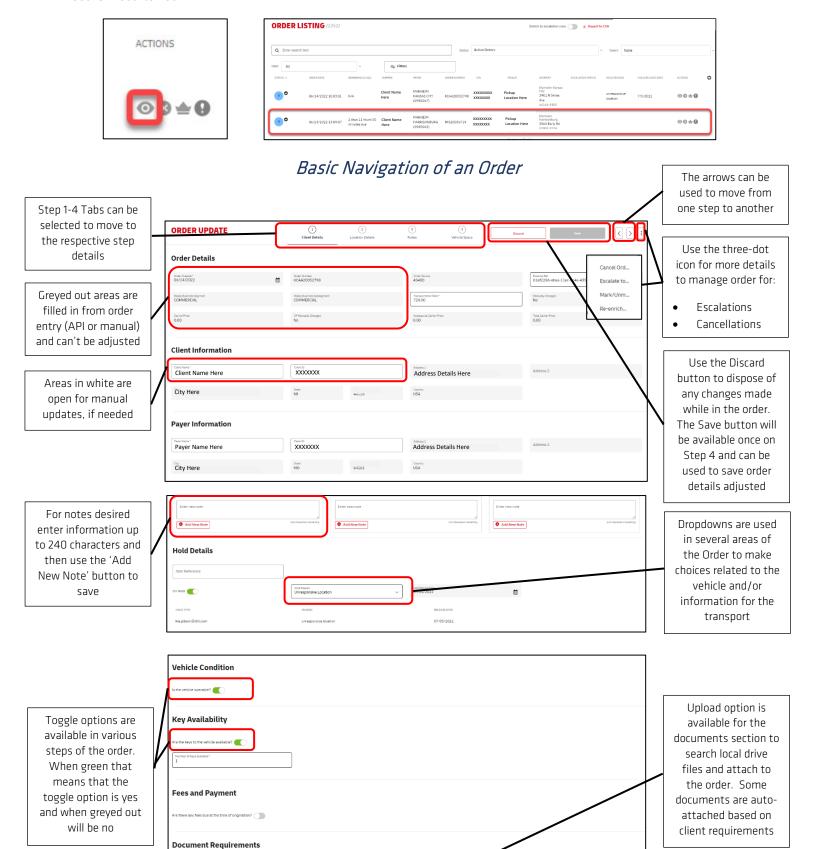
Client Order Details and Steps

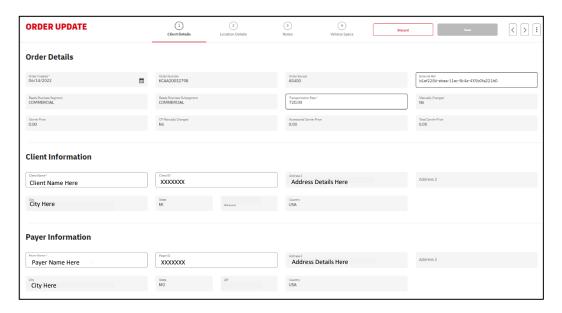
Accessing an Order

Order details can be accessed by clicking on the eye symbol action icon or by selecting the vehicle row in the search results list.



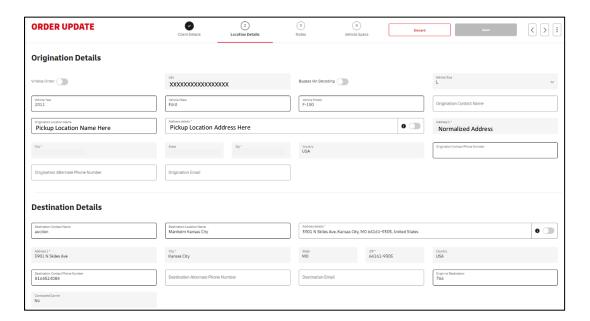
Step 1: Client Details

Step 1 Client Details include the basic order information from Order Entry including how the vehicle moved into the Order Management system and what business segment (Commercial or Dealer) it is classified in. Client and Payer information will display and can be adjusted on Step 1. If the Name and ID are updated the address information displayed will auto-update with the change.



Step 2: Location Details

Step 2 Location Details has all the vehicle specific details decoded by the VIN including the vehicle size, Year, Make and Model. It also includes the specifics for pickup and drop off locations which dictates the distance of the transport3 in mileage.

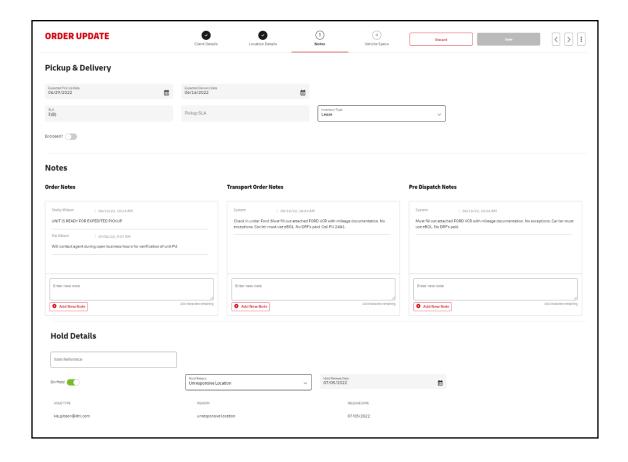


Step 3: Notes

Step 3 Notes houses the notes for the client, carrier and team members. It also is where holds are placed, released and where hold history is visible. The inventory type is a very important piece of the order and will show on this tab.

To add a note the user should type in the 'Enter New Note' section and select the Add New Note button. Below is what each note section is for:

Order Notes	Internal to team and client visible. Will auto-generate to AutoIMS if Order
	Management Portal is integrated for the client.
Transport Order Notes	Notes sent to the carrier post-dispatch acceptance. This would include any
	details for the pickup or drop off that the carrier may need. Ex. Contact name,
	number, account number to stock into
Pre-Dispatch Notes	Information needed for a carrier to decide if they should take or not take a
	consignment to move. Ex. Operability, specific pickup location or drop off
	location hour restrictions, lot restrictions



Inventory Types include:

- Arbitration
- Auction to Auction
- Auction to Service
- Auction to Store
- Company Vehicle
- Consumer
- Corporate Buy Back
- Deployment
- Element Core
- Element Surplus
- Element Trade-In
- Last Mile Delivery
- Lease
- Rail
- Recon
- Redeployment
- Reject
- Repo
- Service to Auction
- Store to Auction
- Store to Store
- Straight Buys
- Vroom Trade In

Step 4: Vehicle Specs

Step 4 Vehicle Specs includes basic information needed for verification such as operability, keys and fee information. It also includes the documentation attachment section, which allows documents to be sent via the system to carriers in order to pickup the vehicles timely.

