

## Job Aid: Add Aftermarket, Reconditioned and Optional OEM (ARO) Vendors to CCC ONE<sup>®</sup>

**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.	

Rendors	Search Results						
Vendor Name:	🛤 New Vendor 🖸 Refresh 🛛 🖶 Print 🔞 Print Preview 🛛 🕬 Export to CSV						
		Active	Vendor Name	A/M	Recond	Opt OEM	Primary Phone
Status:	٩.	¥	1-800 Radiator (LAMPS)	×			(800) 723-4286 Business
Active	ф.	¥	1-800 Radiator (National)	×			(800) 723-4286 Business
Show alternate parts vendors with:	ф.	×	1-800 Radiator (National)	×			(800) 723-4286 Business
Aftermarket	<b>9</b>	¥	1-800-Radiator (National)	×			(800) 723-4286 Business
Optional OEM	<b>9</b> 0	×	1-800-Radiator (National)	×			(800) 723-4286 Business
Reconditioned	6	×	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.

<u> </u>	
New Vendor	×.
	Vendor Source Please select the source for adding the new vendor.
Source	
New Verice	endor
Vendor	from Aftermarket database
Vendor	from Optional OEM database
Vendor	from Reconditioned database
	Next 🌳 🖑 Cancel
3 S N	elect <b>Vendor</b> from Aftermarket database and then click <b>lext</b> . The Select Vendors criteria display.

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

Procedure	Step	Action				
(continued)	Ne	w Vendor				
		Select Aftermarket Vendor(s) Please search for and select vendor(s) to add.				
	• •	By geographic region S.CALIFORNIA • Where vendor is within miles of zip code Where vendor is located in one of the zip codes in this range Search				
		Select All Vendor Zip Parts Program Keystone - Insurance - B-Poway 92064 DMA CLAIMS SERVICES, PEERLESS INSURANC Keystone - P+ B-Poway 92064 PEERLESS INSURANCE COMPANY, AMERICAN Keystone-Complete-B-Poway 92064 PEERLESS INSURANCE COMPANY, AMERICAN NAP (National Auto Parts) - San Diego 92154 PEERLESS INSURANCE COMPANY, AMERICAN UCC - National Auto Parts - San Diego 92154 ACCC INSURANCE COMPANY, FIRST ACCEPTA PFG-QUALITY PLUS INC. 92154 Concel				
	4	Select desired search criteria and then click the <b>Search</b> 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 <b>Next</b> . The Activate Aftermarket Vendor screen displays.				
Important! You may get a prompt to identify the right Vendor if multiple						
similar vendors match the one yo select. Select the correct Vendor and continue to this screen.	U 1 new vendo	v Aftermarket vendor(s) were selected. Please select Finish to activate or(s).				
	6	Click <b>Finish</b> to add the selected Vendors.				
	7	Repeat steps to add Recycled or Optional OEM vendors.				