

## eBay Used Orders

### Introduction


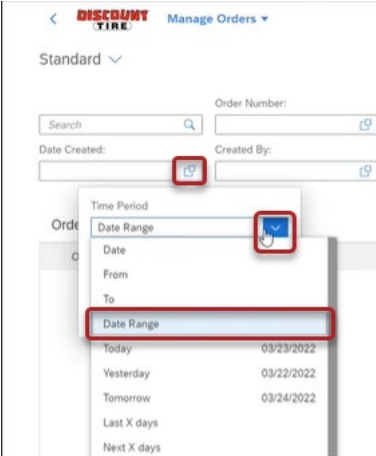
The Fiori Sales App (FSA) is a product of SAP. It is an online application that interfaces with the Order Management System for Discount Tire.

### Purpose

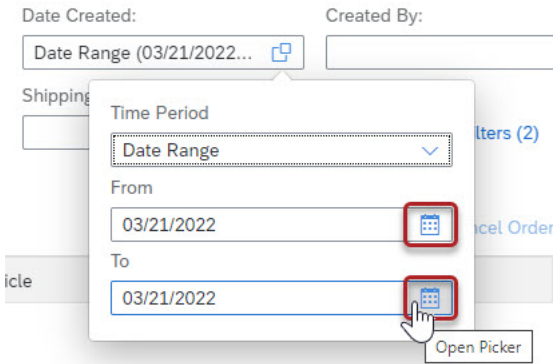

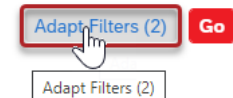
These directions provide the steps for processing an eBay Used Order within FSA.

### eBay Used Orders

Follow these steps to process an eBay Used Order:

Step	Action
1	<p>Click <b>Manage Orders</b>.</p> 
2	<p>From here, you will create a filter. Click the value-help icon in the 'Date Created' field. Next, click the drop-down arrow in the Time Period dialog box. Finally, select <b>Date Range</b> from the list.</p> 

**eBay Used Orders continued**

3	<p>Click the calendar icon to choose the dates for both the 'From' and 'To' fields.</p> 
4	<p>In the 'Incomplete Order' field, click the drop-down arrow and then click <b>Yes</b>.</p> 
5	<p>Click <b>Adapt Filters</b>.</p> 

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Click **More Filters** under Order Data check the boxes for 'Purchase Order Number' and 'Purchase Order Type' in the Select Filters pop-up window and click **OK**.

The screenshot shows the 'Adapt Filters' window with a 'Select Filters' pop-up. The 'Select Filters' dialog has a search bar and three checkboxes: 'Purchase Order Number' (checked), 'Purchase Order Type' (checked), and 'Transaction Type' (unchecked). The 'OK' button is highlighted with a red box and an arrow pointing to it from the 'More Filters (3)' link in the 'Order Data' section of the background window.

7

In the 'Purchase Order Type' field, click the drop-down arrow. Check the box next to eBay and click **Go**.

The screenshot shows the 'Purchase Order Type' field with a dropdown menu. The dropdown menu is open, showing options: 'By telecommunication', 'Orally', 'Written', 'By telephone', 'eBay' (selected with a checkmark), 'Agent UI', and 'Hybris'. The 'Go' button is highlighted with a red box and an arrow pointing to it.

8

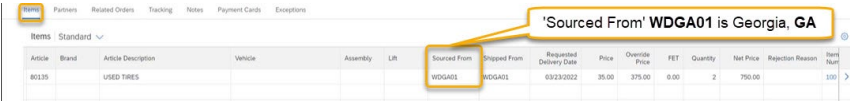
Choose the order from the list by clicking the order number link.

Orders (36)

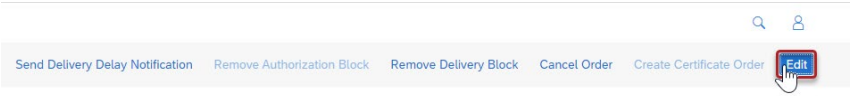
Order Number	First Name/Company Name	Last Name	Vehicle	Date Created	Created By	Requested Ship Date	Shipped To Type	Shipped To	Shipped To Address	
12668	Gabriel	Lucero		09/21/2022	MJZECSTG	09/21/2022	BOC	500000	213 East Davis St. Haverhill, MA 01830	>
12669	Khal	Bul		09/21/2022	MJZECSTG	09/21/2022	BOC	500000	29 Salem St. North Andover, MA 01845-3009	>
12639	peter	marcello j.		09/21/2022	MJZECSTG	09/21/2022	BOC	500000	6140 Michael St. Jupiter, FL 33458-6681	>
12635	William	Divison		09/21/2022	MJZECSTG	09/21/2022	BOC	500000	931 Monroe Dr NE, Atlanta, GA 30308-1793	>
12617	Sydney	Murphy		09/21/2022	MJZECSTG	09/21/2022	BOC	500000	12920 Amber Ave. Clearmont, FL 34714-4727	>
12595	Thomas	Ashley		09/21/2022	MJZECSTG	09/21/2022	BOC	500000	23502 Joe May Rd. Denton, TX 76206-495	>
12587	Robert	Lemke		09/21/2022	MJZECSTG	09/21/2022	BOC	500000	100 Sunrise Ct. Medina, MN 55340-4354	>
12582	Jun	Kay Filix		09/21/2022	MJZECSTG	09/21/2022	BOC	500000	811 University Ave NE, Minneapolis, MN 55413	>
12581	Juan	Carlos Cruzes		09/21/2022	MJZECSTG	09/21/2022	BOC	500000	9358 Richardson Dr., El Paso, TX 79907-3322	>
12578	Peter	Rywniak		09/21/2022	MJZECSTG	09/21/2022	BOC	500000	4209 Remington Ct. Riverside, NJ 07457-2663	>
12568	William	Uchak		09/21/2022	MJZECSTG	09/21/2022	BOC	500000	200 Lafayette Rd. Salisbury, MA 01905-3459	>
12553	Jeffrey	Sydenstricker		09/21/2022	MJZECSTG	09/21/2022	BOC	500000	141 Good Hope Rd. Landerburg, PA 19360-9445	>
12547	Angie	Zepeda		09/21/2022	MJZECSTG	09/21/2022	BOC	500000	20218 Fyler Ct. Apple Valley, CA 92308-6201	>
12545	Gene	milliam		09/21/2022	MJZECSTG	09/21/2022	BOC	500000	22 myersport ave. matts, NY 12550-3420	>
12538	Larry	Pfaut		09/21/2022	MJZECSTG	09/21/2022	BOC	500000	5 Abbey St. Winters, CA 95694-2701	>

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When the order opens, it will default to the 'Items' tab.  


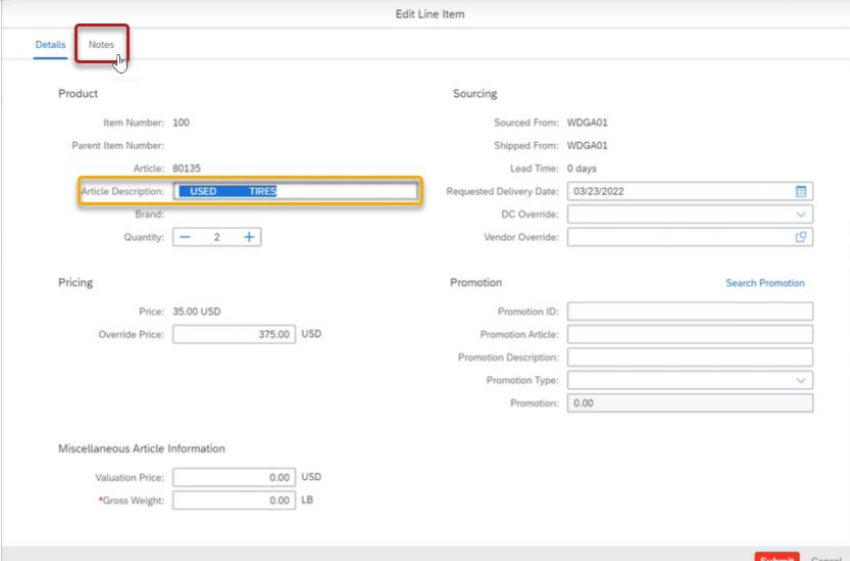
10

Click **Edit**.  


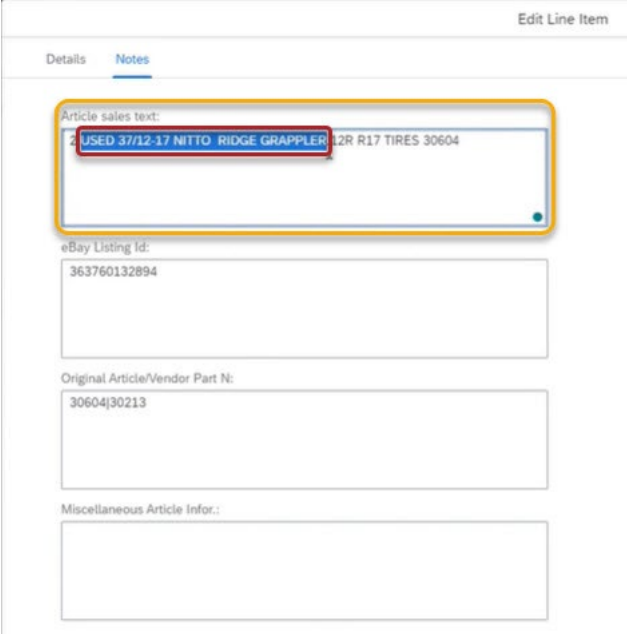

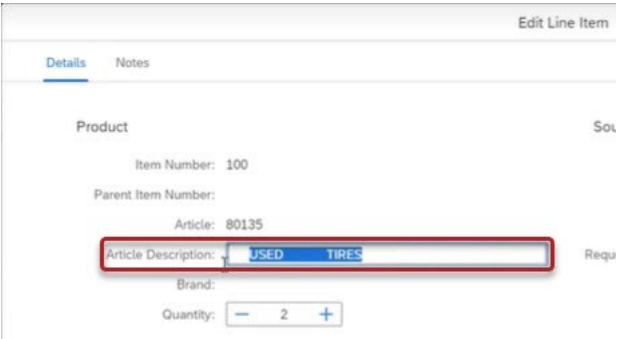
11

To update the article description, click the pencil icon tool.  


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The Edit Line Item window opens to the 'Details' tab. To prepare to edit the 'Article Description' field, click on the '**Notes**' tab.  


**eBay Used  
Orders  
continued**

13	<p>In the 'Notes' tab, the 'Article sales text' field shows the information needed. Highlight the specific data for the size and name of the tire. Use keyboard keys <b>Ctrl+C</b> to copy this text.</p> 
14	<p>Click the 'Details' tab.</p> 
15	<p>Use keyboard keys <b>Ctrl+V</b> to paste the text information in the 'Article Description' field.</p> 

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The 'Article Description' field shows the specific data for the size and name of the tire.

Product

Item Number: 100

Parent Item Number:

Article: 80135

Article Description: **USED 37/12-17 NITTO RIDGE GRAPPLER**

Brand:

Quantity:

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Use the hub to open the article number. Find the gross weight of the tire, highlight that number, and use keyboard keys **Ctrl+C** to copy the weight. Then use keyboard keys **Ctrl+V** to paste the weight into the 'Gross Weight' field.

Product Specs and Data

Article: 30604

Search Drop ship Go To Ebay Listing 37X12.50R17LT 124Q 8 NIT RIDGR

Type Code	Load Capacity	RD	QD	SideWall
NITVLO	3525	Y	36.770	BLACK SIDE WALL
Wheel Min	Wheel Max	Tread Design	Good/Better/Best	UTQG
7.500	11.500	SYM	BETR	0
Load Range	Tread Depth	Weight	Max PSI	Vendor Part #
D2	19	78.260	50	217050

Inbound Promos Vendor

Vendor	Site	City	Delivery Date
9105 TX CROSS DOCK (TX 03)	WDGA01	16	3/23/2022
9104 GA CROSS DOCK (GA 01)	WDGA01	20	3/23/2022

Price: 35.00 USD

Override Price: 375.00 USD

Miscellaneous Article Information

Valuation Price: 0.00 USD

\*Gross Weight: 78.260 LB

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Click **Submit**.

Product

Item Number: 100

Parent Item Number:

Article: 80135

Article Description: USED 37/12-17 NITTO RIDGE GRAPPLER

Brand:

Quantity:

Pricing

Price: 35.00 USD

Override Price: 375.00 USD

Miscellaneous Article Information

Valuation Price: 0.00 USD

\*Gross Weight: 78.26 LB

Sourcing

Sourced From: WDGA01

Shipped From: WDGA01

Lead Time: 0 days

Requested Delivery Date: 03/23/2022

DC Override:

Vendor Override:

Promotion

Promotion ID:

Promotion Article:

Promotion Description:

Promotion Type:

Promotion: 0.00

**Submit** Cancel

## eBay Used Orders continued

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The 'Article Description' field will update. Click **Go to Checkout**.

Cart - Order #12549

Customer Name: Sergio Zapata  
Customer ID: W026173077  
Customer Type: RETAIL  
Account Type: 13b04812a135701a39@members.ebay.com  
Alt Account Number:

Address:  
20219 Eyota Ct  
Apple Valley, CA 92308-6201  
323-537-9725

Freight Flag: ☐  
Ship To Zip Code: 92308-6201  
Customer Vehicle:  
Assembly:  
Lift:

Sub-Total: 750.00 USD  
Tax: 0.00 USD  
Order Total: 750.00 USD  
Number of Items: 1

Continue Shopping

Article	Brand	Article Description	Notes	Sourced From	Shipped From	Lead Time	FET	Quantity	Price	Override Price	Promotion Amount	Header Promotion Amount	Net Price	Item Number	Parent Item Number	Item Change
80135		20219 EYOTA CT		W026173077	W026173077	8 days	0.00	2	375.00		0.00	0.00	750.00	100		275A

Go to Checkout Cancel

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A warning message will pop up; click **Yes**.

Warning

Are you sure you want to proceed without associating a vehicle with this order?

Yes No

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Verify that the address is not a PO Box, click **Next**.

Customer Name: Sergio Zapata  
Customer ID: W026173077  
Customer Type: RETAIL  
Account Type: 13b04812a135701a39@members.ebay.com  
Alt Account Number:

Address:  
20219 Eyota Ct  
Apple Valley, CA 92308-6201  
323-537-9725

Freight Flag: ☐  
Ship To Zip Code: 92308-6201  
Customer Vehicle:  
Assembly:  
Lift:

Sub-Total: 750.00 USD  
Tax: 0.00 USD  
Order Total: 750.00 USD  
Number of Items: 1

1 Fulfillment Details 2 Calculate Shipping 3 Notes 4 Order Summary

Shipping Address

Ship To: ☐ Customer ☐ Installer ☐ Store

Customer:

First Name: Sergio  
Last Name: Zapata  
Address Line 1: 20219 Eyota Ct  
Address Line 2:  
City: Apple Valley  
State: CA (California)  
Zip Code: 92308-6201  
Country: USA (US)  
Email: 13b04812a135701a39@members.ebay.com  
Phone: 323-537-9725  
Tax Exemption Certificate:

Billing Address

Same as shipping: ☐

Customer:

First Name: Sergio  
Last Name: Zapata  
Address Line 1: 20219 Eyota Ct  
Address Line 2:  
City: Apple Valley  
State: CA (California)  
Zip Code: 92308-6201  
Country: USA (US)  
Email: 13b04812a135701a39@members.ebay.com  
Phone: 323-537-9725

View Cart Next Cancel

**Note:** We do not ship a tire or wheel purchase to a PO Box.

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Verify the 'Shipping Method' field shows FedEx GROUND or FedEx Home Delivery and click **Next**.

1 Fulfillment Details 2 Calculate Shipping 3 Notes 4 Order Summary

2. Calculate Shipping

Shipping Address

Ship To: ☐ Customer ☐ Installer ☐ Store

Customer:

First Name: Sergio  
Last Name: Zapata  
Address Line 1: 20219 Eyota Ct  
Address Line 2:  
City: Apple Valley  
State: CA  
Zip Code: 92308-6201  
Country: US  
Email: 13b04812a135701a39@members.ebay.com  
Phone: 323-537-9725

Shipping Details

Residential Shipping: ☐

Service Type:

Shipping Method:

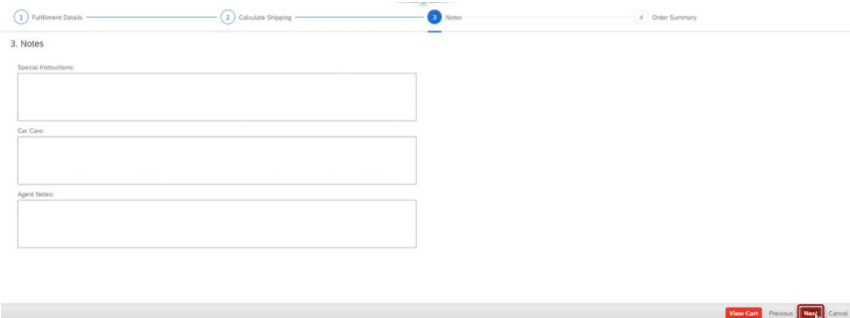
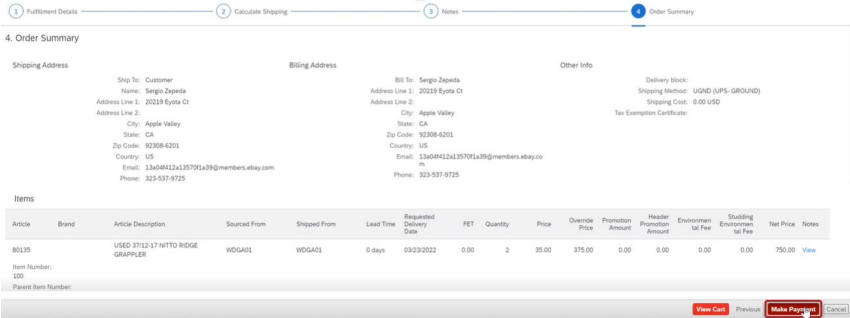
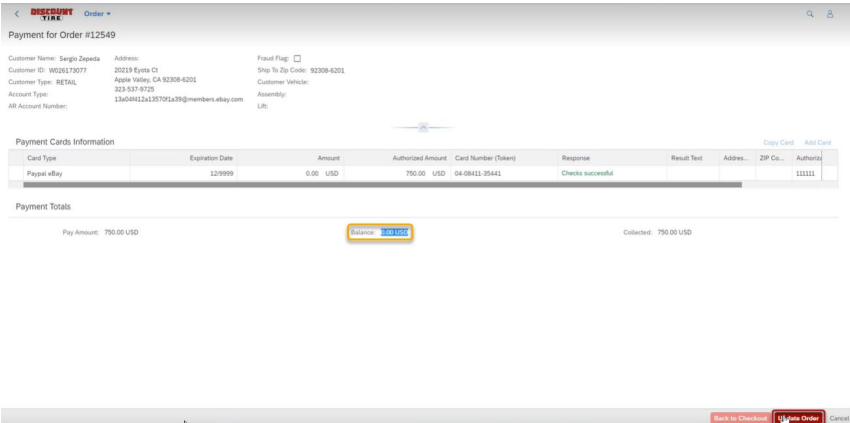
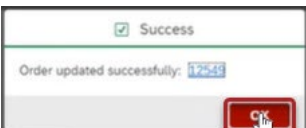
Ground Shipping Cost: 0.00 USD  
Shipping Cost: 0.00 USD

Shipping Rates

Carrier	Shipping Method	Service Level	Delivery	Rate Type	Rate
No data					

View Cart Previous Next Cancel

eBay Used Orders  
continued

23	<p>No special instructions are needed in step 3 'Notes.' Click <b>Next</b>.</p> 
24	<p>Click <b>Make Payment</b>.</p> 
25	<p>Verify the balance shows "0.00 USD" and click <b>Update Order</b>.</p> 
27	<p>The 'Success' pop-up window appears; click <b>OK</b>.</p> 

## Contact

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