



SYSTEM MANUAL

WORKSHOP STORE
MANAGEMENT

VERSION 2 - SEPTEMBER 2025



WWW.EDGEPARTS.CO.ZA

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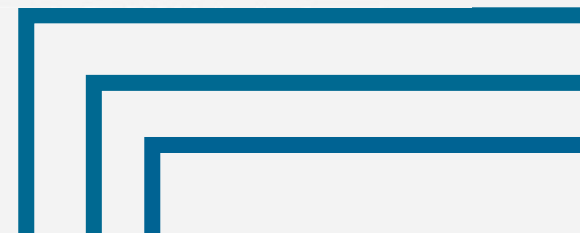
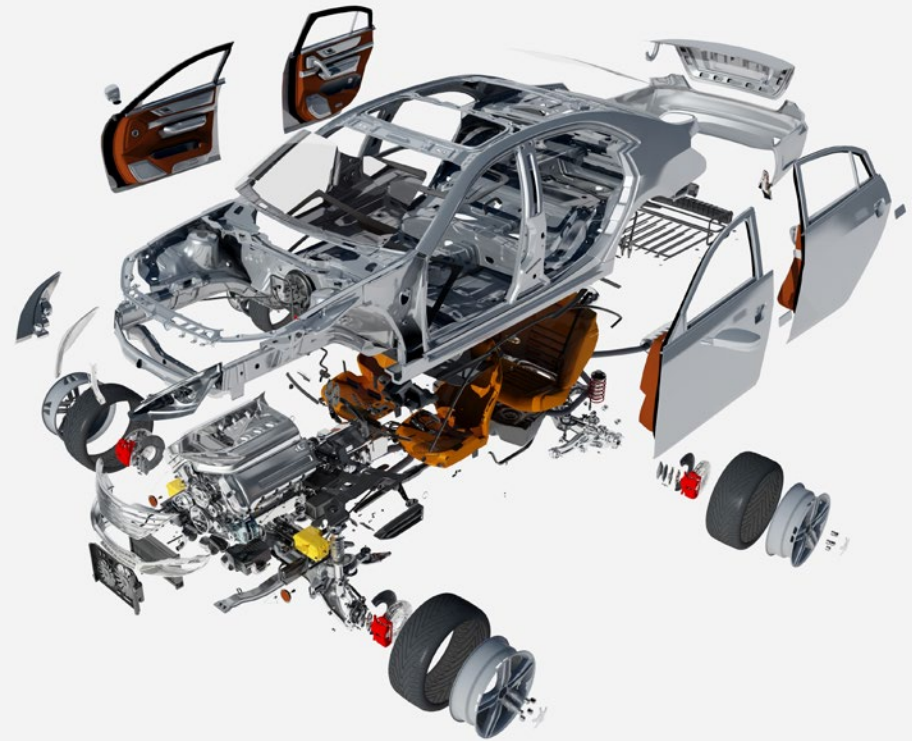
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LOGIN

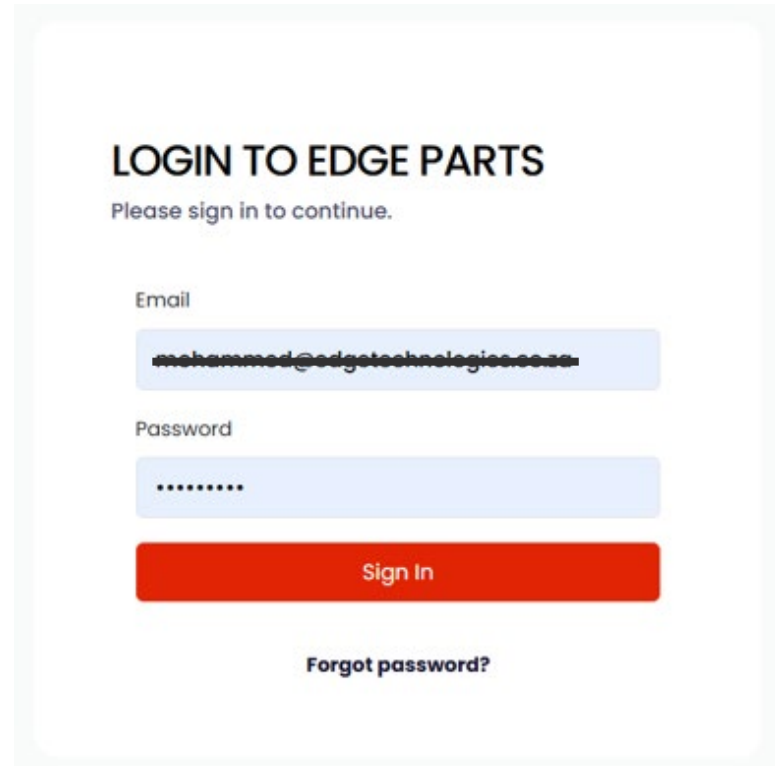
LOG IN TO EDGE PARTS WITH YOUR USERNAME AND PASSWORD.

After signing up with the Edge IPS team, your email address will be requested for account setup. You will receive an automated email with your login link and details once you've been successfully added onto the system.

TO LOG IN SIMPLY GO TO WWW.EDGEPARTS.CO.ZA USING YOUR PREFERRED BROWSER

FORGOT YOUR USERNAME AND PASSWORD?

If you lost your email, simply click on the "Forgot password button and follow the steps provided on screen. You will receive an email to reset your password.



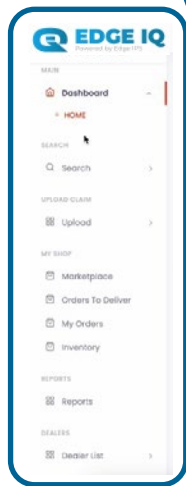
The screenshot shows a login form titled "LOGIN TO EDGE PARTS" with the instruction "Please sign in to continue." Below this are two input fields: "Email" containing "mohammed@edgetechnologies.co.za" and "Password" containing masked characters. A red "Sign In" button is positioned below the password field. At the bottom of the form is a link labeled "Forgot password?".

Your dashboard may emphasize different parts of the system depending on the user role assigned to you. While the overall functionality and layout remain consistent, this training manual will focus on the key features and functions specific to each user role.



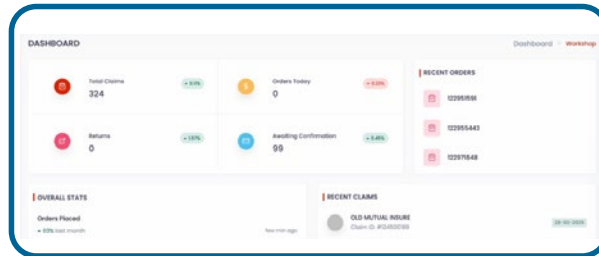
SCAN THIS LINK TO YOUR LOGIN PAGE

MAIN DASHBOARD & FUNCTION & LAYOUT



LEFT

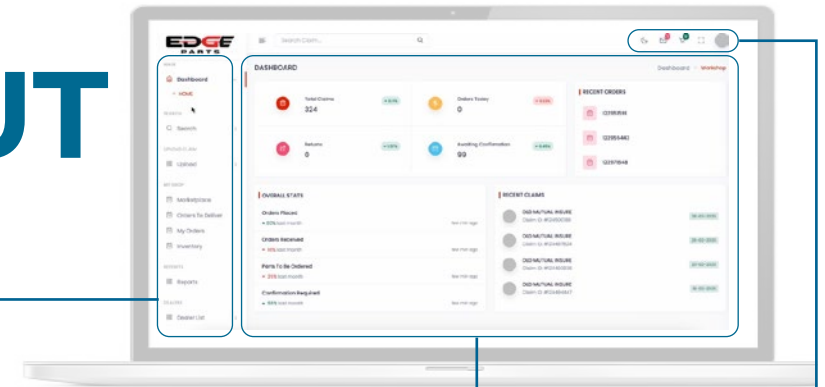
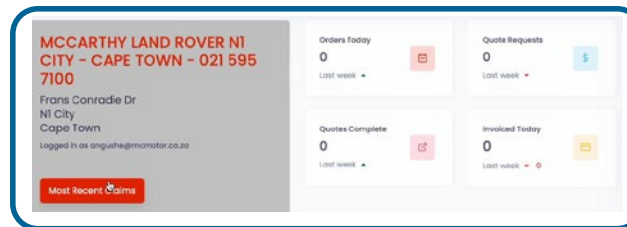
Your main navigation panel is located on the right side of the screen. From here, you can access various pages, including Search options, Admin, Claim Uploads, and Shop categories such as Marketplace, Orders, and Inventory. Additional sections like Reports and Dealers are also available. Access to these pages will depend on your assigned user role and responsibilities.



MIDDLE

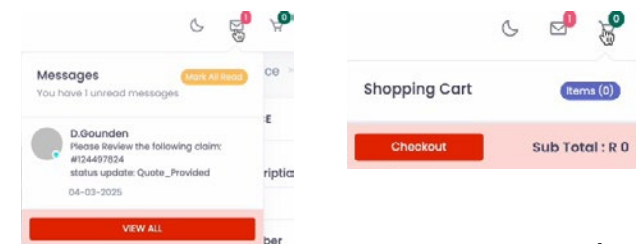
Your dashboard, located at the center of your screen, displays key information at a glance. Basic statistics, recent orders, overall statistics, and recent claims.

The dealer's dashboard will have a different layout by displaying your dealer details and an overview of your orders, completed quotes, invoices, and pending quote requests for the day.

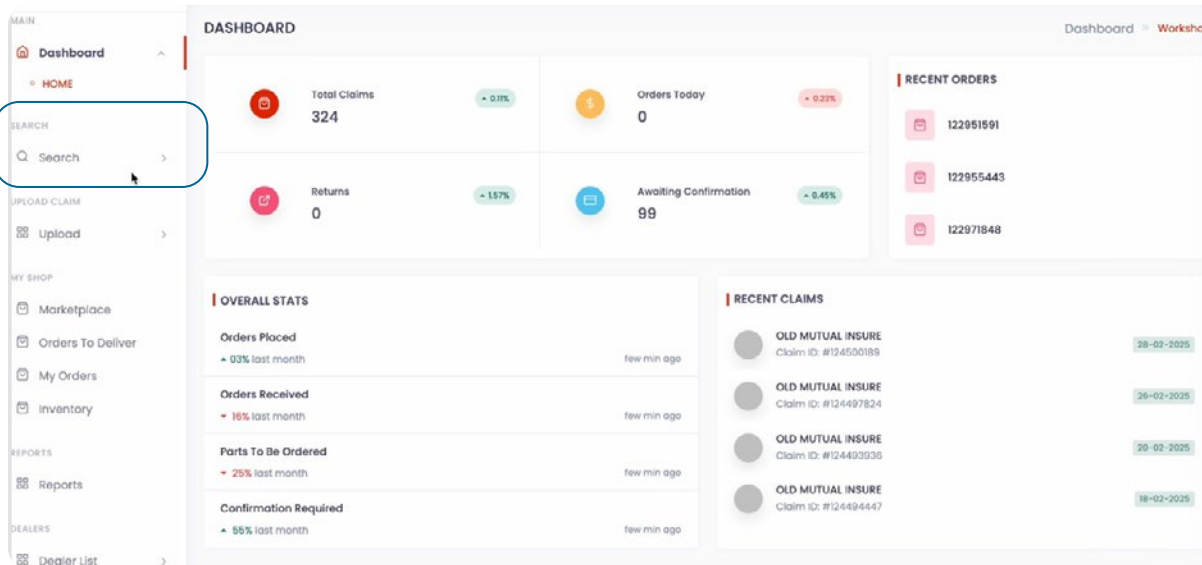


TOP RIGHT

At the top right of your screen, you'll find your unread notifications and cart, along with basic functions such as toggling between dark and light mode, switching to full-screen display, and logging in or out via the circular profile icon.



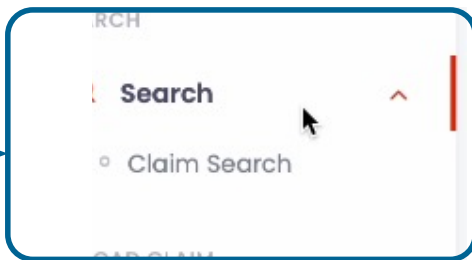
SEARCH CLAIMS



ONCE YOUR DETAILS ARE ENTERED YOUR DASHBOARD WILL OPEN ON THIS PAGE

- ✓ Basic Stats on the top left
- ✓ Recent orders on the top right
- ✓ Overall stats on the bottom left
- ✓ Recent claims on the bottom right

TO SEARCH FOR A CLAIM, GO TO THE PANEL ON YOUR LEFT, CLICK ON SEARCH AND THEN CLAIM SEARCH



You will need to have one of the following:

- Claim Number
- Registration Number
- Assessment Number
- Job Number

NOW CLICK **SEARCH AND ON THE **POP-UP BOX** TO OPEN THE CLAIM**



The CLAIM SEARCH form includes input fields for:

- DBN235244DOM/1
- Registration Number
- Assessment Number
- Job Number

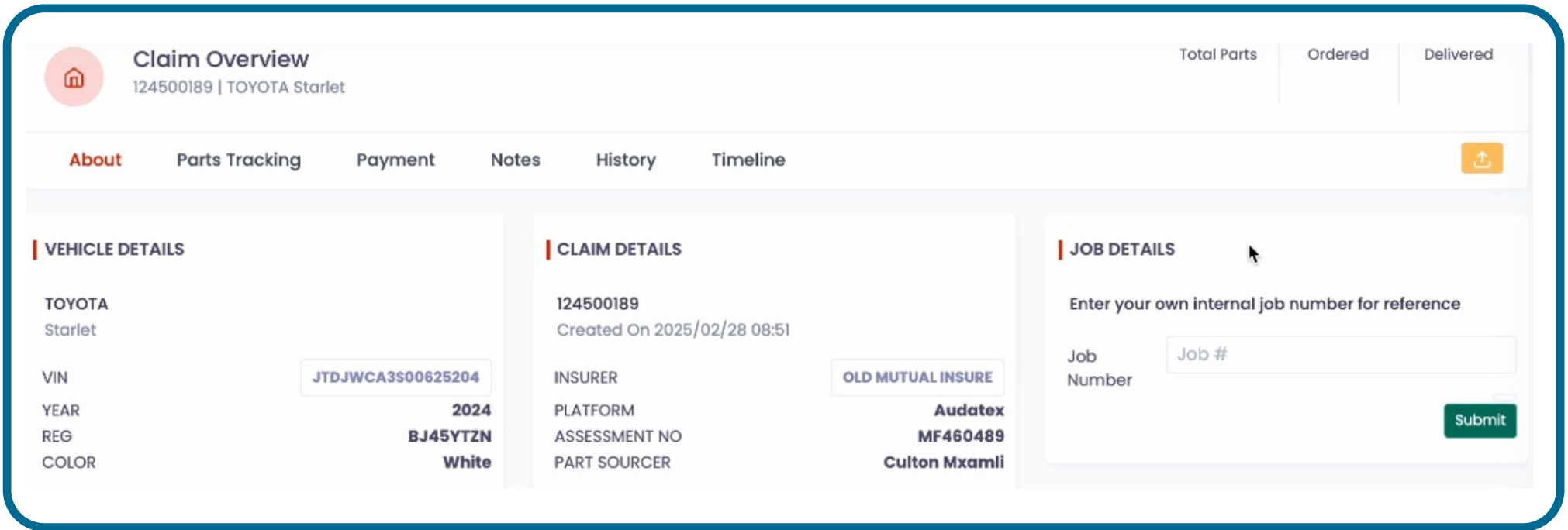
A red 'Search' button is located at the bottom right of the form. A blue arrow points from the 'Search' button to a pop-up box on the right.

The pop-up box displays the following information:

- Vehicle: LAND ROVER
- Uploaded By: Thashen Pillay
- Workshop: FARMER COACHWORKS MONTAGUE GARDENS
- Status: [Unlabeled]
- Created On: 2025/03/03 03:25

CLAIM OVERVIEW PAGE ABOUT TAB

Once you open a claim, you will see several important tabs. first we have the About tab, which includes the following information:



The screenshot shows the 'Claim Overview' page for claim 124500189, a TOYOTA Starlet. The 'About' tab is selected, showing three main sections: Vehicle Details, Claim Details, and Job Details. The Vehicle Details section lists the make (TOYOTA), model (Starlet), VIN (JTDJWCA3S00625204), year (2024), registration (BJ45YTZN), and color (White). The Claim Details section lists the claim number (124500189), creation date (2025/02/28 08:51), insurer (OLD MUTUAL INSURE), platform (Audatex), assessment number (MF460489), and part sourcer (Culton Mxamli). The Job Details section has a text input field for an internal job number and a 'Submit' button.

Claim Overview		Total Parts	Ordered	Delivered		
124500189 TOYOTA Starlet						
About	Parts Tracking	Payment	Notes	History	Timeline	
VEHICLE DETAILS		CLAIM DETAILS		JOB DETAILS		
TOYOTA Starlet		124500189 Created On 2025/02/28 08:51		Enter your own internal job number for reference		
VIN JTDJWCA3S00625204		INSURER OLD MUTUAL INSURE		Job Number Job #		
YEAR 2024		PLATFORM Audatex		Submit		
REG BJ45YTZN		ASSESSMENT NO MF460489				
COLOR White		PART SOURCER Culton Mxamli				

01.

VEHICLE DETAILS

Includes the vehicle Make, VIN number (where you can click to copy), Year, Registration, and Colour

02.

CLAIM DETAILS

Includes your Claim Number, Insurer, Platform, Assessment Number, and Part Sourcer

03.

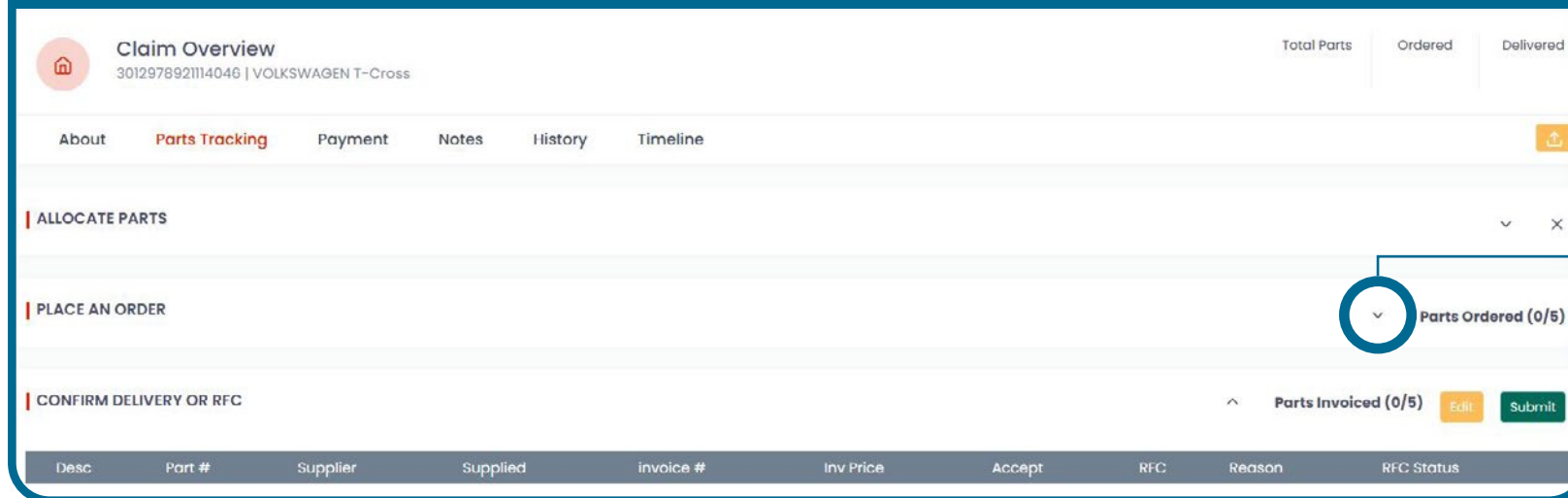
JOB DETAILS

Includes your internal job reference number

CLAIM OVERVIEW PAGE

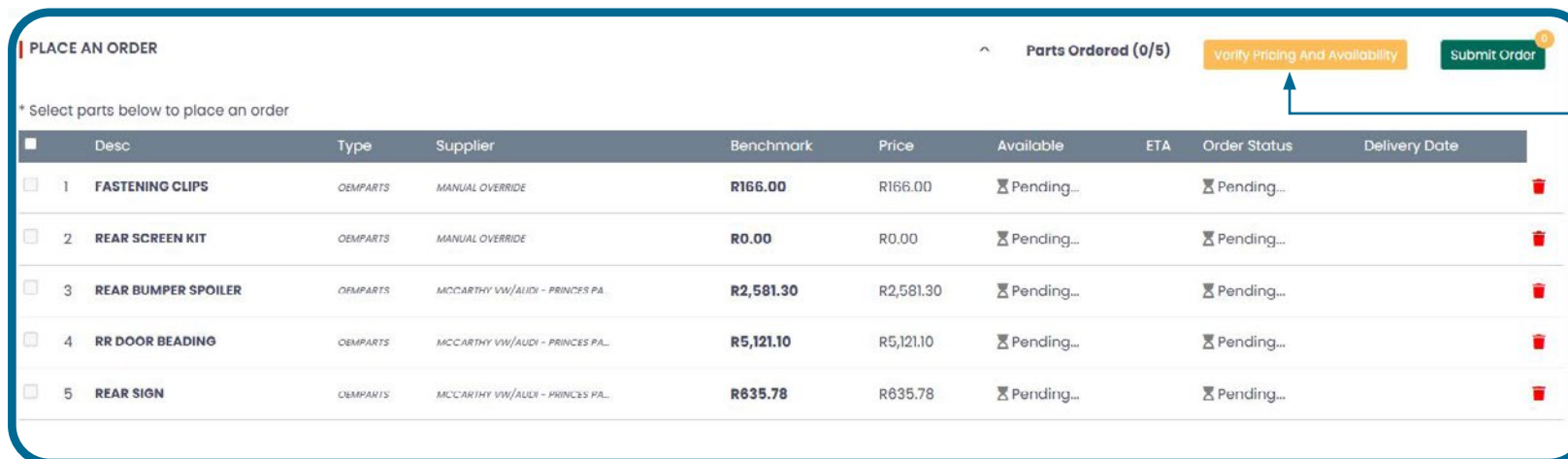
PARTS TRACKING TAB

The **Place an Order** option is used when you need to order parts. The first step in this process is for the Part Buyer to send a request to the supplier/dealer to verify price confirmation and availability.



Expand the sections like the **place an order** section by clicking the down arrow

You as a workshop can from this page **verify part numbers, pricing and availability**



Do this by Clicking on the **Verify pricing and availability button** and then expanding the quotation tab

YOU WILL HAVE TO COMPLETE THE QUOTATION FOR THE WORKSHOP TO PROCEED AND PLACE THE ORDER ON THIS PORTAL.

QUOTATION

^ **R0,666.00**

Export to excel

Submit Quote

	Desc	Part #	Available ↓	Back Order	ETA	Net
1	FASTENING CLIPS		☒	☐	03/04/2025	R 666
2	R MF EMBLEM	LR114361	☐	☐		R 0
3	REAR BUMPER LOW CVR	LR117423	☐	☐		R 0

01.

Amend or insert the part type

02.

You can mark each part as Available or On Back Order.

03.

If a part is on back order, you'll need to enter the Estimated Time of Arrival.

04.

You must also provide the Net Price for each part.

Once all parts have been updated or added, click on **Submit Quote**. By submitting the quote, the workshop or Part Sourcer will receive an email notification. The update will also reflect under the Claim History tab (view next page for example).

Once this is done, you can now place an order
(You won't be able to place an order if verification is not done)

Place an order by selecting the **tick boxes** on the left hand side of each part, for the parts you would like to order and then click on the green button that says **submit order**

PLACE AN ORDER Parts Ordered (7/18) Verify Pricing And Availability Submit Order

* Select parts below to place an order

	Desc	Type	Supplier	Benchmark	Price	Available	ETA	Order Status	Delivery Date
☐	1 FRONT NUMBER PLATE	OEMPARTS	MANUAL OVERRIDE	R83.00	R83.00	✓		⌚ Pending...	
☐	2 FASTENING CLIPS	OEMPARTS	MANUAL OVERRIDE	R166.00	R166.00	✓		⌚ Pending...	
☐	3 RF 1/4 GLASS KIT	OEMPARTS	MANUAL OVERRIDE	R705.50	R705.50	✓		⌚ Pending...	
☐	4 REFRIGERANT AIR CON	OemParts	MANUAL OVERRIDE	R564.40	R564.40	⌚ Pending...		⌚ Pending...	
☐	5 COOLANT/ANTIFREEZE	OemParts	MANUAL OVERRIDE	R240.70	R240.70	⌚ Pending...		⌚ Pending...	
☒	6 COVER BUMPER FRT	OEMPARTS	NMI BARONS BRUMA VW/AUDI	R4,290.98	R7,330.00	✓		Ordered	08-01-2025
☒	7 R/FT/OUT BUMPER BRKT	OEMPARTS	NMI BARONS BRUMA VW/AUDI	R351.50	R351.50	✓		Ordered	08-01-2025
☒	8 R/F BUMPER GUIDE	OEMPARTS	NMI BARONS BRUMA VW/AUDI	R169.32	R169.32	✓		Ordered	08-01-2025
☐	9 R/FRT FENDERLINER	OEMPARTS	NMI BARONS BRUMA VW/AUDI	R471.50	R471.50	✓		Ordered	08-01-2025
☐	10 LIQUID CONTAINER	OEMPARTS	NMI BARONS BRUMA VW/AUDI	R1,137.10	R1,137.10	✓		Ordered	08-01-2025

Finally a pop-up will appear to insert the following details:

- Part description
- Supplier
- Delivery date (which can be chosen from a drop-down menu)

New Order 3 Part(s)

You are about to place an order for the following parts

Description	Supplier
COVER BUMPER FRT	NMI BARONS BRUMA VW/...
R/FT/OUT BUMPER BRKT	NMI BARONS BRUMA VW/...
R/F BUMPER GUIDE	NMI BARONS BRUMA VW/...

click to select delivery date

yyyy-mm-dd

Submit Order Cancel

You can now also see the parts ordered and pending on the order status column

NEXT STEPS

CONFIRM DELIVERY OR PROCESS RFC

- The dealer will now receive an email for the order placement
- The supplier/dealer dispatches the parts

Once an invoice is loaded, you can accept the parts or process an RFC (Return for credit) from the **CONFIRM DELIVERY OR RFC** tab. You can once again expand the tab by clicking on the down arrow to see specific parts.

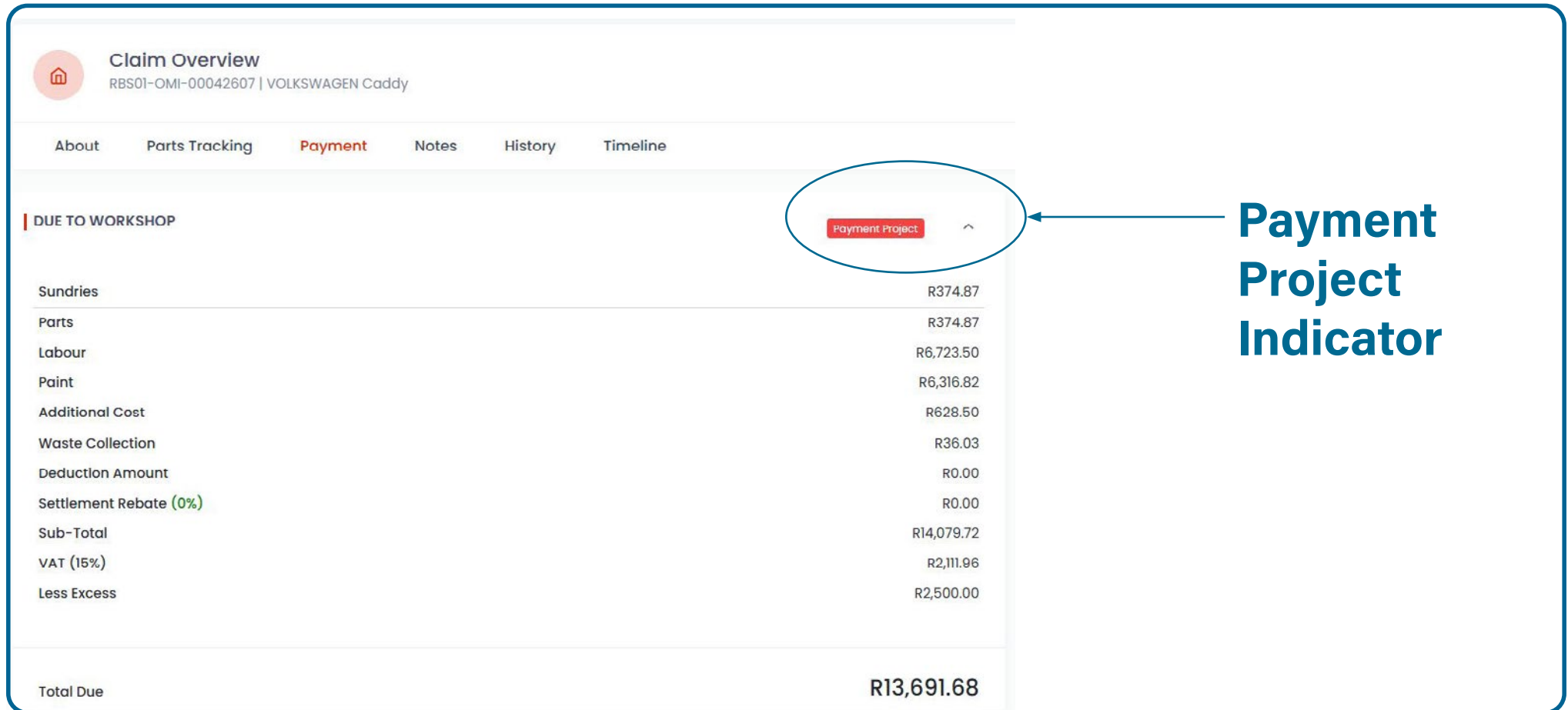
The supplier will upload an invoice, you can then accept the parts if all is in order and no RFC's
If there is an RFC to process, please select a reason for this. The RFC will either be approved or denied by the supplier/dealer.

CONFIRM DELIVERY OR RFC									
Desc	Part #	Supplier	Supplied	invoice #	Inv Price	Accept	RFC	Reason	RFC Status
1 COVER BUMPER FRT	82A 807 065 GRU	MCCARTHY AUDI & VW - PRETORIA	⌚ Pending...		R				
2 FRT BUMPER BRKT KIT	V04 017 001 R	MCCARTHY AUDI & VW - PRETORIA	⌚ Pending...		R				
3 BONNET	82A 823 029 C	MCCARTHY AUDI & VW - PRETORIA	⌚ Pending...		R				
4 APPLICATOR	D 009 500 25	MCCARTHY AUDI & VW - PRETORIA	✅	122449	R-83.80			No Longer Req. ▾	❌ Declined
5 RAIN SENSOR ADH FOIL	8U0 955 609	MCCARTHY AUDI & VW - PRETORIA	✅	122449	R-9.00			Wrongly Supplied	✅ Approved
6 CLEANING SOLUTION	D 009 401 04	MCCARTHY AUDI & VW - PRETORIA	⌚ Pending...		R				
7 WINDSCREEN PRIMER	D 009 200 02	MCCARTHY AUDI & VW - PRETORIA	⌚ Pending...		R				
8 WINDSCREEN	82A 845 099 T NVB	MCCARTHY AUDI & VW - PRETORIA	✅	122449	R-9,260.00			Damaged Parts	✅ Approved

NEXT STEPS PAYMENT

You will find the breakdown of your costing within the payment tab

If payment project is marked as red: whatever parts are ordered is for the account of the workshop
If it is marked as green: the insurer will pay for parts directly only for OEM dealers.



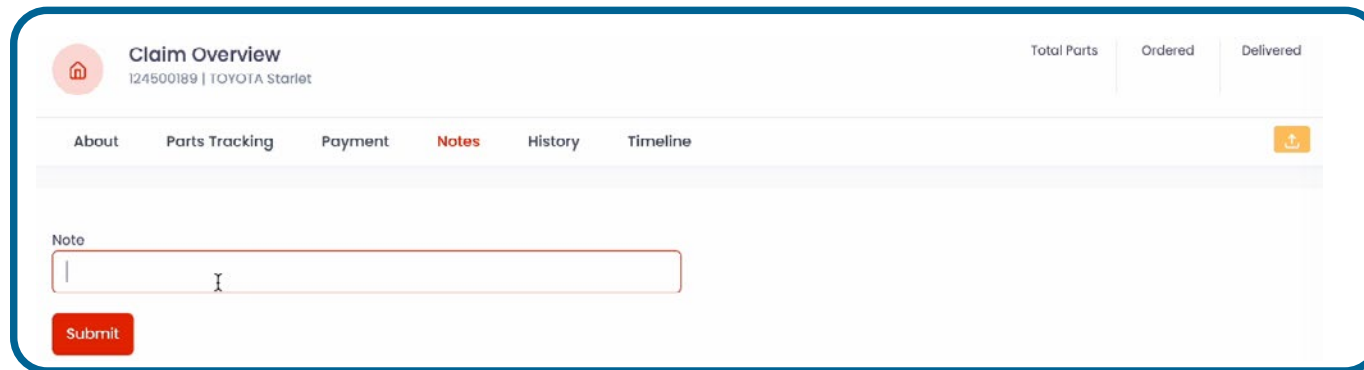
The screenshot displays the 'Claim Overview' page for a Volkswagen Caddy. The 'Payment' tab is selected, showing a breakdown of costs. A red 'Payment Project' indicator is circled and labeled 'Payment Project Indicator'.

Category	Amount
Sundries	R374.87
Parts	R374.87
Labour	R6,723.50
Paint	R6,316.82
Additional Cost	R628.50
Waste Collection	R36.03
Deduction Amount	R0.00
Settlement Rebate (0%)	R0.00
Sub-Total	R14,079.72
VAT (15%)	R2,111.96
Less Excess	R2,500.00
Total Due	R13,691.68

CLAIM OVERVIEW PAGE

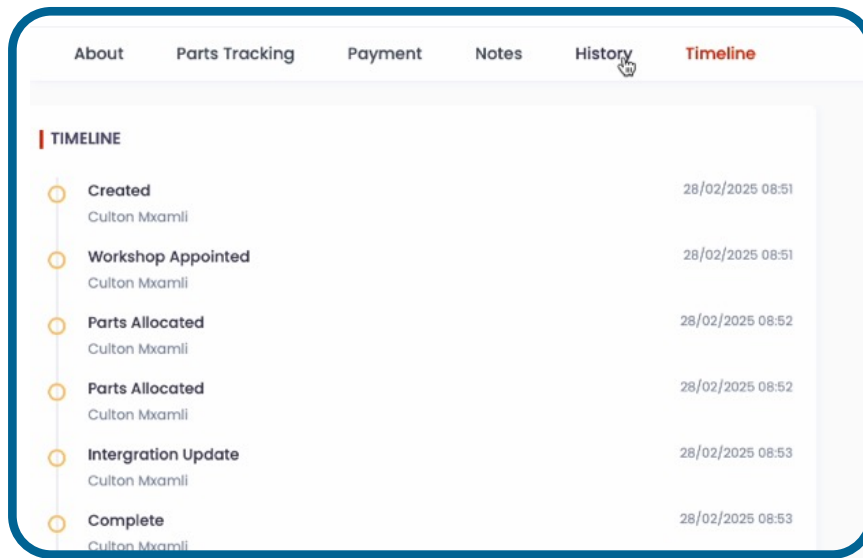
NOTES - TIMELINE - HISTORY TABS

If you need to make a note on the system just scroll to the notes tab, make your note and click submit.
The note is viewable by all parties.



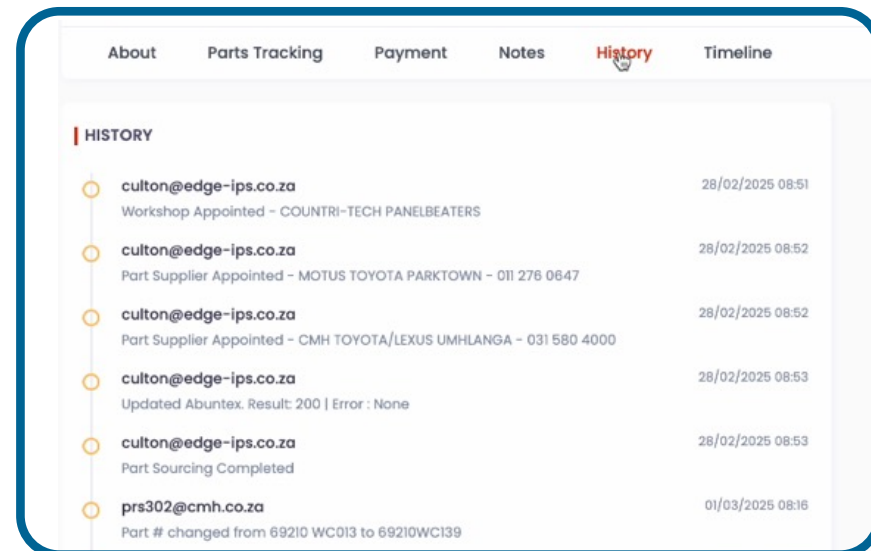
The screenshot shows the 'Claim Overview' page for claim 124500189, which is for a TOYOTA Starlet. The page has tabs for 'About', 'Parts Tracking', 'Payment', 'Notes' (which is selected), 'History', and 'Timeline'. Below the tabs is a text input field labeled 'Note' and a red 'Submit' button. On the right side of the page, there are three status boxes: 'Total Parts', 'Ordered', and 'Delivered'.

The History and Timeline tabs contain the same information, presented in different formats to suit your preferred viewing style. Use the tab that best aligns with the type of information you're looking for.



The screenshot shows the 'Timeline' tab selected. It displays a vertical timeline of events with a date and time for each event.

Event	Date and Time
Created Culton Mxamli	28/02/2025 08:51
Workshop Appointed Culton Mxamli	28/02/2025 08:51
Parts Allocated Culton Mxamli	28/02/2025 08:52
Parts Allocated Culton Mxamli	28/02/2025 08:52
Intergration Update Culton Mxamli	28/02/2025 08:53
Complete Culton Mxamli	28/02/2025 08:53



The screenshot shows the 'History' tab selected. It displays a list of events with a date and time for each event.

Event	Date and Time
culton@edge-ips.co.za Workshop Appointed - COUNTRI-TECH PANELBEATERS	28/02/2025 08:51
culton@edge-ips.co.za Part Supplier Appointed - MOTUS TOYOTA PARKTOWN - 011 278 0647	28/02/2025 08:52
culton@edge-ips.co.za Part Supplier Appointed - CMH TOYOTA/LEXUS UMHLANGA - 031 580 4000	28/02/2025 08:52
culton@edge-ips.co.za Updated Abuntex, Result: 200 Error : None	28/02/2025 08:53
culton@edge-ips.co.za Part Sourcing Completed	28/02/2025 08:53
prs302@cmh.co.za Part # changed from 69210 WC013 to 69210WC139	01/03/2025 08:16

REPORTS AND DEALER LIST

You can draw reports and manage your dealer list from the tabs on the bottom left.

The screenshot displays the EDGE IQ dashboard interface. On the left, a sidebar menu lists various sections: MAIN (Dashboard), SEARCH (Search), UPLOAD CLAIM (Upload), MY SHOP (Marketplace, Orders To Deliver, My Orders, Inventory), REPORTS (Reports, My Reports), and DEALERS (Dealer List). The 'Dealer List' section is highlighted with a red bar. A blue box highlights the 'Reports' and 'My Reports' options under the 'REPORTS' section. The main content area shows the 'Dealer List' table with columns: #, Name, Province, Contact Number, Email Address, and Remove. A green 'Add to Supplier List' button is located above the table. A blue arrow points from the 'Add to Supplier List' button to the text below.

#	Name	Province	Contact Number	Email Address	Remove
1	TYREMART AUTOWIEL MENLYN	GP	012 348 2883	Raymond@autowiel.co.za	
2	NMI BARONS BRUMA VW/AUDI	GP	011 856 2600	sayed.hoosen@baronsvw.co.za	
3	MULTI FRANCHISE MENLYN HYUNDAI/KIA - 012 002 0001	GP	012 002 0001	teranceh@multifranchise.co.za	
4	MCCARTHY FORD/MAHINDRA - SILVER LAKES - 012 809 6600	GP	012 809 6600	nickha@mcmotor.co.za	
5	SPEEDWAY	GP	011 477 0912	jp@speedwayums.co.za	
6	CMH VOLVO/GWM/HAVAI/SUZUKI/PEUGEOT/CITROEN SILVER LAKES	GP	012 809 5000	prs891@cmh.co.za	
7	ZAKSPEED	ALL	0573572221	terrystig@zakspeedwelkom.co.za	
8	LMDS AUTO PARTS	GP	011 346 5091	lmdsquotes@hotmail.com	
9	BMW FOUNTAINS CIRCLE PTA	GP	012 444 1600	silbusiso.hlatwayo@bmwfountains.co.za	
10	MCCARTHY JAGUAR/LAND ROVER - WEST RAND	GP	011 671 8000	jashwin@mcmotor.co.za	

You can add your preferred dealers/suppliers by adding them to your dealers list.