

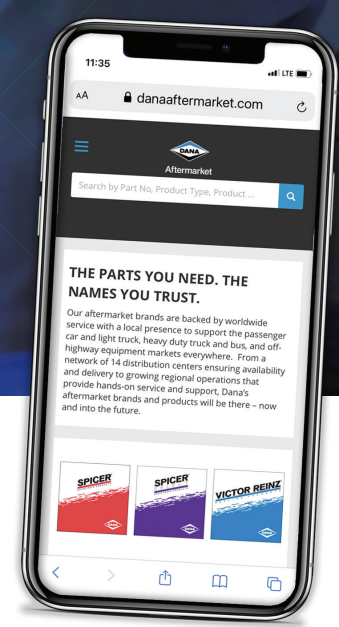


Aftermarket

DAG-DACOMUG-52024  
MAY 2024

User Guide

# DanaAftermarket.com E-Catalog and E-Commerce Platform User Guide



## It's Never Been Easier to Do Business with Dana.

Quickly identify parts with broad search capabilities, dynamic part descriptions, and extensive product resources. View up-to-the-minute inventory conditions and place and track your order, in real time. It's all here at DanaAftermarket.com—and it's never been easier.



# Aftermarket

## DanaAftermarket.com Users Guide

It's Never Been Easier to Do Business with Dana

With our enhanced e-catalog and e-commerce platform, you can easily connect with the global aftermarket environment. Quickly access the high-quality products and well-known, respected brands from Dana Aftermarket that your customers demand, with DanaAftermarket.com.

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## Website

DanaAftermarket.com is available to anyone with an internet connection. No software is required. You can use DanaAftermarket.com on your desktop, laptop, tablet, or smartphone. If you can get to the internet, you can use DanaAftarmarket.com.

1. Link: <http://www.DanaAftermarket.com>
2. Choose your Region & Language, such as North America/English

### Region & Language

<b>North America</b>	<b>Europe   Middle East   Africa   Russia</b>	
<input checked="" type="checkbox"/> English	English	French
<input type="checkbox"/> French Canadian	German	Italian
<input type="checkbox"/> Spanish	Polish	Portuguese
	Russian	Spanish
<b>Latin America</b>	<b>India</b>	
<input type="checkbox"/> English	English	
<input type="checkbox"/> Portuguese		
<input type="checkbox"/> Spanish		



### Login and Choose Customer Number

You must login to view customer-specific pricing, place orders, and view order status. You do not have to login to search for parts and view availability.

1. From the homepage, enter your email and password in the upper right-hand corner.
2. If you would like to register a new user account, click on "Sign Up."
3. If you forget your password, click on "Forgot Password?"

4. Choose your ERP Customer Number. This customer number will be used for customer-specific pricing, placing an order, and viewing order status.

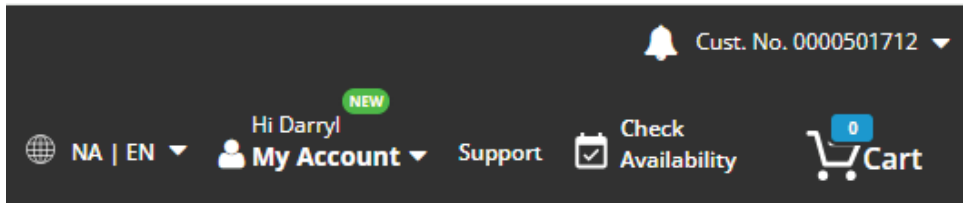
Cust. No.	Dealer Code	Cust. Name	City	State / Territory	
0000000000		JASPER ENGINES & TRANSMISSIONS	JASPER	IN	<input type="radio"/>
0000000000		AMERICAN MOTOR HAVEN	LODI	CA	<input type="radio"/>
0000000000		ALLIANCE PARTS WAREHOUSE	NORTH LITTLE ROCK	AR	<input type="radio"/>
0000000000		HOLLEY PERFORMANCE PRODUCTS, INC.	BOWLING GREEN	KY	<input type="radio"/>
0000000000		ATG AUTOMOTIVE PARTS	MEDLEY	FL	<input type="radio"/>
0000000000		ACCURATE TECHNICAL SERVICESLLC	BITELY	MI	<input type="radio"/>
0000000000		BD ENGINE BRAKE INC.	ABBOTSFORD	BC	<input type="radio"/>
0000000000		VOLKSWAGEN DE MEXICO SAD	CUAUTLANCINGO	COA	<input type="radio"/>
0000000000		MANUFACTURAS DIVERSAS SA DE CV	LEON	GTO	<input type="radio"/>
0000000000		BOP ENGINEERING	JEFFERSON	WI	<input type="radio"/>



## Customer Support

DanaAftermarket.com customers can request Customer Operations support using an online “Support” feature. This will prioritize your request for quick resolution to any issues.

1. You must be logged in to use the Support feature.
2. Choose your ERP Customer Number. Make sure you are logged in with the correct ERP Customer Number. You can double check in the upper right-hand corner.



3. On the homepage, click on “Support”.
4. Complete the “How can we help?” questionnaire and click on “Submit”.

**How can we help?**

Name: Darryl Wray

Email: darryl.wray@dana.com

Customer Name: SADLER POWER TRAIN INC

Customer Number: 0000501712

Topic: -- Select --

Dana Part Number \*

Customer Part Number

PO Number / RFQ \*

Alternate Email

Details / Comments \*

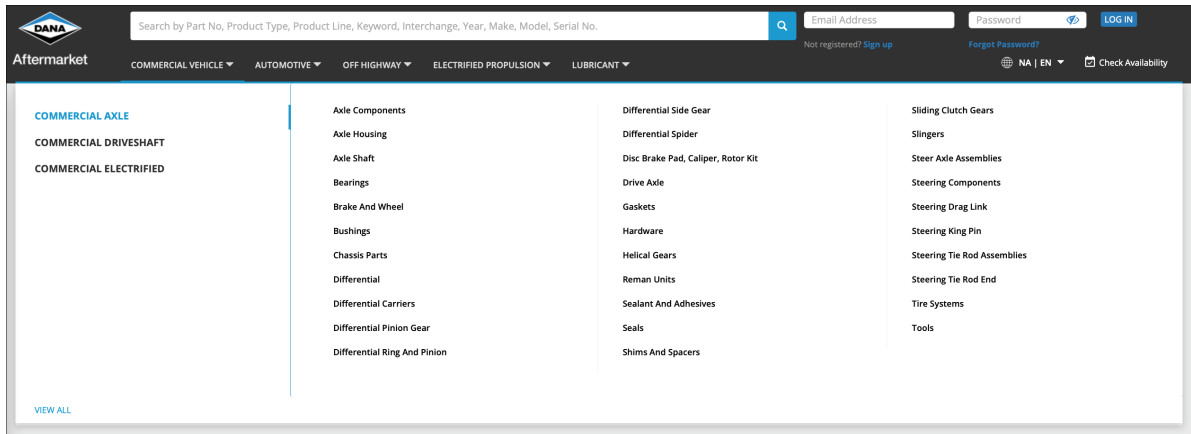
Back Submit

5. You will receive an email confirmation.

## Part Search - Megamenu

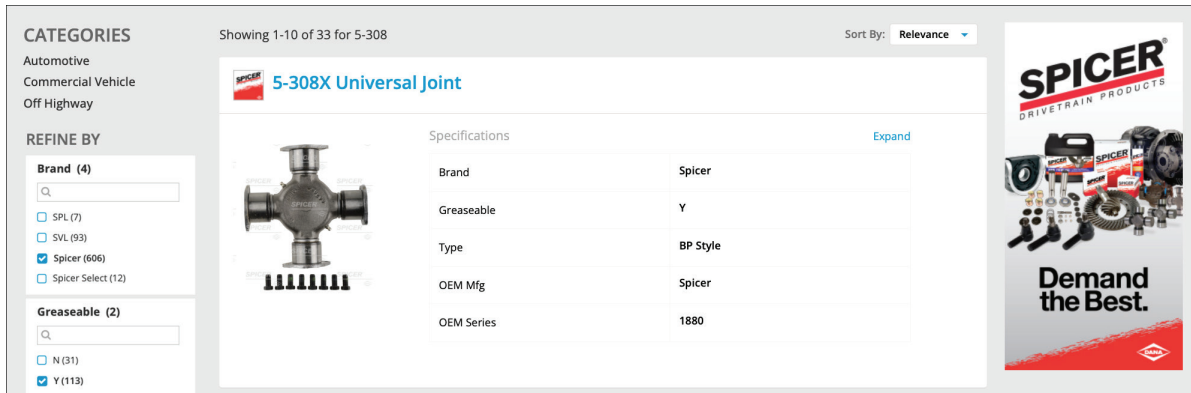
All DanaAftermarket.com part numbers are organized by product category. You can search by product category by using the Megamenu.

1. From the homepage, click on the product category you would like to search. This could be “Commercial Vehicle / Commercial Driveshaft / Universal Joints.”



2. DanaAftermarket.com manages hundreds of thousands of part numbers. Using the Megamenu will limit your search to a single product category.

3. Choose “REFINE BY” details to narrow your search and find the right part number.



4. Click on the blue part number to view the part detail page and learn more about this part number.

## Part Search - Application

Some DanaAftermarket.com part numbers are organized by application. You can search by Automotive, Marine, or Off Highway application.

1. From the homepage, click on the application you would like to search by. This could be “Automotive.”

**SEARCH BY**

**Automotive** Marine Off Highway

Year Make Model GO

2. Choose your Automotive vehicle Year, Make, and Model and click on “GO”. This could be “2010, Jeep, Wrangler”.
3. You can view all DanaAftermarket.com part numbers that fit your vehicle.

**CATEGORIES**

- Automotive Axle
- Automotive Driveshaft
- Automotive Gaskets

Your Vehicle: 2010 Jeep Wrangler GO

Showing 1-10 of 266 for 2010 Jeep Wrangler Sort By: Relevance

**11-10338-01 Exhaust Manifold Gasket Set**

Specifications [Expand](#)

Application Notes	(V6 3.8L EGT:1; qty: 2)
Brand	Victor Reinz
Material	MLS
Color	Color May Vary
Thickness (IN)	0.060

**10-10195-01 Engine Oil Pan Gasket Set**

Specifications [Expand](#)

Application Notes	(V6 3.8L : qty: 1)
Brand	Victor Reinz
Material	Molded Rubber And Metal
Thickness (IN)	0.146
Bolt Hole Quantity	18

4. Choose your preferred product category to narrow your search and find the right part number.
5. Click on the blue part number to view the part detail page and learn more about this part number.



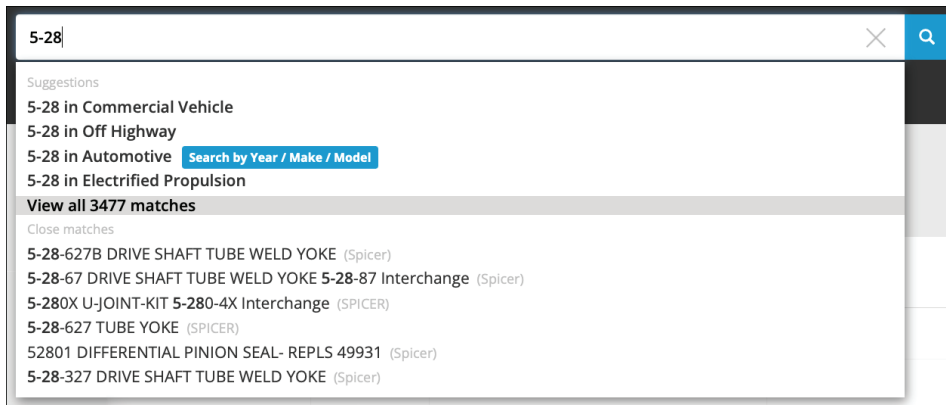
## Part Search - Global Search Bar

All DanaAftermarket.com part numbers can be searched using the Global Search Bar. Type in what you know and quickly find the right part number.

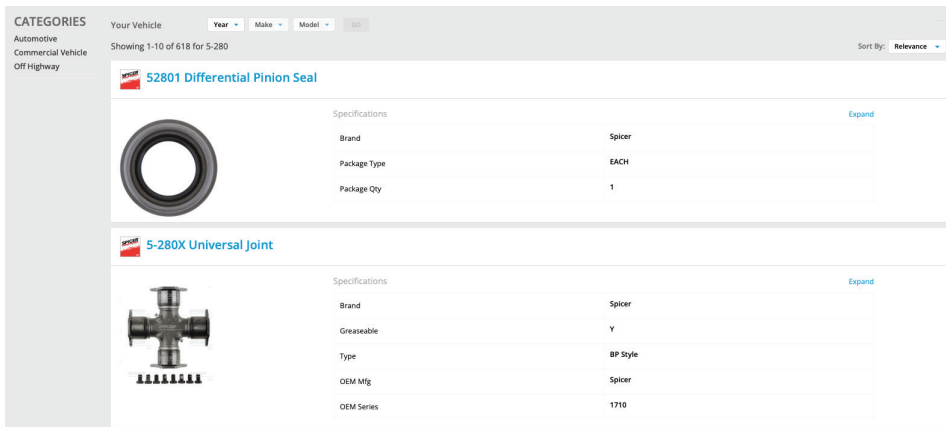
1. From the homepage, click on the Global Search Bar, and type in your search criteria.

This can include any of the following:

- a. Dana Aftermarket full part number
- b. Dana Aftermarket partial part number
- c. Customer part number
- d. Competitor part number
- e. Serial number
- f. Commonly used verbiage such as “End Yoke”



2. Choose a recommendation, continue to type in details, or view all search results.



3. Choose your preferred product category to narrow your search and find the right part number.

4. Click on the blue part number to view the part detail page and learn more about this part number.



## Part Search - Part Detail Page

Every DanaAftermarket.com part number has its own webpage. You can learn a lot about a part number on the part detail page.

1. The upper section includes the following:
  - a. High resolution image(s) that you can zoom in on
  - b. Brand logo, part number, and short description
  - c. Customer-specific pricing (only when logged in)
  - d. Long description with features and benefits

2. “Get Everything You Need” includes upsell opportunities and other commonly purchased part numbers.

3. The lower section focuses on technical details and includes the following:
  - a. Specifications & Model Diagram
  - b. Bill of Materials, Literature and Videos

Specifications & Model Diagram		Bill of Materials	Literature	Video	Where Used
Brand	Spicer				
Greaseable	Y				
Type	BP Style				
OEM Mfg	Spicer				
OEM Series	1710				
Bearing Cap Diameter (1)	1.938				
Bearing Plate (1)	6.094				
VMRS	Q24002046				
Package Type	EACH				
Package Qty	1				
Weight	8.51 LB				
Country of Origin	Mexico				

## Pricing

There are a few quick and easy ways to view customer-specific pricing. Pricing is a real-time API call to our ERP system. DanaAftermarket.com sends a request (ERP Customer Number and Part Number) to our ERP system and quickly displays the results..

1. You must be logged in to view customer-specific pricing.
2. Choose your ERP Customer Number. Make sure you are logged in as at the correct ERP Customer Number. You can double check in the upper right-hand corner.



3. You can view customer-specific pricing on the part detail page and the availability pop-up screen.

**5-280X Universal Joint**

Price (USD)  
**Stock Order: 32.46**  
Unit Price: 32.46  
**Emergency Order: 32.46**  
Unit Price: 32.46

**Description**  
Universal Joint; Greaseable  
When you see the Spicer name, you know you are buying the highest quality product available. Spicer universal joints are no exception. Dana manufactures a full line of Spicer universal joints that are engineered to ensure longer life for vehicles in a wide variety of applications, from light vehicle to commercial and off-highway.

**5-280X Universal Joint**  
Emergency Order [Change](#)

Current Availability 0    Quantity Selected: 1    Quantity: 1

Search by Distributor, City, State

Sort By **Estimated Ship Date**

Location	Qty.	Qty. Selected(1)	Estimated Ship Date	Select
Distribution Center, Crossville, TN	1	1	05/26/2022	<input checked="" type="checkbox"/>
Distribution Center, Gyor, Hungary	10	0	02/16/2022	<input type="checkbox"/>

[REQUEST SHIP DATE](#)

4. You will not always see a customer-specific price. Instead you may see the message “Please contact your Sales Representative to add this product line.” This means this specific ERP Customer Number cannot purchase this specific Dana Aftermarket part number. Dana Aftermarket does not sell all part numbers to all customers.

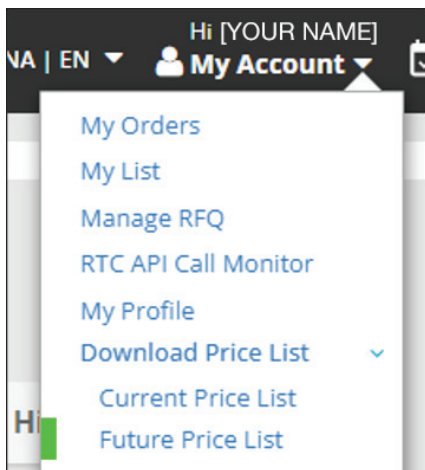
## Price List Download

DanaAftermarket.com allows users to download a price list. This price list is ERP customer number-specific and includes all part numbers that they have the right to buy. Customer users must have “Can Download Pricing File” user rights.

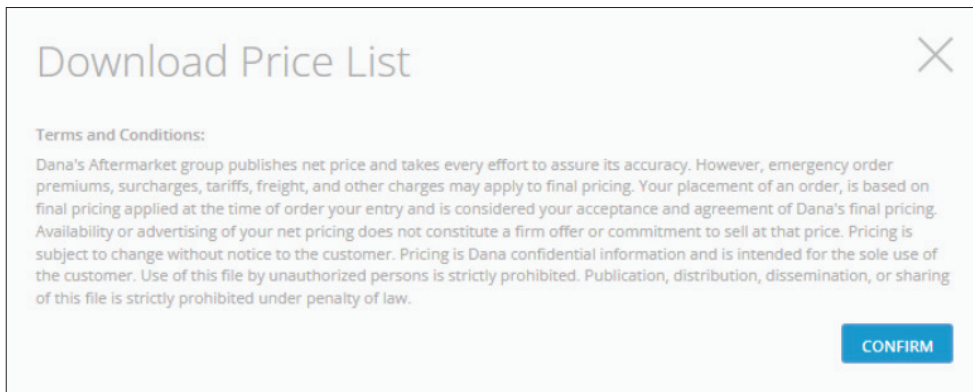
1. You must be logged in to download a customer-specific price list.
2. Choose your ERP Customer Number. Make sure you are logged in with the correct ERP Customer Number. You can double check in the upper right-hand corner.



3. On the homepage, click on “Hi [YOUR NAME]” and choose either “Current Price List” or “Future Price List.”



4. Review the Download Price List pop-up and click on “CONFIRM.” Your price list will automatically download.





5. Customer users must have “Can Download Pricing File” user rights.

Customer Account(s) & Roles ^

Select Customer Account ▼      Select Role(s) ▼

0001007198: EURL BENNACEUR MUSTAPHA (Gyor)      Can Finalize Order      Can See Price      Can Download Pricing file

✓ Active      View Order      Can Download Documents

## Availability

You can view real-time current availability quantity, location, and estimated ship date from multiple Distribution Centers, Manufacturing Plants, Logistic Centers, third party locations, and Off Highway Service Centers.

1. Navigate to the correct part detail page.
2. Choose either “Stock Order” or “Emergency Order” and click on the “CHECK AVAILABILITY” button in the upper right-hand corner.

Stock Order       Emergency Order

Quantity: 1      UOM: EA      CHECK AVAILABILITY

ADD TO LIST ▾

3. The availability pop-up shows the following key information:
  - a. Current Availability quantity
  - b. Inventory Location(s)
  - c. Estimated Ship Date

61-10110-10 Engine Cylinder Head Gasket

Stock Order [Change](#)

Current Availability 8 **a**      Quantity: 1

Search by Distributor, City, State

Location	Qty.	Estimated Ship Date
Distribution Center, Robinson, IL <b>b</b>	8	01/10/2022 <b>c</b>

Unit Price (USD) 00.00  
Extended Price (USD) 00.00

ADD 1 TO CART

## Shopping Cart - Stock Order

You can easily place a stock order using the shopping cart process. Just click on the “ADD TO CART” button and review your order.

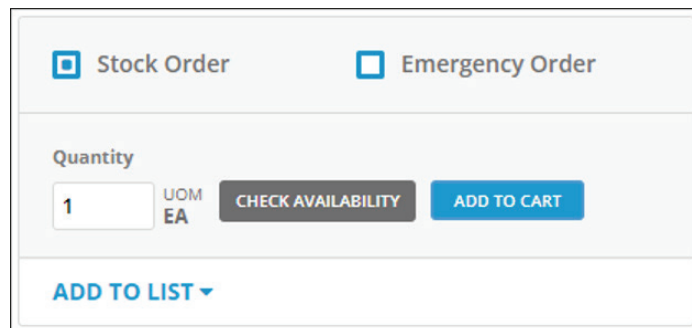
1. You must be logged in to create a shopping cart.
2. Choose your ERP Customer Number. Make sure you are logged in with the correct ERP Customer Number. You can double check in the upper right-hand corner.



3. The shopping cart icon in the upper right-hand corner shows how many part numbers you have in your shopping cart.



4. Navigate to the correct part detail page.
5. Choose “Stock Order” and click on the “ADD TO CART” button.



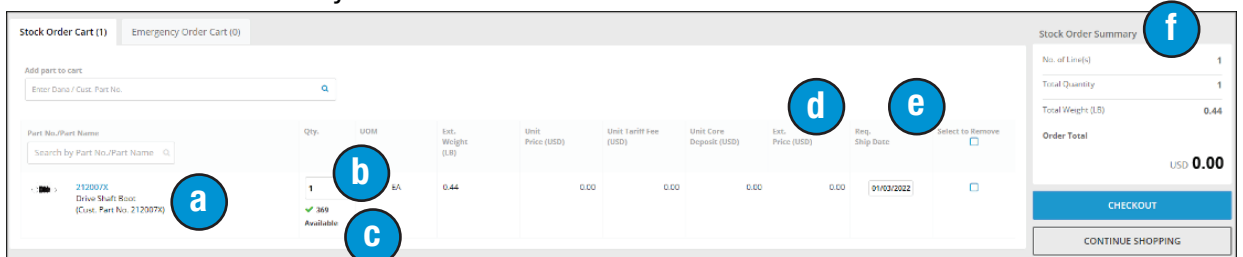
6. The shopping cart icon in the upper right-hand corner changes from “0” to “1.”



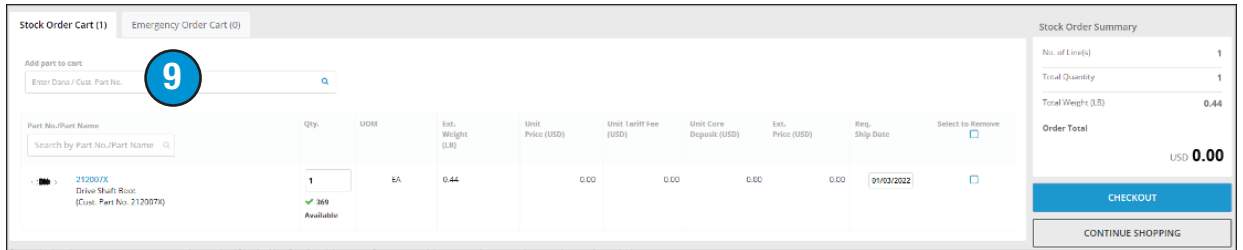
7. Click on the shopping cart icon to open the “Shopping Cart Review” page.

8. The “Shopping Cart Review” page shows the following key information:

- a. Dana Aftermarket part number and customer part number
- b. Order quantity (user can change)
- c. Current availability
- d. Customer-specific pricing
- e. Requested ship date (user can change)
- f. Stock order summary



9. You can add an additional part number by typing it into the “Add part to cart” bar.



10. To continue shopping, click on the “CONTINUE SHOPPING” button.

11. Review you shopping cart for accuracy and click on the “CHECKOUT” button.

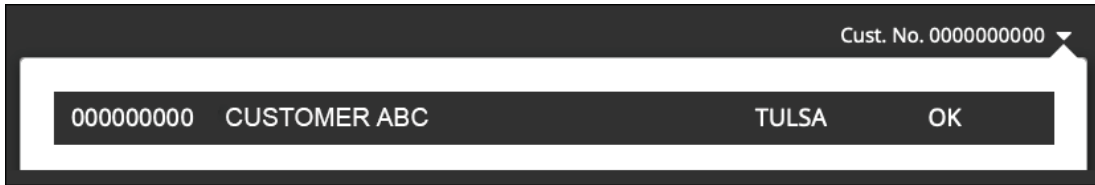




## Shopping Cart - Emergency Order

You can easily place an emergency order using the shopping cart process. Just choose the appropriate shipping location, click on the “ADD TO CART” button, and review your order.

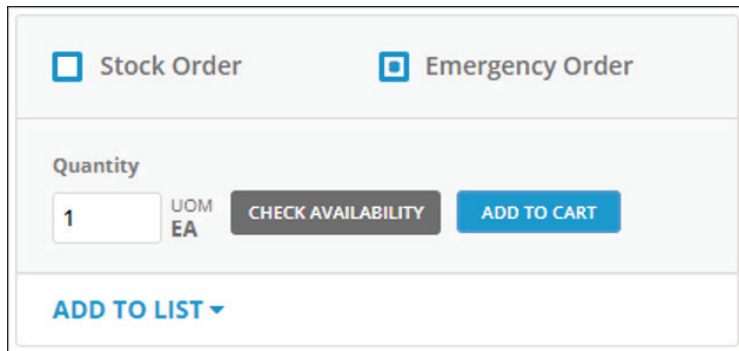
1. You must be logged in to create a shopping cart.
2. Choose your ERP Customer Number. Make sure you are logged in with the correct ERP Customer Number. You can double check in the upper right-hand corner.



3. The shopping cart icon in the upper right-hand corner shows how many part numbers you have in your shopping cart.



4. Navigate to the correct part detail page.
5. Choose “Stock Order” and click on the “ADD TO CART” button.





6. Choose your location and click on the “ADD TO CART” button.

212007X Drive Shaft Boot  
Emergency Order [Change](#)

Current Availability 369    Quantity Selected: 1    Quantity: 1

Search by Distributor, City, State    Sort By: Estimated Ship Date

Location	Qty.	Qty. Selected(1)	Estimated Ship Date	Select
Distribution Center, Crossville, TN	1	1	01/03/2022	<input checked="" type="checkbox"/>

Unit Price (USD) 0.00  
Extended Price (USD) 0.00

**ADD 1 TO CART**

7. The shopping cart icon in the upper right-hand corner changes from “0” to “1.”



8. Click on the shopping cart icon to open the “Shopping Cart Review” page.

9. The “Shopping Cart Review” page shows the following key information:

- a. Dana Aftermarket part number and customer part number
- b. Order quantity (user can edit)
- c. Ship from Location(s)
- d. Customer specific pricing
- e. Emergency order summary

Stock Order Cart (0)    Emergency Order Cart (1)

Add part to cart  
Enter Dana / Cust. Part No.

Part No./Part Name	Qty.	UOM	Ext. Weight (LB)	Ship from Location(s)	Unit Tariff Fee (USD)	Unit Core Deposit (USD)	Ext. Price (USD)	to Remove
212007X Drive Shaft Boot (Cust. Part No. 212007X)	1	EA	0.44	Distribution Center(1) Crossville, TN	0.00	0.00	0.00	<input type="checkbox"/>

Pricing displayed represents your current, agreed, every-day, "Standard Net Price", and does not reflect any special / promotional pricing or discounts that may be available. Availability is based on real-time quantities on-hand at Dana, at time of request. Inventory is not reserved until order is formally placed and received at Dana.

**Emergency Order Summary**

- No. of Line(s): 1
- Total Quantity: 1
- Total Weight (LB): 0.44
- Order Total: USD 0.00

**CHECKOUT**  
CONTINUE SHOPPING

10. To continue shopping, click on the “CONTINUE SHOPPING” button.

11. Review you shopping cart for accuracy and click on the “CHECKOUT” button.



## Place an Order

Once you filled out your shopping cart, you can quickly complete your order.

1. Complete the Shopping Cart process for either a Stock Order or an Emergency Order.
2. Confirm the correct ERP Customer Number in the “Sold To” section. This is the same customer number that you used when logging into DanaAftermarket.com.
3. Review the “Ship To” location:
  - a. The default location is defined by our ERP Customer Master setup. Contact Sales Operations to make a change.
  - b. Click on “CHANGE” to choose another location from our ERP Customer Master setup. Contact Sales Operations to add new locations.
  - c. Click on “ADD NEW” to enter a one time new ship to location.
4. The “Bill To” location is defined by our ERP Customer Master setup. Contact Sales Operations to make a change.
5. Review your “Partial shipment allowed” selection.
6. If required, enter an additional email address or phone number. They will receive an order confirmation notification.
7. Enter your “Primary PO Number.” The “Secondary PO Number” is optional.
8. Enter any special shipping instructions.
9. Click on the “PLACE ORDER” button.

The screenshot shows the 'Place an Order' form with the following elements and callouts:

- 2**: Sold to - 0000000000
- 3**: Ship to - 0000000000
- 4**: Bill to (Invoice to be sent to) - 0000000000
- 5**: Partial shipment allowed? Yes (selected) / No
- 6**: Primary PO No.\*
- 7**: Email address and enable me, for sending order confirmation and process notifications. (darryl.wray@dana.com)
- 8**: Shipping Instruction (optional)
- 9**: PLACE ORDER button

Stock Order Summary:

No. of Lines	1
Total Quantity	1
Total Weight (LB)	0.44
Order Total	USD 0.00

Buttons: PLACE ORDER, CONTINUE SHOPPING, GO TO CART

By clicking on "Place Order", I agree to Dana's Privacy Policy and Terms of Use.

To edit or cancel the orders placed, please contact on [dananorthamericad@dana.com](mailto:dananorthamericad@dana.com)  
Pricing displayed represents your current, agreed, every-day, "Standard Net Price", and does not reflect any special / promotional pricing or discounts that may be available.



10. Order is confirmed.

✓ Process No.: ABCDEF123456    ✓ Order No.: 00001234567    [VIEW ORDER DETAILS](#)


Your order is placed. Thank you for your order!  
It is being processed now. To edit or cancel the orders placed, please contact Customer Operations.

[GO TO CART](#)    [CONTINUE SHOPPING](#)

Create a list from ordered item(s): 1

My list name:     [CREATE LIST](#)    ⓘ List will store only ordered items and not quantity.

11. Email notification is sent.



**Aftermarket**

**Stock Order Confirmation**

Hello,

Great news! We received your stock order;

Stock Order Details:

- Account Name: CUSTOMER ABD - Dealer Direct
- Account Number: 00001234567
- Primary PO Number: ABC-02-02-22
- Process Number: ABCDEF123456
- Order Number: 00001234567

Part Number	Description	Quantity
5-280X	Universal Joint; Greaseable	1

[View Order Details](#)    [View My Orders](#)

You can view your order status, see promise shipping dates, print packing slips, confirm tracking numbers and more at DanaAftermarket.com.  
Thank you for your support and ongoing business.

Regards,  
Your DanaAftermarket.com Team  
*It's Never Been Easier to Do Business with Dana*

✉ North America Customer Operations: dananorthamericado@dana.com

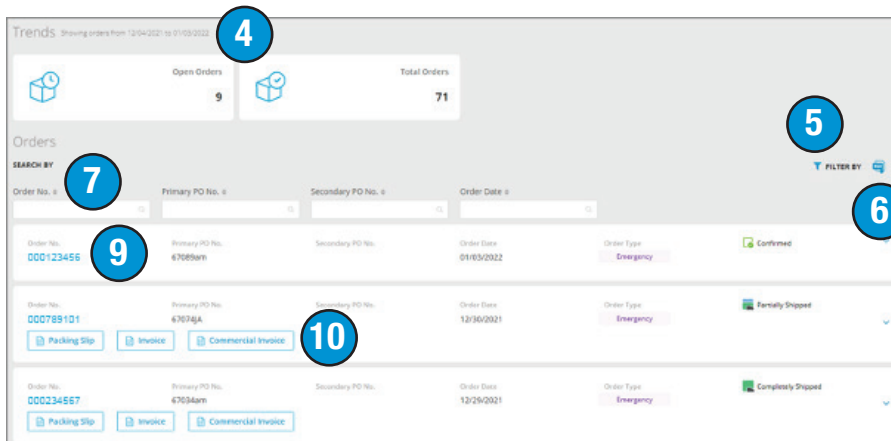
## Order Status - My Orders

DanaAftermarket.com allows you to quickly research estimated shipping dates, view invoice reprints, and look up tracking numbers. This works for all orders. It does not matter if the order was entered using DanaAftermarket.com, EDI, or directly into our ERP system.

1. You must be logged in to look up order status.
2. Choose your ERP Customer Number. Make sure you are logged in with the correct ERP Customer Number. You can double check in the upper right-hand corner.



3. On the homepage, click on “Hi [YOUR NAME]” and choose “My Orders.”
4. My Orders Trends show the number of Open Order and Number of Total Orders for a given time period. The default time period is 30 days.
5. You can change this time period or narrow search results by clicking on the “FILTER BY” button.
6. A Microsoft Excel download summary is available.
7. You can search for your order in multiple ways, including Order Number, Primary PO Number, Secondary PO Number, and Order Date.
8. Each row is for a specific order number. The Order Number is our ERP specific order number.
9. Click on the Order Number to view additional Order Details.
10. View or reprint forms, including Packaging Slips, Invoices, Commercial Invoices, and Proforma Invoices by clicking on the icon.



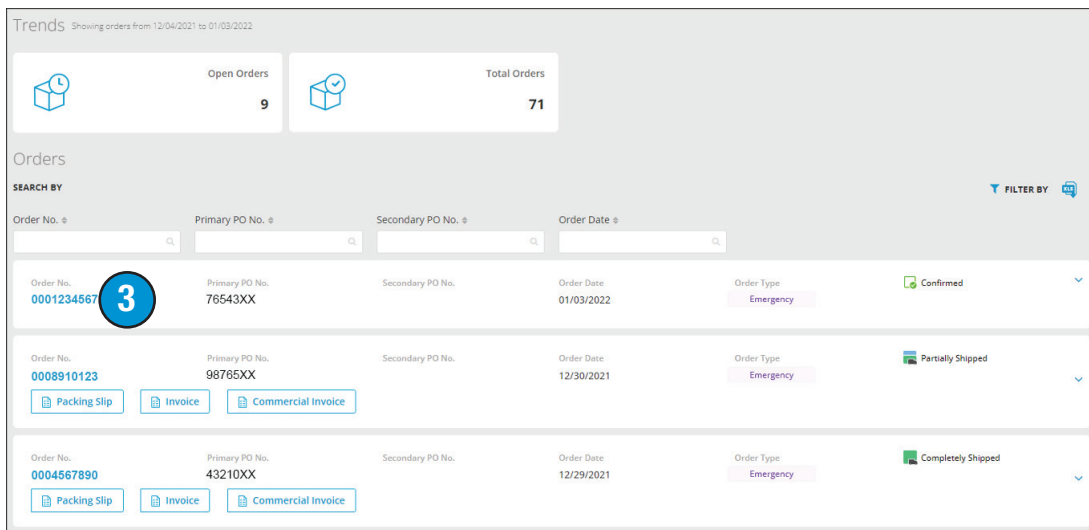
## Order Status - Order Details Page

DanaAftermarket.com allows you to quickly research estimated shipping dates, view invoice reprints, and lookup tracking numbers. This works for all orders. It does not matter if the order was entered using DanaAftermarket.com, EDI, or directly into our ERP system.

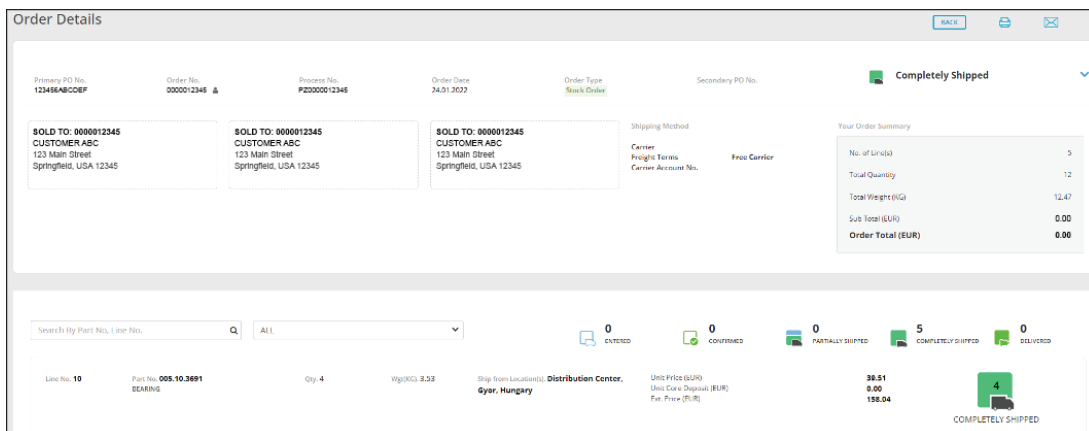
1. You must be logged in to look up order status.
2. Choose your ERP Customer Number. Make sure you are logged in with the correct ERP Customer Number. You can double check in the upper right-hand corner.



3. On the My Orders page, click on the Order Number to view additional Order Details.



4. The Order Details page shows key information such as Ship To address, order amount, and individual part number shipping status.



## Order Status - Open Order Details

You can quickly find a summary of all open orders. A common question is “Can you send me an Excel spreadsheet showing all my open orders and estimated ship date?”

1. You must be logged in to view Open Orders.
2. Choose your ERP Customer Number. Make sure you are logged in with the correct ERP Customer Number. You can double check in the upper right-hand corner.

Cust. No. 000000000

000000000 CUSTOMER ABC TULSA OK

3. On the homepage, click on “Hi [YOUR NAME]” and choose “My Orders.”
4. Click on the “Open Order Details” option
5. You can search for your order in multiple ways, including Part Number, Order Number, Primary PO Number, and Secondary PO Number.
6. Each row is for a specific order number. The Order Number is our ERP specific order number.
7. Click on the Order Number to view additional Order Details.
8. A Microsoft Excel download summary is available.

My Orders

Open Order Details

SEARCH BY

Part Number #  Order No. #  Primary PO No. #  Secondary PO No. #

Order No.	Order Date	Primary PO No.	Secondary PO No.	Part No.	Open Qty.	Est. Ship Date
<a href="#">0001234567</a>	01/06/2022	76543XX		6,5-4-1391-1X	1	02/02/2022
<a href="#">0008910123</a>	01/21/2022	98765XX		6,5-1-533-4	1	03/01/2022
<a href="#">0004567890</a>	01/20/2022	43210XX	01208/5	36797	60	01/31/2022





## Order Status - Cancel Orders

DanaAftermarket.com allows you to easily cancel eligible individual items or complete orders.

1. You must be logged in to Cancel Items or Orders.
2. Choose your ERP Customer Number. Make sure you are logged in with the correct ERP Customer Number. You can double check in the upper right-hand corner.



3. On the homepage, click on “Hi [YOUR NAME]” and choose “My Orders.”
4. Click on the “Open Order Details” option.
5. You can search for your order in multiple ways, including Part Number, Order Number, Primary PO Number, and Secondary PO Number.
6. Each row is for a specific order number. The Order Number is our ERP specific order number from Crossville, TN LV SAP or Robinson, IL PT SAP.
7. Click on the “Cancel Items” button.



8. Select the part numbers to cancel and click on "Cancel Items".

**Select Part Numbers to Cancel** ✕

Search by Line No, Part No and Description Primary PO Number  
136543      Order Number  
0001929493

Line No.	Part No.	Customer Part No.	Description	Ordered Qty.	Cancel Item Qty.	Cancel
20	120750	120750	KIT-EL SH COMP REPL	2	2	<input checked="" type="checkbox"/>
30	128435	128435	SHAFT - FLANGED AXLE (FINISHED) (FULL FL	2	2	<input checked="" type="checkbox"/>
40	170SC55001C	170SC55001C	SHORT COUPLE	1	1	<input type="checkbox"/>
50	2007354	2007354	KIT - SOCKET ASSY	8	8	<input type="checkbox"/>
60	250-53-11	250-53-11	MIDSHIP TUBE SHAFT	2	2	<input checked="" type="checkbox"/>
70	3-4-2271-1	3-4-2271-1	END YOKE	6	6	<input type="checkbox"/>
80	5-1350X	5-1350X	Universal Joint	35	35	<input type="checkbox"/>
90	5-676X	5-676X	Universal Joint	7	7	<input type="checkbox"/>
100	6.5-28-117	6.5-28-117	TUBE YOKE	6	6	<input type="checkbox"/>
110	6.5-3-1371KX	6.5-3-1371KX	Slip Yoke Assy	4	4	<input type="checkbox"/>

« < 1 2 > »

9. Confirm your selection. You will receive an email confirmation.



### Order Status - View Credits

DanaAftermarket.com allows you find copies of customer Credit Memos. The Credit Memo could be from a missed shipment, rebate program, or any time we send money back to the customer.

1. You must be logged in to view Open Orders.
2. Choose your ERP Customer Number. Make sure you are logged in with the correct ERP Customer Number. You can double check in the upper right-hand corner.



3. On the homepage, click on “Hi [YOUR NAME]” and choose “My Orders.”
4. Click on the “View Credits” option
5. Review, print, or email Credit Memo reprints.
6. A Microsoft Excel download summary is available.

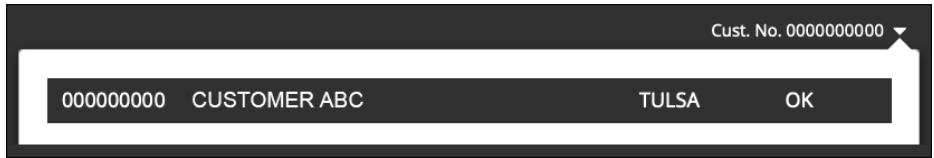
Credit Memo No.	Credit Memo Date	Credit Memo Total
0001234567	01/04/2022	401.14
0008910123	01/11/2022	34.20
0004567890	01/22/2022	223.74
0008910123	01/06/2022	362.61
0004567890	01/24/2022	331.63



### Find a Tracking Number

DanaAftermarket.com allows you quickly find a tracking number. Tracking numbers are in several locations such as Packaging Slips, Invoices, and Order Details page.

1. You must be logged in to view Open Orders.
2. Choose your ERP Customer Number. Make sure you are logged in with the correct ERP Customer Number. You can double check in the upper right-hand corner.



3. On the homepage, click on “Hi [YOUR NAME]” and choose “My Orders.”
4. Click on the “Packaging Slip” logo.

**Dana Heavy Vehicle Systems Group, LLC**  
 900 Industrial Blvd  
 Crossville, TN 38555 USA  
 www.DanaAftermarket.com

**PACKING SLIP**

REPRINT

<p><b>SOLD TO:</b> 0000012345</p> <p>CUSTOMER ABC          123 Main Street          Springfield, USA 12345</p>	<p><b>Information</b></p> <p><b>Delivery No.</b> 0000012345</p> <p><b>Document Date</b> 02/03/2022</p> <p><b>Ship-to-party</b> 0000012345</p> <p><b>Shipping Conditions</b></p> <p><b>Incoterms</b></p> <p><b>Shipping point</b> Distribution Center, Crossville, TN</p> <p><b>Carrier</b> UPS Ground</p> <p><b>Supplier ID</b></p> <p><b>Tracking No.</b> ABCDEFE0000012345 <span style="border: 1px solid blue; border-radius: 50%; padding: 2px 5px; color: blue; font-weight: bold;">4</span></p>
<p><b>SOLD TO:</b> 0000012345</p> <p>CUSTOMER ABC          123 Main Street          Springfield, USA 12345</p>	



5. Click on the "Invoice" logo

**INVOICE**  
REPRINT

Customer No.: 0000012345  
Ship to No.: 0000012345  
Order No.: 0000012345  
Invoice No.: 0000012345  
Dealer PO:  
Dealer Code:  
Tracking No.: ABCDEF12345

Shipment / BOL No.: ABCDE12345

Sold to: CUSTOMER ABC  
123 Main Street  
Springfield, USA 12345

Ship to: CUSTOMER ABC  
123 Main Street  
Springfield, USA 12345

Shipping Plant Address:  
DANA HEAVY VEHICLE  
900 INDUSTRIAL BLVD  
CROSSVILLE TN 38555

Invoice Date: 02/04/2022  
Customer PO: 1234ABCD  
Payment Terms: 2% 15TH PROX., NET  
Carrier: UPS Ground

Part No.	Part Description	Qty Ordered	Qty Shipped	Unit Price(USD)	Unit Tariff Fee (USD)	Unit Core Deposit (USD)	Extended Price (USD)
170-28-37 (Cust Part No. 170-28-37)	TUBE YOKE	1	1	0.00	0.00	0.00	0.00

6. Review the Order Details page and click on the status icon.

Order Details

Primary PO No. 123456789012345  
Order No. 0000012345  
Process No. P20000012345  
Order Date: 02/04/2022  
Order Type: Emergency Order  
Secondary PO No.

**COMPLETELY SHIPPED**

SOLD TO: 0000012345  
CUSTOMER ABC  
123 Main Street  
Springfield, USA 12345

SOLD TO: 0000012345  
CUSTOMER ABC  
123 Main Street  
Springfield, USA 12345

BILL TO: 0000012345  
CUSTOMER ABC  
123 Main Street  
Springfield, USA 12345

Shipping Method: UPS Ground  
Carrier: UPS Ground  
Freight Terms: Pre-pay and Add to Invoice  
Carrier Account No.

Your Order Summary

No. of Line(s)	1
Total Quantity	1
Total Weight (LBS)	12.00
Sub Total (USD)	0.00
Order Total (USD)	0.00

0 ENTERED 0 CONFIRMED 0 PARTIALLY SHIPPED 1 COMPLETELY SHIPPED 0 DELIVERED

Line No. 10 Part No. 170-28-37 Qty 1 Weight: 12.00 Ship from Location: Crossville, TN Distribution Center. Line Price (USD) 0.00 Line Core Deposit (USD) 0.00 Line Tariff Fee (USD) 0.00 Ext. Price (USD) 0.00

COMPLETELY SHIPPED

ENTERED

CONFIRMED

PARTIALLY SHIPPED

COMPLETELY SHIPPED

DELIVERED

TRACKING DETAILS

Sunday, 6 Feb 2022  
12:39 PM Arrived at Facility, Earth City, MO, USA  
08:01 AM Departed from Facility, Nashville, TN, USA

Friday, 4 Feb 2022  
10:42 PM Arrived at Facility, Nashville, TN, USA  
09:04 PM Departed from Facility, Sparta, TN, USA  
06:10 PM Origin Scan, Sparta, TN, USA  
04:16 PM Shipper created a label, UPS has not received the package yet., USA

123456789ABCDEFGHIJKL  
UPS Ground



## Find My Representative

Customers can quickly find their sales representative and contact information.

1. You must be logged in to view your sales representative.
2. Choose your ERP Customer Number. Make sure you are logged in with the correct ERP Customer Number. You can double check in the upper right-hand corner.



3. On the homepage, click on “Hi [YOUR NAME]” and choose “Find My Representative.”



## My Public Profile

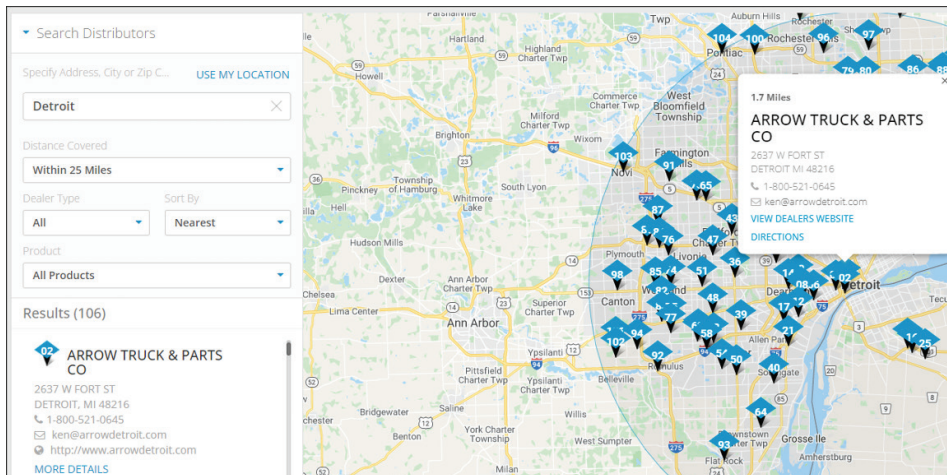
Distributors can add key contact details to their “Where to Buy” map profile. This will help end users find the distributor and grow sales.

1. You must be logged in to update your public profile.
2. Choose your ERP Customer Number. Make sure you are logged in with the correct ERP Customer Number. You can double check in the upper right-hand corner.



3. On the homepage, click on “Hi [YOUR NAME]” and choose “My Profile.”
4. Include a contact email, phone number, website link, store hours, store description, and image.

5. These details will be shown on our “Where to Buy” map







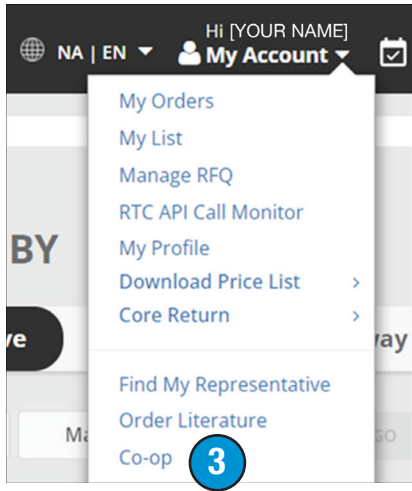
### Co-op

Users can quickly log into our co-op site, view account balance, and purchase items.

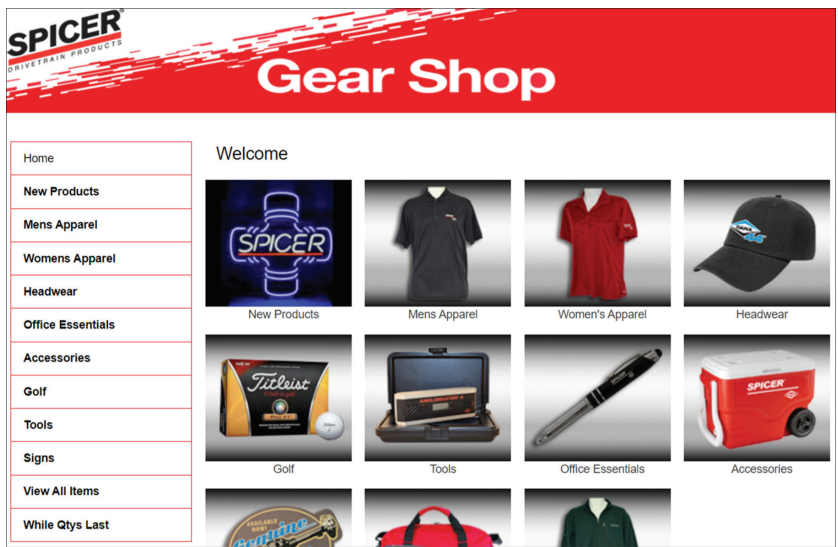
1. You must be logged in to view your Co-op account.
2. Choose your ERP Customer Number. Make sure you are logged in with the correct ERP Customer Number. You can double check in the upper right-hand corner.



3. On the homepage, click on "Hi [YOUR NAME]" and choose "Co-op."



4. A new browser tab will open and you will be automatically logged in.





# Fulfilling Requests for Quotes



AFT-C014-ERFQDIST-0122  
JANUARY 2022

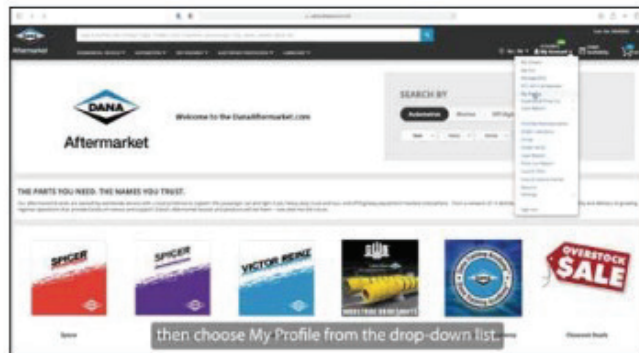
Instruction Sheet

## Fulfilling Requests for Quotes on DanaAftermarket.com

DanaAftermarket.com offers distributors access to leads on technicians and shop owners who are actively seeking to purchase Dana parts. Follow these steps to quickly and easily fulfill requests for quotes and sell parts to the techs who need them.

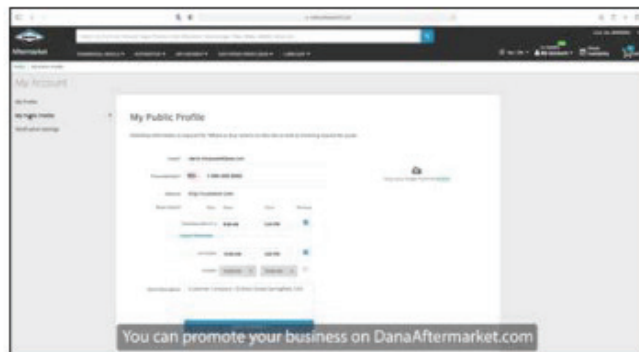
### STEP 1:

Log on to DanaAftermarket.com using your distributor user ID and password. Access your public profile by selecting **My Account**, then choose **My Profile** from the drop-down list.



### STEP 2:

Click on **My Public Profile** and enter your information. As an activated distributor with a listed email address, technicians can find you and access this information.



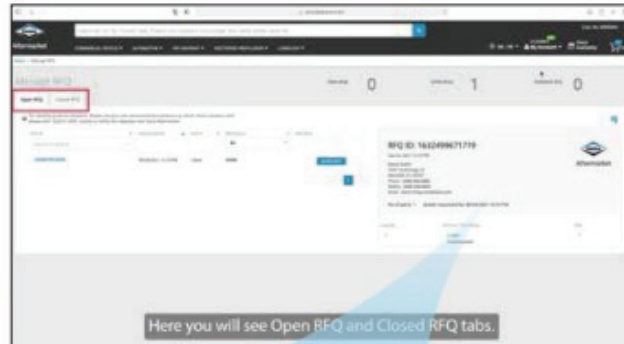
- Input the email address that you would like requests for quotes to come to.
- You may add more than one email address onto My Public Profile, enabling notifications to go to multiple email addresses.
- You can promote your business by adding an image, website, store hours, an address, and more.

## Fulfilling Requests for Quotes, continued

### STEP 3:

To access and respond to RFQs, go to **My Account** and select **Manage RFQ**.

- You will see **Open RFQ** and **Closed RFQ** tabs.
- A summary of **New**, **Open**, and **Overdue** RFQs is shown.
- For each open RFQ, you can see the date it was received, the status, and contact information for the individual who sent the RFQ.



### STEP 4:

Contact the requesting individual using one of the options below. Upon contacting the individual with your quote, click **Quote Sent**. This updates the status to **Quote Sent!** on your end, and alerts the individual that you've sent out your quote.

**Option 1:** Use the contact information listed to send your quote directly to the requesting individual using your company's current process.

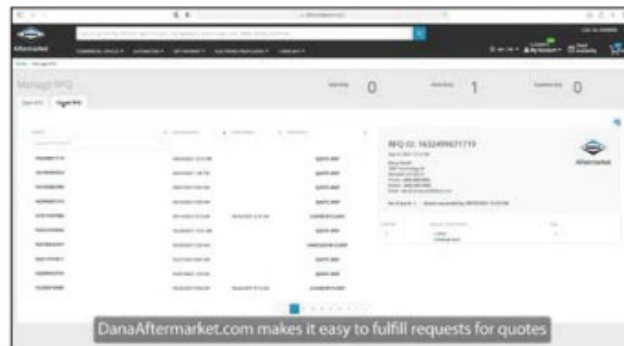


**Option 2:** Click the Excel icon in the upper right-hand corner. This will generate a pre-filled quote form that you can complete and then send out.

### STEP 5:

Let the shop owners and technicians come to you!

- You can keep track of the RFQs you've responded to and their status under the **Closed RFQ** tab.



Please contact your Dana representative for additional information and to get activated today!

DanaAftermarket.com

Find contact information for your representative:

- Access the My Account section
- Use the Find My Representative drop-down option

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**SPICER**





**DanaAftermarket.com**

**Dana Aftermarket Group**

PO Box 1000 Maumee, Ohio 43537

Warehouse Distributors: 1.800.621.8084

OE Dealers: 1.877.777.5360

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