Bergey's TRUCK CENTERS



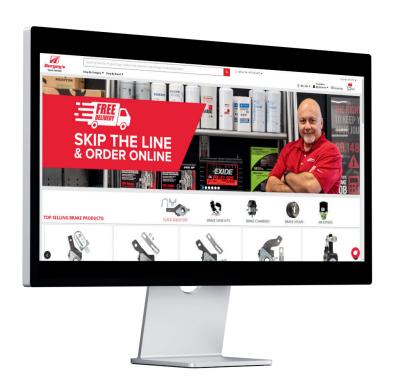


24/7 PARTS ACCESS

- 24/7 ACCESS TO OUR HD PARTS INVENTORY
- REAL TIME PRICING AND AVAILABILITY FOR B2B ACCOUNTS
- PARTS INTERCHANGE SEARCH

EASY. FAST. ACCURATE.

USER GUIDE



SHOP.BERGEYSTRUCK.COM

EASY. FAST. ACCURATE.

USER GUIDE

Keeping Customers on the Road™ our Parts Departments carry a wide assortment of truck parts for just about every make and model. And with a centralized Heavy-Duty Parts Warehouse, we maximize on volume to provide our Customers with quality aftermarket parts at competitive prices. We partner with our OEM parts manufacturers to deliver quality parts with warranties that provide you with peace of mind.



Search and Find

Search for parts within the catalog either by product category, by brand, or using the global search bar.



My Lists

Manage your inventory by creating lists of parts that you stock in your shop for easy re-ordering.



Order History

Review your complete order history. Re-order past orders by searching for previous POs or invoice numbers.



Order Pad

Quickly order parts using the order pad. Enter part numbers either manually, or import a list of parts right into the tool.



Interchange

Find parts that interchange between different manufacturers.

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EASY. FAST. ACCURATE. USER GUIDE

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- 2: 5 Blogs

2: 5 My Account

Includes: My Orders, My Lists, My Account, Settings, and Sign Out

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- 2: 7 Order Pad
- 2: 8 Shopping Cart

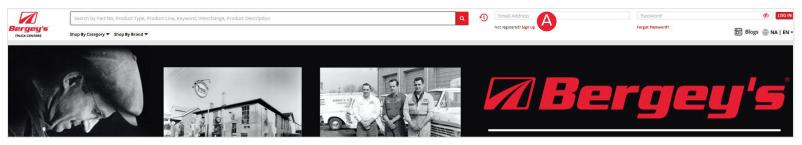
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1: 1 CREATING AN ACCOUNT

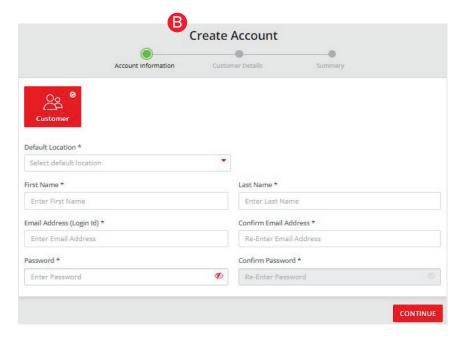
Do not currently have an account. Go to https://www.shop.bergeystruck.com and Click Sign up. (A)

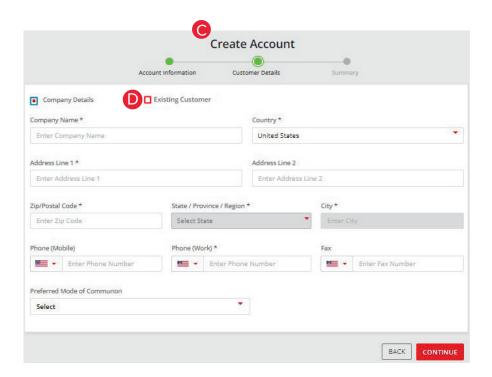


You will be directed to the Create Account Page. Complete the information on the page and click CONTINUE. Next, complete the Customer Details Page.

If you have a Customer Account Number with Bergey's, click on Existing Customer D to input your Customer Number and remaining Account Details.

Once complete click CONTINUE.



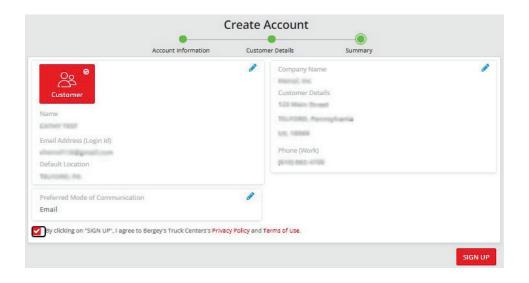


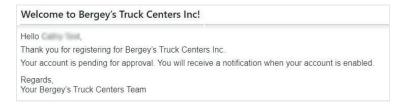
1: 1 CREATING AN ACCOUNT (cont.)

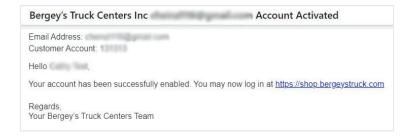
Review the information on the Summary Page Click the agreement statement and then click SUBMIT.

Your request to create an account with us will be sent to our team. You will receive an email confirming your request.

Once your account is approved you will receive a 2nd email confirming your account has been enabled and that you may now log into https://www.shop.bergeystruck.com

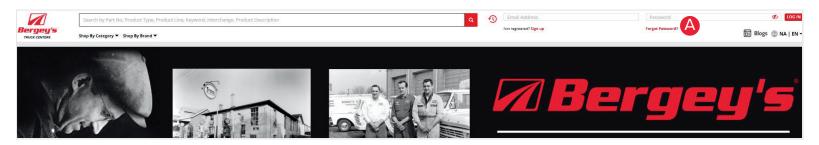




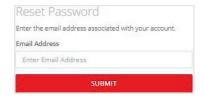


1: 2 PASSWORD RESET

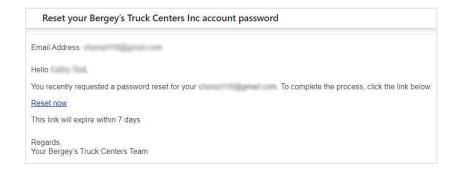
If you need to reset your password, click on forgot password.



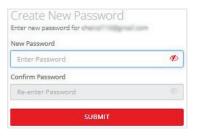
The Reset Password Window will open. Enter your email address and click SUBMIT.

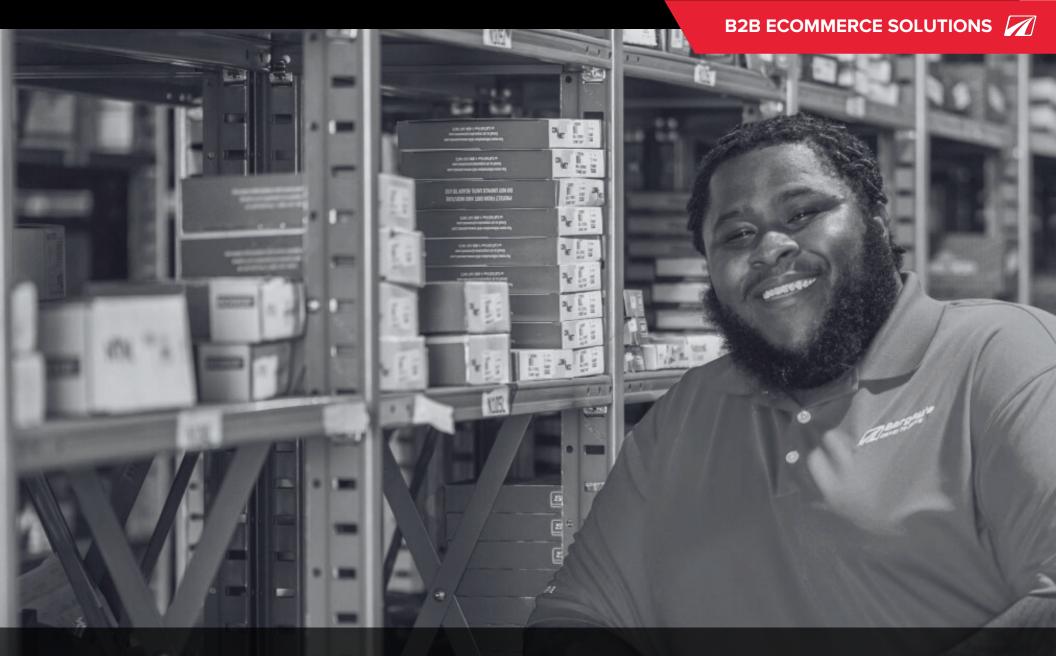


You will receive and email from our website to reset your password. Click on <u>Reset now</u> in the email to be taken to the website to input a new password.



Create New Password Window will appear. Enter a new password. Click SUBMIT.

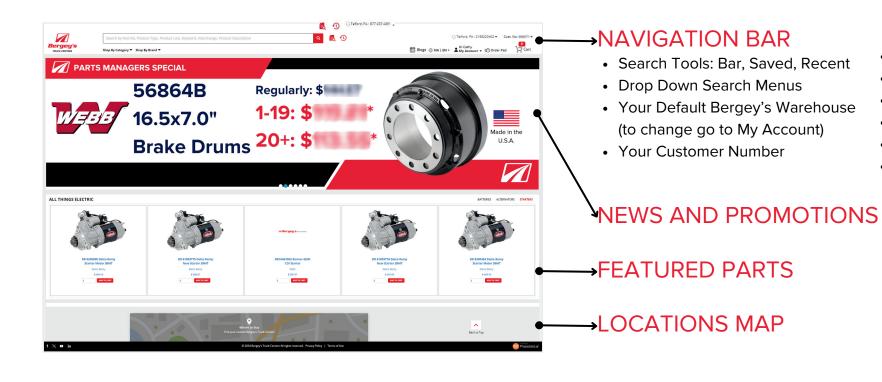






SHOP.BERGEYSTRUCK.COM

SECTION 2
HOMEPAGE FEATURES



- Blogs
- Region/Language
- My Account
- Order Pad
- Customer No.
- Shopping Cart

2: 1 SEARCH TOOLS

SEARCH BAR

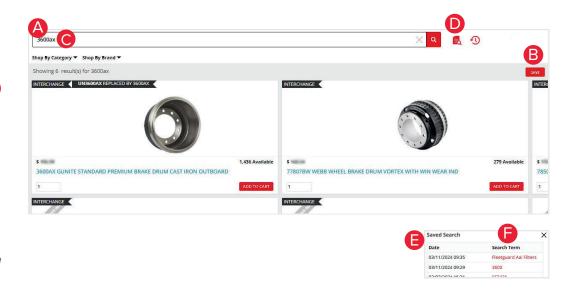
Search for parts by inserting the part number or name into the search bar.



SAVED SEARCH

Save your search bar results for later use.

- Search for part(s) using the search bar.
- Once results populate, click the SAVE Button. (The name of the saved search will be the same as what was input into the search bar.)
- To view saved searches click on Saved Search Button.
- A window with a list of your saved searches will appear.
 Click on Search Term you would like to view.
 - * You can have up to 10 "Saved Searches". Upon saving an 11th search the oldest search will be deleted.



RECENT SEARCH

View your last 10 searches by clicking on the Recent Search Button. G

 A window with a list of your recent searches will appear.
 Click on the Search Term you would like to view.







2: 2 SHOP BY CATEGORY

Enables you to search and find parts in specific categories and/or subcategories. Toggle thru the menu to narrow down your search to find the part(s) you are looking for or available options in stock.

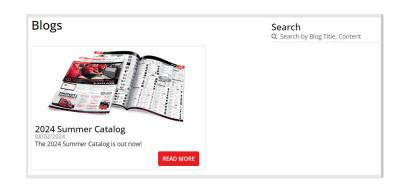
POWER GENERATION **Air Suspension** POWER TRANSMISSION Suspension Other Axles UNDERCARRIAGE **Shock Absorbers** CAB AND CHASSIS Spring Clips Abd Ubolts ELECTRICAL Spring Clips And Ubolts MISCELLANEOUS **Springs Front CHEMICALS TOOLS Springs Rear Suspension Components** VIEW ALL

2: 3 SHOP BY BRAND

Enables you to search and find parts of a specific brand. Toggle thru the menu to narrow down your search to find the part(s) you are looking for or available options in stock. A-G ALS TRIBOLOGY HADLEY MANUFACTURING ACCURIDE HALDEX ALCOA HENDRICKSON AMERICAN CHROME **HORTON** ANCRA HUSS ARTIC FOX **HYATT BEARINGS** ATRO IMPERIAL BEHR OF AMERICA INDUSTRIAL BARNES DISTRIBUTION INTEGRATED SUPPLY NETWORK BELMORE JAMES KING JONES PERFORMANCE BENDIX

2: 4 BLOGS

On this page, you can find promotions, technical guides and applicable articles.





My Orders

My Lists

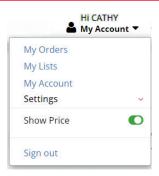
My Account Settings

Show Price

Sign out

2: 5 MY ACCOUNT

Identifies the user logged into the account. Clicking on this icon allows user to access the following sections: My Orders, My Lists, My Account, Settings, and Sign Out.



My Account ▼

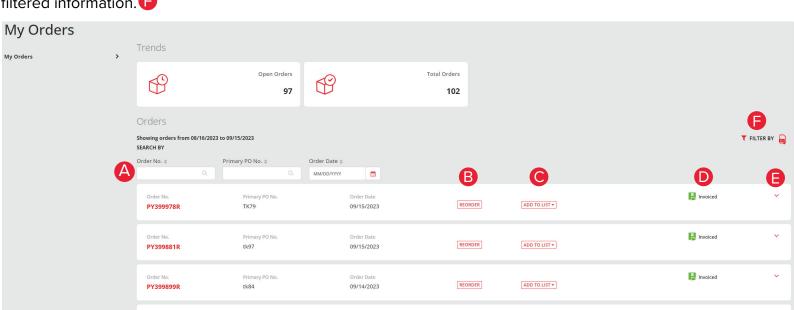
0

MY ORDERS

View/Manage open and completed orders

- Search and view previous orders by Order No., Primary PO No., and Order Date.
- REORDER BUTTON- Automatically add same parts to new order in your shopping cart.

 B
- ADD TO LIST BUTTON- Create a new My List based on a previous Order No.
- Check order status.
- View more details of a specific order.
- Create an Excel spreadsheet of orders: Filter orders by Order Date, Primary PO Number, and Status then click on the spreadsheet icon to auto create the excel spreadsheet of this filtered information.

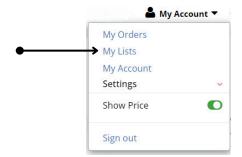


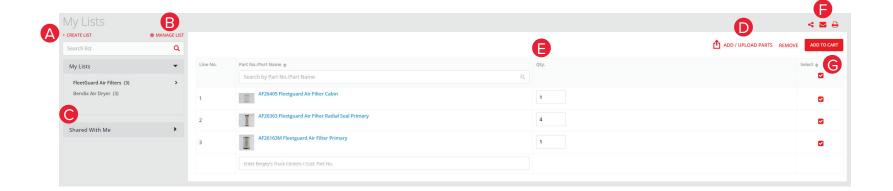
2: 5 MY ACCOUNT (cont.)

MY LISTS

Create/Manage lists for easy reordering

- Create new lists A
- Manage Existing Lists- Change list names and delete lists
- View your lists and lists shared with you
- Add/Upload a list from an Excel spreadsheet
- Existing Lists: Search for parts on a list, change quantities of parts on a list, and add new parts to your current list
- Share, e-mail and print lists
- Remove selected parts(s) from a list and add selected parts to cart 6





2: 5 MY ACCOUNT (cont.)

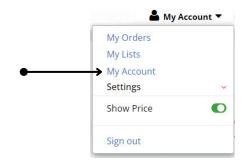
MY ACCOUNT/ MY PROFILE

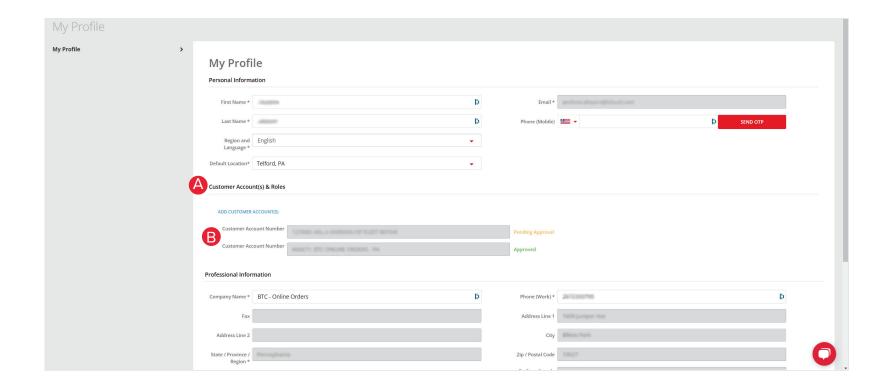
View/change your profile for your SHOP.BERGEYSTRUCK.COM account including:

- Your Personal/Professional Information
 (To change professional information on your account, please contact us.)
- Change the default location of which of our warehouses you would like to order parts from.

(To see your current default location go to the top of our website to the right of the search bar)

 View Customer Account Numbers your are approved/pending approval to buy parts for.

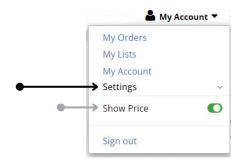




2: 5 MY ACCOUNT (cont.)

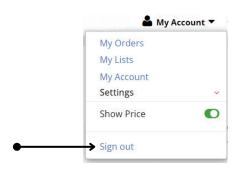
SETTINGS

 SHOW PRICE toggle is located here, this allows you to show/hide pricing on our website.



SIGN OUT

· Click here to sign out of your account.



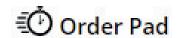
2: 6 CUSTOMER NO.

If you have created and are authorized to order parts for multiple locations within your company you can see which location your cart is for. Any part(s) in the cart or added to the cart are for the location currently showing here. You can also change the location here to view other carts under your account or to change location when you want to order parts for another location on SHOP.BERGEYSTRUCK.COM

Cust. No.



2: 7 ORDER PAD



Quickly order parts using the order pad

- Enter part numbers and quantities manually on the left side of the screen.
- Import a list of parts from and excel file on the right side of the screen.
 - For correct formatting of your excel spreadsheet click on the sample excel file icon.

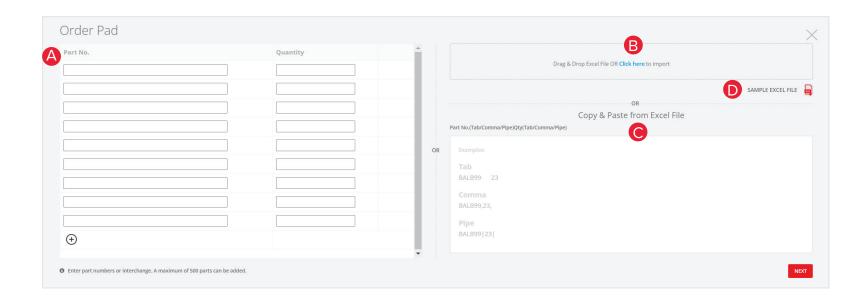
OR

- Copy and paste a parts list from an excel file.
 - For correct formatting of your excel spreadsheet click on the sample excel file icon. $oldsymbol{\mathbb{Q}}$

OR

- If you have access to Fleet Impact/Trucks Customer Portal, copy the list of parts needed from the Portal and import.
- For complete steps on importing parts from the Portal turn to next page of this manual.

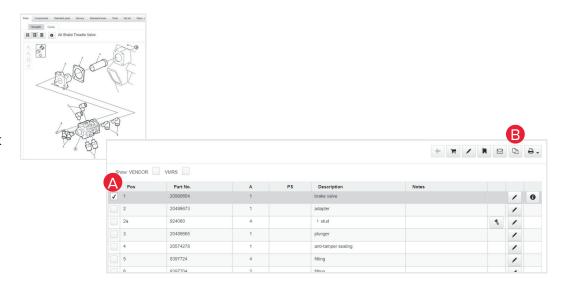
Once list has been entered into Order Pad click NEXT. You will then be directed to the SHOPPING CART.

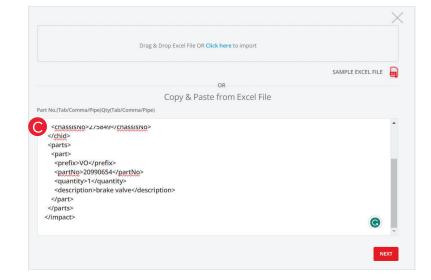


2: 7 ORDER PAD (cont.)

IMPORTING FLEET IMPACT/TRUCKS CUSTOMER PORTAL LISTS

- On the portal enter information to obtain list of parts needed. Select parts from the list.
- Click the Copy Icon.
- Go to https://SHOP.BERGEYSTRUCK.COM/, click on the Order Pad and paste the list. Paste using CTL-V or click Paste.
- · Click Next.
- Upon Stock Check, the proprietary part is replaced by the in-stock interchange part number. The in-stock part is placed in the Shopping Cart.







2: 8 SHOPPING CART

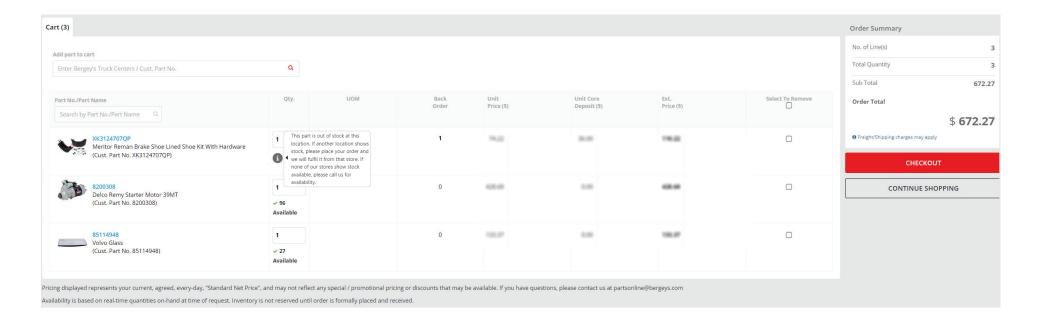
The Shopping Cart contains all parts you are currently planning to purchase.

Note: Cart icon indicates how many parts are currently in your cart for the account you have chosen in the Customer No. Section



- Ability to add/remove part(s) to/from your cart
- Search part(s) in your cart by Part No./Part Name
- Confirm/Change quantity & check units available for each part
- UOM
- Identify parts that are backordered
- Pricing: Unit Price (\$), Unit Core Deposit (\$), and Ext. Price (\$)
- Order Summary
- Check Out or Continue Shopping options

Once you complete checkout you will have the option to receive an itemized Order Confirmation via e-mail or text.







3:1 Viewing Catalog

The catalog of parts available from SHOP.BERGEYSTRUCK.COM will be viewable once you have conducted a Search Bar, Shop by Category, or Shop by Brand Search.

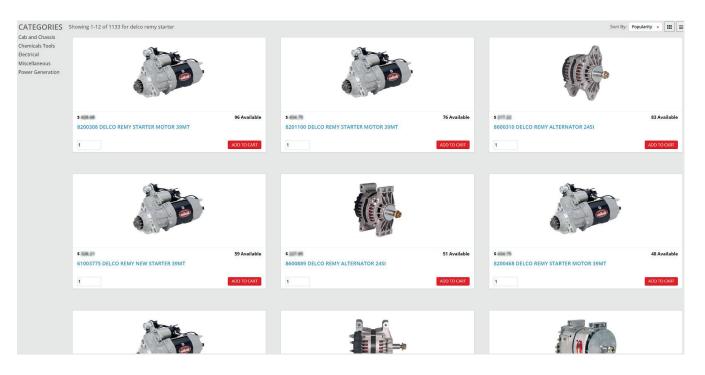
Features of the catalog include:

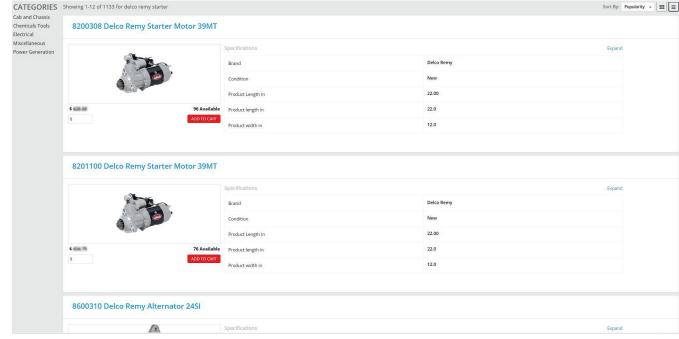
- Refine by category
- Sort by
- View searches by grid or list
- Add to cart

Search results include:

- Part photos
- Pricing for that part
- · Part availability
- Part specifications (available in list view only)

Additional information about the part can be viewed when clicking on the part name or photo. This will direct you to the product page.





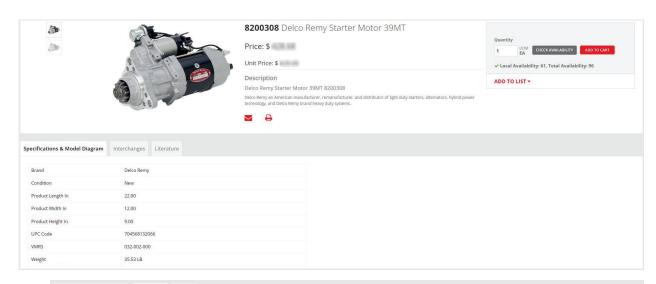
3: 2 Product Page

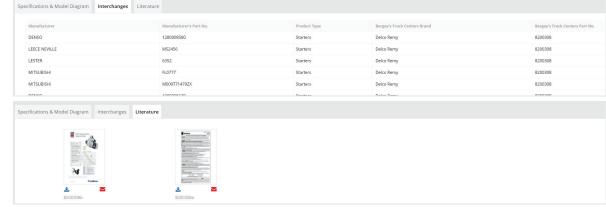
Product Pages can be viewed once you click on an item name or picture in the catalog.

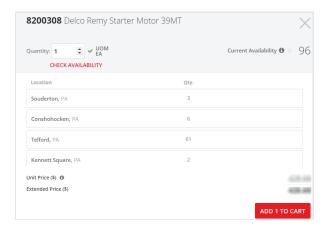
Features of the Product Page include:

- Additional parts photos
- Pricing
- Specifications & model diagram
- Interchange information
- · Literature for the part
- Ability to e-mail information about a part to someone
- Print the detailed information about a part \(\rightarrow\)
- Check part availability* at all our warehouse locations
- Add to cart
- · Add part to Lists you have created

* Need a part not available at your default warehouse location? Use the Check Availability button on the Product Page to check part availability and order the part if it is available at one of our other warehouse locations.









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24/7 PARTS ACCESS

- 24/7 ACCESS TO OUR HD PARTS INVENTORY
- REAL TIME PRICING AND AVAILABILITY FOR B2B ACCOUNTS
- PARTS INTERCHANGE SEARCH

Have questions or need assistance? Contact us by email at partsonline@bergeys.com