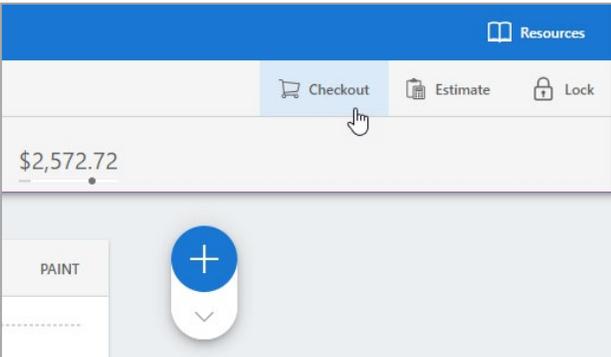
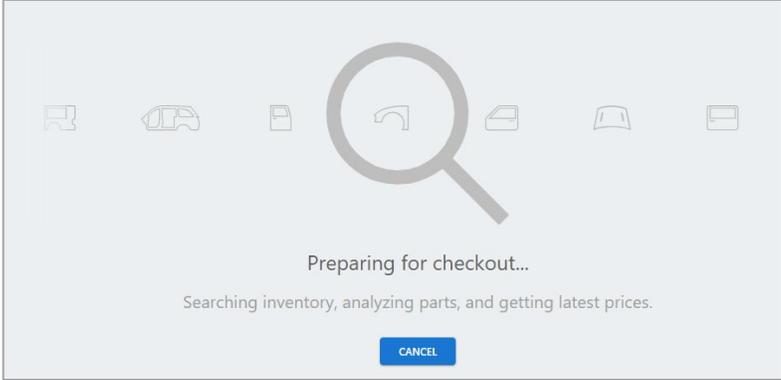


# Parts Procurement in CCC ONE

**Introduction** This job aid discusses how to submit an order in CCC ONE.

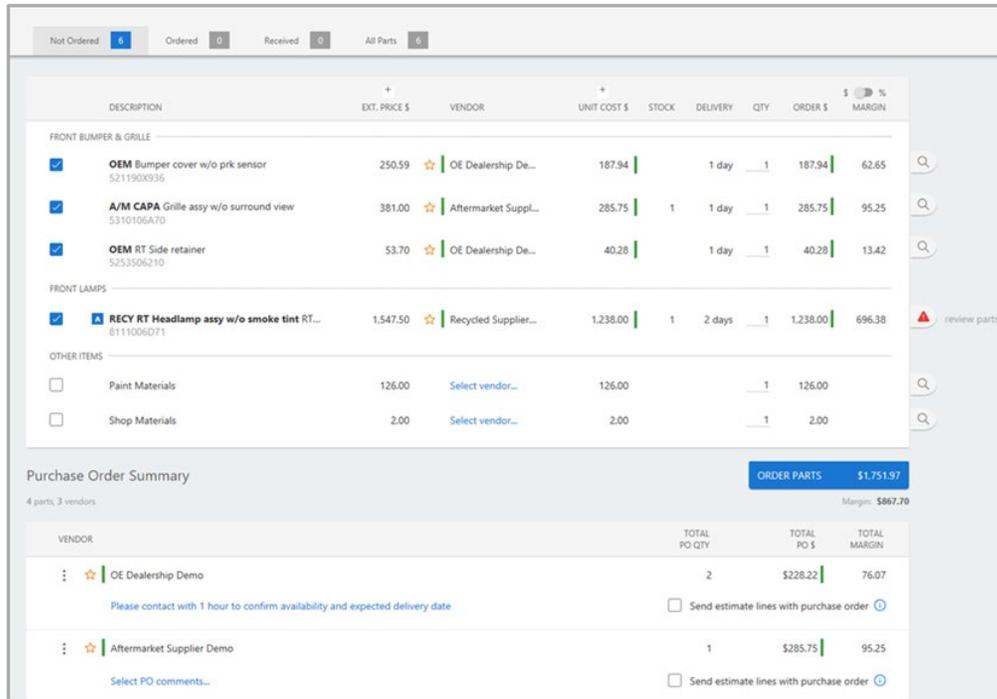
**Submitting an Order** Follow the steps below to submit an order to a supplier:

Step	Action
1	Open a <b>Repair Order (RO)</b> that is ready with parts added.
2	<p>Select the <b>Checkout</b> button.</p> <p><b>Note:</b> This quotes the supplier part availability and cost to shop.</p>  <p>The Preparing for Checkout screen will appear briefly before the <b>Parts Checkout</b> screen opens.</p> 

*Continued on next page*

# Parts Procurement in CCC ONE, Continued

## Submitting an Order, Continued

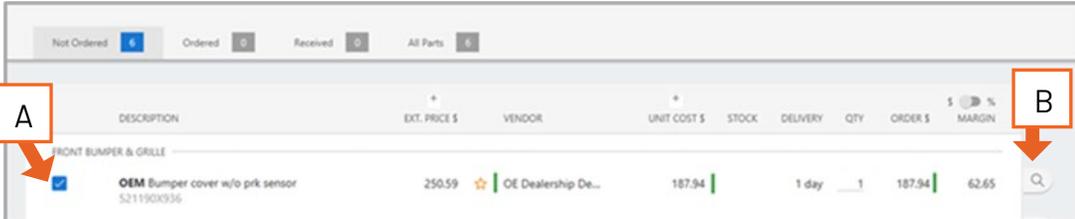
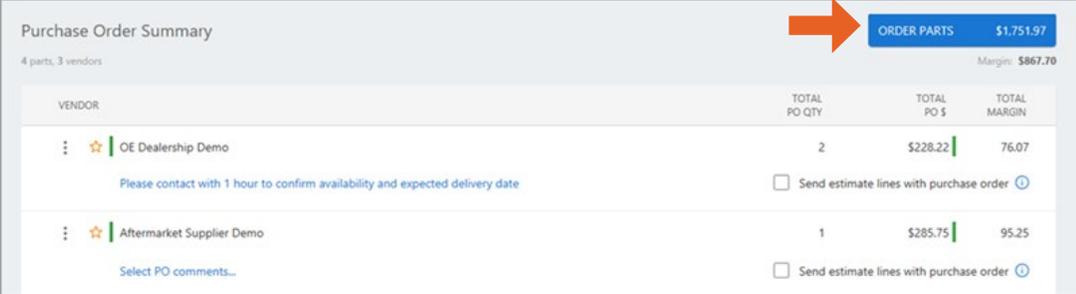


Step	Action
3	<p>The <b>Parts Checkout</b> screen displays the parts on the estimate and the status of the part in the Part Checkout process segmented by <b>Tabs</b> and <b>Columns</b>:</p> <p><b>Tabs (A):</b></p> <ul style="list-style-type: none"> <li>• <b>Not Ordered:</b> Number of parts that have not been ordered.</li> <li>• <b>Ordered:</b> Number of parts that have been ordered.</li> <li>• <b>Received:</b> Number of parts that have been received.</li> <li>• <b>All Parts:</b> Number of all the parts added to the estimate.</li> </ul> <p><b>Columns (B):</b></p> <ul style="list-style-type: none"> <li>• <b>Description:</b> Part name and number.</li> <li>• <b>Extended Price:</b> Total part cost to customer. <ul style="list-style-type: none"> <li>○ Click + to expand and view more details.</li> </ul> </li> <li>• <b>Vendor:</b> Preferred Vendor.</li> <li>• <b>Unit Cost:</b> Part cost to shop. <ul style="list-style-type: none"> <li>○ Click + to expand and view more details.</li> </ul> </li> <li>• <b>Stock:</b> Supplier Quantity Available. <i>(if shared by supplier)</i></li> <li>• <b>Delivery:</b> Anticipated deliver timeframe in Days.</li> <li>• <b>Quantity:</b> Number of parts being ordered.</li> <li>• <b>Order \$:</b> Based on quantity cost to shop.</li> <li>• <b>Margin (\$/%):</b> Shops margin in percentage or dollars, can be toggled to show \$ or %.</li> </ul>

Continued on next page

## Parts Procurement in CCC ONE, Continued

### Submitting an Order, Continued

Step	Action
4	<p>Use the <b>checkboxes</b> (A) to select the parts you would like to order, while deselecting the parts you're not ready to order.</p> <p><b>Note:</b> To find an alternative vendor click the <b>search</b> icon (B) then in the popup that appears select <b>Search all active vendors</b>, then search and select the desired vendor.</p> 
5	<p>Once all the desired parts have been selected proceed to the <b>Purchase Order Summary</b> section at the bottom of the screen. This section shows the <b>Vendor(s)</b> selected, <b>Total PO Quantity</b>, <b>Total PO \$</b>, and <b>Total Margin</b>. Use the checkboxes in this section to:</p> <ul style="list-style-type: none"> <li>• <b>Send vehicle photos:</b> This will send the appropriate vehicle photos to the vendor.</li> <li>• <b>Send estimate lines with purchase order:</b> This will send to estimate lines for non-ordered parts to the vendor.</li> </ul> <p><b>Note:</b> Click the <b>information</b> icons to learn more.</p>
6	<p>Click <b>Order Parts</b> once you're ready to order your parts. A screen will appear to indicate that the Parts have been successfully ordered.</p>  <p>To manually create a PO, select the <b>ellipsis</b> icon, then select <b>Save order without send</b>.</p> 