

Miscellaneous eBay Wheel Order

Introduction

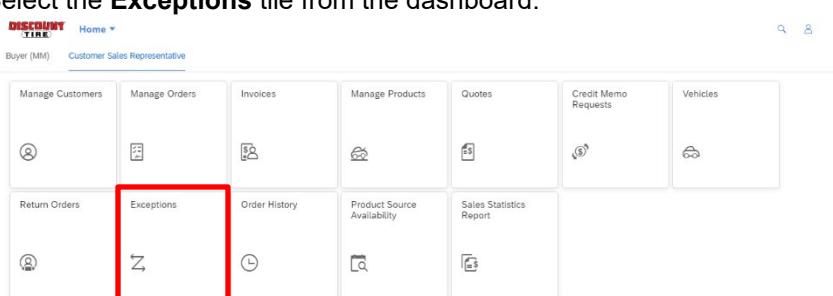
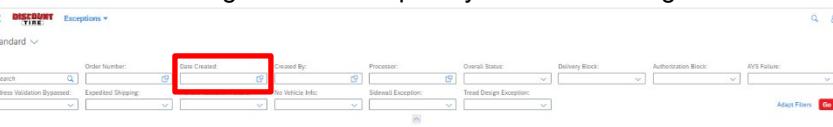
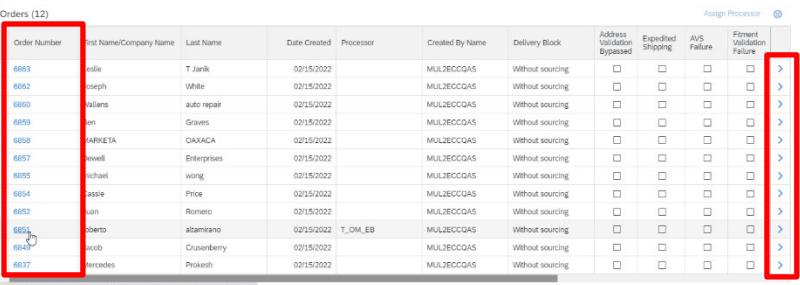
The Fiori Sale App (FSA) is a product of SAP. It is an online application that interfaces with the order management system for Discount Tire.

Purpose

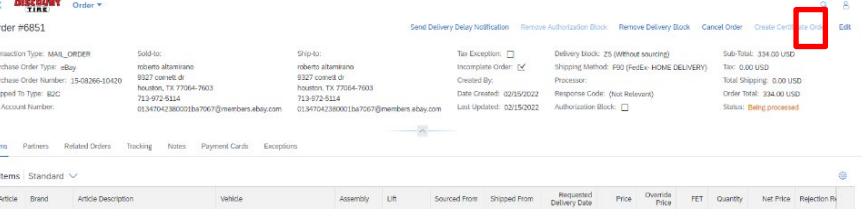
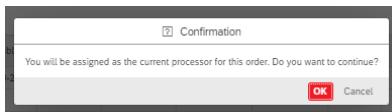
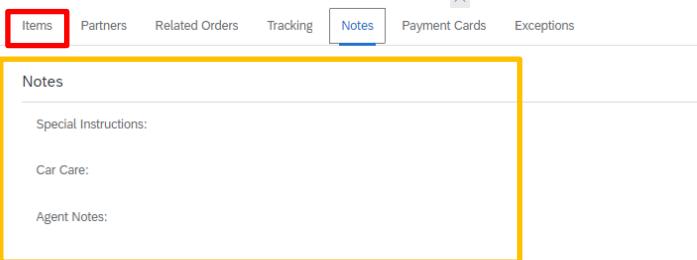
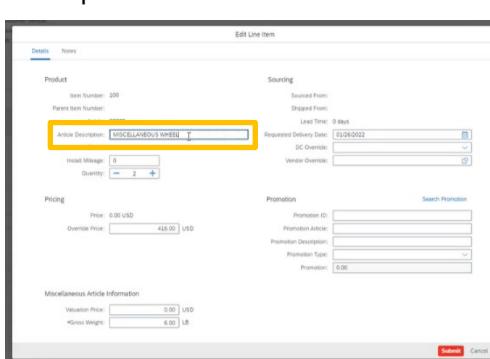
The purpose of this document is to guide agents through the steps to create a miscellaneous eBay wheel order using FSA.

Miscellaneous eBay Wheel Order

Follow these steps to create a miscellaneous eBay wheel 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 Wheel 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 Wheel" from the Article Description field.</p> 

Miscellaneous eBay Wheel Order (continued)

9 Click on the **Notes** tab.

Article Description: NEW 2007 4X3.75 FUEL UTILITY 6X13 STROKE WHEEL 06112070464

10 Copy the specifics of the article description.

Then click on the **Details** tab.

Article Sales Text:
NEW 2007 4X3.75 FUEL UTILITY 6X13 STROKE WHEEL 06112070464

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

Article Description: NEW 2007 4X3.75 FUEL UTILITY 6X13 STROKE WHEEL 06112070464

Note: The number of characters in this field is limited. Be sure to capture the size, bolt pattern, name, and part number.

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

**Miscellaneous
eBay Wheel
Order
(continued)**
12 Enter a Valuation Price and Gross Weight.
13 Miscellaneous wheels are drop shipped to the customer. In the DC Override field, select WDTX02.
14 Click the small blue boxes in the Vendor Override Field.
15 Search for vendor then click the empty box next to the vendor.

Miscellaneous eBay Wheel Order (continued)

16 Select a Requested Delivery Date.

Then click **Submit**.

Note: Miscellaneous eBay Wheel orders are drop shipped. Calculate at least 2 days for shipping to the customer.

17 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.

Article	Brand	Article Description	Notes	Sourced From	Shipped From	Lead Time	FET	Quantity	Price	Override Price	Promotion Amount	Header Promotion Amount	Net Price
77777		NEW 20X7 4X137 FUEL UTV D6112070A...		WHEEL PRO...	WDTX02	days	0.00	— 1 +	0.00	334.00	0.00	0.00	334.00

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

Save as Quote **Go to Checkout** **Cancel**

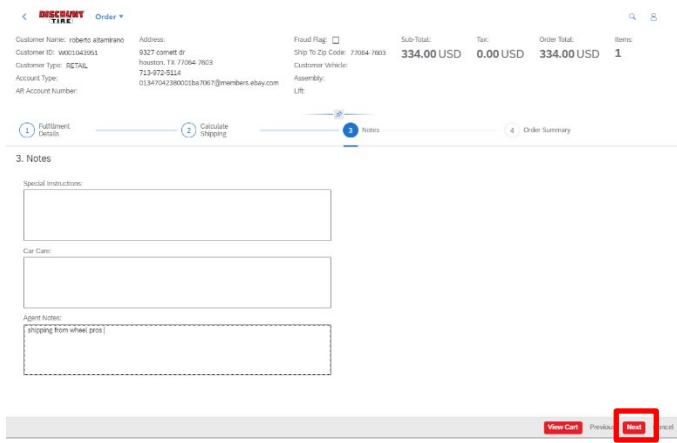
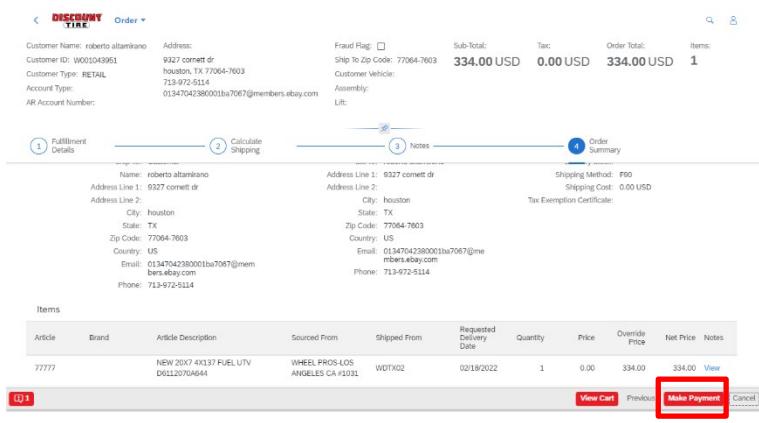
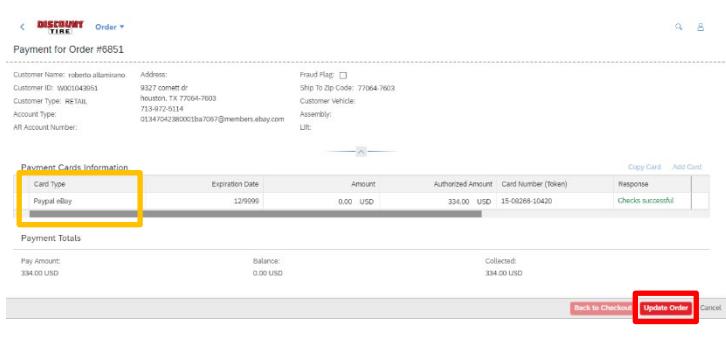
18 The Fulfillment Details will remain the same as when the order was created. Proceed with filling out miscellaneous application.

Click **Next**.

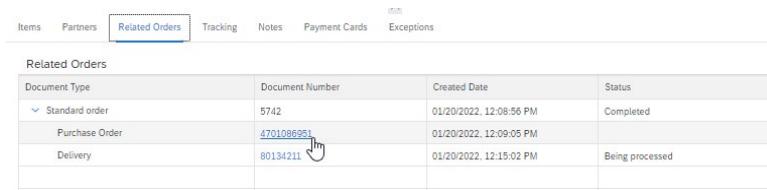
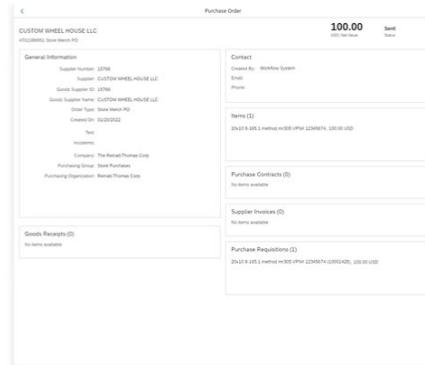
19 There is no need to Calculate Shipping.

Click **Next**.

Miscellaneous eBay Wheel Order (continued)

20	<p>Add notes then click Next.</p> 
21	<p>Order Summary screen. Click Make Payment.</p> 
22	<p>PayPal eBay funds will already be here from when the order was created. Click Update Order.</p> 
23	<p>Click on the order number to review the order.</p> 

Miscellaneous eBay Wheel Order (continued)

24	<p>On the Order screen, click on the Related Orders tab.</p> 
25	<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> 
26	<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> 
27	<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.