



Quick Start Guide

MEC Parts is an E-commerce platform for MEC Aerial spare parts. The site is a SmartEquip product that allows MEC customers to browse manuals and order spare parts electronically. Orders are instantly transferred to the MEC Parts Department and processed for immediate shipment.

- 1) To get started, contact MEC Parts via email at Parts@mecawp.com or call the Parts department at (559) 842-1523. A user name and password will be created for you. It takes about a day to register a new user.
- 2) Once you have received your password, you may log on to the site at:

<https://mecaerial.smartequip.net/mecaerial/#/library/tree/supplier?key=60a27521755b5cf365e060d4c83b03f4cf3b196f>

Once you have logged on to the site, you will navigate as follows:

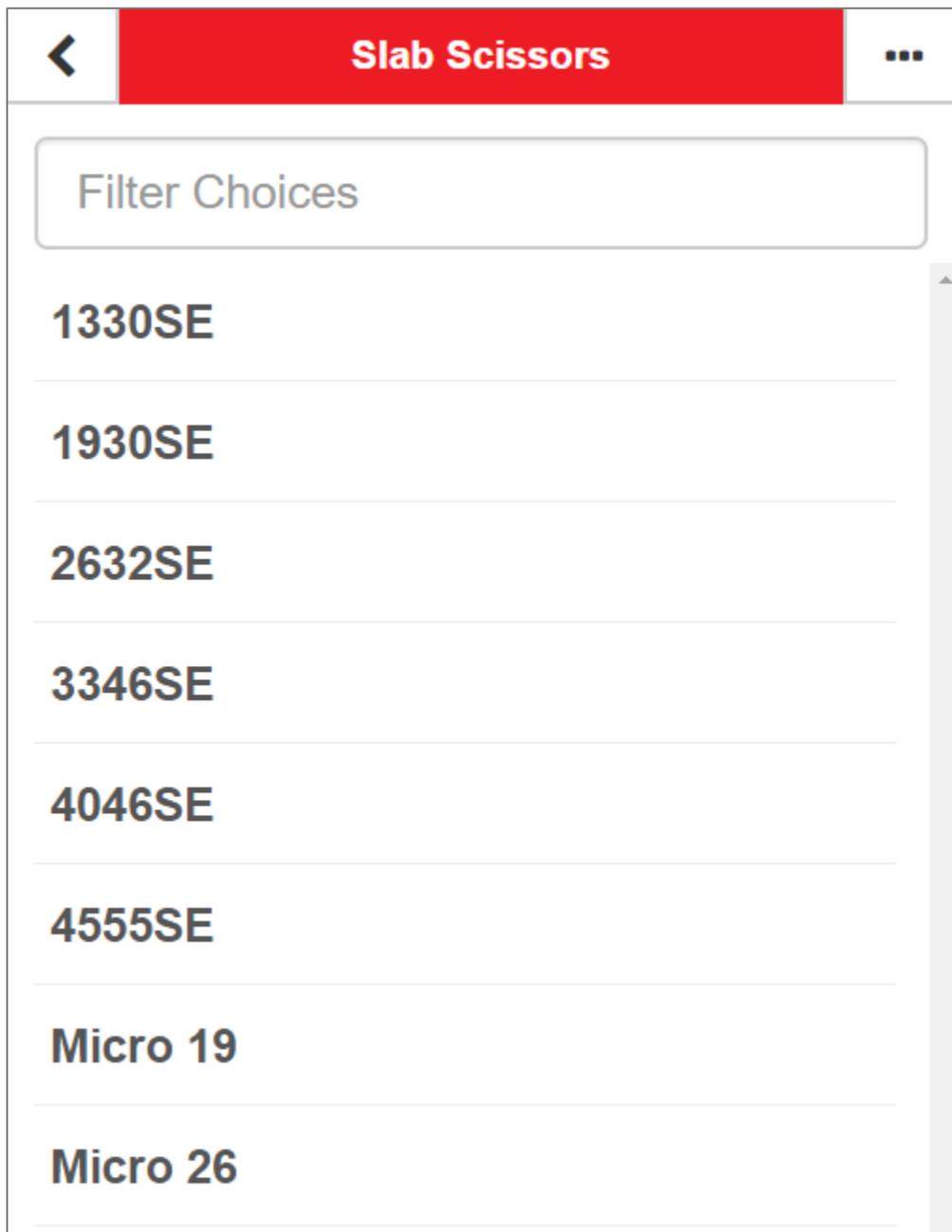
- 3) Browse by model family on the left side of the page. For instance, you may choose “Slab Scissors”.

A screenshot of the MEC Parts website interface. The top navigation bar includes the MEC logo, a search bar for serial numbers, and icons for Home, Add Items, Tools, a shopping cart with a red notification badge, and a user profile icon. The main content area features a large banner for "MEC Aerial Work Platforms" with images of various scissor lifts. On the left, a "Browse Models" sidebar is highlighted with a red border, listing categories like Articulated Booms, Rough Terrain Scissors, Slab Scissors, Straight Booms, and Titan Booms. Below the banner is an "Actions" section with buttons for "Browse Models" and "Order by Item". The footer contains "Contact Info" (Parts, 559-842-1523, Parts@MECawp.com) and "News and Info" (MEC About Us, MEC 3/8/19).

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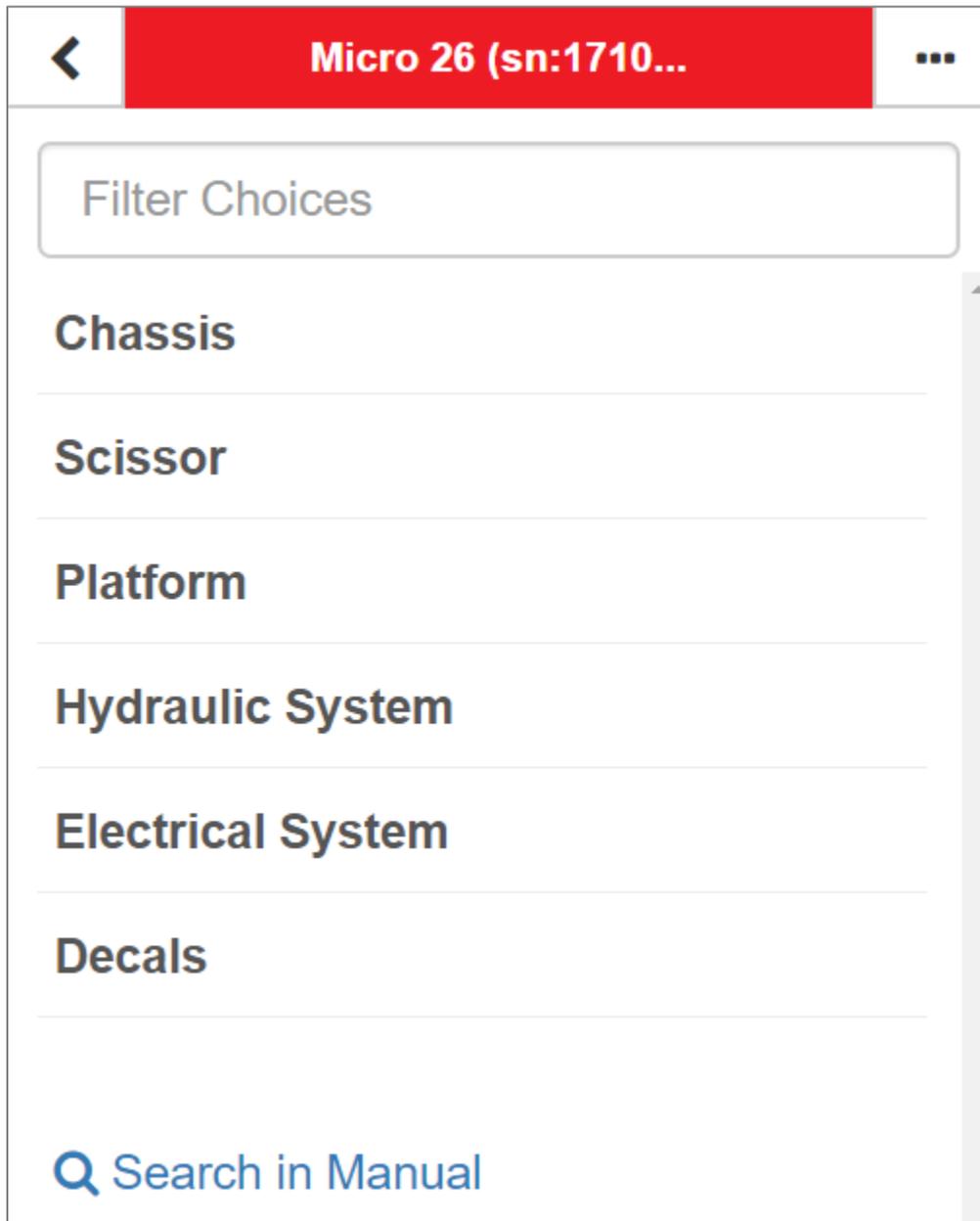
- 4) Once you have chosen the model family, you will see a list of specific models in the left navigation panel. Choose your model from the list.



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- 5) If there are multiple serial # ranges when you choose your specific model, click on the range that applies to your machine. You will then be able to choose which area of the machine you are interested in.



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- 6) Choose the area of interest on your machine. Once chosen, you may click in the number below the illustration. Note you may also enlarge the image with the zoom control above the image. After all items are chosen, click the “Add to Current Cart” button on right side of page.

Main Platform Assembly

Diagram [Part-List](#)

Zoom:

1 2 3 4 5 6 7 8 9 10 **11** 12 13 14 15 16 17 18 19 20 21 22

Selected Parts

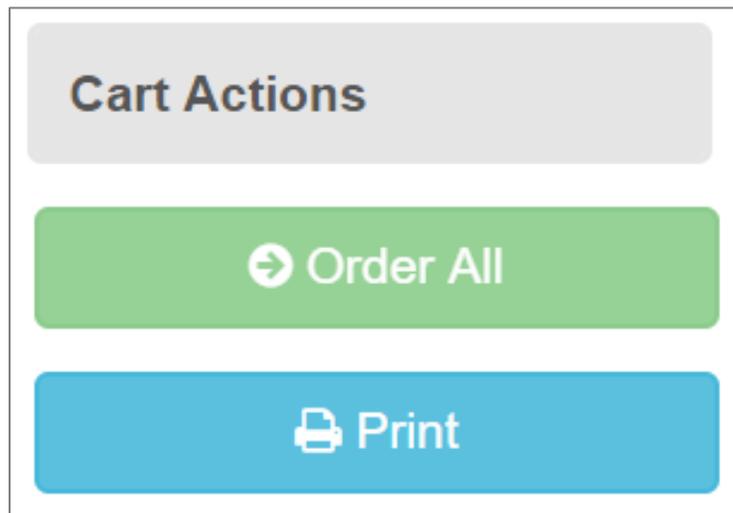
[Add to Current Cart](#)

[Go to Cart](#)

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- 7) Once all items are in the cart, click on the cart image at top of the page. This will open the "Shopping Cart" page. Check to make sure all items are in your cart and quantities are correct. Once confirmed, you may click the "Order All" button on the lower left side of page.



- 8) Once you have pressed the "Order All" button, a completed order will be shown. Please add your Purchase order # in the area indicated and review all aspects such as items, quantities, ship to addresses, etc. Once order details are confirmed, press the "Submit Order" button at bottom of the page to transmit order to the MEC Parts Department. Within moments you will receive an order confirmation from SmartEquip.

Options			
PO#:	<input type="text"/>	Ordered By:	jharwood@mecawp.com
Type:	Standard ▼	Notify By:	Email ▼
Required Delivery Date:	08/06/2019 	Phone #:	(559) 281-1608
		Email:	jharwood@mecawp.com
Shipping Options			
Shipping Option:	Partial ▼	Terms:	Collect ▼
Carrier:	UPS ▼	Carrier Account:	<input type="text"/>
Service Level:	Ground ▼		

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Mfr Item #	Item Description	List	Net	Qty	UOM	B/O	Extended
<input type="checkbox"/> 41124	Doorknob	\$19.35	\$12.58	1	EA		\$12.58
							Total: \$12.58 USD
Comments:							
<input type="button" value="Print"/>		<input type="button" value="Close Order"/>		<input type="button" value="Return Items to Cart"/>		<input type="button" value="Submit Order"/>	

For questions about MEC Parts, call our Parts department at 559-842-1523 or email parts at Parts@mecawp.com