



CCC® Parts –Processing Promote Purchase Orders

Introduction

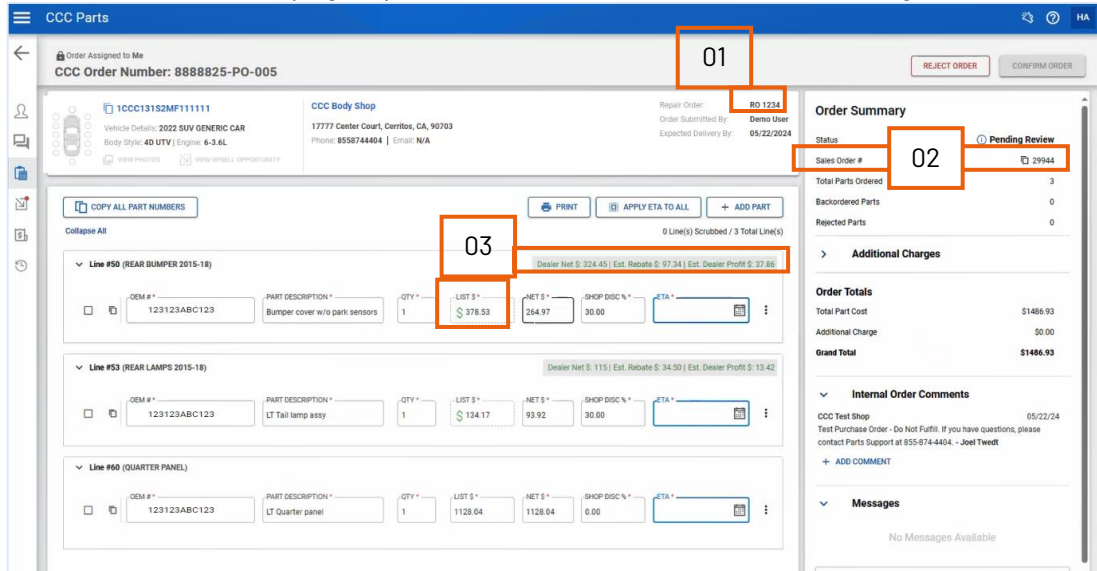
This job aid reviews how you can identify and process purchase orders with promotional parts for reimbursement by the applicable OEM/manufacture.

 Failure to follow these steps will result in additional steps to capture eligible rebates for parts from the OEM.

Processing Purchase Orders




 If you cannot access CCC® Parts or to verify your Username, submit a support request here: [Parts Support Request](#).

To identify and process orders for promotional parts, follow the steps below:

Step	Action
1	<p>Select the link to process the order in the email you receive.</p> <div> <p>From: CCC Parts Notification <CCCParts.NoReply@cccis.com> Sent: Thursday, May 23, 2024 5:44 PM To: Sharon Customer <Scustomer@cccis.com> Subject: CCC Parts - Purchase Order Confirmation (386311862)</p> <p>NEW PURCHASE ORDER</p> <p>Click the link to process the order - 386311862</p> <p>From Tri-City Paint & Auto Body 17777 Center Court, Cerritos, CA 90703 Contact: (123) 555-1212</p> <p>Created By Repair Order Vehicle VIN Vehicle Details</p> <p>Joe Estimator RO 1234 1CCC131S2MF11111 2022 SUV AWD</p> <p>Need help? Follow this link - Parts Suppliers (cccis.com)</p> </div>
2	<p>The Purchase Order page opens. Make sure to check the following:</p> <div>  </div>

Continued on next page

CCC® Parts –Processing Promote Purchase Orders, Continued

Step	Action
2	
01	<p>Repair Order Number is the shop job or RO number.</p> <p> Changing this number on the quote or invoice within the DMS will result in the part not to be automatically captured and will require additional steps to submit for reimbursement.</p>
02	<p>Sales Order Number is the existing quote number for dealers with integrated DMS.</p> <p> In order for parts to automatically be included for reimbursement, the price quote automatically created within the DMS must be used.</p>
03	<p>Promo List Price is the promotional list price established by the OEM. Promo Net Price is the new shop net price which is determined using the existing shop discount off of the Promo List Price.</p> <p> The Promo Net Price may not automatically be updated when using the quote generated when a shop places an electronic purchase order. The Promo Net Price on the invoice needs to match the Promo Net price from the purchase order to ensure rebate eligibility.</p>
