

Processing Accessories

Description:

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

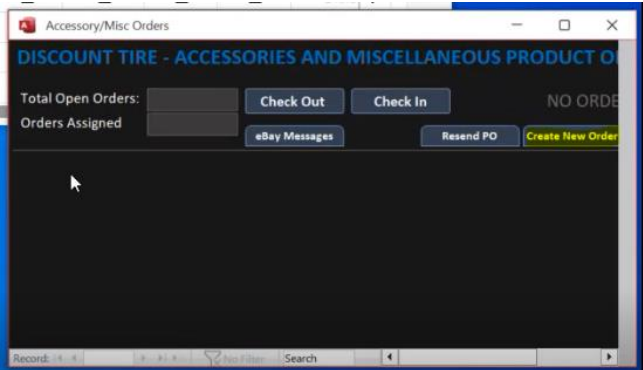
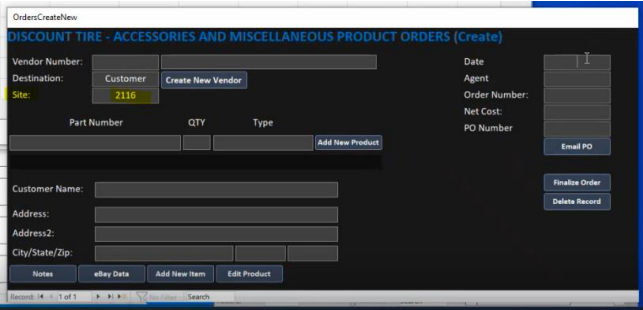
Guidelines:

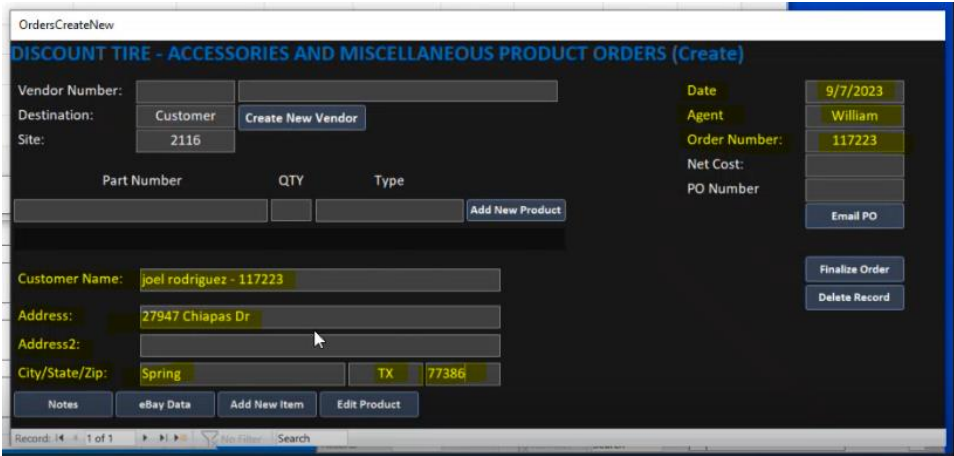
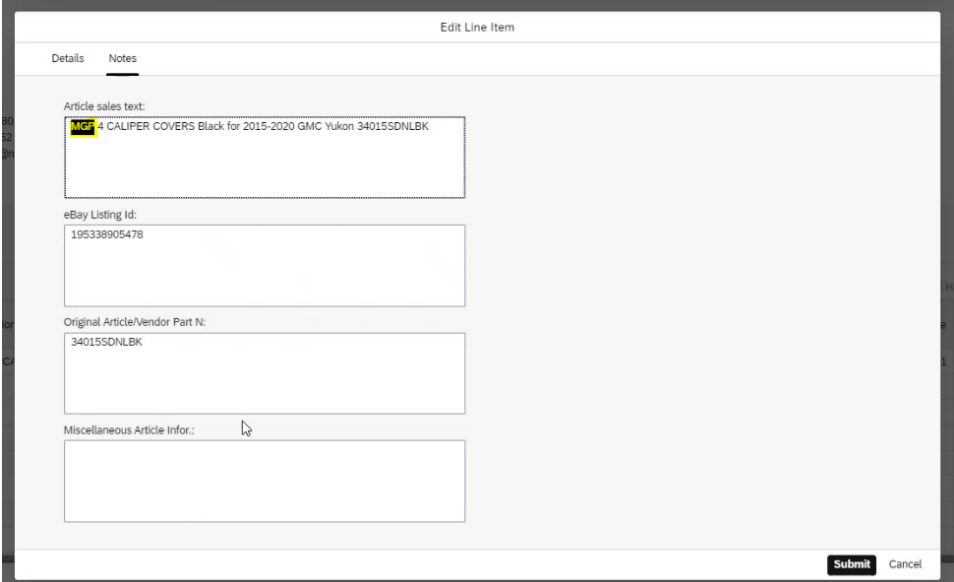
There are 3 ways to order accessories: via 1. **email directly to the vendor**, 2. **FSA will send the PO**, and 3. **place an order with the vendor online**. For orders placed online, you may need to check stock on more than one site to ensure we are getting the better rate. *MGP orders are unique because 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

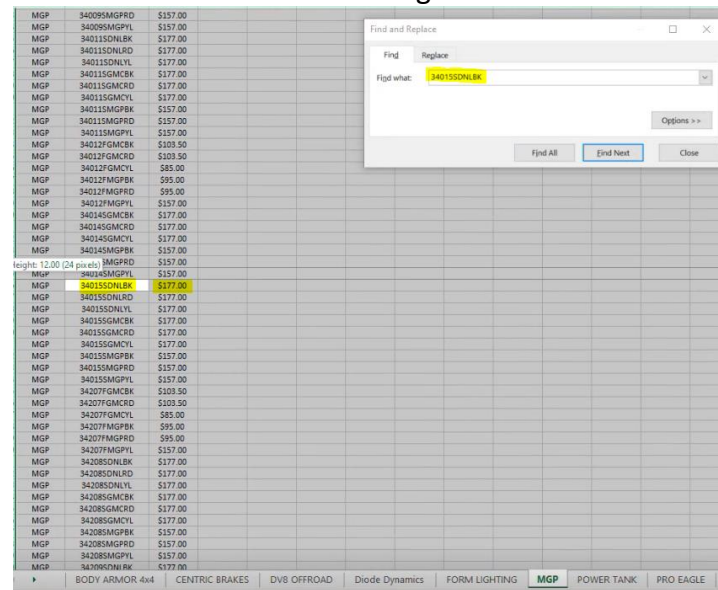
Process:

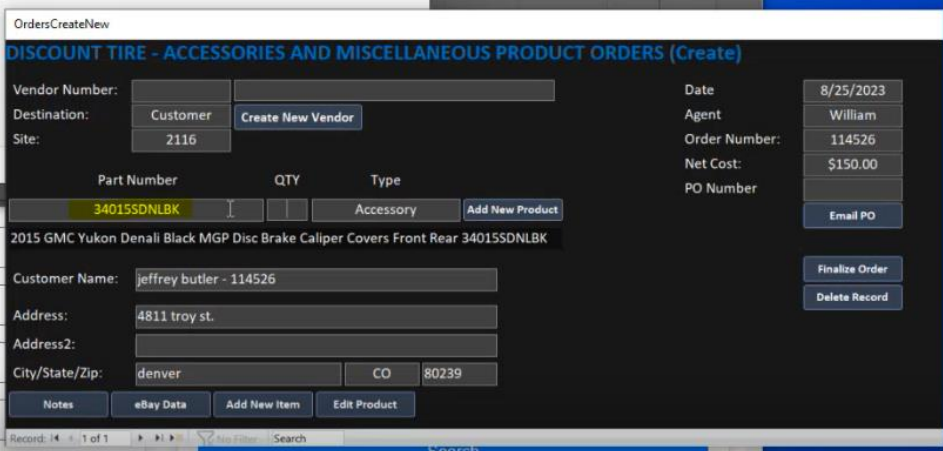
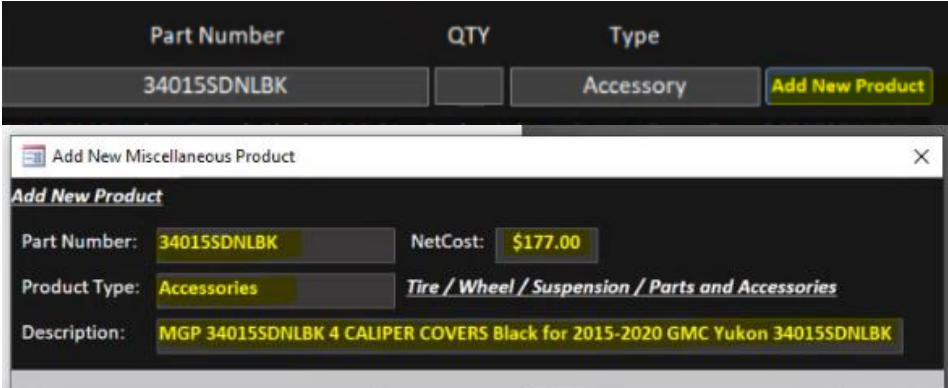
STEP:	ACTION
EMAIL DIRECTLY TO THE VENDOR Order Process: MGP Example	
1	<p>Open the order in FSA. Then open SATL and click Create New Order</p> 
2	<p>Enter 2116 for the Site – <i>This needs to be filled out before any other fields</i></p> 

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

ACC. DECISION TREE (UPDATED 1/13/2023)				Color Code Key:
Product Brand	PRIMARY	2ND	3RD	
Air Lift	TURN 14	MEYER DISTRIBUTING		Place order Online
AlphaRex	TURN 14	MEYER DISTRIBUTING		FSA 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 DISTRIBUTION			
Daystar (DAY)	MEYER DISTRIBUTING			
Diode Dynamics	DIODE DYNAMICS-DIRECT	MEYER DISTRIBUTING		
Drag Wheels	Ultimate Product 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 HiLITES - 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 & press the tab key to move to the next field for QTY. Double check the order quantity in FSA & enter it into SATL</p> <p><i>SATL should recognize the VPN# if we've ordered it before, and auto populate the info</i></p> <p>Double check the price that populated is still correct & change it if necessary</p> 
<p>Note:</p>	<p><i>If nothing populates, then we haven't ordered it before & we will need to click Add New Product. The box below will popup & you will fill in the details from the info in FSA line-item notes & press the tab key to save it. When the text disappears, it's been saved.</i></p> 

Go to the Vendors sheet > “ACC-Ebay Team Vendors” page & find the Vendor # for MGP

	Color Code Key:		
	Place order Online		
	FSA will send PO		
	Email direct to vendor		
→ VENDOR #	BRAND	Website	
35011	ANZO		
35152	AVS		
36554	DIODE DYNAMICS		
11784	DRAG WHEEL (Ultimate Product Inc)		
11960	DV8-REV WHEEL		
11175	E-BACH	https://www.eibachonline.com/dealer-portal/	U--bob.ga
36074	HLC	https://www.hlc.bike/us/?login=1	U--Bgardn
33579	HUSKY		
13671	ISN	https://www.toolweb.com/customer/account/logoutSuccess/	U--DIS030
26591	KC HILITES		
10148	KONIG WHEELS	https://konigwheels.com/dtc/	n/a
35023	MEYER	https://online.meyerdistributing.com/public/login	U--Discou
→ 32547	MGP		
23148	POWERTANK		
34600	PRO EAGLE		
34834	RACE SPORT		
36133	RENNEN WHEELS		
35180	SPARE SHIELD		
36521	SPOD		
31222	TURN 14	https://www.turn14.com/index.php	U--webor U--mpend U--atempl U--WDAZC U--WDTX0 U--dtd_per
12059	US AUTO	http://www.usautoforce.com/	
10273	VISION	https://shop.visionwheel.com/	
17658	WHEEL PROS	https://dealerline.force.com/dealerline/ccrz_CCsiteLogin	
22676	WHEEL-1		
	Ebay	https://www.ebay.com/	U---discou
	Ebay Cancellations	https://www.ebay.com/sh/ord/cancel	
	Brand Inventory	M:\EBAY\VendorInventoryArchive	

Enter the Vendor # in SATL & press the tab key to populate the brand

OrdersCreateNew

DISCOUNT TIRE - ACCESSORIES AND MISCELLANEOUS PRODUCT ORDERS (Create)

Vendor Number: 32547 MGP Date: 8/25/2023

Destination: Customer Create New Vendor Agent: William

Site: 2116 Order Number: 114526

Part Number QTY Type

34015SDNLBK 1 Accessory Add New Product

2015 GMC Yukon Denali Black MGP Disc Brake Caliper Covers Front Rear 34015SDNLBK

Customer Name: jeffrey butler - 114526

Address: 4811 troy st.

Address2:

City/State/Zip: denver CO 80239

Notes eBay Data Add New Item Edit Product

Record: 1 of 1

Now we need to PO #. Go back to FSA and make sure the Brand & SKU# are at the beginning of the description under the “Article sales text” box. Copy the description & paste it into the Details tab next to “Article Description”

Details

Notes

Article sales text:

MGP 34015SDNLBK 4 CALIPER COVERS Black for 2015-2020 GMC Yukon

34015SDNLBK

eBay Listing Id:

195338905478

Original Article/Vendor Part N:

34015SDNLBK

Miscellaneous Article Infor.:

Submit Cancel

Details

Notes

Product

Sourcing

Item Number: 100

Parent Item Number:

Article: 80948

Article Description: MGP 34015SDNLBK 4 CALIPER COVERS Black f

Brand: MGP

Quantity: 1

Price: 199.00 USD

Override Price: 205.71 USD

Valuation Price: 0.00 USD

Sourced From:

Shipped From:

Lead Time: 0 days

*Requested Delivery Date: 09/12/2023

DC Override:

Vendor Override:

Promotion ID:

Promotion Article:

Promotion Description:

Promotion Type:

Promotion: 0.00

Miscellaneous Article Information

Valuation Price: 0.00 USD

Submit Cancel

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

12

Details

Notes

Item Number: 100

Parent Item Number:

Article: 80948

Article Description: MGP 34015SDNLBK 4 CALIPER COVERS Black f

Brand: MGP

Quantity: 1

Price: 199.00 USD

Override Price: 205.71 USD

*Valuation Price: 0.00 USD

*Gross Weight: 3.00 LB

Sourced From:

Shipped From:

Lead Time: 0 days

*Requested Delivery Date: 09/12/2023

DC Override: WDTX02

Vendor Override: MGP CALIPER COVERS LLC

Promotion ID:

Promotion Article:

Promotion Description:

Promotion Type:

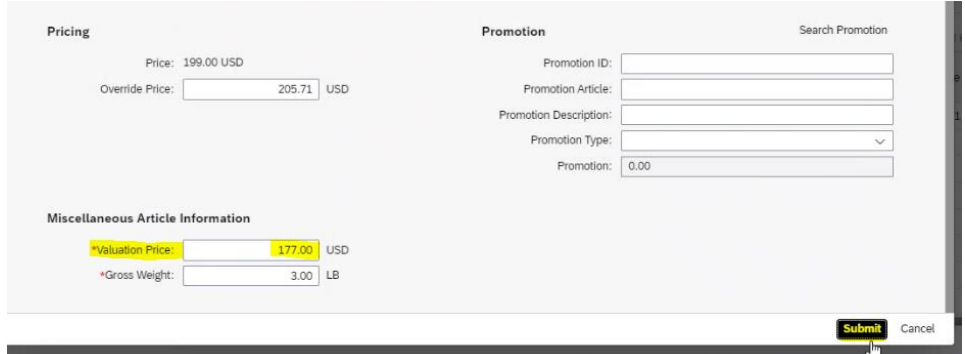
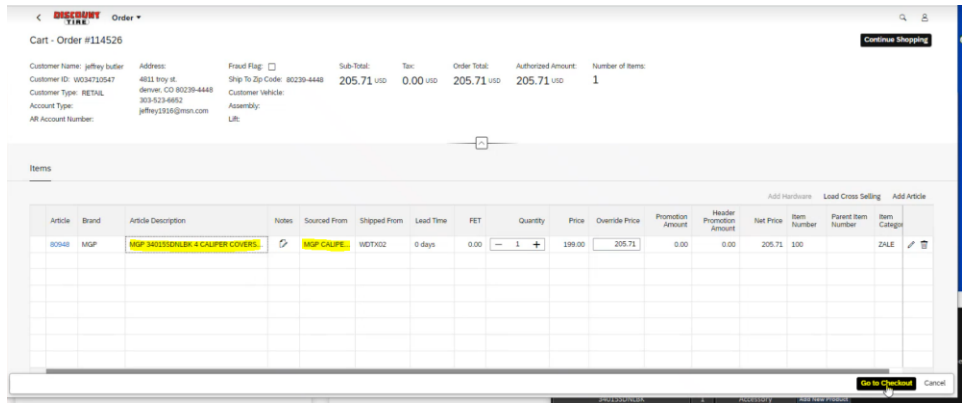

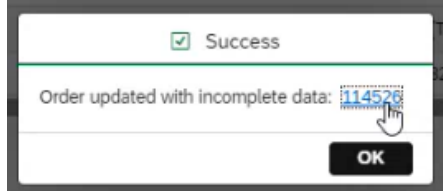
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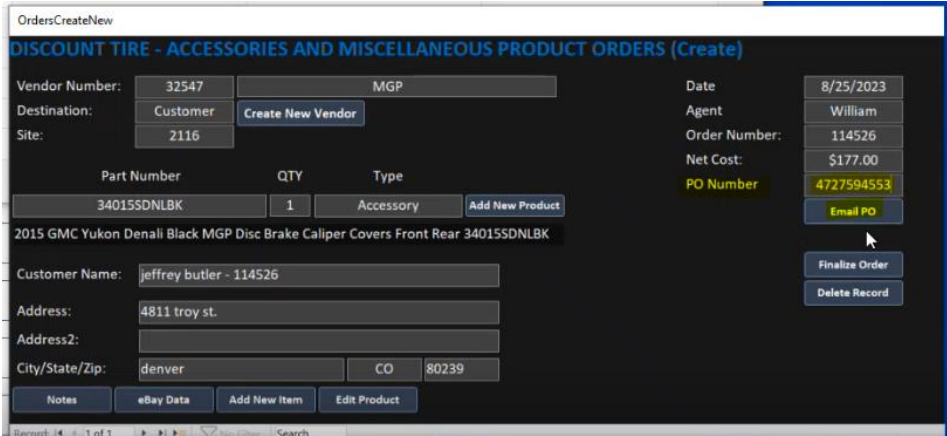
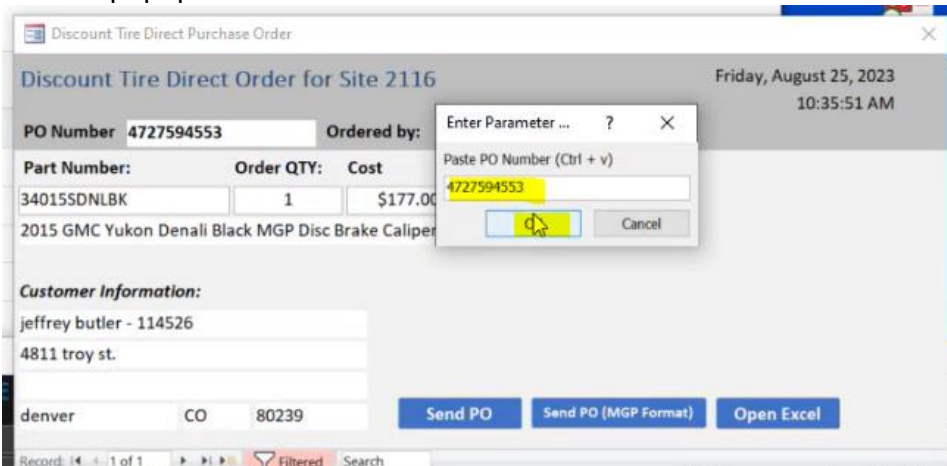
Miscellaneous Article Information

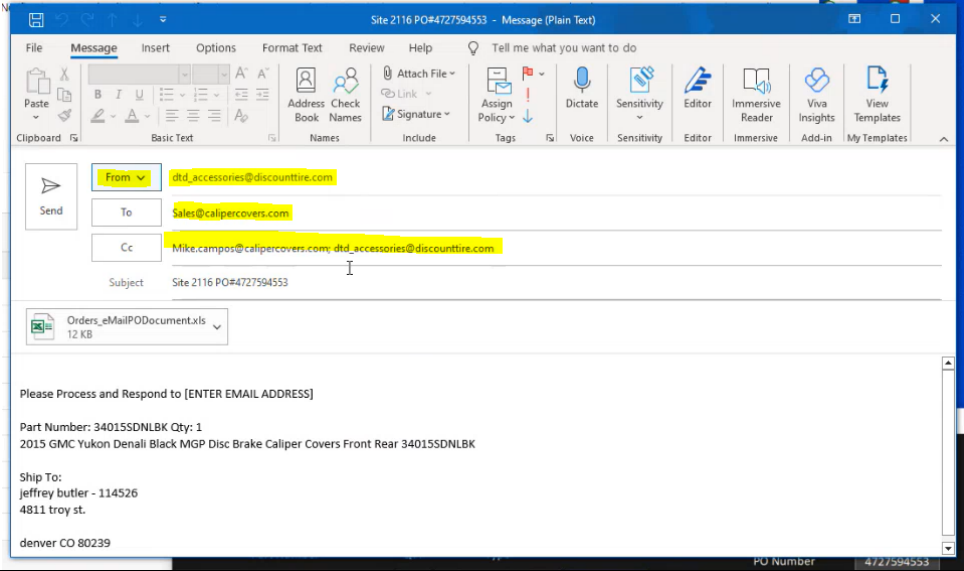
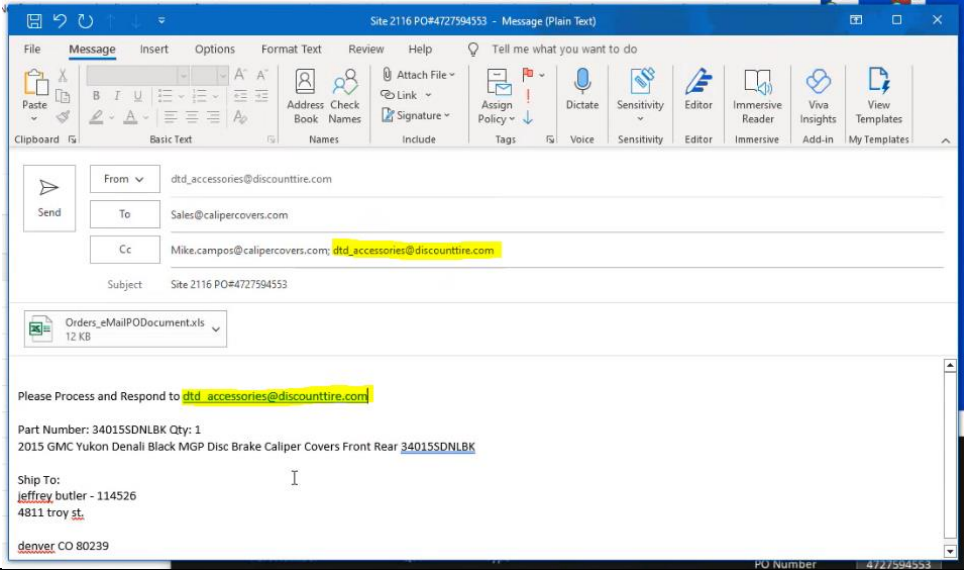
*Valuation Price: 0.00 USD

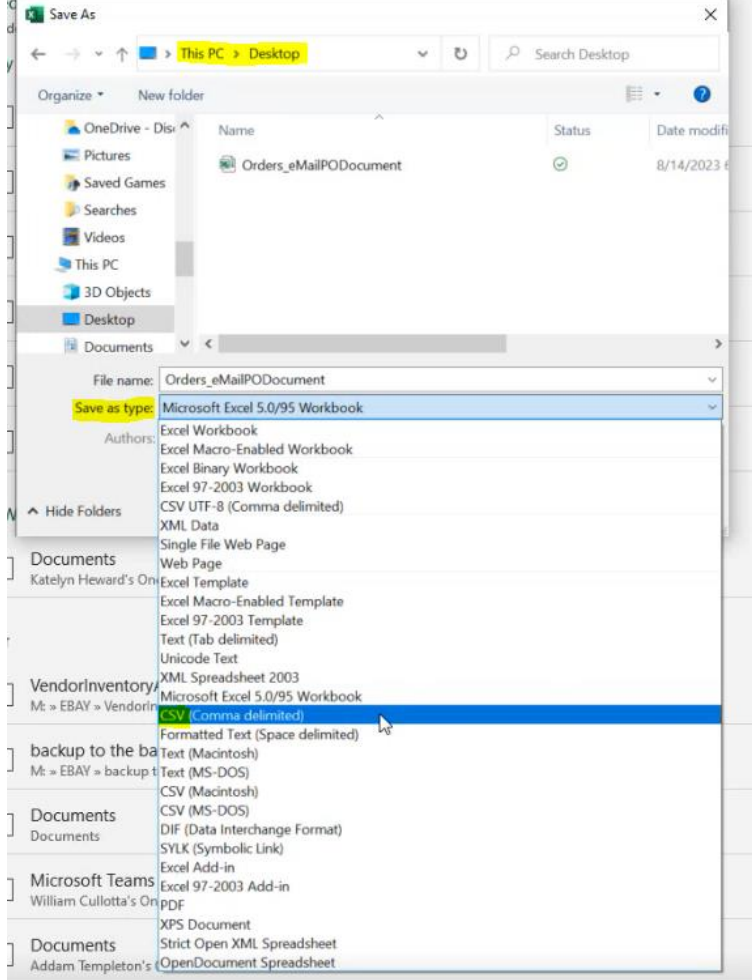
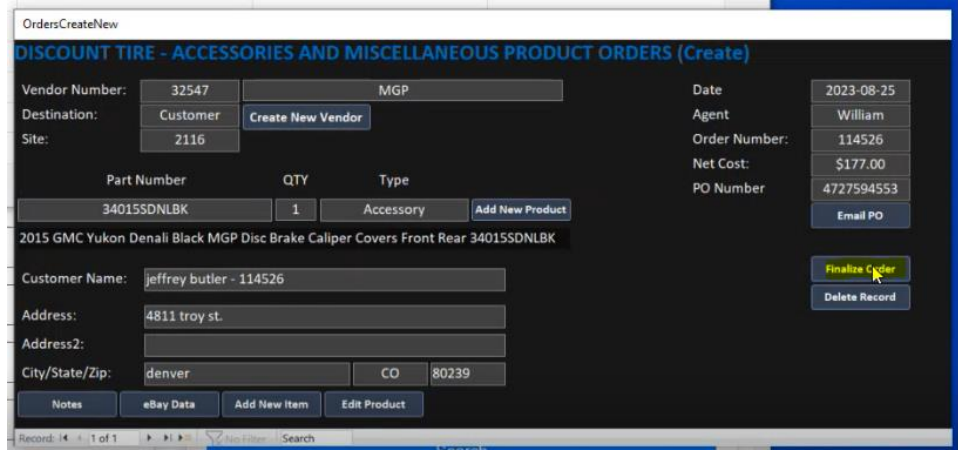
*Gross Weight: 3.00 LB

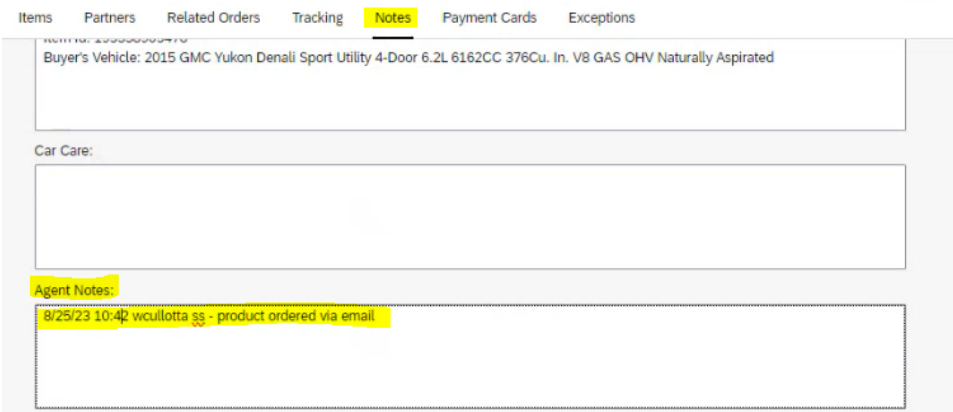
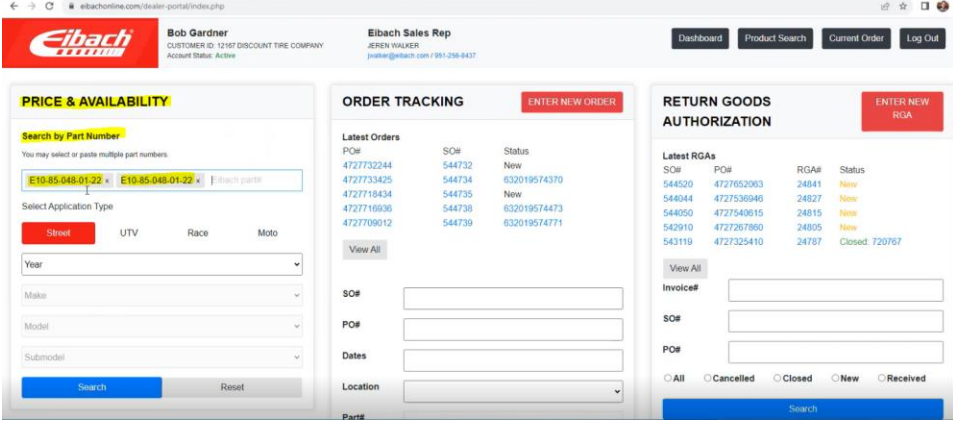
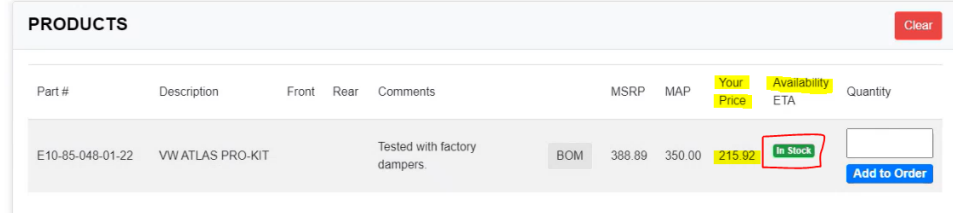
Submit Cancel

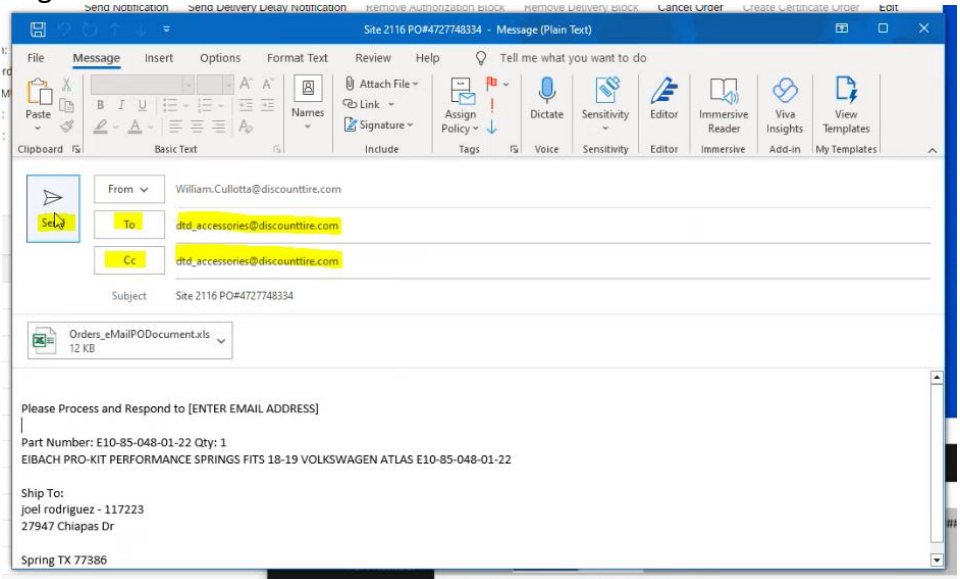
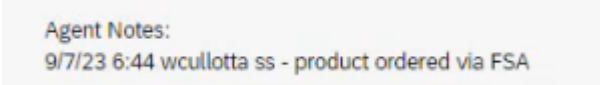
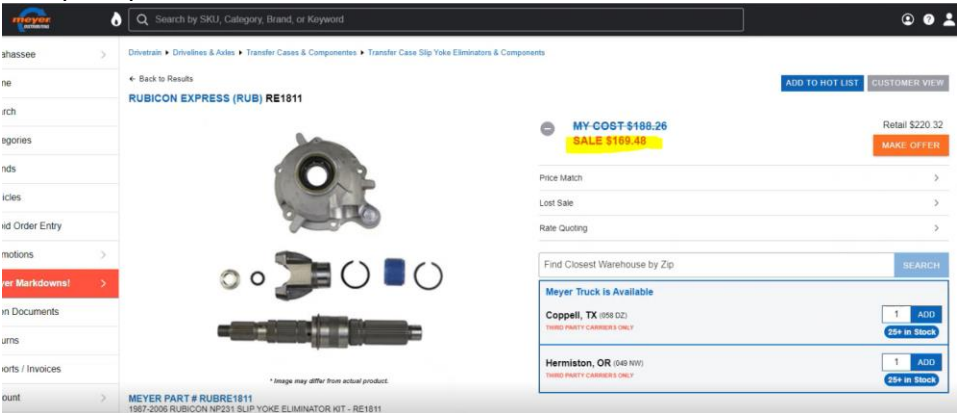
13	<p>Update the "Valuation Price" to match the price in SATL & click Submit *Don't touch the Override Price & don't worry about the Gross Weight*</p> 
14	<p>Make sure the order sourcing & article description looks correct & click Go to Checkout</p> 
15	<p>Click Yes for the popup > review the customer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

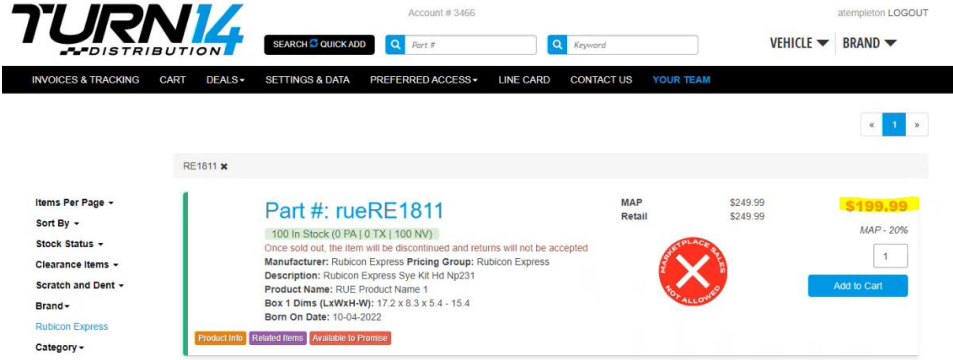
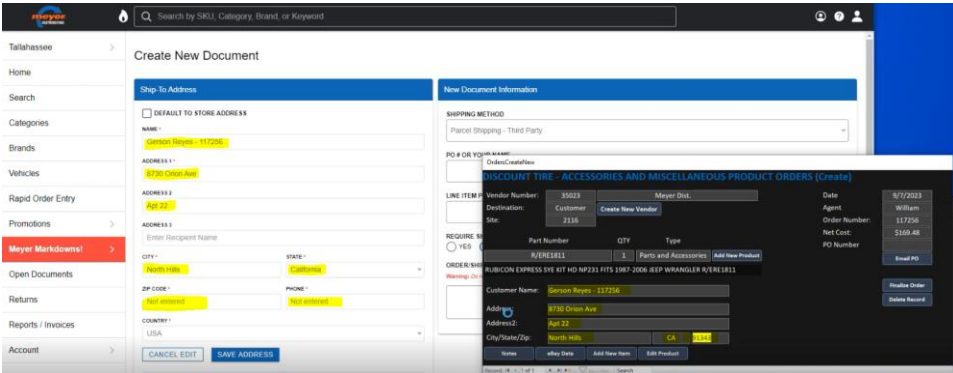
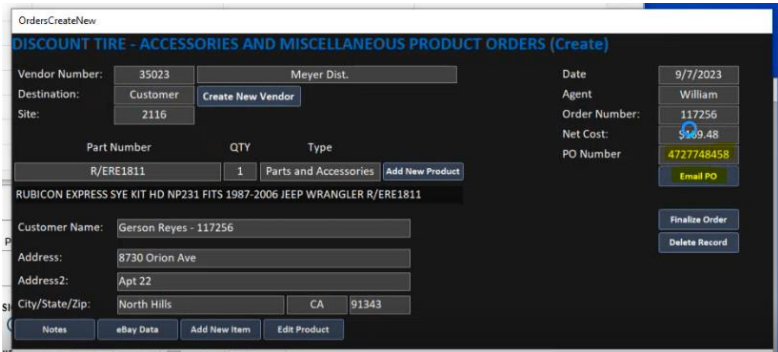
19	<p>Click Remove Delivery Block at the top of FSA > Refresh your page > Go to the Related Orders tab & see the PO#</p> 
20	<p>TYPE the PO# into SATL & click Email PO</p> 
21	<p>When the PO box pops up click Send PO. The PO number will immediately populate & be copied to your clipboard and a smaller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

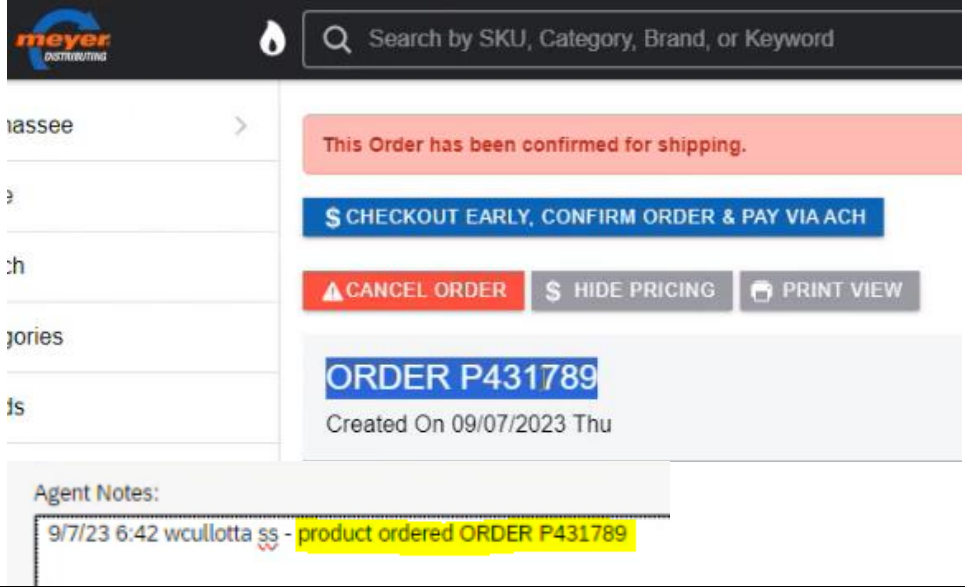
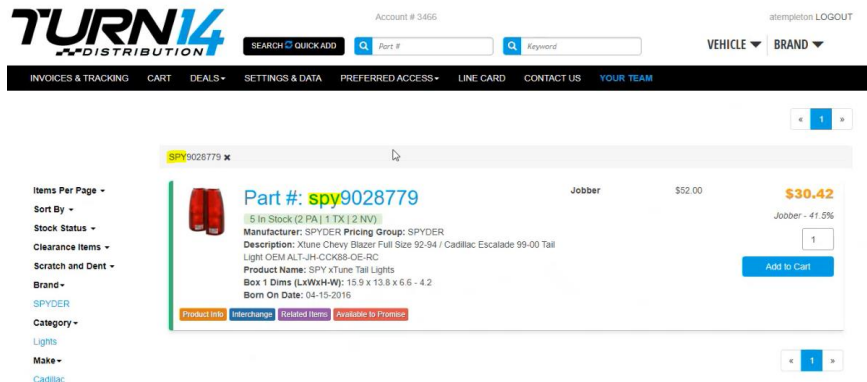
22	<p>An email will generate with the vendors email addresses. Change your from address to dtd_accessories@discounttire.com & double check this address is being CC'd as well</p> 
23	<p>Copy the accessory inbox email address & paste it into the template</p> 
24	<p>MGP cannot open the file type that attaches automatically, so we need to double click the attachment to open the file first, and then save it as a CSV to your desktop</p> <p><i>(See next screenshot)</i></p>

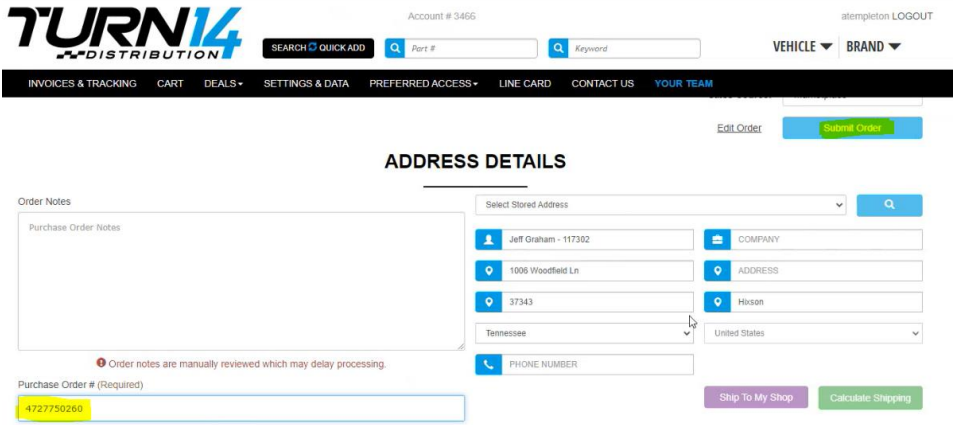
	
25	<p>Insert/attach the newly saved file into your email draft & delete the original file that was there. Click Send</p>
26	<p>Go back to SATL & click Finalize Order</p> 

27	<p>Go back to FSA Notes tab & click Edit to leave your note under “Agent Notes”. Click Save</p> 
FSA WILL SEND PO Order Process: Eibach Example	
1	Repeat previous steps 1-3, and then reference the Vendor sheet to log into Eibachonline.com
2	<p>Grab the item SKU# from FSA & paste it into the website dashboard under “PRICE & AVAILABILITY”</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 Search</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 & SATL</p> 

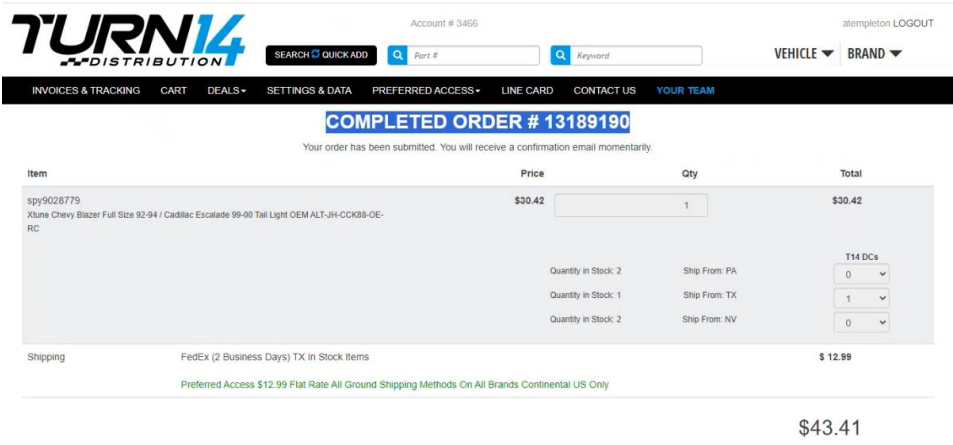
4	Finish entering the order details into SATL by filling in the Part Number , QTY (always double check in FSA), Price , and Vendor Number > press the tab key
5	Repeat previous steps 11-21
6	<p>When the email pops up, we do not need to change anything. It is ready to go as is. Click Send</p> 
7	<p>Click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

	
3	Enter the Vendor Number into SATL & check the order QTY in FSA
4	Enter the QTY into SATL & press the tab key
<p>Note on MEYER:</p>	<p>When ordering from Meyer – Select the carrier location that is closest to the customer > Click Add</p> <p>>Copy & paste the customer info from SATL into Meyer</p> <p>>Enter the customers phone # from FSA, not our company phone #</p> <p>>Click Save Address</p>  <p>>Finish processing the order in FSA like normal. Once you have the PO#, paste it into the website, select FedEx / UPS Ground & click Create Order.</p> <p>>On the next page, be sure to click confirm ONCE.</p> <p>CONFIRM ORDER FOR SHIPPING</p> <p><i>If you double click it, it will cancel the order!</i></p>
5	<p>Get the FSA PO# & TYPE it into SATL > click Email PO</p> 

6	Click Send PO & send the email that pops up
7	<p>Click Finalize Order in SATL & leave your note in FSA including the website confirmation #</p> 
<p>Note on Turn14:</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>>Process order like normal through SATL & FSA >Add item to cart on the website > checkout >Copy & paste the customer's address from SATL into Turn14 > Send the email from SATL as is >Paste the PO# into Turn14 and click Submit Order</p>

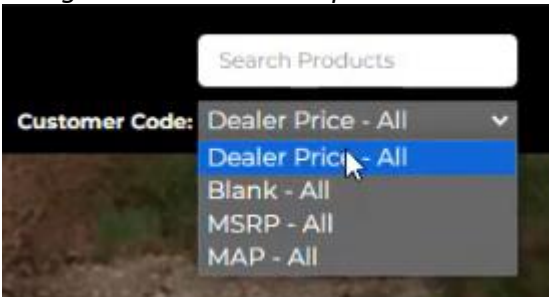


>Grab the confirmation # and leave your FSA note confirming the item was ordered, including the confirmation #



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

This gets us a discounted price



Note on Wheel Pros:

****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>>When the email pops up from SATL, be sure to change the recipient to <u>dtd_accessories</u> > click Send.</p> <p>>Paste the PO# into wheel pros under “payment information” and click Pay Now</p> <div data-bbox="492 390 1096 865" data-label="Form"> </div> <p>>Grab the reference # from the order confirmation. There may be 2 different reference numbers, but we use the one without dashes</p> <div data-bbox="492 980 1385 1192" data-label="Form"> </div> <p>>Leave your FSA note confirming the item was ordered, and include the reference #</p>
Additional Notes:	<p><i>Konig & Drag</i> we only check stock on the website. Be sure to source from WDTX02 and enter the appropriate vendor code in FSA.</p> <p><i>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>

Contact:

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