



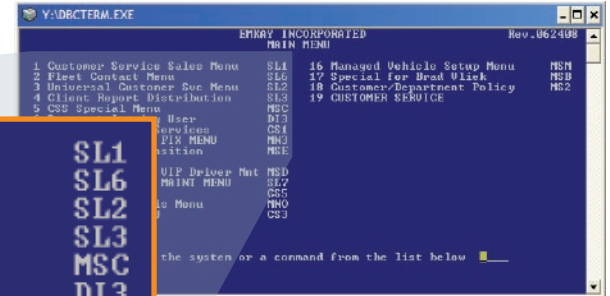
HOW TO ENTER SALES PAPERWORK
AND FAIR MARKET VALUE REQUESTS

HOW TO ENTER SALES PAPERWORK AND FAIR MARKET VALUE REQUESTS

- 1** From the main menu, **SELECT** option for “**CLIENT SUPPORT SERVICES CS1**”.

```

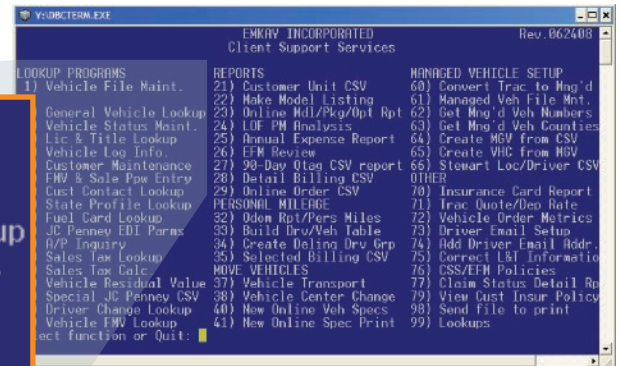
1 Customer Service Sales Menu      SL1
2 Fleet Contact Menu              SL6
3 Universal Customer Svc Menu      SL2
4 Client Report Distribution       SL3
5 CSS Special Menu                MSC
6 Document Imaging User           DI3
7 Client Support Services          CS1
8 SPECIAL EXPENSE FIX MENU        MN3
9 Special AMI Transition          MSE
0 SUBSYSTEM
    
```



- 2** Then, **SELECT** option 8 “**FMV & SALE PPW ENTRY**”.

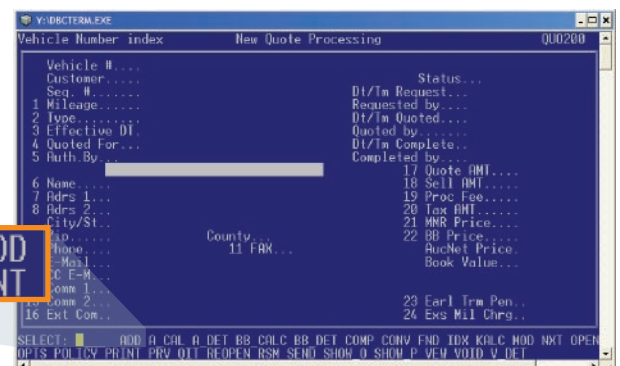
```

LOOKUP PROGRAMS
1) Vehicle File Maint.
   General Vehicle Lookup
   Vehicle Status Maint.
   Lic & Title Lookup
   Vehicle Log Info.
   Customer Maintenance
   FMV & Sale Ppw Entry
   Cust Contact Lookup
   State Profile Lookup
   Fuel Card Lookup
   JC Penney EDI Parm
   R/P Inquiry
   Sales Tax Lookup
   Sales Tax Calc
   Vehicle Residual Value
   Special JC Penney CSV
   Driver Change Lookup
   Vehicle FIV Lookup
   act function or quit:
    
```



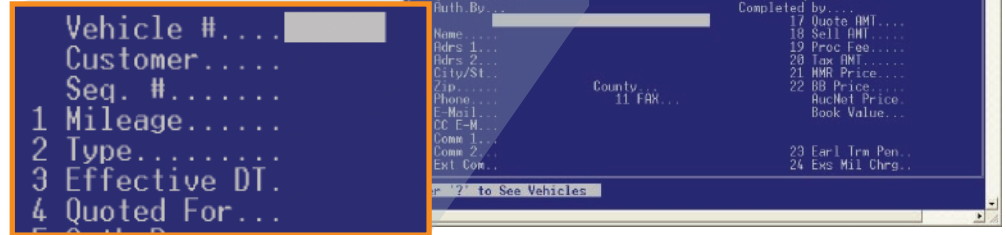
- 3** Press “**A**” for Add and begin a new entry.

SELECT: ADD
OPTS POLICY PRINT



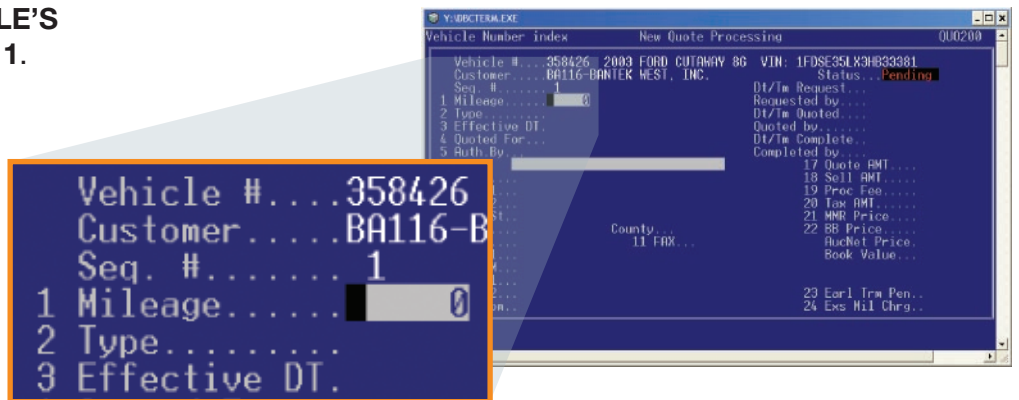
HOW TO ENTER SALES PAPERWORK AND FAIR MARKET VALUE REQUESTS

- 4** Next, **ENTER** the **VEHICLE NUMBER**, press **<ENTER>** and the **CLIENT/VEHICLE INFORMATION** will display.



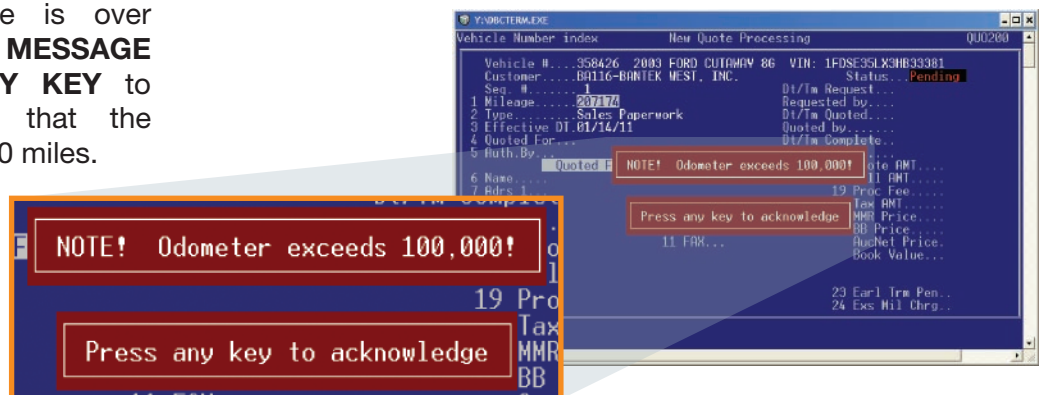
Vehicle #....
Customer.....
Seq. #.....
1 Mileage.....
2 Type.....
3 Effective DT..
4 Quoted For...

- 5** Next, **ENTER** the **VEHICLE'S CURRENT MILEAGE** in line 1.



Vehicle #....358426
Customer....BA116-B
Seq. #.....1
1 Mileage.....0
2 Type.....
3 Effective DT..
4 Quoted For...

- 6** If the vehicle's mileage is over **100,000** the **FOLLOWING MESSAGE** will pop up. Press **ANY KEY** to acknowledge the note that the odometer exceeds 100,000 miles.



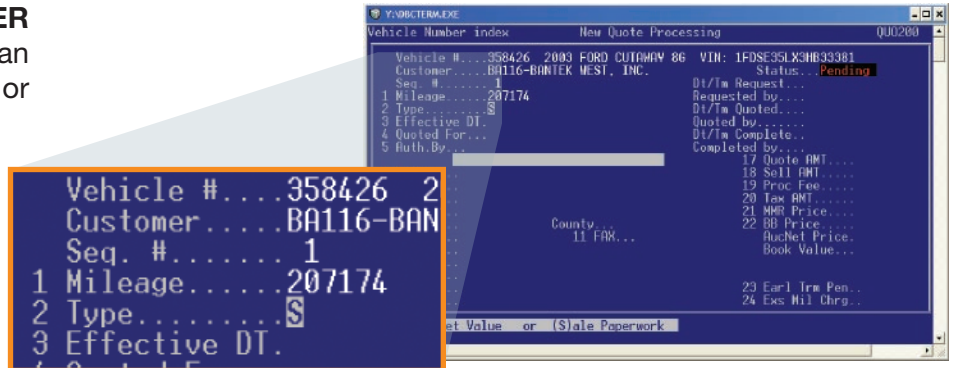
Vehicle #....358426 2003 FORD CUTAWAY 86 VIN: 1FDSE3SLX3HB33381
Customer....BA116-BANTEK WEST, INC. Status...Pending
Seq. #.....1
1 Mileage.....237174
2 Type.....Sales Paperwork
3 Effective DT..01/14/11
4 Quoted For...
5 Auth.By...
6 Name...
7 Adrs 1...
8 Adrs 2...
9 City/St...
10 Zip...
11 County...
12 Phone...
13 E-Mail...
14 Comm 1...
15 Comm 2...
16 Ext Com...
17 Quote AMT...
18 Sell AMT...
19 Proc Fee...
20 Tax AMT...
21 MMR Price...
22 BB Price...
23 AucNet Price...
24 Book Value...
25 Earl Trm Pen...
26 Exs Mil Chrg...

NOTE! Odometer exceeds 100,000!
Press any key to acknowledge

HOW TO ENTER SALES PAPERWORK AND FAIR MARKET VALUE REQUESTS

7

After entering the mileage, **ENTER** the request type. Either you can **ENTER (F)** for Fair Market Value or **(S)** for Sales paperwork.



Vehicle #....358426 2
Customer....BA116-BAN
Seq. #.....1
1 Mileage.....207174
2 Type.....S
3 Effective DT.
4 Quoted For...
5 Auth. By...

Vehicle Number index New Quote Processing QU0200

Vehicle #....358426 2003 FORD CUTAWAY 86 VIN: 1FDSE35LX3HB33381
Customer....BA116-BANTEK WEST, INC. Status...Pending
Seq. #.....1 Dt/Tm Request...
1 Mileage.....207174 Requested by...
2 Type.....S Dt/Tm Quoted...
3 Effective DT. Quoted by...
4 Quoted For... Dt/Tm Complete..
5 Auth. By... Completed by...

17 Quote AMT....
18 Sell AMT....
19 Proc Fee....
20 Tax AMT....
21 MMR Price....
22 BB Price....
AucNet Price..
Book Value....

23 Earl Trm Pen..
24 Exs Mil Chrg..

County... 11 FAX...

et Value or (S)ale Paperwork

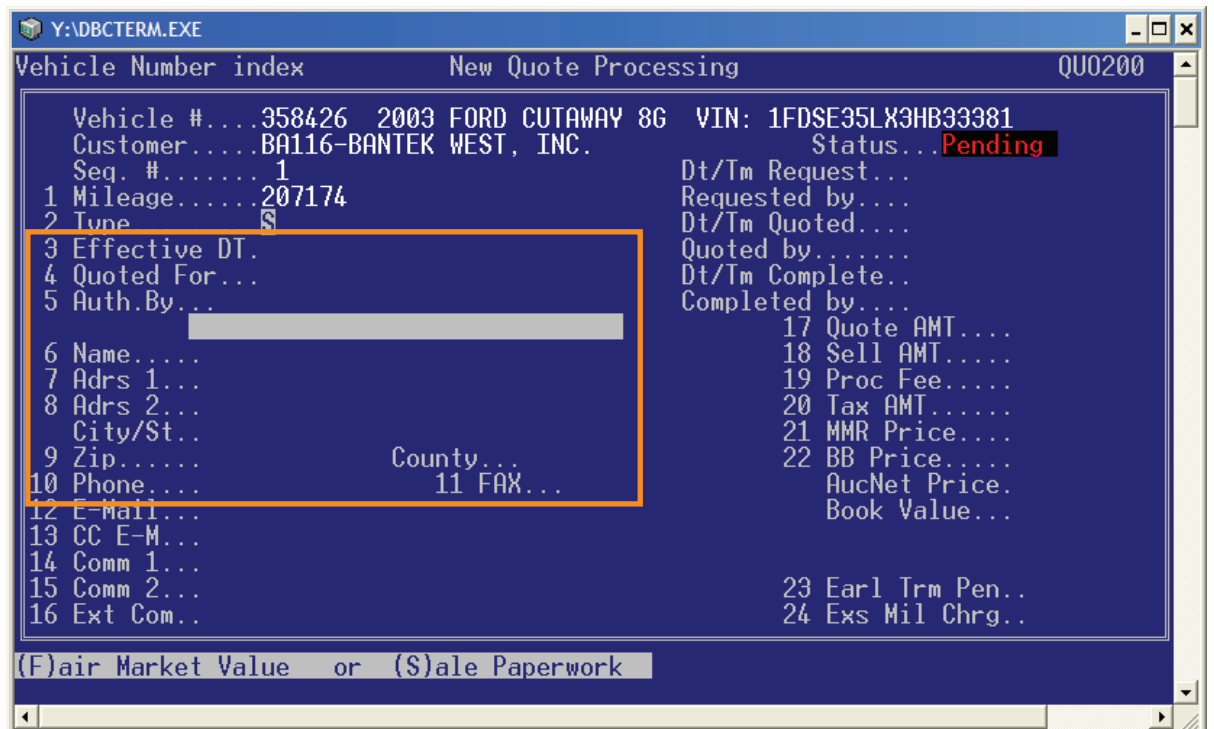
8

If the request is to be effective for a date, other than the day the request is being made, **ENTER THAT DATE IN LINE 3**. Otherwise, enter through **EFFECTIVE DATE**.

Indicate in line 4 **WHO IS MAKING THE REQUEST**. This will be either **"D"** for Driver, **"C"** for client, or **"O"** for Other.

If the client would like to show the person within their company that is authorizing the request, their name may be entered in line 5 **"AUTH BY..."**. Otherwise this line may be **SKIPPED OVER**.

Enter all of the buyer information. **NAME, ADDRESS, PHONE NUMBER** and **E-MAIL ADDRESS** in lines 6, 7, 8, 9, 10, and 11:



Vehicle #....358426 2003 FORD CUTAWAY 86 VIN: 1FDSE35LX3HB33381
Customer....BA116-BANTEK WEST, INC. Status...Pending
Seq. #.....1 Dt/Tm Request...
1 Mileage.....207174 Requested by...
2 Type.....S Dt/Tm Quoted...
3 Effective DT. Quoted by...
4 Quoted For... Dt/Tm Complete..
5 Auth. By... Completed by...

17 Quote AMT....
18 Sell AMT....
19 Proc Fee....
20 Tax AMT....
21 MMR Price....
22 BB Price....
AucNet Price..
Book Value....

23 Earl Trm Pen..
24 Exs Mil Chrg..

County... 11 FAX...

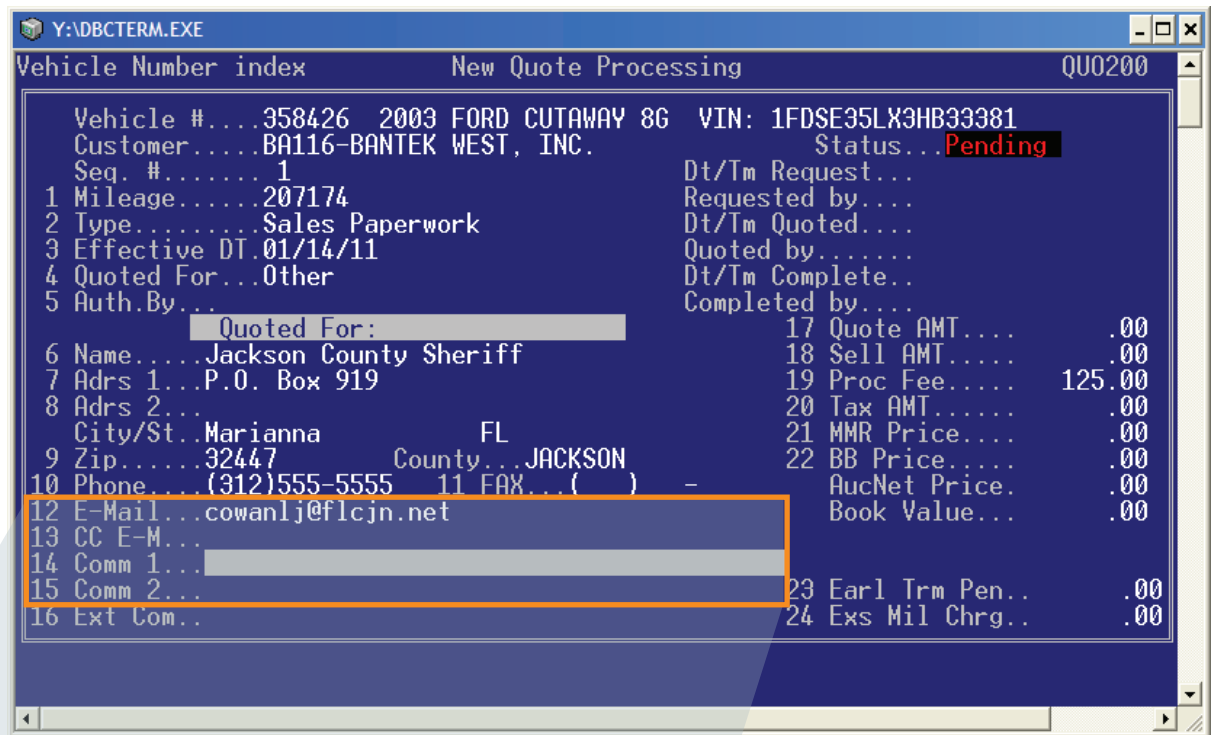
6 Name....
7 Adrs 1...
8 Adrs 2...
City/St..
9 Zip..... County...
10 Phone... 11 FAX...
12 E-Mail...
13 CC E-M...
14 Comm 1...
15 Comm 2...
16 Ext Com..

(F)air Market Value or (S)ale Paperwork

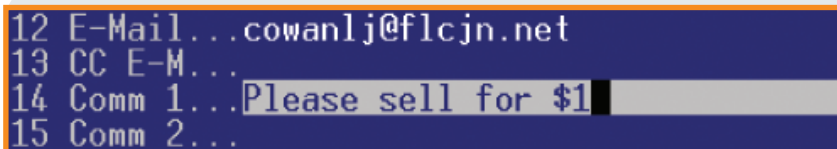


In line 12 “**CC E-M**” **ENTER** an **EMAIL ADDRESS** of anyone that should be copied on the quote request.

In “**COMM 1...**” and “**COMM 2...**” **ENTER ANY IMPORTANT INSTRUCTIONS** such as how much the vehicle is being sold for or if you are requesting a Fair Market Value Quote, you can enter a request like “Please quote Fair Market Value and Book Value”.



Vehicle Number index		New Quote Processing		QU0200
Vehicle #...	358426	2003 FORD CUTAWAY 8G	VIN: 1FDSE35LX3HB33381	
Customer....	BA116-BANTEK WEST, INC.		Status... Pending	
Seq. #.....	1		Dt/Tm Request...	
1 Mileage.....	207174		Requested by....	
2 Type.....	Sales Paperwork		Dt/Tm Quoted....	
3 Effective DT..	01/14/11		Quoted by.....	
4 Quoted For...	Other		Dt/Tm Complete..	
5 Auth.By...			Completed by....	
	Quoted For:		17 Quote AMT....	.00
6 Name.....	Jackson County Sheriff		18 Sell AMT....	.00
7 Adrs 1...	P.O. Box 919		19 Proc Fee....	125.00
8 Adrs 2...			20 Tax AMT....	.00
	City/St.. Marianna FL		21 MMR Price....	.00
9 Zip.....	32447 County... JACKSON		22 BB Price....	.00
10 Phone....	(312)555-5555	11 FAX... () -	AucNet Price..	.00
12 E-Mail...	cowanlj@flcjn.net		Book Value...	.00
13 CC E-M...				
14 Comm 1...			23 Earl Trm Pen..	.00
15 Comm 2...			24 Exs Mil Chrg..	.00
16 Ext Com..				



12 E-Mail...	cowanlj@flcjn.net
13 CC E-M...	
14 Comm 1...	Please sell for \$1
15 Comm 2...	



In line 12 “**CC E-M**” **ENTER** an **EMAIL ADDRESS** of anyone that should be copied on the quote request.

The “**EXT COMM**” line (line 16) is for **ANY COMMENTS** that should be included in the email **BEING SENT TO THE RECIPIENT**.

Press <**ENTER**> until the command line comes back up at the bottom of the screen. If access is given to any of the **AMOUNT LINES (17-24)** **DO NOT CHANGE ANY OF THE AMOUNTS** unless otherwise instructed.

Y:\DBCTERM.EXE

Vehicle Number index New Quote Processing QU0200

Vehicle #....358426	2003 FORD CUTAWAY 8G	VIN: 1FDSE35LX3HB33381	Status... Pending
Customer.....BA116-BANTEK WEST, INC.			
Seq. #.....3		Dt/Tm Request...01/14/11 15:55	
1 Mileage.....207174		Requested by....Lisa Kurzynski	
2 Type.....Sales Paperwork		Dt/Tm Quoted....	
3 Effective Dt..01/14/11		Quoted by.....	
4 Quoted For...Other		Dt/Tm Complete..	
5 Auth.By....		Completed by....	
6 Name.....JACKSON COUNTY SHERRIFF'S OFF		17 Quote AMT.... 2000.00	
7 Adrs 1...4012 LAFAYETTE ST		18 Sell AMT..... .00	
8 Adrs 2...		19 Proc Fee..... 125.00	
City/St...Marianna FL		20 Tax AMT..... .00	
9 Zip.....32446	County...JACKSON	21 MMR Price.... .00	
10 Phone....(850)482-9624	11 FAX...	22 BB Price..... .00	
12 E-Mail...cowanlj@flcjn.net		AucNet Price.. .00	
13 CC E-M...		Book Value... .00	
14 Comm 1...PLEASE SELL FOR \$1			
15 Comm 2...		23 Earl Trm Pen.. .00	
16 Ext Com..		24 Exs Mil Chrg.. .00	

SELECT: ADD A_CAL A_DET BB_CALC BB_DET COMP CONU FND IDX KALC MOD NXT OPEN
OPTS POLICY PRINT PRU QIT REOPEN RSM SEND SHOW_O SHOW_P VEW VOID U_DET

YOUR REQUEST HAS THEN BEEN SUBMITTED.

NOTES