

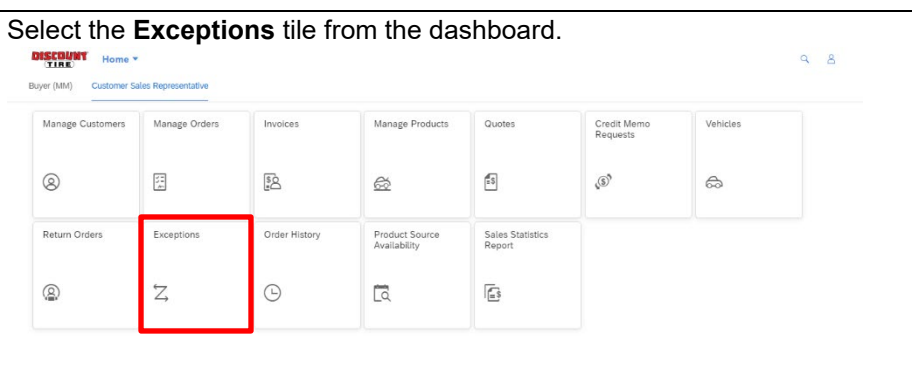
Miscellaneous eBay Accessory Order


Introduction The Fiori Sale App (FSA) is a product of SAP. It is an online application that interfaces with the order management system for Discount Tire.

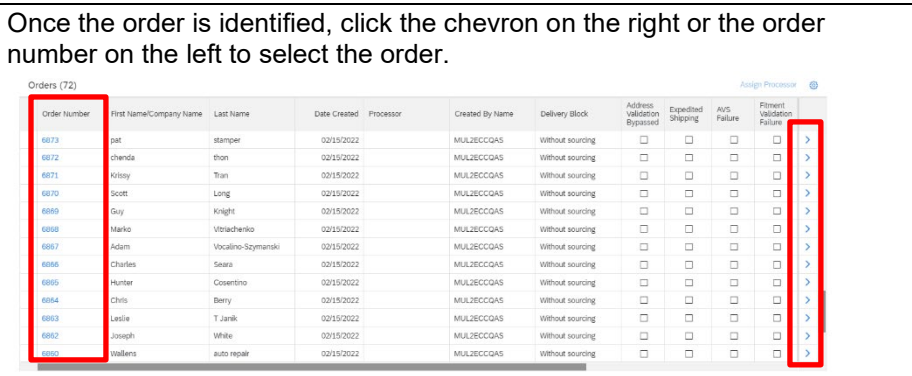
Purpose The purpose of this document is to guide agents through the steps to create a miscellaneous eBay accessory order using FSA. .

Miscellaneous eBay Accessory Order Follow these steps to create a miscellaneous eBay accessory order:

- 1** Select the **Exceptions** tile from the dashboard.


- 2** Select the Date Range for the exception you are searching. Then click **Go**.


- 3** Once the order is identified, click the chevron on the right or the order number on the left to select the order.



Order Number	First Name/Company Name	Last Name	Date Created	Processor	Created By Name	Delivery Block	Address Validation Bypassed	Expedited Shipping	AVS Failure	Pinment Validation Failure
6873	set	stamper	02/15/2022	MULZECCGAS		Without sourcing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6872	chenda	thom	02/15/2022	MULZECCGAS		Without sourcing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6871	Nitsey	Tian	02/15/2022	MULZECCGAS		Without sourcing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6870	Scott	Long	02/15/2022	MULZECCGAS		Without sourcing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6869	Guy	Knight	02/15/2022	MULZECCGAS		Without sourcing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6868	Narko	Vitachenko	02/15/2022	MULZECCGAS		Without sourcing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6867	Adam	Vocalino-Szymanski	02/15/2022	MULZECCGAS		Without sourcing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6866	Charles	Sekara	02/15/2022	MULZECCGAS		Without sourcing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6865	Hunter	Cosentino	02/15/2022	MULZECCGAS		Without sourcing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6864	Chris	Berry	02/15/2022	MULZECCGAS		Without sourcing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6863	Lestie	T Janik	02/15/2022	MULZECCGAS		Without sourcing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6862	Joseph	White	02/15/2022	MULZECCGAS		Without sourcing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6861	Wallers	auto repair	02/15/2022	MULZECCGAS		Without sourcing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Miscellaneous eBay Accessory Order (continued)

- 4 The order will display, click **Edit** in the upper right corner.

Order #8553

Transaction Type: MAIL ORDER
Purchase Order Number: 10-00000-20204
Shipped To Type: B2C
AF Account Number: 6256a7ea3ba12a307579members.ebay.com

Seller: auto items
2 Merchandise items
Newark, NJ 07102-2306
USA 49.01 USD

Ship to: auto items
2 Merchandise items
Newark, NJ 07102-2306
USA 49.01 USD
USPS First Class Mail International

Delivery Method: USPS (PFS-GRS) (USPS)
Tracking: YES
Response Code: (Not Released)
Authorization Block: YES

Sub Total: 49.01 USD
Tax: 0.00 USD
Total Shipping: 0.00 USD
Order Total: 49.01 USD
Status: Strongly Recommended

Items Standard

Article	Brand	Article Description	Vehicle	Assembly	LF	Sourced From	Shipped From	Requested Delivery Date	Price	Override Price	PET	Quantity	Net Price	Reason Reason	Item
84999		MISCELLANEOUS MISC MERCHANDISE				MS7F402	MS7F402	02/22/2022	11.50	49.01	0.00	1	49.01		100

- 5 A confirmation will display. Click **OK**.

Confirmation

You will be assigned as the current processor for this order. Do you want to continue?

OK Cancel

- 6 The Article Description will need to be added. You will need to search all notes.

Click on the **Notes** tab.

Items Partners Related Orders Tracking Notes Payment Cards Exceptions

Items Standard

Article	Brand	Article Description	Vehicle	Assembly	LF
84999		MISCELLANEOUS MISC MERCHANDISE			

If no notes were entered, return to the order by clicking the **Items** tab.

Items Partners Related Orders Tracking Notes Payment Cards Exceptions

Notes

Special Instructions:

Car Care:

Agent Notes:

- 7 To edit the line item, click the **edit** icon.

Items

Article	Brand	Article Description	Notes	Sourced From	Shipped From	Lead Time	PET	Quantity	Price	Override Price	Promotion Amount	Header Promotion Amount	Net Price	Item Number	Parent Item Number	Item Category
84999		MISCELLANEOUS MISC MERCHANDISE				0 days	0.00	1	11.50	49.01	0.00	0.00	49.01	100		2754

- 8 In the Edit Line Item window, delete "Miscellaneous Misc Merchandise" from the Article Description field.

Edit Line Item

Product

Item Number: 800

Parent Item Number: 10-00000-20204

Article Description: MISCELLANEOUS MISC MERCHANDISE

Quantity: 1

Pricing

Price: 11.50 USD

Override Price: 49.01 USD

Promotion

Promotion ID:

Promotion Article:

Promotion Description:

Promotion Type:

Promotion: 0.00

Miscellaneous Article Information

Volume Price: 0.00 USD

Volume Weight: 0.00 LB

Submit Cancel

Miscellaneous eBay Accessory Order (continued)

9 Click on the **Notes** tab.

The screenshot shows the 'Edit Line Item' form with the 'Notes' tab selected. The form contains fields for Product, Sourcing, Pricing, Promotion, and Miscellaneous Article Information. The 'Notes' tab is highlighted with a yellow box.

10 Contact the vendor to verify stock for this vendor part number.
Copy the specifics of the article description.
Then click on the **Details** tab.

The screenshot shows the 'Edit Line Item' form with the 'Details' tab selected. The form contains fields for Article Sales Text, eBay Listing ID, Original Article/Vendor Part No, and Miscellaneous Article Info. The 'Details' tab is highlighted with a yellow box.

11 Paste the information you copied from the previous screen into the Article Description field.

The screenshot shows the 'Edit Line Item' form with the 'Details' tab selected. The form contains fields for Article Sales Text, eBay Listing ID, Original Article/Vendor Part No, and Miscellaneous Article Info. The 'Details' tab is highlighted with a yellow box.

12 Click on the **Notes** tab.

The screenshot shows the 'Edit Line Item' form with the 'Notes' tab selected. The form contains fields for Product, Sourcing, Pricing, Promotion, and Miscellaneous Article Information. The 'Notes' tab is highlighted with a yellow box.

Miscellaneous eBay Accessory Order (continued)

- 13** Copy the specifics of the article description.
Then click on the **Details** tab.

- 14** Paste the part number next to the description that was previously pasted into the Article Description field.

Note: Contact the vendor to verify stock for the vendor part number as well as price and weight.

- 15** Enter a Valuation Price and Gross Weight.

- 16** Miscellaneous accessories are drop shipped to the customer. In the DC Override field, select WDTX02.

Miscellaneous eBay Accessory Order (continued)

17 Click the small blue boxes in the Vendor Override Field.

18 Search for vendor then click the empty box next to the vendor.

Vendor	First Name	Last Name	Address Line 1	Address Line 2	City
TRANSAMERICAN WHOLESALE	TRANSAMERICAN WHOLESALE	TRANSAMERICAN WHOLESALE	800 W. ARTERIA BLVD.		COMPTON, CA 90240
TRANSAMERICAN WHOLESALE	TRANSAMERICAN WHOLESALE	TRANSAMERICAN WHOLESALE	1234 N. Southern Boulevard		LOS ANGELES, CA 90001
TRANSAMERICAN WHOLESALE	TRANSAMERICAN WHOLESALE	TRANSAMERICAN WHOLESALE	1500 INDUSTRIAL RD		MT. PLEASANT, SC 29566

19 When you return to the order, you will see the sourcing information is completed along with WDTX02 for drop shipping. The Article Description is also complete with part number.

You are ready to click **Go to Checkout** in the lower right corner.

20 The Fulfillment Details will remain the same as when the order was created.

Proceed with filling out Miscellaneous Application.

Click **Next**.

Miscellaneous eBay Accessory Order (continued)

21 There is no need to Calculate Shipping.

Click **Next**.

2. Calculate Shipping

Shipping Address

Ship To: Customer
Name: kate sevens
Address Line 1: 2 dockwester drive
Address Line 2:
City: Norwalk
State: CT
Zip Code: 06854-2006
Country: US
Email: 0286kate@msl.com
Phone: 954-453-0470

Shipping Details

Estimated Shipping: 0.00 USD
Shipping Cost: 0.00 USD

Shipping Rates

Carrier	Shipping Method	Service Level	Delivery	Rate Type	Rate
FIS_007102	FIS	HS		Discount	\$0.00 USD
FIS_007102	FIS	2P		Discount	\$0.00 USD
FIS_007102	FIS	LS		Discount	\$0.00 USD

Next button highlighted with a red box.

22 Add notes if applicable then click **Next**.

3. Notes

Special Instructions

Sign Notes

Next button highlighted with a red box.

23 Order Summary screen.

Click **Make Payment**.

4. Order Summary

Shipping Address

Ship To: Customer
Name: kate sevens
Address Line 1: 2 dockwester drive
Address Line 2:
City: Norwalk
State: CT
Zip Code: 06854-2006
Country: US
Email: 0286kate@msl.com
Phone: 954-453-0470

Billing Address

Bill To: kate sevens
Address Line 1: 2 dockwester drive
Address Line 2:
City: Norwalk
State: CT
Zip Code: 06854-2006
Country: US
Email: 0286kate@msl.com
Phone: 954-453-0470

Other Info

Shipping Method: FIS
Shipping Cost: 0.00 USD
Tax Exemption Certificate:

Items

Article	Brand	Article Description	Sourced From	Shipped From	Lead Time	Requested Delivery Date	FET	Quantity	Price	Override Price	Promotion Amount	Header Promotion Amount	Encounterment \$/Pc	Quantity Encountered \$/Pc	Net Price	Notes
8499		Heavy Duty Single Order Light Bar (24x12)	TRANSAMERICAN WHOLESALE	067102	0 days	12/22/2022	0.00	1	12.50	49.01	0.00	0.00	0.00	0.00	49.01	View

Item Number: 100

Next button highlighted with a red box.

24 PayPal eBay funds will already be here from when the order was created.

Click **Update Order**.

Payment for Order #6653

Customer Name: kate sevens
Customer ID: 0001243905
Customer Type: RETAIL
Account Type: 0286kate@msl.com
Account Number: 0286kate@msl.com

Payment Cards Information

Card Type	Expiration Date	Amount	Authorized Amount	Card Number (Masked)	Response	Result Text	Auth Code
Paypal eBay	12/2020	0.00 USD	49.01 USD	00-0000-0000	Check successful		11111

Payment Totals

Pay Amount: 49.01 USD
Balance: 0.00 USD
Collected: 49.01 USD

Update Order button highlighted with a red box.

25 Click on the order number to review the order.

Success

Order updated successfully

OK button highlighted with a red box.

Miscellaneous eBay Accessory Order (continued)

26 On the Order Screen, click on the **Related Orders** tab.



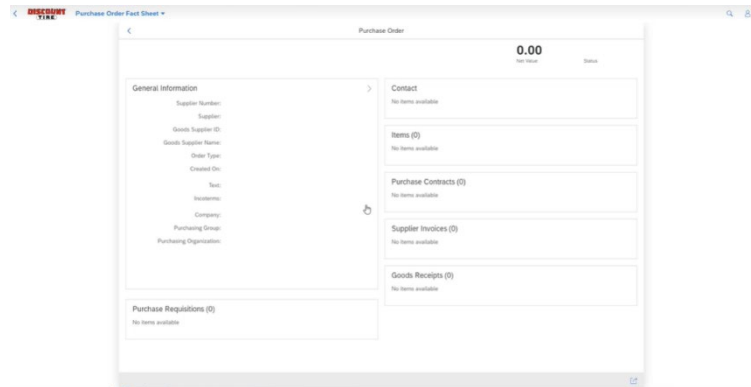
The screenshot shows the 'Related Orders' tab selected. Below the tabs, there is a table with columns: Article, Brand, Article Description, Invoice, Assembly, and L/R. The first row contains the text 'Heavy Duty Single Output Light Bar 55483'.

27 Click on the document number in the Purchase Order row. Enter the Purchase Order number into the Miscellaneous Application and submit order to vendor.



The screenshot shows the 'Related Orders' table. The 'Purchase Order' row is highlighted. The 'Document Number' column contains the value '4873'. The 'Created Date' column shows '02/25/2022 10:15:24 AM'. The 'Status' column shows 'Being processed'.

28 View the information on the purchase order.
If a chevron is present within a field, click on it to view additional details.



The screenshot shows the 'Purchase Order Fast Sheet' form. The form is divided into several sections: General Information, Contact, Items, Purchase Contracts, Supplier Invoices, Goods Receipts, and Purchase Regulations. Each section has a chevron icon next to it, indicating that more details can be viewed by clicking on it. The 'General Information' section is currently expanded, showing fields for Supplier Number, Supplier, Goods Supplier ID, Goods Supplier Name, Order Type, Created On, Tax, Incidents, Company, Purchasing Group, and Purchasing Organization.

29 Once the product is ordered from the vendor, the Ordering team will return to the Notes section to add notes. The notes will include the confirmation number from the vendor.

Contact

Contact the Service Desk at support@discounttire.com or 800-366-4399.