



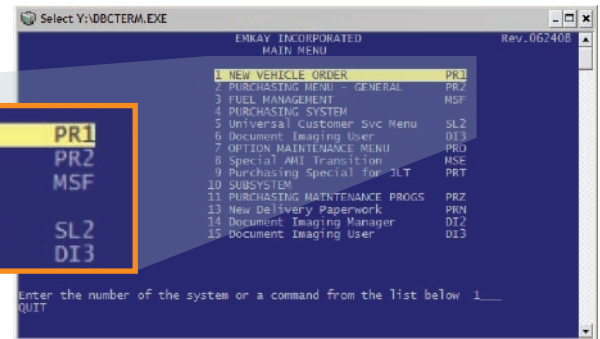
TRANSMITTING ORDERS
VIA BATCH PROCESSING

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1

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

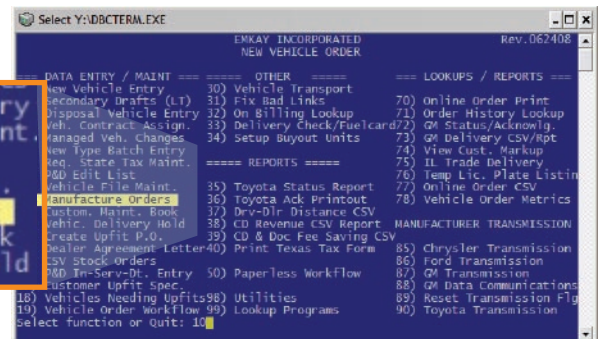
1 NEW VEHICLE ORDER	PR1
2 PURCHASING MENU - GENERAL	PR2
3 FUEL MANAGEMENT	MSF
4 PURCHASING SYSTEM	
5 Universal Customer Svc Menu	SL2
6 Document Imaging User	DI3



2

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

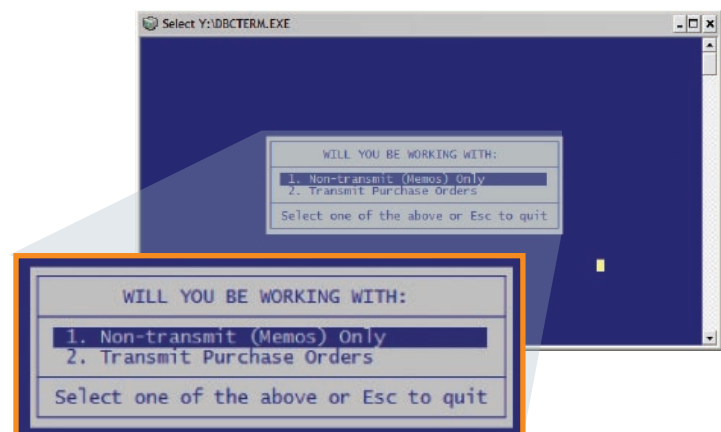
6 New Type Batch Entry
7 Req. State Tax Maint.
8 P&D Edit List
9 Vehicle File Maint.
10 Manufacture Orders
11 Custom. Maint. Book
12 Vehic. Delivery Hold



3

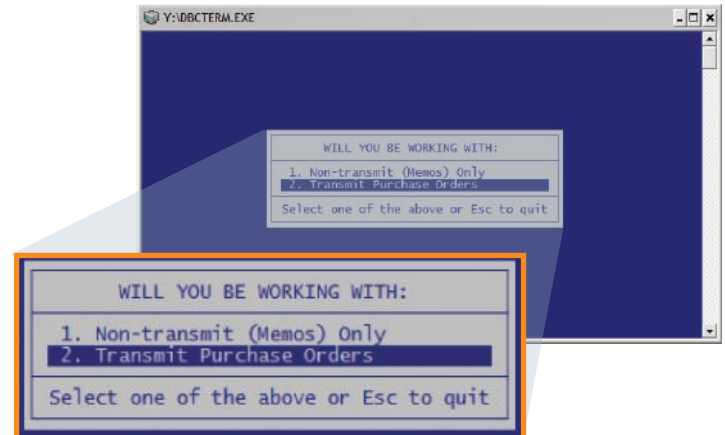
The next screen will give the option to enter information in either the **NON-TRANSMIT MODE** or the **TRANSMIT MODE**. Most always we will choose Transmit which will batch the orders and send them directly to the manufacturer.

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

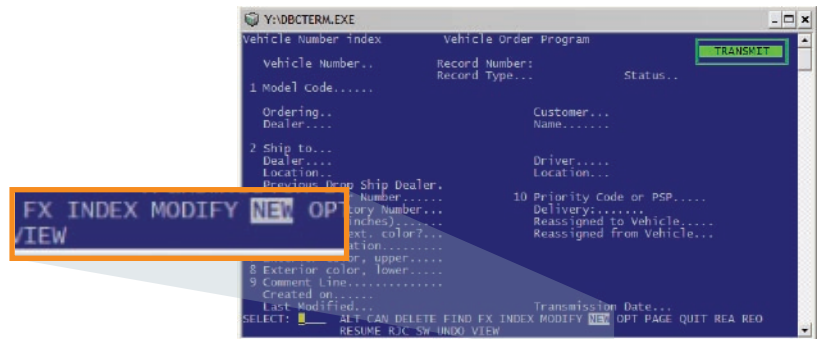


TRANSMITTING ORDERS VIA BATCH PROCESSING

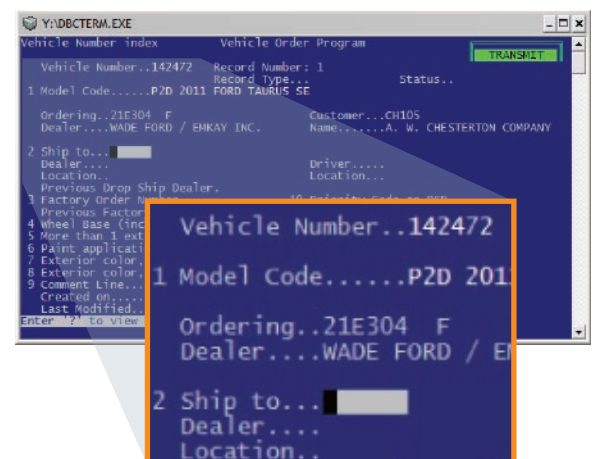
4 So **CHOOSE #2 TRANSMIT MODE** and then press **<ENTER>**.



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.

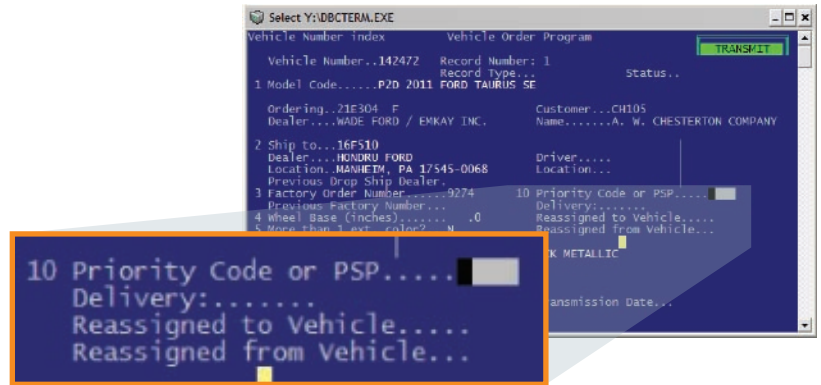


TRANSMITTING ORDERS VIA BATCH PROCESSING

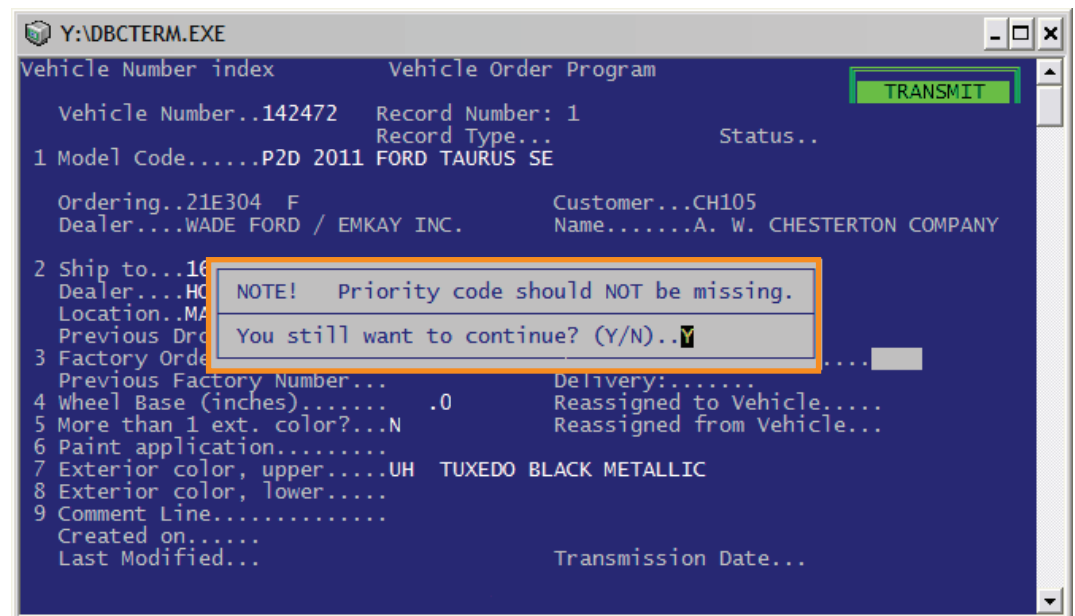


The next field is the **PRIORITY CODE OR PSP FIELD**, this field is used for orders that are requesting deliveries for specific future dates, so for example the client is asking for the delivery to be after August 1st, then you would use this field to notify the manufacturer that you do not want the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

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



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



TRANSMITTING ORDERS VIA BATCH PROCESSING



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

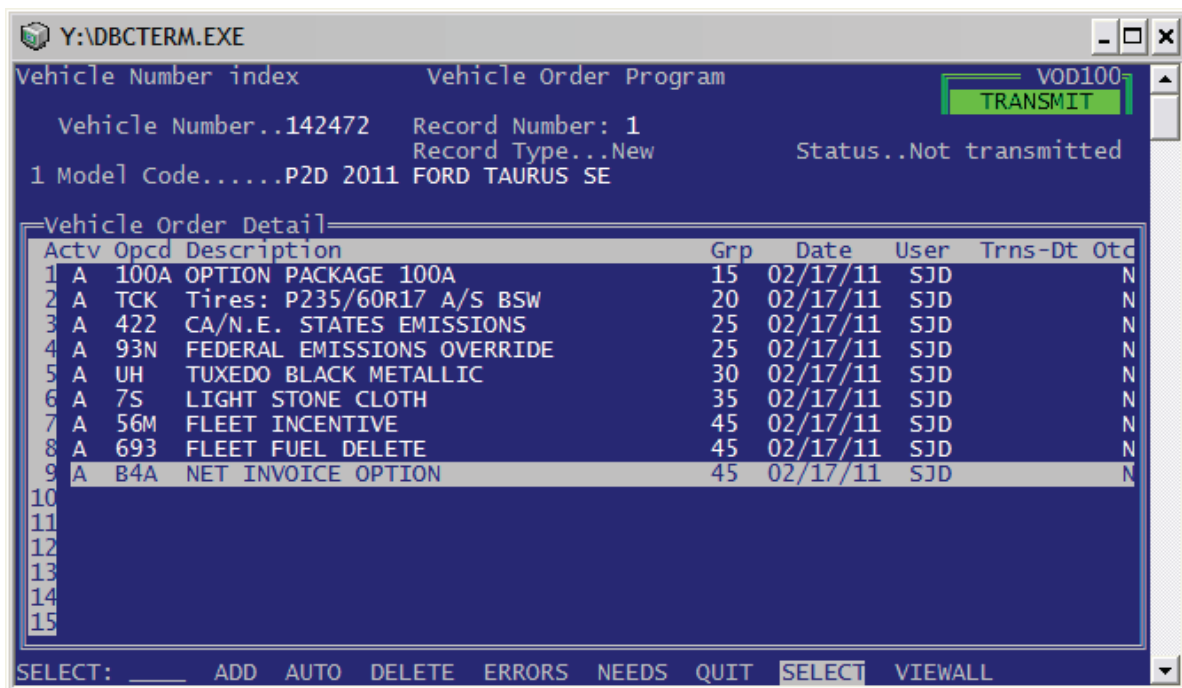
All **FORD ORDERS MUST HAVE THE OPTION CODE B4A** which notifies Ford that this invoice will be a net invoice. The other **FLEET CODE** that must be on **EVERY ORDER IS EITHER 56A** which means that the client has a **"COMPETITIVE PRICE ALLOWANCE PROGRAM"** with Ford or **56M** which means that the client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



Y:\DBCTERM.EXE

Vehicle Number index Vehicle Order Program **VOD100**

Vehicle Number..142472 Record Number: 1 **TRANSMIT**

Record Type...New Status...Not transmitted

1 Model Code.....P2D 2011 FORD TAURUS SE

Vehicle Order Detail

Actv	Opcd	Description	Grp	Date	User	Trns-Dt	Otc
1	A	100A OPTION PACKAGE 100A	15	02/17/11	SJD		N
2	A	TCK Tires: P235/60R17 A/S BSW	20	02/17/11	SJD		N
3	A	422 CA/N.E. STATES EMISSIONS	25	02/17/11	SJD		N
4	A	93N FEDERAL EMISSIONS OVERRIDE	25	02/17/11	SJD		N
5	A	UH TUXEDO BLACK METALLIC	30	02/17/11	SJD		N
6	A	7S LIGHT STONE CLOTH	35	02/17/11	SJD		N
7	A	56M FLEET INCENTIVE	45	02/17/11	SJD		N
8	A	693 FLEET FUEL DELETE	45	02/17/11	SJD		N
9	A	B4A NET INVOICE OPTION	45	02/17/11	SJD		N

SELECT: ____ ADD AUTO DELETE ERRORS NEEDS QUIT **SELECT** VIEWALL

NOTES