

Search
Add

Once the line has been added, if the background color is **yellow** it means that some of all of the requested quantity of that part is on backorder.

If the part has notes or special requirements, users will see explanation lines beneath the Part Number and description or a **[Notes]** link which will provide those details when users move their mouse over top.

## UPDATING QUANTITIES

Each part added to the Order is listed under the 'PARTS' heading on the Detail Screen. For each line, the current quantity is displayed as a value in a textbox which can be updated. Once all the necessary changes to the quantities are made, users should click 'Update' to process those changes.

Once the Update to the Part Quantities has been processed, the Parts Total for the Order will reflect the new total cost.

Any line updated to a quantity of 0 will be cancelled.



Quantities on Cancelled Lines cannot be updated. If a Part was canceled in error, that part should be re-added via the form at the bottom of the page.

## CANCELING LINES

At the end of each active Part Detail line is a red 'X' which, when clicked, will cancel a Parts Order Line. Users can also cancel a line by updating the quantity to 0. Cancelled lines will appear 'crossed out' on the Order Detail, Confirmation and Summary views.

## ORDER COMMENTS

Once the Order Header has been added, the button to add or update Order Comments will appear on your Order.

HEADER	
Distributor: <b>103800P: HOLT CRANE &amp; EQUIPMENT</b>	PO Number: <b>TEST MAG</b>
Ship-To: <b>HOLT CRANE &amp; EQUIPMENT</b>	Priority: <b>E (Emergency)</b>
Partial/Complete: <b>P (Partial)</b>	Freight Code: <b>PA (Prepaid &amp; Add)</b>
Ship Via: <b>FEDEX GRND</b>	
<a href="#">← Edit Header</a>	<a href="#">Add Comments</a>

HEADER	
Distributor: <b>103800P: HOLT CRANE &amp; EQUIPMENT</b>	PO Number: <b>TEST MAG</b>
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Ship Via: <b>FEDEX GRND</b>	
<a href="#">← Edit Header</a>	
COMMENTS	
PLEASE SHIP ATTENTION MICHELLE GALLO	
<a href="#">← Edit Comments</a>	

Clicking the Comments button will direct the user to a page with a number of open lines into which users can include any information they would like printed on the Order Invoice and Packing Lists.

<b>HEADER</b>	Order Date: 07/02/2010 Ordered By: HOLT
<p>Distributor: <b>103800P: HOLT CRANE &amp; EQUIPMENT</b>                  Ship-To: <b>HOLT CRANE &amp; EQUIPMENT</b>      PO Number: <b>TEST MAG</b>                  Partial/Complete: <b>P (Partial)</b>                      Priority: <b>E (Emergency)</b>                  Ship Via: <b>FEDEX GRND</b>                              Fright Code: <b>PA (Prepaid &amp; Add)</b></p>	
<b>COMMENTS</b>	
<p><i>Add Comments for this Order in the textboxes below</i></p> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">PLEASE SHIP ATTENTION MICHELLE GALLO</div> <div style="border: 1px solid black; height: 20px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; height: 20px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; height: 20px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; height: 20px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; height: 20px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; height: 20px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; height: 20px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; height: 20px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; height: 20px; margin-bottom: 2px;"></div>	
<input type="button" value="Undo"/> <input type="button" value="Update"/>	

Once the Comments have been entered, the user can click '**Update**' to process the requested changes and return to the Order Detail view.

Users can click '**Undo**' at any time to return to the Order Detail view without making any changes to the current value of the Comments fields.

**VERIFYING THE ORDER**

The last step in the Order Entry process is to verify the information that has been entered and submit the order for processing. By clicking the 'Verify Order' button at the bottom of the Order Details form the user is presented with a final page to review the Order as it will be submitted.



**Order D73709**

① ② ③ ④

Order Date: 06/28/2010  
Ordered By: HOLT

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**Bill-To:** HOLT CRANE & EQUIPMENT  
PO BOX 207916  
SAN ANTONIO, TX 78200

PO Number: TEST MAG  
Customer PO:  
Model:  
Serial No:

**Ship-To:** HOLT CRANE & EQUIPMENT  
3302 S.W.W. WHITE ROAD  
SAN ANTONIO, TX 78222

Priority: R (Rush)  
Partial/Complete: P (Partial)  
Ship Via: FEDEX STND  
Freight Code: PA (Prepaid & Add)

← Edit Header

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COMMENTS

PLEASE INSURE PACKAGES FOR FULL VALUE OF THE ORDER

← Edit Comments

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PARTS

Line	Stat	Part	Part Description	Price	Qty	Rsvd	B/O	Ext Price
1	K	CBP0547	LBL	\$ 33.46	0	0	0	\$ .00
2	O	L8A0564	Spring, Gas (HAZMAT)	\$ 00.00	2		2	\$ 000.00
<b>NOTE: PART CONTAINS HAZARDOUS MATERIAL</b>								
3	O	CBN0436	GLASS	\$ 000.00	2	2		\$ 000.00
4	O	J2M0017	LATTICE	\$ 00.00	1	1		\$ 00.00
<b>PARTS TOTAL</b>								<b>\$ 1,065.98</b>

ESTIMATED WEIGHT

32.80 Lbs

Please Note: All weights may not be available at time of Order Entry.

← Edit Parts

Cancel Order

Complete Order

From the verification page users can jump back to the Order Header, Comments or Details pages to make any necessary corrections before clicking the 'Complete Order' button to finalize the Order in the Link-belt System.

① ② ③ ④

THANK YOU - YOUR ORDER HAS BEEN SUBMITTED

**Please Note:** Once the Complete Order button has been clicked, no further changes can be made to this Order via the Link-Belt eParts System. If you need to make changes to an Order after the 'Complete Order' button has been clicked please contact your Link-Belt Customer Service Representative.

If the order contains any Special Handling Parts, includes Hazardous Materials and is shipping via methods other than 'TRK' or 'GRND', or the Order has no active lines, users will be prompted to acknowledge these messages before order completion.

You have requested that this Order ship FEDEX PR1 but this order contains one or more Hazardous Materials. Please note that the regular parts will ship FEDEX PR1 but the HazMat parts may ship separately.

Return

Submit Order

**CANCELING THE ORDER**

From the Order Verification screen users can cancel their entire Parts Order. When the cancellation request is processed, users are asked to provide information on why the Order was cancelled via a drop box of options and an optional text box for additional information.

To complete your request to Cancel this Order, please choose a Reason Code below:

Reason Code:

Additional Comments:

**SPECIAL PRICING AUTHORIZATIONS**

Link-Belt Special Pricing Authorizations (SPAs) are requests for one-time only price breaks for large quantities of parts ordered as part of reconstruction or replacement for Link-Belt Crane pieces. Any distributor can submit a request for Special Pricing Authorizations and all requests will be considered in the order they are received by our Parts Department. The resulting price for the final parts list will be effective for two months, after which the price will need to be recalculated based on the more current price list.

Search SPA History					Submit an SPA Request
SPA	Company			Status	Clear All
<input type="text"/>	103000P: Atlantic & Southern Equip LLC (Lake City, GA)			<input type="text"/>	
Model	Serial Number	Customer Name	LB Order		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Search	
Use Criteria Combinations or Partially Completed Search Fields Above for Narrowed Results.					
SPA Number	Status	Dist No	Description	Model	Serial Number
20110310	Priced	103000P	Fly Base Assembly	HTC-8670LB	F2J2-6128
20110311	Ordered	103000P	Boom	HTC-8665	D6I6-4806

The homepage for the SPA System is the search page. By default, all valid active SPAs are immediately available for user review, with a number of search criterion options available to help you more easily find the particular SPA needed. The **SPA No**, **Dist No**, **Model**, **Serial Number**, **Customer Name**, **LB Order** and **Part No** fields all allow partial searching.

Clicking on a search result column heading once will sort the results alphabetically by that column. Clicking a second time will reverse the order of the results. By default, the results are sorted by SPA Number in descending order.

Clicking on the red SPA Number will open a window with the latest information available on that SPA.

		<b>SPA 2000000</b>	SPA Date: 04/22/2011 Expiration Date: <b>06/22/2011</b> Created By: Norma Turner Status: <b>Priced</b>
<b>CONTACT INFORMATION</b>			
<b>Distributor:</b> 000000P: Norma Turner <b>Main Contact:</b> Norma Turner <b>Customer:</b> Norma Turner Cranes GA <b>Link-Belt CSR:</b> MONICA BELLAMY			
<b>MACHINE</b>			
<b>Model:</b> HTC-8650II <b>Serial Number:</b> L8J4-6666			
<b>DESCRIPTION</b>			
<b>Description:</b> Add Upper Air Conditioning <b>Drawings:</b> GL8J0018-E			
<b>SPA TOTAL</b>			
			<b>NET PRICE: \$ 0,000.00</b> Approved By: Mike Bunch

To request a new SPA, click the **“Submit an SPA Request”** link above the SPA Search criteria.

Required fields on the SPA Header are marked with a red asterisks. Users can choose to free-form type the entries or, on fields which have a **Search** link, search the Link-Belt database to find validated record details.

By default the main location and contact information of the logged-in user will display in the Distributor fields at the top, but users can change these values if required.

Once all the fields are completed to the best of your knowledge, submit the SPA using the red Submit button at the bottom right and an email will be sent to the Parts Technicians to let them know that you have a Special Pricing Request which requires their review.

If accepted, your SPA will show as “In Process” until it has been priced by Link-Belt. At that time you will receive a notice that the Special Pricing Authorization is ready to review. SPAs can also be denied and you will be contacted by Link-Belt via phone or email if that should happen.

When you are ready to order the parts for an SPA simply give us a call or reply to the email notification and your Link-Belt Customer Service Representative will be happy to take care of that for you.

## LINK-BELT SUPPORT

If you have any questions concerning Orders, Parts, Shipping Information or Returns, please **contact your Link-Belt CSR or call our hotline at (859) 264-1400**

If you have any technical problems with the eParts website or with your User Profile, please contact:

Ralph Stasiak  
Sr. Parts Marketing Specialist  
Phone: (859) 264- 6253  
Fax: (859) 264-6027  
EMail: rstasiak@linkbelt.com

or

Mike Bunch  
Parts Marketing Manager  
Phone: (859) 264-6256  
Fax: (859) 264-6026  
Email: mbunch@linkbelt.com