# Add Aftermarket, Reconditioned and Optional OEM (ARO) Vendors to CCC ONE®

Introduction   This job aid demonstrates how to add ARO Vendors in CCC ONE®.

Procedure   Use the following steps to add Aftermarket Vendors.

Step	Action
1	Go to the **View** menu and select **Vendors**. The Vendor screen displays.
2	Click **New Vendor**. The New Vendor wizard displays. You must select the Vendor Source to begin.
3	Select **Vendor from Aftermarket database** and then click **Next**. The Select Vendors criteria display.
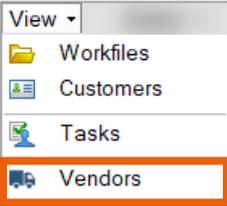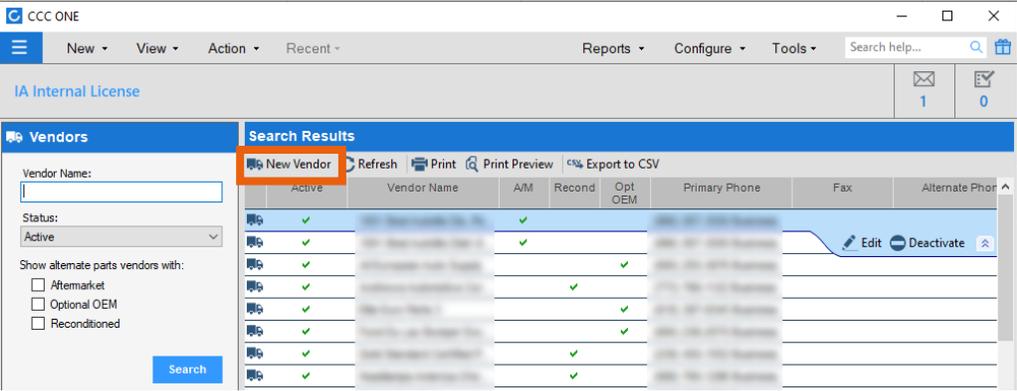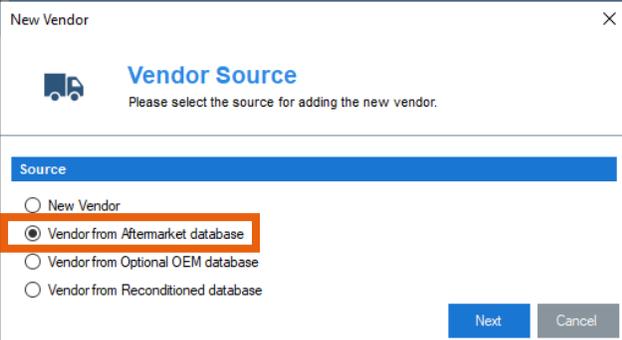
Add Aftermarket, Reconditioned and Optional OEM (ARO) Vendors to CCC ONE®, Continued

Step	Action
4	Select desired search criteria and then click the **Search** button. Vendors that meet the selected criteria display as shown above.
5	Click in the checkbox of desired vendors to select them, and then click **Next**. The Activate Aftermarket Vendor screen displays.
	Note: 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.
6	Click **Finish** to add the selected Vendors.
7	Repeat steps to add Recycled or Optional OEM vendors.