

Technical Service Bulletin



00 A3 - Repair Authorization

00 14 60 2037030/1 April 11, 2014.

Model(s)	Year	VIN Range	Vehicle-Specific Equipment
A3	2015	All	Not Applicable

Condition

Audi of America is requesting your cooperation in supplying us with the technical information vital to the successful launch of the Audi A3 sedan. The procedure outlined below is mandatory for all dealers and should be followed when the first Audi A3 sedan arrives at your dealership until further notice.

NOTE: The Repair Authorization Process should not be followed for routine maintenance services and PDI inspections.

Technical Background

Not applicable.

Production Solution

Not applicable.

Service

1. Verify customer concern.
2. Begin GFF diagnosis. Do not remove any part or disconnect electrical connections.
3. Create a TAC ticket using the Technical Assistance Center System in Elsa.
4. Select **2015 A3 Launch Repair Authorization** in the Concern Type field as shown at right (Figure 1).

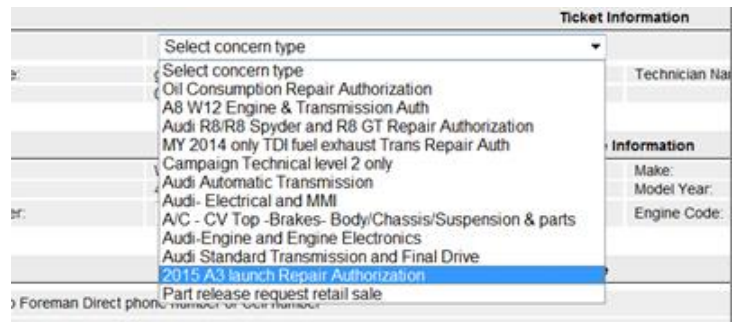


Figure 1. 2015 A3 Launch Repair Authorization



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5. Describe the customer concern with as much detail as possible. Fill in all required fields.
6. Include your cellphone number in the TAC ticket. The TAC consultant will contact you with this number so you can be near the car during the conversation.
7. Always attach the Collection Services Diagnosis Log and photos of the concern.
8. Activate the TAC ticket promptly by calling the TAC for further instruction before carrying out any repairs.
9. Within one hour of receiving the technician's call, our Launch Team will either provide a repair plan or make the decision to send a Launch Team member to your dealership. If there is no response within the hour, the technician may proceed with the repair.



Tip: Through the Audi Launch Allowance Program, Audi dealers may claim **30 time units** when a TAC ticket is properly opened and **30 time units** when the TAC ticket is closed with appropriate attachments and detailed repair information. Dealers may claim an additional **40 time units** when requested parts are sent within 48 hours to the Warranty Parts Return Center.

Further instructions on how to claim the additional time units can be found in the Audi Warranty Service Circular **AWA-14-02** dated February 19, 2014.

Warranty and Parts Return Process:

- The Audi Warranty Parts Return Center will notify the dealership of a part return on all closed Audi Technical Helpline case numbers within one (1) business day. Warranty Parts Return Center personnel will:
 - Contact the Parts Manager to confirm part availability for each part request.
 - Create a shipping request in the Warranty Parts Shipping Portal (WPSP).
 - Contact the dealership if the requested part(s) is not picked up by FedEx in 48 hours.
- Dealership personnel should:
 - Monitor the Outstanding Warranty Parts Report in WPSP for new requests.
 - Print the pre-addressed shipping label from the WPSP.
 - Return the requested part(s) with repair documentation and a printed copy of the Audi Technical Helpline case number to the Warranty Parts Return Center same day.
 - Enter the warranty claim into SAGA within 24 hours of repair.

Warranty

This TSB is informational only and not applicable to any Audi warranty.



Additional Information

All parts and service references provided in this TSB (2037030) are subject to change and/or removal. Always check with your Parts Department and service manuals for the latest information.