

# PARTS.CAT.COM CUSTOMER USER GUIDE

April 2025



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# PARTS.CAT.COM VALUES

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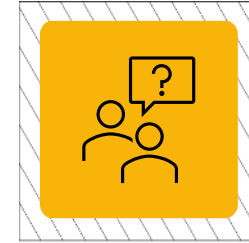
## FASTER CHECKOUT

- Access millions of genuine Cat® part numbers and add them to the cart.
- Find pricing and availability and purchase parts from a local Cat® dealer.
- Swiftly order dealer parts via Quick Order.



## EASILY MANAGE ORDERS

- Get access to Service Information System (SIS).
- Manage account information and shopping preferences.
- Alternate parts, like Cat® Reman and General Duty, are offered alongside new options.
- Easily control your organization's parts orders with the Customer Authority Management feature on parts.cat.com.



## CUSTOMIZED FOR YOUR BUSINESS

- Personalize what you want to see when you shop, ensuring the fastest checkout possible.
- Customize your order status notifications to what you'd like to receive.
- Simplify your shopping experience.
- Save default preferences to enable a quick login and faster checkout experience with pickup and delivery methods, payment, and more.

# WHY BUY PARTS ONLINE?

**NEVER GET STUCK WITH THE WRONG FIT AGAIN.**

When it comes to buying parts for your machine, **parts.cat.com** makes sure you get the right fit *every time*.

With millions of genuine Cat® parts, accessories, and powerful search tools right at your fingertips, parts.cat.com only shows you the exact parts built for your machine. Just look for the green checkmark!

Register on parts.cat.com to maximize your shopping experience by gaining access to personalized settings and seamless transactions.



Real-time local pricing and availability



Fast and easy parts searching



View order history and track orders



Operation and Maintenance Manuals



Available in +30 languages



24/7 availability



Mobile-friendly



Central location for Self-Service Options and upgrade kits

# ALTERNATIVE SOLUTION: INTEGRATED PROCUREMENT

Do you have a large, multinational corporate account with an internal business system, purchasing a high volume of parts every year? You should consider **Cat® Integrated Procurement (IP)**.

This business-to-business solution provides a direct integration between your business system and the dealer ERP, allowing you to remain in your system to purchase parts.

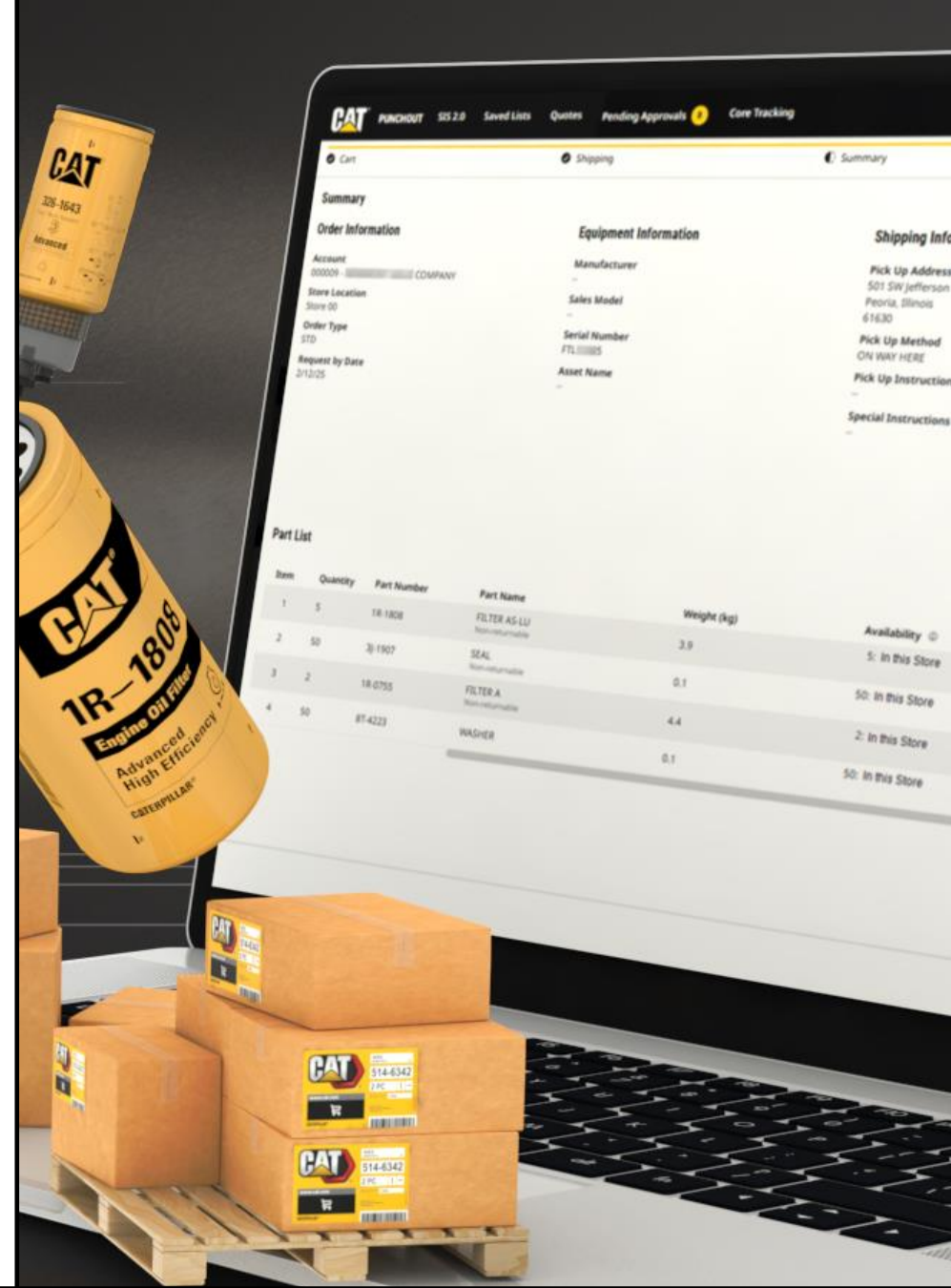
## Key Benefits:

- Reduction in transactional cost for customers and dealers
- Convenient, latest pricing and availability from dealers

## Key Transactions:

- Supplier Hosted Catalog (aka Punchout)
- Purchase Order
- Price and Availability Inquiry
- Electronic Parts Invoice


Want to learn more? Visit [Cat.com/IP](https://cat.com/IP) or [find a local Cat Dealer](#) today!



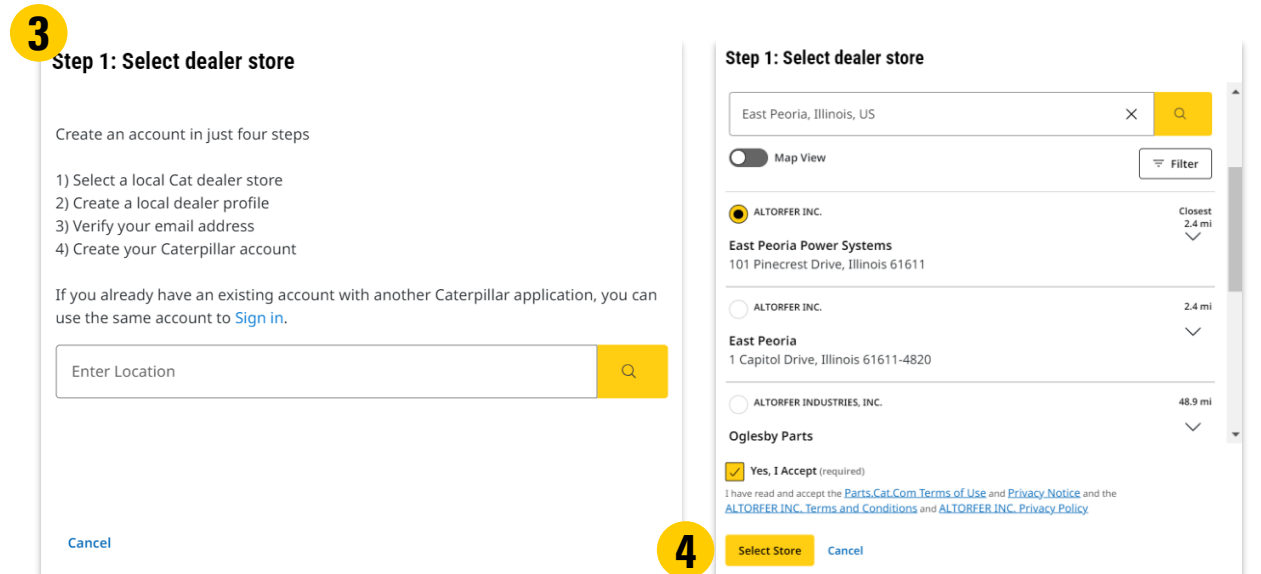
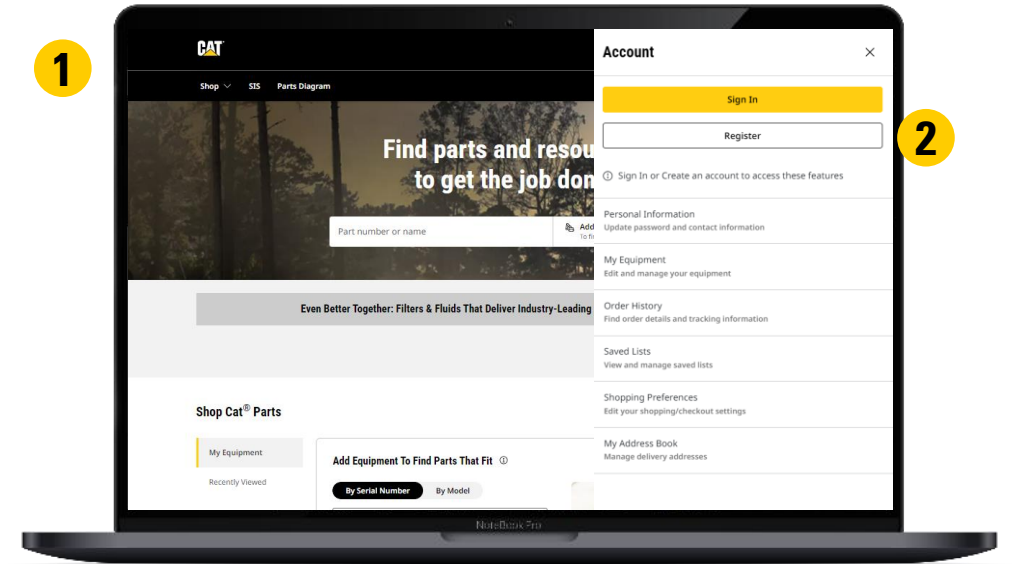
# REGISTER & SIGN IN



# REGISTER

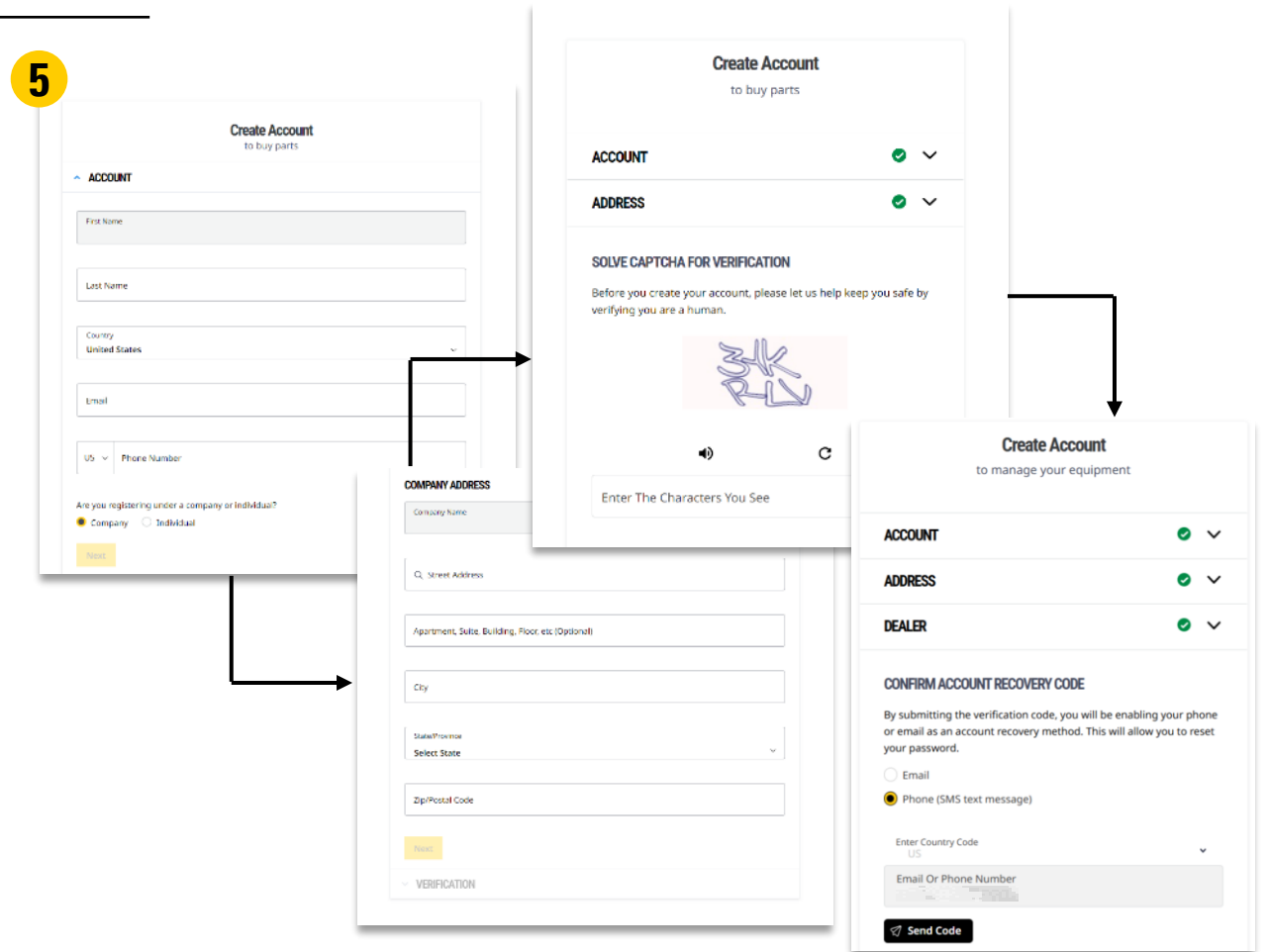
- 1 Go to parts.cat.com.
- 2 Click on the  icon at the top of the homepage. Then click on REGISTER.
- 3 Type in your location and choose a local dealer.
- 4 Checkmark the Terms of Use and Privacy Statement inbox. Click SELECT STORE.

 **Note:** For more information about creating a Cat® account on parts.cat.com, [please watch this video.](#)



# REGISTER (CONT.)

- 5** Fill out all registration information completely and verify your registered email.



# REGISTER (CONT.)

- 6** Check your inbox for an email confirmation after registering on parts.cat.com.

**+** **Note:** The confirmation email content may vary.

**6**

DEALER NAME CAT

## Thank you for registering.

Welcome [Registered First Name] [Registered Last Name].

Your registration was successful.

The username you selected is: [Registration user name]

Use this login information when using [Parts.cat.com](#) to take advantage of the tools provided with your account.

If you requested to enroll your company in Cat Vantage Rewards<sup>1</sup>, you may not be able to earn reward points until registration is approved. We will send you an email when you are ready to earn Cat Vantage Points. Learn more about [Cat Vantage Rewards](#).

**Your Caterpillar account is the single account you can use to log in to select Cat® applications including:**

- [Cat.com](#): Explore products, set site-wide preferences, set a preferred dealer, and streamline materials requests.
- [Cat Central](#) mobile app<sup>2</sup> - Tap into genuine Cat parts on the go with personalized features to help you find whatever you need.
- [Parts.cat.com](#): Shop online and experience enhanced tools for faster checkout, managing orders and more.
- [VisionLink](#) - Dive into insights for all your assets to help you maximize uptime, increase utilization, lower overall owning & operating costs, and more.


This is an automatically generated e-mail. Please do not reply to sender. If you need immediate assistance, please contact us at:

[Dealer name]  
[Street address]  
[County]  
[State]  
[Zip code]  
[Country]  
[Dealer email]  
[Dealer phone number]

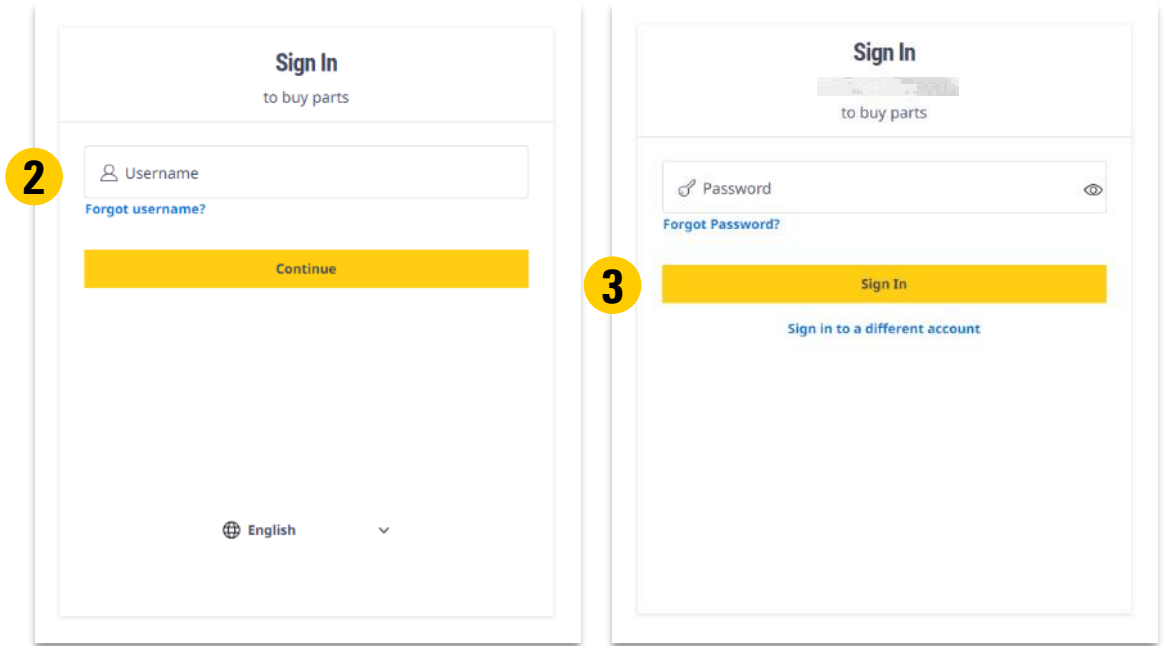
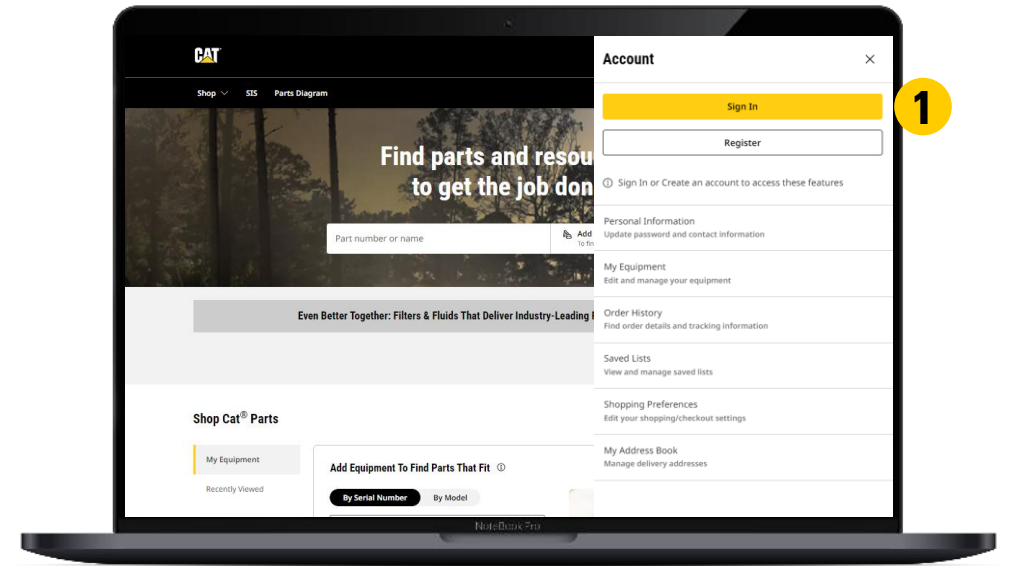
1. See Cat Vantage Rewards [terms and conditions](#) for additional details.  
2. The Cat Central App is not available in all regions. Check for availability.

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Caterpillar Inc. | 100 N.E. Adams St. | Peoria, IL USA 61629 | 1 | (309) 675-1000 | [Privacy Policy](#)

# SIGN IN


- 1 Click on the  icon at the top of the homepage. Then click on **SIGN IN**.
- 2 Type in your username and password.
- 3 Click on **SIGN IN**.

You are now signed in to your account.



# SIGN IN (CONT.)

To switch your account or dealer store:

- 1 Click on your store location icon  and select **CHANGE ACCOUNT OR STORE LOCATION**.
- 2 Change the necessary fields and click **CONTINUE**.



**Note:** If you have just registered, a dealer will need to first configure your user account. They will get an automatic notification, so no extra steps for you. Once it has been granted, the dealer will notify you.

**Select Store**

ALTORFER INC.  
East Peoria  
1 Capitol Drive  
East Peoria, Illinois 61611-4820  
USA

**Local Dealer Support**  
309-694-1234  
Website  
Driving Directions

**Services Offered:**  
Machine, Parts Pick-up

**Store Hours:**  
Monday 08:00 AM  
Tuesday 08:00 AM  
Wednesday 08:00 AM  
Thursday 08:00 AM  
Friday 08:00 AM  
Saturday 08:00 AM

**Associated Dealers**

Changing your dealer or branch could result in pricing changes. Promotions are offered by individual dealers, and do not apply at other dealerships.

Dealer (required)  
ALTORFER INC.

+ Add a Dealer

Store Location (required)  
East Peoria

Cedar Rapids  
Cedar Rapids Trucks  
Davenport  
East Peoria ✓  
Hannibal

1 Change account or store location

2 Continue

Yes, I accept. (required)  
I have read and accept the Parts.Cat.Com Terms of Use and Privacy Notice and the ALTORFER INC. Terms and Conditions and ALTORFER INC. Privacy Policy.

A grayscale background image showing a worker in profile, wearing a hard hat and safety glasses, looking towards the right. In the foreground, there is a piece of machinery, specifically a filter, with a label that includes the CAT logo and the number 1643. The overall scene is industrial and focused on maintenance or repair work.

# SEARCH FOR PARTS



# HOW TO SEARCH FOR PARTS

"I KNOW THE..."				RECOMMENDED FEATURE
Part Name	Part #	Serial #	None	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">On-Site Search</a>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Quick Order</a>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">Service Information System (SIS)</a>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">My Equipment</a>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">Parts Diagram</a>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">Shop By Category</a>



# MY EQUIPMENT

GET THE RIGHT FIT WITH THE GREEN CHECKMARK

- 1** Log into parts.cat.com. Click on **ADD EQUIPMENT** in My Equipment on the homepage.
- 2** Enter your equipment's model or serial number. Click **ADD**.
- 3** Browse for all the parts with the green check mark, verified to fit your equipment.



**Note:** For more information, please watch these videos: [how to add equipment](#), [verify fitment](#), or overview of [My Equipment](#).

The screenshot displays the 'My Equipment' page on parts.cat.com. The user, John Tester, is logged in. The page shows the 'Currently Shopping For' section with a '259D3 Compact Track Loader' (CW902998) and a green checkmark. Below this, there are four product cards for air filters, each with a green checkmark indicating fitment. The sidebar on the right shows the 'Add Equipment' form with a green checkmark next to the 'Add' button. A 'TO TOP' button is visible in the bottom right corner.

# MY EQUIPMENT

## SHOP FOR TOP SELLING PARTS



**Note:** For more information about top selling parts, [please watch this video](#). In general, learn more about My Equipment [here](#).

- 1 Click on **MY EQUIPMENT** to access the centralized hub for your registered equipment.
- 2 Click on **SHOP PARTS**.
- 3 Choose a category, like **Filters & Fluids**, for example.
- 4 Browse through top selling parts specific to your equipment only. Review the part's details. Click on **ADD TO CART**.

The image displays the CAT My Equipment mobile application interface. At the top, there's a navigation bar with a search bar and user information. Below this, the 'My Equipment' section shows a list of registered machines. A pop-up window titled 'Equipment Overview' for a '259D3 Compact Track Loader' is shown, featuring a 'Shop Parts' button. Below the overview, there's a 'Parts By Category' section with various part categories like Attachments, Cabs, Drivetrain, Electrical & Electronics, Engine, Filters & Fluids, Ground Engaging Tools, Hardware, Seals, & Co., Hoses & Tubes, and Hydraulics. A 'Top Selling Filters & Fluids Parts' carousel is also visible, displaying various filters and fluids with 'Add To Cart' buttons. Numbered callouts 1 through 4 highlight specific UI elements: 1 points to the 'My Equipment' tab in the navigation bar; 2 points to the 'Shop Parts' button in the 'Currently Shopping For' section; 3 points to the 'Filters & Fluids' category in the 'Parts By Category' section; and 4 points to the 'Add To Cart' button on a part card in the carousel.

# MY EQUIPMENT

## PLANNED MAINTENANCE KITS & SELF-SERVICE OPTIONS SEARCH

**1** Add your equipment to My Equipment. Then click on **SHOP PARTS** to go to the equipment's overview page.

**2** Click on **MAINTENANCE AND REPAIRS** to view Planned Maintenance (PM) Kits and/or Self-Service Options (SSO) made specifically for your equipment.



**Note:** You don't have to be logged in on parts.cat.com to see this view.

**Equipment Overview**

**259D3 Compact Track Loader** [Change Equipment](#)  
CW902998

**1** [Shop Parts](#) [Parts Diagram](#)

Overview Maintenance and Repairs All Parts Operation and Maintenance Manuals Parts Diagram

**2** **Planned Maintenance Kits For Your 259D3 Compact Track Loader**  
Good news, we have maintenance kits to help keep your 259D3 Compact Track Loader healthy. [Learn more](#)

You have 11 Cat® planned maintenance kits available for your 259D3 Compact Track Loader.

Search Planned Maintenance Kits	
PM 1 PERFORM INITIAL (250 HOURS INTERVAL) >	PM 1 PERFORM INITIAL (250 HOURS INTERVAL) >
PM 2 PERFORM INITIAL (500 HOURS INTERVAL) >	PM 2 PERFORM INITIAL (500 HOURS INTERVAL) >
PM 3 PERFORM (1000 HOURS INTERVAL) >	1500 SERVICE HOURS MAINTENANCE PERFORM (1500 HOURS INTERVAL) >
PM 4 PERFORM (2000 HOURS INTERVAL) >	3000 SERVICE HOURS MAINTENANCE PERFORM (3000 HOURS INTERVAL) >
6000 SERVICE HOUR MAINTENANCE PERFORM (6000 HOURS INTERVAL) >	12000 SERVICE HOURS MAINTENANCE PERFORM (12000 HOURS INTERVAL) >
WHEN REQUIRED PERFORM (30000 HOURS INTERVAL) >	

**2** **Self-Service Options For Your 259D3 Compact Track Loader**  
Prefer to repair it yourself? Cat® Self-Service options provide you with the right parts, tools, instructions, and support you need to repair your Cat® equipment on your own from your shop, or in the field. [Learn more](#)

You have (21) repair options available for your 259D3 Compact Track Loader.

Search Self-Service options	All Categories
AIR FILTER ELEMENT(S) REPLACE WITH NEW UNPLANNED EVENT >	ALTERNATOR REMOVE AND INSTALL, REPLACE WITH NEW <a href="#">Instructions</a> >
ALTERNATOR REPLACE WITH NEW >	BATTERY REMOVE AND INSTALL, REPLACE WITH NEW <a href="#">Instructions</a> >
BATTERY REPLACE WITH NEW <a href="#">Instructions</a> >	ELECTRIC STARTING MOTOR REMOVE AND INSTALL, REPL... <a href="#">Instructions</a> >
ELECTRIC STARTING MOTOR REPLACE WITH NEW >	LIFT ARM REMOVE AND INSTALL, REPLACE WITH NEW PL... <a href="#">Instructions</a> >
LIFT/HOIST CYLINDER REMOVE AND INSTALL, REPLACE W... <a href="#">Instructions</a> >	LIFT/HOIST CYLINDER REMOVE, RECONDITION BEFORE F... <a href="#">Instructions</a> >
RADIATOR REMOVE AND INSTALL, REPLACE WITH NEW <a href="#">Instructions</a> >	RADIATOR REPLACE WITH NEW >

< 1 - 12 of 21 >

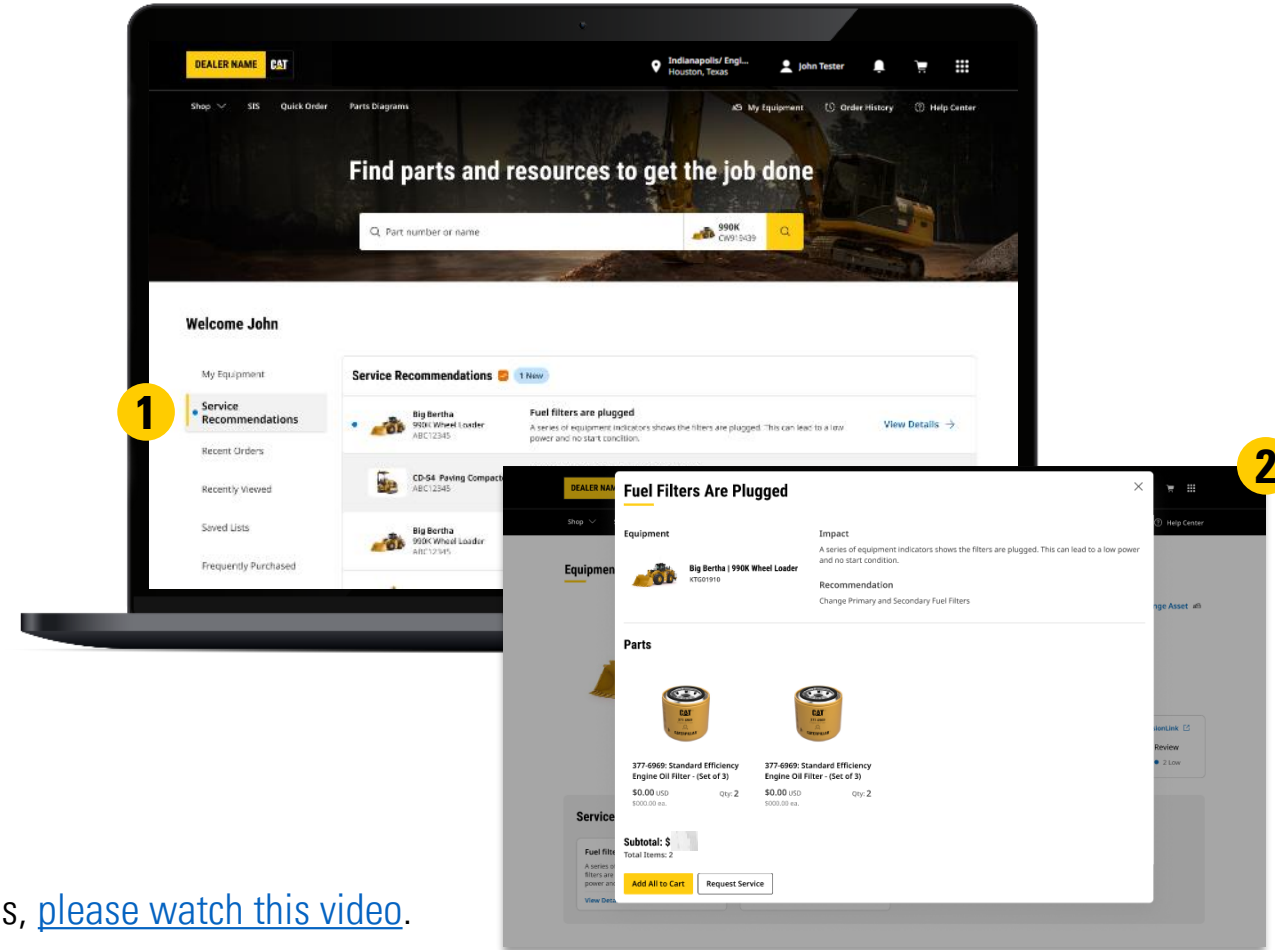
# MY EQUIPMENT

## SERVICE RECOMMENDATIONS

- 1 When an issue is detected on your equipment, click on the **SERVICE RECOMMENDATIONS** tab in the homepage.
- 2 Click on **VIEW DETAILS** for more information about the issue and what options are available:
  - View a summary of the issue.
  - Understand the impact if it is not resolved.
  - Browse through recommendations on how to resolve the issue, like purchasing required parts or requesting service with a dealer.



**Note:** For more information about Service Recommendations, [please watch this video.](#)




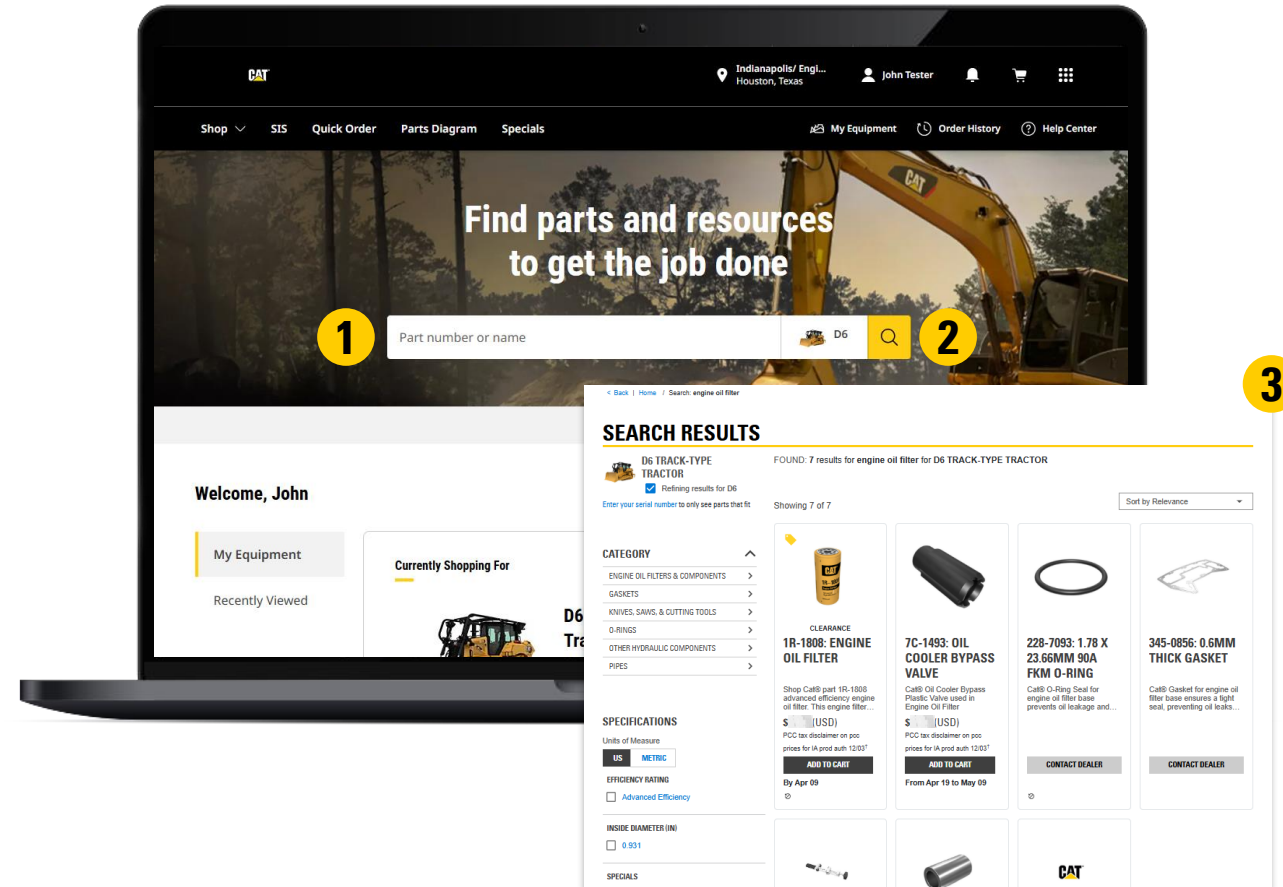
# ON-SITE SEARCH

## SEARCH BAR & RESULTS



**Note:** For more information about on-site search, [please watch this video](#).


- 1** On the homepage, click in the search bar. Type in a part number or keyword.
- 2** Press **ENTER** or click the  button.
- 3** The search results page will pop up. To narrow down results, select a category of products or specification. Plus, make sure to add or select a piece of equipment to only find parts that will exactly fit your machine. Click on a part to learn more.

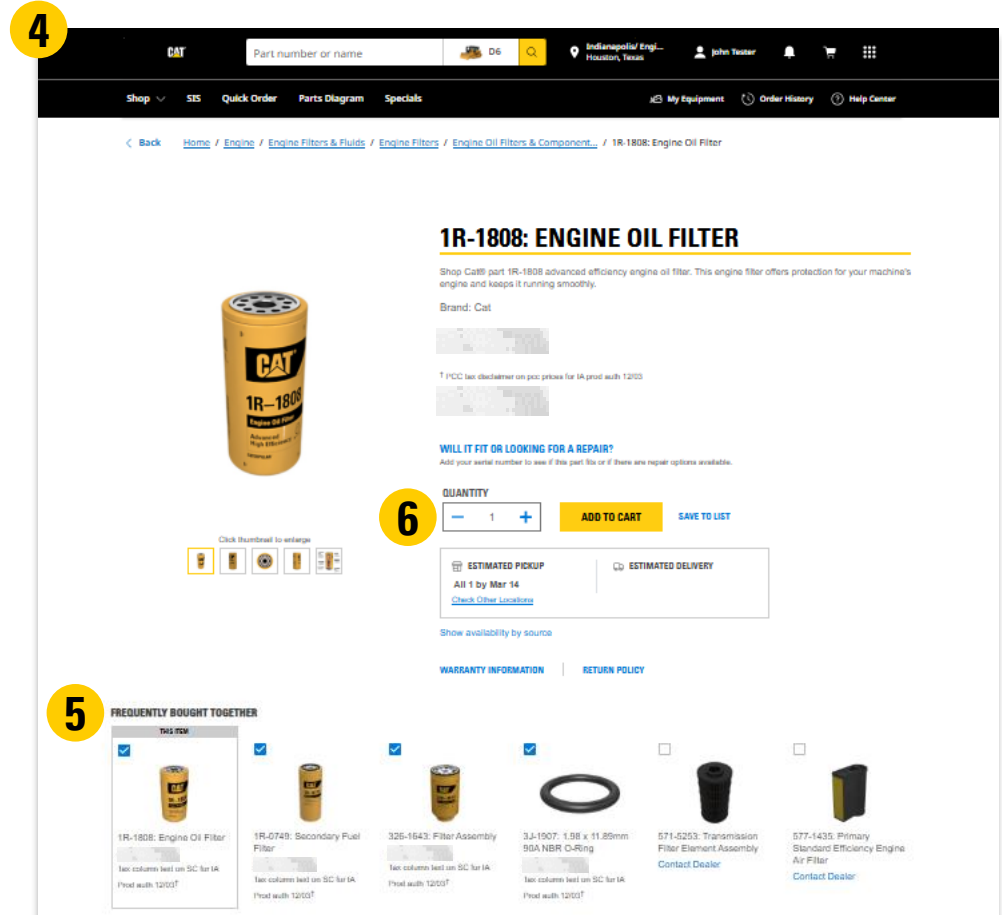


# ON-SITE SEARCH

## PRODUCT DETAIL PAGE

- 4 On the Product Detail Page (PDP), review the part's full description, specifications, diagram, and compatible models by scrolling down.
- 5 Additionally consider other frequently bought together parts.
- 6 Select **ADD TO CART**.

 **Note:** For more information about frequently bought together parts, [please watch this video](#).



4

CAT Part number or name D6 Indianapolis/Eng... Houston, Texas John Yeater

Shop SES Quick Order Parts Diagram Specials My Equipment Order History Help Center

< Back Home / Engine / Engine Filters & Fluids / Engine Filters / Engine Oil Filters & Component... / 1R-1808: Engine Oil Filter

### 1R-1808: ENGINE OIL FILTER

Shop Cat® part 1R-1808 advanced efficiency engine oil filter. This engine filter offers protection for your machine's engine and keeps it running smoothly.

Brand: Cat

1 FCC tax disclaimer on your price for IA prod with 1203

WILL IT FIT OR LOOKING FOR A REPAIR?  
Add your serial number to see if this part fits or if there are repair options available.







QUANTITY  
- 1 + ADD TO CART SAVE LIST

ESTIMATED PICKUP All 1 by Mar 14  
ESTIMATED DELIVERY  
Check Other Locations

Show availability by source

WARRANTY INFORMATION RETURN POLICY

5 FREQUENTLY BOUGHT TOGETHER

THIS ITEM					
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					
1R-1808: Engine Oil Filter Tax column list on SC for IA Prod with 1203†	1R-0749: Secondary Fuel Filter Tax column list on SC for IA Prod with 1203†	325-1643: Filter Assembly Tax column list on SC for IA Prod with 1203†	3-J-1907: 1.58 x 11.29mm 90A NBR O-Ring Tax column list on SC for IA Prod with 1203†	571-5253: Transmission Filter Element Assembly Contact Dealer	577-1435: Primary Standard Efficiency Engine Air Filter Contact Dealer

# ON-SITE SEARCH

## PRODUCT DETAIL PAGE (CONT.)

DIAGRAM DESCRIPTION SPECIFICATIONS COMPATIBLE MODELS

DIAGRAM

VIEW DETAILED PARTS DIAGRAMS  
ENTER YOUR EQUIPMENT SERIAL NUMBER

DESCRIPTION FOR PART NUMBER 1R-1808

Cat® Advanced Efficiency Engine Oil Filters provide superior protection against particles that can make their way into the lubrication system during service or component wear. In addition to equipment built with Advanced Efficiency Lube Filters, they are available as an upgrade for some standard efficiency filters. Although all engine oil filters remove some abrasive particles, many competitive elements are not effective at capturing and retaining the particles that are most damaging to lubrication system components.

Manufactured in our own facilities with a strong, one-piece can design and a non-metallic center tube, Cat Engine Oil Filters maximize cleanliness and minimize potential leaks. Not only do our filter elements improve performance, they also protect vital components leading to longer life and higher resale value.

Choosing genuine Cat Filters is a smart business decision, every single day.

Attributes:

- Spiral wiring and beading for great stability to better trap and hold particles
- Properly curved filter media for long performance and life
- One-piece aluminum base plate
- One-piece modified urethane and caps to eliminate leaks

Non-metallic part

Warning: This product can expose you to chemicals including Lead and lead compounds, which is known to the State of California to cause cancer and birth defects or other reproductive harm. For more information go to [www.P65Warnings.com](http://www.P65Warnings.com).

TIME FOR MAINTENANCE?  
WE MAKE IT EASY

Complete maintenance kits available by equipment type including 250, 300, and 1200-hour intervals.

SPECIFICATIONS FOR PART NUMBER 1R-1808

Efficiency Rating: Advanced Efficiency  
Material: 100% Metal Mesh Only Steel Cap/Capacitor/Aluminum/Aluminum/Nylon, E, 6/12, 6/6 Plastic/Steel/Aluminum/Nylon/NBR /HNBR /NBR Rubber/Carbon Steel

COMPARE ALTERNATE PARTS

This item:  
1R-1808: Engine Oil Filter  
See catalog for use on 50 to 94 HP and 1200<sup>h</sup>


By Mar 14

ADD TO CART

Description: Shop Cat® part 1R-1808 advanced efficiency engine oil filter. This engine filter offers protection for your machine's engine and keeps it running smoothly.

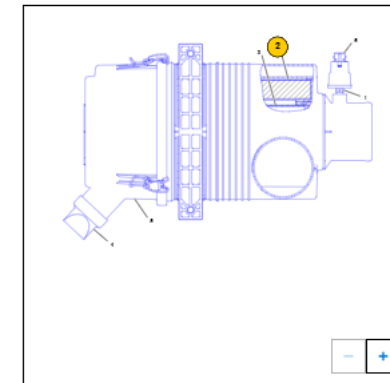
244-404: Engine Oil Filter  
Ultra-High Efficiency Engine Oil Filter

CONTACT DEALER

- Possibility to view an entire group category and select your desired parts.
- Hover over the part to see it on the diagram.
- Zoom in or out of the diagram using these: 

Compare alternate parts and consider an upgrade.

259D3 DIAGRAM WITH 110-6326



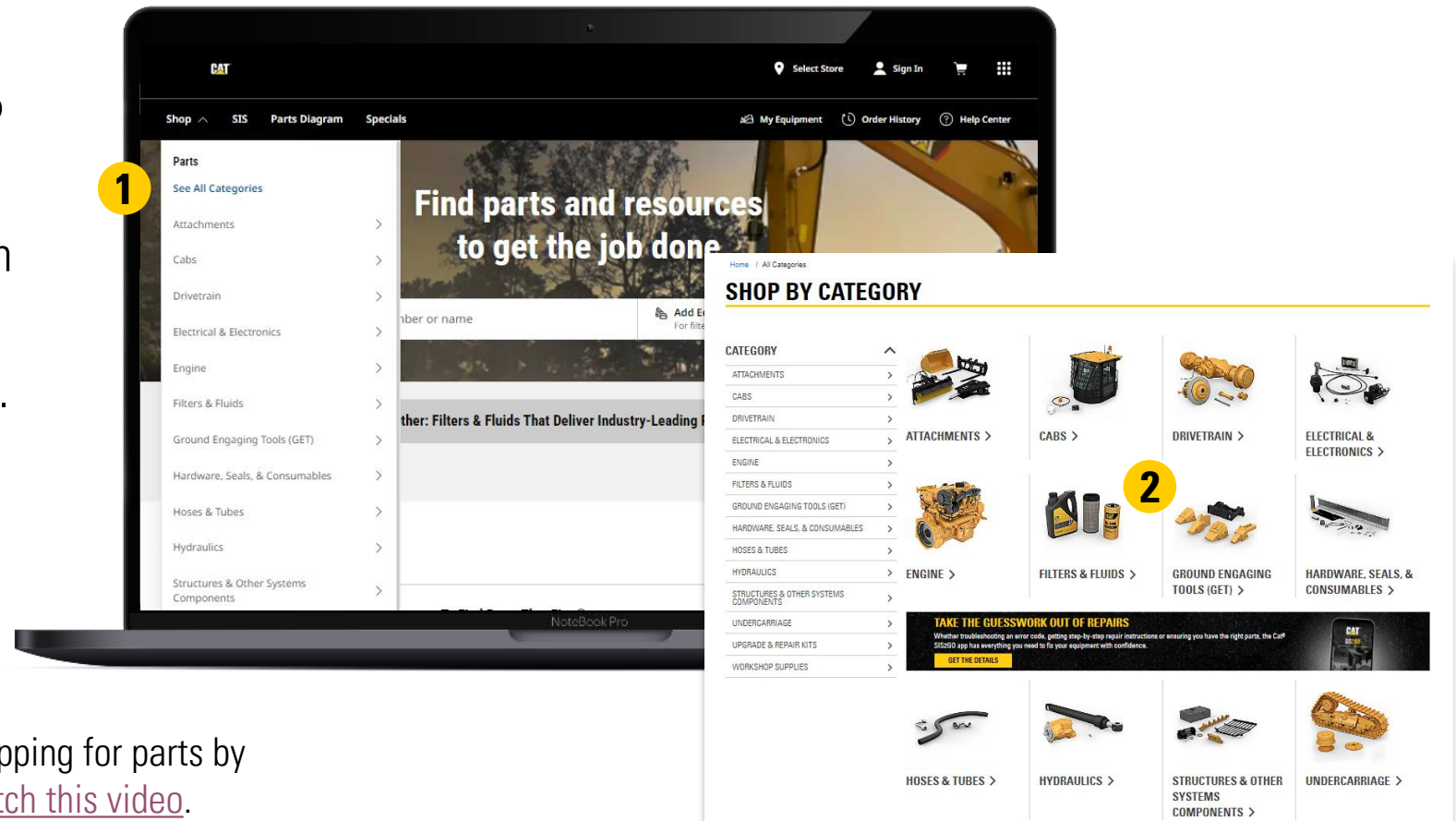
3453499 AIR CLEANER GP

Part Name	Price (USD)/Availability	Add To Cart
1) 5L-3233: Fitting-Connector	From Mar 24 to Apr 13	
2) 110-6326: Filter Element-Air	From Mar 15 to 16	
3) 110-6321: Filter Element-Air	From Mar 24 to Apr 13	
4) 112-9717: Valve-Dust	Contact Dealer	
5) 211-3499: Cover	Contact Dealer	
6) 367-9572: Indicator-Restriction		

# SHOP BY CATEGORY

**1** On the homepage, click on **SHOP** and select a category that fits what you are looking for. Click on **SEE ALL CATEGORIES** to display all available top-level categories.

**2** Choose a category, like **Filters & Fluids**, for example.



**Note:** For more information about shopping for parts by category on parts.cat.com, [please watch this video](#).

# SHOP BY CATEGORY (CONT.)

**3** If needed, choose a subcategory or use the specifications menu on the left-hand side to refine your search results and select the option that best fits your needs.

**4** To refine your search even further, add or select a piece of equipment to only find parts that will exactly fit your machine.

**5** Review the part's details and compatibility. Click on **ADD TO CART**.

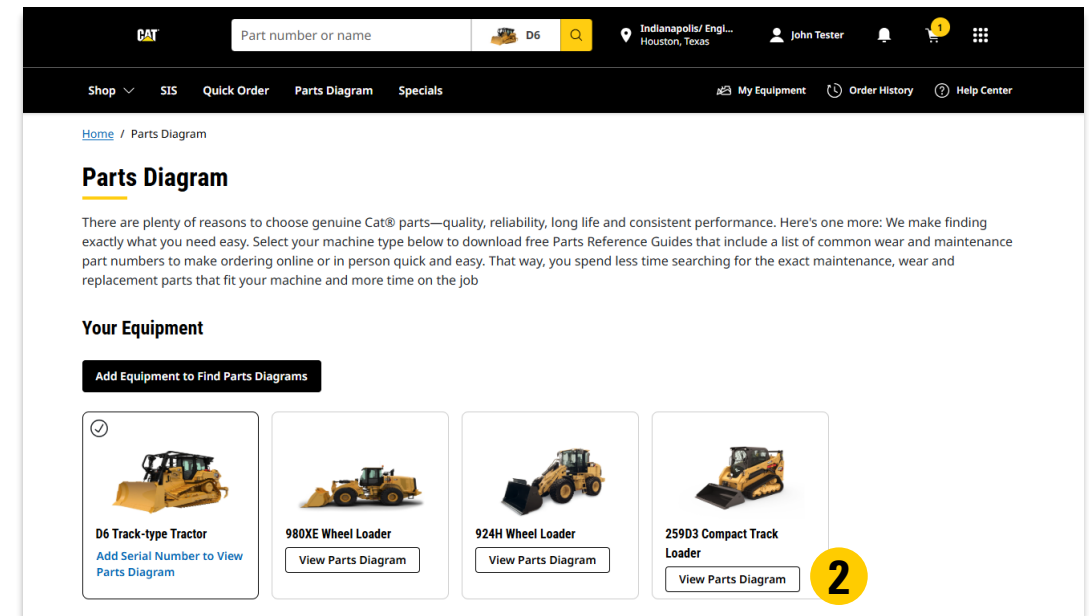
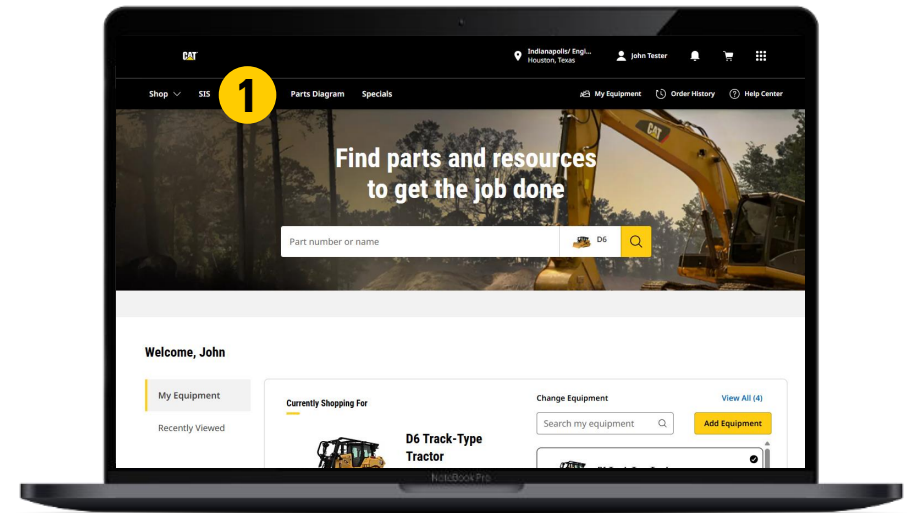
The screenshot shows the Caterpillar online shop interface. The main heading is "FILTERS & FLUIDS". On the left, there are several filter sections: "ADD EQUIPMENT" with a search bar and "ADD YOUR EQUIPMENT" button; "CATEGORY" with "FILTERS" and "FLUIDS" options; "SPECIFICATIONS" with "Units of Measure" (US, METRIC), "BORE DIAMETER (IN)" (5.3), "DASH SIZE (IN)" (12), "DIAMETER - Ø (IN)" (1.492), "EFFICIENCY RATING" (170, 200 Micron, 300 Micron, 500 Micron, Advanced Efficiency, Fire Resistant (Lube), High Efficiency, Lower Efficiency), "VIEW MORE", "FITS BOLT SIZES (IN)" (14-20), "FREE DIAMETER - A (IN)" (3.5), and "HEIGHT - C (IN)" (0.826). The main product grid shows several items: "1R-1808: ENGINE OIL FILTER", "360-8960: ENGINE FUEL FILTER ELEMENT", "1R-0749: SECONDARY FUEL FILTER", "7W-2326: ENGINE OIL FILTER", "326-1644: FUEL WATER SEPARATOR", and "462-1171: STANDARD EFFICIENCY...". A detailed view of the "1R-1808: ENGINE OIL FILTER" is shown on the right, including its description, brand (Cat), and an "ADD TO CART" button. The "ADD TO CART" button is highlighted with a yellow circle and the number 5.

# PARTS DIAGRAM

**1** On the homepage, click on PARTS DIAGRAM.

**2** Add your equipment's serial number (required) or select a different model with a serial number already registered to your account. Click on **VIEW PARTS DIAGRAM**.

**+** **Note:** For more information about Parts Diagram, [please watch this video](#).



# PARTS DIAGRAM (CONT.)

- 3** To find the exact part you need, browse through your asset's systems and components and click **VIEW**.
- 4** Explore a clear and detailed visual diagram of your equipment. Hover your mouse over a part to highlight its placement in the diagram.
- 5** When you are ready to purchase, enter quantity and add to cart or contact a dealer for pricing information.

**3**

CAT Part number or name 259D3 CW902998 Indianapolis/ Eng... Houston, Texas John Tester

Shop SIS Quick Order Parts Diagram Specials My Equipment Order History Help Center

### 259D3 Systems And Components

**Product Configuration (CW902998)**

**AIR INLET AND EXHAUST SYSTEM** **BASIC ENGINE** **COOLING SYSTEM** **ELECTRICAL AND STARTING SYSTEM** **ENCLOSURES, GUARDS AND BASES** **ENGINE ARRANGEMENT** **FRAME AND BODY** **FUEL SYSTEM** **HYDRAULIC SYSTEM** **IMPLEMENTS**

**Part Number and Name**

- 5124259 : 259E CTL T4E
- 3937337 : ENGINE AR-COMplete
- 3570240 : IDLER GP-TRACK

**4491584: VALVE GP-CONTROL**

**4**

**5**

- 1 456-1787: VALVE GP-RELIEF Contact Dealer
- 130-1676: SEAL-O-RING
- Quantity: 1 - +
- Add To Cart
- All 1 by Mar 18
- 214-7566: SEAL-O-RING Contact Dealer
- 2 437-2849: VALVE GP-RELIEF Contact Dealer
- 2A 437-2849: VALVE GP-RELIEF Contact Dealer
- 3 437-2850: VALVE GP-RELIEF Contact Dealer
- 3A 437-2850: VALVE GP-RELIEF Contact Dealer
- 4 437-2830: VALVE GP-MAKEUP Contact Dealer

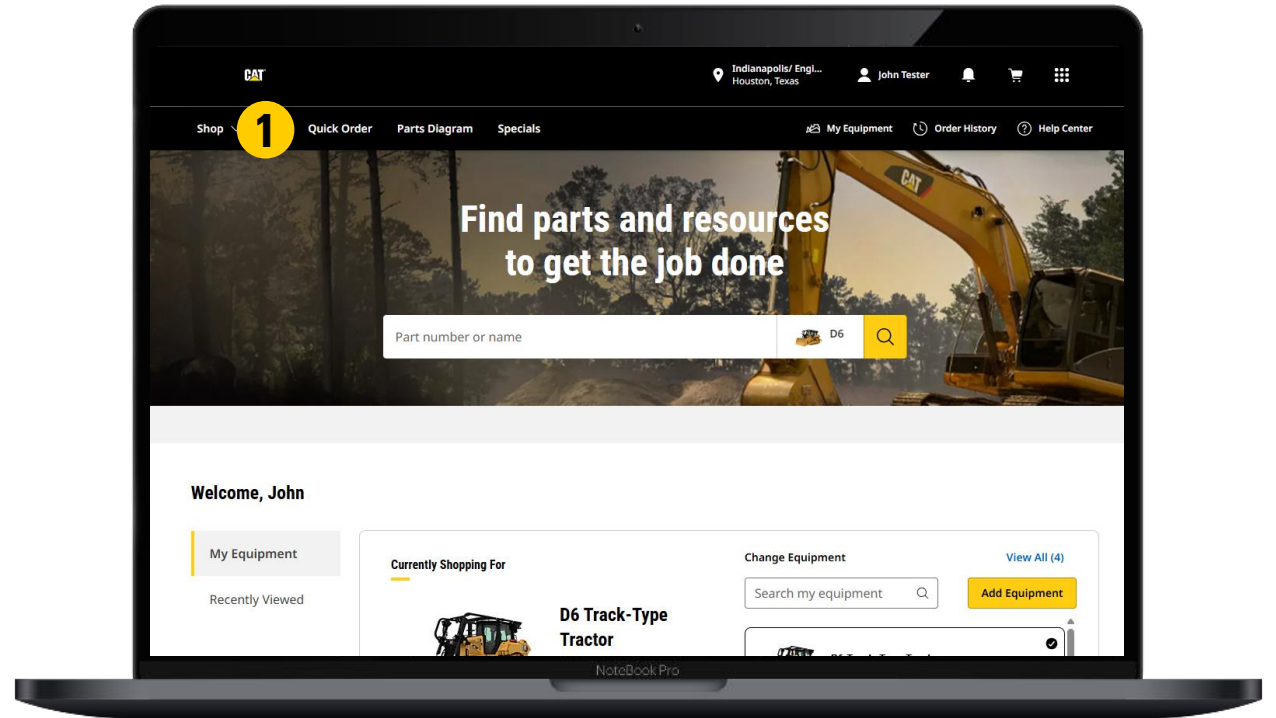
# QUICK ORDER

---

- 1 On the homepage, click on QUICK ORDER.



**Note:** Please keep in mind that you must be logged in on parts.cat.com to use Quick Order. If you are logged in and do not see Quick Order, please check the Shopping Preferences page to ensure that the setting is turned to "ON."



# QUICK ORDER (CONT.)

**2** Manually populate the part's information. There are a few other options to add part information: 1) click on **IMPORT SAVED LIST**; 2) upload a file with **CHOOSE A FILE**; and 3) drag and drop a parts list.

**3** Either click on **ADD TO CART** or **ADD TO CART AND CHECKOUT**, depending on if you are ready to complete your order or not.



**Note:** For more information about [dragging and dropping](#) or [copy and pasting](#) a parts list into the shopping cart, please watch these videos.

The screenshot shows the Caterpillar Quick Order shopping cart interface. At the top, there's a navigation bar with the CAT logo, a search bar, and user information. The main heading is 'SHOPPING CART'. Below it, there's a 'QUICK ORDER' section with a table for adding items. The table has columns for Quantity, Item Number, Asset ID/Serial Number, Line Item Note, Customer Part Number, and Customer Item Number. Below the table are buttons for 'ADD TO CART' and 'ADD TO CART AND CHECKOUT'. A '3' in a yellow circle highlights the 'ADD TO CART AND CHECKOUT' button. There are also buttons for 'CHOOSE A FILE' and 'IMPORT SAVED LIST'. The right side of the page shows 'ORDER INFORMATION' with dealer store details, 'EQUIPMENT' selection, and an 'ORDER SUMMARY' box with 'TOTAL ITEMS: 1' and 'ORDER SUBTOTAL'. A 'PROCEED TO CHECKOUT' button is at the bottom right.

# QUICK ORDER (CONT.)

**4** You may be redirected to the Source of Supply, Alternative, and/or Replacement Parts screen. If none, skip this step.

**5** Click on **CONTINUE** and proceed to checkout.

### SOURCE OF SUPPLY

Please choose your preferred source for the following part numbers

#### SOS FOR ORIGINAL PART #1A1135

Source Of Supply	Item	Requested Quantity	Availability <sup>†</sup>
<input checked="" type="radio"/> CATERPILLAR	1A-1135: CAPSCREW	1	1: In Stock
<input type="radio"/> DONALDSON	1A1135: ENGINE	1	1: 01 TO 02 (English)
<input type="radio"/> ATLAS	1A1135: THIS IS A TEST PN	1	1: Contact Dealer
<input type="radio"/> CATERPILLAR	1A1135: SCREW	1	1: Contact Dealer

<sup>†</sup> Availability information is based on a single line item. If the same part number exists in multiple lines, availability may be inaccurate.  
<sup>††</sup> Prices listed exclude GST. Final price, including GST, and freight (if applicable), will be displayed on the order confirmation page prior to placing shown a total invoice approach.

CANCEL

### ALTERNATIVE PARTS

The following parts you requested have alternatives you may be interested in.

Quantity	Item	Availability <sup>†</sup>	
1) <input type="text" value="1"/>	7N-3231: ROD A-CONN	1: Contact Dealer	
AVAILABLE ALTERNATIVES			
Quantity	Item	Type	Availability <sup>†</sup>
<input type="text" value="0"/>	0R-0718: ROD A CONN	Cat® Reman	1: Contact Dealer
	Remanufactured part		

<sup>†</sup> Availability information is based on a single line item. If the same part number exists in multiple lines, availability may be inaccurate.  
<sup>††</sup> Prices listed exclude GST. Final price, including GST, and freight (if applicable), will be displayed on the order confirmation page prior to placing the order shown a total invoice approach.

CANCEL

SKIP THIS STEP

### REPLACEMENT PARTS

The following parts have been replaced by the dealer. Please select from the offered alternatives for each item. The original part # will be displayed in the Line Items Notes for the replaced part using this format "Replaces Part # (Part #)"

1) 7W-2766: RADIATOR G			
Quantity: 1			
Availability:  This item is no longer available and has been replaced by the following.			
Item	Quantity	Availability <sup>†</sup>	Unit Price (USD) Exclude Taxes <sup>††</sup>
0V-0375: 1/2 - 13 Thread Hex Head Bolt	10	10: Contact Dealer	\$
1A-1135: 5/8"-11 x 2" Hex Head Bolt	1	1: In Stock	\$
1A-5822: 1/2-13 Hex Head Bolt	6	6: In Stock	\$
7E-2507: RADIATOR GP	1	1: Contact Dealer	\$

<sup>†</sup> Availability information is based on a single line item. If the same part number exists in multiple lines, availability may be inaccurate.  
<sup>††</sup> Prices listed exclude GST. Final price, including GST, and freight (if applicable), will be displayed on the order confirmation page prior to placing the order, where GST will be shown a total invoice approach.

CANCEL

CONTINUE

**5**

# SERVICE INFORMATION SYSTEM (SIS)

- 1 On the homepage, log in to parts.cat.com and click on SIS.
- 2 Search for a part by typing in the serial number or a keyword.
- 3 Matching results will display, including alternative parts, price, and availability.
- 4 To view the details of a particular part, click the part link.


The image displays three overlapping screenshots of the CAT SIS 2.0 web application. The top screenshot shows the homepage with a search bar and navigation menu. The middle screenshot shows search results for a specific part, with a list of alternative parts and their prices. The bottom screenshot shows the detailed view of a selected part, including its specifications and a table of individual parts.


Part Number	Part Name	Quantity Req'd	Price	Availability
447-5245	Filter AS Diesel Particulate	1		Y
423-5055		1		Y
423-5151	K1 Filter (Sub)	1		Y

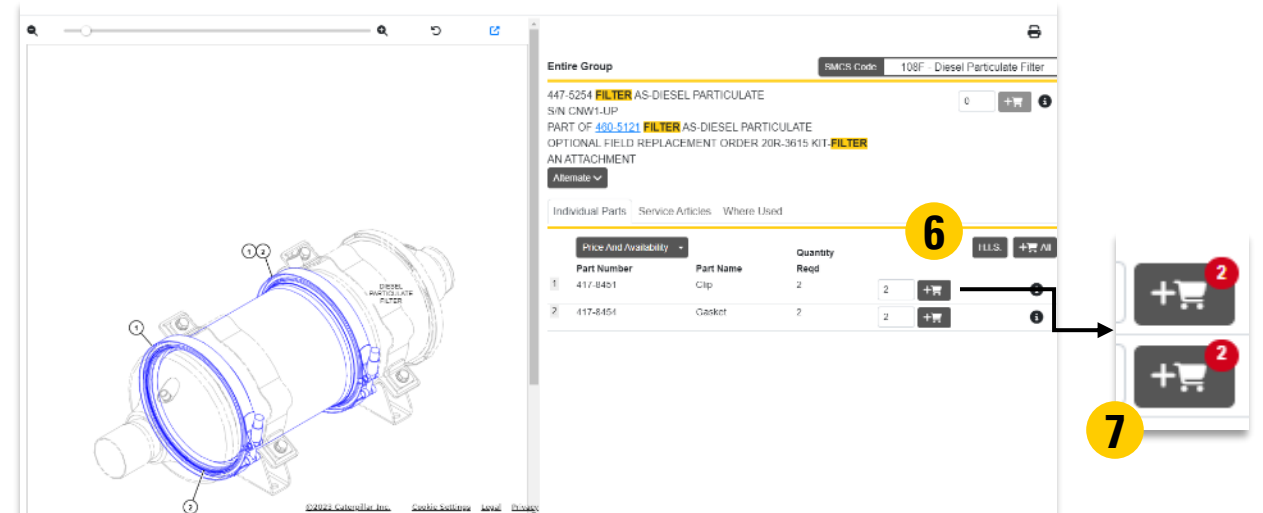
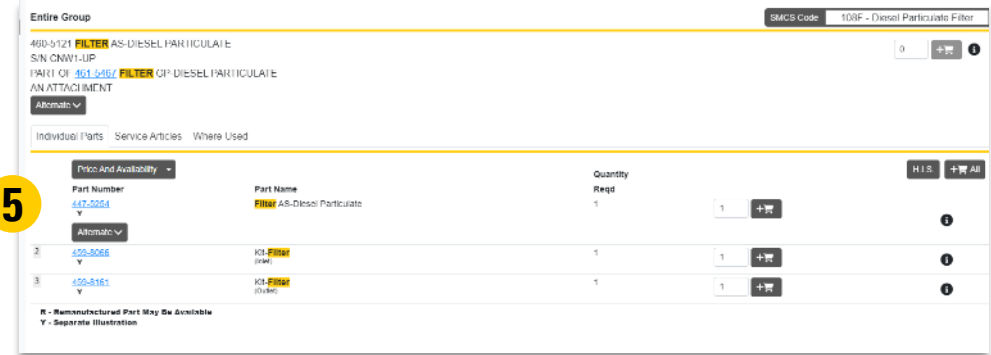
# SIS

## VIEW DETAILS & ADD TO CART

**5** Click on the part number link to view additional part details.


**6** Update the quantity and click on the  button to add a single part.

**7** Or click on the  button to add all items to the cart.



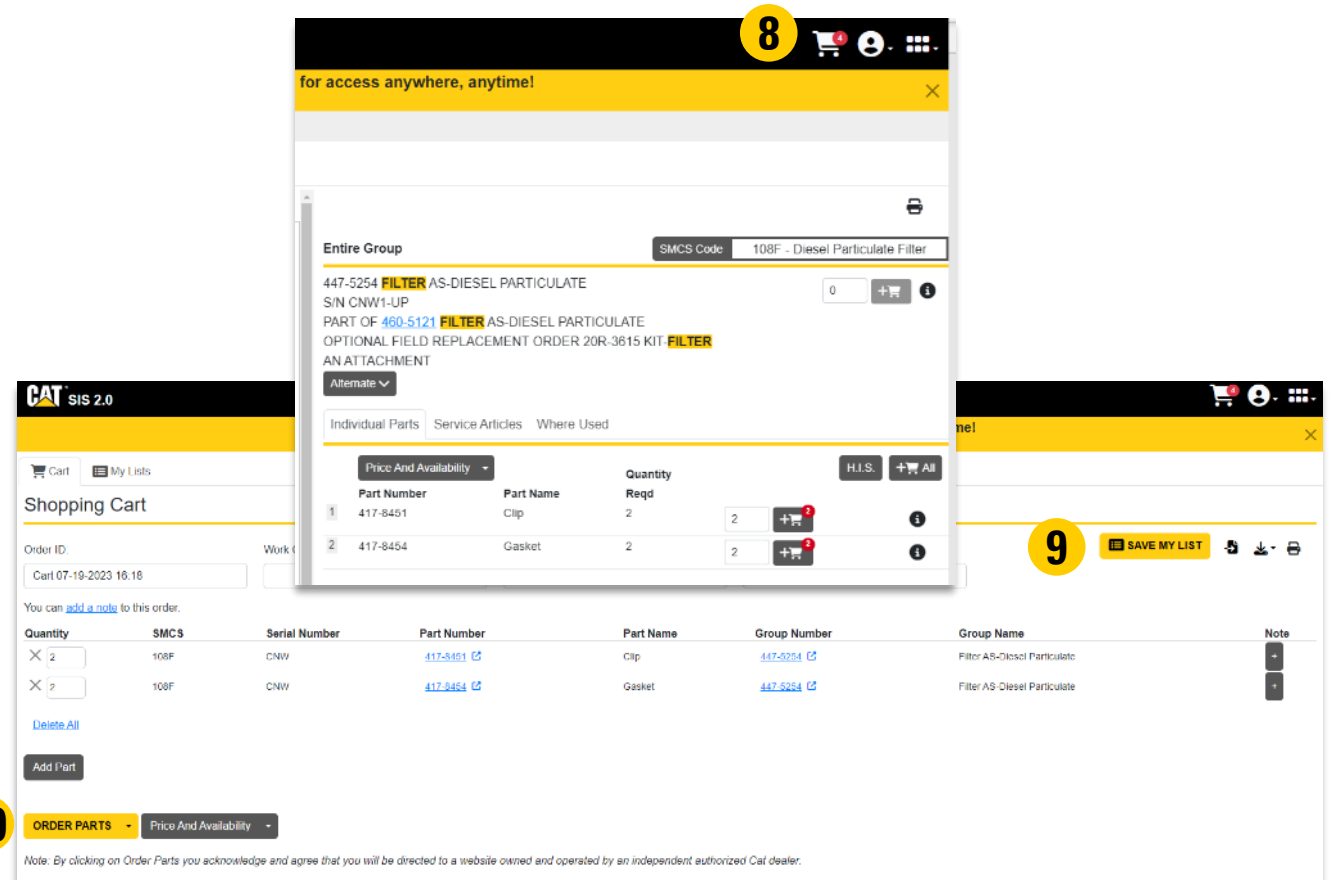
# SIS

## SHOPPING CART

**8** Items added to the cart will display in the top-right corner. Click on the  button to display the Shopping Cart page.

**9** Items added to the cart can also be saved to a list by clicking **SAVE MY LIST**.

**10** Click on **ORDER PARTS**.



**8** for access anywhere, anytime!

Entire Group SMCS Code 108F - Diesel Particulate Filter

447-5254 **FILTER** AS-DIESEL PARTICULATE 0 + Add

S/N CNW1-UP

PART OF 460-5121 **FILTER** AS-DIESEL PARTICULATE

OPTIONAL FIELD REPLACEMENT ORDER 20R-3615 KIT **FILTER**

AN ATTACHMENT

Alternate

Individual Parts Service Articles Where Used

Price And Availability H.I.S. + Add All

Part Number	Part Name	Quantity Reqd
1 417-8451	Clip	2
2 417-8454	Gasket	2

**9** SAVE MY LIST

**10** ORDER PARTS Price And Availability


Note: By clicking on Order Parts you acknowledge and agree that you will be directed to a website owned and operated by an independent authorized Cat dealer.

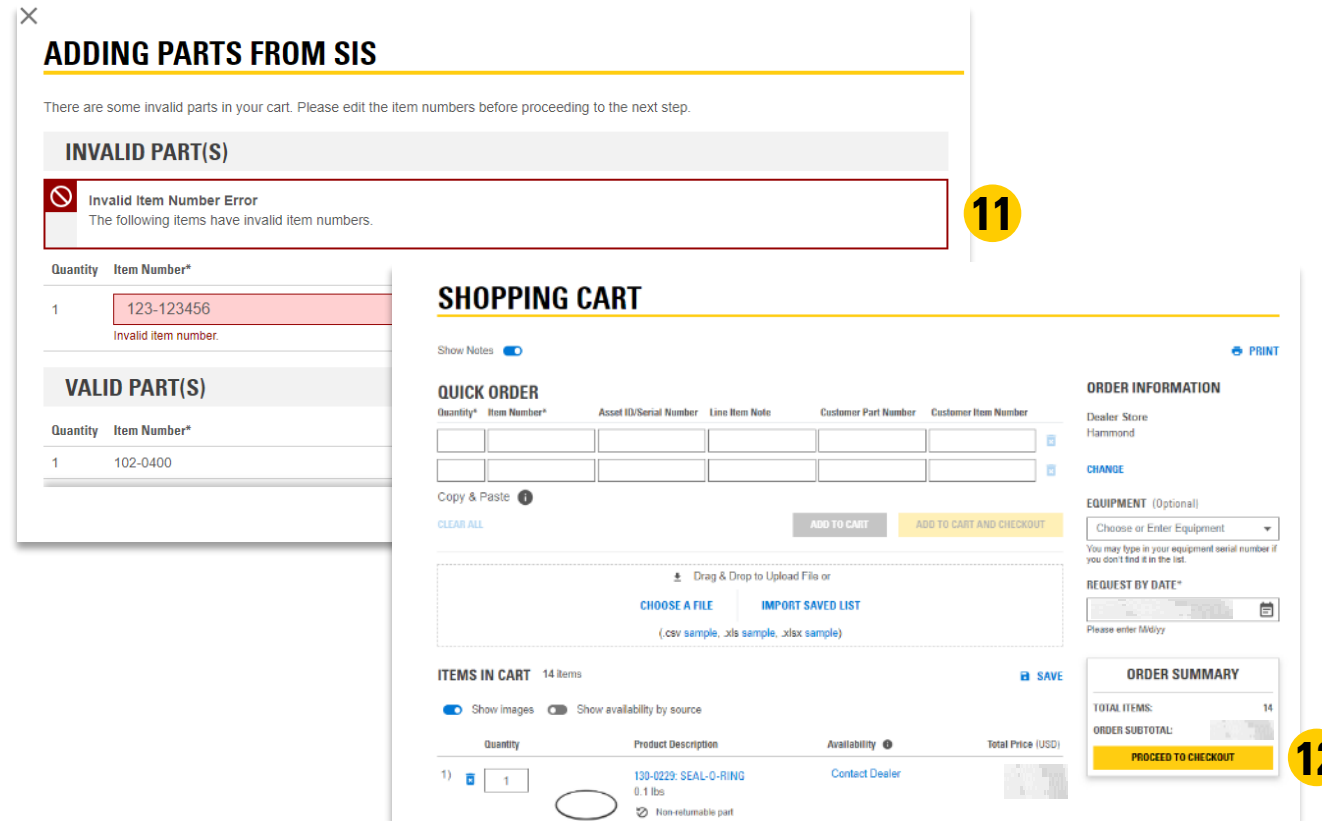
# SIS

## SHOPPING CART (CONT.)

**11** If a part is not able to return pricing or availability, you will be notified. Update or remove the item before proceeding to the Shopping Cart.

**12** If all parts are added, the Shopping Cart page will then display. Click on **PROCEED TO CHECKOUT**.

 **Note:** For more information about Saved Lists, please refer to the Saved Lists section on page 60 in this user guide.



The screenshot displays the SIS Shopping Cart interface. At the top, a modal window titled "ADDING PARTS FROM SIS" is open, showing an error message: "INVALID PART(S)" and "Invalid Item Number Error. The following items have invalid item numbers." Below this, a table lists the items:

Quantity	Item Number*
1	123-123456 <small>Invalid item number.</small>
VALID PART(S)	
Quantity	Item Number*
1	102-0400

The main Shopping Cart page is visible in the background. It includes a "QUICK ORDER" section with input fields for Quantity, Item Number, Asset ID/Serial Number, Line Item Note, Customer Part Number, and Customer Item Number. There are buttons for "ADD TO CART" and "ADD TO CART AND CHECKOUT". The "ITEMS IN CART" section shows 14 items, with one item listed: 130-0229: SEAL-O-RING, 0.1 lbs, with a "Contact Dealer" link. The "ORDER SUMMARY" section shows "TOTAL ITEMS: 14" and "ORDER SUBTOTAL:" with a "PROCEED TO CHECKOUT" button.

**11**

**12**




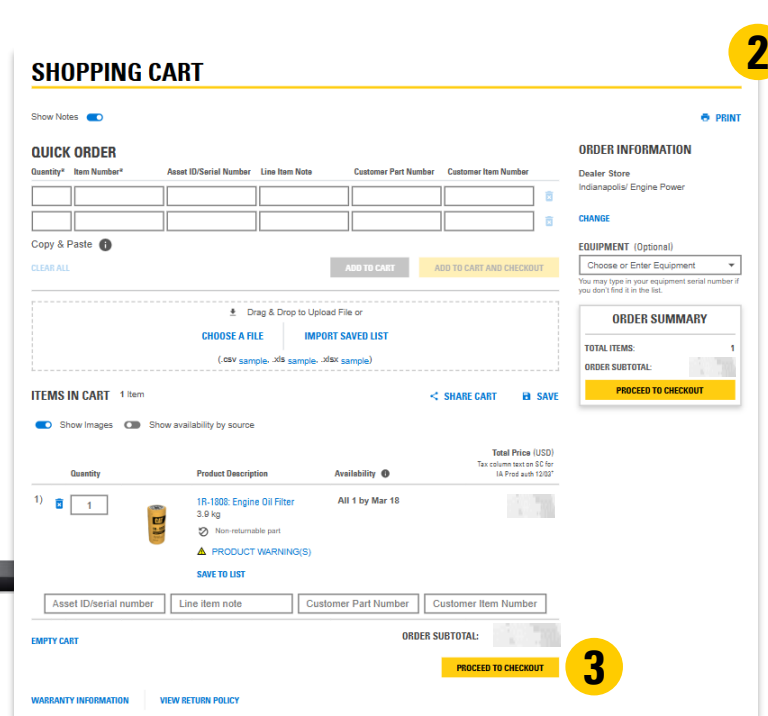
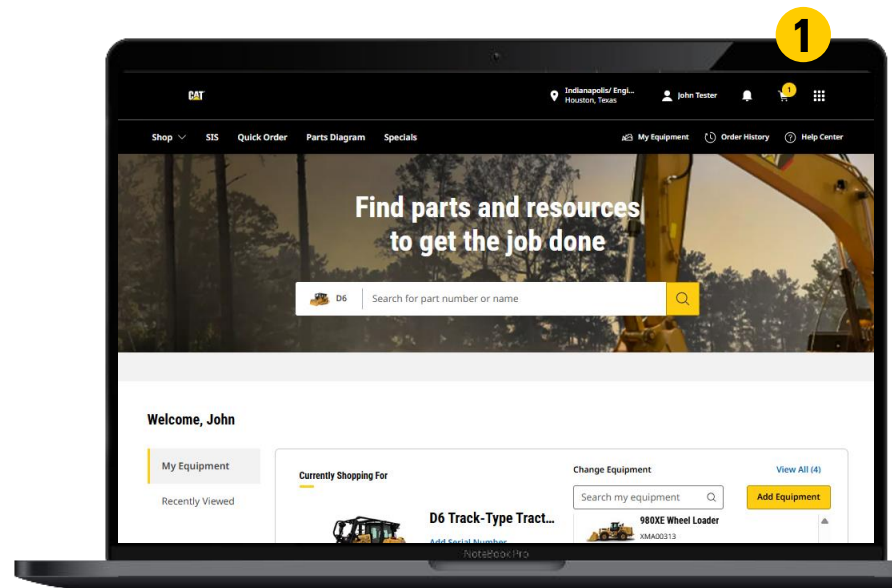
# FINALIZE PURCHASE



# CHECKOUT

## SHOPPING CART

- 1** When done adding items to the shopping cart, click on the  button in the top-right corner of the homepage.
- 2** Review the shopping cart for order information and items in your cart.
- 3** Click **PROCEED TO CHECKOUT**.



# CHECKOUT

## PICKUP

- 4 Choose a pickup or dropbox location and fill out any special instructions.
- 5 If the order is needed on a different date, select **NEED A DIFFERENT DATE?** and include additional pickup information.



**Note:** The pickup instruction and method drop-downs vary by dealer. Some use one or the other, some use both. For more information about Pickup & Delivery, [please watch this video](#).

Shopping Cart Pickup & Delivery Payment & Summary

### Pickup & Delivery

**4** Pickup Location

Your order can be picked up at the following store location:

Store Name: Indianapolis/ Engine Power Estimated Pickup Date for All Items: By Mar 18

Total Weight: 3.9 kg **NEED A DIFFERENT DATE?** Select a Requested Pickup Day\* 3/18/25

**5** Dropbox Location

Dropbox msg Prod auth 11/03 Estimated Fulfillment Date: By Mar 18

Additional Pickup Information

Pickup Instructions\* Select an Option

Pickup Method\* Select an Option

Contact Information

In case we need to contact you regarding your orders:

First Name\* John

Last Name\* Tester

Email Address\*

Phone Number\* LIS

Company Name (Optional)

Tax ID Label\* Individual

Tax ID Individual Label\* 1

Additional Order Details

Special Instructions (Optional)

Yes, Sign Me Up! I would like to be added to the email list to receive exclusive offers, maintenance tips, resources and more. [View Details](#)

ORDER SUBTOTAL:

Items in Your Order

Show availability by source

Quantity	Product Description	Notes	Availability	Total Price (USD)
1)	1	1R-180E Engine Oil Filter 3.9 kg Non-reusable part	All 1 by Mar 18	

ORDER SUBTOTAL:

Back CONTINUE TO SUMMARY & PAYMENT

# CHECKOUT

## PICKUP (CONT.)

**6** DROPBOX – If enabled, the dropbox tab will show a list of authorized locations.

- Select the desired dropbox.
- Address is auto-populated.
- Select shipping options.
- Fill in any special instructions.



**Note:** Dropbox is an optional feature that is set up by the dealer.

Shopping Cart Pickup & Delivery Payment & Summary

### Pickup & Delivery

**Pickup & Dropbox** | **Delivery** | **CONTINUE TO SUMMARY & PAYMENT**

#### Pickup Location

Your order can be picked up at the following store location:

Save Name Estimated Pickup Date for All Items

Indianapolis/ Engine Power  By Mar 18  
United States

#### Dropbox Location

Dropbox msg Prod auth 11/03 Estimated Fulfillment Date

Alren&drop Box By Mar 18  
[Redacted]

Eric Drop & Box By Mar 18  
[Redacted]

Lake Drop Box By Mar 18  
[Redacted]

Matt's Drop Box By Mar 18  
[Redacted]

Total Weight 3.9 kg Select a Requested Pickup Day\* 3/18/25

[Calculate Freight](#)

#### Additional Pickup Information

Dropbox Instructions\* Select an Option

Dropbox Method\* Select an Option

#### Contact Information

In case we need to contact you regarding your orders.

First Name\* John

Last Name\* Tester

Email Address\* [Redacted]

Phone Number\* LIS [Redacted]

Company Name (Optional) [Redacted]

Tax ID Label\* Individual

Tax ID Individual Label\* 1

#### Additional Order Details

Special Instructions (Optional) [Redacted]

Yes, Sign Me Up!  
I would like to be added to the email list to receive exclusive offers, maintenance tips, resources and more.

[View Details](#)

ORDER SUBTOTAL: [Redacted]

#### Items in Your Order

Show availability by source

Quantity	Product Description	Notes	Availability
1	1R-1928: Engine Oil Filter 3.9 kg Non-reusable part		All 1 by Mar 18

ORDER SUBTOTAL: [Redacted]

[Back](#) | **CONTINUE TO SUMMARY & PAYMENT**

**6**

# CHECKOUT

## DELIVERY

- 7 Ensure the delivery address is correct or edit to enter a new delivery address.
- 8 Select a delivery method. If a different date is needed, select **REQUEST BY DATE**. Fill out any special instructions.
- 9 When all required information is filled out, click **CONTINUE TO SUMMARY & PAYMENT**.

Shopping Cart Pickup & Delivery Payment & Summary

### Pickup & Delivery

[Pickup & Delivery](#) **Delivery** [CONTINUE TO SUMMARY & PAYMENT](#)

**7** **Delivery Location**

Country/Region\*  
United States

Zip/Postal Code\*

Street Address 1\*

Street Address 2\*

City\*

State/Province\*

**8** **Delivery Method**

Delivery Options\* Estimated Delivery Date\* Estimated Charge(USD)\*

Will Call By Mar 21

Waiting From Mar 21 to Apr 21

On The Way By Mar 22

Ship Ups By Mar 24

Ups Next Day By Mar 24

Ship Complete From Mar 24 to 24

Pick Up From Mar 21 to 24

Test 2 TBD

Truck - Seaway From Mar 24 to Apr 21

Total Weight\* 3.9 kg Select a Requested Delivery Day\* 3/21/25

[Calculate Freight](#)

**Contact Information**

In case we need to contact you regarding your orders.

First Name\* John

Last Name\* Tester

Email Address\*

Phone Number\* US

Company Name (Optional)

Tax ID Label\* Individual

Tax ID Individual Label\* 1

**Additional Order Details**

Special Instructions (Optional)

Yes, Sign Me Up!  
I would like to be added to the email list to receive exclusive offers, maintenance tips, resources and more.  
[View Details](#)

**Items in Your Order**

Show availability by source


Quantity	Product Description	Notes	Availability	Total Price (USD)
1)	1	1R-1522 Engine Oil Filter 3.9 kg Non-returnable part	All 1 by Mar 18	Total Price (USD) Tax Column Tax On SC For IA Prod Auth 1207

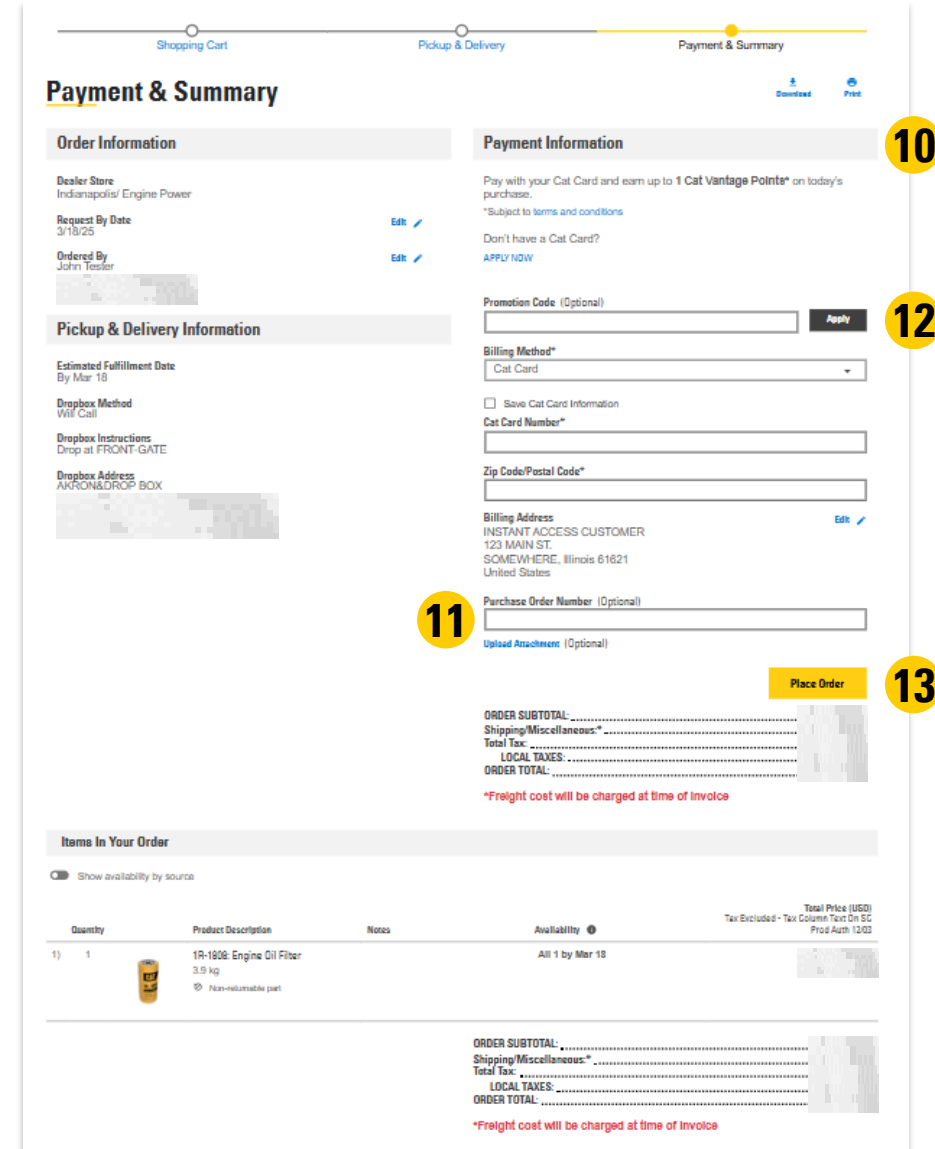
[Back](#) **CONTINUE TO SUMMARY & PAYMENT** **9**

# CHECKOUT

## PAYMENT & SUMMARY

- 10 Fill out all payment information.
- 11 PURCHASE ORDER NUMBER – Type in the Customer Purchase Order Number (required, depending on the dealer) and Upload Attachment (optional).
- 12 If you have one, add a promotion code.
- 13 Click on PLACE ORDER.

 **Note:** For more information about the various payment methods available, like [Cat® Credits](#) or [Cat® Vantage Rewards](#), please watch these videos.



Shopping Cart Pickup & Delivery Payment & Summary

### Payment & Summary

Download Print

#### Order Information

Dealer Store: Indianapolis/ Engine Power

Request By Date: 3/18/25 [Edit](#)

Ordered By: John Tester [Edit](#)

#### Pickup & Delivery Information

Estimated Fulfillment Date: By Mar 18

Dropbox Method: Will Call

Dropbox Instructions: Drop at FRONT-GATE

Dropbox Address: AKRON&DROP BOX

#### Payment Information

Pay with your Cat Card and earn up to 1 Cat Vantage Points\* on today's purchase.  
\*Subject to terms and conditions

Don't have a Cat Card?  
[APPLY NOW](#)

Promotion Code (Optional):  [Apply](#)

Billing Method\*:

Save Cat Card Information

Cat Card Number\*:

Zip Code/Postal Code\*:

Billing Address: INSTANT ACCESS CUSTOMER  
123 MAIN ST.  
SOMEWHERE, Illinois 61621  
United States [Edit](#)

Purchase Order Number (Optional):


Upload Attachment (Optional):

[Place Order](#)

ORDER SUBTOTAL: .....  
Shipping/Miscellaneous\* .....  
Total Tax: .....  
LOCAL TAXES: .....  
ORDER TOTAL: .....  
\*Freight cost will be charged at time of invoice

#### Items In Your Order

Show availability by source

Quantity	Product Description	Notes	Availability	Tax Excluded - Tax Column Tax On SC Prod Auth 1203
1)	1	1R-180B Engine Oil Filter 3.9 kg  Non-returnable part	All 1 by Mar 18	

ORDER SUBTOTAL: .....  
Shipping/Miscellaneous\* .....  
Total Tax: .....  
LOCAL TAXES: .....  
ORDER TOTAL: .....  
\*Freight cost will be charged at time of invoice

10

12

11

13

# CHECKOUT

## ORDER CONFIRMATION

- 14 After reviewing your order summary and placing the order, an order confirmation screen will pop-up.
- 15 Export and/or print the order confirmation, if needed.
- 16 You can also receive an order confirmation email when shared by a local dealer, if needed.
- 17 Plus, if you want to start another order, click on **CREATE NEW ORDER**.

14
Order Confirmation
15

Thank you, your order has been placed. A confirmation of your order has been received by your dealer.

Order Number: 03C050887  
Order Date: March 11, 2024

**Order Information**

**Important Dates**  
Request By Date: March 11, 2024  
Estimated Delivery Date: March 13, 2024

**Account Number**  
[Redacted]

**Dealer Store**  
[Redacted]

**Equipment**  
Model # - 259D  
Serial # - FTL12345

**Ordered By**  
John Smith  
John.Smith@cat.com

**Dropbox Information**

**Dropbox Address**  
Cat Dropbox  
Street name  
City, State, Zip  
Country

**Dropbox Method**  
Lorem Ipsum

**Dropbox Instructions**  
Lorem ipsum dolor sit amet, consectetur adipiscing elit.

**Special Instructions**  
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Praesent vel vulputate leo, auctor faucibus ipsum. Aliquam accumsan turpis ante, non feugiat nisi feugiat sed.

**Billing & Payment**

**Billing Method**  
Credit Card, Cat Credits

**Billing Address**  
Company  
Street name  
Zip code  
City, State, Zip

**Promo Code**  
[Redacted]

**Purchase Order Number**  
PO 1234567890

**Attachment**  
Shopping list.csv  
Shopping list.pdf

**Continue Shopping**

Create New Order

**Order Summary**

Order Subtotal	\$0000.00 USD
Discount	(\$0000.00) USD
Adjustments	\$0000.00 USD
Shipping/Misc.	\$0000.00 USD
Total Tax	\$0000.00 USD
County Tax	\$0000.00 USD
Other Tax	\$0000.00 USD
City Tax	\$0000.00 USD
State Tax	\$0000.00 USD

**Order Total** \$0000.00 USD

Credit Card \$0000.00 USD

Applied Cat Credits \$0000.00 USD

**Self Service Instruction**

[Download instructions for 259D alternator remove and install, replace with new.pdf](#)

**Items In Your Order**

Item	Quantity	Product Description	Availability	Total Price USD
001	27	<p><a href="#">Item Number and Name</a></p> <p><span style="color: orange;">▲</span> Product Warnings</p> <p><span style="color: orange;">⚠</span> Weight (2 lbs.)</p> <p><a href="#">Show More</a></p>	3 in stock All 27 by Dec 31	\$000.00
001	27	<p><a href="#">Item Number and Name</a></p> <p><span style="color: orange;">▲</span> Product Warnings</p> <p><span style="color: orange;">⚠</span> Weight (2 lbs.)</p> <p><a href="#">Show More</a></p>	3 in stock All 27 by Dec 31	\$000.00
001	27	<p><a href="#">Item Number and Name</a></p> <p><span style="color: orange;">▲</span> Product Warnings</p> <p><span style="color: orange;">⚠</span> Weight (2 lbs.)</p> <p><a href="#">Show More</a></p>	3 in stock	\$000.00

16

Thank you for your order

You'll find details of your order below. If you have any questions or need immediate assistance, please contact us at +1-234-967-5555 or [email@example.com](mailto:email@example.com).

Order Number : 1122334455

Please reference this order number in any correspondence.

View Order

**Order Details**

Order Number: 1122334455  
Original Quote Number (Original Quote Number): 1122334455  
Account Number: 1122334455  
Dealer Store (Insert Dealer Store Name)  
Equipment: Asset ID - (Equipment Name), Model # - (Model Number), Serial # - (Serial Number)  
Order Type (Order Type)  
Ordered By (Insert Guest User Name OR CSR First, Last, Customer Segment)  
Request By Date (MONTH DD, YYYY)  
RFD Number (PO Number)

**Self-Service Instruction PDF**

Instruction for your Self-Service Options repair bundle are available for download.

[Download Instructions name](#)

[Download Instructions name](#)

**Pickup Information**

Store Pickup Location (Dealer Name, Street Address, City, State 12345-1234, Country) (Phone Number)  
Special Instructions (Lorem ipsum text)

Estimated Pickup Date (by Date)  
Pickup Method (WILL CALL)  
Pickup Instructions (WILL CALL)

Create an account

Sign up to manage and track your orders

Get Started

**Billing Information**


Billing Address (123 Street Address, City, State 12345-1234, Country)  
Billing Method (Credit Card, Cat Credits)  
Promotion Code (Promotion Code)  
Attachment (PO 1123456.pdf)  
Attachment (PO 1123456.pdf)

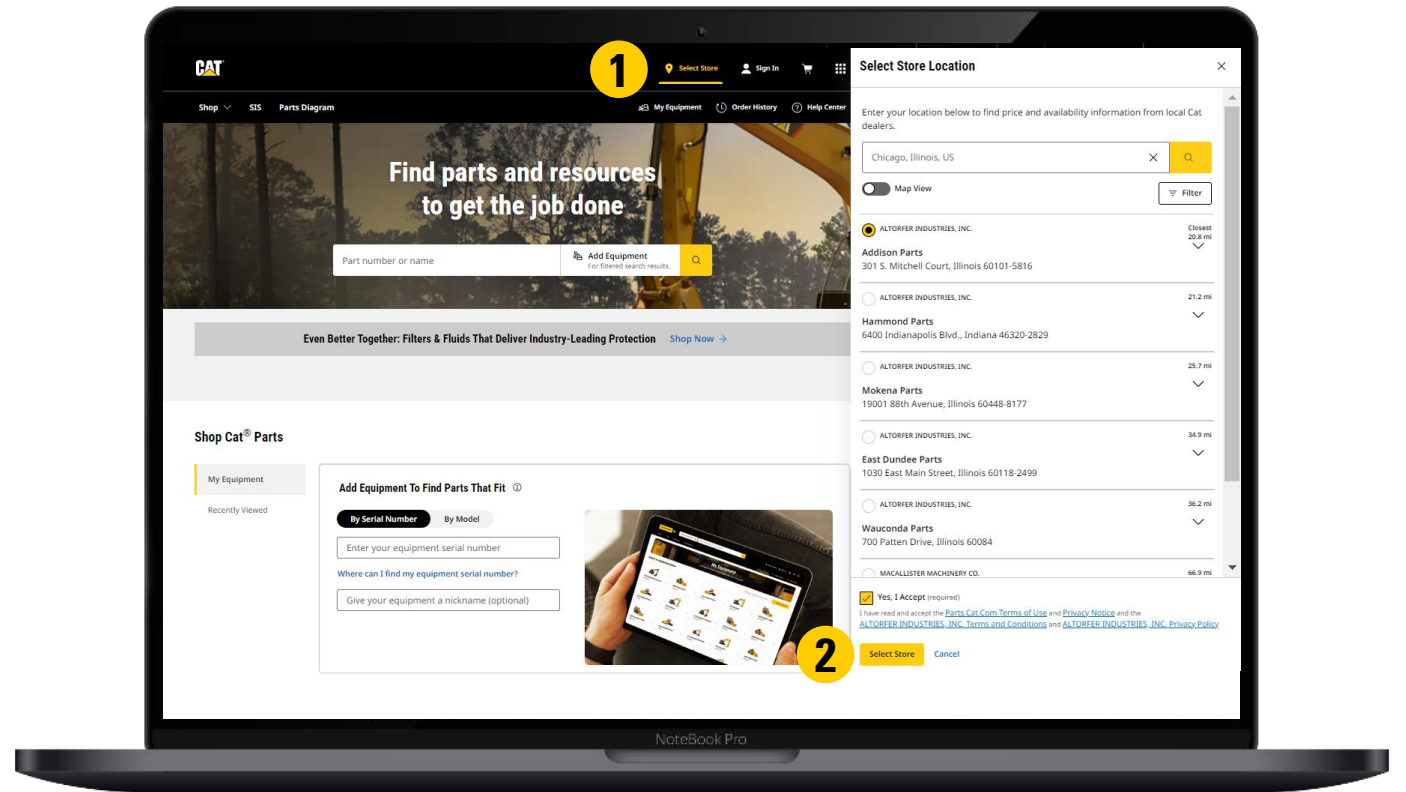
**Items in your order**

Product Number and Name	Qty	Availability	\$000.00 USD
Weight (2 lbs.) Replacement Part Remanufactured Part	27	In Stock From Sep 28 to 28 From Sep 28 to Oct 01	\$000.00 ea. \$000.00 ea. \$000.00

# CHECKOUT WITHOUT AN ACCOUNT

## SELECT A STORE

- 1 Click on the Select Store icon  at the top of the homepage.
- 2 Type in your location, choose a local dealer, and click **SELECT STORE**.



# CHECKOUT WITHOUT AN ACCOUNT


## SHOPPING CART

**3** After shopping, go to the Shopping Cart page, review the order, and click on **PROCEED TO CHECKOUT** or sign in to use Quick Order.

**SHOPPING CART**

[PRINT](#)

**ITEMS IN CART** 1 Item [SAVE](#)

Quantity	Product Description	Availability	Total Price (USD)
1) <input type="text" value="1"/>	 1R-1808: Engine Oil Filter 4.1 lbs <b>PRODUCT WARNING(S)</b> <a href="#">SAVE TO LIST</a>	1 in stock	\$12.99

**ORDER INFORMATION**

**ORDER SUMMARY**

TOTAL ITEMS: 1  
ORDER SUBTOTAL: \$12.99  
[PROCEED TO CHECKOUT](#)

**EMPTY CART** **ORDER SUBTOTAL:** \$12.99 [PROCEED TO CHECKOUT](#) **3**

**SIGN IN**  
Sign in to your account to access the full suite of Cat applications.  
[SIGN IN](#) [CONTINUE AS GUEST](#)

**DON'T HAVE AN ACCOUNT?**  
Create a Cat account to:  

- See your dealer account prices.
- Access payment methods specific to your dealer account.
- Quickly checkout using your shipping and billing preferences.
- View order history

[CREATE AN ACCOUNT](#)

[WARRANTY INFORMATION](#) | [VIEW RETURN POLICY](#)

\* Required fields

# CHECKOUT WITHOUT AN ACCOUNT

## PICKUP & DELIVERY

- 4 For pickup: fill out any instructions, select a pickup method, and include contact information.
- 5 For delivery: fill out any instructions, select a delivery method and location, and include contact information.
- 6 Tick **YES** to receive marketing information and accept Terms of Use.
- 7 Click on **CONTINUE TO SUMMARY & PAYMENT**.

4

Shopping Cart Pickup & Delivery Payment & Summary

### Pickup & Delivery

Pickup Delivery CONTINUE TO SUMMARY & PAYMENT

**Pickup Location**

Your order can be picked up at the following store location:

Store Name: Addison Parts Estimated Pickup Date for All Items: By Mar 17  
Order within the next 2 hours (48 minutes)

USA

Total Weight 4.1 lbs Select a Requested Pickup Day\* 3/20/25  
Calculate Freight

View Map

**Additional Pickup Information**

Pickup Instructions (Optional)  
Select an Option

**Contact Information**

In case we need to contact you regarding your orders.

First Name\*  
Last Name\*  
Email Address\*  
Phone Number\*  
US  
Company Name (Optional)

**Additional Order Details**

Special Instructions (Optional)

Yes, I Accept\*  
I have read and accept the Parts.Cat.Com Terms of Use and Privacy Notice and the ALTORFER INDUSTRIES, INC. Terms and Conditions and ALTORFER INDUSTRIES, INC. Privacy Policy.

Yes, Sign Me Up!  
I would like to be added to the email list to receive exclusive offers, maintenance tips, resources and more.  
View Details

ORDER SUBTOTAL

**Items In Your Order**

Quantity	Product Description	Notes	Availability	Total Price (USD)
1)	1R-100B Engine Oil Filter 4.1 lbs		1 in stock	

ORDER SUBTOTAL

Back CONTINUE TO SUMMARY & PAYMENT

5

Shopping Cart Pickup & Delivery Payment & Summary

### Pickup & Delivery

Pickup Delivery CONTINUE TO SUMMARY & PAYMENT

**Delivery Location**

Country/Region\*  
United States  
Zip/Postal Code\*  
Street Address 1\*  
Street Address 2 (Optional)  
City\*  
State/Province\*

**Contact Information**

In case we need to contact you regarding your orders.

First Name\*  
Last Name\*  
Email Address\*  
Phone Number\*  
US  
Company Name (Optional)

**Additional Order Details**

Special Instructions (Optional)

Yes, I Accept\*  
I have read and accept the Parts.Cat.Com Terms of Use and Privacy Notice and the ALTORFER INDUSTRIES, INC. Terms and Conditions and ALTORFER INDUSTRIES, INC. Privacy Policy.

Yes, Sign Me Up!  
I would like to be added to the email list to receive exclusive offers, maintenance tips, resources and more.  
View Details

**Delivery Priority**

Delivery Instructions\*  
MACHINE DOWN  
Delivery Method\*  
Delivery Status\* Estimated Delivery Date\* Estimated Charge/L\*

Ship Ups Ground  
 Ups Red Nite

Total Weight 4.1 lbs Select a Requested Delivery Day\* 3/20/25  
Calculate Freight

ORDER SUBTOTAL

**Items In Your Order**

Quantity	Product Description	Notes	Availability	Total Price (USD)
1)	1R-100B Engine Oil Filter 4.1 lbs		1 in stock	

ORDER SUBTOTAL

Back CONTINUE TO SUMMARY & PAYMENT

6

# CHECKOUT WITHOUT AN ACCOUNT

## PAYMENT & SUMMARY

- 8 Fill out all payment information.
- 9 Review the order details. Click on PLACE ORDER.

**Payment & Summary**

Order Information

Dealer Store: Indianapolis Engine Power

Request By Date: 3/18/25

Ordered By: John Tester

Pickup & Delivery Information

Estimated Fulfillment Date: By Mar 18

Dropbox Method: W/F Call

Dropbox Instructions: Drop at FRONT-GATE

Dropbox Address: AKRON&DROP BOX

Payment Information

Pay with your Cat Card and earn up to 1 Cat Vantage Points\* on today's purchase. \*Subject to terms and conditions.

Don't have a Cat Card? APPLY NOW

Promotion Code (Optional)

Billing Method\*: Cat Card

Save Cat Card Information

Cat Card Number\*

Zip Code/Postal Code\*

Billing Address: INSTANT ADDRESS CUSTOMER, 123 MAIN ST, SOMEWHERE, Illinois 61621, United States

Place Order

ORDER SUBTOTAL: .....  
Shipping/Miscellaneous\* .....  
Total Tax .....  
LOCAL TAXES .....  
ORDER TOTAL: .....  
\*Freight cost will be charged at time of invoice

Items In Your Order

Show availability by source

Quantity	Product Description	Notes	Availability
1	1R-180E Engine Oil Filter 3.9 kg Non-reusable part		All 1 by Mar 18

ORDER SUBTOTAL: .....  
Shipping/Miscellaneous\* .....  
Total Tax .....  
LOCAL TAXES .....  
ORDER TOTAL: .....  
\*Freight cost will be charged at time of invoice

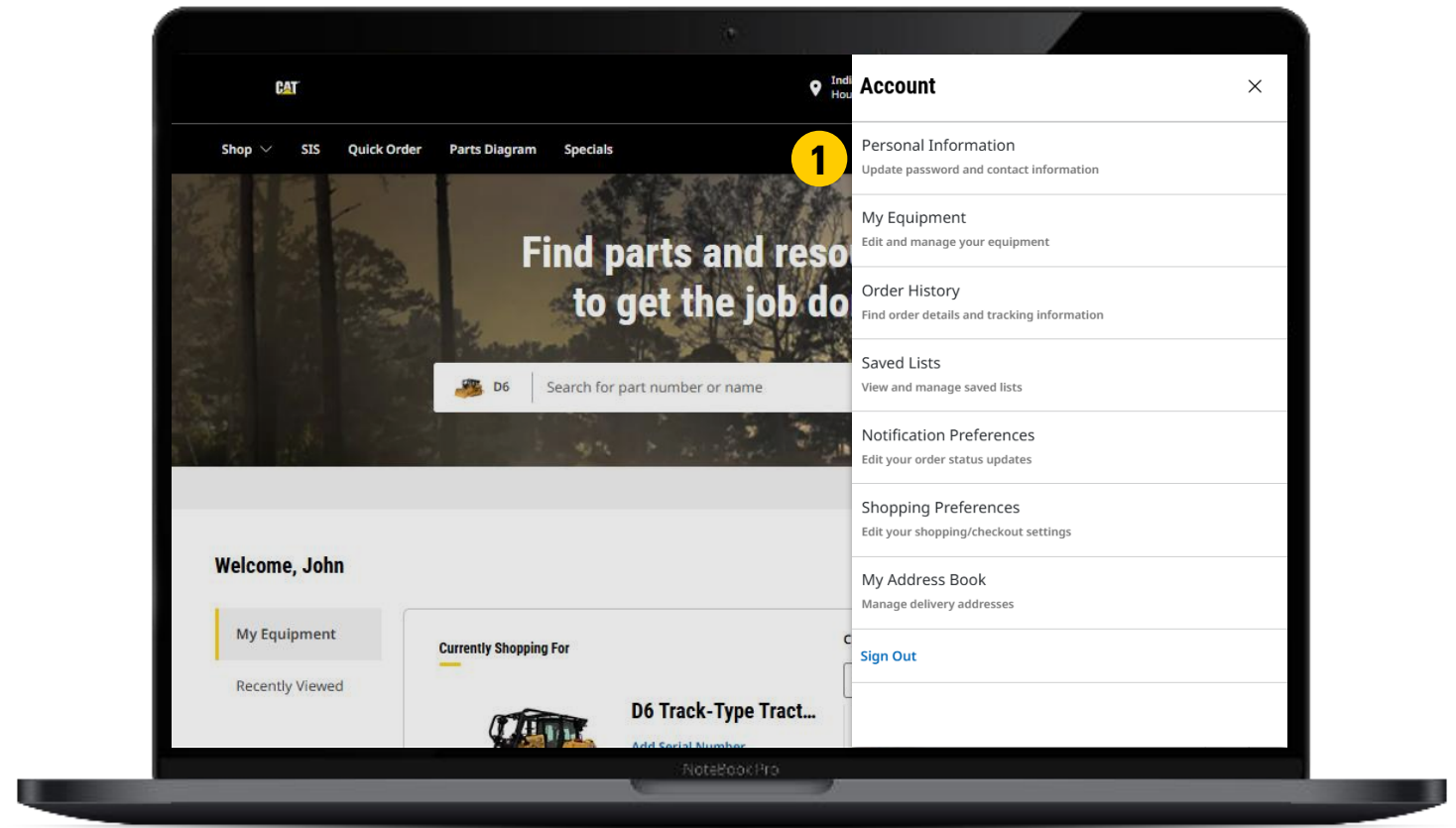


# CONTROL ACCOUNT SETTINGS



# PERSONAL INFORMATION

- 1 Click the  button in the top-right corner of the navigation menu. Click on **PERSONAL INFORMATION**.



# PERSONAL INFORMATION (CONT.)

**2** You can change your information as appropriate.

**3** Click on **UPDATE**.

The screenshot shows a user profile page titled 'PERSONAL INFORMATION'. On the left is a navigation menu with items: Parts Ordering, Summary, Order History, Saved Lists, Recently Viewed, Profile (highlighted), Personal Information, Shopping Preferences, Notification Preferences, Address Book, and Payment Methods. The main content area shows a welcome message for 'John Testler' with a last login of 'March 17, 2025, 10:40:55 AM'. Below this are sections for 'CONTACT INFORMATION' and 'ADDITIONAL INFORMATION'. The 'CONTACT INFORMATION' section includes fields for First Name (John), Last Name (Testler), Country/Region (United States), Zip/Postal Code, Street Address 1, Street Address 2, City, State/Province, and Phone Number (US). The 'ADDITIONAL INFORMATION' section includes fields for Company Name, Industry (dropdown), Tax ID Label (Individual), and Tax ID Individual Label (1). A yellow circle with the number '2' is placed at the top left of the main content area. A yellow circle with the number '3' is placed at the bottom right, over the 'UPDATE' button.

# CUSTOMIZE SHOPPING PREFERENCES

**1** Hover over to the left-hand side navigation and click on **SHOPPING PREFERENCES**.



**Note:** After making changes, these will be the default settings for future orders. However, an individual order can still be changed as needed.

**MY ACCOUNT SUMMARY**

This is your account summary. Here, you may review your personal information, view your recent orders and manage additional options available for your account.

**HELLO JOHN** [EDIT](#)

John Tester

**RECENT ORDER HISTORY**

Order Number	Order Date	Order Status	PO Number	Total Price (USD)
No orders were found.				

# CUSTOMIZE SHOPPING PREFERENCES (CONT.)

- 2** Dealer Settings:
  - Set up customer number (if applicable).
  - Set up dealer store.
- 3** Login:
  - Type in your equipment serial number and order type.
  - Choose homepage settings.
  - Select start page settings.

## Shopping Preferences

Simplify your shopping experience by setting your default preferences to enable quick login and checkout features.

### 2 Dealer Settings

Dealer Name

Dealer Store

Indianapolis/ Engine Power



Review my dealer and dealer store selection every time I log in.

### 3 Login

Select your default start page and language.

Start Page Settings

Home Page



Language Settings

Select Default Language



# CUSTOMIZE SHOPPING PREFERENCES (CONT.)

- 4** Shopping Cart:
- Toggle on if you want to add a notes section in the cart.
  - Toggle on if you want order and equipment details displayed in the cart.
  - Toggle on if you want to add Quick Order in the cart.
  - Select to show Availability options.

- 5** Pickup and Delivery:
- Select delivery preference.
  - Select preferred pickup or shipping method.
  - If needed, type in any special instructions that will default on every order.

**4 Shopping Cart**  
Select what information you want displayed on your Shopping Cart page.

**Add Notes to Cart**

**Display Order Information on Cart**

**Display Quick Order on Cart**

**Availability**  
Personalize and choose how product availability details are displayed.

Show estimated dates  Show availability by source

---

**5 Pickup and Delivery**  
Skip a step at checkout by setting up your default pickup, delivery, or dropbox information.

**Skip Pickup & Delivery Page**

**Fulfillment**

Pickup  Delivery  Dropbox

**Store Address**

Pickup Method  Pickup Instructions

Special Pickup Instructions

# CUSTOMIZE SHOPPING PREFERENCES (CONT.)

- 6** Payment Settings:
- Select preferred payment method.
  - Set a Purchase Order Number or PO Prefix to apply to all orders (optional).

- 7** Image Settings:
- Set default for thumbnail images shown in the Shopping Cart, Order Summary, and Order Confirmation pages when printing the order.

- 8** Click on **SAVE PREFERENCES** to update.

**6** **Payment Information**

Set up your default payment information to save time at checkout. Your options may vary by dealer.

Payment Method ▼

**Display Purchase Order Number** ⓘ



Enter purchase order number here  
Type Purchase Order Number

Require P.O. Suffix (Optional)

**7** **View**

Save screen space and ink by configuring how images are displayed on the checkout page.

**Show Images** ⓘ




**8**

Save Preferences



# CUSTOMIZE NOTIFICATION SETTINGS

**1** Click the  button in the top-right corner of the navigation menu. Click on **NOTIFICATION PREFERENCES**.

**2** Tick any box in the list to receive an email or web notification when:

- You've placed an order.
- An order is fully shipped.
- There is a problem with an order.
- And more!

**Note:** The settings for CAL only apply to users who are set up as an Approver and Manager. Users who do not use CAL will still be able to see this page for all other notification types. For more information about CAL, please refer to page 72. For more information about notifications, [please watch this video](#).



**2** Notification Preferences

Select which notifications you would like to receive:

	Email	Web
<b>Pickup</b>		
Ready for Pickup Get updated when all the items in your order are ready for pickup.	<input type="checkbox"/>	<input type="checkbox"/>
Partially Ready for Pickup Get updated when one or more items in your order are ready for pickup.	<input type="checkbox"/>	<input type="checkbox"/>
Picked Up Get updated when your order has been picked up.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Delivery</b>	Email	Web
Partially Shipped Get updated when one or more items in your order have been shipped.	<input type="checkbox"/>	
Fully Shipped Get updated when all the items in your order have been shipped.		
Fully Delivered Get updated when your order has been delivered to its designated ship-to location.		
<b>Order Processing</b>		
Order Confirmation Get updated when your order has been placed.		
Queued for Processing Get updated if the system is down and your order has been placed in a queue.		
Queued Order Not Processed Get updated if your order was unable to be placed and a new order was created.		
Queued Order Processing Get updated when the system is back online and your order has been sent to the dealer.		
Cancelled Get updated if your order has been cancelled by your dealer.		
On Hold Get updated if your order is placed on hold by your dealer, allowing you to contact your dealer.		
Order Problem Get updated if there's a problem with your order, allowing you to contact your dealer.		
Order Processing Get updated when your order is being processed again by the dealer after a problem.		

**1** Account

- Control Center
- Personal Information
- My equipment
- Order History
- Quotes
- Saved Lists
- Notification Preferences
- Shopping Preferences
- Address Book
- Sign Out

**Order Approval**

	Email	Web
Expired Approval Get updated when orders awaiting approval have expired.		
Order Placed Get updated when an order you have submitted has been placed.		
Order Rejected Get updated when an order has been rejected.		
Order Deleted Get updated when an order has been deleted.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Quote Reminder	Email	Web
Quote Confirmation Get updated when a quote has been created.	<input checked="" type="checkbox"/>	
Expiring Soon Get updated weekly for quotes that are expiring within 7 days.	<input type="checkbox"/>	
Expiring Today Get updated for quotes that are expiring within the next day.		<input type="checkbox"/>
Expired Get updated when quotes have expired.		<input type="checkbox"/>


Selecting the notifications you would like to receive from this list indicates that you consent to receive all such notifications. Notifications with checkmarks are optional. If you no longer wish to receive certain notifications, you can change your selections at any time.

Notifications that only display a check mark are required and will always be sent to ensure that you're updated on the current status of your order.

Save Settings

# ADDRESS BOOK

- 1 Hover over to the left-hand side navigation and click on ADDRESS BOOK.

 **Note:** These addresses appear in the drop-down lists on the Shipping & Billing page.

- Parts Ordering
- Summary
- Order History
- Saved Lists
- Recently Viewed
- Profile
  - Personal Information
  - Shopping Preferences
  - Notification Preferences
  - 1 Address Book
  - Payment Methods

## MY ACCOUNT SUMMARY

This is your account summary. Here, you may review your personal information, view your recent orders and manage additional options available for your account.

HELLO JOHN [EDIT](#)

John Tester



### RECENT ORDER HISTORY

Order Number	Order Date	Order Status	PO Number	Total Price (USD)
--------------	------------	--------------	-----------	-------------------

No orders were found.

# ADDRESS BOOK (CONT.)

Add or modify shipping and billing addresses:

- 2 Add a new address or select an address from the drop-down list.
- 3 Modify information, as needed.
- 4 Click on **SAVE ADDRESS**.

**Address Book**

Please enter your new address information below and indicate if this is your shipping address, billing address or both.

2 Address Name (required) 0/140

**Address Type**

Shipping and Billing Address  
 Billing Address  
 Shipping Address

First Name (required) 0/20 Last Name (required) 0/20

Street Address 1 (required) 0/40

[Add an address line](#)

3 Country/Region (required)  
United States

State/Province (required)  
Select

City (required) 0/40

Zip/Postal Code (required) 0/10

Country (required)  
US +1 Phone Number (required) 0/16

Email Address (required) 0/120

4 **Save Address** Cancel

\* Required fields.

# RECENTLY VIEWED ITEMS

**1** Hover over to the left-hand side navigation and click **RECENTLY VIEWED**.

**2** Here, you will be able to review all the parts you have recently viewed.

- Parts Ordering
- Summary
- Order History
- Saved Lists
- 1** Recently Viewed
- Profile
  - Personal Information
  - Shopping Preferences
  - Notification Preferences
  - Address Book
  - Payment Methods


**2**


### RECENTLY VIEWED PRODUCTS


D6 TRACK-TYPE TRACTOR


Refining results for D6

Showing 4 of 4 Sort by Relevance

- 


**368-6468: CAP ASSEMBLY-FILLER**  
Oil Filler Cap Assembly (Hydraulic Oil)  
[CONTACT DEALER](#)
- 

**377-6969: STANDARD EFFICIENCY...**  
Cat® part engine filter 377-6969 offers standard efficiency to protect your...  
[CONTACT DEALER](#)
- 





**397-9953: 12 VOLT CHARGING ALTERNATOR**  
12 Volts 80 Amps Alternator  
[CONTACT DEALER](#)
- 

**529-0121: ELEMENT ASSEMBLY-OIL**  
Cat® Oil Element Assembly (Oil Filter Group)  
[CONTACT DEALER](#)

Showing 4 of 4

 **ALL THINGS D6** Find everything from parts to preventative maintenance lists to common repairs  
[VISIT D6 PARTS & RESOURCES](#)

**KEY**

- Factory Fit**  
This part is designed to fit your Cat equipment based on the manufacturer's specifications.  
Any changes to the manufacturer's configuration might result in the product not fitting your Cat equipment. Please consult your Cat Dealer before purchasing to ensure that this part is appropriate for your Cat equipment in its current condition and assumed configuration. This indicator cannot guarantee compatibility for all parts.
-  **Remanufactured**
-  **Non-Returnable**
-  **Kit**
-  **Replaced**

# ORDER HISTORY

- 1** Hover to the left-hand side navigation or access the Account menu and click on **ORDER HISTORY**.
- 2** Click on an Order Number to view more details and if you want to reorder the parts in the list. (Parts will automatically be added to the shopping cart.)
- 3** Export an order via PDF, XLS, or CSV.

The screenshot shows the 'ORDER HISTORY' page in a web application. On the left, a navigation menu is visible with 'Order History' highlighted. The main content area includes search filters for 'ORDER ORIGIN', 'ACCOUNT', 'EQUIPMENT', 'STORE LOCATION', 'ORDER / REFERENCE NUMBER', 'DATE RANGE', and 'STATUS'. Below the filters is a table of orders with columns for 'Order / Reference Number', 'Order Date', 'Order Status', 'Purchase Order Number', and 'Total Price'. The table lists several orders with statuses like 'FULLY DELIVERED' and 'ORDER PLACED'. A table with 5 columns: Order / Reference Number, Order Date, Order Status, Purchase Order Number, Total Price. Rows include: 00C18608 (FULLY DELIVERED), 00C18605 (ORDER PLACED), 00C18651 (ORDER PLACED), 00C18638 (FULLY DELIVERED), 00C18634 (ORDER PLACED), 00C18612 (FULLY DELIVERED). Callout 1 points to the 'ORDER HISTORY' link in the left navigation and the 'Account' menu. Callout 2 points to an order number in the table. Callout 3 points to the 'EXPORT' button in the top right.

**1** Hover to the left-hand side navigation or access the Account menu and click on **ORDER HISTORY**.

**2** Click on an Order Number to view more details and if you want to reorder the parts in the list. (Parts will automatically be added to the shopping cart.)

**3** Export an order via PDF, XLS, or CSV.

# ORDER HISTORY (CONT.)

Other options:

- 4 Filter order lists by account, date range, etc.
- 5 Choose the number of items per page.

The screenshot shows the 'ORDER HISTORY' page in a web application. On the left is a navigation menu with items like 'Parts Ordering', 'Control Center', 'Order History', 'Invoices', 'Saved Lists', 'Core Tracking', 'Profile', 'Personal Information', 'Shipping Preferences', 'Address Book', and 'Payment Methods'. The main content area has a search bar and filters. A yellow circle with the number '4' is placed over the 'DATE RANGE' filter, which is set to '10/11/22' to '10/11/24'. Another yellow circle with the number '5' is placed over the 'Items Per Page' dropdown menu, which is set to '12'. Below the filters is a table of orders with columns for 'Order / Reference Number', 'Order Date', 'Order Status', 'Purchase Order Number', and 'Total Price'. The table lists several orders with statuses like 'FULLY DELIVERED' and 'ORDER PLACED'. A 'SEARCH' button is visible at the bottom right of the filter section.

# COUNTER ORDERS & INVOICES

- 1** View all orders placed over-the-counter at a dealer branch location within the last two years (when logged into an account). Click on an Order Number to see more details.
- 2** Filter and export the list of counter orders to find and share shopping lists.
- 3** If needed, reorder a counter order online while on the Counter Order Detail page.



**Note:** Must have an associated Dealer Customer Number (DCN) when viewing counter order history. For more information about Counter Orders, [please watch this video](#).

**ORDER HISTORY**

SEARCH OPTIONS ^

ORDER ORIGIN  
 Parts Cat.com  Counter  PartStore

ACCOUNT

STORE LOCATION  
All Store Locations

ORDER / REFERENCE NUMBER

DATE RANGE  
10/11/22 - 10/11/24

EQUIPMENT  
Choose or Enter Equipment

PURCHASE ORDER NUMBER

CLEAR FILTERS SEARCH

Items Per Page: 12 Page 1 of 25

Order / Reference Number	Order Date	Order Status	Purchase Order Number	Total Price
00C1865		FULLY DELIVERED Track Order		
00C1865		ORDER PLACED View Order		

**2**

**1**

# COUNTER ORDERS & INVOICES (CONT.)

**4** See a list of all invoices within the last two years (when logged into an account). Click on an invoice number to see more details.

**5** Filter and export the list of invoices to a data file.



**Note:** Keep in mind that a dealer will need to grant you access to view parts invoices on parts.cat.com. For those who have access, an “Invoices” menu item will display under Orders & Quotes in the left-hand side navigation.

The screenshot shows the 'INVOICES' page in a web application. The left-hand side navigation menu includes 'Parts Ordering', 'Control Center', 'Order History', 'Invoices', 'Saved Lists', 'Core Tracking', 'Profile', 'Personal Information', 'Shopping Preferences', 'Address Book', and 'Payment Methods'. The main content area has a search options section with the following fields: STORE LOCATION (All Store Locations), ORDER NUMBER, DATE RANGE (10/11/22 to 10/11/24), PART NUMBER, INVOICE NUMBER, SERIAL NUMBER, and PURCHASE ORDER NUMBER. Below the search options is a table with the following columns: Invoice Number, Invoice Date, Purchase Order Number, Order Number, and Invoice Amount. The table contains three rows of data, all with Invoice Number 'CS000078' and Order Number '00R110'. A yellow callout '4' points to the first row of the table. To the right of the table is a 'CLEAR FILTERS' button and a 'SEARCH' button. A yellow callout '5' points to the 'CLEAR FILTERS' button. The page also shows 'Items Per Page' set to 12 and 'Page 1 of 84'.



# ADVANCED FUNCTIONALITIES





**Note:** For more information about the Control Center, [please watch this video](#).

# CONTROL CENTER

**YOUR CART** – Shows a summary of the items in the cart. Includes quantity, availability, and price for each item. Shop with SIS, Quick Order, Parts Diagram, etc.

**RECENTLY VIEWED** – Displays up to 12 items a user has viewed on the product detail page within the last 14 days. Includes the product's image and name.

**RECENT ORDERS** – Displays all previous orders placed on parts.cat.com for DCN users. Sort and navigate through orders, view statuses, and reorder.

**ORDERS TO APPROVE** – Available only to CAL Approvers and Managers. See all orders submitted and needing approval. Action items include approve, delete, or reject. Check which orders expire soon.

**SAVED LISTS** – See all private, public, shared, favorite, or dealer-created lists. Quickly add the parts within a Saved List to the cart and checkout.

**PENDING QUOTES** – Review, activate, delete, or edit pending quotes for each DCN user. Plus, track which quotes are close to expiration.

**CUSTOMIZE** – Rearrange all available widgets to the position that matters and hide widgets based on your preferences in the Control Center.

**SUPPORT OPTIONS** – Take a tour of the Control Center to learn more. Engage with the support team in your region or through a local dealership.

# SAVED LISTS

There are a few ways to access Saved Lists. First, log into parts.cat.com. Then, either:

- 1 Navigate to the Saved Lists widget in the Control Center page.
- 2 Click on **SAVED LISTS** from the Account menu.
- 3 Select **SAVED LISTS** from the left-hand side navigation.
- 4 Or click on **SAVED LISTS** from the page footer.



**Note:** For more information about Saved Lists, [please watch this video.](#)

The screenshot displays the Control Center interface. On the left, a navigation menu includes 'Parts Ordering', 'Control Center', 'Order History', 'Quotes', 'Saved Lists', 'Core Tracking', 'Recently Viewed', 'Profile', 'Personal Information', 'Shopping Preferences', 'Notification Preferences', 'Address Book', 'Payment Methods', and 'Cat® Vantage Rewards'. The 'Saved Lists' widget is highlighted with a yellow circle '1'. It shows a table of saved lists with columns for Name, Items, and Updated. A list named 'Terry's List for Tomorrow' is selected, and a context menu is open over it with options: 'Add to Cart', 'Mark Favorite', 'Duplicate List', 'View Details', and 'Delete List'. A yellow circle '2' is placed over the 'Add to Cart' option. On the right, the 'Account' menu is open, showing options like 'Personal Information', 'My Equipment', 'Order History', 'Saved Lists', 'Notification Preferences', 'Shopping Preferences', 'My Address Book', and 'Sign Out'. A yellow circle '3' is placed over the 'Saved Lists' option in the Account menu. At the bottom, the page footer contains sections for 'Find Parts', 'Support', and 'My Account', with 'Saved Lists' highlighted in the 'My Account' section by a yellow circle '4'. A language selection bar is visible above the footer, and a 'TO TOP' button is in the bottom right corner.

# SAVED LISTS

## CREATE & SEARCH



**Note:** For more information about creating a Saved List, [please watch this video](#).

- 5** Use the Search Options to find a particular Saved List. Click on **SEARCH**.
- 6** To create a new Saved List, click on **CREATE LIST**.
- 7** Click on the three dots to:
  - Add a Saved List to the cart.
  - Mark a Saved List as a favorite or remove it from Favorites.
  - Duplicate a Saved List.
  - Delete a Saved List.

**Saved Lists** **6** Create List

^ Search Options

Search Options: Saved List Name, Item Number, Created By, Start Date, End Date

Clear Filters **5** Search

Manage View 1 - 12 of 22

Name	Items	Equipment	Created By	Upd.
SIS List	2	TLS12345 Model: 259D3	Just Person	3/31/25
My Filters		2612345 Asset ID: 302.7CR Mini Hy... Model: 302.7CR	Just Person	3/21/25
980G Repairs		Asset ID: 2KR12345 Model: 980G II	Just Person	3/19/25
List from Last Week		Asset ID: 2KR12345 Model: 980G II	Just Person	3/10/25

**7** Add to Cart, Mark Favorite, Duplicate List, Delete List

**Create List** X

Enter a Saved List Name (required) 0/40 **5**

List Details & Settings

Associate Equipment (optional)  
(259D3 - TLS12349)

List Visibility  
Lists by default are private. Set to public to share with members in your organization.  Public

Add Parts from File (optional)  
Drag and Drop file here (or) Browse

Supported file types: .csv (Sample), .xlsx (Sample).

Create & Save Cancel

# SAVED LISTS

VIEW, ADD, & EDIT



**Note:** For more information about adding parts to your list, [please watch this video](#).

- 8** Manage View allows you to display only your lists and/or favorited lists.
- 9** Click on a Saved List's name to view, add, edit items, or associate equipment
- 10** Click on the settings icon to rename the list as needed and use the toggle to switch from Public to Private.
- 11** Click on **ADD ALL TO CART** to add all items in the list to the cart if ready for purchase.

The screenshot shows the 'Saved Lists' interface. At the top right is a 'Create List' button. Below is a 'Search Options' section with input fields for 'Saved List Name', 'Item Number', 'Created By', 'Start Date', and 'End Date'. A 'Search' button is at the bottom right of the search section. Below the search section is a list of saved lists. Callout 8 points to a 'Manage View' modal dialog box that is open over the list. The modal asks to select a preference to display in the saved list page, with options for 'Show only my favorites' (unchecked) and 'Show only my lists' (checked). Callout 9 points to a list item 'My Saved List'. Callout 10 points to a settings icon on the right side of the list item. Callout 11 points to an 'Add (2) to Cart' button at the bottom right of the list item. The list item 'My Saved List' shows a table with columns for Index, Quantity, and Product Description. The table contains two rows: one for '1R-1804: Fuel Water Separator' and one for '102-0400: 12V 4D BCL Battery'.

*\*Items in the list can also be selected individually and added to the cart.*

# SAVED LISTS

## ADD PARTS TO THE SHOPPING CART



**Note:** For more information about saving the shopping cart as a Saved List, [please watch this video](#).

- 12 Select a Saved List, click on the three dots, and click on **ADD TO CART**.
- 13 A confirmation pop-up will display. Click on **YES** to proceed.
- 14 The Shopping Cart page will display the added items in the Quick Order drawer.
- 15 Click on **ADD TO CART**.

**Saved Lists**

Search Options

Saved List Name: [ ] Item Number: [ ]

Created By: [ ] Start Date: Select Date [ ] End Date: Select Date [ ]

Clear Filters [ ] Search [ ]

Name	Items	Created By
Filters	2	[ ]
List created in PCC	2	[ ]
Cart 10-02-2024 15:00 test sync	2	[ ]
My Saved List	2	[ ]
Filters	2	[ ]
Maintenance free battery	1	[ ]

Viewing 1 - 6 of 6

**Quick Order**

Import a File or Select a Saved List

Drag and Drop files here

Import A File [ ] Or [ ] Select Saved List [ ]

Supported file types: .csv sample, .xlsx sample

Enter Items Manually

Tip: Use the Tab key to enter new item(s) or copy and paste information.

Quantity	Item #	Equipment #	Notes	Customer
1	1P-6886	2KR12345	[ ]	[ ]
1	1W-0613	2KR12345	[ ]	[ ]
1	5P-4405	2KR12345	[ ]	[ ]

Add To Cart [ ] Clear All [ ]

**Adding 4 Part(s) to Cart**

Proceed with adding 4 part(s) to your cart?

Yes [ ] No [ ]

# PENDING QUOTES

Allows you to inquire about specific part(s) at specific price(s) as well as save a parts list and lock in pricing for a set number of days.

- 1 During the checkout process on the Payment & Summary page, you can either click on **CREATE QUOTE** or **PLACE ORDER**. Creating a quote will generate a quote document number that will be displayed in the Quote Confirmation page.



**Note:** Keep in mind that a dealer will need to install this feature. For more information about quotes, [please watch this video](#).

Shopping Cart Pickup & Delivery Payment & Summary

## Payment & Summary

Download Print

### Order Information

Account Number  
Dealer Store  
Request By Date 3/28/25 Edit  
Ordered By PSE Prod Edit

### Payment Information

Promotion Code (Optional) Apply  
Billing Method\* Cash/Check  
Billing Address ROSE ACRE FARM, INC.  
Purchase Order Number\*  
Upload Attachment (Optional)

1 Create Quote Place Order

ORDER SUBTOTAL: .....  
Shipping/Miscellaneous:\* .....  
Total Tax: .....  
ORDER TOTAL: .....  
\*Freight cost will be charged at time of invoice

### Items In Your Order

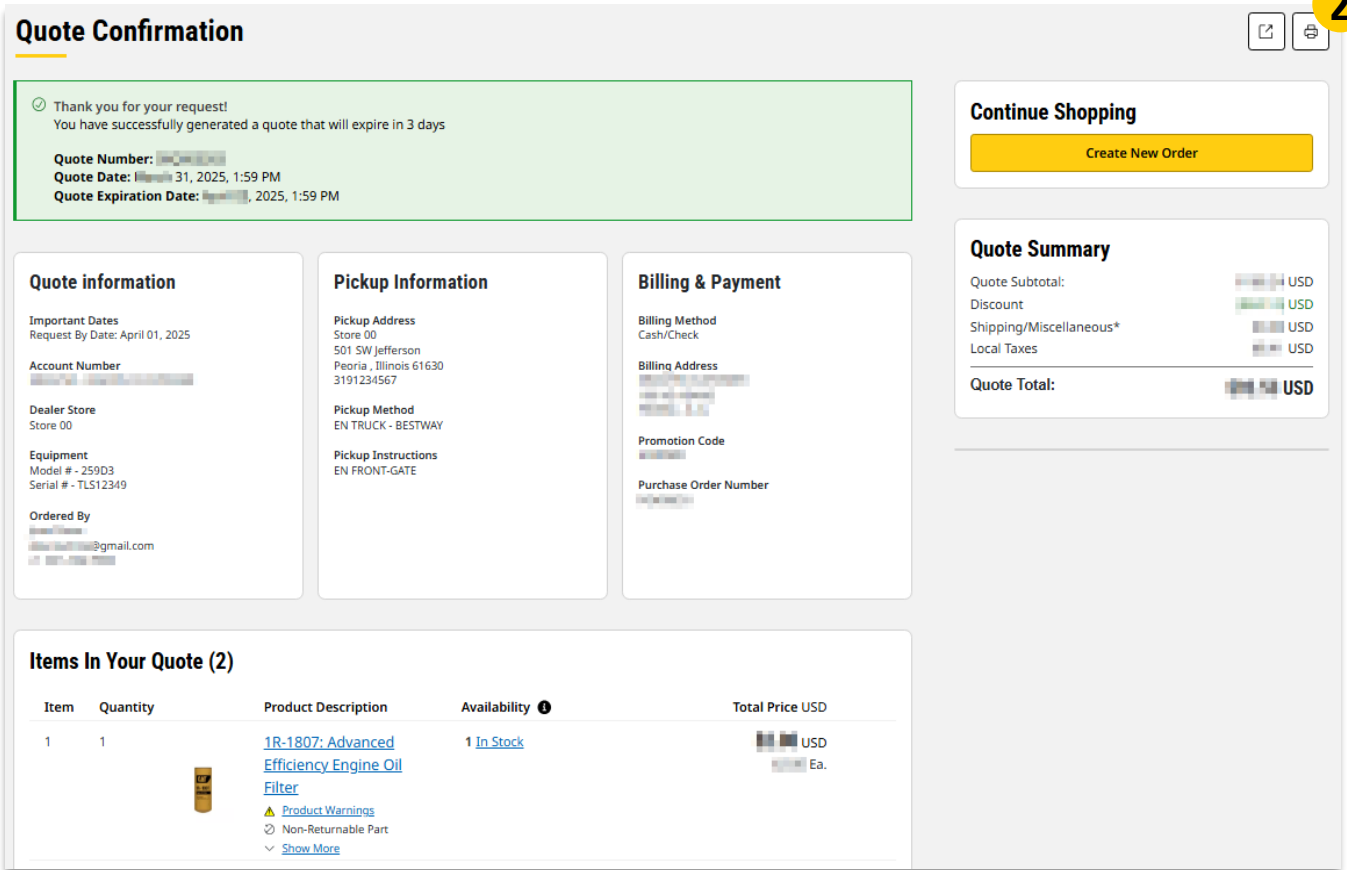
Show availability by source

Quantity	Product Description	Notes	Availability	Total Price (USD) Tax Excluded - Tax Column Text On SC Prod Auth 12/03
1)	1	1A-1135: 5/8"-11 x 2" Hex Head Bolt 0.3 kg	1 in stock	

ORDER SUBTOTAL: .....  
Shipping/Miscellaneous:\* .....  
Total Tax: .....  
ORDER TOTAL: .....  
\*Freight cost will be charged at time of invoice

# PENDING QUOTES (CONT.)

**2** You will be redirected to a Quote Confirmation page and receive a similar email.



**Quote Confirmation**

Thank you for your request!  
You have successfully generated a quote that will expire in 3 days

**Quote Number:** [REDACTED]  
**Quote Date:** [REDACTED] 31, 2025, 1:59 PM  
**Quote Expiration Date:** [REDACTED], 2025, 1:59 PM

**Continue Shopping**  
Create New Order

**Quote Summary**

Quote Subtotal: [REDACTED] USD  
Discount: [REDACTED] USD  
Shipping/Miscellaneous\*: [REDACTED] USD  
Local Taxes: [REDACTED] USD  
**Quote Total:** [REDACTED] USD

**Quote information**

**Important Dates**  
Request By Date: April 01, 2025

**Account Number**  
[REDACTED]

**Dealer Store**  
Store 00

**Equipment**  
Model # - 259D3  
Serial # - TLS12349

**Ordered By**  
[REDACTED]  
[REDACTED]@gmail.com  
[REDACTED]

**Pickup Information**

**Pickup Address**  
Store 00  
501 SW Jefferson  
Peoria, Illinois 61630  
3191234567

**Pickup Method**  
EN TRUCK - BESTWAY

**Pickup Instructions**  
EN FRONT-GATE

**Billing & Payment**


**Billing Method**  
Cash/Check

**Billing Address**  
[REDACTED]  
[REDACTED]  
[REDACTED]

**Promotion Code**  
[REDACTED]

**Purchase Order Number**  
[REDACTED]

**Items In Your Quote (2)**

Item	Quantity	Product Description	Availability	Total Price USD
	1	<a href="#">1R-1807: Advanced Efficiency Engine Oil</a> <a href="#">Filter</a> ▲ <a href="#">Product Warnings</a> ⊗ Non-Returnable Part ⌵ <a href="#">Show More</a>	1 In Stock	[REDACTED] USD [REDACTED] Ea.

# PENDING QUOTES (CONT.)


- 3 Access pending quotes from the Account menu, the Orders widget in the Control Center, or the Quotes tab.
- 4 Review the list of pending quotes. To see more details, click on the quote number.
- 5 Download the quote as a PDF, CSV, or XLS. Or print the quote.
- 6 Either delete or edit the quote and then place the order.

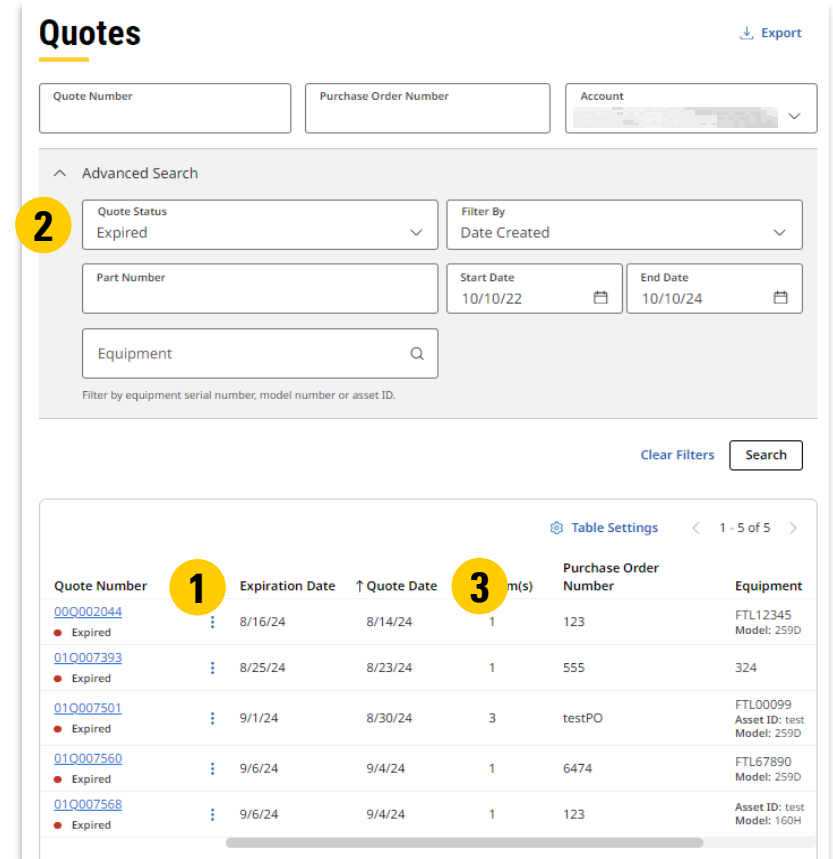
The screenshot illustrates the user interface for accessing and managing pending quotes. It is divided into three main sections:

- Account Menu (Top Right):** A vertical sidebar menu with options: Control Center, Personal Information, My Equipment, Order History, Quotes (highlighted with a yellow circle 3), Saved Lists, Notification Preferences, and Shopping Preferences.
- Control Center Dashboard (Middle):** A central area with a navigation sidebar on the left (Parts Ordering, Control Center, Order History, Quotes, Saved Lists, Core Tracking, Recently Viewed, Profile, Personal Information, Shopping Preferences, Notification Preferences, Address Book, Payment Methods, Cat® Vantage Rewards) and a main content area. The main area features a welcome message, a 'Control Center' title, and a 'Quotes' tab. A table lists pending quotes with columns for Quote Number, Expiration Date, Quote Date, and Purchase Number. A quote with number 01Q004323 is highlighted with a yellow circle 4.
- Quote Details Page (Right):** A detailed view of a quote, including sections for Quote Information, Payment Information, and Pickup & Delivery Information. A table titled 'Items In Your Quote' lists the selected items. A yellow circle 5 is placed over the 'Download' and 'Print' icons at the top right, and a yellow circle 6 is placed over the 'Place Order' button at the bottom right.

# EXPIRED QUOTES

- 1** Quotes may expire based on the expiration date set forth by you or the dealer.
- 2** Filter expired quotes in the Quotes page by choosing the “Expired” option from the Quote Status dropdown.
- 3** If the expiration date is not set, the default expiration date is 30 days from the quote date.

 **Note:** Expired quotes cannot be directly activated, and you may need to go through the edit quote flow to activate an expired quote.



**Quotes** [Export](#)

Quote Number  Purchase Order Number  Account

Advanced Search

**2** Quote Status: Expired Filter By: Date Created

Part Number  Start Date: 10/10/22 End Date: 10/10/24

Equipment

Filter by equipment serial number, model number or asset ID.

[Clear Filters](#) [Search](#)

Quote Number	<b>1</b> Expiration Date	Quote Date	<b>3</b> m(s)	Purchase Order Number	Equipment
<a href="#">00Q002044</a> Expired	8/16/24	8/14/24	1	123	FTL12345 Model: 259D
<a href="#">01Q007393</a> Expired	8/25/24	8/23/24	1	555	324
<a href="#">01Q007501</a> Expired	9/1/24	8/30/24	3	testPO	FTL00099 Asset ID: test Model: 259D
<a href="#">01Q007560</a> Expired	9/6/24	9/4/24	1	6474	FTL67890 Model: 259D
<a href="#">01Q007568</a> Expired	9/6/24	9/4/24	1	123	Asset ID: test Model: 160H

# CORE TRACKING

The Core Tracking feature shows what your core deposit amount is. It is the additional amount that is refundable when the product is returned to the selling dealer. The core deposit is refunded upon return of an acceptable core, or used part, to the dealer.

To view the Core Tracking amount:

- 1 Access the Control Center and either reference the Core Tracking widget or click on **CORE TRACKING** in the left-hand side navigation menu.



**Note:** Keep in mind that a dealer will need to install this feature.

The screenshot displays the 'Control Center' interface. On the left is a navigation menu with 'Core Tracking' highlighted. The main content area shows a 'Core Tracking' section with a table of orders. A yellow circle with the number '1' is placed over the 'Core Tracking' menu item and the 'Core Tracking' section header. A 'Go to Core Tracking' button is located at the bottom right of the table.

Part Number / Description	Order Number	Date Sold	Quantity Outstanding	Extended Price (USD)
OR-0781: WATER PU SOS: Caterpillar	01C617577	3/15/25	1	
OR-0781: WATER PU SOS: Caterpillar	01C617580	3/15/25	1	
OR-0781: WATER PU SOS: Caterpillar	04C108144	3/15/25	1	
OR-4449: CYL PACK SOS: Caterpillar	01C617616	3/15/25	1	
OR-2400: WATER PUMP G SOS: Caterpillar	01C617518	3/12/25	1	
OR-2400: WATER PUMP G SOS: Caterpillar	01C617519	3/12/25	1	
OR-1014: PUMP GP WTR SOS: Caterpillar	00C101458	3/11/25	1	
OR-2400: WATER PUMP G SOS: Caterpillar	01C617454	3/11/25	1	

# CORE TRACKING (CONT.)

- To search for a particular core: under Search Criteria, enter information in all the empty fields and click on **SEARCH**.
- The search results will display in the table below.
- To see more details, click on the down arrow to expand the view. The Order Number, Source of Supply, and equipment number will display.
- Clicking on the product link will then display the Product Detail page.

The screenshot displays the 'CORE TRACKING' interface. On the left is a navigation menu with 'Core Tracking' selected. The main area has a 'SEARCH CRITERIA' section with fields for 'CUSTOMER ACCOUNT', 'STORE LOCATION' (set to 'All Store Locations'), 'ORDER NUMBER', 'DATE RANGE' (3/27/24 to 3/27/25), 'PART NUMBER', 'PURCHASE ORDER NUMBER', and 'EQUIPMENT' (set to 'Choose or Enter Equipment'). A 'SEARCH' button is highlighted with a yellow circle 2. Below the search criteria is a table of results with columns: Product Description, Purchase Order Number, Date Sold, Quantity Outstanding, and Extended Price (USD). The first row is expanded, showing details for 'OR-4449: Cat® Reman Cylinder Pack' with a down arrow highlighted by a yellow circle 4. A yellow circle 3 is also present near the search button. Below the table, a list of other products is shown, including 'OR-0781: Cat® Reman Water Pump' and 'OR-2400: WATER PUMP G'. A yellow circle 5 is located at the bottom right of the interface. To the right of the table is a product detail view for 'OR-4449: CAT® REMAN CYLINDER PACK', featuring an image of the part, a price in USD, and an 'ADD TO CART' button.

# CORE TRACKING (CONT.)

**6** Clicking on the Order Number will display the order's details. The core deposit amount will then show under the Total Price column.

**CORE TRACKING**

SEARCH CRITERIA

CUSTOMER ACCOUNT: [Redacted]

STORE LOCATION: All Store Locations

ORDER NUMBER: [Redacted]


DATE RANGE: 3/27/24 - 3/27/25

PART NUMBER: [Redacted]

PURCHASE ORDER NUMBER: [Redacted]

EQUIPMENT: Choose or Enter Equipment

Page 1 of 2 | 12 Items Per Page | Total: [Redacted]

Product Description	Purchase Order Number	Date Sold	Quantity Outstanding	Extended Price (USD)
 <b>6</b> OR-4449: Cat® Reman Cylinder Pack P_CT Order Number: 01C617616 Source of Supply (SO S): CATERPILLAR Equipment: 0MNH12345		3/15/25	1	[Redacted]
OR-0761: Cat® Reman Water Pump q1234		3/15/25	1	\$46.67
OR-0761: Cat® Reman Water Pump 12345		3/15/25	1	\$46.67
OR-0761: Cat® Reman Water Pump 1234		3/15/25	1	\$46.67
OR-2400: WATER PUMP G ABCD		3/12/25	1	\$286.67
OR-2400: WATER PUMP G 123		3/12/25	1	\$286.67
OR-2400: WATER PUMP G 123		3/11/25	1	\$286.67
OR-1014: Cat® Reman Water Pump 123		3/11/25	1	\$85.33
OR-2400: WATER PUMP G 123		1/30/25	1	\$286.67
OR-2400: WATER PUMP G testPO		1/30/25	1	\$286.67

**ORDER #01C617616**

ORDER INFORMATION

Invoice Number: Unavailable

Order Number: 01C617616

Order Date: March 15, 2025, 10:18 PM

Request By Date: March 16, 2025

Account Number: [Redacted]

Order Status: Order Placed

Dealer Store: [Redacted]

Equipment Model #: 301.5

Serial #: MNH12345

Ordered by: Johnny Tester

Email Address: [Redacted]

Phone Number: [Redacted]

PICKUP & DELIVERY

Pickup Method: TRUCK - BESTWAY

Store Location: Your items can be picked up at the following location: Elk Grove 1, 123 Main St

BILLING & PAYMENT

Billing Method: Cash/Check

Billing Address: ROSE ACRE FARM, INC.

Attachment: CoreList.csv

Purchase Order Number: P\_CT

SUMMARY OF CHARGES

ORDER SUBTOTAL: [Redacted]

Discount: [Redacted]

Shipping/Miscellaneous\*: [Redacted]

Total Tax: [Redacted]


ORDER TOTAL: [Redacted]

\*Freight cost will be charged at time of invoice

REORDER

ITEMS IN YOUR ORDER

Show availability by source

Quantity	Product Description	Notes	Availability	Total Price (USD)
1)	1	 OR-4449: Cat® Reman Cylinder Pack 95.7 kg Remanufactured part	1	[Redacted]

ORDER SUBTOTAL: [Redacted]

Discount: [Redacted]

Shipping/Miscellaneous\*: [Redacted]

Total Tax: [Redacted]

ORDER TOTAL: [Redacted]

\*Freight cost will be charged at time of invoice

REORDER

# ORGANIZATION & USERS



# CUSTOMER AUTHORITY LEVEL (CAL)

---

This functionality provides a basic approval process within an organization. The CAL process involves setting up user roles and purchasing limits that will determine if the submitted order should undergo the approval process.

## CAL User Roles:



### **SUBMITTER**

- Create orders in parts.cat.com
- Submit for approval



### **APPROVER**

- All submitter functions
- Approve, reject, or delete orders
- Edit submitted orders and update order details, like parts list, PO#, and shipping / billing addresses



### **MANAGER**

- All approver functions
- Assign roles to others
- Manage purchasing limits
- Manage user access to parts.cat.com




**Note:** Keep in mind that a dealer will need to enable this feature. For more information about CAL, [please watch this video](#).

# SUBMITTER

The Submitter is responsible for: creating orders and submitting for approval.

- 1 Build the shopping cart through any of the usual methods. Click on **PLACE ORDER**.

 **Note:** For more information about building the shopping cart, please refer to the “Finalize Purchase” section in this user guide.

Shopping Cart Pickup & Delivery Payment & Summary

## Payment & Summary

Download Print

### Order Information

Dealer Store  
Indianapolis/ Engine Power

Request By Date  
3/18/25 [Edit](#)

Ordered By  
John Tester [Edit](#)

### Pickup & Delivery Information

Estimated Fulfillment Date  
By Mar 18

Dropbox Method  
Will Call

Dropbox Instructions  
Drop at FRONT-GATE

Dropbox Address  
AKRON&DROP BOX

### Payment Information

Pay with your Cat Card and earn up to 1 Cat Vantage Points\* on today's purchase.  
\*Subject to terms and conditions

Don't have a Cat Card?  
[APPLY NOW](#)

Promotion Code (Optional)  
 [Apply](#)

Billing Method\*  
Cat Card

Save Cat Card Information

Cat Card Number\*

Zip Code/Postal Code\*

Billing Address  
INSTANT ACCESS CUSTOMER  
123 MAIN ST.  
SOMEWHERE, Illinois 61621  
United States [Edit](#)

Purchase Order Number (Optional)


[Upload Attachment](#) (Optional)

[Place Order](#)

ORDER SUBTOTAL: .....  
Shipping/Miscellaneous\* .....  
Total Tax: .....  
LOCAL TAXES: .....  
ORDER TOTAL: .....  
\*Freight cost will be charged at time of invoice

### Items In Your Order

Show availability by source

Quantity	Product Description	Notes	Availability	Total Price (USD) Tax Excluded - Tax Column Tax On SC Prod Auth 1203
1)	1	 1R-190B Engine Oil Filter 3.9 kg Near-returnable part	All 1 by Mar 18	

ORDER SUBTOTAL: .....  
Shipping/Miscellaneous\* .....  
Total Tax: .....  
LOCAL TAXES: .....  
ORDER TOTAL: .....  
\*Freight cost will be charged at time of invoice

1

# SUBMITTER (CONT.)

- 2 If the final cost of the order exceeds the Submitter's purchasing limit and requires approval, this message in the Order Confirmation page will pop-up.
- 3 The Reference Number of this order indicates that the order has not been sent to the dealer's system.

**Pending Order Confirmation**

**2** Important information about your order  
Your order exceeds the allowable price limit. Your pending order has been submitted to your organization's approver(s) and will require approval before it can be processed.

**3** Reference number: [REDACTED]

**Order Information**  
Important Dates  
Request By Date: April 10, 2025  
Order Status  
Pending  
Account Number  
[REDACTED]  
Dealer Store  
Store 04  
Ordered By  
[REDACTED]


**Pickup Information**  
Pickup Address  
Store 04  
[REDACTED]  
Pickup Method  
[REDACTED]  
Pickup Instructions  
[REDACTED]

**Billing & Payment**  
Billing Method  
Cash/Check  
Billing Address  
[REDACTED]

**Continue Shopping**  
Create New Order

**Order Summary**  
Order Subtotal [REDACTED]  
Shipping/Miscellaneous\* [REDACTED]  
SALES TAX: [REDACTED]  
Order Total [REDACTED]

**Items In Your Order (1)**

Item	Quantity	Product Description	Availability	Total Price USD
1	1	 172-7775: Coolant Water Pump <a href="#">Product Warnings</a>	1 In Stock	[REDACTED]

# SUBMITTER (CONT.)

To review the status of the order, access your Order History. On this page, the Submitter can:

- 4 Search for pending, rejected, and deleted orders, which have a Reference Number. Or search for placed orders, which only have an Order Number.
- 5 Click the Reference or Order Number to see more details about the order.
- 6 Click the three dots to reorder pending, rejected, deleted, and placed orders.

**ORDER HISTORY** EXPORT

**SEARCH OPTIONS** ^

ORDER ORIGIN  
 Parts.Cat.com  Counter  PartStore

ACCOUNT  
Select Dealer Account

EQUIPMENT  
Choose or Enter Equipment  
Filter by equipment serial number, model number or asset ID.

Show only my orders

STORE LOCATION  
All Store Locations

ORDER / REFERENCE NUMBER <sup>!</sup>

DATE RANGE  
6/19/22 - 6/19/24

STATUS  
All

[CLEAR FILTERS](#) [SEARCH](#)

[MANAGE VIEW](#) Items Per Page: 12 Page 1 of 10 < 1 >

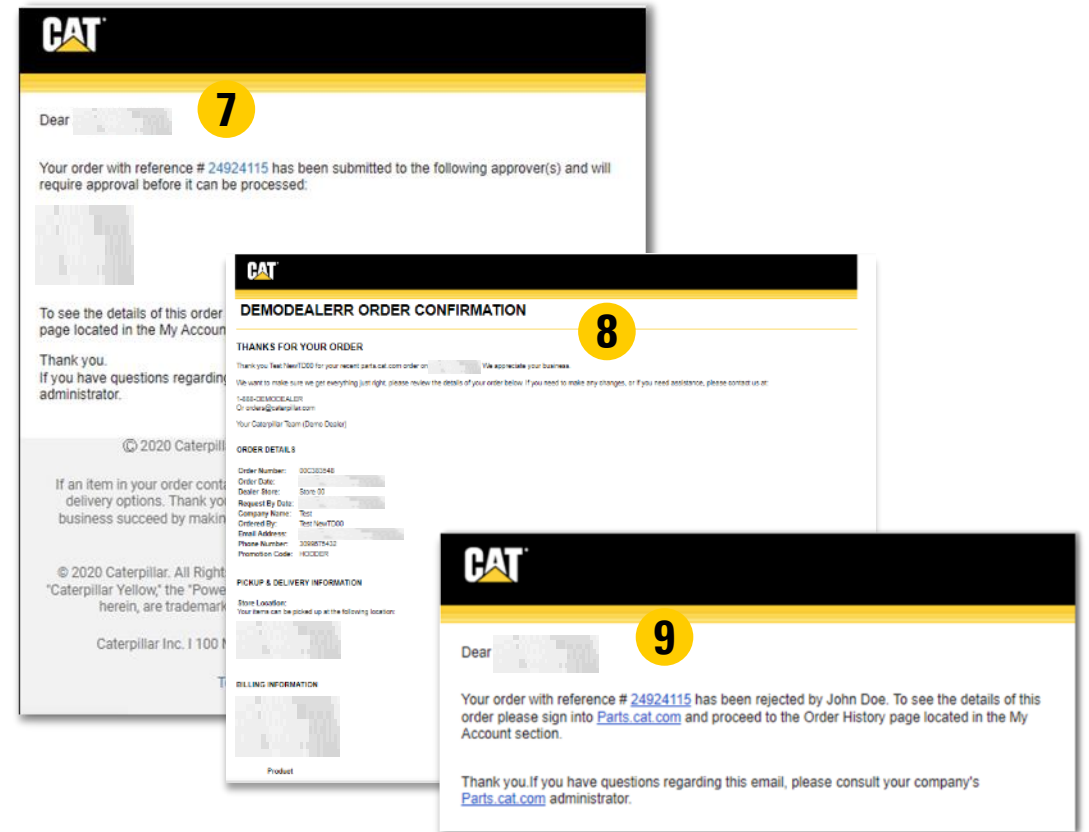
Order / Reference Number	Order Date	Account	Order Status	Purchase Order Number	Total Price
49136041		000009	SUBMITTED FOR APPROVAL		
49090008		000009	SUBMITTED FOR APPROVAL		
49073094		000009	SUBMITTED FOR APPROVAL		

Reorder

# SUBMITTER (CONT.)

After the order is submitted:

- 7 ORDER PENDING APPROVAL** – Submitter receives an email stating that the order is awaiting approval.
- 8 ORDER APPROVED & PLACED** – Submitter receives an order confirmation email.
- 9 ORDER DELETED OR REJECTED** – Submitter receives an email including the comment.



# APPROVER

The Approver is responsible for: all submitter functions, approving/rejecting/deleting orders, editing submitted orders, and updating order details.


- 1** Approver receives a Submitted For Approval email, which includes a link to the details page of the Pending Approval Order.
- 2** Approver receives weekly reminder emails with a list of orders awaiting approval.

**1**

Dear Approver,

(Account Number: 000260) has submitted an order with reference number **46694056** and is pending your approval before it can be processed. To see more details for this order as well as approve or reject it, please sign into [Parts.cat.com](#) and proceed to the Orders to Approve page located in the My Account section.

**ORDER DETAILS**  
Reference Number: 46694056  
Order Date: [REDACTED]  
Account Number: 000260-MARTIN COUNTY COAL  
Dealer Store: Store 00  
P/O Number: 889

Product	Quantity
1)  1A-1135: BOLT	1

Thank you.  
If you have questions regarding this email, please consult your company's [Parts.cat.com](#) administrator.

**2**

**DEAR APPROVER**  
27 ORDERS PENDING TO APPROVE

The following orders are pending your approval before they can be processed. To [parts.cat.com](#) and proceed to the Orders To Approve page.

Reference Number	Submitter	Submission Date	Expire
<a href="#">45095002</a>	balaji s	[REDACTED]	9/4/2023
<a href="#">45086001</a>	balaji s	[REDACTED]	9/6/2023
<a href="#">45094014</a>	CAL submitter Testing	[REDACTED]	9/6/2023
<a href="#">45099002</a>	CAL submitter Testing	[REDACTED]	9/6/2023

[VIEW 23 ADDITIONAL ORDERS TO APPROVE](#)  
[MANAGE NOTIFICATION PREFERENCES](#)

# APPROVER (CONT.)

- 3 Access Pending Approval orders by clicking on **CONTROL CENTER** in the Account menu. Either reference the Orders to Approve widget on the Control Center page or click on **ORDERS TO APPROVE** in the left-hand side navigation.

The screenshot displays the CAT Control Center interface. At the top, there is a search bar for 'Part number or name' and a user profile for '420F SKR00001'. The navigation menu includes 'Shop', 'SIS', 'Quick Order', 'Parts Diagram', and 'Specials'. The 'Account' menu is open, showing options like 'Control Center', 'Personal Information', 'My Equipment', 'Order History', 'Orders to Approve', 'Quotes', 'Saved Lists', 'Core Tracking', 'Profile', 'Personal Information', 'Shopping Preferences', and 'Notification Preferences'. The 'Control Center' page is active, showing a 'Control Center overview video' and buttons for 'Take A Tour' and 'Leave Feedback'. The 'Orders' section is selected, showing 'Orders to Approve' with a 'Pending 2' badge. A table lists pending orders with columns for Reference Number, Account, Expiration Date, and Equipment. The table shows two rows of pending orders, both with an expiration date of 4/25/25. The page also includes a 'Take A Tour' button and a 'Leave Feedback' button.

Reference Number	Account	Expiration Date	Equi
[Redacted]	[Redacted]	4/25/25	Model:
[Redacted]	[Redacted]	4/25/25	Model:

# APPROVER (CONT.)

- 4 The Order Status drop-down in the search section of the page can be used to find orders with other statuses.
- 5 In the results table, click on the three dots to make the required action:
  - **APPROVE** – Order is placed and sent to the dealer’s system.
  - **REJECT** – Submitter can reconcile and resubmit.
  - **DELETE** – Submitter must start over.

**Orders To Approve** [Export](#)

Search Orders Purchase Order Number Account All accounts

Search by Order or Reference Number

Advanced Search

4 Order Status Pending Filter By Submission Date

Submitter Start Date 5/20/22 End Date 5/20/24

Equipment Min Price Max Price

Filter by equipment serial number, model number or asset ID.

Clear Filters Search

22 order(s) are expiring soon.

Table Settings 1 - 12 of 529

Order / Reference Number	Account	Submission Date	Expiration Date	Submitter	Purch Num
209721615 Pending	001349	5/20/24	8/18/24		123
209717341 Pending		5/19/24	8/17/24		
209713398 Pending		5/16/24	8/14/24		
209714344 Pending		5/15/24	8/13/24		

# APPROVER (CONT.)

On the Order Detail page, Approvers can add/change the:

- 6** PO number
- 7** PO attachment
- 8** Serial number
- 9** Requested delivery date
- 10** Comments for the Submitter
- 11** Export to a file or print

The screenshot displays the 'ORDER [REFERENCE #209721615]' page. The 'ITEMS IN YOUR ORDER' table is visible, listing seven items of '102-0400: 12V 4D BCI Battery'. The 'PAYMENT INFORMATION' section includes fields for 'PURCHASE ORDER NUMBER (Optional)' (value: 123) and 'REQUEST BY DATE\*' (value: 5/22/24). The 'ADDITIONAL INFORMATION' section has a 'COMMENTS (Optional)' field. At the bottom right, there are 'REJECT' and 'APPROVE' buttons. Numbered callouts 6-11 are placed over the interface to indicate where approvers can interact with the order details.

Quantity	Product Description	Notes	Availability*	Total Price (USD) Excludes GST**
1)	1 102-0400: 12V 4D BCI Battery 96.4 kg Ⓢ Non-returnable part			
2)	1 102-0400: 12V 4D BCI Battery 96.4 kg Ⓢ Non-returnable part			
3)	1 102-0400: 12V 4D BCI Battery 96.4 kg Ⓢ Non-returnable part			
4)	1 102-0400: 12V 4D BCI Battery 96.4 kg Ⓢ Non-returnable part			
5)	1 102-0400: 12V 4D BCI Battery 96.4 kg Ⓢ Non-returnable part			
6)	1 102-0400: 12V 4D BCI Battery 96.4 kg Ⓢ Non-returnable part			
7)	1 102-0400: 12V 4D BCI Battery 96.4 kg Ⓢ Non-returnable part			

# APPROVER (CONT.)

**12** On the same Order Detail page, Approvers can still approve, reject, or delete an order from here.

**13** When the order is approved, the Order Confirmation page will pop-up. A confirmation email will be sent to the email address listed under Ordered By.

The image shows two overlapping screenshots from a web application. The background screenshot is the 'Order Detail' page for reference #51070147, with a 'Orders to Approve' header. It displays order information such as Reference Number (51070147), Order Number (To Be Determined), Order Date (April 08, 2025, 4:59 AM), Account Number, Order Status (Pending), Expiration Date (4/25/25), Dealer Store (Store 00), and Ordered By (Beverly B. [redacted]). The 'Pickup & Delivery Information' section is partially visible at the bottom. The foreground screenshot is the 'Order Confirmation' page, which appears as a modal. It features a green confirmation message: 'Thank you, your order has been placed. A confirmation of your order has been sent to [redacted]'. It also lists the Order Number (51070147) and Order Date (April 08, 2025, 4:24 PM). The page is divided into sections: 'Order Information' (Important Dates, Order Status, Account Number, Dealer Store, Equipment, Ordered By), 'Dropbox' (with a list of items), and 'Billing & Payment' (Billing Method, Billing Address). An 'Order Summary' sidebar on the right shows 'Order Subtotal' and 'Shipping/Miscellaneous\*'. At the bottom, there are 'Items in Your Order (1)' with an 'EQUIPMENT (Optional)' search box and a 'COMMENTS (Optional)' text area. Action buttons for 'EDIT', 'DELETE', 'REJECT', and 'APPROVE' are located at the bottom right of the modal. A yellow circle with the number '12' is positioned near the 'APPROVE' button, and another yellow circle with the number '13' is in the top right corner of the overall image.

# MANAGER

The Manager is responsible for: all Approver functions, assigning roles, managing order limits, and managing user access to parts.cat.com.

- 1 Navigate to **ACCOUNT > CONTROL CENTER**.
- 2 Click on **ORGANIZATIONS AND USERS** under My Organizations.

The screenshot shows the CAT Control Center dashboard. At the top, there is a search bar for 'Part number or name' and a store location 'Store 00 Peoria, Illinois'. The navigation menu includes 'Shop', 'SIS', 'Quick Order', 'Parts Diagram', and 'Specials'. A yellow circle with the number '1' highlights the 'Account' link in the top right corner. Below the navigation, the 'Control Center' page is displayed. A left sidebar contains a menu with 'Parts Ordering', 'Control Center', 'Order History', 'Invoices', 'Orders to Approve (2)', 'Quotes', 'Saved Lists', 'Core Tracking', and 'My Organizations'. A yellow circle with the number '2' highlights the 'Organizations and Users' link under 'My Organizations'. The main content area shows the 'Control Center' title and a description: 'This is your Control Center where you may review your personal account information, manage additional options and preferences related to your account and role. For [Control Center overview video](#).' Below this are buttons for 'Take A Tour' and 'Leave Feedback'. The 'Orders' section is active, showing a table with columns for 'Reference Number', 'Account', 'Expiration Date', and 'Equip'. The table has two rows of data, both with an expiration date of 4/25/25. A yellow circle with the number '2' highlights the 'Pending' status indicator above the table. On the right side, there is an 'Account' menu with options like 'Control Center', 'Personal Information', 'My Equipment', 'Order History', 'Orders to Approve', 'Quotes', 'Saved Lists', 'Notification Preferences', 'Shopping Preferences', 'Address Book', and 'Sign Out'.

# MANAGER (CONT.)

- 3 If you manage multiple accounts, switch accounts with the drop-down list of DCNs.
- 4 Search for users within the organization.
- 5 View and change user settings, such as:
  - User role
  - Ordering limit

The screenshot displays the CAT Manager interface. At the top, there is a search bar for 'Part number or name' and a navigation menu with options like 'Shop', 'SIS', 'Quick Order', 'Parts Diagram', and 'Specials'. Below the navigation, a breadcrumb trail shows the path: '< Back Home / Control Center / Organizations and Users'. A sidebar on the left lists various sections: 'Parts Ordering', 'Control Center', 'Order History', 'Invoices', 'Orders to Approve (2)', 'Quotes', 'Saved Lists', 'Core Tracking', 'Profile', 'Personal Information', and 'Shopping Preferences'. The main content area is titled 'ORGANIZATIONS AND USERS' and includes 'SEARCH OPTIONS' with filters for 'ACCOUNT NUMBER\*', 'ACCOUNT STATUS', and 'ROLE'. To the right, there are input fields for 'USERNAME', 'FIRST NAME', and 'LAST NAME', along with 'CLEAR FILTERS' and 'SEARCH' buttons. Below the search options, there is a table with columns for 'Customer Name', 'User Name', 'Role', 'User Account Status', 'Ordering Limit', and 'Actions'. The table lists two users: one with the role 'Submitter Approver' and an ordering limit of '\$5,000.00', and another with the role 'Submitter' and an ordering limit of '\$0.00'. An inset window titled 'EDIT USER DETAILS' is shown in the top right, with a yellow circle '5' next to it. This window contains a 'SELECT CUSTOMER NUMBER' dropdown (set to '000260'), a 'SELECT ROLE' section with checkboxes for 'Submitter' (checked) and 'Approver', and an 'ORDERING LIMIT' section with radio buttons for 'No Limit' and 'Limit orders to' (set to '\$123 NAD'). A 'SAVE USER DETAILS' button is at the bottom of the inset. A yellow circle '4' is also present near the search options in the main interface.

# MANAGER (CONT.)

Ordering Limit Types:

- 6** **NO LIMIT** – All orders skip the approval process and go directly to the dealer.
- 7** **VALUE LIMIT** – All orders greater than this value will require approval.
- 8** **\$0 LIMIT** – All orders require approval.

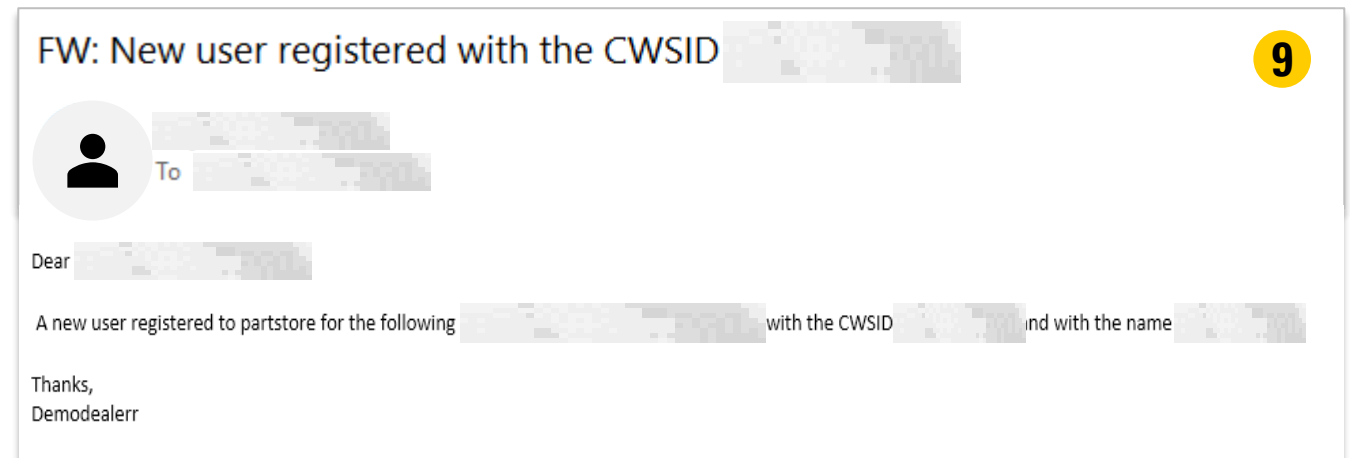
Customer Name	User Name	Role	User Account Status	Ordering Limit	Actions
<a href="#">Customer Name</a>	<a href="#">user.name@customer.com</a>	Administrator Approver	Enabled	No Limit	<a href="#">6</a>
<a href="#">Customer Name</a>	<a href="#">user_name</a>	Submitter	Enabled	\$1,500.00	<a href="#">7</a>
<a href="#">Customer</a>	<a href="#">user_name</a>	Submitter	Enabled	\$1.00	<a href="#">8</a>
<a href="#">Customer Name</a>	<a href="#">user_name</a>	Submitter	Enabled	\$0.00	<a href="#">8</a>

# MANAGER (CONT.)

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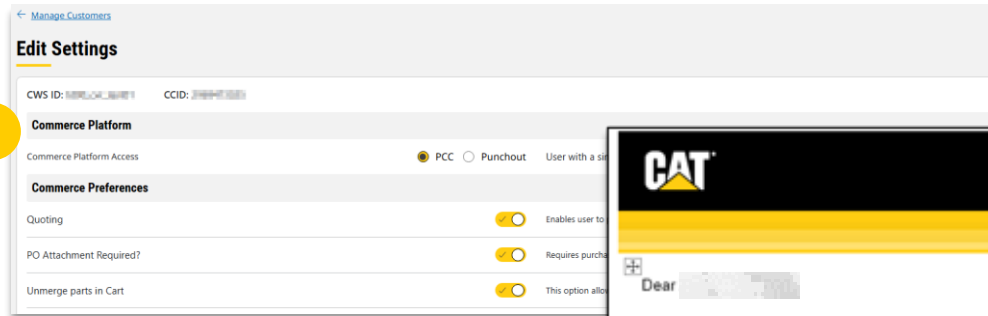
- 9** When a new user is associated to the DCN by the dealer, by default, they will automatically be assigned as Submitter with a \$0 limit.

Customer Managers are notified via email, so they can update the user role and ordering limit if necessary.




# ENABLE CAL FOR QUOTES

- 1 You need to be enabled for the two functionalities in ECT by a dealer.
- 2 The Approval flow is applied at the quote activation process.
  - Submitters can create quotes above or below their purchasing limits.
  - A quote above the purchasing limit of a Submitter will be subjected to the Approval flow when activated.



1

2



Dear [REDACTED],

Your quote number **C6Q0348879** has been submitted to the following approver(s) and will require approval before it can be processed.

[REDACTED]

To see the details of this quote please sign into [Parts.cat.com](#) and proceed to the Quotes page|

Thank you.  
If you have questions regarding this email, please consult your company's [Parts.cat.com](#) administrator.

© 2020 Caterpillar International Inc (Demo Dealer). All rights reserved.

If an item in your order contains hazardous materials, your dealer will contact you to discuss delivery options. Thank you again for your order. We look forward to helping you and your business succeed by making it easier to get the parts you need, when you need them. Go to the [Parts.Cat.com](#) website now.

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Caterpillar Inc. | 100 N.E. Adams St. | Peoria, IL, USA 61629 | 1 (309) 675-1000 |

# ENABLE CAL FOR QUOTES (CONT.)

- 3** Approvers have access to Pending Approval Quotes in the Quotes Search Page. Here, they can either approve or reject a Pending Approval Quote.
- Approving a quote will place an order in the dealer system.
  - Rejecting a quote will cancel the quote in the dealer system. Rejected quotes can still be accessed by Submitters in parts.cat.com to be reconciled.
  - Rejected quotes cannot be directly activated and Submitters will need to go through the Edit Quote flow to create a new quote or place an order.

The screenshot displays the 'Quotes' section of the CAT Parts Ordering system. On the left is a navigation menu with options like 'Parts Ordering', 'Control Center', 'Order History', 'Orders to Approve', 'Quotes', 'Saved Lists', 'Core Tracking', and 'Profile'. The main area shows a search filter for 'Quotes Awaiting Approval' with fields for 'Quote Number', 'Purchase Order Number', and 'Account', along with a 'Search' button. Below the search is a table with one entry: 'Awaiting Approval'. A 'QUOTE DETAILS' modal is open, showing a warning icon and the text 'Quote 00Q001334 is Pending Approval. Submission Date: 6/12/24'. The details are organized into sections: 'QUOTE INFORMATION' (including Quote Number 00Q001334, Status 'Pending approval', Date 6/12/24, Expiration Date 6/14/24, Account Number, Dealer Store 'Store 00', Equipment '259D | FTL01234', Request by Date 7/12/24, and Ordered by 'John Doe'), 'PAYMENT INFORMATION' (including Billing Method 'Dealer Credit', Billing Address, and a download link for 'ORDERHISTORY\_20240524.XLS'), and 'PICKUP AND DELIVERY INFORMATION'. At the bottom right of the details are 'REJECT' and 'APPROVE' buttons. A yellow circle with the number '3' is overlaid on the top right of the interface.

# RESOURCES & SUPPORT



CAT  
326-1643  
Advanced  
CATERPILLAR

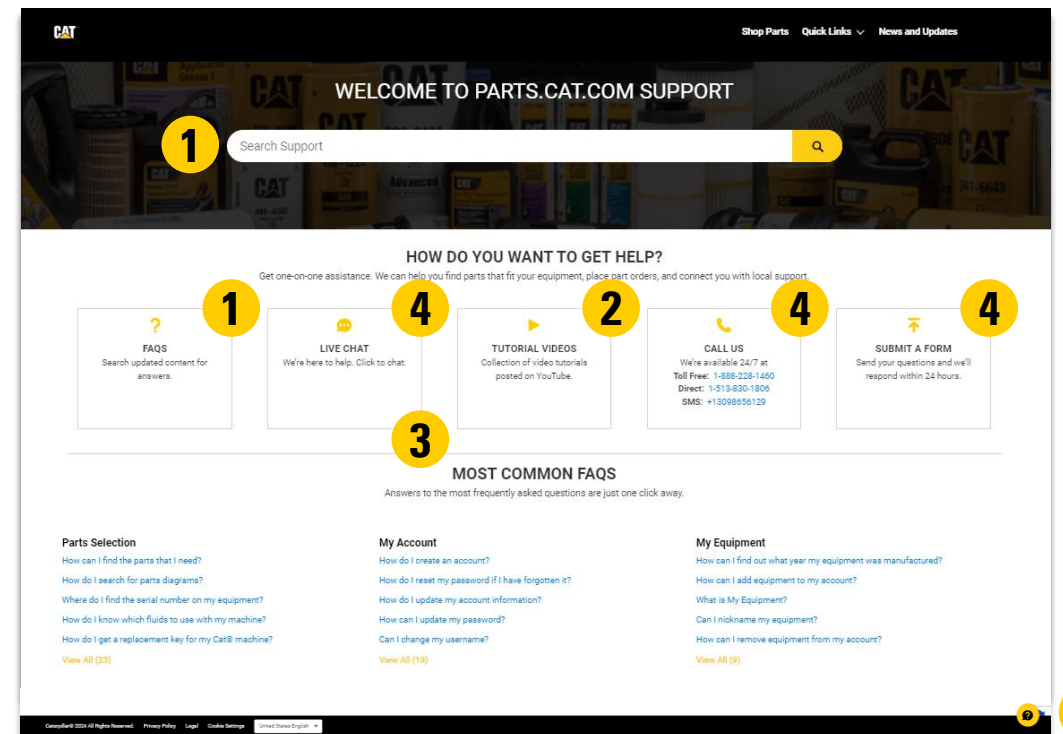
# HELP CENTER

The updated Help Center offers robust self-service content in addition to multiple preferred contact channels to engage a live customer support team member. Access is available from Cat® Corp and dealer sites that have onboarded with Cat® Customer Care. Here are a few key features of the Help Center:

- 1 Search for FAQs or directly access the FAQ page.
- 2 Browse parts.cat.com tutorial videos.
- 3 Most asked questions from users.
- 4 Multiple contact channels give users access to live agent support 24/7, like chat, phone, or webform.



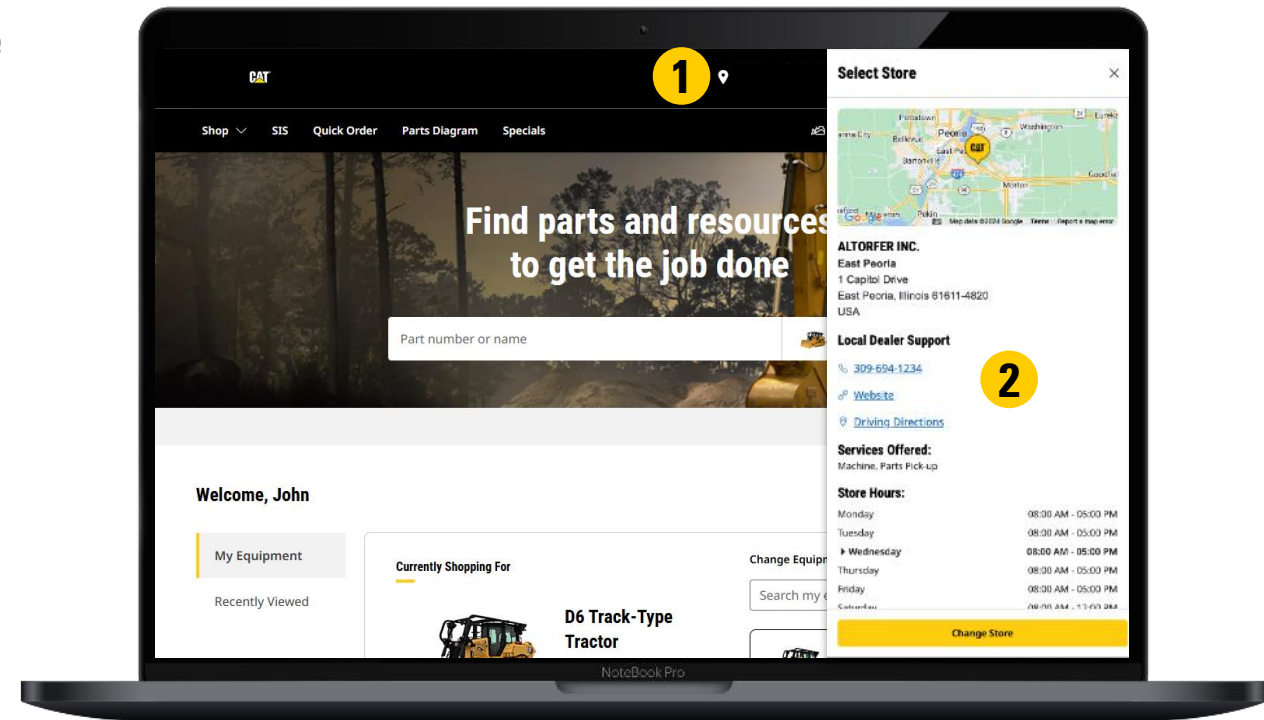
**Note:** For more information about the Help Center, [please watch this video](#) or [visit the site directly](#).



4

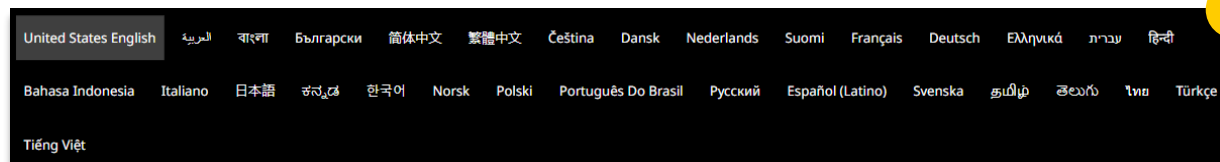
# CONTACT A DEALER


- 1 On the homepage, click on the dealer store you're shopping with at the top to review their local contact information.
- 2 View various outlets of support under Local Dealer Support.



# TIPS FOR PARTS.CAT.COM

- 1** If you log out of your account but had items in the shopping cart, those items will still be in the shopping cart the next time you log in.
- 2** You can change the language of the site in the footer of any page on parts.cat.com:

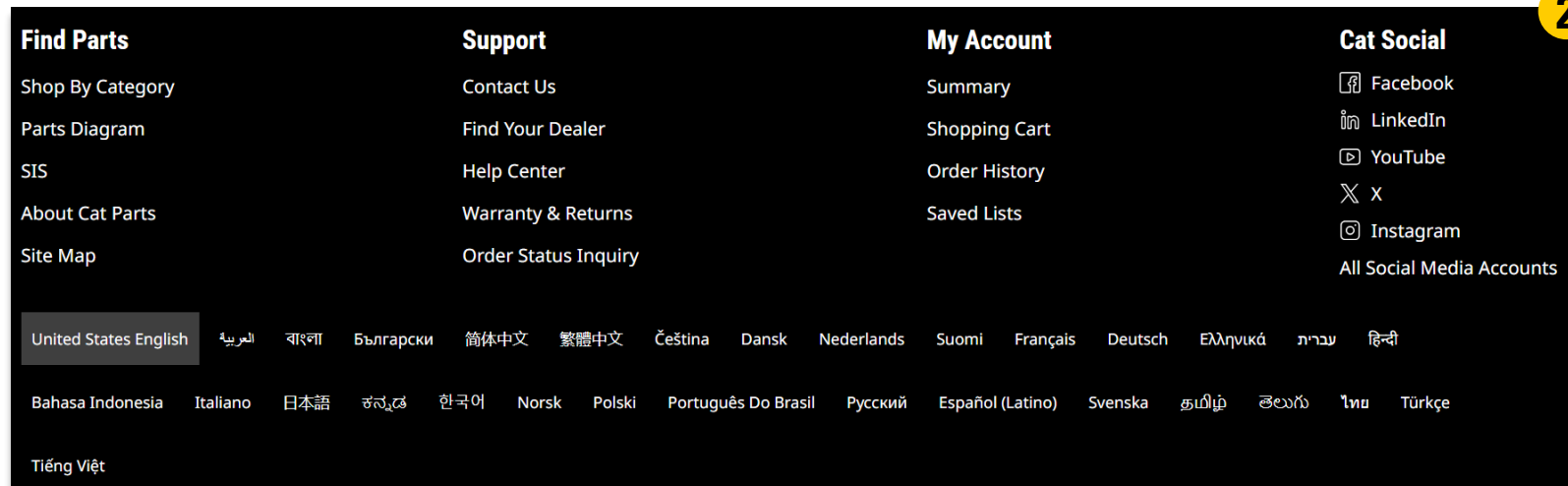


- 3** This button (  ) in the top-right corner of the homepage will redirect you to other useful Caterpillar websites:
  - Cat.com (“Explore Products”)
  - Shop.cat.com (“Buy Online”)
  - Cat® Used (“Find Used Products”)
  - Cat® Rental Store (“Rent Products”)
  - VisionLink® (“Manage My Equipment”)
  - Cat® Financial (“View Finance Solutions”)

# AVAILABLE RESOURCES

**1** Visit [Parts.cat.com's Resource Center](#) for additional updates and tutorials.

**2** More information on parts.cat.com can also be found in the footer of the site:



The screenshot shows the footer of the Parts.cat.com website, which is dark-themed. It features four main navigation columns: 'Find Parts', 'Support', 'My Account', and 'Cat Social'. A yellow circle with the number '2' is positioned in the top right corner of the footer area. Below these columns is a horizontal list of language options, with 'United States English' highlighted in a grey box.

Find Parts	Support	My Account	Cat Social
<a href="#">Shop By Category</a>	<a href="#">Contact Us</a>	<a href="#">Summary</a>	<a href="#">Facebook</a>
<a href="#">Parts Diagram</a>	<a href="#">Find Your Dealer</a>	<a href="#">Shopping Cart</a>	<a href="#">LinkedIn</a>
<a href="#">SIS</a>	<a href="#">Help Center</a>	<a href="#">Order History</a>	<a href="#">YouTube</a>
<a href="#">About Cat Parts</a>	<a href="#">Warranty &amp; Returns</a>	<a href="#">Saved Lists</a>	<a href="#">X</a>
<a href="#">Site Map</a>	<a href="#">Order Status Inquiry</a>		<a href="#">Instagram</a>
			<a href="#">All Social Media Accounts</a>

United States English العربية বাংলা Български 简体中文 繁體中文 Čeština Dansk Nederlands Suomi Français Deutsch Ελληνικά עברית हिन्दी

Bahasa Indonesia Italiano 日本語 ಕನ್ನಡ 한국어 Norsk Polski Português Do Brasil Русский Español (Latino) Svenska தமிழ் తెలుగు ལྷོ་ཡུ་ལྷོ་ Türkçe

Tiếng Việt

# THANK YOU

