










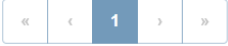
CVLink Supplier portal – a simple guide.

This web application has been designed to be as simple as possible to use.

Once logged in you will see a list of jobs waiting to have their details added:

Status **Open** **Pending 29** **Queried 1** **Confirmed**  **Create order**

	Order Date	Job Date	Start Ref.	Reg No.	Total	
	01/07/2014		SK/LE0107/872829	2048	£ 0.00	
	01/07/2014	01/07/2014	AM/LE0107/873161	5089	£ 0.00	
	01/07/2014	05/07/2014	LW/LE0107/873246	KP62AZD	£ 0.00	
	01/07/2014	04/07/2014	LW/LE0107/873247	2643	£ 0.00	
	01/07/2014	05/07/2014	LW/LE0107/873248	2659	£ 0.00	
	01/07/2014	05/07/2014	LW/LE0107/873250	5092	£ 0.00	
	01/07/2014	01/07/2014	BSH/LE0107/873313	3558	£ 0.00	

 **Export to Excel** 

Showing 7 of 7 orders


From here you can select a waiting job to add further details, you can choose the 'Pending' button to see a list of jobs you have submitted, you can click the 'Queried' button to see what outstanding queries you have with Zenith, or you can select 'Confirmed' to view those orders which have been approved.

If you choose an existing order you will be presented with this screen:

Order: VA/LE0408/905629

Reg No.: DE12NLO

Job Date	11-Aug-2014		
Make	MAN	Model	TGM 18.250 4x2 BB
Mileage	60309	Km	<input checked="" type="checkbox"/> mileage not applicable
Depot	STRATFORD-UPON-AVON		
Defect No.		WIP Ref.	

	Description	Parts	Labour	Total
	Inspection / Service > PMI Inspection - DOT 8 WEEKLY - C&D - aja	£ 0.00	£ 0.00	£ 0.00

 Work Item	Total	£ 0.00	£ 0.00	£ 0.00
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You see the basic details of the job which the Zenith team have created. You cannot change the fields with a grey background, but can change anything with a white background, so you can add revised mileage, defect number, WIP number etc.

You can see there is an outline of what the job is – in this case an inspection.

To add the detail for this order click the pencil icon at the left of the row



This will give you access to the details of the job:


Description	Parts	Labour	Total
Work Description	Labour Hours	Labour Rate	Total
<input type="text" value="Inspection - DOT 8 WEEKLY - C&D - aja"/>	<input type="text" value=""/>	£ 0	£ 0.00
 Part			£ 0.00
Work Type	Cost Category		
<input type="text" value="PMI"/> Inspection / Service 	<input type="text" value="R & M"/>	  	
 Work Item	Total	£ 0.00	£ 0.00

From here you can add the labour hours and labour rate – the sum will be calculated automatically.


To add parts, press the plus sign on the left. This will open up a new line where you can add the part name, list price, and the discount you are giving us.



Parts	List	Discount	Total
<input type="text"/> 	<input type="text" value="£ 0"/>	<input type="text" value="% 0"/>	<input type="text" value="£ 0.00"/>
 Part			<input type="text" value="£ 0.00"/>

Press the plus sign again to add another part.

If you to add another labour line you can press the 'Work Item' button  Work Item which will allow another labour and parts related to it.


The 'Work Type' will be filled in for pre-existing jobs. This is the VMRS category and sub-category for the job, and you can change it if you believe it is wrong – in most case it should be correct however.

If you make a mistake you can go back and edit your data, or press the waste basket icon to clear the whole line 


Once you are happy with your work you can press the tick icon to save this item, or the cross to remove it.  

Please note, if this is an inspection, test or schedule which has a document requirement there will be an entry for 'Required Documents' :

Required Documents

	Inspection Sheet	
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From here you can press the plus sign to upload the document to our servers if you have it.

At the bottom of this screen there is a button to flag the job as 'No Charge'  you can use this to flag the job if there is no cost to be passed on.

Once you added the data you can either save this job for later if you have more to add, or submit for approval once everything is complete.  

Once you have submitted your job it will be visible to our team here. They will check your pricing, and either authorise or query the job. If they authorise you will get an email containing a PDF of the confirmation document, including your confirmation number. If there is a query you will receive an email with the query in it, and the job will appear under the 'Queried' option.

Query Procedure via CVLink

Open the Internet link: <https://orders.contractvehicles.co.uk>

At the Log in screen input Login details and password

Open Pending **16** **Queried 5** Confirmed


	Order Date	Job Date	Start Ref.	WIP Ref.	Reg No.	Total
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Select Queried


Open Pending **16** **Queried 5** Confirmed

	Order Date	Job Date	Start Ref.	WIP Ref.	Reg No.	Total
27	05/12/2014	14/01/2015	BS05121015511	W0013635	PO58UUP	£ 1,687.98
19	16/01/2015	27/01/2015	BS16011046338	W0014112	PO56EHZ	£ 1,184.20
20	22/01/2015	27/01/2015	JOW22011051610	W0011081	PN63DHD	£ 47.56
20	22/01/2015	26/01/2015	JOW22011051615	W0011079	PN64RHA	£ 34.70
20	23/01/2015	23/01/2015	SB23011052191	W0014246	PN61PHF	£ 73.06




Click on the line to open



Queried
25 Feb 2015 - 13:03 Why is the air switch not covered by R&M paul.baxter@contractvehicles.co.uk




The query reason and who sent the query is shown in the top box Queried

	Description	Parts	Labour	Total
	Inspection / Service > PMI (R & M) Inspection - DOT 6 WEEKLY	£ 0.00	£ 0.00	£ 0.00
	Body > Load lok / Load bars (R & M) Repair body lock air switch	£ 0.20	£ 23.00	£ 23.20
	Inspection / Service > PMI (R & M) Check tow coupling	£ 0.00	£ 11.50	£ 11.50

 Work Item

Total	£ 0.20	£ 34.50	£ 34.70
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Required Documents



Inspection Sheet

Open the work item and amend if necessary

Required Documents



Inspection Sheet

No Charge

Enter a query message...

Save for Later

Resubmit Now

Enter the details of your reply in the “Enter a query “box
And press the “Resubmit now” button

If you have a problem with the site please contact Zenith On 0330 058 8860, or email the Support Team at ordersupport@zenith.co.uk.

Schedule Management – Service Agents

As a service agent you may now have the ability to add scheduled events to a new job.

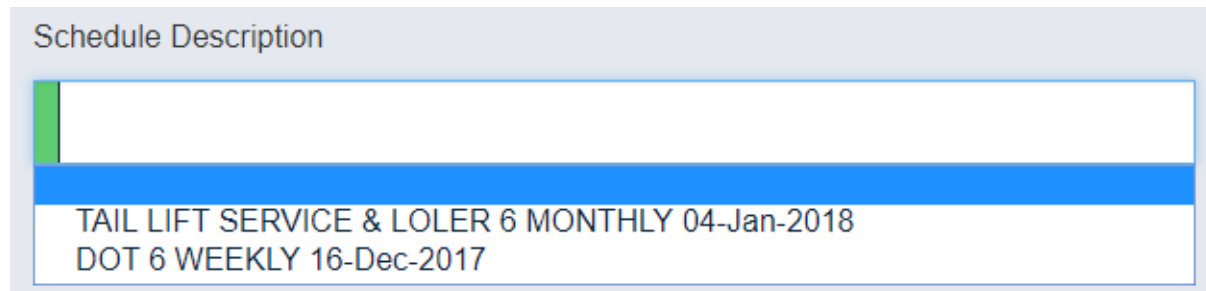
If you have the 'Create Order' button, you can create a new job and enter the vehicle registration number. If the vehicle has available schedules, you will see that you can now add a Work Item, or a Schedule:



If there are no schedules available there will be a message to this effect in place of the Schedule button shown above:



If you wish to add a schedule you can select the 'Schedule' option, and any available schedules will now be available for selection in the 'Work Description' field:



Once the schedule is selected it forms part of the job, and costs, codes and parts can now be added.

	Description	Parts	Labour	Total
	Lighting > Bulbs / Lamps (R & M) Replace all bulbs as per instructions	£ 9.50	£ 10.25	£ 19.75
	Inspection / Service > MOT (R & M) <i>Test - MOT (HGV) SAINS ></i>	£ 150.00	£ 34.85	£ 184.85
	Brakes > Callipers (R & M) nearside middle brake caliper required from brake test	£ 0.00	£ 0.00	£ 0.00
	Inspection / Service > MOT (R & M) CARRY OUT QUALITY CHECK	£ 0.00	£ 30.75	£ 30.75
	Inspection / Service > MOT (R & M) CARRY OUT MOT WASH	£ 0.00	£ 20.50	£ 20.50

If there is a second schedule that needs to be added to the job the 'Schedule' button will still be available, you can select another schedule and add this as an additional job line. You will be asked to 'Update' if you add a second schedule so that the system can calculate and add the paperwork requirements for the new schedule:

Required Documents


New Schedules added, please click update below to allow document uploads.

+	Tail lift Service & Loler Paperwork	
	Inspection Sheet	Update Required

Update

Please be aware that as soon as you select a schedule and attach it to a job Sainsbury's will be aware that you have taken responsibility for this scheduled event.

Once data has been added it is necessary to click 'Save Changes'. This step is required to allow the system to create the document requirements, and update our scheduling data. Once the data has saved the schedule name becomes a link to the schedule status page:

Description
 Inspection / Service > PMI (R & M) <u>DOT 8 WEEKLY ></u>

Now clicking the schedule name takes you to the schedule details page:

Start Ref: PO72832716IHA
Reg No.: PO17URL

Job Date	<input type="text" value="29-Nov-2017"/>	Start Ref	<input type="text" value="PO72832716IHA"/>	Completion Date	<input type="text" value="01-Dec-2017"/>
Schedule	<input type="text" value="DOT 6 WEEKLY"/>	Status	<input type="text" value="InProgress"/> <ul style="list-style-type: none"> <li style="background-color: #4f81bd; color: white; padding: 2px;">InProgress <li style="padding: 2px;">Completed <li style="padding: 2px;">Cancelled 		
Make	<input type="text" value="SCANIA"/>	Model	<input type="text" value="P250 PSRS DCLASS"/>	Depot	<input type="text" value="HAYDOCK"/>

Start Ref: PO72831920IHA
Reg No.: 3722

Job Date	<input type="text" value="28-Nov-2017"/>	Start Ref	<input type="text" value="PO72831920IHA"/>	Completion Date	<input type="text" value="30-Nov-2017"/>
Schedule	<input type="text" value="DOT 8 WEEKLY"/>	Status	<input type="text" value="InProgress"/>		
Make	<input type="text" value="LAWRENCE DAVID"/>	Model	<input type="text" value="Trailer"/>	Depot	<input type="text" value="STOKE"/>

Notes


No Notes

From here you can add a note, if desired, that the depot can see, but you also can flag the schedule as completed from this screen - you must do this before you can submit the job. Jobs cannot be

submitted on schedules that have not yet completed. All schedules are 'In Progress' until you mark them as 'Completed'.



Selecting the 'Completed' status for the schedule changes the completion date to the current date – please ensure the date is changed to reflect the actual date the inspection was performed if required. Please remember that the dates events complete are required by law to be accurate, and can affect the client's O License standing.

Once the schedule is complete you can go back to the job, which will now show the pencil icon for 'in progress':

	Order Date	
	30/11/2017	

You can also add the required paperwork by clicking the links below the job lines and navigating to the saved documents on your local system. Any other documents or photographs that have been requested, or that you believe may be relevant can also be added using the 'Additional Documents' button.

Required Documents

Upload	
	Inspection Sheet <input type="button" value="Choose File"/> No file chosen
	Tail lift Service & Loler Paperwork

Please add the schedule documents using the specific buttons for them – if this is a PMI please use the Inspection Sheet button, rather than 'Additional Documents', as this causes the document to file away automatically without any human intervention.

Please note that the fleet team will reject this job if the paperwork is not submitted via the correct method.

The order can now be completed and submitted. Once submitted the depot will be able to see the job detail and any associated paperwork. If they have a query this will appear on your 'Queried' tab in the usual way.

Please Note: Final PO numbers will be issued once the Sainsbury's and Zenith teams have checked the paperwork and the costs.

Schedule Paperwork Management – Fleet Staff




If you are configured to accept your own fleet paperwork the steps are as follows.

In the list of jobs awaiting authorisation there may be a mixture of schedules and jobs –



If you have jobs in the list with no costs these will be schedules covered by R&M:

Start Ref.	WIP Ref.	Reg No.	Total	
PO72826409IHA	51471	YN67MMO	£ 59.60	
PO72826490IHA	51485	YN64WUB	£ 14.90	
PO72826604IHA	51495	YN64WOU	£ 19.20	
PO72827606IHA	51483	PK63KAE	--	>
PO72827723IHA	51484	PK63KBZ	--	
VF28112231000	51562	YN67MMO	--	
PW29112233715	37218	5802	£ 108.50	


As you click into each event to authorise it you will see the schedule description, and any associated costs. You will also see the 'Slippage Reason' heading, and the 'Required Documents' list:

Description	Parts	Labour	Total
 Inspection / Service > PMI (R & M) DOT 6 WEEKLY >	£ 0.00	£ 0.00	£ 0.00
 Tail Lift > Service / Loler (R & M) TAIL LIFT SERVICE & LOLER 6 MONTHLY >	£ 0.00	£ 0.00	£ 0.00
 Work Item No available schedules for this vehicle	Total	£ 0.00	£ 0.00

Required Documents

	Inspection Sheet	
	Tail lift Service & Loler Paperwork	

Additional Documents

	Additional Documents	
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Authorise any costs in the usual way, and if the scheduled event has taken place after its last due date you must also add a slippage reason:

Slippage Reason

Please fill out the slippage reason below. Fields marked * are mandatory.

Please note; Once submit this action cannot be undone.

* Slippage Reason

Reason Why Off-Road

Vehicle / Trailer taken off site

Vehicle/Trailer Taken to

Enter Out Mileage (Km)

Vehicle Return

Enter In Mileage (Km)

Date Returned

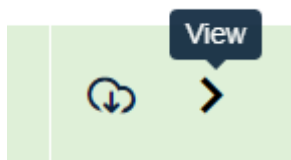
* Date Returned to Service

Cancel

Save

Please Note: If the event has slipped, and you do not add a Slippage Reason you will be unable to authorise the job until you do so. If you fail to add a slippage reason for an event outside its range you will be prompted to add one.

You can view the paperwork to go with the schedule by clicking the '>' in the green paperwork bar:



You can also download a copy of the paperwork as a PDF by clicking the 'Cloud' symbol to the left of it.

If you read the paperwork and everything is correct you can now authorise the job and the paperwork by ticking the 'I confirm that the documentation for this event is correct' box, and clicking 'Authorise'. If you have a problem with either the job, or the paperwork you can click 'Reject'.

If you authorise this job you will no longer be able to edit the details of this job, but it will be visible in the 'Confirmed' tab.

If you click 'Reject' you are presented with a further option:

Are there problems with the schedule documents?

Yes No

Reject

You must indicate whether or not your issue is with the paperwork by selecting Yes or No, and give a brief description of the problem. Once you press the 'Reject' button here your comments will go back to the service agent as a query in the usual way.