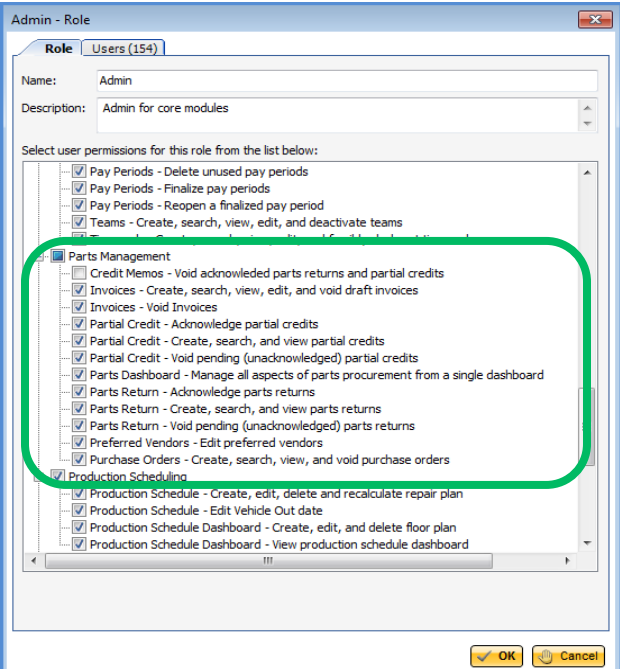CCC®
INFORMATION SERVICES INC.

One.
True.
Partner.

Job Aid: Add Aftermarket, Reconditioned and Optional OEM (ARO) Vendors to CCC ONE®

Purpose   This Job Aid describes how to check security permissions, add ARO Vendors, select preferred vendors, and to create electronic parts purchase orders.

Before you begin   Ensure that you have the proper Security Role permissions for your log in user name.
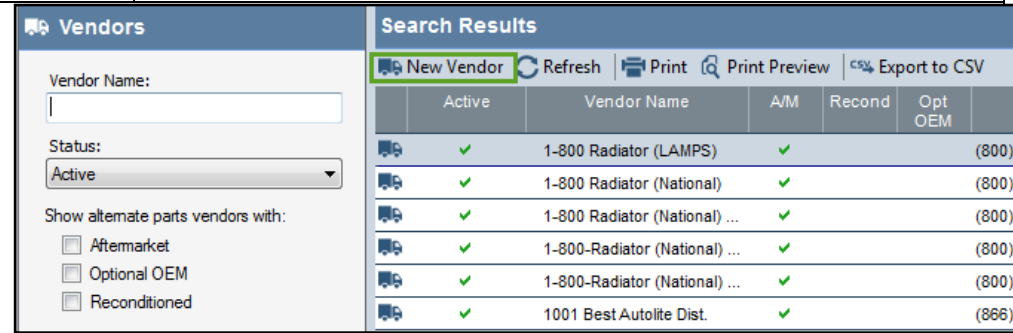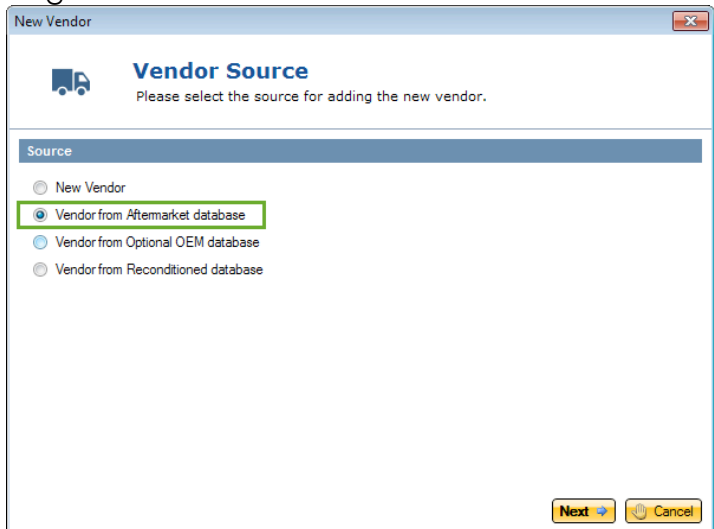
Step	Action
1	Log on to CCC ONE®, and then select **Configure** > **Security Roles** from the menu bar.
2	Select your security role, and then select **Edit** from the mini-toolbar.
3	Verify that you have the proper permissions selected as shown under **Parts Management** in the **Role** tab, and then click **OK**.

Job Aid: Add Aftermarket, Reconditioned and Optional OEM (ARO) Vendors to CCC ONE®, Continued

Procedure   Use the following steps to add Aftermarket vendors. You also can add other ARO vendors following these same steps.

Step	Action
1	Select **View** > **Vendors** from the main menu bar. The Vendors screen displays.
2	Click on the **New Vendor** button. The New Vendor wizard displays. You must select the vendor **Source** option to begin.

Continued on next page

Job Aid: Add Aftermarket, Reconditioned and Optional OEM (ARO) Vendors to CCC ONE®, Continued

Procedure,
continued

Step	Action
3	Select the **Vendor from Aftermarket database** option, and then click **Next**. The Select Aftermarket Vendors screen displays.
4	Select the desired search criteria option, and then click **Search**. Vendors that match the selected criteria display as shown above.
5	Click on the checkbox of desired vendors to select them, and then click **Next**. The Activate Aftermarket Vendor screen displays.

Important!
You may get a prompt to identify the right Vendor if multiple similar vendors match the one you select.

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Job Aid: Add Aftermarket, Reconditioned and Optional OEM (ARO) Vendors to CCC ONE®, Continued

Procedure,
continued

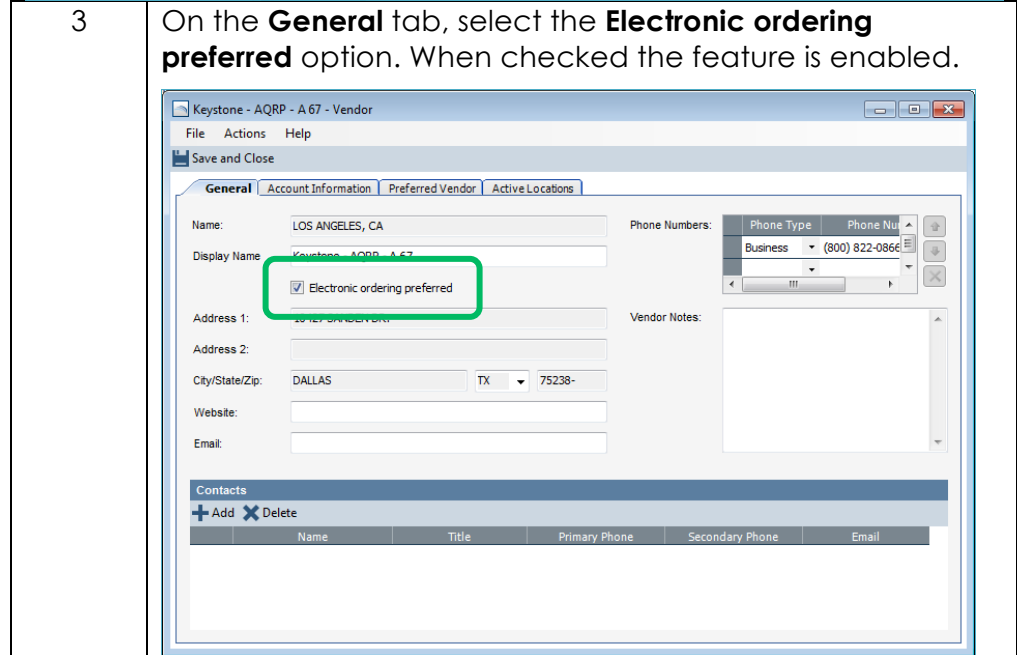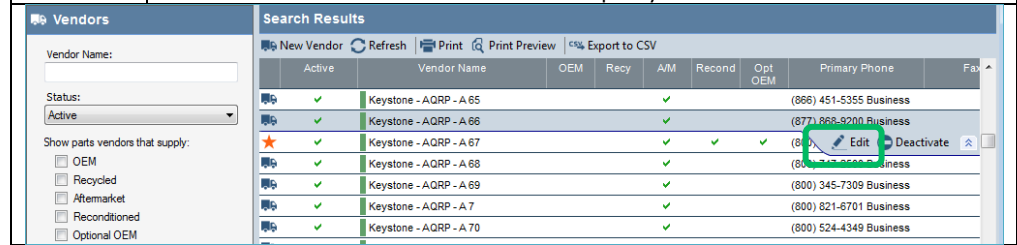| Step	Action
6	Click **Finish** to add the selected Vendors.
7	Repeat Steps 1 -6 to add Recycled or Optional OEM vendors.

Job Aid: Selecting ePO Preferred ARO Vendors in CCC ONE® Estimating

Procedure   Use the following steps to select Preferred Vendors who have electronic parts ordering capability. Existing preferred vendors are indicated by an orange icon to the left of the **Active** column.

Note: Vendors who have this feature are identified with a green vertical bar to the left of the vendor's name.
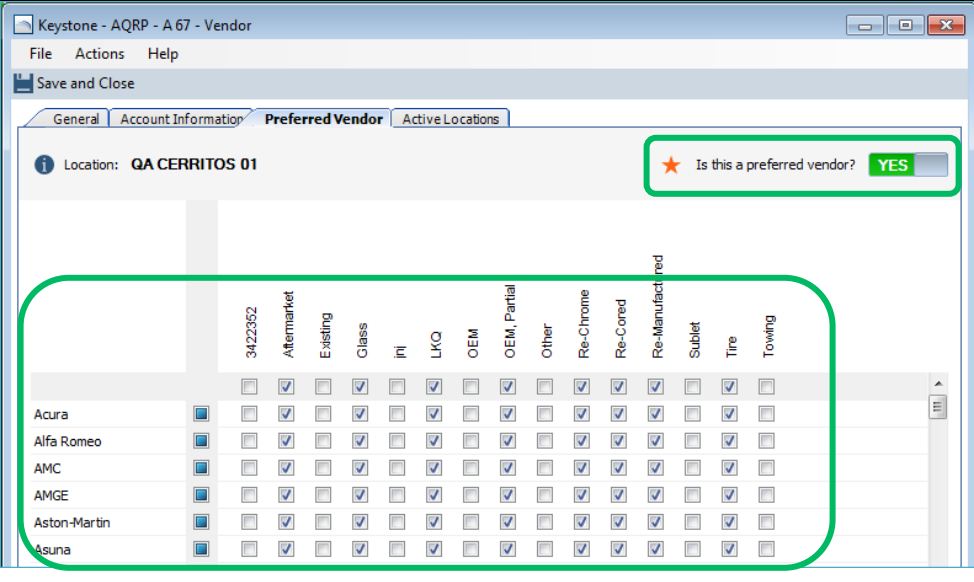
Step	Action
1	Go to **View** > **Vendors**. The Vendors screen displays.
2	Select a vendor, and then select **Edit** from the mini-toolbar. The selected vendor screen displays.
3	On the **General** tab, select the **Electronic ordering preferred** option. When checked the feature is enabled.

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Job Aid: Selecting ePO Preferred ARO Vendors in CCC ONE® Estimating, Continued

Procedure, continued

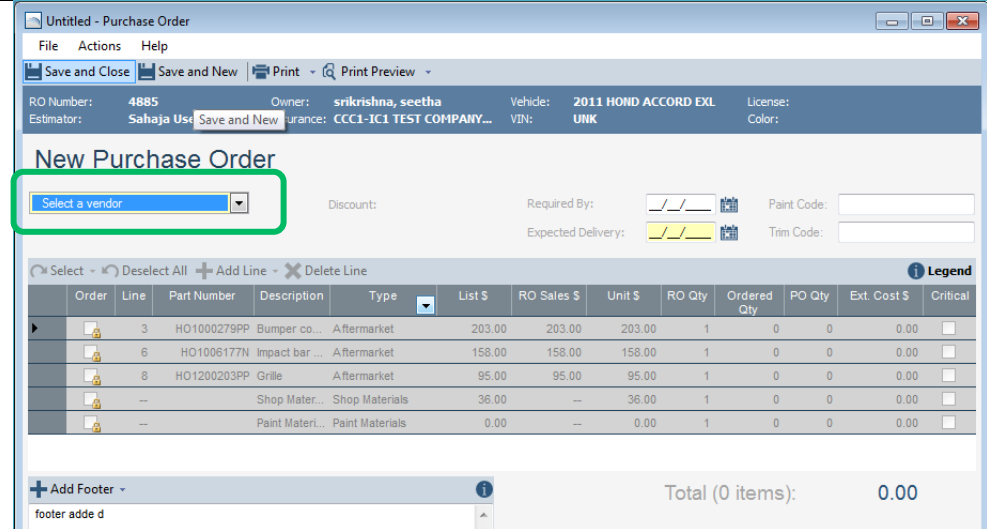| Step	Action
4	Select the **Preferred Vendor** tab, and then click on the **Is this a preferred vendor**? option. Selecting **YES** designates the vendor as preferred.
5	Select (check) vehicle makes and part types to include (optional).

Step	Action
6	Select **Save and Close**.

Select Parts and Request an Electronic Parts Quote

Before you begin

1. Ensure that the workfile has been converted to a repair order.
2. Verify that a vehicle has been selected from the MOTOR database. From the workfile, click on the **Vehicle** > **Description** tab.
3. Click on the **Estimate** > **Lines** tab and select parts from the MOTOR database.

Procedure

Step	Action
1	Click on the **Parts** tab, and then select **New Purchase Order**.
2	Select a vendor from the **Select a vendor** droplist.

Select Parts and Request an Electronic Parts Quote, Continued

Procedure, continued

Step	Action
3	After selecting the vendor, verify that the **Place order electronically** option is checked, and then select the estimate line parts to be ordered. You may also click on **Select** > **(All)** as well to order all parts from the selected vendor.
4	Click on **Get Quotes**.

Step	Action
5	Select **Save and Close** or **Save and New** to create a new purchase order from another vendor. This action places the order electronically for the selected vendor.