

How to enter an inquiry in CONCEPS

Enter all of your RPO information and options. Put a Y after additional trailers:

```
CNGP825                Vehicle Order                08/11/09 15:14:02
==>                    Dealer: F81444
Model Yr: 10           Body: W2B   Beg Ord: 1113   No Units: 001   End Ord: _____
Ord Type: 0   Series/PEP: 608A   Engine: 99 R   Trans: 44 B   Whlbase: 156
Priority: _____   Paint: DX   Trim: 8C   Accent: _____   Roof: _____
Add: 425  x3j  tav  213  96u  17c  17x  41h  62r  67a  642  592  76s  66s  56m
      b4a  _____  _____  _____  _____  _____  _____  _____  _____  _____  _____
Del: _____
Init: _____   Cust/Flt Name: Customer TRK_____   Ord FIN: VX510   User FIN: VX510
PO Number: _____   Ship-to Code: _____   Additional Trailers (Y/N): y
```

Click Enter

Put an X in front of VSO equipment....

```
CNGP535                TRAILER MAIN MENU                08/11/09 15:18:13
==>                    Dealer: F81444
Model Year: 10           Body/Series: W2B   Order No. 1113
```

SEL Other Trailers: (Type X next to desired Selections)

- VSO Equipment & VSO Inquiries(Equipment and/or Special Paint)
- VSO Paint
- Price Concession Trl(US Only-Must Have Q or K Fin)
- Narrative Ship-to Trailer
- Note Trailer
- Remark Trailer
- Narrative Ship-thru Trailer
- Company Trailer
- CVMS/Show Car Trailer

Click Enter

Put an N after Action Code, and an X in front of Inquiry

```
CNGP550                VSO EQUIPMENT TRAILER INFORMATION    08/11/09 15:19:22
==>                    Dealer: F81444
Model Year: 10   Body/Series: W2B   Ord No: 1113
                                   No Units: 001   Spec. Ord No:
                                   (Not for Dealer use)
```

Enter Action Code: **n** (N=New A=Alter C=Cancel)

VSO Additions: _____

VSO Deletions: _____

Additional Requirements? Place an X by selection(s).

- Pilot Model Inspection Requested
- Production Request
- Inquiry (New Option or New Special Paint Development)
(This is not a buildable order. Info: 'INQ' will be added above.)

Do You Wish To View The VSO Paint Trailer Screen? _
F1=Help F2=Return F3=Veh Ord Menu
Press RETURN-Continue
U187 - ENTER THE TRAILER INFORMATION. PRESS RETURN TO EDIT. FDSO020

Click Enter

Fill in units expected, your contact information,

CNGP695 VSO Inquiry Note Information 08/11/09 15:21:11
==> Dealer: F81444
Model Year: 10 Body/Series: W2B Order No: 1113

Number of Units Expected: 5 (Special Paint Requires Minimum of 25 units)

Dealer Contact: Joe Dealer Phone: (123) 4567890

Email: youremail@forddealer.com Fax : (123) 4567899

SPECIAL : NEW PAINT COLOR Y/N: _____

PAINT PAINT CODE: _____

NEW TWOTONE CONFIGURATION Y/N: N _____

CONFIGURATION: _____

EQUIPMENT : Requesting special equipment XXXXXX XXXXXX _____

DESCRIPTION _____

RETURN=Edit/Continue Processing F1=Help F2=Return/No Selection

F3 or F12=Main Menu F7=Prev F8=Next

U187 - ENTER THE TRAILER INFORMATION. PRESS RETURN TO EDIT. FDSO020

Click Enter

Put A after action

CNGP550 VSO EQUIPMENT TRAILER INFORMATION 08/11/09 15:26:09
==> Dealer: F81444

Model Year: 10 Body/Series: W2B Ord No: 1113
No Units: 001 Spec. Ord No: W015
(Not for Dealer use)

Enter Action Code: a (N=New A=Alter C=Cancel)

VSO Additions: INQ _____

VSO Deletions: _____

Additional Requirements? Place an X by selection(s).

- ___ Pilot Model Inspection Requested
 - ___ Production Request
 - ___ Inquiry (New Option or New Special Paint Development)
- (This is not a buildable order. Info: 'INQ' will be added above.)

Do You Wish To View The VSO Paint Trailer Screen? _

F1=Help F2=Return F3=Veh Ord Menu F4=Item Number Listing
Press RETURN-Continue

U184 - THE TRAILER ALREADY EXISTS. USE ACTION CODE "A" OR "C". FDSO020

Click Enter, which takes you back to the main screen

```
CNGP825                      Vehicle Order                      08/11/09 15:26:59
==>                               Dealer: F81444
Model Yr: 10      Body: W2B      Beg Ord: 1113      No Units: 001      End Ord: _____
Ord Type: 0      Series/PEP: 608A      Engine: 99 R      Trans: 44 B      Whlbase: 156
Priority: _____      Paint: DX      Trim: 8C      Accent: _____      Roof: _____
Add: 425 X3J TAV 213 96U 17C 17X 41H 62R 67A 642 592 76S 66S 56M
      B4A      _____      _____      _____      _____      _____      _____
Del: _____      _____      _____      _____      _____      _____      _____
Init: _____      Cust/Flt Name: Customer TRK_____      Ord FIN: VX510      User FIN: VX510
PO Number: _____      Ship-to Code: _____      Additional Trailers (Y/N): _
```

RETURN=Edit/Price F1=Help F3/F12=Veh Ord Menu
F4=Submit/No Price F5=Add to Library F6=Clear
F9=Targeted Veh F11=Sng Alter/Cancel F13=Mult Alter/Cancel F15=Library
S033 - EDITING HAS BEEN COMPLETED. FDSO020

Push F4 to submit inquiry

```
CNGP825                      Vehicle Order                      08/11/09 15:32:47
==>                               Dealer: F81444
Model Yr: 10      Body: W2B      Beg Ord: ?_____      No Units: 001      End Ord: _____
Ord Type: 0      Series/PEP: 608A      Engine: 99 R      Trans: 44 B      Whlbase: 156
Priority: _____      Paint: DX      Trim: 8C      Accent: _____      Roof: _____
Add: 425 X3J TAV 213 96U 17C 17X 41H 62R 67A 642 592 76S 66S 56M
      B4A      _____      _____      _____      _____      _____      _____
Del: _____      _____      _____      _____      _____      _____      _____
Init: _____      Cust/Flt Name: Customer TRK_____      Ord FIN: VX510      User FIN: VX510
PO Number: _____      Ship-to Code: _____      Additional Trailers (Y/N): _
```

RETURN=Edit/Price F1=Help F3/F12=Veh Ord Menu
F4=Submit/No Price F5=Add to Library F6=Clear
F9=Targeted Veh F11=Sng Alter/Cancel F13=Mult Alter/Cancel F15=Library
D423 - INQUIRY ORDER NO. 1113 HAS BEEN ADDED TO THE ORDER BANK. FDSO020

Inquiry has been submitted!