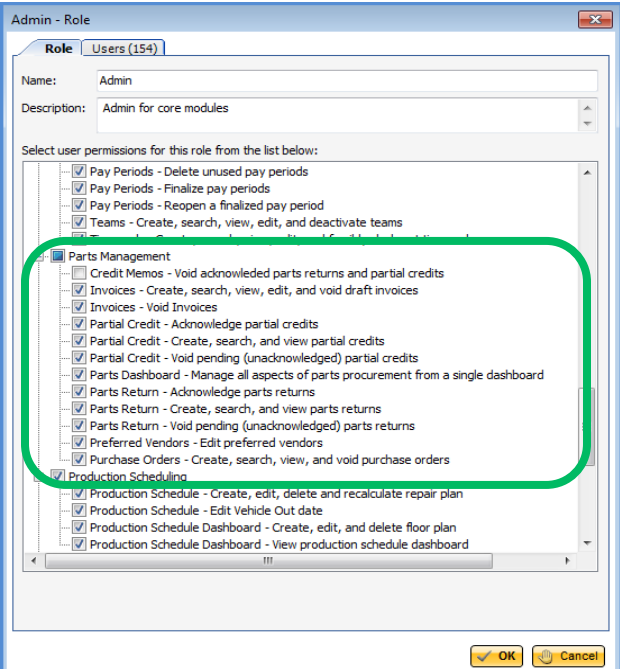


Job Aid: Add Aftermarket, Reconditioned and Optional OEM (ARO) Vendors to CCC ONE®

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.

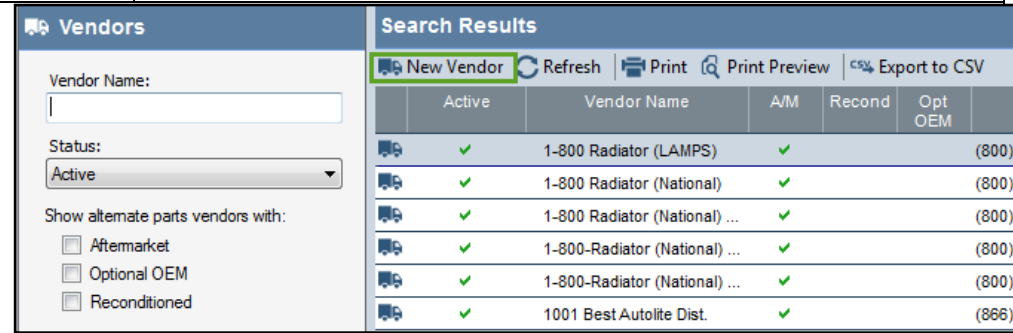
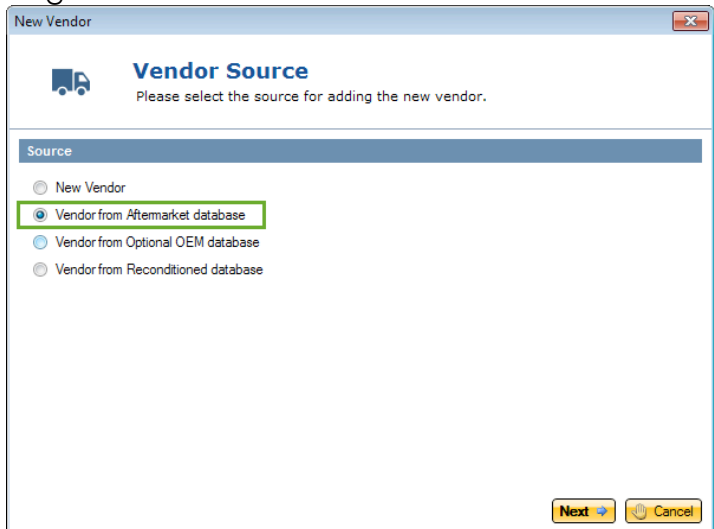
Step	Action
1	Log on to CCC ONE®, and then select Configure > Security Roles from the menu bar.
2	Select your security role, and then select Edit from the mini-toolbar.
3	<p>Verify that you have the proper permissions selected as shown under Parts Management in the Role tab, and then click OK.</p> 

Continued on next page

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.
 <p>The screenshot shows the 'Vendors' screen with a search filter set to 'Active'. The 'Search Results' table lists several vendors, including '1-800 Radiator (LAMPS)', '1-800 Radiator (National)', and '1001 Best Autolite Dist.'.</p>	
2	<p>Click on the New Vendor button. The New Vendor wizard displays. You must select the vendor Source option to begin.</p>  <p>The screenshot shows the 'New Vendor' wizard with the 'Vendor Source' screen. The 'Vendor from Aftermarket database' option is selected and highlighted with a green box.</p>

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.

Continued on next page



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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.

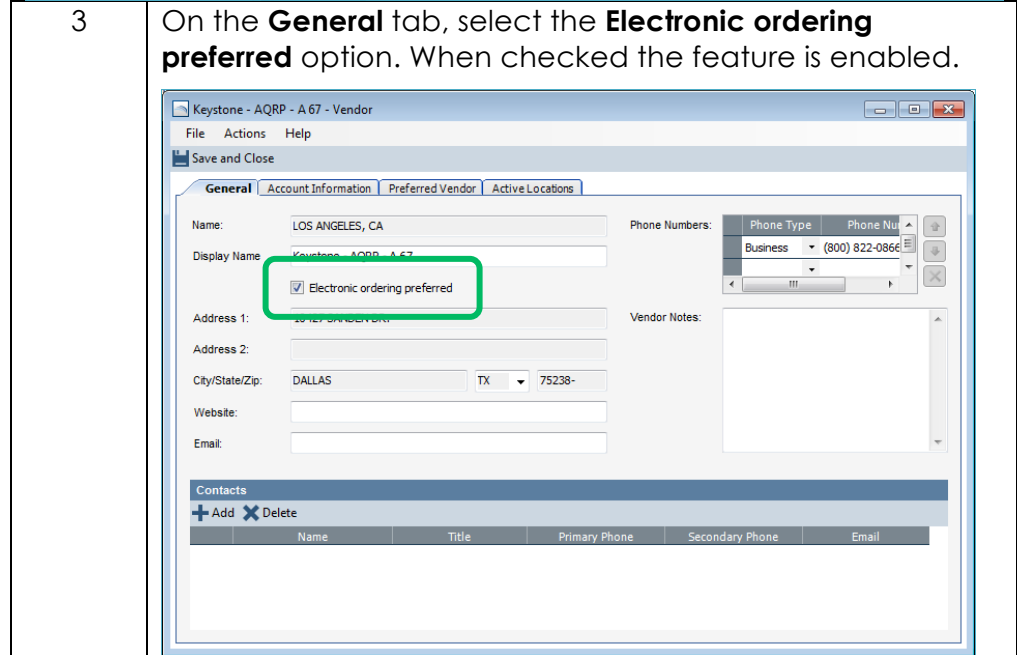
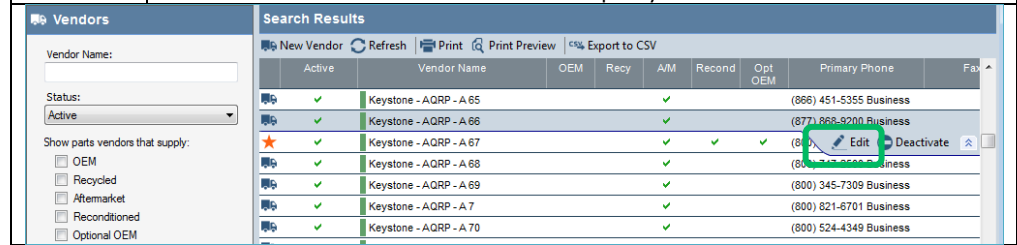
Job Aid: Selecting ePO Preferred ARO Vendors in CCC ONE® Estimating

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.

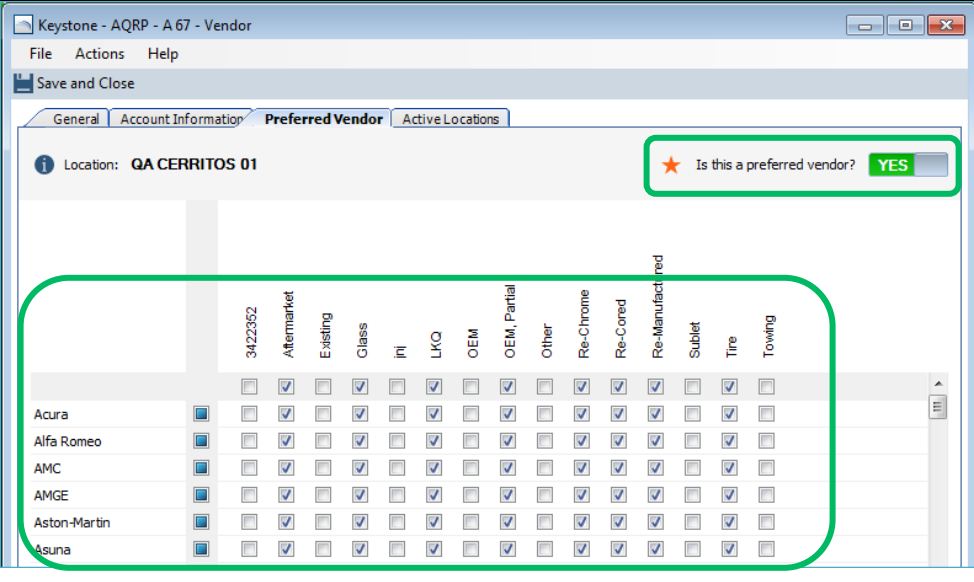
Step	Action
1	Go to View > Vendors . The Vendors screen displays.
2	Select a vendor, and then select Edit from the mini-toolbar. The selected vendor screen displays.



Continued on next page

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).
	
6	Select Save and Close .

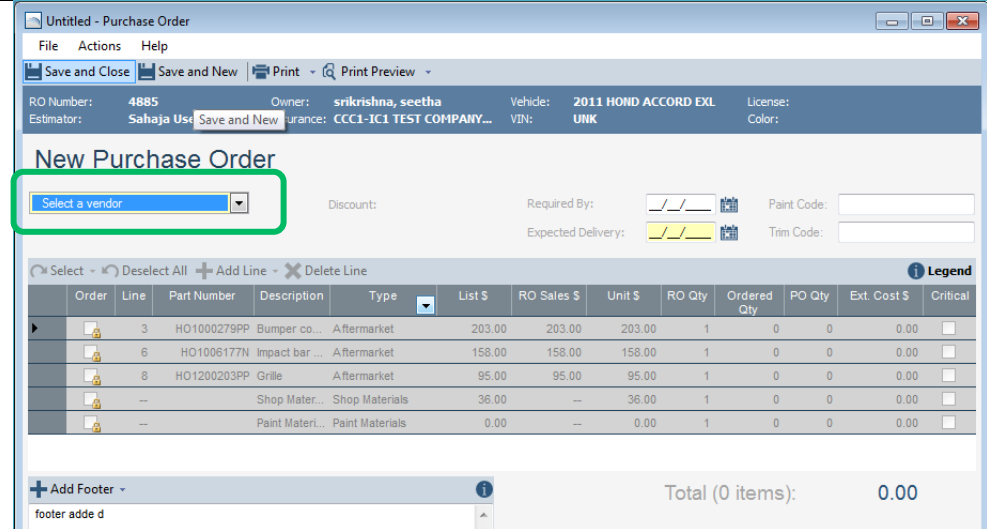
Select Parts and Request an Electronic Parts Quote

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.



Continued on next page

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 .
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The screenshot shows the 'New Purchase Order' window with the following details:

- RO Number: 4885, Estimator: Sahaja User, Owner: srikrishna, seetha, Insurance: CCC-ICI TEST COMPANY...
- Vehicle: 2011 HOND ACCORD EXL, License: UNK
- Discount: 0.0%
- Required By: 04/02/2015, Expected Delivery: 04/02/2015
- Part Code and Trim Code fields are empty.
- The 'Place order electronically' checkbox is checked.
- A table lists three parts:

Order	Line	Part Number	Description	Type	List \$	RO Sales \$	Unit \$	RO Qty	Ordered Qty	PO Qty	Ext. Cost \$	Critical
	3	H01000279PP	Bumper co...	Aftermarket	203.00	203.00	203.00	1	0	0	0.00	
	6	H01006177H	Impact bar...	Aftermarket	158.00	158.00	158.00	1	0	0	0.00	
	8	H01200203PP	Grille	Aftermarket	95.00	95.00	95.00	1	0	0	0.00	
- Total (0 items): 0.00
- The 'Get Quotes' button is highlighted with a green arrow.

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.
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The screenshot shows the 'New Purchase Order' window with the following details:

- RO Number: 4885, Estimator: Sahaja User, Owner: srikrishna, seetha, Insurance: CCC-ICI TEST COMPANY...
- Vehicle: 2011 HOND ACCORD EXL, License: UNK
- Discount: 0.0%
- Required By: 04/02/2015, Expected Delivery: 04/02/2015
- Part Code and Trim Code fields are empty.
- The 'Place order electronically' checkbox is checked.
- A table lists three parts with their quantities and costs:

Order	Line	Part Number	Description	Type	List \$	RO Sales \$	Unit \$	RO Qty	Ordered Qty	PO Qty	Ext. Cost \$	Critical
	3	H01000279PP	Bumper c...	Aftermarket	199.00	203.00	119.40	1	1	1	119.40	
	6	H01006177H	Impact b...	Aftermarket	162.00	158.00	97.20	1	1	1	97.20	
	8	H01200203PP	Grille	Aftermarket	89.00	95.00	53.40	1	1	1	53.40	
- Total (3 items): 270.00
- The 'Save and Close' and 'Save and New' buttons are highlighted with a green box.
- A green bar at the bottom states: 'Parts quoted and ready to order.'