



Dealer to Dealer System User Manual

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Introduction

This document describes how to successfully create a Collection Request. Before a user can do this the System database firstly needs to be populated. *Note: User must have "Administrator" Access Level to populate the database.* Once certain data is entered into the system it will rarely change such as Vehicle Manufacturers and Sizes, Countries, Counties, Towns, Postal Codes and VAT Rates. We will firstly explain how to put this basic data into the system. Following this we will describe how to set up a User and how to define their Rates. Finally, we will create a Collection to demonstrate how the Total Cost is calculated.

Logging into the NVD online DTD server

Copy and paste this URL into your web browser

<http://www.nvdportal.com/AwareIM/logon.html?Domain=DTDNEW>

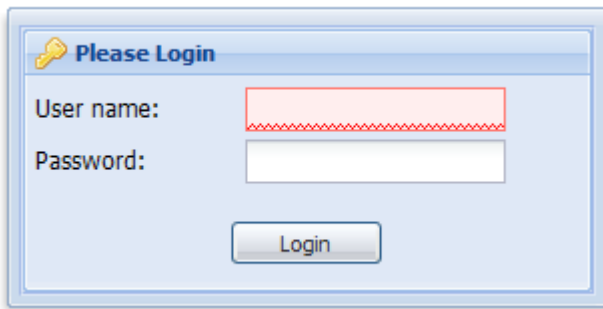
Or visit our home page and click on the "dealer to dealer link



You will need a user name and password supplied by NVD

You can get it from Cian.Royston@nvd.ie

You will then see the Login Screen

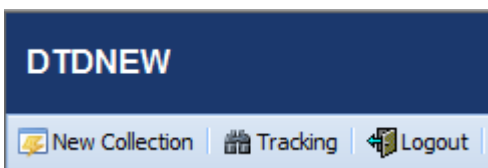



Then enter you user name and password (Case Sensitive)


For example




You will then be presented with three menu options in the top left corner of the screen



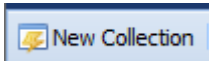
 New Collection = Create a new collection request

 Tracking = Track my collection request

 Logout = Log out of the systems

Create New Collection

New Collection



Enter the relevant information in the form.
Select “Create” to process Collection.

Delivery Point

Create New Collection Order: fill in the form and click **Create** button at the bottom of the form. Wait until the page refreshes. Do not click Create button twice.

All fields marked with * must be entered.

Requested By Name:

Is This Car Driving:* Yes

Franchise:* DTD Dealer To Dealer

Collection From Location:*

Collection Contact:

Registration Number:*

Make:*

Model:*

Colour: UNKNOWN

Collection Access:* Yes

To Franchise:* DTD

Delivery To Location:*

Delivery Contact:

Delivery Access:* Yes

Additional Delivery Comment:

Vehicle Size:* Nationwide Car

Distance:

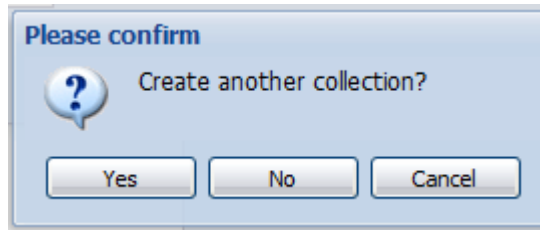
Please NOTE that a special discount of 15% Applies up to the 31st March 2011

UNITS	Up to 50km	51 to 125km	126 to 255km	255 to 500km
One Unit	€ 50.00	€ 75.00	€ 99.00	€ 120.00
Two Units	€ 45.00	€ 70.00	€ 93.00	€ 115.00
Three Units	€ 40.00	€ 63.00	€ 86.00	€ 110.00
Four - Six Units	€ 35.00	€ 55.00	€ 75.00	€ 105.00
Seven to e	€ 30.00	€ 50.00	€ 70.00	€ 99.00

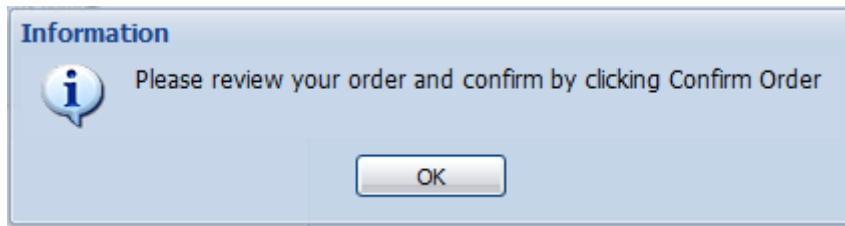
Enter the car registration or the **LAST** eight numbers of the chassis number here.

Create Cancel

Select “Yes” to create another Collection Item. If no more vehicles are to be delivered, select “No”.

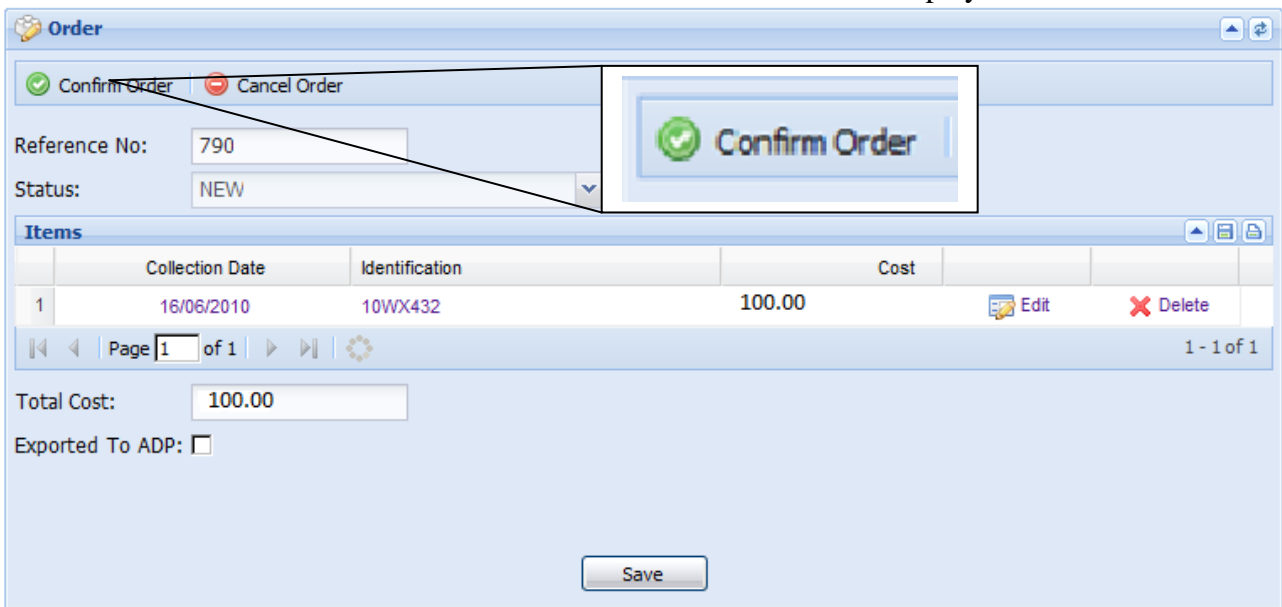


Select “OK” to confirm order.



Review Order

One or more Collections can be listed in this screen and a Total Cost displayed.



Confirm Order

Select “Confirm Order” in the top left of the screen
Status moves to READY_FOR_PAYMENT

Order

Reference No: 790

Status: READY_FOR_PAYMENT

	Collection Date	Identification	Cost		
1	16/06/2010	10WX432	337.30	Edit	Delete

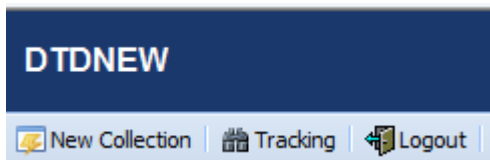
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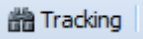
Total Cost: 337.30

Exported To ADP:

Save

Tracking Your Order






Select the  Tracking option

You will see all of your dealer to dealer vehicles listed

Franchise	Driver Name	Driver Phone	Reg	Status Date	Web Status	
KIA	Marcin Kochanski	0868504784MK	DD710960	16/07/2010	We have moved your vehicle in	View
KIA	Paul McAuley	0868503020	DD046015	15/07/2010	We have moved your vehicle in	View
KIA	Marcin Kochanski	0868504784MK	DD710960	16/07/2010	We have moved your vehicle in	View
KIA	Paul McAuley	0868503020	DD046015	20/07/2010	NVD has now completed your req	View
KIA			DD046283	21/07/2010	We are currently planning the	View
KIA	Marcin Kochanski	0868504784MK	DD710960	16/07/2010	Vehicle is in an NVD compound	View
KIA	Paul McAuley	0868503020	DD046015	20/07/2010	Job Closed & Completed	View
KIA			DD046283	21/07/2010	Planning This Collection	View


NOTE:


NOTE: You will notice symbols   to the right of some of the fields and  on the left. For example the “Collection Contact” field has all three symbols



Each symbol is explained here:

 = You can create a new entry in the database for this field

 = There is further information available regarding this field

 = You must enter a value into this field.