



PARTS SOLUTIONS

User Manual

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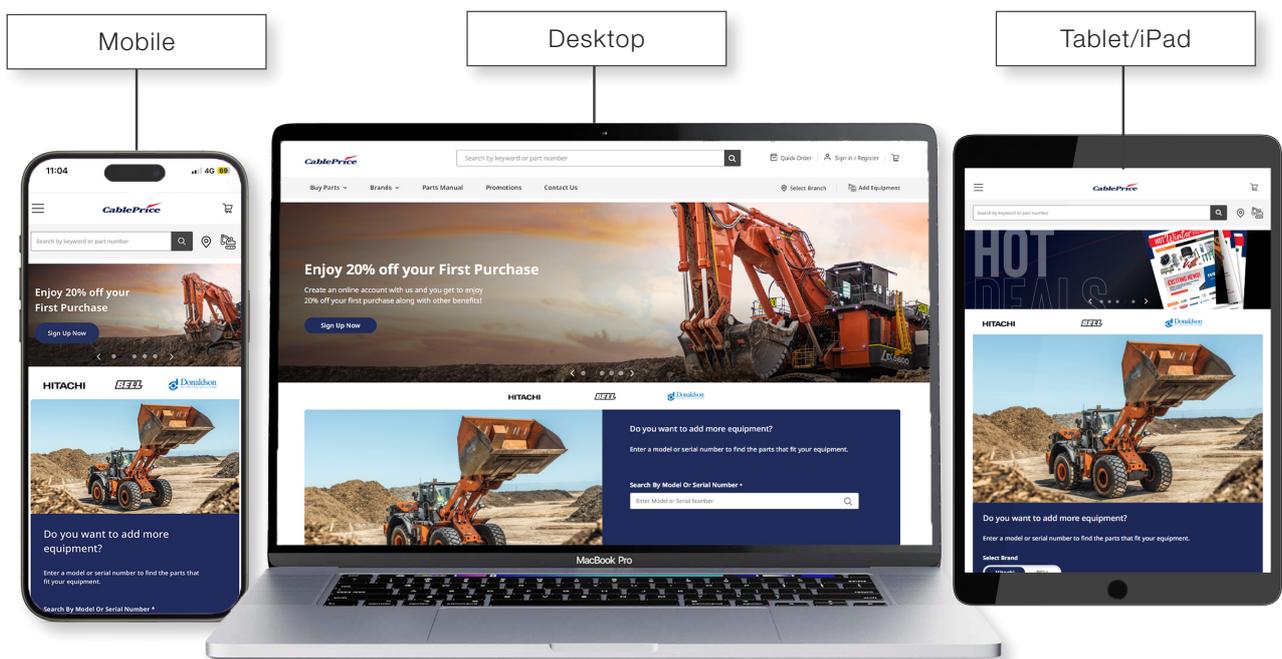
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1. Get Started

1.1 User Types

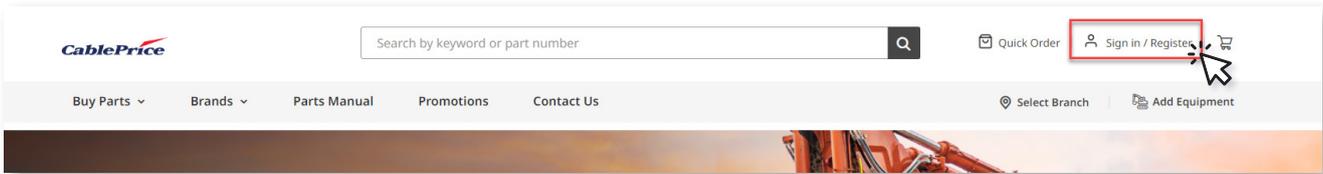
	Guest User	Individual User	Company Account
Overview	<ul style="list-style-type: none"> No login required Make a quick purchase Only providing minimal basic information 	<ul style="list-style-type: none"> Register as an individual user Access to order history including delivery details and invoices Access to returns and refund history Reorder using past orders Add and maintain multiple delivery addresses using 'My Address Book' Save and retrieve items from 'Wishlist' Share 'Wishlist' with others using email Create and store named lists of items using 'My List' Retain preferred payment methods 	<ul style="list-style-type: none"> Links an existing CablePrice trade account to an online account Access to order history including delivery details and invoices Access to returns and refund history Reorder using past orders Add and maintain multiple delivery addresses using 'My Address Book' Save and retrieve items from 'Wishlist' Share 'Wishlist' with others using email Create and store named lists of items using 'My List' Retain preferred payment methods Request for quotations Register/delete internal users Assign roles to internal users
Product Range	Major and frequently purchased parts	Advanced catalogue	Advanced catalogue
CablePrice Trading Account Holder	⊗	⊗	☑
Payment on Account Option	⊗	⊗	☑

1.2 Supported Platforms

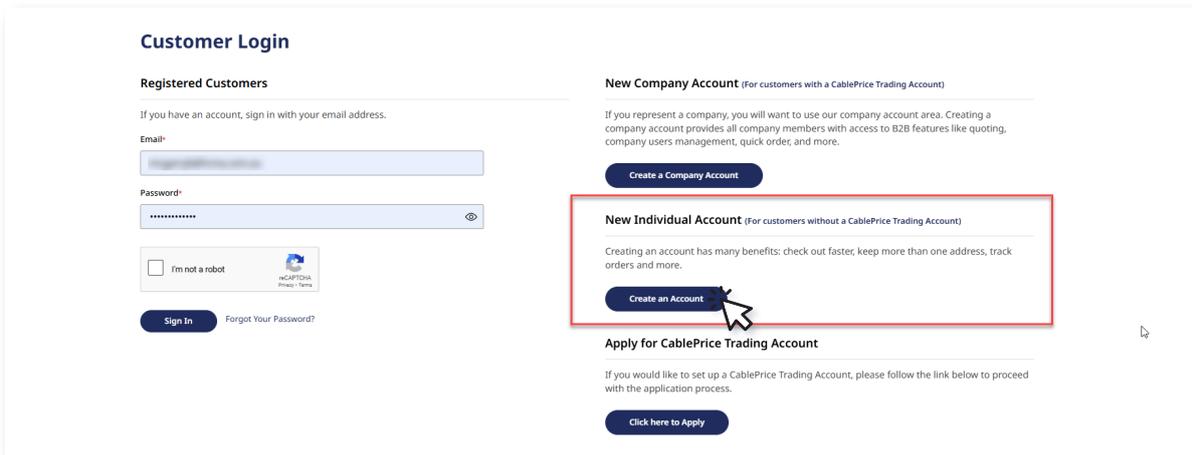


1.3 Create a Parts Online Account

1. On the home page, click on **Sign In / Register** in the top right corner



2. Under the New Customers heading, click on the **Create an Account** button



3. Complete the form to create a new customer account. Ensure you correctly fill out all the required fields.

4. You will be required to agree to CablePrice's Privacy Policy and Terms & Conditions, as well as consent to having an account created with the personal information provided.

Create New Customer Account

Personal Information

First Name *

Last Name *

Mobile Number *

Sign Up For Newsletter
 Allow Remote Shopping Assistance ?

Address Information

Company

Phone Number *

Street Address *

City *

Billing Address

Same as delivery address

Sign-in Information

Email *

Password *

Password Strength: Very Strong

Confirm Password *

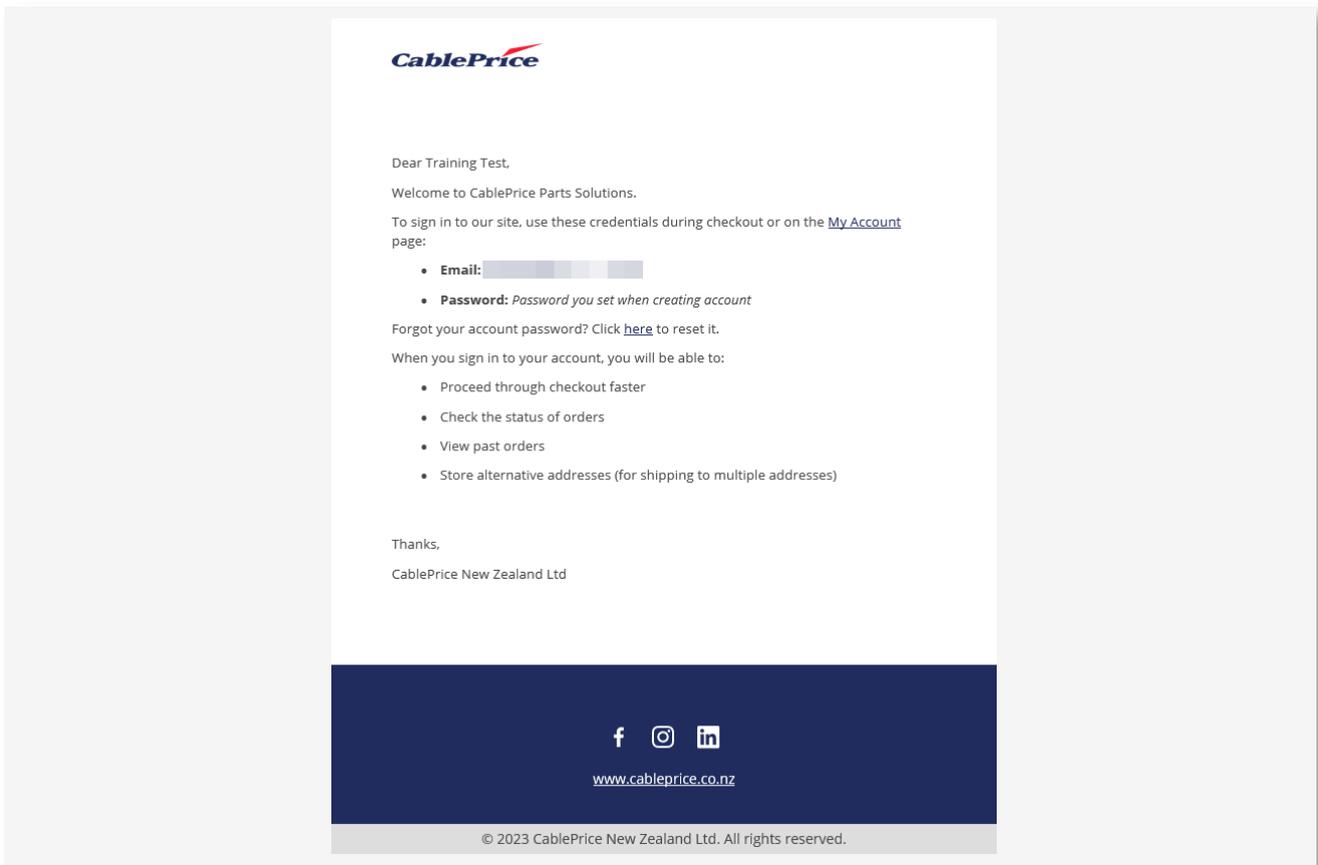
I Agree To The Hitachi Privacy Policy And Terms & Conditions.
 I Consent To Create A Hitachi Online Account With My Personal Information.

I'm not a robot

Create an Account

5. Once all details have been filled out, click on the **Create an Account** button.

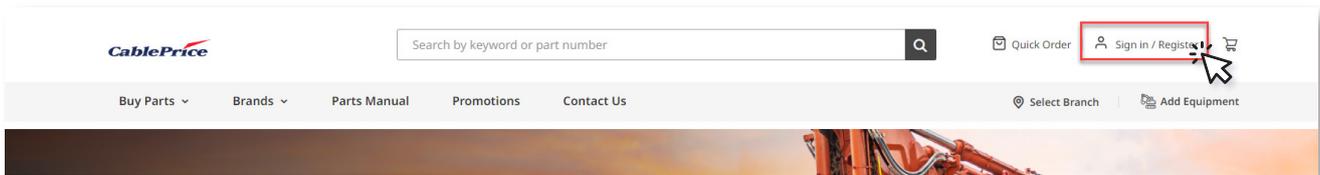
6. You should shortly receive a welcome email from CablePrice Parts Solutions.



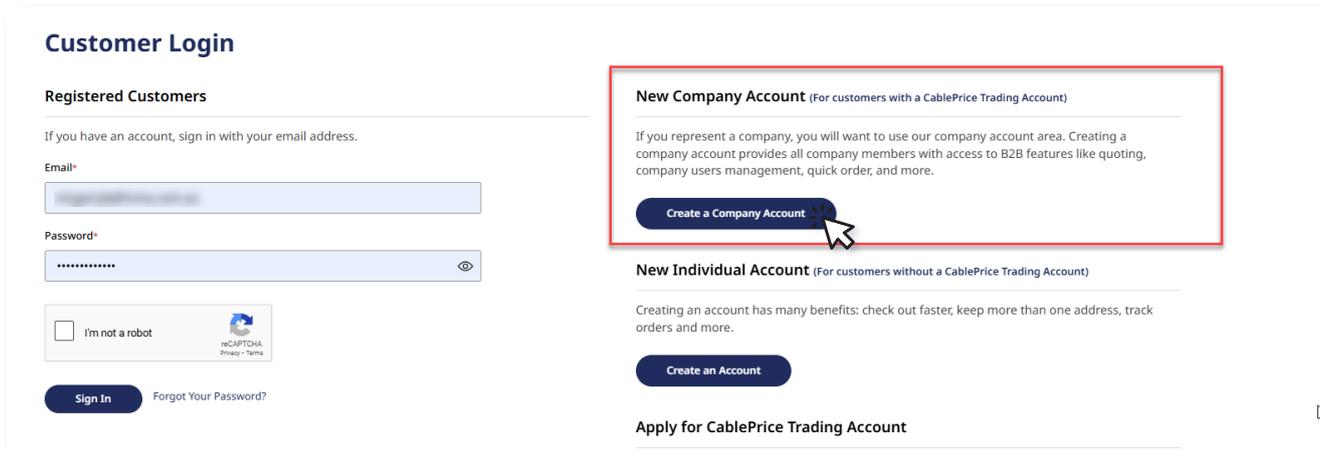
7. You will now be able to access CablePrice Parts Solutions using the login credentials used when registering your account.

1.4 Activate a Company Account

1. On the home page, click on **Sign In / Register** in the top right corner



2. Under the New Company Account heading, click on the **Create a Company Account** button.



3. Complete the form to create a new company account. Ensure you correctly fill out all the required fields.

You will be required to agree to CablePrice Privacy Policy and Terms & Conditions, as well as consent to having an account created with the personal information provided.

New Company

Company Information

Hitachi Account Number *

Company Name *

NBN *

NCN

Email Id *

Mobile Number *

Name Of Authorised Representative *

Position Of Authorised Representative *

Company Administrator

First Name Of The Primary Administrator *

Last Name Of The Primary Administrator *

Email Address Of The Primary Administrator*

I Agree To The Hitachi Privacy Policy And Terms & Conditions.

I Consent To Create A Hitachi Online Account With My Personal Information.

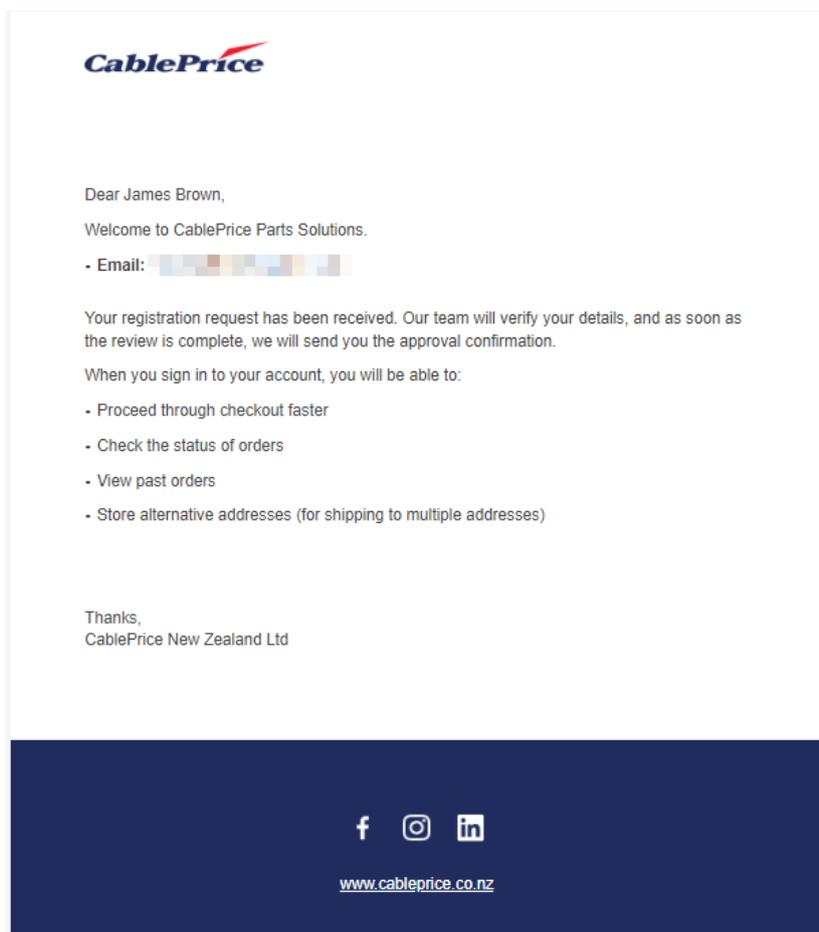
Sign Up For Newsletter

Mobile Number *

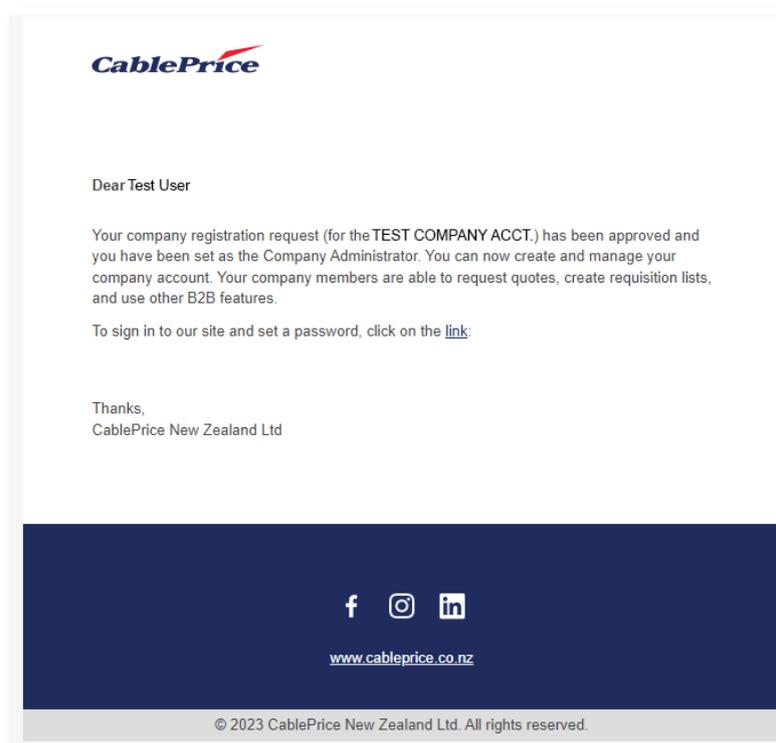
Submit

5. Once all details have been filled out, click on the **Submit** button.

6. You should shortly receive an email confirming that your registration request has been received.

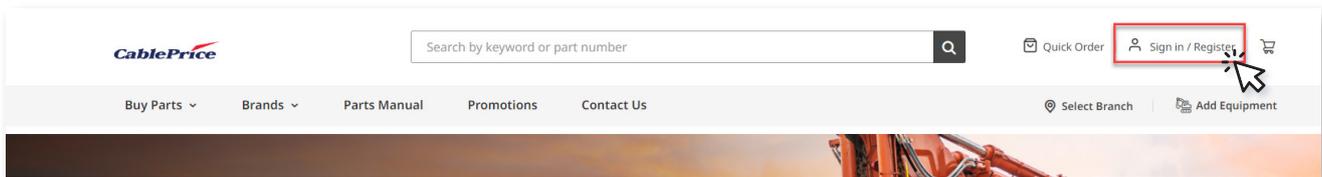


7. If your request for a company account has been approved by our team, you will receive an email from CablePrice Parts Solutions with a link to set your password.

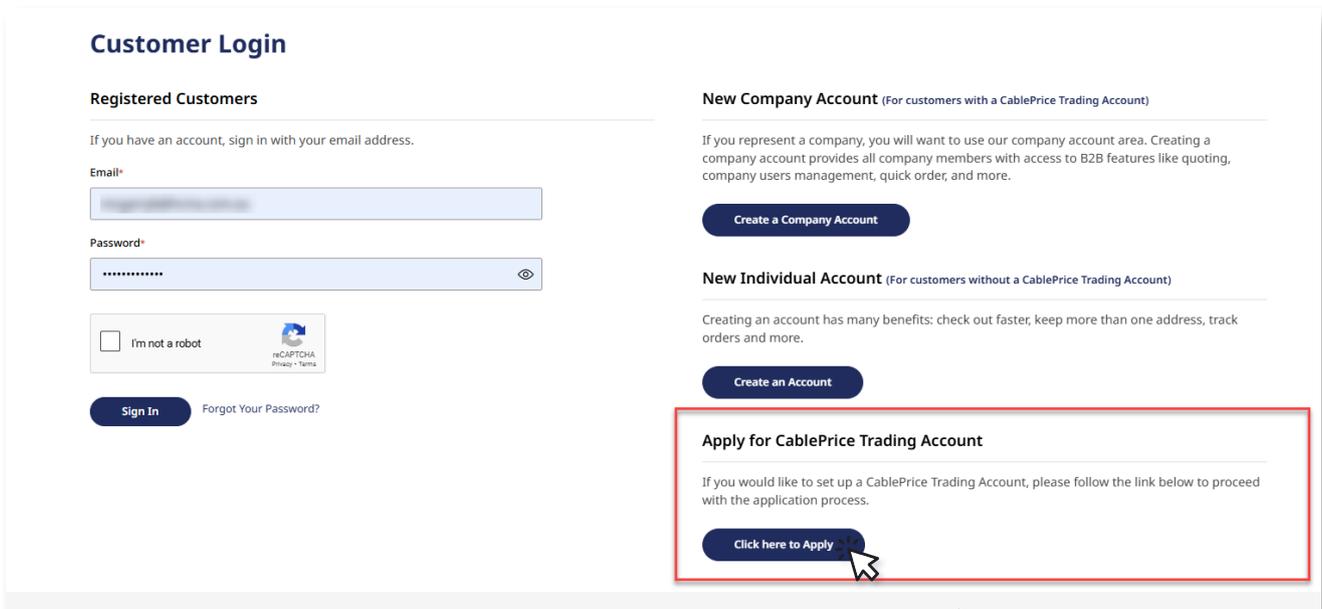


1.5 Apply for a CablePrice Trading Account

1. On the home page, click on **Sign In / Register** in the top right corner



2. The customer login page will then load. Under the Don't have CablePrice Trading Account heading, click on the **Click here to Apply** button.



3. You'll be redirected to the CablePrice Credit Application page and prompted to fill out your business details.

It is important to ensure that the email address is correct, the instructions to complete the submission process will be sent to the selected email.

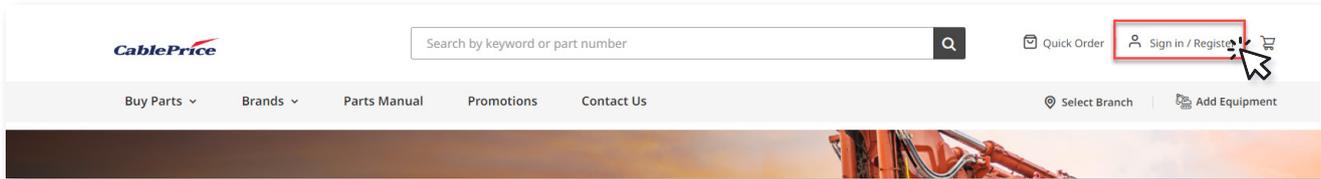
4. The application will then be reviewed by our team and an outcome notified to the email provided.

1.6 Signing In



You must have an active CablePrice Parts Solutions account to sign in (See [1.3](#) or [1.4](#))

1. On the home page, click on **Sign In / Register** in the top right corner



2. Enter your email and password.
3. Complete the reCAPTCHA verification.
4. Click **Sign In**.

You should now be successfully signed into your CablePrice Parts Solutions account.

Customer Login

Registered Customers

If you have an account, sign in with your email address.

Email*

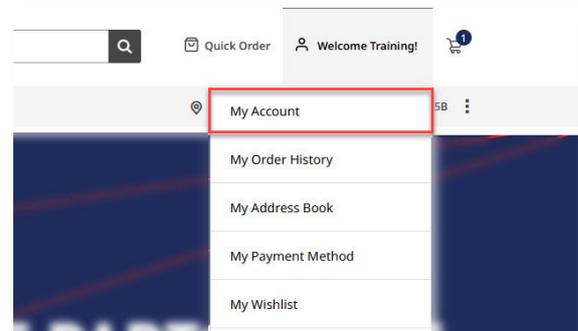
Password*

I'm not a robot

Sign In [Forgot Your Password?](#)

1.7 Password Management

1. Account holders can manage account details including password by clicking on the **User Menu** on the top right of the screen and selecting **My Account** from the drop-down menu.
2. Click the **Edit** button under the Contact Information section.



Welcome Training Admin

Account Information

Contact Information
Training Admin
@gmail.com
Edit

Newsletters
You aren't subscribed to our newsletter.
Edit

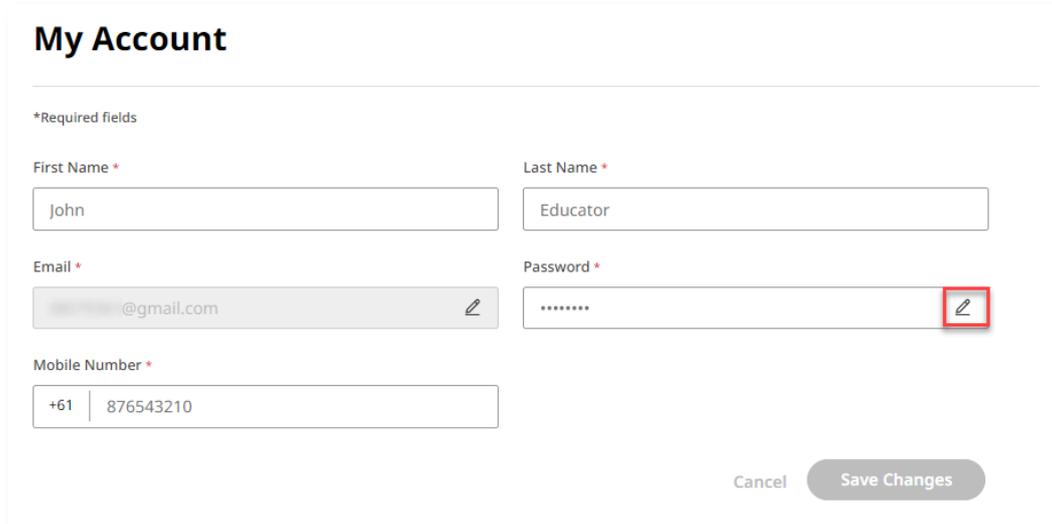
User Role
Company Administrator

My Address Book

Default Shipping Address
Training Admin
1 Test Road
WELLINGTON,
New Zealand, 5016
+64 1111111111

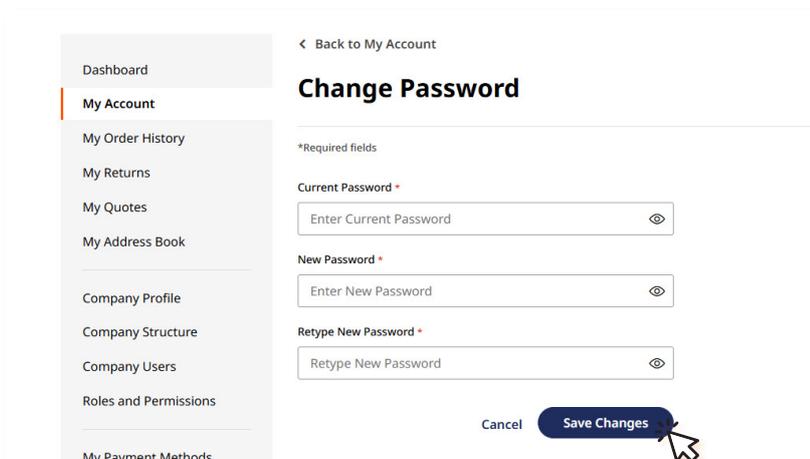
Here you can edit details including password, name and mobile number.

3. To change your password click on the  icon next to the password text box.



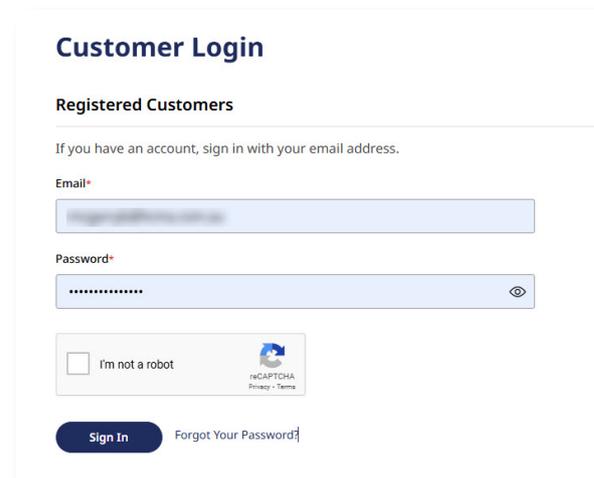
4. Enter your current password in the Current Password field.

5. Then enter your new chosen password in the New Password field and repeat in the Retype Password Field.



6. Click the **Save Changes** button. Your new account information will now be saved.

You'll then be required to sign in again with your new password.



2. Parts Search

2.1 How to Search - Options

There are multiple ways that you can search for the parts you need.

These include the following:



Quick Search



Advanced Search



Illustration Search*



Parts Manual

* Only available when logged into a customer or company account

Search Method	Do you know the....			
	Part Number	Part Name	Machine Model / Serial Number	None
Quick Search	✓	✓		
Advanced Search	✓	✓	✓	
Add your Equipment			✓	
Parts Manual			✓	
Shop by Category or Brand				✓

Home Page Overview

Shop by Category

- Air Conditioning
- Cabins
- Cooling Systems
- Electrical Systems
- Engine Parts**
 - Starter Motors
 - Alternators
 - Belts
 - Turbochargers
 - Mufflers
 - After Treatments
 - Other Engine Parts
- Filters
- Ground Engaging Tools (GET)
- Hydraulics
- Kits
- Lubricants

08 STOP
Part No: 977898
Retail Qty: 4

03 WASHER
Part No: 3222816
Retail Qty: 16

04 BOLT
Part No: 8921640
Retail Qty: 16

DC031130

Clear All Add Selected to Cart

Search by **category** such as engine, filters, power train or undercarriage

Search by **brand**

Use **Parts Manual** to search using schematics

Use the **global search box** from any page on the website

CablePrice

Search by keyword or part number

Quick Order Sign in / Register

Buy Parts Brands Parts Manual Promotions Contact Us

Select Branch ZX360LC-5B

Enjoy 20% off your First Purchase

Create an online account with us and you get to enjoy 20% off your first purchase along with other benefits!

Sign Up Now

HITACHI BELL Donalson

Do you want to add more equipment?
Enter a model or serial number to find the parts that fit your equipment.

Select Brand
Hitachi BELL

Search By Model Or Serial Number
Enter Model or Serial Number

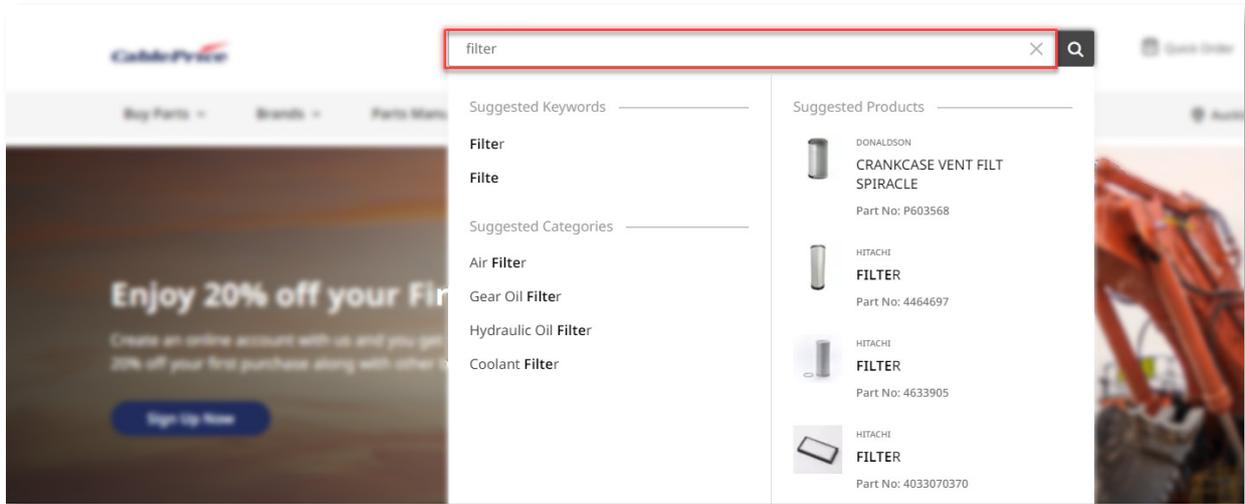
Select the brand of your machine; Hitachi or BELL

Search by equipment using the model or serial number. You can have multiple machines saved to your account to easily switch between

2.2 Quick Search

Search using global search box

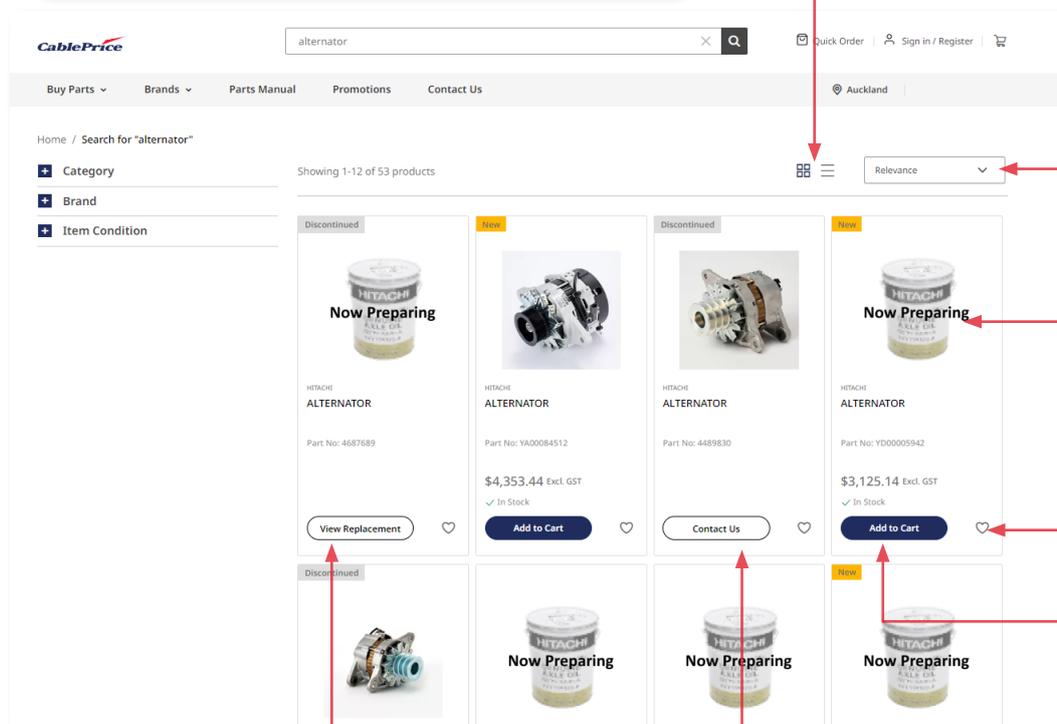
You can search using the global search box from any page on the website. This can be used to search a key word or part number.



Below is an overview of the basic features of the search result page.

Product	Price	Part No.	Availability
 DONALDSON AIR FILTER, SAFETY RADIAL SEAL	\$108.55 Excl. GST	P821963	✓ In stock
 DONALDSON BLUE FUEL FILTER	\$213.00 Excl. GST	DBF5782	✓ In stock

Change between grid and list view



Relevance
Price: Low to High
Price: High to Low
Relevance

Filter items by a number of categories

Click on image or name to open product page

Add item to your list

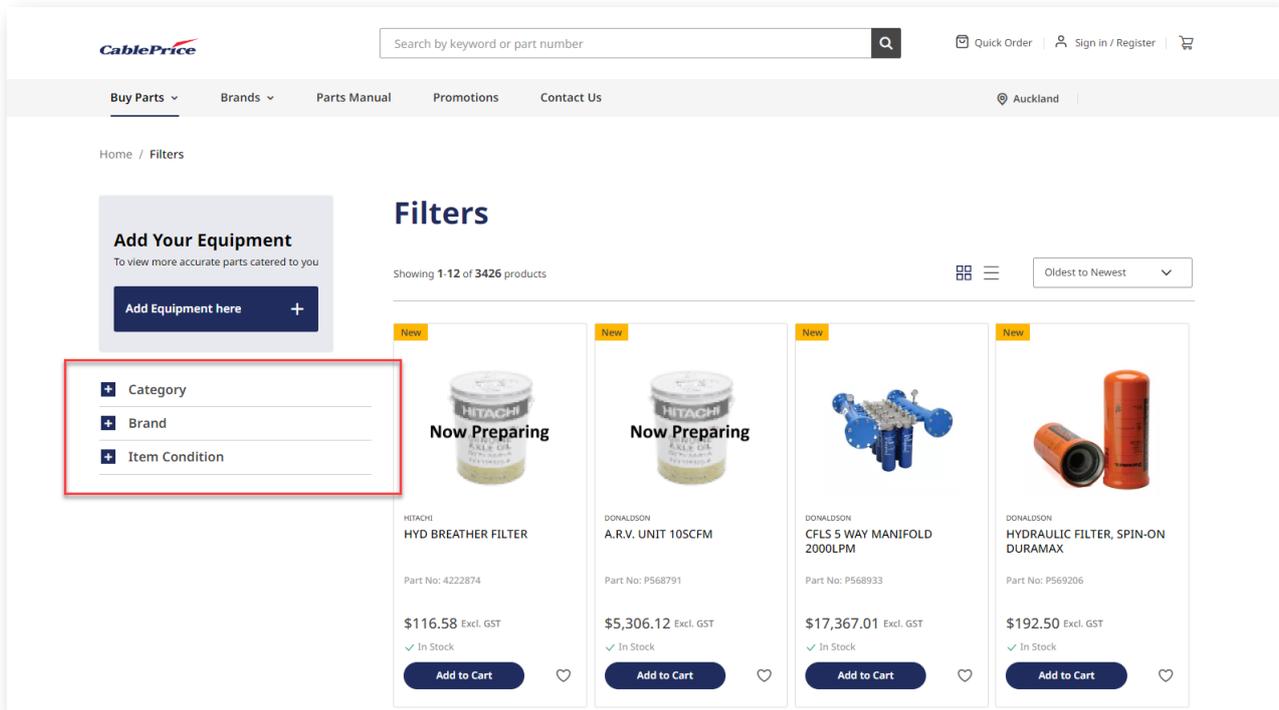
If item is available, you can add it directly to cart

The **View Replacement** button means that the item has a replacement available. Clicking on the button will take you to the product page where you can view the replacement item(s).

The **Contact Us** button means that the item is not currently available online. Clicking the button will lead you to an online form, which is sent to our customer support team who will be in contact to help with ordering the part offline.

2.3 Advanced Search

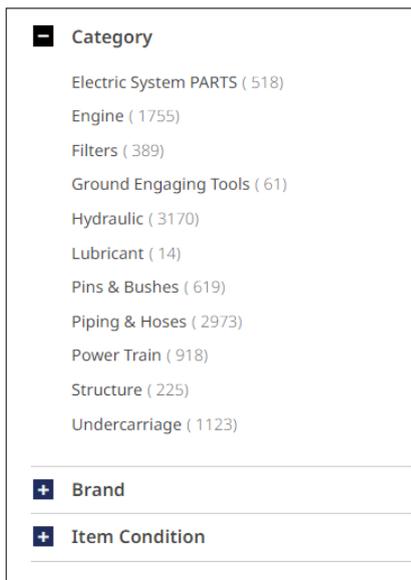
Advanced Search uses additional filters to narrow down the search and help find an exact result. The filters can be found on the left hand side of any search page.



Click to expand each filter and reveal subcategory headings.

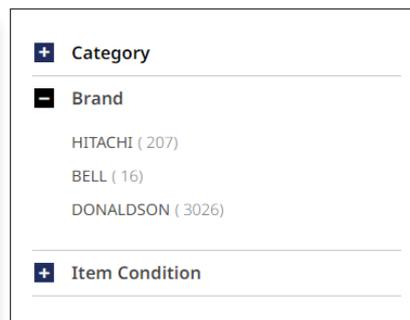
Category

Refine item list by category



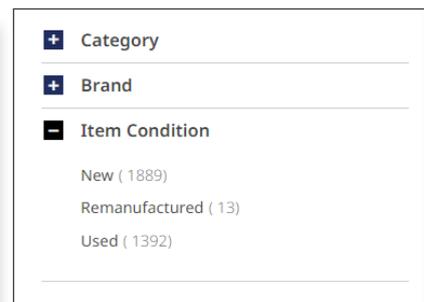
Brand

Refine item list by brand



Item Condition

Refine item list by Item Condition



2.4 Parts Diagram

Within the individual product page there will be a Parts Diagram section. This feature is available when an equipment has been added, which is displayed at the Equipment Fit Checker.

This allows you to search for this part within the parts diagram.



Please note that this is only accessible to users who are logged in with a CablePrice account.

Home / HARNES; WIRE

HARNES; WIRE

Brand : HITACHI Part No : 4708451

Warranty Information Return Policy

Equipment Fit Checker Factory Fitted

ZX200LC-5A

\$253.89 Excl. GST

Qty: 1 Add to Cart

0 Wellington - Branch VIEW OTHER BRANCHES

Add to Wishlist Add To My List

Parts Diagram Product Details Package Information

Detailed Part Diagram

View Part Diagram

This also allows you to view how many of these parts are located throughout the machine.

ZX200LC-5A Part Diagram

ELECTRIC PARTS (4) ELECTRIC PARTS (4) ELECTRIC PARTS (4)

Part No.	Part Name	Price (Excl. GST)	Fitted Qty.	Action
00	MONITOR	\$2,233.06	1	Add
01	BUZZER	\$163.43	1	Add
02	HARNES; WIRE	\$253.89	1	Add
03	BRACKET	\$412.76	1	Add
04	SCREW;SEMS	\$4.88	4	Add
05	BOLT;SEMS		2	Contact Us

Clear All Add Selected to Cart

The same part can appear on multiple illustrations or pages.

Some illustrations allow the part to be highlighted using hotspot functionality. This works by hovering over the hotspot on the illustration which then automatically highlights the related item on the parts list.

ZW180-5B Part Diagram

STEERING PARTS (STEERING CYLINDER) LIFT ARM PARTS (1) LIFT ARM PARTS (2)

STEERING PARTS (STEERING CYLINDER)

<input type="checkbox"/>	06 SHIM Part No.: 2626872291 Fitted Qty.: 12	\$37.03 Excl. GST	12	Add
<input type="checkbox"/>	07 SHIM Part No.: 263G452681 Fitted Qty.: 4	\$8.98 Excl. GST	4	Add
	08 BOLT;SEMS Part No.: J271225 Fitted Qty.: 4	Contact Us		
<input type="checkbox"/>	08A BOLT Part No.: J901225 Fitted Qty.: 1	\$2.95 Excl. GST	1	Add
<input type="checkbox"/>	08B WASHER Part No.: J222012 Fitted Qty.: 1	\$1.25 Excl. GST	1	Add
<input type="checkbox"/>	09 WASHER Part No.: 2609642351 Fitted Qty.: 4	\$12.95 Excl. GST	4	Add

DCYA60013757A

Cart

4 Items in Cart

HITACHI
WASHER
Part No.: 2609642351

\$12.95 Excl. GST
Qty: - 4 +

Cart Subtotal \$51.80

[View Cart](#) [Proceed to Checkout](#)

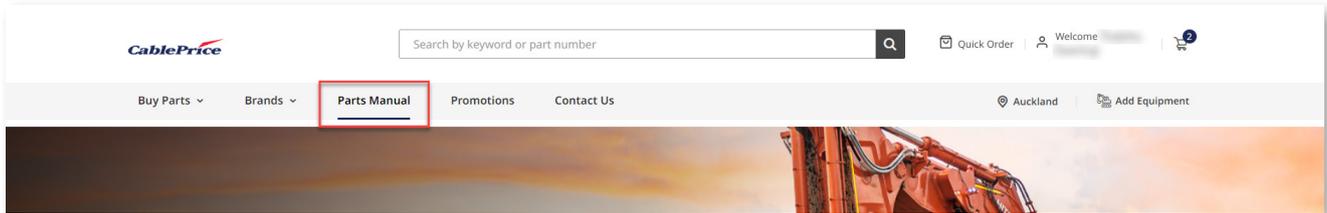
This fitted quantity displayed is populated according to illustration. By default this is quantity offered when added to cart.

In this example there are 4 of the part 2609642351.

2.5 Parts Manual

The Parts Manual function is easily accessible via the **Parts Manual** heading on the home page.

 Please note that this is only accessible to users who are logged in with a CablePrice account.



1. Enter the selected machine model, or serial number to access a number of manuals.

2. Once a machine has been selected, choose a specific manual to view from the list provided by checking the box. Please note that you can select multiple manuals for Hitachi machines only.

Parts Manual

Enter a model or serial number to find the parts for your equipment.

Search By Model Or Serial Number *

<input type="checkbox"/>	ZX360
<input type="checkbox"/>	ZX360LC-5B
<input type="checkbox"/>	ZX360LC-7
<input type="checkbox"/>	ZX360LCH-5B
<input type="checkbox"/>	ZX360LCH-7
<input type="checkbox"/>	ZX360W-3

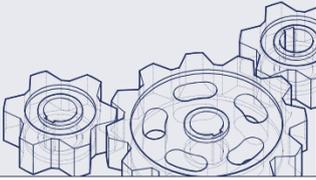
Parts Manual

Enter a model or serial number to find the parts for your equipment.

Search By Model Or Serial Number *

Select Specific Manual *

Basic Catalog Inner Catalog Engines Catalog Option Catalog Operation Manual And Parts Catalog

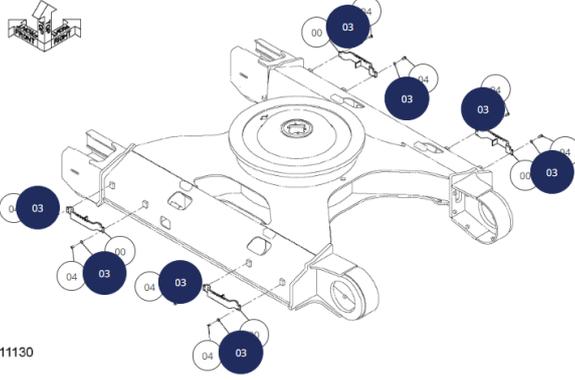


3. Once the specific manual has been selected, click on the **Search Parts** button.

Parts Category

- Basic Catalog
- Cab Parts
 - AIR CONDITIONER (4-1)
 - AIR CONDITIONER (4-2)
 - AIR CONDITIONER DUCT
 - ANCHOR BOLT
 - ANTENNA (SATELLITE COMMUNICATIONS)
 - CAB GUARD (CEILING)
 - CAB GUARD (OPG LEVELII FRONT)
 - CAB GUARD (OPG LEVELII TOP)
 - COMPRESSOR
 - CONDENSER UNIT
 - CONSOLE
 - ENGINE STOP SWITCH
 - FRAME
 - FRONT HEAD LAMP, RAIN GUARD SUPPORT
 - LOCK LEVER
 - PILOT VALVE (FRONT, SWING)

DC9311130

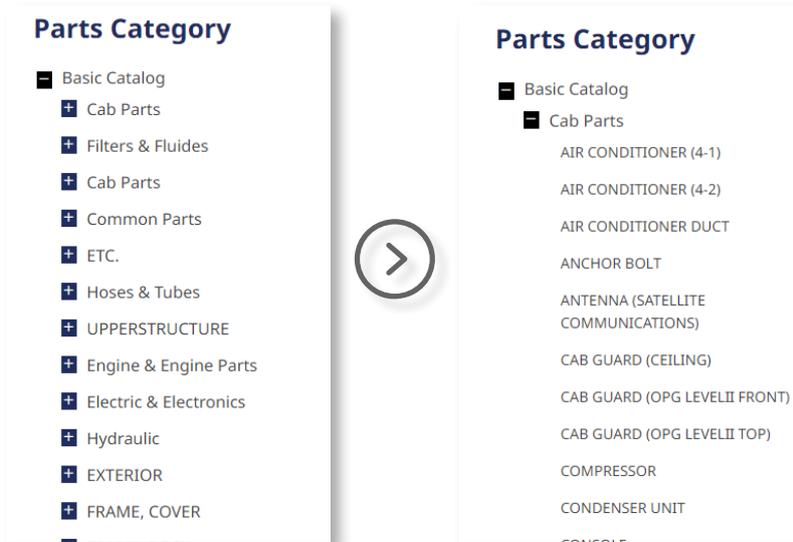


00 STEP
Part No. : 9771898
Fitted Qty. : 4

03 WASHER
Part No. : J222016
Fitted Qty. : 16 \$5.21 Excl.GST

04 BOLT
Part No. : J921640
Fitted Qty. : 16 \$6.18 Excl.GST

4. Select a Parts Category heading to reveal the subheading.



5. Click on the relevant subheading to show the diagram and parts listing.

If a **Contact Us** button is shown, the branch must be contacted to order this part.

Clicking on the button will direct you to a **Contact Us** form which is directed to our customer service team.

Clicking on part name in blue will open the part details page in a separate tab.

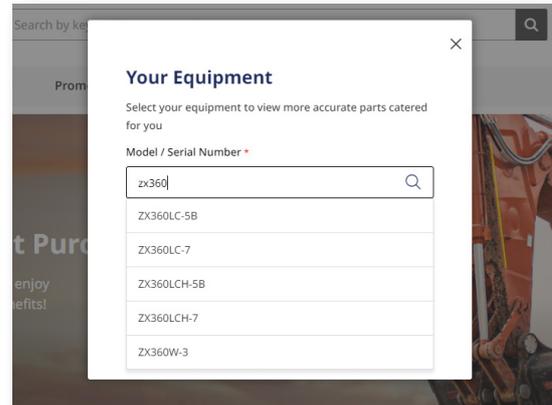
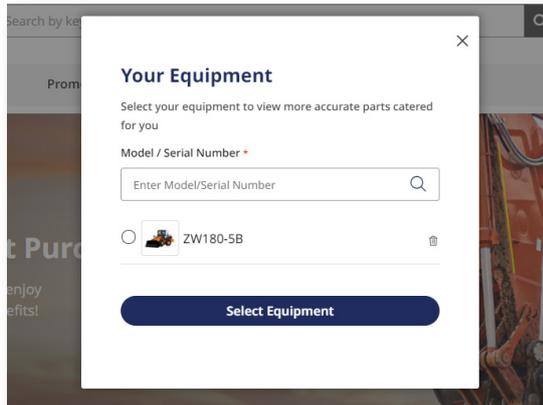
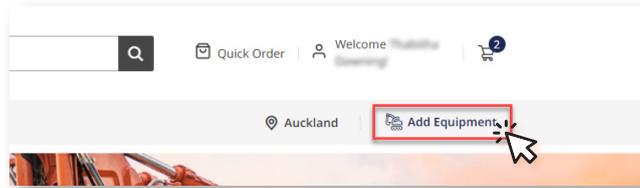
<input type="checkbox"/>	00 STEP Part No. : 9771898 Fitted Qty. : 4		\$5.21 Excl.GST	Contact Us
<input type="checkbox"/>	03 WASHER Part No. : J222016 Fitted Qty. : 16	16	\$5.21 Excl.GST	Add
<input type="checkbox"/>	04 BOLT Part No. : J921640 Fitted Qty. : 16	16	\$6.18 Excl.GST	Add

Clicking on the **Add** button will add the item directly to cart.

Some illustrations allow the part to be highlighted using hotspot functionality. This works by hovering over the hotspot on the illustration which then automatically highlights the related item on the parts list.

2.6 Add your Equipment

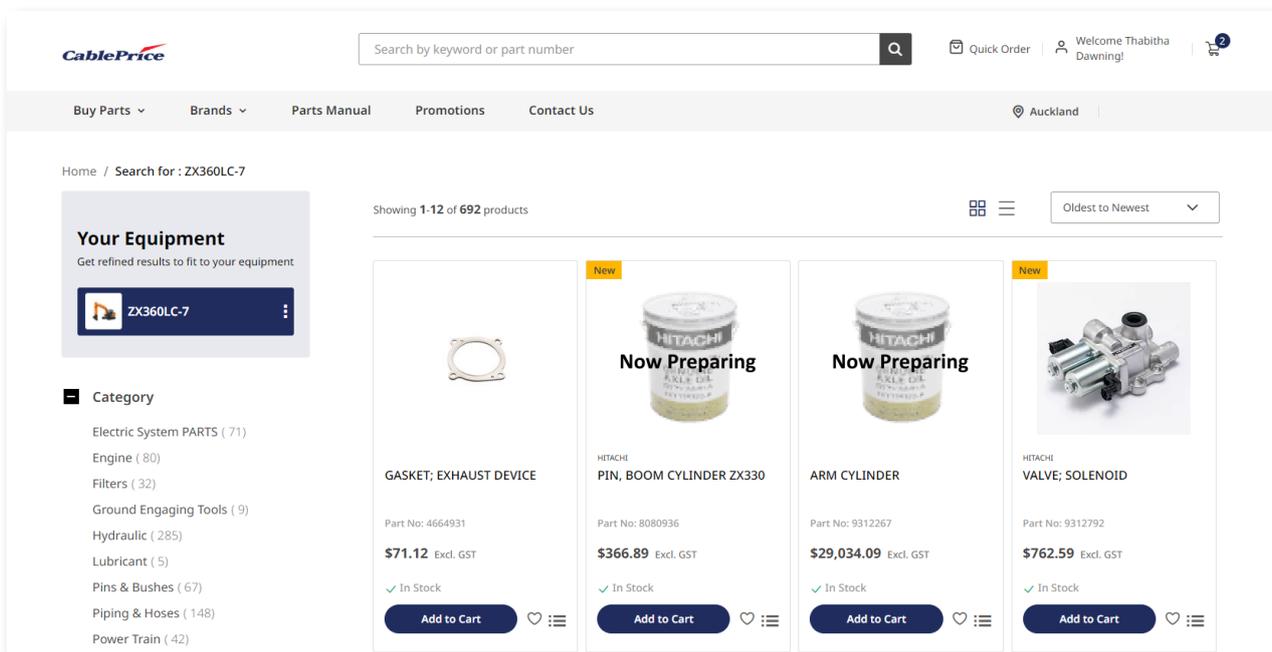
1. The option to search by adding your equipment is easily accessible by clicking the **Add Equipment** button on the home page.



2. If you have previously added equipment these will continue to appear.

You can select from this list, or use the search bar to add another.

3. To search for equipment, enter the model type or machine serial number.



4. Once the model has been selected, parts that are suitable for this specific machine will be shown. You can filter further based on Category, Brand or Item Condition.



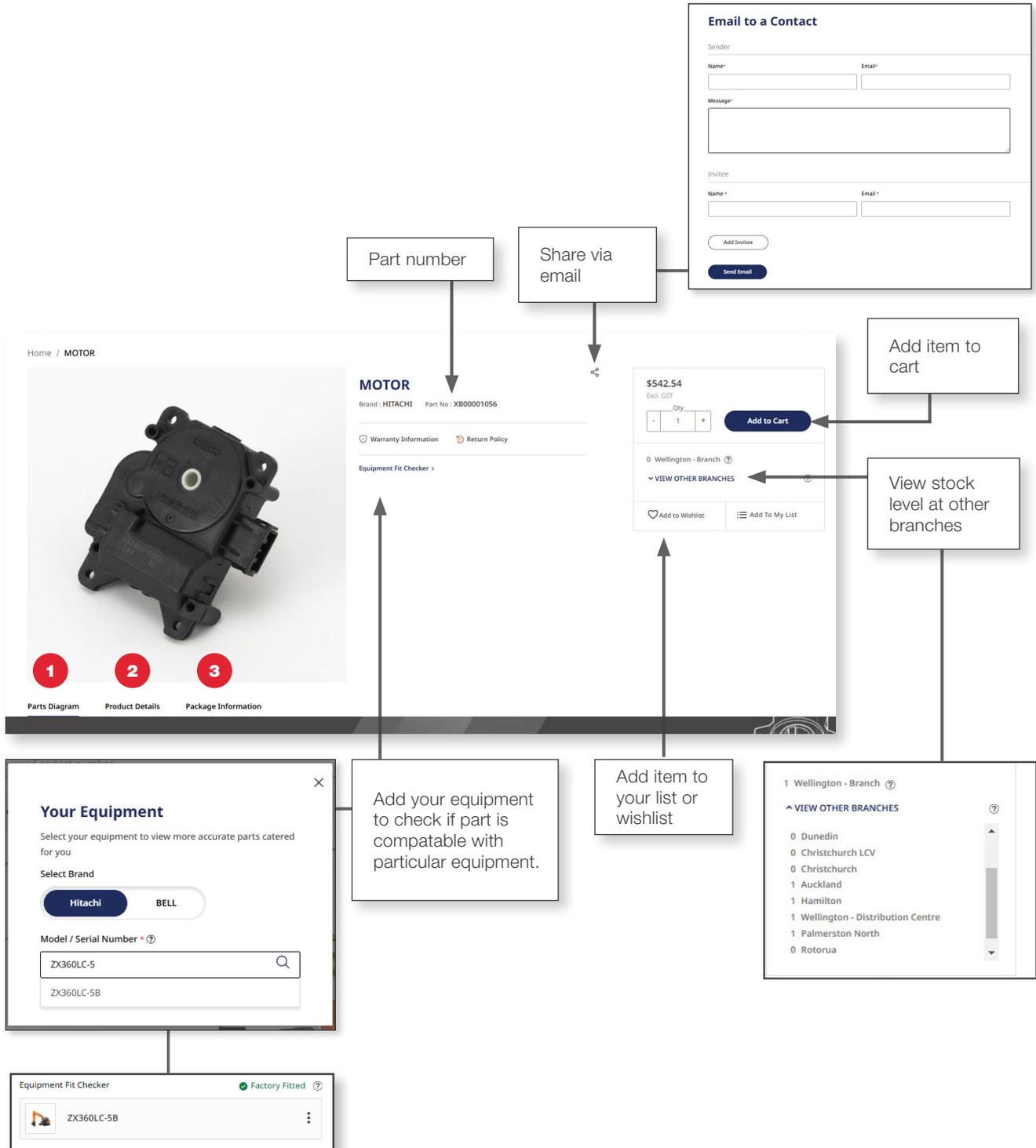
Please note that equipment will remain selected unless changed or deselected (even after logging out).



3. Product Details

3.1 Product Description

A product description is included on every product display page. You can reach an individual product page when you click on the product image or part name in a search results page.

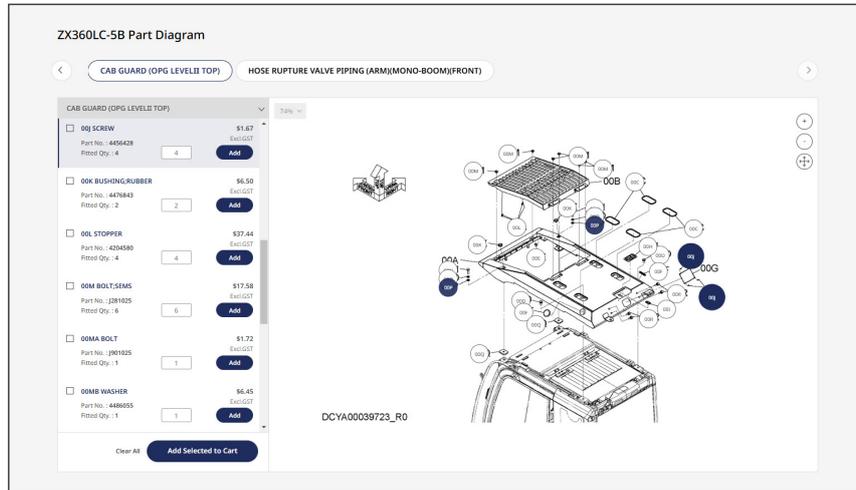


The product display page also will contain **1 Part Diagram**, **2 Product Details** and **3 Package Information**. More information about these are available on the next page.

1. Parts Diagram

This feature is available when an equipment has been added, which is displayed at the Equipment Fit Checker. This allows you to search for this part within the parts diagram.

Learn more about how to use the parts diagram feature [here](#).



2. Product Details

The product details section of the page looks at the brand, unit, returnable and dangerous good status of the item.

Product Details			
Brand	HITACHI	Returnable	Yes
Unit	EA	Dangerous Good	No

3. Package Information

The package information section provides the dimensions and weight specifications of the packaged item.

Package Information	
Packaged Depth (cm)	2.9
Packaged Width (cm)	2.9
Packaged Height (cm)	0.3
Packaged Weight (kg)	0.09

3.2 Alternate Parts

Alternate parts are provided for your convenience and contains items that will fit similar equipment.

It is up to the user to determine if these alternate parts will function in their equipment and under their specific application conditions. For example, there may be multiple substitutes for filters.

If there are alternate parts available for an item, these will be visible in the Substitute tab on the product page as shown below.

The screenshot shows the CablePrice website interface. At the top, there is a search bar and navigation links. The main content area displays the product 'LUBE FILTER, SPIN-ON F/FLOW' by Donaldson, part number P554005. The price is listed as \$81.84 Excl. GST. There are buttons for 'Add to Cart', 'Warranty Information', and 'Return Policy'. A 'Substitutes' tab is highlighted in red at the bottom of the product page.



Notes in the substitute section explain the differences between the products

Substitute

The substitute section displays three alternative products:

- Product 1:** DONALDSON LUBE FILTER, SPIN-ON F/FLOW, Part No: P554105. Notes: Standard Version (118 mm). Price: \$62.16 Excl. GST. Status: In Stock.
- Product 2:** DONALDSON DONALDSON BLUE LUBE SPIN-ON, Part No: DBL7405. Notes: Donaldson Blue Ultra-Web® Version. Price: \$92.02 Excl. GST. Status: In Stock.
- Product 3:** DONALDSON LUBE FILTER, SPIN-ON F/FLOW, Part No: P551808. Notes: High Efficiency Version (135 mm). Price: \$102.62 Excl. GST. Status: In Stock.



TOP

3.3 Superseded Parts

A superseded part is a component or item that was once used in a product but is now no longer in production and therefore is replaced with a new part or multiple parts.

The newer part typically performs the same function but might offer better performance, compatibility, or efficiency compared to the older one.

If the part is still in stock, you can add to cart by clicking the **Add to Cart** button.

The replacement part(s) will also be displayed below. Click on the replacement part name to view the replacement part details.

Home / HYDRAULIC FILTER, CARTRIDGE



HYDRAULIC FILTER, CARTRIDGE

Brand : DONALDSON Part No : P170606

[Warranty Information](#) [Return Policy](#)

[Equipment Fit Checker >](#)

\$175.24

Excl. GST

Qty

- 1 +

Add to Cart

0 Wellington - Branch

[VIEW OTHER BRANCHES](#)

[Add to Wishlist](#)

[Add To My List](#)

REPLACEMENT PARTS

This part has been replaced by the following item(s).

Part Name	Required Quantity	Price (Excl. GST)
 HYDRAULIC FILTER, CARTRIDGE	1	\$175.33 Add to Cart

3.4 Obsolete Parts

An obsolete part is a component or item that is no longer used or produced because it's outdated or replaced by newer version. Obsolete parts will be labeled as Discontinued when searched for.

The replacement part(s) will be displayed below.

This part has been discontinued

Home / HYDRAULIC FILTER

Discontinued



HYDRAULIC FILTER

Brand : HITACHI Part No : 4333469

[Warranty Information](#) [Return Policy](#)

[Equipment Fit Checker >](#)

Contact Us

REPLACEMENT PARTS

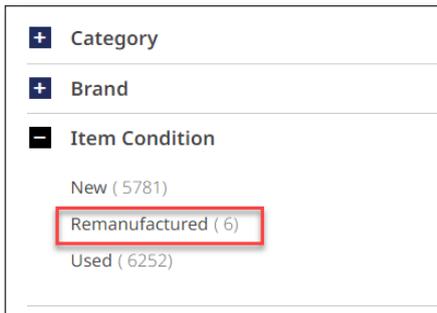
This part has been replaced by the following item(s).

Part Name	Required Quantity	Price (Excl. GST)
 HYDRAULIC OIL FILTER	1	\$202.91 Add to Cart

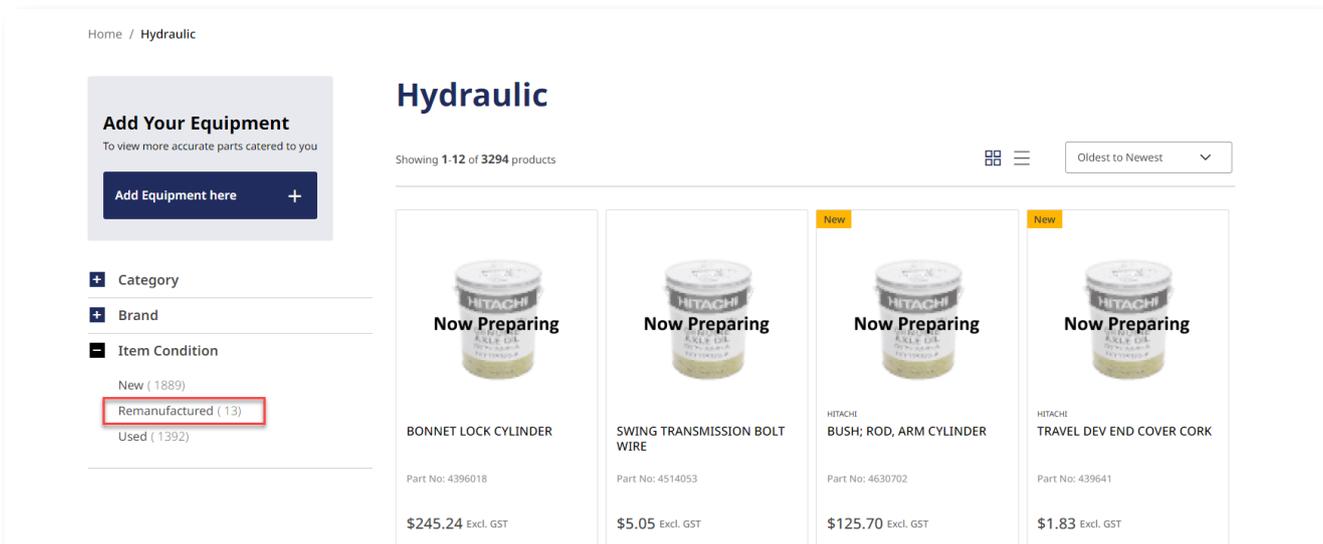


3.5 Remanufactured Parts

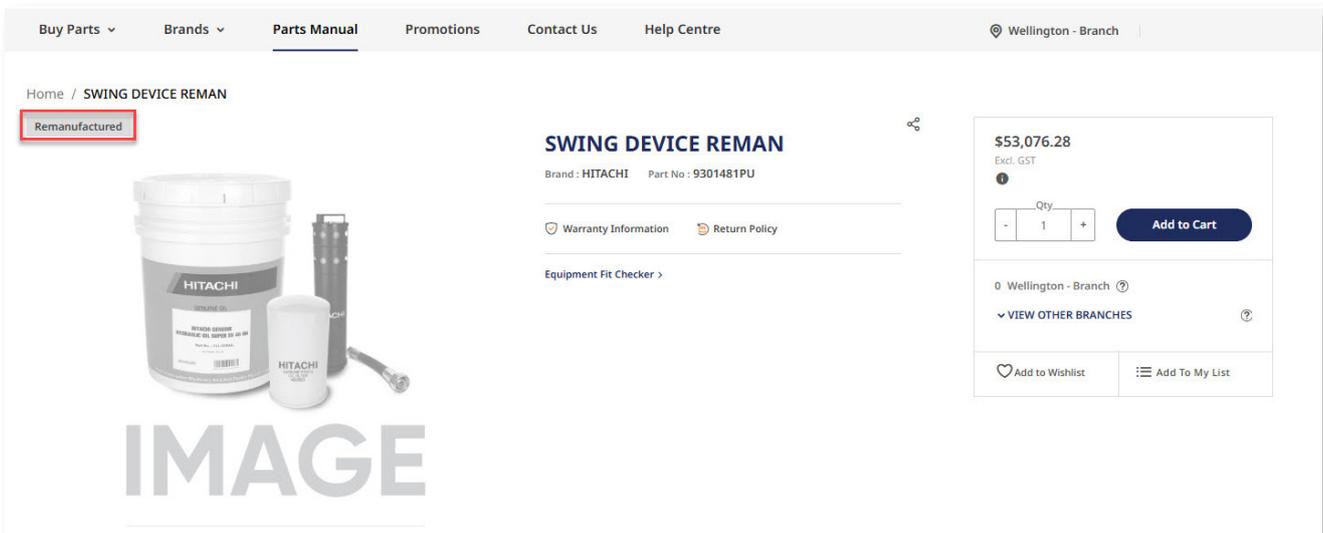
1. Within the search results page, Remanufactured Parts can be found by using the **Item Condition** filter and selecting **Remanufactured**.



2. When the Remanufactured filter has been selected, only Remanufactured parts will be shown. Further filters can be added to refine the search further based on **category** or **brand**.



 You can see if a part is Remanufactured by the label shown on the product image as shown below.



3.6 Restricted Parts

Parts that are restricted, are not available to order directly through the website.

If a product is not labeled as discontinued, but has a **Contact Us** button, it may still be ordered by contacting our support team who will respond to your enquiry as soon as possible.



HITACHI
CENTER JOINT ZX330

Part No: 9107265

Contact Us 

Contact Us

Write Us

Got us a note and we'll get back to you as quickly as possible.

Name*

Email*

Phone Number*

What's On Your Mind? *

Company

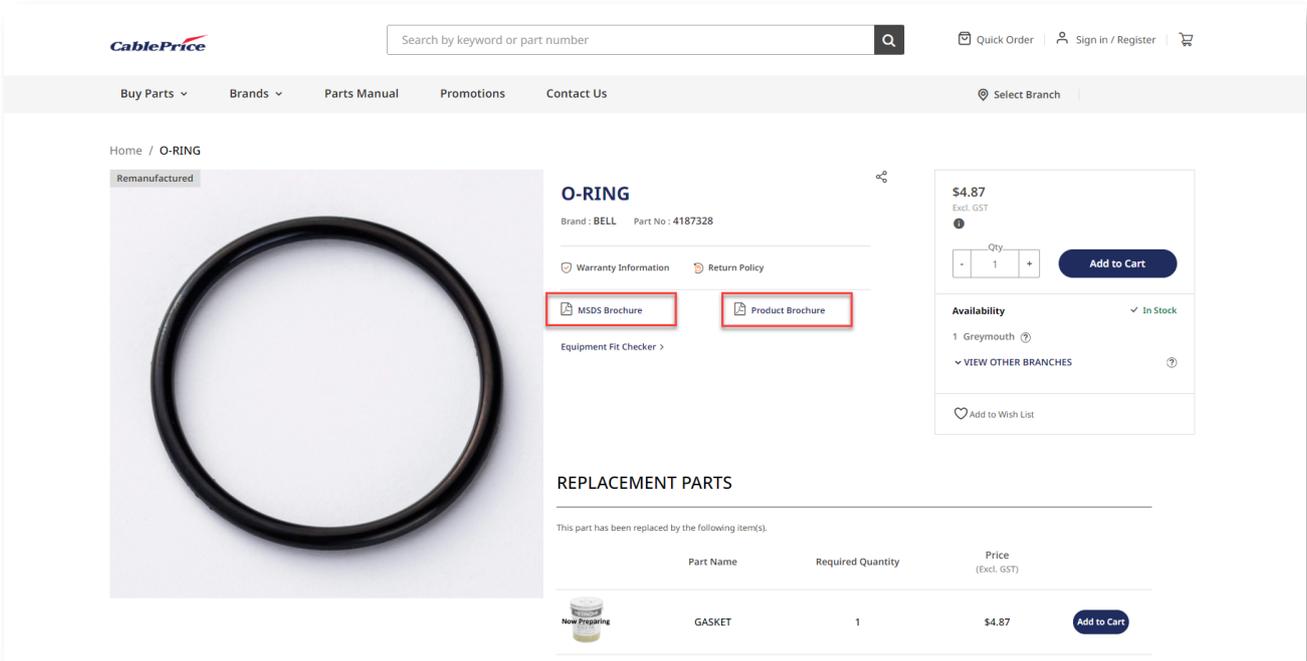
Postal Code

I'm not a robot 

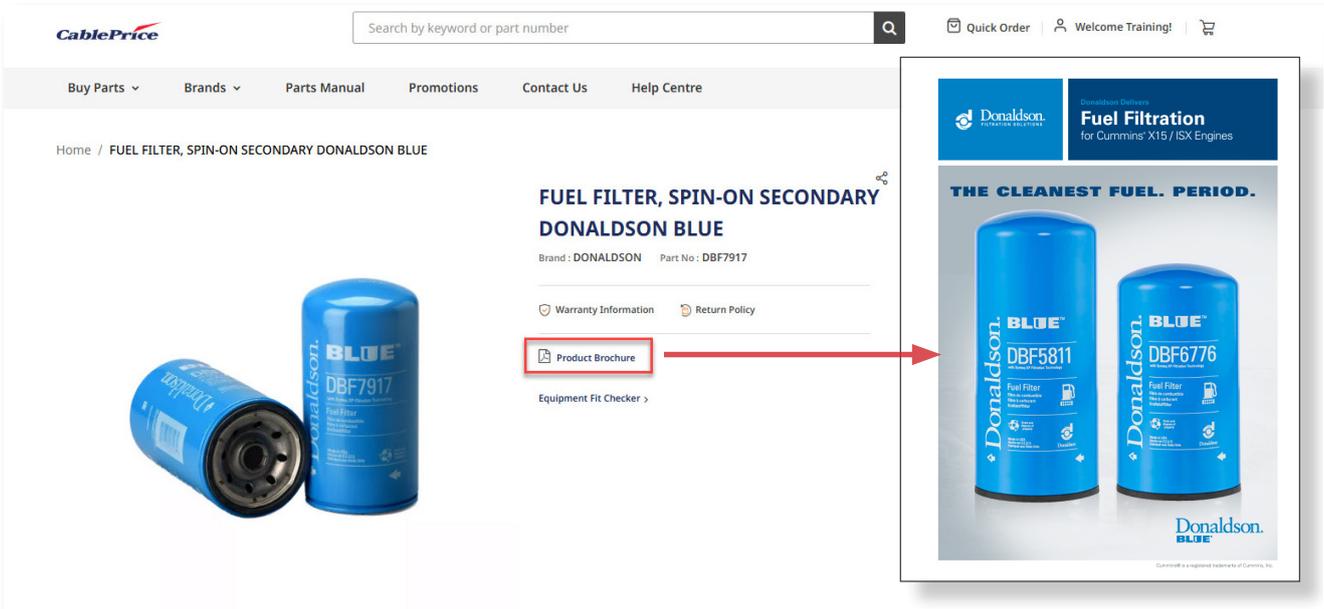
Submit

3.7 Available Brochures

For specific products, there are downloadable brochures available on the product display page.



In the above example, there is a Material Safety Data Sheet (MSDS) and Product Brochure.



4. Order Management

4.1 Checkout

There are several ways to checkout:



Add to Cart



Quick Order

Add to Cart

1. When done adding items to the cart, click on the cart icon  in the top right corner of the page.

The screenshot shows a shopping cart with three items:

Item	Price (Excl. GST)	Quantity	Action
HITACHI BOLT (Part No: J921640)	\$6.78	16	Delete (trash icon)
HITACHI WASHER (Part No: J222016)	\$5.34	16	Adjust (plus/minus buttons)
HITACHI STEP (Part No: 9771898)	\$391.31	4	Delete (trash icon)

Cart Subtotal: \$1,759.16

Buttons: View Cart, Proceed to Checkout

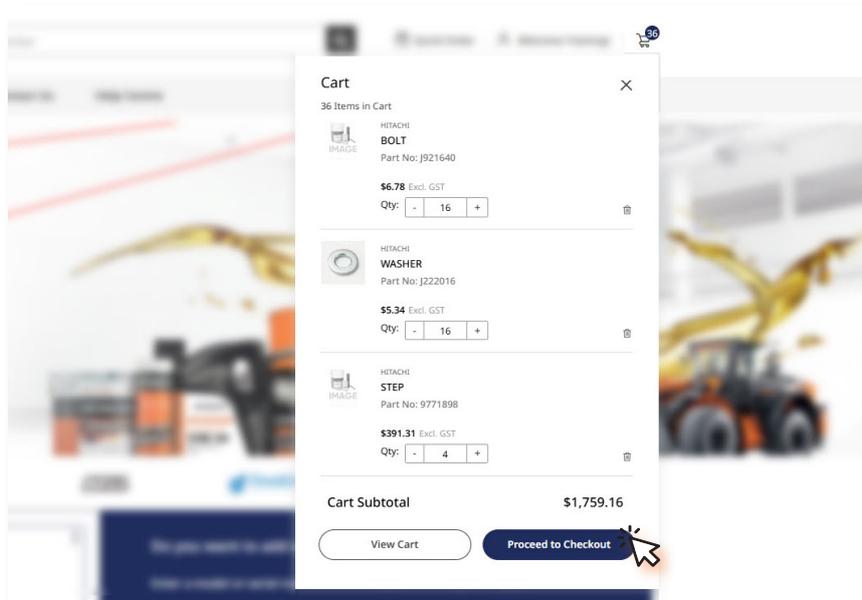
Callouts:

- Delete item by clicking the trash icon button
- Adjust item quantity using the + and - buttons
- Proceed to checkout to continue with order process

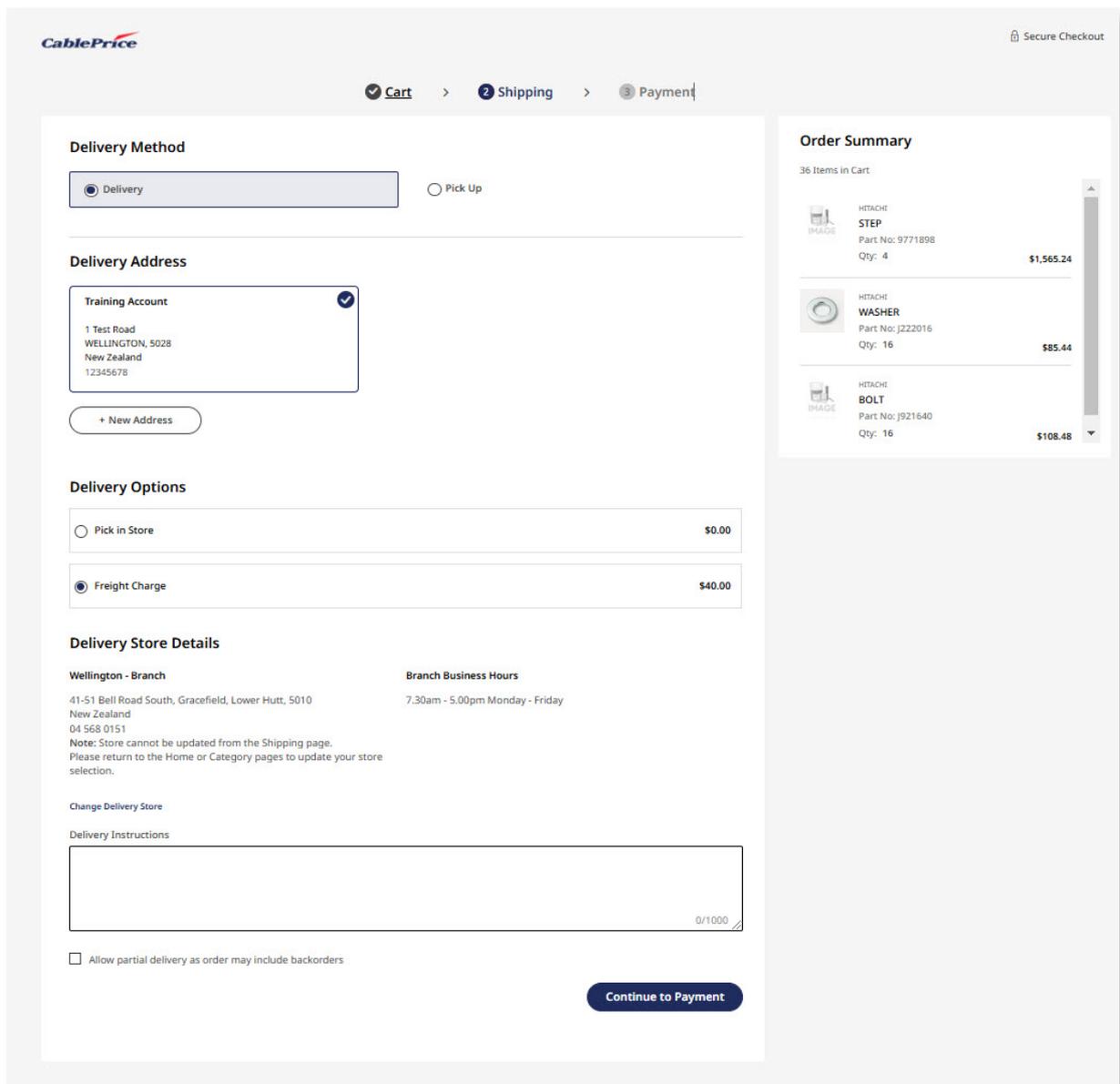
Click on the View Cart button to:

- View cart in more detail
- Add items to my list
- Add items to wishlist
- Send for quotation

2. Review items in the cart. Click the **Proceed to Checkout** button to move forward with the purchase process.



3. Continue with the remainder of the checkout process. Click on the respective links for more information on how to proceed through the Delivery or Payment process.



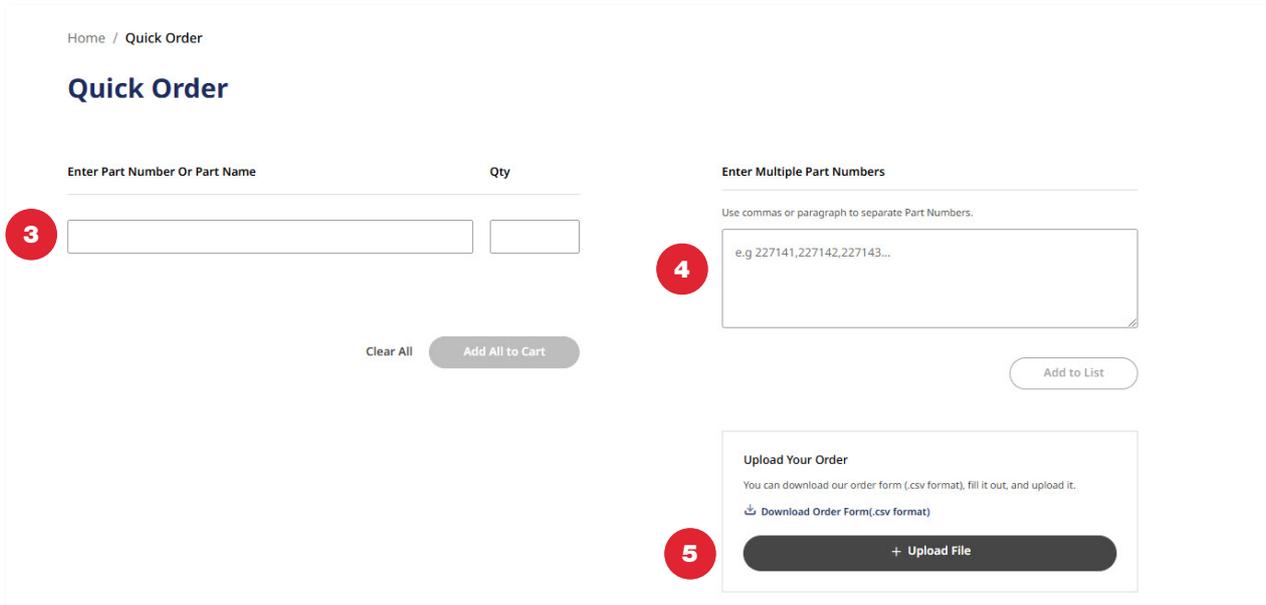
Quick Order

If you know the part number or part name, you can use the quick order function to add items to cart without having to search for them.

1. Click the quick order button at the top right of the screen.

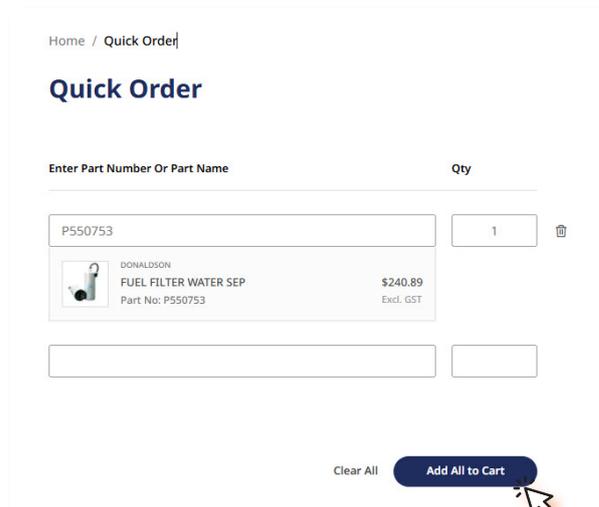


2. Click the quick order button at the top right of the screen.



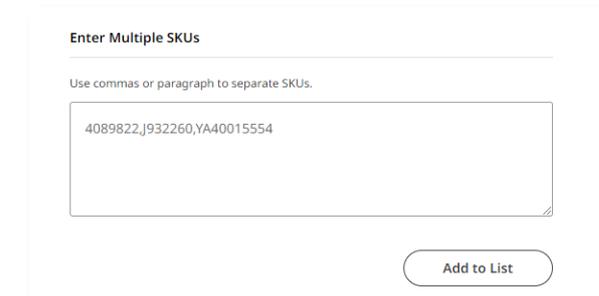
3. Enter the part number or part name and then enter the required quantity.

Click the **Add All to Cart** button to start the checkout process.

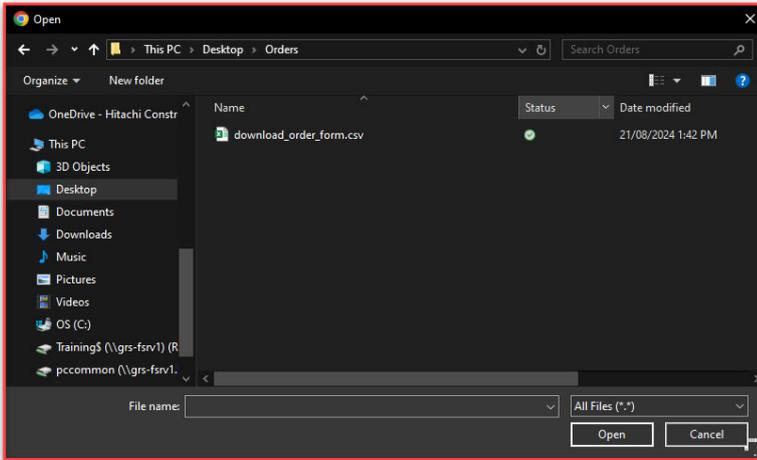


4. Alternatively, you can add multiple part numbers (SKUs) in the text box.

Use commas or paragraphs to separate items.



5. You can also upload your order via csv. format using the Order Form Template. Click on the **+ Upload File** button and upload your csv file.



Enter Multiple Part Numbers

Use commas or paragraph to separate Part Numbers.

e.g 227141,227142,227143...

Add to List

Upload Your Order

You can download our order form (.csv format), fill it out, and upload it.

[Download Order Form\(.csv format\)](#)

+ Upload File

	A	B	C
1	Part Number	Quantity	
2	4089822	4	
3	J932260	4	
4	YA40015554	1	
5			

Download the order form template by clicking this link.

6. Once all required items have been added to the list, click the **Add All to Cart** button to start the checkout process.

Quick Order

Enter Part Number Or Part Name	Qty	
<input type="text" value="4089822"/> <div style="display: flex; align-items: center;"> <div> <p>HITACHI TOP ROLLER BOLT WASHER Part No: 4089822</p> </div> <div style="margin-left: 10px;"> <p>\$13.37 Excl. GST</p> </div> </div>	<input type="text" value="4"/>	
<input type="text" value="J932260"/> <div style="display: flex; align-items: center;"> <div> <p>HITACHI PUMP DRIVE BOLT Part No: J932260</p> </div> <div style="margin-left: 10px;"> <p>\$4.25 Excl. GST</p> </div> </div>	<input type="text" value="4"/>	
<input type="text" value="YA40015554"/> <div style="display: flex; align-items: center;"> <div> <p>HITACHI GUARD Part No: YA40015554</p> </div> <div style="margin-left: 10px;"> <p>\$2,723.62 Excl. GST</p> </div> </div>	<input type="text" value="1"/>	
<input type="text"/>	<input type="text"/>	

Clear All **Add All to Cart**

Enter Multiple Part Numbers

Use commas or paragraph to separate Part Numbers.

e.g 227141,227142,227143...

Add to List

Upload Your Order

You can download our order form (.csv format), fill it out, and upload it.

[Download Order Form\(.csv format\)](#)

+ Upload File

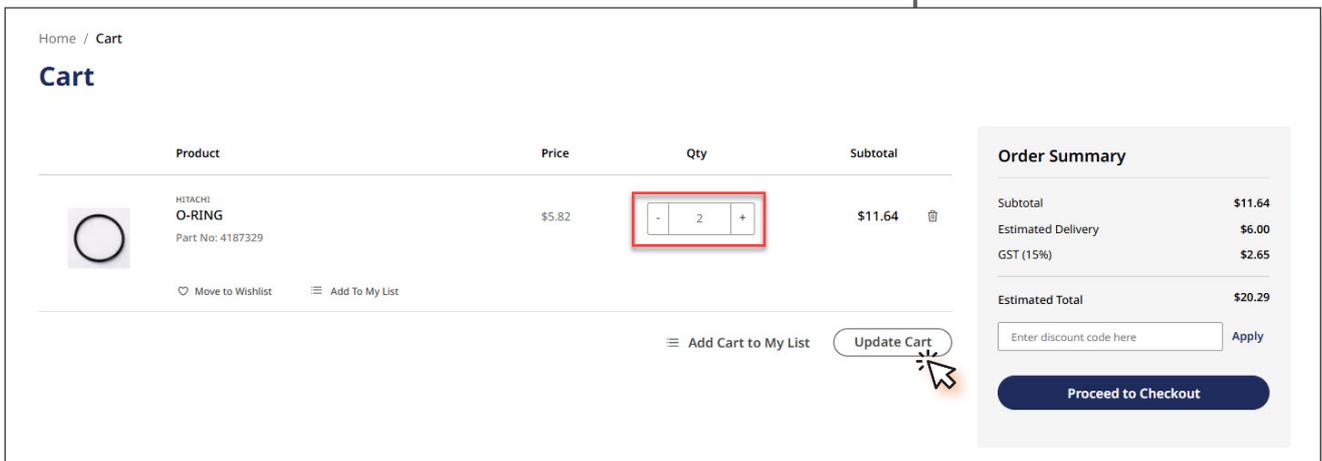
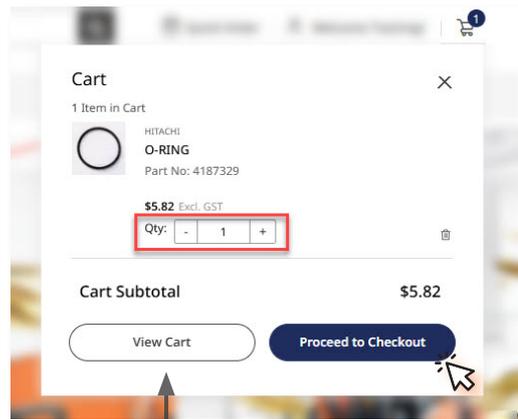
4.2 Adjusting Quantity

There are several ways to adjust the quantity of items once they're added to your cart.

1. Click on the cart icon  in the top right corner of the homepage. Then adjust the quantity as required using the - and + buttons.

After confirming the desired quantity, click the **Proceed to Checkout** button to continue with the purchase.

2. When viewing the cart, adjust the quantity as required using the - and + buttons under the Qty column.



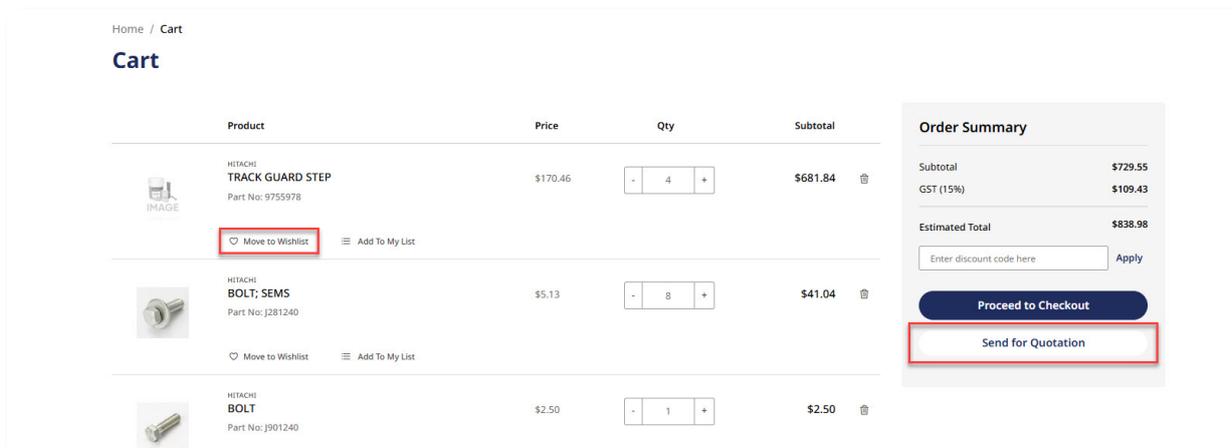
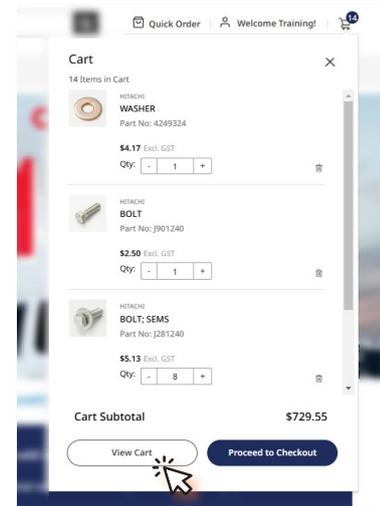
3. Click on the **Update Cart** button to confirm new quantity.

4.3 Sharing your Cart

There are multiple ways to share your cart through the platform.

1. Click on the cart icon  in the top right corner of the homepage. Then click the **View Cart** button.

You can then share your cart by using My Wishlist or sending for quotation. Both processes will be covered in this section.

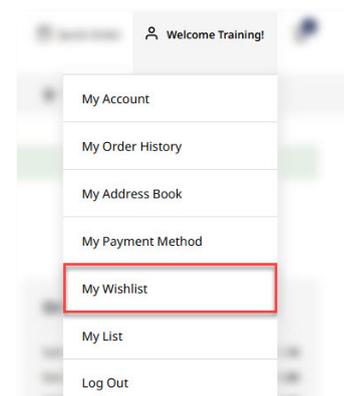
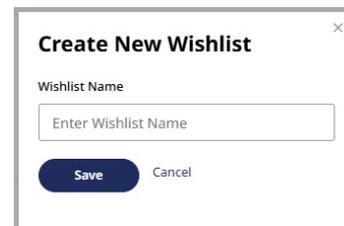
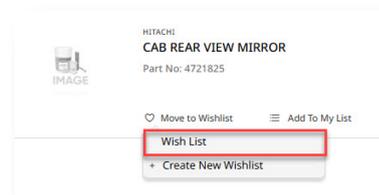


Share from My Wishlist

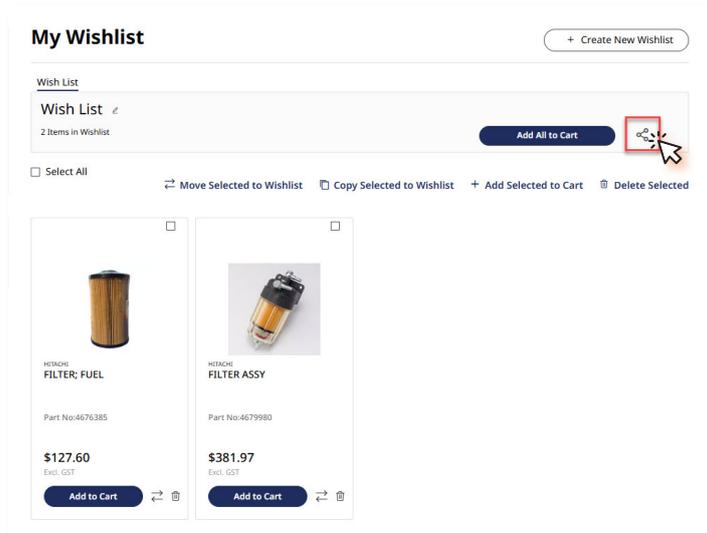
1. Move each item from quote to wishlist by clicking the  **Move to Wishlist** button.

2. Add to existing list or create a new one by clicking **+ Create New Wishlist**. If creating a new wishlist, enter the wishlist name and then click **Save** to create.

3. To view My Wishlist, click the  **User Menu** in the top right corner and then selecting **My Wishlist** from the drop-down menu.

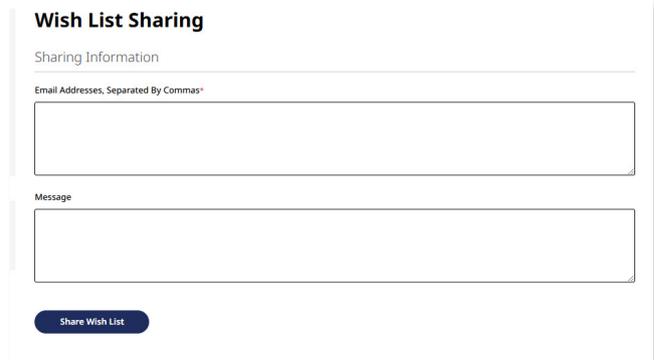


4. Once you're viewing your desired wishlist, click  **Share** to share your wishlist.

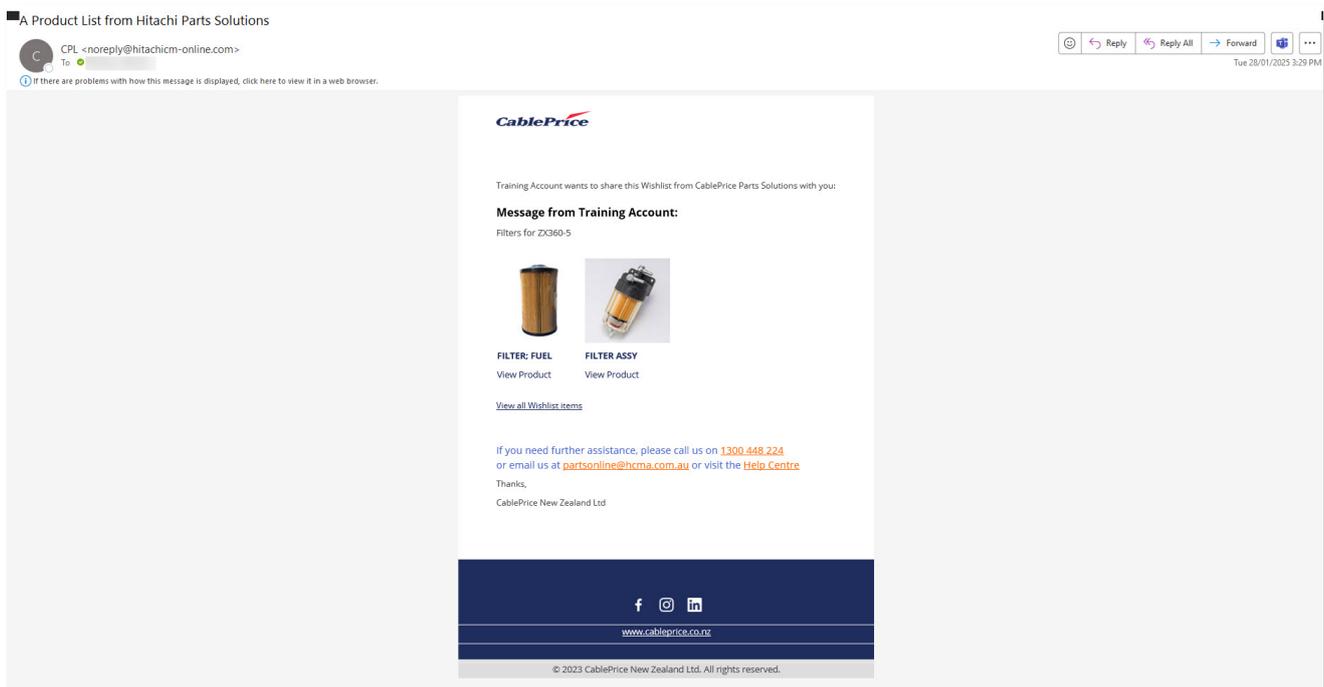


5. Enter the desired email address that you want to share your cart with.

If entering more than one email, use commas to separate.

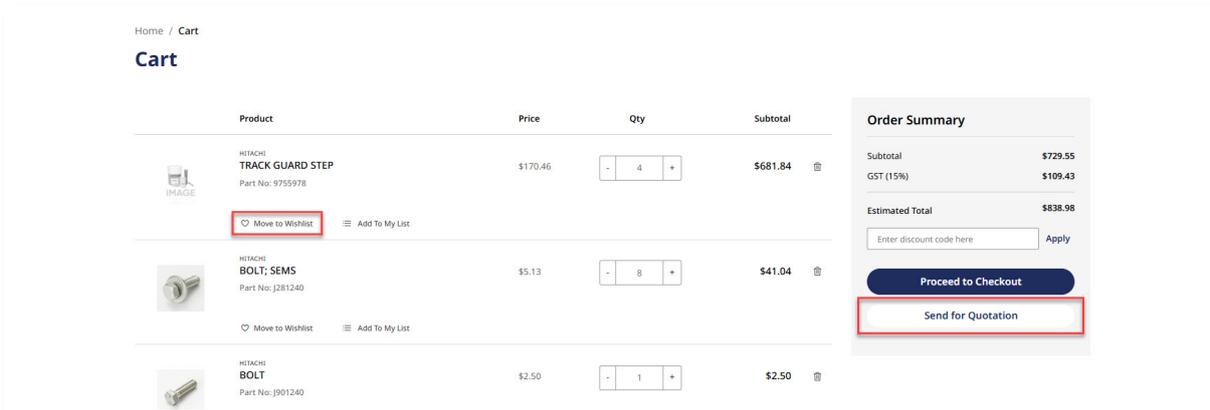


6. Recipients will receive an email from CPL containing the wishlist items.



Share as a Quote

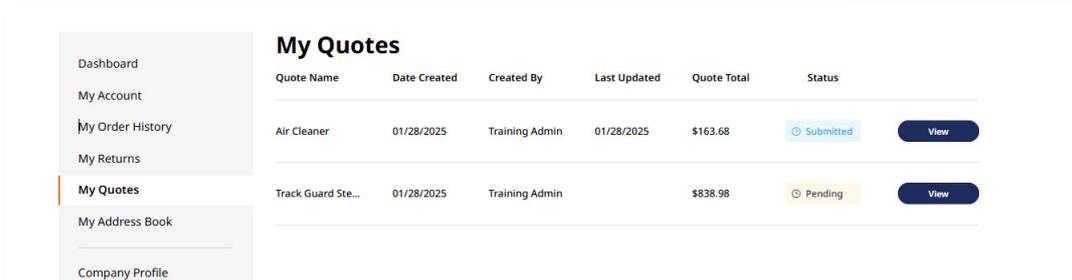
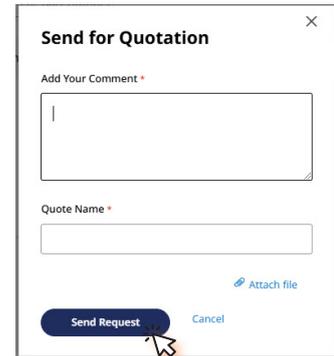
1. To share cart as a quote, click the **Send for Quotation** button.



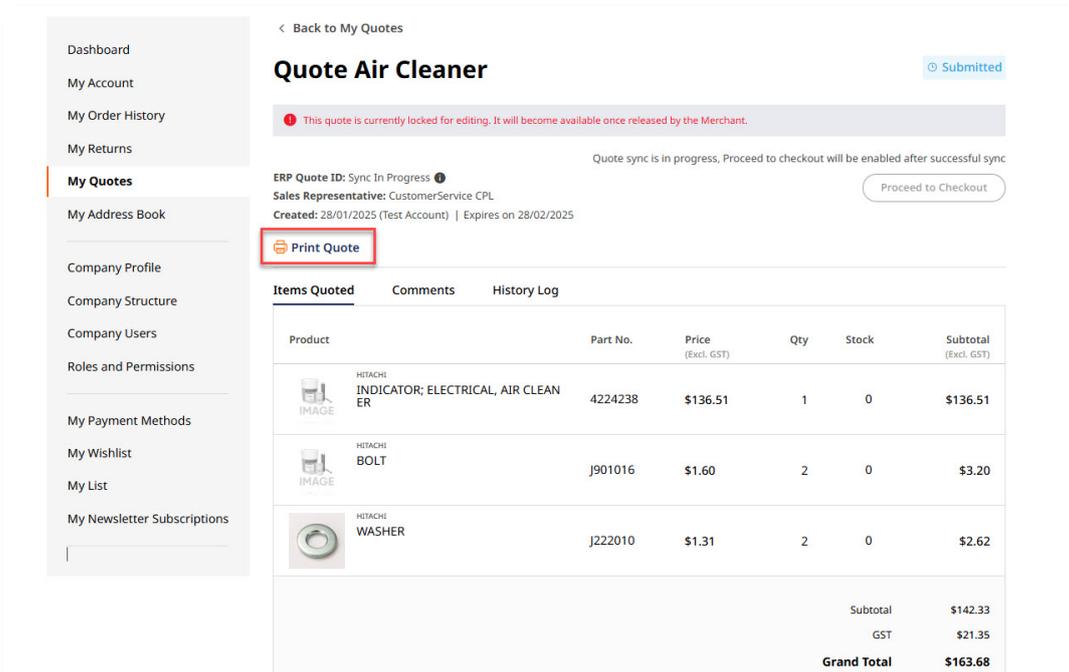
2. Add a comment and Quote Name. Once complete, click **Send Request**.

You'll then be directed to the My Quotes page which can also be accessed through the account dashboard. All previous quotes can be found here.

3. Click on the **View** button to open desired quote.



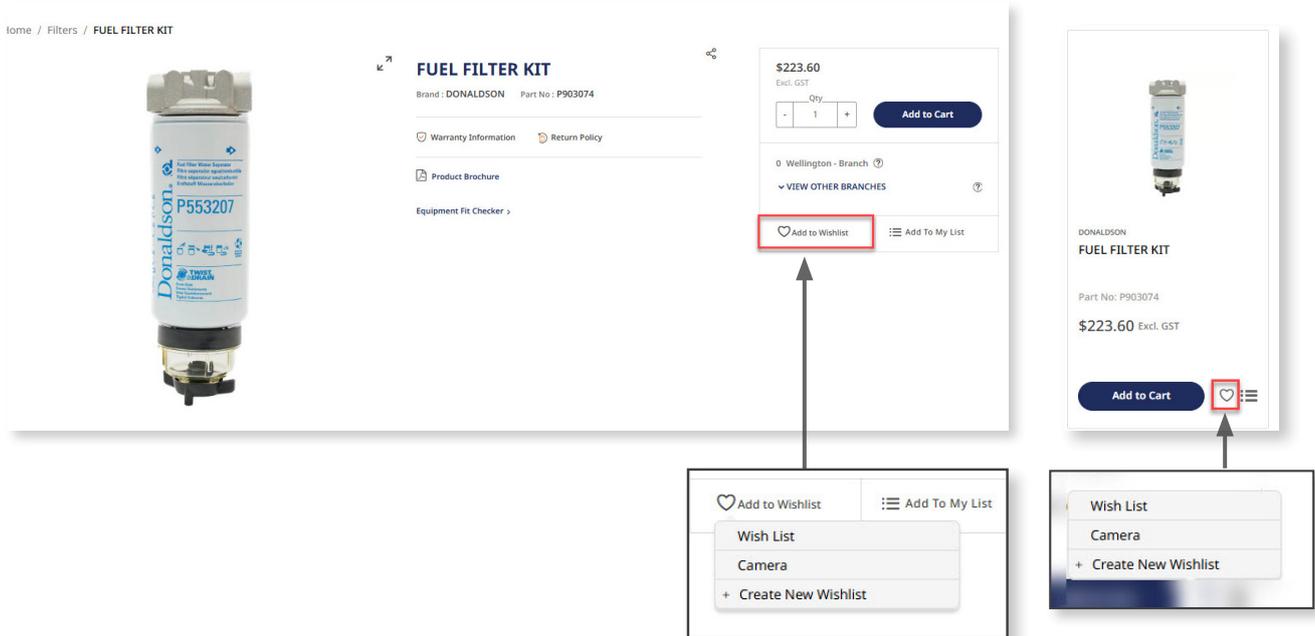
4. Click on **Print Quote** to print or save quote as a PDF.



4.4 Wish List

Wish List is useful to save individual items. You can save to your general wish list or create specific individual wish lists.

1. To add an item to My List, click on the  icon. From here you can add to an existing list, or create a new Wish List.

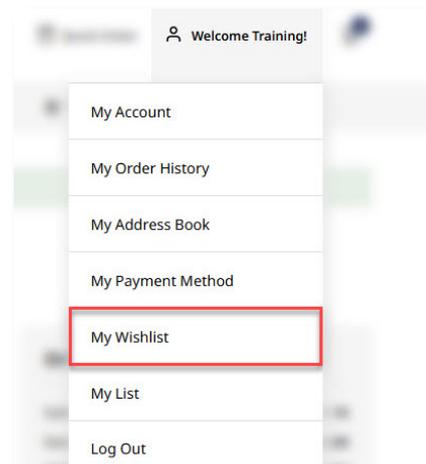


2. Click **+ Create New Wishlist** to make a new list.

3. Enter the list name, as well as description of needed. Click the save button to save the new list.

 FUEL FILTER KIT has been added to the "Filters". [Click here to continue shopping](#)

4. To view My Wishlist, click the  **User Menu** in the top right corner and then selecting **My Wishlist** from the drop-down menu.



My Wishlist Overview

Switch between different wishlists using the tabs

Add all products in the wishlist to cart

Create a new wishlist

The screenshot shows the 'My Wishlist' interface. At the top, there are three tabs: 'Wish List', 'Gear Oil', and 'Filter Kits'. Below the tabs, there is a 'Wish List' header with a link icon and '2 Items in Wishlist'. A '+ Create New Wishlist' button is in the top right. Below the header, there are action buttons: 'Add All to Cart' and a share icon. A list of actions is shown: 'Select All', 'Move Selected to Wishlist', 'Copy Selected to Wishlist', 'Add Selected to Cart', and 'Delete Selected'. Two product cards are displayed: 'HITACHI FILTER; FUEL' (Part No: 4676385, \$127.60) and 'HITACHI FILTER ASSY' (Part No: 4679980, \$381.97). Each card has an 'Add to Cart' button and a delete icon.

Share the wishlist via email

Add to another Wishlist

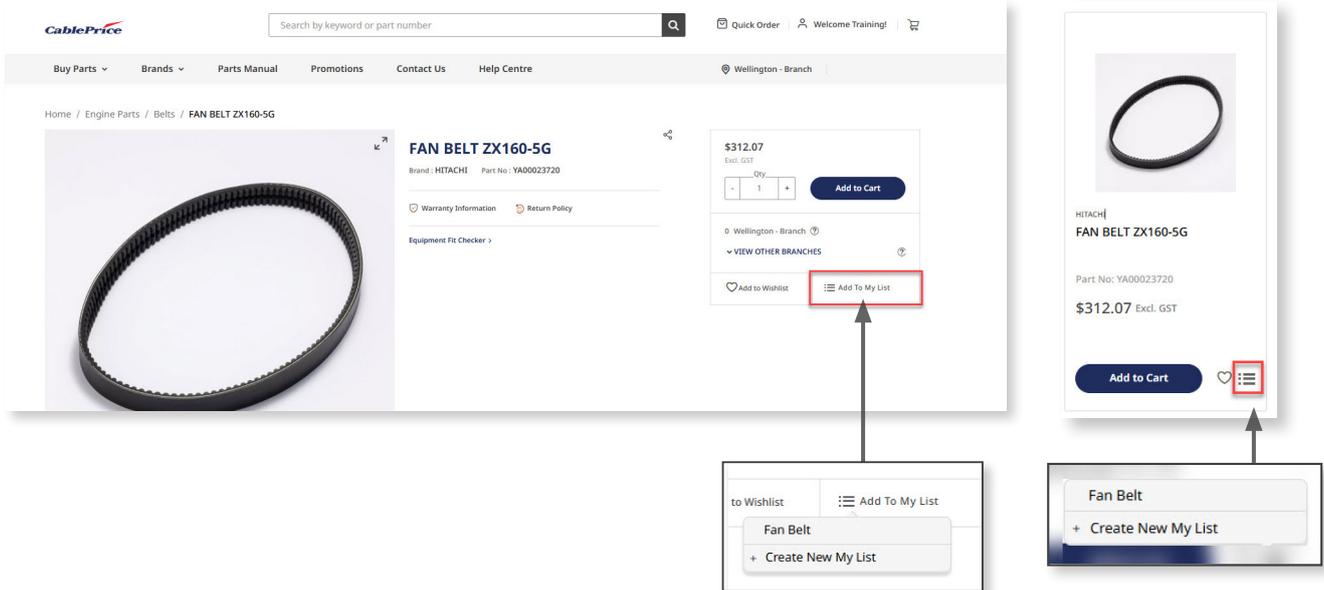
Delete item by clicking the  button

A screenshot of the wishlist tab menu showing 'Wish List', 'Camera', and '+ Create New Wishlist'.

The 'Wish List Sharing' form includes a 'Sharing Information' section with a text input for 'Email Addresses, Separated By Commas', a 'Message' text input, and a 'Share Wish List' button.

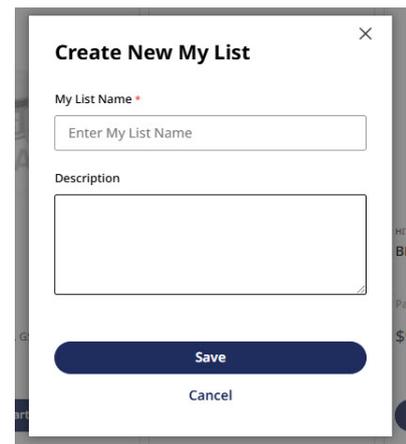
4.5 My List

The intended function of the My List feature is to provide quick access to commonly used items.



1. To add an item to My List, click on the ☰ icon. From here you can add to an existing list, or create a new list.

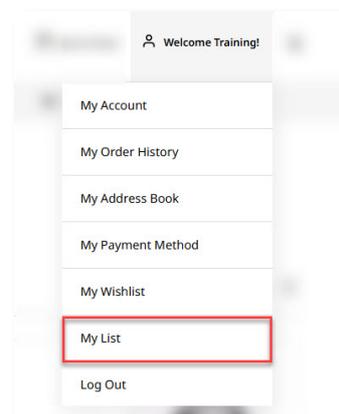
2. Click **+ Create New My List** to make a new list.



3. Enter the list name, as well as description if needed. Click the **Save** button to save the new list.

✔ Product FAN BELT ZX160-5G has been added to the my list Fan Belt.

4. To view My List, click the 👤 **User Menu** in the top right corner and then selecting **My List** from the drop-down menu.



5. This will lead you to the My List page. Here you can view a list by clicking the **View** button.

From here you can perform a number of functions.

My List Overview

Print or save to PDF

Export to save as .CSV file

Back to My List

Step

Delete My List Add to Cart

Export Print

Select all 3 items in My List Remove Selected Move Selected To My List Copy Selected To My List

Product	Part No.	Price (Excl. GST)	Qty	Subtotal (Excl. GST)
<input checked="" type="checkbox"/> HITACHI STEP	9771898	\$391.31	4	\$1,565.24
<input checked="" type="checkbox"/> HITACHI WASHER	J222016	\$5.21	16	\$83.36
<input checked="" type="checkbox"/> HITACHI BOLT	J921640	\$6.61	16	\$105.76

Update My List

Add selected products to cart

Print or save to PDF

Delete item by clicking the button

Adjust item quantity using the Qty field

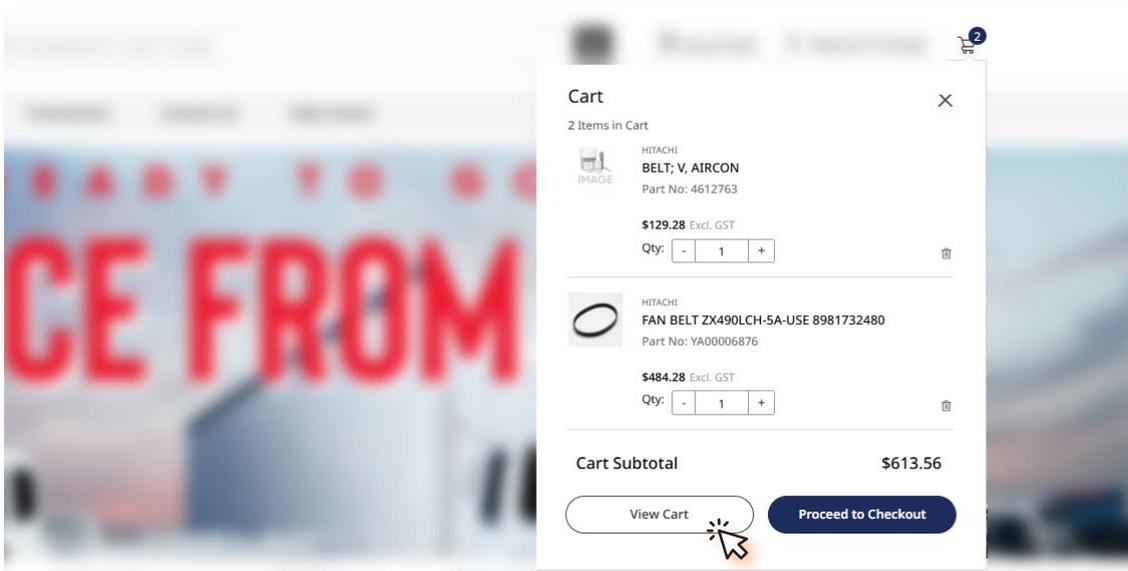
Click **Update My List** to update any changes made

4.6 Quotes

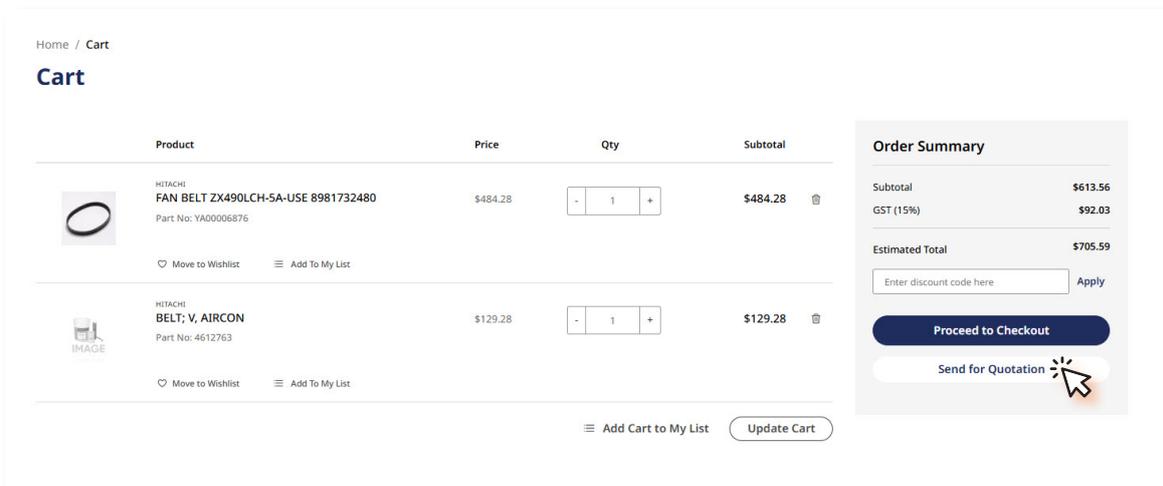


You must be logged into a company account in order to use the quotation function.

1. Click the cart icon and then click the **View Cart** button to view the cart.



2. To create a quote click the **Send for Quotation** button.



3. Add a comment and Quote Name. Once complete, click **Send Request**.

Send for Quotation

Add Your Comment *

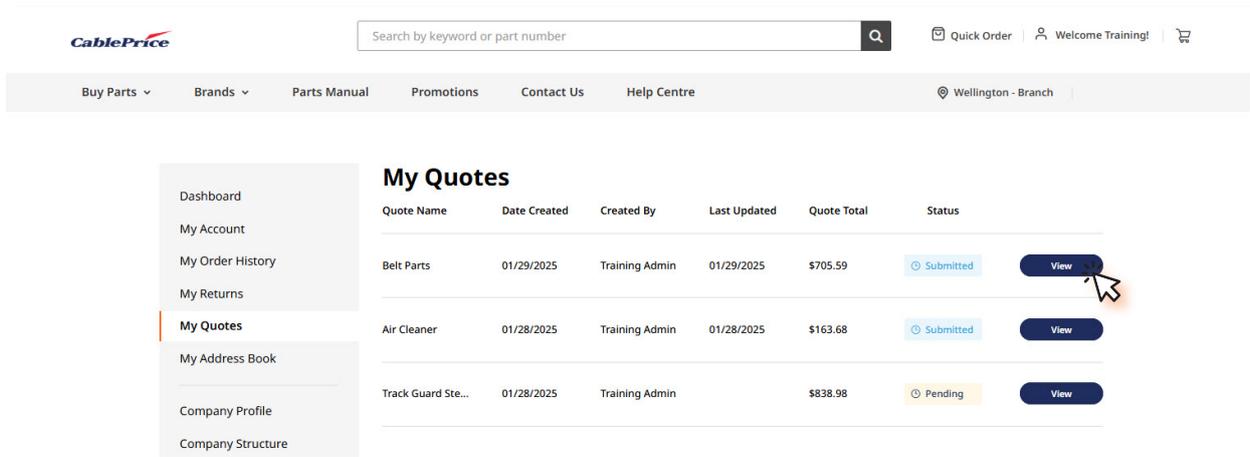
Quote Name *

Attach file

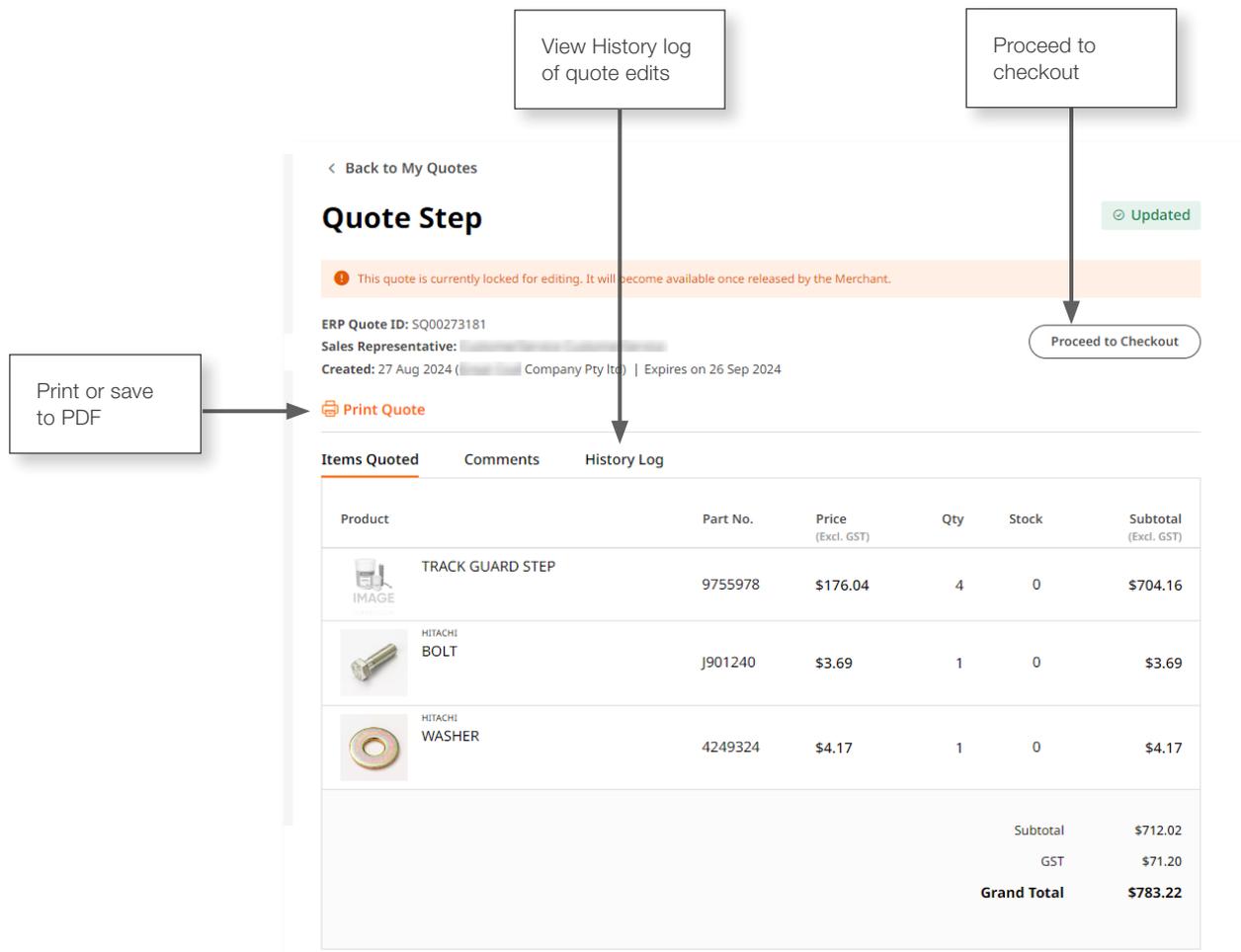
Send Request Cancel

You'll then be directed to the My Quotes page which can also be accessed through your account dashboard. Here you'll find all your previous quotes.

4. Click on the **View** button to open desired quote.



When proceeding to checkout from a quote, pricing will remain the same as when the quote was created. Quotes will expire after 30 days. There is a brief period of 30 minutes where quote requires time to sync with Dynamics (ERP). Once successful ERP Quote ID is displayed and then quote will allow option to proceed to checkout.



Quotes can be accessed by other users of the same company account.

5. Delivery



Table Rate



Pickup

5.1 Table Rate - Delivery

When checking out, you can elect to get your order delivered for an additional freight cost.

1. Select **Delivery** as your method of choice.
2. Enter your contact information, including both email and phone number. If you are already logged into your CablePrice Parts Solutions account, you will be presented with your preferred delivery address details
3. Enter your delivery address details in the required fields, or if you are checking out as a logged in customer, select an existing address or select **+ New Address** to add another delivery address.

The screenshot shows a checkout page with three steps: Cart, Shipping, and Payment. The 'Shipping' step is active. The 'Delivery Method' section has 'Delivery' selected with a radio button and 'Pick Up' as an unselected option. Below this is the 'Contact Information' section with an 'Email' field. The 'Delivery Address' section includes fields for 'First Name', 'Last Name', 'Company Name', 'Street Address' (two lines), 'City', 'Postcode', and 'Mobile Number'. An 'Order Summary' sidebar on the right shows '1 Item in Cart' with a product image of a Hitachi O-Ring (Part No: A810160, Qty: 1) priced at \$30.02.

✓ Cart > ② Shipping > ③ Payment

Delivery Method

 Delivery Pick Up

Delivery Address



Thabitha Dawning Sundar ✓

32 3rd main road
AUCKLAND, 0610
New Zealand
9840433175

+ New Address

Delivery Options

 Pick in Store

\$0.00

 Table Rate

\$12.00

Order Summary

3 Items in Cart

	HITACHI FILTER Part No: 4227353 Qty: 1	\$97.91
	HITACHI O-RING Part No: 4509180 Qty: 1	\$3.48
	HITACHI FILTER: SUCTION Part No: 4631063 Qty: 1	\$203.03
Subtotal		\$304.41
Delivery		\$12.00
GST (15%)		\$47.46
Grand Total		\$363.88

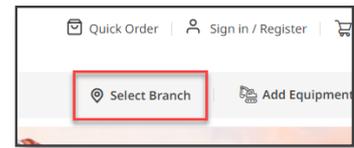


The delivery fee will be added to your Order Summary and calculated as part of your order total.

4. Click the **Continue to Payment** button to continue with the remainder of the checkout process.

5.2 Pickup

During the checkout process, you can select to pick up items from your local branch.

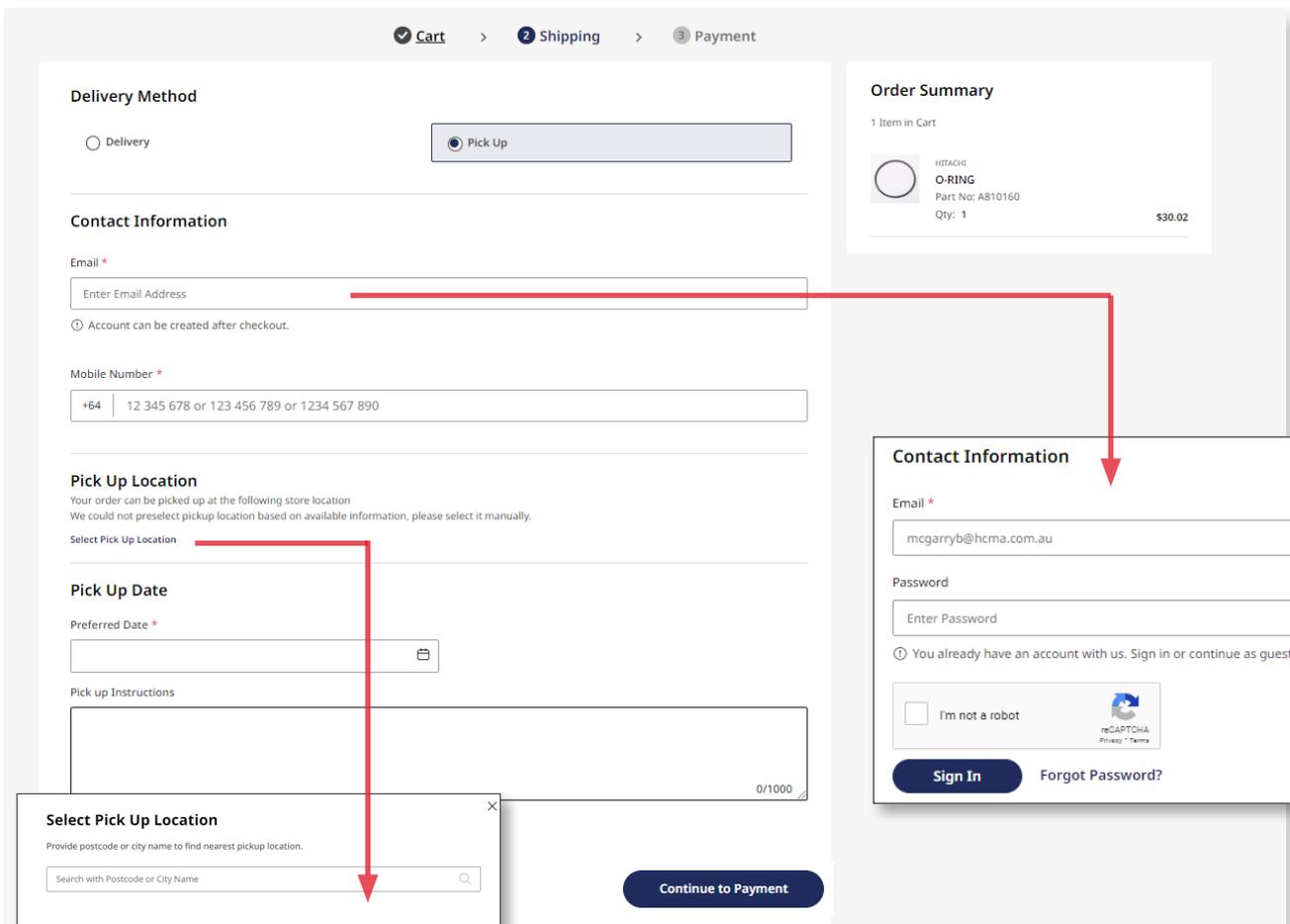


1. Once on the shipping page of the checkout process, select **Pick Up** as your chosen delivery method.
2. Enter your contact information, including both email and phone number. If you are already logged into CablePrice Parts Solutions, you won't be required to enter this information.



If your email is already connected to an account, you'll be prompted to login.

3. If not previously chosen, select your local branch as the pick up location. You can edit a previously chosen location by clicking the **Change pick up location** button.



The screenshot shows the checkout process at the 'Shipping' stage. The 'Delivery Method' is set to 'Pick Up'. The 'Contact Information' section has fields for Email and Mobile Number. The 'Pick Up Location' section is active, with a modal open for 'Select Pick Up Location'. The modal shows two branches: Palmerston North and Wellington - Branch. The 'Pick Up Date' section has a 'Preferred Date' field with a calendar icon. The 'Pick up Instructions' section has a text box. The 'Order Summary' on the right shows 1 item in the cart: HITACHI O-RING, Part No: A810160, Qty: 1, \$30.02. A 'Continue to Payment' button is at the bottom.

4. Select your preferred pick up date by clicking the date box or calendar icon.

5. Add any additional pick up instructions in the text box below.

6. Click the **Continue to Payment** button to continue with the remainder of the checkout process.

7. You will receive an email alert once the order is ready to be collected from the nominated branch.



6. Payment

6.1 Payment Methods

There are several different ways to pay for a purchase. Our website accepts all major debit or credit cards in addition to PayPal and Google Pay.

Additionally, CablePrice Account Credit Accounts can pay using their existing Credit.

User Type	Payment Method	
	Credit Card	CablePrice Account Credit
Guest User	✓	
Customer/Company Account	✓	
CablePrice Trading Account	✓	✓

The payment page is the last step in the checkout process. Once the cart and shipping have been confirmed you'll be lead to the page shown below.

The screenshot shows the CablePrice checkout page. At the top, there's a navigation bar with 'Cart', 'Shipping', and 'Payment' steps. The 'Payment Method' section is active, showing 'Payment on Account' selected. Below it, the 'Billing Address' is displayed for 'Mid Canterbury Transport Ltd Organization'. There are checkboxes for terms and conditions and a sign-up for news. A 'Place Order' button is at the bottom. To the right, the 'Order Summary' shows one item: 'HITACHI FAN BELT ZX160-5G' for \$312.07. The subtotal is \$312.07, delivery is \$6.00, and GST is \$47.71, totaling \$365.78. The 'Delivery Information' section shows the address for 'Training Admin' in Wellington.

6.2 Payment with Credit Card

1. Enter your valid credit card details including CVV/CVC. There is an option to save card details for future use.
2. In order to continue, you must check **Yes, I have read and agree to the Terms & Conditions.**
3. Enter your purchase order reference if required under Customer Reference Number.
4. Then click on the Place Order button to confirm order.

Payment Method

Payment on Account

Credit Card

Billing Address

Mid Canterbury Transport Ltd Organization
204 Lake Ferry Road
MARTINBOROUGH, 5781
New Zealand

 Card

 Secure, 1-click checkout with Link ▼

Card number	Expiration date	Security code
<input type="text" value="1234 1234 1234 1234"/>   	<input type="text" value="MM / YY"/>	<input type="text" value="CVC"/> 

Yes, I have read and agree to the Terms & Conditions *

Sign me up for the latest news and promotions from Hitachi

Customer Reference Number *

Place Order



Your card details will then be processed, do not refresh or click away from this page until complete.

6.3 Payment on Account (Credit)

Pay on Account must be enabled within role permission settings in order to use account credit as a payment method.

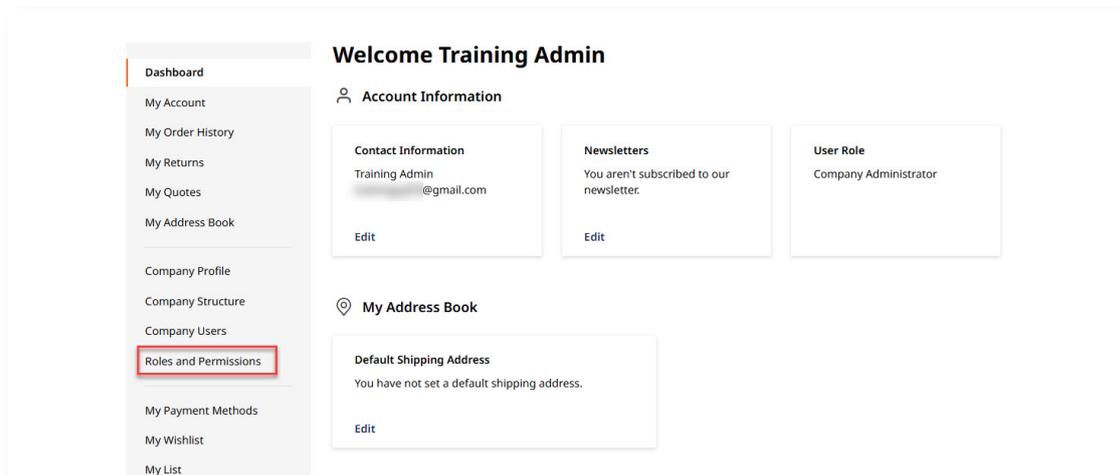
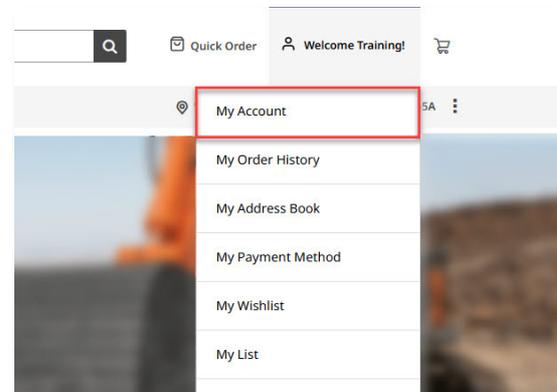
Checking / Adding Role Permissions



Only company administrators can edit roles and permissions. For information on how to locate your company administrator, please visit [7.2 Company Information](#).

ID No.	Name	Email	Role	Team	Status	
960	Training Admin	trainingcpl33@gmail.com	Company Administrator	—	Active	Edit Delete

1. Navigate to the account dashboard by clicking the **User Menu** in the top right corner and then selecting **My Account** from the drop-down menu, then select the **Role and Permissions** tab on the left hand menu.

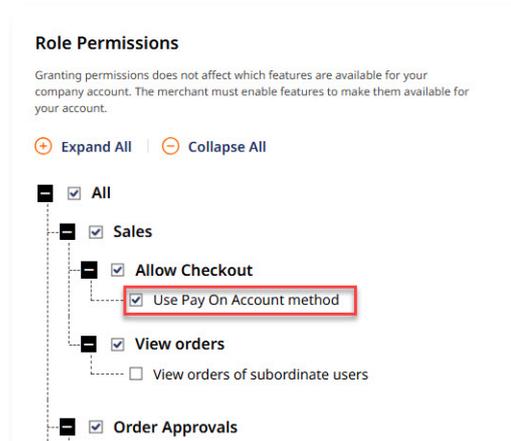


2. Click **Edit** on the selected role.

ID No.	Roles	Users	
141	Default User	0	Duplicate Edit Delete
144	Manager	0	Duplicate Edit Delete

3. Select the check box to allow permission for **Use Pay on Account method**.

4. Click **Save Role** to grant permission.



Checkout using Payment on Account

1. To pay using Credit on your CablePrice Account, click the Payment on Account option under the heading Select a new payment method.

Select a new payment method

A screenshot of the "Payment on Account" checkout form. The "Payment on Account" option is selected. The form includes a "Billing Address" section with pre-filled details: "Oringi Road", "Dannevirke, 4972", and "New Zealand". There are two checkboxes: "Yes, I have read and agree to the Terms & Conditions *" (checked) and "Sign me up for the latest news and promotions from Hitachi" (unchecked). A "Customer Reference Number" input field is present. A dark blue "Place Order" button is at the bottom right.

2. The billing address should appear automatically based on your account details.

3. Check the tick box to confirm that you've read and agree to the Terms & Conditions.

4. Enter your purchase order reference if required under Customer Reference Number.

5. Click **Place Order** to confirm.

6.4 Payment Confirmation

Once you have placed your order, you will be directed to the confirmation page which will display your Order Number. You will also receive an Order Confirmation email to your email account.

If you have checked out as a guest user, you'll be invited to create a customer account by clicking **Create an Account**.

If you have checked out as an account holder, you will be able to view your order in your order history by clicking the **Order Number**. You can also go to your account dashboard by clicking **View Account**.

Guest User



Thank You!

Order Number 2000016932

Your order has been placed and an email will be sent out to test2@hcma.com.au with your order details and tracking information.

Create an AccountContinue Shopping

Account Holder



Thank You!

Order Number 2000016932

Your order has been placed and an email will be sent out to test2@hcma.com.au with your order details and tracking information.

Create an AccountContinue Shopping



Dear Training Test,

Thank you for your order from CablePrice Parts Solutions. You can check the status of your order by [logging into your account](#).

If you have questions about your order, you can email us at customersupport@cableprice.co.nz or call us at [0800555456](tel:0800555456).

Your Parts Order #200000285

Placed on 8/04/2024, 5:30:25 pm

Billing Info Training Test 51/41 Bell Road South Gracefield Lower Hutt, New Zealand, 5010 +61 123456789	Shipping Info Wellington - Branch Store 41-51 Bell Road South, Gracefield Lower Hutt, New Zealand, 5010 +61 04 568 0151
Payment Method Credit Card Visa xxxx-1111	Shipping Method In-Store Pickup Delivery - Wellington - Branch

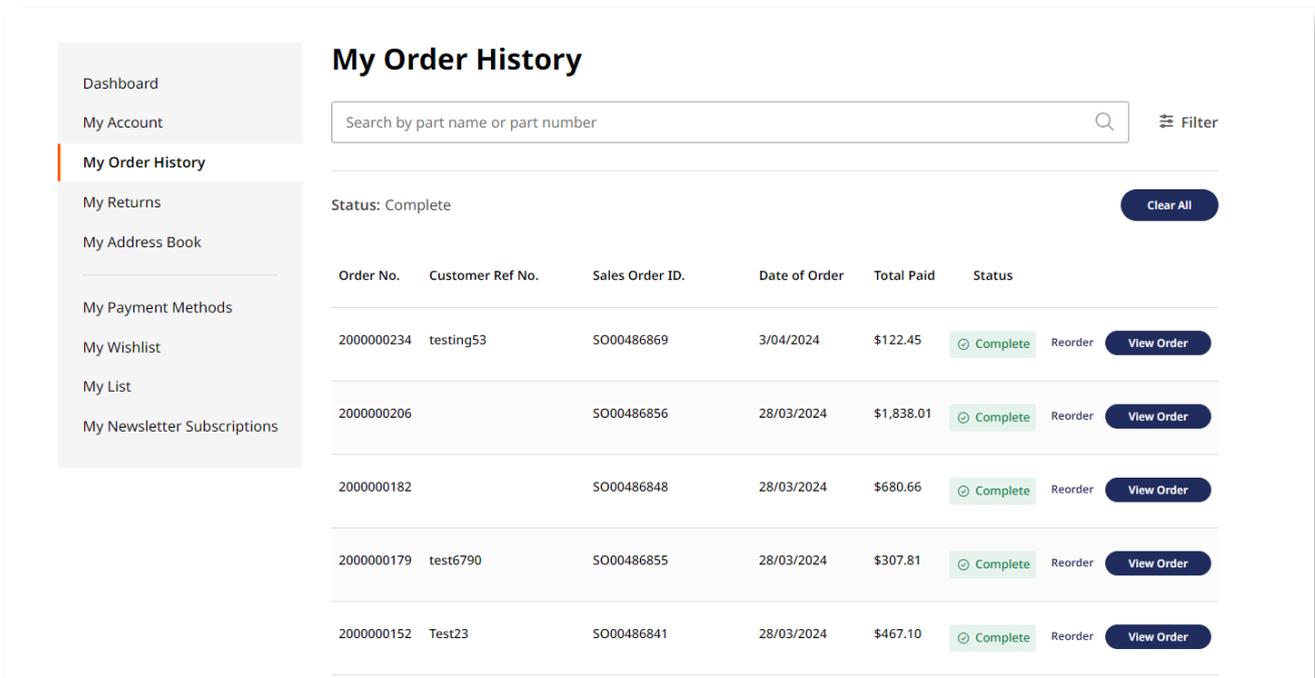
Items	Qty	Price
DRAIN FILTER Part No: 4205684	1	\$178.70
Subtotal		\$178.70
Delivery		\$0.00
GST (15%)		\$26.80
Grand Total		\$205.50

Thanks,
CablePrice New Zealand Ltd

6.5 Tax Invoice

Tax invoices are downloadable and located within your order history.

1. Click **View Order** on the desired order.



My Order History

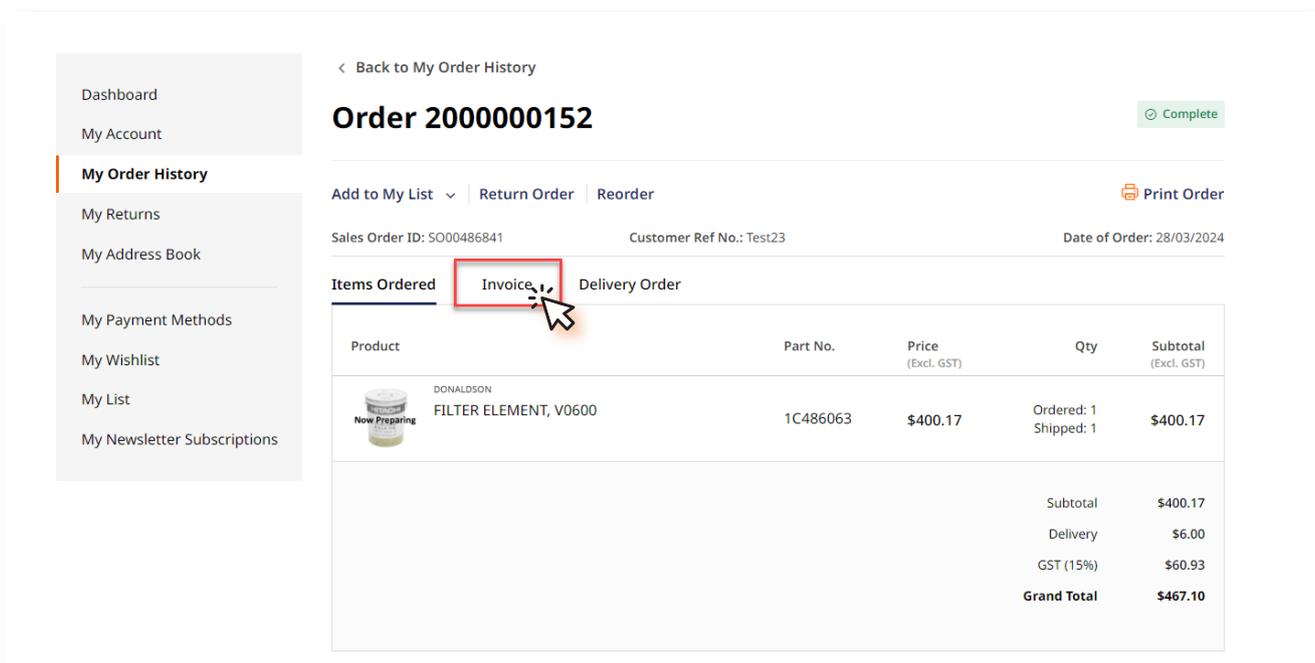
Search by part name or part number Filter

Status: Complete Clear All

Order No.	Customer Ref No.	Sales Order ID.	Date of Order	Total Paid	Status
2000000234	testing53	SO00486869	3/04/2024	\$122.45	Complete Reorder View Order
2000000206		SO00486856	28/03/2024	\$1,838.01	Complete Reorder View Order
2000000182		SO00486848	28/03/2024	\$680.66	Complete Reorder View Order
2000000179	test6790	SO00486855	28/03/2024	\$307.81	Complete Reorder View Order
2000000152	Test23	SO00486841	28/03/2024	\$467.10	Complete Reorder View Order

2. When on the order detail page, click on the **Invoice** tab.

 Please note that this tab may not be available for orders that are still processing.



< Back to My Order History

Order 200000152 Complete

Add to My List Return Order Reorder Print Order

Sales Order ID: SO00486841 Customer Ref No.: Test23 Date of Order: 28/03/2024

Items Ordered **Invoice** Delivery Order

Product	Part No.	Price (Excl. GST)	Qty	Subtotal (Excl. GST)
 DONALDSON FILTER ELEMENT, V0600	1C486063	\$400.17	Ordered: 1 Shipped: 1	\$400.17
Subtotal				\$400.17
Delivery				\$6.00
GST (15%)				\$60.93
Grand Total				\$467.10

3. To print or download a pdf version of the invoice, click on the **Print Invoice** button.

Dashboard
My Account
My Order History
My Returns
My Address Book
My Payment Methods
My Wishlist
My List
My Newsletter Subscriptions

< Back to My Order History

Order 200000152

Complete

Add to My List | Return Order | Reorder Print Order

Sales Order ID: SO00486841 Customer Ref No.: Test23 Date of Order: 28/03/2024

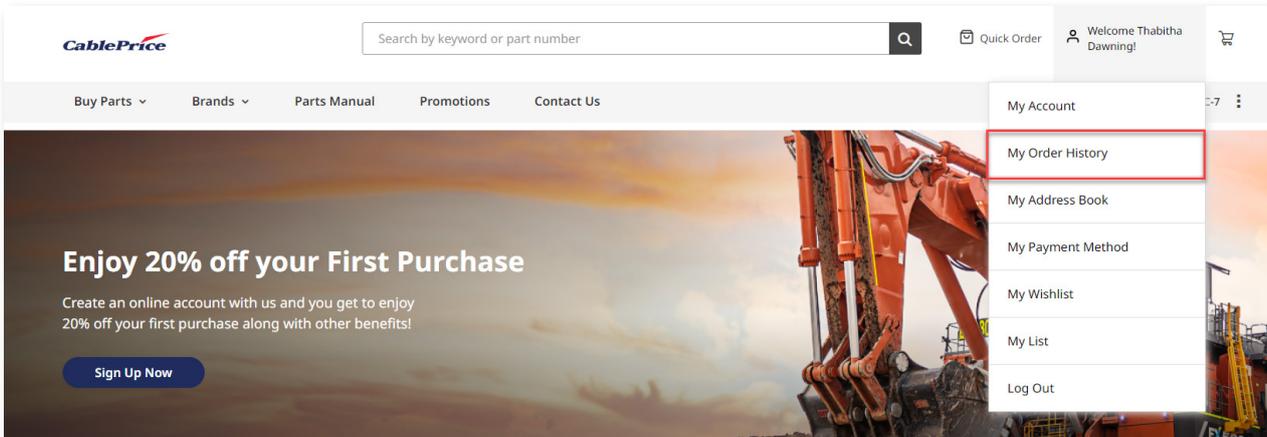
Items Ordered **Invoice** Delivery Order

Invoice SI0221952 Sales Invoice Creation Date: 3/04/2024 Print Invoice

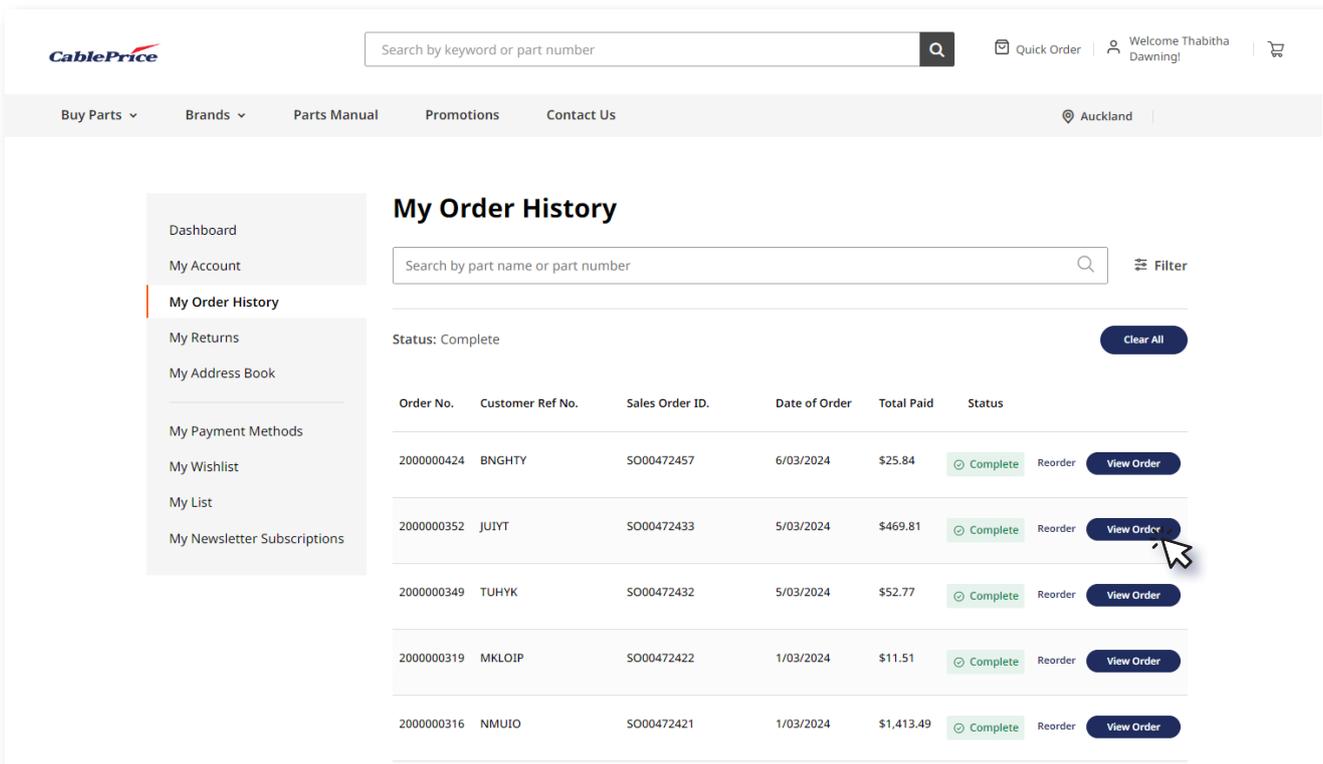
Product	Part No.	Price (Excl. GST)	Qty	Subtotal (Excl. GST)
 DONALDSON FILTER ELEMENT, V0600	1C486063	\$400.17	1	\$400.17
Subtotal				\$400.17
Delivery				\$6.00
GST(15%)				\$60.93
Grand Total				\$467.10

6.6 Returns and Refunds

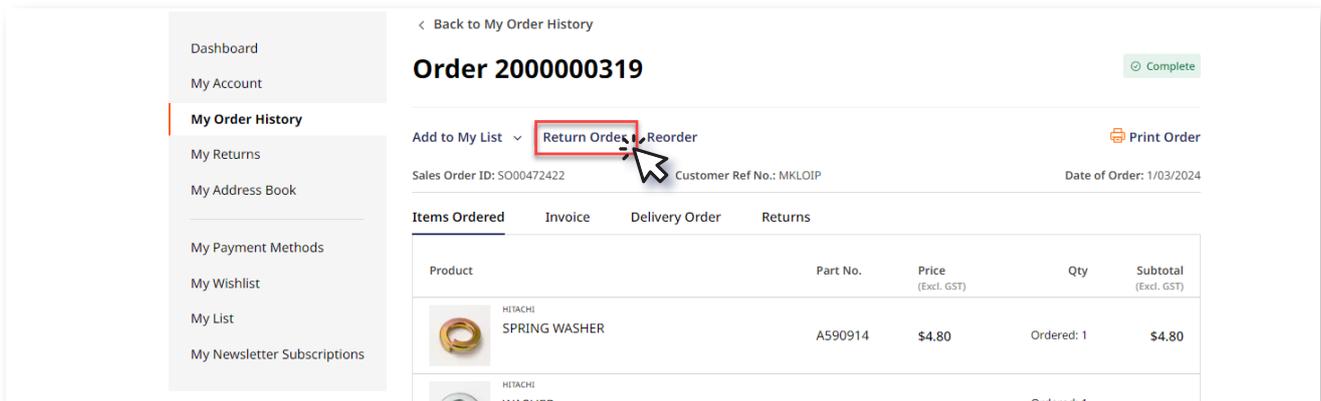
1. For account holders, returns and refunds can be requested by clicking on the Account Name on the top right of the screen and selecting **My Order History** from the drop-down menu as shown below.



2. Once in the My Order History page, select the relevant order that contains the product(s) that are to be returned.



3. On the order page, click the **Return Order** link.



4. Enter the contact email on the returns page. Select which item you'd like to return from the drop down menu.

5. Then enter the quantity to return and select a reason for return from the drop-down menu.

The screenshot shows the 'Create New Return' page. It has a breadcrumb '< Back to My Order Summary' and the title 'Create New Return'. Below is the subtitle 'New Return for Order 2000000319'. A box contains order details: 'Order No.: 2000000319', 'Name: Thabitha Dawning S', 'Email: thabitha.sundar@borngroup.com', and 'Delivery Info: Auckland Store, 1102 Great South Road, Mt Wellington, Auckland, New Zealand, 1060, +64 09 270 1360'. The 'Contact Information' section has a text input field 'Enter Contact Email'. The 'Return Items Information' section has a '*Required fields' note, an 'Item *' dropdown menu, a 'Quantity To Return *' text input field, and a 'Reason To Return *' dropdown menu. There is a '+ Add Item To Return' button and a 'Leave Your Comments' text area with a character count '0/1000'. At the bottom right are 'Cancel' and 'Submit Return' buttons.

6. Once complete, click the **Submit Return** button.

7. Shortly after, you'll be redirected to the My Returns page. This is where you can access all your returns and view details about the return, including the current status of the return.

CablePrice Search by keyword or part number Quick Order | Welcome Tuffy!

Buy Parts ▾ Brands ▾ Parts Manual Promotions Contact Us Hamilton

✓ You submitted Return #2000000002.

My Returns

Return No.	Date	Delivered From	Status
2000000002	22/04/2024	Tuffy Sundar	Pending View Return

You will also receive an email confirmation of the pending return.

CablePrice

Dear Tuffy Sundar,

We received your return request. You will be notified when your request is reviewed. If you have any questions about your return, please contact us at customersupport@cableprice.co.nz or by phoning [0800555456](tel:0800555456).

Your Return #2000000002 - Pending

Placed on 22 April 2024 at 3:59:52 pm NZST

Add New Delivery Address	Return Address
Tuffy S TUFFYTUFFY 79/A Siloam main road SANSON, New Zealand, 4862 +61 9840433175	Hamilton 2 Tawn Place, Pukete Hamilton, New Zealand, 3200 +61 07 850 8429

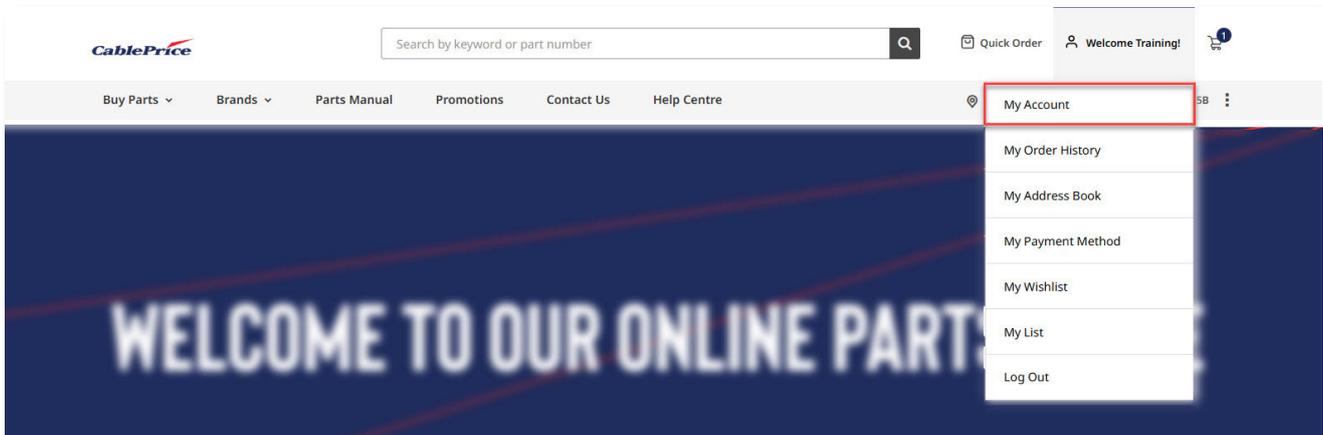
Description	Part Number	Requested Qty	Qty	Status
LUBE FILTER, CARTRIDGE	P550171	1	1	Pending

Thanks,
CablePrice New Zealand Ltd

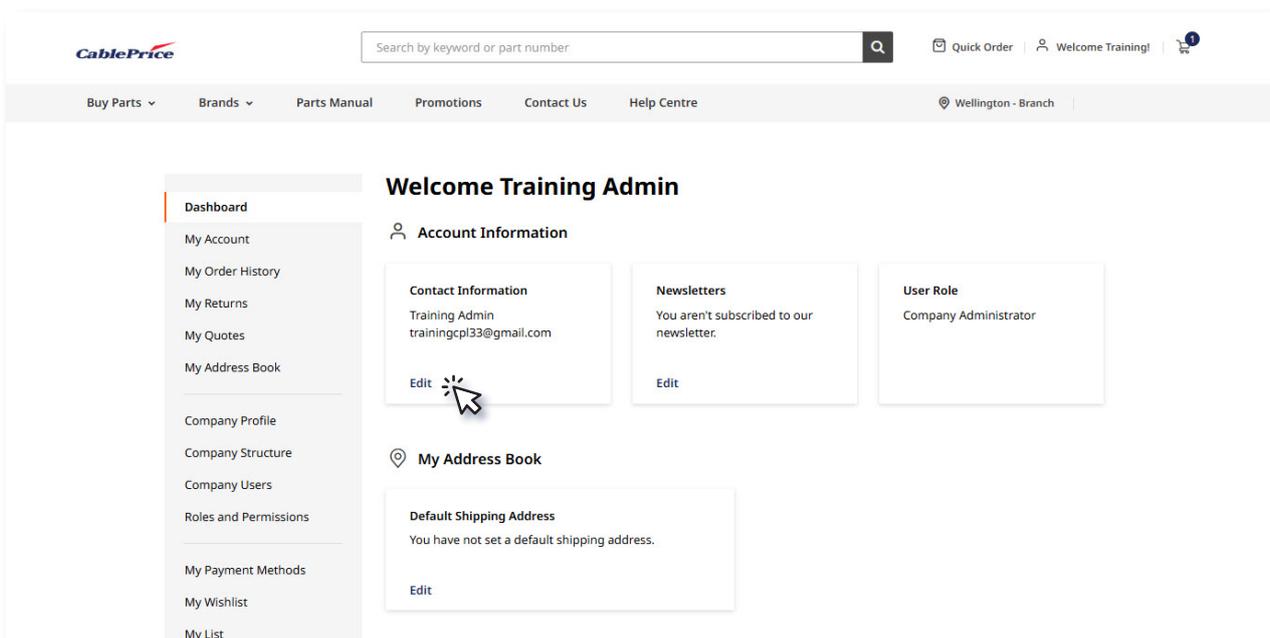
7. Account Management

7.1 Customer Information

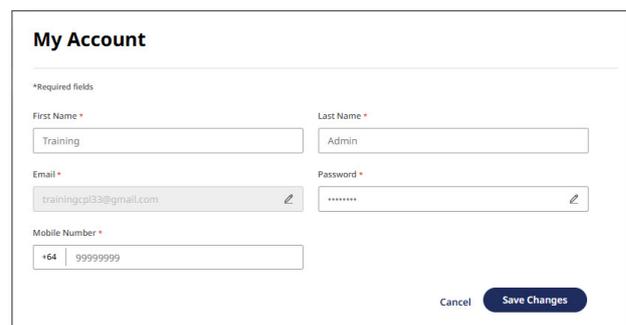
1. Click on the  **User Menu** and select **My Account** to view customer information.



2. From the account dashboard you can edit customer information such as Contact Information and Shipping Address. Click the **Edit** button to make changes.

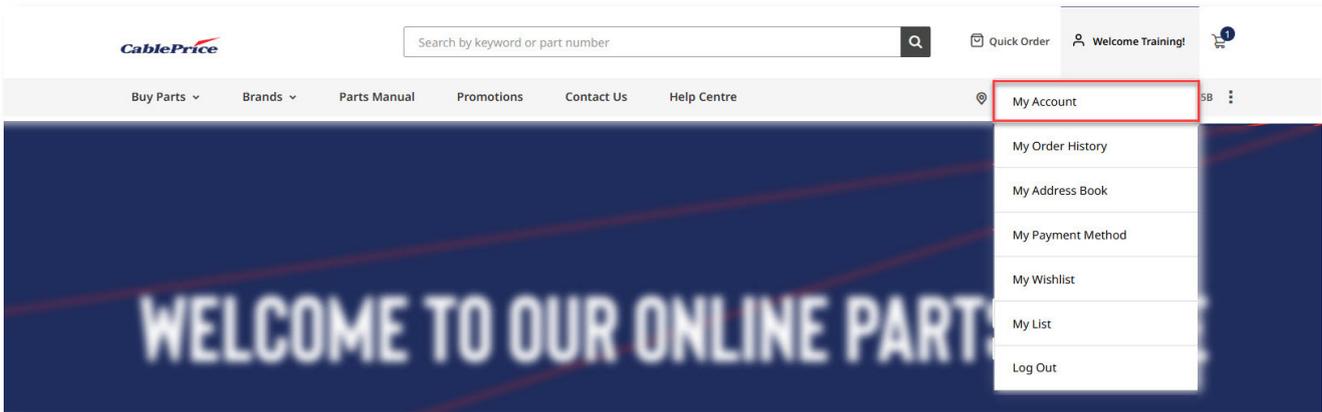


3. Once changes have been made, click on the **Save Changes** button to finalise and return to account dashboard.

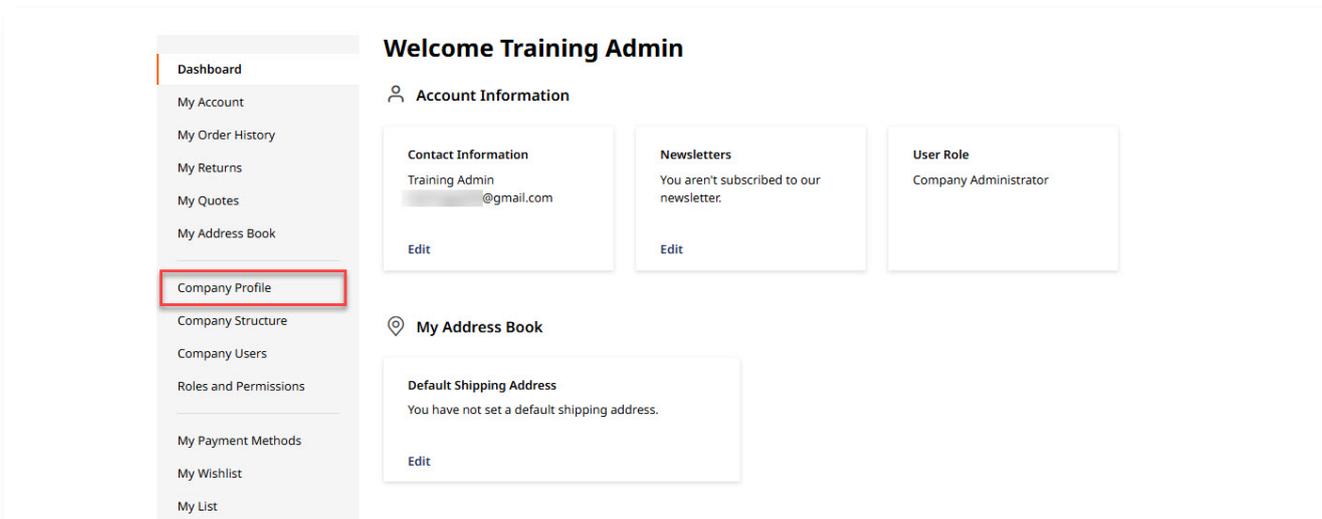
A screenshot of the 'My Account' edit form. It contains several input fields: First Name (Training), Last Name (Admin), Email (trainingcpl33@gmail.com), Password (masked with dots), and Mobile Number (+64 99999999). There are 'Cancel' and 'Save Changes' buttons at the bottom right.

7.2 Company Information

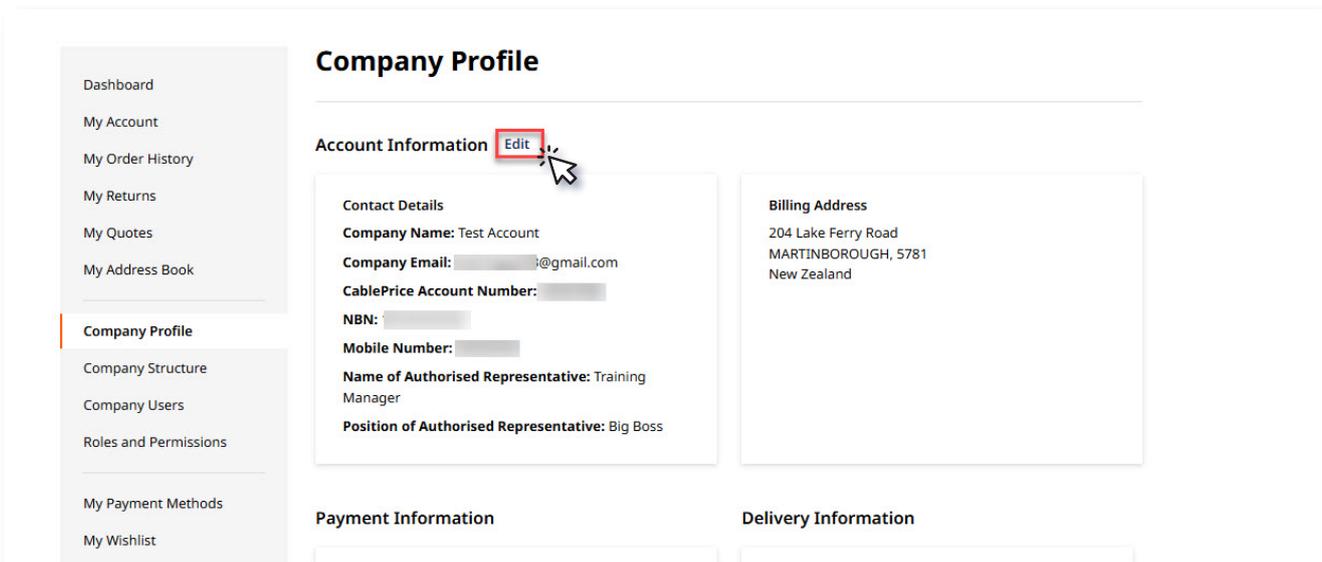
1. Click on **My Account** to view customer information.



2. Click on the **Company Profile** tab on the left hand menu.



3. Here your company profile details will be shown. Click on the **Edit** button to edit Account Information.



4. Edit your information as required. then click the **Save Changes** button to finalise.

< Back to Company Profile

Edit Company Profile

Account Information

*Required fields

CablePrice Account Number *
00000988

Company Name *
Test Account

NBN *
10101010101

Company Number

Company Email
@gmail.com

Mobile Number *
+64

Name Of Authorised Representative *
Training Manager

Position Of Authorised Representative *
Big Boss

Cancel **Save Changes**

Company Structure

1. Click on Company Structure to view information about business structure.

Welcome Training Admin

Account Information

Contact Information
Training Admin
@gmail.com
Edit

Newsletters
You aren't subscribed to our newsletter.
Edit

User Role
Company Administrator

My Address Book

Default Shipping Address
You have not set a default shipping address.
Edit

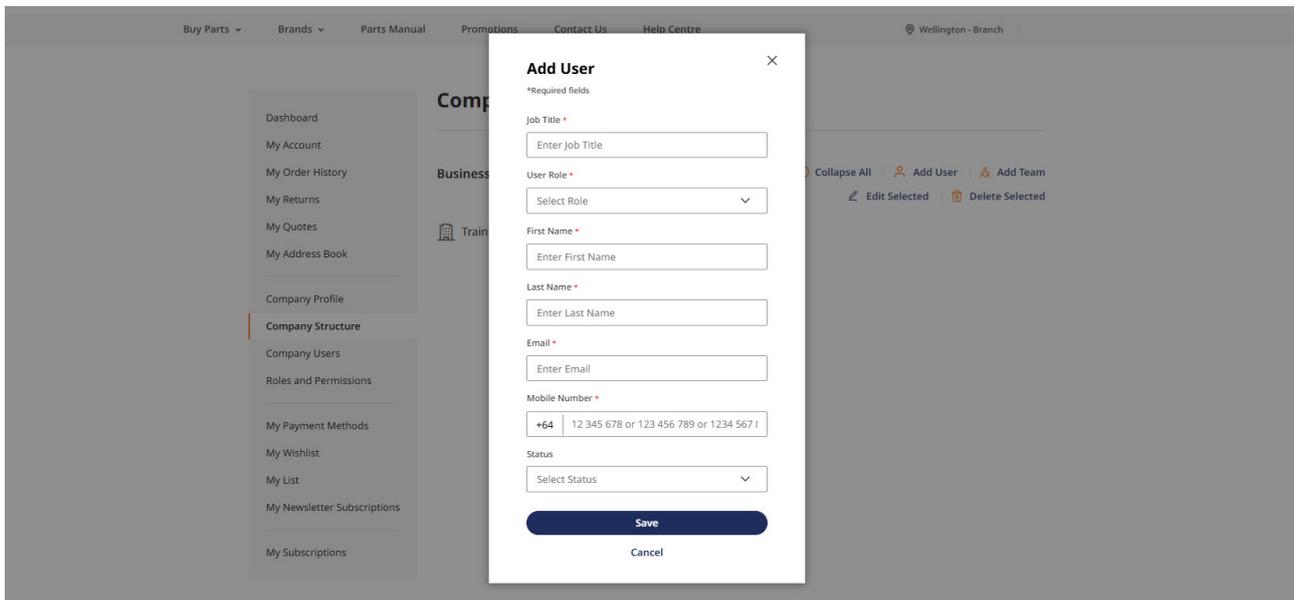
Default Warehouse

Warehouse Information
Wellington - Branch
41-51 Bell Road South, Gracefield, Lower Hutt, New Zealand, 5010

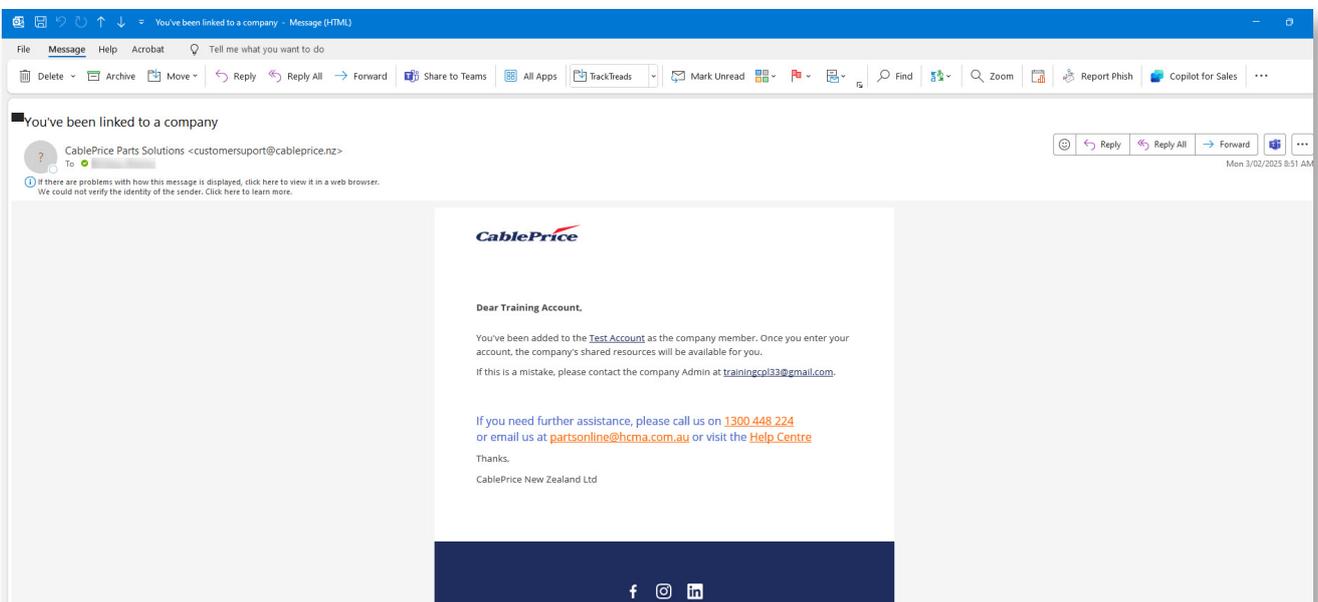
2. Click on the **Add User** button to add a user to the company account.



3. Complete the form details for the new user.



4. Click the **Save** button. This will create a new user account for your company. the new user will receive a welcome email and an email informing them that they have been linked to a company account.



7.3 Multiple Roles within an Organisation

Company Accounts can have multiple users and each of these users can be assigned with different roles and permissions.

In the Account Dashboard page, click on **Roles and Permissions** on the left hand menu.

The screenshot shows the CablePrice account dashboard for 'Welcome Training Admin'. The left-hand navigation menu is visible, with 'Roles and Permissions' highlighted in red. The main content area displays account information, including contact details, newsletters, and address book settings.

Create a New Role

1. Click on the **+ Create New Role** button to add a user to the company account.

The screenshot shows the 'Roles and Permissions' page. A '+ Create New Role' button is highlighted with a mouse cursor. Below it is a table showing one role: 'Default User' with ID No. 141 and 1 user.

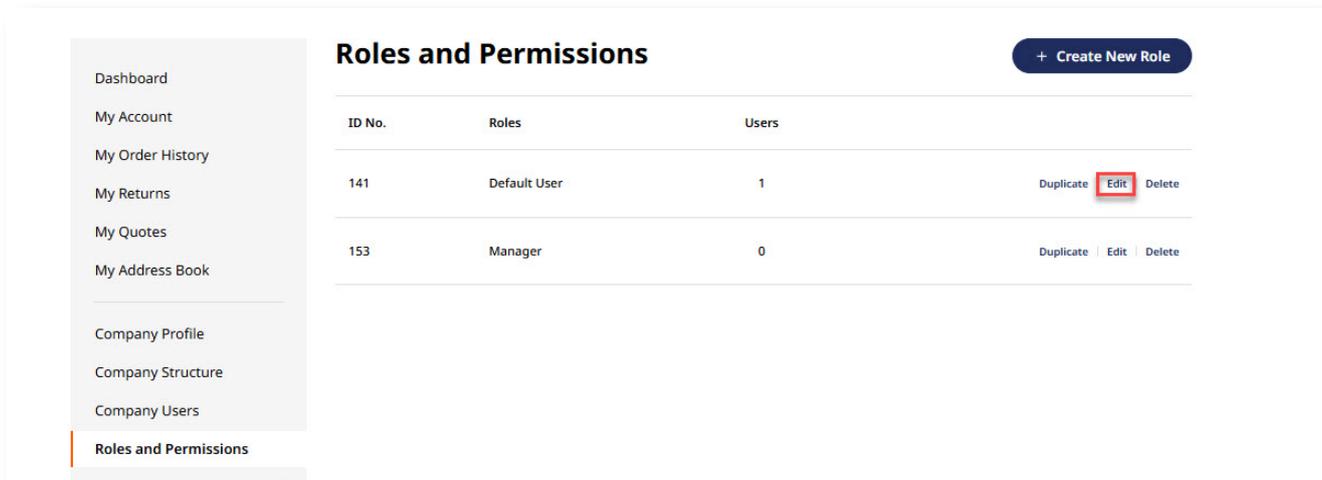
ID No.	Roles	Users	
141	Default User	1	Duplicate Edit

2. Make any desired changes by checking or unchecking the relevant boxes for each responsibility.

The screenshot shows the 'Add New Role' interface. On the left is a navigation menu with items like 'Dashboard', 'My Account', 'My Order History', 'My Returns', 'My Quotes', 'My Address Book', 'Company Profile', 'Company Structure', 'Company Users', 'Roles and Permissions', 'My Payment Methods', 'My Wishlist', 'My List', 'My Newsletter Subscriptions', and 'My Subscriptions'. The main content area has a breadcrumb '< Back to Roles and Permissions' and a title 'Add New Role'. Below the title is a 'Role Information' section with a 'Role Name *' field containing 'Enter Role Name'. To the right of this field is a callout box: 'Enter role name.'. Below that is the 'Role Permissions' section, which includes a note: 'Granting permissions does not affect which features are available for your company account. The merchant must enable features to make them available for your account.' and two buttons: 'Expand All' and 'Collapse All'. A list of permissions follows, each with a checkbox and a plus icon: 'All' (checked), 'Sales' (checked), 'Order Approvals' (checked), 'Quotes' (checked), 'Company Profile' (checked), 'Company User Management' (unchecked), and 'Company Credit' (checked). An arrow points from a callout box: 'View and select the features you would like to be available to this particular role.' to the 'Order Approvals' checkbox. At the bottom of the main content area are 'Cancel' and 'Save Role' buttons. A callout box: 'Click Save Role button to confirm permissions' points to the 'Save Role' button. A large inset box on the right shows a detailed view of the permissions for 'Order Approvals', including sub-permissions like 'View my Purchase Orders', 'View for subordinates', 'View for all company', 'Auto-approve POs created within this role', 'Approve Purchase Orders without other approvals', 'View Approval Rules', 'Create, Edit and Delete', 'View', 'Request, Edit, Delete', 'Checkout with quote', and 'View quotes of subordinate users'.

Edit Existing Role

1. Click on the **Edit** button to change the permissions for a selected user.

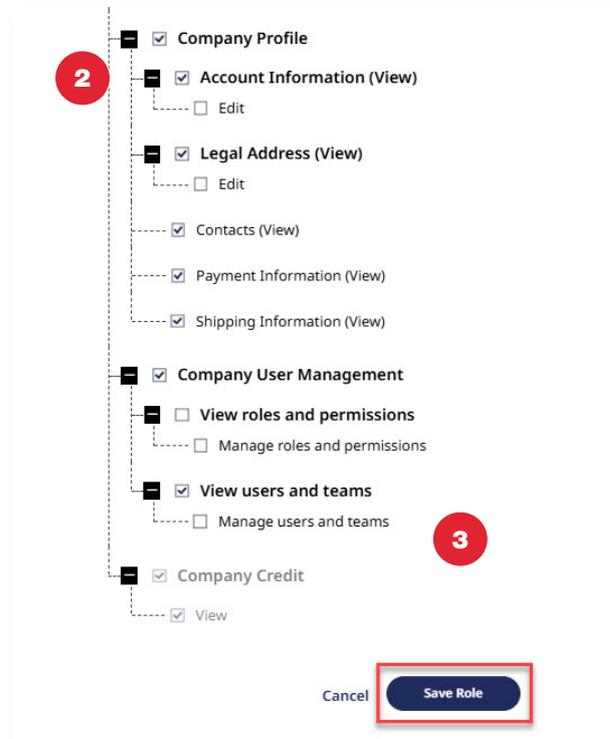


Roles and Permissions + Create New Role

ID No.	Roles	Users	
141	Default User	1	Duplicate Edit Delete
153	Manager	0	Duplicate Edit Delete

2. Make any desired changes by checking or unchecking the relevant boxes for each responsibility.

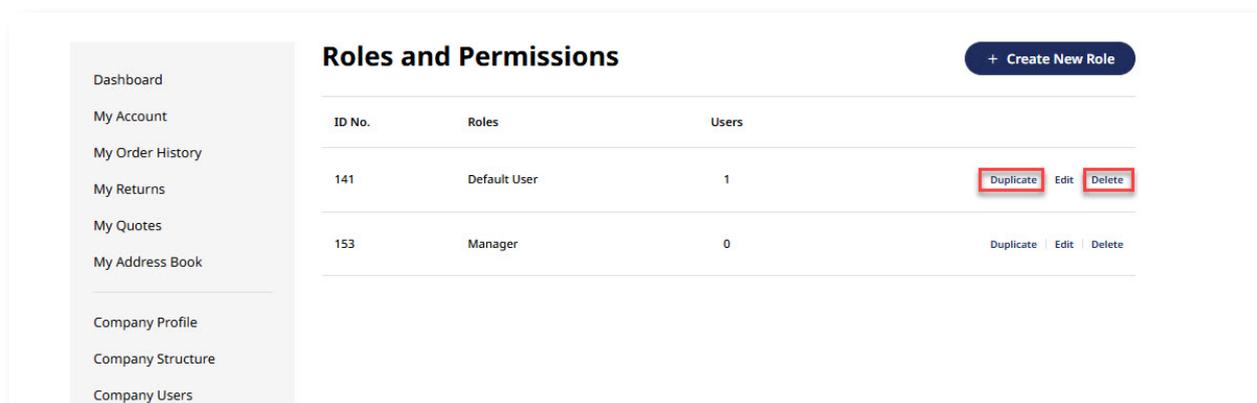
3. Click the **Save Role** button to confirm changes.



- Company Profile**
- Account Information (View)**
 - Edit
- Legal Address (View)**
 - Edit
- Contacts (View)**
- Payment Information (View)**
- Shipping Information (View)**
- Company User Management**
 - View roles and permissions**
 - Manage roles and permissions
 - View users and teams**
 - Manage users and teams
- Company Credit**
 - View

Cancel **Save Role**

You can also duplicate and delete roles as required.



Roles and Permissions + Create New Role

ID No.	Roles	Users	
141	Default User	1	Duplicate Edit Delete
153	Manager	0	Duplicate Edit Delete

7.4 Billing vs Delivery Address



Billing Address

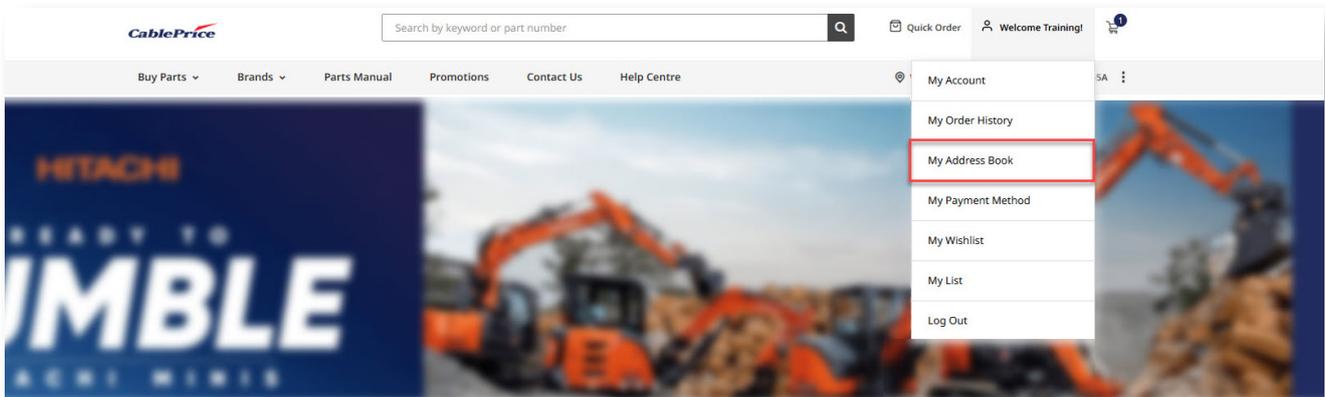
The billing address is the principal place of business. This is linked to your CablePrice Account and can only be changed by contacting your local CPL representative directly.



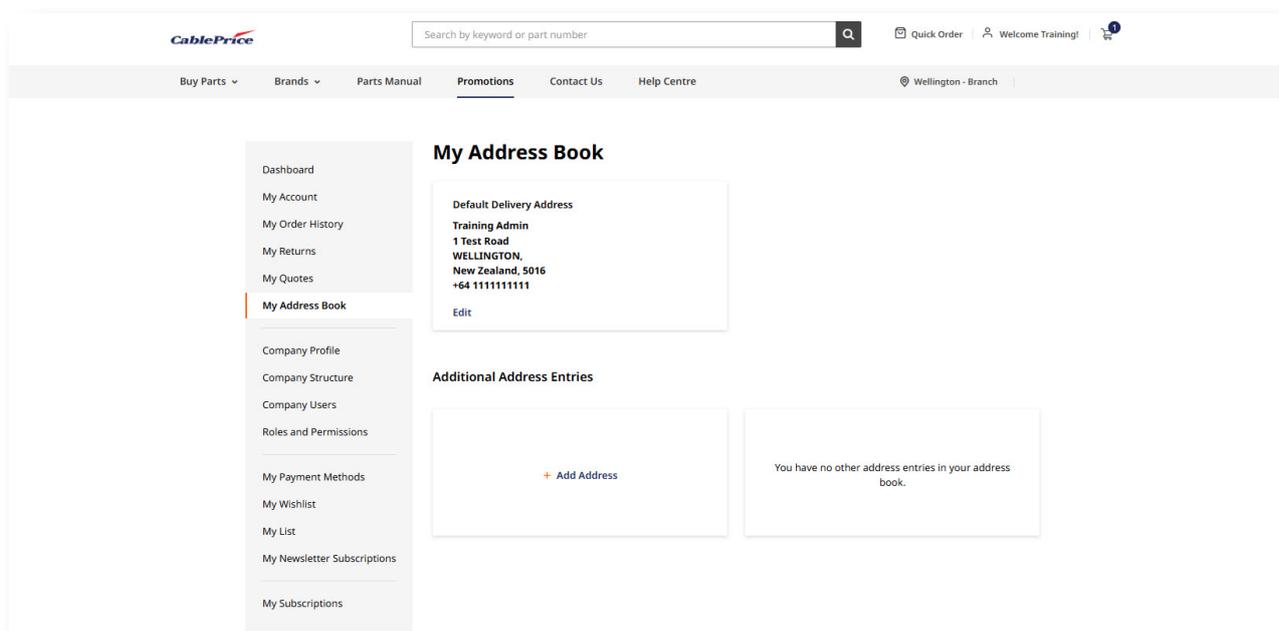
Delivery Address

The delivery address can be any specific physical location where orders are to be sent or delivered. Multiple delivery addresses can be added and stored in My Address Book at any time. The process is outlined below.

1. Click on the  **User Menu** and then select **My Address Book** to view saved delivery address information.



2. To add a new delivery address to your address book, click on **+ Add Address**.



3. Complete the form by filling out all required fields.

The screenshot shows the 'Add New Address' form in the CablePrice user interface. The form is titled 'Add New Address' and includes a navigation breadcrumb 'Back to My Address Book'. On the left is a sidebar menu with options like 'Dashboard', 'My Account', 'My Order History', 'My Returns', 'My Quotes', 'My Address Book', 'Company Profile', 'Company Structure', 'Company Users', 'Roles and Permissions', 'My Payment Methods', 'My Wishlist', 'My List', 'My Newsletter Subscriptions', and 'My Subscriptions'. The form fields are: 'First Name *' (Training), 'Last Name *' (Admin), 'Company Name' (empty), 'Mobile Number *' (+64 12 345 678 or 123 456 789 or 1234 567 890), 'Street Address *' (empty), 'City/Suburb *' (Choose City...), and 'Postcode' (Choose Postal Code...). There is a checkbox for 'Use As My Default Delivery Address' which is currently unchecked. At the bottom right are 'Cancel' and 'Save' buttons.

4. Tick check box for User As My Default Delivery Address if you'd like this to become the default delivery address when checking out in the future.

A close-up of the checkbox labeled 'Use As My Default Delivery Address'. The checkbox is checked, and the text is in a bold, dark blue font.

5. Click the Save button to save new address details.

The screenshot shows the 'My Address Book' page in the CablePrice user interface. At the top, a green notification bar says 'You saved the address.' The page title is 'My Address Book'. The sidebar menu is the same as in the previous screenshot. The main content area shows a 'Default Delivery Address' card for 'Training Admin' at '1 Test Road, WELLINGTON, New Zealand, 5016' with phone number '+64 1111111111' and an 'Edit' link. Below this is an 'Additional Address Entries' section with an '+ Add Address' button and a card for 'Training Admin' at '21 1st lane, WELLINGTON, New Zealand, 6011' with phone number '+64 984043317' and 'Edit Delete' links.



The default delivery address will be first shown, all other addresses will be listed under Additional Address Entries.

Checking Out

Any saved addresses will appear automatically when completing the checkout process. Your default delivery address will be automatically selected.

To choose another delivery address, simply select an alternative saved address or click on the **+ New Address** button to enter a new address.

The screenshot displays the CablePrice checkout interface. At the top, the CablePrice logo is on the left, and 'Secure Checkout' is on the right. A progress bar shows 'Cart' (checked), 'Shipping' (active), and 'Payment' (next). The main content area is divided into two columns. The left column contains the 'Delivery Method' section with 'Delivery' selected and 'Pick Up' as an alternative. Below this is the 'Delivery Address' section, showing two saved addresses for 'Training Admin'. The first address is '1 Test Road, WELLINGTON, 5016, New Zealand, 1111111111'. The second address is '21 1st lane, WELLINGTON, 6011, New Zealand, 984043317', which is currently selected. A '+ New Address' button is located below the address list. The 'Delivery Options' section offers 'Pick in Store' for \$0.00 and 'Freight Charge' for \$8.00. The 'Delivery Store Details' section provides information for the 'Wellington - Branch' at '41-51 Bell Road South, Gracefield, Lower Hutt, 5010, New Zealand, 04 568 0151', along with 'Branch Business Hours' of '7:30am - 5:00pm Monday - Friday'. A note states: 'Note: Store cannot be updated from the Shipping page. Please return to the Home or Category pages to update your store selection.' The right column features the 'Order Summary' section, indicating '1 Item in Cart'. It lists the item: 'HITACHE SENSOR: ANGLE, BOOM ZW180', with 'Part No: 4476333' and 'Qty: 1', totaling '\$819.19'. A 'Change Delivery Store' link is visible at the bottom left of the page.



7.5 Marketing and Newsletters

During the process of creating a CablePrice Solutions Account, there is an option to sign up for the newsletter.

You are able to edit your newsletter subscription status at anytime through the customer dashboard.

1. Click on the  **User Menu** in the top right corner. Then click on **My Account**.

2. In the account dashboard page, click on **My Newsletter Subscription** on the left hand menu.

Create New Customer Account

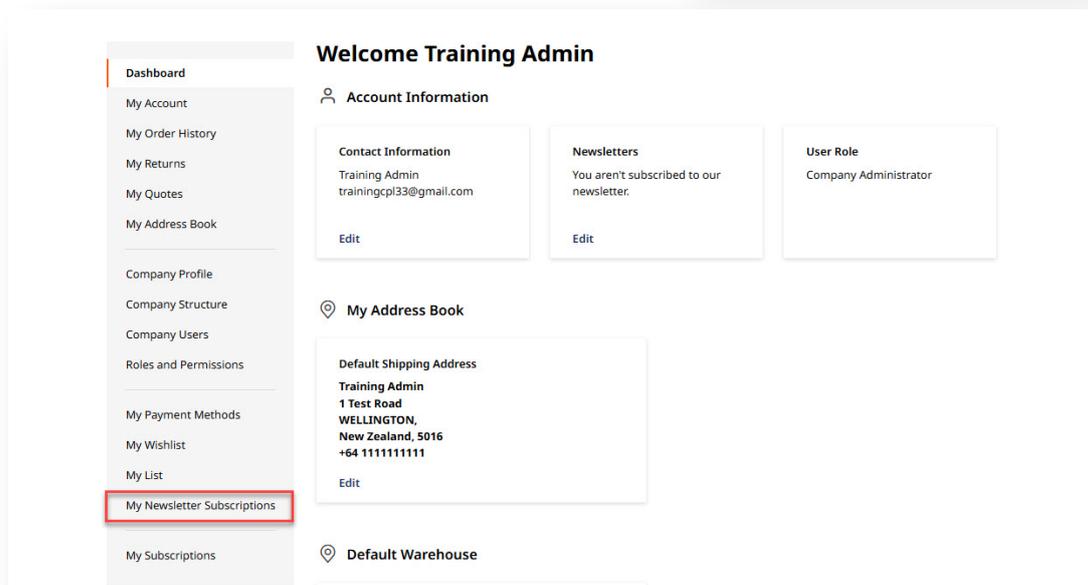
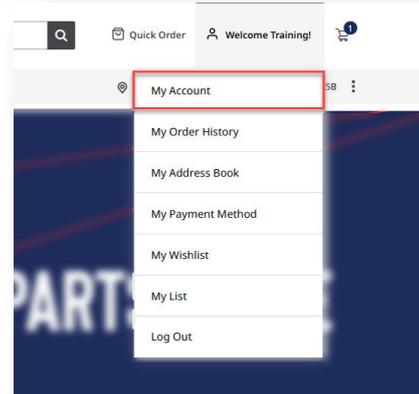
Personal Information

First Name *

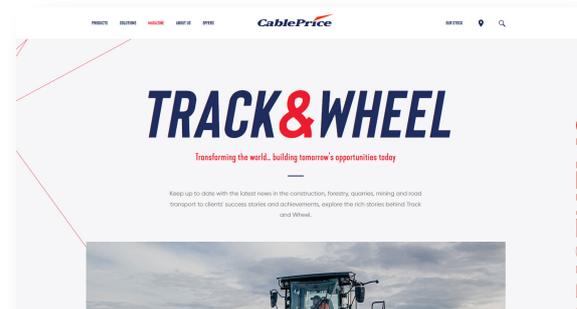
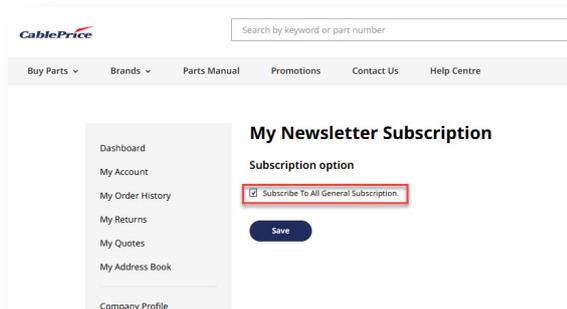
Last Name *

Mobile Number *

Sign Up For Newsletter



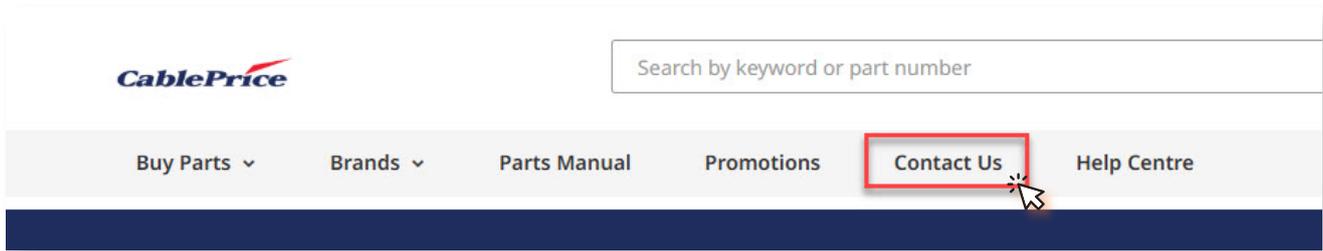
3. To edit, select or deselect the check box and click the **Save** button to finalise changes.



8. Support

8.1 Contact Us

1. On the home page, click on the **Contact Us** heading.



Alternatively click on the **Contact Us** link in the website footer under the Customer Support heading.



This will lead you to the Contact Us page of the website.

2. Fill out the form. Mandatory fields are indicated with a *. If you're logged in the Name and Email fields will pre-populate.

3. Complete the reCAPTCHA verification.

4. Click the Submit button.

5. Your enquiry will be sent to our customer support team will respond as soon as possible.

A screenshot of the 'Contact Us' form. The form title is 'Contact Us'. Below it is a 'Call Us' section with the text: 'If you have an urgent request or need immediate assistance, please do not hesitate to call our dedicated customer service team. Reach us at 0800 555 456. Our operators are available 24/7.' The 'Write Us' section follows, with the text: 'Jot us a note and we'll get back to you as quickly as possible.' The form contains several input fields: 'Name*', 'Email*', 'Phone Number*' (with a dropdown for '+64' and a text input for '12 345 678 or 123 456 789 or 1234 567 890'), 'What's On Your Mind?' (a large text area), 'Company', and 'Postal Code'. At the bottom, there is a reCAPTCHA verification box with the text 'I'm not a robot' and a 'Submit' button.

If you have an urgent request or need immediate assistance, please do not hesitate to call our dedicated customer service team. Reach us at **0800 555 456**. Our team are available 24/7.

8.2 Useful Links

1. Visit [our Help Centre](#) for additional resources including FAQs and video tutorials.

Frequently Asked Questions

Do I need to register an account to place an order?

How do I reset my password?

How do I register a new account?

How do I delete my account?

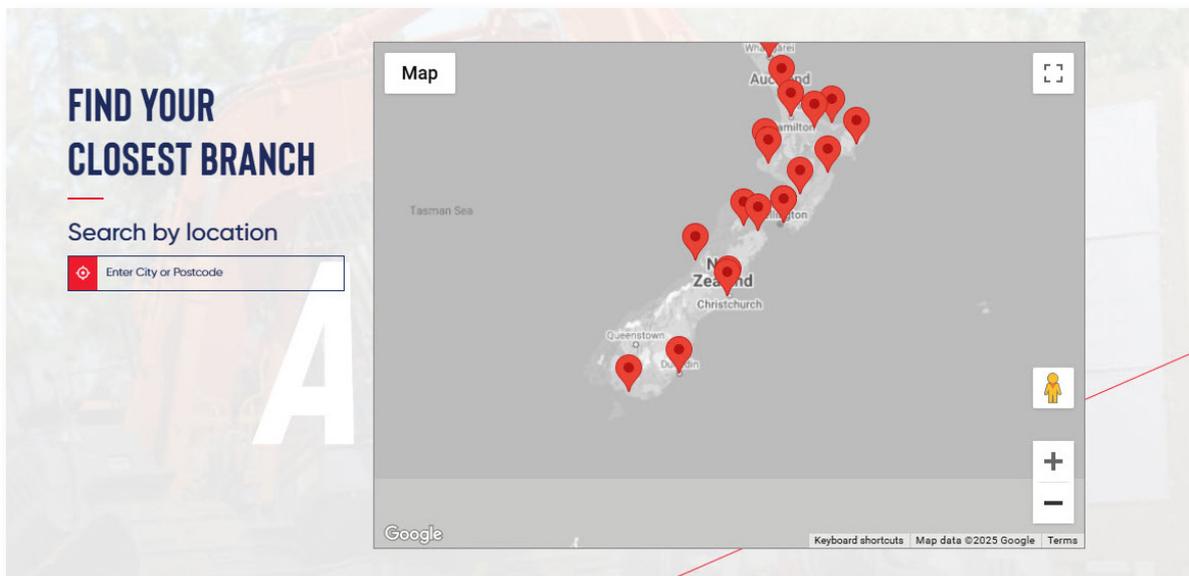
Can I grant access to additional members in my team so that they can use the system?

How can I remove a team member's access if it is no longer required?

Can I update my account information online?

How secure is your website?

2. Find your Local Branch by visiting the [CablePrice Website](#) and clicking on the  icon in the top right corner of the page.



3. If you don't have a CablePrice Account, you can apply for one using the [Trading Account Application](#)