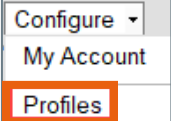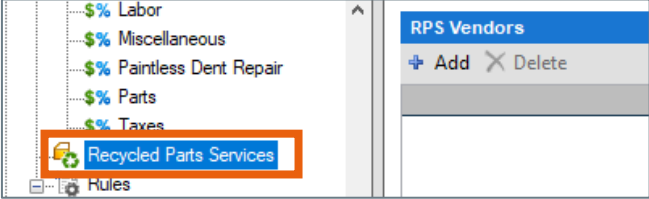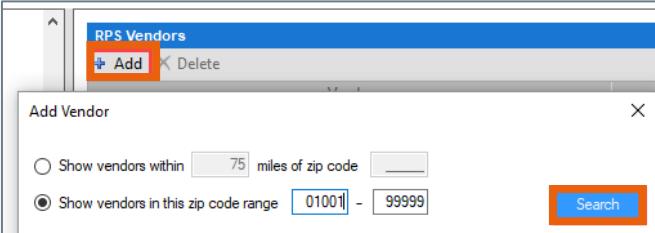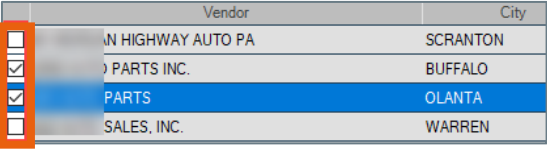# IA: Add Recycled Parts Services (RPS) Vendors

Overview   This job aid describes the process of adding Recycled Parts Services (RPS) Vendors to your IA Location profile in CCC ONE®.

Procedure

Step	Action
1	From the **Configure** drop-down menu, select **Profiles**. Configure ▾ My Account Profiles
2	Double click the **IA Location** profile to open it.
3	From the list of options on the left, select **Recycled Parts Services** under **Estimating**. $% Labor $% Miscellaneous $% Paintless Dent Repair $% Parts $% Taxes Recycled Parts Services Rules **RPS Vendors** ✚ Add ✕ Delete **Note:** The RPS Vendors and retrieval preferences display.
4	Click **Add**. The **Add Vendor** screen opens. **Select an option** and **enter search criteria**. From there, click **Search**. **RPS Vendors** ✚ Add ✕ Delete Add Vendor ✕ ○ Show vendors within 75 miles of zip code ____ ● Show vendors in this zip code range 01001 - 99999 Search
5	From the search results, select the **checkbox** for each vendor to add. 	Vendor	City	 ☐ AN HIGHWAY AUTO PA	SCRANTON ☑ O PARTS INC.	BUFFALO ☑ PARTS	OLANTA ☐ SALES, INC.	WARREN **Note:** You can add a maximum of 15 RPS vendors.
6	Click **OK**. The selected vendors are added to the profile. OK Cancel