Electronic Parts Catalog

User Manual

Table of Contents

Login screen
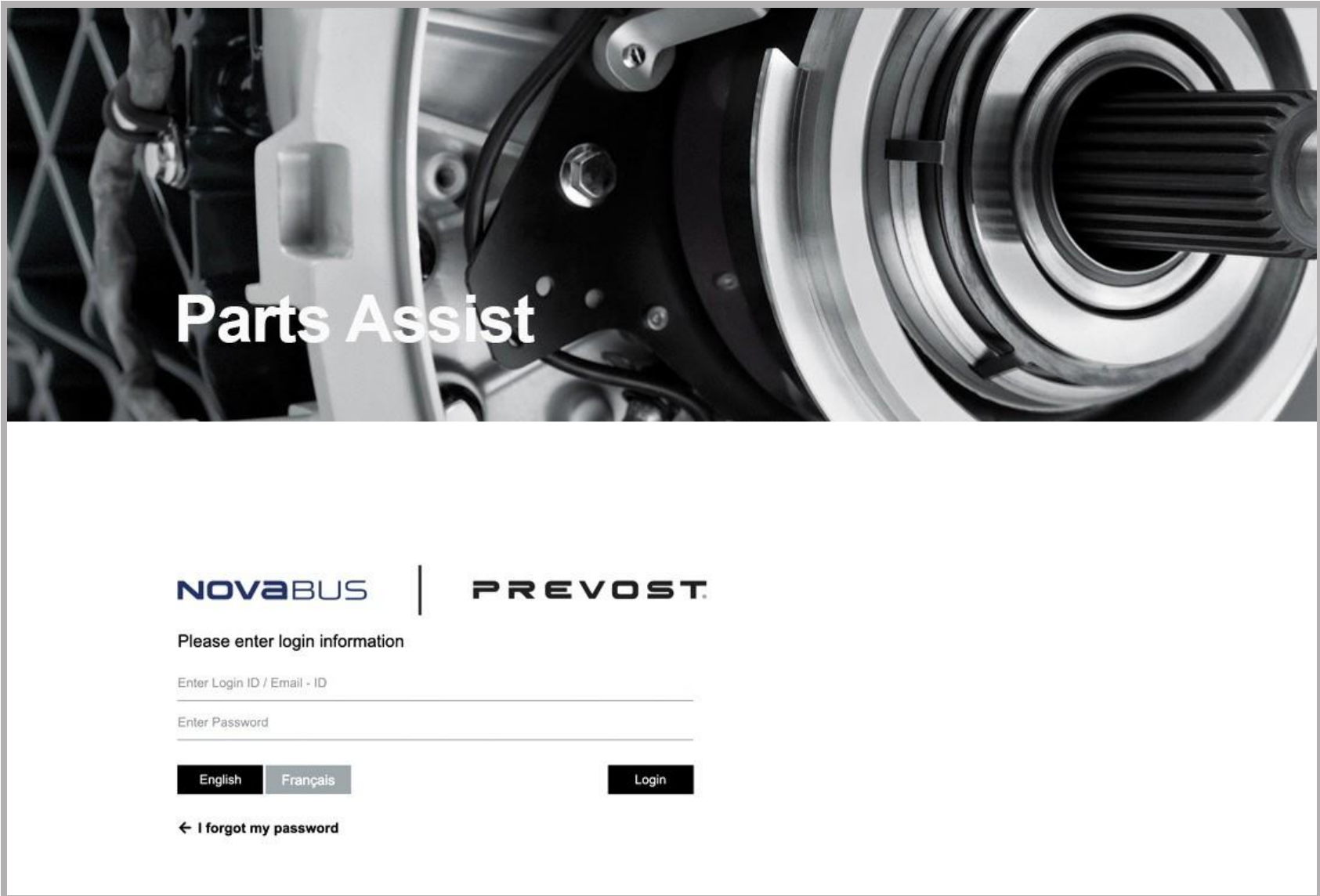
Getting Started

How to Login

Existing Users – Prevost

Users who have an established account with the Prevost Online Parts Ordering system can login using their existing user name and password.

New Users – Prevost

New users will need to setup an account.
Contact **function.prevostparts.orders@volvo.com** to request an account for Parts Assist.

Existing Users – Nova Bus

Users who have an established account with the Nova Bus Online Parts Ordering system can login using their existing user name and password.

New Users – Nova Bus

New users will need to setup an account.
Contact **mauro.credali@volvo.com** to request an account for Parts Assist.

Resetting your password

If you have forgotten your password, simply click **I forgot my password,** then enter the email address you used to register.

Next, check your email for your new password details.

Once you've received your new login details, return to the Login page to log into the tool.

Retrive Password

Please Enter Registered Email ID

Send Me !

Back to login →

Landing Page

Language selection
Choose English
or French

Part/
Assembly
Search

Search
Box

Product
Search

Shopping
Cart

Notifications
View any platform
notifications here

Return to home screen
Return to home screen from
anywhere within the tool

Log out

Fr | En | VIN# | Search VIN, Top levels | Q | 0 | 0 | Welcome : Name

Manage
Bookmarks

Next release information
and release note information
Click for information on
the latest platform updates

User Manual
Access a copy
of the user manual

Catalog View

Catalog   Shows both the illustration and parts list

Illustration Shows parts and systems diagrams

BOM   Shows the parts list and details

Catalog

Illustration   **BOM**

Catalog Icons

1 2 3 4 5 6 7 8 9 10

`30%` `1 / 1`

1 Tree Structure

Default view is Collapse All.
Click Expand All to see the full list of folders

Drill down into folders for more information

Click Tree Structure icon again to hide entire list

2 Parent View

Click to view full list of Parent Assemblies

If none are available, an alert will appear

3 Child View

Click to view full list of Child Assemblies

Search, sort, and filter using the fields
at the top

Click the view icon to open full details
for Child Assemblies

4 Preceding Assembly/Next Assembly

Navigate forward or backward among
assemblies

5 Recent

View and navigate to previously
searched items

6 Parts/Assembly Search

Similar to the Home Page Search function,
search for Assembly/Part# information

7 Multiple Parts Selection Tool

Select multiple hotspots within
the illustration

8 Zoom In or Out

Use the Zoom In or Out magnifying glass
icons to change your view perspective
or adjust the % field

9 Illustration Count

In the case of parts/systems with multiple
illustrations, the illustration count appears here

Use the left and right arrows to navigate
through the illustrations

10 Window Adjustments

Panning – after zooming in on the image,
use the Pan tool to move the image

Fit To Window – click to instantly adjust the
illustration size to fit your viewing window

Window Zoom – instantly zooms where your
mouse is pointed. Click once again to return
to normal view.

Catalog Icons

11 Highlighter

Click the highlighter, then plus sign, then click in the illustration where you'd like to add a comment. Type your comment, then click Add Highlighter

To remove individual comments, click the minus sign, then click the comments you want to delete

To remove all comments in the illustration, click the circular arrow icon

12 Annotation

Add, edit, delete, and move comments within the illustration

Each annotation will display with date and time details

13 Service Link

Links to any available service link downloads

Download files by clicking the download icon

14 Customer/Other Attachments

Available if there are applicable documents related to the assembly

15 Print

Print Illustration, BOM, or both

16 Shopping Cart

Review or manage shopping cart

17 Show/Hide Hotspot

Add or remove hotspots from illustration view

18 Abbreviations

List of abbreviations used throughout the tool

Can be exported to Excel

19 Illustration View

Click to hide BOM and show only illustration

20 Serial Association

Add information to filter a part list

21 Service Manual Search

List service manual

22 BOM GUI Configuration

Customize your BOM view

23 Bookmark

Add Catalog to your list of favorite items for quick access

24 Toggle Screen

Changes viewing window structure from horizontal to vertical

25 BOM View

Click to hide illustration and show only BOM

BOM Icons

					Item Number	Manufacturer Code	Part Number	Quantity	Description	Note	Remarks
🛒			▶	📄							

1 **Shopping Cart**

Click to add or remove item from shopping cart

2 **Supersession**

X indicates superseded part

3 **Recommended Part**

R indicates additional parts recommended to complete your order

4 **Is Assembly**

▸ Indicates part is an assembly and you can drill down
for more information

5 **Part Image**

Indicates part has an image

6 **Remarks**

Indicates part has local or global remarks

Local: exclusive to that particular assembly

Global: applicable across all assemblies

BOM Color Indicators

- **Green** – Recommended Part

- **Red** – Warning

- **Purple** – Retrofit

- **Pink** – Service

- **Blue** - Tool

Searching

First, choose Prevost or Nova Bus from the landing page

*Note: Only the brand(s) you have access to will appear on the landing page. Some may see only Prevost, some only Nova Bus, and some will see both.

Search Options include:

- Conventional Search

- Product search by search tiles

- Product Details

- Part/Assembly#

Conventional Search

Choose your search category from the dropdown box

*Note: Search options vary by brand

- Type your details in the search box, then press Enter or click the magnifying glass icon

Nova Bus   Prevost

Searching cont.

Product Details
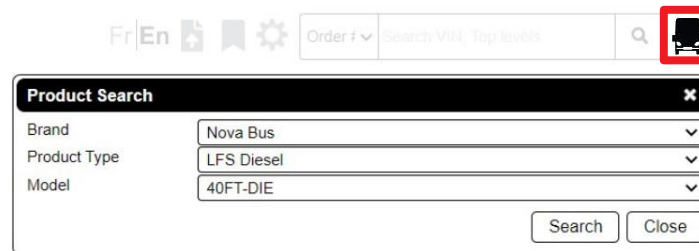
To search by Product Details, click the **bus icon** 🚌, select your details from the dropdown boxes, then click **Search**

Part/Assembly#

To search by Part/Assembly#, click the magnifying **glass icon** 🔍, fill in your details, then click **Search**. You can also access Recent and Advance Search options from this menu.

To review previously searched part/assembly numbers, click **Recent**

Click Advance **Search** to apply multiple search criteria to help narrow your results

For each search, a new window is opened, so you can keep multiple catalog pages open while exploring, and compare details.

Searching cont.

To view full item information in master mode,
click the **Part #** hyperlink.

View	🛒	MFG Code	UOM	Part # ⬍	Alternate Part #	Description
👁		PREV	Piece	H3-23		Accessories
👁		PREV	Piece	H3-2300-01		ACCESSORIES AIR SYSTEM
👁		PREV	Piece	H3-2305-00		LOWER WINDSHIELD WIPER
👁		PREV	Piece	H3-2305-05		LOWER WINDSHIELD WIPER - INSTALLATION

Assembly-Viewer ✖

Part #:	PREV ▾ H3-2300-01 🔍	Description:	ACCESSORIES AIR SYSTEM
UOM:	Piece ▾	Vendor Name:	NA
Vendor Part #:		Customer Part #:	
Function Group:	500	Specification:	

No Image Available

Common Notes:

Remarks:

Assembly-Viewer Details
Is Assy.? ☑ Yes   Is Active? ☑ Yes   Has Set Mem.? ☐ No   Has Recom.? ☐ No   Is Purchasable? ☐ No   Supersession ☐ No

▾ **Assembly-Viewer Details**

| Set Member | FG Used | Recom. Part | Customer Attachments 📎 | Service Link | Customer Part Info |

Close

Searching cont.

Product search by search tiles

your model to find all information available for that model.

Nova Bus >

LFS Diesel	LFS CNG	LFSe	LFS Artic	LFS HEV

Prevost > Prevost >

B-40	CHAMPION	XL-II ENT-45	H3-40	H3-41	H3-45	H5-60	MTH-35	MTH-40	MTH-45
MTH-45E	PRESTIGE 35	VIP-40	VIP-45	X3 VIP ENT	X3 VIP MTH	X3-45	X3-COM	X3-VIP	XL-40
XL-45	XL-II 45	XL-II MTH-40	XL-II MTH-45	XL-II MTH-45E				
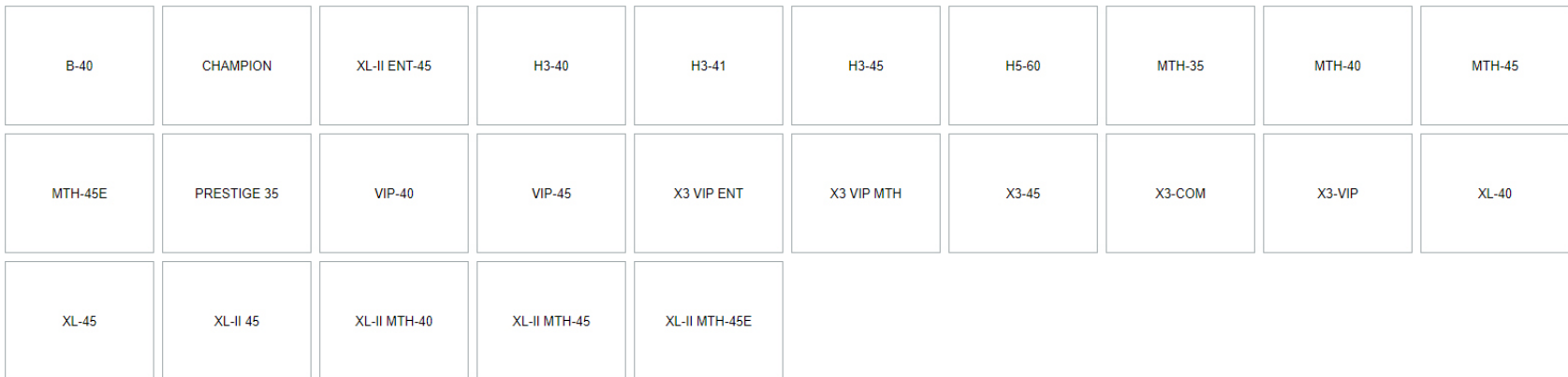
Click the View icon 👁 to see more details for each vehicle.

Navigate back using the links at the top   Nova Bus > LFS HEV > 40FT-HYB > L483   │   Prevost > Prevost > X3-45 > 8-9210

Sorting search results

Filter columns by typing details in the field and pressing **enter**

View	Brand	Product Type	Model	Customer	Road #	VIN #	VIN Short Name
			X3-45				

Or, click the column **header** to sort in ascending or descending order

View	Brand	Product Type	Model ⇕	Customer	Road #	VIN #	VIN Short Name
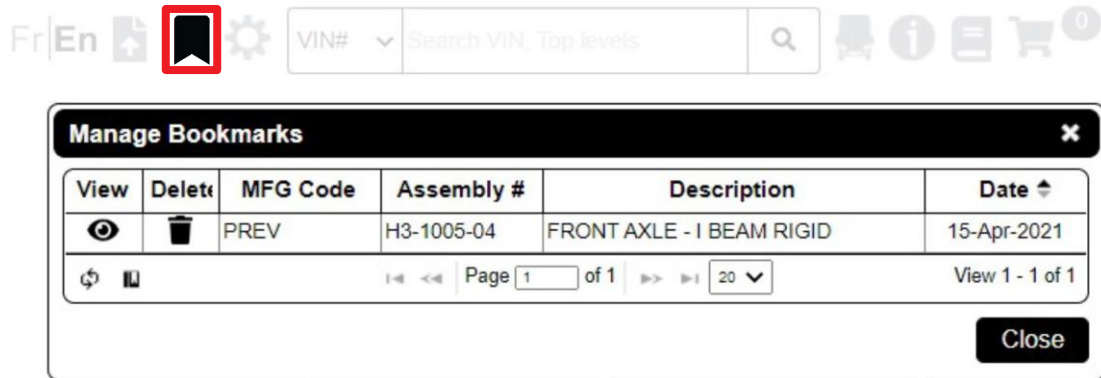
Click the **View** icon 👁 to navigate to the catalog

For orders, click the **shopping cart** icon 🛒 to add the item to your cart

Bookmarking pages

To simplify your future searches, simply bookmark products you view often using the **bookmark** icon 🔖 which turns yellow when selected.

To manage bookmarks, click the **bookmark icon** on the homepage.

Manage Bookmarks					✖
View	**Delete**	**MFG Code**	**Assembly #**	**Description**	**Date ⬍**
👁	🗑	PREV	H3-1005-04	FRONT AXLE - I BEAM RIGID	15-Apr-2021

Page 1 of 1   20 ⌄   View 1 - 1 of 1

Close

Export items to Excel using the **export** icon 📊

Utilizing Illustration Hotspots

Each illustration shows color-coded numbers – also known as Hotspots – indicating different parts.

Quickly add parts to your cart by right clicking a **hotspot**, then clicking **Add**.
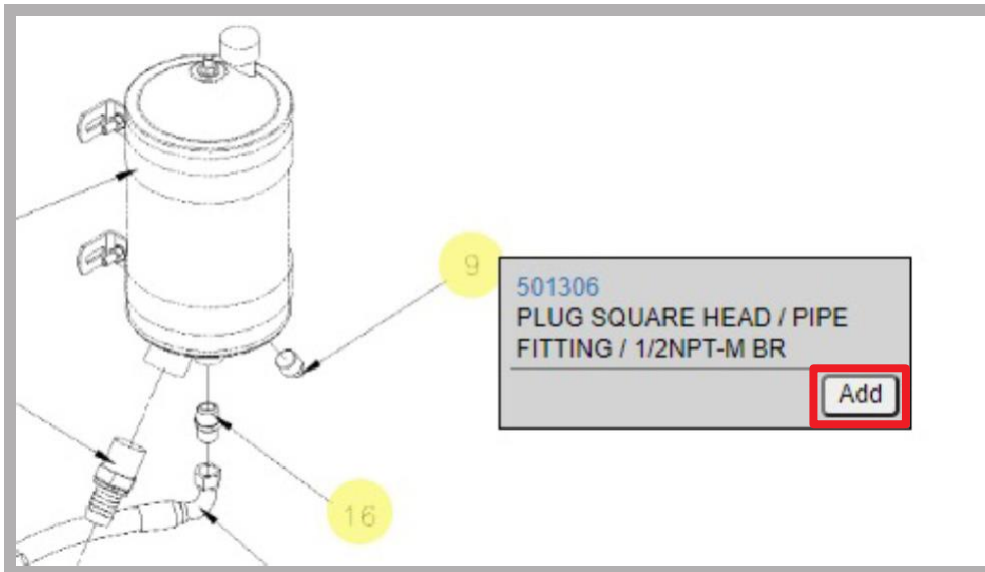
Left click the **hotspot** to highlight the item(s) in the parts list

Utilizing Illustration Hotspots cont.

Add multiple parts using hotspots with the **Multiple Parts Selection tool** ⬚
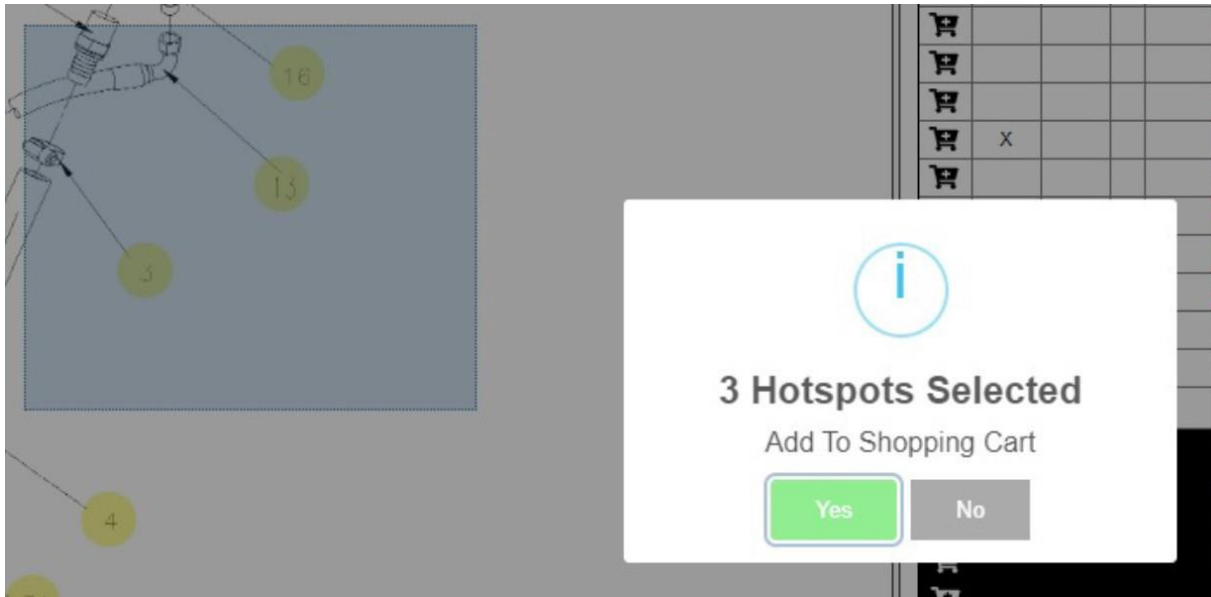
Utilizing the Shopping Cart

Add parts to the shopping cart using the **shopping cart** icon 🛒 next to each item

When an item has been added to the cart, the icon changes to show the status. To remove an item, click the **shopping cart** icon again 🛒
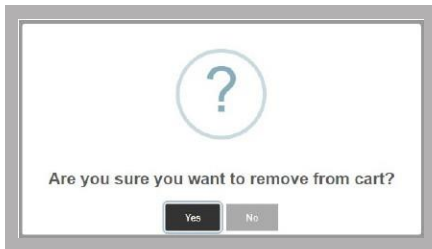
Access the **shopping cart** from the homepage to see what items are currently selected. 🛒 The number shown indicates how many items are in your cart.

Select	Delete	Manufactur Code	Function Group	Part #	Description	Customer Part #	Quantity	Order Quantity
👁	☐	PREV		141811	HOSE BRAKE		1	1
👁	☐	PREV		5001021	SCREW CAP HEXS		1	1
👁	☐	PREV		5001253	NUT HEX STO		1	1
👁	☐	PREV		500169	SCREW CAP HEX		1	1
👁	☐	PREV		502543	NUT HEX		1	1
👁	☐	PREV		504612	COLLAR 13/16" I.D. / TO FIX HOSE		1	1
👁	☐	PREV		504614	PLATE RETAINING / COLLAR		1	1
👁	☐	PREV		510458	OIL FILTER, CARTRIDGE / PF-2100 / E		1	2
👁	☐	PREV		641294	MALE CONNECTOR / JIC 37° FITTING		1	1
👁	☐	PREV		641414	BRAKE CHAMBER ASSY R.H. / TYPE 2		1	1

Adding items from assembly viewer

You can also add items to the cart from the **Assembly Viewer**

Creating a
New Shopping Cart

Items in green have not been saved to a cart. Complete the cart name and date details, then click **Save**.

Adjusting cart quantities

To update the quantity of an item, click the **Select** icon ⊙ and modify the **Order Qty** field as needed. Click **Update** to save your changes.
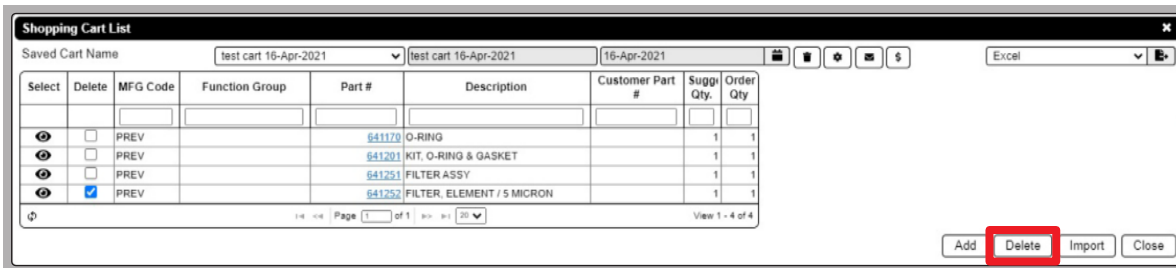
To delete a item, click the **Delete** box next to the item, then click **Delete** at the bottom.

Utilizing Supersession & Recommended Parts Information

Based on the items in your cart, we may recommend additional items for you to include in your order.

Recommended items are indicated with **R** in the Recommended Part column ☞ and part details will be highlighted in **green**.

To view the complete list of recommended parts, click the corresponding R.

🛒	⚙	☞	▶	📄	Item Number	Manufactur Code	Part Number	Quan	Description
🛒		R			1	PREV	300476	1	WINDSHIELD R.H. Model XL-II 45,XL-II MTH-45E
🛒		R			1	PREV	300490	1	WINDSHIELD R.H MTH86" LARGE Model XL-II MTI
🛒		R			2	PREV	300475	1	WINDSHIELD L.H. Model XL-II 45,XL-II MTH-45E
🛒		R			2	PREV	300489	1	WINDSHIELD L.H MTH86" LARGE Model XL-II MTI

Superseded items are indicated by an **X** in the **Supersession column** ⚙

Click the **X** to review the superseded item information.

🛒	⚙	☞	▶	📄	Item Number	Manufactur Code	Part Number	Quan	Description
🛒					1	PREV	475982	1	FRONT CAP ASSY / BUS W/THERMO GLASS Model H3-41,H3-45
🛒	X				1	PREV	475280P	1	. CAP, FRONT / PAINTED MEDIUM GREY & BLACK Model H3-41,H3-45
🛒					1	PREV	475989	1	FRONT CAP ASSY / BUS W/SINGLE GLASS Model H3-41,H3-45
🛒	X				1	PREV	475280P	1	. CAP, FRONT / PAINTED MEDIUM GREY & BLACK Model H3-41,H3-45
🛒					1	PREV	475980	1	FRONT CAP ASSY / V.I.P. W/ UPPER WIPER HOLES Model VIP-45

Editing Existing Carts

To add parts to an existing cart, select the cart name from the list then add parts. Remember, if an item appears it green, it is not assigned to a cart.

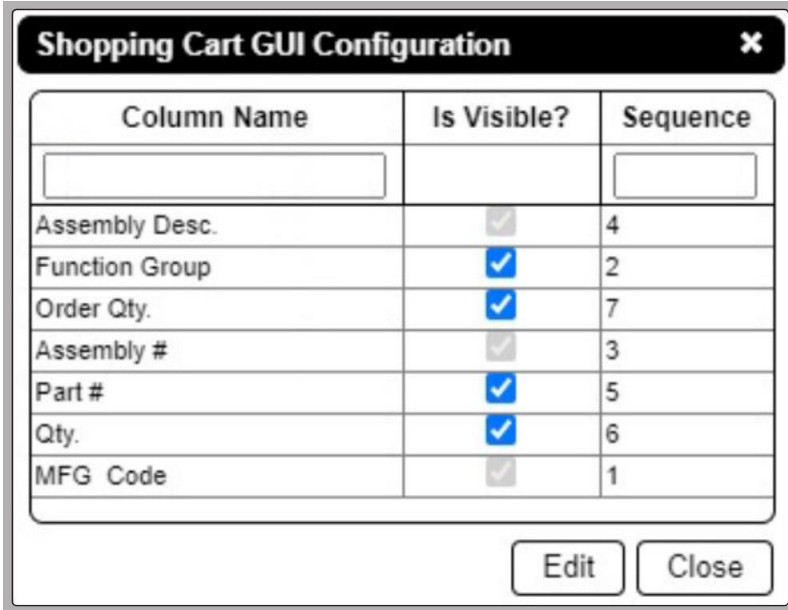To delete a cart and all of its contents, click the **trash can** icon next to the date field 🗑
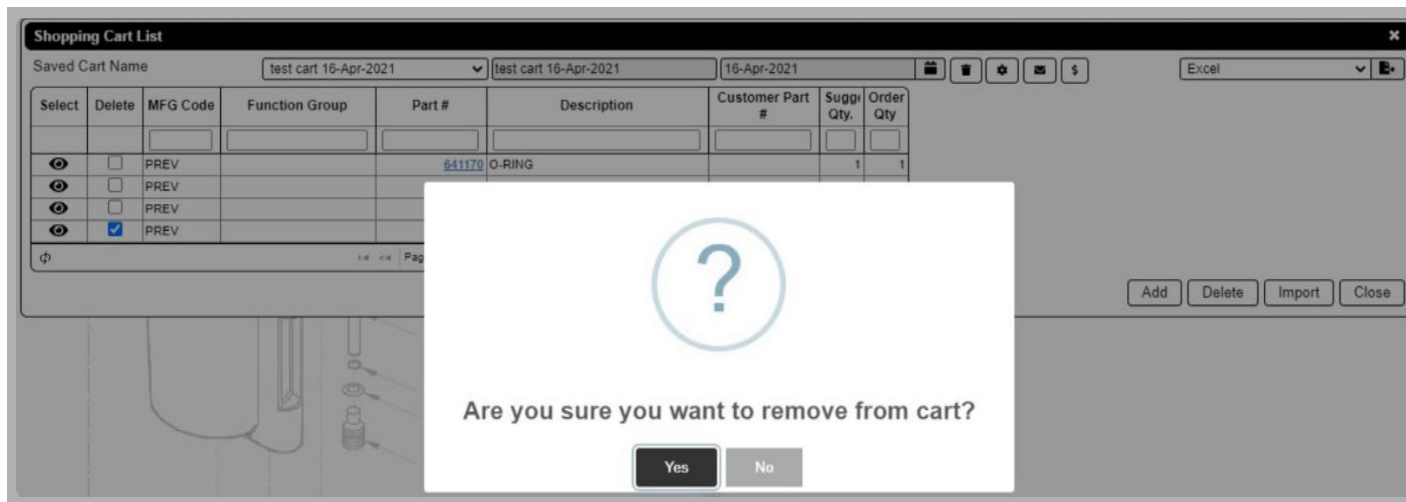
Customizing your cart view

Using the ⚙ icon, you can customize the fields visible in your shopping cart.

Is Visible? To hide any fields in your Shopping Cart, untick the check box next to that item.

Sequence No: Assign a sequence number to determine the order your field names display. In this example, MFG_Code is listed as 1 in the Sequence No. column, so it will display first in the shopping cart list.

Shopping Cart GUI Configuration		✖
Column Name	**Is Visible?**	**Sequence**
Assembly Desc.	☑	4
Function Group	☑	2
Order Qty.	☑	7
Assembly #	☑	3
Part #	☑	5
Qty.	☑	6
MFG Code	☑	1

Edit   Close

Emailing your shopping cart

Select the **mail** icon ✉ to initiate an email including the items in your cart.

Populate information into the **To** field, then click **Send**.

Send Mail ✖

To *	prevostparts@volvo.com
CC	
BCC	

Dear Sir/Madam

Please find the ordered list of parts in below table

Sl No.	MFG Code	Part / Assembly #	Description	Qty.
1	PREV	641251	FILTER ASSY	1
2	PREV	641252	FILTER, ELEMENT / 5 MICRON	1
3	PREV	641170	O-RING	1
4	PREV	641201	KIT, O-RING & GASKET	1
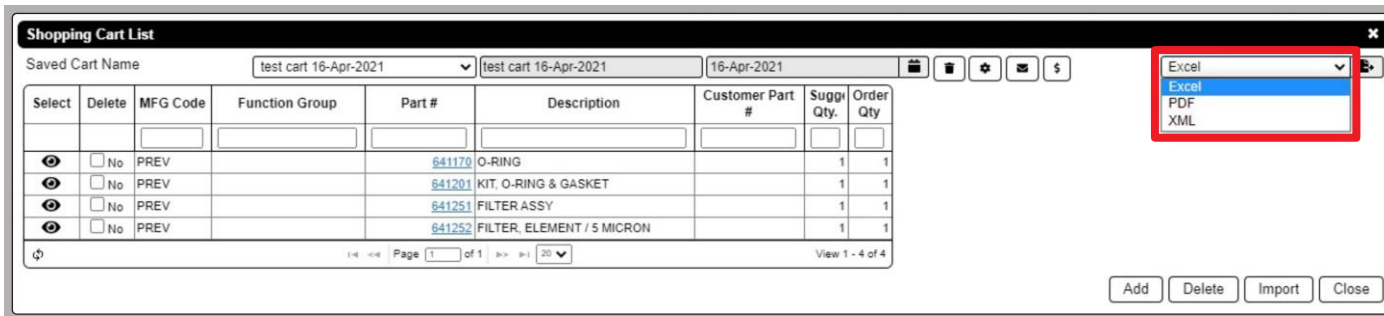
This is a system generated email. Please do not reply!

Thank You
Jean

[Send] [Close]

Exporting your cart

Saved cart details can be exported in three formats: **Excel, PDF,** and **XML**

To export, select your preferred format, then click **the export** icon

Customer Error Log Report

Click the Error Log icon, then complete the information regarding the error you found

Next, click Email and complete the fields. For the To field:

Prevost: **group.prevost.parts.manual@volvo.com**

Nova Bus: **mauro.credali@volvo.com**

Review status of reported errors under the Error Report icon on the home page

Quotation Request

Request a quote on the items in your shopping cart by clicking the **$**

Complete the information fields then click **Send**

An email will be sent to the user **listing quote information**

What are the next steps for the user?

From the **Quotation Request** menu, users can view details and attach reference documents
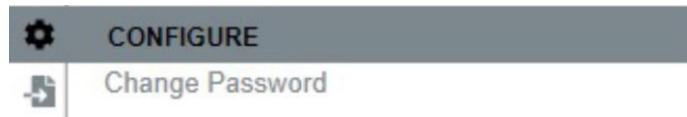
Admin

Configure

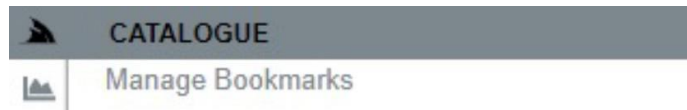**Customer:** Customer information with ship to address details

User: User details, here customer admin users
can create users and grant access

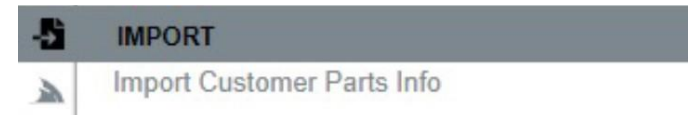**Publish Offline:** download catalogue to offline version

Catalogue

Manage and access bookmarks

Import

Download template and import customer part details

Report

Customer Error Log Report: view details and responses
for errors reported to authoring team

Quotation Request: view quote request records

Contact Us

For questions, please contact:

Prevost

group.prevost.parts.manual@volvo.com

Nova Bus

group.novabus.parts.manual@volvo.com