

## Processing Accessories

### **Description:**

Follow the steps below carefully to process various accessories sold on our eBay store.

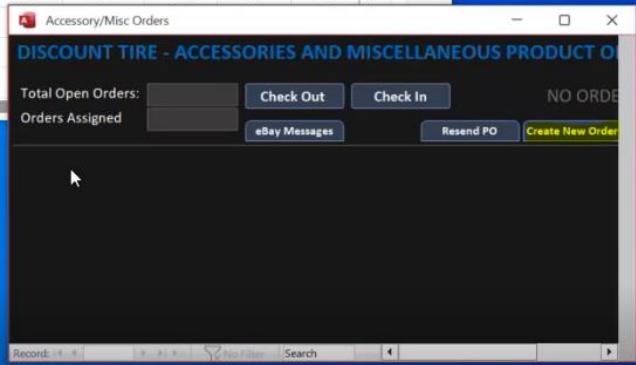
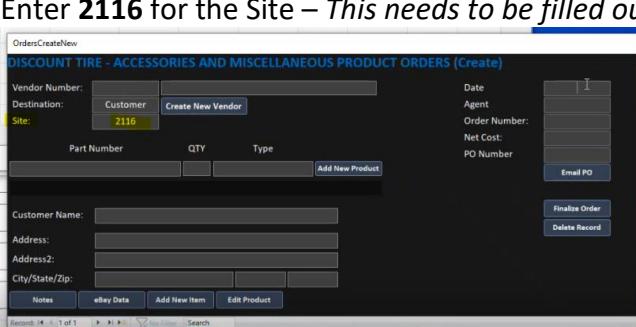
### **Guidelines:**

There are 3 ways to order accessories: via 1. **email directly to the vendor**, 2. **FSA will send the PO**, and 3. **place an order with the vendor online**. For orders placed online, you may need to check stock on more than one site to ensure we are getting the better rate. *MGP orders are unique because they are made-to-order. You will not need to check inventory for those.*

You will need the following tools open:

- FSA
- SATL – Site 2116
- Vendors excel sheet - M:\Tires\Purchasing
- [DIRECT BRANDS](#) excel sheet
- Inventory excel sheet - M:\EBAY\Inventory - backup

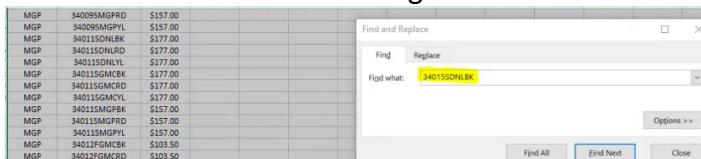
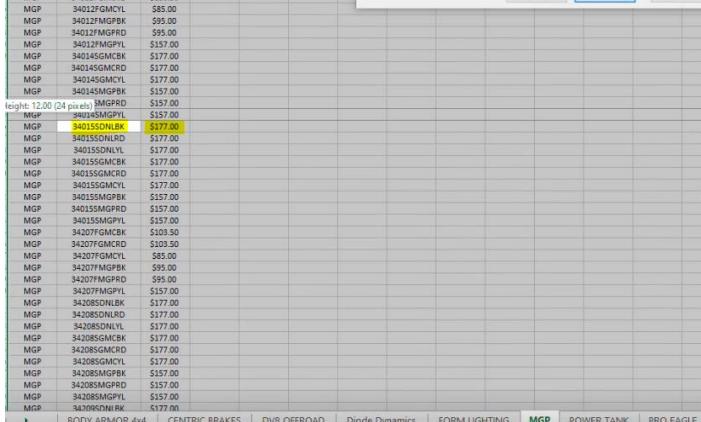
### **Process:**

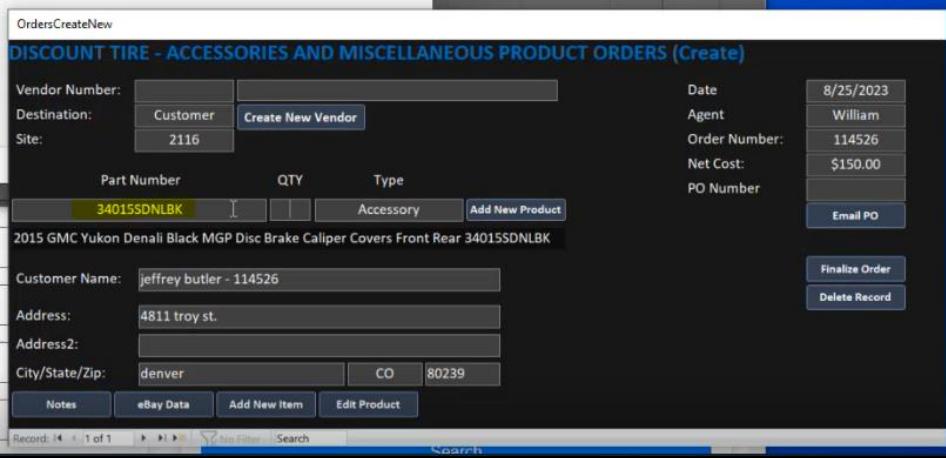
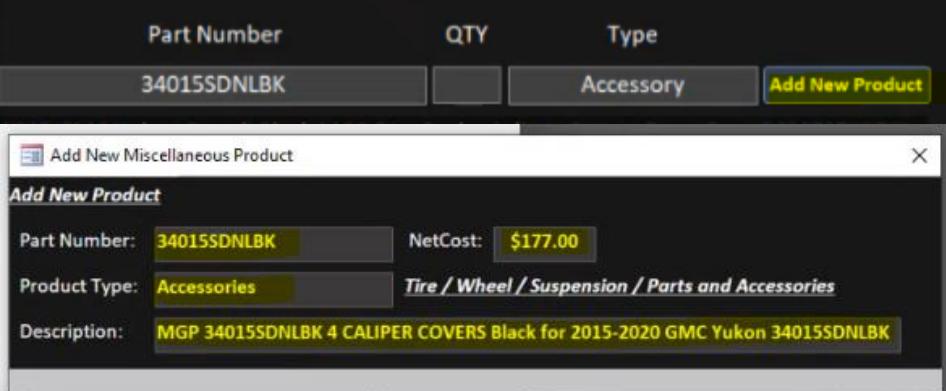
STEP:	ACTION
<b>EMAIL DIRECTLY TO THE VENDOR Order Process: <i>MGP Example</i></b>	
1	Open the order in FSA. Then open SATL and click <b>Create New Order</b> 
2	Enter <b>2116</b> for the Site – <i>This needs to be filled out before any other fields</i> 

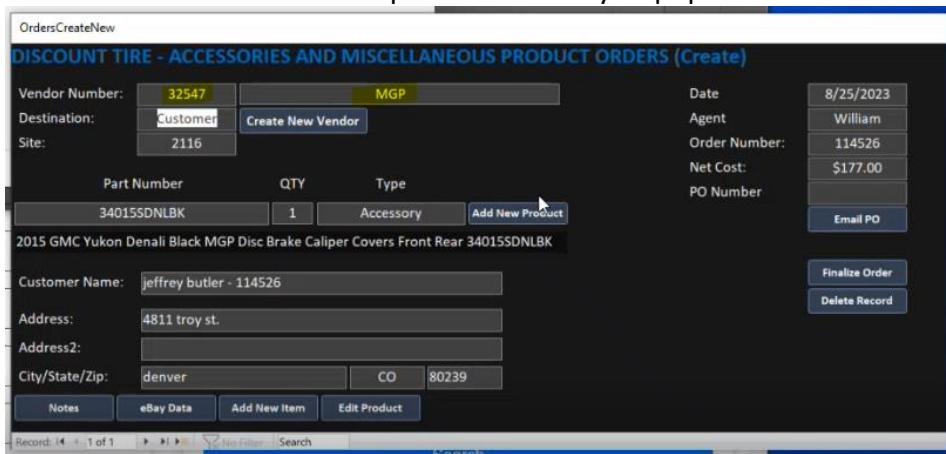
<p>3</p>	<p>Enter the <b>date</b>, <b>your name</b>, <b>FSA Order #</b>, &amp; the <b>customer information</b>. Be sure to put the <b>FSA order #</b> after the customer's name. This will help us later when doing accessory follow ups</p>
<p>4</p>	<p>Now we need the Part Number. In FSA, click the <b>edit pen</b> to the far right of the line item</p>
<p>5</p>	<p>Click the <b>Notes</b> tab when the edit box pops up. <i>This is where you'll see what brand to order</i></p>
<p>6</p>	<p>Since this example is an MGP order, we do not need to check stock. Open the Vendors excel sheet &amp; go to the "ACC Decision Tree" page to find out how we order MGP items</p>

ACC. DECISION TREE (UPDATED 1/13/2023)				
Product Brand	PRIMARY	2ND	3RD	Color Code Key:
Air Lift	TURN 14	MEYER DISTRIBUTING		Place order Online
AlphaRex	TURN 14	MEYER DISTRIBUTING		USA will send PO
Anzo (ANZ)	TURN 14	ANZO - DIRECT	MEYER DISTRIBUTING	Email direct to vendor
AVS (AVS)	TURN 14	AVS - DIRECT	MEYER DISTRIBUTING	
Body Armor	THE WHEEL ONE GROUP - DIRECT	MEYER DISTRIBUTING		
Borla (BOR)	TURN 14	MEYER DISTRIBUTING		
Centric Brake (C-Tek)	US AUTO FORCE - DIRECT			
Corsa (COR)	Turn 14	MEYER DISTRIBUTING		
B&W Trailer Hitches	MEYER DISTRIBUTING			
Daystar (DAY)	MEYER DISTRIBUTING			
Diode Dynamics	DIODE DYNAMICS-DIRECT	MEYER DISTRIBUTING		
Drag Wheels	Ultimate Products Inc	DC/Warehouse		
DVB	DVB - DIRECT	MEYER DISTRIBUTING	TURN 14	
Eibach	EIBACH - DIRECT	MEYER DISTRIBUTING	TURN 14	
Element Fire	MEYER DISTRIBUTING			
FabTech	MEYER DISTRIBUTING	TURN 14		
Form Lighting	DIODE DYNAMICS-DIRECT	MEYER DISTRIBUTING		
Fox (FOX)	TURN 14	MEYER DISTRIBUTING		
H&R Springs	TURN 14	MEYER DISTRIBUTING		
HLC-MICHELIN	HLC Michelin Bike Tires			
HUSKY (HSL)	TURN 14	HUSKY - DIRECT	MEYER DISTRIBUTING	
Icon (ICO)	MEYER DISTRIBUTING	TURN 14		
Innovate Motorsports (INN)	TURN 14			
ISN	ISN - DIRECT			
KC HiLites	KC HIUTES - DIRECT	MEYER DISTRIBUTING	TURN 14	
Konig Wheels	KONIG - DIRECT			
MGP	MGP - DIRECT			
N-FAB (NFB)	MEYER DISTRIBUTING	TURN 14		
Old Man Emu (ARB)	MEYER DISTRIBUTING			
Oracle Lighting (ORL)	TURN 14			
Performance Accessories (DAYPA)	MEYER DISTRIBUTING			
Perry Craft (PER)	MEYER DISTRIBUTING			
Poison Spyder (PSC)	MEYER DISTRIBUTING	TURN 14		
Power Stop	TURN 14	MEYER DISTRIBUTING		
PowerTank	POWER TANK - DIRECT			
Pro Eagle	PRO EAGLE - DIRECT			
ProComp (EXP)	MEYER DISTRIBUTING	TURN 14		
Race Sport	RACE SPORT - DIRECT			
Readylift	WHEEL PROS	MEYER DISTRIBUTING		
Rennen Wheels	RENNEN WHEELS - DIRECT			
Rightline Gaer (RLG)	MEYER DISTRIBUTING			

Since our primary vendor column for MGP is green, that means we need to email the vendor directly to get it ordered. **See the Color Code Key in the top right corner of the page.**

7	Open the DIRECT BRANDS excel sheet & go to the MGP page to check the price of this item. Copy the items SKU from FSA and use Ctrl+F on the excel sheet to find the matching SKU #.
	 

<p>8</p>	<p>Paste the SKU into the Part Number field on SATL &amp; press the <b>tab key</b> to move to the next field for QTY. <b>Double check the order quantity in FSA &amp; enter it into SATL</b></p> <p><i>SATL should recognize the VPN# if we've ordered it before, and auto populate the info</i></p> <p><b>Double check the price that populated is still correct &amp; change it if necessary</b></p> 
	<p><i>If nothing populates, then we haven't ordered it before &amp; we will need to click <b>Add New Product</b>. The box below will popup &amp; you will fill in the details from the info in FSA line-item notes &amp; press the tab key to save it. When the text disappears, it's been saved.</i></p> <p><b>Note:</b></p> 

9	<p>Go to the Vendors sheet &gt; “ACC-Ebay Team Vendors” page &amp; find the Vendor # for MGP</p> 
10	<p>Enter the Vendor # in SATL &amp; press the tab key to populate the brand</p> 
11	<p>Now we need to PO #. Go back to FSA and make sure the Brand &amp; SKU# are at the beginning of the description under the “Article sales text” box. Copy the description &amp; paste it into the Details tab next to “Article Description”</p>

Article sales text:

eBay Listing Id:

Original Article/Vendor Part N:

Miscellaneous Article Infor.:

**Submit** **Cancel**

**Details** **Notes**

**Product**

Item Number: 100  
 Parent Item Number:  
 Article: 80948  
**Article Description:**   
 Brand: MGP  
 Quantity:

**Pricing**

Price: 199.00 USD  
 Override Price:  USD

**Miscellaneous Article Information**

Valuation Price:  USD

**Sourcing**

Sourced From:  
 Shipped From:  
 Lead Time: 0 days  
**Requested Delivery Date:**    
 DC Override:   
 Vendor Override:

**Promotion**

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

**Submit** **Cancel**

In the DC Override drop down, always select **WDTX02** & in the Vendor Override field - enter the **Vendor #** & press tab

12

**Product**

Item Number: 100  
 Parent Item Number:  
 Article: 80948  
**Article Description:**   
 Brand: MGP  
 Quantity:

**Pricing**

Price: 199.00 USD  
 Override Price:  USD

**Miscellaneous Article Information**

\*Valuation Price:  USD  
 \*Gross Weight:  LB

**Sourcing**

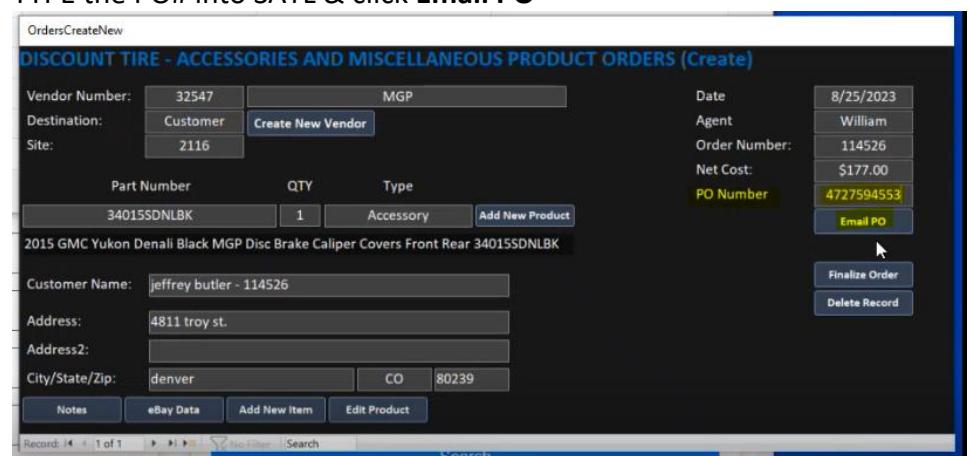
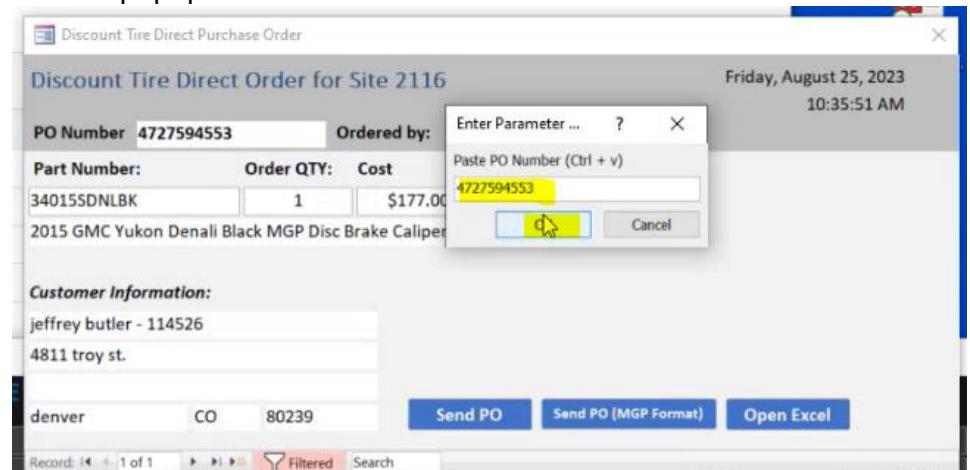
Sourced From:  
 Shipped From:  
 Lead Time: 0 days  
**Requested Delivery Date:**    
**DC Override:**    
**Vendor Override:**

**Promotion**

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

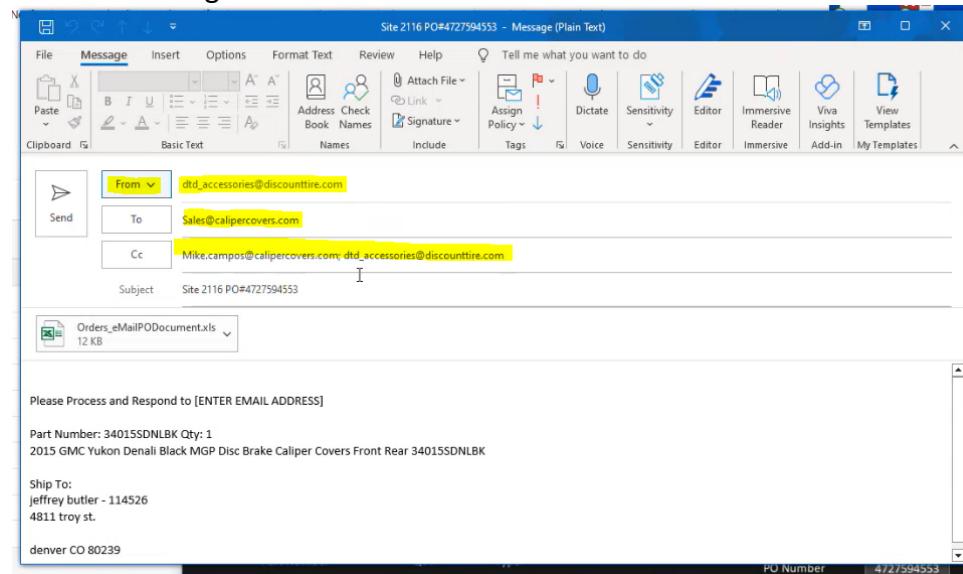
**Submit** **Cancel**

13	<p>Update the “Valuation Price” to match the price in SATL &amp; click <b>Submit</b>  <i>*Don’t touch the Override Price &amp; don’t worry about the Gross Weight*</i></p>
14	<p>Make sure the order sourcing &amp; article description looks correct &amp; click <b>Go to Checkout</b></p>
15	<p>Click <b>Yes</b> for the popup &gt; review the customer address looks good &amp; click <b>Next</b></p>
16	<p>Make sure the Shipping Method shows “FedEx HOME DELIVERY” &amp; click <b>Next</b></p>
17	<p>Click <b>Next</b> again &amp; change the Delivery Block to “Without sourcing” &gt; click <b>OK</b></p>
18	<p>Make sure the Balance shows 0.00 &gt; click <b>Update Order</b> &amp; then click the blue <b>order #</b> in the popup</p>

19	<p>Click <b>Remove Delivery Block</b> at the top of FSA &gt; Refresh your page &gt; Go to the <b>Related Orders</b> tab &amp; see the PO#</p> 
20	<p>TYPE the PO# into SATL &amp; click <b>Email PO</b></p> 
21	<p>When the PO box pops up click <b>Send PO</b>. The PO number will immediately populate &amp; be copied to your clipboard and a smaller PO box will popup. Paste the PO# into that box &amp; click <b>OK</b></p> 

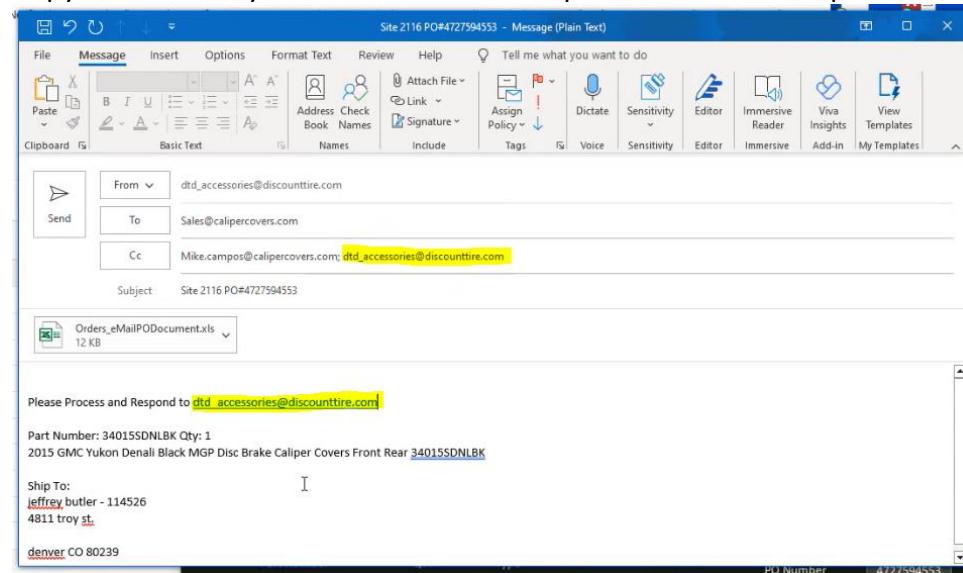
22

An email will generate with the vendors email addresses. Change your from address to [dtd\\_accessories@discounttire.com](mailto:dtd_accessories@discounttire.com) & double check this address is being CC'd as well



23

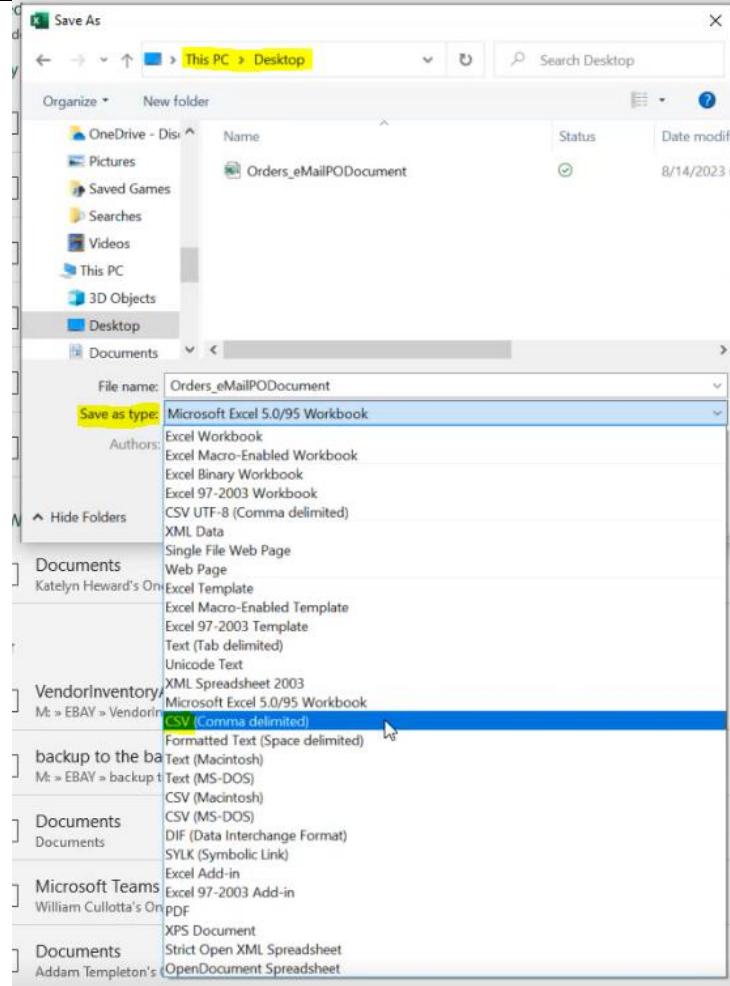
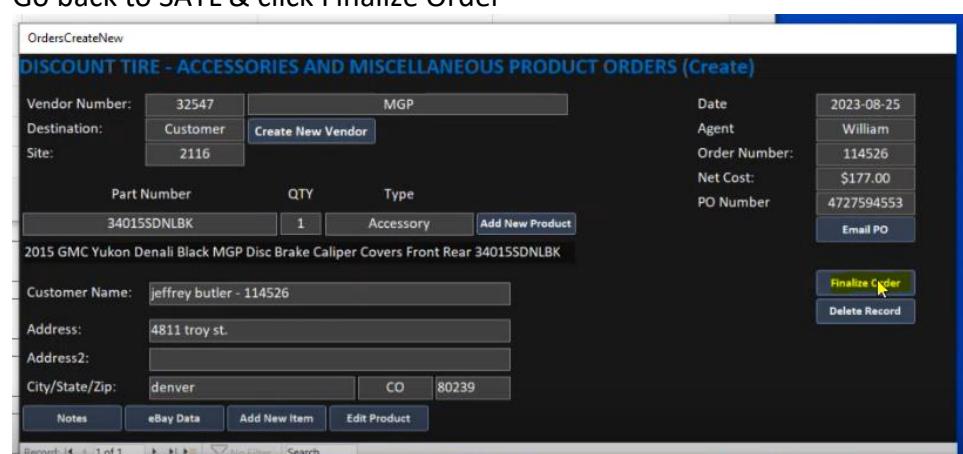
Copy the accessory inbox email address & paste it into the template

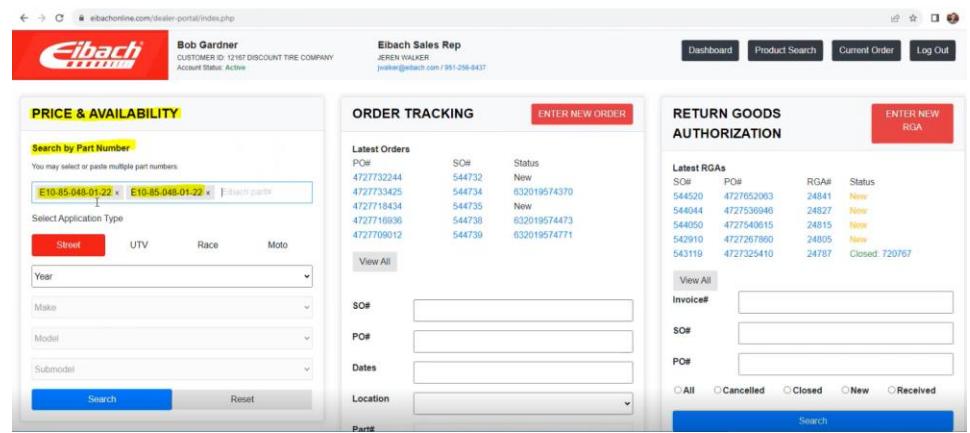
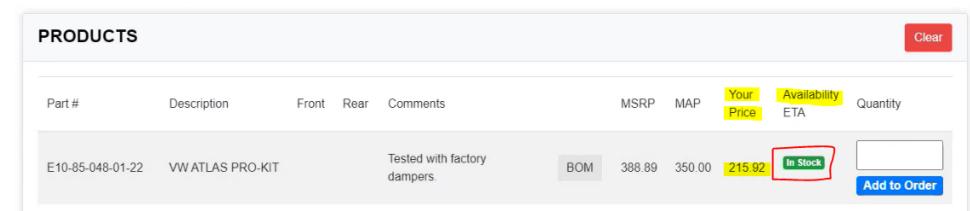


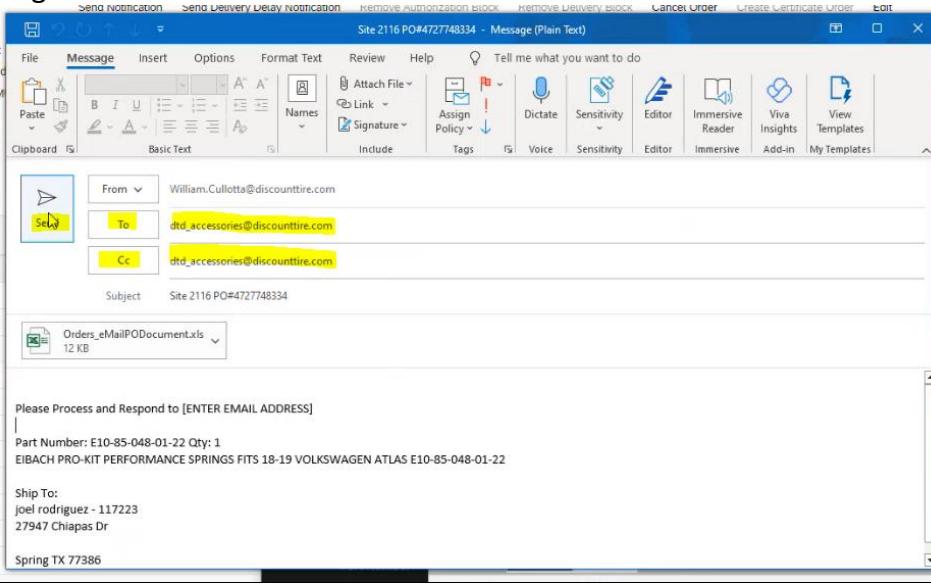
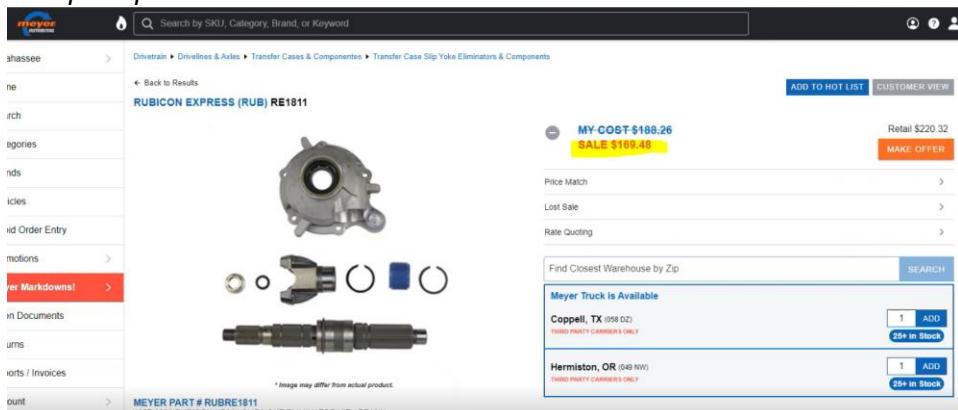
24

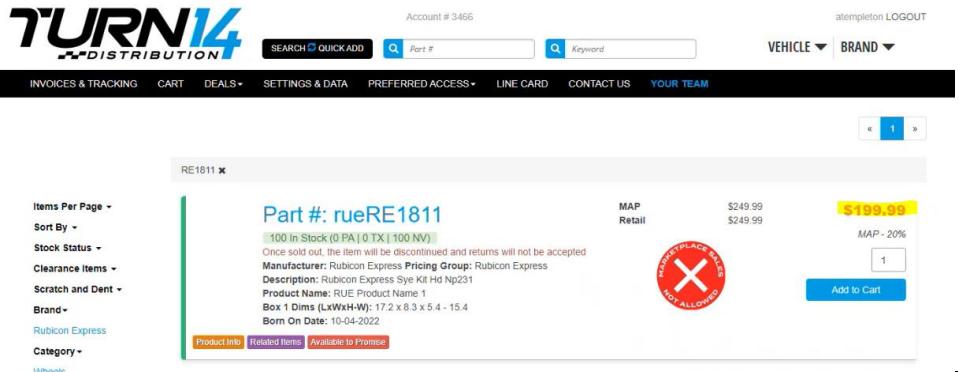
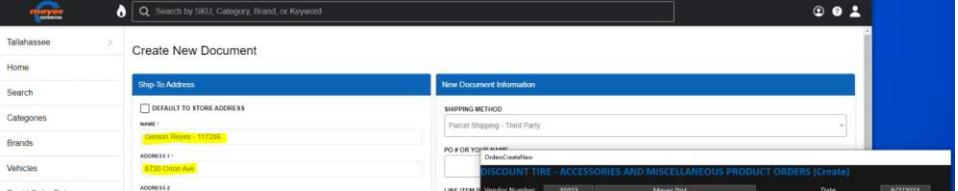
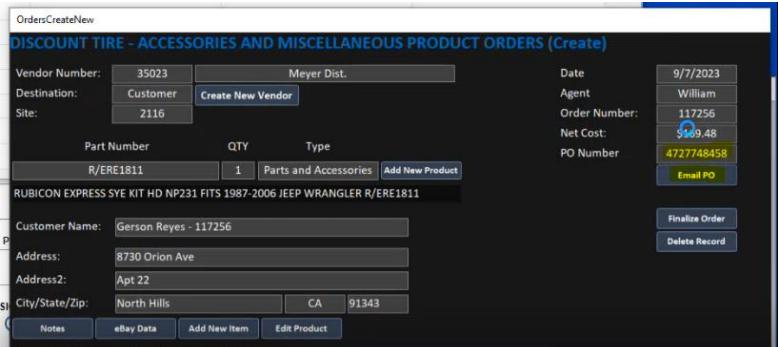
MGP cannot open the file type that attaches automatically, so we need to **double click the attachment to open the file first, and then save it as a CSV to your desktop**

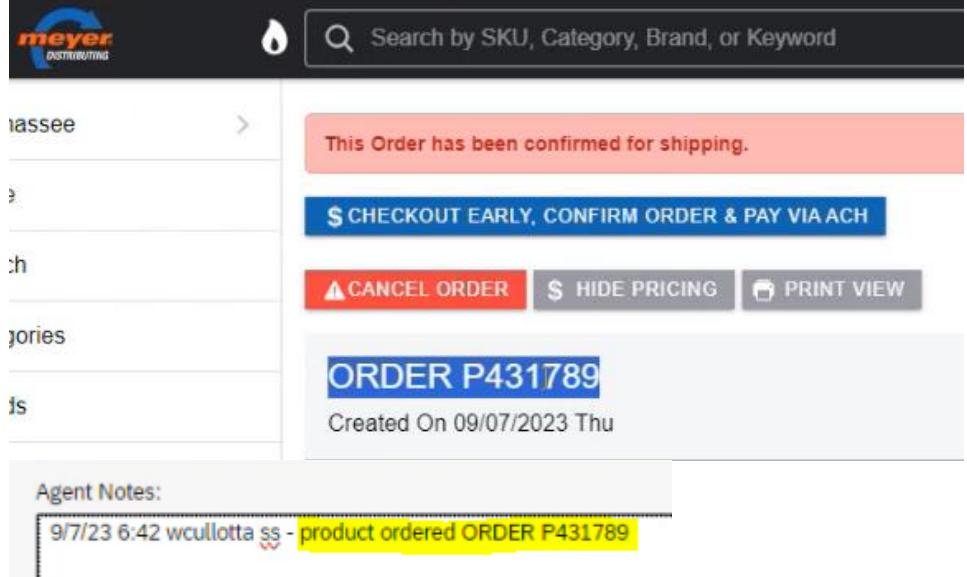
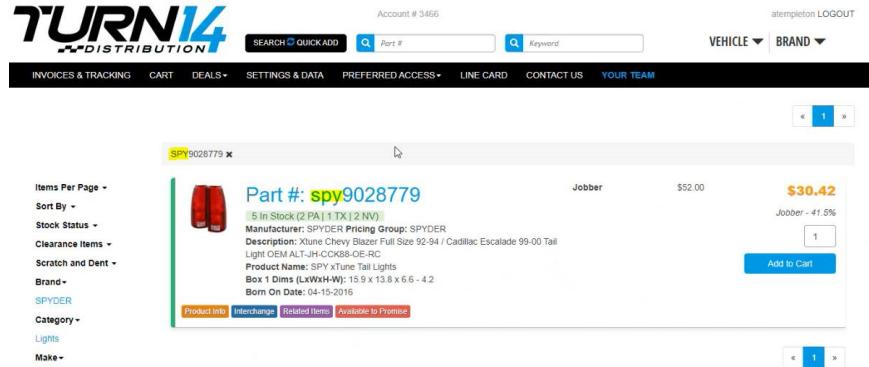
*(See next screenshot)*

	
25	<p>Insert/attach the newly saved file into your email draft &amp; delete the original file that was there. Click <b>Send</b></p>
26	<p>Go back to SATL &amp; click <b>Finalize Order</b></p> 

27	<p>Go back to FSA Notes tab &amp; click <b>Edit</b> to leave your note under “Agent Notes”. Click <b>Save</b></p> <p>Items Partners Related Orders Tracking <b>Notes</b> Payment Cards Exceptions</p> <p>Buyer's Vehicle: 2015 GMC Yukon Denali Sport Utility 4-Door 6.2L 6162CC 376Cu. In. V8 GAS OHV Naturally Aspirated</p> <p>Car Care:</p> <p>Agent Notes:</p> <p>8/25/23 10:42 wculotta ss - product ordered via email</p>
1	<p><b>FSA WILL SEND PO Order Process: Eibach Example</b></p> <p>Repeat previous steps 1-3, and then reference the Vendor sheet to log into Eibachonline.com</p>
2	<p>Grab the item SKU# from FSA &amp; paste it into the website dashboard under “PRICE &amp; AVAILABILITY”</p> <p></p> <p>**Be sure to paste the SKU twice or until there are 2 entries. The website is very glitchy and may not find the item if only 1 is entered.</p> <p>Click <b>Search</b></p>
3	<p>Once the item is found, check the result to see if it's in stock or not. Then check the “Your Price” amount. That amount is what we put into FSA &amp; SATL</p> <p></p>

4	Finish entering the order details into SATL by filling in the <b>Part Number</b> , <b>QTY</b> (always double check in FSA), <b>Price</b> , and <b>Vendor Number</b> > press the tab key
5	<b>Repeat previous steps 11-21</b>
6	<p>When the email pops up, we do not need to change anything. It is ready to go as is. <b>Click Send</b></p> 
7	<p>Click <b>Finalize Order</b> in SATL &amp; leave a note in FSA Agent Notes that says "Product ordered via FSA"</p> <p><b>Agent Notes:</b> 9/7/23 6:44 wculotta ss - product ordered via FSA</p>
<b>PLACE ORDER ONLINE Process: Meyer Example</b> <i>(See additional notes for Turn14 &amp; Wheel Pros)</i>	
1	Repeat first steps 1-3
2	Check the Vendors sheet to know who we should be ordering from
<b>Note:</b>	<p>Check all vendor websites before ordering to be sure we are getting the cheaper option.</p> 

	<p>RE1811 x</p> <p>Items Per Page: <input type="button" value="100"/> <input type="button" value="200"/> <input type="button" value="500"/> <input type="button" value="1000"/></p> <p>Sort By: <input type="button" value="Stock Status"/> <input type="button" value="Clearance Items"/> <input type="button" value="Scratch and Dent"/> <input type="button" value="Brand"/> <input type="button" value="Rubicon Express"/> <input type="button" value="Category"/></p> <p>Part #: rueRE1811</p> <p>MAP: \$249.99 Retail: \$249.99 <b>\$199.99</b> MAP - 20%</p> <p>MAP PLACE SALES NOT ALLOWED</p> <p>Add to Cart</p>
<b>3</b>	Enter the <b>Vendor Number</b> into SATL & check the order QTY in FSA
<b>4</b>	Enter the <b>QTY</b> into SATL & press the tab key
	When ordering from <b>Meyer</b> – Select the carrier location that is closest to the customer > Click <b>Add</b> >Copy & paste the customer info from SATL into Meyer >Enter the customers phone # from FSA, not our company phone # >Click <b>Save Address</b>
<b>Note on MEYER:</b>	
	>Finish processing the order in FSA like normal. Once you have the PO#, paste it into the website, select FedEx / UPS Ground & click <b>Create Order</b> . >On the next page, be sure to click confirm ONCE. <p style="text-align: center;"><b>CONFIRM ORDER FOR SHIPPING</b></p> <p>If you double click it, it will cancel the order!</p>
<b>5</b>	Get the FSA PO# & TYPE it into SATL > click <b>Email PO</b> 

6	Click <b>Send PO</b> & send the email that pops up
7	<p>Click <b>Finalize Order</b> in SATL &amp; leave your note in FSA including the website confirmation #</p>  <p>Agent Notes: 9/7/23 6:42 wculotta ss - product ordered ORDER P431789</p>
<p><b>Note on Turn14:</b></p>	<p>Login using the credentials from the Vendors sheet. Check FSA notes to see what brand the item is. Then check the vendors sheet for that brand to see if we need to add the abbreviation to the beginning of the VPN when searching for the item on Turn14</p>  <p>&gt;Process order like normal through SATL &amp; FSA    &gt;Add item to cart on the website &gt; checkout    &gt;Copy &amp; paste the customer's address from SATL into Turn14    &gt; Send the email from SATL as is    &gt;Paste the PO# into Turn14 and click <b>Submit Order</b></p>

**TURN14 DISTRIBUTION**

Account # 3466

SEARCH QUICK ADD Part # Keyword

VEHICLE BRAND

INVOICES & TRACKING CART DEALS SETTINGS & DATA PREFERRED ACCESS LINE CARD CONTACT US YOUR TEAM

Edit Order **Submit Order**

**ADDRESS DETAILS**

Order Notes

Purchase Order Notes

Order notes are manually reviewed which may delay processing.

Purchase Order # (Required)

4727750260

Select Stored Address

Jeff Graham - 117302 COMPANY

1006 Woodfield Ln ADDRESS

37343 Hixson

Tennessee United States

PHONE NUMBER

Ship To My Shop Calculate Shipping

>Grab the confirmation # and leave your FSA note confirming the item was ordered, including the confirmation #

**TURN14 DISTRIBUTION**

Account # 3466

SEARCH QUICK ADD Part # Keyword

VEHICLE BRAND

INVOICES & TRACKING CART DEALS SETTINGS & DATA PREFERRED ACCESS LINE CARD CONTACT US YOUR TEAM

**COMPLETED ORDER # 13189190**

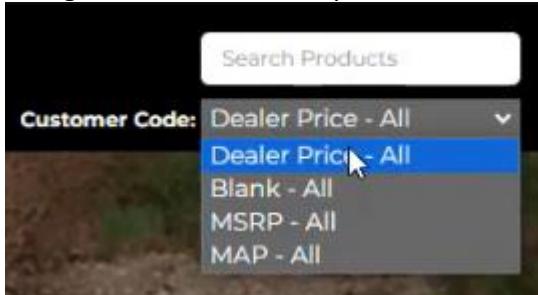
Your order has been submitted. You will receive a confirmation email momentarily.

Item	Price	Qty	Total
spy9026779 Xlune Chevy Blazer Full Size 92-94 / Cadillac Escalade 99-00 Tail Light OEM ALT-JH-CCKB8-OE-RC	\$30.42	1	\$30.42
		Quantity In Stock: 2	Ship From: PA
		Quantity In Stock: 1	Ship From: TX
		Quantity In Stock: 2	Ship From: NV
Shipping	FedEx (2 Business Days) TX In Stock Items		\$ 12.99
	Preferred Access \$12.99 Flat Rate All Ground Shipping Methods On All Brands Continental US Only		
			\$43.41

**Note on Wheel Pros:**

Login using the credentials from the Vendors sheet. On the dashboard go up to the search products field and change the “Customer Code” dropdown from the default “MSRP” to **Dealer Price – All**

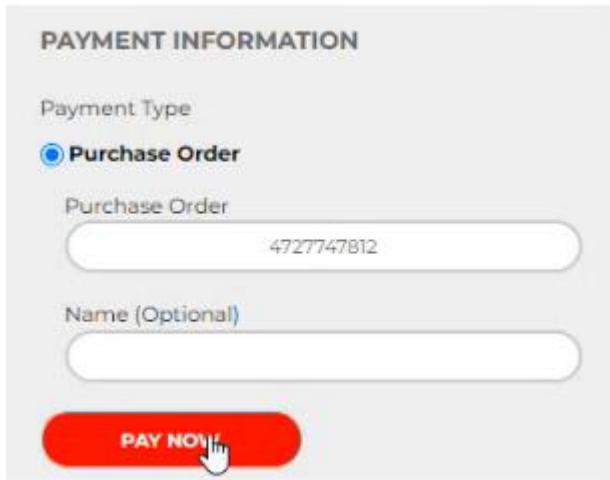
*This gets us a discounted price*



\*\*Let the team know you are “going into WP 2116”, so nobody else hops in there\*\*

>Any item in FSA that says “Miscellaneous Wheel” gets ordered from Wheel Pros. Process order like normal through SATL & FSA

>Add item to cart on the website > checkout. Then be sure to change the ship-to address to the customer’s address and use dtd\_accessories as the email. If you forget to change it, call them to cancel the order & try again

<p>&gt;When the email pops up from SATL, be sure to change the recipient to <u>dtd_accessories</u> &gt; click <b>Send</b>.</p> <p>&gt;Paste the PO# into wheel pros under “payment information” and click <b>Pay Now</b></p>  <p>&gt;Grab the reference # from the order confirmation. There may be 2 different reference numbers, but we use the one without dashes</p> <p><b>CONFIRMATION INFORMATION</b></p> <p>Order created successfully at sap end! Your reference number is <u>2000385347</u>    Reference number is: O-0004889420.    Order Date: 9/7/2023    You can view your order status at any time by checking your <a href="#">Order History</a>.    View product terms and conditions below for details on delivery of products that you have ordered.    You can also view terms and conditions for this order, at any time, by checking Order History. We recommend you print this page for your records.</p> <p>&gt;Leave your FSA note confirming the item was ordered, and include the reference #</p>	<p><b>Additional Notes:</b></p> <p><i>Konig &amp; Drag we only check stock on the website. Be sure to source from WDTX02 and enter the appropriate vendor code in FSA.    If stock shows 0 on these websites, call them for an ETA or to find out how long it will be backordered.</i></p> <p><i>Depending on the website we need to order the accessory from - You may need to delete the first 3 letters of the SKU in order to find the item.</i></p>
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## Contact:

Julie Sherrill - julie.sherrill@discounttire.com  
 Cameron Graca - cameron.graca@discounttire.com