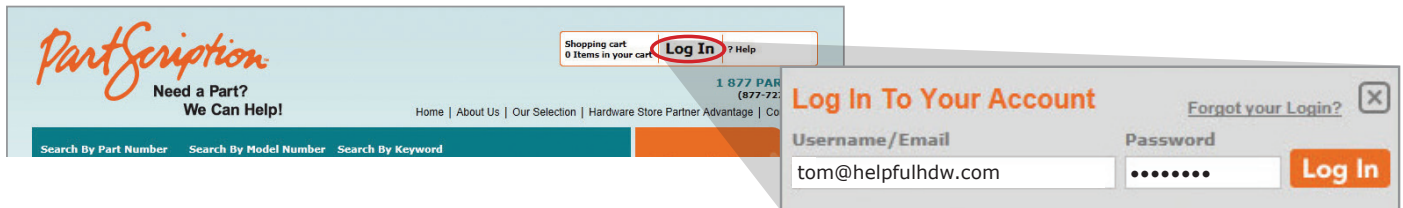# Selling Retail

PartScription allows you to sell at retail prices you set, ship directly to your customer, and pay using your customer's credit card.

Important: To sell retail you must obtain ID's from your affiliate or PartScription and follow the steps in "Customizing Your Parts Store." Member Prices are visible when logged in. Retail profits are forwarded to your affiliate or to your store.

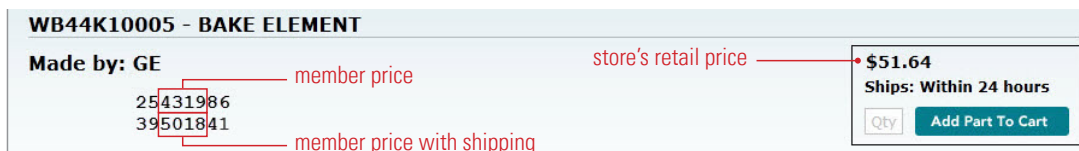## Sell Retail using www.partscription.com

- Go to **www.partscription.com**.
- Click **Log In** *(in white box, top right of page)*. Enter **Username** and **Password**. Click **Log In**.

- Enter **Part Number**, **Model Number** or **Keyword**. Click **Find it!**
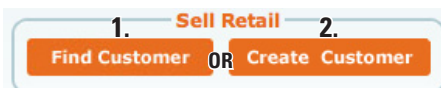

- Click on underlined **Part Number** to see member price.

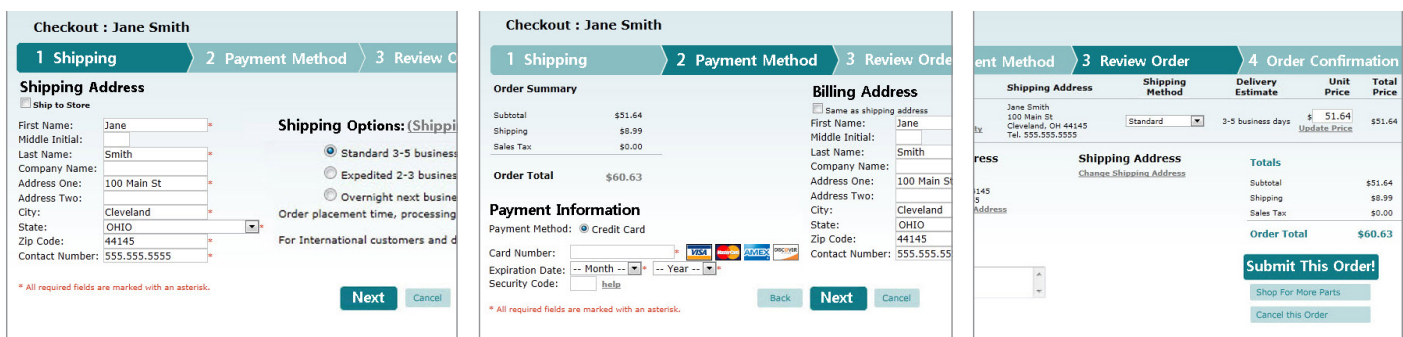- Enter **Quantity**. Click **Add Part To Cart**. Click **Check Out**.

- Under **Sell Retail**. Choose *ONE* of the following actions:

  1. *Find an Existing Customer* – Enter **First**, **Last Name**, **Email**, etc. Click **Find Customer**.
  2. *Create a New Customer* – Click **Create Customer**. Complete Form. Click **Create Account**.

- Click **Select** button next to the desired customer.

- Checkout *(To change the selected customer, Click **Find a Customer** located near the top center of page)* .

1. Verify **Shipping Address**.
   Choose preferred **Shipping Option**.
   Click **Next**.

2. Enter Customer's **Credit Card** information. Verify **Billing Address**.
   Click **Next**.

3. Validate **Order Details**.
   Click **Submit This Order!**
   See **Order Confirmation**.