

Miscellaneous eBay Accessory Order

Introduction

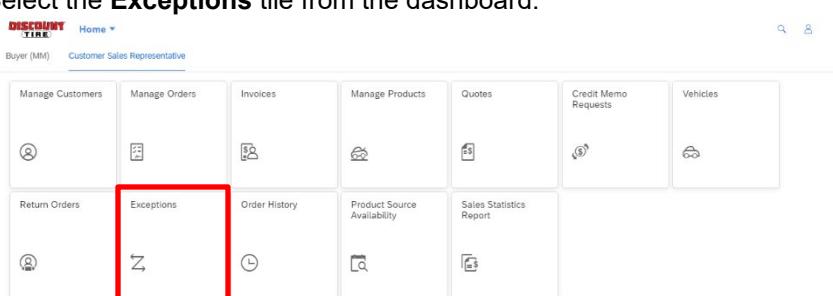
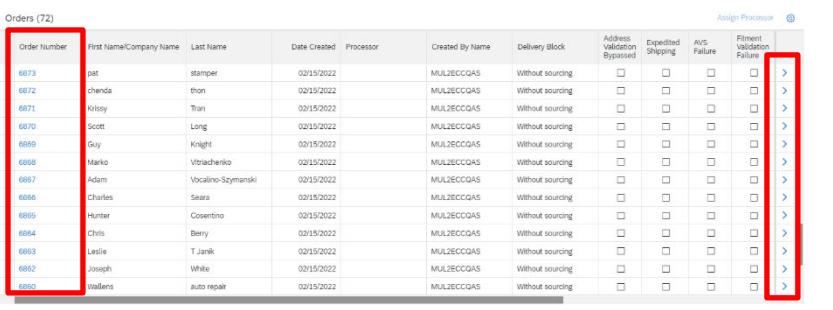
The Fiori Sale App (FSA) is a product of SAP. It is an online application that interfaces with the order management system for Discount Tire.

Purpose

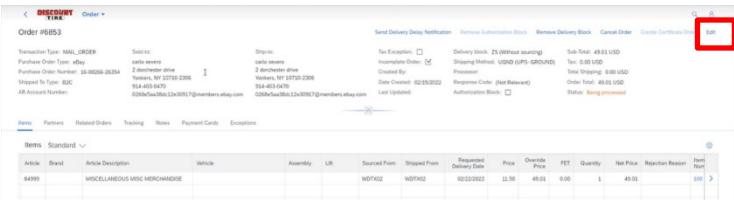
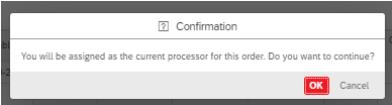
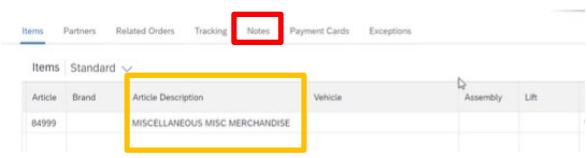
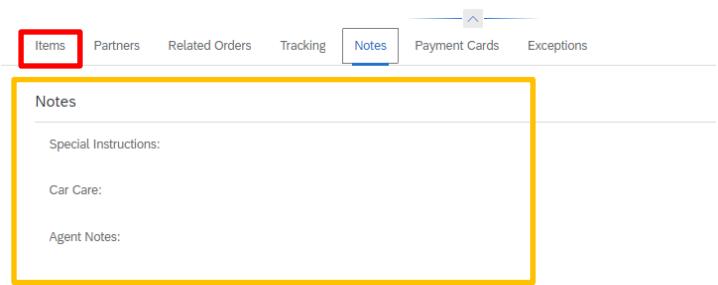
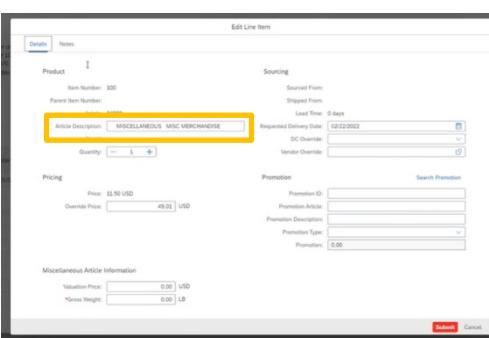
The purpose of this document is to guide agents through the steps to create a miscellaneous eBay accessory order using FSA.

Miscellaneous eBay Accessory Order

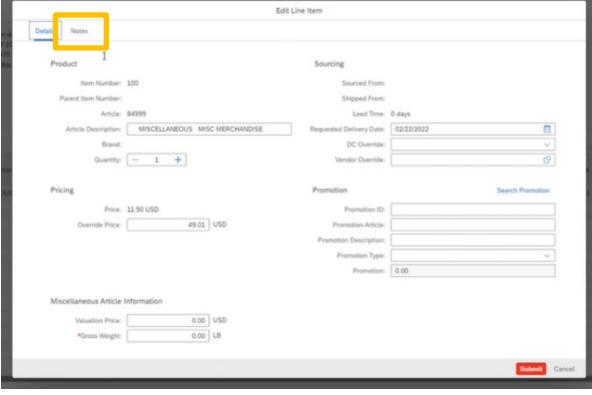
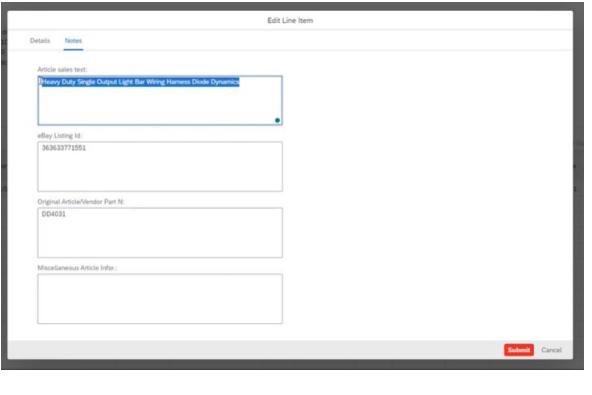
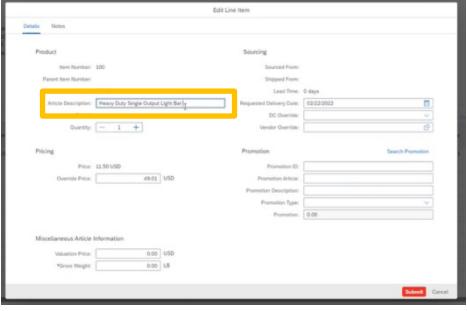
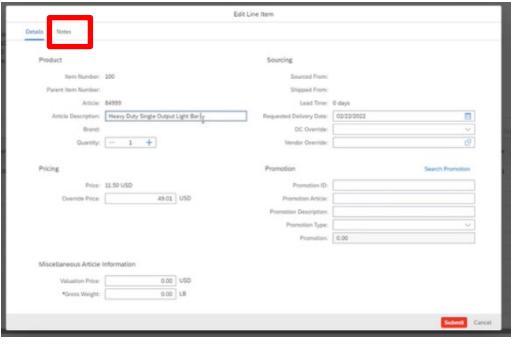
Follow these steps to create a miscellaneous eBay accessory order:

1	<p>Select the Exceptions tile from the dashboard.</p> 
2	<p>Select the Date Range for the exception you are searching. Then click Go.</p> 
3	<p>Once the order is identified, click the chevron on the right or the order number on the left to select the order.</p> 

Miscellaneous eBay Accessory Order (continued)

4	<p>The order will display, click Edit in the upper right corner.</p> 
5	<p>A confirmation will display. Click OK.</p> 
6	<p>The Article Description will need to be added. You will need to search all notes.</p> <p>Click on the Notes tab.</p> 
	<p>If no notes were entered, return to the order by clicking the Items tab.</p> 
7	<p>To edit the line item, click the edit icon.</p> 
8	<p>In the Edit Line Item window, delete "Miscellaneous Misc Merchandise" from the Article Description field.</p> 

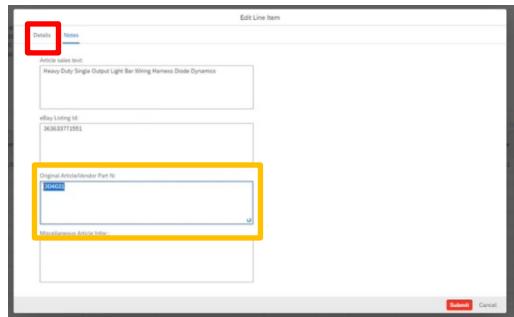
**Miscellaneous
eBay
Accessory
Order
(continued)**

9	<p>Click on the Notes tab.</p> 
10	<p>Contact the vendor to verify stock for this vendor part number. Copy the specifics of the article description. Then click on the Details tab.</p> 
11	<p>Paste the information you copied from the previous screen into the Article Description field.</p> 
12	<p>Click on the Notes tab.</p> 

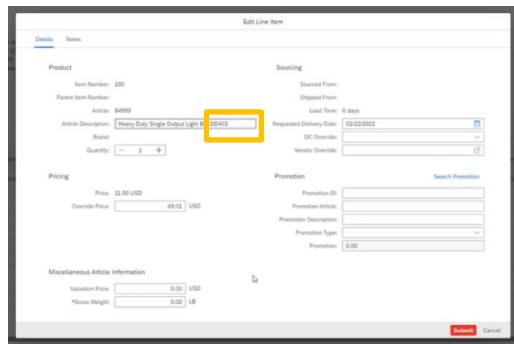
**Miscellaneous
eBay
Accessory
Order
(continued)**

13 Copy the specifics of the article description.

Then click on the **Details** tab.

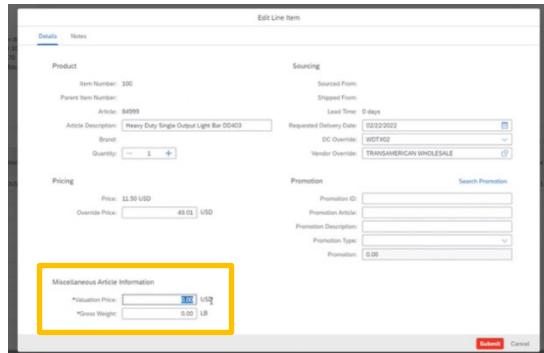


14 Paste the part number next to the description that was previously pasted into the Article Description field.

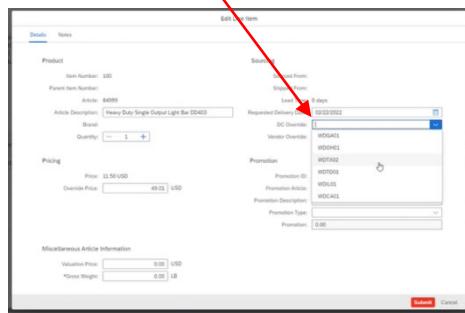


Note: Contact the vendor to verify stock for the vendor part number as well as price and weight.

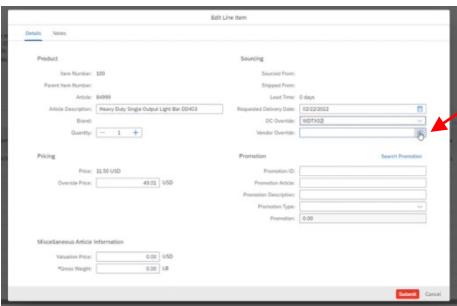
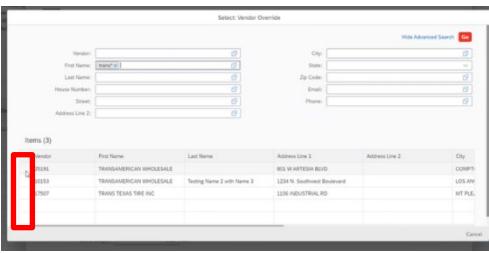
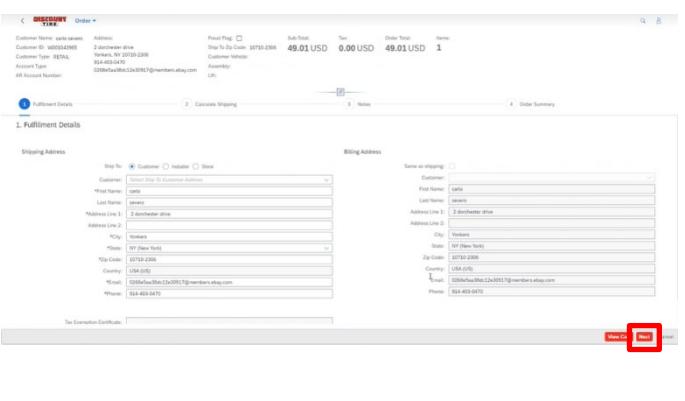
15 Enter a Valuation Price and Gross Weight.



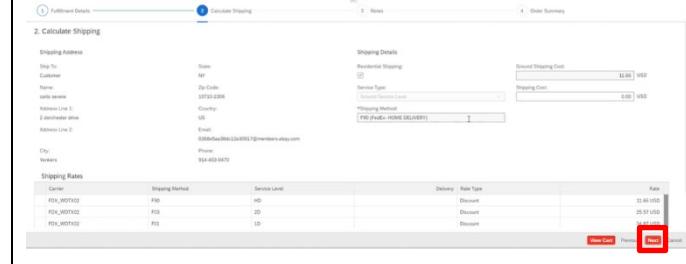
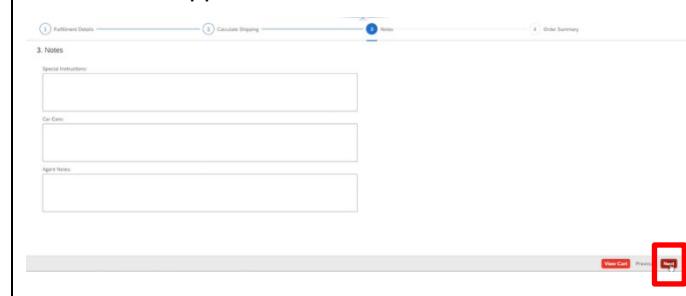
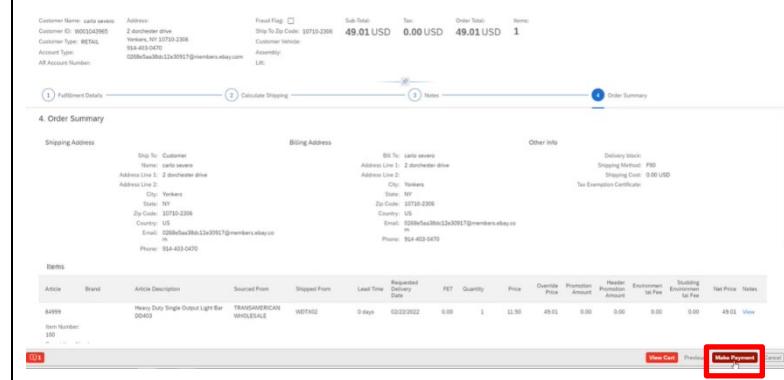
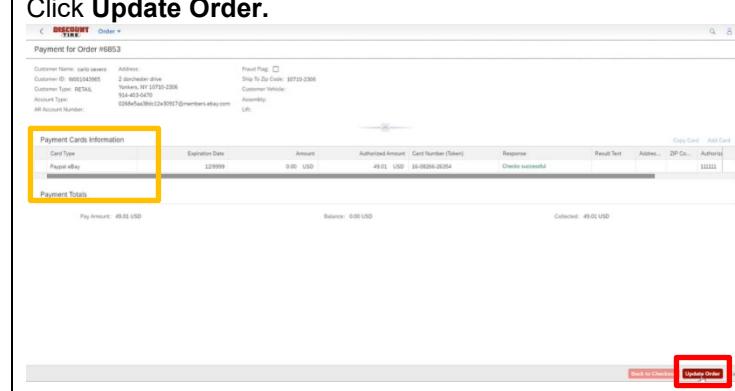
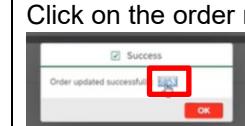
16 Miscellaneous accessories are drop shipped to the customer. In the DC Override field, select WDTX02.



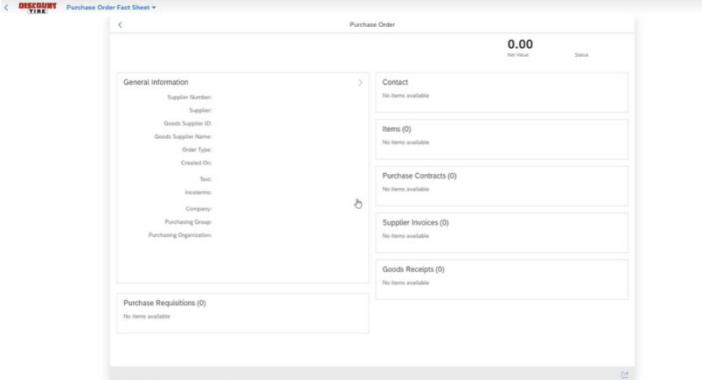
**Miscellaneous
eBay
Accessory
Order
(continued)**

17	<p>Click the small blue boxes in the Vendor Override Field.</p> 
18	<p>Search for vendor then click the empty box next to the vendor.</p> 
19	<p>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.</p>  <p>You are ready to click Go to Checkout in the lower right corner.</p> 
20	<p>The Fulfillment Details will remain the same as when the order was created.</p> <p>Proceed with filling out Miscellaneous Application.</p> <p>Click Next.</p> 

**Miscellaneous
eBay
Accessory
Order
(continued)**

21	<p>There is no need to Calculate Shipping. Click Next.</p> 
22	<p>Add notes if applicable then click Next.</p> 
23	<p>Order Summary screen. Click Make Payment.</p> 
24	<p>PayPal eBay funds will already be here from when the order was created. Click Update Order.</p> 
25	<p>Click on the order number to review the order.</p> 

**Miscellaneous
eBay
Accessory
Order
(continued)**

26	<p>On the Order Screen, click on the Related Orders tab.</p> 
27	<p>Click on the document number in the Purchase Order row. Enter the Purchase Order number into the Miscellaneous Application and submit order to vendor.</p> 
28	<p>View the information on the purchase order.</p> <p>If a chevron is present within a field, click on it to view additional details.</p> 
29	<p>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.</p>

Contact

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