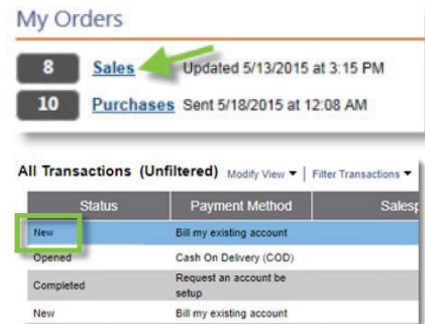


Processing a Parts Sale

Accepting the Parts Sale:

- 1 From the **My Orders** section of D2DLink, click **Sales**.
- 2 Double click on an order to view the details.
- 3 Parts that the dealer wants to buy will display in the **Response to Buyer** section of the Order Details.
 - If the parts display in the Buyer Request section of the Order Details window, the dealer is looking for a quote before they commit to purchasing a part.



Pricing

The Net Buyer Cost will automatically be entered. If needed, type an updated cost in the provided box.

- NOTE: The displayed pricing information is determined by the GM. Sellers have discretion in setting parts prices and applying discounts

Shipping

Click 'Add Shipping' to add a Tracking Number if the part will be shipped and not delivered.

- Shipping Cost can only be added when a quote is initiated by a buyer.
- If you need to capture shipping cost in the order details, contact the buyer and request they create a quote and cancel the existing order.

Invoicing

To assign the same invoice number to all invoiced parts, click 'Invoice #' at the top of the column, type the invoice number into the box, and click 'OK'.

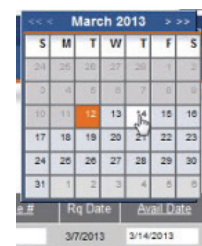
- To assign the invoice number to a single part, click the invoice number box for that line item and type the number for that part.



Delivery Date

To assign the same delivery date to all invoiced parts, click 'Avail Date' and select the date from the calendar.

- To assign a delivery date to a single part, click on the date box for that line item and select the date from the calendar.



Commit to Sale

Click 'Commit' to complete the order. Once the order is committed to, the Status will change to Completed on both your and your buyer's D2DLink Overview.

- The parts will be invoiced, and you are ready to ship the parts to the buyer.