



Johnson Controls EasyParts Solution Navigator User Guide

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Johnson Controls EasyParts Solution Navigator



How to get started

• Step 1

1 Website: SolutionNavigator.com
Click on **Login** to enter credentials.

2 Select language.

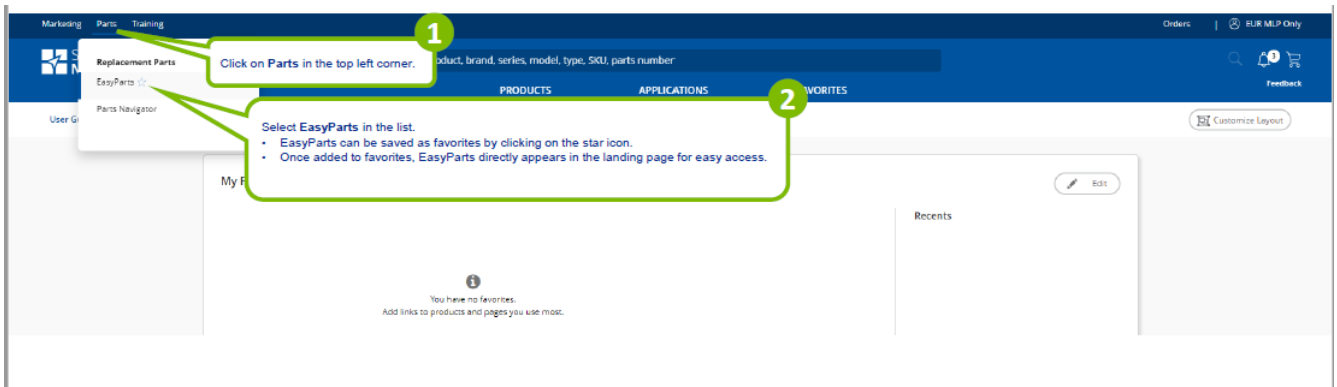
3 Enter Email Address and Password.

4 Sign In.

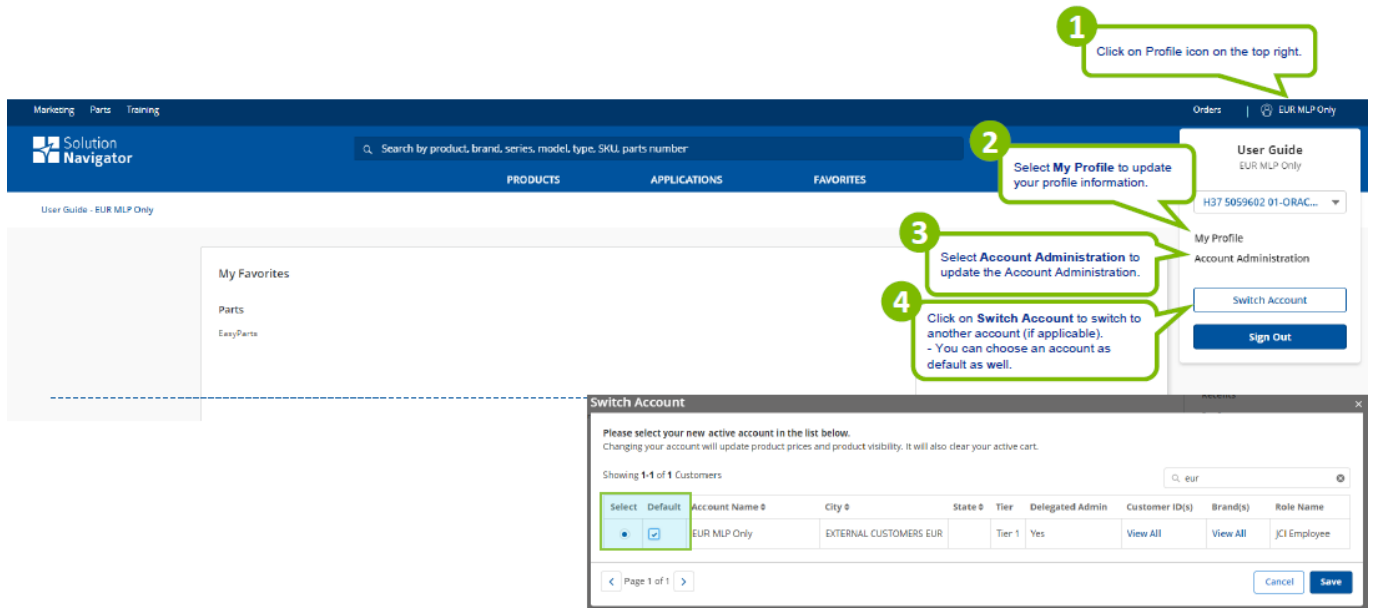
Language

<input type="radio"/> Chinese(Simplified)	<input type="radio"/> Italian
<input type="radio"/> Czech	<input type="radio"/> Japanese
<input type="radio"/> Danish	<input type="radio"/> Korean
<input type="radio"/> Dutch	<input type="radio"/> Norwegian
<input checked="" type="radio"/> English	<input type="radio"/> Polish
<input type="radio"/> Finnish	<input type="radio"/> Romanian
<input type="radio"/> French	<input type="radio"/> Russian
<input type="radio"/> German	<input type="radio"/> Spanish
<input type="radio"/> Hungarian	<input type="radio"/> Swedish
	<input type="radio"/> Turkish

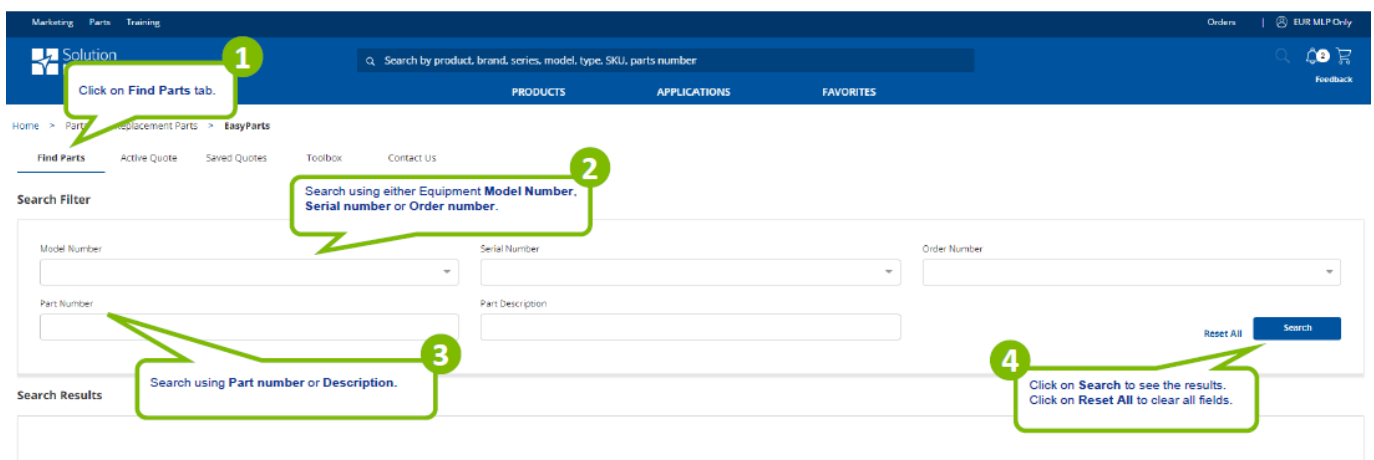
• Step 2



How to change account info



How to search for a part



How to search using a part number/ part description

How to search using a Serial Number 1

How to create a new quote in three ways

The screenshot displays the EasyParts application interface. At the top, there are navigation tabs: 'Find Parts', 'Active Quote', 'Saved Quotes', 'Toolbox', and 'Contact Us'. The 'Active Quote' tab is currently selected, showing a 'Quote Summary' section with fields for 'Quote ID', 'Quote Name', 'Quote Owner', 'Creation Date', and 'Expiration Date'. A 'Find Parts' pop-up window is overlaid on the main interface, showing a table of parts with columns for 'Part Name', 'Part Number', 'Part Description', 'Part Status', and 'Part Location'. The pop-up also includes a search bar and a 'Find Parts' button. The main interface also features a 'Find Parts' button and a 'Quote Summary' section. The 'Find Parts' button is highlighted with a green circle and a callout box stating 'A new quote can be created via the Find Parts tab. - In part details pop up, click on Add To Quote'. The 'Quote Summary' section is highlighted with a green circle and a callout box stating 'A new quote can be created via the Active Quote tab.' The 'Saved Quotes' section is highlighted with a green circle and a callout box stating 'A new quote can be created via the Saved Quotes tab and click on the icon'. The 'Toolbox' section is highlighted with a green circle and a callout box stating 'A new quote can be created via the Toolbox tab and click on the icon'. The 'Contact Us' section is highlighted with a green circle and a callout box stating 'A new quote can be created via the Contact Us tab and click on the icon'.

How to add parts to a quote in two ways

Active Quotes

Saved Quotes

Toolbox

Contacts Us

Summary

Part Name

123

Part Entry

- In the **Active Quote** page, if you know the part number, directly enter it in **Part Number** input box.
- Enter the quantity you need.
- Either click on **Add to quote** button or simply press enter key.

[illegible]

In the **Active Quote** page, once you have added all the parts you need, click on **Proceed to Checkout**.

In the **Shipping Address Details** page, enter all the details and click on **Review Order** button.

- **Step 3**

Order Review

Review the quote details in **Order Review** page and click on **Place Order**. You will receive an order confirmation by email.

Quote Summary

Quote Name User Guide Text	Contact Name User Guide	Phone Number +45 23397904	Email thuy.tran@jct.com
Buyer's Name User Guide	Ship Complete Yes	Requested Delivery Date 25-Sep-2023	Purchase Order Number ISP123456789
Shipping Method SHIPPING DEPARTMENT	Shipping Name	End User Reference User Guide Text	

Billing Address

EXTERNAL CUSTOMERS EUR
EXTERNAL CUSTOMERS EUR
EXTERNAL CUSTOMERS EUR
EXTERNAL CUSTOMERS EUR
Denmark

Shipping Address

Johnson Controls
Christian Tværg 201
4481402
8250
Denmark
Email
+45 123456789

Quote Lines

Line Number	Part No	Part Description	Qty	List Price	Discount	Unit List Price	Total List Price	Expected Ship Date
1	4841.001	Portable oil pump 8-10 l/min For charging of oil insulant	1	89.20.89	0.00		8920.89	22-Dec-2023
2	9189.105	Tool for alignment of coupling 20K 912-290 (4402)	1	244.42	0.00		244.42	29-Sep-2023
Total:							9165.45	EUR

Back

Place Order

Step 4

Your Order has been submitted

Confirmation #: 6213671

Hello User Guide!

Your Confirmation Number 6213671 was received and is being processed.

Please take a moment to review the details below:

Navigator Order Number : 6213672

Purchase Order Number : ISP123456789

Sales Order Number : ORACLEEBS11I 12430704

ERP Account Number - ORACLEEBS11I-H37 5059602 01

You can check the status of your order on solutionnavigator.com/orderhistory.

In the order confirmation email, click on the link solutionnavigator.com/orderhistory to view the order details in the **Order History / Tracking** page in Solution Navigator.

Order History / Tracking

Action	Status	Sales Order #	Invoice #	PO#	Created Date	Ship-to	Requested Delivery Date	Original Delivery Date	Current Delivery Date	Additional Reference/Job Number	Buyer Name	Contact Name
	Order Submitted	12430704	---	ISP123456789	9/21/2023	Johnson Controls	9/21/2023	9/21/2023	9/21/2023	User Guide Test	User Guide	User Guide
	Order Submitted	12430704	---	ISP123456789	9/20/2023	Johnson Controls	9/20/2023	9/20/2023	9/20/2023	User Guide Test	User Guide	User Guide

How to find an invoice

Marketing Parts Training

Solution Navigator

Search by product, brand, series, model, type, SKU, parts number

PRODUCTS APPLICATIONS FAVORITES

Home > My Cart

My Cart

Active Cart

Saved (2)

Order history

Search

Cart ID/Part Number/Shipments/Attributes

Order Status

Select an Option

Seller

--None--

Contact

selection

User Account

H37 5059602 01

Additional Options

selection

Requested Delivery Date

From

To

Order Date

From

To

View Results

Order History / Tracking

Action Status Sales Order # Invoice # PO# Created Date Ship-to Requested Delivery Date Original Delivery Date Current Delivery Date Additional Reference/Job Number Buyer Name Contact Name

Order Submitted 12430704 --- ISP123456789 9/21/2023 Johnson Controls 9/21/2023 9/21/2023 User Guide Test User Guide

Track Orders / Order Details

Order Details

Submitted Processed Partially Shipped Shipped

Cart Name

Navigator Order #

6213672

Buyer Name

Ship Complete

No

Additional Reference/Job Number

Shipping Notes

Purchase Order #

ISP123456789

Contact Name

User Guide

Entry Method

Sales Order #

12430704

Phone Number

Email

User Guide@jct.com

Order Date

9/21/2023

1

Click on the cart icon. Under My Cart, click on **Sales Order #**.

2

Click on **Invoice** link.

How to find a tracking number

Marketing
Parts
Training

Solution Navigator

Search by product, brand, series, model, type, SKU, parts number

Products
Applications
Favorites

1
Click on the cart icon. Under My Cart, click on Sales Order #.

2
Scroll down on the Order Details page to find the Shipping Information and access tracking from link.

Order History / Tracking

Action	Status	Sales Order #	Invoice #	PO#	Created Date	Ship-to	Request Delivery
Order Submitted	Order Submitted	13-000781		OP-13-004786	9/21/2023	Johnson Controls	9/21/23

Shipping Information

Confirmation Number: 6213671	Tracking #: 9946612062	Expected Ship Date: 9/21/2023	Actual Ship Date: 9/21/2023
Carrier: DHL	Shipping Method: DHL Domestic Express		

Track Shipment

Documents / Resources

[Johnson Controls EasyParts Solution Navigator \[pdf\] User Guide](#)
 EasyParts Solution Navigator, Solution Navigator, Navigator

References

- [Solution Navigator](#)
- [User Manual](#)

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