

# Olympus Imported Auto Parts

The Finest In Parts For Foreign Cars



Delivering Legendary Customer Service since 1977

## Welcome To WebDocs

A 24/7 online access to Invoice, Proof of Delivery,  
Credit and Statement Documents.

If you have any questions, please contact our Alexandria, VA  
corporate office location at (703) 370-0399

Thank You,

Olympus Imported Auto Parts

5200 Eisenhower Ave – Suite 210 – Alexandria, Virginia, 22304

(703) 370-0399

Fax: (703) 370-8654

## Setting up your account in WebDocs:

To set up access to your account, navigate your browser to either <http://www.forparts.com> or <http://www.olyonline.com> and click on the WebDocs link. You will be presented with the page shown below. You will need an invoice dated after January 2<sup>nd</sup>, 2015.



**USER ID:**

**PASSWORD:**

**Need to create a new account?** [Click here.](#)

**Forgot your user name or password?** [Click here](#)

This site is compatible with [Internet Explorer](#) 8.0 or higher,  
[Google Chrome](#) 30.0 or higher,  
and [Adobe Acrobat Reader](#) 9.0 or higher.

## Click the link next to “Need to create a new account?”

### Self-registration

Please enter information below. Your answers will be matched against **Invoicess** we have on file. If the information checks out, you can create a user account.

Enter your customer number here -

Enter an invoice number here -

Enter date of selected invoice number here -

[Cancel](#) [Register >](#)

The required information will be on your invoice. You will need to type them exactly as they are on the invoice, including any special characters such as dashes (-).



**imported auto parts**

Alexandria      Sterling      Fairfax  
 (703)-370-0850    (703)-378-6666    (703)-560-8500

Chantilly      Manassas      Woodbridge  
 (703)-378-6666    (703)-378-6666    (703)-370-0850

Olympus Home Office  
 (703)-370-0399



0154697715

INV\*DAV\*\*

**THE FINEST IN FOREIGN CAR PARTS**  
M-F 8AM-6PM SAT. 8AM-3PM

\*\*\*\*\*  
 EPICOR TEST CUSTOMER  
 TESTING O/A WEBDOCS  
 QQQQQQ, NJ

CUST# EPICOR  
 P/O # TEST  
 PH#  
 \*\*\* INVOICE \*\*\*

\*\*\*\*\*  
 INVOICE # 1-546977  
 CODES: WMV      12:19:59  
 DATE: 02/19/15      PAGE: 1

ZONE	BIN	QTY	LINE	PART NUMBER	DESCRIPTION	CORE	LIST EA.	YOUR COST	EXTENSION	TAX
				TEST						

Your customer number is usually the last seven digits of your telephone number followed by a dash and the location number of the store that services you (xxxxxxx-x). Invoice number is going to be formatted as (x-xxxxxx). Date will be entered in as (MM/DD/YYYY)

**Self-registration**

Please enter information below. Your answers will be matched against **Invoicess** we have on file. If the information checks out, you can create a user account.

Enter your customer number here -

Enter an invoice number here -

Enter date of selected invoice number here -

[Cancel](#)    [Register >](#)

Click Register in the bottom right.

**Create Account**

You will now be asked to create an account. Once you create an account, you can use it to view your documents.

[Proceed >](#)

Then click Proceed.

**Please fill out the following information for your account.** Only name is required. The rest of the fields are optional.

*Name	<input type="text" value="Olympus Customer"/>
Address	<input type="text" value="5200 Eisenhower Ave"/>
	<input type="text" value="Suite 210"/>
City	<input type="text" value="Alexandria"/>
State	<input type="text" value="VA"/>
ZIP Code	<input type="text" value="22304"/> - <input type="text"/>
Phone:	<input type="text" value="703"/> - <input type="text" value="370"/> - <input type="text" value="0399"/>
Fax:	<input type="text" value="703"/> - <input type="text" value="370"/> - <input type="text" value="8654"/>
FEIN:	<input type="text"/> - <input type="text"/>

[< Previous](#)   [Cancel](#)   [Proceed >](#)

Fill out the required account information and click proceed to create your login. Please make a note of what you make your login and password, they are both case sensitive. It is a complex password and must have at least 8 characters, including a capital letter, a number and a special character.

**Please fill out the information below for your account.**

After registering, you can create other users and groups through the **Manage Users And Groups** wizard. You may change this information, except Login ID, through the **My Account** screen.

*First name	<input type="text" value="Olympus"/>
*Last name	<input type="text" value="Customer"/>
Phone	<input type="text" value="703"/> - <input type="text" value="370"/> - <input type="text" value="0399"/>
*E-mail	<input type="text" value="webadmin@olyonline.com"/>
Password hint	<input type="text" value="WebDocs"/>
*Login ID	<input type="text" value="olytest"/>
*Password	<input type="password"/>
*Reconfirm Password	<input type="password"/>

[< Previous](#)   [Cancel](#)   [Create Account >](#)

Click Create Account, you will be redirected back to the main screen.

Your account has been successfully created

**USER ID:**

**PASSWORD:**

**Need to create a new account?** [Click here.](#)

**Forgot your user name or password?** [Click here](#)

This site is compatible with [Internet Explorer](#) 9.0 or higher  
and [Adobe Acrobat Reader](#) 6.0 or higher.

Enter the username and password as you created them and click login.

The first screen you will be presented with lets you choose if and how you would like to receive your statements. You may choose to receive a traditional paper statement by mail, an eStatement by email or both. You may also choose whether or not you would like the supporting documents (Signed invoice copies, credits, Purchase Orders) with either method, as well as other advanced configuration options as a compressed zip file or just an email link back to the site.

Document Delivery Preferences

Set preferences on how you would like to receive various types of documents.

Statements

I have no preference. Delivery method will be determined by the sender.

I would like to receive this Document Type by the following method(s). If you don't pick any method, you won't be notified when a new document is available, but you can access the document via this web site.

Paper (mail)

Email

Fax

**Print**

Even if supporting documents are available, I do not want to receive them.

**Email**

Even if supporting documents are available, I do not want to receive them.

I would like to receive all e-mails for linked folders as combined e-mail(s)

Do not send e-mails to linked folders

How would you like to receive Statements documents via e-mail?

As a PDF attachment to the e-mail

ZIP (password protected zip)

An e-mail that contains a link back to this site

Who would you like to receive the e-mail?

Customer, Olympus [webadmin@olyonline.com]

Make your selections and click Save Document Delivery Options. These settings can be changed at any time from within your account by clicking on "Delivery" in the menu at the top.

You are now at the heart of WebDocs. From this screen you can search by document type, date, details or any combination of the above.

The screenshot shows the WebDocs search interface. At the top, there is a navigation bar with 'Search', 'Utilities', 'Delivery', 'Folders', and 'Logout'. The user is logged in as 'Cabinets: Olympus AR' and the company is 'Olympus Customer (A13394)'. On the left, the 'Document Type' section has 'Invoices' and 'Credits' selected. Under 'Document Indexes', the 'Doc Date' is set from 'From:' to 'To:'. There are input fields for 'Barcode #', 'Invoice #', 'PO #', 'Location', 'Part #', and 'PO / Credit Memo #'. A 'Search' button is at the bottom. The main area displays a red message: '\*Please enter search criteria and click the Search button'. A 'Grid' dropdown is in the top right.

For this example we are just going to search all invoices on a specific date.

The screenshot shows the search results for an invoice. The search criteria are: 'Invoices' selected, 'Doc Date' from '02/19/2015' to 'To:'. The search results table is as follows:

Invoice #	Barcode #	Account #	Account Name	Doc Type	Doc Date	# Pages	PO #	Loc
1-546977	0154697715	EPICOR	EPICOR TEST CUSTOMER	Invoices	02/19/2015	1	TEST	1

At the bottom, it shows 'Results Count: 1 Page Count: 1' and an 'Export Results >' link. The footer contains the copyright notice: '©2015 Profitability of Hawaii. All rights reserved.'

The results from the search will appear on the right. Any documents that we scan in such as credit memos, signed copies, purchase orders or credits will be attached here. If something has been scanned in you will see the number of pages listed under the “# pages” column. You may view the document directly by clicking the magnifying glass to the left of the invoice number. The list can also be sorted, similar to a spreadsheet by clicking any of the field labels at the top.

If you multi-select and highlight multiple documents using either “Shift+Click” or “CTRL+Click” you can open them all as one PDF by



clicking the magnifying glass over paper at the top, you can also click the down arrow next to it and choose from other view options.

Depending on your browser choice and your PDF reader settings the document will open either in a new browser tab or window, or in the pdf reader itself. You can print or save as needed.



You may add other users or change your account info in the “Utilities” menu. Linking Folders under the “Folders” menu is only supported if you have multiple accounts under one A/R account.

If you require any assistance or have any questions or concerns please contact us.

Thank you.

Olympus Imported Auto Parts.

5200 Eisenhower Ave.

Suite 210

Alexandria, VA 22304

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