



# INTERSTATE-McBEE



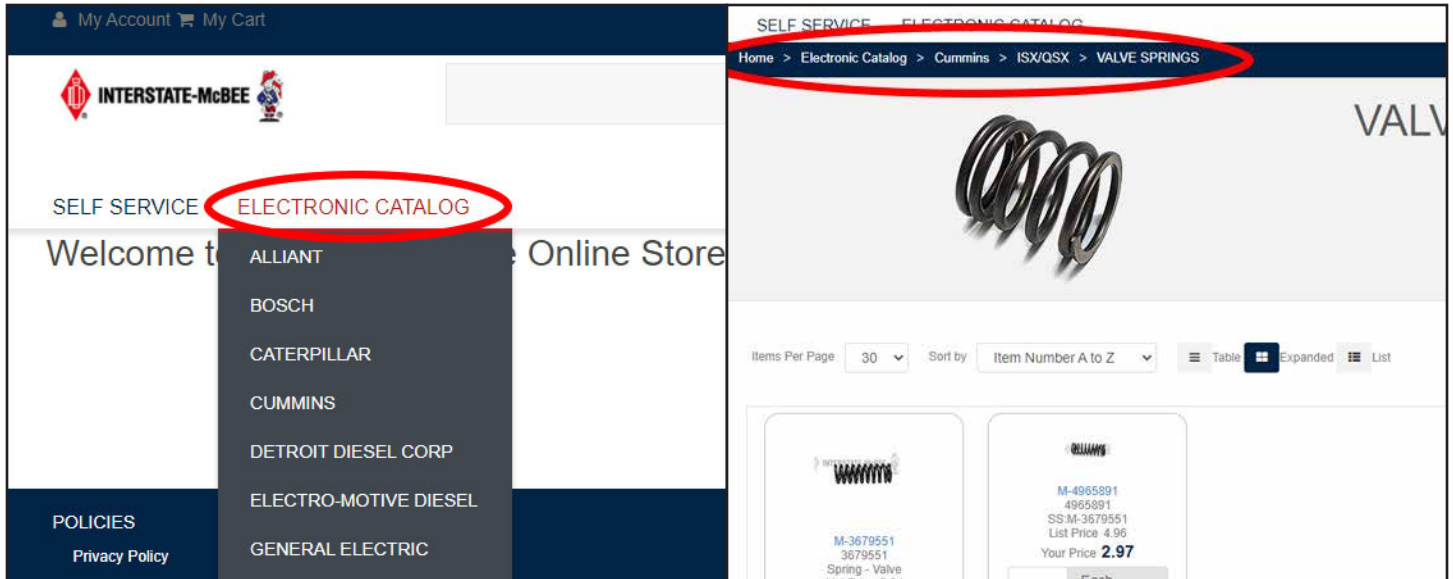
## Interstate-McBee.com How-To Guide

### Online Ordering

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**Note:** You must be logged in with a valid account in order to access the sections of the website referenced in this how-to guide. If you do not have a valid login, please see our **How to Register** help document.

# Online Parts Catalog

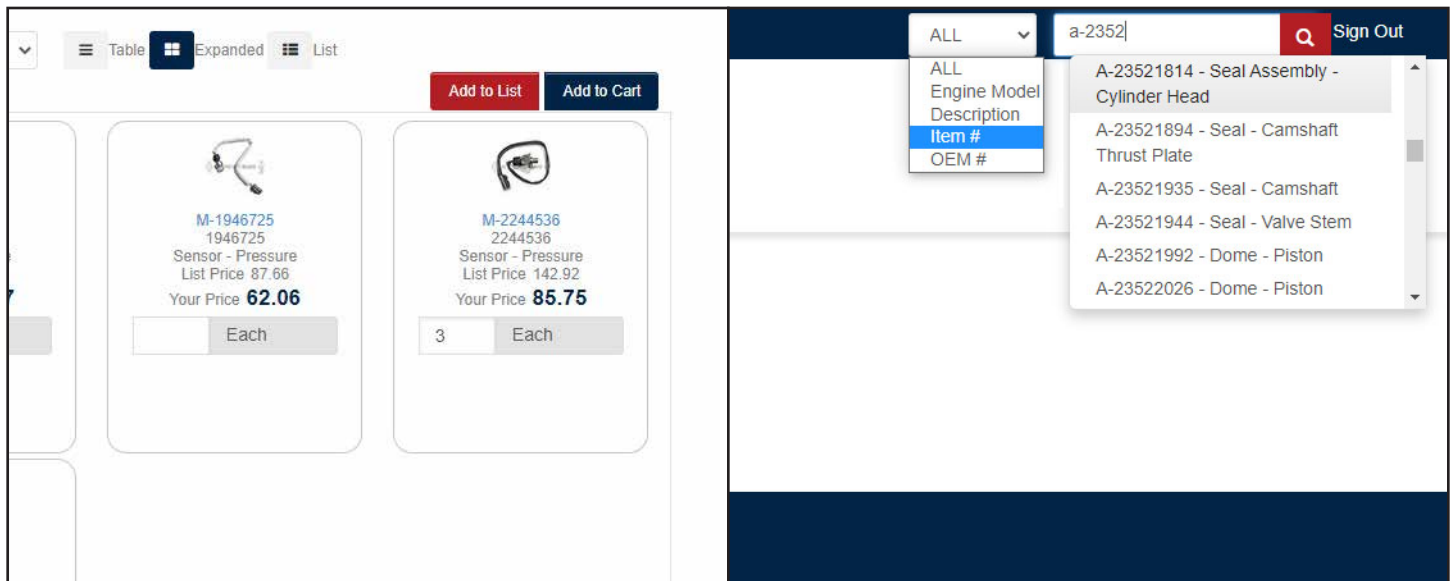


There are two main ways to locate items in the catalog.

1. If you are unsure of the exact part number or want to browse the full listing of parts, start by clicking the **Electronic Catalog** tab. Alternatively, you may hover this button and select an OEM from the drop down menu.

2. Parts in the catalog are laid out in a hierarchy. The top level is the OEM (e.g. Cummins), followed by the Engine Application (e.g. ISX), and finally the Product Line (e.g. Valve Springs).

The path to the current section you're browsing will be displayed at the top of the screen, as shown in the image.



3. As the items load, the system will pull real-time pricing and automatically factor in any discounts that may be applied to your account.

4. Items can be easily added to your cart by typing in a quantity in the box below the item and clicking **Add to Cart**.

5. If you already know the part number you want to order, you can skip the previous steps and simply type the number in the **search bar** at the top right of the page.

To further narrow your results, you may wish to use the drop down category menu on the left.

In most cases, the search function will recognize original engine part numbers as well as the Interstate-McBee numbers. When added to the cart, OEM numbers will convert to McBee numbers automatically.

## Gasket Set - Oil Cooler



M-1823182C95  
 Gasket Set - Oil Cooler  
 List Price 33.87  
 Your Price 20.32  
 Availability IN STOCK  
 Avail By Branch **B**

Each

1.000

Add To Cart

**C** Add To List

**D** Bill Of Materials

Close

| Description                 | Specifications |
|-----------------------------|----------------|
| Item Number<br>M-1823182C95 |                |

| BranchPlant | Availability |
|-------------|--------------|
| OH          | 146          |
| CA          | 27           |
| FL          | 41           |
| TX          | 15           |
| NE          | 1            |

| Item #       | Description                 |
|--------------|-----------------------------|
| M-1817849C92 | Gasket - Oil Filter Header  |
| CB119PTD     | 5.25 X 1.25 X 5.25 RING BOX |
| M-1820907C2  | O-Ring                      |
| M-1821098C2  | O-Ring                      |
| M-1824735C1  | Seal - Oil Cooler           |
| M-1824736C1  | Seal - Oil Cooler           |
| M-1830362C1  | Seal - Oil Cooler Header    |
| M-253660R2   | Gasket - Oil Tube           |
| M-265204R1   | Line - Tube Sleeve 3/8"     |

6. Clicking on a specific item will take you to the item details page. Here you can find pricing, an item description and more.
  - A. The **Specifications** tab will display item/package weights and dimensions.
  - B. Clicking on **Avail By Branch** will open a window showing up-to-date quantity listings for each of our branches.
  - C. The **Add to List** button will add a specified amount of this item to the saved list of your choosing. See the **My Saved Lists** section of this help document for more information.
  - D. If the item is a set or kit, clicking **Bill of Materials** will bring up an itemized list of all the parts included under this part number.

# Order Pad

SELF SERVICE ELECTRONIC CATALOG

ate-McBee Online Store

Order Pad

| No. | Item # / OEM Number |   |
|-----|---------------------|---|
| 1   | A-23512307          | Q |
| 2   | A-23503550          | Q |
| 3   |                     | Q |
| 4   |                     | Q |
| 5   |                     | Q |
| 6   |                     | Q |
| 7   |                     | Q |
| 8   |                     | Q |
| 9   |                     | Q |
| 10  |                     | Q |

Search Item - CDI Technology LLC, - Googl...  
Not secure | 192.168.42.132/e2witemIDSe

Search Item

Item #

Description seal - camshaft

Select

| Item #                                      | Item Descriptio        |
|---|------------------------|
| <input type="radio"/> A-23521894            | Seal - Camshaft Thrust |
| <input checked="" type="radio"/> A-23521935 | Seal - Camshaft        |
| <input type="radio"/> M-4985660             | Seal - Camshaft Cover  |
| <input type="radio"/> M-4985661             | Seal - Camshaft Cover  |
| <input type="radio"/> M-682444C3            | Seal - Camshaft        |

If you're adding many parts to a single order, it may not be efficient to add items to the cart individually. Using the Order Pad is a quick way to add batches of parts simultaneously.

1. Hover over the **Self Service** tab and select **Order Pad**.

2. Begin by entering part numbers and quantities into the list.

If you don't have the exact part number, click the **magnifying glass** icon next to an empty field to bring up a search window. From here you can find and insert the part you're looking for.

Order Pad

| No. | Item # / OEM Number | Quantity | Unit of Measure | Item Description          | Availability | Avail By Branch | List Price | Net Price |
|-----|---------------------|----------|-----------------|---------------------------|--------------|-----------------|------------|-----------|
| 1   | A-23512307          | Q 4.000  | Each            | Isolator - ECM            | IN STOCK     | Display         | 1.31       | 0.81      |
| 2   | A-23503550          | Q 5.000  | Each            | Bearing - Fan Shaft Inner | OUT OF STOCK | -               | 0.00       | 0.00      |
| 3   | A-23521935          | Q 2.000  | Each            | Seal - Camshaft           | IN STOCK     | Display         | 4.54       | 2.72      |
| 4   | A-23500501          | Q 2.000  | Each            | Kit - Valve - Exhaust     | IN STOCK     | Display         | 9.30       | 6.50      |
| 5   |                     | Q        |                 |                           |              |                 |            |           |
| 6   |                     | Q        |                 |                           |              |                 |            |           |
| 7   |                     | Q        |                 |                           |              |                 |            |           |
| 8   |                     | Q        |                 |                           |              |                 |            |           |
| 9   |                     | Q        |                 |                           |              |                 |            |           |
| 10  |                     | Q        |                 |                           |              |                 |            |           |

View Cart Price / Availability Add To Cart Add To Cart & Check Out

3. After you've filled in a list of part numbers and quantities, click **Price/Availability** at the bottom of the screen to load in the real-time pricing and availability of these items.

4. At this point, if you'd like to proceed, click **Add to Cart**. This will add all items from the list to your cart at one time. You can repeat this process with a new list as many times as needed.

**Note:** If a part's description shows "**SS:**" followed by a different part number, this signifies that the entered part has been superseded. The part number listed after the SS in the description is the new part that should be used instead. You will need to remove the current part then add this new part to your lists/shopping cart/etc. Any superseded parts will not be available when checking out.

# Upload Items from Excel

Another way to add an entire list of items to the cart simultaneously is to upload a list into the system using an Excel file.

1. Hover over the **Self Service** tab and select **Upload Items from Excel**.

2. Click **Choose File** to locate the excel sheet on your device.

3. Input a reference name for this upload under **Sheet Name**.

4. Click **Upload to Cart** to add all items from this Excel sheet to your cart simultaneously. (If the file is large, the system may take a minute to process the upload).

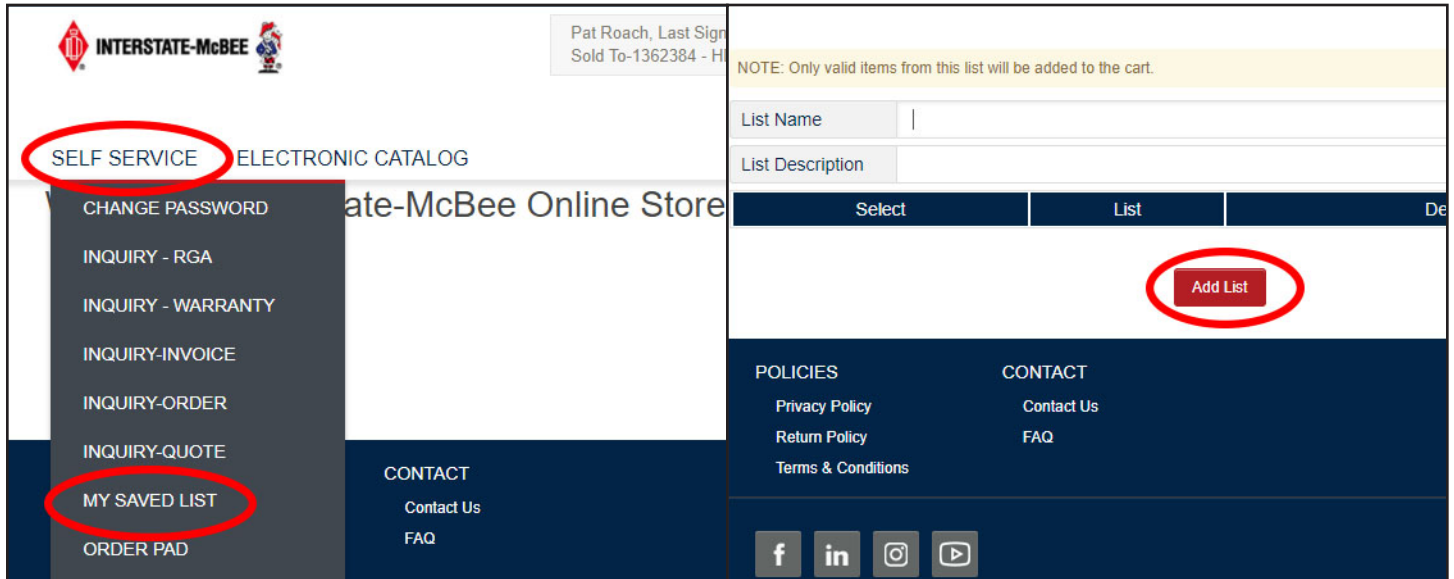
| Sheet Line Number | Item #    | Quantity                      | Error Description         |
|-------------------|-----------|-------------------------------|---------------------------|
| 2                 | M-3801629 | Oil Seal Kit - Flywheel       | Invalid item and quantity |
| 3                 | M-3803476 | Oil Seal Kit-Fuel Pump-Celect | Invalid item and quantity |
| 4                 | M-3821386 | Oil Seal Fan Dr.,L10          | Invalid item and quantity |
| 5                 | M-3883117 | Oil Seal - Front Gear Cover   | Invalid item and quantity |
| 6                 | M-3883118 | Oil Seal - Front Gear Cover   | Invalid item and quantity |
| 7                 | M-3895946 | Oil Cooler Assy,M11           | Invalid item and quantity |
| 8                 | M-3900709 | Oil Seal,Frot Gear Cover,B    | Invalid item and quantity |
| 9                 | M-3901175 | Oil Pump,6B                   | Invalid item and quantity |
| 10                | M-3901979 | Oil Seal,6C                   | Invalid item and quantity |
| 11                | M-3906414 | Oil Pump,6B                   | Invalid item and quantity |

5. The Excel sheet guidelines can be found on the upload page itself, but in general the sheet must only have two columns - the first being part number and the second being quantity. The system will pull data from columns A & B starting at line 2 and ending at line 999. See above image for an acceptable example.

6. If there are any problems with the spreadsheet when uploading, the entire spreadsheet will be rejected until any errors are fixed. The system will display a detailed rundown of each rejected part number including the reason for the error and the location within the file.



# My Saved Lists

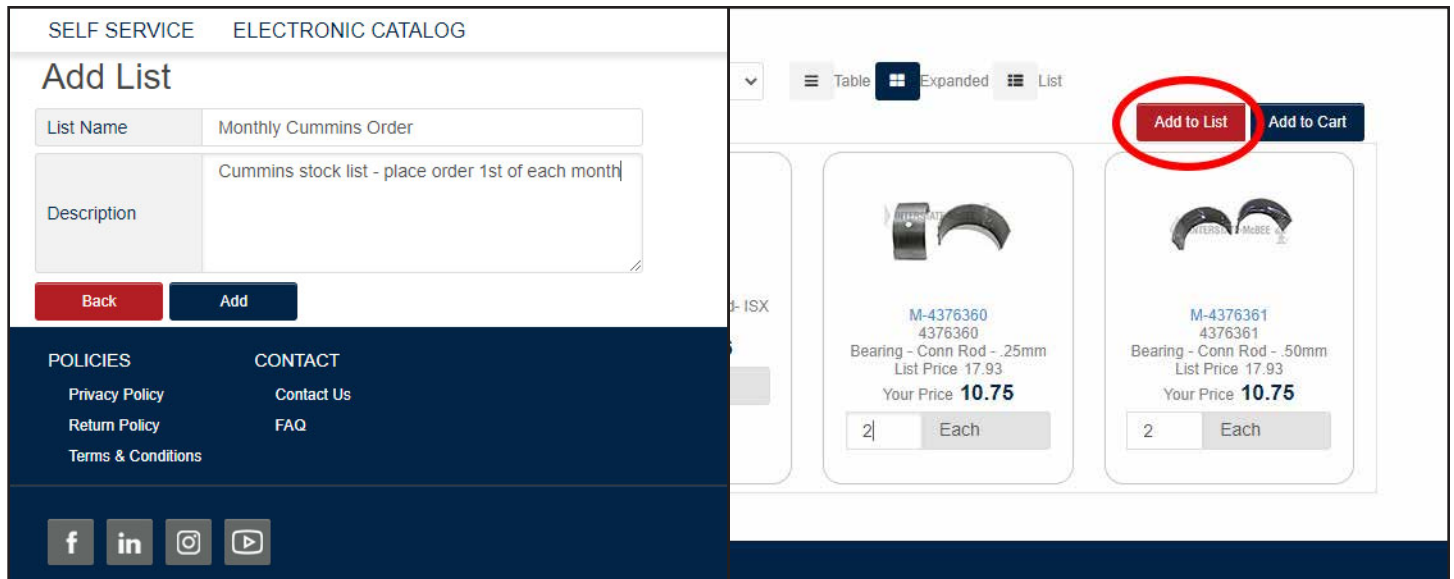


Saved Lists are a convenient option if you plan on re-ordering the same list of parts multiple times. After a list is created, it can be referenced any time and the entire list can be added to the cart very easily.

1. Hover over the **Self Service** tab and select **My Saved Lists**.

2. Any ongoing lists you have will display here. These lists can be edited by selecting them on this screen.

To start a new list click **Add List**.



3. Give your list a name and add a description.

4. Click **Add** and the list will now appear on your Saved Lists page.

5. Items can be added to saved lists from many places within the online ordering site including the Item Catalog, Order Pad, Excel Upload page, and even the Shopping Cart itself.

When you want to add an item to a saved list, just look for the red **Add to List** button. Enter the item quantities first then click this button to add the items.

## List Item(s) Add

Select a list

Monthly Cummins Order Add New List

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Add List Items.

| Item   | Description                  | Note/Comment           | Quantity | Unit of Measure |
|--|------------------------------|------------------------|----------|-----------------|
| <input checked="" type="checkbox"/> A-23515582 | Shell Set - Con Rod - .254mm | Remove after 4/25/2021 | 2.000    | Each            |
| <input checked="" type="checkbox"/> A-23515583 | Shell Set - Con Rod - .508mm |                        | 2.000    | Each            |

Back Add Items

- When adding items, you'll be prompted to choose which list to add the selected parts to.
  - You also have the option to add a note or comment for each item. This is for personal reference only.
- When finished, click **Add Items** to complete the process.

### SELF SERVICE ELECTRONIC CATALOG

## Manage My Lists

NOTE: Only valid items from this list will be added to the cart.

List Name: |

List Description:

| Select                           | List                  | Description                                |
|----------------------------------|-----------------------|--|
| <input checked="" type="radio"/> | Monthly Cummins Order | Cummins stock list - place order 1st of ea |

Add List Change List Name Delete List View List Add

### Manage List Item Associations

NOTE: Only valid items from this list will be added to the cart.

Item(s) in List: Monthly Cummins Order

Item #:

Comments:

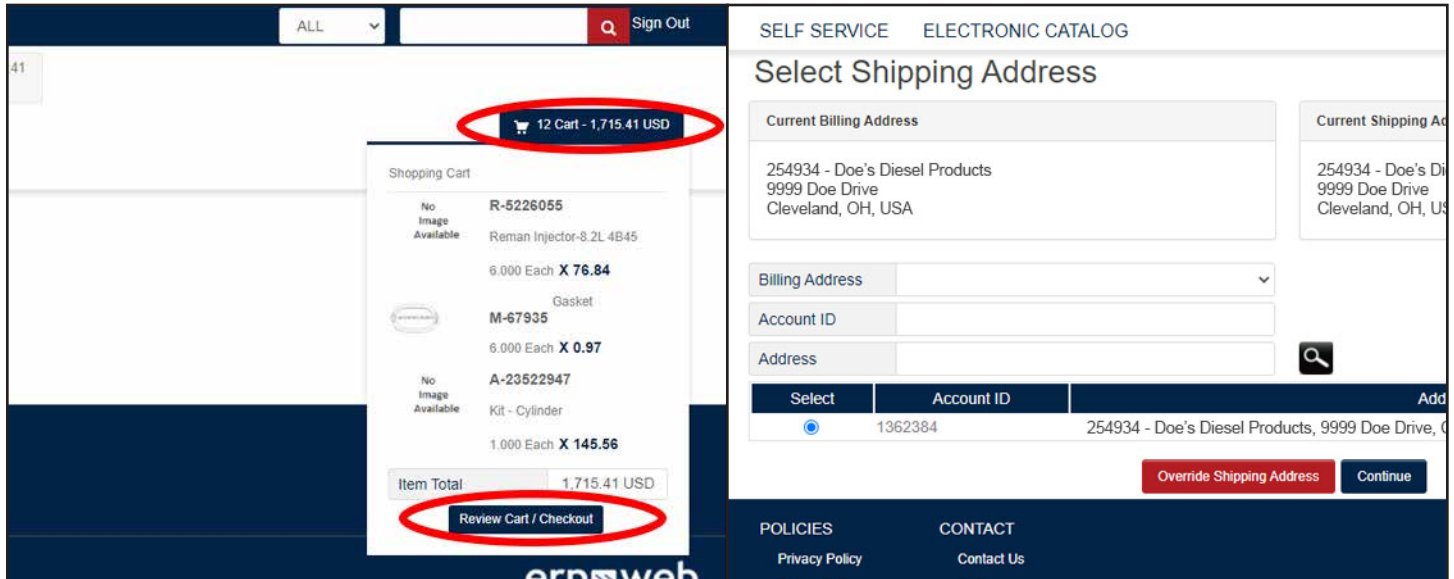
| Select                              | Item #     | Item Description             | Comments               | Quantity |
|-------------------------------------|------------|------------------------------|------------------------|----------|
| <input checked="" type="checkbox"/> | A-23515582 | Shell Set - Con Rod - .254mm | Remove after 4/25/2021 | 2.000    |
| <input type="checkbox"/>            | A-23515583 | Shell Set - Con Rod - .508mm |                        | 2.000    |

Go Back To Lists Change List Item Delete List Item Add All Items To Cart Add Selected Items To Cart

- Return to the My Saved Lists page if you'd like to edit/view your list or add a saved list to your cart.
- Select a list and click **Add to Cart** or click **View List**.
- From the View List page, you can edit and delete items from the list. Select the items with the checkboxes on the left and click **Change List Item** or **Delete List Item** to edit or delete.
- You may also add this list to your cart by clicking **Add to Cart**.

Alternatively, to add only specific items from the list to your cart, select the items using the checkboxes on the left and click **Add Selected Items to Cart**.

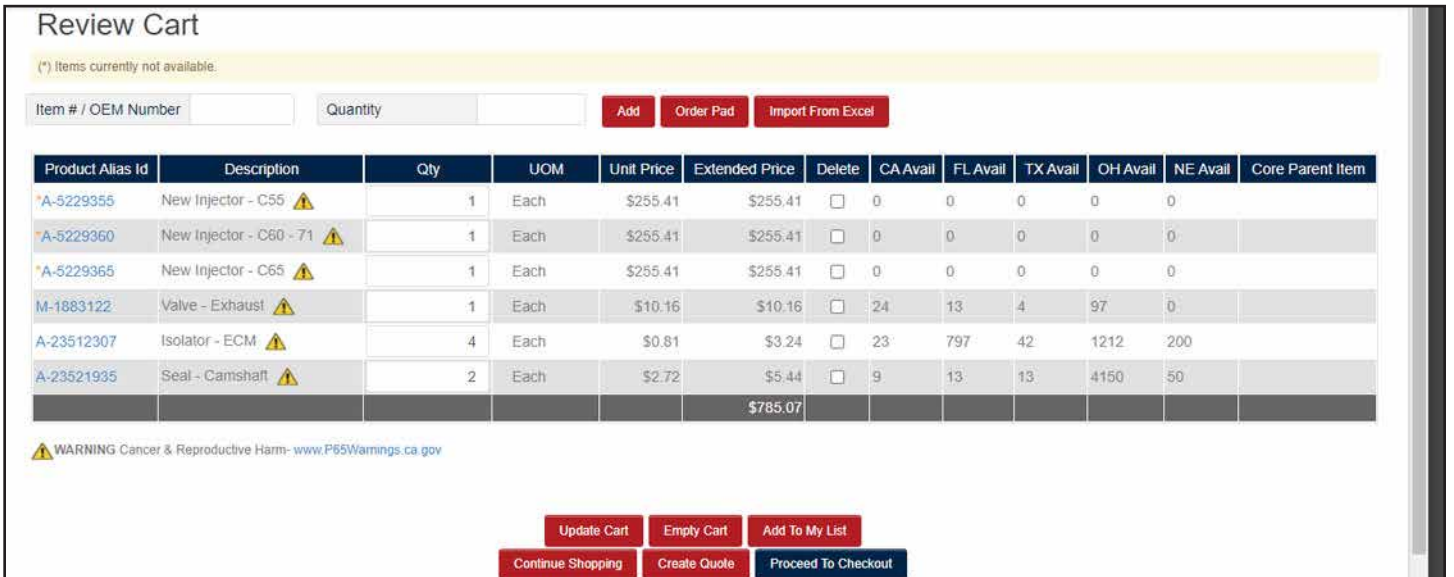
# Review Cart & Checkout



1. When you're ready to finalize an order, hover over the **Cart Button** and click **Review Cart/Checkout**.

2. Before viewing the cart, you'll be asked to confirm your shipping and billing addresses. These will be listed at the top of the screen and are input automatically based on your account. If you have multiple addresses associated with your account, they will be listed here. Select one and click **Continue**.

To override the default shipping address click **Override Shipping Address** to add a custom ship-to address.



- From the review page you can edit quantities and add/remove items from the cart.
- To remove an item, select the item using the checkboxes in the Delete column in the middle of the grid. Click **Update Cart** and any checked items will be removed.
- Items can also be added from this screen by typing the item number and quantity in the fields above the cart contents and clicking **Add**.
- When everything looks correct, click **Proceed to Checkout** to continue.

At this point you'll be taken through normal credit card processing to finalize your order.