Holman PartnerConnect Customer Authorizations

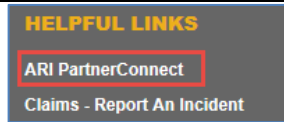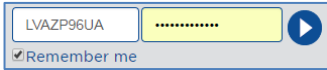|	
Purpose	Use the Holman PartnerConnect website to get authorization (Purchase Order) for ARI fleet customer purchases. This process replaces phone authorization. **Note:** This website changed on 4/1/22. Formerly was ARI PartnerConnect.
Account	# 29893

Tasks	Use the Holman PartnerConnect website to:
	
	• View status of purchase orders on home page
	
	• Get authorization (PO #)
	  1. Create a new PO Request
	  2. Add Line Items
	  3. Provide additional information for tire/wheel products
	  4. Submit the Request for Authorization
	
	• Close purchase order

Logging in to Holman Partner-Connect website

Follow these steps to log in:

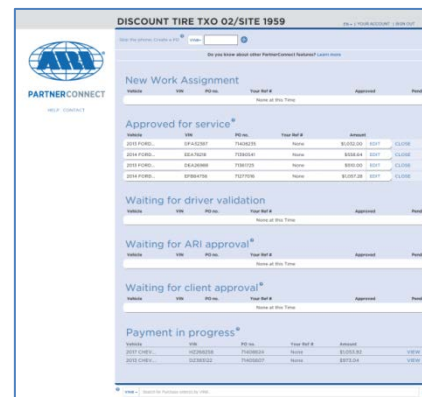| Step	Action	
1	From the Helpful Links list on the KC home page, select Holman PartnerConnect.	**HELPFUL LINKS** ARI PartnerConnect Claims - Report An Incident
2	Log into Holman PartnerConnect: **User Name:** LV + your Store Name + UA *(Ex: LVAZP04UA)* **Password:** Discount1! ***Note:** Password does not expire. Do not change it.*	LVAZP96UA .... ☑Remember me

ARI home page

On the PartnerConnect home page, you can view:

New Work Assignment: Purchase order requests in process.

Approved for Service: Approved PO requests, ready for you to service. After work is completed, select **Close**.
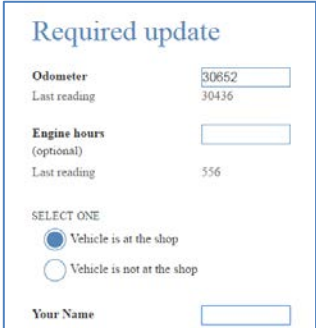
Waiting for driver validation, ARI approval, client approval: Sometimes, there will be a brief delay to confirm the request before approving.

Payment in progress: completed work, already submitted for payment.
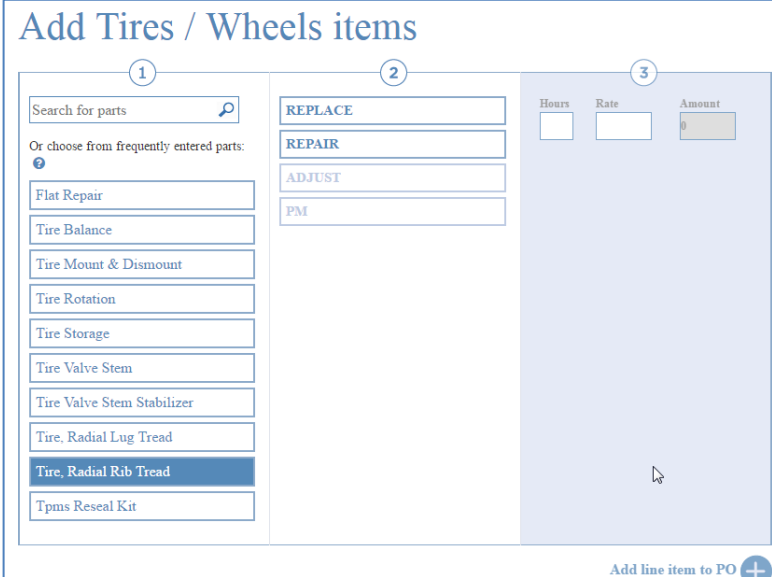
Creating a new PO Request

After you have logged in, follow these steps to begin a PO request for ARI customer purchases.

Step	Action
1	Type the last 8 characters of the VIN, then click **+** button to look up the vehicle and begin request for PO.
2	1. Confirm the vehicle is correct. 2. Key in information: • Odometer • Vehicle is at the shop • Your name 3. Go to the next step:
3	1. Describe the issue in the **Complaint** field. 2. Select **Tires/Wheels** for the Complaint type. 3. Go to the next step.
4	Select **Add line items +.**

Build the PO by adding line items for everything on the invoice.

Adding Line Items to the PO Request

Follow these steps to add line items to the PO and submit the purchase order request:
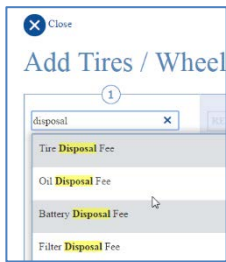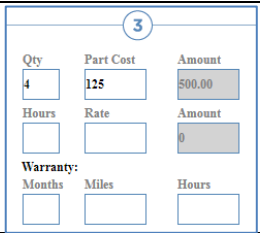
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Adding Line Items to the PO Request

Step	Action	
1	Choose the correct product or service from the list of choices. If the item you need doesn't display, search for it. For example, you can search "disposal", or "environment" to find Disposal Fee or Environmental Fee. **Note:** For installation and balancing, choose Tire Mount & Dismount.	
2	Choose the best option on the list. **Note:** If there is only one option, select it. PM stands for preventative maintenance.	
3	Enter amount information in the appropriate fields. **Note:** If no charge, or information unavailable, leave blank.	
4	Select **Add line items to PO +** or for tires or wheels, select **Continue +**	

Providing information for tires/wheels

For tire/wheel products, provide additional information:

Select the location for each replacement, and key in old tread depth.
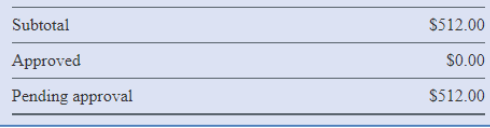
> **Duallies** – Select **Add Wheels+**
>
> **3+ axles** – Select **Add Axle +**

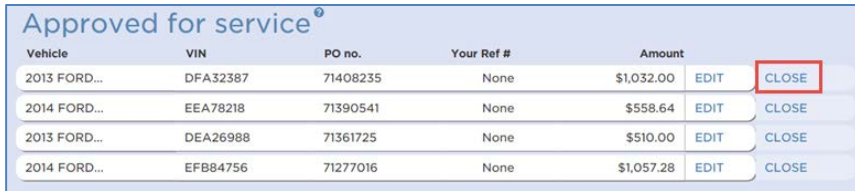1. Key in details for new products.
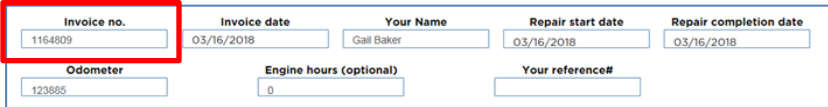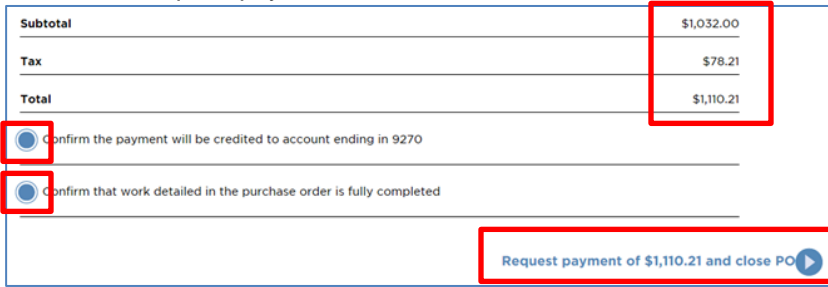2. Select **Add line item to PO +**

Submitting the Purchase Order

Follow these steps to submit the purchase order request for approval.

Step	Action
1	After you have added all line items to the PO, select **Close** to return to the Tires/Wheels screen.
2	Verify that the subtotal matches the invoice subtotal. **Note:** If it doesn't match, go back to the home screen and select the **Edit** link. <table><tr><td>Subtotal</td><td>$512.00</td></tr><tr><td>Approved</td><td>$0.00</td></tr><tr><td>Pending approval</td><td>$512.00</td></tr></table>
3	Complete the Estimated Completion fields, then **select Request Approval >**

Provided by: Finance – Gail Baker
Designed by: L&D – EM

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Closing the Purchase Order

After service is completed, follow these steps to close the purchase order and request payment.

Step	Action
1	From the home page, select **Close** for the completed PO. **Approved for service** | Vehicle	VIN	PO no.	Your Ref #	Amount		
2013 FORD...	DFA32387	71408235	None	$1,032.00	EDIT	CLOSE
2014 FORD...	EEA78218	71390541	None	$558.64	EDIT	CLOSE
2013 FORD...	DEA26988	71361725	None	$510.00	EDIT	CLOSE
2014 FORD...	EFB84756	71277016	None	$1,057.28	EDIT	CLOSE	
2	Enter the **Invoice no.** and verify other fields are correct. Invoice no.: 1164809 Invoice date: 03/16/2018 Your Name: Gail Baker Repair start date: 03/16/2018 Repair completion date: 03/16/2018 Odometer: 123885 Engine hours (optional): 0 Your reference#:
3	Select **No** for Tax Exempted? And enter the tax. Tax Exempted? ● No ○ Yes Enter tax: 78.21
4	1. Verify that **Subtotal**, **Tax** and **Total** amounts match the invoice. 2. Select both radio buttons. 3. Select Request payment and close PO. Subtotal: $1,032.00 Tax: $78.21 Total: $1,110.21 ● Confirm the payment will be credited to account ending in 9270 ● Confirm that work detailed in the purchase order is fully completed Request payment of $1,110.21 and close PO ▶
5	Select **Return**. ◀ Return

Contact

Contact the Help Desk at (800) 366-4399 or support@discounttire.com with any questions or concerns.