


CCC® Parts – Shop Registration

Introduction This job aid reviews how suppliers can register new Repair Facilities (shops) for electronic parts ordering in CCC® Parts.







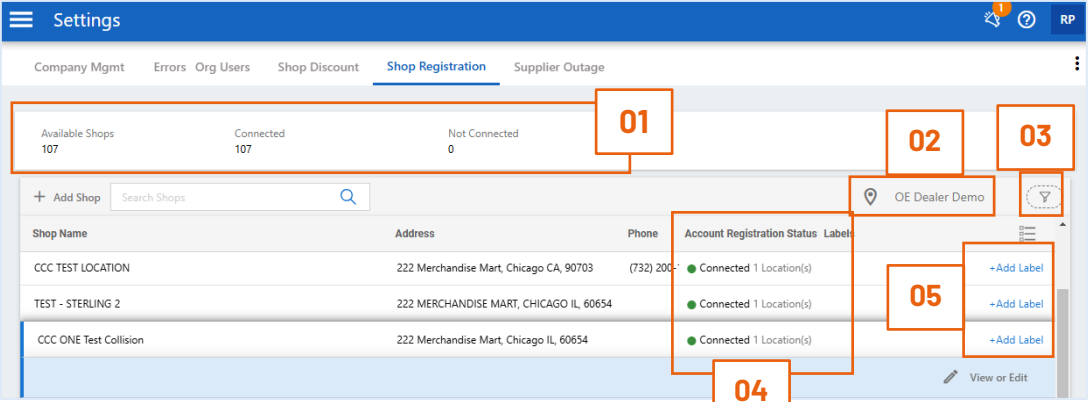
Shop Registration Page Overview The Shop registration page list all shops that have been registered to a supplier or any of its location.
To access the Shop Registration page, follow the steps below:

Step	Action
1	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 .
2	Expand the user icon on the top right to select Settings .
3	Select the Shop Registration tab.

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CCC® Parts – Shop Registration, Continued

Shop Registration Page Overview, Continued

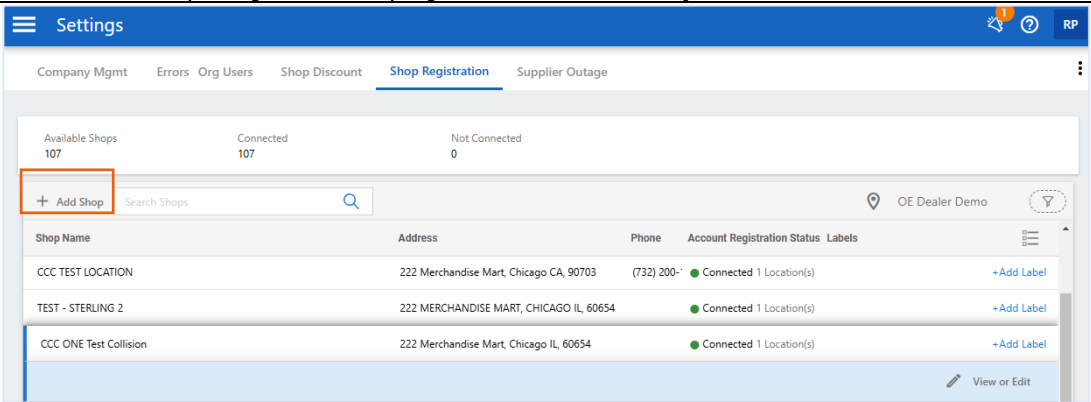
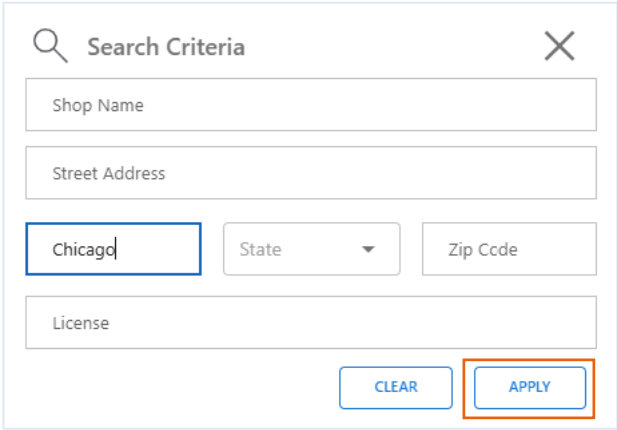
Step	Action														
4	<p>The Shop Registration page opens.</p> <table border="1"> <tr> <td>01</td><td>Metrics banner: Displays Registration status.</td></tr> <tr> <td>02</td><td>Location: Metrics banner, Registration Status, and detail view will be based on selection from the Locations drop down.</td></tr> <tr> <td>03</td><td>Grid Filtering by column name.</td></tr> <tr> <td>04</td><td> Account Registration Status: <table border="1"> <tr> <td>Connected</td><td>Shop is actively registered to the location. At least one location must be registered to a shop to be considered Connected.</td></tr> <tr> <td>Not Connected</td><td>Shop is not registered to the location.</td></tr> </table> <p> Precedence will be used to display registration status when viewing All Locations for parent users.</p> </td></tr> <tr> <td>05</td><td> Labels: Can apply to a shop using the drop down (Reviewed, Opportunity, On Process, Do not Use).  You will be able to filter using the label. </td></tr> </table>	01	Metrics banner: Displays Registration status.	02	Location: Metrics banner, Registration Status, and detail view will be based on selection from the Locations drop down.	03	Grid Filtering by column name.	04	Account Registration Status: <table border="1"> <tr> <td>Connected</td><td>Shop is actively registered to the location. At least one location must be registered to a shop to be considered Connected.</td></tr> <tr> <td>Not Connected</td><td>Shop is not registered to the location.</td></tr> </table> <p> Precedence will be used to display registration status when viewing All Locations for parent users.</p>	Connected	Shop is actively registered to the location. At least one location must be registered to a shop to be considered Connected.	Not Connected	Shop is not registered to the location.	05	Labels: Can apply to a shop using the drop down (Reviewed, Opportunity, On Process, Do not Use).  You will be able to filter using the label.
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	 <p>The screenshot shows the 'Shop Registration' page in the CCC system. It features a top navigation bar with 'Settings' and a sub-navigation bar with 'Company Mgmt', 'Errors', 'Org Users', 'Shop Discount', 'Shop Registration' (selected), and 'Supplier Outage'. The main content area displays a summary of shop registration status: 'Available Shops: 107', 'Connected: 107', and 'Not Connected: 0'. Below this is a table with columns for 'Shop Name', 'Address', 'Phone', 'Account Registration Status', and 'Labels'. The table lists three shops: 'CCC TEST LOCATION', 'TEST - STERLING 2', and 'CCC ONE Test Collision', all with a status of 'Connected 1 Location(s)'. Callouts 01 through 05 highlight specific UI elements: 01 points to the status summary, 02 points to the 'OE Dealer Demo' location filter, 03 points to the search filter, 04 points to the 'View or Edit' button, and 05 points to the 'Add Label' button.</p>														

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CCC® Parts – Shop Registration, Continued

Registering New Shop

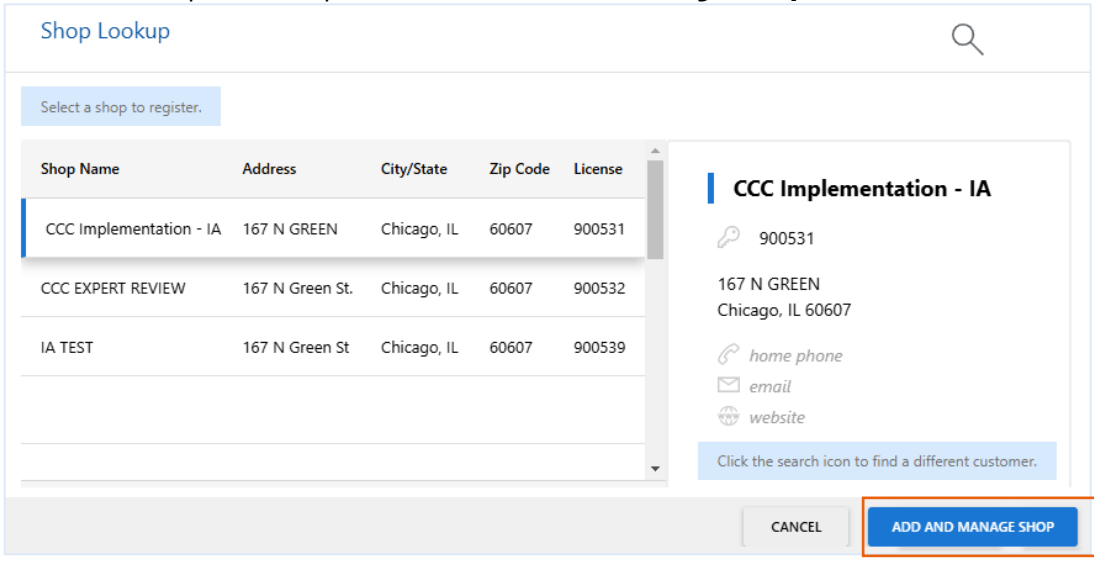

Suppliers can add new shops to register the shop as follows:

Step	Action
1	From the Shop Registration page, select Add Shop .
2	
3	<p>In the Shop Lookup page, use the applicable Search Criteria and select Apply to search for the shop.</p> 

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CCC® Parts – Shop Registration, Continued

Registering New Shop, Continued

Step	Action
4	<p>Shops found (based on the Search Criteria used) display. Select the required shop and select Add and Manage Shop.</p> 
5	<p> You will be returned to the Shop Registration page listing the shop you just Added.</p>

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CCC® Parts – Shop Registration, Continued

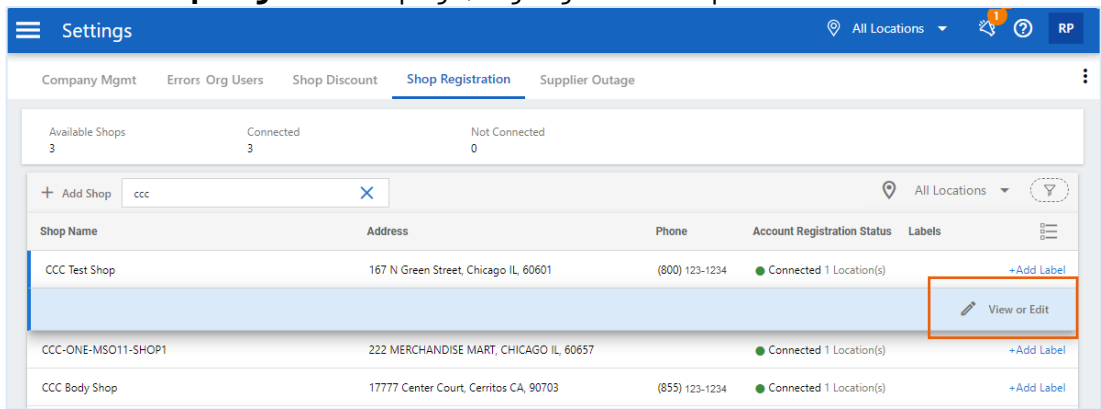
Managing Shop for Shop Account ID

You can manage the shop you have added to apply Shop Account ID (registration details).

The Shop Account ID is the customer account number as found in your DMS. It is required for registration for all integrated Dealers except those with access to Nexpart integrated through WHI.

 Please refer to the [Nexpart - Customer Account Management](#) job aid for more information.

1 From the **Shop Registration** page, highlight the shop to select **View or Edit**.




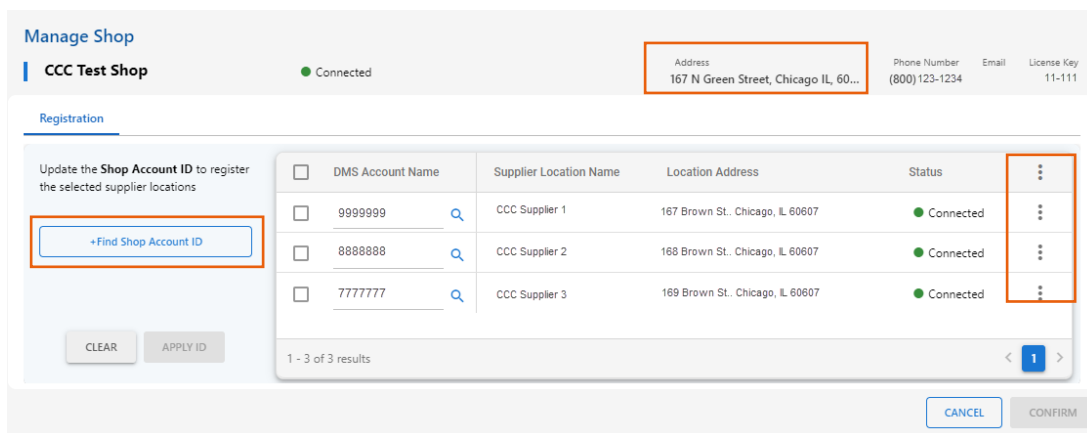
Shop Name	Address	Phone	Account Registration Status	Labels
CCC Test Shop	167 N Green Street, Chicago IL, 60601	(800) 123-1234	Connected 1 Location(s)	+Add Label
CCC-ONE-MSO11-SHOP1	222 MERCHANDISE MART, CHICAGO IL, 60657		Connected 1 Location(s)	+Add Label
CCC Body Shop	17777 Center Court, Cerritos CA, 90703	(855) 123-1234	Connected 1 Location(s)	+Add Label

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CCC® Parts – Shop Registration, Continued

Managing Shop for Shop Account ID, Continued

- 2 The **Manage Shop** page displays.
- Options available in this page will look different based on:
- **Integrated Supplier:**
 - Will have the option to find Shop Account ID if the DMS is enabled for customer lookup.
 If you are a parent supplier, you will be able to find the Shop Account ID from the DMS using the **+FIND SHOP ACCOUNT ID** and/or the magnifying icon next to it. The magnifying icon will only appear next to supplier locations that are integrated with a DMS that supports customer lookup.
 - Will also have the option to add an account ID manually or connect without account ID if not required by integration type.
- You can also disable registration for one or more locations. To do so, select the three dot icon next to it. Disabling registration removes the shop account ID.



Manage Shop







CCC Test Shop Connected

Address: 167 N Green Street, Chicago IL, 60... Phone Number: (800) 123-1234 Email: License Key: 11-111

Registration

Update the **Shop Account ID** to register the selected supplier locations

[+Find Shop Account ID](#)

<input type="checkbox"/>	DMS Account Name	Supplier Location Name	Location Address	Status	
<input type="checkbox"/>	9999999 	CCC Supplier 1	167 Brown St., Chicago, IL 60607	Connected	
<input type="checkbox"/>	8888888 	CCC Supplier 2	168 Brown St., Chicago, IL 60607	Connected	
<input type="checkbox"/>	7777777 	CCC Supplier 3	169 Brown St., Chicago, IL 60607	Connected	

1 - 3 of 3 results

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CCC® Parts – Shop Registration, Continued

Managing Shop for Shop Account ID, Continued

- **Non- Integrated Supplier:** Shop account ID is optional for non-integrated dealers.
 - I. Will have the option to either manually add Shop Account ID or Connect without Shop Account ID.
 - 📄 You will be able to find the Shop Account ID from the DMS you use.
 - II. If you are the parent supplier, you will also have option to select the child supplier (location).

You can also disable one or more locations. To do so, select the three dot icon next to it. Disabling registration removes the shop account ID.

The screenshot shows the 'Manage Shop' interface. At the top, it says 'CCC Test Shop' with a green dot and 'Connected'. Below this, there's a 'Registration' section with two buttons: '+Manually Add Shop Account ID' and 'Connect without Shop Account ID'. To the right of these buttons is a table with columns: 'Account Name', 'Supplier Location Name', 'Location Address', and 'Status'. The table has two rows: 'CCC Test - Child Shop' (Not Connected) and 'CCC Test - Parent Shop' (Connected). Each row has a three-dot menu icon to its right. The interface also includes a 'CLEAR' button, an 'APPLY ID' button, and a 'CONFIRM' button.

Account Name	Supplier Location Name	Location Address	Status
<input type="checkbox"/> Add ID	CCC Test - Child Shop	167 N Green Street	● Not Connected
<input type="checkbox"/> Connected without Shop Account ID	CCC Test - Parent Shop	222 Merchandise Mart	● Connected

📄 At least one location must be registered to a shop to be considered **connected**.