

*Rotorplace User Guide*

# *How does it work?*

Welcome to RotorPlace!

RotorPlace is the first e-commerce helicopter spare parts website. A website which lets our customers benefit from many advantages.

If you are an MRO, government agency or FBO, create your account on RotorPlace.

In this user guide, we'll explain to you the process of our website, step by step.



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# Registration

Why it's important to have an account :

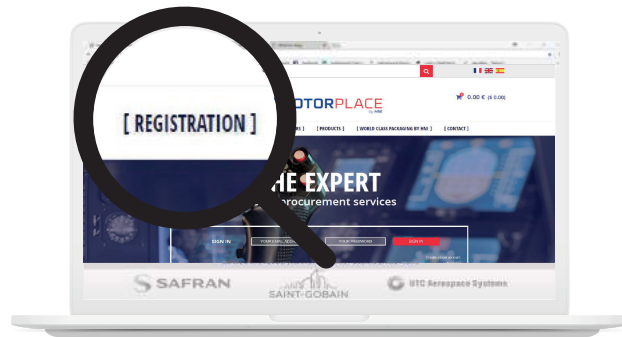


See price

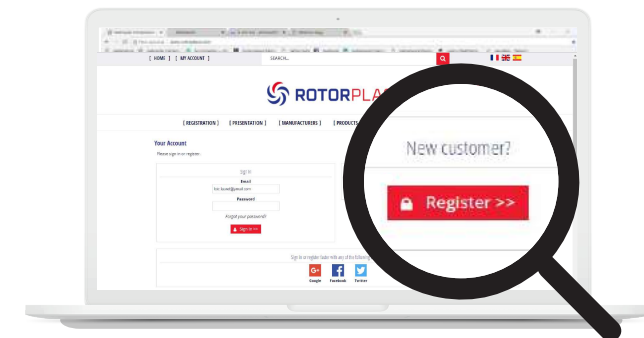


Order

1 To create your account click on the **[REGISTRATION]** button



2 If you are a new customer click **[REGISTER]** in the section new customer



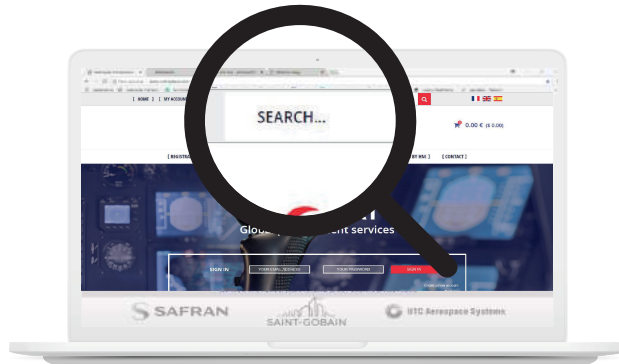
3 **FILL IN THE FORM**, and you are ready  
We will validate your account and you will receive a registration summary by email.

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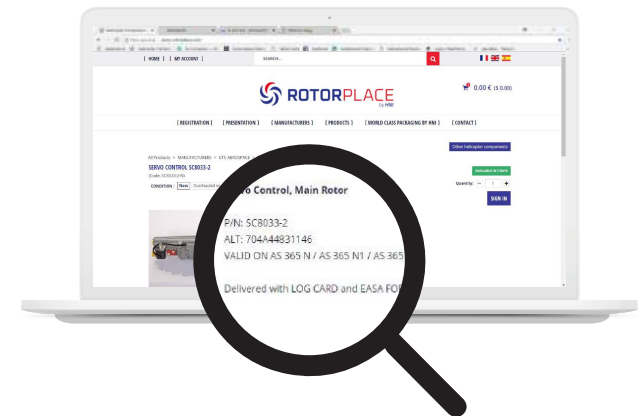
## Order <sup>1/4</sup>



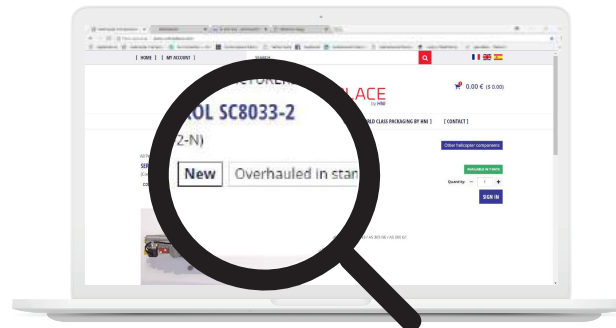
1 ENTER A PART NUMBER in the search bar & click on 



2 CHECK THE PART INFORMATION to the right of the picture



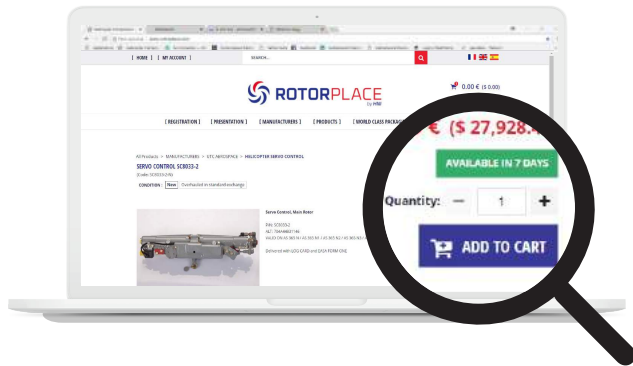
3 SELECT THE PART CONDITION [new] or [overhauled in standard exchange]



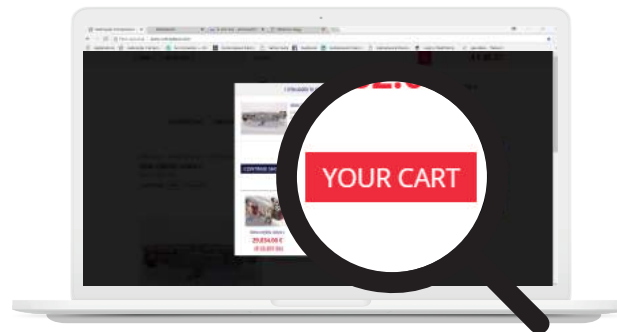
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4 CHOOSE HOW MANY YOU NEED  
& click [ADD TO CART]

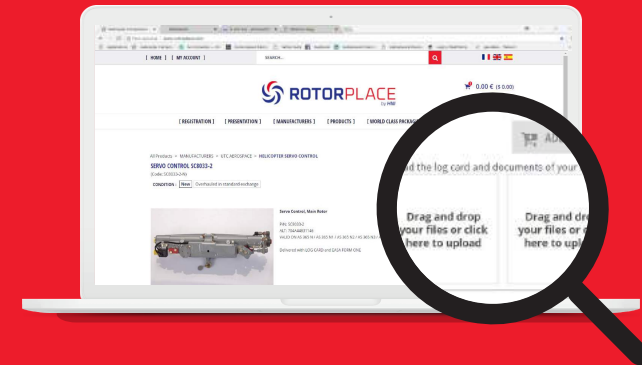


5 Then you can either *CONTINUE SHOPPING OR BUY PART*.  
To order your parts click on the [*YOUR CART*] button



Overhauled  
Standard Exchange

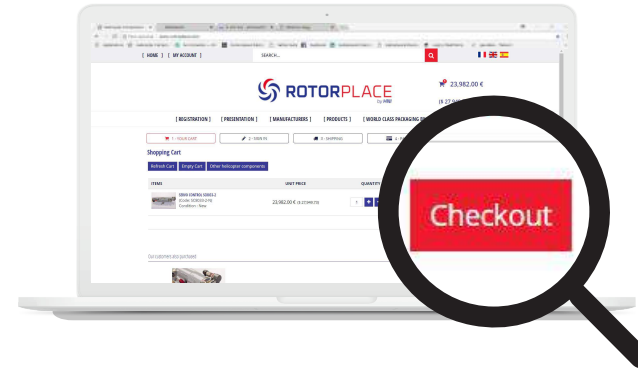
The overhauled parts are sold in standard exchange. We need the logcard & documents of your old parts. Drag & drop or upload your core unit documents with total cycles and total hours, by clicking on the space



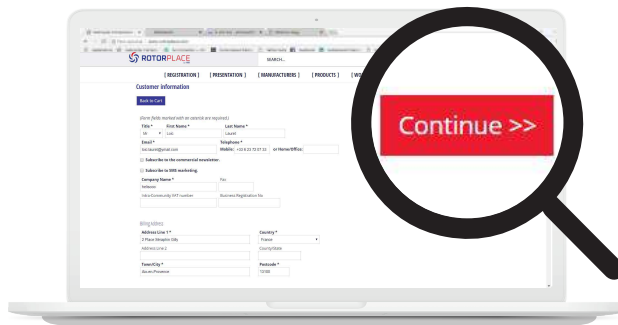
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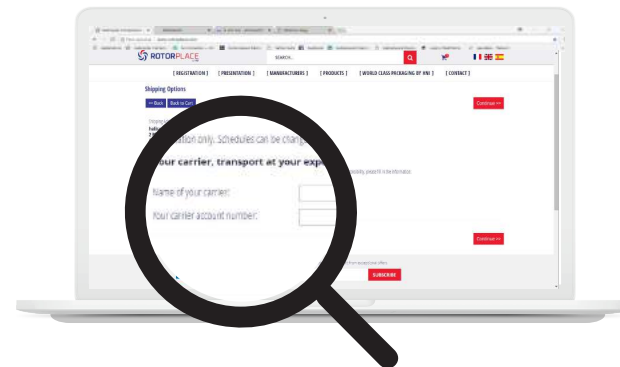
- 6 In your shopping cart **MAKE SURE YOU HAVEN'T FORGOTTEN ANYTHING**. Click [**CHECKOUT**] to continue



- 7 **FILL IN THE FORM** in the customer information window then click [**CONTINUE**]



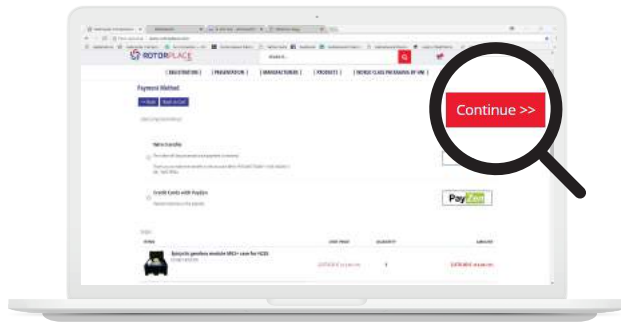
- 8 **PROVIDE YOUR CARRIER'S INFORMATION** then click [**CONTINUE**]



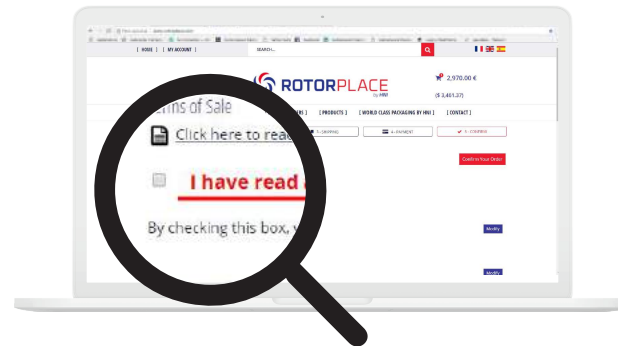
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- 9 *SELECT YOUR PAYMENT TYPE (WIRE TRANSFER OR CREDIT CARDS)*  
then click [*CONTINUE*]



- 10 *ACCEPT THE TERMS & CONDITIONS,*  
then click on the [*CONFIRM ORDER*] button



## *That's it!*

you will receive a confirmation email  
with information about the next steps.