## Add ARO Vendors to CCC ONE®

## In CCC® Estimating, you can add new Aftermarket, Reconditioned and Introduction **Optional OEM (ARO)** vendors. This job aid demonstrates how to add ARO Vendors in CCC<sup>®</sup> Estimating.

| Adding      | Use the following steps to add Aftermarket Vendors. |
|-------------|---|
| Aftermarket |   |
| Vendors     |   |

| Step | Action  |
|------|---|
| 1    | Go to the <b>View</b> menu and select <b>Vendors</b> . The Vendor screen displays.      View     Workfiles     Customers     Tasks     Vendors  |
| 2    | Click New Vendor. The New Vendor wizard displays. You must select the Vendor Source to begin.   |
| 3    | Select Vendor from<br>Aftermarket database<br>and then click Next.<br>The Select Vendors<br>criteria display.<br>New Vendor<br>New Vendor from Atemarket database<br>New Vendor from Reconditioned database<br>Next |

Continued on next page



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## Add ARO Vendors to CCC ONE®, Continued

## Adding Aftermarket Vendors, Continued

| Step | Action  |
|------|---|
| 4    | Select desired search criteria and then click the <b>Search</b> button. Vendors that meet the selected criteria display as shown above.                                     |
|      | New Vendor ×  |
|      | Select Aftermarket Vendor(s)       Please search for and select vendor(s) to add.   |
|      | By geographic region MIDWEST  (1)   |
|      | ◯ Where vendor is within miles of zip code  |
|      | O Where vendor is located in one of the zip codes in this range -   |
|      | C Select All Select All   |
|      | Vendor AZip Parts Program   |
|      | Central 46241   |
|      |   |
|      | Back Next Cancel  |
|      | <b>Note:</b> You may get a prompt to identify the right Vendor if multiple similar vendors match the one you select. Select the correct Vendor and continue to this screen. |
| 5    | The Activate Aftermarket Vendor screen displays.  |
| 6    | Click <b>Finish</b> to add the selected Vendors.  |
|      | New Vendor X  |
|      | Activate Aftermarket Vendor(s)<br>Please activate the selected new vendor(s).   |
|      | 1 new Aftermarket vendor(s) were selected. Please select Finish to activate vendor(s).  |
|      | Back Hinish Cancel  |
| 7    | Repeat steps to add Recycled or Optional OEM vendors.   |

