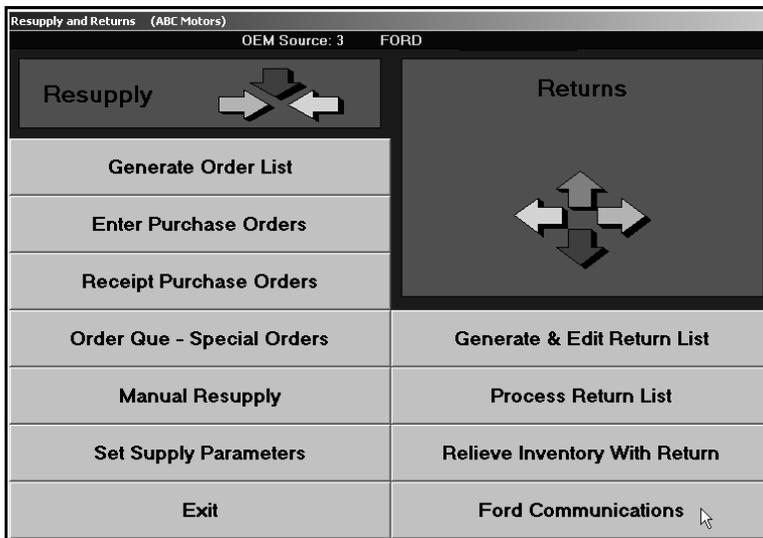


This document provides instructions for using the Autosoft Ford DOW Interface. The interface allows you to pull parts orders and generate an XML file you can upload to Ford DOW. Once the order is shipped, you can then automatically stock the order in Autosoft DMS.

**Important:** Ford will only accept a part order with a document number that is five numeric characters long (for example, 00001-99999).

## Exporting Parts Orders

1. Generate a parts order as you normally do.
2. Click **Ford Communications** on the bottom right-hand corner of the Resupply & Return menu.



- The Ford Communications menu appears.



- Click **Order Entry**. The DOW Offline Parts Order screen appears.

- Select the parts purchase order from the **P.O. Number List**. The list displays all parts orders in the Autosoft DMS Parts Inventory program. Ford will only accept a part order with a document number that is five numeric characters long (for example, 00001-99999).
- When you select the purchase order, a list of parts on the order is displayed in the middle of the screen. If you need to edit the order, you will have to edit it from the Resupply and Returns menu. The system may adjust the piece quantity based on the manufacturer's minimum stock quantity (pulled from the price tape). The system flags parts it adjusts with \* and displays a message indicating the adjustments were made to meet the MSQ.

7. In **Order Type**, type the letter that corresponds with the order type, or select the order type from the drop-down list. There are three valid entries: **E** for emergency, **I** for interim, or **S** for stock.
8. If you select **E** for emergency as the order type, the **Warranty** field is enabled so you can indicate if the parts are needed for a warranty repair. Type **Y** for yes or **N** for no. The default entry is **N**. You cannot edit this field for interim or stock orders.

For customer orders, you should have recorded the customer's name with the part. The customer's name is displayed in the **Line Remarks** field for the part line. If you type **Y** to indicate the parts for an emergency order are for a warranty repair, the **RO#** field automatically fills in with the first repair order number associated with the order preceded by a W (for example, W12345). The **Line Remarks** field for the part fills in with the VIN entered for the vehicle on the repair order rather than the customer's name. In order for the system to link the part with the repair order, you must add the part to the order queue and cross-reference the order to the existing repair order in the system. This allows the system to pull the appropriate information to this screen.

9. The **Shipment Mode** field defaults to **N**. Leave this entry. Press TAB or ENTER to advance through this field.
10. Next, you have two options:
  - If the parts order pertains to a particular repair order, type the repair order number in **RO#**. Remember, if the order type is **E** for emergency and you type **Y** in the **Warranty** field, this field automatically fills in with the first repair order number associated with the order preceded by a W (for example, W12345).
  - If the parts order pertains to a particular special order, type the special order number in **PO#**.
11. Use the **Options** list to select the option that applies to the order. You can select **OU** for cancel back orders, **SC** for cancel referrals, or leave the field blank if no option applies.
12. The **Special Ship To Address** section applies to interim or emergency orders only. If the order needs to be shipped to an alternate address, type the special shipping address in these fields. Stock orders should not have an alternate ship to address.
13. In **CDS ID**, type your first name. Ford requires the first name of the individual who is submitting the parts order in this field.
14. The P&A Code automatically pulls the P&A Code entered for the Ford inventory source. Verify this is the correct code. You cannot edit the code from this screen. If this is not the correct code, you will have to use the Miscellaneous Parts Parameters screen in the Parts Inventory setup to edit the code.
15. Click **Submit**.
16. Click **OK** when prompted to verify you want to download the order.
17. Click **Navigate to DOESII on the Web** on the Ford Communications menu. This will take you to the Logon screen for Ford DOW Offline. (You can also get to the log on screen by going to <http://www.fmcdealer.com>.)

18. Type your user ID and password, and click **Login**.

### Secure Web Logon

By logging into this site, I agree to the following terms and conditions:  
Ford Motor Company owns all rights to this work and intends to maintain it in confidence to preserve its trade secret status. Those having access to this work may not copy or print it, except for use within their own dealerships, or disclose the information contained in it without the written authorization of Ford Motor Company.

**Enter your userid and password to login**

Userid:

Password:

**NOTE: PLEASE DO NOT SHARE YOUR USER ID OR PASSWORD WITH ANYONE**

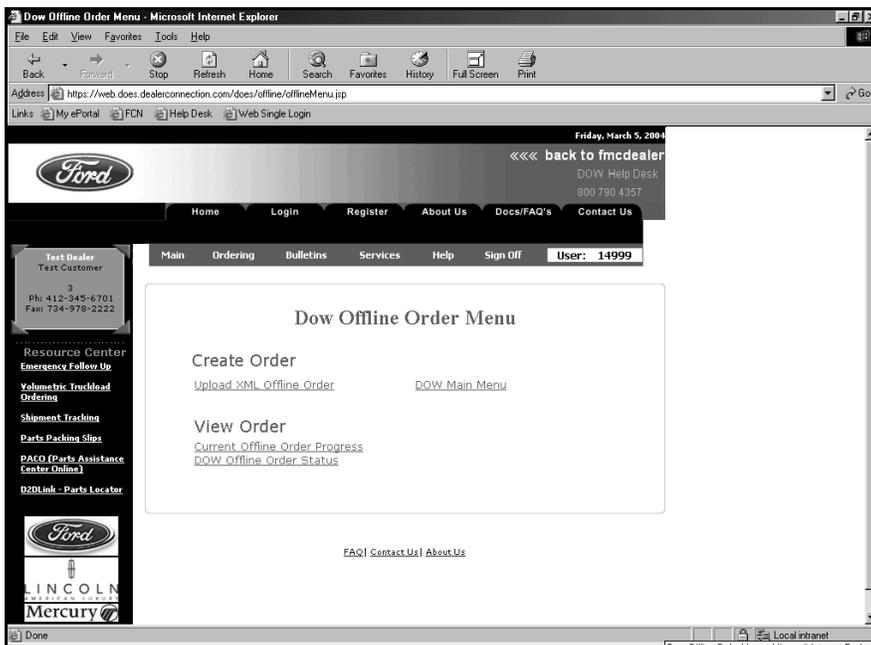
19. Click the **DOW** link.

20. When prompted for your DOW Authentication, type your user ID and password. This is the same ID and password you typed on the first logon screen to enter DOW.

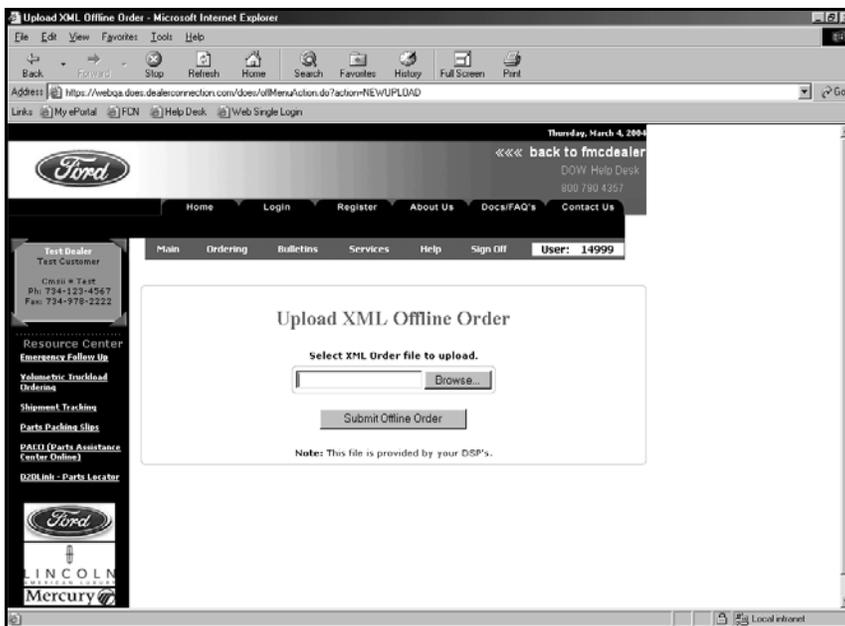
21. Click **Offline Menu** on the Main Menu screen (under Ordering).



22. Click **Upload XML Offline Order** on the Dow Offline Order Menu (under Create Order). If you do not have this link on your screen, contact Autosoft International at (800) 473-4630.



23. The Upload XML Offline Order screen appears.



24. In **Select XML Order file to Upload**, type **c:\lasitext\forddow.xml** (where *c* is your local drive letter).
25. Click **Submit Offline Order**.
26. The Current Offline Order Status screen appears. DOW will begin the upload. First, DOW will check the file format.



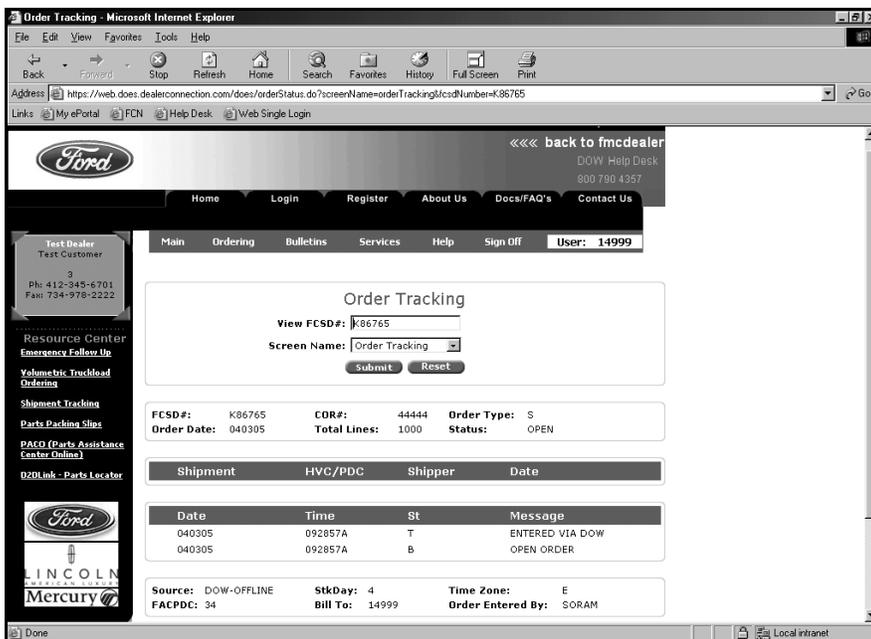
27. Then, it will transfer the order to FCSD. You can click on the progress bar for Step 2 to receive the current status of the order.



28. When the transfer is complete, the screen displays your FCSD number. Click the number to view the Order Detail page.



29. When viewing the order, the Order Tracking screen will display DOW-OFFLINE as the message and order source.



## Stocking the Shipment

Once you receive the parts order, you receipt the received parts into inventory. This updates the inventory files in your Autosoft DMS system.

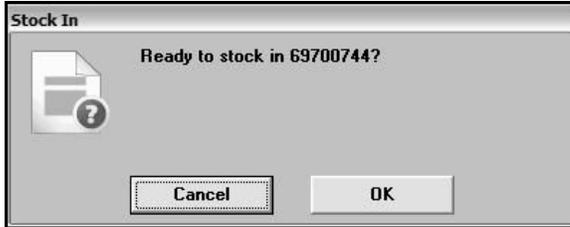
1. Click **Resupply & Returns** on the Parts Inventory menu.
2. Click **Ford Communications** on the bottom right-hand corner of the Resupply & Returns menu.
3. The Ford Communications menu appears.
4. Click **Stock In Ford Shipment**. The Receipt Parts Shipment screen appears.
5. In **Shipment #**, select the shipment from the drop-down list.
6. The shipment information fills in on the screen.

Receipt Parts Shipment - Ford Motor Company													
Shipment #: 69700744													
Shipment Date	Carton Number	Part Number		Qty Ord	Qty Shp	Qty B/O	Qty Rcvd	Unit Issue	Adv Code	QD CD	PDC REF	ORD NBR	Stock In?
12/20/06		CORE		1			1	EA	J			69	12196
	93397695	F6A2	6310 AB	1	1		1	EA				69	12193
	93397695	F6A2	6310 AB	1	1		1	EA				69	19999
	93397695	F4A2	6701 A	2	2		2	EA				69	19999
	93397695	XW42	8255 CA	1	1		1	EA				69	12196
		XW42	8592 AA	1					X MEL			69	12196
		XW42	8592 BD	1					X MEL			69	12196
		F752	9054 BB	1					X NPD			69	12196
	91397682	2L32	1A131 AA	1	1		1	EA				69	12196
	93397695	5C32	10732 BA	1	1		1	EA				69	12196
	91397685	VL82	15200 AA	1	1		1	EA				69	12196
	91397684	5F22	3079 BA	1	1		1	EA				69	12196
	93397695	F712	17787 AA	1	1		1	EA				69	12196
	93397695	F712	17788 AA	1	1		1	EA				69	12196
	93397695	F712	17795 BA	1	1		1	EA				69	12196
	93397695	F712	17796 BA	1	1		1	EA				69	12196
	91397688	1L22	18125 BA	1	1		1	EA				69	12192
	91397694	XC22	18478 BA	1	1		1	EA				69	19999
	91397691	5F92	2C026 BA	2	2		2	EA				69	19999
	91397687	2L22	3K185 BA	1	1		1	EA				69	12193
	93397695	5L22	4L616 AB	3	3		3	EA				69	19999
	93397695	VL82	8A193 AA	1	1		1	EA				69	12196

Exit      Stock In

7. Edit the received quantity as needed, and press ENTER.
8. If an **F** (meaning Allocated Order) appears in the **Adv Code** column, you will need to confirm the part should be stocked because it will not have a corresponding order record in Autosoft DMS. If you wish to stock the part automatically, type **Y** in the **Stock In?** column.
9. When you are finished editing the shipment, click **Stock In**.

10. Click **OK** when prompted to verify you want to stock in the selected order. This confirms that the orders listed in the shipment should be modified according to your edits and that the orders should be stocked in.



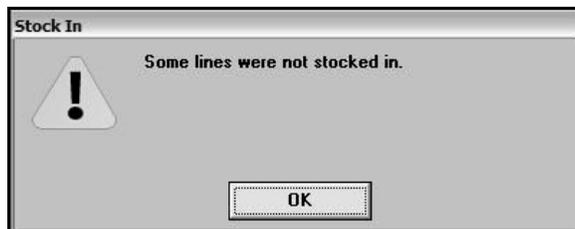
11. You will see the status of the stocking process as the system works. Do not disturb the system during this process.

12. When the stocking process is complete, you will see one of two messages.

- If there were no exceptions on the list, you will see a message indicating the shipment has been stocked in. Click **OK** to acknowledge the message.



- If there were exceptions, you will see a message stating "Some Lines Could Not Be Stocked In." Exceptions are left behind in the list after the stock in process completes. Please see "Understanding Stocking Exceptions" on page 10 for an explanation of the exceptions Ford includes in the shipment document and an explanation of how Autosoft DMS handles these exceptions. Click **OK** to acknowledge the message.



13. When the process is complete, the part records in the inventory will be updated, and the applicable order(s) will be deleted from the system.

## Understanding Stocking Exceptions

The **Adv Code** identifies any stocking exceptions Ford has applied to the part. This code determines how the Autosoft DMS system will stock the part. Below is a list of the possible codes.

### **A—Replaced by an alternate part (Code G)**

Shipped Quantity = 0

This is the previous number in the supersession chain. This part will not be receipted into inventory. It will remain on order in the system to avoid confusion. It is the Parts Manager's responsibility to manually delete the part from the order document and to change the part number in the Autosoft DMS system.

### **B—Backordered**

Shipped Quantity = 0

This part is marked as backordered in the Autosoft DMS system, and the part's record in the order document is left active in the Autosoft DMS system.

### **D—Referred as indicated**

Shipped Quantity = 0

This part is ignored when stocking in the shipment. Another shipment document will be provided for this. The part will arrive in another shipment later in the day or the next day.

### **F—Allocated Order**

Shipped Quantity > 0

Ford inserts this part into the order. It will not exist on the order document in the Autosoft DMS system. The user has the choice to receipt or to skip the part when editing the shipment document.

### **G—Replacing Part**

Shipped Quantity > 0

This is the new number in the supersession chain. This part will need to be manually receipted.

### **J—Cancelled – No record of this item**

Shipped Quantity = 0

This part is not a Ford part and is ignored when stocking in. It will remain on order in the system to avoid confusion. This part will never arrive at the dealership.

It is the Parts Manager's responsibility to manually delete the parts from the order document.

### **Q—Hold for stock in transit**

Shipped Quantity = 0

This part is ignored when stocking in the shipment.

### **V—Direct ship from supplier**

Shipped Quantity = 0

This part is ignored when stocking in the shipment. Another shipment document will be provided for this. The part will arrive in another shipment later in the day or the next day.

### **X—Redirected to stocking PDC**

### **Y—Referred from another PDC**

### **Z—Redirect from another PDC**

Shipped Quantity = 0

This part is ignored when stocking in the shipment. Another shipment document will be provided for this. The part will arrive in another shipment later in the day or the next day.

### **All other part lines**

These parts will be receipted in full minus any edits made due to packing errors.