This lesson explains how to manage parts.

1. Navigate to Summary tab:
   a. Click on Order Management.
   b. Click on blue Service Order ID.

2. Scroll down to Parts section to display Parts information.

3. Update Parts status:
   a. Select Check box of part.
   b. Click Update Part Status button.
c. Click drop down arrow and select appropriate choice.

d. Click **Update Part Status** button.

4. **Edit Part Info:**

   a. Click Part Number.

   b. Edit appropriate information.

   i. **Unit Cost** = Actual cost to purchase the part

   c. If available, click **Browse** button and search for Invoice you would like to Upload and click **Upload** button.

   d. Click **SAVE** button.
5. Add an Invoice Number:
   a. Click on Part Number where Proof of Invoice is needed.
   b. Enter in Invoice Number.
   c. Click on Save button.

6. Update Invoice:
   a. Click on Invoice Number.

   **Retail Price** = Retail selling cost from Sears Parts Direct (this is not your discounted price)
   **Unit Cost** = Amount paid to purchase the part
b. Edit appropriate Part information if needed.

c. If available, click **Browse** button and search for Invoice you would like to Upload and click **Upload** button.

d. Click **SAVE** button.

![Invoice Image]

**Unit Cost**= Amount paid to purchase the part

7. Add Part:

   a. Click **Add Part** button.

   ![Add Part Image]

   b. Enter Part information.

   ![Add Part Details Image]

   **Retail Price**=Retail selling cost from Sears Parts Direct (this is not your discounted price)
c. Click on [Link to Sears Part Direct] or enter the URL http://www.searspartsdirect.com in browser address bar.

d. Click on the “Part Number” drop down selection.

e. Enter in you part number.

Note: If more than one part number is returned in search, click on the part that you have used and display the part details.

f. Click [Search] button.

g. Click on [Copy and Paste the Entire URL] to add the Direct web page’s URL for part.

h. Click [SAVE URL] button.

i. **OR** click [Enter in Part Number, Division & Source].

j. Copy and Paste the Division Number and Source number embedded in the Parts Direct web page’s URL.

k. Click [Add Part] button.

8. Viewing Completion Summary (with parts)
a. After claim submission for payment, the Completion Record will display the *Est. Provider Payment*. This is the amount the Firm will be paid for the corresponding service order.