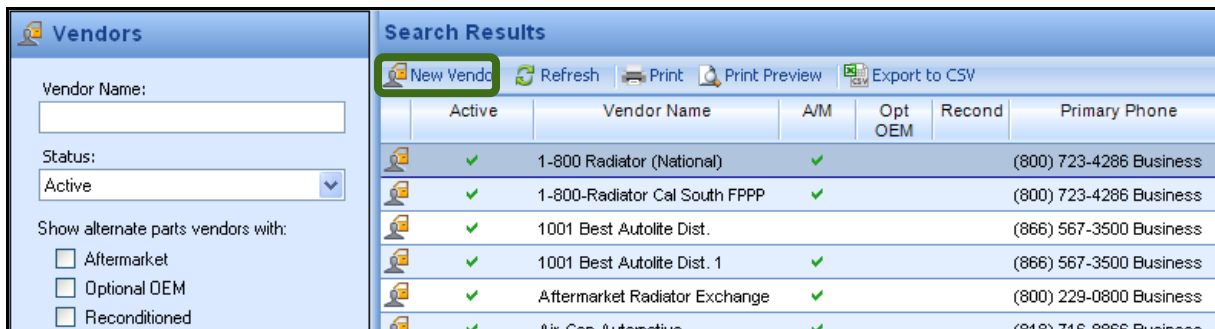


Job Aid: Add Aftermarket, Reconditioned and Optional OEM (ARO) Vendors to CCC ONE®

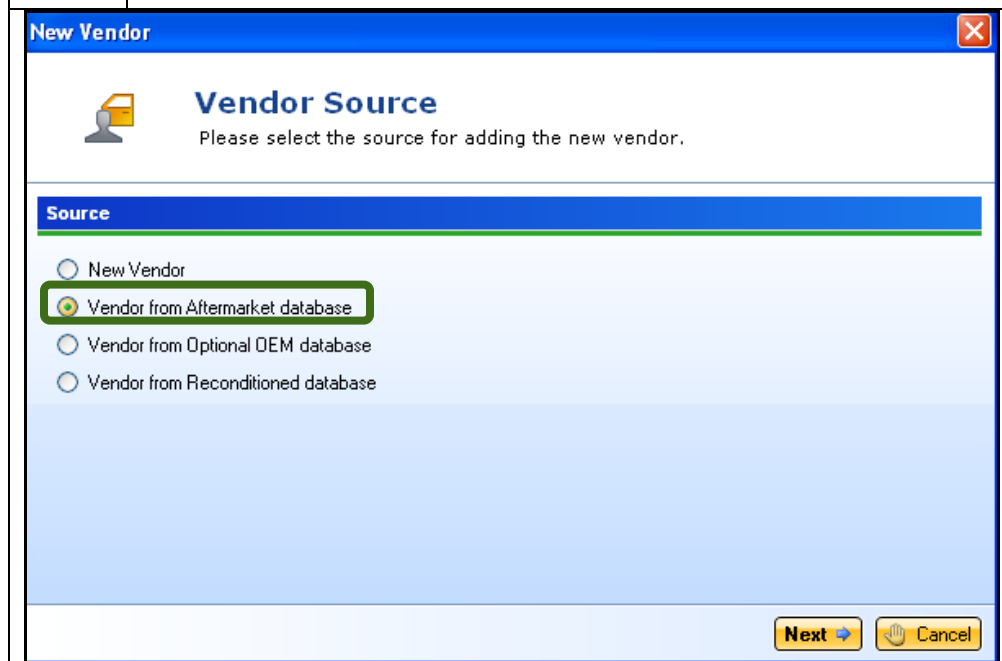
Purpose This Job Aid demonstrates how to add ARO Vendors.

Procedure Use the following steps to add Aftermarket Vendors.

Step	Action
1	Go to the View Menu and select Vendor . The Vendor screen displays.



2 Click on the **New Vendor** link. The New Vendor wizard displays. You must select the Vendor Source 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 Vendor from Aftermarket database and then click Next . The Select Vendors criteria display.
4	Select desired search criteria and then click the Search button. Vendors that meet the selected criteria display as shown above.
5	Click in checkbox of desired vendors to select them and then click Next . The Activate Aftermarket Vendor screen displays.
6	Click Finish to add the selected Vendors.
7	Repeat steps to add Recycled or Optional OEM vendors.

Important! You may get a prompt to identify the right Vendor if multiple similar vendors match the one you select. Select the correct Vendor and continue to this screen.