

How to Register a Dealership and Individual at an Auction

Information

Article Number 000004698

Article Type Procedure

Title How to Register a Dealership and Individual at an Auction

Purpose & Scope

Outlines the steps to register a Dealership and Individual at a new Manheim location in AuctionACCESS and the AS400.

Procedure Dealers and representatives must be registered at a specific auction location in order to attend online sales facilitated by that location on Manheim.com and Ove.com. To register an individual and/or dealership, acquire their AuctionACCESS number, confirm their first, last name, then complete the following steps to download their profile to the auction they're looking to purchase from:

1. Log onto [AuctionACCESS](#).
2. Select the appropriate **Auction Location** from the drop-down. Always confirm that the dealer is registered for **Manheim Online** before proceeding to register them for any other auctions. This is done to enable **synchronization of client information between the AuctionACCESS system and AS400**.
3. Type in the 5Mil or 100Mil number in the **Quick Search** field.
4. Press **Enter** on your keyboard.
5. If under the individual click on **Roles**.
6. If under the dealership click on **Individuals**.
7. Click on the **Register** (book) icon to the left of the individual/dealership you're looking to register.
8. Click **Yes** on the pop up requesting to confirm the registration request.

See [this KB Article](#) for multiple location registration requests.

Once these steps have been completed, the Client Care agent must complete these next steps in the **AS400 system**:

1. Access AS400 **MAINT 55**.
2. Select the **Auction Location** from the list.
3. **Log in** to gain access to the auction's local AS400.
4. At the top of the screen type **Dealer** tab to the next field and type **01**.
5. Tap **Enter** on your keyboard.
6. Input the Dealership's **5Mil** Number and press **Enter**.
7. Go to the first General Information Update page, there may be a prompt to select the appropriate code for the dealership (i.e. **N- New; U-**

Used; L-Lease). That information is located in the dealership's profile page in Auction Access. Click on **Business Types** to view the **Dealer Type**. Once the correct option is selected in the AS400, press **Enter** twice.

8. **NOTE:** In AuctionACCESS for **Dealer Type** are **New, Used, Lease Wholesale, Export, Parts, Salvage, and Rental**. Use the following to decide what letter to select in AS400: **X (Autos)** = New, Used, Lease, Wholesale, Rental. **Y (Specialty)** = Export, Parts, Salvage. **Z (Both)** = Enter "**Z**" if the dealer has authorization in both the **Autos (X)** and **Specialty (Y)** categories. Another way to confirm this information is to review the **dealer license** in AuctionACCESS. It will denote if the client can "**buy only,**" and it will also denote "**specialty vehicles only,**" if applicable.
9. Go to the "**Dealership Credit/Information Update**" page, there may be a prompt to select the vehicle types that the dealer can buy (i.e. **X-Autos; Y-Specialty Vehicles; Z- Both**). That information is also located on the **dealership's profile page** in Auction Access under **Business Types**. There is a checkmark under each option that applies to the right.
10. Go to the "**Control Information Page**" and place a "**Y**" in the blank near "**Allow Online Attendance.**" Then press **Enter** through all of the remaining pages until back on the main page titled **Dealer/Signer Information**. A message stating that the dealer has been successfully added/updated will be received.
11. Press **Shift+F6** and confirm that the individual's name who has just been registered appears in white letters. Press **Enter** to go through each of the pages. Ensure that the "**General Information**" and "**Control Information**" page **for the individual** has been updated as in Steps # 9 and # 10 above.
12. Confirm that the registration issue is resolved by having them log out then back into the website, then access the sale to verify that they have a bidder number that is different from **0**.

Comments

Note:

- AS400 only allows **up to a limit of 98 representatives** to be listed as buyers for one dealership. Former representatives can be removed to create space if needed in order to add new ones.
- If the client received the error message "**additional specialty information needed,**" this would be due to the dealership being set to "**Y**" under the auction location in AS400. Confirm in Auction Access the type of dealership, and in **DEALER 01**, make the updates described in **Steps 7 and 8 above**. The error message will disappear.
- If the added representative name **does not sync into AS400**, or if there is a **delay in the syncing** between AS400 and AA, perform a **DEALER 69 sync** in AS400, which refreshes dealership and representative information from Auction Access.

System Information

Last Modified Date 10/11/2019 1:46 PM

Last Modified By Fatima Al-Azim

Created By Integration User1

Created Date 10/11/2019 1:43 PM

**Vicki Article
Number** KBA-01625-LRV000

Vicki Date 3/26/2013