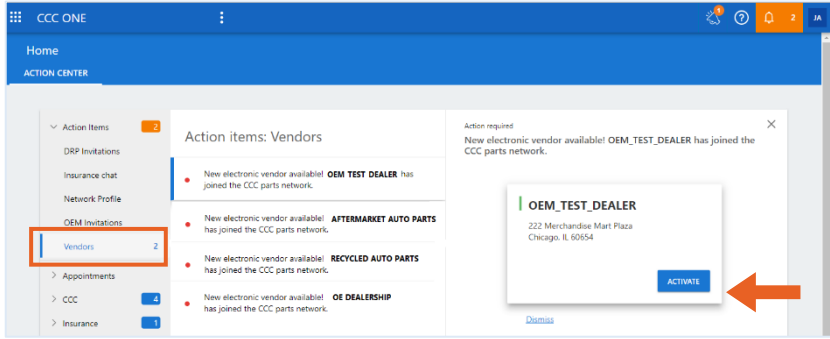# CCC ONE® – Vendor Configuration

Introduction   This job aid reviews how Repair Facilities (RF) can configure vendors in CCC ONE desktop or cccone.com.
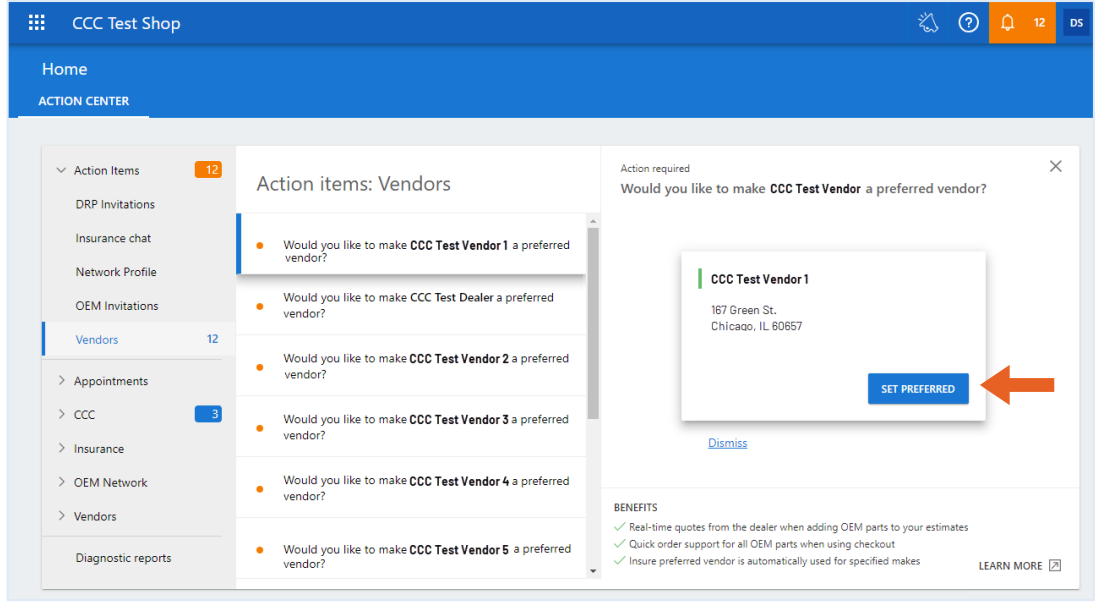It provides information on how to:
- Activate new electronic vendors based on vendor requests.
- Locate and configure vendors in CCC ONE.
- Set vendors as preferred.

Activating New Electronic Vendors   Vendors can send a request to a RF that they be added to RFs vendor list.
RFs can use Action center in CCC ONE or cccone.com to view these vendor requests.
This section covers how to activate these vendors as new electronic vendors in CCC ONE.

Step	Action
1	Access the Action Center. You can access it two ways: In **CCC ONE** desktop, select the banner from top right. In **cccone.com**, select the Bell icon.
2	Highlight **Vendors** to choose the vendor from the list and then select **Activate**. 📝 You can also select **Dismiss** to decline vendor activation and clear from Action Items.

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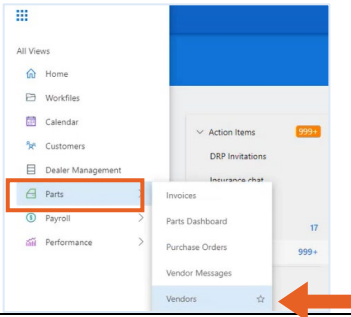
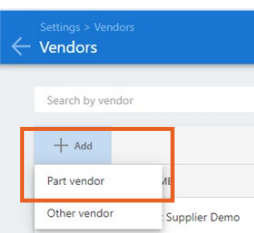# CCC® ONE – Vendor Configuration, Continued

Step	Action
3	The Vendor Activated confirmation window will briefly appear prior to transitioning to the next Action Item.
4	Select **Set Preferred** to activate this vendor as preferred.
5	**Preferred Vendor** confirmation window will briefly appear.

CCC® ONE – Vendor Configuration, Continued

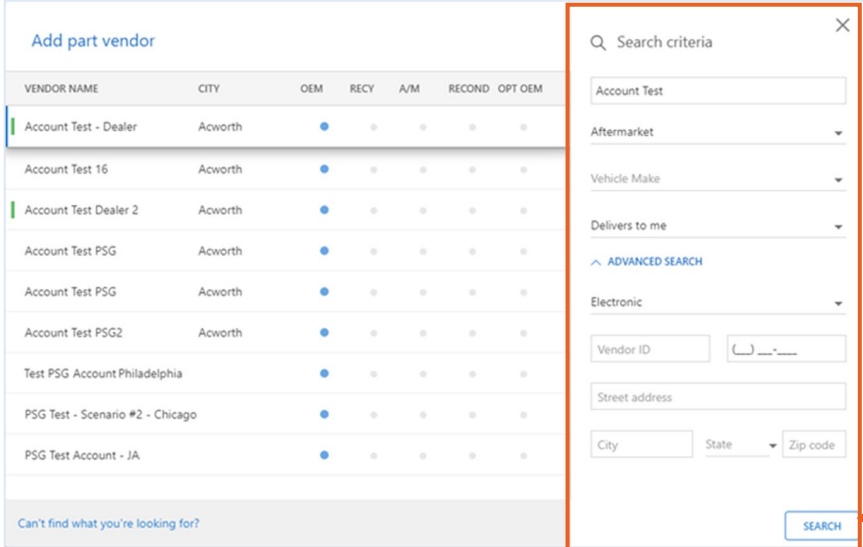**Searching & Configuring Vendors**

This section reviews how you can locate and configure a vendor to add to your vendor list.

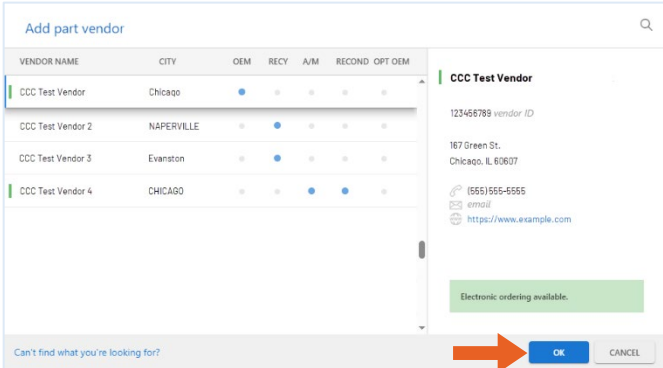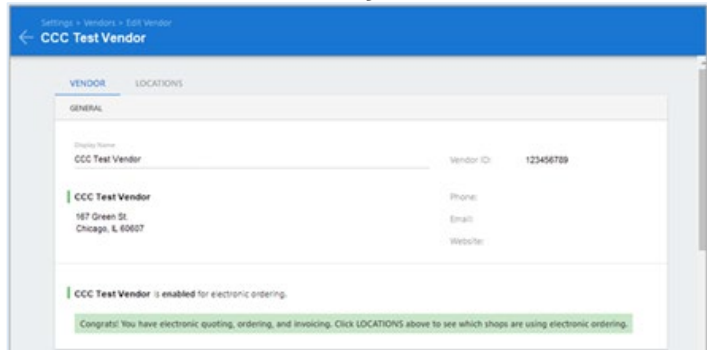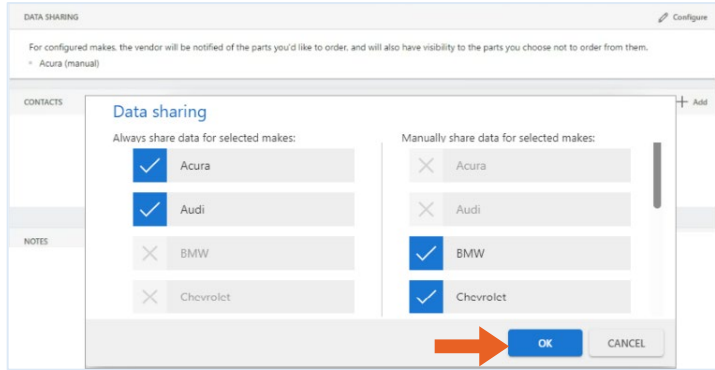| Step	Action
1	In cccone.com, expand the menu icon to select **Parts > Vendors**. **Note:** To access Vendors from CCC ONE desktop, select **Vendors** from menu. You will be routed to cccone.com.
2	Select the **+Add** button > **Part Vendor**.

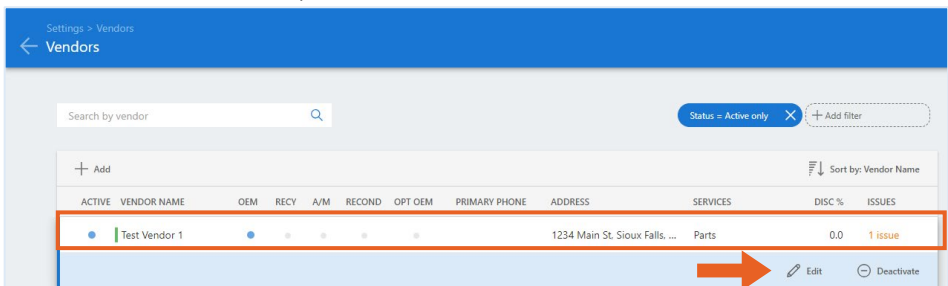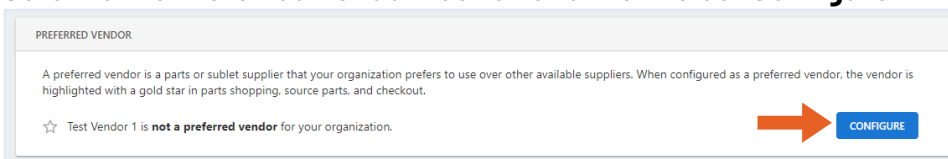| Step	Action
3	In the **Add part vendor** window, use a search criterion as listed below and select **Search**.
	Vendor Name — Enter a vendor's name.
	Part Type — Select the types of Parts a vendor provides.
	Vehicle Make — Select the types of Makes a vendor provides parts for.
	Delivers to Me: — Select to include vendors that **Delivers to me** or **All vendors nationally**. **Note:** It is recommended to search by Delivers to me.
	Advanced Search — Allow you to specify your search results by: • **Ordering:** Select an option for the Ordering method Electronic or Manual. • **Vendor ID:** Enter the Vendor ID. • **Vendor Phone:** Enter the Vendors phone number.
	Street Address /City/State/Zip — Enter the Vendors address details.

Step	Action
4	The vendors based on your search criteria display. Choose the vendor from the list and select **OK**. The vendor will be added to the vendor list.
5	Select the vendor to configure details for this vendor. In the **Data Sharing** section, select **Configure** to select the make(s) to always share data.
6	Select **Save** to save all configurations.
	Note: Repeat steps 2-6 to add additional vendors to your vendor list.

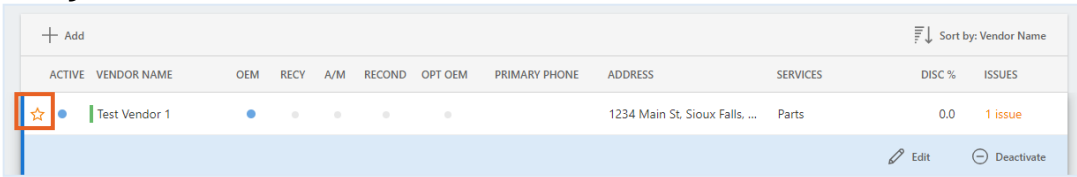**Setting Vendors as Preferred**

This section reviews how you can set a vendor from the list as a preferred vendor.

Step	Action
1	From the Vendors list, choose the **Vendor** and select **Edit**. **Note:** You also have the option to **Deactivate** the Vendor from here.
2	Scroll to the Preferred Vendor section and then select **Configure**.
3	Move the slider to **Enabled**. **Part Account** and **Vehicle Makes** sections appear.
4	Select the desired options in the **Part Account** and **Vehicle Makes** section. **Note**: you will need to select at least one part type and one vehicle type.
5	Select **Save** to apply your changes.

Setting Vendors as Preferred, Continued

Step	Action
6	The vendor will now show as **Preferred** in your list of vendors indicated by an orange star. Vendors in the list may indicate the following status: **Green Bar:** Electronic Vendor that is **enabled** for electronic purchase orders. **Yellow Bar:** Electronic Vendor that is **not enabled** for electronic purchase orders. **No Bar:** Manual Vendor
	Note: If you have multiple shop location, you can also set the vendor as preferred for the specified location as shown.