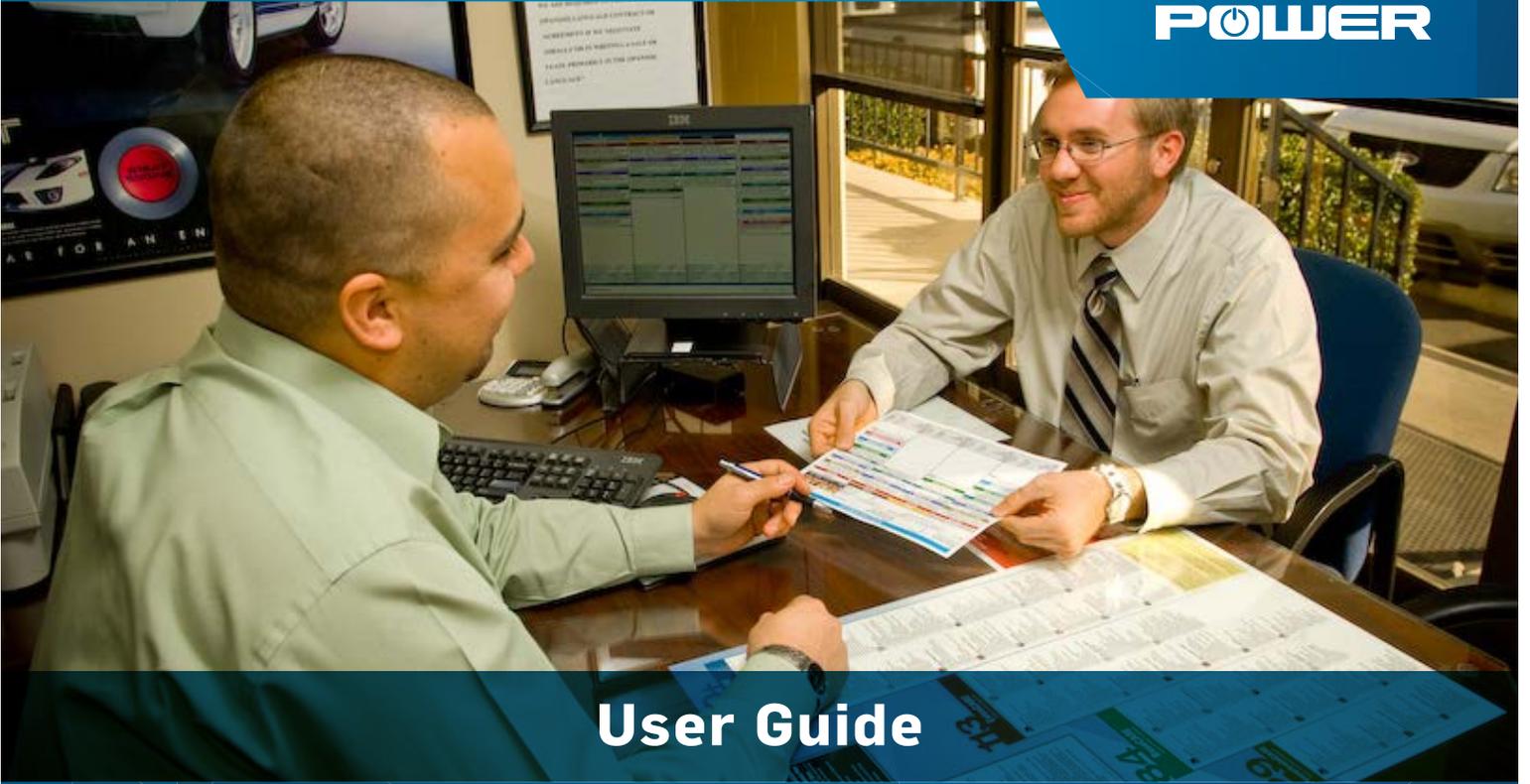


F&I Product Rating and Booking

POWER



User Guide



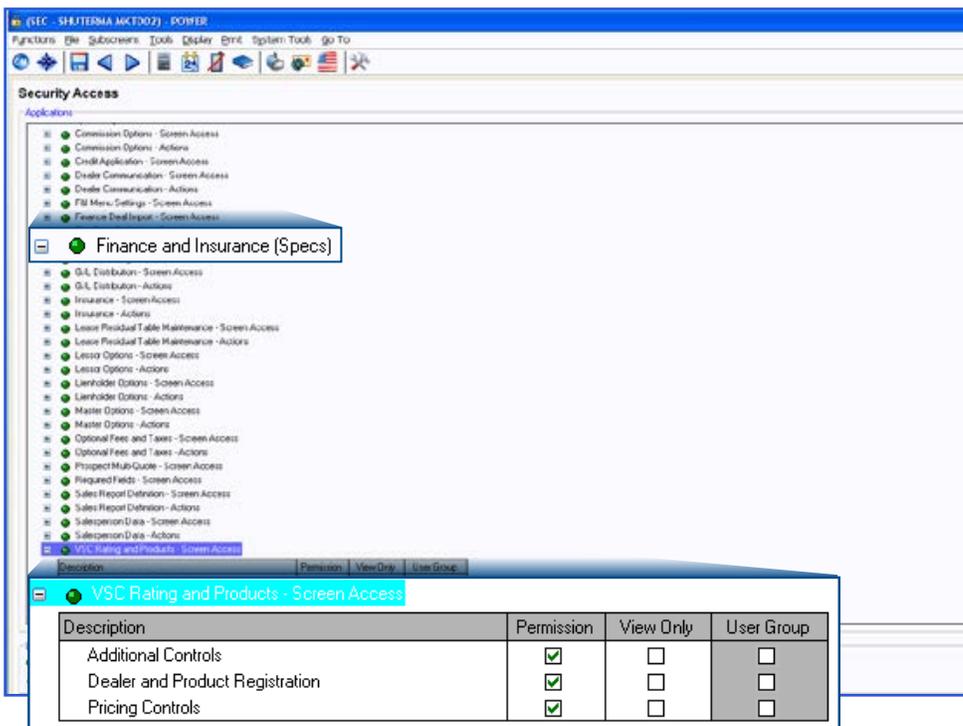
Retail
Management
System

 Reynolds
& Reynolds®

Reynolds and Reynolds' F&I and Menu Selling Software solutions include F&I product rating and F&I product booking. The F&I product rating feature gives you the ability to quickly access your providers' pricing for service contracts and aftermarket products in real time from both F&I and Menu Selling software. The F&I product booking feature gives you the ability to transmit contract details to providers and receive completed F&I forms in return.

This guide describes how to register your dealership and aftermarket providers and takes you through the specifications for the rating and booking features so you can customize them to fit your process. It also shows you how to rate and book your F&I products in a few simple steps.

You will need to have access to Finance and Insurance Control Options to perform registration activities.



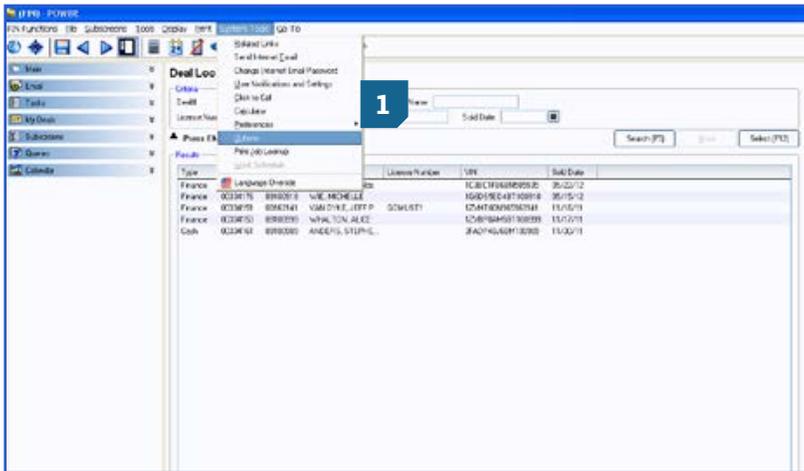
Control Options - Finance and Insurance → VSC Rating and Product – Screen Access

- Dealer and Product Registration
- PricingControls
- Additional Controls

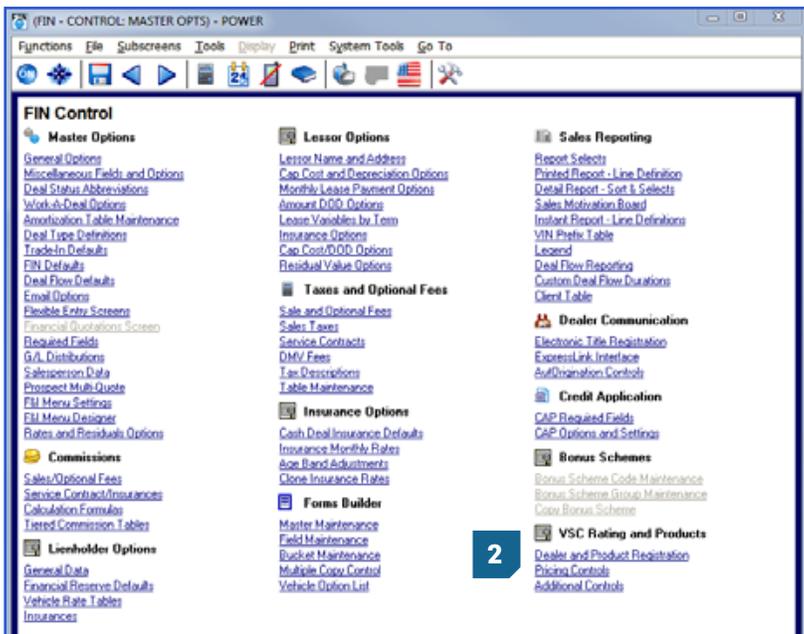
To rate and book products you will need the following access:

- Finance and Insurance → Screen Access
- VSC Rating and Product Display
- Finance and Insurance → Actions
- Book/Void PEN Contracts
- Finance and Insurance → Actions
- Obtain VSC Rating
- Finance and Insurance → Actions
- Display VSC Original Rating Cost (optional)

Step 1: Register your dealership



- 1 From the FIN home screen, click **System Tools > Options**.

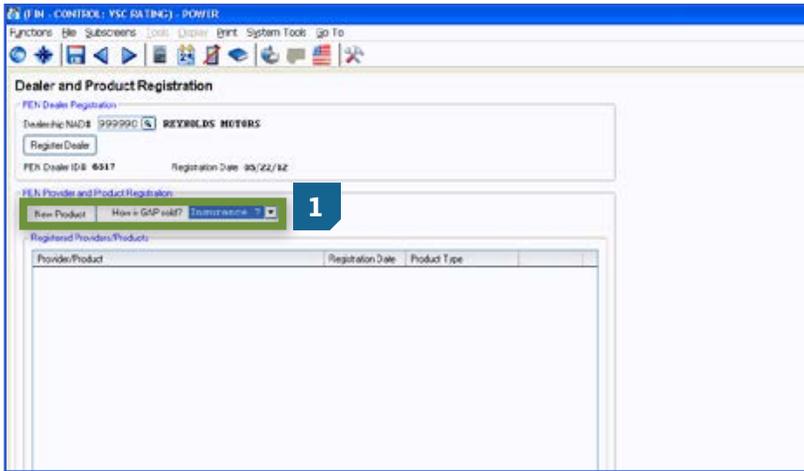


- 2 From the FIN Control screen click **Dealer and Product Registration**.

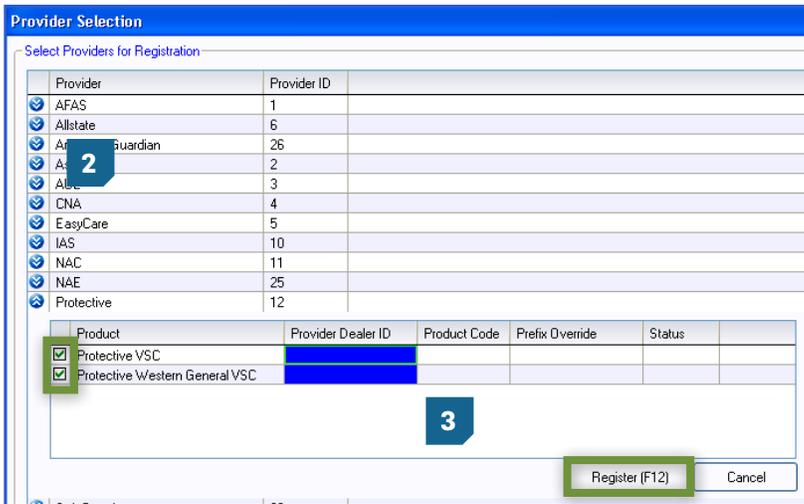


- 3 Click **Register Dealer**. When the system is finished processing, your dealer ID# and Registration Date will appear.

Step 2: Register providers and products



- 1 Use the down arrow next to **How is GAP Sold?** to choose the item used for selling GAP. Click **New Product**.

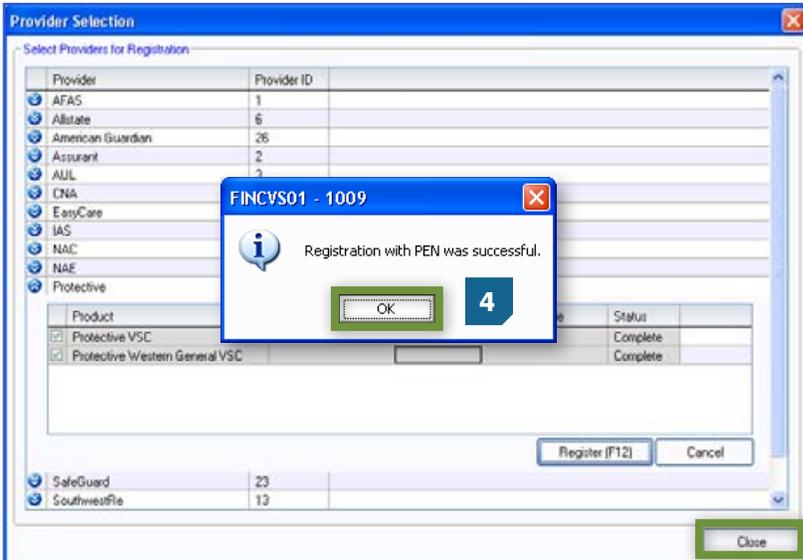


- 2 Choose the double arrow on the left to choose products to register from providers with which your dealership has an existing relationship.

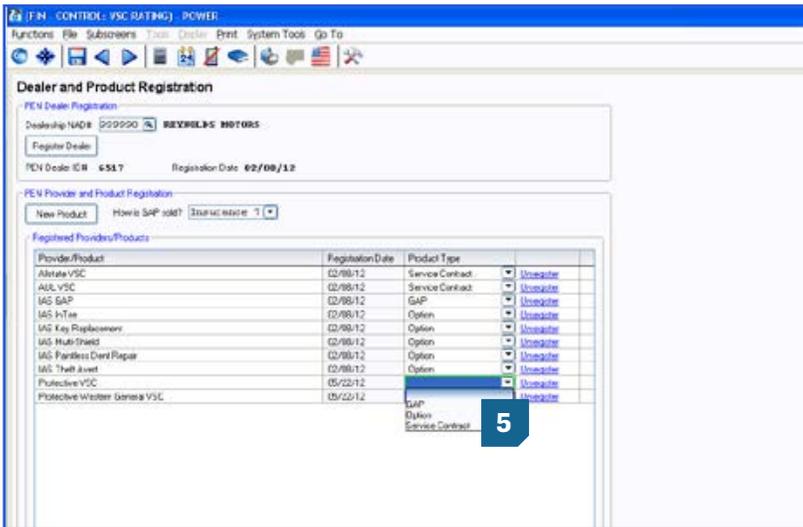
- 3 The products available for the provider will then display. Enter the Provider ID given to you by the provider next to the products you wish to register. Uncheck the boxes next to the products you do not want to register. Next, click **Register (F12)**.

Repeat steps 2 and 3 for each provider.

Note: The Provider Dealer ID is issued by your provider. If the provider requires a product code or prefix override, they will supply that to you as well. If you do not know your ID, you will need to contact your provider or provider agent.



4 You will receive a Registration Complete pop up box; click **OK**. Then click **Close** in the bottom right corner of the Provider Selection screen.



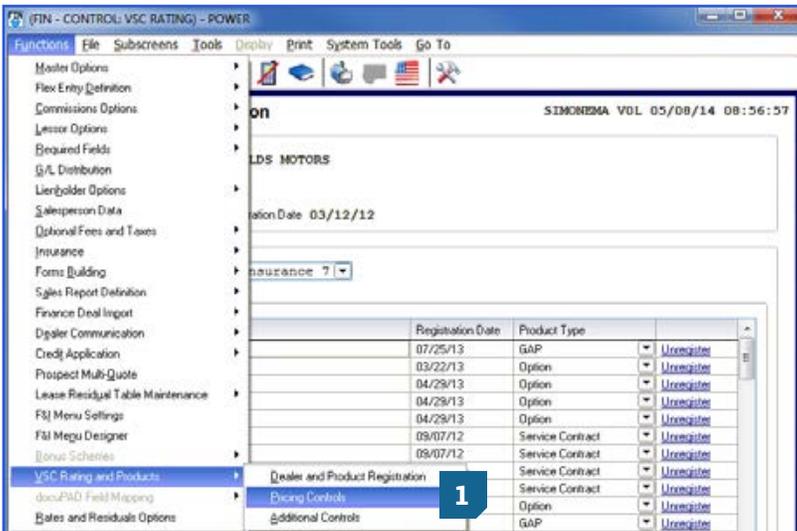
5 Select the Product Type by clicking on the drop down list next to each product that was registered.

IMPORTANT

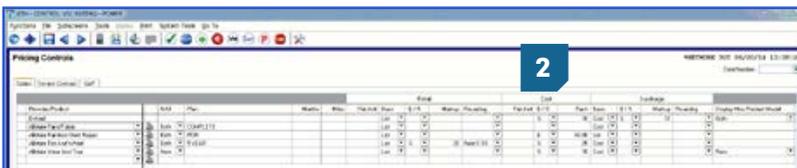
It is imperative that you contact your provider(s) for important information regarding their specific rating, booking, voiding, and remittance processes after you have successfully completed the registration process. Some providers require additional steps to be taken in order to properly rate, book, void, and remit contracts.

You can also contact Reynolds at 888.999.6348 for specific details.

Step 3: Set Product Integration Controls for pricing and profit information by product

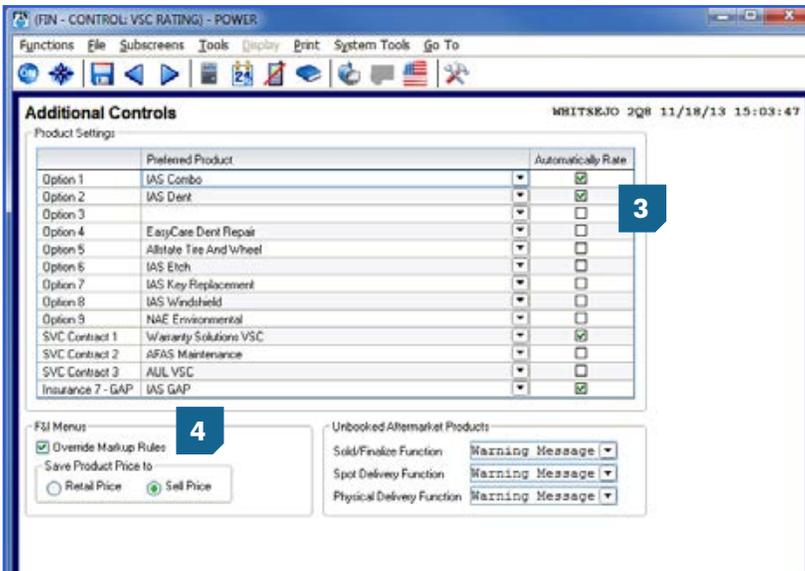


- 1 From the FIN Control screen click **Functions > VSC Rating and Products > Pricing Controls**.



- 2 Select the option of setting an overall default or itemizing per specific provider/product.
 - It is possible to set certain parameters such as New/Used, Plan, Months, or Miles.
 - Note: Plan name has to be exactly as the rating would display.**
 - Retail Price →
 - Flat Amt
 - Cost vs. List Basis
 - Markup based on % or \$
 - Rounding (ex. Next X.00 or Next X.99)
 - Cost Pack % or \$
 - Surcharge →
 - Cost vs. List Basis
 - Markup based on % or \$
 - Rounding
 - Display Misc Product Modal
 - Display Product Modal only on new, used, or both (ex. Business Use, Warranty Remaining)
 - Do not display the modal at all by selecting No





3 From the FIN Control screen, select **Functions > VSC Rating and Products > Additional Controls**

Default Product

- Select the default product you will see in the Product Rating Request screen for each group.
- By checking the Automatically Rate box, it will force the pricing to pull within the Product and Rating Request screen without having to manually click 'Get Pricing'.

4 Choose F&I menu markup rules.

F&I Menu Selling Controls

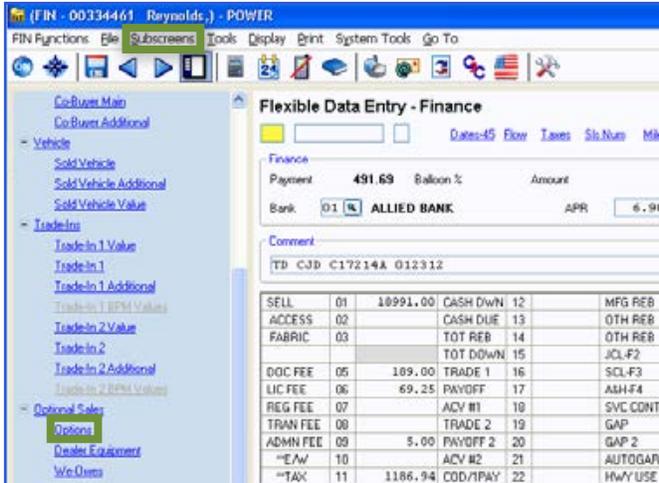
- Retail Price is the price before the Menu discount has been applied (if applicable).
- Sale Price is the price after the Menu discount has been applied (if applicable).
- Override Markup Rules → If this is not selected, the Menu markup rules are used. If this is selected, then those rules are overridden. As an example, if Menu has a \$200 markup limit, but the rated product is marked up \$500, you will want to override the Menu markup limit by checking this box.

Then choose Unbooked Aftermarket Product rules.

Now you are ready to rate and book your products.

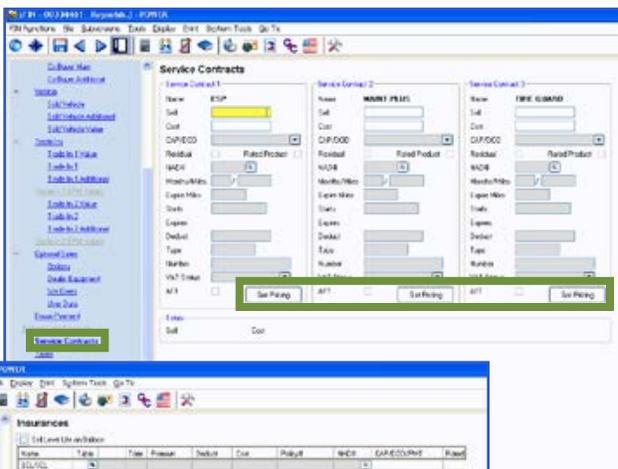
Product Rating

Rating from a deal record in Finance and Insurance



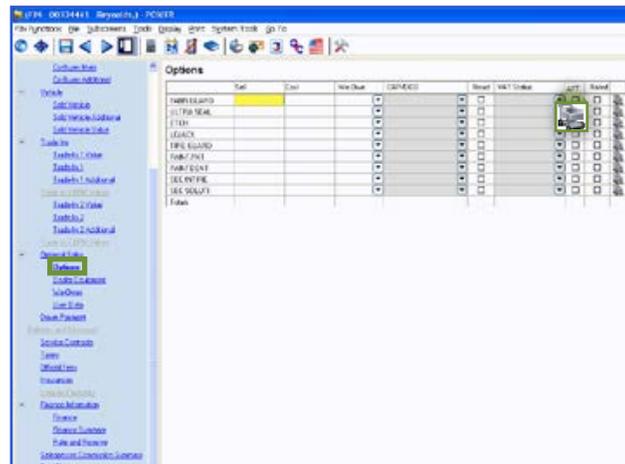
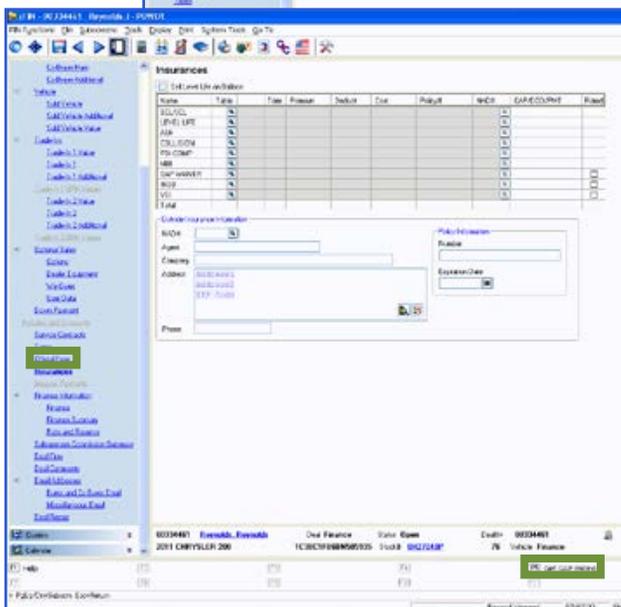
Step 1: You can rate products from the Options, Service Contracts, and **Insurances** subscreens. Access the window in the **Subscreens** menu that corresponds to the product. For example, access the **Service Contracts** window to rate a service contract, or access the **Options** window to rate an aftermarket item. Use the Insurances screen to rate GAP.

Note: VIN, Mileage, and Deal # are required to rate products.



Step 2: Click the **Get Product Pricing** button (on the Service Contracts window) or the **Shopping Cart** icon in the Get Pricing column (on the Options window) or **F5 (Get Pricing function key)** on the Insurance window to display the new Product and Rating Request window, where product pricing can be retrieved.

Note: The Shopping Cart icon at the bottom of the screen will take you to the VSC Rating and Products Display Screen to book, void, or reprint contracts.



Vehicle Information:
VIN: 1FTFW1E7K31185 Sold Date: 06/11/14 New/Used/Class: New
Vehicle Description: 2007 FORD F-150 XLT 4WD CREW CAB
Odometer: Rating/In-Service Date: 06/22/07
Used Vehicles: Active Manufacturer Vehicle Warranty Original Owner

Product Information:
Provider/Product: [LA3 INTL] Prompt Miscellaneous Product Option
 Use Retail Price in Deal

Product	Price	Deductible	Product Price	Surcharges	Price

Plan Name: Form Number: Base Product Price: 0.00
Selected Surcharges: 0.00
Total Product Price: 0.00

Provider Deductible Description:
* = deductible is reduced to the listed price
** = deductible is reduced to zero

Get Pricing (F5) Save Product (F12) Cancel

Step 3: In the Provider/Product field, select the provider and product for which to obtain pricing. Use the dropdown arrow in this field to display registered providers. Then click **Get Pricing (F5)** to rate the selected product and display plans and pricing.

The **padlock** can be toggled on or off to display or hide cost and profit amounts.

Miscellaneous Product Options

Surcharges

Surcharges
<input type="checkbox"/> Chrome/Chrome Clad Wheels
<input type="checkbox"/> Non-Factory Tires/Wheels

Miscellaneous

Rate Book Code:

Lender Code:

OK (F12) Cancel

Step 4: If there are any surcharges that may apply, the Miscellaneous Product Options window will display. Select as necessary and click **OK (F12)**.

Vehicle Information:
VIN: 1FTFW1E7K31185 Sold Date: 06/11/14 New/Used/Class: New
Vehicle Description: 2007 FORD F-150 XLT 4WD CREW CAB
Odometer: Rating/In-Service Date: 06/22/07
Used Vehicles: Active Manufacturer Vehicle Warranty Original Owner

Product Information:
Product Type: Option: Option # 1
Provider/Product: [LA3 INTL] Prompt Miscellaneous Product Option
 Use Retail Price in Deal

Product	Price	Deductible	Product Price	Surcharges	Price
1 Tax/Wheel (Cosmetic)		0.00	315.00		
2 Tax/Wheel	312.00				
3 [] 36					
4 [] 40	275.00				
5 Tax/Wheel (Curt. Cosmetic)					

Plan Name: Tax/Wheel Form Number: IN1A0C Base Product Price: 315.00
Selected Surcharges: 0.00
Total Product Price: 315.00

Provider Deductible Description: 00
* = deductible is reduced to the listed price
** = deductible is reduced to zero

Get Pricing (F5) Save Product (F12) Cancel

Step 5: Select a product and plan by clicking the plus sign which displays available policies within that plan. Choose a policy by placing a check in the appropriate box and then choose a deductible, if applicable. If any surcharges were returned, they will be listed in the surcharge box. Click **Save Product (F12)** to add the product to the deal. The deal record is automatically updated with pricing information for the product. You will see on the deal worksheet your prices have been integrated.

Note: Changing certain details in the deal record, including the vehicle stock number and deal type, may require you to re-rate or rebook the product to reflect the changes.

Rating from F&I Menu Selling presentations

Package Item Properties

Item Settings: Item Appearance

Service Contract 1 Package Item Settings

Item Name: Service Contract 1

Item Type: ServiceContract1

Option Code: [Dropdown]

Single/Unit: [Dropdown]

Premium Type: [Dropdown]

Type: [Dropdown]

Months: 60

Miles: 72000

Deductible: 150.00

Rental Price: 1200.00

Discount: 0.00

Sell: 1200.00

Cost: 300.00

Premium Markup: 0.00

Minimum Markup: 0.00

Maximum Markup: 0.00

Maximum Discount: 0.00

Custom Tag 1: [Text]

Custom Tag 2: [Text]

Provider/Product: American Guardian VSC

Automatically Rate when Editor is selected

Notes: [Text Area]

Apply to All Package Items

OK (F12) Cancel Apply (F10)

F&I Menu Designer – Setups

Go to **System Tools > Options > F&I Menu Designer**

Within a menu, doubleclick a product to get to Package Item Properties.

In Package Item Properties, you have the option to default a provider/product for that particular package item in the menu. You also have the option to check the box to Automatically Rate when the Editor button  is selected.

OPEN ROAD MOTORS

Buyer: [Text] Vehicle: [Text]

Sale Price: \$17,999.00 Total Fees: \$675.00

Trade Amount: [Text] Total Taxes: \$119.78

Trade Payoff: [Text] Term: 72

Total Rebate: [Text] Rate: 6.99%

Cash down: [Text] Annual Payment: \$305.18

OPTION 1: GAP \$200.00

OPTION 2: GAP \$200.00

OPTION 3: GAP \$200.00

OPTION 4: GAP \$200.00

Mechanical Protection Program \$1595.00

Value Guard \$695.00

Credit Life \$0.00

Term: 72 Rate: 6.99% Updated Payment: \$305.18

F&I Menu Presenter

Step 1: Select a Menu package to rate by placing a checkmark in the appropriate box. Then click the **Deal Data Editor** icon next to a package item to enter the Editor window.

Note: To select the Deal Data Editor icon, the Allow Runtime Editing option must be checked in F&I Menu Designer > Package Item Settings.

Extended Service Plan Editor

Extended Service Plan

Type

Name

Custom Tag1

Custom Tag2

Months

Miles

Deductible

Retail Price

Discount

Sell

Cost

Apply To All Package Items

Get Pricing (F5) OK Cancel

Step 2: Click **Get Pricing (F5)** to display the Product and Rating Request window, where the products can be rated.

Product and Rating Request

Vehicle Information
VIN: 1F8P14K32K21185 Sold Date: 06/11/14 New/Used/Demo: New
Vehicle Description: 2007 FORD F-150 XL1 4WD CREW CAB
Odometer: Rating In Service Date: 06/22/14
Used Vehicle: Active Manufacturer Vehicle Warranty Original Owner

Product Information
Product Type: **Option** Option #: 1 Prompt Miscellaneous Product Option
Promotes Product: Use Retail Price in Deal

Product	Price	Deductible	Product Price	Surcharges	Price
<input checked="" type="checkbox"/> Tire/Wheel (Cosmetic)		<input checked="" type="checkbox"/> 3.00	315.00		
<input type="checkbox"/> Tire/Wheel	312.00				
<input checked="" type="checkbox"/> 60	315.00				
<input type="checkbox"/> Tire/Wheel (Sub. Cosmetic)					

Plan Name: **Tire/Wheel** Base Product Price: 315.00
Form Number: **W11A00** Selected Surcharges: 0.00
Total Product Price: 315.00

Provider Deductible Description: **00**
* = deductible is reduced to the listed price
** = deductible is reduced to zero

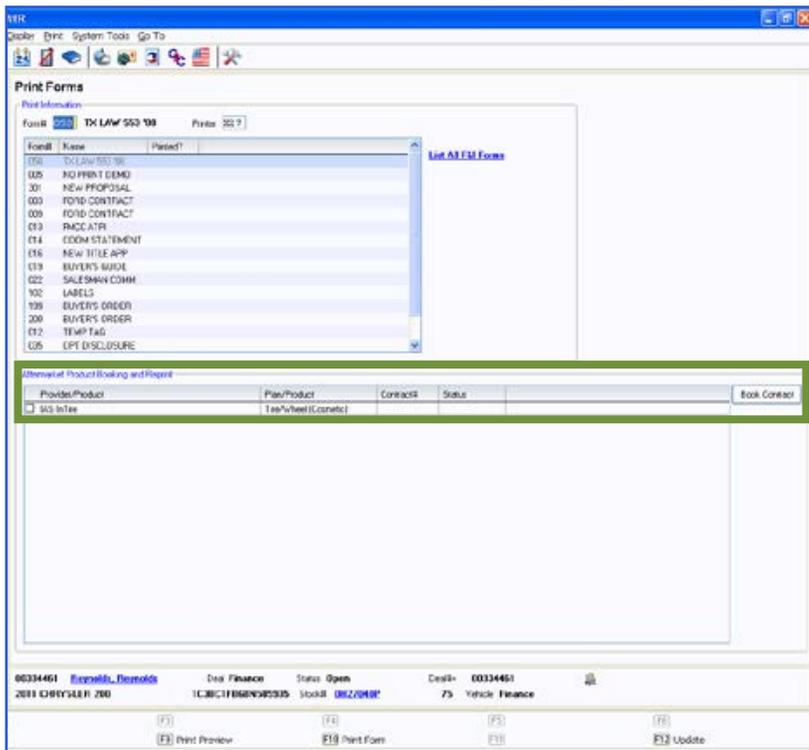
Get Pricing (F5) **Save Product (F12)** Cancel

Step 3: After selecting the desired product and plan on the Product and Rating Request window, press **Save Product (F12)** to close the window and automatically enter the amounts for the selected product on the Editor window.

Step 4: Click **OK** to save the package item and return to the F&I Menu Selling window, where the package item can be added to the deal as usual.

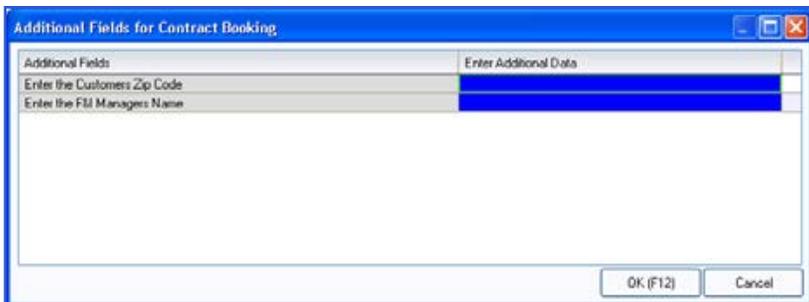


Product Booking and Printing from FIN



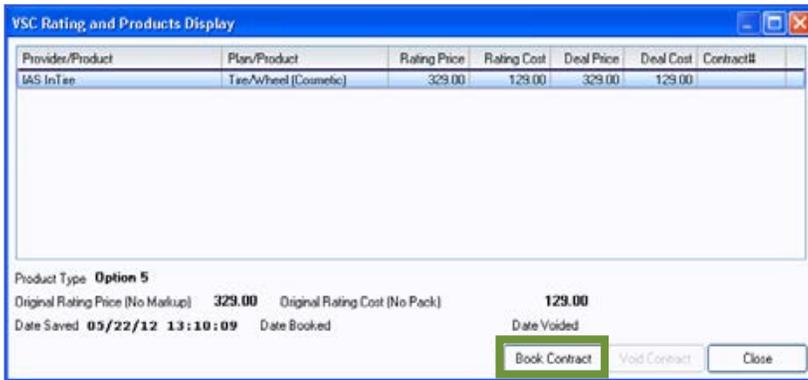
Once a product is added to a deal, you can book the contract from the Print Forms window, accessed by selecting **Print > Forms**.

To book a contract for a product, simply highlight the product and click **Book Contract**. A contract number assigned by the provider is automatically entered in the Contract # column and the status is changed to Booked.



If there is any missing information required to properly book a product, the Additional Fields screen will prompt you to enter the necessary info. This screen is meant to capture required info that may be missing, as specified by the provider, so forms will be filled out correctly. It also ensures that providers have all necessary info to properly service the customer.

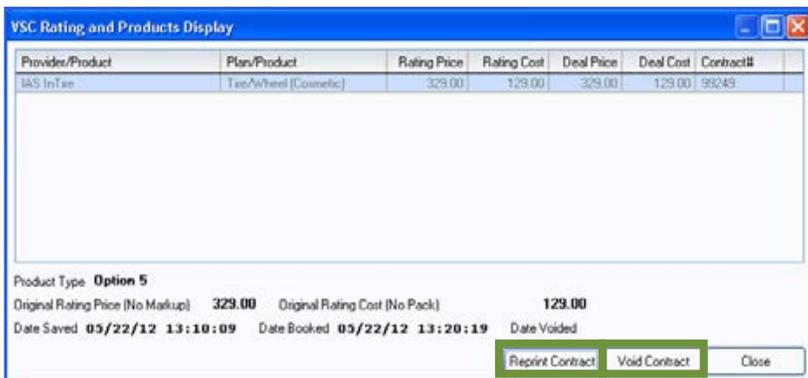
Once booked, the completed contract form automatically displays in a separate window in .pdf format. Information for the buyer, vehicle, and product is automatically entered on the form. You can then print the form for the buyer to sign, and process it as usual.



You can also book contracts by selecting **Display > VSC Rating and Products Display**. The VSC Rating and Products Display window displays a list of the rated products on the deal.

Note: If the label “Rating Only” displays for the provider on this window, the product must be booked with the provider outside of the POWER FIN application.

Voiding a Contract and Reprinting Forms



If a buyer changes their mind about a product, you can easily void the contract directly from the VSC Rating and Products Display window by highlighting the product and clicking **Void Contract**.

Note: Contact providers directly for specific guidelines regarding voiding contracts.

You can reprint forms by highlighting the product and clicking **Reprint Contract**.

IMPORTANT

Remember to contact your provider(s) about their specific processes as some providers require additional steps to be taken in order to properly void contracts.

You can also contact Reynolds at 888.999.6348 for specific details.

Rating from docuPAD® – Customize Deal Menu

Step 1: Go to Tools > Attach docuPAD Menu. When the docuPAD Menu Select screen opens, choose a menu and select OK. Within the Customize Deal Menu screen, click on **Select Coverage** for the product you wish to rate.

Product	Price	Deductible	Product Price	Surcharges	Price
			0.00	0.00	0.00
			0.00	0.00	0.00
			0.00	0.00	0.00

Step 2: Click **Get Pricing (F5)** to display the Product and Rating Request window, where the product can be rated.

Note: The system can be setup to default the provider/product as well as automatically rate when select coverage is selected. For assistance, please contact docuPAD support.

Step 3: After selecting the desired product and plan on the Product and Rating Request window, click **Save Product (F12)** to close the window and automatically enter the amounts for the selected product on the Coverage window.

Note: It is very important to verify that the coverage shown in the Available Coverages matches with the plan selected under Product Rating and Booking Selected Coverage. For example, Value Guard must be shown in both places.

Customize Deal Menu - BOOQ02 - "BUYER ICE" (PIN Menu)

Finance Option 1 Number of Payments 60 Rate 9.7500 Base Payment Calculate
 Finance Option 2 Number of Payments AfterSales and Aftermarket Review Screen

Preferred	Value	Basic	Economy
AUI VSC - Platinum Retail Price 0.00 Months 84 Miles 100000 Deductible 50.00 Cost 0.00	AUI VSC - Platinum Retail Price 0.00 Months 84 Miles 100000 Deductible 50.00 Cost 0.00	AUI VSC - Platinum Retail Price 0.00 Months 84 Miles 100000 Deductible 50.00 Cost 0.00	AUI VSC - Platinum Retail Price 0.00 Months 84 Miles 100000 Deductible 50.00 Cost 0.00
IAS GAP - Total Loss Protection Retail Price 0.00 Months 0 Miles 0 Deductible 0.00 Cost 0.00	IAS GAP - Total Loss Protection Retail Price 0.00 Months 0 Miles 0 Deductible 0.00 Cost 0.00	IAS GAP - Total Loss Protection Retail Price 0.00 Months 0 Miles 0 Deductible 0.00 Cost 0.00	IAS GAP - Total Loss Protection Retail Price 0.00 Months 0 Miles 0 Deductible 0.00 Cost 0.00
IAS Tire & Wheel Protection - 1 Year Retail Price 500.00 Months 60 Miles 0 Deductible 0.00 Cost 200.00	IAS Tire & Wheel Protection - 1 Year Retail Price 500.00 Months 60 Miles 0 Deductible 0.00 Cost 200.00	IAS Tire & Wheel Protection - 1 Year Retail Price 500.00 Months 60 Miles 0 Deductible 0.00 Cost 200.00	
IAS Theft - 1 Year Retail Price 0.00 Months 12 Miles 0 Deductible 0.00 Cost 0.00	IAS Theft - 1 Year Retail Price 0.00 Months 12 Miles 0 Deductible 0.00 Cost 0.00		
Xalton Appearance Protection - New Vehicle Retail Price 0.00 Months 0			
Package Price 500.00 Term 60 Rate 9.7500 Payment Calculate	Package Price 500.00 Term 60 Rate 9.7500 Payment Calculate	Package Price 500.00 Term 60 Rate 9.7500 Payment Calculate	Package Price 0.00 Term 60 Rate 9.7500 Payment Calculate

Deal Value Editor (F3) Recalculate (F5) Ready for docuPAD (F8) Apply (F10) OK (F12) Cancel

Step 4: Select **Save to all options** or **Save to this option**.

Step 5: Once all applicable products have been rated, select **Ready for docuPAD (F8)**.

Note: The  icon will serve as an indicator that the pricing was obtained through Product Rating and Booking.

Rating from docuPAD – Menu of Options

Menu of Options (NEW PACKAGE TERMS) Transaction Type: NEW CAR LOAN Print

Preferred	Value	Basic	Economy
AUI VSC - Platinum 84 months / 100000 miles / 50 deductible All factory warranties for major mechanical and major electrical coverage \$0.00	AUI VSC - Platinum 84 months / 100000 miles / 50 deductible All factory warranties for major mechanical and major electrical coverage \$0.00	AUI VSC - Platinum 84 months / 100000 miles / 50 deductible All factory warranties for major mechanical and major electrical coverage \$0.00	AUI VSC - Platinum 84 months / 100000 miles / 50 deductible All factory warranties for major mechanical and major electrical coverage \$0.00
IAS GAP - Total Loss Protection 0 deductible IASGAP eliminates the gap in the event of a total loss. \$0.00	IAS GAP - Total Loss Protection 0 deductible IASGAP eliminates the gap in the event of a total loss. \$0.00	IAS GAP - Total Loss Protection 0 deductible IASGAP eliminates the gap in the event of a total loss. \$0.00	IAS GAP - Total Loss Protection 0 deductible IASGAP eliminates the gap in the event of a total loss. \$0.00
IAS Tire & Wheel Protection - 1 Year 60 months / 0 deductible Repairs or replacement of tires and/or wheels due to road hazard. \$500.00	IAS Tire & Wheel Protection - 1 Year 60 months / 0 deductible Repairs or replacement of tires and/or wheels due to road hazard. \$500.00	IAS Tire & Wheel Protection - 1 Year 60 months / 0 deductible Repairs or replacement of tires and/or wheels due to road hazard. \$500.00	
IAS Theft - 1 Year 12 months / 0 deductible Repairs or replacement of tires and/or wheels due to road hazard. \$0.00	IAS Theft - 1 Year 12 months / 0 deductible Repairs or replacement of tires and/or wheels due to road hazard. \$0.00		
Xalton Appearance Protection - New Vehicle 0 deductible 1 month and 10000 miles protection against stains and blemishes. \$0.00			
Package Price \$500.00 60 payments of \$660.87 @ 9.75% Select	Package Price \$500.00 60 payments of \$660.87 @ 9.75% Select	Package Price \$500.00 60 payments of \$660.87 @ 9.75% Select	Package Price \$0.00 60 payments of \$660.87 @ 9.75% Select

Step 1: Flip the workstation screen so that the **Edit** product buttons are available. Click on the Edit button for the product you wish to rate to open the Product Editor Window.

Product Rating Request

Odometer Rating In-Service Date 31 NEW 2013 FORD FUSION 4DR SDN
 VIN: 3FA6P8H72D930895 Deal Date: 06/06/14

Active Manufacturer Vehicle Warranty (Used Vehicle)
 Original Owner (Used Vehicle)
 Prompt Miscellaneous Product Option Screen

IAS GAP

Product Information

Provider/Product

Product Coverage

Deductible	Product Price	Surcharges	Price
<input checked="" type="checkbox"/> 0.00	219.00		

Plan Name: GAP 0-84 - GMAC/Ally Base Product Price: \$219.00
 Form Number: 01GMP Selected Surcharges: \$0.00
 Total Product Price: \$219.00

Provider Deductible Description: \$0
 * = deductible is reduced to the list price
 ** = deductible is reduced to zero

Step 4: Choose the appropriate product plan name and coverage from the dropdown lists and click **Save Product**.

Product Editor

PEN IAS GAP - [Total Loss Protection] 219.00
 Copy of BHGP (05/10)

Coverage: Rated

Term: Months Miles

Deductible:

Product Rating Selected Coverage:
 Plan Name: GAP 0-84 - GMAC/Ally
 Term: 60

Keycode:

Step 5: Use either **Save to This Package** or **Save to All Packages** to save the product information and return to the Menu of Options screen.

Note: In the product editor window, **Rated** will display next to the coverage dropdown. The rating information displays in the bottom left of the window.



Booking and Printing from docuPAD Deal Processes

#	Dealer Description	Type	Status	Custom	Category	Preview	Void	Internal
<input type="checkbox"/>	26 DUE BILL/WE DWE (NO REV)	Impact/DP			MISCELLANEOUS	Preview		
<input type="checkbox"/>	51 ETHOS GAP ADDENDUM (NO REV)	docuPAD			GAP INSURANCE	Preview		
<input type="checkbox"/>	6 LAW 228RS ATP1 (01/00)	Impact/DP			AGREEMENT TO PROVIDE ...	Preview		
<input type="checkbox"/>	22 LAW 228RS ATP1 (01/00)	Impact/DP			AGREEMENT TO PROVIDE ...	Preview		
<input type="checkbox"/>	23 LAW 228RS ATP1 (01/00)WDP	docuPAD			AGREEMENT TO PROVIDE ...	Preview		
<input checked="" type="checkbox"/>	7 LAW 553 ARB-CA EPS (07/12) DP	Impact/DP			RETAIL CONTRACT	Preview		
<input type="checkbox"/>	28 LAW 553 ARB-CA EPS14 (07/12)	docuPAD			RETAIL CONTRACT	Preview		
<input type="checkbox"/>	29 LAW 553 ARB-CA EPS14 (07/12)W	docuPAD			RETAIL CONTRACT	Preview		
<input type="checkbox"/>	12 LAWCA 177 HTC (04/12)	Impact/DP			MISCELLANEOUS	Preview		
<input type="checkbox"/>	16 LAWCA 177 HTC (04/12)WDP	docuPAD			MISCELLANEOUS	Preview		
<input type="checkbox"/>	25 LAWCA CONT CANC AG (04/12)	Impact/DP			MISCELLANEOUS	Preview		
<input type="checkbox"/>	27 LAWCA PRE CONT DISC (07/12)	Impact/DP			MISCELLANEOUS	Preview		
<input type="checkbox"/>	24 LAWCA USED VEH DSC (04/12)	Impact/DP			MISCELLANEOUS	Preview		
<input type="checkbox"/>	32 LAWCA-DMGDSCL-N (04/12)	Impact/DP			MISCELLANEOUS	Preview		
<input type="checkbox"/>	18 LOJACK ACCEPT FORM (02/11)	docuPAD			AFTERMARKET	Preview		
<input type="checkbox"/>	20 MINI GAP PROTECTDR (05/10)	Impact/DP			GAP INSURANCE	Preview		
<input type="checkbox"/>	19 MINI TIRE & WHEEL AG (05/09)	docuPAD			AFTERMARKET	Preview		
<input type="checkbox"/>	48 NISSAN SEC + EPP (05/12)	Impact/DP			ESC / WARRANTY	Preview		
<input type="checkbox"/>	8 PWR MAPPING DOC (NO REV)	Impact/DP			INTERNAL	Preview		Send to DPS
<input type="checkbox"/>	13 SAFE-GUARD BMW ETW (07/12)	Impact/DP			AFTERMARKET	Preview		
<input type="checkbox"/>	14 SAFE-GUARD MINI ETW (07/12)	Impact/DP			GAP INSURANCE	Preview		
<input type="checkbox"/>	49 SEQUOIA MAINTENANCE (07/13)	docuPAD			ESC / WARRANTY	Preview		

Print Queue: 7,17

Aftermarket Product Booking and Reprint

Provider/Product	Plan/Product	Contract	Provider Status	docuPAD
<input type="checkbox"/>	IAS Tire and Wheel	Tire/Wheel (Cosmetic)		
<input type="checkbox"/>	IAS Etch	Theft 5000 (T500X)		
<input type="checkbox"/>	Xzilon Appearance Protection	EVO B Basic - New (EVO-...		

Once a product is added to a deal, you can book the contract from the F&I Forms window, accessed by selecting Print > Forms. In this window, select the product to book in the Aftermarket Product Booking and Reprint section and click **Book Contract (F9)**. Each contract must be booked individually.

Note: When “Sign on docuPAD” is checked, the PDF will load to the docuPAD workstation Forms and Documents screen where it can be signed electronically. If this is not selected, the completed contract will automatically display in a separate window to be printed and processed as usual.

If there is any missing information required to properly book a product, the Additional Fields screen will prompt you to enter the necessary info. This screen is meant to capture required info that may be missing, as specified by the provider, so forms will be filled out correctly. It also ensures that providers have all necessary info to properly service the customer.

A contract number assigned by the provider is automatically entered in the Contract # column and the status is changed to Booked.

Contracts can also be booked by selecting Display > VSC Rating and Products. The VSC Rating and Products Display window displays a list of the rated products on the deal.

Additional Fields	Enter Additional Data
Enter the Deal Type	
Enter the Deals Monthly Payment	
Enter the Vehicles Status (New, Used, etc.)	

Provider/Product	Plan/Product	Rating Price	Rating Cost	Deal Price	Deal Cost	Contract#
IAS Tire and Wheel	Tire/Wheel (Cosmetic)	500.00	200.00	500.00	200.00	334579
IAS Etch	Theft 5000 (T500X)	286.50	86.50	286.50	86.50	334580
Xzilon Appearance Protection	EVO B Basic - New (EVO-...	278.95	78.95	278.95	78.95	

Product Type **Option** Aftermarket Code

Original Rating Price (No Markup) Original Rating Cost (No Pack) **129.00**

Date Saved **06/06/14 07:39:45** Date Booked **06/06/14 07:45:32** Date Voided

Book Contract Void Contract Close

VSC Rating and Products Display

Provider/Product	Plan/Product	Rating Price	Rating Cost	Deal Price	Deal Cost	Contract#
IAS Tire and Wheel	Tire/Wheel (Cosmetic)	500.00	200.00	500.00	200.00	334579
IAS Etch	Theft 5000 (T3000)	286.50	86.50	286.50	86.50	334580
Xzilon Appearance Protection	EVO B Basic - New (EVO-...	278.95	78.95	278.95	78.95	

Product Type **Option** Aftermarket Code

Original Rating Price (No Markup) Original Rating Cost (No Pack) **129.00**

Date Saved **06/06/14 07:39:45** Date Booked **06/06/14 07:45:32** Date Voided

Voiding a Contract and Reprinting Forms for docuPAD Deals

If a buyer changes their mind about a product, the contract can be voided from the VSC Rating and Products Display window in DDP by highlighting the product and clicking Void Contract.

Note: Contact providers directly for specific guidelines regarding voiding contracts.

You can reprint forms by highlighting the product and clicking Reprint Contract.



For more information about how to
rate and book your products in POWER,
**select Go To > Online Documentation > Program News,
and search 'Product Rating and Booking'.**

For additional support questions, call **888.999.6348.**



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