

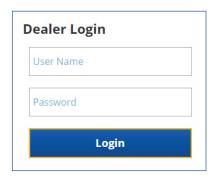
QUICK SHEET

For questions or help, please call Dealer Support at 877-547-7780.

GROUNDING AND LIQUIDATING VEHICLES

IMPORTANT: Ground the vehicle within seven (7) days or the offer will expire. If the offer expires, you must resubmit the offer in the ICO Admin Tool to generate a new offer.

WHEN A CUSTOMER ARRIVES
AT YOUR DEALERSHIP WITH AN
OFFER CERTIFICATE, GO TO:
HTTPS://
DEALERS.ICO.APP.COXAUTOINC
.COM AND LOG IN.



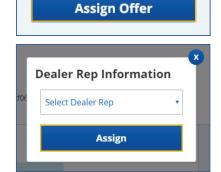
2 CLICK "DASHBOARD"
IN THE NAVIGATION BAR.



3 USING THE SEARCH PARAMETER FIELDS, ENTER THE CUSTOMER'S EMAIL OR VIN TO LOCATE THE DESIRED VEHICLE.



ASSIGN THE OFFER TO THE DESIRED DEALER REP.



Next Step

IF THE VEHICLE NEEDS AN INSPECTION OR IF YOU NEED TO MODIFY ANY OFFER INFORMATION, CLICK "EDIT OFFER".

If you have already inspected the vehicle and entered your information, or if you know the vehicle doesn't need an inspection, skip to Step 9.

Note: If the vehicle has a Condition Tier Selected you must edit the offer or confirm the offer if the vehicle is in excellent condition. Edit Offer

Confirm Condition

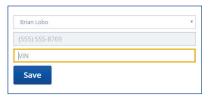
Other Actions:
Reassign Offer
Print Inspection Checklist
Print Offer Confirmation
Print Vehicle Information
Get CARFAX Report
Get AutoCheck Report



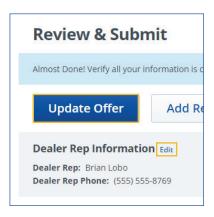
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6 IF THE VIN WAS NOT PROVIDED,
A DIALOG BOX WILL APPEAR
AUTOMATICALLY. ENTER THE
VIN NOW.



7 CLICK "EDIT" NEXT TO ANY
SECTION THAT REQUIRES
MODIFICATIONS OR ADDITIONS
TO THE VEHICLE INFORMATION
SUBMITTED BY THE CUSTOMER
AND CLICK "UPDATE OFFER".



CLICK "CLOSE" TO CLOSE
THE OFFER CERTIFICATE
AND RETURN TO THE
"OFFER OVERVIEW" PAGE.



9 CLICK "CONFIRM CONDITION".

Note: If the vehicle has a Condition Tier Selection you must edit the offer or confirm the vehicle is in excellent condition. Next Step

Edit Offer

Confirm Condition

1 CLICK "GROUND VEHICLE".

You now have seven (7) calendar days, starting the day after you ground the vehicle to decide whether to sell the vehicle yourself or schedule **and deliver** the vehicle to auction.

Next Step

Ground Vehicle

11 IF YOU WANT TO KEEP AND SELL THE VEHICLE YOURSELF, CLICK "KEEP FOR INVENTORY".

If you decide to sell the vehicle, click "Schedule for Auction". Remember that if you sell at auction, you have seven (7) calendar days starting the day after you click "Ground Vehicle" (Step 10) to schedule and deliver the vehicle to an auction location.

Note: Vehicles that are confirmed with a Condition Tier Selection other than Excellent are not eligible for auction. **Next Step**

Keep for Inventory

Schedule for Auction



QUICK SHEET

For questions or help, please call Dealer Support at 877-547-7780.

12 SELECT THE AUCTION LOCATION.

Atlanta
Manheim Atlanta**
4900 Buffington Road, Atlanta, GA, 30349
Contact: ICO Auction Concierge Team
View Map
To to Website

20 miles away
555-555-5785

Choose Auction

13 TRANSPORT THE VEHICLE TO THE SELECTED AUCTION LOCATION.

Call Dealer Support at 877-547-7780 with any liquidation questions.



Vehicle Scheduled for Auction
At Auction Location: Manheim Atlanta**
Update: 3/18/19 by ALASKA2

READ CAREFULLY — IMPORTANT INFORMATION AND STEPS TO FOLLOW ONCE THE VEHICLE IS SCHEDULED FOR AUCTION.

- ▶ Vehicle must be dropped off at the selected auction location within seven (7) days (including Sundays) after the vehicle is grounded.
- Vehicle must be dropped off AND checked in at the auction location. Leaving the vehicle at the gate will delay the process and could result in the offer expiring.
- ▶ Both CarFax and AutoCheck history reports should be reviewed and supplied to auction at time of drop off. Any discrepancies on either vehicle history report may result in offer adjustment or offer being voided.
- ▶ Bring all sets of keys (the number of keys must match the number in the Instant Cash Offer information).
- ► Have the vehicle title (Dealer may keep title until vehicle offer has been confirmed and offer amount agreed upon). Options for providing title to the auction are:
 - Sign off as seller, leave buyer blank and mail it to the auction (must notify auction once title has been sent).
 - Mail title to auction and have auction sign off as seller.
 (Power of Attorney on file will be needed and notify auction once title has been sent).
 - Physically take title to auction and sign off as seller while auction title clerk signs off as buyer.
- ▶ Condition Report and post-sale inspection will be completed by auction.
 - Note that this vehicle turn-in process utilizes the same Condition Report and post-sale inspection checklist used by all Manheim Auctions.
 - This process is prescribed by NAAA and can be viewed here.
- ► The Auction ICO Representative will communicate to the Dealer Representative the final inspection and offer details.
- ▶ Once condition and price are agreed upon, the title should be overnighted to the auction. Manheim will overnight the check upon receipt and verification of title. Manheim cannot generate a check without a clear title.