

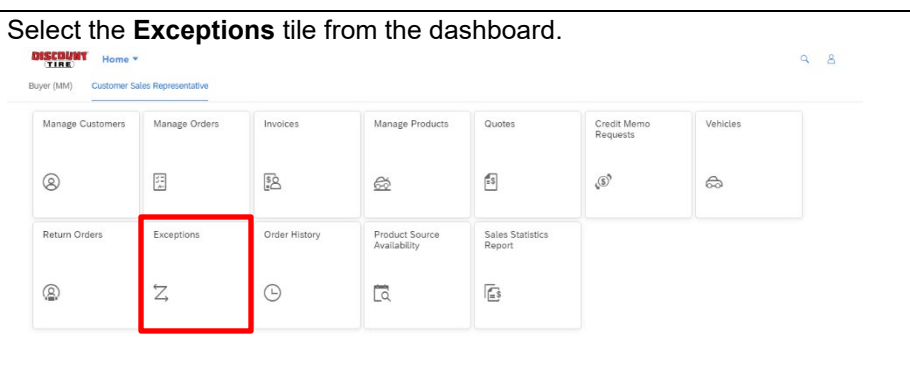
Miscellaneous eBay Wheel Order


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.

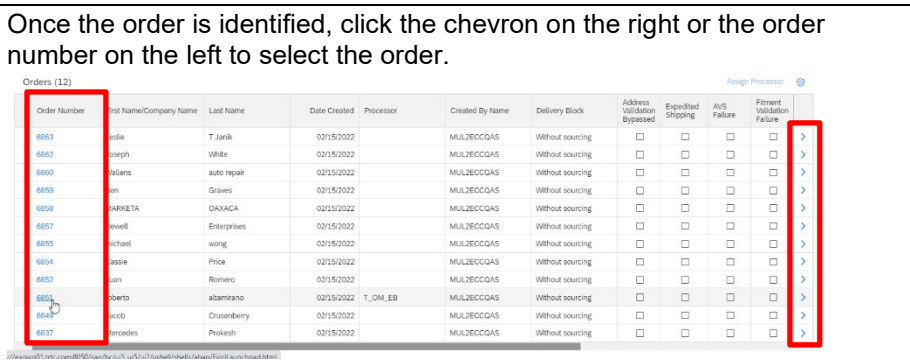
Purpose The purpose of this document is to guide agents through the steps to create a miscellaneous eBay wheel order using FSA.

Miscellaneous eBay Wheel Order Follow these steps to create a miscellaneous eBay wheel order:

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

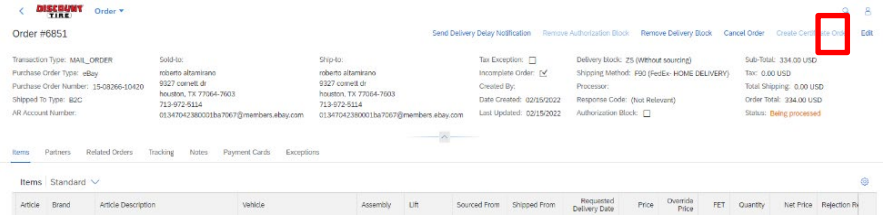
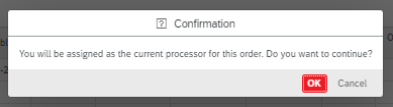
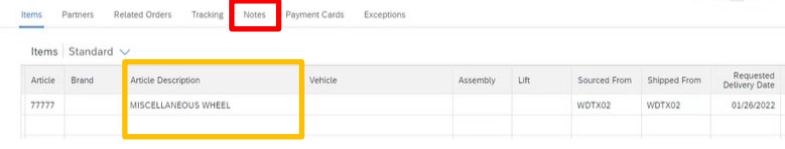
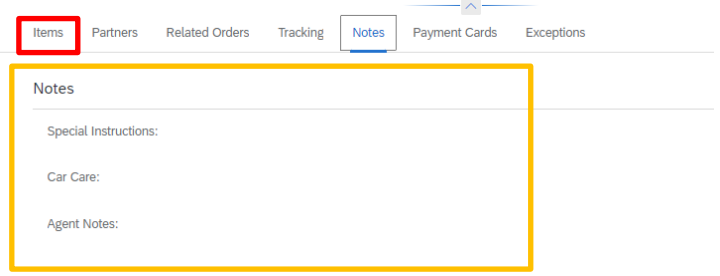
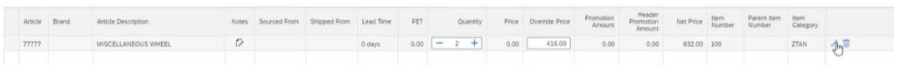
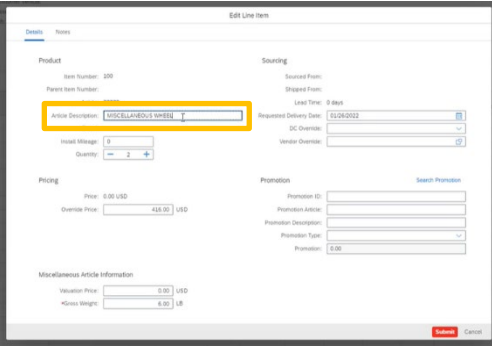

- 2** Select the Date Range for the exception you are searching. Then click **Go**.


- 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	Payment Validation Failure
69653	Heile	T Jank	02/15/2022		MUL2ECCGAS	Without sourcing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
69652	Joseph	White	02/15/2022		MUL2ECCGAS	Without sourcing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
69650	Widens	auto repair	02/15/2022		MUL2ECCGAS	Without sourcing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
69659	Ben	Graves	02/15/2022		MUL2ECCGAS	Without sourcing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
69658	MARKETA	CAKACA	02/15/2022		MUL2ECCGAS	Without sourcing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
69657	Revell	Enterprises	02/15/2022		MUL2ECCGAS	Without sourcing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
69655	Michael	wong	02/15/2022		MUL2ECCGAS	Without sourcing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
69654	Castle	Price	02/15/2022		MUL2ECCGAS	Without sourcing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
69652	San	Romero	02/15/2022		MUL2ECCGAS	Without sourcing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
69651	Alberto	altamirano	02/15/2022	T_OM_EB	MUL2ECCGAS	Without sourcing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
69649	Joeb	Crosberry	02/15/2022		MUL2ECCGAS	Without sourcing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
69637	Mercedes	Prakash	02/15/2022		MUL2ECCGAS	Without sourcing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Miscellaneous eBay Wheel Order (continued)

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

Miscellaneous eBay Wheel Order (continued)

9 Click on the **Notes** tab.

The screenshot shows the 'Edit Line Item' form with the 'Notes' tab selected. The 'Product' section includes fields for Item Number (100), Parent Item Number, Article (77777), Article Description (77777), Brand, Initial Inlayage (0), and Quantity (1). The 'Pricing' section shows Price (0.00 USD) and Dealer Price (334.00 USD). The 'Miscellaneous Article Information' section includes Valuation Price (125.00 USD) and Gross Weight (3.00 LB). The 'Sourcing' section includes Sourced From, Shipped From, Lead Time (0 days), Requested Delivery Date (02/20/2022), DC Override, and Vendor Override. The 'Promotion' section includes Promotion ID, Promotion Article, Promotion Description, Promotion Type, and Promotion (0.00). A yellow box highlights the 'Notes' tab.

10 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 'Article color text' field contains the text 'NEW XBC 40337 FUEL/UPV/DESS STROKE WHEEL 061120704644'. The 'eBay Listing ID' field contains '2059205915'. The 'Original Article/Vendor Part No.' field contains '061120704644'. The 'Miscellaneous Article Info.' field is empty. A yellow box highlights the 'Article color text' field.

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 'Article Description' field is highlighted with a yellow box and contains the text 'NEW XBC 40337 FUEL/UPV/DESS STROKE WHEEL 061120704644'. The 'Pricing' section shows Price (0.00 USD) and Dealer Price (334.00 USD). The 'Miscellaneous Article Information' section includes Valuation Price (125.00 USD) and Gross Weight (3.00 LB). The 'Sourcing' section includes Sourced From, Shipped From, Lead Time (0 days), Requested Delivery Date (02/20/2022), DC Override, and Vendor Override. The 'Promotion' section includes Promotion ID, Promotion Article, Promotion Description, Promotion Type, and Promotion (0.00).

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.

Edit Line Item

Product
 Item Number: 100
 Parent Item Number:
 Article: 77777
 Article Description: NEW 2017 4X137 FUEL UTV D6132705464
 Brand:
 Initial Mileage: 0
 Quantity: 1

Sourcing
 Sourced From:
 Shipped From:
 Lead Time: 0 days
 Requested Delivery Date: 02/22/2022
 DC Override: WDTX02
 Vendor Override: F WHEEL PROS LOS ANGELES CA 1002

Pricing
 Price: 0.00 USD
 Override Price: 334.00 USD

Promotion
 Promotion ID:
 Promotion Article:
 Promotion Description:
 Promotion Type:
 Promotion: 0.00

Miscellaneous Article Information
 *Valuation Price: 125.00 USD
 *Gross Weight: 3.00 LB

Submit **Cancel**

13 Miscellaneous wheels are drop shipped to the customer. In the DC Override field, select WDTX02.

Edit Line Item

Product
 Item Number: 100
 Parent Item Number:
 Article: 77777
 Article Description: NEW 2017 4X137 FUEL UTV D6132705464
 Brand:
 Initial Mileage: 0
 Quantity: 1

Sourcing
 Sourced From:
 Shipped From:
 Lead Time: 0 days
 Requested Delivery Date: 02/22/2022
 DC Override: WDTX02
 Vendor Override: F WHEEL PROS LOS ANGELES CA 1002

Pricing
 Price: 0.00 USD
 Override Price: 334.00 USD

Promotion
 Promotion ID:
 Promotion Article:
 Promotion Description:
 Promotion Type:
 Promotion: 0.00

Miscellaneous Article Information
 *Valuation Price: 125.00 USD
 *Gross Weight: 3.00 LB

Submit **Cancel**

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

Edit Line Item

Product
 Item Number: 100
 Parent Item Number:
 Article: 77777
 Article Description: NEW 2017 4X137 FUEL UTV D6132705464
 Brand:
 Initial Mileage: 0
 Quantity: 1

Sourcing
 Sourced From:
 Shipped From:
 Lead Time: 0 days
 Requested Delivery Date: 02/22/2022
 DC Override: WDTX02
 Vendor Override: F WHEEL PROS LOS ANGELES CA 1002

Pricing
 Price: 0.00 USD
 Override Price: 334.00 USD

Promotion
 Promotion ID:
 Promotion Article:
 Promotion Description:
 Promotion Type:
 Promotion: 0.00

Miscellaneous Article Information
 *Valuation Price: 125.00 USD
 *Gross Weight: 3.00 LB

Submit **Cancel**

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

Select Vendor Override

Web-Advanced Search

Search:

Items (76)

Vendor	First Name	Last Name	Address Line 1	Address Line 2	City
WHEEL PROS LOS ANGELES CA	WHEEL PROS	LOS ANGELES	1002		LOS ANGELES
WHEEL PROS LOS ANGELES CA	WHEEL PROS	LOS ANGELES	1002		LOS ANGELES
WHEEL PROS LOS ANGELES CA	WHEEL PROS	LOS ANGELES	1002		LOS ANGELES
WHEEL PROS LOS ANGELES CA	WHEEL PROS	LOS ANGELES	1002		LOS ANGELES
WHEEL PROS LOS ANGELES CA	WHEEL PROS	LOS ANGELES	1002		LOS ANGELES
WHEEL PROS LOS ANGELES CA	WHEEL PROS	LOS ANGELES	1002		LOS ANGELES
WHEEL PROS LOS ANGELES CA	WHEEL PROS	LOS ANGELES	1002		LOS ANGELES
WHEEL PROS LOS ANGELES CA	WHEEL PROS	LOS ANGELES	1002		LOS ANGELES
WHEEL PROS LOS ANGELES CA	WHEEL PROS	LOS ANGELES	1002		LOS ANGELES
WHEEL PROS LOS ANGELES CA	WHEEL PROS	LOS ANGELES	1002		LOS ANGELES

Cancel

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 2017 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 Add notes then click **Next**.

21 Order Summary screen.
Click **Make Payment**.

22 PayPal eBay funds will already be here from when the order was created.
Click **Update Order**.

23 Click on the order number to review the order.

Miscellaneous eBay Wheel Order (continued)

24 On the Order screen, click on the **Related Orders** tab.



25 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' section with a table containing the following data:

Document Type	Document Number	Created Date	Status
Standard order	5742	01/20/2022, 12:08:56 PM	Completed
Purchase Order	4701086951	01/20/2022, 12:09:05 PM	
Delivery	80134211	01/20/2022, 12:15:02 PM	Being processed

26 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' details for CUSTOM WHEEL HOUSE LLC. The total amount is 100.00. The screen is divided into several sections: General Information, Contact, Items (1), Purchase Contracts (0), Supplier Invoices (0), Goods Receipts (0), and Purchase Requisitions (1). The General Information section includes fields for Supplier Number, Supplier Name, Goods Supplier ID, Order Type, Creation Date, and Notes. The Contact section includes fields for Contact Name, Email, and Phone. The Items section shows a single item with a chevron icon next to it, indicating that more details can be viewed.

27 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.