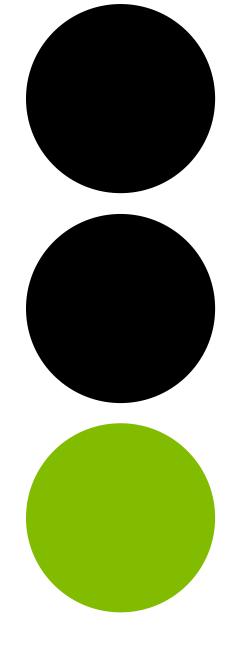
#### **CDK API's**

Using eStore for Vendor Authorization





## **Open the CDK Partner Hub**

Login to ConnectCDK	<ul> <li>Enter your existing ConnectCDK ID and password, then click "Sign In"</li> <li>If you have forgotten your password, then please use the 'Forgot your password?' link to reset it</li> <li>If you do not know your ConnectCDK ID username, then please use Service Connect to request assistance.</li> </ul>

#### ConnectCDK URL: connectcdk.com/a/partnerhub





### **Open eStore Order Management**

eStore Order Management

#### • Click the 'ESTORE ORDER MGMT' button in the menu on the left

DASHBOARD	Good afternoon,	
DD DOCPORTAL		
ES ESTORE ORDER MGMT	Manage My Invoice	5.25
MANAGE INVOICES	Enroll in and access any of our FREE billing services, Manage your Invoice, ePayments, Paperless billing or Smart Invoice. Learn more below or contact your account specialist for more details.	5:35 PM Monday, July 06,
	MANAGE MY INVOICE	2020

#### • CDK • Global...

#### **Order Status**

View Order Status

- Once logged in you will see a list of eStore orders for your dealerships.
- Order Statuses include Waiting for Dealer Review, Waiting for Vendor Review and Approved By Vendor.

Text :	Start :	Apr 2, 2019	End : Apr	17, 2019 📰		Search Q	AllOrders
Multi Column Sort Lo	eft to Right: Clear Sort Orde					Export	t Orders
ld CMF	Dealership Name	Vendor CMF	Order Status	Order Received Date	No of Days	Last Modified Date	Storefront
16252		71056680	Waiting for Vendor Review	4/17/19 11:03	0	4/17/19 11:05	3PA OMT Vendor Demo
18251		71056680	Waiting for Vendor Review	4/17/19 10:48	0	4/17/19 10:49	3PA OMT Vendor Demo
16245		76045088	Approved	4/12/19 10:05		4/15/19 03:08	
16244		76045088	Approved	4/11/19 11:44		4/11/19 11:53	
16243		71056680	Waiting for Vendor Review	4/10/19 11:49	7	4/10/19 11:51	3PA OMT Vendor Demo
16242		76045088	Waiting for Vendor Review	4/10/19 11:46	7	4/12/19 10:07	
16241		76045088	Waiting for Vendor Review	4/10/19 11:43	7	4/11/19 11:49	
16240	-	71056680	Waiting for Dealer Review	4/10/19 11:32	7	4/10/19 11:32	3PA OMT Vendor



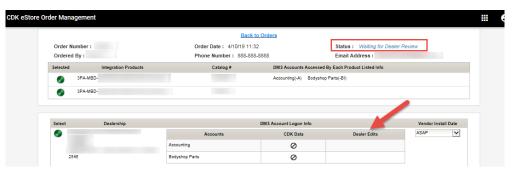
# **Order Status: Waiting for Dealer Review**

Waiting for Dealer Review

- This status indicates that the order is waiting for the dealer to approve the account access.
- The vendor may take control of this order if the account access has been updated in the Dealer Edits column for each location or may wait for the dealer to take action.

		Ba	ck to Orders		
Order Numb	er:	Order Date: 3/20/19	0:53	Status : Waiting for Deale	er Review
Ordered By		Phone Number: 888-	888-888	Email Address :	
Selected	Integration Products	Catalog #	DMS Accounts Acces	ed By Each Product Listed Info	
2	PA-MBD-		Accounting(-A) F&I(-I	I) Service(-S)	
Select	Dealership		DMS Account Logon Info		Vendor Install Date
Select	Dealership	Accounts	DMS Account Logon Info CDK Data	Dealer Edits	Vendor Install Date
-	Dealership	Accounts Accounting		Dealer Edits ACC-A	
-	Dealership		CDK Data		

Vendor may take control of this order.



#### Vendor cannot take control of this order.



## **Order Status: Waiting for Vendor Review**

Waiting for Vendor Review

**) CDK** D Global.

- This status indicates that the account access has been approved by the dealer and is now waiting for vendor approval.
- The dealer is no longer able to make any changes to this order.

		B	ack to Orders		
endo	or Instructions				
2. Dele 3. Pres	ete any integration products that sh te any dealerships that should not ss save to save any edits or change ss save and confirm when all edits	have been ordered by clicking the	e green check mark to red x		rogram )
Order	Number :	Order Date: 4/18/19	08:08	Status : Waiting for Ven	dor Review
Order	ed By :	Phone Number: 888	3-888-8888	Email Address :	
Selecter	d Integration Products	Catalog #	DMS Accounts Acces	sed By Each Product Listed Info	
0	3PA-MBD-VENDOR'S-DEMO-APPLICATI	ION 1 4444200	Accounting(-A) F&I(-	FI) Service(-S)	
Ø	3PA-MBD-VENDOR'S-DEMO-APPLICAT	ION 2 4444201	Accounting(-A)		
Select	Dealership		DMS Account Logon Info		Vendor Install Date
		Accounts	CDK Data	Dealer Edits	ASAP
<b>S</b>			0	ACC-A	
		Accounting	v		
	2548	Accounting F&I	0	AUD-FI	
	2546	-		AUD-FI AUDI-S	
	2548	F&I	0		ASAP
	2848	F&I Service	0	AUDI-S	ASAP
	2548	F&I Service Accounts	O O CDK Data	AUDI-S Dealer Edits	ASAP

# **Vendor Edits**

Vendor Edits	<ul> <li>The vendor may remove a specific catalog(s) and dealership locations by clicking the green checkmark in the "Select" column.</li> <li>The green checkmark will change to a red X, indicating that this catalog or dealer location will not be included in the order.</li> <li>You may also decline the entire order or update the install date to a future date.</li> </ul>

1. Delet 2. Delet 3. Press	e any dealerships that should no s save to save any edits or chang	hould not have been ordered by cl t have been ordered by clicking th	e green check mark to red x		ogram )	
	Number :	Order Date: 4/18/19 Phone Number: 88	08:08	Status : Waiting for Vend		
Selected	Integration Products	Catalog #	DMS Accounts Access	ed By Each Product Listed Info		
	3PA-MBD-VENDOR'S-DEMO-APPLICA	TION 1 4444200	Accounting(-A) F&I(-F	I) Service(-S)		
	3PA-MBD-VENDOR'S-DEMO-APPLICA	TION 2 4444201	Accounting(-A)			
Select	Dealership	Accounts Accounting	DMS Account Logon Info CDK Data	Dealer Edits ACC-A AUD-Fi	Vendor Install DELAY Select Install D Apr 22, 2019	
		Service	0	AUDI-S		
8		Accounts	CDK Data	Dealer Edits	ASAP	$\checkmark$
Notes :						



# **Vendor Edits**

Vendor Edits – Duplicate Orders

- It is possible for a Dealer to order a Product multiple times. In these cases a warning message will display and potential duplicate orders will be identified in red text below the dealer location.
- Please note that there are valid cases where a dealer is using the same CMF number to represent two different DMS accounts (for example, two F&I accounts)

eStore Order Management				
Vendor Instructions				
<ul> <li>Delete any dealerships that should not have been should not</li></ul>	t have been ordered by clicking the green check r een ordered by clicking the green check mark to r			
Press save to save any edits or changes     Press save and confirm when all edits are do	e and order is ready to be submitted (Email to de	aler, vendor CDK Global Partner Program )		
	le and order is ready to be submitted (Email to de	alei, venuur obk Giubai Pannei Program )		
WARNING - POTENTIAL DUPLICATE				1
the dealer location(s) highlighted below with a been received for a location. You can view a location. • Please note that there are valid cases where	warning indicator. The warning indicator identifies dditional information about the prior order(s) for a dealer is using the same CMF number to represe	by been ordered for a particular dealer location (CMI sthe catalog number(s) for which potential duplicate or a dealer location by clicking on the warning as ent two different DMS accounts (for example, two F	orders have already ssociated with that & I accounts or two	
is intended for a connection to a different DMS connection. If you determine that a potential duplicate is a duplicate is not a duplicate, then you can leav	account or set of accounts than those in your pri duplicate for a dealer location, then you may remu e it on the order (no action is necessary). Once you	please review your records and confer with the deal or order. Approval of this potential duplicate order w ove that dealer location from the order. If you detern ou have completely reviewed all potential duplicates	ill result in billing for the nine that a potential	
appropriately, you can "Save and Confirm" the	e order.			
Order Number :	Order Date : 4/17/20 01:58	Status · Waiting for Vendor Revi	ew.	
Order Number : Ordered By :	Order Date: 4/17/20 01:58 Phone Number: 111-111-1111	Status : Waiting for Vendor Revi Email Address :	iew	
Ordered By :	Phone Number : 111-111-1111	Email Address :	ew	
Ordered By : Selected Integration Products	Phone Number: 111-111-1111 Catalog # DMS Ar	-	iew .	
Ordered By :	Phone Number : 111-111-1111	Email Address :	ew .	
Ordered By : Selected Integration Products	Phone Number: 111-111-1111 Catalog # DMS Ar	Email Address :	ew	
Ordered By : Selected Integration Products 3PA-MBD-VENDOR'S-DEMO-APPLICATION 1	Phone Number: 111-111-1111 Catalog # DMS Ar	Email Address :	ew endor Install Date	
Ordered By : Selected Integration Products 3PA-MBD-VENDOR'S-DEMO-APPLICATION 1 Select D Install Info for C	Phone Number : 111-111-1111 Catalog # DMS Ar 4660308	Email Address :		
Ordered By : Selected Integration Products 3PA-MBD-VENDOR'S-DEMO-APPLICATION 1 Select D Install Info for C This order for 488030	Phone Number : 111-111-1111 Catalog # DMS Ar 4680308 atalog # 4680308	Email Address :	endor install Date	
Ordered By : Selected Integration Products 3PA-MED-VENDOR'S-DEMO-APPLICATION 1 Select D Install Info for C This order for 488030 potential duplicate on	Phone Number :         111-111-1111           Catalog #         DMS Ar           4660308         atalog # 4680308           atalog # 4680308         CARFAX for CMF Number 06600089 -	Email Address :	endor install Date	
Selected       Integration Products         3PA-MBD-VENDOR'S-DEMO-APPLICATION 1         Select       0         Select       0         A Catalog # 4680       This order for 4880300 potential duplicate on	Phone Number :         111-111-1111           Catalog #         DMS Ar           4660308         atalog # 4680308           atalog # 4680308         CARFAX for CMF Number 06600089 -	Email Address :	endor install Date	
Ordered By : Selected Integration Products 3PA-MBD-VENDOR'S-DEMO-APPLICATION 1 Select p Install Info for C This order for 488030 potential duplicate on	Phone Number :         111-111-1111           Catalog #         DMS Ar           4660308         atalog # 4680308           atalog # 4680308         CARFAX for CMF Number 06600089 -	Email Address :	endor install Date	
Selected       Integration Products         3PA-MBD-VENDOR'S-DEMO-APPLICATION 1         Select       0         Select       0         A Catalog # 4680       This order for 488030000000000000000000000000000000000	Phone Number :         111-111-1111           Catalog #         DMS Ar           4660308         atalog # 4680308           atalog # 4680308         CARFAX for CMF Number 06600089 -	Email Address :	endor install Date	
Selected       Integration Products         3PA-MBD-VENDOR'S-DEMO-APPLICATION 1         Select       0         Select       0         A Catalog # 4680       This order for 488030000000000000000000000000000000000	Phone Number :         111-111-1111           Catalog #         DMS Ar           4660308         atalog # 4680308           atalog # 4680308         Second Participation           8 – 3PA-MDA-CARFAX for CMF Number 06600089 -	Email Address :	endor install Date	& Footer P



## **Vendor Edits**

Vendor Edits – Duplicate Orders	<ul> <li>Clicking the red text below the dealer location will open a dialogue box that provides information about the previous order.</li> <li>The vendor can use the Vendor Edit options to remove any catalogs or dealership locations that they determine to be duplicate orders</li> <li>Approval of any potential duplicate orders will result in billing for</li> </ul>
	the connection

Manuel a se los a f	han a shi a sa a			
<ul> <li>Delete any de</li> <li>Press save to</li> </ul>	tegration products that should not ealerships that should not have be a save any edits or changes	have been ordered by clicking the green ch en ordered by clicking the green check mar e and order is ready to be submitted (Email I		
<b>▲</b> WARNIN	G - POTENTIAL DUPLICATE			
the dealer loc been received location. Please note ti Service accor is intended for connection. If you determi duplicate is n	ation(s) highlighted below with a v d for a location. You can view add hat there are valid cases where a unts), in which case the order may r a connection to a different DMS ine that a potential duplicate is a c	warning indicator. The warning indicator iden ditional information about the prior order dealer is using the same CMF number to re y not be a duplicate. Before approving this o account or set of accounts than those in you duplicate for a dealer location, then you may it on the order (no action is necessary). On	Irready been ordered for a particular dealer location (C triffies the catalog number(s) for which potential duplic (s) for a dealer location by clicking on the warning present two different DMS accounts (for example, hw rder, please review your records and confer with the c ur prior order. Approval of this potential duplicate orde remove that dealer location from the order. If you det ce you have completely reviewed all potential duplicat	cate orders have already g associated with that o F & I accounts or two dealer to verify that the order r will result in billing for the termine that a potential
Order Number :				
		Order Date : 4/17/20 01:56	Status : Waiting for Vendor F	Review
Ordered By :		Order Date : 4/17/20 01:58 Phone Number : 111-111-1111	Status : Waiting for Vendor F Email Address :	Review
Ordered By : Selected	Integration Products	Phone Number : 111-111-1111 Catalog # D	-	Review
Selected	Integration Products IBD-VENDOR'S-DEMO-APPLICATION 1	Phone Number : 111-111-1111	Email Address :	Review
Selected Select	IBD-VENDOR'S-DEMO-APPLICATION 1	Phone Number : 111-111-1111 Catalog # D	Email Address :	X for Install Date
Selected Select Select Select	BO-VENDOR'S-DEMO-APPLICATION 1 Deal Install Info for ( This order for 46803	Phone Number : 111-111-1111           Catalog #         D           4600308         D           Catalog # 4680308         D           308 - 3PA-MBD-VENDORS-DEMO-APPLICATION         D	Email Address :	
Selected Select Select Select	BED-VENDOR'S-DEMO-APPLICATION 1	Phone Number : 111-111-1111           Catalog #         D           4600308         D           Catalog # 4680308         D           308 - 3PA-MBD-VENDORS-DEMO-APPLICATION         D	Email Address : MS Accounts Accessed By Each Product Listed Info	X for Install Date
Select Select	BED-VENDOR'S-DEMO-APPLICATION 1	Phone Number : 111-111-1111           Catalog #         D           4600308         D           Catalog # 4680308         D           308 - 3PA-MBD-VENDORS-DEMO-APPLICATION         D	Email Address : MS Accounts Accessed By Each Product Listed Info	X for Install Date



# Confirm

Vendor Edits	<ul> <li>You may continue editing the order, "Save" your changes and come back later or "Save and Confirm" if no further edits are required.</li> </ul>
	<ul> <li>Please note that clicking "Save and Confirm" will submit the order and no further edits can be made.</li> </ul>

			Back to Ord	210		
Vendo	Instructions		Dack to orth	21.9		
2. Delet 3. Press	e any integration products that sh e any dealerships that should not save to save any edits or change save and confirm when all edits a	have been ordered by ( s	clicking the green ch	eck mark to red x		ogram )
Order	lumber :	Order Dat	e: 4/18/19 08:08		Status : Waiting for Vend	or Review
Ordere	d By :	Phone Nu	mber: 888-888-8888		Email Address :	
Selected	Integration Products	Cat	talog #	DMS Accounts Acces	sed By Each Product Listed Info	
<b>S</b>	3PA-MBD-VENDOR'S-DEMO-APPLICATIO	DN 1 44	44200	Accounting(-A) F&I(-	FI) Service(-S)	
Ø	3PA-MBD-VENDOR'S-DEMO-APPLICATIO	DN 2 44	44201	Accounting(-A)		
						Vendor Install Date
Select	Dealership	Accounts		Account Logon Info	Dealer Edits	ASAP
		Accounting			ACC-A	
	546	F&I		-	AUD-FI	
	040	Fai		Ø	AUD-FI	

Ø

0

Ø





Notes :



Accounting F&I

Service

Decline Entire Order

FORD-A

FORD-FI

HOFF-S

#### **Save and Confirm**

Save and Confirm

Jobal

- Once all edits are complete, click "Save and Confirm". The vendor will have the opportunity to enter 'special install notes' for the CDK install team.
- Please be aware that entering notes will require the order to be processed manually resulting in install delays.

Order Number : Ordered By :	Order Date: 4/18/19 Phone Number: 888		Status : Waiting for Vendo Email Address :	r Review	
Selected Integration Products	Catalog #		ssed By Each Product Listed Info		
3PA-MBD-VENDOR'S-DEMO-APPLI	CATION 1 4444200	Accounting(-A) F&I(-	-FI) Service(-S)		
3PA-MBD-VENDOR'S-DEMO-APPL	CATION 2 4444201	Accounting(-A)			
Select Dealership		DMS Account Logon Info		Vendor Install Date	
0	Accounts	CDK Data	Dealer Edits	ASAP 🗸	
	Accounting	0	ACC-A		
2546	F&I	0	AUD-FI	Approve Order	
	Service	0	AUDI-S		
	Accounts	CDK Data	Dealer Edits		
	Accounting	0	FORD-A		Enter data in this field ONLY if you have special instructions for the CDK Partner Program team Leads 'vendomame'). These notes require manual processing and may result in an install delay.
	F&I	0	FORD-FI		Leaus veroomaine). These notes require manual processing and may result in an install delay.
	Service	0	HOFF-S	Special Install Notes :	

### **Complete and Submit**

Order Submitted for Install

**) CDK )** Global..

- Once your order has been confirmed and saved, no further edits can be made.
- This changes the order status to "Approved By Vendor" and submits an install request case to the CDK API team.

			ack to Orders		
		Your order has	been confirmed and saved		
Order I	Number :	Order Date: 4/18/19	08:59	Status: Approved by Ven	ndor
Ordere	d By :	Phone Number: 888	-888-8888	Email Address :	
Selected	Integration Products	Catalog #	DMS Accounts Acces	sed By Each Product Listed Info	
	3PA-MBD-VENDOR'S-DEMO-APPLICAT	TION 1 4444200	Accounting(-A) F&I(-I	FI) Service(-S)	
	3PA-MBD-VENDOR'S-DEMO-APPLICAT	TION 2 4444201	Accounting(-A)		
Select	Dealership		DMS Account Logon Info		Vendor Install Date
	Dealership		-		Vendor Install Date
		Accounts	CDK Data	Dealer Edits	
		Accounting	0	ACC-A	
2	546	F&I	0	AUD-FI	
		Service	0	AUDI-S	
		Accounts	CDK Data	Dealer Edits	ASAP
		Accounting	0	FORD-A	
		F&I	0	FORD-FI	

# **Email Confirmation**

Email Confirmation	<ul> <li>You will receive an email confirmation with the install case number to the email address on file.</li> <li>Once the install is complete, you will be notified by email as normal.</li> </ul>
	ed 4/17/2019 9:32 AM

	CDKSupport@support.cdk.com Case# 128013862 - CDK Support case has been U	PDATED.	
tention Policy	CDK Retention Policy (45 days)	Expires 6/1/2019	
		••• CDKGlobal.	
	UPDATED- Case #128013862		
Case Title Case Upda PendingOr Dealer: AD Dealer CM Vendor: CI Vendor CN Dealer Orc Dealer reci 98790000	ADP DEALER SERVICES-ASSOCIATE TRAINING	APPLICATION 1	
that is pri representat	ge and any attachments are intended only for the use of the addre vileged and confidential. If the reader of the message is not the ini ive of the intended recipient, you are hereby notified that any diss itide. If you have received this communication on error, notify the and delete the message and any attachments from y <u>cdikglobal.com</u> 1950 Hassell Rd. Hoffman Estates	tended recipient or an authorized emination of this communication is sender immediately by return e-mail our system	



# **Order Status: Approved By Vendor**

Appro	ved By Vendor	<ul> <li>This status indicates the order has been approved by the vendor and has generated an eStore case and an install request case.</li> <li>The install will be processed by the automated install system with the details in the order within 5 business days.</li> <li>If the automated system is unable to process the install, there may be further delay.</li> </ul>
		be further delay.

			Back t	to Orders		
		т	his order is complete a	nd can no longer be edit	ed.	
Order M	lumber: 16255	Or	der Date: 4/18/19 08:0	18	Status: Approved by Vendor	c I
Ordere	d By :	Ph	one Number : 888-888	-8888	Email Address :	
Vision	Case # :107357888	Ins	stall Vision Case # :107	357889		
Selected	Integration Products		Catalog #	DMS Accounts Acce	essed By Each Product Listed Info	
	3PA-MBD-VENDOR'S-DEMO-APPLICATI	ON 1	4444200	Accounting(-A) F&I	(-FI) Service(-S)	
	3PA-MBD-VENDOR'S-DEMO-APPLICATI	ON 2	4444201	Accounting(-A)		
Select	Dealership			DMS Account Logon Info		Vendor Install Date
	Dealership	â	requests	-	Deslar Edite	
Select	Dealership	Accounting	ccounts	CDK Data	Dealer Edits ACC-A	
0	Dealership 548		ccounts	-		
0		Accounting	ccounts	CDK Data	A-33A	
0		Accounting F&I Service	ccounts	CDK Data	ACC-A AUD-FI	
2		Accounting F&I Service		CDK Data	ACC-A AUD-FI AUDI-S	ASAP
2		Accounting F&I Service		CDK Data	ACC-A AUD-FI AUDI-S Dealer Edits	ASAP



C

#### **Review Order Status**

Review	All	Order
Sta	atu	S

10

- You may review the status of all your pending and completed orders by clicking "Orders".
- You will also receive email reminders every 3 calendar days for any orders in "Waiting for Dealer Review" or "Waiting for Vendor Review" status.

ext :		Start :	Dec 29, 2014	End :	Dec 29, 2015	1	Search Q	AllOrders
lti Colu	imn Sort Lei	ft to Right: Clear Se	ort Order					
Id	Main CMF	Dealership Name	Vendor CMF	Order Status	Order Received Date	No of Days	Last Modified Date	Storefront
10026	98790000	ADP DEALER SERVICES- ASSOCIATE TRAINING	71056680	Waiting for Dealer Review	12/29/15 03:10	0	12/29/15 09:10	3PA Vendor Demo
10023	98790000	ADP DEALER SERVICES- ASSOCIATE TRAINING	71056680	Waiting for Vendor Review	12/21/15 10:23	8	12/21/15 05:01	3PA Vendor Demo
10024	98790000	ADP DEALER SERVICES- ASSOCIATE TRAINING	71056680	Waiting for Vendor Review	12/21/15 11:13	8	12/21/15 05:16	3PA Vendor Demo
10025	98790000	ADP DEALER SERVICES- ASSOCIATE TRAINING	71056680	Waiting for Vendor Review	12/29/15 09:40	0	12/29/15 03:59	3PA Vendor Demo
10021	98790000	ADP DEALER SERVICES- ASSOCIATE TRAINING	71056680	Approved By Vendor	12/18/15 09:24		12/2 <mark>1</mark> /15 03:30	3PA Vendor Demo
10022	98790000	ADP DEALER SERVICES- ASSOCIATE TRAINING	71056680	Approved By Vendor	12/21/15 10:15		12/21/15 04:20	3PA Vendor Demo



# Thank You for using the CDK eStore!



