Aviation Parts Outlet (APO)



User Guide



Proprietary Information

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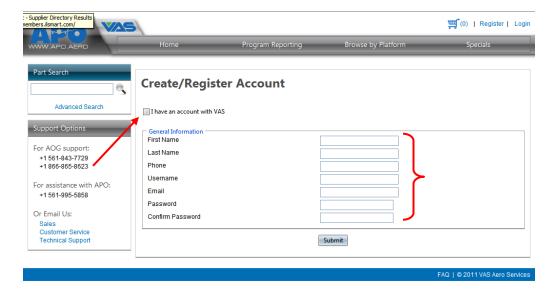
Creating an account on APO

Go to www.apo.aero



Click on the "Register" link at the top right hand of the APO front page.

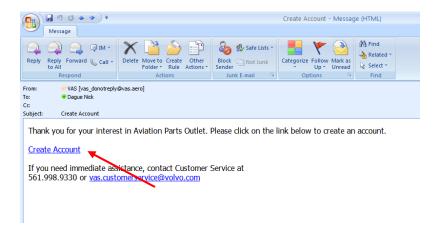
Then enter your information requested. If you are a current VAS customer with an account, then click the indicated radial box below. Then press the "Submit" button



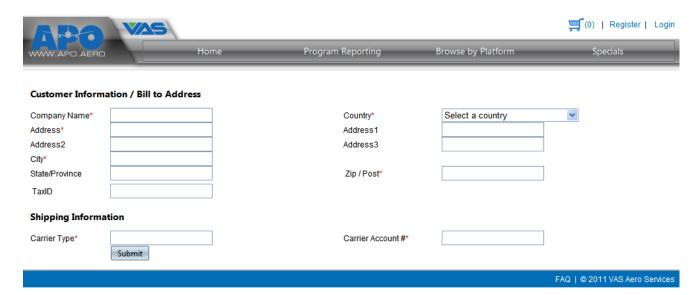
You will receive an email verifying that your information was sent to VAS.

You will then receive an email where you will be prompted to create an account.

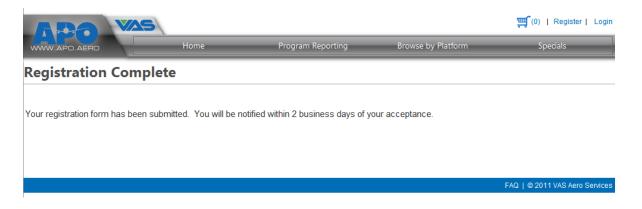
See below



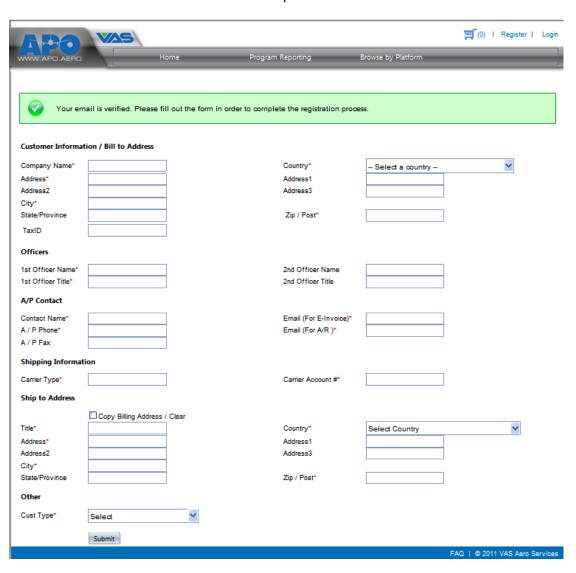
If you are an existing customer, enter the below information.



You will receive the confirmation below and an email will be sent to you in 2 business days, once your account has been verified.

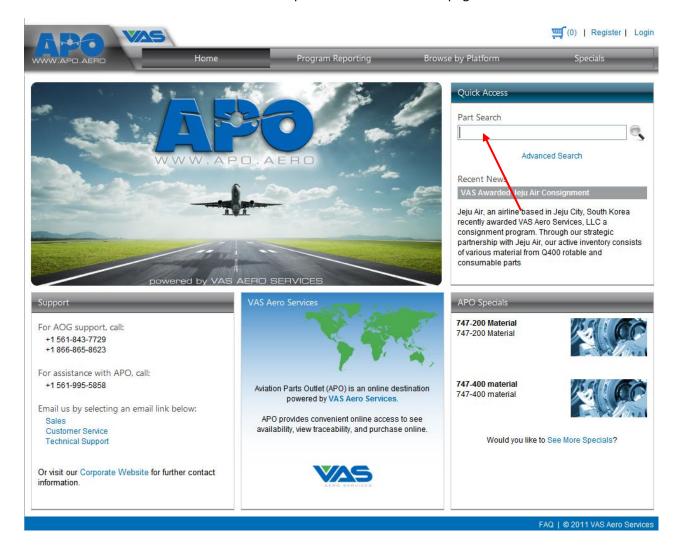


Please enter in the information and submit. You will receive a follow up email from VAS, once your account has been set up.

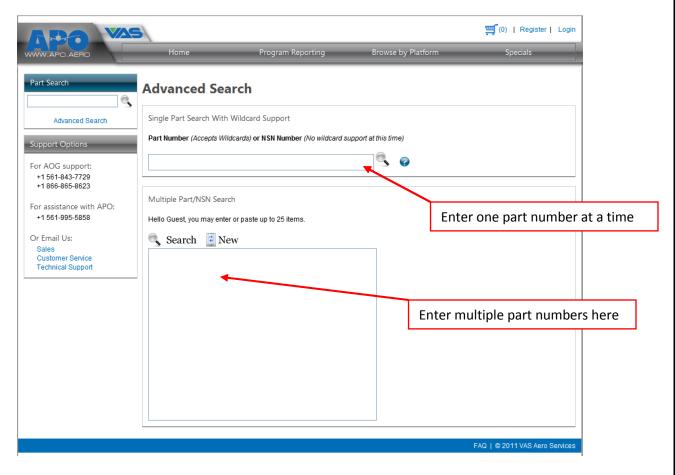


Search for Parts by Part Number

You can search for one part number on the front page of APO.



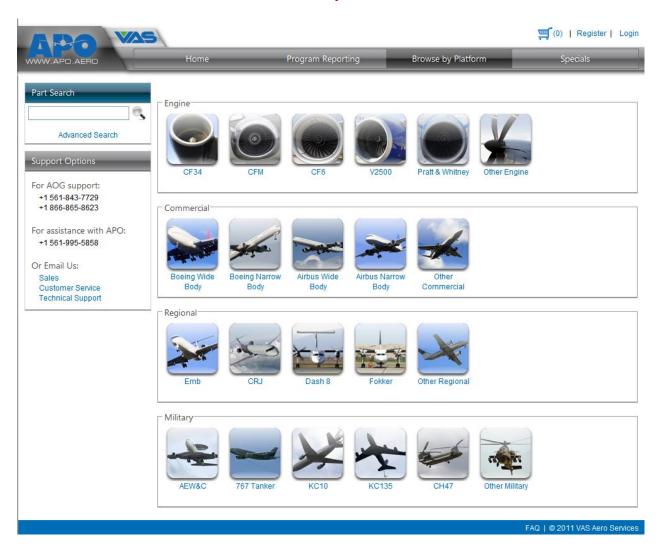
Click "Advanced Search" link from the APO homepage



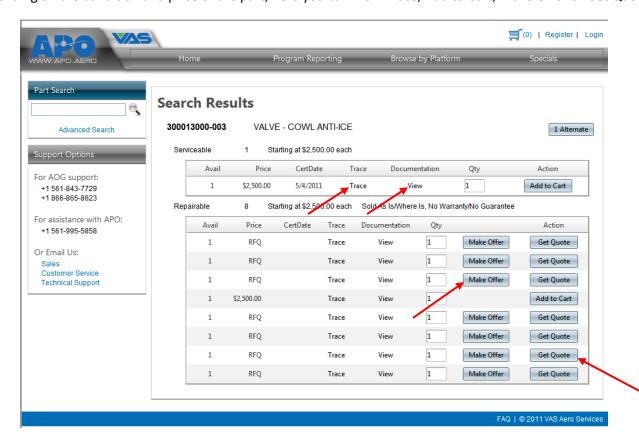
You can search using one part number or multiple part numbers (25 items at a time).

Searching by platform

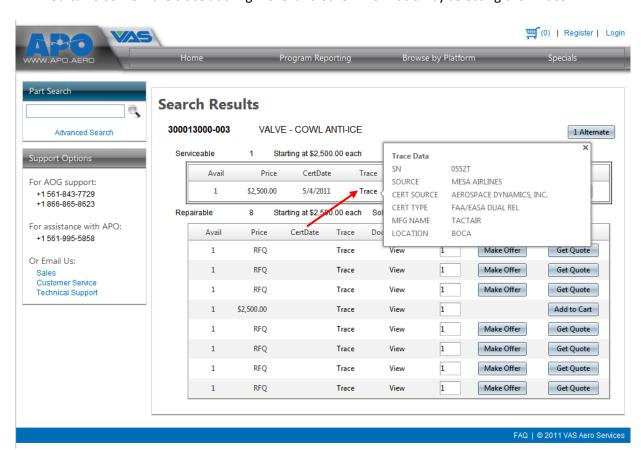
Go To Browse by Platform Tab



Depending on the condition and price of the part, here you can View Trace, Add to Cart, Make Offer or Get Quote.



You can also view the trace at a high level and other information by selecting the "Trace" link.

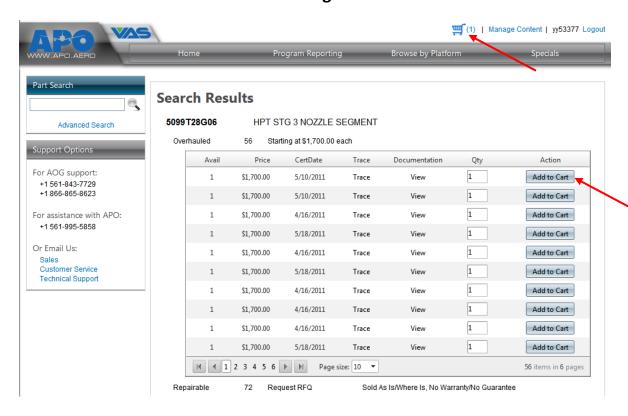


View Trace and Documentation

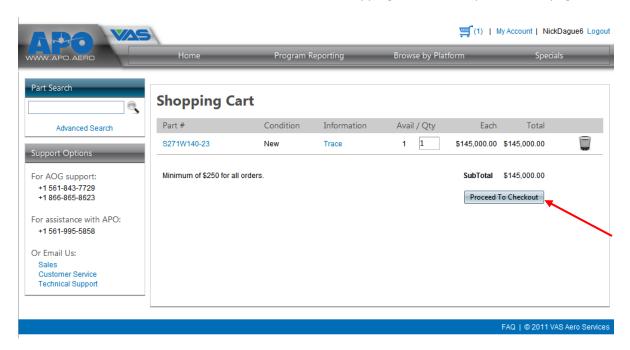
To view the documentation, select the "View" link to see the actual trace and certification documents.



Purchasing a Part



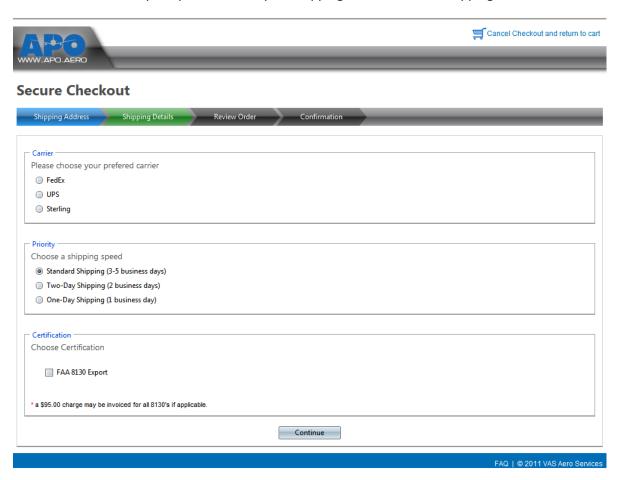
Select the "Add to Cart" button. Then select the shopping cart at the top of the webpage.



If finished, then select "Proceed To Checkout".

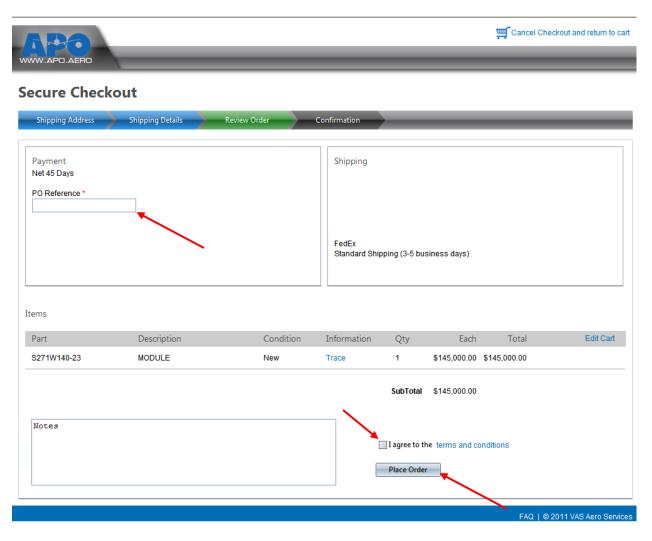
Please note that there is a \$250 minimum order and all Repairable material is sold as is where is, with no warranties or guarantees.

You then will be prompted to select your shipping destination and shipping instructions.

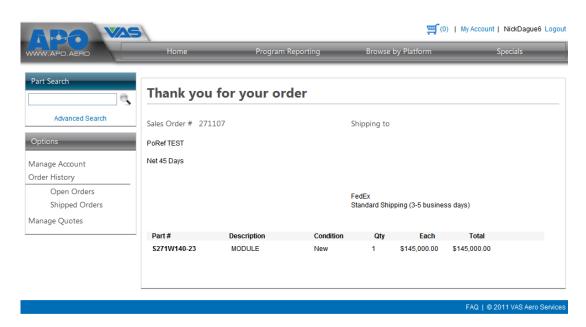


Please indicate if an Export 8130 is needed, with an extra charge of \$95.00.

Then verify and enter purchase order details. Select the acknowledgment radial button and then select the "Place Order" button.

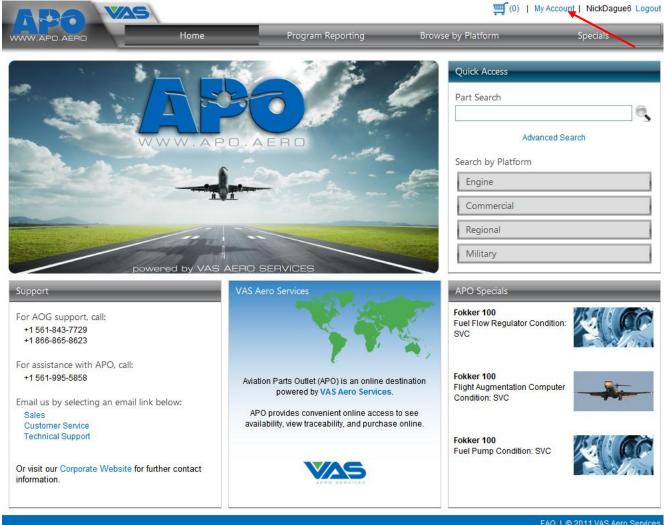


You will then receive a confirmation of the order and that it has been processed.

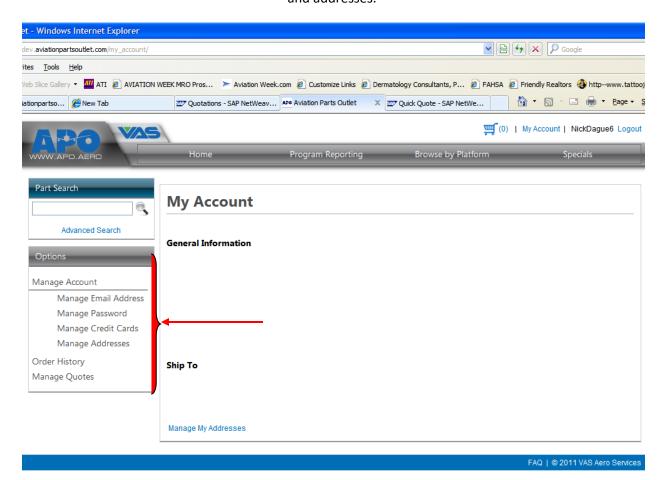


Managing Your Account

Select the "My Account" link



On the next page, you will see your general information and be able to manage your contacts, password, credit cards and addresses.



You can also see your quote and order history and status

