

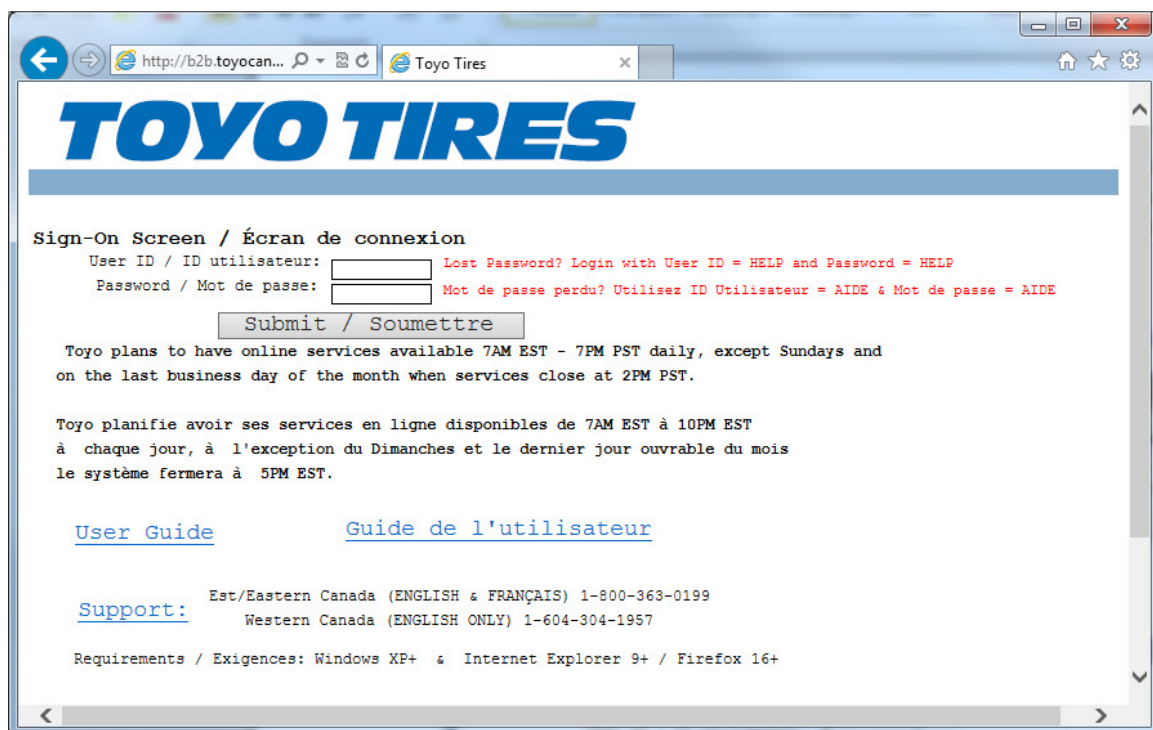
B2B User Guide:

Overview: Although this site is fairly intuitive this document covers the functions provided to Toyo dealers on this site. Not all functions may be provisioned for your particular user profile and you may not see each and every screen in a process flow.

Getting started:

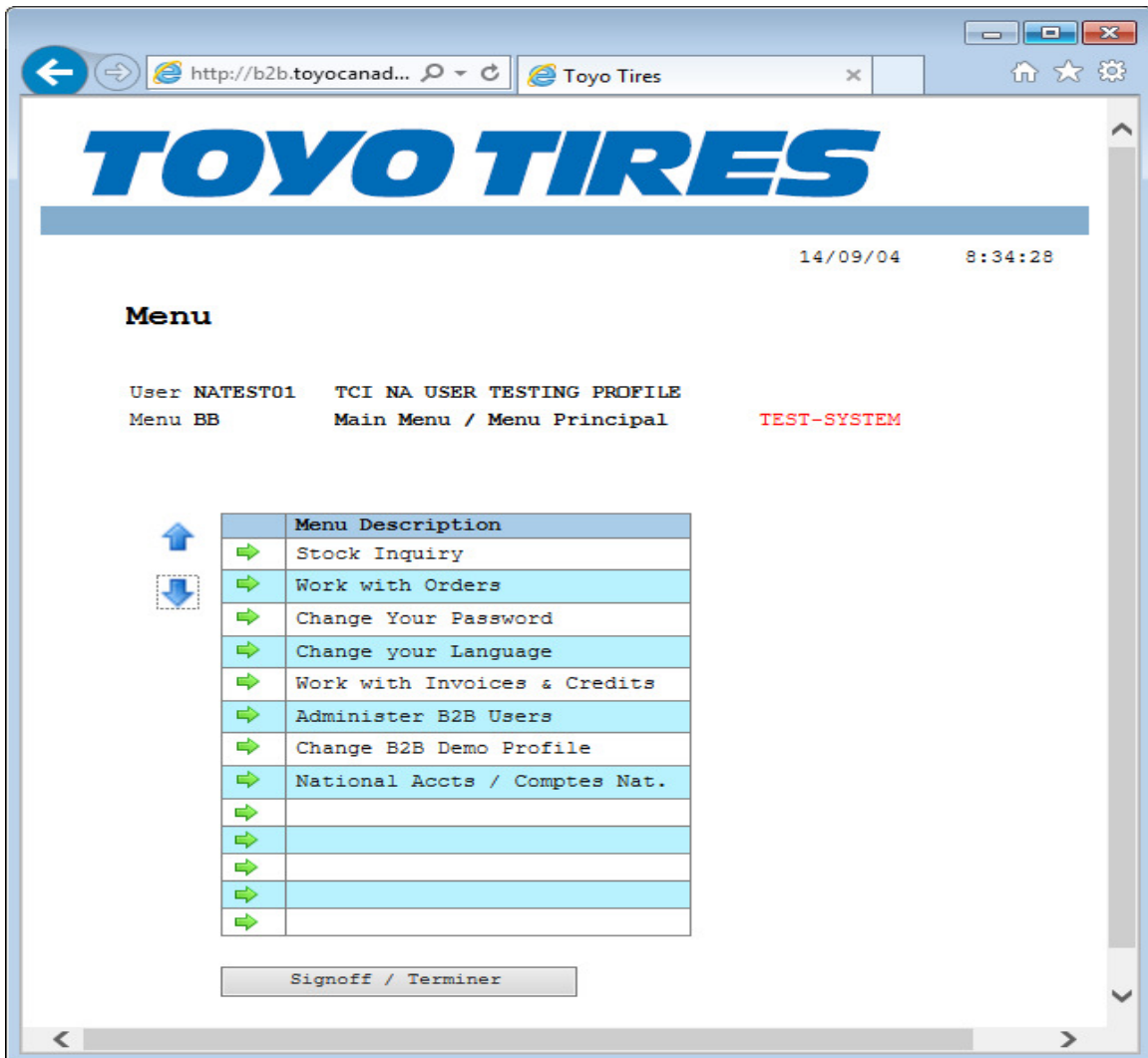
Requirements: Check the login page (shown below for system requirements). Although other browsers are not supported most will work with only slight differences in appearance. Requirements will change over time and may no longer match the image below so please check the site itself.

Locating the start page: This is fairly easy, use → <http://b2b.toyocanada.com>



Log In:

In order to use the B2B functions you will need to log in using a valid user ID and password, which you obtain through your head Office or B2B Administrator (or your local B2B Administrator if your head office has appointed one). If your password requires changing you will be prompted as required. Once your user ID and password are accepted you will be shown the main screen, which shows you all of your available options. This screen looks like:



Click the green arrow, to the left of each function, in order to start that function.

Stock Inquiry:

Overview: This function allows you to check the stock of an item, order items and check technical specifications. The “Select Item” button provides an item search tools that assists you in retrieving the item code based on description. The Item Search is explained later in the document.

http://b2b.toyocanad... Toyo Tires

TOYO TIRES

14/09/04 8:35:47

Item Stock Inquiry

Item Description 185/75R14 89Q OBG02+ TL

Item Number	Weight	Next ETA
137000	17.64 Lbs	None in transit.

Submit

Primary Warehouse	Qty Avail	M.S.R.P
VANCOUVER (RICHMOND)	0	147.00

Contact me when stock available? (Y=Yes, N=No)

Name or e-mail (optional)

Lost Sale Qty:
(Registering a lost sale will help to ensure better product availability)

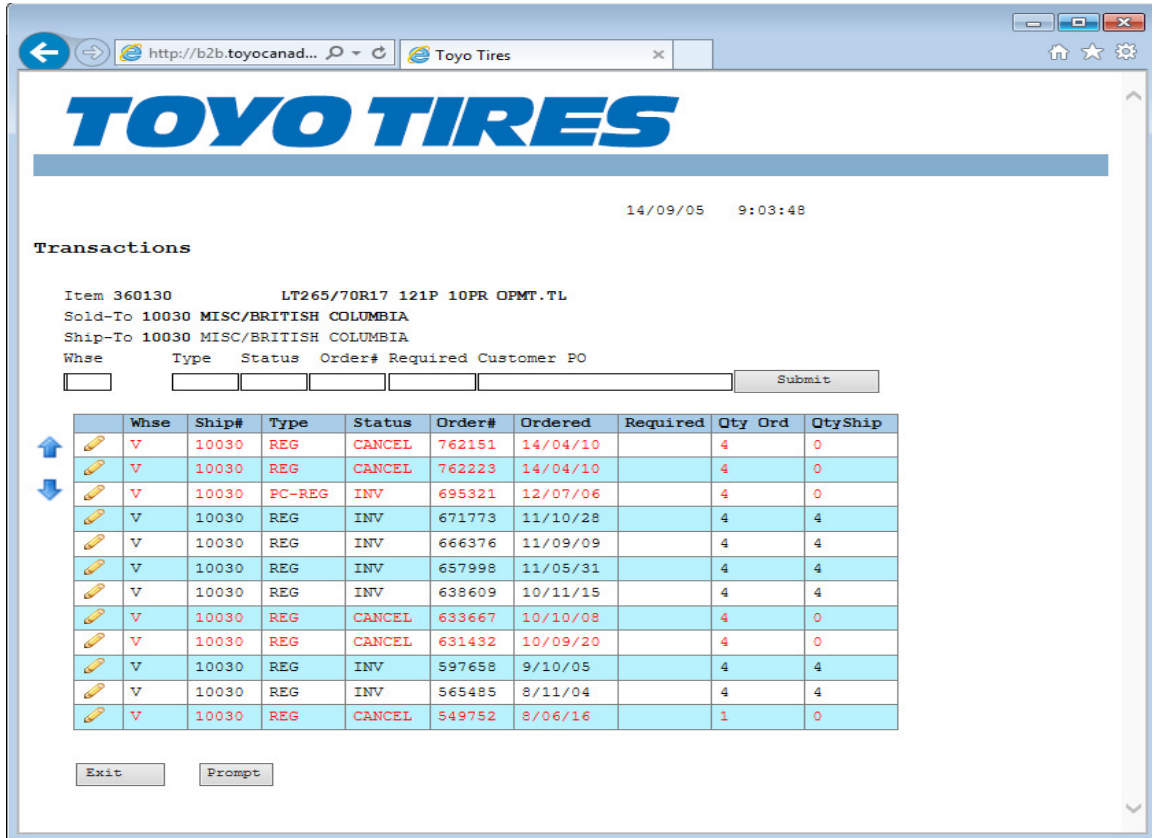
Exit Order Now Select Item Tech Info Order Activity

To check stock: Enter the six digit Toyo item number, or click the select item button. The item search is explained in a later section and it does exactly what you would expect (it takes your search criteria and finds matching items).

- The “Order Now” button serves the purpose of ordering the item code most recently looked up (you need to be authorized for this or you will be blocked by the system).
- The “Tech Info” button shows the technical information for the item most recently looked up.
- The “Order Activity” button will show you a list of orders which contain the most recently selected item.

Order Activity for item:

This function shows a list of orders which contain the selected item. This screen is reached by pressing the "Order Activity" button from the stock inquiry screen. As the order file contains many orders, the program scans up to 1000 orders before pausing. To continue searching press the Page Down key on your keyboard. The screen looks like this:



The screenshot shows a web browser window with the URL <http://b2b.toyocanad...> and the page title "Toyo Tires". The main heading is "TOYO TIRES" in large blue letters. Below the heading, the date and time "14/09/05 9:03:48" are displayed. The section is titled "Transactions" and contains the following information:

Item 360130 LT265/70R17 121P 10PR OPMT.TL
Sold-To 10030 MISC/BRITISH COLUMBIA
Ship-To 10030 MISC/BRITISH COLUMBIA

Whse Type Status Order# Required Customer PO

Whse	Ship#	Type	Status	Order#	Ordered	Required	Qty Ord	QtyShip
V	10030	REG	CANCEL	762151	14/04/10		4	0
V	10030	REG	CANCEL	762223	14/04/10		4	0
V	10030	PC-REG	INV	695321	12/07/06		4	0
V	10030	REG	INV	671773	11/10/28		4	4
V	10030	REG	INV	666376	11/09/09		4	4
V	10030	REG	INV	657998	11/05/31		4	4
V	10030	REG	INV	638609	10/11/15		4	4
V	10030	REG	CANCEL	633667	10/10/08		4	0
V	10030	REG	CANCEL	631432	10/09/20		4	0
V	10030	REG	INV	597658	9/10/05		4	4
V	10030	REG	INV	565485	8/11/04		4	4
V	10030	REG	CANCEL	549752	8/06/16		1	0

At the bottom of the page, there are two buttons: "Exit" and "Prompt".

Technical Information for Item:

This screen is reached by doing an item stock inquiry for a specific item and then clicking the `Tech Info` button. This screen looks like:

The screenshot shows a Windows Internet Explorer browser window displaying the Toyo Tires website. The browser's address bar shows the URL <http://b2b.toyocanada.c...>. The page features the Toyo Tires logo at the top, followed by a timestamp of 10/09/27 6:36:22. The main heading is "Display Item Technical Info". Below this, the item number 246220 and the tire specification 245/40ZR19 98Y PXT1R TL are listed. A section titled "---Technical Data---" provides detailed specifications for the tire, including tire size, UTQG rating, load capacity, dimensions, and construction details. An "Exit" button is located at the bottom left of the technical information area. The browser's status bar at the bottom indicates "Internet | Protected Mode: On" and a zoom level of 100%.

Item Number **246220** **245/40ZR19 98Y PXT1R TL**

---Technical Data--- Tire Size **245/40ZR19**** UTQG Rating/PR **280AA A**

LT RE Y Section Width/OD **245** AR/Tread Width **40.0** Rim **19.0**

Type **TL** Sidewall **BW** LI/SS **98Y** Tire Weight **26.23** Lbs **11.90** KG

Orig Tread Depth **10.3 /32** **8.2** MM Overall Diameter : **26.7** INS **678.0** MM

Overall Width : **9.7** INS **247.0** MM Static Loaded Radius **12.5** INS **318.0** MM

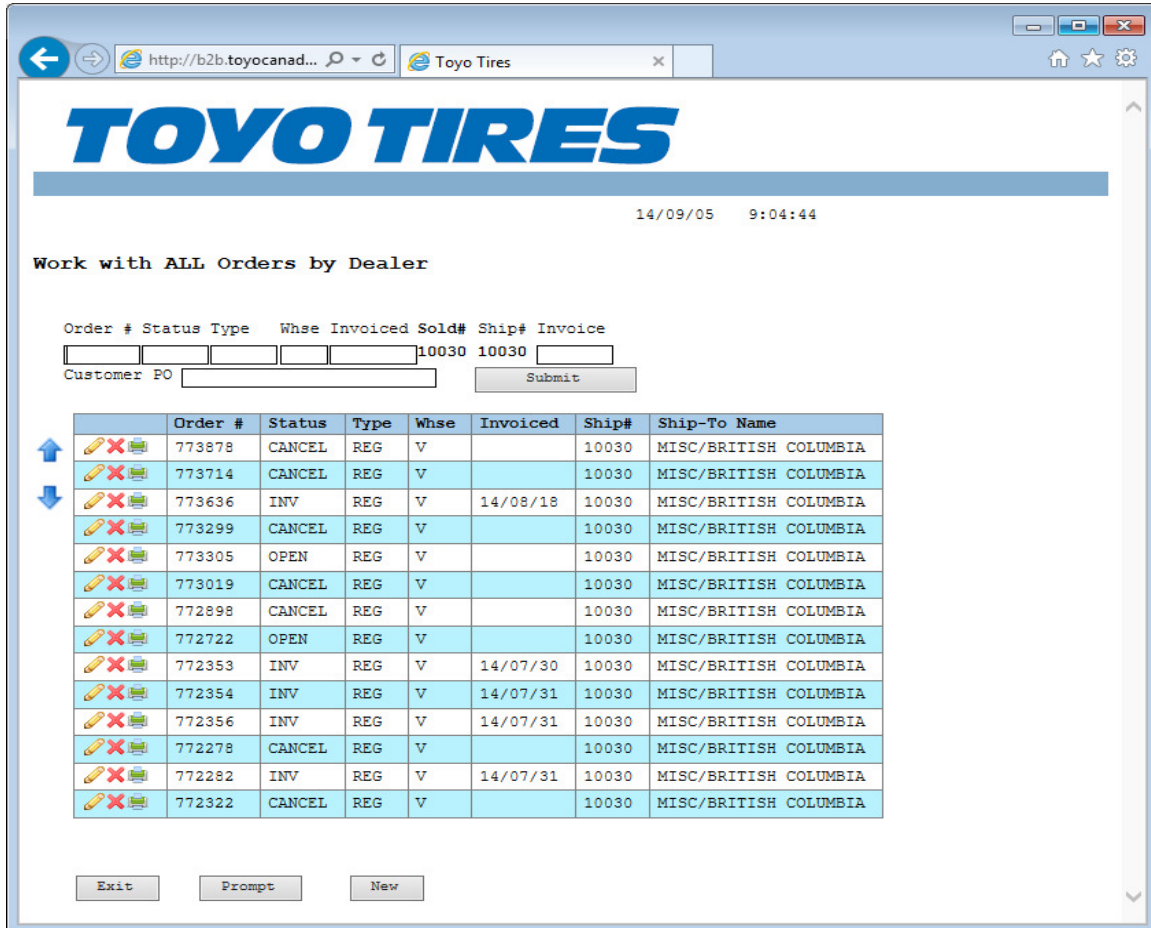
Dyn Loaded Radius **13.0** INS **329.0** MM Rolling Circumference **81.4** INS **2068** MM

Revs **483** KM Revs **778** MI Rim Design **8.50** Alternate Min **8.00** Max **9.50**

Max Load **1653** Lbs Max PSI **50** Construction: Tread **1R+2S+1H** Sidewall **2R**

Work with Orders:

This function allows you to see all your transaction with Toyo. If you are placing orders with your corporate warehouses these cannot be shown here unless your head office has an agreement with Toyo to show these orders on the Toyo system (the Order Type Class for such orders will be "S" for statistics). This screen looks like:



The screenshot shows a web browser window with the URL <http://b2b.toyocanad...> and the page title "Toyo Tires". The page features the "TOYO TIRES" logo at the top, followed by the date and time "14/09/05 9:04:44". Below the logo, the text "Work with ALL Orders by Dealer" is displayed. There are several input fields for "Order #", "Status", "Type", "Whse", "Invoiced", "Sold#", "Ship#", and "Invoice", along with a "Customer PO" field and a "Submit" button. A table of orders is shown below, with columns for "Order #", "Status", "Type", "Whse", "Invoiced", "Ship#", and "Ship-To Name". The table contains 14 rows of order data. At the bottom of the screen, there are three buttons: "Exit", "Prompt", and "New".

	Order #	Status	Type	Whse	Invoiced	Ship#	Ship-To Name
↑	773878	CANCEL	REG	V		10030	MISC/BRITISH COLUMBIA
↓	773714	CANCEL	REG	V		10030	MISC/BRITISH COLUMBIA
	773636	INV	REG	V	14/08/18	10030	MISC/BRITISH COLUMBIA
	773299	CANCEL	REG	V		10030	MISC/BRITISH COLUMBIA
	773305	OPEN	REG	V		10030	MISC/BRITISH COLUMBIA
	773019	CANCEL	REG	V		10030	MISC/BRITISH COLUMBIA
	772898	CANCEL	REG	V		10030	MISC/BRITISH COLUMBIA
	772722	OPEN	REG	V		10030	MISC/BRITISH COLUMBIA
	772353	INV	REG	V	14/07/30	10030	MISC/BRITISH COLUMBIA
	772354	INV	REG	V	14/07/31	10030	MISC/BRITISH COLUMBIA
	772356	INV	REG	V	14/07/31	10030	MISC/BRITISH COLUMBIA
	772278	CANCEL	REG	V		10030	MISC/BRITISH COLUMBIA
	772282	INV	REG	V	14/07/31	10030	MISC/BRITISH COLUMBIA
	772322	CANCEL	REG	V		10030	MISC/BRITISH COLUMBIA

There are filter fields at the top of this screen as well as additional buttons at the bottom of this screen. For creation of an order request

Order Type Class (OTC):

The Order Type Class, or OTC, is one of the following values:

W = Web order

O = Orders

D = Direct Invoice

C = Credits

R = Direct Credit

A = Advertising order

S = Statistics ← orders replicated on Toyo computer system (sent by your head office)

When viewing an order you will see the item level first.

View OE Document:

To view an OE Document click the Pencil icon on the far left of the row. This will bring you to a screen which looks like this:

14/05/23 9:48:45

Display OE Document Details

Order 748038 Required

Ship-To MISC/BRITISH COLUMBIA (10030) Qty Ordered 4

Sold-To MISC/BRITISH COLUMBIA (10030) Qty Shipped 4

<-- Search

Item Number	Ordered	Shipped	Net Price	Item Description
252310	2	2		245/40ZR17 95Y XL PXT1 SPORT TL
TRBC1	2	2		RECYCLE LEVY - BC (PA)

Exit Header Hide/Show Prices

From this screen there are buttons to view the header as well as Hide/Show prices. Note: Only B2B Administrators at your head office location can see prices.

The header screen also has buttons which will show you totals, prices and notes. The header screen looks like this:



Creating your order Request:

There are two ways to reach this function.

- 1) From "Stock Inquiry" screen click the "Order Now" button
- 2) From "Work with Orders" function click the click "New" button.

The screen you will reach looks like this:

14/05/23 9:50:09

Add Order Request by Dealer

Ship-To MISC/BRITISH COLUMBIA (10030)
Sold-To MISC/BRITISH COLUMBIA (10030)
Phone (604) 304 - 1941

Customer PO: Whse V
Shipping TRANSPORT

Type: REG Regular Order Request
Status : OPEN Open Ordered 14/05/23
InvType * Default Required
Sales Rep 10 HOUSE ACCOUNTS

Fed Tax Number Prov Tax Number

Item Number	Item Description
352440	LT285/70R17 121S 10E OPAT2 OWL~ will be added.

On the next screen you will be able to adjust the items as well as the quantity for each item. In the sample shown above item 352440 was passed through from Stock Inquiry so the program will assume a quantity of four (which can be changed on the next screen).

To assist you in completing your order request there are buttons provided to allow you to add items to your request, add and edit notes for the order request, add and edit notes for a specific item and also two ways to exit this screen, which are “Confirm” or “Cancel” the order request. Here is what the order request screen looks like when a few items have been added:

14/09/05 9:27:35

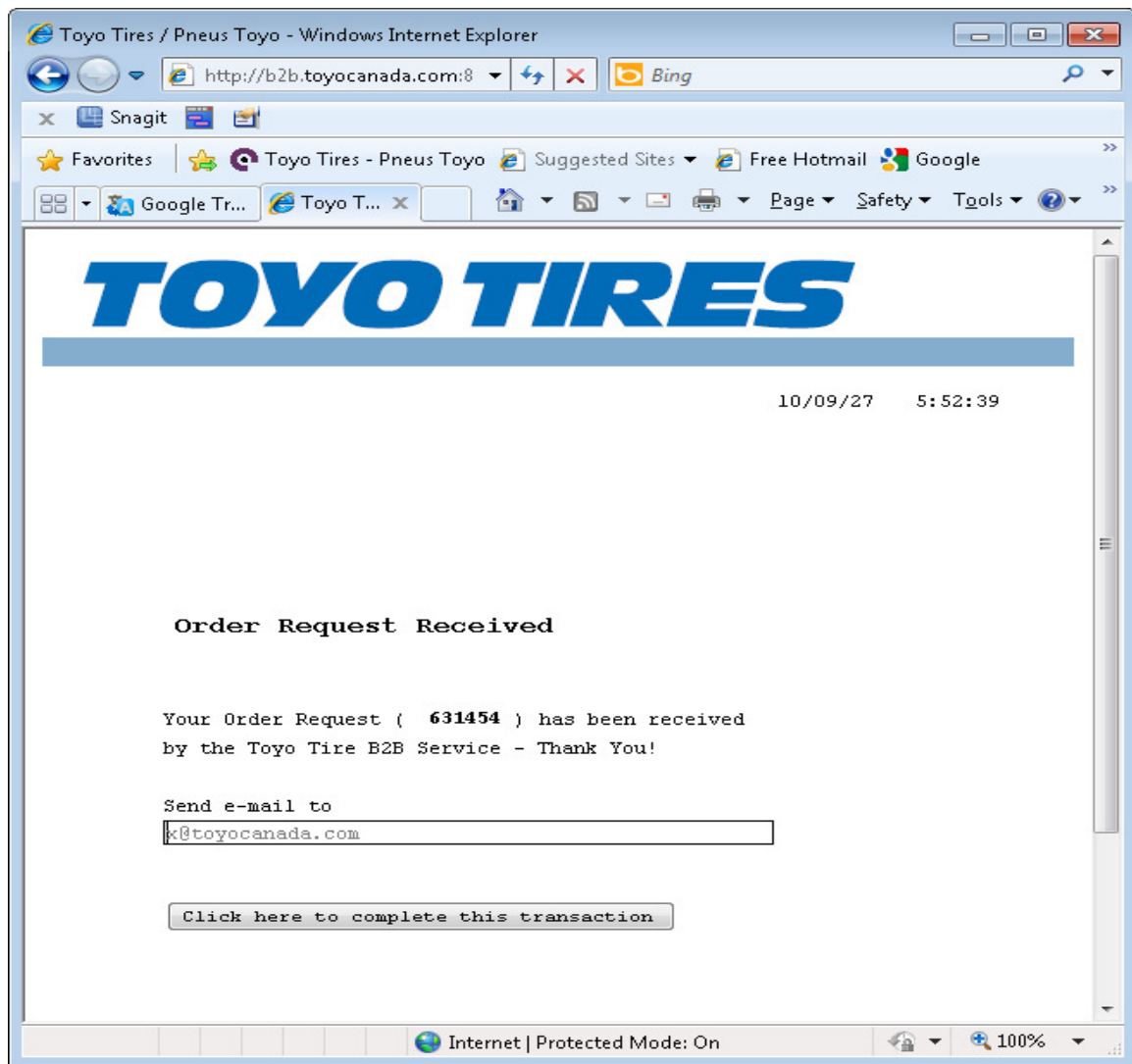
Work with Order Request Lines

Order 774618 Warehouse V Type REG Qty Ordered 52
 Ship-To MISC/BRITISH COLUMBIA (10030)
 Sold-To MISC/BRITISH COLUMBIA (10030) Required
 Customer PO sample

Ordered	Item Number	Item Description
4	352440	LT285/70R17 121S 10E OPAT2 OWL~
4	309480	LT265/70R17 121N 10E M55 TL
4	300300	305/50R20 120T=OPAT TL
4	300330	P265/70R16 111T OPAT WO TL
4	137100	215/70R14 98Q OBG02+ TL
4	137110	205/70R15 95Q OBG02+ TL
4	137120	215/70R15 98Q OBG02+ TL
4	137130	175/65R14 82T OBG02+ TL
4	137140	185/65R14 86T OBG02+ TL
4	137150	185/65R15 88T OBG02+ TL
4	137160	195/65R15 91T OBG02+ TL
4	137170	205/65R15 94T OBG02+ TL
4	137180	215/65R15 96T OBG02+ TL

Submit Confirm & Order Add Items Header Notes Cancel Order Request

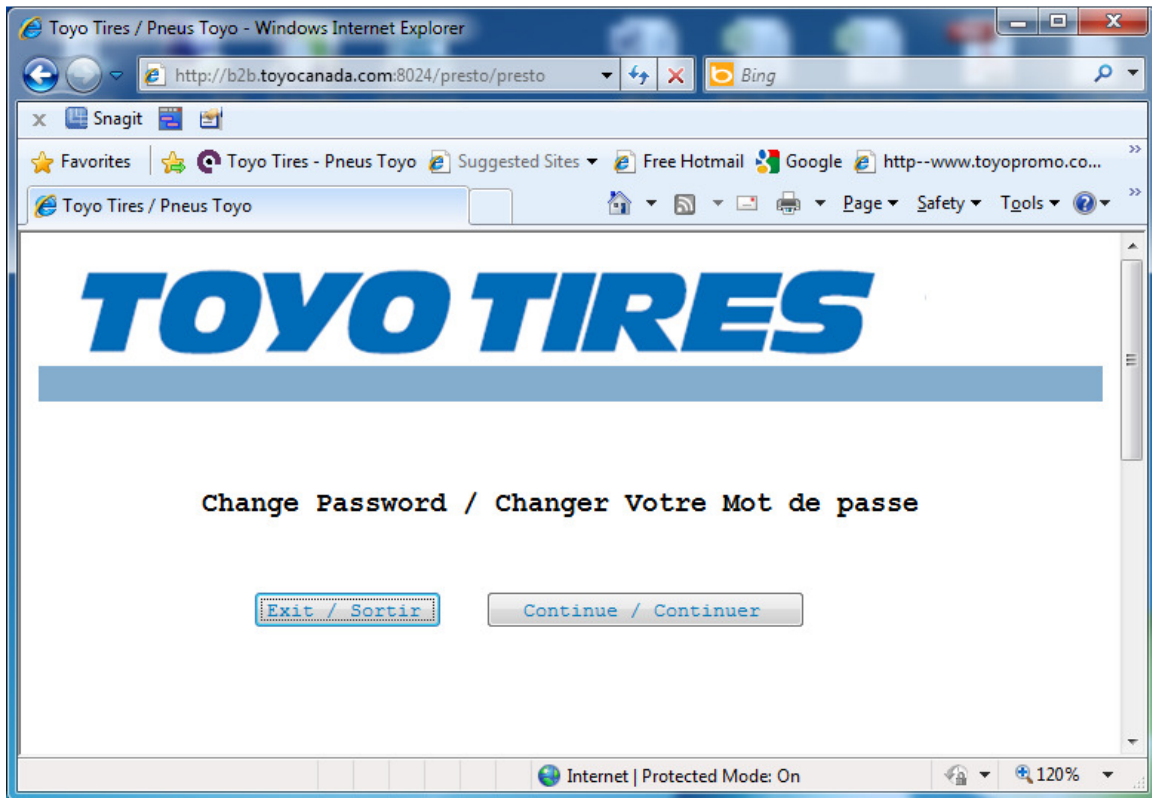
When your order request is ready to be sent to Toyo click the `Confirm & Order` button. This will take you to the confirmation screen which looks like this:



Complete the process by clicking the button labelled "Click here to complete this transaction".

Changing your Password:

When you want to change your password, or when it is required, you will use this function.



Begin the process by clicking the “Continue” button. You will then be at the actual password change screen. Complete this screen by entering your current password and then your new password twice. It is recommended that you use the tab key to move between fields and only press then ENTER key or submit button when all fields are completed. Fields are ten characters long and the cursor will automatically move to the next field as you type the 10th character in any field.

Windows Internet Explorer

http://b2b.toyocanada.com:8024/presto/presto

Snagit

Favorites

Toyo Tires - Pneus Toyo

Suggested Sites

Free Hotmail

Google

http--www.toyopromo.co...

Toyo Tires / Pneus Toyo

TOYO TIRES

Change Password / Changer Votre Mot de Passe

User profile / Profil de l'utilisateur: NATEST01

Last changed/ Dernière modification de: 10/09/16

Current password / mot de passe actuel:

New password / nouveau mot de passe:

Retype to verify / retaper pour vérifier:

Policy / Politique:

6-10 Characters. Start with letter and at least one digit required.

6-10 caractères. Commencez par une lettre et au moins un chiffre requis.

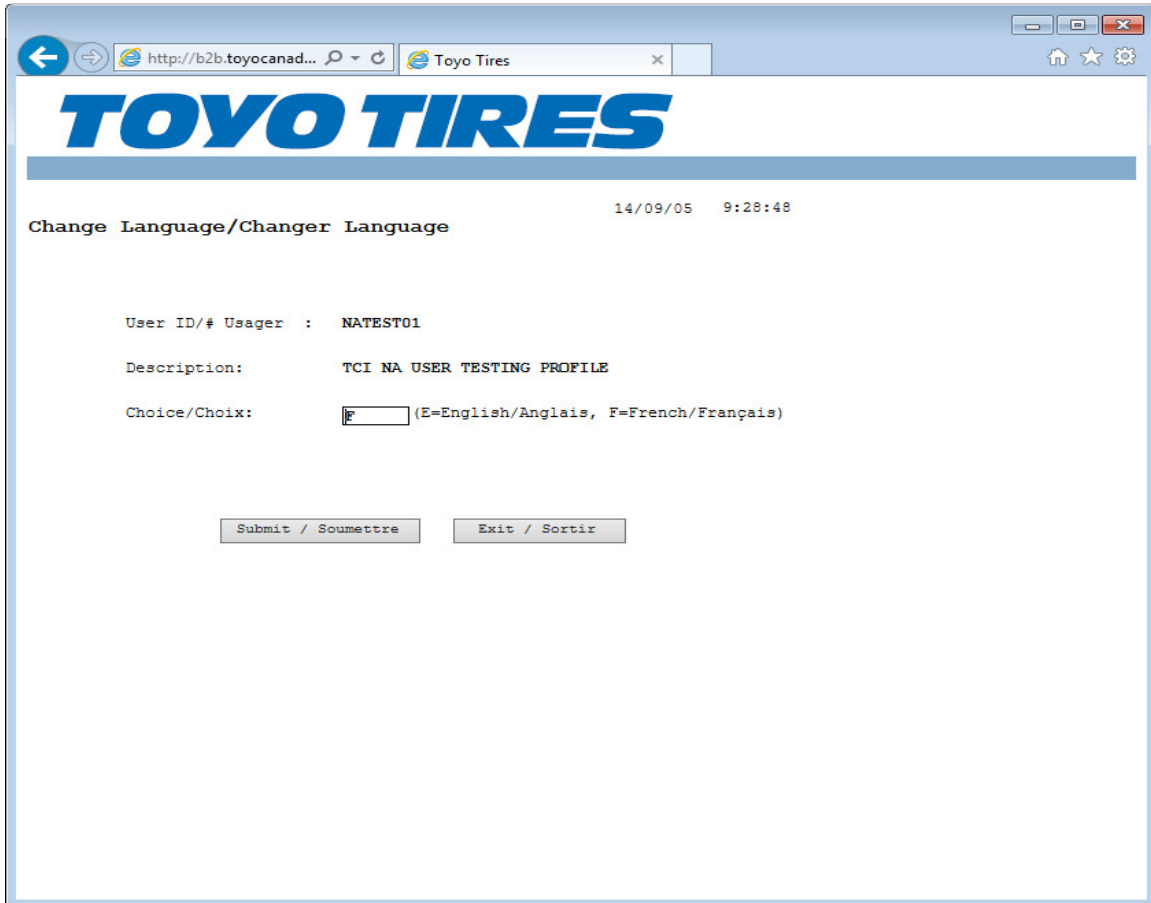
Change every 90 days. Not same as prior 10 passwords.

Changer tous les 90 jours. Différent des 10 derniers mot de passe.

Internet | Protected Mode: On 120%

Change your Language:

This option allows you to switch between English and French when using this site. The program will offer the other language so all you need to do is to click the Submit button. Here is what this screen looks like:



The screenshot shows a web browser window with the address bar containing "http://b2b.toyocanad..." and the page title "Toyo Tires". The main content area features the "TOYO TIRES" logo at the top. Below the logo, the text "Change Language/Changer Language" is displayed, along with the date and time "14/09/05 9:28:48". The user information is shown as "User ID/# Usager : NATEST01" and "Description: TCI NA USER TESTING PROFILE". The language selection section is labeled "Choice/Choix:" and includes a text input field containing the letter "F", with a note "(E=English/Anglais, F=French/Français)". At the bottom, there are two buttons: "Submit / Soumettre" and "Exit / Sortir".

Work with Invoices and Credits:

This function is limited to head office staff and only those who have been approved to see this information. This function provides you access to your invoices and credits. Most common uses are to retrieve missing documents and/or to check current and past statements. There are buttons for accessing your most recent statement as well as generating a statement on demand. The statement on demand is useful when looking for your current balance or when attempting to close your fiscal year/period and want your balance without waiting for the month end statement to be sent.

14/09/05 9:29:12

Work with Invoices and Credits

YYYY-PP Issued Description

YYYY-PP Paid

Order # Ext Ref Status (O=Open, P=Paid)

Invoice/Credit# Due Date Tran Dte Trn Original Amount Cust#

Invoice/Credit#	Sts	Due Date	Tran Dte	Trn	Orig Amount	Open Amount
C.PALSENBERG	P	14/07/30	14/07/30	CQ	803.04-	.00
CASH/C.ACHRSON	P	14/07/31	14/07/31	CQ	830.40-	.00
CASH/M.NIELSON	P	14/05/12	14/05/12	CQ	2,960.00-	.00
CASH/N.WEAVER	P	14/05/14	14/05/14	CQ	698.90-	.00
CASH/STEVE J	P	14/05/28	14/05/28	CQ	675.05-	.00
CASH/T.ST.MARIE	P	14/05/09	14/05/09	CQ	584.75-	.00
CASH/TONY ANGEL	P	14/07/30	14/07/30	CQ	604.80-	.00
CASH/TONY ANGEL	P	14/07/31	14/07/31	CQ	722.40-	.00
CASH/TONY ANGEL	E	12/05/25	12/05/25	CQ	.00	.00
JUL23'14/WIRE	P	14/07/23	14/07/23	CQ	252.44-	.00
JUN25'14/WIRE	P	14/06/25	14/06/25	CQ	564.48-	.00
M. WICKSTROM	P	14/07/10	14/07/10	CQ	1,388.80-	.00

Submit Exit Select Transaction Type Month End Statement Current Statement

Administer B2B Users (Ship-To or NON-Head Office):

This function allows you to add new users, remove unwanted users and change user access as necessary for the location shown. You can also use this function to reset profiles and passwords. This screen looks like this:

14/04/25 12:10:24

Work with B2B Users

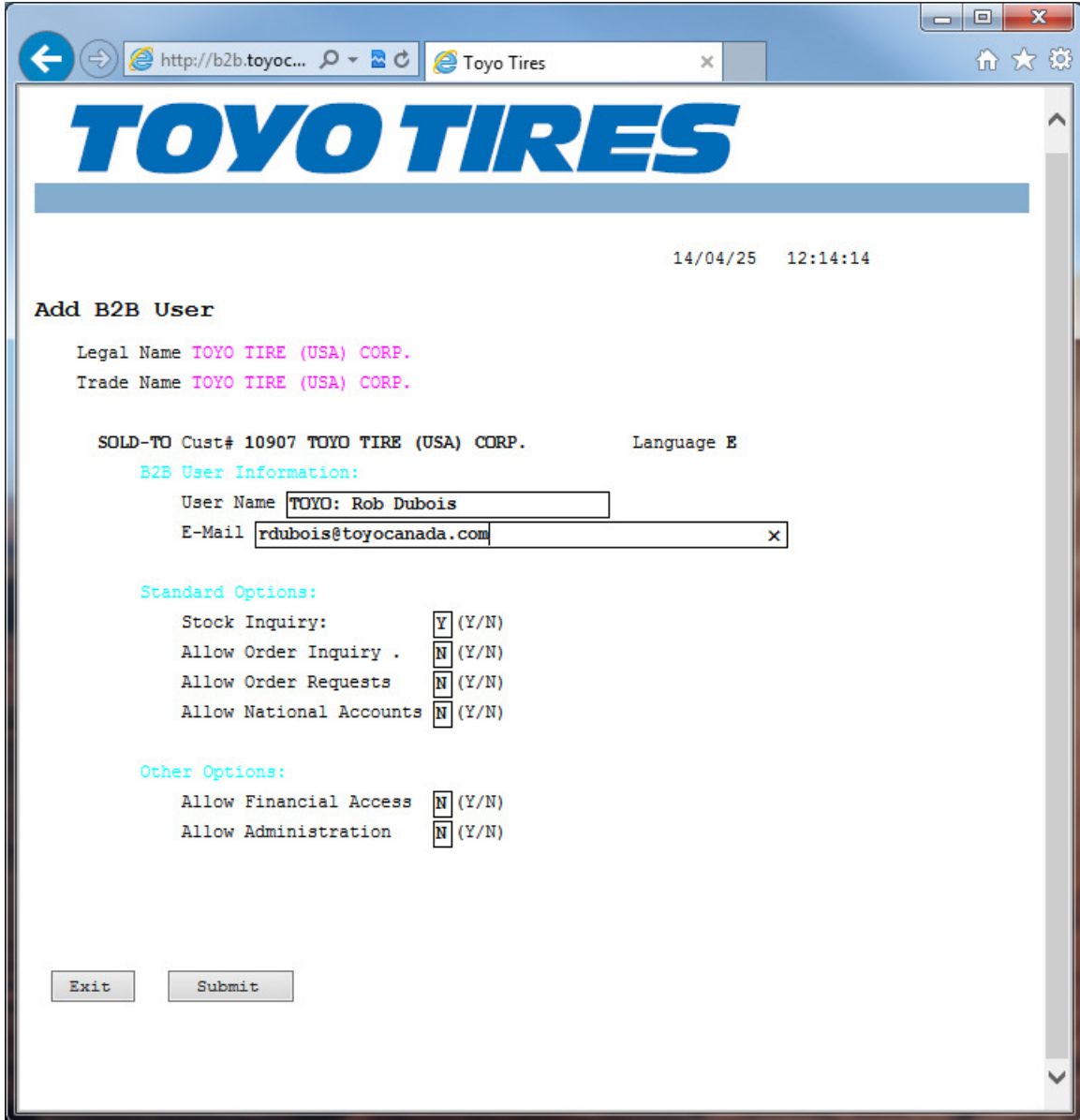
SHIP-TO Cust# 10907 TOYO TIRE (USA) CORP.
Sales Rep 10 HOUSE ACCOUNTS
Tel: 0 - 0 - 0

	User ID	User ID Description	Status	Login	
 	NATEST01	TCI NA USER TESTING PROFILE	*ENABLED	Y	*ADMIN*
 					
 					
 					
 					
 					
 					
 					
 					
 					
 					

Exit New B2B User

Create New B2B User:

This function allows for adding a new user. This user will be associated with the location selected above. During creation specify the B2B services desired and click submit.



The screenshot shows a web browser window with the URL `http://b2b.toyoc...` and the page title "Toyo Tires". The page features the "TOYO TIRES" logo at the top. Below the logo, the date and time "14/04/25 12:14:14" are displayed. The main heading is "Add B2B User".

Legal Name TOYO TIRE (USA) CORP.
Trade Name TOYO TIRE (USA) CORP.

SOLD-TO Cust# 10907 TOYO TIRE (USA) CORP. Language E

B2B User Information:
User Name
E-Mail

Standard Options:
Stock Inquiry: (Y/N)
Allow Order Inquiry . (Y/N)
Allow Order Requests (Y/N)
Allow National Accounts (Y/N)

Other Options:
Allow Financial Access (Y/N)
Allow Administration (Y/N)

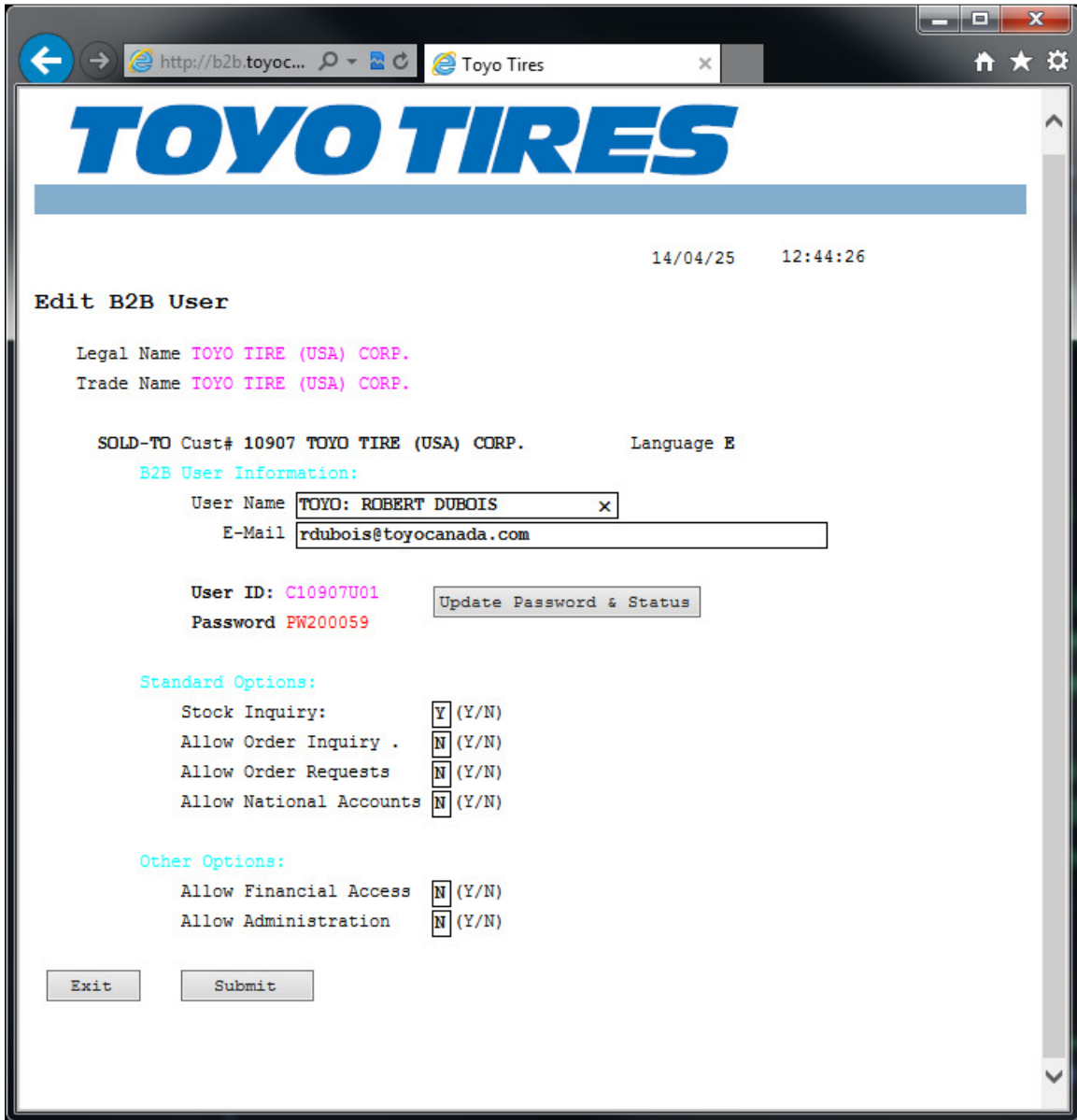
At the bottom of the form, there are two buttons: "Exit" and "Submit".

Complete the missing fields and set the preferences and then click Submit or press Enter key. This will take you to the next screen which is the Edit B2B User where you can make further changes as well as see the new user's password. The new B2B profile is now ready for use.

Edit B2B User:

This function allows you to make changes to an existing B2B user, which includes name, email, password, re-enabling (after too many failed login attempts, etc.), and also what B2B functions the user is entitled to perform.

This screen looks like this:



The screenshot shows a web browser window with the URL `http://b2b.toyoc...` and the page title "Toyo Tires". The page features the "TOYO TIRES" logo at the top. Below the logo, the date and time "14/04/25 12:44:26" are displayed. The main heading is "Edit B2B User".

Legal Name TOYO TIRE (USA) CORP.
Trade Name TOYO TIRE (USA) CORP.

SOLD-TO Cust# 10907 TOYO TIRE (USA) CORP. Language E

B2B User Information:
User Name
E-Mail

User ID: C10907U01
Password PW200059

Standard Options:
Stock Inquiry: (Y/N)
Allow Order Inquiry . (Y/N)
Allow Order Requests (Y/N)
Allow National Accounts (Y/N)

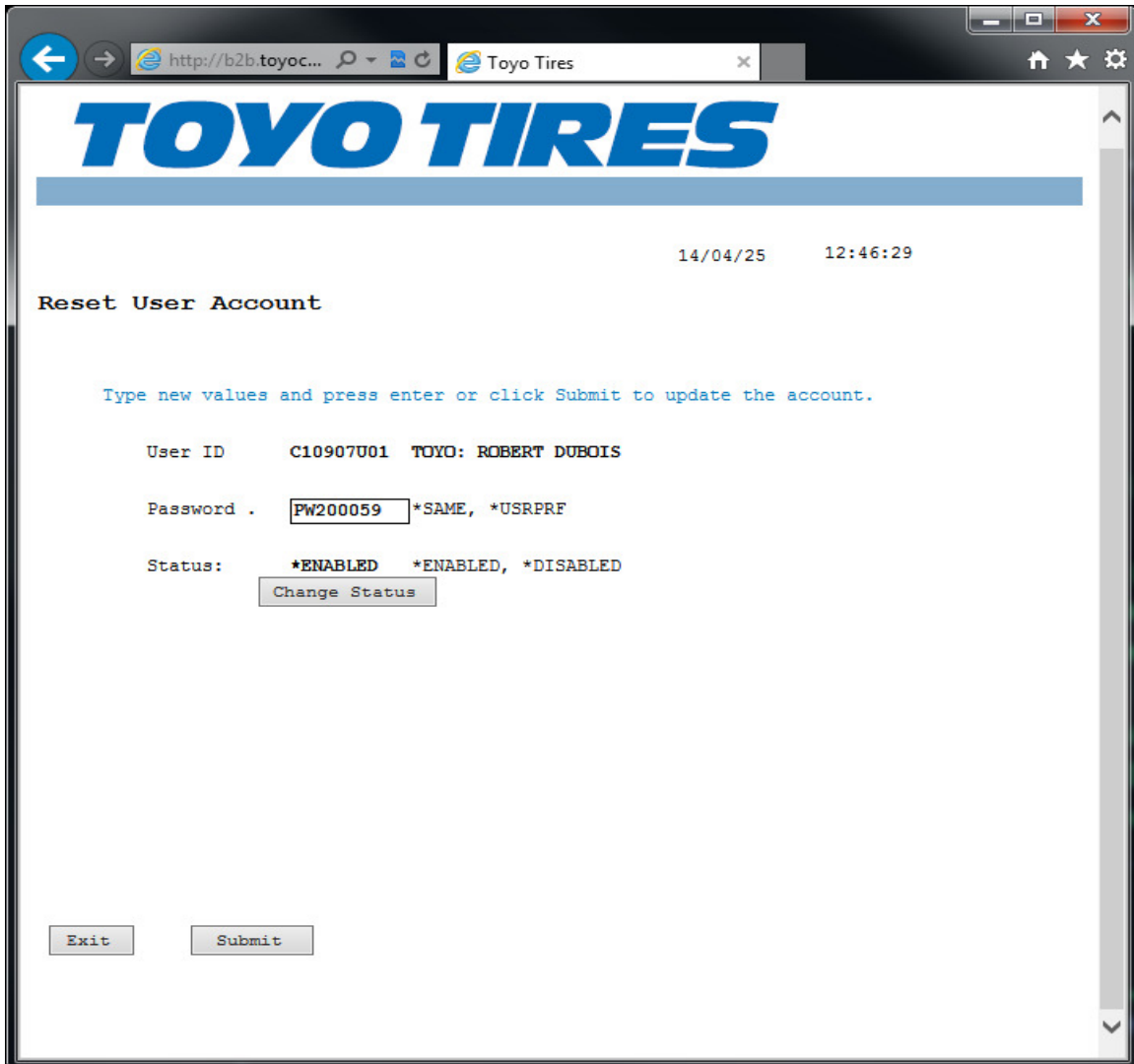
Other Options:
Allow Financial Access (Y/N)
Allow Administration (Y/N)

To enable or disable the user use the button located by the user ID and password.

Reset User Account:

This function allows you to change the user's password as well as change the user's ability to gain access to the B2B system.

This screen looks like this:



The screenshot shows a web browser window with the URL `http://b2b.toyoc...` and the page title "Toyo Tires". The page features the "TOYO TIRES" logo at the top. Below the logo, the date and time "14/04/25 12:46:29" are displayed. The main heading is "Reset User Account". A blue instruction line reads: "Type new values and press enter or click Submit to update the account." The form contains the following fields and options:

- User ID: C10907U01 TOYO: ROBERT DUBOIS
- Password: PW200059 *SAME, *USRPRF
- Status: *ENABLED *ENABLED, *DISABLED

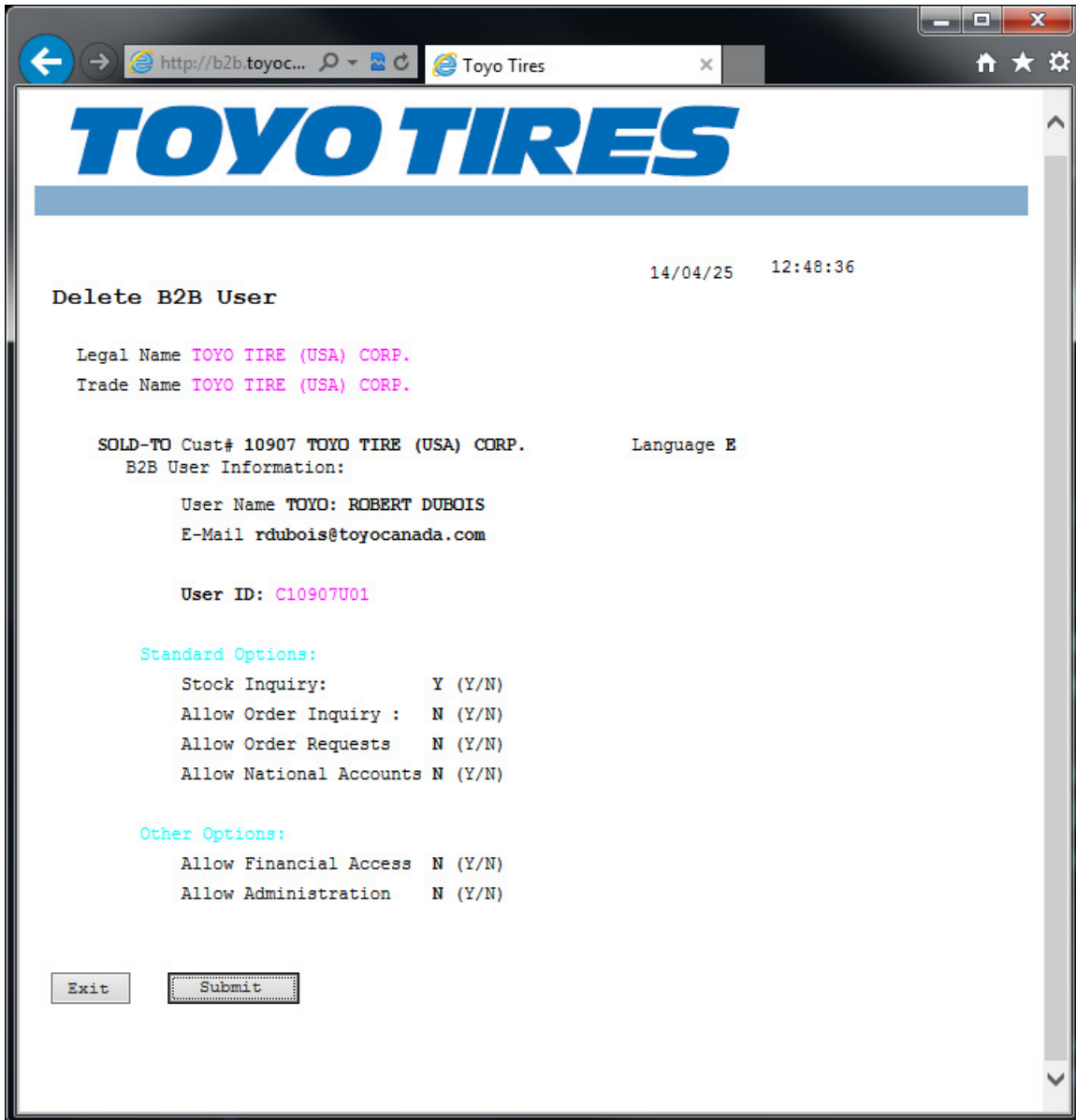
There are three buttons: "Exit", "Submit", and "Change Status".

Note: If you want to block an employee from using the B2B system without permanently removing their profile it is recommended that you change the status of their account to be “*DISABLED”

Delete B2B User:

This function provides the ability to permanently remove a B2B user profile. This function is suitable for use when an employee is leaving your company.

This screen looks like this:



The screenshot shows a web browser window with the URL `http://b2b.toyoc...` and the page title "Toyo Tires". The main heading is "TOYO TIRES" in large blue letters. Below the heading, the page title "Delete B2B User" is displayed, along with the date "14/04/25" and time "12:48:36".

The form contains the following information:

- Legal Name TOYO TIRE (USA) CORP.
- Trade Name TOYO TIRE (USA) CORP.
- SOLD-TO Cust# 10907 TOYO TIRE (USA) CORP. Language E
- B2B User Information:
 - User Name TOYO: ROBERT DUBOIS
 - E-Mail rdubois@toyocanada.com
 - User ID: C10907U01
- Standard Options:
 - Stock Inquiry: Y (Y/N)
 - Allow Order Inquiry : N (Y/N)
 - Allow Order Requests N (Y/N)
 - Allow National Accounts N (Y/N)
- Other Options:
 - Allow Financial Access N (Y/N)
 - Allow Administration N (Y/N)

At the bottom of the form, there are two buttons: "Exit" and "Submit".

Work with National Accounts:

This function allows you to enter new national accounts as well as search previously submitted national account transactions. There are different types of National Accounts (such as: Car Dealer Networks, Fleet Lease companies, Government agencies, etc.). This is what the screen looks like:

10/09/27 13:24:12

Review National Accounts Processed View: **** All **** [Change View](#)

Sold-To **10030 MISC/BRITISH COLUMBIA**
Ship-To **10030 MISC/BRITISH COLUMBIA**

Claim Form Auth/PO# Reference/Notes Invoice

	Claim Form	Auth Code	Dealer Ref	Invoice	Invoiced	Status
	NA-73820	ABC1234	0854875	945870	10/09/27	INV
	NA-73821	TEST2	test2	945871	10/09/27	INV
	NA-73822			0		CANCEL
	NA-73818	SAMPLE		0		OPEN
	NA-73819	SAMPLE_PO	sample_ref	945869	10/09/26	INV
	NA-TESTRD1			0		CANCEL

[Submit](#) [Exit](#) [New](#)

The blue arrows serve to scroll Up and Down the list when there is more than one screen full of data available. You can also use the Page Up and Page Down keys for this same purpose.

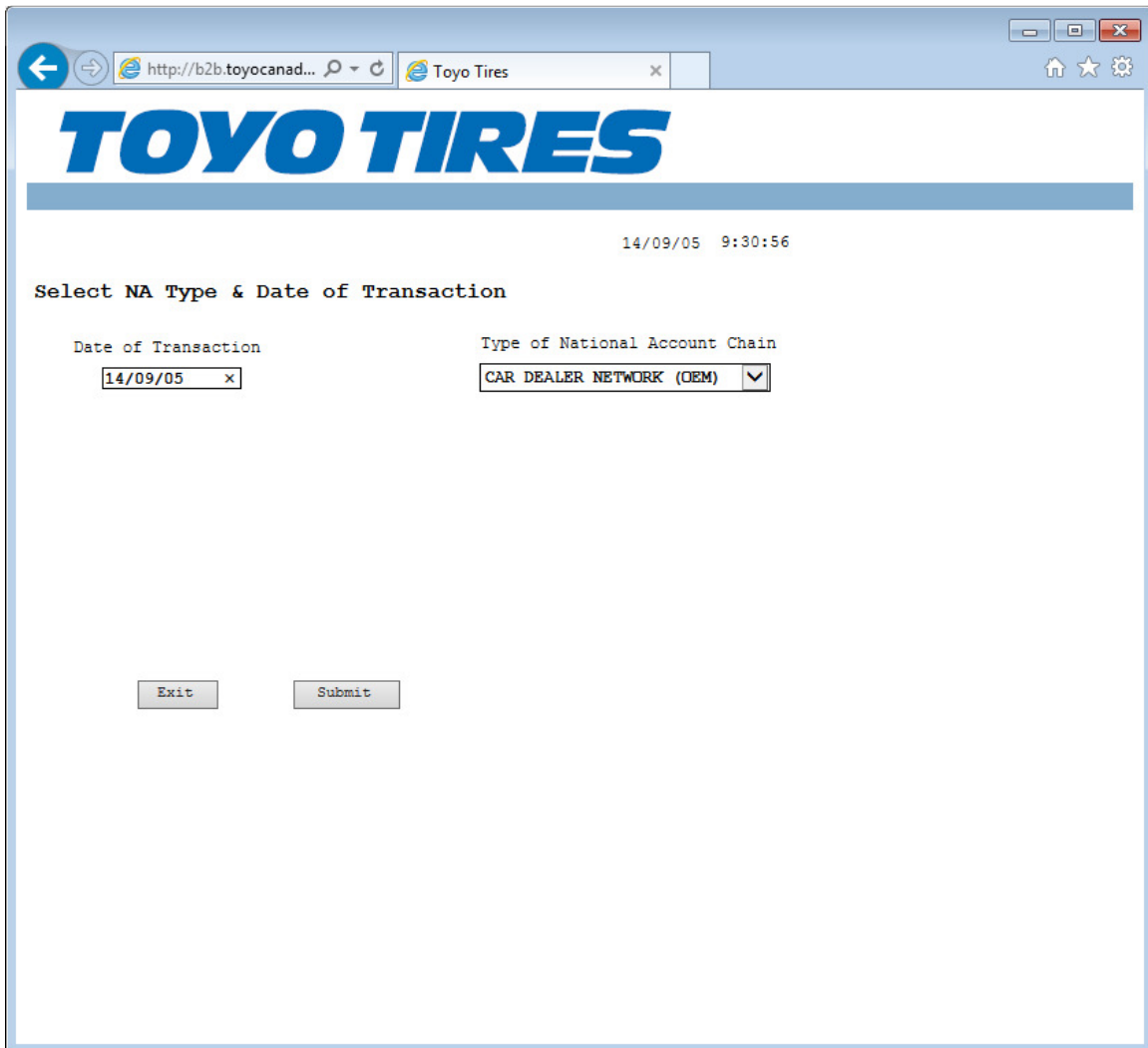
The pencil icon, when clicked on, will allow you to continue editing the National Account document (if it is still OPEN) or display the document if it is in any other status.

The page icon, when clicked on, will allow you to obtain additional copies of the National Account Delivery Form (NADF) Confirmation. This is only permitted for NA documents that have been completed (status = "INV").

National Account – Process Flow:

I am showing the national account process for Fleet Lease as this demonstrates almost every feature of the national account process. Other National Account types will differ in both the screens shown for the process flow as well as the features and function allowed during entry.

From the “Review National Accounts Processed” screen click the “New” button. You will then see this screen:



The screenshot shows a web browser window with the Toyo Tires logo at the top. The page title is "Select NA Type & Date of Transaction". The browser address bar shows "http://b2b.toyocanad...". The page content includes a date field set to "14/09/05" and a dropdown menu for "Type of National Account Chain" set to "CAR DEALER NETWORK (OEM)". There are "Exit" and "Submit" buttons at the bottom.

14/09/05 9:30:56

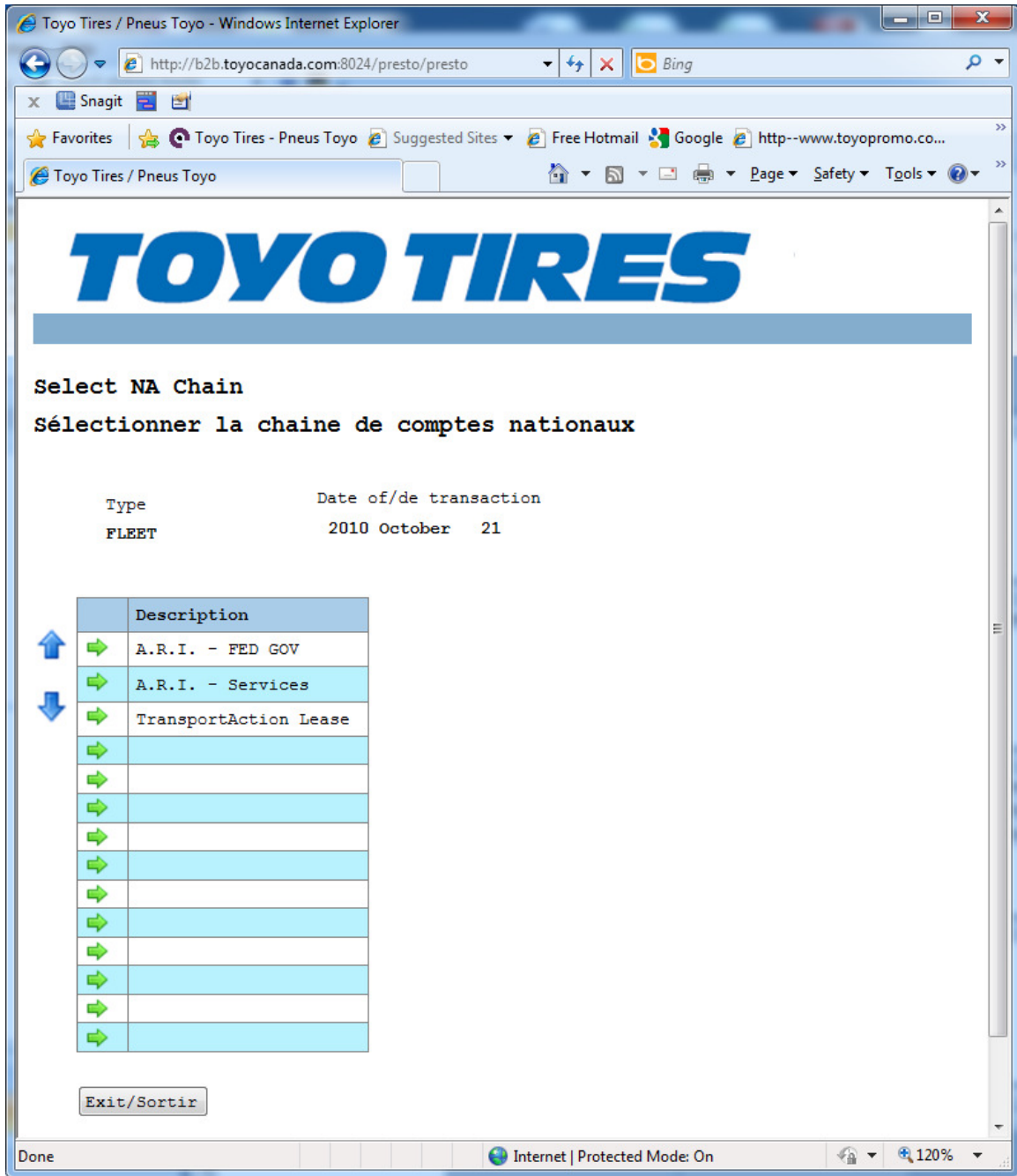
Select NA Type & Date of Transaction

Date of Transaction: 14/09/05

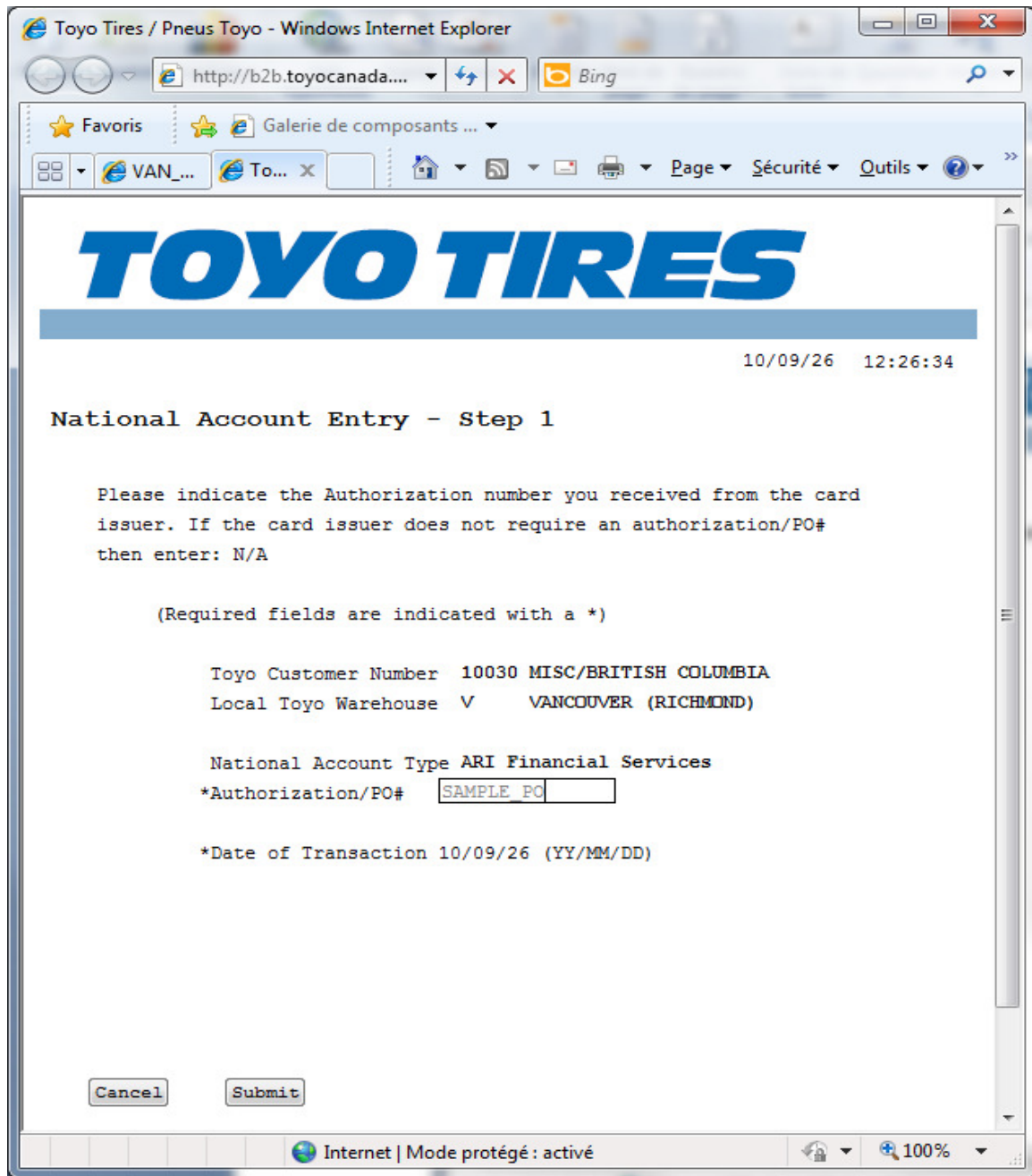
Type of National Account Chain: CAR DEALER NETWORK (OEM)

Exit Submit

Select your NA Chain type and the date on which the sales occurred and then click the submit button. The next screen you see will look like this:



Select the chain you are doing business with by clicking the green arrow to the left of the name. The next screen you see will look like this:



After completing the Authorization/PO# field and click the submit button. This will take you to step 2 which looks like this:

Toyo Tires / Pneus Toyo - Windows Internet Explorer
 http://b2b.toyocanada...
 Bing

Favoris
 Galerie de composants ...

VAN... To... X

TOYO TIRES

10/09/26 12:28:10

National Account Entry - Step 2

Welcome to the online national account submission service. Your claim will be assigned the following claim form code. This code will be shown on your monthly statement as well as your credit note.

Claim Form Code NA-73819 Type ARI Financial Services
 Authorization/PO# SAMPLE_PO
 Toyo Warehouse V VANCOUVER (RICHMOND)
 Date of Transaction 10/09/26 (YY MM DD)
 Reference/Notes .

Please complete the purchasing location (branch) information below
 (Required fields are indicated with a *)

*Card Holder's Company Name
 Company Address:
 City:
 *Province . British Columbia
 Postal:
 Phone: - -

Internet | Mode protégé : activé 100%

After completing this screen click the submit button. This will take you to step 3, so you can record the driver and vehicle information, which looks like this:

Internet Explorer window: Toyo Tires / Pneus Toyo - Windows Internet Explorer
Address bar: http://b2b.toyocanada...
Page title: TOYO TIRES
Date/Time: 10/09/26 12:31:30

National Account Entry - Step 3

Claim Form NA-73819 Type ARI Financial Services Auth/PO# SAMPLE_PO

(Required fields are indicated with a *)

*Lease Card Number .	<input type="text" value="1234 5678 0912 345"/>
*Lease Card Unit No .	<input type="text" value="99999"/>
Tire Position:	<input type="text" value="ALL"/>
*License Number:	<input type="text" value="XX 1234"/>
*License Province:	<input type="text" value="BC"/> British Columbia
*Odometer (KM):	<input type="text" value="99999"/>

*Please enter Vehicle Make, Year and Model:
*-->

*VIN Remaining Depth /32

Please Enter Driver's Name
*Drivers Name

Buttons: Previous, Cancel, Submit

Footer: Internet | Mode protégé : activé 100%

Once you have completed this information click the submit button. This will take you to step 4 which looks like this:

14/09/05 9:39:50

Work NA Form - Step 4

Order 774619 Type NA Claim Form NA285418 Hyundai
 Ship-To MISC/BRITISH COLUMBIA (10030) Date of Trans 14/09/05
 Sold-To MISC/BRITISH COLUMBIA (10030) Status OPEN

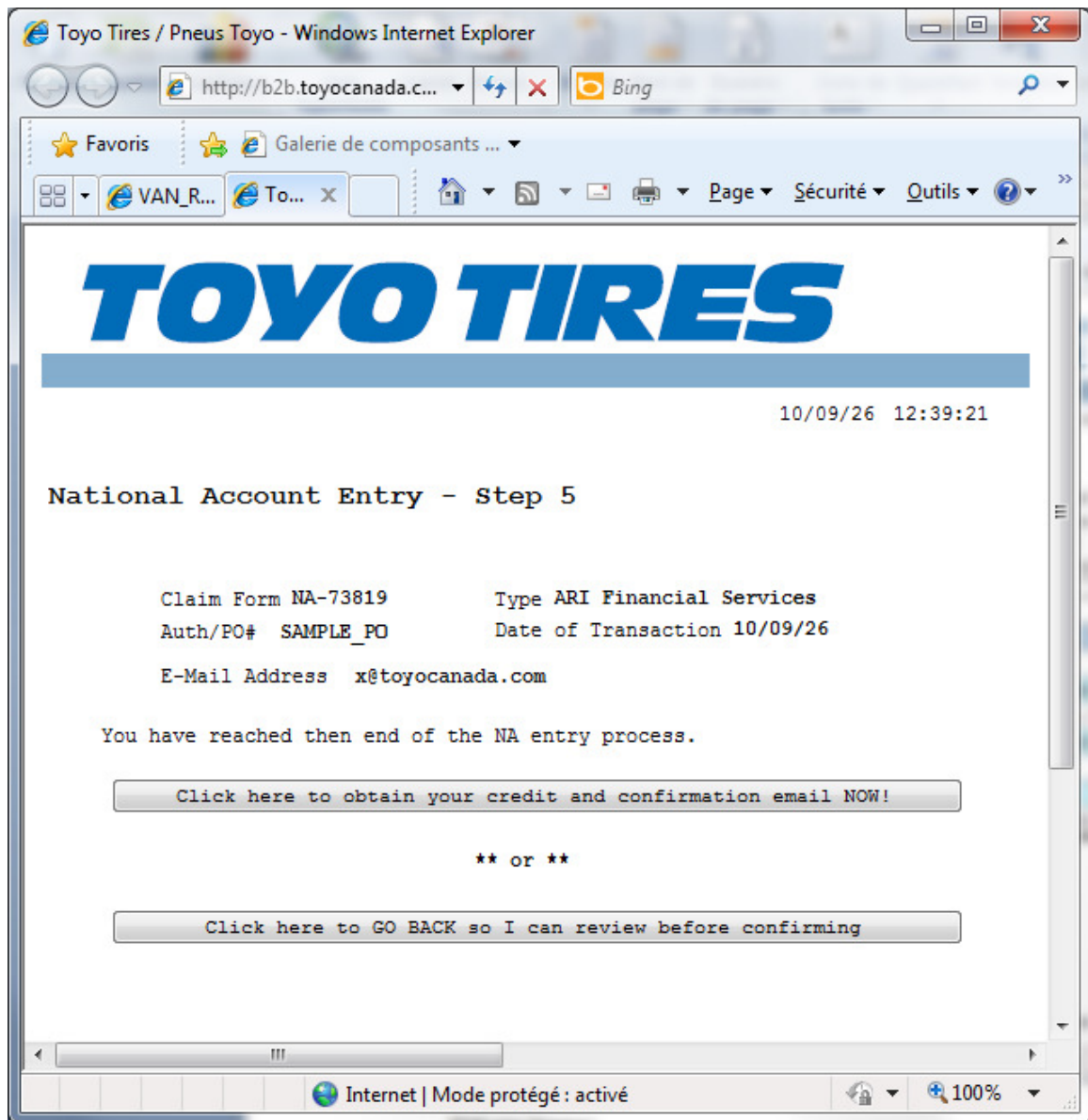
Net Qty Item Code Unit \$
 Add -->

	Quantity	Item Number	Item Description	Unit Prc
↑	<input type="text" value="4"/>	360130	LT265/70R17 121P 10PR OPMT.TL	
↓	<input type="text" value="4"/>	137100	215/70R14 98Q OBG02+ TL	
×				
×				
×				
×				
×				
×				
×				
×				
×				
×				
×				
×				

Did you know?

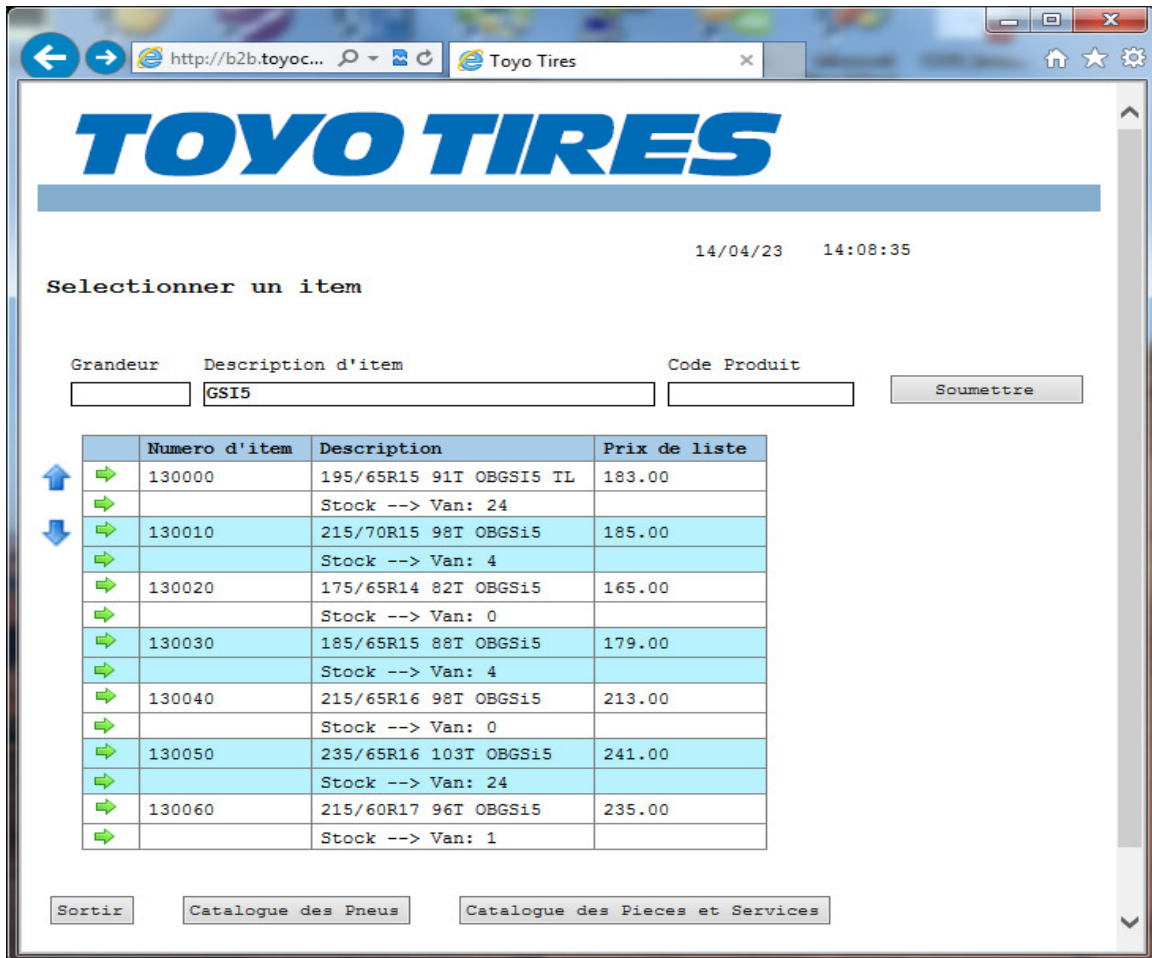
- 1) If the item code starts with is “NA MISC” or “LABOUR” then you will be prompted for notes, which the FLEET requires or they will withhold payment.
- 2) When using the item search do not forget to switch to the Parts and Services catalogue by clicking the button with that title at the bottom of the item search screen.
- 3) When adding items, removing items or adjusting quantity and/or price make sure to click the Submit button to apply your changes.

The above screen shot shows a typical FLEET NA document. When finished entering your NA click the “Continue (Step 5)” button to move to the final step. The next screen looks like this:



Select Item:

This function is accessed from Stock Inquiry, Order request entry and National Accounts. There are buttons to switch between "Tires" and "Products and services". Also, there are filters to help you quickly find the item(s) of interest. When using the filters you will need to vary the amount of detail you supply in order to get a few entries that are the matches you are looking for. The item search screen looks like this:



14/04/23 14:08:35

Selectionner un item

Grandeur Description d'item Code Produit

GSI5

	Numero d'item	Description	Prix de liste
↑	130000	195/65R15 91T OBGSI5 TL	183.00
		Stock --> Van: 24	
↓	130010	215/70R15 98T OBGSI5	185.00
		Stock --> Van: 4	
	130020	175/65R14 82T OBGSI5	165.00
		Stock --> Van: 0	
	130030	185/65R15 88T OBGSI5	179.00
		Stock --> Van: 4	
	130040	215/65R16 98T OBGSI5	213.00
		Stock --> Van: 0	
	130050	235/65R16 103T OBGSI5	241.00
		Stock --> Van: 24	
	130060	215/60R17 96T OBGSI5	235.00
		Stock --> Van: 1	

Click the green arrow, to the left of the item code, to select the item. This will return you to the screen from which you arrived here and the item code selected will then appear on that screen. This function means you can lookup item code(s) as necessary and never need to remember them or be forced to look them up from another source, such as a price list.

If using the filters at the top of the screen make sure you click submit after you have type your choices into each field otherwise the screen will not update.

The blue arrows serve to scroll Up and Down the list when there is more than one full screen of data available. You can also use the Page Up and Page Down keys for this same purpose.

Updates & Technical Support:

Updates for this document will be available, via hyperlink, on the login page.

For Technical support you have the following choices:

- Contact your Toyo sales rep for training
- Contact your head office administrator
- To report technical problems please contact Toyo IT department