
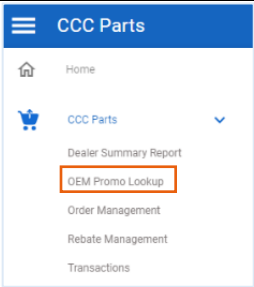
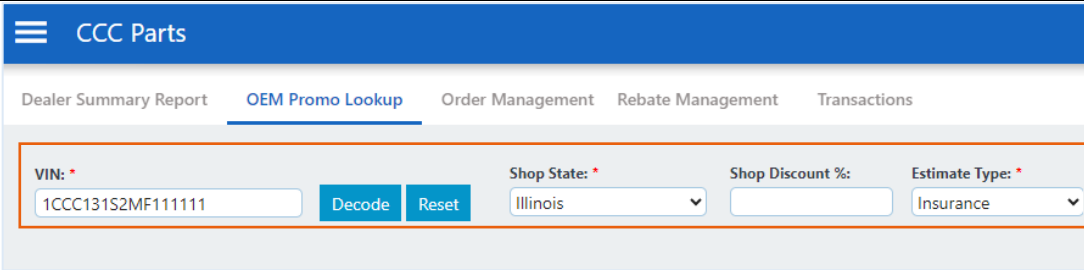



CCC® Parts – OEM Promo Lookup

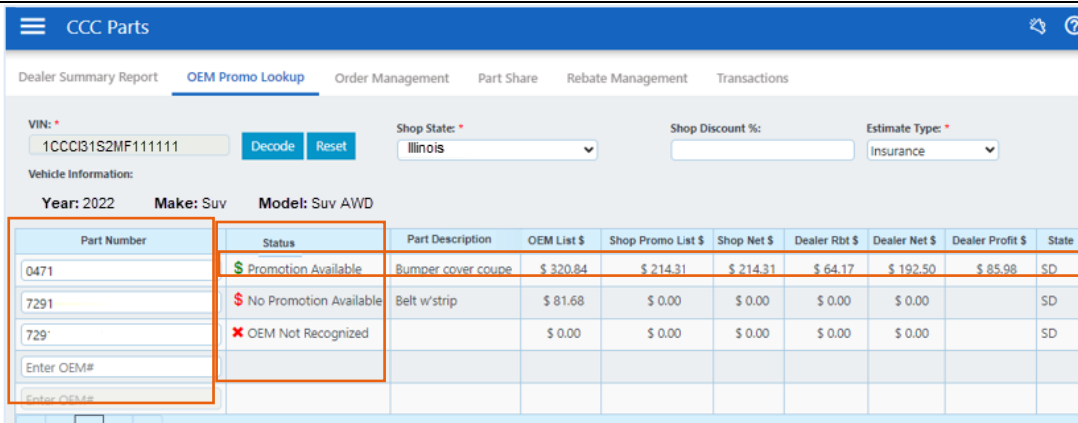

Introduction This job aid reviews how you can use VIN to lookup OEM promotional parts pricing in order to create an invoice for manufacturer reimbursement.

OEM Promo Lookup Navigation To lookup OEM promotional parts, follow the steps below:


Step	Action
1	<p>Log into CCC® Parts using your login credentials.</p> <p> If you cannot access CCC® Parts or to verify your Username, submit a support request here: Parts Support Request.</p>
2	 <p>Expand the icon on the top left to select OEM Promo Lookup.</p>
3	 <p>Enter VIN and click Decode.</p> <ul style="list-style-type: none"> • Shop State defaults to dealership state. Use the dropdown to select the state if needed. • Populate the Shop Discount % as needed. <p> To search for parts for different VIN, select Reset and then enter a new VIN.</p>

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CCC® Parts – OEM Promo Lookup, Continued

Step	Action
4	 <p>Vehicle Information appears. In the Part Number field, enter the part number to be verified. Part Status and associated fields will populate automatically.  Repeat this process for each part number.</p>

You may see three status responses:

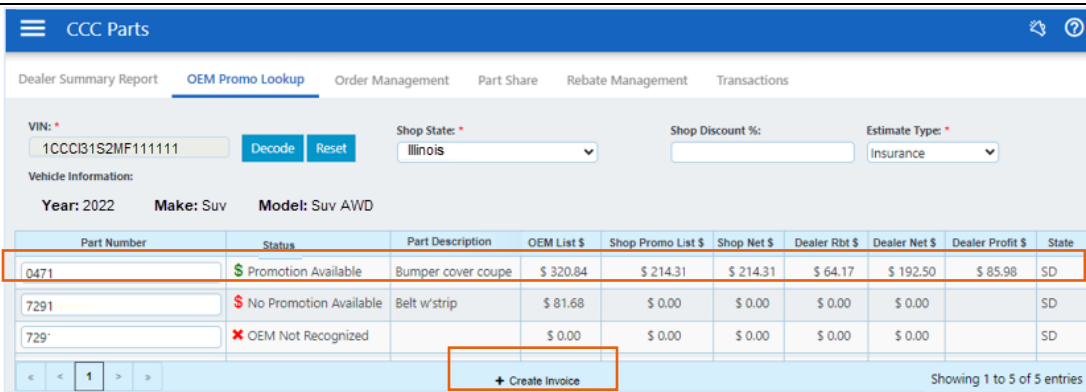
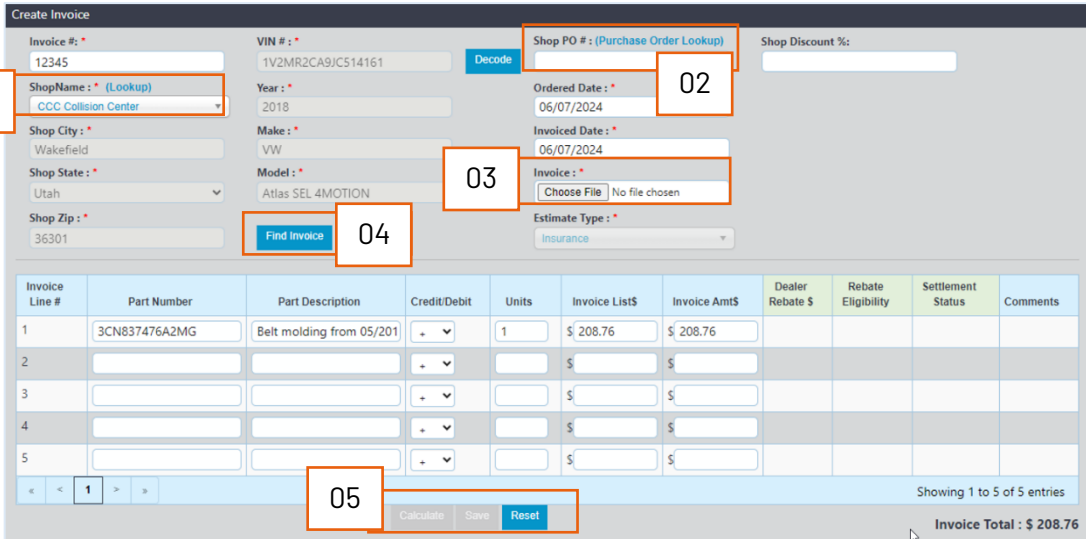
Promotion Available	<p>Promotional part is available from the manufacturer. The following fields automatically populate for this status:</p> <ul style="list-style-type: none"> • OEM List \$: OE manufacturer price for the part without any discounts or promotions. • Shop Promo List \$: Promotional price being offered by manufacturer. • Shop Net \$: Shop price based on configured Shop Discount %. • Dealer Rbt \$: Reimbursement amount provided to dealer by manufacturer. • Dealer Net \$: Dealer part price provided by the manufacturer. • Dealer Profit \$: Dealer profit amount provided by the manufacturer. • State: State(s) where promotional price is available.
No Promotion Available	<p>Promotional part is not available from manufacturer.</p> <p> Parts linked to programs with shop configuration displays this status. You will not be able to edit Shop Promo List for parts with Fixed List Price and Dynamic Rebate Calculation.</p>
OEM Not Recognized	<p>OEM number is not on promote and the number provided is not recognized by MOTOR.</p>

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CCC® Parts – OEM Promo Lookup, Continued

Creating Invoices

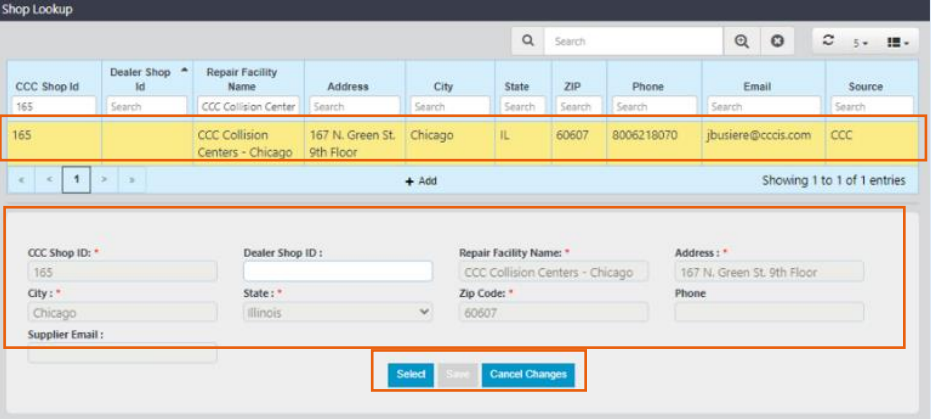

To create invoices using the OEM Promo Lookup search results for manufacturer reimbursement, follow the steps below:

Step	Action
1	 <p>From OEM Promo Lookup page, select Create Invoice.</p>
2	 <p>In the Create Invoice page, populate all required fields (indicated by red asterisk (*)).</p>

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CCC® Parts – OEM Promo Lookup, Continued

Creating Invoices, Continued

Step	Action		
01	<ul style="list-style-type: none"> In the ShopName field, select the shop from the list. If the dropdown does not list the shop, select Lookup.  <p>In the Shop Lookup page:</p> <table border="1" data-bbox="326 1073 1406 1304"> <tr> <td>If shop is located via search criteria, select the shop, and click Select.</td> <td>If shop is not located via search criteria, enter all required fields with a red asterisk (*) and click Save. Dealer Shop ID must be unique alpha/numeric combination; preferably, DMS account number.</td> </tr> </table> <p>The shop you have added will now list in the ShopName dropdown.</p>	If shop is located via search criteria, select the shop, and click Select .	If shop is not located via search criteria, enter all required fields with a red asterisk (*) and click Save . Dealer Shop ID must be unique alpha/numeric combination; preferably, DMS account number.
If shop is located via search criteria, select the shop, and click Select .	If shop is not located via search criteria, enter all required fields with a red asterisk (*) and click Save . Dealer Shop ID must be unique alpha/numeric combination; preferably, DMS account number.		
02	<ul style="list-style-type: none"> Select Purchase Order Lookup to locate the electronic purchase order associated with the invoice if available. This will populate the Shop PO # field. <p> If you want to create invoices for all existing Purchase Orders, leave this field blank.</p>		
03	<ul style="list-style-type: none"> Select Choose File to attach a copy of the invoice. Make any necessary revisions to the invoice before importing. 		

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CCC® Parts – OEM Promo Lookup, Continued

Step	Action		
04	<p>Once you enter Invoice # and Shop Name, the Find Invoice button appears.</p> <table border="1" data-bbox="324 457 1398 646"><tr><td data-bbox="324 457 862 646">For Integrated dealers, you will be able to select Find Invoice to retrieve data from the existing DMS invoice. It will automatically populate all remaining fields.</td><td data-bbox="862 457 1398 646">For dealers not integrated with DMS, the Find Invoice will not be available.</td></tr></table>	For Integrated dealers, you will be able to select Find Invoice to retrieve data from the existing DMS invoice. It will automatically populate all remaining fields.	For dealers not integrated with DMS, the Find Invoice will not be available.
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05	Once you populate all required fields, the Calculate button will illuminate. Click Calculate to confirm rebate eligibility and click Save .		
	Once the invoice has been saved, it will be available for review via Rebate Management > Invoice > Ready tab.		
