

# CCC ONE Vendor Configuration

## Overview

This job provides an overview of vendor configuration within CCC ONE, including new vendor setup in the Action Center and setting preferences for existing suppliers that are already configured.

## Access Action Center

Follow the steps below to access Action Center in **CCC ONE** desktop and **cccone.com**.

To access the Action Center in **CCC ONE** desktop:

- Click the Action Center **banner** in the top right, the Action Center page opens in **cccone.com**.



To access the Action Center in <b>cccone.com</b> :		
<ul style="list-style-type: none"> <li>• Click the <b>menu (A)</b> icon, then <b>Home (B)</b>, the Action Center page opens.</li> </ul>	<b>-OR-</b>	<ul style="list-style-type: none"> <li>• Click the <b>Bell (C)</b> icon, the Action Center page opens.</li> </ul>

## View Configured Vendors

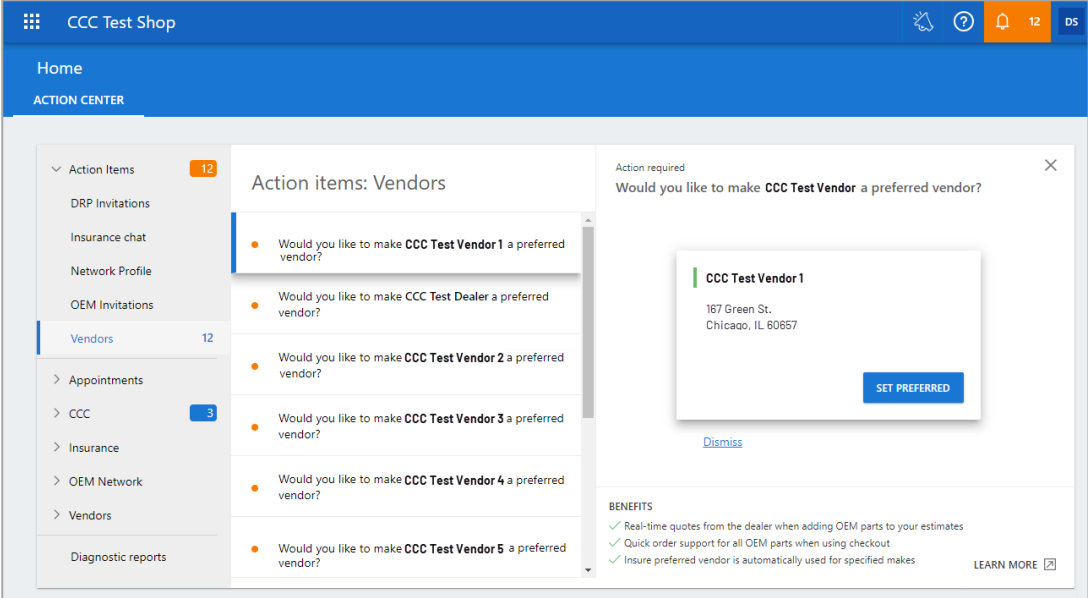

This table reviews how to configure new electronic vendors using the Action Center.

Step	Action
1	<p>From the <b>Vendors</b> section, select the vendor from the in <b>Action items: Vendors</b> section and click <b>Activate</b>. <b>Note:</b> Click <b>Dismiss</b> to decline vendor activation and clear from Action Items.</p>
2	<p>The <b>Vendor Activated</b> confirmation window will briefly appear prior to transitioning to the next <b>Action Item</b>.</p>

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# CCC ONE Vendor Configuration, Continued

## View Configured Vendors, Continued

Step	Action
1	<p>Click <b>Set Preferred</b> to update vendor as preferred.</p>  <p>The screenshot shows the 'CCC Test Shop' interface. On the left is a navigation menu with 'Vendors' selected. The main area displays 'Action items: Vendors' with a list of five items, each asking 'Would you like to make CCC Test Vendor 1 through 5 a preferred vendor?'. A modal window is open over the first item, titled 'Action required: Would you like to make CCC Test Vendor a preferred vendor?'. The modal shows the vendor details: 'CCC Test Vendor 1', '167 Green St.', 'Chicago, IL 60657', and a 'SET PREFERRED' button. Below the modal, there are 'BENEFITS' listed with checkmarks: 'Real-time quotes from the dealer when adding OEM parts to your estimates', 'Quick order support for all OEM parts when using checkout', and 'Insure preferred vendor is automatically used for specified makes'. A 'Dismiss' link is also present.</p>
2	<p><b>Preferred Vendor</b> confirmation window will briefly appear prior to transition to the next Action item.</p>  <p>The confirmation window features a large green checkmark inside a circle, with the text 'Vendor set as preferred.' centered below it.</p>

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## CCC ONE Vendor Configuration, Continued

### Adding Vendors

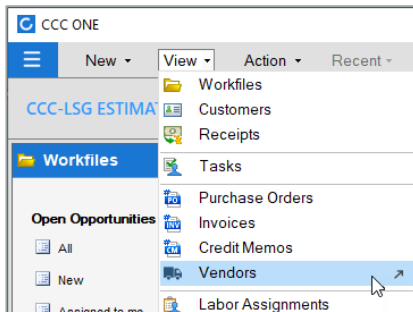
This section discusses how to add vendors to your repair facility. Additionally, you can mark vendors as preferred.

### Adding Vendors

Follow the steps below to access the Vendors settings in **CCC ONE** desktop and **cccone.com**:

To view Vendors in **CCC ONE** desktop:

- Click **View**, then **Vendors**, the Vendors page opens in **cccone.com**.

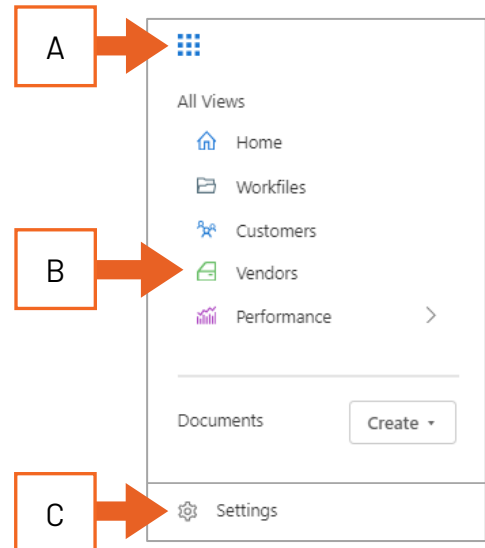
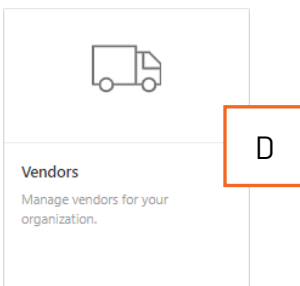


To view Vendors in **cccone.com**:

- Click the **menu** (A) icon, then **Vendors** (B), the Vendors page opens.

OR

- Click the **menu** icon, then **Settings** (C), then select the **Vendors** (D) tile on the Settings screen to open the Vendors page.

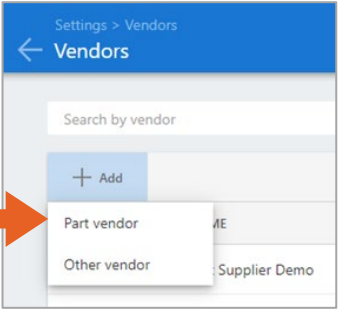


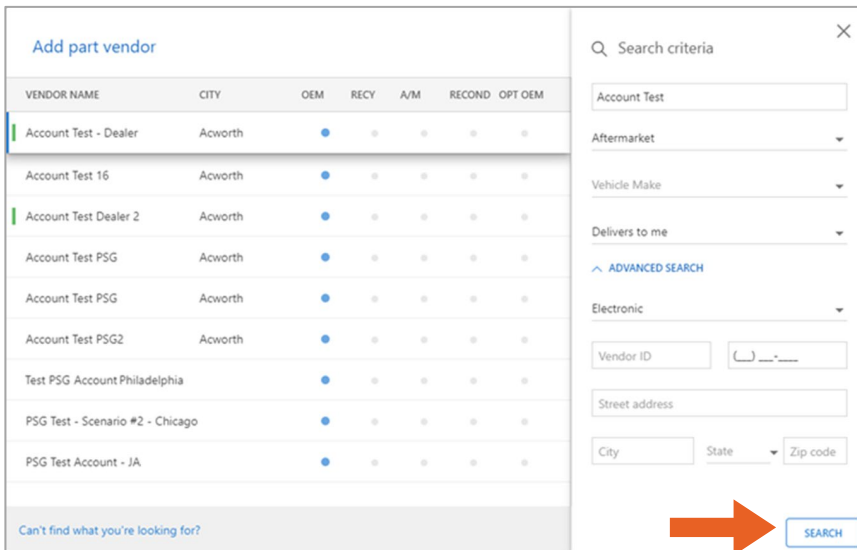
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# CCC ONE Vendor Configuration, Continued

## Adding Vendors, Continued

Follow the steps below to add a new vendor in **cccone.com**:

Step	Action
1	Click the <b>+Add</b> button, then select <b>Parts Vendor</b> , the <b>Add part vendor</b> popup opens. 
2	To locate a vendor, choose from the following <b>Search criteria</b> fields: <ul style="list-style-type: none"> <li>• <b>Vendor Name:</b> Enter a Vendor's <b>Name</b>.</li> <li>• <b>Part Type:</b> Select the types of <b>Parts</b> a vendor provides.</li> <li>• <b>Vehicle Make:</b> Select the types of <b>Makes</b> a vendor provides parts for.</li> <li>• <b>Delivers to Me:</b> Select to include vendors that <b>Delivers to me</b> or <b>All vendors nationally</b>. <b>Note:</b> It is recommended to search by <b>Delivers to me</b>.</li> <li>• Additional <b>Advanced Search</b> options allow you to specify your search results by: <ul style="list-style-type: none"> <li>○ <b>Ordering:</b> Select an option for the Ordering method <b>Electronic</b> or <b>Manual</b>.</li> <li>○ <b>Vendor ID:</b> Enter the Vendor ID.</li> <li>○ <b>Vendor Phone:</b> Enter the Vendors phone number.</li> <li>○ <b>Street Address/City/State/Zip:</b> Enter the Vendors address details.</li> </ul> </li> </ul>
3	Click <b>Search</b> .



VENDOR NAME	CITY	OEM	RECY	A/M	RECOND	OPT OEM
Account Test - Dealer	Acworth	●	○	○	○	○
Account Test 16	Acworth	●	○	○	○	○
Account Test Dealer 2	Acworth	●	○	○	○	○
Account Test PSG	Acworth	●	○	○	○	○
Account Test PSG	Acworth	●	○	○	○	○
Account Test PSG2	Acworth	●	○	○	○	○
Test PSG Account Philadelphia		●	○	○	○	○
PSG Test - Scenario #2 - Chicago		●	○	○	○	○
PSG Test Account - JA		●	○	○	○	○

Q Search criteria

Account Test

Aftermarket

Vehicle Make

Delivers to me

ADVANCED SEARCH

Electronic

Vendor ID ( ) \_ - \_

Street address

City State Zip code

**SEARCH**

**Hint:** In the **Add part vendor** popup click the **search** icon in the top right to reopen the closed **Search criteria** panel.



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## CCC ONE Vendor Configuration, Continued

### Adding Vendors, Continued

Step	Action
4	Select a <b>vendor</b> , then click <b>OK</b> to add. You will be redirected to the Vendors page and the new vendor will now appear in your list of vendors.

The screenshot shows the 'Add part vendor' interface. On the left is a table with columns: VENDOR NAME, CITY, OEM, RECY, A/M, RECOND, and OPT OEM. The table lists four vendors: CCC Test Vendor (Chicago), CCC Test Vendor 2 (NAPERVILLE), CCC Test Vendor 3 (Evanston), and CCC Test Vendor 4 (CHICAGO). The 'CCC Test Vendor' row is selected. On the right is a details panel for 'CCC Test Vendor' showing a vendor ID (123456789), address (167 Green St., Chicago, IL 60607), phone number ((555) 555-5555), email, and website (https://www.example.com). A green box indicates 'Electronic ordering available.' At the bottom, there is a search bar with the text 'Can't find what you're looking for?' and two buttons: 'OK' (highlighted with an orange arrow) and 'CANCEL'.

VENDOR NAME	CITY	OEM	RECY	A/M	RECOND	OPT OEM
CCC Test Vendor	Chicago	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CCC Test Vendor 2	NAPERVILLE	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CCC Test Vendor 3	Evanston	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CCC Test Vendor 4	CHICAGO	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**CCC Test Vendor**  
123456789 vendor ID  
167 Green St.  
Chicago, IL 60607  
(555) 555-5555  
email  
<https://www.example.com>

Electronic ordering available.

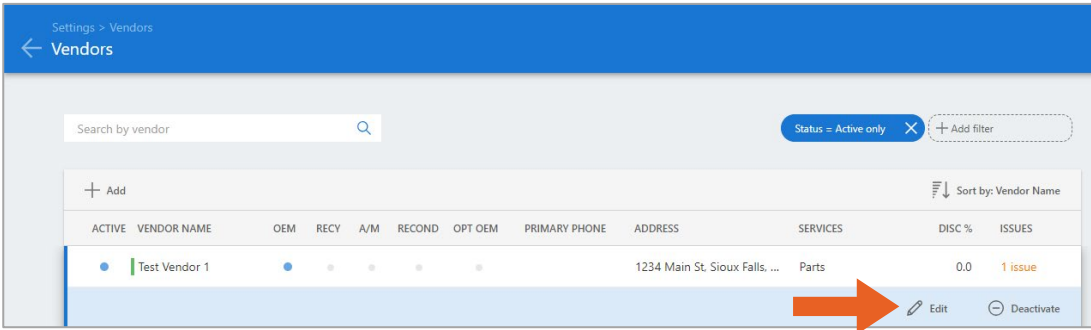
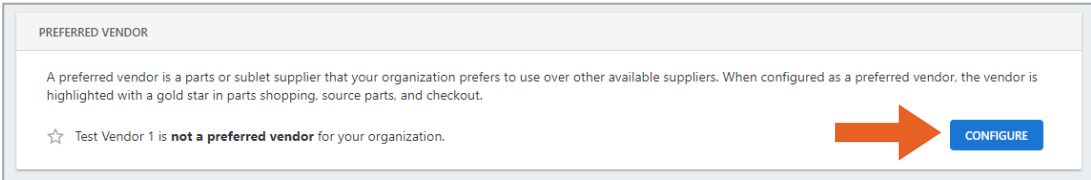
Can't find what you're looking for? **OK** CANCEL

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# CCC ONE Vendor Configuration, Continued

**Setting Vendor as Preferred** This section discusses how to set a vendor as preferred for your repair facility in **ccccone.com**.

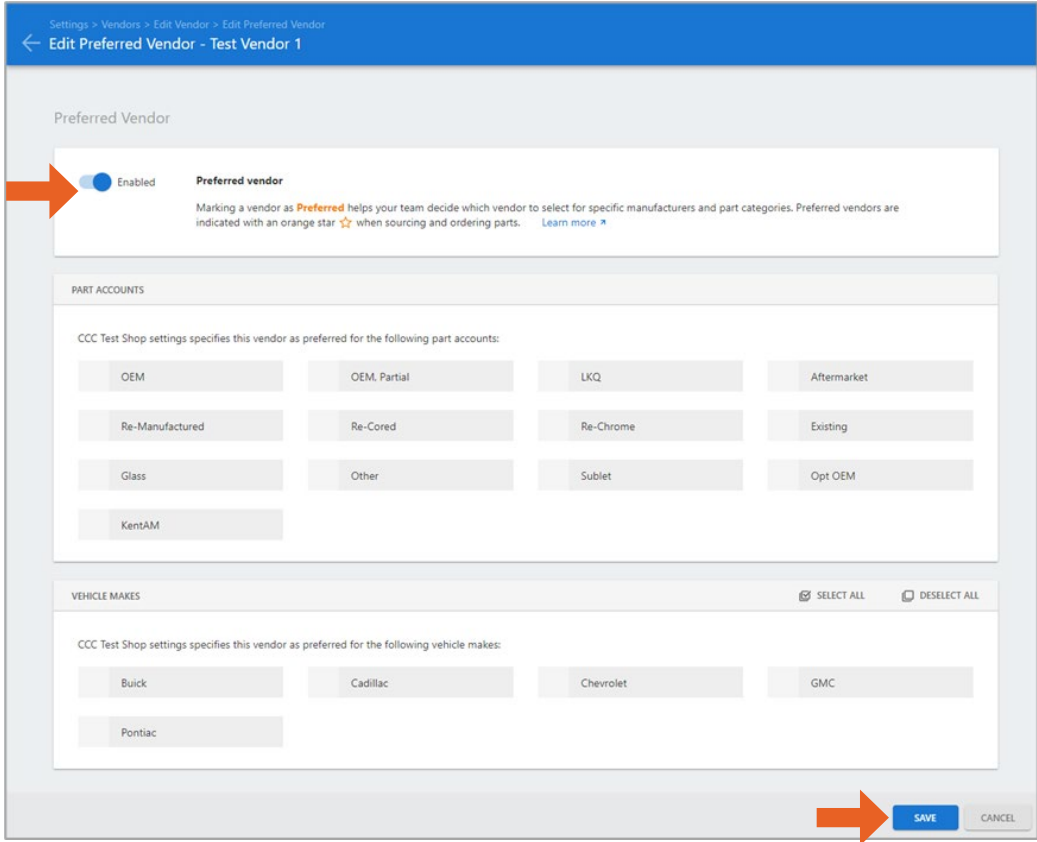
Follow the steps below to set a vendor as preferred in **ccccone.com**:

Step	Action
1	<p>Select a <b>Vendor</b>, then click <b>Edit</b> from the Vendors page, the Edit Vendors page opens.  <b>Note:</b> You have the option to <b>Deactivate</b> the Vendor.</p> 
2	<p>Scroll to the Preferred Vendor section, then click <b>Configure</b>. The Edit Preferred Vendor page opens.</p>  <p>The Edit Vendors screen will show the following to let you know if the vendor is enabled for electronic ordering:</p> <ul style="list-style-type: none"> <li><b>Green Bar:</b> Electronic Vendor that is <b>enabled</b> for electronic purchase orders.</li> <li><b>Yellow Bar:</b> Electronic Vendor that is <b>not enabled</b> for electronic purchase orders.</li> <li><b>No Bar:</b> Manual Vendor</li> </ul>

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# CCC ONE Vendor Configuration, Continued

## Setting Vendor as Preferred, Continued

Step	Action
3	Move the slider to <b>Enabled</b> . Additional <b>Part Account</b> and <b>Vehicle Makes</b> sections will appear.
4	Select the desired options in the <b>Part Account</b> and <b>Vehicle Makes</b> section. A minimum of one part type and one vehicle type is required for each section.
5	<p>Click <b>Save</b> to apply your changes.</p> 
6	<p>The vendor will now show as <b>Preferred</b> in your list of vendors indicated by an outlined orange star.</p> 