



QUICK START GUIDE

Midas Tire Center (MTC) was designed with your business in mind. MTC gives you powerful search tools to find the parts you need, instant access to warehouse inventory levels, and quick ordering for delivery or pickup. You can also access your past order history. Midas Tire Center is here 24/7 to give you the tools you need to serve your customers.

ABOUT THIS GUIDE

The MTC Quick Start Guide will help you through the basics of using Midas Tire Center (MTC). For more detailed instructions, download the MTC User Guide from the Help page once you've logged in.

HOW DO I START USING MIDAS TIRE CENTER ONLINE?

- REGISTER**
Call our customer service team at **855.279.9507** to review store settings and create a primary user account. The primary user account can be used to create and manage additional accounts for your location.
- Visit us at www.midastirecenter.com and log in with your new account.
- Click on the **"Preferences"** link to review and configure site settings, create and manage additional accounts, and change your account password.

HOW DO I FIND THE PARTS I NEED?

- SEARCH**
Need to find tires for a 1983 VW Rabbit? Want to know what types of 15mm tubes are currently on hand in your local warehouse? No problem.
 - Know the Part Number or Size?** You can use the Quick Search! Select Tires or Tubes, then enter the Size or Part Number. Only want to see items in stock at your Ship-To warehouse? Then check the On Hand Only checkbox. Click Search to see results and inventory availability.
 - Want More Advanced Search Options?** Try using MTC's powerful Advanced Search. Select one of the tabs at the top of the screen: Tires, Tubes or Accessories. Enter your search criteria then click Search.

FORGOT YOUR PASSWORD?

Just click the Reset Password link on the MTC login page. After answering security questions, you can choose a new password.

FORGOT YOUR USERNAME, OR YOUR EMAIL ADDRESS HAS CHANGED?

Call Us At
855.279.9507

WHAT KIND OF SEARCHES CAN I DO?

TIRES	TUBES	ACCESSORIES
BY SIZE - Single String Search <i>Example: 2157015</i> - Classic Search <i>Example: [215] [70] [15]</i>	BY SIZE <i>Example: 15 (rim diameter)</i>	BY LINE <i>Example: Lug Nuts, Valve Products</i>
BY ITEM NUMBER <i>Example: GT64</i>	BY ITEM NUMBER <i>Example: 2BE64</i>	BY ITEM NUMBER <i>Example: CT900006</i>
BY VEHICLE - Year, Make, Model, Style, Size		
BY BRAND <i>Example: Cordovan</i> <i>(available only when you search by size or item number)</i>		

2. VIEW INVENTORY AND PRICING

Your search results will display all the Midas Tire Center products that meet your criteria and show you up-to-the minute inventory levels at your local warehouse and other Midas Tire Center locations.

- **Your Warehouse.** The column labeled Your WH Qty displays the number of parts available at your local warehouse. If an item is in stock at your local warehouse, you can order it online.
- **Retail Locations (Tires only).** The column labeled Retail Center Qty displays the number of tires available at Tire Kingdom, NTB, and Merchant's stores – click on the quantity to see where the tires are located. Call your customer service at **855.279.9507** to purchase items from other locations.

HOW TO SHOW/HIDE SUGGESTED RETAIL PRICE?

Midas Tire Center allows you to easily view the suggested retail prices displayed on the screen.

SEARCH – DISPLAY SUGGESTED RETAIL PRICE.

In the search results screen, you can always check the 'Show Suggested retail price' box. However, if you want your search results to automatically display Retail pricing, perform an Advanced Search for a part and make sure that in the Availability Options/Pricing section of the search screen, you've selected Retail. The search results will display the marked-up pricing.

WANT TO HIDE THE PRICES?

At the top of the Search Results screen, uncheck the Show Suggested Retail Price. The system will remember your preferences.

HOW DO I PLACE MY ORDER?

1. ADD ITEMS TO YOUR SHOPPING CART.

- **Enter Quantities.** Enter the desired quantity for each item you want to order. You can only order the quantity on-hand in your local warehouse.
- **Add Items to Cart.** Click the Add to Cart button at the bottom of the screen. You'll see that the Cart Summary now includes the added items and displays their Quantity, Weight and Price. These items are now saved – even if you log out. You can continue to add items to your cart until you're ready to check out.

2. REVIEW YOUR SHOPPING CART.

Before you check out, you'll review the contents of your shopping cart. Click the View Cart/Check Out tab on the top right and make any desired changes.

- **Want to Change Quantities?**
Want to change the quantities in your order? Modify the quantities then click Update Order.
- **Want to Delete Items or Delete Order?**
To delete an item, click the red X next to the Item name. To delete the entire order, click Delete Order.
- **Want to Add More Items?**
You can add more items by using the Quick Search on the right. Or, start a new Advanced Search.

3. CHECK OUT.

Once you've reviewed your shopping cart, click Check Out to complete the ordering process. You'll arrive at the Pending Order screen.

- **Select Delivery Method. Choose your preferred delivery method.**
 - **Truck**
 - **Customer Pickup**
 - **Special Handling.** Want to have multiple orders shipped together, or make some other special request?
- **Have Comments About Your Order?**
Use the Enter Comments box to add note for the warehouse staff.
- **Have a Purchase Order Number?**
If you have a Purchase Order, you can enter the number in the PO# field. It will appear on your invoice.
- **All Done? Submit Your Order.**
Click Submit Order to finalize your order. Orders are processed by your local warehouse.

HOW CAN I CHECK PAST INVOICES?

1. SEARCH FOR SPECIFIC ORDERS.

Click the Order History tab. Find past orders by entering an Invoice Number or Date(s). To search by Date, you can either select a date period from the list (example: 1 week) or enter a Date Range up to a year in the past.

2. VIEW OR PRINT INVOICES.

You'll see a list of your past orders. Click View Invoice to View a printable PDF file of a specific order.

VISUAL GUIDE

The screenshot shows the Midas website interface. At the top, there is a navigation bar with tabs for Tires, Tubes, Accessories, Quotes, Order History, View Cart, and Dealer Info. The Tires tab is highlighted with a blue box and the number 1. Below the navigation bar, there are three search sections: Single String Tire Search, Classic Tire Search, and Search Tires by Item Number. The Classic Tire Search section is highlighted with a blue box and the number 2. To the right of these search sections is a 'Search Tires by Vehicle' section with dropdown menus for Year, Make, Model, and Options, and a 'Please select tire' dropdown. Below this is an 'Availability Options' section with a checked box for 'On-Hand Only'. On the right side of the page, there is a 'Quick Search Panel' with a 'Search' button highlighted by a blue box and the number 3. Below the search panel is a 'Cart Summary' section with a table showing Quantity, Weight, and Price, and a 'Search' button highlighted by a blue box and the number 4. At the top right of the page, there are links for Contact Us, Preferences, Logout, and Admin Panel | Change User. The user's name, Smith, is displayed next to a blue box with the number 5.

1. NAVIGATION TABS

The tabs at the top of the screen are always visible. Clicking on the Tires, Tubes or Accessories tabs will open the Advanced Search screen for that type of part. In the image above, the Advanced Tire Search is displayed. The other two tabs allow you to access your Order History.

2. ADVANCED SEARCH SECTION

If you click on the Tires, Tubes or Accessories tab, the respective Advanced Search screen is displayed in the main window. Here, you'll enter your search criteria. The Advanced Search offers the most complete set of search tools and gives you the option to display suggested retail prices instead of dealer prices.

3. QUICK SEARCH PANEL

The Quick Search is perfect if you know exactly what you're looking for. The Quick Search panel allows you to conduct quick searches based on size or part # from any screen in the system without navigating to the Advanced Search screen.

4. CART SUMMARY

As you shop, the Cart Summary displays a summary of the items you've added to your shopping cart, including the Quantity, Weight and Price. To view or modify the cart, or to check out, you'll click the View Cart/Check Out tab located above the Cart Summary.

5. ADDITIONAL MENUS

You can use these additional menus to dig deeper into MTC – set preferences, get help, or download user documentation. Administrators will also use these menus to perform functions such as adding new users and defining retail mark-up rates.

NEED HELP?

If you have questions about Midas Tire Center Online, contact the MTC support team at **855.279.9507** or midascustomerservice@tbccorp.com and we'll help you. There are also some answers to frequently asked questions on the FAQ page of MTC.

If you have questions about inventory or an order you've already placed, contact customer service.