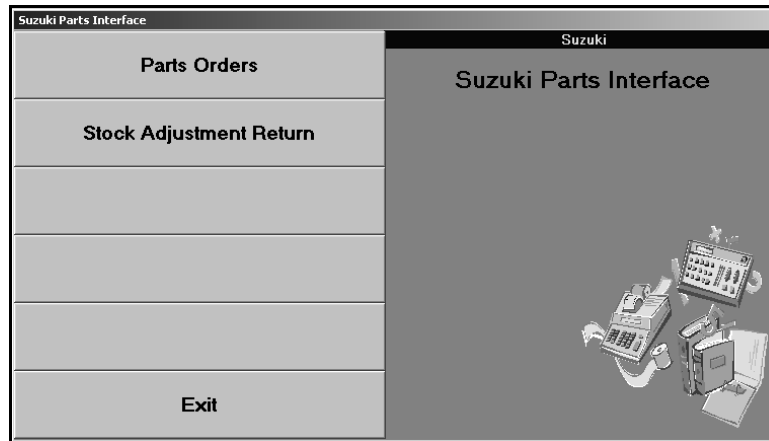This utility allows Suzuki dealers to download parts orders and parts returns to the Suzuki Motors Corporation. In order to access this utility, the current inventory source must be mapped to a Suzuki parts price tape. You can verify the price tape information for an inventory source by selecting **Operating Defaults** on the Parts System Setup & Updates menu.

Downloading Parts Orders

1. Generate a parts order as you normally do.

2. Click **Suzuki Communications** on the Resupply & Returns menu. The Suzuki Parts Interface menu appears.

Tip: You can also access the utility by clicking **Utilities** on the Parts Inventory main menu and then clicking **Suzuki**.
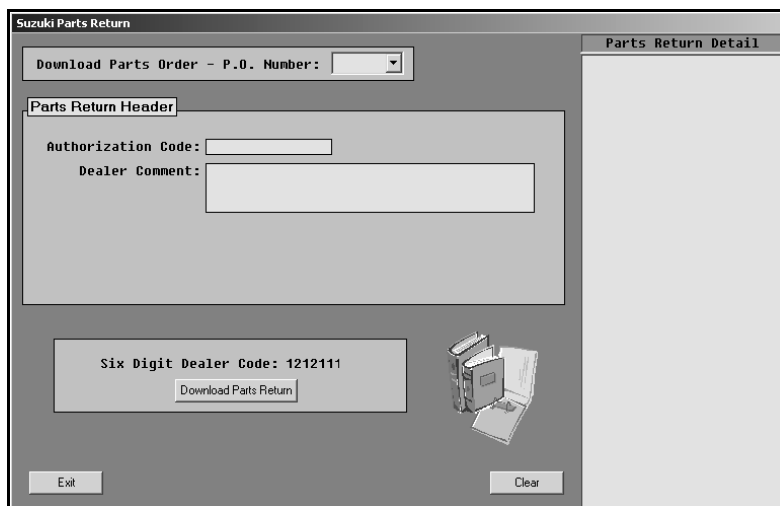
3. Click **Parts Orders**. The Suzuki Parts Orders screen appears.

4. Use the **P.O. Number** list to select the purchase order. The list displays all of the parts purchase orders in the system.

5. In **Order Type**, type the code that identifies the type of order you are downloading.

6. In **Promotion Code**, type the promotion code for the order.

7. Use the **Back Order** field to indicate if you want the parts that are not available placed on backorder. Type **Y** for yes or **N** for no.

8. Use the **Cross Shipment** field to indicate if you will accept shipments from a PDC other than your usual supplier. Type **Y** for yes or **N** for no.

9. Use the **Priority** field to indicate if you need the order right away. Type **Y** for yes or **N** for no.

10. In **Order Ship Via**, type the code that indicates how the order needs to be shipped.

11. If alternative shipping is required for the order, type the code that specifies the type of alternate shipping you prefer in **Alternate Ship Via**.

12. In **Ship Warehouse**, type the code for the warehouse.

13. Use the **Taxable** field to indicate if the order is taxable. Type **Y** for yes or **N** for no.

14. In **Sales Tax ID**, type your dealership's sales tax ID number if applicable.

15. In **Tariff Code**, type your dealership's tariff code if applicable.

16. If the order needs to be shipped to an alternate address, type the address in **Alternate Ship To**.

17. Use the **Special Instructions** section to type any additional instructions about the order you want to send to Suzuki.

18. Your dealer code automatically fills in from the setup. Verify the entry is correct.

19. Click **Download Parts Order**.

20. Click **OK** when prompted to verify you want to download the order.

21. The system returns you to the Suzuki Parts Interface menu.

Downloading Parts Returns

1. Generate the return document as you normally do.

2. Go to the Suzuki Parts Interface menu.

3. Click **Stock Adjustment Returns**. The Suzuki Parts Return screen appears.

4. Use the **P.O. Number** list to select the return document. The list displays all of the return documents in the system.

5. When you select the return document, the window on the right side of the screen displays a list of the parts on the document for your reference.

6. In **Authorization Code**, type the authorization number for the return.

7. Use the **Dealer Comment** section to type any comments you want to include with the return.

8. Your dealer code automatically fills in from the setup. Verify the entry is correct.

9. Click **Download Parts Return**.

10. Click **OK** when prompted to verify you want to download the return.

11. The system returns you to the Suzuki Parts Interface menu.