

CCC® Parts – Rebate Management

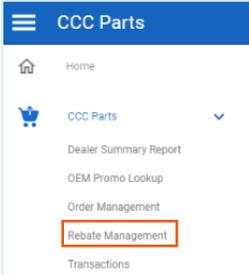
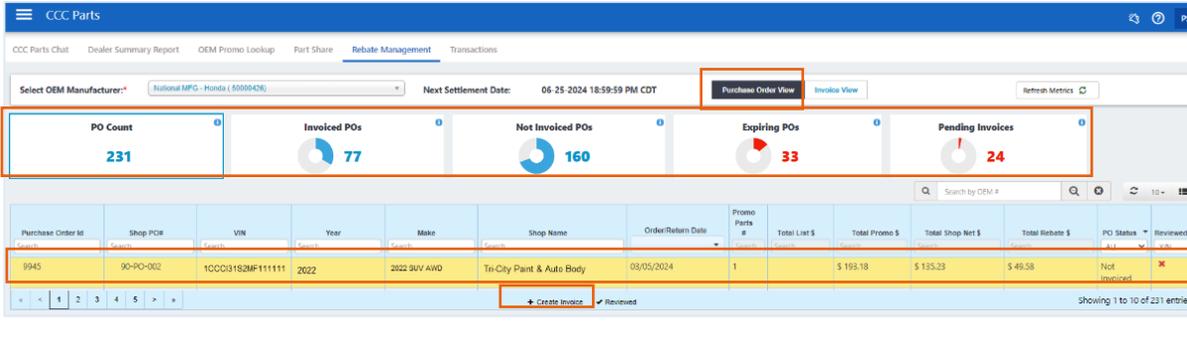
Introduction

This job aid reviews how you can use CCC® Parts Rebate Management to manage electronic purchases containing promote parts that is missing associated electronic invoice from the DMS. You can associate missing data from the invoice for inclusion with the manufacturer reconciliation files.

Accessing Rebate Management

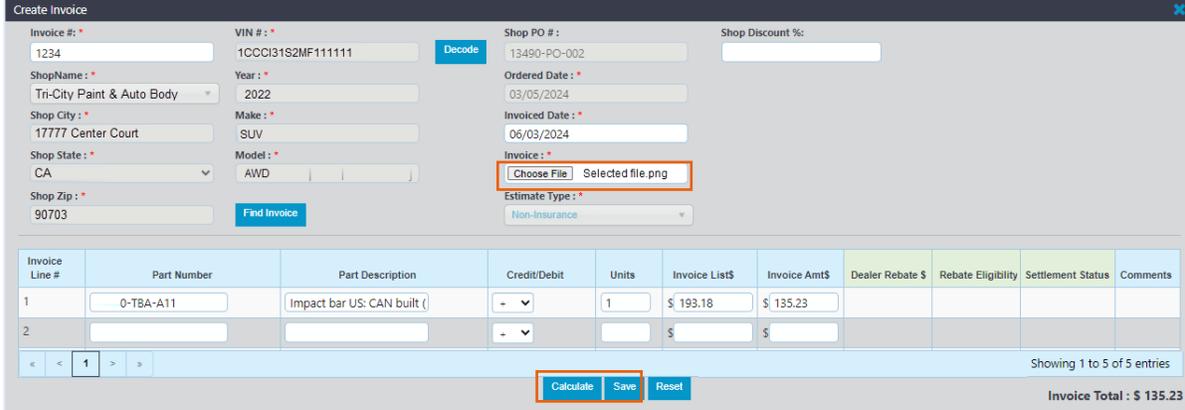
Log into CCC® Parts using your login credentials.
<https://parts.cccis.com>

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

Step	Action
1	
2	<p data-bbox="321 1167 1174 1199">Expand the icon on the top left to select Rebate Management.</p> 
3	<p data-bbox="321 1562 1312 1713">Rebate Management defaults to the Purchase Order view displaying five widgets. You can select any of these widgets to filter the corresponding purchase order details. Each widget contains information icon  that provides additional details.</p>

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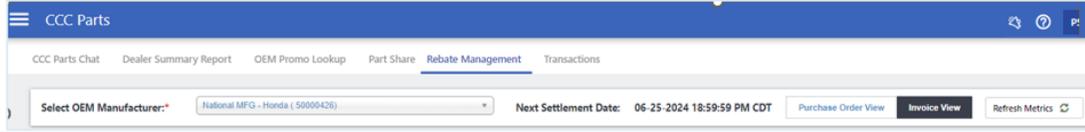
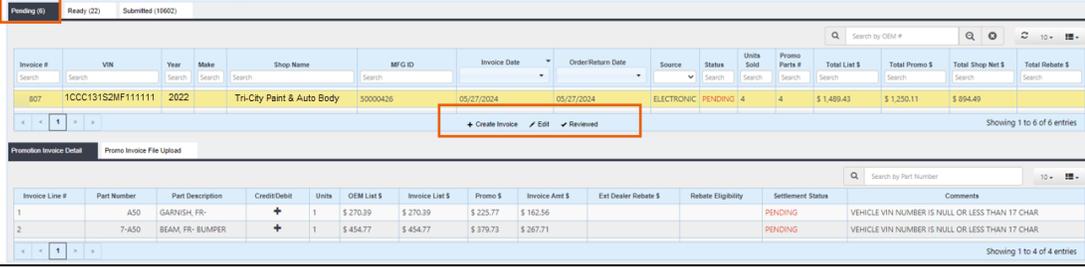
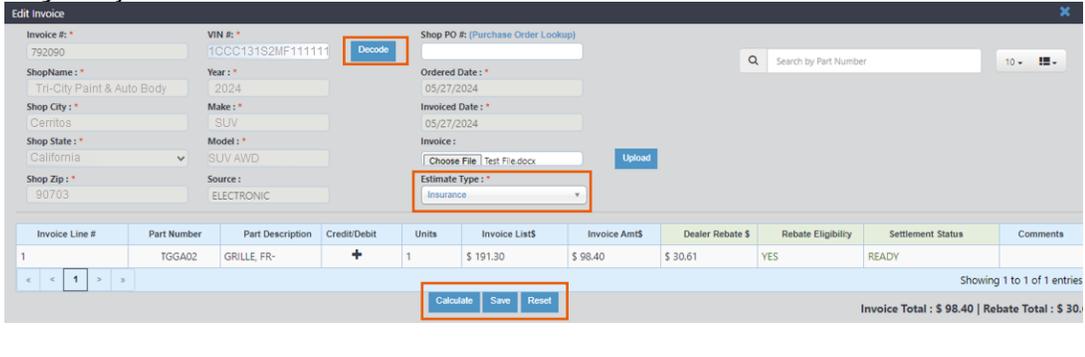
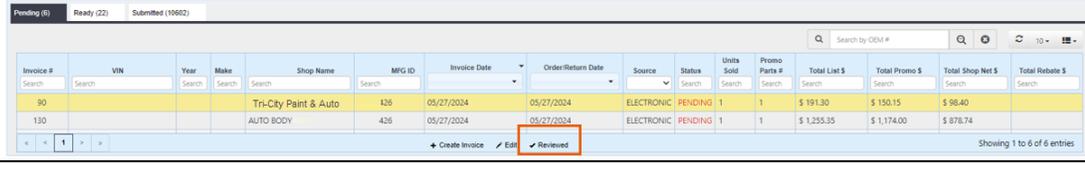
CCC® Parts – Rebate Management, Continued

Step	Action
4	<p>Select the order you need from the list and then select Create Invoice button.</p> <p> Orders that do not need to be submitted to the manufacturer for rebate can be Reviewed, filtering the result to prevent the details from showing.</p>
	
5	<ol style="list-style-type: none"> I. In the Create Invoice page, enter the Invoice # and Invoiced Date. II. Select Choose File to attach a copy of the Invoice. III. Upon successfully entering all required data, the Calculate button will illuminate. Click Calculate to confirm rebate eligibility and select Save to submit the invoice.

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Invoice View - Pending - All invoices with promotional parts, either captured automatically from the DMS or created manually, display in the **Invoice View**. Invoices listed in the **Pending** tab need to be reviewed as they are missing a required piece to be submitted to the OEM for dealer reimbursement.

1	<p>Select the Invoice View.</p> 
2	<p>From the Pending tab, select the invoice record and select Edit.</p> 
3	<p>Enter the VIN and select Decode to populate the vehicle details. Select the corresponding Estimate Type from the list, select Calculate to confirm rebate eligibility and then select Save to submit the invoice.</p> 
4	<p>Orders that do not need to be submitted to the manufacturer for rebate can be Reviewed, filtering the result to prevent the details from showing.</p> 

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CCC® Parts – Rebate Management, Continued

Invoice View - Ready - All invoices (electronically and manually sourced) awaiting submission to the manufacturer for dealer reimbursement will appear in the **Ready** tab.

The screenshot displays the 'Rebate Management' interface for 'Toyota Motor Sales, U.S.A., Inc. (50000011)'. The 'Next Settlement Date' is 05/30/2024 at 17:59:59 PM CST. The 'Ready' tab is selected, showing 6 Ready invoices, 1 Invoiced PO, 5 Not Invoiced POs, 0 Expiring POs, and 3 Pending Invoices (100%).

Invoice #	VIN	Year	Make	Shop Name	Invoice Date	Order/Return Date	Source	Status	Units Sold	Promo Parts#	Total List Price	Total Promo \$	Total Shop Net \$	Total Rebate \$
123723	1CCC131S2MF111111	2022	SUV	Tri-City Paint & Auto Body	05/26/2024	06/26/2024	ELECTRONIC	READY	2	1	\$ 181.00	\$ 181.00	\$ 126.70	\$ 55.87

Invoice Line #	Part Number	Part Description	Credit/Debit	Units	OEM List \$	Invoice List \$	Promo \$	Invoice Amt \$	Ext Dealer Rebate \$	Rebate Eligibility	Settlement Status	Comments
12	1006860	RT Headlamp assy w/o black sport trim	+	1	\$ 265.12	\$ 181.00	\$ 181.00	\$ 126.70	\$ 55.87	YES	READY	
2	1907912	Bumper cover	+	1	\$ 233.45	\$ 233.45	\$ 233.45	\$ 163.41		NO	NOT APPLICABLE	Ordered as OEM

Invoices in the Ready tab are locked pending submission to the manufacturer and cannot be set to Reviewed or Edited.

Next Settlement Date will provide the date and time when all invoices shown in the Ready tab will be processed for settlement and sent to the manufacturer for rebate.

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Invoice View - Submitted All invoices included in a processed settlement file sent to the manufacturer for dealer reimbursement will be found in the **Submitted** tab. Once processed, the dealer will be reimbursed for these invoices by the manufacturer.

 Previously submitted invoices will also be available in the **Submitted** tab for historical reference. Total Rebate Amount and Number of Invoices for each settlement period will display, with detailed invoice and part records available by selecting the corresponding records.

Select OEM Manufacturer: Next Settlement Date: 06-25-2024 18:59:59 PM CDT Purchase Order View Invoice View Refresh Metrics

PO Count
189

Invoiced POs
18

Not Invoiced POs
173

Expiring POs
50

Pending Invoices
6

Pending (6) Ready (22) **Submitted (19602)**

Settlement Date	Date Range	Manufacturer	Number of Invoices	Total Rebate Amount
07/26/2023	06/26/23-07/25/23	National	810	\$ 58,780.72
06/26/2023	05/26/23-06/25/23	National	804	\$ 61,294.92
05/26/2023	04/26/23-05/25/23	National	901	\$ 66,202.23

Showing 11 to 13 of 13 entries

Invoice #	VIN	Year	Make	Shop Name	Invoice Date	Order/Return Date	Source	Units Sold	Promo Part#	Total List Price	Total Promo \$	Total Shop Net \$	Total Rebate \$
7909	<input type="text" value="Search"/>												
79093	1CCC131S2MF111111			Tri-City Paint & Auto Body	05/16/2024	05/16/2024	MANUAL	1		\$ 21.72	\$ 21.72	\$ 21.72	\$ 7.53
79097	1CCC131S2MF111112			Tri-City Paint & Auto Body - 2	05/15/2024	05/14/2024	ELECTRONIC	7		\$ 580.23	\$ 381.66	\$ 260.13	\$ 119.61