

**I am an enthusiastic
partslink24 dealer,
because ...**



- ✓ my customers are able to order online or send inquiries, even when I am not available via **phone** or **personally**.
- ✓ the monthly reports allow me to see the **development of parts sales** via partslink24 at a glance.
- ✓ the **quality** of orders and inquiries through partslink24 has increased considerably.
- ✓ I **participate** in an exclusive, professional Internet platform that is authorised by my importer.
- ✓ I enjoy increased parts sales due to display of **fitting parts**.
- ✓ I can allow my customers to see their individual prices and stock information with the convenient partslink24 **customer management**.
- ✓ all dealer functions (order handling, monthly reports, customer management) are completely **free of charge** for me.
- ✓ I can be found by Independent Motor Traders with **focus on different brands** as I am visible in the partslink24 dealer list.
- ✓ partslink24 orders can be **transferred** to my **DMS** with the additional pl24connect program or with a LexCom Parts Catalogue.
- ✓ I can **also** use partslink24 to order parts of brands that I do not specialise in.
- ✓ partslink24 is an **additional** sales channel for me.
- ✓ an individual **customer approach** is possible with the promotion management and I can **increase** my turnover.




... it is important to keep your own dealer data and your customers' data, customer groups and specific discounts up-to-date. The following overview will help you fill your partslink24 account with the most important data so that you can make the best use of the partslink24 functions.

You can find all of the items below in the **"Administration"** section after you log on to partslink24.



Edit company master data – supplement your company data

1. Click **"Edit company data"**.
2. Check the stored information and add to it as needed.
3. Upload a logo which is shown, for instance, during promotions.

Manage users – create users, supplement user data and define permissions

1. Click **"Administer Users"**.
2. Check the user data for existing users by clicking on the  pen button. Make sure a correct email address is entered. This is the only way to guarantee that system notifications such as incoming orders also reach the user.
3. Check the access rights for existing users by clicking on the  key button.
4. If necessary, create additional users by clicking on the  plus button.

Manage customer groups – create customer groups, define general discounts and add customers

1. Click **"Administer customer groups"**.
2. Create new customer groups by entering the customer group name in the input field and clicking on the  plus button.
3. Edit existing customer groups by clicking on the  pen button. There you can rename customer groups, define the general discount for online orders and add or remove customers.

Discounting – define brand-specific and customer group-specific brands

1. Click **"Discount settings"**.
2. Select the brand and customer group.
3. Define the discount for the respective discount group for each brand and customer group.

Edit dealer data – check your dealer number(s), upload your GT&Cs and manage your order types and shipping methods

1. Click **"Edit dealer data"**.
2. Check the dealer number(s) for your brand(s).
3. Upload a URL that links to your GT&Cs or upload your GT&Cs directly in text form.
4. Define whether your customers have the option of assigning or modifying customer numbers themselves.
5. Add your order types and shipping methods.

Order volume statistics – create analyses of your order volumes

1. Click **"Order volume statistic"**.
2. Define the form in which analyses are created and whether data should be forwarded to the importer.

Manage customers – modify your customers' data

1. Click **"Administer buyers"**.
All customers with whom there is an active business relationship are displayed here. These are the same customers that are also saved in the customer groups.
2. Click on a customer's info button to enter the customer number, modify the value added tax rate and the customer group and select the order type and shipping method that apply to this customer.