

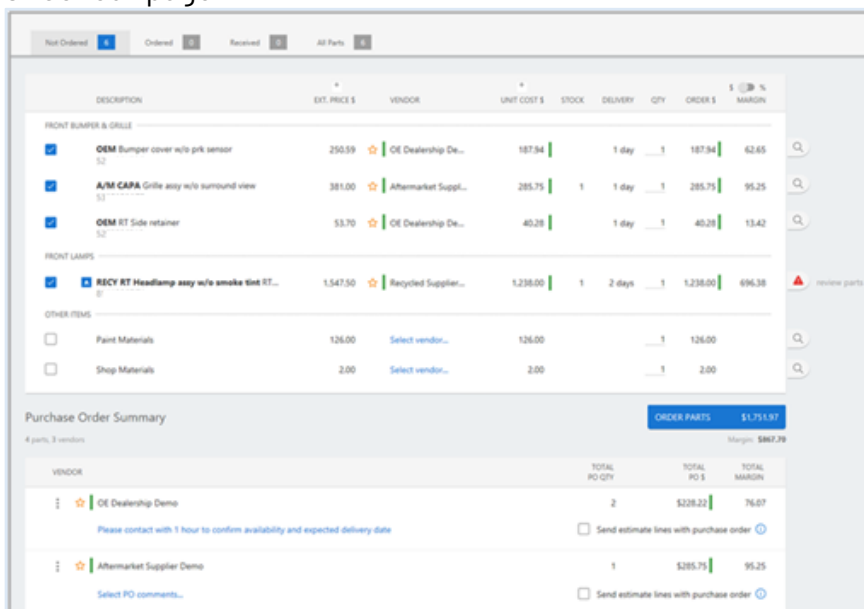
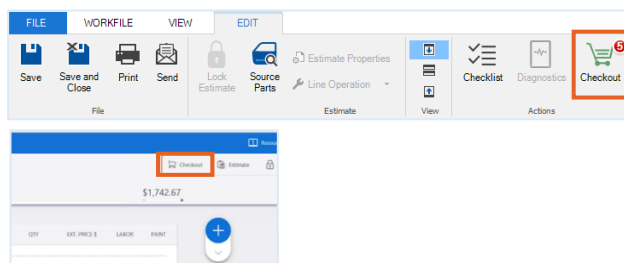
CCC ONE® - Submitting a Part Order

Introduction This job aid provides information on how Repair Facilities submit part orders to a supplier.

Note: The purpose of this job aid is to provide insight into CCC ONE Checkout process.

Submitting Part Orders Repair Facilities follow steps below to submit a part order:


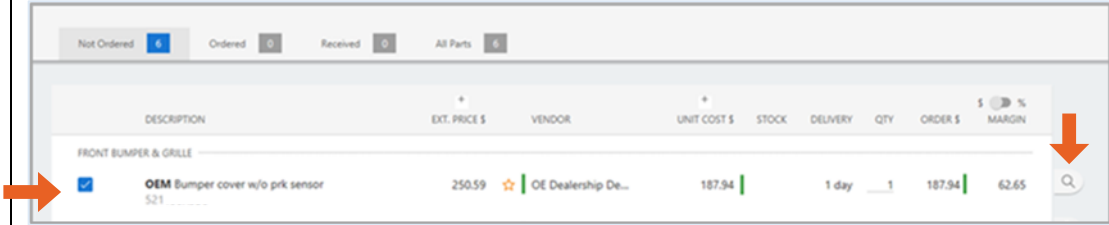

Step	Action
1	Open a Repair Order (RO) that is ready with parts added.
2	<p>Select the Checkout button to view parts availability and cost (for the supplier).</p> <p>The Checkout button looks the same whether you are on CCC ONE® Estimating Desktop</p> <p>or CCCONE.COM.</p>
3	<p>The Preparing for Checkout screen appears briefly followed by the Parts Checkout page.</p>



Continued on next page

CCC ONE® - Submitting a Part Order, Continued

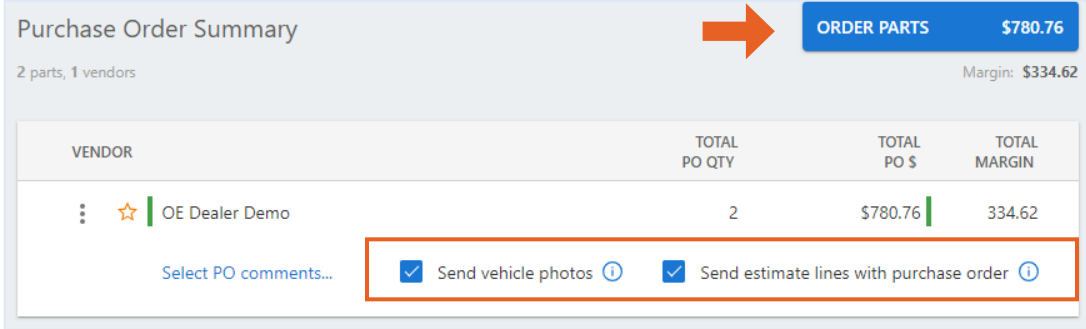
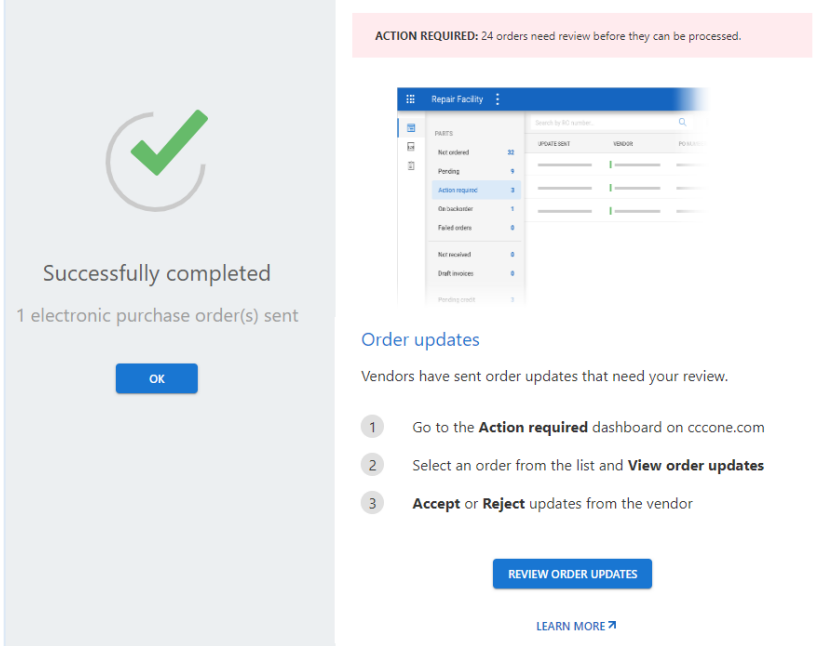
Submitting Part Orders, Continued

Step	Action												
	<p>Note columns on the Parts Checkout page.</p> <table border="1"> <tr> <td>Ext. Price \$</td><td>This is the total cost for the individual part and can be different when there is a quantity greater than zero.</td></tr> <tr> <td>Unit Cost \$</td><td>This is the shop cost for the part taking into consideration their discount. This can be different based on quantities greater than zero.</td></tr> <tr> <td>Stock</td><td>On-hand stock provided by vendor.</td></tr> <tr> <td>QTY</td><td>Purchase Order Quantity</td></tr> <tr> <td>QUOTE \$</td><td>The quoted cost amount (shop's cost).</td></tr> <tr> <td>MARGIN \$ or %</td><td>Toggle to display the profit for the shop (List \$ amount minus Quote \$ amount) expressed as a percentage or dollar amount.</td></tr> </table>	Ext. Price \$	This is the total cost for the individual part and can be different when there is a quantity greater than zero.	Unit Cost \$	This is the shop cost for the part taking into consideration their discount. This can be different based on quantities greater than zero.	Stock	On-hand stock provided by vendor.	QTY	Purchase Order Quantity	QUOTE \$	The quoted cost amount (shop's cost).	MARGIN \$ or %	Toggle to display the profit for the shop (List \$ amount minus Quote \$ amount) expressed as a percentage or dollar amount.
Ext. Price \$	This is the total cost for the individual part and can be different when there is a quantity greater than zero.												
Unit Cost \$	This is the shop cost for the part taking into consideration their discount. This can be different based on quantities greater than zero.												
Stock	On-hand stock provided by vendor.												
QTY	Purchase Order Quantity												
QUOTE \$	The quoted cost amount (shop's cost).												
MARGIN \$ or %	Toggle to display the profit for the shop (List \$ amount minus Quote \$ amount) expressed as a percentage or dollar amount.												
4	<p>Use the checkbox next to the part you want to order.</p> <p> To find different vendor option, select the search icon.</p> <p>In the popup that appears, select Search all active vendors, then search and select the desired vendor.</p> 												
5	<p>Once all the desired parts have been selected, proceed to the Purchase Order Summary section at the bottom of the screen.</p> <p>This section shows the selected Vendor(s), Total PO Quantity, Total PO \$, and Total Margin.</p> <p>Use the checkboxes in this section to:</p> <ul style="list-style-type: none"> • Send vehicle photos: This will send the appropriate vehicle photos to the vendor. • Send estimate lines with purchase order: This will send to estimate lines for non-ordered parts to the vendor. <p> Click the information icons to learn more.</p>												

Continued on next page

CCC ONE® - Submitting a Part Order, Continued

Submitting Part Orders, Continued

Step	Action
	<p>Select Order Parts once you are ready to order your parts. A screen will appear to indicate that the Parts have been successfully ordered.</p>  <p>The system displays the successfully completed message and will create and send the Purchase Order to each vendor.</p>  <p>For Repair Workflow shops only, the workfile Parts tab and the Parts Dashboard are updated to reflect updated Purchase Orders and parts status.</p>