

FLOOR PLANNING QRG:



If a dealer requests to have a vehicle floored, follow the steps below:

Step 1:	Log onto Workbench using network credentials.
Step 2:	Select VIN from the search options drop-down. <ul style="list-style-type: none">• Option: Search using Dealer #
Step 3:	Enter the last 6 or full VIN in the Search field.
Step 4:	Press Enter.
Step 5:	Click the Dealership Name next to the correct vehicle.
Step 6:	Verify location of the Title. <ul style="list-style-type: none">• If it is Absent and the Floorplan company is <i>not</i> Ally, NextGear, or AFC, advise the dealer that the vehicle may not be funded until the title becomes available. These Floorplan companies fund vehicles without the title being present, but most other companies do not. The dealer may want to use a different payment method if they're not on auto Gate Release. If they choose to continue with flooring, go to step 7.<ul style="list-style-type: none">○ Note: If the dealer wants to pay with Ally, the payment can only be submitted if the request is made on the Day of Sale. Ally only accepts to fund vehicle purchases if the Floorplan request is submitted on that day. Past that, the dealer must use a different method of payment.• If it is Present, or the Floorplan company is Ally on the sale day, NextGear, or AFC, proceed to the next step.

Step 7:	Click Make Payment or select the vehicle(s) and click Pay Selected if on the dealership's Purchases page.
Step 8:	Click Continue.
Step 9:	<p>Select the correct Floorplan account from the Select Payment Method drop-down.</p> <ol style="list-style-type: none"> 1. If the Floorplan account is not listed: <ol style="list-style-type: none"> a. Select Other Floorplan. b. Type Floorplan company's name in the Floorplan field and select the correct one once displayed. c. Type Floorplan Account Number. Be accurate and read it back to the dealer to ensure it is correct. d. Advise dealer of the Fee if one is one displayed. A fee may apply whenever a new account is added. 2. If the Floorplan account is listed, verify the credit available in parentheses () next to the account. Note that not all Floorplan companies show available credit in Workbench. <ol style="list-style-type: none"> a. If the credit is displayed, it must be compared to the vehicle cost before proceeding. a. If the availability is lower than the vehicle(s) cost, advise the dealer that they do not have enough funds in the account. They should contact their Floorplan company if they need more information. b. If the availability is higher than the vehicle(s) cost, select the Account and proceed to the next step. b. If no credit is displayed, proceed with the flooring.
Step 10:	Click Review Payment.
Step 11:	Click Submit.
Step 12:	The confirmation page displays showing a balance of \$0.00.

	<p>The Vehicle Details Page will show the payment as pending with a message stating Floorplan request pending approval. Once the Floorplan company approves the request, the status changes to Paid (Unfunded) until Manheim's account is credited. Once the funds are received, the status changes to Paid (Funded). If the title is not present or if there is a pending Arbitration, the status will be Floorplan pending holds until the Arbitration is settled or the title is received at the auction, unless the Flooring company's policy allows funding vehicles without a title</p>
--	---