

To: Dealer Principals
Dealer Parts Managers
Dealer Service Managers
Dealer Sales Managers

Subject: **DC225 – Semi-Annual Return Credits**

Date: November 15, 2007

DC225 – Semi-Annual Return Credits:

You can now quickly and easily get copies of your semi-annual return credits by using the DC225 – Semi-Annual Return Credits screen in Dealer Connect. Here's how:

1. From your Dealer Connect Parts screen, click on “DC225 – Semi-Annual Return Credits” (Figure 1)

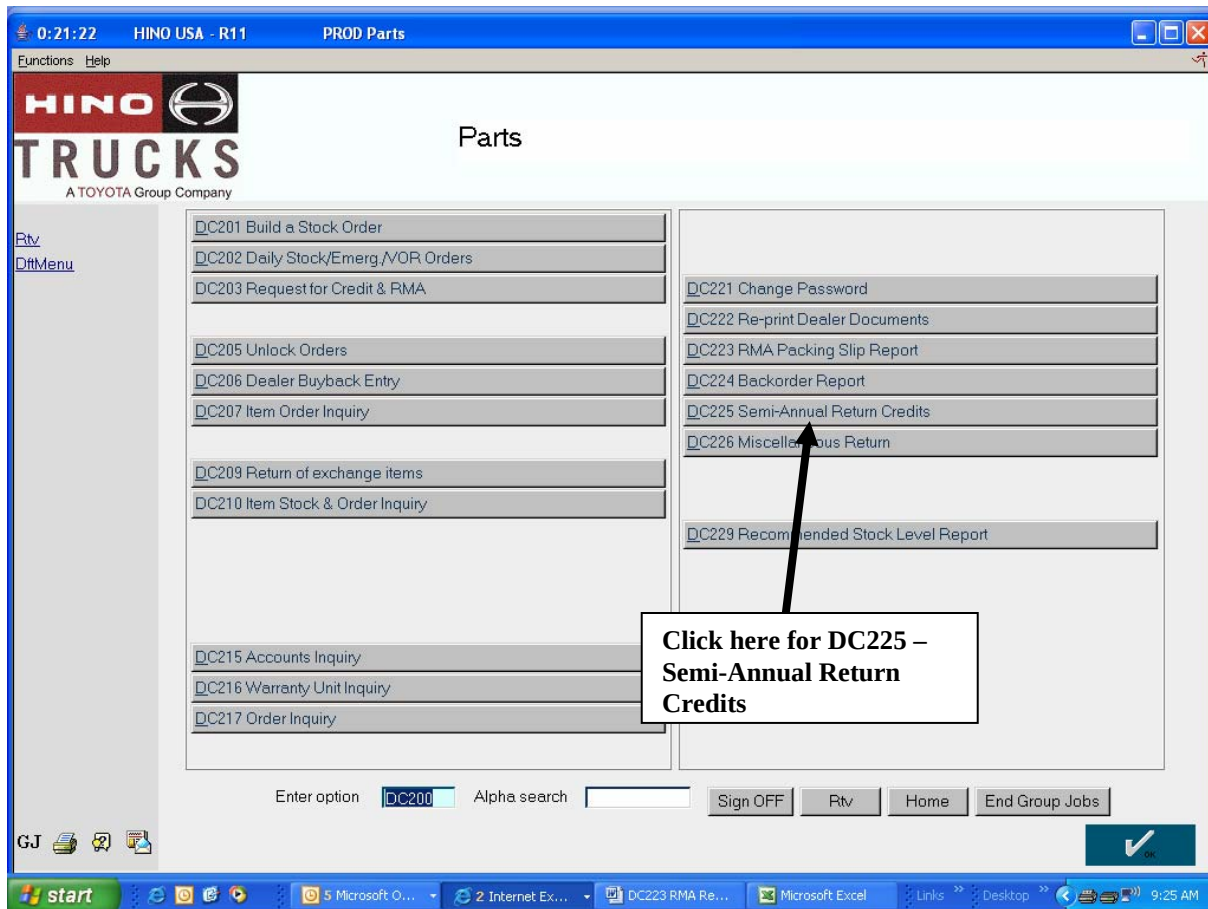


Figure 1

2. You will then get a screen titled "Print DIAP Credit Note" with your dealer code (Figure 2). Simply click the check mark.

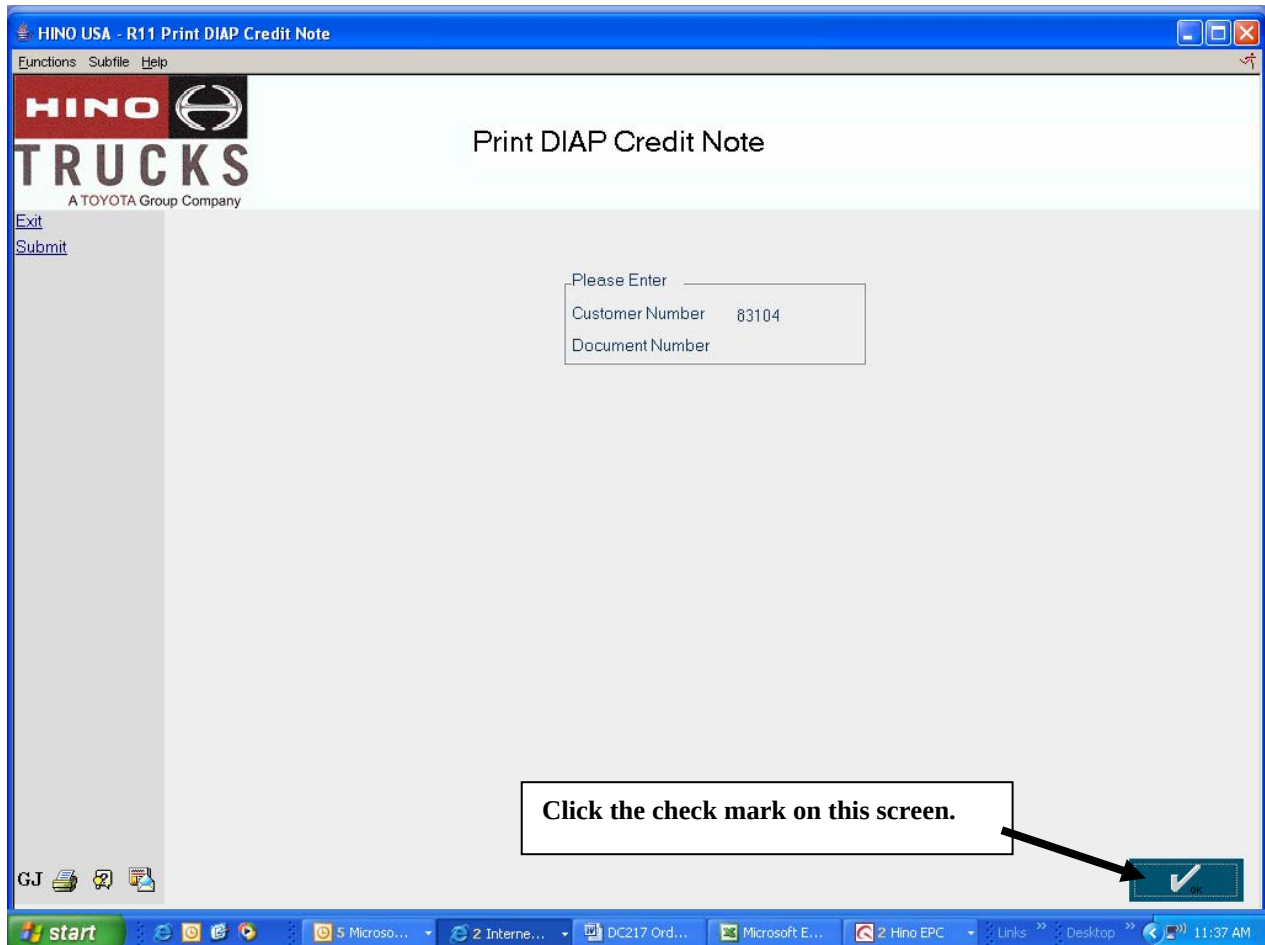


Figure 2

- You will then get a pop-up box titled "Open DIAP Periods List" (Figure 3). This gives you a list of all applicable semi-annual return periods. To access your most recent return, click the last item to highlight it, then click the check mark.

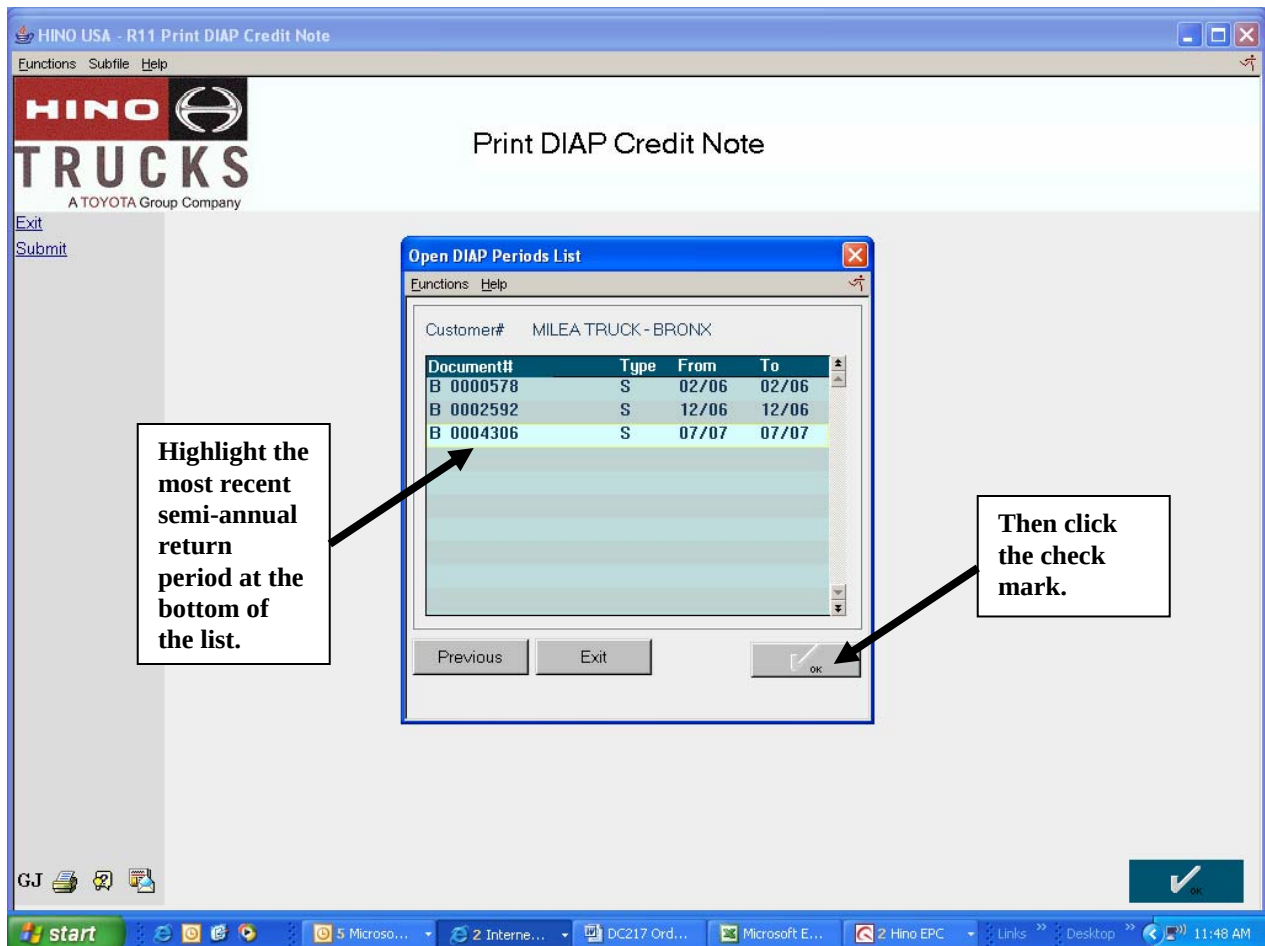


Figure 3

4. You will then see a pop-up box where you specify the e-mail address to which you want a copy of your semi-annual return sent (Figure 4). Enter your e-mail address and click "Continue".

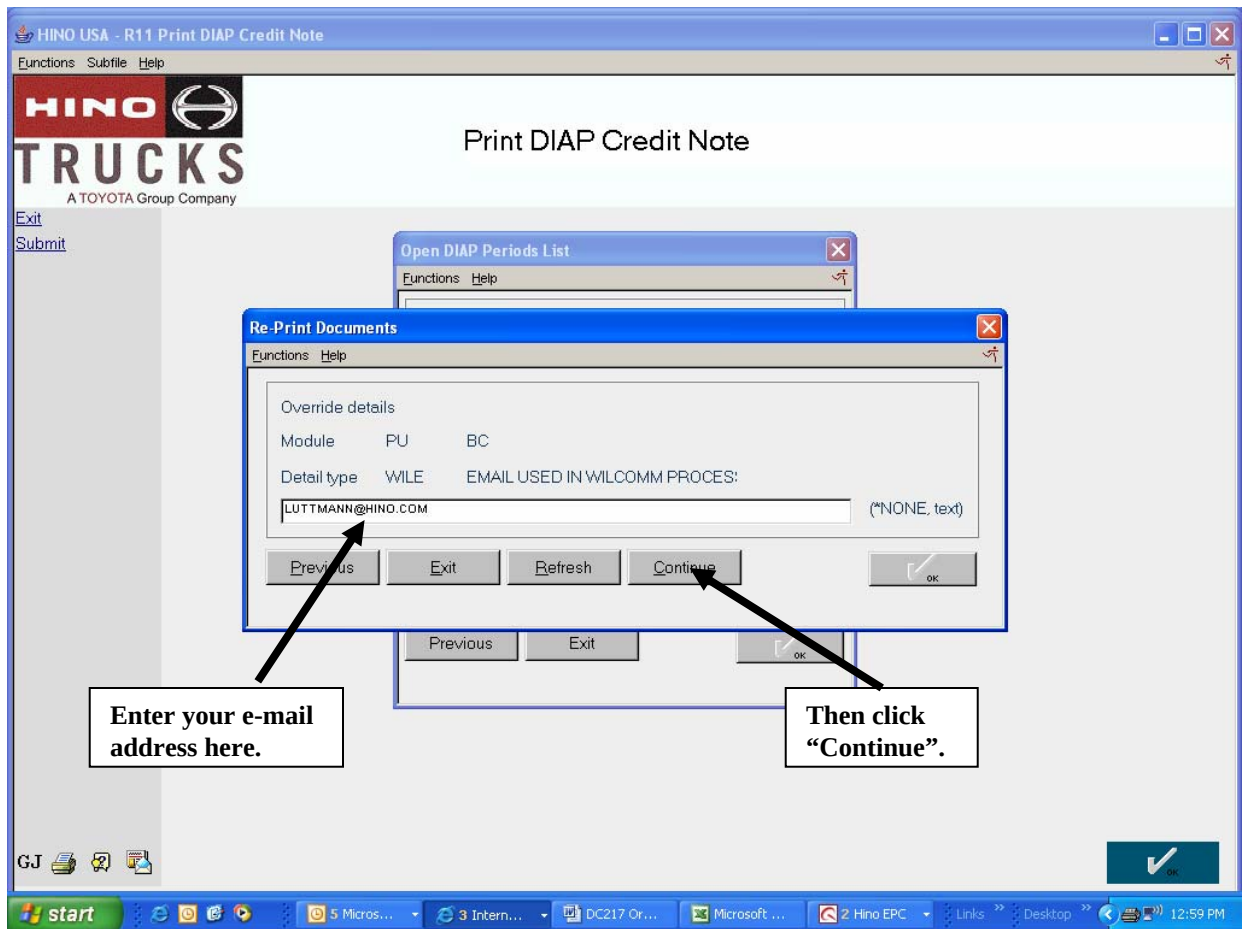


Figure 4

5. You will be returned to the Print DIAP Credit Note screen (Figure 5). Click "Submit".

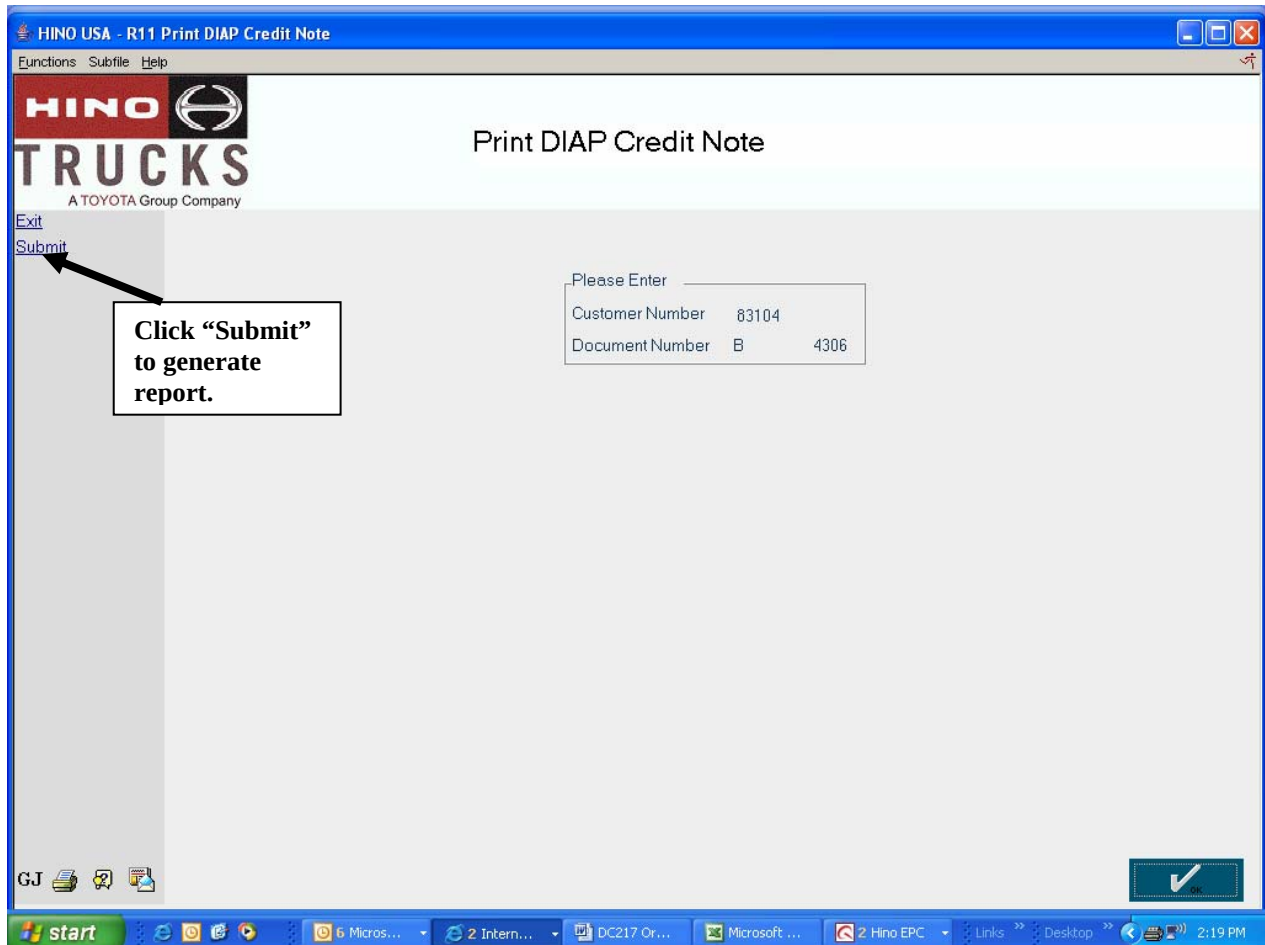


Figure 5

- After you click "Submit", you will get a pop-up box titled "Print DIAP Credit Note" (Figure 6). Make sure the Output Queue is "WBHQ01". This will format the credit to be e-mailed to you. Then click the check mark in the pop-up box.

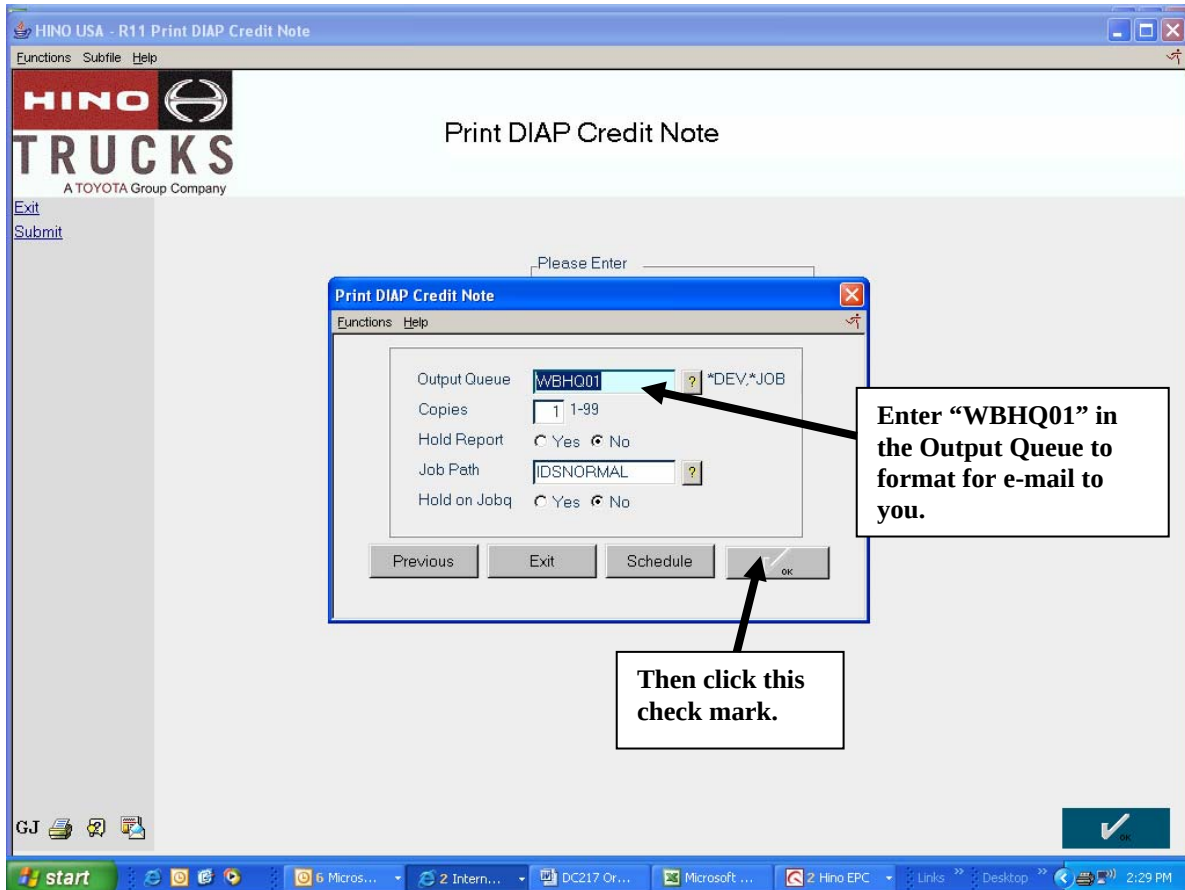


Figure 6

- This processes your credit. You will receive a message that the report completed normally, and a copy of your semi-annual return will be e-mailed to you shortly.

If you have any questions, please contact our Hino Parts Customer Service Department at 866-372-HINO (866-372-4466). Thank you for your support and your business.

Sincerely,

Your Hino Parts Team