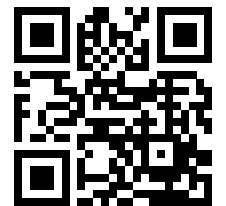




EDGE
MARKETPLACE
POWERED BY EDGE IPS

TRAINING MANUAL

LIST, SEARCH, BUY AND SELL PARTS



WWW.EDGE-IPS.CO.ZA

MARKETPLACE LIST, SEARCH, BUY AND SELL PARTS

AS A WORKSHOP YOU CAN

- ✓ List parts for sale on the Edge Marketplace,
- ✓ Order parts from suppliers
- ✓ Control your own store and inventory

MY SHOP



Marketplace



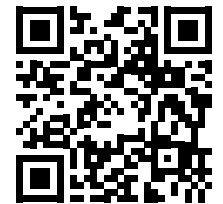
Orders To Deliver



My Orders



Inventory

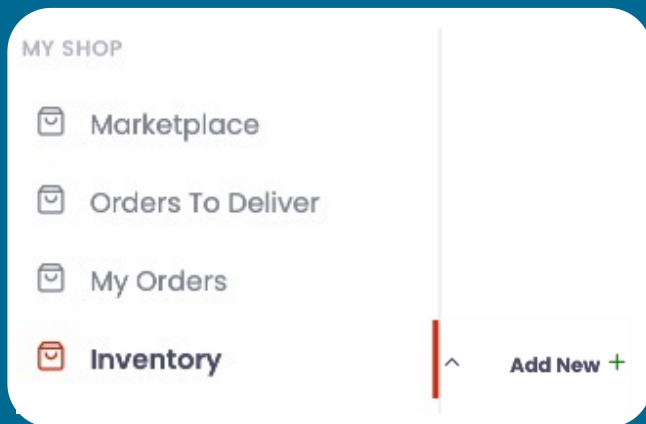


ACCESS MARKETPLACE



To access the Marketplace, simply log into your account and click on **My Shop** within the left panel and then select Marketplace

LIST PARTS FOR SALE



TO LIST A NEW PART FOR SALE, FOLLOW THESE STEPS:

- ✓ Click on the **Inventory** option in the left navigation panel.
- ✓ Select **Add New**.
- ✓ Enter the **Part Number** then click on **Search Part**

A screenshot of the 'Products' form, titled 'Products (39) Products Added'. The form is divided into several sections. The first section, 'ADD A NEW PRODUCT', contains a 'PART NUMBER' field with the value '8W0825208C' and a green 'Search Part ?' button. Below this is the 'PRODUCT DESCRIPTION' field with the value 'R/FLOOR PANEL COVER'. The 'PRODUCT CATEGORY' field is empty. The 'PART TYPE' field is empty. The 'STOCK ON HAND' field has the value '0'. The 'VEHICLE SUITABILITY' section contains four fields: 'VEHICLE MAKE' (AUDI), 'VEHICLE MODEL' (A4), 'YEAR MODEL' (2018), and 'VIN' (WAUZZZF48JA057440). The 'PRODUCT DIMENSIONS' section contains four fields: 'WEIGHT (KG)', 'LENGTH (CM)', 'WIDTH (CM)', and 'HEIGHT (CM)', all of which are empty. The 'PRODUCT IMAGES' section has a header 'MAXIMUM 4 IMAGES' and a link 'ADD IMAGE' with a plus icon. Below the header are four empty image placeholder boxes.

LIST PARTS COMPLETE THE BLANK FIELDS

Make sure you have the following details on hand:

- ✓ Part Number
- ✓ Product Category
- ✓ Part Type
- ✓ Stock Quantity Available
- ✓ Vehicle Make & Model
- ✓ Year Model
- ✓ VIN Number
- ✓ Weight (in kg)
- ✓ Length, Width & Height

Products
(39) Products Added

ADD A NEW PRODUCT

PART NUMBER
8W0825208C [Search Part ?](#)

PRODUCT DESCRIPTION: R/FLOOR PANEL COVER

PRODUCT CATEGORY:

PART TYPE:

STOCK ON HAND: 0

VEHICLE SUITABILITY

VEHICLE MAKE: AUDI

VEHICLE MODEL: A4

YEAR MODEL: 2018

VIN: WAUZZZF48JA057440

PRODUCT DIMENSIONS

WEIGHT (KG):

LENGTH (CM):

WIDTH (CM):

HEIGHT (CM):

- ✓ You can upload up to 4 images of the part.

PRODUCT IMAGES

MAXIMUM 4 IMAGES [ADD IMAGE \(+\)](#)

Four gray square placeholders for product images.

LIST PARTS

PRODUCT PRICING

When setting the Final Selling Price, consider the following:

- ✓ Current OEM Net Price
- ✓ Suggested OEM Price
- ✓ Suggested OEM Used Price

These costings are populated for you that is market related to the part type. Use these suggestions to fill in your preferred selling price.

PRODUCT PRICING

CURRENT OEM PRICE	SUGGESTED OEM NEW PRICE
R 2,999.26	R 2,099.48
SUGGESTED OEM USED PRICE	FINAL SELLING PRICE *
R 1,199.70	0

To list the part on the Marketplace, select Yes. If you select No, the part will only be listed in your internal inventory.

MARKETPLACE LISTING

PUBLISH TO MARKETPLACE

- ☐ Yes
- ☐ No

LIST PARTS YOUR INVENTORY

Every part you have listed as inventory to sell, will be displayed on the inventory page (Under My Shop)

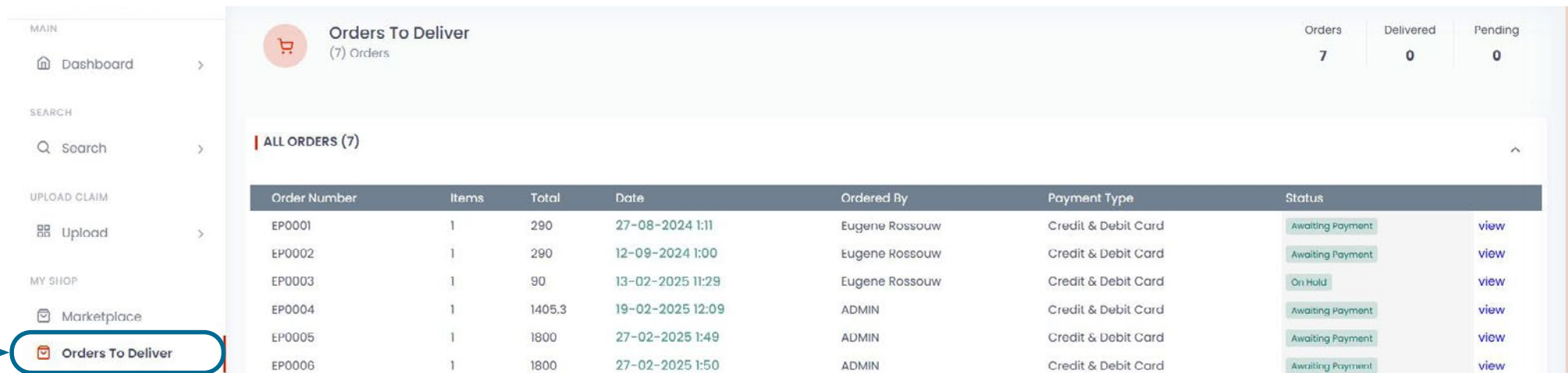
You can also edit (quantity and descriptions) or remove parts in you inventory by clicking on the view button for the part and going down to edit part. Remember to click on update product once completed.



Products								Total Parts	Published	Not Published
(39) Products Added								39	39	0
ALL PRODUCTS (39)								Add New +		
	Description	Part Type	Manufacturer	Published	Marketplace	Quantity	Selling Price			
1	TRIM-INST PANEL, CTR LWR	OEMPARTS	RENAULT	09-07-2024 10:40	✓	1	R 1,405.30	view remove		
2	L/F DOOR MOULDING	OEMPARTS	HYUNDAI	09-07-2024 11:36	✓	1	R 550.00	view remove		
3	R/NUMBER PLATE LAMP	OEMPARTS	TOYOTA	09-07-2024 11:44	✓	1	R 290.00	view remove		
4	R/OUTER MIRROR GLASS	OEMPARTS	HYUNDAI	09-07-2024 11:49	✓	1	R 400.00	view remove		
5	LOWER REAR SPOILER	OEMPARTS	FORD	09-07-2024 11:56	✓	1	R 1,800.00	view remove		
6	IMPACT CARRIER	OEMPARTS	CHEVROLET	09-07-2024 12:00	✓	1	R 780.00	view remove		
7	LWR RADIATOR GRILLE	OEMPARTS	NISSAN	09-07-2024 12:17	✓	1	R 330.00	view remove		
8	REAR BUMPER MOULDING	OEMPARTS	VOLKSWAGEN	09-07-2024 12:23	✓	1	R 630.00	view remove		
9	RAD GRILLE TRIM SET	OEMPARTS	JEEP	09-07-2024 12:28	✓	1	R 4,300.00	view remove		
10	L/RADIATOR AIR GUIDE	OEMPARTS	KIA	09-07-2024 12:31	✓	1	R 90.00	view remove		
11	REAR FLOOR PANEL	OEMPARTS	SUZUKI	09-07-2024 12:33	✓	1	R 950.00	view remove		
12	NO PLATE LAMP	OEMPARTS	HYUNDAI	09-07-2024 12:44	✓	1	R 1,100.00	view remove		
13	L/MASK PANEL	OEMPARTS	CHEVROLET	09-07-2024 12:47	✓	1	R 1,550.00	view remove		

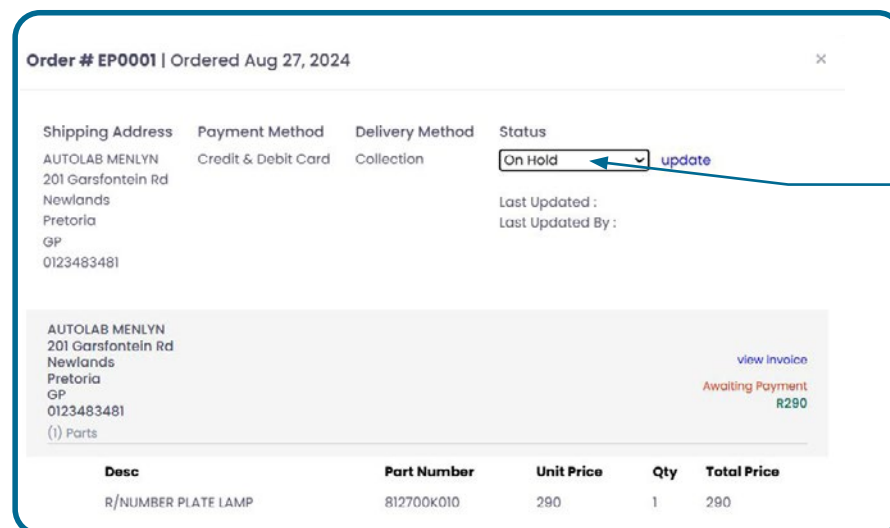
PROCESS YOUR ORDER

See parts that are ordered on the orders to deliver tab congratulations on your sale :)



Orders To Deliver (7) Orders							Orders 7	Delivered 0	Pending 0
ALL ORDERS (7)									
Order Number	Items	Total	Date	Ordered By	Payment Type	Status			
EP0001	1	290	27-08-2024 1:11	Eugene Rossouw	Credit & Debit Card	Awaiting Payment	view		
EP0002	1	290	12-09-2024 1:00	Eugene Rossouw	Credit & Debit Card	Awaiting Payment	view		
EP0003	1	90	13-02-2025 11:29	Eugene Rossouw	Credit & Debit Card	On Hold	view		
EP0004	1	1405.3	19-02-2025 12:09	ADMIN	Credit & Debit Card	Awaiting Payment	view		
EP0005	1	1800	27-02-2025 1:49	ADMIN	Credit & Debit Card	Awaiting Payment	view		
EP0006	1	1800	27-02-2025 1:50	ADMIN	Credit & Debit Card	Awaiting Payment	view		

Process the order by clicking on **view**



Order # EP0001 | Ordered Aug 27, 2024

Shipping Address: AUTOLAB MENLYN, 201 Garsfontein Rd, Newlands, Pretoria, GP, 0123483481

Payment Method: Credit & Debit Card

Delivery Method: Collection

Status: **On Hold** (dropdown menu) [update](#)

Last Updated:
Last Updated By:

[view Invoice](#)

Awaiting Payment R290

Desc	Part Number	Unit Price	Qty	Total Price
R/NUMBER PLATE LAMP	R12700K010	290	1	290

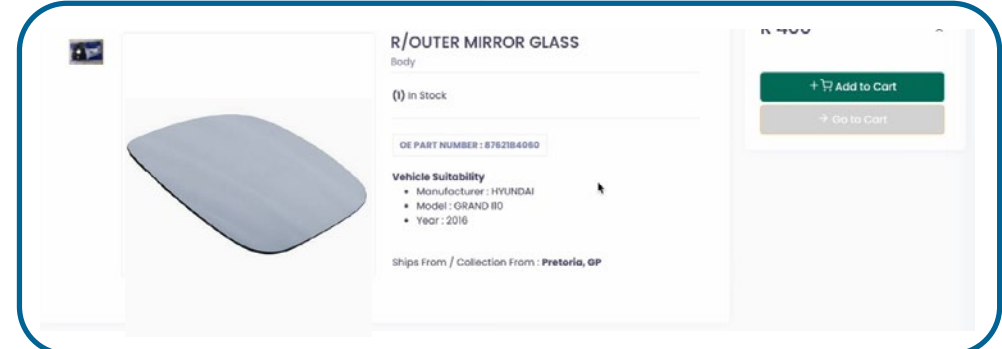
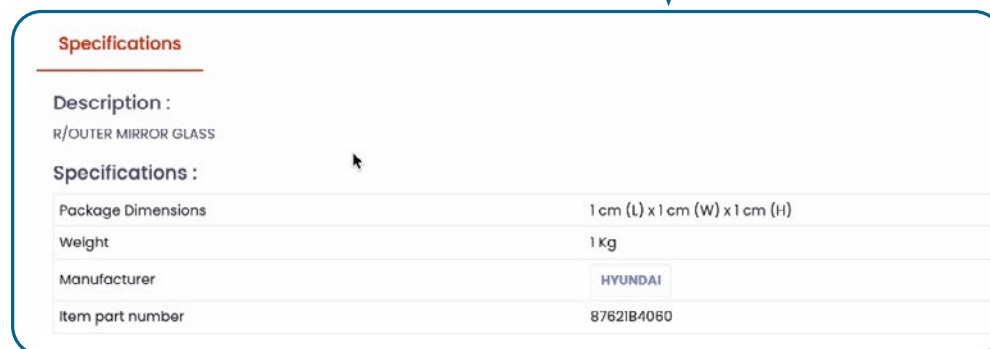
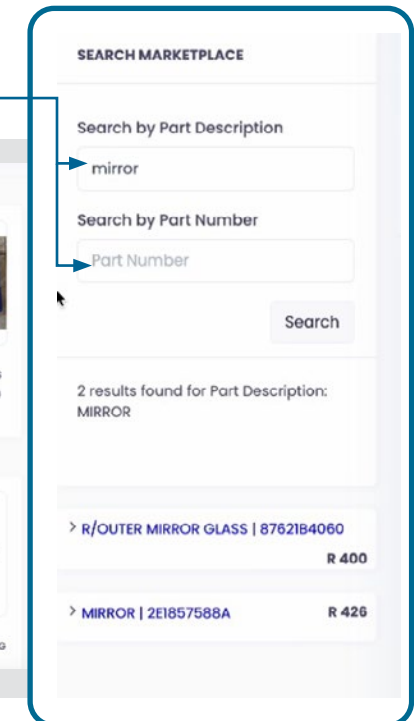
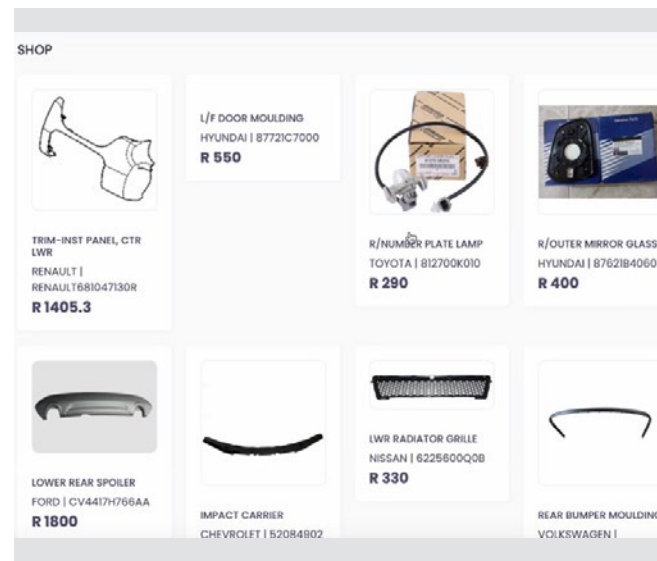
Within the popup window you can change the order status from **On Hold** to:

- Processing
- Delivered
- Payment Received
- Awaiting Payment
- Completed
- Refunded

SEARCHING AND VIEWING ***PARTS FOR SALE***

Search parts for sale by going to marketplace - on the right side of your screen you can fill in your part description or number to search for available parts

When you click on one of the search results, you will be shown the following information where the product description, specifications and **part number** will appear:



PROCEEDING TO CHECKOUT



If this is the part you are looking for you can click on **Add to Cart**.

You can now click on **Go to Cart** or click on the cart icon on the top of the page to checkout.

When you click on Proceed to Checkout, follow the on screen options and submit your order:

- ✓ You can choose to pay using Credit & Debit Card or EFT.
- ✓ The platform includes a built-in e-commerce system to streamline the checkout process.
- ✓ After selecting your payment method, click on Submit Order. This will direct you to a secure tab where you can complete your payment and finalize the order.

R 400

+ Add to Cart

→ Go to Cart

→ Proceed To Checkout

DELIVERY OPTIONS

Delivery Collection

Delivery not available for this order. Collection location and details will be sent after check out

DELIVERY ADDRESS

PAYMENT METHOD

Credit & Debit Card ✓

EFT

YOUR ORDER SUMMARY

Payment Method	Credit & Debit Card
1 Item(s)	R 400.00
Collection Fee	R 0.00
Transaction Fee (VAT included) ⓘ	R 230.00
TOTAL:	R 630.00

→ Submit Order

QUICK GUIDE & FAQ

WORKSHOP USERS

HOW TO PLACE AN ORDER

- ✓ After selecting the claim; once the parts have been quoted for by the dealer, click on parts tracking and expand the place an order section.
- ✓ Amounts should be populated and the part must have green tick under available to proceed with placing an order.
- ✓ You can only place an order if the parts have been quoted for and availability marked.
If it's pending, this still needs to be done by the dealer.
- ✓ Tick the parts on the box on the left you'd like to select and click on submit order(green button).
- ✓ A pop up will appear with parts description and dealer info. Click on the date box to select a date and submit order. Allow a few seconds for the order to process.
- ✓ You will now see the order status as ordered and the date filled in.

HOW TO ACCEPT PARTS

- ✓ After selecting the claim, scroll to the parts tracking tab and expand the confirm delivery or RFC section.
- ✓ Once the invoice has been uploaded by the dealer, you'll see a document number under invoice. Click on that (highlighted in blue).

Should all be in order, click on the accept box for parts and
- ✓ submit(green button) to process the acceptance.

GENERAL FAQ

- ✓ **I can't place an order as it still states pending.**
The dealer needs to quote and state availability before you can place the order.
- ✓ **I can't accept parts. It is still pending.**
- The dealer needs to upload the invoice first for you to accept parts.
- ✓ **I can't remember my password to login.**
Click on forgot password and type in your email address. The system will send you an email with an updated password.
- ✓ **I can't find the claim on my dashboard.**
- Contact the parts sourcer and confirm the claim is allocated to you on Edge.
- ✓ **Edge doesn't correspond with Audatex.**
- Contact the parts sourcer or Kerry. The team will advise if balancing or updating the claim on Edge from Audatex needs to be done.