



eContracting Integration Guide

With ADP eContracting integration to RouteOne, your eContracting processing is faster and easier than ever, without the duplicate data entry.

Here's how it works:

Opening and Transmitting a Contract from w.e.b.Suite to RouteOne

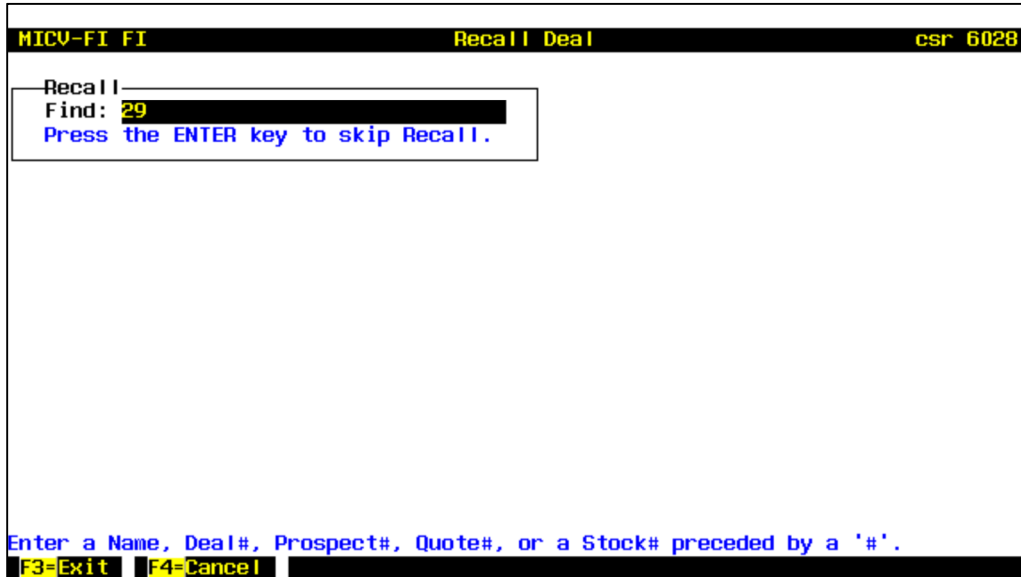
This section provides the information you need to open and transmit a contract from w.e.b.Suite to RouteOne.

To open and transmit a contract:

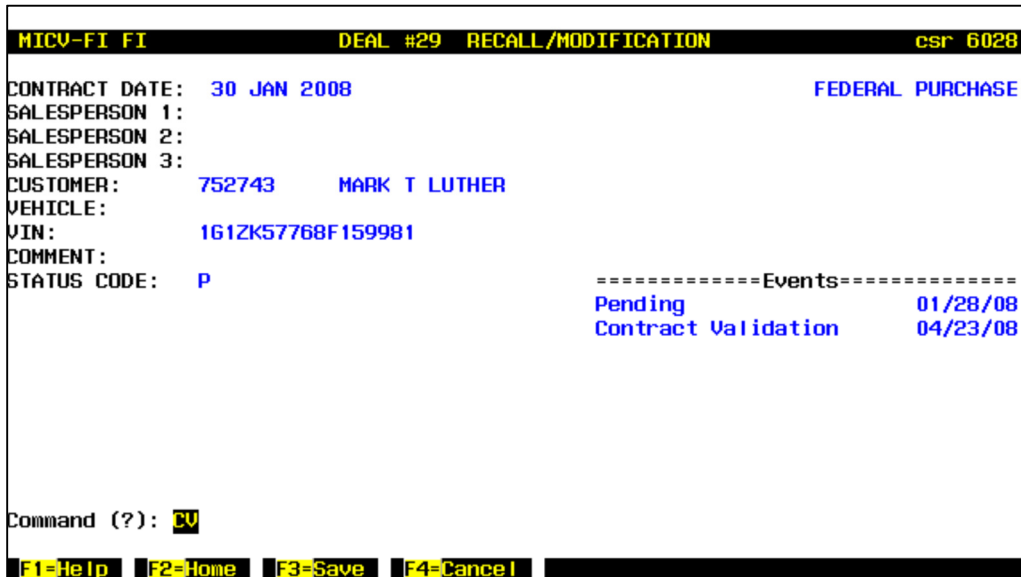
1. From the F&I Deal screen, log in to an F&I account.
2. Enter **FI** in the Function Code field and then press ENTER as shown in the following graphic.

```
Function Defaults uTil eXit
MICV-FI User Security Menu csr 6028
Mail
Account: MICV-FI
Function Code: FI
Enter a function code or a function group code; or press <F1> for selections.
F1=Help F3=Save/Exit F9=Search
```

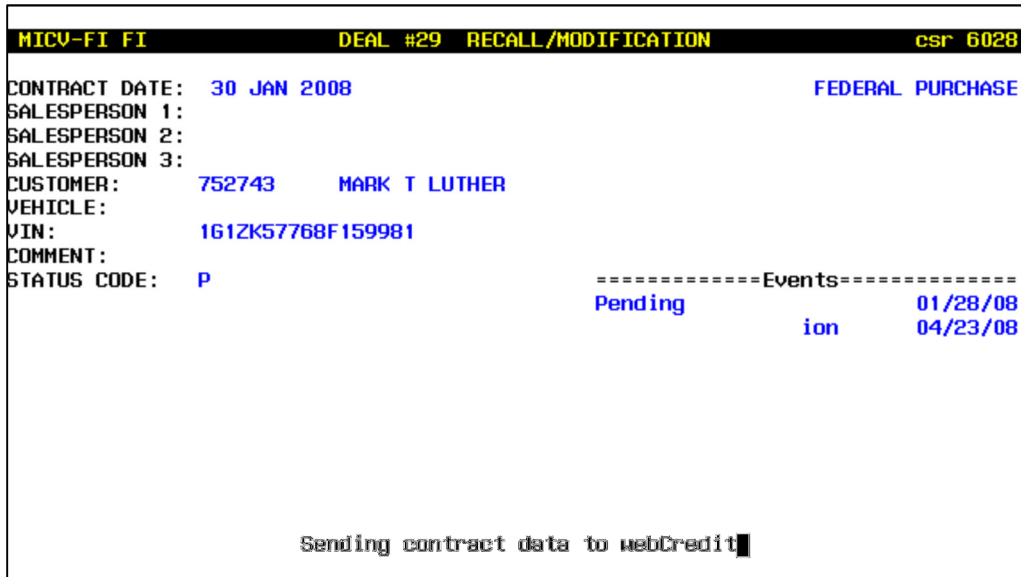
3. Recall any Deal Number by typing **R** at the Command prompt and then pressing ENTER.
4. Type a deal number in the Find field and then press ENTER as shown in the following graphic.



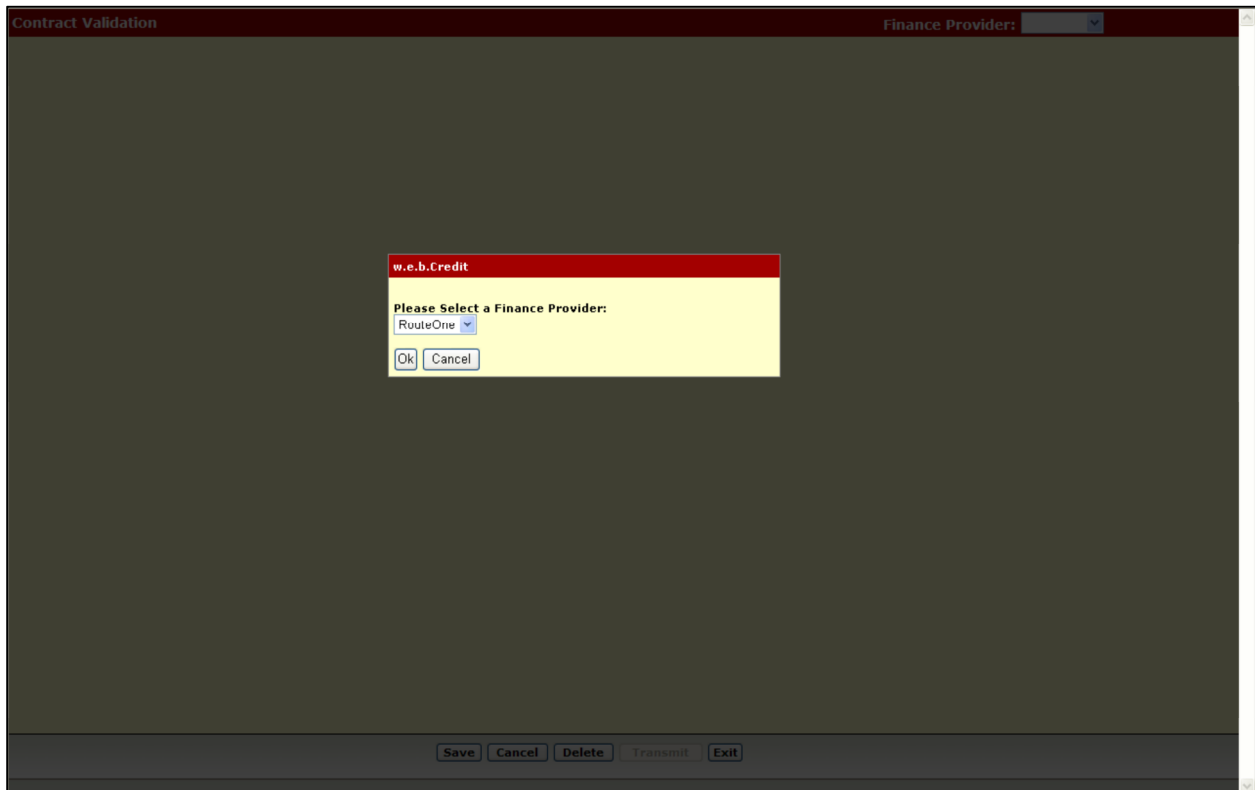
5. Type CV at the Command prompt and then press ENTER as shown in the following graphic.



6. If you are sending the contract for the first time, the contract transmits directly.
7. While you are waiting for the contract to complete sending to w.e.b.Credit, you see the dialog shown in the following graphic.



8. When w.e.b.Credit receives the contract, the Finance Provider Selection dialog opens as shown in the following graphic



9. Select **RouteOne** from the Finance Provider and click **OK**. If applicable, w.e.b.Credit opens a dialog containing Required fields that do not contain values from the Deal, as well as Optional Fees fields that may be needed to complete this contract. You can see an example of Optional and Required fields in the following graphic. Optional Fees fields do not always require values to process this contract.

w.e.b.Credit 2.5 - w.e.b.Suite

File Edit View Favorites My w.e.b.Suite Tabg Help

Finance and Insurance Manager Desk... w.e.b.Credit 2.5

Contract Validation Finance Provider: RouteOne

Status - MICV-FI

***Required Fields**

Applicant

*Is the garage address same as home address?: [dropdown]

Optional Fees

Disposition: [input]
Purchase Option: [input]
Termination: [input]

Maintenance

*Provider Name: [input] *Mileage Limit: [input]

MBI/Warranty

*Provider Name: [input]
*Mileage Limit: [input]

Applicant

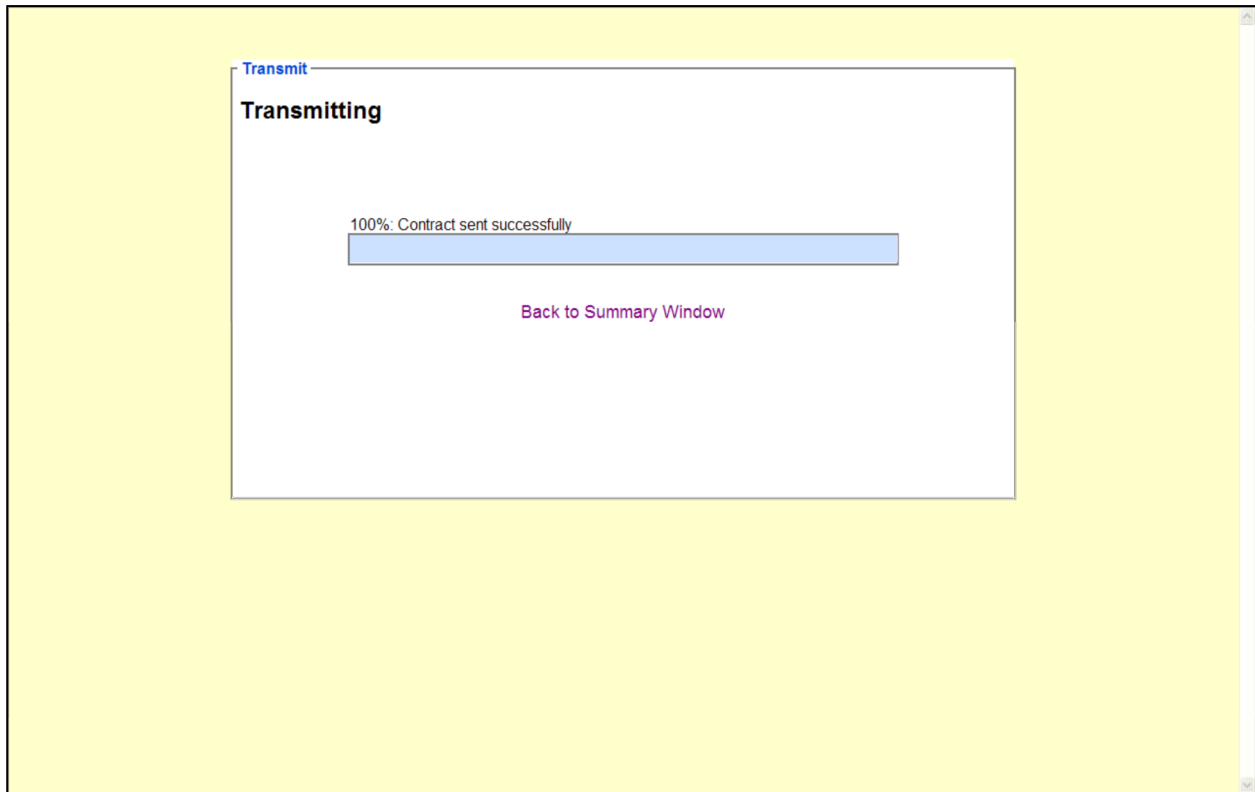
SSN: 654231584
DOB (mm/dd/yyyy): 01/07/1977
First Name: RICARDO
Last Name: POWELL
Address Line: 15TH AVE

Save Cancel Delete Transmit Exit

Local intranet

10. Enter the missing information and click **Save**. This activates the Transmit button.

11. Click **Transmit**. The Transmitting dialog opens as shown in the following graphic.



12. A confirmation message appears when the contract has been successfully sent to RouteOne.

13. Once transmission has completed, click **Back to Summary Window** to return to a summary of credit activity. The submitted contract appears at the top of the Credit Activity Summary screen.

Completing the Contract in RouteOne

1. Navigate to the RouteOne Contract Manager. Your uploaded contract shows status of **DSP Import**. Click on the contract status of **DSP Import**.

Contract Manager

SEARCH: Applicant Last/Business Name GO Clear Search

NOW SHOWING: 30 Days of All vehicles

Update Print Unlock Export Records Contract Held

Contracts without Credit App (314)					
STATUS DATE	DEAL ID	POINT OF ORIGIN	CUSTOMER NAME	CAS STATUS	
02/13/2012	00R1T003	R&R TEST DMS	ELLIS, JORDAN	W/C Credit	
02/13/2012	48		MARSH, JACK	DSP Import	
02/13/2012	180		MULLEN, JOE	DSP Import	

2. If more than one credit decision in RouteOne matches the contract imported from ADP, a selection screen prompts you to select the correct match, or you can select **Create New Credit Application**, which opens a new Credit Application.

3. After making your selection, click **Save & Continue**.

Select Credit Application Decision

Please select a credit application decision to associate to the contract data. The information below is from the credit application.

Finance Source	Credit App #	Applicant	SSN	DMS Deal Number	Last Activity Date	VIN
<input type="radio"/> TFSTst-eC FS	31949630	Stephen, David	603081037	116655	2008-09-04 15:06:12.0	1G1ZK57768F159981
<input checked="" type="radio"/> FMCTst-eC FS	31949630	Stephen, David	603081037	116655	2008-09-04 15:06:12.0	1G1ZK57768F159981
<input type="radio"/> Create New Credit Application						

Cancel Save & Continue

4. The RouteOne Contract Worksheet opens and populates with information uploaded from ADP. Enter any missing data required by the finance source.

*Sales Class: New

*VIN: 111111111111111111

*Year: 2012

*Make: Other

Other: Ford

*Model: Other

Other: F-150

*Style/Trim: Other

Other: 2WD Reg Cab 126" STX

*Collateral Type: Light Truck

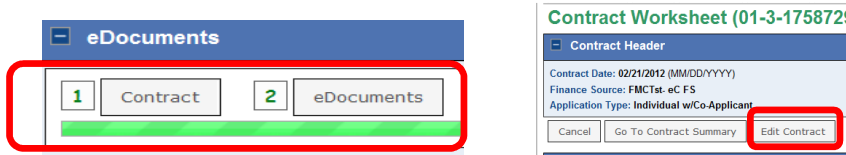
*Intended Use: Personal Family or Household

- If the selected finance source supports Data Validation, click **Validate**.
- If the selected finance source does not support Data Validation, or if you are not performing validation on this particular contract, click **Generate Contract** to complete the eContract.



To edit a Validated or Generated eContract (or eDocuments):

If a dealer wants to 'Edit' the Contract or an eDocument, they can simply click the button to be navigated to the applicable page. Then click the 'Edit' button.



- Make any required corrections, and proceed forward with Data Validation or Contract Generation as described in the previous section.
- To edit the contract in ADP, navigate back to ADP, make the necessary edits, and follow the steps above for uploading a contract to re-import the contract into RouteOne.

Note:

You cannot re-import a contract if the documentation (e.g. Review Copy, Completed Copy, etc.) has been generated in RouteOne. To re-import in this case, delete the PDF version of the eContract using either the 'Contract' button on the RouteOne Contract Package page, (clicking either of these buttons will delete the contract package, and return you to the Contract Worksheet, so that you may re-generate the contract package). [See screen shot above]

4. Complete the eContracting process

