



Online Quick Start

Setting up CabParts Online:

- Receive an email invite and set up your login name and password.
- Login to <https://app.mattersmith.com/login> to order cabinets.

Building a Quote and Placing Your Order:

1. Choose "Orders", then "Create Order" and select a **catalog**.
2. Fill in the **information fields**. For due date, use current date.
3. Set the **presets** to select materials, edging, whether or not you want doors, drawer boxes, etc. Click on "Save" ([blue](#) button, below right) when you are done. Presets can be overridden later by individual line item edits.
4. Add **cabinets** one line item at a time:
 - Enter a code or browse to find the cabinet **Product Code** and enter the **quantity**. **View details** allows you to see and pick from the catalog.
 - Add an **Item ID** (recommended/optional) with your choice of up to 8 letters or numbers for your reference. The ID will appear on the part labels.
 - Change the **quantities, dimensions, door swing** (to locate drilling for hinge plates, yours or from us) **or number of shelves**
 - Click the [green icon](#) to see the price.
 - Click on the **configurator** button ([blue sprocket](#)) to customize the cabinet in 3D view. You can, for this cabinet, override the presets here.
5. change "Quote" to "**Submit Order**" and we will receive your order, add any freight, taxes, custom material adjustments, etc. to finalize the pricing, and send it back for your approval before placing it into production. *If necessary, we can send it back to you for revisions and you can re-submit it.*

If you cannot find a material or item you need, use the **Custom Materials** or **Custom Items** forms. They, along with listings of available **presets, materials, variables, defaults** and more can be found on our webpage: <https://cabparts.com/resources>.

Have questions? Email us at contact@cabparts.com, call us at 970-241-7682, or fax us at 970-241-7689.