EMKAY

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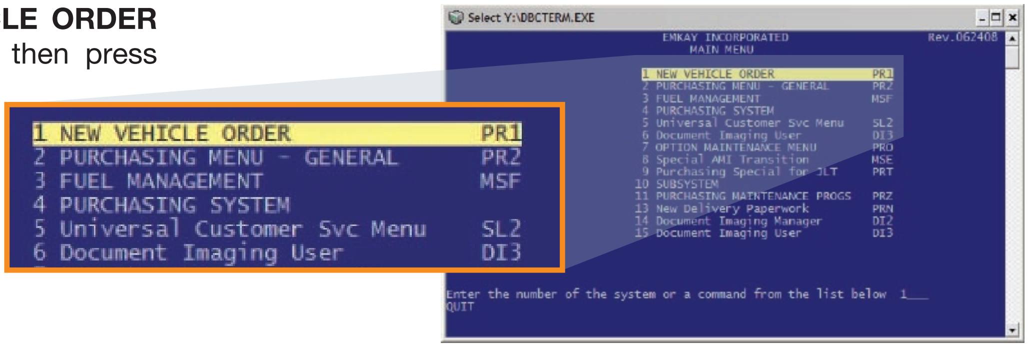
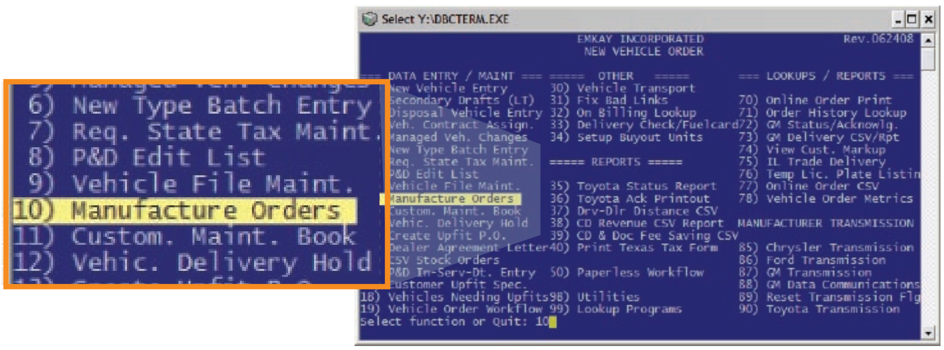
TRANSMITTING ORDERS
VIA BATCH PROCESSING

TRANSMITTING ORDERS VIA BATCH PROCESSING

1 **CHOOSE #1 NEW VEHICLE ORDER** from the main menu-PR1 then press **<ENTER>**.

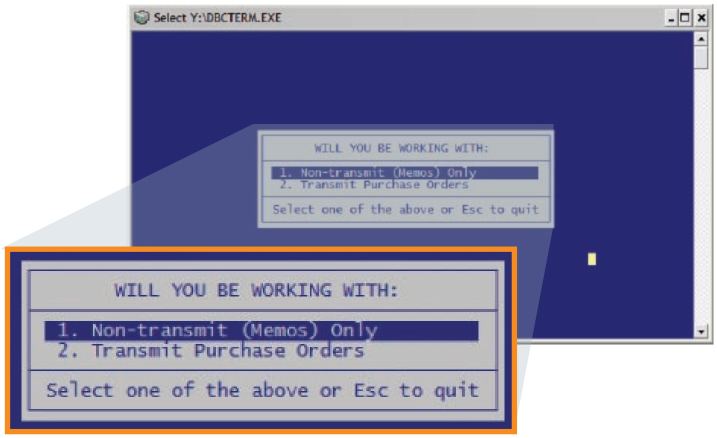


2 Then choose option **#10 MANUFACTURE ORDERS**.



3 The next screen will give the option to enter information in either the **NON-TRANSMIT MODE** or the **TRANSMIT MODE**. Most always we will choose Transmit which will batch the orders and send them directly to the manufacturer.

NON-TRANSMIT MODE is for orders that are not placed through batch processing. Such as **NISSAN, MAZDA, SUBARU, AUDI, VOLVO, VOLKSWAGEN AND MERCEDES**.



FORD / GM / CHRYSLER

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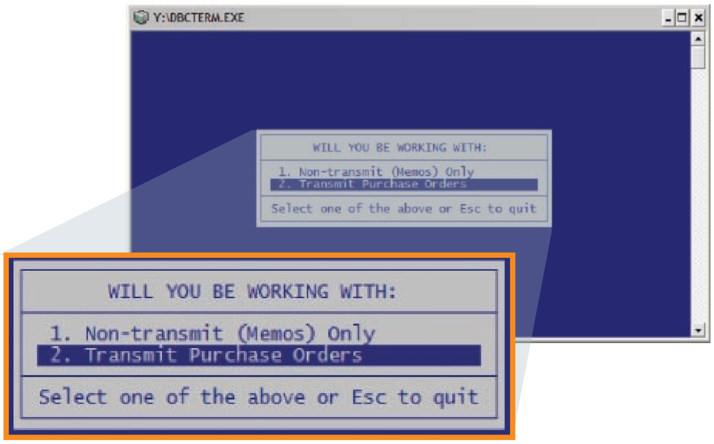
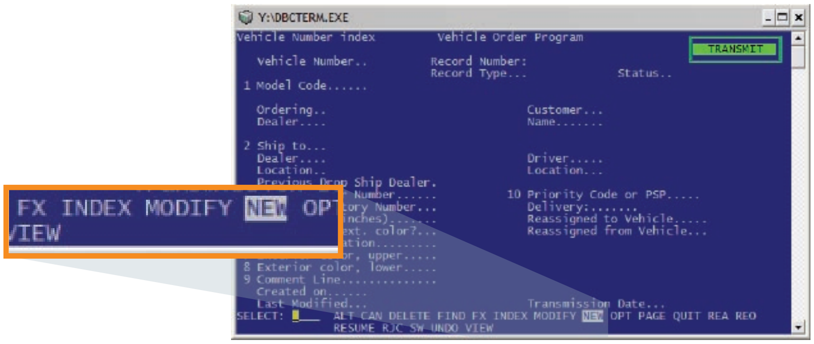
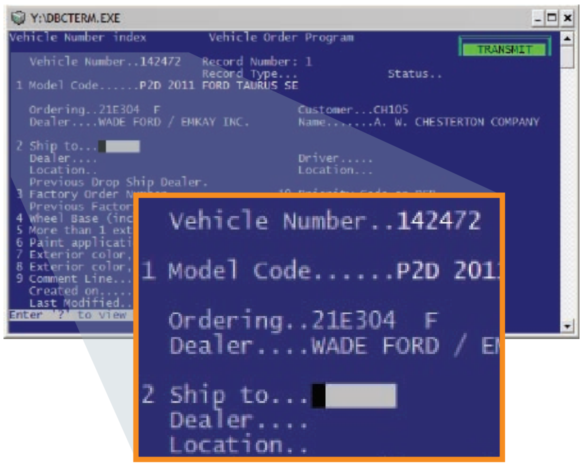
4 So **CHOOSE #2 TRANSMIT MODE** and then press **<ENTER>**.



5 Then you will **CHOOSE “NEW”** at the bottom of the screen and press **<ENTER>**.



6 **ENTER** the **EMKAY VEHICLE NUMBER** and then press **<ENTER>.** The next field will ask for the **DELIVERY DEALER** that you would like the vehicle drop-shipped to. **ENTER** that number and then the exterior color should automatically populate.



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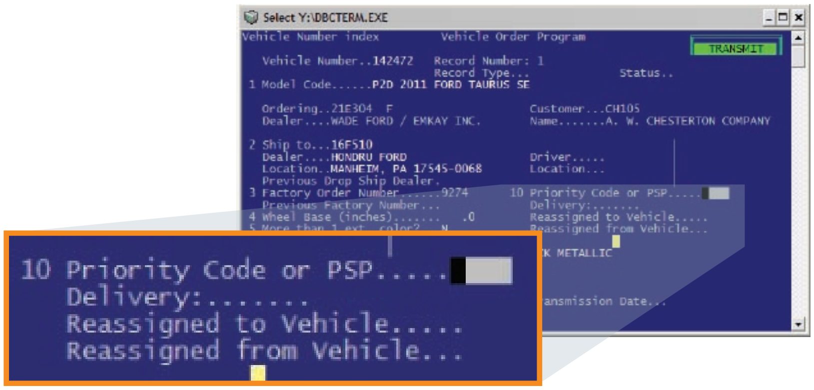
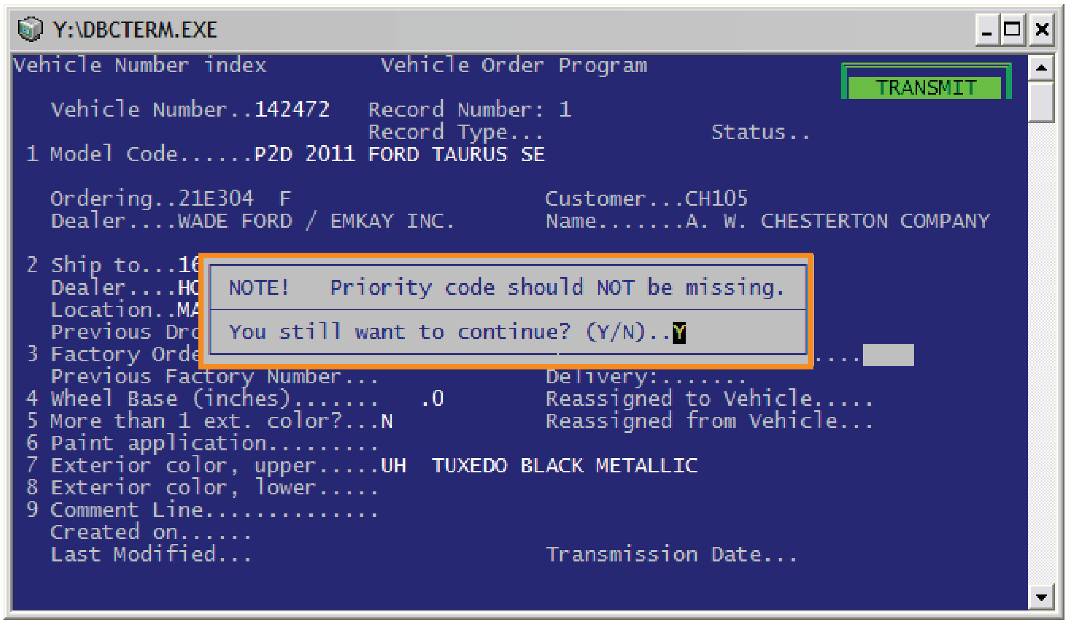
7 The next field is the **PRIORITY CODE OR PSP FIELD**, this field is used for orders that are requesting deliveries for specific future dates, so for example the client is asking for the delivery to be after August 1st, then you would use this field to notify the manufacturer that you do not want the vehicle built until a few weeks before the requested delivery date.

Most times you will not need to add a date to this field.



8 **ENTER** **"Y"** for yes and then press **<ENTER>**.



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9 The **NEXT PAGE** will show all the **OPTIONS THAT SHOULD BE ON THE ORDER**. Compare the options to the order and make sure that all options have been pulled in and if they have not, **YOU MAY NEED TO ADD THEM** to the option file (if they have not been defined).

FORD ORDERS

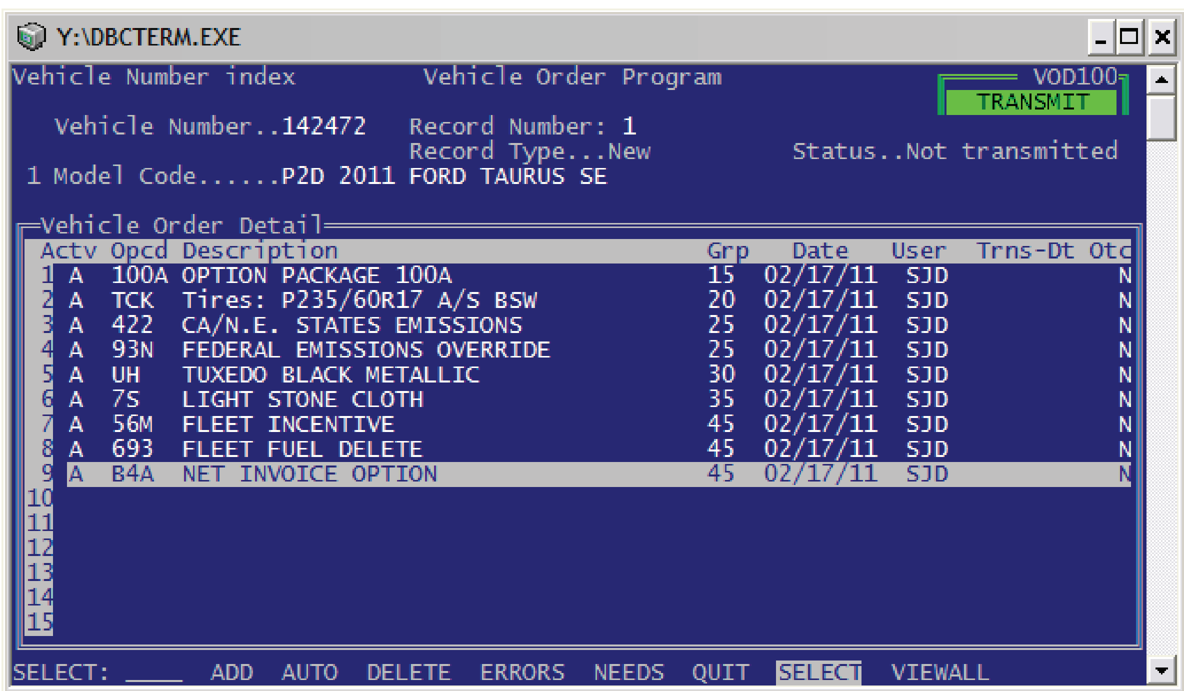
All **FORD ORDERS MUST HAVE THE OPTION CODE B4A** which notifies Ford that this invoice will be a net invoice. The other **FLEET CODE** that must be on **EVERY ORDER IS EITHER 56A** which means that the client has a “**COMPETITIVE PRICE ALLOWANCE PROGRAM**” with Ford or **56M** which means that the client would get the **FLEET INCENTIVE OFFERED**.

GENERAL MOTORS

For **GM**, the mandatory codes that need to be transmitted on every order are **R6T** which is an **EMKAY GM TRACKING CODE** and **VQ2** which is the **NET INVOICE CODE**.

CHRYSLER’S

CHRYSLER’S mandatory codes are **3GD** Advertising Delete, **4EA** Fleet Sold order, **4FT** Fleet order sold, **4SG** Emkay Fleet Code and **YEP** Manufacturer’s statement of Origin.



NOTES