

## AGIT Getting Started Guide

To begin placing a parts order, please “**Create an Account**”. If you have already created an account, go to “**Log In**”.

### Create an Account

Complete the “**Create a New Account**” form and press submit. Once your account is approved, you will receive an email from your assigned Sales Representative. The next time you login, you will be able to see pricing.

### Create an Order

- Once you are logged into your account, you can now place a parts order.
- Click on the **Model** you need parts for under OEM.
- Edit the quantity you need, then add the parts to your shopping cart by clicking **Add**. If a part will not add to your shopping cart, please call your Sales Representative.
- If the price is listed “**Call**” for the quantity you need, please call your Sales Representative.
- When finished adding parts, click on the **Shopping Cart** icon to checkout.
- An Order information box will appear “**View Order**”, allowing you to verify all parts ordered (changes can be made by changing the quantity in the box and clicking on Update, or click on the red “X” to remove an item).
- Once you have verified your order is complete, click on “**Proceed to Checkout**”.
- Confirm your billing and click **Add** to enter shipping address.
- Select **Shipping** method.
- Enter your **PO Number**, for Credit Cards please enter #1234 in the PO field.
- If paying by **Credit Card**, you will need to email your Sales Representative for a **Credit Card Authorization Form**.
- Enter any necessary **Reference Number or Order Comments** and click **Update**.
- At this point, you can still edit your **Order Items**.
- Click on the blue **Submit Order** button.
- After submitting order, you will be referred to a page showing your “**Orders/Pending**”.
- You will also receive an email from **services@assetgenie.com** with your order confirmation, copied to your Sales Representative.
- Once your order is reviewed by your Sales Representative, you will receive an email as to the disposition of the parts you ordered and their expected ship date.
- The day your order is shipped you will receive an email with the details of your shipment and tracking information.
- All orders (not being paid by Credit Card) will need to have an original copy of the PO submitted to confirm billing and shipping information.
- You can either email a PO directly to your Sales Representative, email the PO to **sales@agit.ca** or fax PO to **855-368-0243**.
- These accounts will be set-up on payment terms through your Sales Representative.

### Create a Quote

You have the capability to create your own quote for pricing and PO generation, prior to submitting your order.

- Add needed parts as in “**Create an Order**”
- When finished adding parts, click on the **Shopping Cart** icon, to create your quote.
- An Order information box will appear “**View Order**”, allowing you to verify all parts ordered (changes can be made by changing the quantity in the box and clicking on Update, or click on the red “X” to remove an item).
- Click the “**Create a Quote**” option to automatically open and/or save your parts quote.
- On the top right, you can print a copy of the quote by clicking **Printer Friendly Quote**, to submit with your PO.
- When the price of a part is listed as “**Call**” on the quote, when you print the quote, the pricing will show as \$0.00. You will need to call your Sales Representative to get a finalized quote which they will email to you.
- Once you receive the Quote from your Sales Representative, it can be submitted as an order directly to your Sales Representative. Prices are guaranteed for 30 days.
- By **Login**, you can retrieve your quote, and convert it into an order.
- Click on **Quotes**.
- Select the Quote you want under **Order Number**.
- Your Quote will appear on the screen, follow the steps in “**Create an Order**”, to convert your Quote to an Order.

We are here to help you! Please contact us if you have any questions or need further assistance. Thank you.

### **AGIT, Inc.**

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