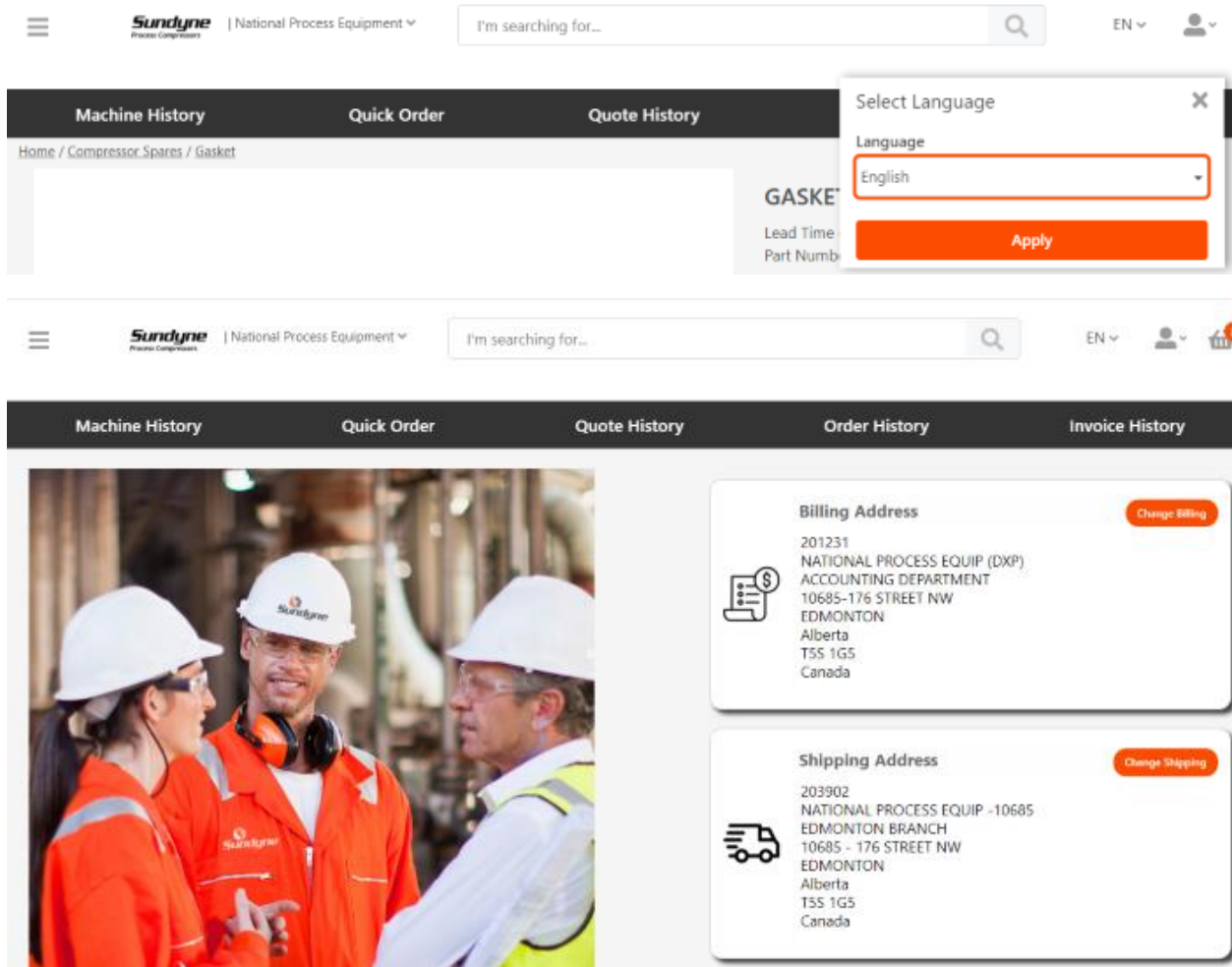


How to Place an Order in Genuine Parts Portal (GPP)


Once logged in, main screen appears:

Default Language is set to English, but you can click on the down arrow to the right of “EN” and select either French or Spanish. Click the Apply button. The menu and header columns will change to that language.



Your bill to and ship to addresses are set as the defaults.

In the upper left, to the right of your company name, there's a down arrow to select your default bill to address and available product line Catalogs.





Sundyne
Process Compressors

| National Process Equipment ▾


I'm searching for...

Select Account


 Filter by account name...




National Process Equipment
ANSIMAG | USD




National Process Equipment
Compressor | USD



National Process Equipment
Sundyne | USD







National Process Equipment
Sunflo | USD





National Process Equipment
HMD | GBP

To change the bill to address to an end user to place a REP based order, click on the Change Billing button.

 Sundyne
Process Equipment
| National Process Equipment 

I'm searching for... 

EN  

Machine HistoryQuick OrderQuote HistoryOrder HistoryInvoice History



**Billing Address**

201231
NATIONAL PROCESS EQUIP (DXP)
ACCOUNTING DEPARTMENT
10685-176 STREET NW
EDMONTON
Alberta
T5S 1G5
Canada

**Shipping Address**

203902
NATIONAL PROCESS EQUIP -10685
EDMONTON BRANCH
10685 - 176 STREET NW
EDMONTON
Alberta
T5S 1G5
Canada

Then search by any of the available fields.

Account Address Book

Enter address number...

Enter company name..

Enter address1...

Enter city...

Enter two digit state code...

Enter postal code...

Search

Reset

Click Search

Scrolling down past the Search button displays the search or if no search was done, a full list of all the bill to addresses associated to your account are shown and can click on Use this Address button to select.

Addresses for this Account



201231,
NATIONAL PROCESS EQUIP
(DXP),
ACCOUNTING DEPARTMENT,
10685-176 STREET NW,
EDMONTON,
Alberta,
T5S 1G5
Canada

Default Billing Address

Use this Address



6388807,
POWERTECH LABS INC,
ATTN: ACCOUNTS PAYABLE,
12388 88TH AVENUE,
SURREY,
British Columbia,
V3W 7R7
Canada

Use this Address



3681506,
CHEMETICS INC,
ATTN: ACCOUNTS PAYABLE,
#200 - 2930 VIRTUAL WAY,
VANCOUVER,
British Columbia,
V5M 0A5
Canada



5965483,
SUMMIT INSTRUMENT
SPECIALTIES,
ATTN: ACCOUNTS PAYABLE,
2305 WYECROFT ROAD,
OAKVILLE,
Ontario,
L6L 6R2
Canada

Once the correct bill to is selected, click on the Change Shipping to select the correct ship to.

Sundyne

Process Equipment

| National Process Equipment

I'm searching for...

EN


Machine History

Quick Order

Quote History

Order History

Invoice History



Billing Address

Change Billing

3681506
CHEMETICS INC
ATTN: ACCOUNTS PAYABLE
#200 - 2930 VIRTUAL WAY
VANCOUVER
British Columbia
V5M 0A5
Canada

Shipping Address

Change Shipping

Please select a Shipping Address

Search by all the available fields

Account Address Book

Enter address number...

Enter company name..

Enter address1...

Enter city...

Enter two digit state code...

Enter postal code...

Search

Reset

Scrolling down past the Search button displays the search or if no search was done, a full list of all the bill to addresses associated to your account are shown and can click on Use this Address button to select.

[Search](#)[Reset](#)

Addresses for this Account



6047329,
CHEMETICS INC,
#200 - 2930 VIRTUAL WAY,
VANCOUVER,
British Columbia,
V5M 0A5
Canada

[Use this Address](#)

1002398,
CHEMETICS C/O CORWEST
FABRICATIONS,
1545 KINGSWAY AVE,
PORT COQUITLAM,
British Columbia,
V3C 1S2
Canada

[Use this Address](#)

4716441,
CHEMETICS,
2930 VIRTUAL WAY 1 SUITE
200,
VANCOUVER,
British Columbia,
V5M 0A5
Canada



4305547,
AKER CHEMETICS,
A DIVISION OF AKER
SOLUTIONS CANADA INC,
#200 - 2930 VIRTUAL WAY,
VANCOUVER,
British Columbia,
V5M 0A5
Canada

All of the ship to addresses related to the select bill to address will be available and click Use this Address button to select the correct ship to address.

If you don't see the bill to or ship to address you need, please contact Customer Service for assistance.

Once the proper address and catalog is selected there's a few different ways to enter an order/quote.

Use Machine History, Quick Order, Part Family by product line catalog or Search.

How to Use Quick Order

This instruction assumes you have already selected the proper Product Line, Bill To and Ship To addresses.

From the Main Menu, select Quick Order

The screenshot shows the Sundyne National Process Equipment web application. The top navigation bar includes a menu icon, the Sundyne logo, the text "National Process Equipment", a search bar with the placeholder "I'm searching for...", and user/notifications icons. Below this is a dark grey navigation bar with tabs: "Machine History", "Quick Order" (highlighted with an orange box), "Quote History", "Order History", and "Invoice History". The main content area is titled "Quick Order" and includes a sub-header "Home / Quick Order". Below the title is a paragraph: "Already know what you want? Use the form below to select Items and add them to your order. Or import a CSV file of Items and quantities." This is followed by an "Import CSV File..." button and a "Clear All Fields" link. The main form consists of a table with two columns: "Items" and "Quantity". There are four rows, each with a text input field for the item name, a quantity input field with a default value of "1", and a red trash icon. At the bottom of the table are two orange buttons: "Add more rows" and "Add to Cart".

Items	Quantity
<input type="text" value="Enter Items or name"/>	<input type="text" value="1"/>
<input type="text" value="Enter Items or name"/>	<input type="text" value="1"/>
<input type="text" value="Enter Items or name"/>	<input type="text" value="1"/>
<input type="text" value="Enter Items or name"/>	<input type="text" value="1"/>

[Add more rows](#) [Add to Cart](#)

If you know the Items you want to Add to the Cart or List, enter part number. A box will appear to use type ahead, or entering complete part number, click on the box. A quantity of 1 defaults in the Quantity field. Change to applicable quantity.

Quick Order

Already know what you want? Use the form below to select Items and add them to your order. Or import a CSV file of Items and quantities.

Import CSV File...

[Clear All Fields](#)

Items

Quantity

22-362

1



22-362

FILTER,ELEMENT,SINGLE

\$90.00



Add more rows

Add to Cart

Click Add more rows to add one additional row at a time if needed or click Add to Cart if finished.



Can also Clear All Fields or delete any lines that you don't want to Add to Cart.

If a part is not in the selected catalog, this error message will show:



National Process Equipment

I'm searching for...

EN

Machine HistoryQuick OrderQuote HistoryOrder HistoryInvoice History





Home / Quick Order

Quick Order

Already know what you want? Use the form below to select Items and add them to your order. Or import a CSV file of Items and quantities.

Import CSV File...

Clear All Fields

Items	Quantity	
14-004uc	1	
This item has not been added to the cart as it is not a valid part in this catalogue		
14-046uc	1	
This item has not been added to the cart as it is not a valid part in this catalogue		
Enter Items or name	1	
Enter Items or name	1	

Add more rows

Add to Cart

How to Add to Quick Order using a .CSV file

Create a .CSV file and save.

Do not have any header column names. Only have part number and quantity.

	A	B
1	SE04AD07F	1
2	RJ09AD14RE	1
3	22-363	1
4	SH01BA01GS	1
5	GK01AA02	1
6	14-046UC	1
7	RKORC311PUC24	1

SE04AD07F,1
 RJ09AD14RE,1
 22-363,1
 SH01BA01GS,1
 GK01AA02,1
 14-046UC,1
 RKORC311PUC24,1

[Home](#) / Quick Order

Quick Order

Already know what you want? Use the form below to select Items and add them to your order. Or import a CSV file of Items and quantities.

Import CSV File...

[Clear All Fields](#)

Click on Import CSV File and select the applicable file.

Quick Order

Already know what you want? Use the form below to select Items and add them to your order. Or import a CSV file of Items and quantities.

Import CSV File...

[Clear All Fields](#)

Items

Quantity

SE04AD07F

1



Invalid

RJ09AD14RE

1



Invalid

22-363

1



SH01BA01GS

1



GK01AA02

1



Invalid

14-046UC

1



Any items that are not in the selected Catalog, will show an Invalid error message.

Those items will need to be deleted from the Quick Order screen and then click Add to Cart.

Quick Order

Already know what you want? Use the form below to select Items and add them to your order. Or import a CSV file of Items and quantities.

Import CSV File...

[Clear All Fields](#)

Items

Quantity

22-363

1



SH01BA01GS

1



14-046UC

1



Add more rows

Add to Cart



Added to cart

Item(s) have been added to cart

[View Cart](#)

Note: If you have parts in the Cart for that product line catalog, the Cart will append and add the items from the .CSV file.

Click on Cart in upper right hand of screen or View Cart from this message.

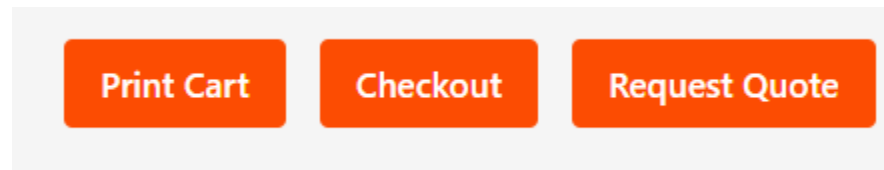
The cart can be updated if necessary and you have several features of Add to List, Export to CSV, Clear the Cart towards the top left of the Cart

Add To List

Export CSV

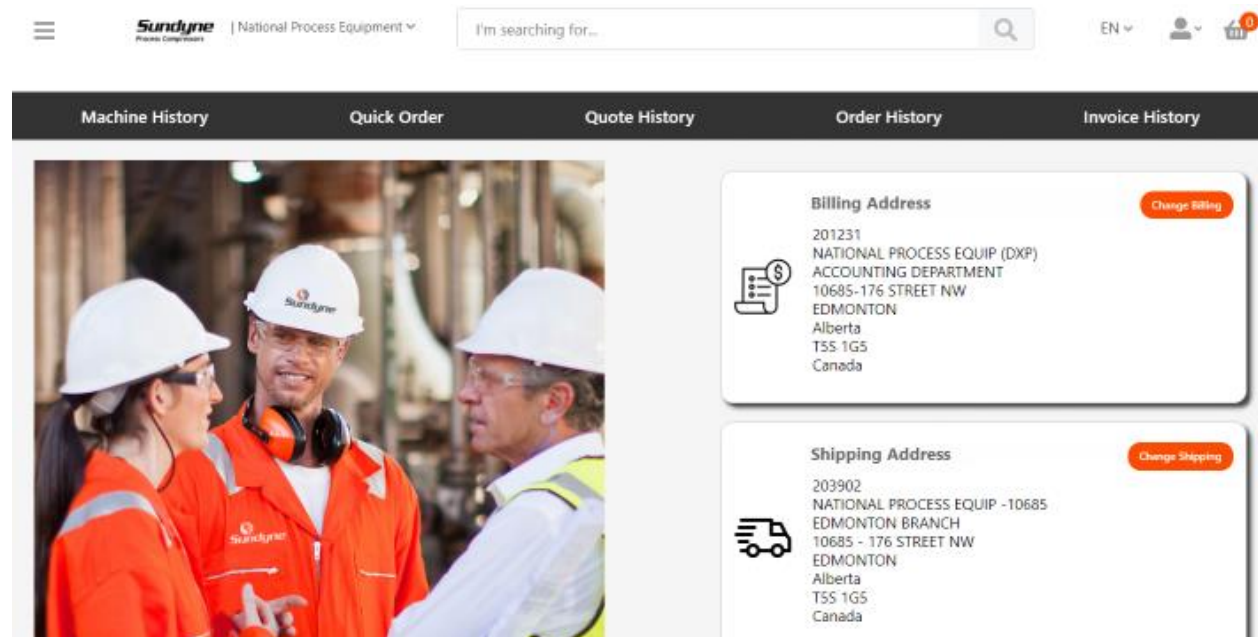
Clear Cart

Or, Print Cart, Checkout or Request Quote on the bottom right of the Cart.

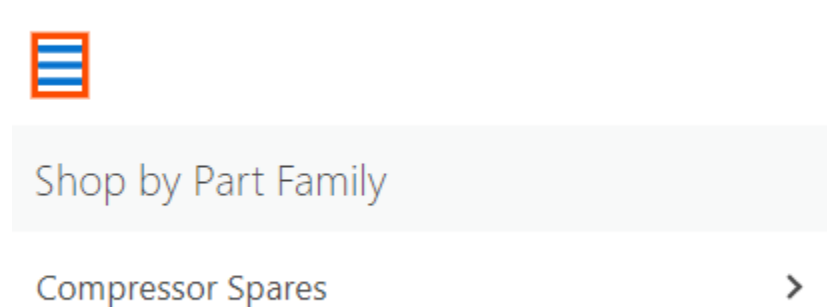


Shop using the Part Family Product Detail Pages

Once the bill to and product line is selected, click on the 3 bars on the upper left.



Click on the Product line Catalog name



All applicable part families will appear.



[← Main Menu](#)

Compressor Spares

Accessories

API Plan, Buffer Pot, Gas Panel

Baseplate & Stand, HA, OU DWG

Bearing, Ball

Bearing, Journal

Bolting

Bushing

Conversion

Coupling

Cover, Diffuser

Diffuser

Electrical

Exchanger, Heat

Filter

Flange, Flange Kit, Spool

Gasket

Gear

Click on a part family

Home / Compressor Spares / Filter

Viewing 1-16 of 108

Sort by **Best Match**

Category
Compressor Spares

Filter (108)

Price Range


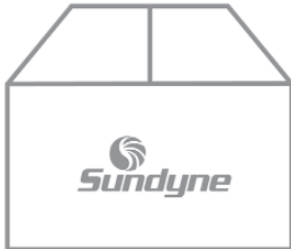
- Below \$10,000.00
- \$10,000.00 - \$20,000.00
- \$20,000.00 - \$30,000.00
- \$30,000.00 - \$40,000.00

22-461 FILTER,BAFFLE \$34.00	22-520 FILTER,SINGLE,1",NOWATA,FLG \$5,434.00	22-353 FILTER,ELEMENT,5-MICRON, \$205.00	22-462 FILTER, EXHAUST, OIL RESERVOIR \$3,017.00
22-103 FILTER,ELEMENT,10-MIC \$857.00	F22-212 FILTER,ELEMENT,LIQUID \$9,002.00	22-463 FILTER,ELEMENT, EXHAUST AIR \$829.00	22-141 FILTER,ELEMENT,5-MICRON HILCO \$159.00
22-182	70-1202	22-414	22-196

A list of the items in that part family in that product line catalog will appear.

Click on a part.

Home / Compressor Spares / Filter

Roll over image to zoom in

FILTER,BAFFLE

Lead Time (In Work Days) : 25
Part Number : 22-461

\$34.00

[Add to List](#)

[Add to cart](#)

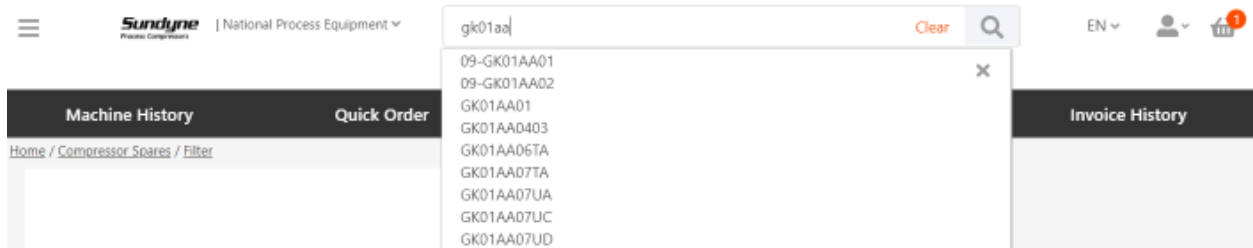
Product Description

The product detail page appears. Basic information is shown. Click on Add to Cart or Add to List.

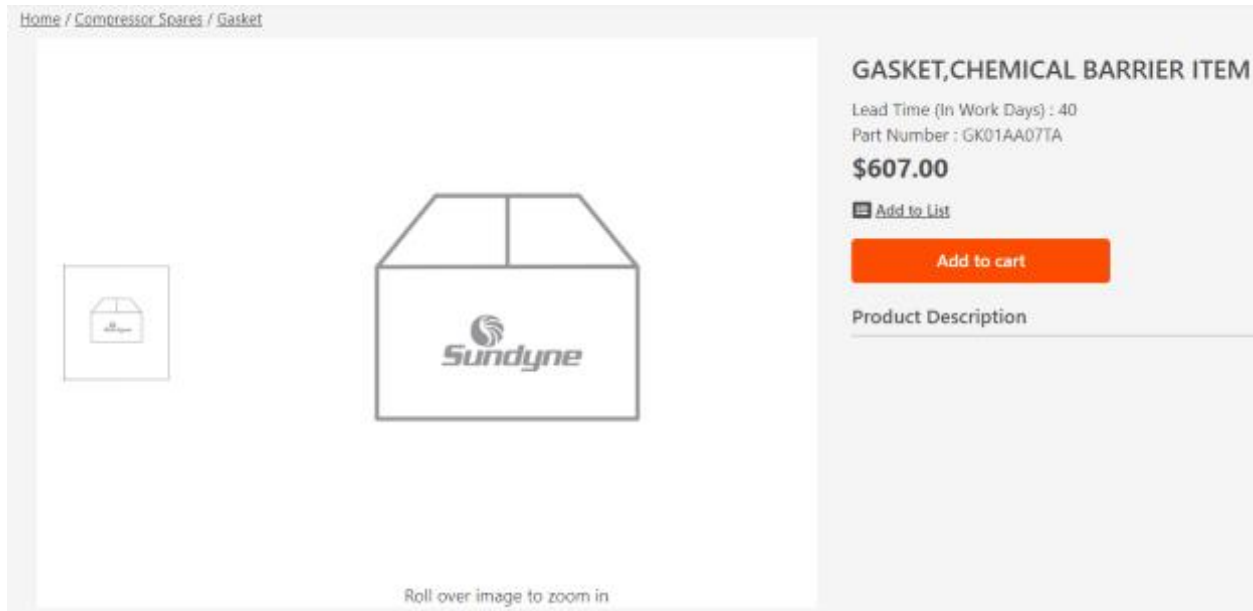
We will be adding pictures as they're available.

Search Functionality

Once the bill to address and product line catalog are selected, enter the item in the search box to the right of the name.



Select an item and that will bring you to the part family product detail page.



To see the Machine History functionality, please refer to the Machine History document.

Checkout Functionality

The screenshot shows the Sundyne checkout interface. At the top, there is a header with the Sundyne logo, the text "National Process Equipment", a search bar with the placeholder "I'm searching for...", and user account icons. The main heading is "Checkout". Below this, there are three steps: 1. SHIPPING (active), 2. PAYMENT, and 3. REVIEW. The SHIPPING section contains the following fields:

- Expedite Order : ☐ Yes ☒ No
- Will partial shipments be accepted for this order ? ☒ Yes ☐ No
- Freight Carrier : UNITED PARCEL SERVICE
- Freight Service : SURFACE PPD/ADD
- Do you want to select/change your Freight Carrier and Freight Service for this order? ☐ Yes ☒ No
- Collect Account Number :

On the right side, there is an "Order Summary" box:

Order Summary	
Subtotal	\$4,982.99
Total	\$4,982.99

- If this is an expedite order, click Yes. Otherwise, default is set to No. If Yes is selected, the email order acknowledgement will have the word EXPEDITE in the subject line to notify Customer Service.
- Will partial shipments be accepted for this order? If you don't want any partials, click No. Default is set to Yes. Clicking No will put the whole order on a partial hold and change the ship date on all the lines to the furthest out published leadtime date.
- Do you want to select/change your Freight Carrier and Freight Service Level for this Order? If Yes, the Freight Carrier and Freight Service pull down selections will appear. If No, whatever appears on the screen is how the order will ship. These are required fields.
- Collect Account Number - If Freight Service method is 3rd party or collect an account number is required.
- Is there a Freight Forwarder identified for this order? Default is set to No. If one is required, click Yes and a pull-down selection will appear. Select the required address. If you can't find the address, please contact Customer Service for assistance.
- Do you want to select/change Incoterms: Default is set to No. If there's a default incoterm on the selected ship to address, that will default. If you need to add/change, click Yes to select either EXW or FCA. If the order has any other Incoterm, please contact Customer Service or enter in the Order Notes section.

- Are items within this order being sold to a different end user than the associated ship-to address? Default is No. If Yes, click on the Change End User button.

Are items within this order being sent to a different end user than the associated ship to address? ☒ Yes ☐ No

[Change End User](#)

Search and Select the ship to addresses for the end user. If you can't find the address, please contact Customer Service.

Account Address Book

Enter address number...

Enter company name..

Enter address1...

Enter city...


Enter two digit state code...

Enter postal code...


Search

Reset

Addresses for this Account



7215589,
AQUA PURE,
103-10903 78 AVE,
grande prairie,
T8W 2L2
Canada



7199475,
DXP / NATPRO,
10685-176 STREET,
DENNIS ENDERS,
EDMONTON,
T5S-1G5
Canada

- Order Notes: Enter anything you need to tell us for this order. Serial Numbers, method of shipment, etc.

Order Notes :

Enter any comments

Continue to Checkout



Back to Previous

Click the Continue to Checkout button or go back to the previous page.

Enter the Purchase Order Number.

Sundyne
Process Equipment

| National Process Equipment

EN 

1 SHIPPING

2 PAYMENT

3 REVIEW

PAYMENT

Invoice

Purchase Order Number (mandatory)

Continue To Review Order

Back to Previous

Order Summary

Subtotal

\$4,982.99



Total

\$4,982.99

Click on Continue to Review Order

Sundyne
Process Equipment

| National Process Equipment

EN 

1 SHIPPING

2 PAYMENT

3 REVIEW

REVIEW ORDER

Shipping Details

Shipping Address: 203902
NATIONAL PROCESS EQUIP -10685
EDMONTON BRANCH,
10685 - 176 STREET NW
EDMONTON
Alberta
T5S 1G5
Canada

Ship Carrier: UNITED PARCEL SERVICE
Ship Service: SURFACE PPD/ADD
Expedite Order: NO
Partial Shipment: YES
Incoterms: EXW - Ex Works Factory

Payment Details

Invoice

PO Number: test 24

Billing Address
201231
NATIONAL PROCESS EQUIP (DXP)
ACCOUNTING DEPARTMENT,
10685-176 STREET NW,
EDMONTON
Alberta
T5S 1G5
Canada
Payment Terms: NET 30 DAYS

Selected ship to, end user and bill to addresses will be displayed.
Order Notes will also be displayed if there are any.

Review all the lines.

Part Number	Description	Lead Time (In Work Days)	Cross Reference #	Availability	Quantity	UOM	List Price	Net Price	Total
14-004UA	O-RING	5		77	1	EA	\$18.05	\$15.88	\$15.88
14-046UA	O-RING 936C	10		31	1	EA	\$20.00	\$17.60	\$17.60
18-002DJ	SCREW,DRIVE,#4X3/16"LG	5		0	4	EA	\$2.36	\$2.08	\$8.31
SE04AD22RZ1TA1A	SEAL, GSS1500,	10		25	1	EA	\$2,316.00	\$2,038.08	\$2,038.08
SE04AD29RZ1TA1A	SEAL,MECHANICAL, GSS,	30		32	1	EA	\$3,299.00	\$2,903.12	\$2,903.12

☒ I have read and agree to the [Terms and Conditions](#)

Order Summary

Subtotal

\$4,982.99

Total

\$4,982.99

Place Order

Back to Previous

When ready to submit the order check the box to the left of I have read and agree to the Terms and Conditions. This is required to place the order. Click on Place Order button to submit the order.

Thank you for your order

Your order has been submitted. A confirmation email with your order details has been sent to your email address.

Continue Shopping

An email order acknowledgement will be sent to you.

If there's any sort of issue where the order did not get placed into our ERP system, an error email will be sent to you and Customer Service.

To review the order, click on Continue Shopping.

Click on Order History to find the order.

Machine History	Quick Order	Quote History	Order History	Invoice History
-----------------	-------------	---------------	---------------	-----------------

