

## 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

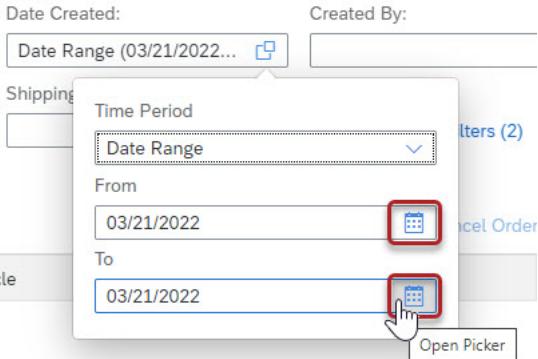
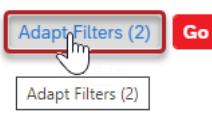
These directions provide the steps for processing an eBay Used Order within FSA.

### eBay Used Orders

Follow these steps to process an eBay Used Order:

Step	Action
1	Click <b>Manage Orders</b> .
2	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.

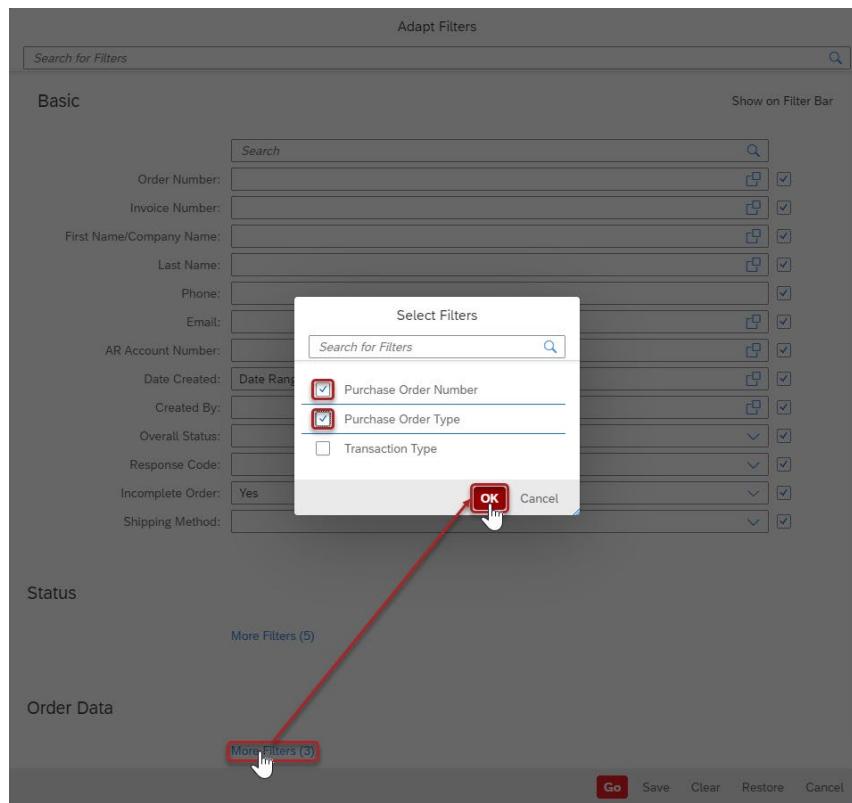
## eBay Used Orders continued

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> 

## eBay Used Orders continued

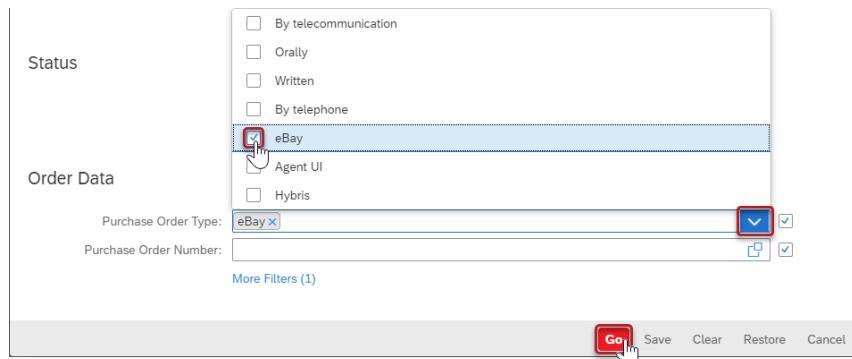
6

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**.



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

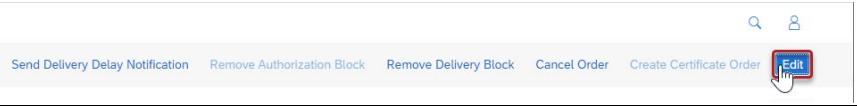
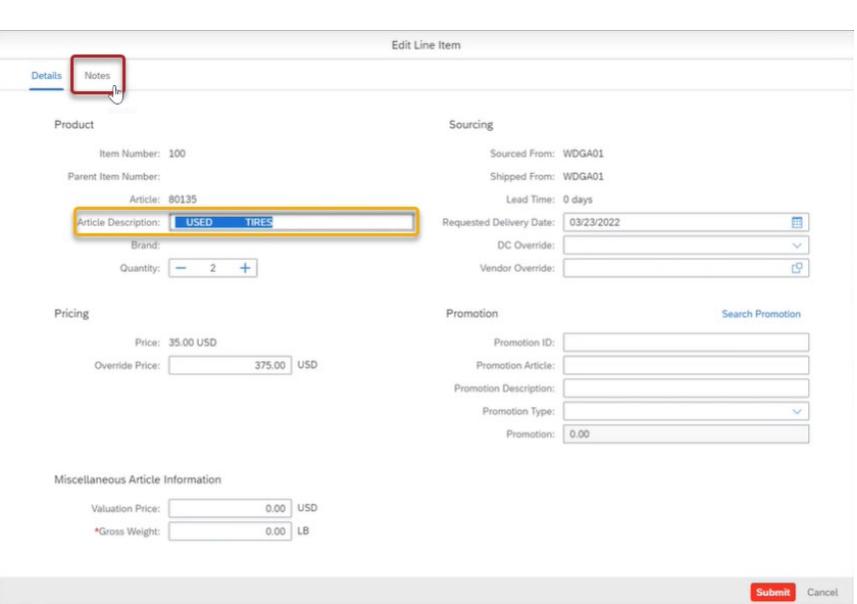


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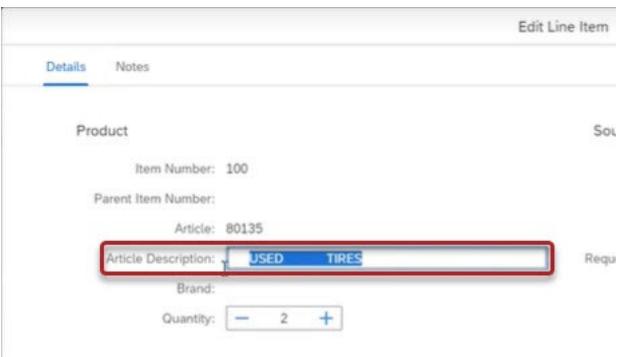
Choose the order from the list by clicking the order number link.

Orders (36)											<a href="#">Cancel Order</a>
Order Number	First Name/Company Name	Last Name	Vehicle	Date Created	Created By	Requested Ship Date	Shipped To Type	Shipped To	Shipped To Address	<a href="#">More</a>	
12668	Gabriel	Lucero		03/21/2022	MUL2EC57G	03/21/2022	B2C	500000	213 East Davis st, Hatch, NM 87937	<a href="#">More</a>	
12639	Khai	Bui		03/21/2022	MUL2EC57G	03/21/2022	B2C	500000	29 Salem St, North Andover, MA 01845-3009	<a href="#">More</a>	
12635	William	Drinon		03/21/2022	MUL2EC57G	03/21/2022	B2C	500000	6140 Michael St, Jupiter, FL 33458-6681	<a href="#">More</a>	
12617	Symone	Murphy		03/21/2022	MUL2EC57G	03/21/2022	B2C	500000	931 Monroe Dr NE, Atlanta, GA 30308-1793	<a href="#">More</a>	
12595	Thomas	Ashley		03/21/2022	MUL2EC57G	03/21/2022	B2C	500000	12920 Amber Ave, Clemont, FL 37711-4727	<a href="#">More</a>	
12587	Robert	Lemke		03/21/2022	MUL2EC57G	03/21/2022	B2C	500000	2350 Joe May Rd, Denham Sags, LA 70726-6916	<a href="#">More</a>	
12582	Jun	Key Flix		03/21/2022	MUL2EC57G	03/21/2022	B2C	500000	100 Sunrise Ct, Medina, MN 55345-4554	<a href="#">More</a>	
12581	Juan	Carlos Cracas		03/21/2022	MUL2EC57G	03/21/2022	B2C	500000	811 University Ave NE, Minneapolis, MN 55413-3322	<a href="#">More</a>	
12578	Peter	Hrynnak		03/21/2022	MUL2EC57G	03/21/2022	B2C	500000	9358 Richardson Dr, El Paso, TX 79907-3322	<a href="#">More</a>	
12568	William	Utschik		03/21/2022	MUL2EC57G	03/21/2022	B2C	500000	4209 Ramapo Ct, Riverdale, NJ 07047-1663	<a href="#">More</a>	
12550	Jeffrey	Syndenstricker		03/21/2022	MUL2EC57G	03/21/2022	B2C	500000	200 Lafayette Rd, Salisbury, MA 01952-1499	<a href="#">More</a>	
12549	Sergio	Zeppeda		03/21/2022	MUL2EC57G	03/21/2022	B2C	500000	18 Good Hope Rd, Landenberg, PA 19350-9845	<a href="#">More</a>	
12545	daniel	mckillan		03/21/2022	MUL2EC57G	03/21/2022	B2C	500000	22 Mayview ave, mastic, NY 11950-2410	<a href="#">More</a>	
12538	Larry	Pisani		03/21/2022	MUL2EC57G	03/21/2022	B2C	500000	5 Abbey St, Winters, CA 95664-1701	<a href="#">More</a>	

## eBay Used Orders continued

9	<p>When the order opens, it will default to the 'Items' tab.</p> 
10	<p>Click <b>Edit</b>.</p> 
11	<p>To update the article description, click the pencil icon tool.</p> 
12	<p>The Edit Line Item window opens to the 'Details' tab. To prepare to edit the 'Article Description' field, click on the 'Notes' tab.</p> 

**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.

The screenshot shows the 'Edit Line Item' interface. The 'Details' tab is selected. In the 'Product' section, the 'Article' field contains '80135'. Below it, the 'Article Description' field contains 'USED 37/12-17 NITTO RIDGE GRAPPLER', which is highlighted with a red box. The 'Brand' field is empty. The 'Quantity' field shows a value of '2' with a plus/minus button.

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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.

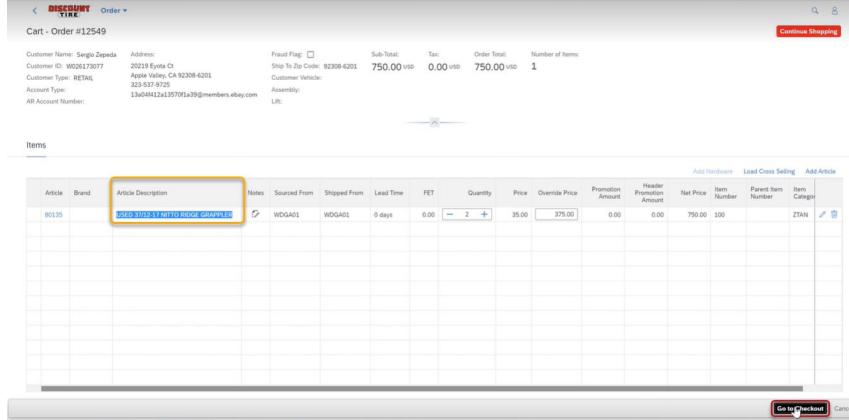
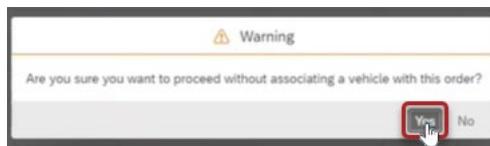
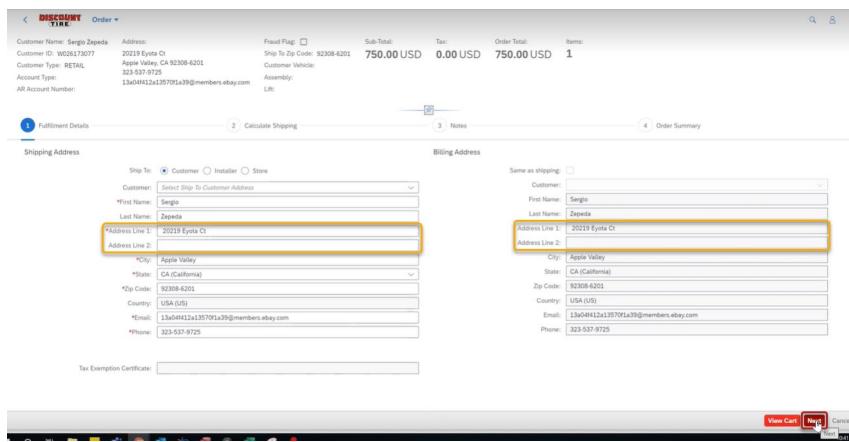
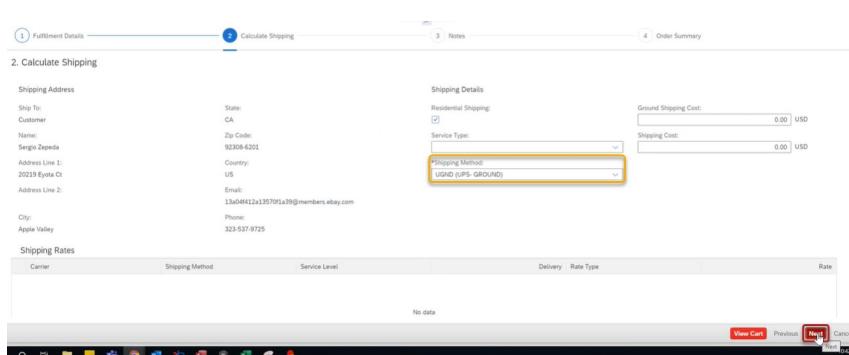
The screenshot shows the 'Product Specs and Data' interface for article number 30604. In the table, the 'Weight' field for size D2 is highlighted with a red box and contains '78.260'. A red arrow points from this field to the 'Gross Weight' field in the 'Miscellaneous Article Information' section, which also contains '78.260 LB' and is highlighted with a red box.

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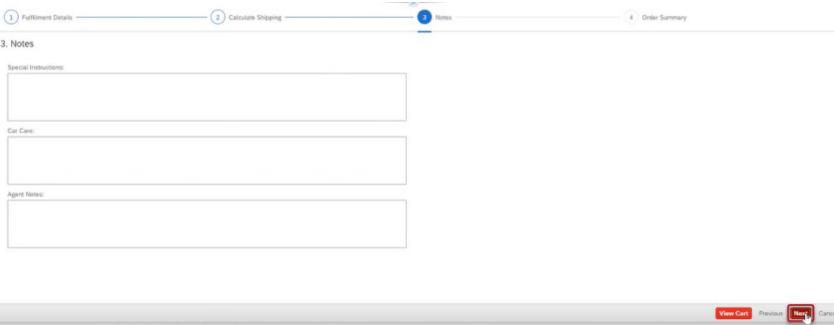
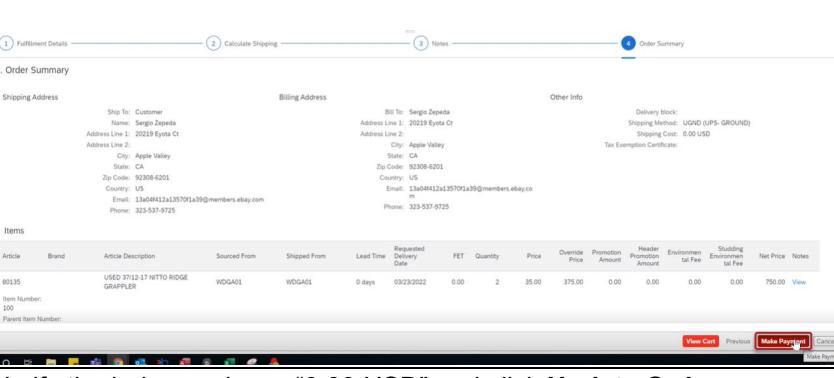
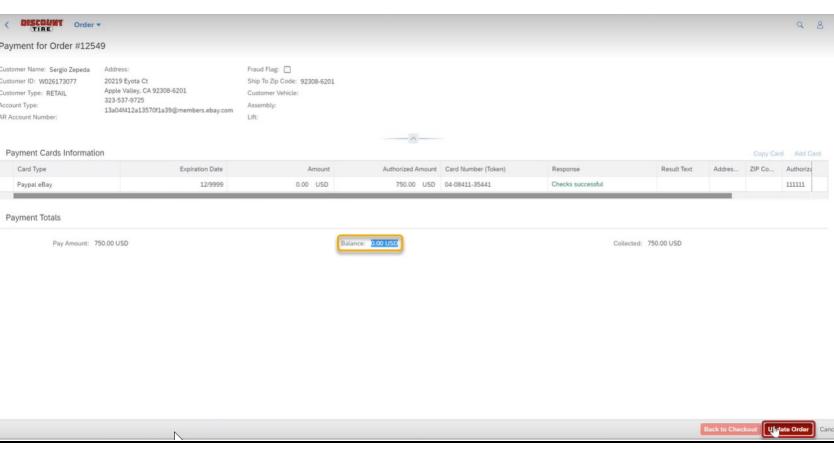
Click **Submit**.

The screenshot shows the 'Edit Line Item' interface. The 'Details' tab is selected. In the 'Product' section, the 'Article Description' field contains 'USED 37/12-17 NITTO RIDGE GRAPPLER'. The 'Brand' field is empty. The 'Quantity' field shows a value of '2' with a plus/minus button. In the 'Miscellaneous Article Information' section, the 'Gross Weight' field contains '78.26 LB'. In the 'Sourcing' section, the 'Requested Delivery Date' field is set to '03/23/2022'. The 'Submit' button at the bottom right is highlighted with a red box.

## eBay Used Orders continued

19	<p>The 'Article Description' field will update. Click <b>Go to Checkout</b>.</p> 
20	<p>A warning message will pop up; click <b>Yes</b>.</p> 
21	<p>Verify that the address is not a PO Box, click <b>Next</b>.</p>  <p><b>Note:</b> We do not ship a tire or wheel purchase to a PO Box.</p>
22	<p>Verify the 'Shipping Method' field shows FedEx GROUND or FedEx Home Delivery and click <b>Next</b>.</p> 

## 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](mailto:support@discounttire.com) or 800-366-4399.