



## 24/7 PARTS ACCESS

- 24/7 ACCESS TO OUR HD PARTS INVENTORY
- REAL TIME PRICING AND AVAILABILITY FOR B2B ACCOUNTS
- PARTS INTERCHANGE SEARCH

SHOP.BERGEYSTRUCK.COM

**EASY. FAST. ACCURATE.**

# USER GUIDE





# SHOP.BERGEYSTRUCK.COM **EASY. FAST. ACCURATE.** **USER GUIDE**

Keeping Customers on the Road™ our Parts Departments carry a wide assortment of truck parts for just about every make and model. And with a centralized Heavy-Duty Parts Warehouse, we maximize on volume to provide our Customers with quality aftermarket parts at competitive prices. We partner with our OEM parts manufacturers to deliver quality parts with warranties that provide you with peace of mind.



## **Search and Find**

Search for parts within the catalog either by product category, by brand, or using the global search bar.



## **My Lists**

Manage your inventory by creating lists of parts that you stock in your shop for easy re-ordering.



## **Order History**

Review your complete order history. Re-order past orders by searching for previous POs or invoice numbers.



## **Order Pad**

Quickly order parts using the order pad. Enter part numbers either manually, or import a list of parts right into the tool.



## **Interchange**

Find parts that interchange between different manufacturers.

# SHOP.BERGEYSTRUCK.COM

## **EASY. FAST. ACCURATE.**

# USER GUIDE

## TABLE OF CONTENTS

---

### **SECTION 1: ACCOUNT SETUP**

- 1: 1 Creating an Account
- 1: 2 Password Reset

### **SECTION 2: HOMEPAGE FEATURES**

Navigation Bar Overview

- 2: 1 Search Bar

Plus Saved/Recent Search

- 2: 2 Shop by Category
- 2: 3 Shop by Brand
- 2: 4 Resource Hub and User Guide Tabs
- 2: 5 Blogs

- 2: 6 My Account

Includes: My Orders, My Lists,  
My Account, Settings, and Sign Out

- 2: 7 Customer No.

- 2: 8 Order Pad

- 2: 9 Shopping Cart

### **SECTION 3: CATALOG**

- 3: 1 Viewing Catalog

- 3: 2 Product Page



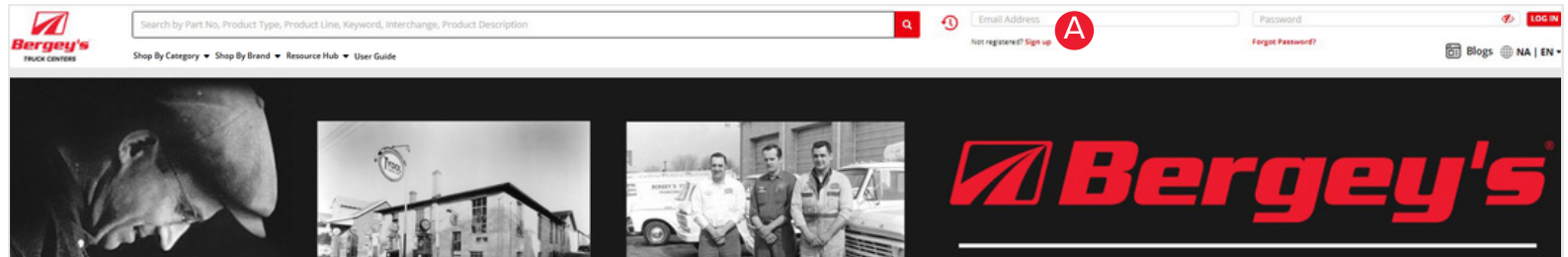
SHOP.BERGEYSTRUCK.COM

**SECTION 1**

**ACCOUNT SETUP**

## 1: 1 CREATING AN ACCOUNT

Do not currently have an account. Go to <https://www.shop.bergeystruck.com> and Click **Sign up.** **A**



You will be directed to the Create Account Page. **B** Complete the information on the page and click CONTINUE.

Next, complete the Customer Details Page. **C**

If you have a Customer Account Number with Bergey's, click on Existing Customer **D** to input your Customer Number and remaining Account Details.

Once complete click CONTINUE.

**B**

### Create Account

Account Information **C** Customer Details Summary

**Customer**

Default Location \*  
Select default location

First Name \*  
Enter First Name

Last Name \*  
Enter Last Name

Email Address (Login Id) \*  
Enter Email Address

Confirm Email Address \*  
Re-Enter Email Address

Password \*  
Enter Password

Confirm Password \*  
Re-Enter Password

**CONTINUE**

**C**

### Create Account

Account Information **C** Customer Details Summary

**Company Details** **D** Existing Customer

Company Name \*  
Enter Company Name

Country \*  
United States

Address Line 1 \*  
Enter Address Line 1

Address Line 2  
Enter Address Line 2

Zip/Postal Code \*  
Enter Zip Code

State / Province / Region \*  
Select State

City \*  
Enter City

Phone (Mobile)  
Enter Phone Number

Phone (Work) \*  
Enter Phone Number

Fax  
Enter Fax Number

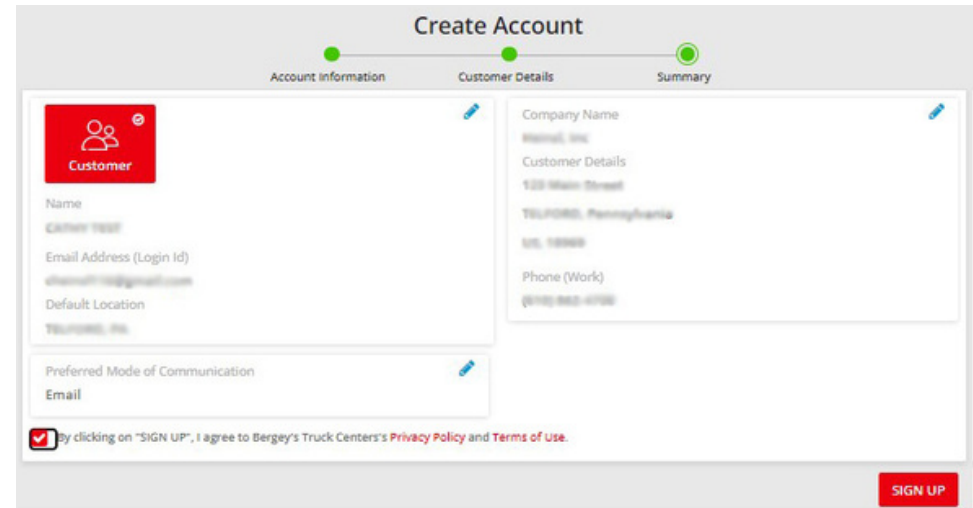
Preferred Mode of Communication  
Select

**BACK** **CONTINUE**

## 1: 1 CREATING AN ACCOUNT (cont.)

Review the information on the Summary Page

Click the agreement statement and then click SUBMIT.



The screenshot shows the 'Create Account' form with three tabs: 'Account Information', 'Customer Details', and 'Summary'. The 'Summary' tab is active, displaying a red 'Customer' icon and the following information:

- Name: Cathy Test
- Email Address (Login Id): ctest1234@gmail.com
- Default Location: Teunissen, Inc.
- Preferred Mode of Communication: Email
- Company Name: Bergey's Inc.
- Customer Details: 123 Main Street, Teunissen, Pennsylvania, 12345
- Phone (Work): (610) 555-1234

At the bottom, there is a checkbox with a checkmark and the text: "By clicking on 'SIGN UP', I agree to Bergey's Truck Centers's [Privacy Policy](#) and [Terms of Use](#)." A red 'SIGN UP' button is located in the bottom right corner.

Your request to create an account with us will be sent to our team. You will receive an email confirming your request.

Once your account is approved you will receive a 2nd email confirming your account has been enabled and that you may now log into <https://www.shop.bergeystruck.com>

### Welcome to Bergey's Truck Centers Inc!

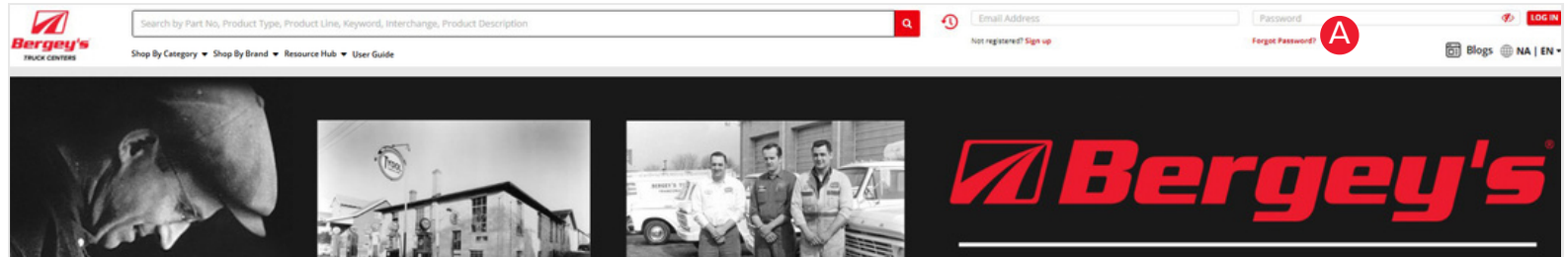
Hello Cathy Test,  
Thank you for registering for Bergey's Truck Centers Inc.  
Your account is pending for approval. You will receive a notification when your account is enabled.  
Regards,  
Your Bergey's Truck Centers Team

### Bergey's Truck Centers Inc ctest1234@gmail.com Account Activated

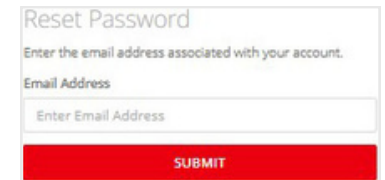
Email Address: ctest1234@gmail.com  
Customer Account: 12345  
Hello Cathy Test,  
Your account has been successfully enabled. You may now log in at <https://shop.bergeystruck.com>  
Regards,  
Your Bergey's Truck Centers Team

## 1: 2 PASSWORD RESET

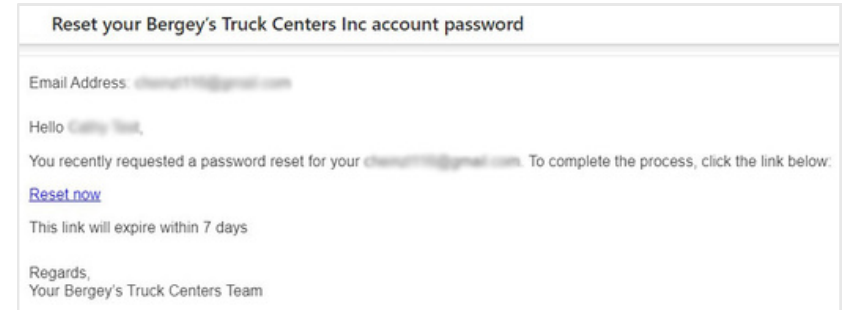
If you need to reset your password, click on forgot password. A



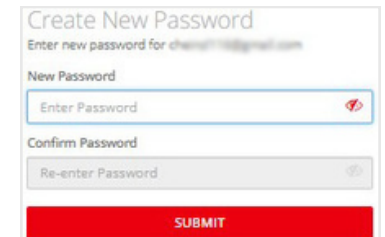
The Reset Password Window will open. Enter your email address and click SUBMIT.



You will receive an email from our website to reset your password. Click on Reset now in the email to be taken to the website to input a new password.



Create New Password Window will appear. Enter a new password. Click SUBMIT.



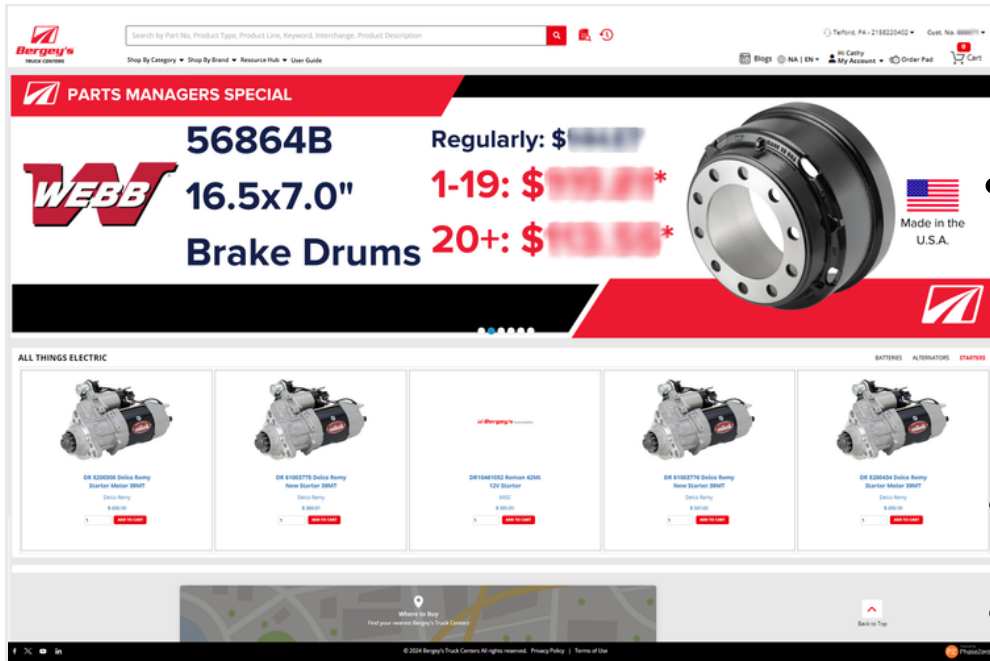


SHOP.BERGEYSTRUCK.COM

**SECTION 2**

# HOMEPAGE FEATURES

## 2: HOMEPAGE FEATURES



### NAVIGATION BAR

- Search Tools: Bar, Saved, Recent
- Drop Down Search Menus
- Resource Hub
- User Guide
- Your Default Bergey's Warehouse (to change go to My Account)
- Your Customer Number

- Blogs
- Region/Language
- My Account
- Order Pad
- Customer No.
- Shopping Cart

### NEWS AND PROMOTIONS

### FEATURED PARTS

### LOCATIONS MAP

## 2: 1 SEARCH TOOLS

### SEARCH BAR

Search for parts by inserting the part number or name into the search bar.

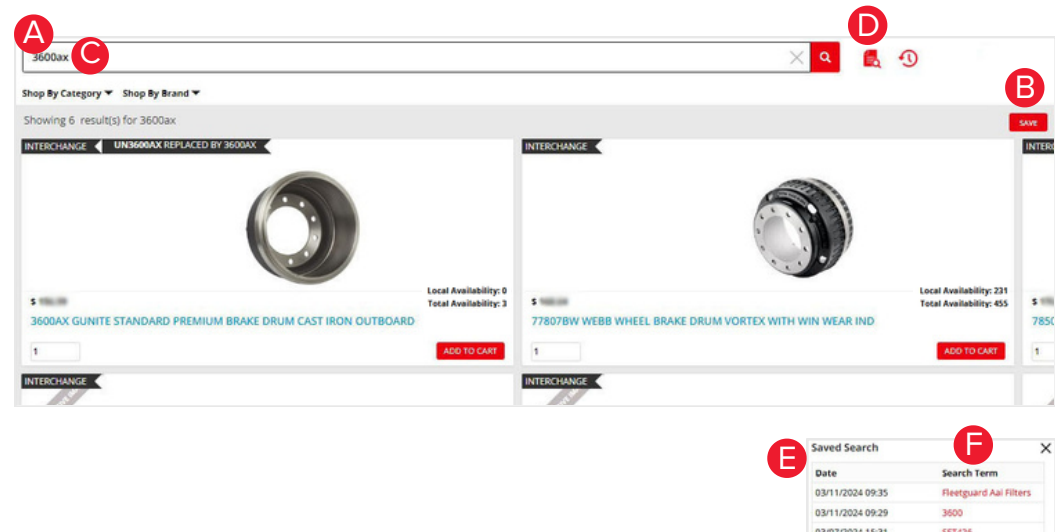


### SAVED SEARCH

Save your search bar results for later use.

- Search for part(s) using the search bar. **A**
- Once results populate, click the SAVE Button. **B**  
(The name of the saved search will be the same as what was input into the search bar.) **C**
- To view saved searches click on Saved Search Button. **D**
- A window with a list of your saved searches will appear. **E** Click on Search Term you would like to view. **F**

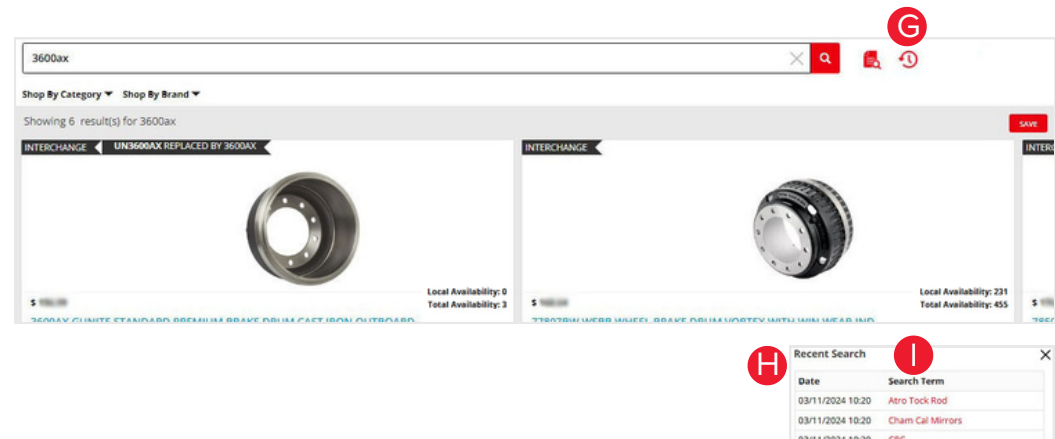
\* You can have up to 10 "Saved Searches". Upon saving an 11th search the oldest search will be deleted.



### RECENT SEARCH

View your last 10 searches by clicking on the Recent Search Button. **G**

- A window with a list of your recent searches will appear. **H** Click on the Search Term you would like to view. **I**



## 2: 2 SHOP BY CATEGORY

Enables you to search and find parts in specific categories and/or subcategories. Toggle thru the menu to narrow down your search to find the part(s) you are looking for or available options in stock.



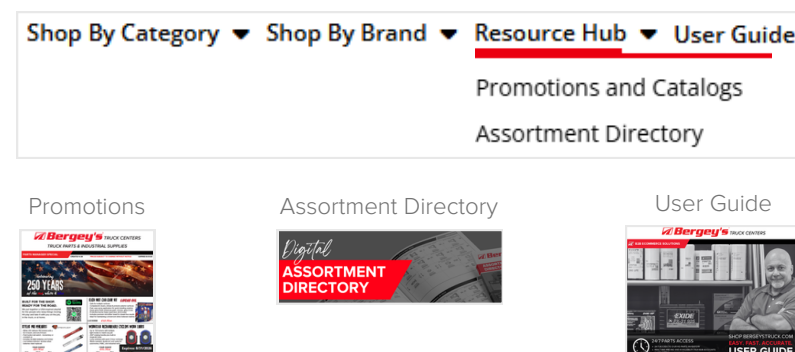
## 2: 3 SHOP BY BRAND

Enables you to search and find parts of a specific brand. Toggle thru the menu to narrow down your search to find the part(s) you are looking for or available options in stock.



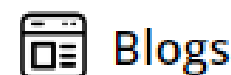
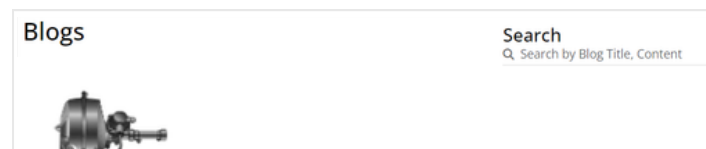
## 2: 4 RESOURCE HUB & USER GUIDE TABS

Clicking on these tabs enables you to find our latest Promotions, Catalogs, Assortment Directory and User Guide with 1 easy click.



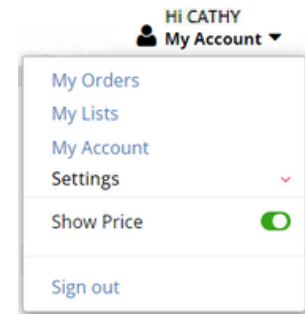
## 2: 5 BLOGS

On this page, you can find applicable technical guides and articles.



## 2: 6 MY ACCOUNT

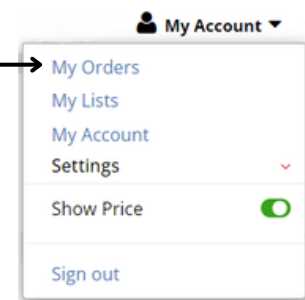
Identifies the user logged into the account. Clicking on this icon allows user to access the following sections: My Orders, My Lists, My Account, Settings, and Sign Out.



### MY ORDERS

View/Manage open and completed orders

- Search and view previous orders by Order No., Primary PO No., Order Date and Order Total. **A**
- REORDER BUTTON- Automatically add same parts to new order in your shopping cart. **B**
- ADD TO LIST BUTTON- Create a new My List based on a previous Order No. **C**
- Check order status. **D**
- View more details of a specific order. **E**
- Create an Excel spreadsheet of orders: Filter orders by Order Date, Primary PO Number, and Status then click on the spreadsheet icon to auto create the excel spreadsheet of this filtered information. **F**



### My Orders

My Orders

**Open Orders**  
0

**Total Orders**  
26

#### Orders

Showing orders from 10/21/2025 to 11/20/2025

SEARCH BY

**A** Order No.

Primary PO No.

Order Date

Order Total

**F** FILTER BY 

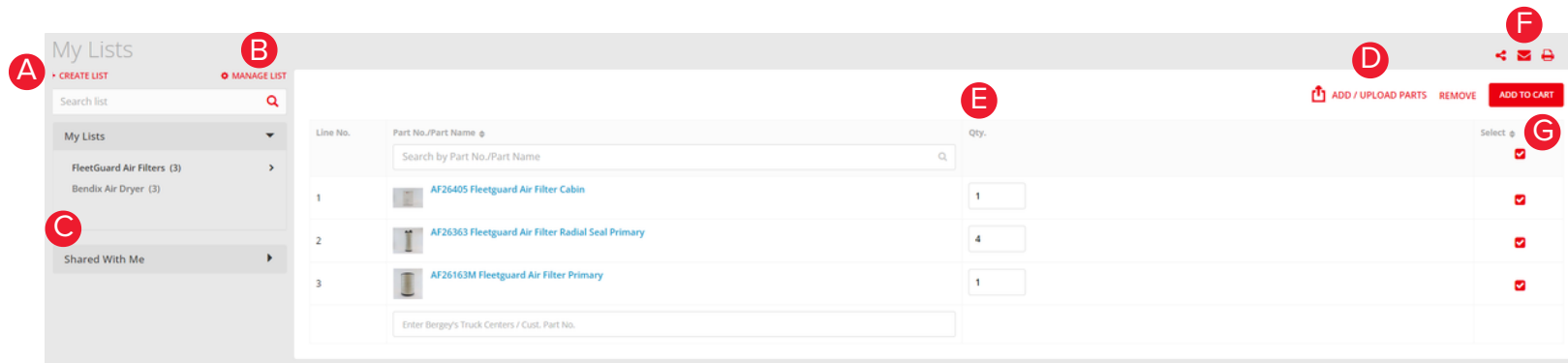
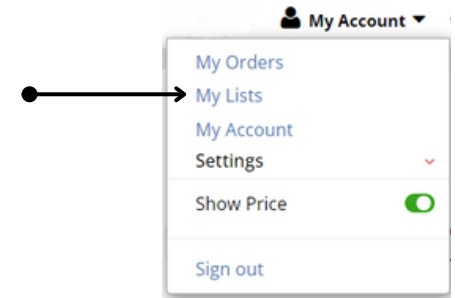
| Order No.             | Primary PO No. | Order Date | Order Total |                                       |                                                                                                                  |
|-----------------------|----------------|------------|-------------|---------------------------------------|------------------------------------------------------------------------------------------------------------------|
| <b>XA901067601-01</b> | 15048          | 11/17/2025 | \$471.52    | <b>B</b> REORDER <b>C</b> ADD TO LIST | <b>D</b> Invoiced <b>E</b>  |
| <b>XA901067599-01</b> | 15047          | 11/17/2025 | \$439.44    | REORDER ADD TO LIST                   | Invoiced                    |
| <b>XA901066016-01</b> | 15025          | 11/11/2025 | \$239.61    | REORDER ADD TO LIST                   | Invoiced                    |

## 2: 6 MY ACCOUNT (cont.)

### MY LISTS (Overview)

Create/Manage lists for easy reordering

- Create new lists **A**
- Manage Existing Lists- Change list names and delete lists **B**
- View your lists and lists shared with you **C**
- Add/Upload a list from an Excel spreadsheet **D**
- Existing Lists: Search for parts on a list, change quantities of parts on a list, and add new parts to your current list **E**
- Share, e-mail and print lists **F**
- Remove selected parts(s) from a list and add selected parts to cart **G**



## 2: 6 MY ACCOUNT (cont.)

### MY LISTS (Creating and Sharing)

Lists you create are tied to your PZ Account Login. You need to SHARE or EMAIL saved My List(s) for a customer/user to access/modify them.

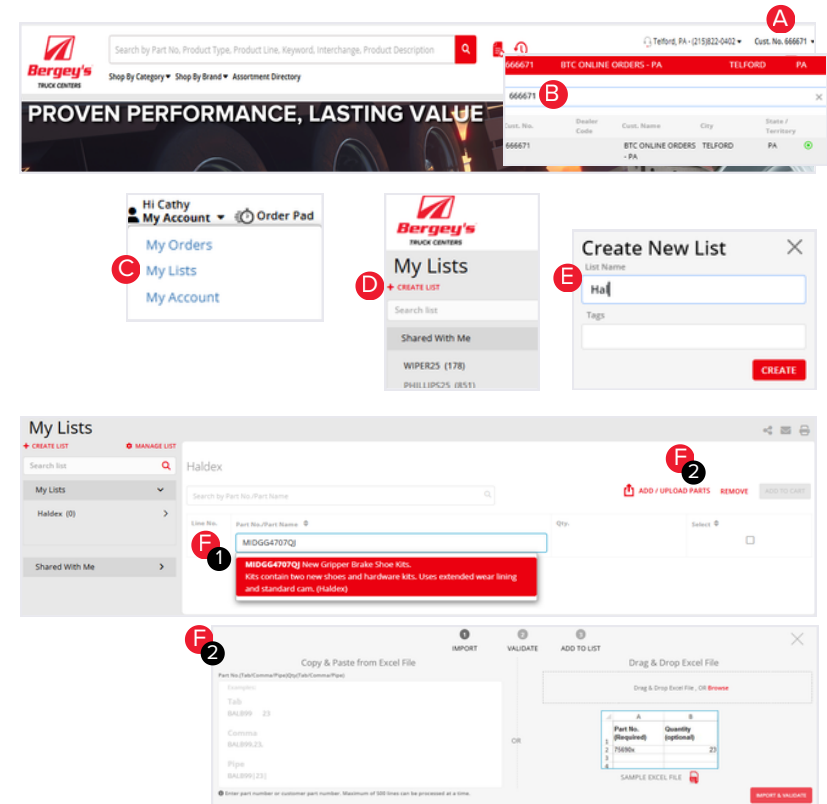
#### CREATING A LIST FOR SPECIFIC CUSTOMER

- Go To Cust. No. **A**
- Type in Customer Number you want to create list for **B**
- Go to My Account - Click on My Lists **C** (*My Lists Screen opens*)
- Click Create List **D**
- Name the New List in List Name Field, Click Create **E**
- Add parts to be included on the list by:

Adding 1 part at a time by adding part to field **F1**  
or

Click ADD / UPLOAD PARTS and upload list via  
excel spreadsheet or copy/paste **F2**

*\*Once parts are added to your list, (including quantities), you can share list(s) with specific people or the customer account*



### SHARED LISTS

- Click on Share **A**
- Window with sharing lists options opens **B**

Option 1: **Public** (do not use)

This is for sharing with all customers

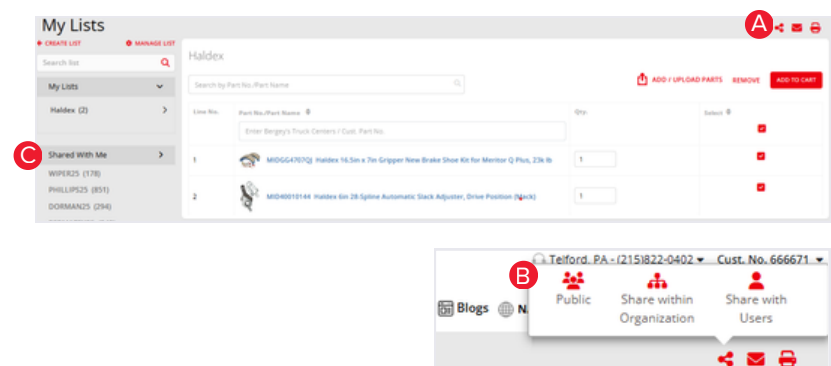
Option 2: **Share with Organization**

This is for sharing with everyone who has access to the Customer No. you created the list under

Option 3: **Share with Users**

This is for sharing with specific users via their email

- User can see lists shared with them, under the Shared With Me section of My Lists page **C**

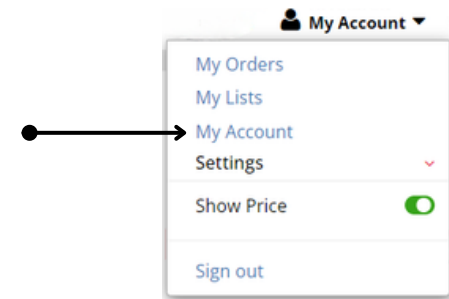


## 2: 6 MY ACCOUNT (cont.)

### MY ACCOUNT/ MY PROFILE

View/change your profile for your SHOP.BERGEYSTRUCK.COM account including:

- Your Personal/Professional Information  
(To change professional information on your account, please contact us.)
- Change the default location of which of our warehouses you would like to order parts from. **A**  
(To see your current default location go to the top of our website to the right of the search bar)
- View Customer Account Numbers your are approved/pending approval to buy parts for. **B**



My Profile

My Profile

Personal Information

First Name \*

Last Name \*

Region and Language \*

Default Location \*

Email \*

Phone (Mobile)

SEND OTP

**A** Customer Account(s) & Roles

ADD CUSTOMER ACCOUNT(S)

Customer Account Number

Customer Account Number

Pending Approval

Approved

Professional Information

Company Name \*

Fax

Address Line 2

State / Province / Region \*

Phone (Work) \*

Address Line 1

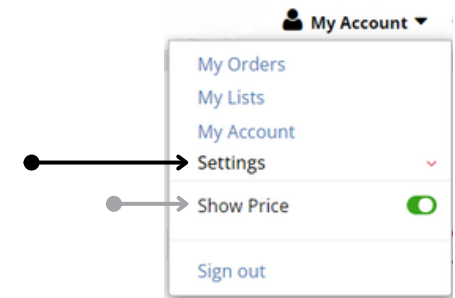
City

Zip / Postal Code

## 2: 6 MY ACCOUNT (cont.)

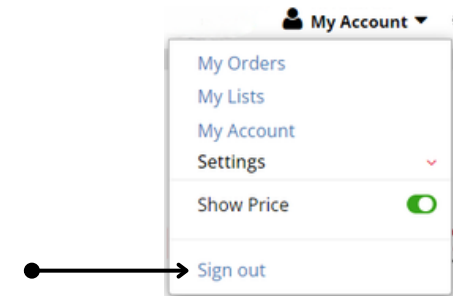
### SETTINGS

- SHOW PRICE toggle is located here, this allows you to show/hide pricing on our website.



### SIGN OUT

- Click here to sign out of your account.

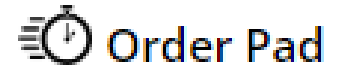


## 2: 7 CUSTOMER NO.

Cust. No.  ▼

If you have created and are authorized to order parts for multiple locations within your company you can see which location your cart is for. Any part(s) in the cart or added to the cart are for the location currently showing here. You can also change the location here to view other carts under your account or to change location when you want to order parts for another location on SHOP.BERGEYSTRUCK.COM

## 2: 8 ORDER PAD



Quickly order parts using the order pad

- Enter part numbers and quantities manually on the left side of the screen. **A**
- Import a list of parts from an excel file on the right side of the screen. **B**
  - For correct formatting of your excel spreadsheet click on the sample excel file icon. **D**

OR

- Copy and paste a parts list from an excel file. **C**
  - For correct formatting of your excel spreadsheet click on the sample excel file icon. **D**

OR

- If you have access to Fleet Impact/Trucks Customer Portal, copy the list of parts needed from the Portal and import. **C**
  - For complete steps on importing parts from the Portal turn to next page of this manual.

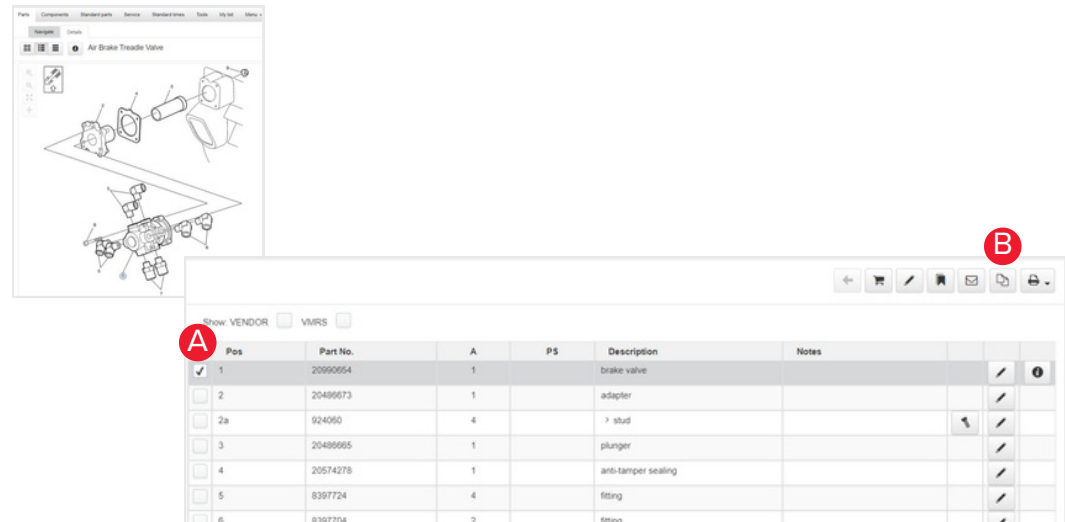
Once list has been entered into Order Pad click NEXT. You will then be directed to the SHOPPING CART.

The screenshot shows the 'Order Pad' interface. On the left, there is a table with two columns: 'Part No.' (labeled with a red circle A) and 'Quantity'. The table has 10 rows, each with input fields for both columns. Below the table is a plus icon in a circle. At the bottom left, a note states: 'Enter part numbers or interchange. A maximum of 500 parts can be added.' On the right side, there are two main sections. The top section, labeled with a red circle B, is titled 'Drag & Drop Excel File OR [Click here](#) to import'. Below this is a red circle D next to a 'SAMPLE EXCEL FILE' link with a download icon. The bottom section, labeled with a red circle C, is titled 'Copy & Paste from Excel File' and contains a text area with examples of part numbers and quantities: 'Tab BALB99 23', 'Comma BALB99,23,', and 'Pipe BALB99|23|'. A red circle D is also present next to the 'SAMPLE EXCEL FILE' link. At the bottom right, there is a red 'NEXT' button.

## 2: 8 ORDER PAD (cont.)

### IMPORTING FLEET IMPACT/TRUCKS CUSTOMER PORTAL LISTS

- On the portal enter information to obtain list of parts needed. Select parts from the list. **A**
- Click the Copy Icon. **B**
- Go to <https://SHOP.BERGEYSTRUCK.COM/>, click on the Order Pad and paste the list. Paste using CTL-V or click Paste. **C**
- Click Next.
- Upon Stock Check, the proprietary part is replaced by the in-stock interchange part number. The in-stock part is placed in the Shopping Cart.

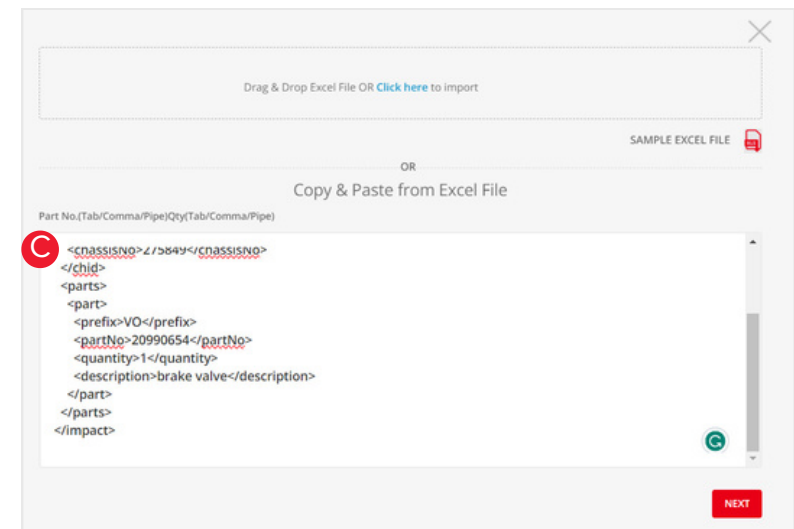


Parts Components Standard parts Service Standard items Tools Help Menu

Assembly Details Air Brake Treadle Valve

Show VENDOR ☐ VMRS ☐

| Pos | Part No. | A | PS | Description         | Notes |   |  |
|-----|----------|---|----|---------------------|-------|---|--|
| ✓ 1 | 20990654 | 1 |    | brake valve         |       |   |  |
| 2   | 20489673 | 1 |    | adapter             |       |   |  |
| 2a  | 924090   | 4 |    | > stud              |       | 1 |  |
| 3   | 20489665 | 1 |    | plunger             |       |   |  |
| 4   | 20574278 | 1 |    | anti-tamper sealing |       |   |  |
| 5   | 8397724  | 4 |    | fitting             |       |   |  |
| 6   | 8367704  | 2 |    | fitting             |       |   |  |



Drag & Drop Excel File OR [Click here](#) to import

SAMPLE EXCEL FILE 

OR

Copy & Paste from Excel File

Part No.(Tab/Comma/Pipe)Qty(Tab/Comma/Pipe)

```
<cnassisNo>215849</cnassisNo>
</chid>
<parts>
  <part>
    <prefix>VO</prefix>
    <partNo>20990654</partNo>
    <quantity>1</quantity>
    <description>brake valve</description>
  </part>
</parts>
</impact>
```

**C**



**NEXT**

## 2: 9 SHOPPING CART

The Shopping Cart contains all parts you are currently planning to purchase.

*Note: Cart icon indicates how many parts are currently in your cart for the account you have chosen in the Customer No. Section*



Features of the Shopping Cart include:

- Ability to add/remove part(s) to/from your cart
- Search part(s) in your cart by Part No./Part Name
- Confirm/Change quantity & check units available for each part
- UOM
- Identify parts that are backordered
- Pricing: Unit Price (\$), Unit Core Deposit (\$), and Ext. Price (\$)
- Order Summary
- Place to enter Promo Code
- Check Out or Continue Shopping options

*Once you complete checkout you will have the option to receive an itemized Order Confirmation via e-mail or text.*

**Cart (3)**

Add part to cart

Enter Bergey's Truck Centers / Cust. Part No.

| Part No./Part Name                                                                                                                                                                                                                  | Qty. | UOM | Back Order | Unit Price (\$) | Unit Core Deposit (\$) | Ext. Price (\$) | Select To Remove         |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|-----|------------|-----------------|------------------------|-----------------|--------------------------|
| Search by Part No./Part Name <input type="text"/>                                                                                                                                                                                   |      |     |            |                 |                        |                 | <input type="checkbox"/> |
|  <b>XK3124707QP</b><br>Meritor Remy Starter Motor 39MT<br>(Cust. Part No. XK3124707QP)                                                           | 1    |     | 1          | 196.00          | 0.00                   | 196.00          | <input type="checkbox"/> |
| <div>This part is out of stock at this location. If another location shows stock, please place your order and we will fulfil it from that store. If none of our stores show stock available, please call us for availability.</div> |      |     |            |                 |                        |                 |                          |
|  <b>8200308</b><br>Delco Remy Starter Motor 39MT<br>(Cust. Part No. 8200308)                                                                     | 1    |     | 0          | 408.00          | 0.00                   | 408.00          | <input type="checkbox"/> |
| <div>✓ 96 Available</div>                                                                                                                                                                                                           |      |     |            |                 |                        |                 |                          |
|  <b>85114948</b><br>Volvo Glass<br>(Cust. Part No. 85114948)                                                                                     | 1    |     | 0          | 108.07          | 0.00                   | 108.07          | <input type="checkbox"/> |
| <div>✓ 27 Available</div>                                                                                                                                                                                                           |      |     |            |                 |                        |                 |                          |

**Order Summary**

No. of Line(s) 1

Total Quantity 1

Sub Total

**Promo Code**

Enter Promo Code.  **APPLY**

Order Total \$

**CHECKOUT**

CONTINUE SHOPPING

Pricing displayed represents your current, agreed, every-day, "Standard Net Price", and may not reflect any special / promotional pricing or discounts that may be available. If you have questions, please contact us at [partsonline@bergeys.com](mailto:partsonline@bergeys.com)

Availability is based on real-time quantities on-hand at time of request. Inventory is not reserved until order is formally placed and received.



SHOP.BERGEYSTRUCK.COM

**SECTION 3:**

**CATALOG**

## 3: 1 Viewing Catalog

The catalog of parts available from SHOP.BERGEYSTRUCK.COM will be viewable once you have conducted a Search Bar, Shop by Category, or Shop by Brand Search.

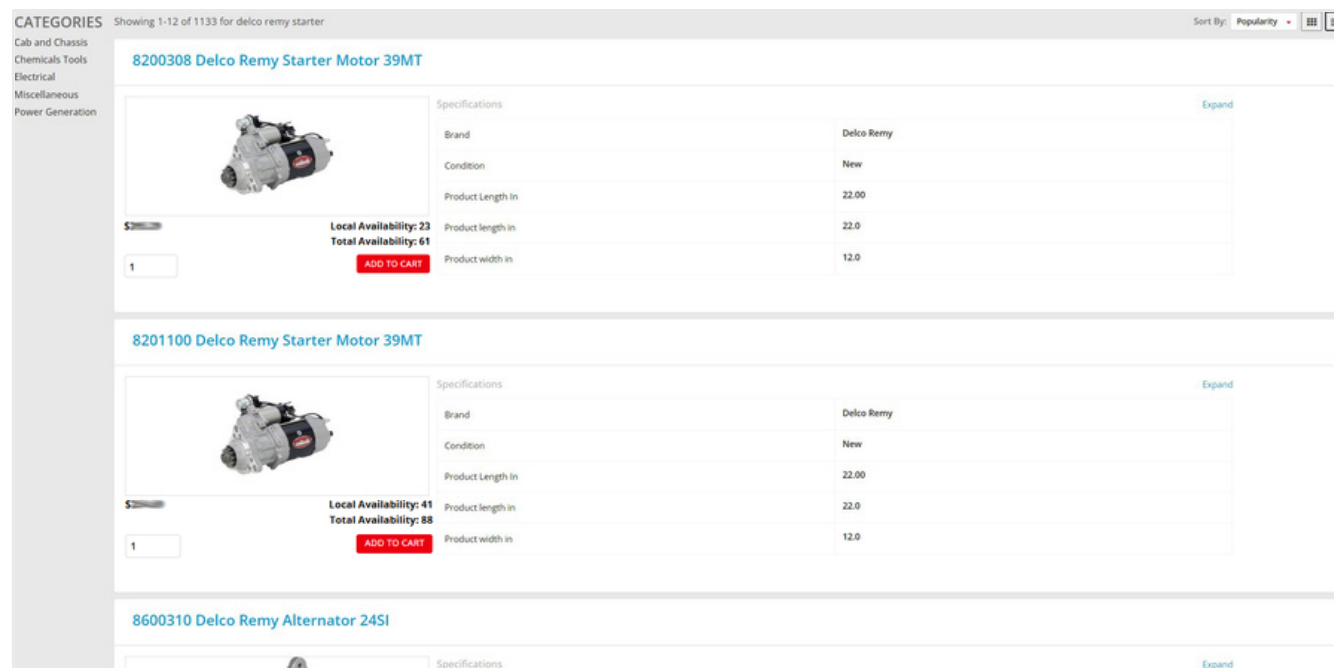
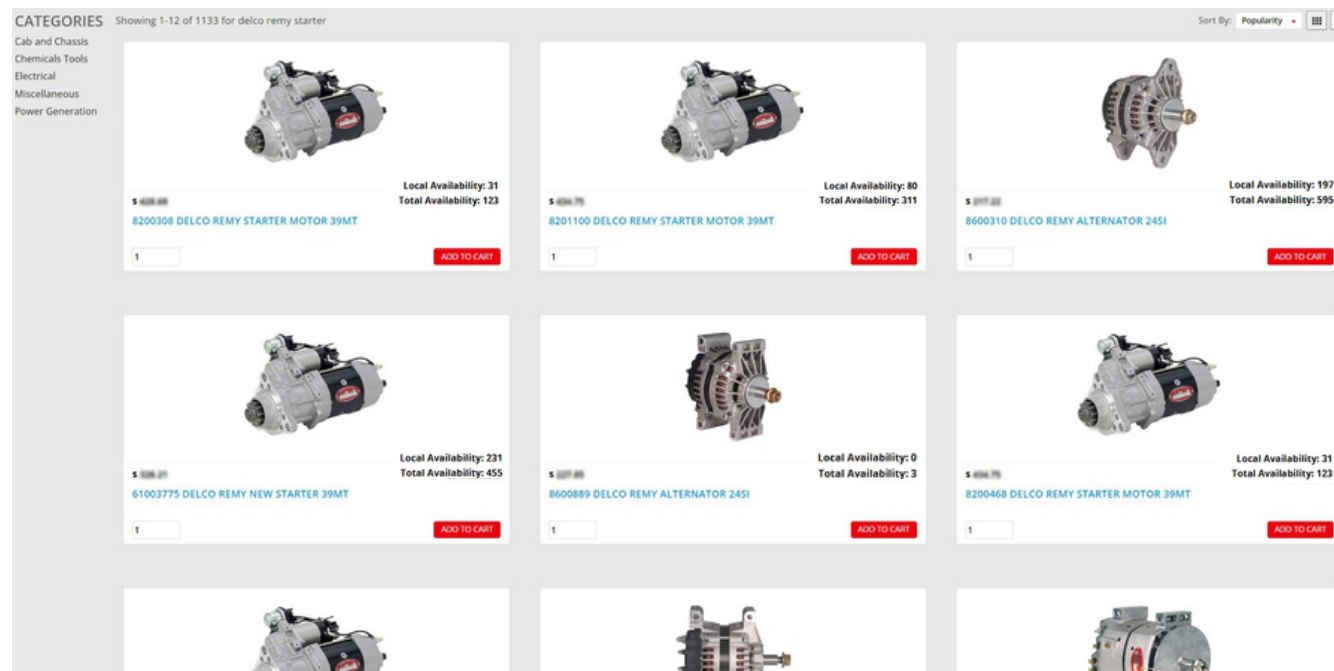
Features of the catalog include:

- Refine by category
- Sort by
- View searches by grid or list
- Add to cart

Search results include:

- Part photos
- Pricing for that part
- Part availability
- Part specifications (available in list view only)

Additional information about the part can be viewed when clicking on the part name or photo. This will direct you to the product page.



## 3: 2 Product Page

Product Pages can be viewed once you click on an item name or picture in the catalog.

Features of the Product Page include:

- Additional parts photos
- Pricing
- Specifications & model diagram
- Interchange information
- Literature for the part
- Ability to e-mail information about a part to someone 
- Print the detailed information about a part 
- Check part availability\* at all our warehouse locations
- Add to cart
- Add part to Lists you have created



**8200308** Delco Remy Starter Motor 39MT

Price: \$ 

Unit Price: \$ 

Description  
Delco Remy Starter Motor 39MT 8200308  
Delco Remy an American manufacturer, remanufacturer, and distributor of light duty starters, alternators, hybrid power technology, and Delco Remy brand heavy duty systems.

Quantity: 1 UOM EA [CHECK AVAILABILITY](#) [ADD TO CART](#)

✓ Local Availability: 61, Total Availability: 96

[ADD TO LIST +](#)

Specifications & Model Diagram Interchanges Literature

|                   |              |
|-------------------|--------------|
| Brand             | Delco Remy   |
| Condition         | New          |
| Product Length in | 22.00        |
| Product Width in  | 12.00        |
| Product Height in | 9.00         |
| UPC Code          | 704568132066 |
| VMRS              | 032-002-000  |
| Weight            | 35.53 LB     |

Specifications & Model Diagram Interchanges Literature

| Manufacturer  | Manufacturer's Part No. | Product Type | Bergey's Truck Centers Brand | Bergey's Truck Centers Part No. |
|---------------|-------------------------|--------------|------------------------------|---------------------------------|
| DENSO         | 1280008580              | Starters     | Delco Remy                   | 8200308                         |
| LEECE NEVILLE | M52456                  | Starters     | Delco Remy                   | 8200308                         |
| LESTER        | 6352                    | Starters     | Delco Remy                   | 8200308                         |
| MITSUBISHI    | FL0777                  | Starters     | Delco Remy                   | 8200308                         |
| MITSUBISHI    | M009T714782X            | Starters     | Delco Remy                   | 8200308                         |
| DELCO REMY    | 8200308                 | Starters     | Delco Remy                   | 8200308                         |

Specifications & Model Diagram Interchanges Literature

8200308b 8200308a

\* Need a part not available at your default warehouse location? Use the **Check Availability** button on the Product Page to check part availability and order the part if it is available at one of our other warehouse locations.

**8200308** Delco Remy Starter Motor 39MT

Quantity: 1 UOM EA [CHECK AVAILABILITY](#) Current Availability 96

| Location           | Qty. |
|--------------------|------|
| Souderton, PA      | 3    |
| Conshohocken, PA   | 6    |
| Telford, PA        | 61   |
| Kennett Square, PA | 2    |

Unit Price (\$)  

Extended Price (\$) 

[ADD 1 TO CART](#)

SHOP.BERGEYSTRUCK.COM  
**EASY. FAST. ACCURATE.**



## 24/7 PARTS ACCESS

- 24/7 ACCESS TO OUR HD PARTS INVENTORY
- REAL TIME PRICING AND AVAILABILITY FOR B2B ACCOUNTS
- PARTS INTERCHANGE SEARCH