

Pit Stop Service Plans

Use this guide to add Pit Stop Service plans to your vehicle sales.

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Registering for Auto Service Plans

In order to resell Auto Service Plans, you must first register with Pit Stop. You can begin that process by visiting <http://www.motorcentral.co.nz/autoserviceplan>.

Enabling Auto Service Plans






Once registered with Pit Stop, to enable Auto Service Plans as part of your sales process:

1. Go to **Tools > Extensions**.
2. Select the **Other** tab and then click the **Settings** button in the **Pit Stop Auto Service Plan** section.
3. Ensure the **Status** is set to **On**, a **Supplier** is selected and your **Account Code** has been entered.
4. Click **OK** to save.

Adding Auto Service Plans to your Vehicle Sales

To add an Auto Service Plan to a Vehicle Sale:

1. Open the Sale Agreement you would like to add an Auto Service Plan to a vehicle for.
2. Navigate to the **Vehicles** tab.
3. You will note under each vehicle being sold a dropdown labelled Service Plan. From here you can select the customer's preferred Auto Service Plan that they wish to purchase.

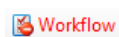
<input type="checkbox"/>	57	Volkswagen PASSAT Wagon 2.0	NZD 10,000.00 incl	
	Vehicle Registration:	No Vehicle Registration selected	NZD 0.00 incl	
	Vehicle Insurance:	No Vehicle Insurance selected	NZD 0.00 incl	
	MBI/Warranty:	No MBI/Warranty selected	NZD 0.00 incl	
	Service Plan:	Pit Stop - 2 Year Auto Service Plan	NZD 861.25 incl	

4. You can also adjust the retail price paid by the customer down for the selected plan using the field provided.

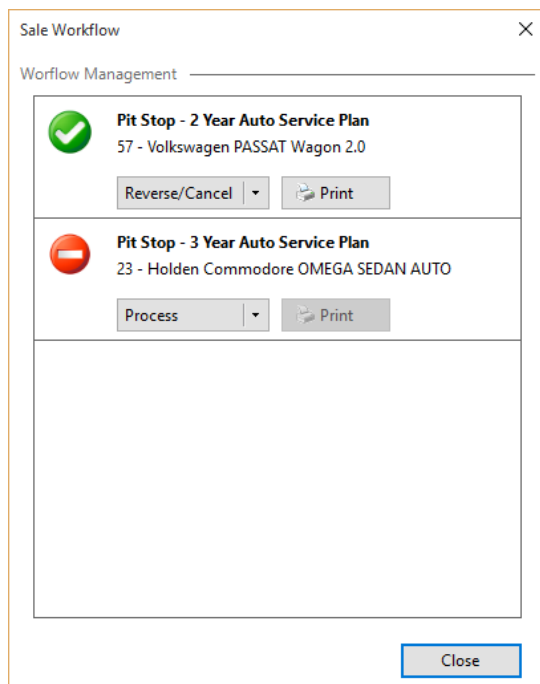
Submitting an Auto Service Plan order to Pit Stop

To submit an Auto Service Plan order to Pit Stop please complete the following:

1. Open the **Sale Agreement** you would like to submit the Auto Service Plan for.
2. You will note a **Workflow** icon in the main menu. Click this icon to view the items that can be processed.



3. You will be presented with a window similar to the below.



4. For each Auto Service Plan being sold click the **Process** button to submit the order to Pit Stop. Once processed the icon will change to a green tick to indicate the Order has been successfully submitted.
5. Upon successfully ordering you will be able to **Print** the necessary documentation to pass onto your customer.

Note: While the Auto Service Plan orders have not been submitted the Workflow icon will remain red in colour to alert you to this fact.

Upon successfully submitting an Auto Service Plan to Pit Stop, your customer will receive via email, login details to access the 'My Service Plan' area of the Auto Service Plan website. Please allow up to 7 days for the plan to go live and access to be enabled.

Requesting a cancellation of an Auto Service Plan

After submitting an Auto Service Plan order you can request a cancellation up to 7 days from the purchase date. To request a cancellation:

1. Open the **Sale Agreement** you would like to cancel the Auto Service Plan for.
2. Click the **Workflow** icon in the main menu.

3. Next to the Auto Service plan order you wish to cancel, click the **Reverse/Cancel** button. Once the cancellation request has been submitted the icon will change to a red warning to indicate the Order has no longer been successfully submitted.
4. You can now remove the order from the Sale and/or cancel the Sale Agreement entirely.