

Order Entry Instructions



Logging In:

- 1) Go to www.motorville.com
- 2) Click on "Login" in the upper right hand corner



3) Enter your account number with motorville & your password

USERNAME
PASSWORD
LOGIN
FORGOT PASSWORD
Welcome to Motorville Online Ordering

Stock Check & Adding Parts to Cart:

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3) Click on "Use Our New Stock Check Layout"

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New Layout View

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Stock Check & Adding Parts to Cart:

4) Enter line code & part number (without dot "." if you are looking at the Motorville Tabloid)

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Check Stock Go to Cart a	and Checkout	Add More Items Clear	List Use Legac	y Stock Check Layout
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5) Click on the "Check Stock" button

Continued on next page...

6) A: Check your current price by clicking on "Wholesale" and to remove pricing click "Wholesale" again B: View live inventory / free stock

Check St	ock			
	Check Stock Go to Cart an	nd Checkout Add More Iten s Clear List U	se Legacy Stock Check Layout Re	move Selected Parts
		L/C Lart Number	Order Qty	
		EDE2101	1	
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	88			Quantitur 1
	b 4		+LS	ADD TO
	Check Stock Go to Cart an	nd Checkout Add More Items Clear List	se Legacy Stock Check Layout Re	move Selected Parts

8) Once you have all of your products in the shopping cart, click on the shopping cart logo/button to prossed to check out.

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		L/C Part Numbr EDE2101 HOL0.18505 MRG56	Order Qty 1 1 0 0	
	L/C Part Number	Description	Availability	Wholesale
	EDE 2101	PERF SB CHEV PFE-86 NON EGR	Availability: Motorville: 3	List Price: \$309.91 Core Price: \$0.00
		Alt	4 1 S	\$166.49 Quantity: 1
	HOL 0-18505	600 CFM	Availability:	List Price: \$569.60
	2	Alt	Motorville: 2	Quantity: 1
	MRG 56	CARB GSKT QUADRAJET	Availability:	List Price: \$7.4
			Motorville: 28	Core Price: 50.01 \$3.90 Quantity: 1
	Check Stock Go to Cart an	d Checkout Add More Items Clear List	Use Legacy Stock Check Lav	Remove Selected Parts

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9) You can adjust "Order Quantity" or remove product here.

Save to Inquir Click on the Stoc Shopping Car WH	ies	NEW CATEGORY	Continue Shopping	Update				
Save to Inquir Click on the Stoc Shopping Car WH	ies	C	Continue Shopping	Update		\mathbf{N}		
Save to Inquir Click on the Stoc Shopping Car WH	ies	C	Continue Shopping	Update				
Click on the Stoc Shopping Car WH	k Tab or Catalog Tab to add more items to this o				Quantities	Clear	art Pla	ce Order
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	Part I Description	Vehicles	List Price	Your Price	UOM	FET Tax	Extended	Order Qty
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Motorville	600 CEM		\$569.60	\$293.46	EA	\$0.00	\$293.46	Remove
	MRG 56							
Motorville			\$7.45	\$3.90	EA	\$0.00	\$3.90	
	CARB GSKT QUADRAJET							Hemove
Click to add I OTES: SHIP METHOD: PO#: REFERENCE: COMMENT 1:	Drop Ship Name and Address		– Enter I	Payme notes	ent Ty Belov	vpe w)	Total:	\$463.85

- 9) If you are shipping product directly to your costumer check this box & enter the customer shipping address in the box (No PO Boxes please).
- 10) Select Ship Method.
- 11) Enter your PO# and or Order Reference if you require.
- 12) In the "Comment 1" field note payment method:
 - A: If paying by Credit Card enter "CC" & the last four digits of the credit. This must be a credit card we have on file.
 - B: If you would like us to ship the order out COD Money Order enter Money Order.*
 - C: If your account has been approved for COD Company Check enter Company Check.*
 - D: If your account has been approved for Term / Open Account enter Open.

*Please note we can send orders to your customer using ether COD method. All dropship orders must be prepaid using a credit card or put on a open account.