


SMS Parts Store Quick Reference Guide

Login to the SMS Parts Store website

1. Access SMS Parts Store at <https://eportal.smsequip.com>
2. Enter in your User Name and Password and click 

Change Your User Profile

From your User Profile you can change your Personal Information, Contact Information, Password and Additional Information including training requests.

1. When logged in click on "My Profile" within the image icon on the top right of the page.

Home Tab

The Home Tab is where you will find a multitude of information, including:

- New functionality
- Active Promotions
- Direct links to email your sales representatives
- Your Recent Orders and Recently Viewed Parts
- Download Promotion

Parts Search Banner

The Parts Search Banner is shown near the top of every tab. It allows you to search for your desired parts by part number, manufacturer, description or all three.

1. From the search results enter a quantity and click Add to Cart.

TIPS

- Once a part has been added to your cart, the red circle in the part detail indicates that the part is currently in your cart and the quantity.
- Select the gear image in the part detail to see additional information, including superseded parts and warehouse availability.
- Parts without available pricing details will show as "Will Advise" and your sales representative will contact you.
- Your own customer pricing shows in the part detail.
- Availability shows the total available quantity in all of the SMS warehouses.
- You can easily add parts from your search results to a new or existing Frequently Ordered List by checking the box next to the part and clicking [+ Add Selected Parts to FOL](#)

Quick Add Parts


Select "Quick Add" from the Parts menu. Here you can rapidly enter known part numbers and quantities. You can also import a spreadsheet containing part information.

TIPS


- When importing a spreadsheet, ensure the first column name is Part Code, and the second column name is Quantity.
- Templates are available to import parts

My Cart Tab

Once parts have been added to your cart they will appear in the My Cart Tab. The My Cart tab shows all parts that you have selected to order outlining the part #, description, unit of measure, availability, your price, core charges (if applicable), quantity and the amount.


1. Review your cart to ensure you have selected the correct part # and quantities that you would like to order.
2. Click "Continue" to proceed to Shipping & Billing Info.
3. Enter a PO number if your company requires it.
4. Enter a requested delivery date.
5. If you normally order from more than one SMS sales office, select the office from which you would like to order.
6. Select the appropriate shipping address if you have more than one listed.
7. Click "Continue" to Review your order.
8. Click "Place Order" to submit your order to SMS.
9. Review your Order Acknowledgment and print if needed by clicking 

TIPS


- Remove a part from your cart by clicking 
- You can clear your entire cart by clicking "Clear Cart".
- If you have updated the quantity of the part ordered ensure you click on "Re-Calculate" to update the price.
- Parts without available pricing details will show as "Will Advise." Leave them in your cart and your sales representative will contact you.

Frequently Ordered Lists Tab

The Frequently Ordered List tab allows you to save lists of parts which you may regularly order. From this tab you can create, remove and edit your Frequently Ordered Lists.


1. Select [+ Add New](#) to create a new list, then select the "Share" box if you want to share it with others in your organization.
2. To use a list that someone else created and shared with you, click 

TIPS

- There is no limit to the number of lists you can create.
- Within each list, you can modify quantities by simply changing the number in the "Qty" box.
- Select the checkbox for the parts you want to order, then select Add Selected Parts to Cart.
- You can download your list to a csv file by clicking "Download List".
- You can change the name, description and sharing of your lists at any time by clicking 

Order and Invoice History Tabs

The Order and Invoice History Tabs contain summaries of your company's orders, both online and direct.

1. Click on the SMS sales order number or invoice number to see the line detail below.
2. Click on  to print the order or invoice details or to save as a PDF.

TIPS

- While viewing the lines for a specific order or invoice you can order the part again by clicking [Add to Cart](#)
- While viewing the order lines for a specific order or invoice you can add the part to a new or existing Frequently Ordered List by checking the box next to the part and clicking [+ Add Selected Parts to FOL](#)

Parts Search using Komatsu CSS (Electronic Parts Books)

The purpose of the Komatsu CSS functionality is to provide access to parts books for your registered Komatsu machines.

1. Select "Komatsu CSS" from the Parts menu.
2. Click on Komatsu Parts Books.
3. Select the machine for which you want to order parts, then click Open Parts Books.
4. Drill down to the appropriate schematic.
 - a. Click on the shopping cart in the right panel to add parts to your list.
 - b. In most newer parts books, you can also click on the number in the schematic to add parts to your list.
5. Click the Checkout link to go back to My Komatsu.
6. This will begin the search of the SMS system for price and availability.
7. Once complete, click on Submit Order to go back to SMS Parts Store.
8. Your parts from Komatsu CSS have been added to your existing shopping cart.

