

AS400 - Add Ford Franchise Codes

Information

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Article Type Procedure

Title AS400 - Add Ford Franchise Codes

Purpose & Scope

Guide to add a Ford Franchise Code in the AS400.

Procedure

A Ford franchise dealer cannot enter a Closed Simulcast Sale without having the franchise code entered in the facilitating auction's AS400 system. **USA Ford dealers will NOT be able to buy from Ford Closed Sales facilitated by Canadian or Mexican auctions and vice versa, even if their franchise code is added to the FSP's AS400 page.** This is an attempt by Ford to keep the marketplace fair by not giving some franchise dealers an advantage over others due to the currency they use.

Follow the steps below to verify the dealership is a Ford franchise:

- Log into [AuctionACCESS](#).
- Select an **Auction Location** from the drop-down.
- Type in the **5Mil** number in the Quick Search field.
- Press **Enter**.
- Click **Franchises*** at the bottom left to verify that the dealership is a Ford franchise. Ford, Lincoln, and Mercury are part of the same group.

Once it is confirmed this is a franchise dealership, proceed to the next steps to add the franchise code:

- In **Auction Access**, ensure that the dealership and rep have been registered with **Manheim Online** and **Remarketing Solutions**. This registration **must** be done before updating franchise codes under the auction location. (You will complete the registration by logging in under each of the two auctions, entering the **5 MIL number**, selecting **Individuals** from the left rail, and clicking on the **"book icon"** to the left of the dealer's name on the Individuals page.
- Go to the **AS400** → **Maint 55** → Select the **Facilitating Auction** → **Enter** → **Login** again to gain access to the auction's local AS400.
- At the top of the screen Select Menu and type **Dealer**, tab to Select Option and type **01** → **Enter**.
- Type dealer's **5Mil** number → Press **Enter** through each page until on the **Factory/Lease/Franchise Information** page.
- Press **Shift + F5** to view the Ford Franchise Codes.
- Press **F6** to add the Codes.

- On the next page, the Client Care Representative must ask the dealer to provide them with their **Franchise Number*** and add type it in.
- Select the franchise **FORD, LINC, MERC.**
- Select **Yes** for the **Closed Sale Eligible** question.
- Press **Enter** through the rest of the pages until back to the home screen for the update to be processed.
- Ask the client to press **F5** to refresh their browser and reattempt to access the sale in order to confirm the issue resolution.

If the client is **still unable to enter the closed Ford sale**, perform the following steps:

- Go to the facilitating auction location's **AS400** and enter **FORD 20**.
- Enter the **Dealer #** and hit **Shift + F12**.
- Hit **Shift + F6**.
- Hit **Enter**.
- Select the **Rep's name** and hit **Enter**.
- Select **"N"** for **"Printer Bidder Badge."**
- Hit **Enter** twice.
- Have the client refresh their screen and attempt to enter the sale again.

Missing Franchise Codes

*If the franchise code is neither in the AS400 nor in AuctionACCESS, or if the caller does not know what their code is, the CCR must contact the facilitating auction's **Dealer Registration** Department so they can add it to the AS400. They have a constantly updated list of all franchise dealerships and codes.

Comments _____

Additional
Comments

System Information

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**Vicki Article
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