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How to save parts lists for frequent orders on Parts.cat.com

This guide will show you how to customize your preferences on parts.cat.com and save parts lists for frequent orders, so you can start enjoying all the benefits of Cat parts online shopping.

Parts.cat.com allows you to save lists of parts for later use and repeat orders. We call these 'Frequent Order Lists.' These lists are saved with your account in Parts.cat.com so you can access them at any time, from any device.

| | Enter part #, keyword, etc. | | | | Q | |
|--------------------|--|--------------------|-----------------|-------------------------------|-----------------|--------------|
| DID | (OU KNOW? ONE PART COULD | EARN ANOTHER | APPLY NOW FOR | CAT° CARD | - al | |
| | Shopping Cart | Pickup & Delivery | | Summary & F | ayment | |
| SHOPPING | CART | | | | SAVE | IMPORT PRINT |
| ∧ ITEMS IN YOUR CA | RT | | PROCEED | ГО СНЕСКОИТ | ORDER SUN | |
| Show notes | Show images | | | | ORDER SUBTOTAL: | \$33.03 CAD |
| Quantity | Product Description | Avai | ability | Total Price (CAD) | PROCEED TO C | HECKOUT |
| 1) 🖬 1 | 1R-1807: Advanced Efficiency Engi 2.3 lbs ▲ PRODUCT WARNING(S) | ne Oil Filter 1: I | n Stock | \$33.03 \$33.03 ea. | | |
| | SAVE TO LIST | | | | | |
| | | | ORDER SUBTOTAL: | \$33.03 CAD | | |
| EMPTY CART | | | | | | |

Shopping Cart

Let's start with a "Shopping Cart" that already has parts added . You may have added parts using Quick Order, Parts Manuals, or been re-loaded from a past order in your Order History.

At the top of the Shopping Cart page, click the Save icon. You will see you have two choices. Select 'Save as Frequent Order List.'

| Search | Enter part #, keyword, etc. | | | Q |
|------------------------------------|---|--|---|--|
| DID YOU | U KNOW? ONE PART COU | LD EARN ANOTHER | APPLY NOW FOR CAT" CARD | |
| Sho | pping Cart | Pickup & Delivery | Summa | ry & Payment |
| SHOPPING C/ | ART | CREATE A LIST You currently have no saved lists. Create a new list below. | × | SAVE AS (CSV) |
| ∧ ITEMS IN YOUR CART | | Test-list-1 Lists by default are privateSet to public to share with members in your organization. | Public Proceed to Checkout | ORE SAVE AS (XLS) SAVE TO LIST |
| Show notes Show Quantity | w images Product Description | CREATE & SAVE | Total Price (CAD) | ORDER SUB PRO SAVE DETAILED EXPORT (CSV) SAVE DETAILED EXPORT (XLS) |
| ¹⁾ 🖬 1 | 1R-1807: Advanced Efficiency 2.3 lbs PRODUCT WARNING(S) SAVE TO LIST | Engine Oil Filter | : in Stock \$33.03 \$33.03 ea. | |
| MPTY CART | | | ORDER SUBTOTAL: \$33.03 CAD PROCEED TO CHECKOUT | |

Creating a Frequent Order list

In the pop-up window, first you will give your new list a name.

Second, decide if you want the list to be Shared so others in your company can also use it, or Private, which means only you will see it.

Then click the 'Save' button. You just created a Frequent Order List. It's that simple.

| Home > My Account > Saved L | ists > Test-lis | | WANT TO SEE | PRODUCT IMAGES? , Update your sh | opping preterences. | |
|-----------------------------|-----------------|--|----------------|--|---------------------|-----------|
| YOUR PROFILE | | тгет цет | | | | |
| PERSONAL INFORMATION | > | TEST-LIST | -1 | | | EDIT |
| SHOPPING PREFERENCES | > | Created by: | Upo | dated: 11/09/2022 | | PRIVATE 🔒 |
| MY EQUIPMENT | > | | | | | |
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| | | Show notes Quantity | | Product Description | | |
| | | 1) z 1 | 3. 1921 | 1R-1807: Advanced Efficiency Engine Oil Filter | | |
| | | | | | | |

Edit your Frequent Order List

When you want to retrieve or edit a list, you can click on your name in the top right, and then on 'Frequent Order Lists.'

You can also get there from the Shopping Cart by clicking the 'Import' button and choose 'Frequent Order Lists.'

| Search | Enter part #, k | eyword, etc. | | | | Q | |
|----------------------|-----------------|--|-------|-------------------------|------------|--------------------|------------------------|
| Home > Saved Lists | | | | | | | |
| | | | | | | | |
| YOUR PROFILE | | SAVED LIS | T | | | | |
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| SHOPPING PREFERENCES | > | ✓ SEARCH OPT PLEASE SEARCH USING ONE OR M | | | | | |
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| ADDRESS BOOK | > | Enter a Saved List Name | r | Enter the creators name | | Ē. | Ē |
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| | | Name 🗘 | Items | Cupdated ^ | Created By | • • | List Type \$ Action |
| | | Test-list-1 | | 1 22-11-09 | | | A : |

Search functions

If you have many lists you can use the search functions at the top of this page to find a list based on its name, who created it, when it was updated, or part numbers in the list.

By default, this page only shows lists you created. To see lists that others in your company have shared, click off this checkbox.

| Search | Enter part #, keyword | , etc. | | | | ٩ |
|----------------------|-----------------------|------------------------|---------------------------------|--------|------------------|------------------------|
| Home > Saved Lists | | | | | | |
| YOUR PROFILE | 5 | | T | | | |
| PERSONAL INFORMATION | > | CREATE A | LIST | | | |
| SHOPPING PREFERENCES | > | Create and save a list | | | | |
| MY EQUIPMENT | > s | Enter a Saved Lis | st Name | | UPDATED DATE RAI | IGE |
| ADDRESS BOOK | > | | ate Set to public to share with | | | i _ E |
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| ORDERS & QUOTES | | Cancel | CREATE & SAVE | | | |
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| | Nam | . 0 | Items 🗘 Updated 🔿 | Cr | eated By 🗘 | List Type 🗘 Actions |
| | Test | list-1 | 1 22-11-09 | | | ê : |

Create a new list

You can also create a new list on this page by uploading a parts list from your computer, or by clicking 'Create List' and entering part numbers manually.

| Home > My Account > Saved L | ists > Test-li | DON'T WANT TO SEE PRODUCT IMAGES?, Update your shopping preferences. | |
|-----------------------------|----------------|--|------|
| YOUR PROFILE | | | |
| PERSONAL INFORMATION | > | TEST-LIST-1 | EDIT |
| SHOPPING PREFERENCES | > | Created by: Updated: 11/09/2022 | |
| MY EQUIPMENT | > | | |
| ADDRESS BOOK | > | ADD ITEMS TO LIST Quantity* Item Number* | |
| BROWSING HISTORY | > | | |
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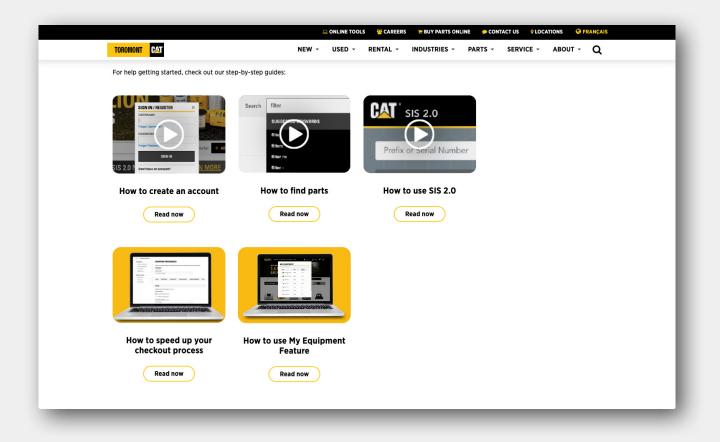
Order parts in a list

To order the parts in a list, start by clicking on the list name. You will see the list of parts.

You can add or remove parts as needed.

Then at the bottom of the list, click the 'Add All to Cart' button to order these parts.

The part numbers and quantities are populated in the Quick Order form. Now you can 'Add to Cart' and keep shopping, or 'Add to Cart and Checkout.'



Learn more

Watch our videos to learn how to set up your customer preferences, and the various ways to find the parts you need on Parts.cat.com.