



John Snyder Tool Inc. **Jobber Guide**

for using epartconnection.com

JST Store ID: 1496

Customer Number: _____

Password: _____



Logging In:

Upon reaching epartconnection.com, you will be prompted by a login window (pictured to the right).

Please enter your customer account number and password given to you by your salesperson or a JST representative.

If the Store ID section does not automatically input 1496, please enter it in as it will not allow you continue with a blank field

A screenshot of the ePART connection.com login page. The page has a light blue background. At the top is the ePART connection.com logo. Below the logo, there are three input fields: "Store Id:" with the value "1496" entered, "Customer Number:" which is empty, and "Password:" which is empty. Below these fields is a blue "Login" button. Under the button is the text "Contact your supplier for login credentials". Below that is a blue "Demo" button. Further down is a link for "eOffice Installer Login". At the bottom, there is text about a free mobile app, followed by "Download on the App Store" and "GET IT ON Google Play" buttons. At the very bottom are links for "Privacy" and "Terms and Conditions".

Checking Stock:

Skip to page 3 “Placing Orders” if you do not need to check stock w/o ordering

To check JST’s current inventory on a particular item, select the “Stock Check” tab across the top and you will be brought to a page that looks like this:

Stock Check

Stock Order

Pending Orders

Purchase History

Send Email & Help

Enter the Part Number only
or
Manufacturer / Part Number

Check Stock

Example: PH8A or FRA/PH8A
Some Stores Require the Manufacturer.

ePart Interchange

Example:

If you wanted to check stock on a part number “204”, type it in and click “Check Stock”. This will pull up all parts with “204” as a part number. To be more specific, enter the line code first, followed by a “/ ” and then the part number (i.e. AST/204).

From here, you can add the desired item directly to an open order by clicking “Add to Order”

series

Stock Check

Stock Order

Pending Orders

Purchase History

Send Email & Help

Search Mfg By L

Enter the Part Number only
or
Manufacturer / Part Number

204

Check Stock

Example: PH8A or FRA/PH8A
Some Stores Require the Manufacturer.

ePart Interchange

Lost Sales Reasons:

Mfg	Part Number	Description	List	Cost	Core	QOH	Qty Order			
AST	204	1/4 ANGLE DIE GRINDER	69.99	47.24	0.00	2	1	Add to Order	Alternates	Record Lost Sale
KDT	204	BATT TL	33.33	21.00	0.00	0	1	Add to Order	Alternates	Record Lost Sale
THX	204	BATTERY TESTER	3.01	1.81	0.00	41	1	Add to Order	Alternates	Record Lost Sale
WED	204	EXT PIPE 1/2	13.37	8.98	0.00	2	1	Add to Order	Alternates	Record Lost Sale

Placing Orders:

1) If you already know the Manufacturers' Line Code & Part Numbers, and would like to place an order, please select the "Stock Order" tab across the top.

Stock Order

Pending Orders

Purchase History

Send E

The **Stock Order** screen requires you to enter the MFG, PN and QTY fields.

If the **MFG** code is blank on subsequent lines, The Mfg code from the line above will be used.

If the **MFG** code is a '?' then all matching MFG codes are returned

Use the **TAB** key to change fields.

Note:
The **Stock Check** screen will allow you to omit the MFG code on some systems.

Mfg	Part Number	Quantity
		1
		1
		1
		1
		1
		1
		1
		1
		1
		1

Check Stock

Import CSV Order

New Order

Change Order

Pending Orders

Save / New Order

Delete this Or

2) Enter the Manufacturer Code, Part Number & Desired Quantity, up to 10 different SKU's at a time, and the click on "Check Stock" to continue through with placing the order.

*alternatively, you can upload an order via a .csv file if you wish to order more than 10 items at a time.

Stock Order

Pending Orders

Purchase History

Send E

The **Stock Order** screen requires you to enter the MFG, PN and QTY fields.

If the **MFG** code is blank on subsequent lines, The Mfg code from the line above will be used.

If the **MFG** code is a '?' then all matching MFG codes are returned

Use the **TAB** key to change fields.

Note:
The **Stock Check** screen will allow you to omit the MFG code on some systems.

Mfg	Part Number	Quantity
AST	204	1
CTR	17905	1
TIT	11015	2
SUN	9611	1
		1
		1
		1
		1
		1
		1

Check Stock

Import CSV Order

New Order

Change Order

Pending Orders

Save / New Order

Placing Orders:

3) From here, you can see List Price, Your Price, QOH and the amount of each item you have ordered. If everything looks good, you can go ahead and select “Add to Order”

Item	Notes	Mfg	Part Number	Store Description	List	Price	Core	QOH	Qty Order	Select
1		AST	204	1/4 ANGLE DIE GRINDER	69.99	47.24	0.00	2	1	☒
2		CTR	17905	5 PC STUBBY HEX DRILL SET	29.99	20.24	0.00	5	1	☒
3		TIT	11015	RED UTILITY KNIFE	7.99	5.39	0.00	10	2	☒
4		SUN	9611	6 IN WIDE JAW ADJ WR	24.99	16.87	0.00	2	1	☒

Add to Order

Lost Sale Reason. Add Lost Sale

4) From here, you can either add more items to your order (step 2), or you can finalize your order by selecting “Place Order”. Alternatively, you can save this order for future placement or reference, or delete the order.

Check

Stock Order

Pending Orders

Purchase History

Send Email & Help

The **Stock Order** screen requires you to enter the MFG, PN and QTY fields.

If the **MFG** code is blank on subsequent lines, The Mfg code from the line above will be used.

If the **MFG** code is a '?' then all matching MFG codes are returned

Use the **TAB** key to change fields.

Note:
The **Stock Check** screen will allow you to omit the MFG code on some systems.

Mfg	Part Number	Quantity
		1
		1
		1
		1
		1
		1
		1
		1
		1
		1

Check Stock

Import CSV Order

New Order

Mfg	Part Number	Description	List	Cost	Core	QOH	Qty Order
AST	204	1/4 ANGLE DIE GRINDER	\$69.99	\$47.24	\$0.00	2	1
CTR	17905	5 PC STUBBY HEX DRILL SET	\$29.99	\$20.24	\$0.00	5	1
TIT	11015	RED UTILITY KNIFE	\$7.99	\$5.39	\$0.00	10	2
SUN	9611	6 IN WIDE JAW ADJ WR	\$24.99	\$16.87	\$0.00	2	1

Part Count = 5, Cost = \$95.13, Core = \$0.00, Total Parts (Less Core) = \$140.95

Place Order

Change Order

Pending Orders

Save / New Order

Save Favorite

Delete this Order

Placing Orders:

5) After you select "Place Order" you will be taken to the finalize order page where you can enter a PO number, select your method of delivery, choose to backorder items not currently in stock, as well as see your totals compared to suggested list.

Mfg	Part Number	Description	QOH	Qty Order	List	Cost	Core	Extension
AST	204	1/4 ANGLE DIE GRINDER	2	1	\$69.99	\$47.24	\$0.00	\$47.24
CTR	17905	5 PC STUBBY HEX DRILL SET	5	1	\$29.99	\$20.24	\$0.00	\$20.24
TIT	11015	RED UTILITY KNIFE	10	2	\$7.99	\$5.39	\$0.00	\$10.78
SUN	9611	6 IN WIDE JAW ADJ WR	2	1	\$24.99	\$16.87	\$0.00	\$16.87

Purchase Order Number:

Delivery Options:

Fill Policy Request:

Order Comments:

Normal Delivery ▼

Cancel Unfillable Items (Normal) ▼

Change Order

Hide Cost

List Total (without Core)	\$140.95
Parts Total	\$95.13
Cores Total	\$0.00
Order Total (without tax)	\$95.13
Additional discounts may apply	

Place Order (Press only once)

Checking Invoices:

5) In the top right corner, click on the text shown to the right and you will be brought to

epaperlessoffice.epartconnection.com

(all login credentials are the same).

To view invoices, select on the invoice number



[CLICK HERE to see your INVOICES & STATEMENTS](#)

Manufacturer's Content Catalog

Logoff

Search By: Invoice Date ▼ 2008 ▼ Dec ▼ Search

Show 10 ▼ items

Filter:

Date	Invoice	Type	PO	Reference	Status	Total
2008-12-29 11:44 AM	42462	CHARGE	MARC BLAKE	45972		\$318.74

1 - 1 of 1 items

Previous 1 Next

[Download original and scanned invoice images](#)

Checking Invoices:

5) Here you can view each individual invoice, including the date and time placed, the PO number, our internal reference number, who took the order within JST, your customer information, how it was billed and how it was shipped, what items were purchased and for how much. You can even choose to email the invoice to select addressees.

Invoice Information

Invoice #: 42462
Date: 12/29/2008 11:44:00 AM
PO #: MARC BLAKE
Reference: 45972
Counterme: J/J

Customer Information

Customer #: 1458
Location: DAT
Salesman: H
Payment Method CHARGE

Bill To

COD

Ship To

COD
*

Email Text Only Invoice

Email Invoice

Product Line	Part Number	Description	Origin	Qty Ordered	Qty Shipped	Back Ordered	Type	Core Price	List Price	Your Price	Ext. Price
LIS	56100	MASTER FUEL INJ TEST SET		1.00	1.00	0	SALE	0.00	424.99	318.74	318.74

Total Core

\$0.00

Total Tax

\$0.00

Total

\$318.74

Looking up by Categories:

Upon logging in, you will be prompted by the “Non Catalog Parts & Accessories” page. This is a basic “Browse by Category” page, and is not yet complete.

Non Catalog Parts & Accessories

Stock Check

Stock Order

Pending Orders

Purchase History

Send Email & Help

Search M

Search For:

Search

Special Promotions

Lifting Equipment & Supports

Air Tools

Lights

Bits

Pliers

Body/Paint Equipment

Shop Accessories

Cordless Tools

Sockets

Cutting Tools

Test Equipment

Grease/Oil/Lube/Fluids

Welding & Heat

Hand Tools

Wrenches

New Order

Change Order

Pending Orders

Save / New Order