Mitchell/ShopKey MyPlace4Parts Auto Value / Bumper to Bumper Integration

<mark>Must be running version 8.21 or Greater</mark>

1. You no longer need to download anything. The MyPlace4Parts Integration now automatically downloads in every Mitchell Manager running version 8.21 or greater.
2. Make sure you have your Mitchell Integration Credentials provided by your Parts Supplier. If you do not have them, please contact your Auto Value / Bumper to Bumper store to request them. <mark>(Mitchell Credentials are not the same thing as your MyPlace4Parts User Name and Password, they are unique credentials that will only work inside of Mitchell).</mark>
3. Open you Mitchell Manager / ShopKey software.
4. When you are in the Mitchell Splash screen, select Configuration / Special Maintenance /Toggle Catalog availability. <mark>If Toggle Catalog availability is grayed out: You are not on the Mitchell splash screen. This is a requirement when you begin, or the option will not be available (below is a screen shot of the Mitchell Slash Screen).</mark>
5. Select the Catalog you wish to turn on by moving the selector to ON. The new Catalogs are
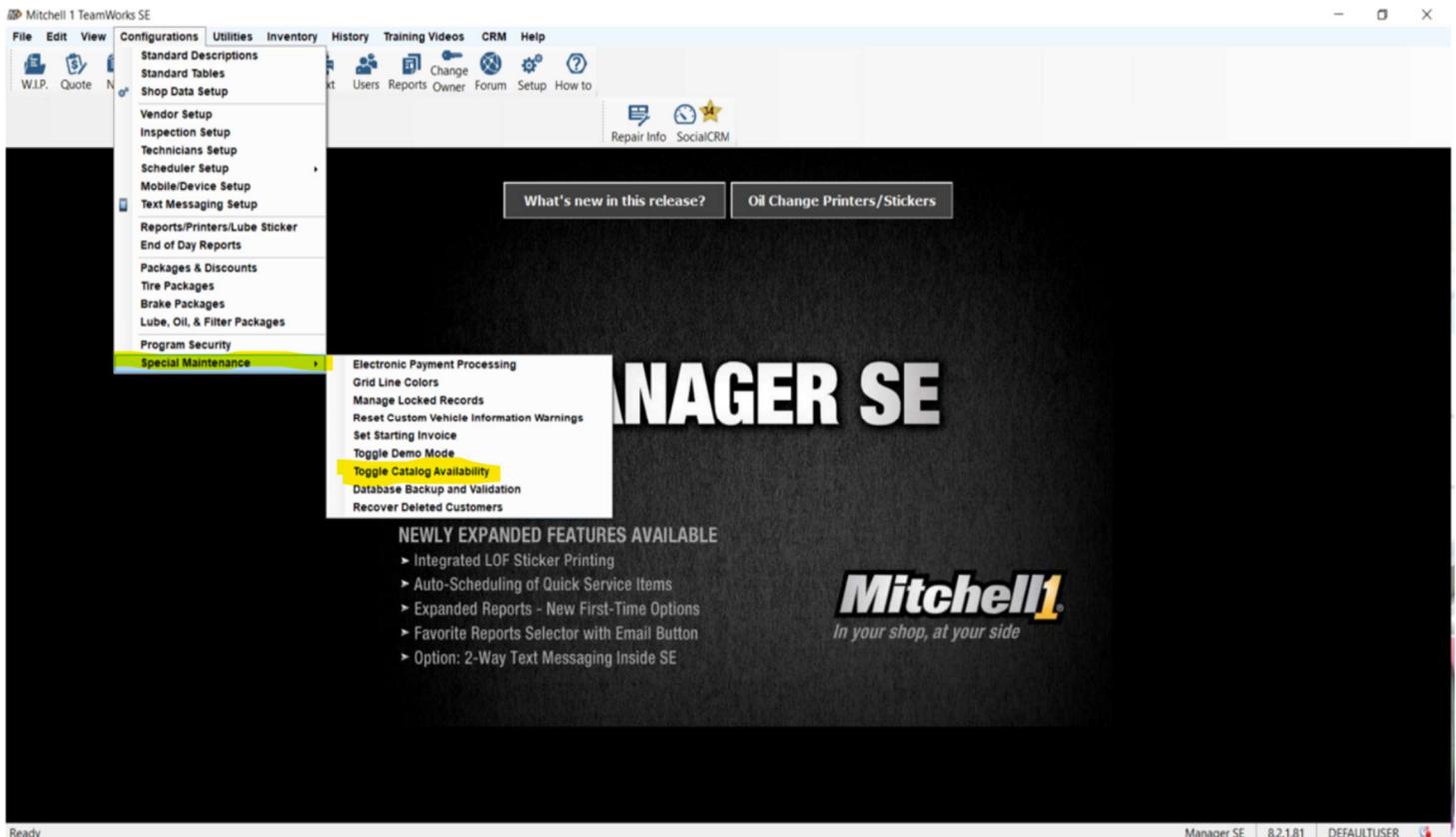
labeled as MP4P Auto Value or MP4P Bumper2b. If you are updating from a prior version, you will see that catalog as well on the screen. Once you have completed ALL the steps and have

successfully launched the new Catalog, you can come back in this screen and turn off the prior catalog. They are labeled AutoValue or Bumper to Bumper.
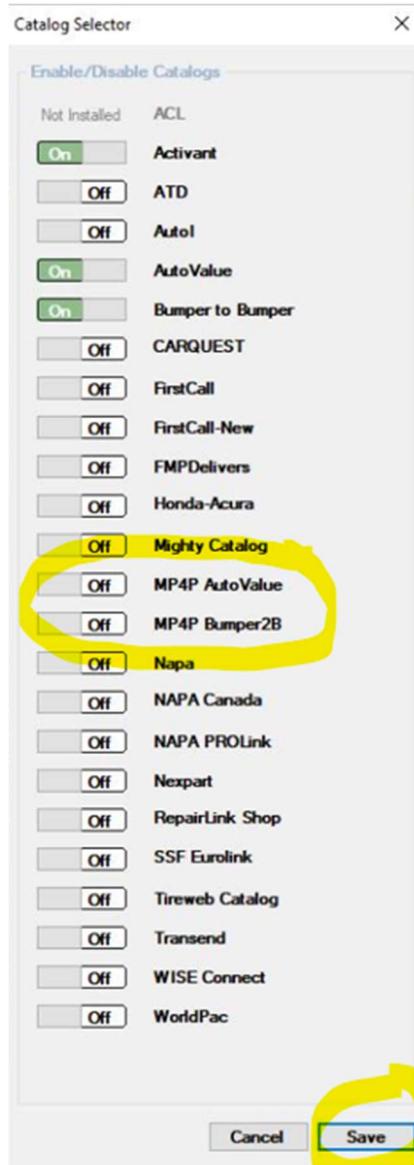

6. Make sure to Click Save or your selection will not be saved.

7. Once you have enabled the Catalog, you need to configure the vendor (seller) to use the new catalog. Click on Configuration / Vendor Setup.
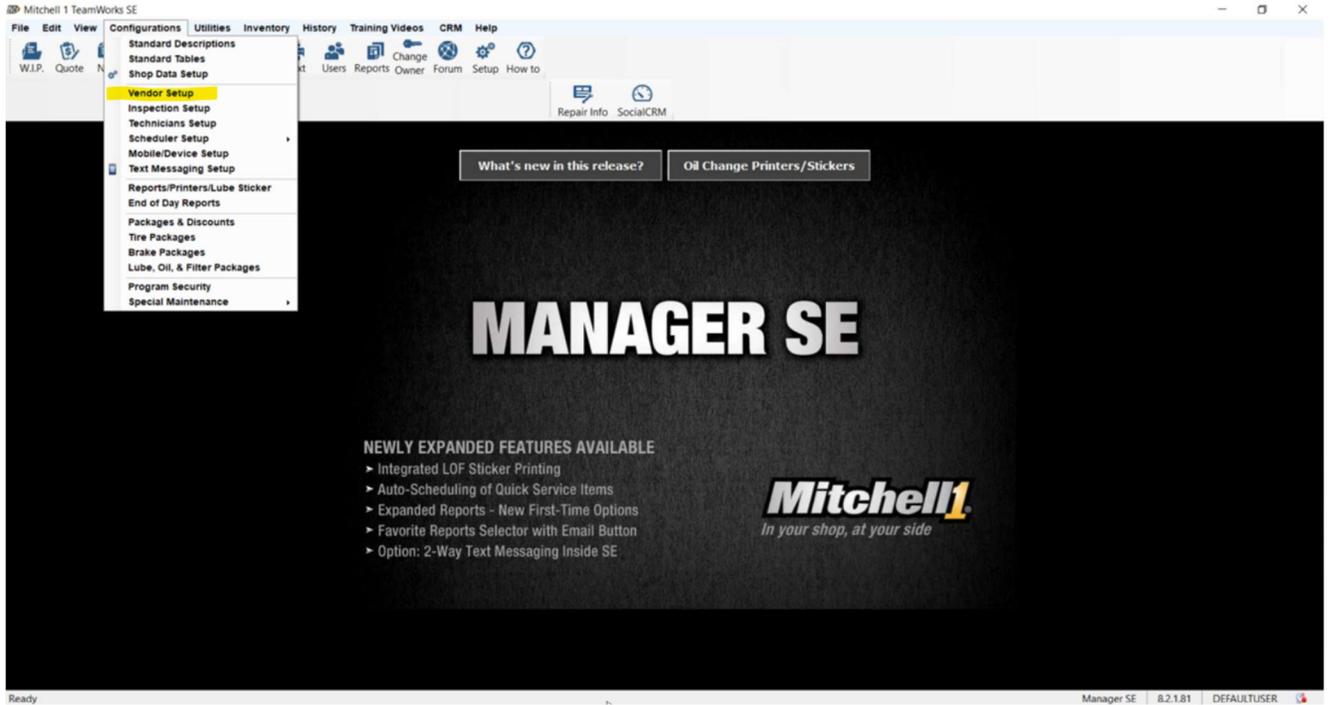

8. Select the new vendor you turned on.

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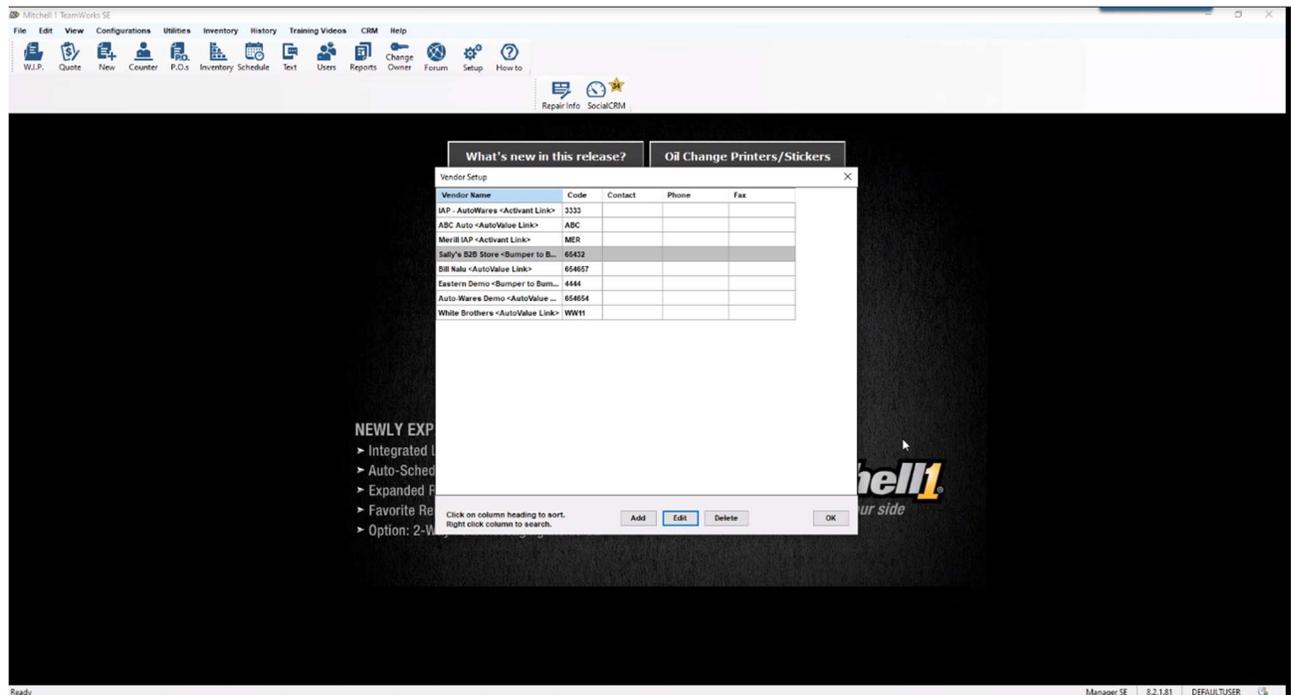
9. Once you select the vendor, click Edit. If the vendor is not listed, you can create a new one by clicking Add.
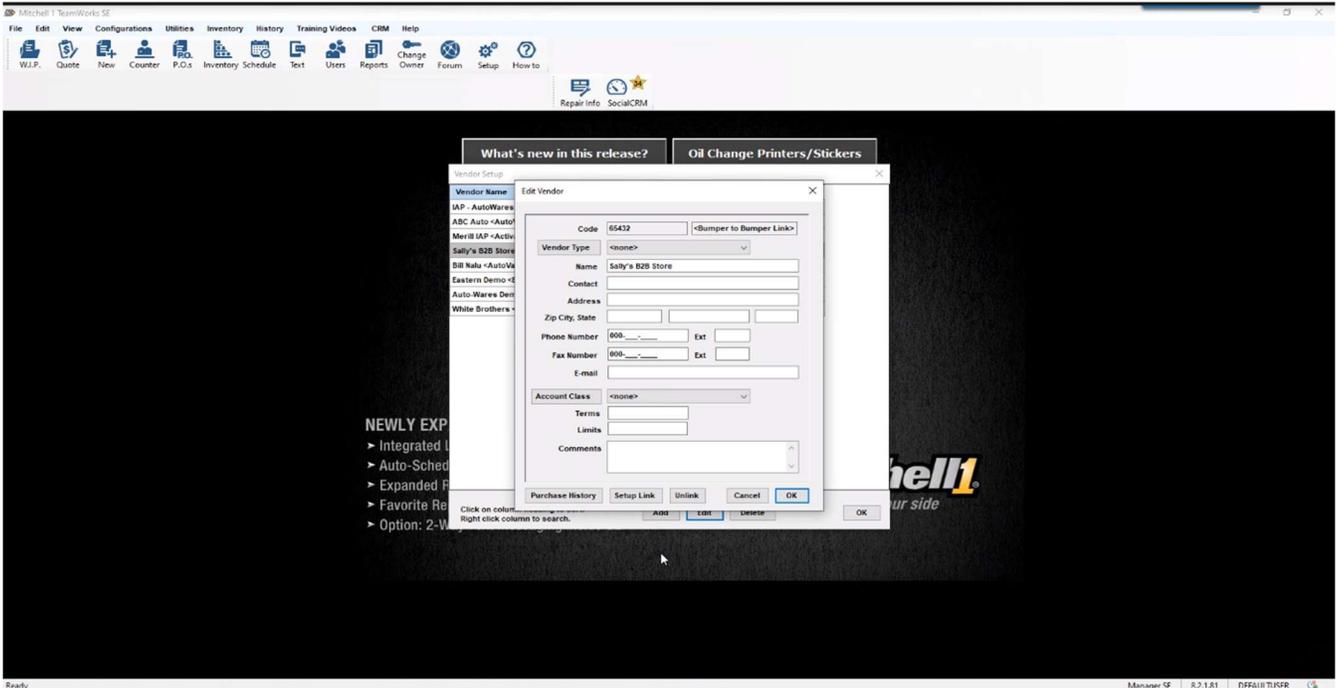

10. If the vendor is already linked to a Catalog, you can click **Unlink**. This removes their current configuration and allows you to link it to the new catalog.

    If Unlink is grayed out, then the vendor was not linked to a catalog. When you see the Unlink grayed out, click on Setup Link to link this vendor to the Catalog you want. Select the Catalog and Click OK. The new login screen displays, like below. Enter your Mitchell Credentials provided by your parts supplier.
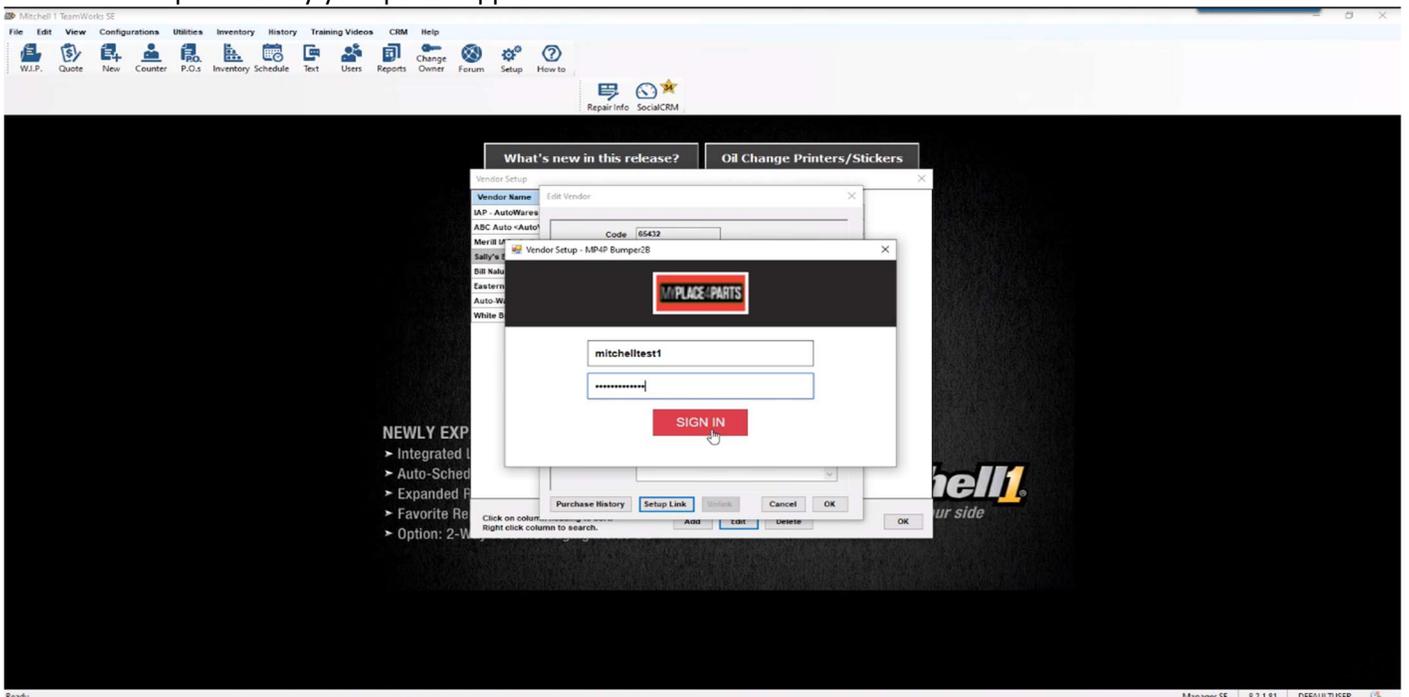
11. If you get an error that says Invalid Seller ID, that means you did not enter the correct credentials. Make sure you are entering Mitchell Credentials from your parts supplier and not you MyPlace4Parts Username and Password. Invalid Seller ID is a specific error and only indicates that the Username and Password you entered are not correct.
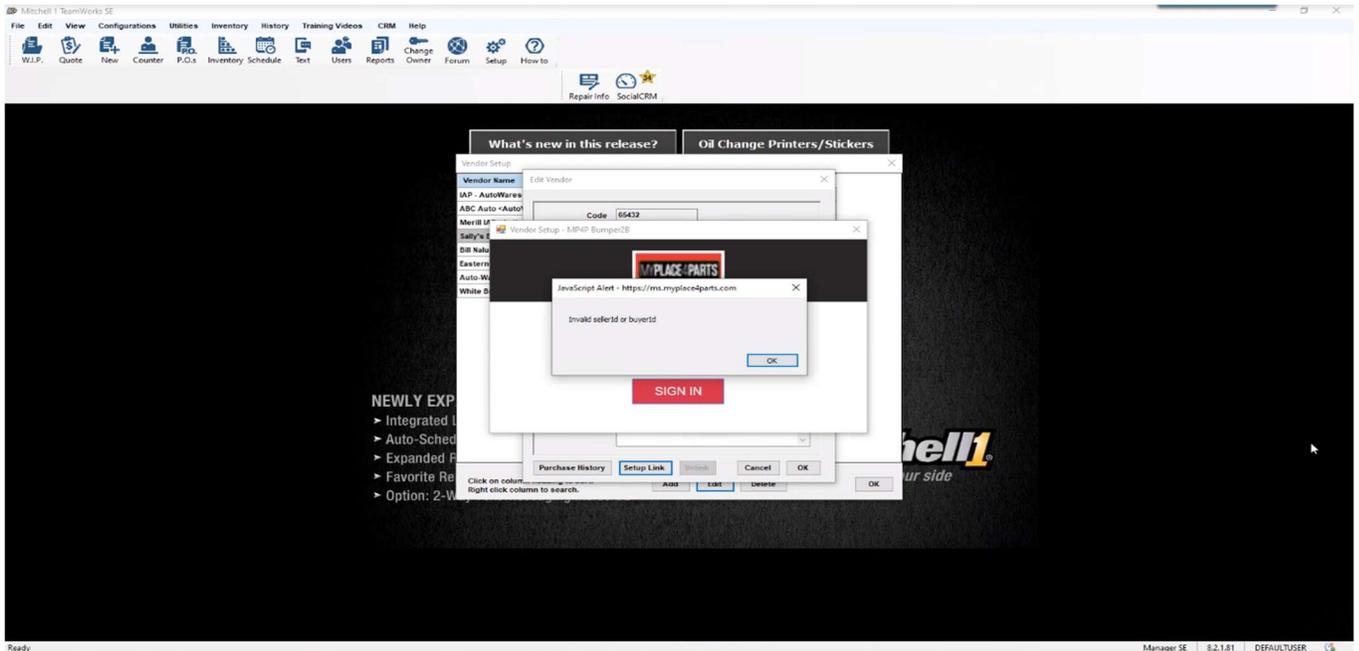

12. If you entered the credentials correctly, the screen goes away, and you can click OK in each screen to close the setup screens.

    If you wish, you can now turn off the other catalog you just replaced by going back into the Configuration / Special Maintenance / Toggle Catalog Availability and turning off the catalog you wish to turn off.

13. When you open a work order, you see the Catalogs enabled. The new catalogs have a dark background as shown in the screenshot below.
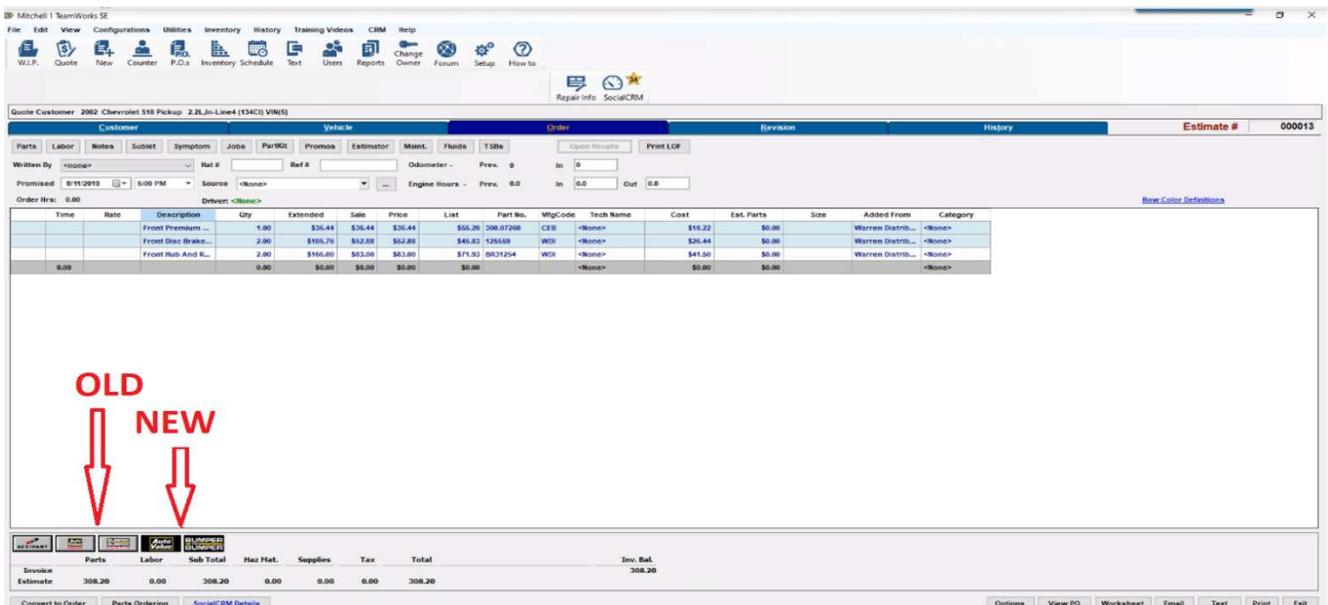
14. When you click on the new button, you see the name of the new Catalog (MP4P Auto Value or MP4P Bumber2b) in the upper left hand corner. You have successfully integrated MyPlace4Parts inside Mitchell.
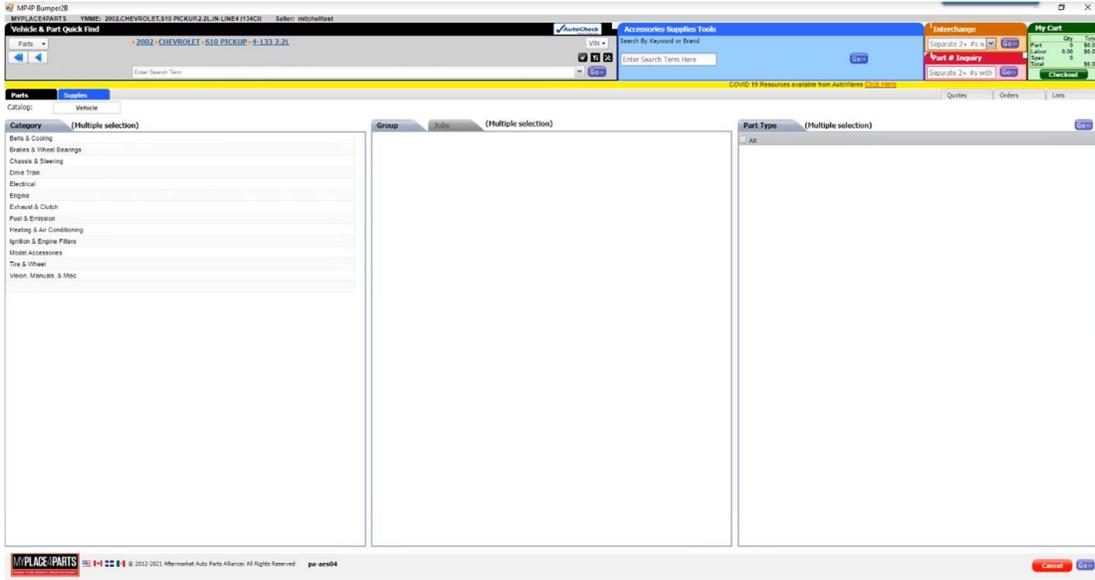
If you need assistance, please contact Mark Mamo at 281-466-4741. Please make sure to have your Mitchell Credentials ready. If you do not have your Mitchell Credentials, please contact your Parts Store.

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