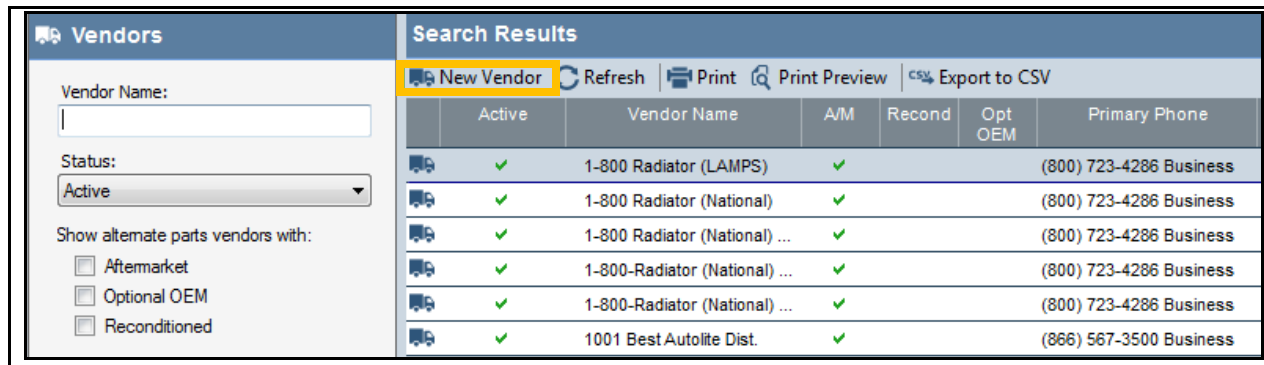


Job Aid: Add Aftermarket, Reconditioned and Optional OEM (ARO) Vendors to CCC ONE®

Purpose This Job Aid demonstrates how to add ARO Vendors.

Procedure Use the following steps to add Aftermarket Vendors.

Step	Action
1	Go to the View Menu and select Vendor . The Vendor screen displays.



Active	Vendor Name	A/M	Recond	Opt OEM	Primary Phone
✓	1-800 Radiator (LAMPS)	✓			(800) 723-4286 Business
✓	1-800 Radiator (National)	✓			(800) 723-4286 Business
✓	1-800 Radiator (National) ...	✓			(800) 723-4286 Business
✓	1-800-Radiator (National) ...	✓			(800) 723-4286 Business
✓	1-800-Radiator (National) ...	✓			(800) 723-4286 Business
✓	1001 Best Autolite Dist.	✓			(866) 567-3500 Business

2 Click on the **New Vendor** link. The New Vendor wizard displays. You must select the Vendor Source to begin.



Vendor Source
Please select the source for adding the new vendor.

Source

- New Vendor
- Vendor from Aftermarket database
- Vendor from Optional OEM database
- Vendor from Reconditioned database

Next Cancel

3 Select **Vendor** from Aftermarket database and then click **Next**. The Select Vendors criteria display.

Continued on next page

Job Aid: Add Aftermarket, Reconditioned and Optional OEM (ARO) Vendors to CCC ONE®, Continued

Procedure
(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 on the checkbox of desired vendors to select them and then click Next . The Activate Aftermarket Vendor screen displays.
6	Click Finish to add the selected Vendors.
7	Repeat steps to add Recycled or Optional OEM vendors.

Important! 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.