



HOW TO ADD NEW ORDERS TO LINUX

HOW TO ADD NEW ORDERS TO LINUX

There are **2 TYPES** of orders:

ONLINE ORDERS received from clients via the EMKAY website

MANUAL ORDERS place via a Vehicle Lease Order form.

On-line orders will provide an EMKAY vehicle number and other information that a regular order will not. This information will need to be keyed into the EMKAY system.

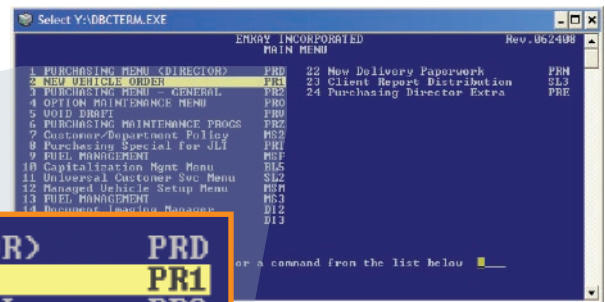
1 REGULAR ORDERS

Go to **PR1** - "NEW VEHICLE ORDER" and press **<ENTER>**.

```

1 PURCHASING MENU (DIRECTOR) PRD
2 NEW VEHICLE ORDER PR1
3 PURCHASING MENU - GENERAL PR2
4 OPTION MAINTENANCE MENU PRO
5 VOID DRAFT PRU
6 PURCHASING MAINTENANCE PROGS PRZ

```

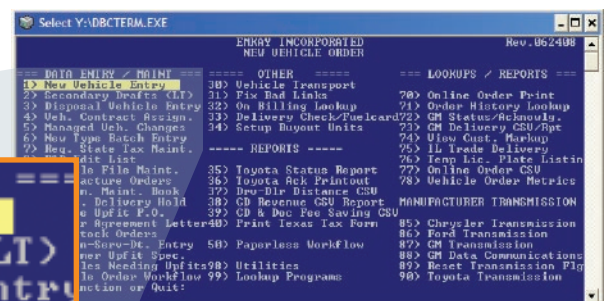


2 Next, go to 1 NEW VEHICLE ENTER and press **<ENTER>**.

```

=== DATA ENTRY / MAINT ===
1) New Vehicle Entry
2) Secondary Drafts (LT)
3) Disposal Vehicle Entry
4) Veh. Contract Assign.
5) Managed Veh. Changes
6) New Type Batch Entry
7) Req. State Tax Maint.

```

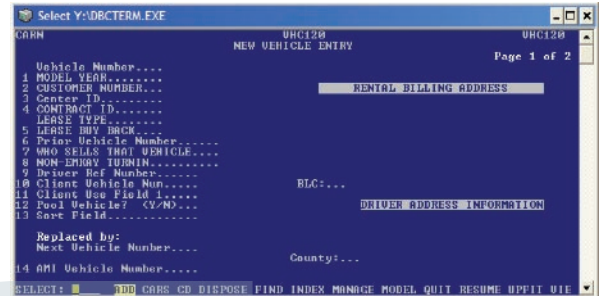


HOW TO ADD NEW ORDERS TO LINUX

3

YOU WILL NOW BE IN THE
VHC120 PROGRAM SCREEN.

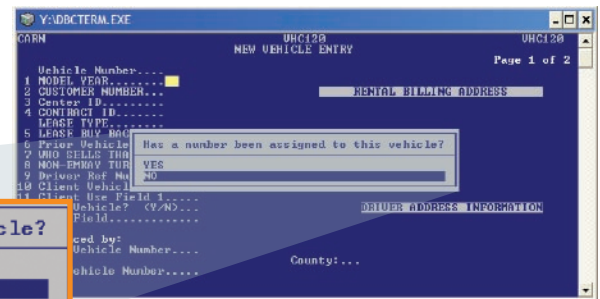
For **REGULAR ORDERS**, you must **ARROW KEY OVER** to “**ADD**” or **TYPE** “**A**” and you will be brought to “**ADD**” at the bottom of the screen to add an order. Once there, press **<ENTER>**.



SELECT: **ADD** CARS CD DISPOSE

4

From this screen you will be asked if a **NUMBER HAS BEEN ASSIGNED THE VEHICLE** yet, **SELECT “NO”** and press **<ENTER>**.

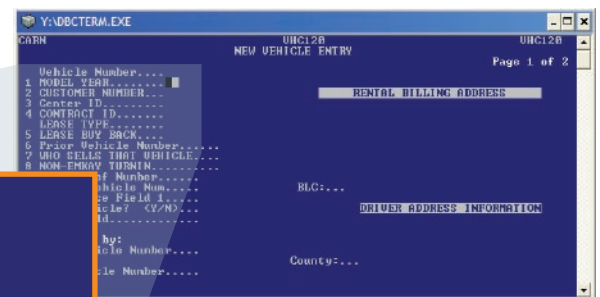


Has a number been assigned to this vehicle?
YES
NO

5

LINE 1 – MODEL YEAR

Here you will enter the **MODEL YEAR** of vehicle, **ENTER** it in a 2 digit format (i.e. 11, 12)



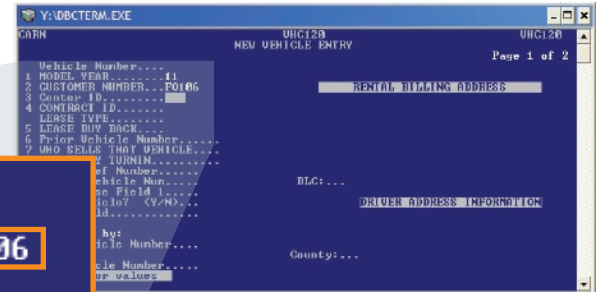
Vehicle Number.....
1 MODEL YEAR.....
2 CUSTOMER NUMBER...
3 Center ID.....
4 CONTRACT ID.....
LEASE TYPE.....
5 LEASE BUY BACK....
6 Prior Vehicle Number.....
7 WHO SELLS THAT VEHICLE.....
8 NON-EMROV TURNIN.....
9 Client Use Field 1.....
10 Pool Vehicle? (Y/N).....
11 Save Field.....
Replaced by:
Next Vehicle Number.....
14 API Vehicle Number.....
County:...

HOW TO ADD NEW ORDERS TO LINUX

- 6** **LINE 2 – CUSTOMER NUMBER**
Then **ENTER** the **EMKAY CUSTOMER NUMBER** (Master Account #), example FO106, from the Vehicle Lease Order (VLO).

```

Vehicle Number....
1 MODEL YEAR.....11
2 CUSTOMER NUMBER...FO106
3 Center ID.....
4 CONTRACT ID.....
LEASE TYPE.....
5 LEASE BUY BACK...
6 Prior Vehicle Number.....
    
```



Y:\DBCTERM.EXE UHC128 NEW VEHICLE ENTRY Page 1 of 2

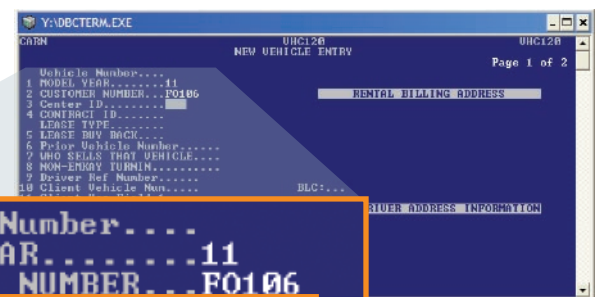
Vehicle Number....
1 MODEL YEAR.....11
2 CUSTOMER NUMBER...FO106
3 Center ID.....
4 CONTRACT ID.....
LEASE TYPE.....
5 LEASE BUY BACK...
6 Prior Vehicle Number.....
7 WHO SELLS THAT VEHICLE...
8 NON-EMRGY TURNIN.....
9 Driver Ref Number.....
10 Client Vehicle Num.....

RENTAL BILLING ADDRESS
BLC:..
DRIVER ADDRESS INFORMATION
County:..
City:..
State:..
Zip:..
Phone:..

- 7** **LINE 3 – CENTER ID**
ENTER the **CLIENTS' 3-DIGIT CENTER NUMBER** from the VLO (Vehicle Lease Order) (a center # is a logical grouping of vehicles, example: a client may have a center # for each office they have or center numbers based on geography, however they might want to sort their fleet of vehicles).

```

Vehicle Number....
1 MODEL YEAR.....11
2 CUSTOMER NUMBER...FO106
3 Center ID.....
4 CONTRACT ID.....
LEASE TYPE.....
5 LEASE BUY BACK...
6 Prior Vehicle Number.....
    
```

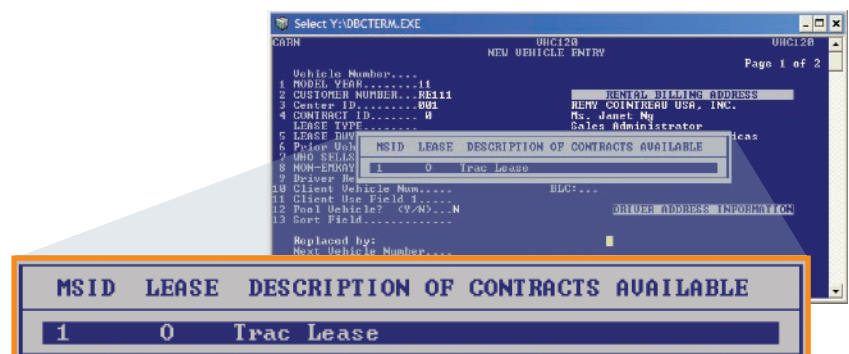


Y:\DBCTERM.EXE UHC128 NEW VEHICLE ENTRY Page 1 of 2

Vehicle Number....
1 MODEL YEAR.....11
2 CUSTOMER NUMBER...FO106
3 Center ID.....
4 CONTRACT ID.....
LEASE TYPE.....
5 LEASE BUY BACK...
6 Prior Vehicle Number.....
7 WHO SELLS THAT VEHICLE...
8 NON-EMRGY TURNIN.....
9 Driver Ref Number.....
10 Client Vehicle Num.....

RENTAL BILLING ADDRESS
BLC:..
DRIVER ADDRESS INFORMATION
County:..
City:..
State:..
Zip:..
Phone:..

- 8** **LINE 4 – CONTRACT ID**
After you key in the center, **LINE 4. CONTRACT ID** will display the clients' available contracts; Trac Lease, Closed End, Purchase & Disposal, Managed. The client may have more than one lease contract choice. Select the lease type as shown on the VLO. **ARROW KEY UP** or **DOWN** to **SELECT** the correct one and press **<ENTER>**.



Select Y:\DBCTERM.EXE UHC128 NEW VEHICLE ENTRY Page 1 of 2

Vehicle Number....
1 MODEL YEAR.....11
2 CUSTOMER NUMBER...FO106
3 Center ID.....
4 CONTRACT ID.....
LEASE TYPE.....
5 LEASE BUY BACK...
6 Prior Vehicle Number.....
7 WHO SELLS THAT VEHICLE...
8 NON-EMRGY TURNIN.....
9 Driver Ref Number.....
10 Client Vehicle Num.....
11 Client Use Field 1.....
12 Pool Vehicle? (Y/N)....N
13 Sort Field.....

RENTAL BILLING ADDRESS
BLC:..
DRIVER ADDRESS INFORMATION
County:..
City:..
State:..
Zip:..
Phone:..

MSID LEASE DESCRIPTION OF CONTRACTS AVAILABLE

MSID	LEASE	DESCRIPTION OF CONTRACTS AVAILABLE
1	0	Trac Lease

HOW TO ADD NEW ORDERS TO LINUX

**LINE 5 – LEASE BUY BACK**

This defaults to “N” because a Lease Buyback seldom occurs and is when we buy a vehicle from a client, or their finance source, put it on lease, and we have it titled and registered in our name.

LINE 6 – PRIOR VEHICLE NUMBER

From the VLO; **ADD** the **TURN-IN VEHICLE NUMBER**; this is the drivers’ current vehicle.

LINE 7 – WHO SELLS THAT VEHICLE

From the VLO; add “E” if **EMKAY IS TO SELL** the turn-in car or “C” if the **CLIENT HAS ELECTED TO SELL** the car. (This will “link” the old car to the new car and provide the Remarketing department notification to arrange pick-up of the turn-un vehicle at the dealer that is delivering the new vehicle).

LINE 8 – NON-EMKAY TURN-IN

This line defaults to “N” but on occasions,

especially when we have a new client transition, we will want to advise the driver and dealer that there will be a **TURN-IN CAR LEFT AT THE DEALERSHIP** when the driver picks up the new vehicle. Example:

EMKAY signs a new account that is currently driving PHH vehicles and we want to advise the driver and dealer what to expect. Since we do not have car numbers, we use this area to type special instructions to the driver and dealer that prints on their paperwork.

EXAMPLE:

DRIVER: Drop off your current PHH vehicle at the dealer.

DEALER: Driver will drop off their current PHH vehicle at your dealer, we will advise PHH to contact you for pick-up.

Y:\DBCTERM.EXE

CARN UHC120 UHC120

NEW VEHICLE ENTRY Page 1 of 2

Vehicle Number....

1 MODEL YEAR.....11

2 CUSTOMER NUMBER...FO106

3 Center ID.....

4 CONTRACT ID.....

LEASE TYPE.....

5 LEASE BUY BACK....

6 Prior Vehicle Number.....

7 WHO SELLS THAT VEHICLE....

8 NON-EMKAY TURNIN.....

9 Driver Ref Number.....

10 Client Vehicle Num.....

11 Client Use Field 1.....

12 Pool Vehicle? <Y/N>...

13 Sort Field.....

Replaced by:

Next Vehicle Number....

14 AMI Vehicle Number.....

Enter '?' for values

RENTAL BILLING ADDRESS

BLC:...

DRIVER ADDRESS INFORMATION

County:...

HOW TO ADD NEW ORDERS TO LINUX



LINE 9 – DRIVER REFERENCE NUMBER

DEFINITION: we want every driver to only have one driver reference number and it is unique to that driver. We do not want multiple reference numbers, example:

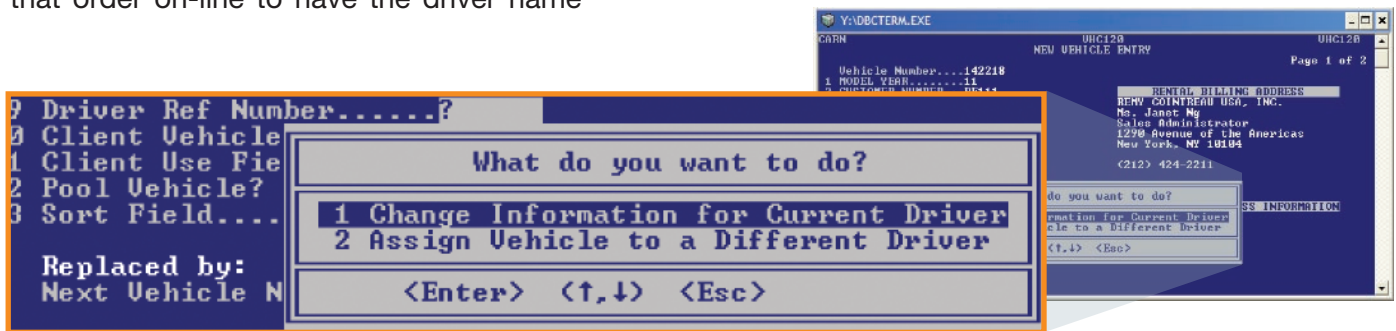
BILL SMITH, WILLIAM SMITH, WILLIAM B. SMITH, if all of these names point to the same person, we do not want to pollute our driver file with duplicate reference numbers.

PRESS the **SHIFT KEY** and **"?"**, now a new pop-up window will display.

NOTE: Currently we do not allow clients that order on-line to have the driver name

and address they key in at the time they place the order to automatically update our system.

So, the driver information on an on-line order might be different (more current) than the information we currently have in linux. When the client keys in the drivers' old vehicle it will pull the drivers information and the client can modify the address and that new address information is on the VLO but never updates linux until we do it at this step.

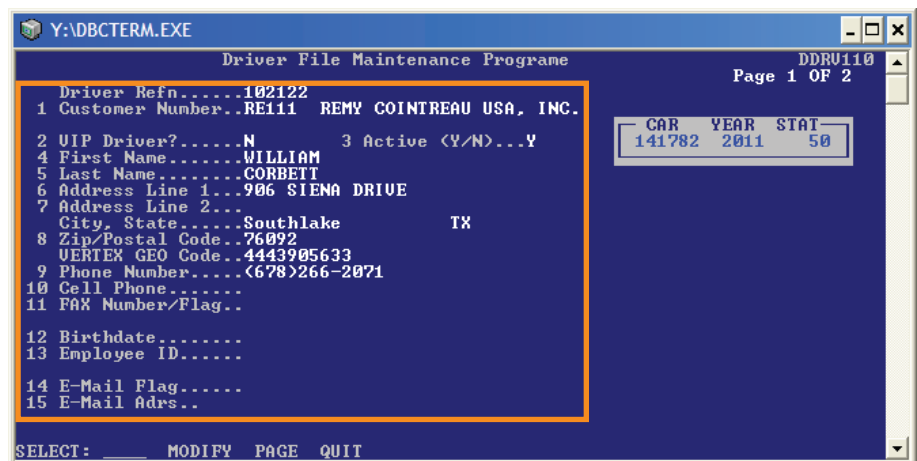


So, if the order **ARRIVES VIA ON-LINE** client order, use:

1) CHANGE INFORMATION FOR A CURRENT DRIVER.

This is used if the order comes via a client on-line order and already has the same driver name displayed on the screen. **SELECT** this and you will then be provided a screen to update the address, phone and email if needed.

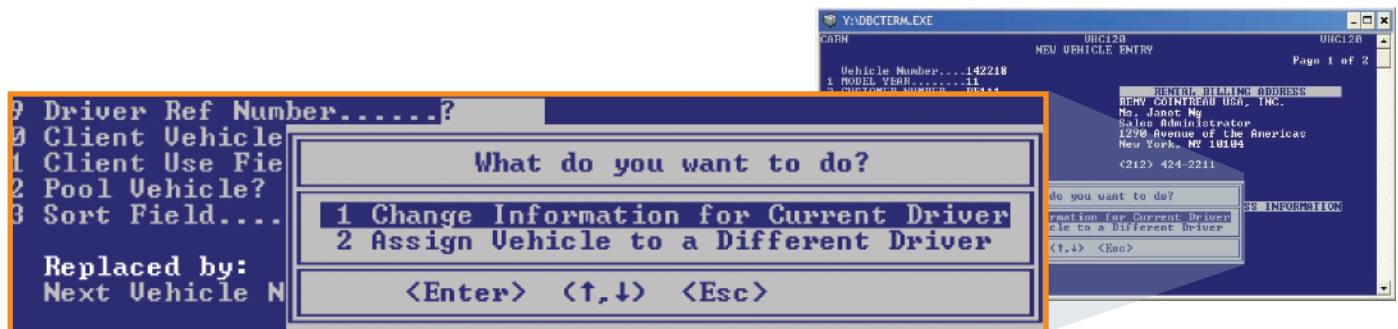
It will also display the vehicles in the upper right hand corner that will be impacted by the change you are making.



NOTE: For **"POOL"** drivers that is a major concern, because there may be many cars that are linked to that reference number and changing the address to a new state or province can have re-registration implications.

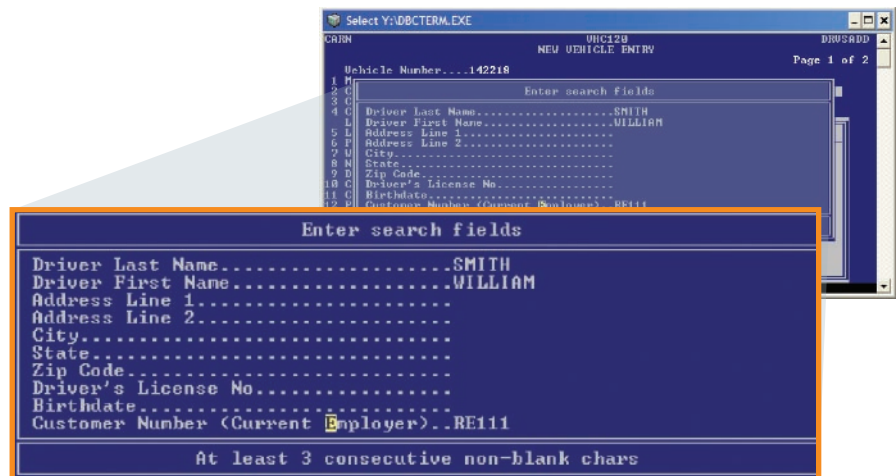
To **LEAVE** this screen, press **"Q"** for **QUIT**. You will be asked to confirm the city and county, see the VLO and **SELECT** the correct one. This is very important for **PROPER TAX REPORTING**.

HOW TO ADD NEW ORDERS TO LINUX



2) ASSIGN VEHICLE TO A DIFFERENT DRIVER.

If uncertain if a driver already exists within our linux system, **SELECT #2** and this screen will appear. **ADD** the **DRIVER'S FIRST** and **LAST NAME** and **ARROW KEY DOWN** and add the **CLIENT ACCOUNT NUMBER** and press **<ENTER>**. If the screen is **BLANK**, we will need to hit **"A"** to **ADD THE DRIVER** and create a new driver reference number for the driver.



LINE 10 - CLIENT VEHICLE NUMBER

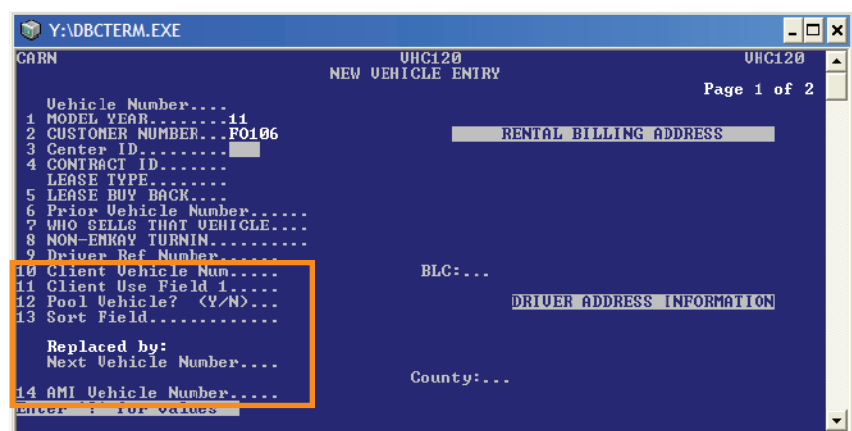
Add the number if there is one.

DEFINITION: A client number is a number that the client wants to associate with this order that has importance to them. This number will appear on their weekly status report, invoices, schedule A's, and most of their reports.

LINE 11 - CLIENT USE FIELD 1

Add the number if there is one.

DEFINITION: A client number extension, seldom if ever used.



HOW TO ADD NEW ORDERS TO LINUX

LINE 12 – POOL VEHICLE (Y/N)

DEFINITION: A vehicle that is used by several different drivers. The drivers name might have “**POOL**” shown in it, or the driver name might be the name of the office manager but it is known that several drivers will be using the vehicle.

By selecting “**YES**”, we are telling the system to direct all mailings to go to the fleet administrator instead of the driver. So, if the driver is the office manager, and it is okay for the mail to go there and to him or her, it is not necessary to **ADD “Y”** here.

LINE 13 – SORT FIELD

ADD the number if there is one.

DEFINITION: A number that further sorts the clients’ billing. It is created by the billing department after discussions with the CSS department and the client.

LINE 14 AMI VEHICLE NUMBER –
NO LONGER USED

Y:\DBCTERM.EXE

CARN UHC120 UHC120

NEW VEHICLE ENTRY Page 1 of 2

Vehicle Number....

1 MODEL YEAR.....11

2 CUSTOMER NUMBER...F0106

3 Center ID.....

4 CONTRACT ID.....

LEASE TYPE.....

5 LEASE BUY BACK....

6 Prior Vehicle Number.....

7 WHO SELLS THAT VEHICLE....

8 NON-EMKAY TURNIN.....

9 Driver Ref Number.....

10 Client Vehicle Num.....

11 Client Use Field 1.....

12 Pool Vehicle? (Y/N)...

13 Sort Field.....

Replaced by:
Next Vehicle Number....

14 AMI Vehicle Number.....

Enter ? for values

RENTAL BILLING ADDRESS

BLC:...

DRIVER ADDRESS INFORMATION

County:...



PAGE 2 OF THE VIC120 NEW VEHICLE ENTRY

TAB + TO GO TO PAGE 2 LINE 1 – MANUFACTURER MODEL CODE

ADD the **VEHICLE MODEL CODE** from the VLO or vehicle specification quote. If the model is not defined, it will need to be created in the model file prior to moving on.

LINE 2 – EMKAY ENGINE CODE

ADD the **ENGINE TYPE** from the VLO or vehicle specification list. This **2 DIGIT FIELD** is generally the numbers of cylinders, then the fuel type, ie: 6G for 6-cylinder gas engine, 8D for 8 cylinder diesel engine).

IMPORTANT: needs to be accurate because it will impact the clients' operations reports and vehicle life cycle cost analysis calculations.

The typical engine type for the model that is defined in the model file will default on the screen but may not be the correct engine type for the given order. You can press **SHIFT “?”** to see the entire list engine types to choose from, see below.

Vehicle Engines File View		
CODE	DESCRIPTION	ACT
4D	4 CYLINDER DIESEL	Y
4E	4 CYLINDER ELECTRIC	Y
4G	4 CYLINDER GASOLINE	Y
4H	4 CYL HYBRID	Y
4N	4 CYLINDER NATURAL GAS	Y
5D	5 CYLINDER DIESEL	Y
5G	5 CYLINDER GASOLINE	Y
6D	6 CYLINDER DIESEL	Y
6G	6 CYLINDER GASOLINE	Y
6H	6 CYL HYBRID	Y
6N	6 CYLINDER NATURAL GAS	Y
8D	8 CYLINDER DIESEL	Y
8G	8 CYLINDER GASOLINE	Y
8H	8 CYL HYBRID	Y
8N	8 CYLINDER NATURAL GAS	Y
EL	ELECTRIC	Y

Y:\DBCTERM.EXE

CARN

UHC120

UHC120

NEW VEHICLE ENTRY

PAGE 2 OF 2

Vehicle Number.....142219
CUSTOMER NUMBER.....RE111
Center ID.....001

1 MNFR. MODEL CODE.....
2 EMKAY ENGINE CODE.....

3 MANUFACTURER.....
4 DEALER NUMBER.....
DLR. ORDER FROM ZONE...
EMKAY REC'D DATE.....02/05/11
INV TRUST CODE.....N
INVENTORY TRUST DATE...
Life Status Code..... 0 *NEW ORDER*
STATUS UPDATE DATE.....02/05/11

Enter '?' to see Codes

MAKE - MODEL INFORMATION

* NOT FOUND *

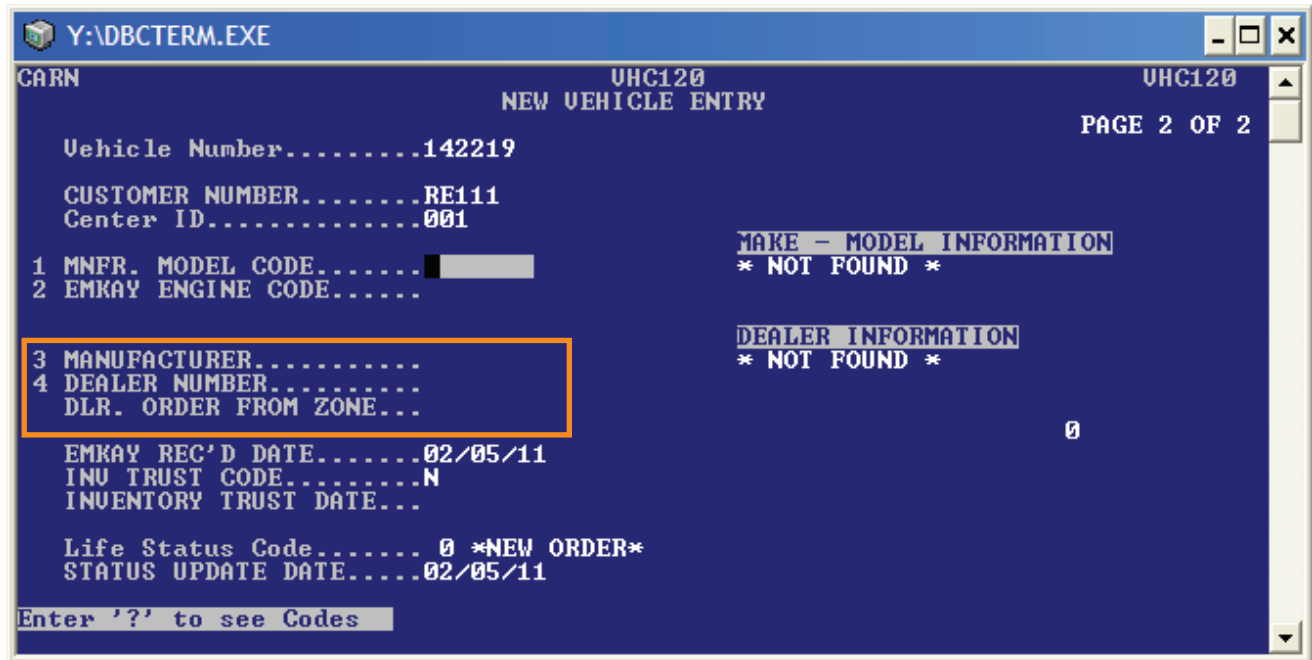
DEALER INFORMATION

* NOT FOUND *

0

HOW TO ADD NEW ORDERS TO LINUX

13



```

Y:\DBCTERM.EXE
CARN                                UHC120                                UHC120
                                NEW VEHICLE ENTRY                                PAGE 2 OF 2

Vehicle Number.....142219

CUSTOMER NUMBER.....RE111
Center ID.....001

1 MNFR. MODEL CODE.....
2 EMKAY ENGINE CODE.....

3 MANUFACTURER.....
4 DEALER NUMBER.....
DLR. ORDER FROM ZONE...

EMKAY REC'D DATE.....02/05/11
INV TRUST CODE.....N
INVENTORY TRUST DATE...

Life Status Code..... 0 *NEW ORDER*
STATUS UPDATE DATE.....02/05/11

Enter '?' to see Codes
  
```

LINE 3 - MANUFACTURER

ADD the one character **MANUFACTURER CODE**.

Here is a listing of the typical makes (a complete list is available in linux):

F = FORD	H = HONDA
L = LINCOLN	Q = MAZDA
C = CHEVROLET	S = SUBARU
B = BUICK	Y = VW
G = GMC	V = VOLVO
I = CADILLAC	R = INFINITI
D = DODGE	B = BMW
A = JEEP	M = MERCEDES
Z = CHRYSLER	U = AUDI
T = TOYOTA	X = HYUNDAI
N = NISSAN	

LINE 4 - DEALER NUMBER

ADD the **DEALER CODE** of the ordering dealer that will be used.

PROCESS COMPLETED.

NOTES