Electronic Parts Ordering

This job aid describes the following tasks involved with electronic parts Introduction ordering:

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View Configured Vendors	This section discusses how to view your existing configured electronic vendors in the Action Center. Review the vendors you already have configure prior to adding additional vendors.
_	

Access Follow the steps below to access Action Center in **CCC ONE** desktop and Action Center cccone.com.

To access the Acton Center in **CCC ONE** desktop:

 Select the Action Center banner in the top right, the Action Center page opens in cccone.com.





View This table reviews how to configure new electronic vendors using the Configured Action Center. Vendors





View Configured

Vendors, Continued





Adding	This section discusses how to add vendors to your repair facility. Additionally,
Vendors	you can mark vendors as preferred.

Adding Follow the steps below to access the Vendors settings in **CCC ONE** desktop Vendors and cccone.com:

To view Vendors in **CCC ONE** desktop:

Select **View**, then **Vendors**, the Vendors page opens in cccone.com. •



To view Vendors in cccone.com.

Select the **menu**(A) icon, then **Vendors**(B), the • Vendors page opens.

OR

Select the menu icon, then Settings (C), then select • the **Vendors**(D) tile on the Settings screen to open the Vendors page.







Adding

Follow the steps below to add a new vendor in **cccone.com**:

Vendors,

Continued

Step	Action
1	Select the +Add button, then select Parts Vendor, the Add part vendor popup opens.Settings > Vendors < Vendors
	Search by vendor
	+ Add
	Part vendor AE
	Other vendor Supplier Demo
2	 To locate a vendor, choose from the following Search criteria fields: Vendor Name: Enter a Vendor's Name. Part Type: Select the types of Parts a vendor provides. Vehicle Make: Select the types of Makes a vendor provides parts for. Delivers to Me: Select to include vendors that Delivers to me or All vendors nationally. Note: It is recommended to search by Delivers to me. Additional Advanced Search options allow you to specify your search results by: Ordering: Select an option for the Ordering method Electronic or Manual. Vendor ID: Enter the Vendor ID. Street Address/City/State/Zip: Enter the Vendors address details.
3	Select Search.

Account Test - Dealer	CITY OEM	RECY	A/M	RECOND	ODT OFM		Add part	
	Acworth •				OPTOEM	Account Test	vendor	
					0	Aftermarket 👻	popup select	
Account Test 16	Acworth •					Vehicle Make 👻	the search	
Account Test Dealer 2	Acworth •	÷			τ.	Delivers to me	icon in the	
Account Test PSG	Acworth •		2	э.		ADVANCED SEARCH	top right to	
Account Test PSG	Acworth •		0			Electronic 👻	reopen the	
Account Test PSG2	Acworth •		0			Vendor ID	closed Search	
Test PSG Account Philadelphia	•		0				criteria	
PSG Test - Scenario #2 - Chicago	•	0	0			Street address	panel.	
PSG Test Account - JA	•					City State - Zip code	I	



Adding Vendors,

Continued

Step				Acti	on				
4	Select a	A del mante con des							Q
	vendor, then	Add part vendor							~
	select OK to	VENDOR NAME	CITY	OEM	RECY	A/M	RECOND OPT OEM	CCC Test Vendor	:
	add. The Edit	CCC Test Vendor	Chicago	•		•	• •	107/50720	
	Vendors page	CCC Test Vendor 2	NAPERVILLE		٠		• •	123456789 vendor ID	
	opens.	CCC Test Vendor 3	Evanston	0	•		• •	167 Green St. Chicago, IL 60607	
		CCC Test Vendor 4	CHICAGO		0	•	• •	655)555-5555	
								email https://www.example.com	
								1	
								Electronic ordering available.	
		Can't find what you're loo	king for?					ОК	CANCEL
5	Review the vend	or details on t	he Edit Ve	endo	r pa	ge a	and make	e any necessary	
	changes, then se								
	Settings > Ve	ndors > Edit Vendor							
		t Vendor							
	VEND	OR LOCATIONS						A	
	GENEF	AL							
	Displa	y Name							
	ccc	Test Vendor					Vendor ID:	123456789	
	ccc	Test Vendor					Phone:		
		Green St. ago, IL 60607					Email:		
							Website:		
	ccc	Test Vendor is enabled for ele	ctronic ordering.						
	Co	ngrats! You have electronic quoti	ng, ordering, and invoid	ing. Click LO	CATION	S above †	to see which shops ar	e using electronic ordering.	
	SERVI	ΈS							
	~	Parts	V Sublet			Towing		Rental	
		C 11							
		Other							
								SAVE CANCEL	
6		cted to the Ve	endors pa	ge ar	nd tl	he r	new vend	or will now appear i	n your
	list of vendors.								



This section discusses how to set a vendor as preferred for your repair facility **Setting Vendor** as Preferred in cccone.com.

Follow the steps below to set a vendor as preferred in **cccone.com**:

Step	Action								
1	Select a Vendor , then select Edit from the Vendors page, the Edit Vendors page opens. Note: You have the option to Deactivate the Vendor.								
	Settings > Vendors								
	Search by vendor Q Status = Active only X + Add filter								
	+ Add 🐺 J. Sort by: Vendor Name								
	ACTIVE VENDOR NAME OEM RECY A/M RECOND OPT OEM PRIMARY PHONE ADDRESS SERVICES DISC % ISSUES								
	Test Vendor 1 Test Ve								
	🖉 Edit 🕞 Deactivate								
	PREFERRED VENDOR A preferred vendor is a parts or sublet supplier that your organization prefers to use over other available suppliers. When configured as a preferred vendor, the vendor is highlighted with a gold star in parts shopping, source parts, and checkout.								
	The Edit Vendors screen will show the following to let you know if the vendor is enabled for electronic ordering:								
	Green Bar: Electronic Vendor that is <u>enabled</u> for electronic purchase orders.								
	Yellow Bar: Electronic Vendor that is <u>not enabled</u> for electronic purchase orders.								
	No Bar: Manual Vendor.								



Setting Vendor as Preferred,

Continued

Step	Action									
3	Move the slider to Enabled. Additional Part Account and Vehicle Makes sections will appear.									
4	Select the desired options in the Part Account and Vehicle Makes section. A minimum of one part type and one vehicle type is required for each section.									
5	Select Save to apply you Settings > Vendors > Edit Vendor > Edit Preferred V ← Edit Preferred Vendor - Test Vendor	endor								
		Preferred helps your team decide which ven nge star 🏫 when sourcing and ordering par	ndor to select for specific manufacturers and part cate	gories. Preferred vendors are						
	PART ACCOUNTS									
	CCC Test Shop settings specifies this vendor at OEM	OEM. Partial	LKQ	Aftermarket						
	Re-Manufactured	Re-Cored	Re-Chrome	Existing						
	Glass KentAM	Other	Sublet	Opt OEM						
	VEHICLE MAKES			SELECT ALL						
	CCC Test Shop settings specifies this vendor at Buick Pontiac	preferred for the following vehicle makes:	Chevrolet	GMC						
				SAVE CANCEL						
6	The vendor will now sho orange star.	w as Preferred in	your list of vendors	indicated by an outlined						
	Add	Y A/M RECOND OPT OEM PRIM	MARY PHONE ADDRESS	F ↓ Sort by: Vendor Name SERVICES DISC % ISSUES						
	🛧 • Test Vendor 1 • •		1234 Main St, Sioux Falls,	Parts 0.0 1 issue						
				🖉 Edit 💮 Deactivate						



Submitting an Follow the steps below to submit an order to a supplier: Order



Submitting an

Order, Continued

	DESCRIPTION	+ EXT. PRICE 5	VENDOR	+ UNIT COST \$	STOCK	DELIVERY	QTY	ORDER \$	s D %	
FRONT B	SUMPER & GRILLE	Children P	TUTUUN	0107 0007 9	STOCK	Decitori	40	UNDER 2	inserver t	
	OEM Bumper cover w/o prk sensor 521190X936	250.59	☆ OE Dealership De	187.94		1 day	1	187.94	62.65	9
	A/M CAPA Grille assy w/o surround view 5310106A70	381.00	Aftermarket Suppl	285.75	1	1 day	1	285.75	95.25	٩
	OEM RT Side retainer 5253506210	53.70	☆ OE Dealership De	40.28		1 day	1	40.28	13.42	٩
FRONT L	AMPS									
	RECY RT Headlamp assy w/o smoke tint RT 8111006D71	1,547.50	☆ Recycled Supplier	1,238.00	1	2 days	1	1,238.00	696.38	review parts
	Paint Materials	126.00	Select vendor	126.00			1	126.00		٩
	Shop Materials	2.00	Select vendor	2.00			1	2.00		٩
Purchase	Order Summary						ORD	ER PARTS	\$1 ,751.9	
4 parts, 3 vend						TOTAL		TOTAL	Margin: \$867	.70
VEND						PO QTY		PO \$	MARGIN	
	OE Dealership Demo Please contact with 1 hour to confirm availability	and expected deliv	ery date			2 Send estima		\$228.22 with purchase	76.07 order 🕕	
	Aftermarket Supplier Demo							\$285.75	95.25	
								3203.13	33.23	
	Select PO comments					Send estima	te lines i	with purchase	order 🕕	
				ion		Send estima	ite lines i	with purchase	order 🕚	
	Select PO comments		Act							d the est
The P	Select PO comments		isplays the	parts	on	the e	est	imat	e an	
The P the pa	Parts Checkout scr art in the Part Check	ckout	isplays the process se	parts egmen	on	the e	est	imat	e an	
The P the pa Taba	Parts Checkout scr art in the Part Checkout	ckout Co	isplays the process se plumns (B)	e parts egment):	on ted	the e by T	est ab	imat s an	e an d Co	lumns:
The P the pa Taba	Parts Checkout scr art in the Part Check	ckout Co	isplays the process se	e parts egment):	on ted	the e by T	est ab	imat s an	e an d Co	lumns:
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The P the pa • No of par orc • Re par rec • All	Parts Checkout scr art in the Part Checkout s (A): t Ordered: Number parts that have not en ordered. dered: Number of rts that have been dered. ceived: Number of rts that have been ceived. Parts: Number of	ckout C er • I • I • I • I • I	isplays the process se olumns (B) Descriptio Extended I o Select + 1 Vendor: Pr Jnit Cost: o Select + 1 Stock: Sup supplier) Delivery: A Quantity: N	parts egment egment f: n: Part Price: to expa referre Part co to expa oplier C anticipa	on ted Tot and ost and Jua ate	the e by T ame a tal pa l and cosh l and ntity ed de f par	est anc art vie or. nop vie Av	imat s an d nun cost ew m o. ew m vailat er tin oeing	e an d Co nber to c nore nore ble. (details. details. details. details. details. details. details.
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Submitting an

Order,

Continued

Step	Action									
4	Use the checkboxes (A) to select the parts you would like to order, while deselecting the parts you're not ready to order.									
	Note: To find an alternative vendor select the searc popup that appears select Seach all active vendors the desired vendor.	. ,		t						
	Not Ordered 0 Received 0 All Parts 0									
	A DESCRIPTION EXT. PRCE 5 VENDOR UNIT COST 5	STOCK DELIVERY QTY	S D N ORDER S MARGN	B						
	OEM Bumper cover w/o prk sensor 250.59 🏠 OE Dealership De 187.94	1 day1	187.94 62.65	٩						
	Vendor(s) selected, Total PO Quantity, Total PO \$, a checkboxes in this section to:		2							
6	 Send vehicle photos: This will send the appropriate vehicle send estimate lines with purchase order: This will send non-ordered parts to the vendor. Note: Select the information icons to learn more. Select Order Parts once you're ready to order your performance. 	end to estima arts. A scree	ate lines for							
6	 Send vehicle photos: This will send the appropriate vehicle photos: This will send the appropriate vehicles and estimate lines with purchase order: This will send non-ordered parts to the vendor. Note: Select the information icons to learn more. Select Order Parts once you're ready to order your p to indicate that the Parts have been successfully order. 	end to estima arts. A scree	ate lines for en will appe	ear						
6	 Send vehicle photos: This will send the appropriate vehicle send estimate lines with purchase order: This will send non-ordered parts to the vendor. Note: Select the information icons to learn more. Select Order Parts once you're ready to order your performance. 	end to estima arts. A scree	ate lines for	ear						
6	 Send vehicle photos: This will send the appropriate vehicle photos: This will send the appropriate vehicles and estimate lines with purchase order: This will send non-ordered parts to the vendor. Note: Select the information icons to learn more. Select Order Parts once you're ready to order your p to indicate that the Parts have been successfully order. 	end to estima arts. A scree	ate lines for en will appe	51.97 51.97						
6	 Send vehicle photos: This will send the appropriate vehicle send estimate lines with purchase order: This will senon-ordered parts to the vendor. Note: Select the information icons to learn more. Select Order Parts once you're ready to order your p to indicate that the Parts have been successfully order. 	arts. A screed dered.	ate lines for en will appe ORDER PARTS \$1.7 Margin 1 TOTAL 107A	51.97 5867.7						
6	 Send vehicle photos: This will send the appropriate vehicle photos: This will send the appropriate vehicle. Send estimate lines with purchase order: This will send the vendor. Note: Select the information icons to learn more. Select Order Parts once you're ready to order your p to indicate that the Parts have been successfully order. Purchase Order Summary Appendix Jundors 	arts. A screed dered.	en will appe ORDER PARTS \$1.7 Margin 5 TOTAL TOTAL	51.97 5867.77 8867.77						
6	 Send vehicle photos: This will send the appropriate vehicle send estimate lines with purchase order: This will senon-ordered parts to the vendor. Note: Select the information icons to learn more. Select Order Parts once you're ready to order your p to indicate that the Parts have been successfully order Purchase Order Summary Personance (VENDOR) Please contact with 1 hour to confirm availability and expected delivery date Attermarket Supplier Demo 	end to estimate arts. A screed dered.	en will appe ORDER PARTS 51.7 Margin : TOTAL PO 5 MARGE 5228.22 76.0 te lines with purchase order (5285.75 95.2	51.97 58657.7(0 25						
6	 Send vehicle photos: This will send the appropriate version of the send estimate lines with purchase order: This will send the vendor. Send estimate lines with purchase order: This will send the vendor. Note: Select the information icons to learn more. Select Order Parts once you're ready to order your p to indicate that the Parts have been successfully order Purchase Order Summary 4 perts 3 vendors VENDOR I CE Dealership Demo Prese contact with 1 hour to confirm availability and expected delivery date 	end to estimate arts. A screed dered.	en will appe ORDER PARTS \$1.75 Margine 3 TOTA 5228-22 760 te lines with purchase order (51.97 5867.7 N 07 0						
6	 Send vehicle photos: This will send the appropriate vehicle send estimate lines with purchase order: This will senon-ordered parts to the vendor. Note: Select the information icons to learn more. Select Order Parts once you're ready to order your p to indicate that the Parts have been successfully order Purchase Order Summary Personance (VENDOR) Please contact with 1 hour to confirm availability and expected delivery date Attermarket Supplier Demo 	end to estimate arts. A screet dered. TOTAL PO QTY 2 Send estimate 1 Send estimate	en will appe or will appe ORDER PARTS \$1.7 Margin : TOTAL PO 5 MARGE 5228.22 76.0 te lines with purchase order (5285.75 95.2 te lines with purchase order (Dealership Demo	51.97 58657.7(0 25						



Follow the steps below to navigate to your inbox in **cccone.com** or **CCC ONE** Order Confirmation desktop to review the message from the supplier once they have confirmed your order or view changes that may have been made:

View messages in **cccone.com**:

Step	Action					
1	Select the Bell icon.	si'A	୭	\cap	9	DS
	Note: If open close the Repair Order.	~~>	÷		Ĭ	03
2	Select to expand Vendors and open Electron	ic Orders	S.			
3	Select a Purchase Order from the list, here yo including: Expected Delivery, Part Avaliblity			etails c	of the	order

	> Action Items	9	Vendors: Electronic orders		Order update Purchase order updated - 123456789-P0-001				
	> Appointments > CCC	13	Purchase order updated - 123456789-P0-001 OE Dealership Demo	Today	OE Dealership Demo RO 12345678	1/25/2024 4:41 PM			
	Insurance OEM Network		Purchase order updated - 123456789-P0-002 OE Dealership Demo	Today	3 PO 2020 SUV Generi 123456789-PO-0 View Workfile				
2	 Vendors Electronic Orders 	41	Purchase order updated - 123456789-P0-003 OE Dealership Demo	Today	OE Dealership Demo updated your purchase				
	Messages Diagnostic reports		Purchase order updated - 123456789-P0-004 OE Dealership Demo Today		Backordered - Bumper cover, 123123ABC123, Qty 1, \$219.18 Exp. Delivery - Lower grille, 123123ABC123, Changed to 1/30/2024 Exp. Delivery - Grille assy, 123123ABC123, Changed to 1/30/2024 Part Added - RT Fog Jamp assy, 123123ABC123, Qty 1, \$180.52				
			Purchase order updated - 123456789-P0-005		Exp. Delivery - RT Fog lamp assy. 123123ABC12	23, Changed to 1/29/2024			



Note: This section is for Repair Workflow user only. Order

Confirmation,

Continued

From the workfile view follow the steps below to view messages in **CCC ONE**[®] desktop:

Step	Action
1	Select the Parts tab.
2	Then under Views select By RO Lines . Here you will see the details of the order such as Backorder , Expected Delivery , Added Parts , Expected Delivery changes.

FILE WORKFILE	VIE	W											
Save Save and Print Close	Send (New Close RO	Cancel RO		→ EMS Export	Tesla C	heckout			919519 1FK8 DU	98 237707		
File			Workfile		Export	Action	ns L						
		, , , , , , , , , , , , , , , , , , , ,	· · · · · ·										
Contacts Insurance I	nspection	Rental Vehicle	Estimate Rates	Attachmer	nts Performan	ce Labor P	arts ceipts	Repair Plan	Total Loss	Notes	Events Forms		
iews	By RO L												
Summary	🛅 New	Purchase Order 🧯	🖞 New Invoice 🛍 Nev	v Parts R	eturn 🛅 New	Partial Credit	🚔 Print 🛛 🛕 Print	Preview					
By Document Type By Vendor	Line	Part Number	Description	1	Туре	List Price \$	Cost \$	RO Qty	Order Rec Qty Qt			Backordered	
By RO Lines	3	5211906974	Bumper cover	OEM		313.12	0.00	1	1	0	0 1/30/2024	+ 🗾 ×	
	6	5311206200	Lower grille	OEM		75.83	0.00	1	1	0	0 1/30/2024	ł	_
	7	5310106560	Grille assy	OEM		308.03	0.00	1	1	0	0 1/30/2024	ł	_
	9	8111006470	RT Headlamp assy L,	OEM		414.15	0.00	1	1	0	0 1/30/2024	ł	_
2	11	8121006071	RT Fog lamp assy	OEM		188.40	0.00	1	0	0	0		_
	14	5330106150	Hood	OEM		562.29	0.00	1	0	0	0		_
	19	5381106140	RT Fender	OEM		265.08	0.00	1	0	0	0		_
	24	5387506120	RT Fender liner L, LE	OEM		96.22	0.00	1	0	0	0		_
		5311206200	Lower grille	OEM		0.00	0.00	0	1	0	0		_
		5330106150	Hood	OEM		0.00	0.00	0	1	0	0		_
		5211906974	Bumper cover	OEM		0.00	0.00	0	1	0	0		_
			Shop Materials	Shop Ma	aterials	19.50	0.00	1	0	0	0		_
		5387506120	RT Fender liner L, LE	OEM		0.00	0.00	0	1	0	0		_
			Paint Materials	Paint Ma	aterials	585.00	0.00	1	0	0	0		_
		5310106560	Grille assy	OEM		0.00	0.00	0	1	0	0		
	Related	Documents											
	Cr	itical Docume	nt Numb	er	Created	Status	Vendor Nar	ne	Required	d Expec	ted Pickup	Total Parts	Total \$
	i a	Purchase Ord	ler 109195198-PO-00)2	1/25/2024	Completed	OE Dealership De	emo ا	1/25/2024	1/30/20	24	3	449
	1 0	Purchase Ord	ler 109195198-PO-00	13	1/26/2024	Completed	OE Dealership De	emo 🚨	1/26/2024	1/30/20	24 - 💕 V	/iew 🚗 Print 💭	Vendor Chat
	(internet in the second se	Invoice	6584351		1/26/2024	Draft	OE Dealership De	mo 📕				2	509



Note: This section is for Repair Workflow user only. You must have a Supplier Messages confirmed order to begin sending messages to a vendor.

Follow the steps below to view/ respond to messages received from the supplier in CCC **ONE** desktop:

Step	Action								
1	Select the Envelope icon to open your inbox.								
2	Then select Vendors , to view messages sent by your Vendors.								
3	Select the message you want to view, then select View . The Vendor Chat window opens.								
	C CCC ONE - □ × Ξ New • View • Action • Recent • Reports • Configure • Tools • Search help Q ① C CCC Total Charge 11 action items ⊠ [2]								
	CCC Test Shop 99+ 0 My Inbox - Vendors 1 C Refresh								
	→ MyTasks → New Message Delete All								
	From Subject Message Received V ^								
	OE Dealership 109195319-PO-001 Thank you for the business! 2/26/2024								
	OE Dealership Order Updated OE Dealership Demo updated your purchase order. EX								
	Co-workers 0 0E Dealership 109195318-PO-001 thank you for the order! 2/26/2024 0E Dealership Order Updated 0E Dealership Demo updated your purchase order. Exp. 7 6/2024								
	Open Shop Assignments OE Dealership Order Updated OE Dealership Demo updated your purchase order. Price DRP Assignments (30 days) 0 DE Dealership 109195277-P0-004 Chat 2/26/2024								
	Payments OE Dealership 109195277-P0-004 Type a message 2/26/2024								
	Vendors 465 OE Dealership Order Updated OE Dealership Demo updated your purchase order. Exp. Deli 2/26/2024								
	S My Sent Messages 0E Dealership 78435764-P0-001 Delivery for the following line(s) has been undated: Line #6 2/26/2024								
	Image: Second state sta								
4	 To respond select an option from the dropdown: If you select Custom message, enter the message in the field, then select Send. If you select Request status on delivery, it will prompt a status message, edit if needed then select Send. If you select Request update on 								
	backorder, it will prompt a status message, edit if needed then select Send .								



	U FOIIOW		eps below to								
Step				Α	ction						
1	Select the magnifying		DESCRIPTION		+ EXT. PRICE \$	VENDOR	+ UNIT COST \$ STO	S C %			
	glass icon.	FRONT BUMP	ER & GRILLE OEM Bumper cover 17A807217GRU		563.33		422.50	1	1 422.50		
			A/M Impact bar bumper cod 17A807109Q	: 2JX 225.00			225.00	1	225.00	9	
		FRONT LAMPS RECY RT Headlamp assy w/o projector len 17A941036E			750.00		750.00	1	750.00	٩	
2	Select Searcl	h all ac	ctive vendo	ors.	Bum	nper C	over				
						DESCR	IPTION	VENDOR			
						OEM OEM		🕁 🛛 OE Deale	rship Dem	0	
						Search	n all active vendo	rs			
3	Search for, th for your purcl		-	-	-		Select vendor	×			
	Hint: To mark	d,		Part Supplier VENDOR NAME	×						
	follow the ste Vendor section	:he Set Pre			😭 Part Supplier						
									ОК	CANCEL	
4	Select Order	Parts.		Purchase Or	der Summar	ry			ORDER PARTS	\$305.45 Margin: \$0.00	
				VENDOR				TOTAL PO QTY	TOTAL PO \$	TOTAL MARGIN	
				☆	Part Supplier			1	\$305.45		
					Select PO comm	nents		Not	available for elect	ronic order.	
	VENDOR		lf vendo	r is elec	tronic	cally	enabled, t	o manua	lly cre	ate a	
	: 🏠 OE Dealers	hip Demo	PO, sele	ct the e		-	n, then sel		-		
	Save order without se	nd	without	send.							

Manual DO Follow the steps below to create a Manual PO via the Checkout Cart



This section describes how to **Re-order parts** from a supplier. **Re-order Part**

Follow the steps below to submit an order to a supplier:

Step	Action								
1	Select the Ordered tab.								
2	Locate part to re-order then select the ellipsis icon.								
3	Then select Re-order part.								
4	Select the desired vendor, then select OK. Hod CK. Hod DESCHIPTION VINDOR CK CK CK CK CK CK CK CK CK CK								
5	Select the All Parts tab, the part reordered will be selected.								
6	Select ORDER PARTS . The part is now ordered.								
	ORDER PARTS \$439.18 Margin: \$188.22 VENDOR TOTAL TOTAL TOTAL TOTAL TOTAL TOTAL PO S Margin: \$188.22 VENDOR TOTAL TOTAL <th colspan="2" th="" total<=""></th>								

