PARTS LOCATOR

Get your Parts Loaded onto Parts Locator Website

Step by Step Guide

Version control

Version No	Date	Amended by	Comments
V1.0	2019 Jan	Mark Gazard	
V1.1-1.3	2019 Aug	Mark Gazard	Website updates
V1.4	2024 Jun	Mark Gazard	Process changes
V1.4.1	2024 Sep	Mark Gazard	Process changes

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How to get your parts loaded into Parts Locator Website

Purpose

To allow affiliated Motus independent dealers to list their available parts on the Motus Parts Locator website. The website lists all available parts from various dealers mainly in South Africa and other countries, spanning across multiple franchises, namely, Hyundai, KIA, Renault, Mitsubishi, TATA, Daihatsu, etc.

Step by Step Guide

Step 1: Create a CSV file with YOUR available parts

- This guide is intended for an I.T. person from your DMS provider who is capable of extracting data from your dealer system in CSV (comma separated file) format.
- In summary, the file needs to contain the following fields:
    1. Dealer number
    2. Dealer Name
    3. Part Number
    4. Part Description
    5. Quantity on-hand/available
    6. Last Purchased Date (format: dd/mm/yyyy)
    7. Movement Category
- The file must contain only AVAILABLE on-hand parts stock (not parts at zero quantity)
- The file delimiter can be comma, space or pipe
- The file must NOT contain headings on line 1
- Example:

Space delimiter:

```
12 "Hyundai Edenvale" "01318100" "COIL" 1 06/07/2018 "S"
12 "Hyundai Edenvale" "02950625A" "CLUTCH ABOR" 3 07/04/2018 "S"
12 "Hyundai Edenvale" "093534510" "CASE-JACK" 1 04/04/2018 "M"
```

Comma delimiter:

```
12,"Hyundai Edenvale","01318100","COIL",1,06/07/2018,"S"
12,"Hyundai Edenvale","02950625A","CLUTCH ABOR",3,07/04/2018,"S"
12,"Hyundai Edenvale","093534510","CASE-JACK",1,04/04/2018,"M"
```

Pipe delimiter:

```
12|"Hyundai Edenvale"|"01318100"|"COIL"|1|06/07/2018|"S"
12|"Hyundai Edenvale"|"02950625A"|"CLUTCH ABOR"|3|07/04/2018|"S"
12|"Hyundai Edenvale"|"093534510"|"CASE-JACK"|1|04/04/2018|"M"
```

Step 2: Get the CSV file tested

- The CSV file needs to be tested in the Parts Locator system before it can be imported – to get your file tested:
- Log a call with Motus IT by emailing **Motus IT ServiceDesk** ITServiceDesk@motus.co.za to start the process. Attach the newly created CSV file to the log.
- We will test the file and report if any issues were found
- If the file passes, we will then provide you with sFTP details that need to go back to your DMS provider.

Step 3: Automate the daily file transfer to the sFTP site

- Send the sFTP details (Host address, port, username and password) to your DMS provider, instructing them to automate the file upload to the sFTP site daily
- This file needs to appear on the sFTP site before 4AM daily
- When this step is complete, reply to the Motus log notifying us this is now in place.

Step 4: Your Parts are Live – update your Contact Details

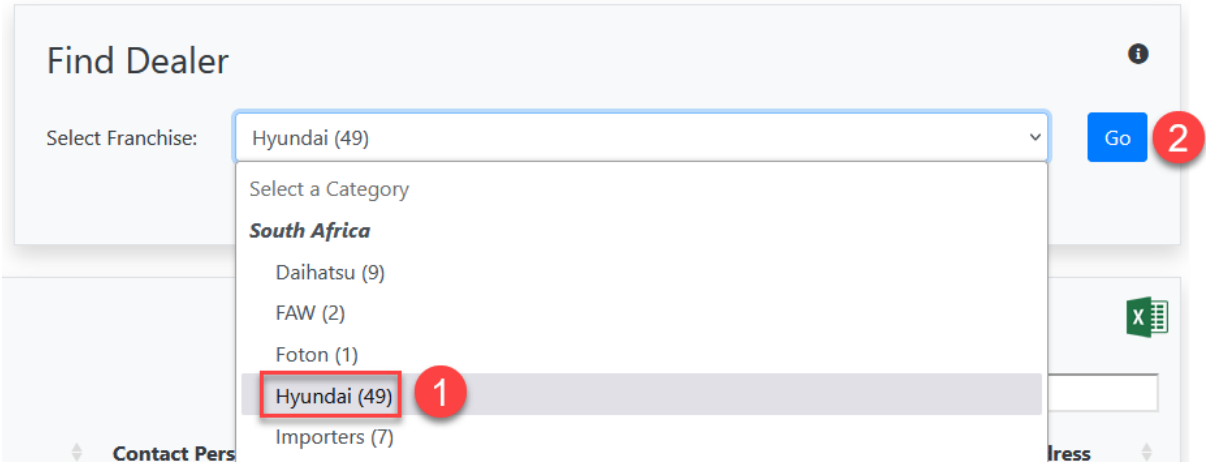
- Your dealership and associated parts are now listed on Parts Locator website. To edit your contact details, follow these steps:

Parts Locator is divided into 2 sections.

1. **Left side: Search Parts Locator** – here you can search for any part, from any brand, from any country
2. **Right side: Find Dealer** – here you will find your dealer, and edit its contact details

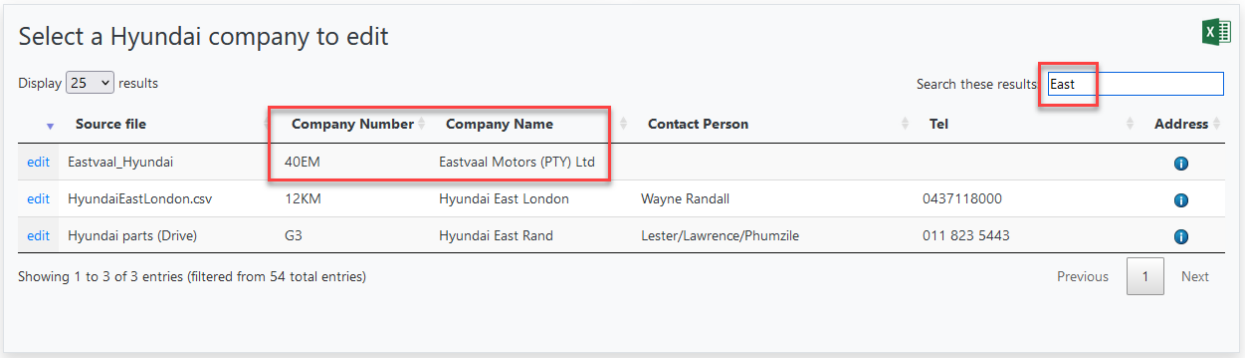
Edit Company Contact Details

On the right side of the website, select the drop down select box alongside “Find your dealer”. Click on the brand or country. For example, if I want to edit a dealer for Hyundai, I will select Hyundai, then click GO

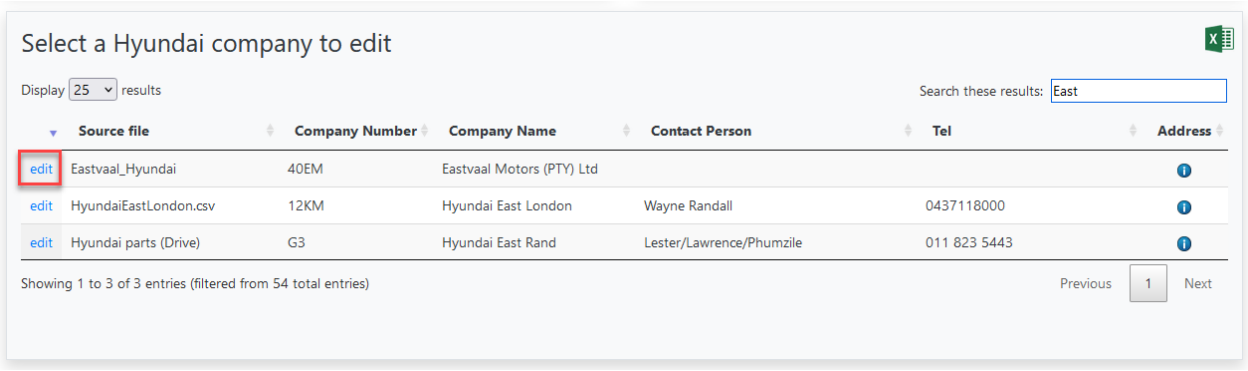
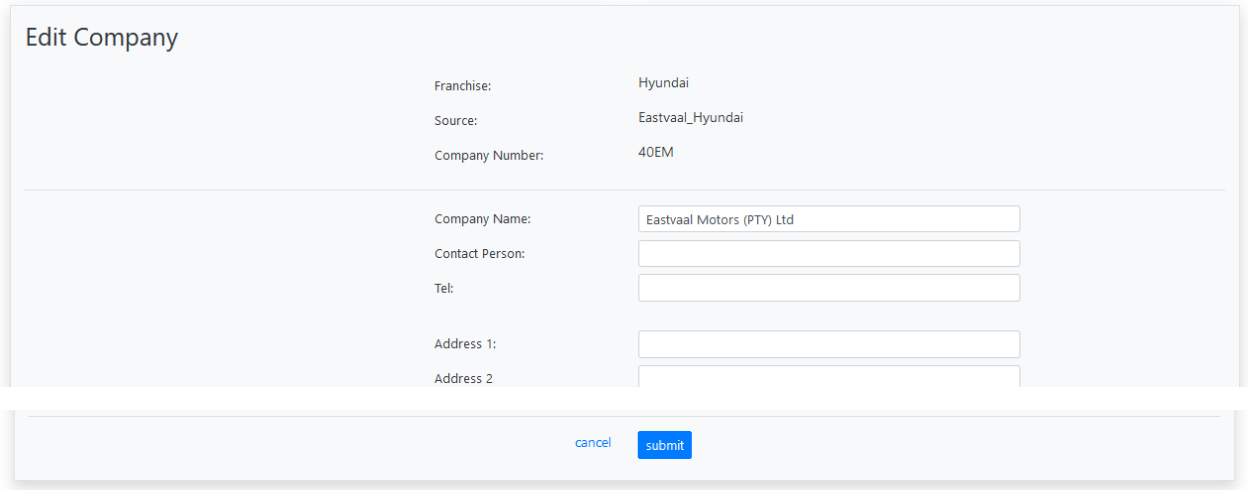


In the **search** results, focus on columns Company Number and Company Name to identify your dealer.

Use the “Search these results” filter box to quickly find the dealer you’re looking for. Example: searching for “east” helps to find “Eastvaal”



Click **Edit**



Edit your Company Contact Details then click **Submit**