



Instructions for using the Hino Trucks Mega-Fleet Website

Version 1.4 • Updated 05/01/2008



Mega-Fleet Website Manual

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Mega-Fleet Website Manual

Login

- Open your web browser and go to <http://hino.corcentric.com>

Site login - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail W Yellow X Blue

Address <http://hino.corcentric.com/sitelogin.aspx> Go Links

HINO TRUCKS
A Toyota Group Company

POWERED BY:
CORCENTRIC
Optimal eFlow™

September 26, 2006

WELCOME!

Welcome to the HINO Trucks eHub. This site allows you to view, create, edit and send transactions.

LOGIN

Username:

Password:

* - indicates required Field

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- Login to the website using your secured username and password that have been given to you.
NOTE: Username and Password are case sensitive
- Once you login, you will be redirected to the Home Page

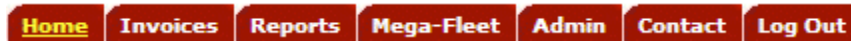
Mega-Fleet Website Manual

Login (Cont.)

Web Site Navigation

There are two ways to navigate through the website:

Tabs:



- A row of tabs will appear across the top of your screen at all times. You can click on any one to be brought to the main page for that section.

Links:

- The links can be used as a short cut to see what is on the tabbed pages from the home page.
- On each page you will see a list of options on the left hand side of the screen. Clicking on any one will bring you directly to that option. The exception to this rule is the home page on which the options are listed down the center of the page.

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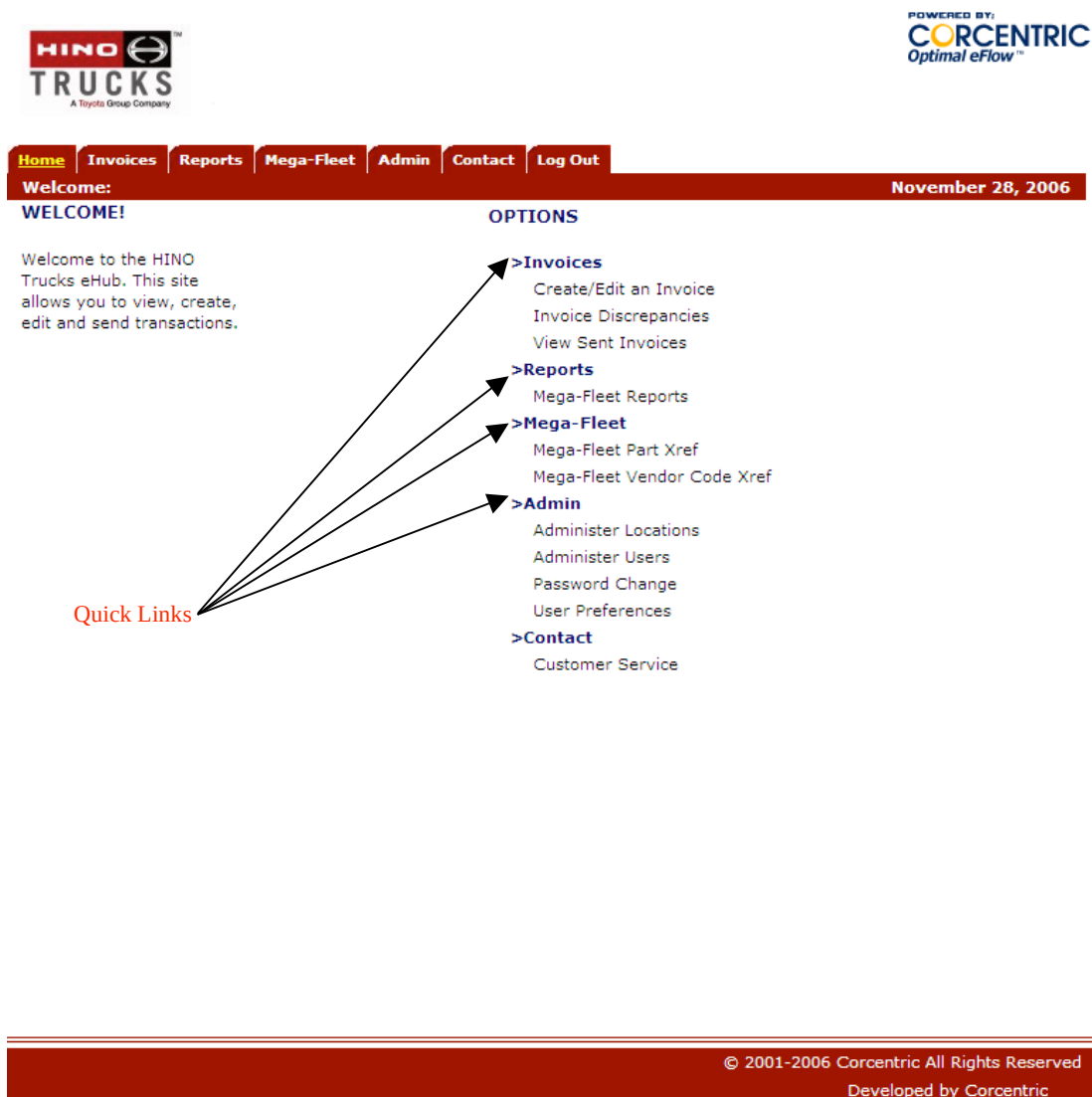
Home Page



The home page is your main landing page. Along the left hand side you will see any special messages from the community. In the center you are given a list of options that are available to you. These are **quick links** to help you get to other pages.

Options

- Select the option you wish to use.



The screenshot shows the Mega-Fleet website interface. At the top left is the HINO Trucks logo, and at the top right is the Corcentric logo with the text "POWERED BY: CORCENTRIC Optimal eFlow™". Below these is a navigation bar with links: Home, Invoices, Reports, Mega-Fleet, Admin, Contact, and Log Out. The date "November 28, 2006" is displayed on the right. The main content area is divided into two sections: "WELCOME!" and "OPTIONS". The "WELCOME!" section contains a message: "Welcome to the HINO Trucks eHub. This site allows you to view, create, edit and send transactions." The "OPTIONS" section lists several categories with sub-links: ">Invoices" (Create/Edit an Invoice, Invoice Discrepancies, View Sent Invoices), ">Reports" (Mega-Fleet Reports), ">Mega-Fleet" (Mega-Fleet Part Xref, Mega-Fleet Vendor Code Xref), ">Admin" (Administer Locations, Administer Users, Password Change, User Preferences), and ">Contact" (Customer Service). A red label "Quick Links" with four arrows points to the ">Invoices", ">Reports", ">Mega-Fleet", and ">Admin" categories. The footer contains the copyright notice "© 2001-2006 Corcentric All Rights Reserved" and "Developed by Corcentric".

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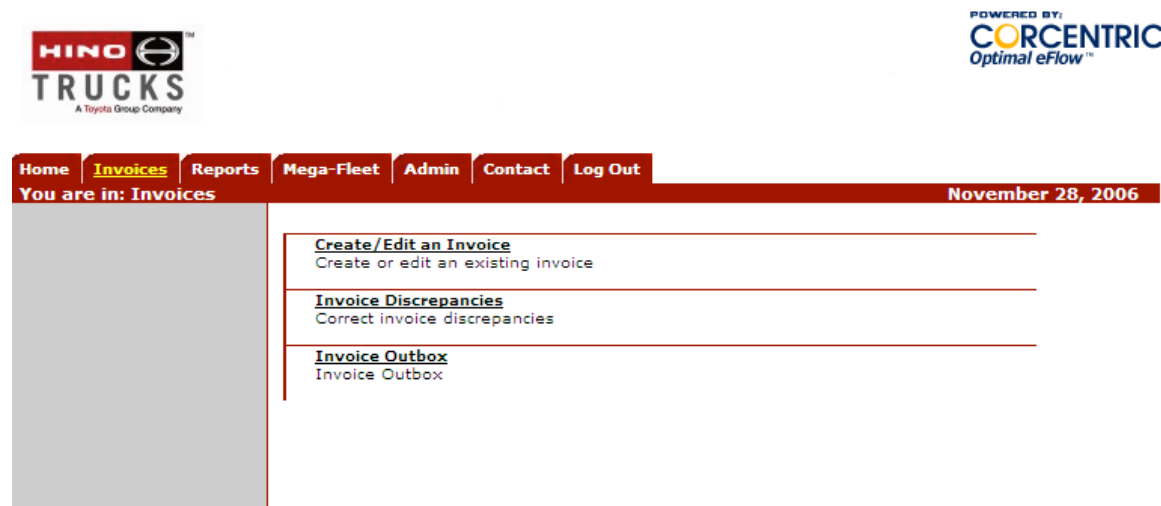
Invoices

Invoices

Under the Invoices header you will find three options:

- o Create/Edit an Invoice
- o Invoice Discrepancies
- o View Sent Invoices.

Clicking on **Create/Edit an Invoice** directs you to a screen that will allow you to either create a new invoice to send to a customer or complete/edit an invoice that you have started but have not submitted to the customer yet. Clicking on View Sent Invoices will take you to a screen that allows you to search for and view invoices that have already been sent to the customer.



Create/Edit an Invoice

From the home page, click *Create/Edit an Invoice* (under Invoice)



Mega-Fleet Website Manual

Invoices (Cont.)

Create New Invoice

Home Invoices Reports Mega-Fleet Admin Contact Log Out

You are in: Invoices | Create | Edit Invoice April 17, 2008

Create/Edit an Invoice
Invoice Discrepancies
View Sent Invoices

OPTIONS

☒ Create new invoice
☐ Complete unsent invoice

Invoice Number:

Buyer:

Invoice Date:

Next

- Select Create New Invoice.
- Enter in your invoice number (this will come from your business system).
- Select the buyer from the drop down list.

Home Invoices Reports Mega-Fleet Admin Contact Log Out

You are in: Invoices | Create | Edit Invoice April 17, 2008

Create/Edit an Invoice
Invoice Discrepancies
View Sent Invoices

OPTIONS

☒ Create new invoice
☐ Complete unsent invoice

Invoice Number:

Buyer:

Invoice Date:

Next

- Enter the invoice date.
 - Notes: The system automatically defaults the Invoice Date to the current date. A different date can be entered in manually, following the same format as the current date or by clicking on the mini calendar icon to the right side of the date.
- Once you have entered an invoice number, selected a buyer and put in the proper invoice date, click on the button labeled .
- Note: The system will not continue on if you have left any of the three fields blank.
- There are three sections to an invoice, the Invoice Header, the Line Items, and the Miscellaneous Summary.

Mega-Fleet Website Manual

Invoices (Cont.)

Invoice Header

Home Invoices Reports Mega-Fleet Admin Contact Log Out		
You are in: Invoices Create Edit Invoice		
April 17, 2008		
MHC KENWORTH - KANSAS CITY 1524 N. CORRINGTON AVE. KANSAS CITY, MO 64120 US		INVOICE TEST
Invoice Date: 4/17/2008		Invoice No: TEST
PO Date:		PO No:
Currency: USD		Sys Rec Date:
Update		
PURCHASER INFORMATION		
Buyer: PENSKE CORPORATE Rt 10 Green Hills PO Box 563 Reading, PA 19603 US	Ship To: 001010 - Adamsville, TN - Penske - Adams	Remit To: MHC KENWORTH - KANSAS CITY 1524 N. CORRINGTON AVE. KANSAS CITY, MO 64120 US
Vendor: MHC KENWORTH - KANSAS CITY 1524 N. CORRINGTON AVE. KANSAS CITY, MO 64120 US	Invoice Information: Delivery Ticket#: Delivery Date:	Payment Terms: Description: Net 30 Days Net Due Date: 5/17/2008 Discount Due Date: Discount Percentage:
Ship From: MHC KENWORTH - KANSAS		

- Enter in the PO Date. Please keep the same format of MM/DD/YYYY or click on the mini calendar to the right.
- Enter in the PO Number and click the located at the top right corner, just beneath the PO field.
 - Note: The PO format will always include the Mega-Fleet branch location ID. This number is provided by the purchasing Fleet location.
 - For Penske, use the Mega-Fleet branch location ID which is included as part of the PO number provided by Penske districts.
 - For Brink's, use their Branch location ID number followed by your Business system invoice number (no dash between these numbers).
- The above steps are **MANDATORY** to ensure the proper Mega-Fleet Program pricing is used.
- Enter information into all the relevant fields.
 - Note: Any of the fields that have captions in red or red stars are required fields (i.e. PO Date, PO Number, Vendor Part, etc.)
- **Ship To:** Select the location that received the product.
- **Ship From:** Select which of your locations the product was shipped from (or picked up at).
- **Delivery Ticket Number:** Enter bill of lading number, packing slip number, or any other secondary reference number.
- **Delivery Date:** Enter the date of delivery for the shipment
- * **Payment Terms:** The system will default to your pre-set payment terms; however, you can alter these dates.
- * **Discount Due Date:** Enter the date by which the invoice needs to be paid for the discount percentage to be applicable.
- * **Discount Percentage:** Enter any applicable discount percentage terms.
- **Line Item Charges:** Depending upon your setup, there are two different options for entering in line item charges.
 - * These will default to the Mega-Fleet Programs terms.

Mega-Fleet Website Manual

Invoices (Cont.)

Line Items (Cont.)

Price List: Price lists are provided for the Mega-Fleet Program. If the part you want to charge the customer for is on one of these price lists, you can use this option for faster entry, accurate pricing, and automatic use of any special pricing that may be in effect. You can also lower the price after selecting the part to reflect any special discount you may be offering on the particular invoice.

- Select a price list that contains the part you are attempting to add to the invoice from the drop down menu located directly below the manual entry boxes
 - **Note:** You can also enter an entire part number, part of one, or nothing at all in the text box next to it to limit your search. If you are searching with a part of a number, and the characters you are searching with are not the first, you need to put a “%” in front of them.
 - **For Example:** If you are searching for a part number 1005331, you could put 10% or you could enter in %5331 (Click on Search Help for all search options).
- Click on the button labeled **Go**
- Click on the correct part from the list generated by your search and click on the button labeled **Add**.

LINE ITEMS									
Vendor Part	Buyer Part	Description	UOM	Qty	Unit Cost	Core	FET	Surcharge	Ext Cost
X 100281E		2002 4J SER MICROFIC	EA	2.00	94.13	0.00	0.00	0.00	188.26

Parts Entry					
Price Sheet:	Vendor PN:	Buyer PN:	Quan:	Price:	Core:
Penske	100281E		2.00	94.13	0.00
Description:			UoM:	FET:	Surcharge:
2002 4J SER MICROFIC			EA	0.00	0.00
Update Cancel					

Note: If you find that you have made a mistake on the part after you enter it, you can either edit it by clicking on the , or delete it completely by clicking on the .

- Repeat this process to add any additional parts

Mega-Fleet Website Manual

Invoices (Cont.)

Line Items (Cont.)

Credit invoices: Credit invoices are entered following the same procedures outlined above. The only difference is the quantity field. When entering credit invoices you must enter your quantity as negative value. **Do not change the PRICE value to a negative!**

For example: see diagrams below and next page.

LINE ITEMS

Vendor Part	Buyer Part	Description	UOM	Qty	Unit Cost	Core	FET	Surcharge	Ext Cost
-------------	------------	-------------	-----	-----	-----------	------	-----	-----------	----------

Parts Entry

Price Sheet:

Vendor PN: Buyer PN:

Quan: Price: Core:

Description: UoM: FET: Surcharge:

Parts Retrieve Complete

Search Criteria:

VendorPN	Description	Price	Assoc PriceSheet
S156072150	FILTER ELEMENT	\$49.85	Penske

Vendor Part	Buyer Part	Description	UOM	Qty	Unit Cost	Core	FET	Surcharge	Ext Cost
S156072150		FILTER ELEMENT	EA	-6.00	49.85	0.00	0.00	0.00	(299.10)

The line calculates based on quantity value:

Mega-Fleet Website Manual

Invoices (Cont.)

Line Items (Cont.)

Core returns: Core returns are entered following the credit invoice procedure. If the core charge was included in the price of the part purchased, you will need to select the original part billed from the appropriate price list.

Parts Entry

Price Sheet: Vendor PN: Buyer PN: Quan: Price: Core:

Description: UoM: FET: Surcharge:

or

Parts Retrieve Complete

Search Criteria:

VendorPN	Description	Price	Assoc PriceSheet
LRG714	SERVICE CALIPER LHF	\$281.19	Penske
LRG714C	CORE CHARGE	\$97.85	Penske

You will enter your quantity as a negative value and then 0.00 Price value, leaving core value as billed. **DO NOT CHANGE CORE PRICE TO NEGATIVE VALUE!**

Parts Entry

Price Sheet: Vendor PN: Buyer PN: Quan: Price: Core:

Description: UoM: FET: Surcharge:

or

Parts Retrieve Complete

Search Criteria:

VendorPN	Description	Price	Assoc PriceSheet
LRG714	SERVICE CALIPER LHF	\$281.19	Penske
LRG714C	CORE CHARGE	\$97.85	Penske

Mega-Fleet Website Manual

Invoices (Cont.)

Miscellaneous Items

SUMMARY MISCELLANEOUS ITEMS													
Labor:	250.00	Description:											
Shop:		Description:											
Handling Charge:	3.75	Description:											
TAXES													
Local Tax:	12.95												
County Tax:													
State Tax:													
Environmental:													
NOTES													
REFERENCES													
Merchandise Received by:													
Unit Number:	P256987												
Odometer:													
License #:													
		<table><tr><td>Total Parts Order</td><td>\$188.26</td></tr><tr><td>Total Core Charge</td><td>\$0.00</td></tr><tr><td>Total Miscellaneous</td><td>\$253.75</td></tr><tr><td>Total Taxes</td><td>\$12.95</td></tr><tr><td>Total</td><td>\$454.96</td></tr></table>		Total Parts Order	\$188.26	Total Core Charge	\$0.00	Total Miscellaneous	\$253.75	Total Taxes	\$12.95	Total	\$454.96
Total Parts Order	\$188.26												
Total Core Charge	\$0.00												
Total Miscellaneous	\$253.75												
Total Taxes	\$12.95												
Total	\$454.96												
Preview Update Finalize Delete Close		Reminder: Select Update to reflect all changes											
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- Enter *Labor*, *Shop* and *Handling Charges* in the boxes located in the section labeled *Summary Miscellaneous Items*.
 - **Note:** If you do not enter any descriptions, the system will default to Labor, Shop and Handling respectively.
- Enter Summary Level taxes in the boxes located in the section labeled *Taxes*.
- Any additional notes that you need added to the invoice can be entered in this section labeled *Notes* (up to 400 characters).
- Enter reference information if applicable and available in the boxes located in the section labeled *References*.
- When you have finished entering the invoices, click on the button labeled at the bottom of the page, this will update all of the charges and show you the final invoice total at the bottom of the invoice.
- If everything is correct, click the button labeled and you will be directed to a page that will display the invoice as the customer will receive it.

Mega-Fleet Website Manual

Invoices (Cont.)

INVOICE		Invoice Date:	Invoice No:
 test	09/08/2006	test	
	PO Date:	PO No:	
	08/10/2006	306300P1234	
	Terms:	Sys Rec Date:	
Net 30 Days			

PURCHASER INFORMATION		
Buyer: Test Buyer 123 Vendor Dr. Chicago, IL 01234 EDI: 108479_Test	Ship To: The Buyer 123 Money Ct Las Vegas, NV 11111	Remit To: Hino Motor Sales USA, Inc 21749 Network Place Chicago, IL 60673 EDI Code: 9082165627
Vendor: Test Vendor 123 Buyer Dr. Chicago, IL 01234 EDI Code: 81 Ship From: Test Vendor Chicago, IL 01234	Invoice Information: Delivery Ticket #: Delivery Date: Dealer Name:	Payment Terms: Description: Net 30 Days Net Due Date: 10/08/2006 Discount Due Date: Discount Percentage:

INVOICE LINE ITEMS							
Vendor PN	Buyer PN	Line Item Description	UOM	Qty	Unit Cost	Tax	Ext Cost
12-45-4414		Quick Description	EA	3.00	72.00		216.00
122-99-648		Quick Description	EA	17.00	3.86		65.62
SUMMARY MISCELLANEOUS ITEMS							
		Handling Charge			12.00		12.00
		Labor Charge			72.50		72.50
		Shop Charge			98.00		98.00

INVOICE NOTES AND REFERENCES	
Notes are optional. Feel free to use them if you want any additional information to show on the invoice.	
UN 947-074	

INVOICE TOTALS	
Total Parts Order	281.62
Total Core Charge	0.00
Total Miscellaneous	182.50
Total Taxes	0.00
Total Invoice: USD	464.12



- Verify your invoice and the Corcentric invoice are accurate. **PRINT** a copy for Your records.
 - If everything is correct, click the button labeled .
- Note: If the invoice is not correct you can click on the button labeled to return to the previous page and edit the invoice.

Mega-Fleet Website Manual

Invoices (Cont.)

If you find that you have made a mistake that cannot be edited (such as the Buyer), you can return to the previous page and delete the invoice completely by clicking on the button labeled .

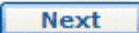
- If you need to come back to the invoice at a later date to finish it, you can click on the button labeled . When you come back, the invoice will show up under Complete Unsent Invoices. The process for completing unsent invoices is described below.

Complete Unsent Invoice

- From the home page, click on the link labeled *Create/Edit an Invoice*



The screenshot shows the Mega-Fleet website interface. At the top left is the HINO TRUCKS logo (A Toyota Group Company). At the top right is the CORCENTRIC logo (POWERED BY: CORCENTRIC Optimal eFlow™). Below the logos is a navigation bar with links: Home, Invoices, Reports, Mega-Fleet, Admin, Contact, Log Out. Below the navigation bar is a breadcrumb trail: You are in: Invoices | Create | Edit Invoice. To the right of the breadcrumb trail is the date: November 28, 2006. On the left side of the main content area is a sidebar with links: Create/Edit an Invoice, Invoice Discrepancies, View Sent Invoices. The main content area has a section titled OPTIONS with two radio buttons: Create new invoice (unselected) and Complete unsent invoice (selected). Below the radio buttons are two input fields: Unsent Invoice: (a dropdown menu showing ----- Select an invoice -----) and Invoice Date: (a text box showing 11/28/2006 with a calendar icon). Below the input fields is a Next button.

- Select *Complete Unsent Invoice*.
- Select the invoice you want to edit/complete from the drop down.
 - **Note:** The Invoice date will automatically populate, but you have the option of altering it if need be.
- Click on the button labeled .
- You will be directed to the invoice creation page where you can complete the invoice you had already started.

Mega-Fleet Website Manual

Invoices (Cont.)

View Sent Invoices

When an invoice is received by Corcentric, it is validated against the price lists and rules setup by the Mega-Fleet Program. If it does not pass any one of these tests, it will be considered in error and will be displayed in Invoice Discrepancies. If the invoice passes the entire test (or has been fixed), it will appear in the View Sent Invoices.

- From the home page, click on the *View Sent Invoices* link (under Invoices).

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Home Invoices Reports Mega-Fleet Admin Contact Log Out

You are in: Payables November 28, 2006

Transaction Finder

Retrieve

Search by

Vendors Multi Select
-- Select Vendors --

Buyers Multi Select
-- Select Buyers --

-- Select Account --

-- Select Invoice Type --

From/To Dates

Date Received
8/21/2006
8/28/2006

Sort By

Select Order
Select Order

Retrieve

Invoice Del #	PO #	Inv Date	Ship From	Ship To	To	Rcvd
AI2	0781	03/13/06	Buyer	Atlanta	Reading, PA- #3	08/22/06
AI2	004013	03/13/06	Buyer 2	Baltimore	Reading, PA- #3	08/22/06
AI3	00101	03/17/06	Buyer 3	New York	Reading, PA- #3	08/22/06

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1

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- The *Transaction Finder* along the left hand side of the screen allows you to search for sent invoices by invoices number, date range, buyer, and document status
- Use whichever search field(s) that will bring back the invoice(s) you are looking for.
 - **Note:** We recommend you leave the default criteria at first. This will show you every invoice that you have sent during the default date range.
- Once you have selected your search criteria click on the button labeled **Retrieve**.
- Click on the Invoice number in order to view the detail.

Mega-Fleet Website Manual

Invoices (Cont.)

http://128.121.16.156 - Invoice - TestInvoiceDisc - Microsoft Internet Explorer

Print **Close**

INVOICE

Test Vendor
1 Main St
Somewhere, VA 20110

TestInvoiceDisc

Invoice Date: 07/27/2005
PO Date: 07/26/2005
Terms:

Invoice No: TestInvoiceDisc
PO No: 784564
Sys Rec Date: 07/27/2005

PURCHASER INFORMATION

Buyer: TEST ACCOUNT
8900 GREENSBORO DR SUITE 950
MCLEAN, VA 22102
Code: 987654321

Ship To: TEST ACCOUNT
8900 GREENSBORO DR SUITE 950
MCLEAN, VA 22102
Code: 01

Remit To: Test Vendor
1 Main St
Somewhere, VA 20110
Code: TESTVENDOR

Vendor: Test Vendor
1 Main St
Somewhere, VA 20110
Code: TESTVENDOR

Invoice Information:
Delivery Ticket #: 7987815
Delivery Date: 01/01/1900
Dealer Name: Not sent

Payment Terms:
Description:
Net Due Date:
Discount Due Date:
Discount Percentage:

Ship From:
Test Vendor Somewhere, VA

INVOICE LINE ITEMS ☒ Show Changes

Vendor PN	Buyer PN	Line Item Description	UOM	Qty	Unit Cost	Tax	Ext Cost
075X103X4		075 GLASBRD REPAIR PNL 103"X4	EA	10.0000	16.43		164.30
075X103X4		075 GLASBRD REPAIR PNL 103"X4			5.00		50.00
1-3/8X7X16		APITONG 1-3/8" 7"X16 BOARD F.E.T.	EA	3.0000	4.05	3.00	12.15
SUMMARY MISCELLANEOUS ITEMS							

Done Internet

- If this invoice had an error that was fixed, a check box will show up on the invoice rendering that says "Show Changes".
- Check this box to view any alterations that were done to the invoice. They will show up in red (see image above).

Mega-Fleet Website Manual

Invoices (Cont.)

Invoice Discrepancies

- From the home page, click on the link labeled *Invoice Discrepancies* (under Invoices).
- The *Transaction Finder* in this page works just like *View Sent Invoices*. You can search by invoice number, date range, buyer and document status.
- Click [Retrieve](#)



[Home](#) [Invoices](#) [Reports](#) [Mega-Fleet](#) [Admin](#) [Contact](#) [Log Out](#)

You are in: Invoice Discrepancy Maintenance November 28, 2006

Transaction Finder

[Retrieve](#)

Search by

-- Enter Doc Number --

Vendors Multi Select

-- Select Vendors --

Buyers Multi Select

-- Select Buyers --

-- Select Account --

From/To Dates

Date Received

8/21/2006

11/28/2006

Sort By

Select Order

Select Order

[Retrieve](#)

Invoice	Del #	PO #	Inv Date	Ship From	Ship To	To	Rcvd
0919		TEST03	09/19/06	Test Buyer	Plymouth	Hino Test Buyer	09/19/06
000		TEST05	09/26/06	Test Buyer	Plymouth	Hino Test Buyer	09/26/06

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1

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- Click on the next to the invoice number and the error details will show up.

Mega-Fleet Website Manual

Invoices (Cont.)



Home **Invoices** Reports Mega-Fleet Admin Contact Log Out

You are in: Invoice Correction

Create/Edit an Invoice
Invoice Discrepancies
View Sent Invoices

Status :
[Invoice Details](#)

Invoice #	PO #	Del #	Inv Date	PO Date	To	Total
091902	TEST03		9/19/2006	9/19/2006	Hino Test Buyer	\$451.88

[Invoice Item Error List](#)

Item Part #	Error Description	Available Options
1	474303	567-The difference has exceeded the tolerance of 10.00%.
		Amend Part Number? Amend price?
		1

[Back](#)

Home **Invoices** Reports Mega-Fleet Admin Cmnty Admin Contact Log Out

You are in: Invoice Correction

Invoice Discrepancies
Payables
Receivables

Status :
[Invoice Details](#)

Invoice #	PO #	Del #	Inv Date	PO Date	To	Total	Action
IN33009	001110PN2520	in33009	3/25/2008	3/25/2008	Penske Corporate	\$42.16	Reopen

[Invoice Item Error List](#)

Item Part #	Error Description	Available Options
1	1013-Purchase order number [001110PN2520] validation failed: Invalid location code was sent in the purchase order number. Err=1013	Amend po number?
		1

[Back](#)

- Depending upon the type of error and the permissions setup by your community, you will have the option of amending the part number, amending the price, or deleting the part from the invoice altogether.
- You will also have the option to [Reopen](#) the invoice. If there are multiple errors or an error that requires reentry of part numbers, you should [Reopen](#) the invoice. When you select [Reopen](#), your invoice will then be transferred to your complete unsent invoices file. You can locate this by selecting *Create/Edit invoices* from your **Invoices** tab and then opening your *Complete Unsent Invoices* menu. You will then be able to make any corrections to the invoice and resend.

Mega-Fleet Website Manual

Invoices (Cont.)

- To receive automatic email notifications on *Invoice Discrepancies*, review Page 30 in this manual. An accurate email is required. Below is an example of an Invoice Discrepancy email.

-

From: Corcentric Administrator
To: 'kpellegrino@corcentric.com'
Cc:
Subject: Invoice Discrepancies

Sent: Mon 11/6/2006 9:39 AM

This is a notification for 2 invoices with discrepancies.

The following is a list of the invoices

Invoice#	Buyer Name	Invoice Date
12345678	Test Account	11/03/2006
01234567	Test Account	11/05/2006

<http://hino.corcentric.com>

Please do not reply to this message.
Automated Message - System Administrator

Mega-Fleet Website Manual

Invoices (Cont.)

Amending the Part Number

If the part number that is submitted in the invoice does not match a part number found on an existing price list, or does not have a valid cross reference setup, it will error out.

Note: If the invoice has multiple discrepancies listed or you notice additional corrections that need to be made the best way to accurately correct the Invoice is to [Reopen](#).

http://hino.corcentric.com - Invoice Editor - Item Correction - Microsoft I...

Invoice Editor - Item Correction

- To change the part number
Select or search for a part from the list below and select [Change PN]
- To cross reference the part number with a national account part number
Select or search for a part from the list below and select [Part XREF]
- To allow the part to pass through without validation
Select [Allow Once]
- To remove the item from the invoice
Select [Delete Item]

Status :

[Search the part and save your info](#)

	Part #	Description	Vendor Code	Price
Original	474303090R	REL SHOE BURGUNDY		\$82.97
New	474303090R	REL SHOE BURGUNDY		\$112.97

[Corresponds To](#)

[Parts Search / Info](#)

-- All PriceSheets -- Search Criteria: GO [Search Help](#)

VendorPN	Description	Price	Assoc PriceSheet
474303090R	REL SHOE BURGUNDY	\$82.97	Penske

[Change PN](#) [Part XREF](#) [Allow Once](#) [Delete Item](#) [Close](#)

Done Internet

Mega-Fleet Website Manual

Invoices (Cont.)

- *Change PN*: If the original part number that was entered is not recognized by the systems as being valid, you can change the part number to a valid number from the price sheets. This will also update the unit price to the price sheet price. You can do this by searching for the part number and clicking on it in the list. Then click the button labeled .
- *Part Xref*: If the original part number is a valid part number but does not match a part number on the price sheet, you can create a cross reference so that whenever this original part number is used, the system will know which price sheet part to tie it to. All you have to do is select the part you want to cross it to from the price sheet and click the button labeled .
- *Allow Once*: This will allow you to use this invalid part number one time, without adding a cross reference. Just click on the button labeled .
- *Vendor Code Xref*: If the part is valid, but the vendor code is not valid, you can add a cross reference to specify that this particular vendor code is valid and is identical to the existing one in the system.
- *Delete Item*: This will remove the part from the invoice and recalculate the invoice total.

Note: *Part Xref* and *Vendor Code Xref* are only applicable if you enter the part numbers manually into the invoice or you sent your invoice to Corcentric via an alternate mention (See Mega-Fleet for more information).

Mega-Fleet Website Manual

Invoices (Cont.)

Amending the Price

If the price that is submitted in the invoice does not fit within the acceptable criteria set by the community, it will error out.

The screenshot shows a web browser window titled "http://hino.corcentric.com - Invoice Editor - Price Change - Microsoft Internet Explorer". The page content includes:

- Invoice Editor - Price Change**
 - Enter the new price.
 - Select [Save].
- Status :**
- Change the Price for Part #**
- A table with 5 columns: **Original**, **Part #**, **Description**, **Vendor Code**, and **Price**.

	Part #	Description	Vendor Code	Price
Original	474303090R	REL SHOE BURGUNDY		\$82.97
New	474303090R	REL SHOE BURGUNDY		\$112.97
- A form with three rows:

	Original	Suggested	Change To
Price(\$)	82.97	112.97	112.97
Core(\$)	120.00		30
Surcharge(\$)	0		0
- Buttons: **Save** and **Close**.

The browser's status bar at the bottom shows "Done" and "Internet".

- **Suggested Price:** The system will try to find a part number in the price sheets that is similar or identical to the part number that was sent in. From there it will suggest a valid price.
- **Changed Price:** This is the price you want to change the part to. It defaults to the suggested price but you can alter it.

Mega-Fleet Website Manual

Reports

Reports

The reports section allows you to download current price lists and search for summary level detail on your invoices.

Mega-Fleet Price Lists

- Select *Mega-Fleet Price List* from the drop down.
- In the *Transaction Finder* you can search by Price List and whether you want to see All Prices or just Special Pricing.
- Click [Retrieve](#)

HINO TRUCKS
A Toyota Group Company

POWERED BY: **CORCENTRIC**
Optimal eFlow™

Home Invoices **Reports** Mega-Fleet Admin Contact Log Out

You are in: Reports December 6, 2006

Reports
Mega-Fleet Price List
Transaction Finder
[Retrieve](#)

Search by
Program:
Hino Test Program
Price Type:
All Prices
Price Sheet Date:
All Price Sheets
[Retrieve](#)

1 of 1 100% Find | Next

Select a format Export

Mega-Fleet Program

Program Name: Hino Test Program

Red - Past Price Sheet Blue - Future Price Sheet

PDF	Excel	Price Sheet Name	% from Base	Eff. Date	Start Date	Part Count	Up
PDF	Excel	Penske	0.00 %	8/1/2006	9/9/2006	50,911	8/30

12/6/2006 12:55 PM Page 1 of 1

- You can download the file in PDF format or as an Excel Spreadsheet by clicking on the link. You may also export the report by selecting the format on the top of the screen to download in PDF, Excel, or Web archive (as shown in the red circle above).

Mega-Fleet Website Manual

Reports (Cont.)

Mega-Fleet Invoices

- Select *Mega-Fleet Invoices* from the drop down.
- The *Transaction Finder* allows you to search by account, buyer or vendor as well as the date range for the invoices you want to retrieve
- Click on the button labeled **Retrieve**.
- If you want to export the report, you can select the format on the top of the screen to download in PDF, Excel spreadsheet, or Web archive (as shown in the red circle below).



[Home](#) | [Invoices](#) | [Reports](#) | [Mega-Fleet](#) | [Admin](#) | [Contact](#) | [Log Out](#)

You are in: Reports December 6, 2006

Reports
Mega-Fleet Invoices
Transaction Finder
Retrieve

Search by
Accounts:
--All Accounts--
Buyers:
--All Buyers--
Vendors:

Select Dates
Final Date
11/29/2005
12/6/2006
Group By
None
Retrieve

1 of 1 100% Find | Next

Select a format Export

MEGA-FLEET INVOICE
Date from 11/29/2005 to 12/6/2006
Vendor: Account: All

Invoice Number	Invoice Date	Final Date	Vendor	Bill To	Buyer
765451	10-31-2006	10-31-2006	MACK	Hino Test Buyer	Hino Test Buyer
765452	10-31-2006	10-31-2006	MACK	Hino Test Buyer	Hino Test Buyer
123	10-30-2006	10-31-2006	MACK	Hino Test Buyer	Hino Test Buyer
123321	10-31-2006	10-31-2006	MACK	Hino Test Buyer	Hino Test Buyer
11111	10-31-2006	10-31-2006	MACK	Hino Test Buyer	Hino Test Buyer
0000T11	10-02-2006	10-02-2006	MACK	Hino Test Buyer	Hino Test Buyer
C0000T7	10-03-2006	10-08-2006	MACK	Hino Test Buyer	Hino Test Buyer
C0000T1	10-11-2006	10-11-2006	MACK	Hino Test Buyer	Hino Test Buyer
345890	09-13-2006	09-13-2006	MACK	Hino Test Buyer	Hino Test Buyer
0000T1	09-26-2006	09-26-2006	MACK	Hino Test Buyer	Hino Test Buyer
0000T7	09-28-2006	09-28-2006	MACK	Hino Test Buyer	Hino Test Buyer
A129156	03-13-2006	09-05-2006	MACK	Reading, PA- #3	Reading, PA- #3
A129428	03-13-2006	09-05-2006	MACK	Reading, PA- #3	Reading, PA- #3
A130200	03-17-2006	09-05-2006	MACK	Reading, PA- #3	Reading, PA- #3

Mega-Fleet Website Manual

Reports (Cont.)

Mega-Fleet Parts Sale

- Select *Mega-Fleet Part Sales* from the drop down.
- The *Transaction Finder* allows you to search by account, buyer or vendor as well as the date range you want to search by.
- Click on the button labeled **Retrieve**.
- If you want you can export the report. You can select the format on the top of the screen to download in PDF, Excel or Web archive (as shown in red circle below).



[Home](#) [Invoices](#) [Reports](#) [Mega-Fleet](#) [Admin](#) [Contact](#) [Log Out](#)

You are in: Reports December 6, 2006

Reports

Mega-Fleet Part Sale: ▼

Transaction Finder

Retrieve

Search by

Accounts:
--All Accounts-- ▼

Buyers:
--All Buyers-- ▼

Vendors:
▼

Select Dates

Final Date ▼

11/29/2005 ▼

12/6/2006 ▼

Sort By

None ▼

Retrieve

1 of 1 ▶▶ 100% ▼ Find | Next

Select a format ▼ **Export**   

MEGA-FLEET PART SALES

Date from 11/29/2005 to 12/6/2006

Vendor: Account: All

Price Sheet	Part Number	QTY	Ave Price	Min Price	Max Price	Ext	Subt	Buye
Non NA Part	178013440A	1	36.48	36.48	36.48			
Non NA Part	312002010A	1	402.17	402.17	402.17			
Non NA Part	521019461A	1	434.53	434.53	434.53			
Non NA Part	521151020A	1	63.22	63.22	63.22			
Non NA Part	521422410A	1	63.22	63.22	63.22			
Non NA Part	988	1	65.00	65.00	65.00			
Non NA Part	988120132A	1	6.32	6.32	6.32			
Non NA Part	aa812	1	45.00	45.00	45.00			
Penske	156071011A	1	32.84	32.84	32.84			
Penske	424112180A	4	302.08	302.08	302.08		1	
Penske	465103612A	0	235.10	235.10	235.10			
Penske	691201080A	1	31.94	31.94	31.94			
Penske	773201390A	0	25.76	25.76	25.76			
Penske	845122230A	8	4.83	4.83	4.83			

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Mega-Fleet Website Manual

Mega-Fleet

Mega-Fleet

The Mega-Fleet page gives two options: *Mega-Fleet Vendor Code Xref* and *Mega-Fleet Part Xref*. These options are only applicable if you do not use the price list in the manual invoice entry or if you send your invoices to Corcentric via alternate means.

Corcentric has the ability to receive and process your invoices in many different formats including flat files, XML documents, and EDI. For more information about this option, please contact us at 877-825-3823 or helpdesk@corcentric.com.

Mega-Fleet Vendor Code Xref

Different vendors/lines may use the same part numbers. In order to differentiate between the lines, a prefix is often used before the part number. Sometimes there can be more than one prefix that means the same vendor/line. In this case, you will want to setup a Vendor Code Xref so the parts will be validated against the proper part in the proper price list.

- From the home page click on the *Mega-Fleet Vendor Code Xref* under *Mega-Fleet*.

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Home Invoices Reports **Mega-Fleet** Admin Contact Log Out

You are in: Mega-Fleet Part Format November 28, 2006

Mega-Fleet Part Xref
Mega-Fleet Vendor Code Xref

Mega-Fleet Preferences

- Select the vendor to setup the codes.
- Select the method of finding the vendor code.
- Enter the start and end positions of the code in the part numbers. or Enter a delimiter.
- Select [Save]
- Enter a code by selecting or select a price sheet from the dropdown and entering the code.
- Delete a code by selecting X

*The positions must be uniform for all parts.

Vendor Code Format

☒ Position: to

☐ Delimiter:

- Select whether the xref is designated by character positions (ex: always the first 3 characters in a part) or whether there is a delimiter between the vendor code and the part (ex: a space or an *).
- Specify the position or the delimiter and click the button labeled .

Mega-Fleet Website Manual

Mega-Fleet (Cont.)



[Home](#) [Invoices](#) [Reports](#) [Mega-Fleet](#) [Admin](#) [Contact](#) [Log Out](#)

You are in: Mega-Fleet Part Format November 28, 2006

Mega-Fleet Part Xref

[Mega-Fleet Vendor Code Xref](#)

Mega-Fleet Preferences

- Select the vendor to setup the codes.
- Select the method of finding the vendor code.
- Enter the start and end positions of the code in the part numbers. or Enter a delimiter.
- Select [Save]
- Enter a code by selecting  or select a price sheet from the dropdown and entering the code.
- Delete a code by selecting X

*The positions must be uniform for all parts.

Vendor Code Format

☐ Position: to

☒ Delimiter:

Add new vendor code

Price Sheet: Vendor Code:

Part Vendor Code

Price Sheet		Details
Non Mega-Fleet		Vendor Code(s) Del
Penske		Vendor Code(s) Del

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- Select the price list that contains the part you want to create the vendor xref for.
- Enter the vendor code and click the button labeled .
- **Note:** This should only be done once in the system. Once the Xref code has been edited it will stay within the system.

Mega-Fleet Website Manual

Mega-Fleet (Cont.)

Mega-Fleet Part Xref



[Home](#) [Invoices](#) [Reports](#) [Mega-Fleet](#) [Admin](#) [Contact](#) [Log Out](#)

You are in: [Cross Reference Parts Entry](#) November 28, 2006

[Mega-Fleet Part Xref](#)
Mega-Fleet Vendor Code
Xref

Cross Reference Parts

- Select the price sheet
- Enter a part number or part of the part number to refine the search.
*Since the part lists are large this is recommended.
- Select the part number type and select 'Submit'
- Select  to enter a xref or delete a xref by selecting X.

Price Sheet:

Penske

Part Search:

Part look up type:

☒ Mega-Fleet number

☐ Xref number

Submit

Penske Parts Cross Reference

Part Number		Details
00001930A		Cross References Del
000043450A		Cross References Del
000043460A		Cross References Del
000044020A		Cross References Del
000046960A		Cross References Del
000046970A		Cross References Del
000047000A		Cross References Del
000047010A		Cross References Del
000047150A		Cross References Del
000047180A		Cross References Del

1 2 3 4 5 6 7 8 9 10 ...

<=< >=>

[Add new cross reference](#)
Part Number: Cross Reference:

Add

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- Select the price list and part number you want to work with and click

Submit

.
 - **Note:** You have the option of searching by the Mega-Fleet Part number or the existing Xref number. This will only need to be done once in the system
- Click on the .
- Enter the Cross Reference and click on the button labeled

Add

.

Mega-Fleet Website Manual

Admin

Admin

Administer Locations

- From the homepage, click on the Administer Locations under Admin.

The screenshot shows the Mega-Fleet website interface. At the top left is the Hino Trucks logo with the text "A Toyota Group Company". At the top right is the "POWERED BY: CORCENTRIC Optimal eFlow™" logo. Below these is a navigation bar with links: Home, Invoices, Reports, Mega-Fleet, Admin (highlighted), Contact, and Log Out. Below the navigation bar is a red banner that reads "You are in: Administer Locations" on the left and "November 29, 2006" on the right. On the left side of the page is a sidebar menu with links: Administer Locations (underlined), Administer Users, Password Change, and User Preferences. The main content area has a heading "Create/Edit Locations" and a table with the following data:

Location	Address	City	State
CORCENTRIC LOCATION	123 Test Street	Marlboro	NJ

- You may review any and all locations that Hino has listed out for you.
- If any changes need to be made to the location on your account (improper address or change in location) please contact Hino at 866-372-4466.

Mega-Fleet Website Manual

Admin (Cont.)

Administer Users

- From the home page, click on the Administer Users under Admin.

The screenshot shows the Mega-Fleet website interface. At the top left is the HINO TRUCKS logo with the text 'A Toyota Group Company'. At the top right is the CORCENTRIC logo with the text 'POWERED BY: CORCENTRIC Optimal eFlow™'. Below these is a navigation bar with links: Home, Invoices, Reports, Mega-Fleet, Admin (highlighted), Contact, and Log Out. Below the navigation bar is a status bar that says 'You are in: Administer Users' and 'November 29, 2006'. On the left side, there is a sidebar with links: Administer Locations, Administer Users (highlighted), Password Change, and User Preferences. The main content area is titled 'Administer Users' and includes a 'Status :' section with instructions: '- Click on the IsActive checkbox to activate/deactivate a user.', '- Click on the Discrepancy Notify checkbox to setup the user to receive discrepancy emails.', and '- Click Update to save your settings'. There is also a link 'Add New User'. Below this is a table with columns: Is Active, Name / Access, User ID, Level, and Discrepancy Notify. The table contains one row for 'Pellegrino, Kathy' with a checked 'Is Active' box, the email 'kpellegrino@corcentric.com', and a '99' level. The 'Discrepancy Notify' box is unchecked. An 'Update' button is located below the table.

Is Active	Name / Access	User ID	Level	Discrepancy Notify
☒	Pellegrino, Kathy	kpellegrino@corcentric.com	99	☐

Edit Users

- From the home page, click on *Administer Users*.
- To deactivate the login, uncheck the box next to their name and click *Active?*
- To alter the information about a user (including the functions they have access to and the locations they can see on), click on the users name and edit any of the applicable data.

Discrepancy Notify

Check the Discrepancy Notify box if you want the user to receive email notifications when an invoice you have submitted is in error and needs to be fixed. Please ensure the user have a valid email address set up in their profile. You can click on the username and look at their profile to confirm this.

The Discrepancy Notify sends an automatic email out to the users selected when any invoice discrepancy occurs on their account, no matter who creates the invoice. This will help to keep your company aware of any invoice discrepancies that are currently in the system.

Admin (Cont.)

Add New User

http://hino.corcentric.com - Administer User Wizard - Microsoft Internet Explorer

Information

Add New User

- Click on Next, Apply, Finish or Save button to "Save" and go ahead in the wizard process.
- Click on Cancel button to close the wizard process.

Password Requirements

- Case-sensitive
- Must be of length 6 to 15
- Must contain at least one(1) each of the following:
 - one(1) numeric character
 - one(1) alphabetic character
 - one(1) special character (@ # \$ % ^ & * () + = -)

First Name *

Last Name *

User ID *

Password *

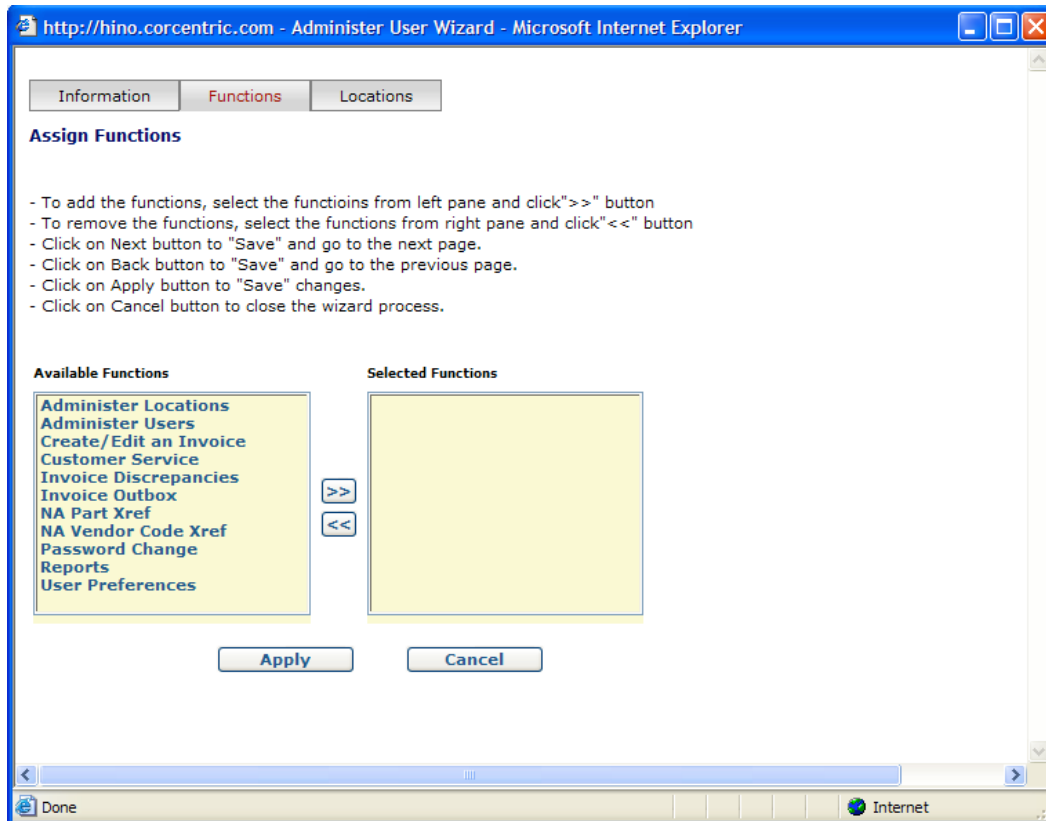
Confirm *

Email *

* - indicates required Field

- Fill in the text fields. The user ID must be unique. The password must contain at least one number, one alphabetic character and one special character (valid special characters are : ~!@#\$\$%^&*()_+=-)
- Click on the button labeled .
- You will see two new tabs appear at the top: *Functions* and *Locations*.

Admin (Cont.)

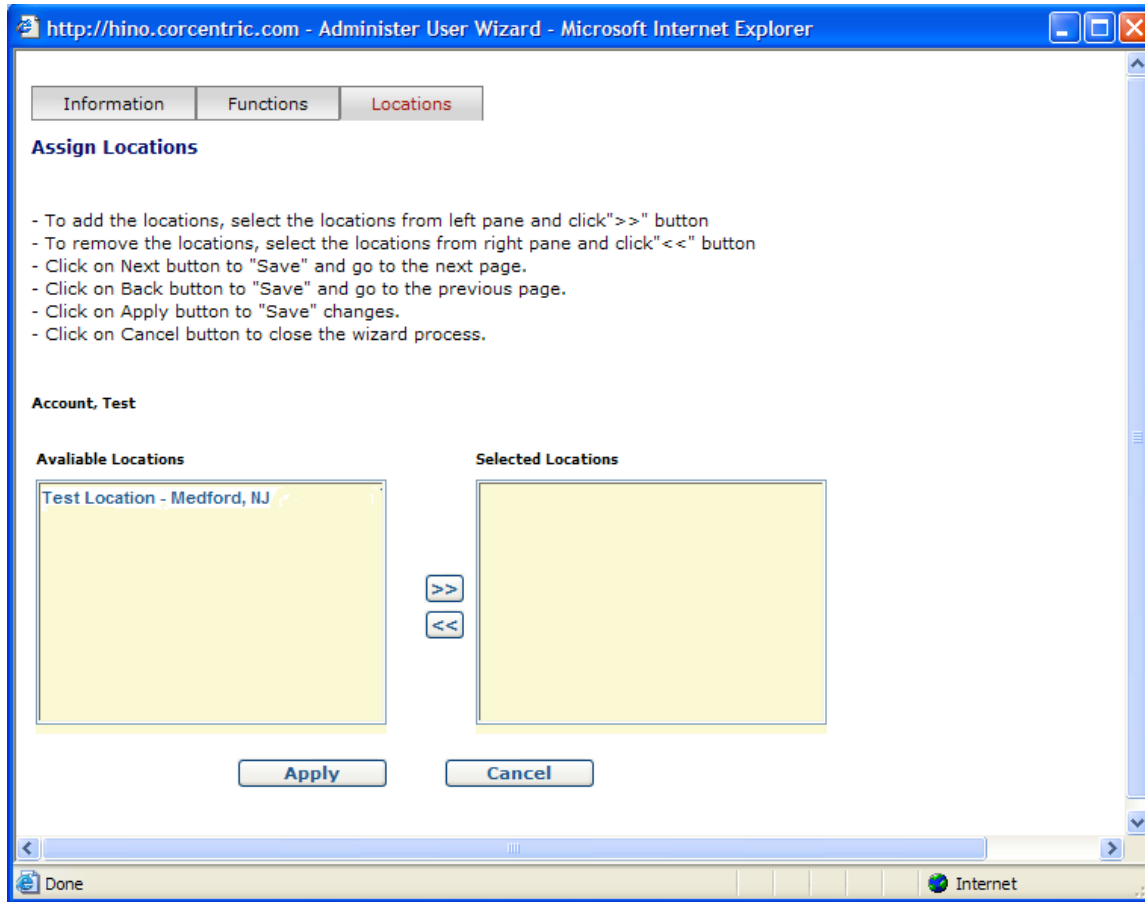


- *Functions* allow you to choose which of the available functions this particular user is allowed to use. Highlight the functions you want to allow in the *Available Functions* list and then click the >> button.
- To remove the users ability to utilize a function, highlight it in the *Selected Functions* list and click on the << button.
- When you are finished, click on the button labeled .

Functions Detail:

- Administer Locations – The user will have the ability to add any new location to your account.
- Administer Users – The user will have the rights to add a new user, change a users password or make a user inactive.
- Create/Edit Invoice – The user will have access to create a new invoice or complete any unsent invoices.
- Customer Service – This shows the user the Contact Tab.
- Invoice Discrepancies – This allows the user to view any invoices that have not been sent through due to a discrepancy. **If they have Discrepancy Notify checked off, they should have this feature selected.**
- Invoice Outbox – The user will be able to review any invoices that were sent through the Hino-Corcentric system.
- Mega-Fleet Parts Xref – The user will be able to create any part xref under the Mega-Fleet's tab.
- Mega-Fleet Vendor Code Xref- The user will be able to create a vendor code xref on the system under the Mega-Fleet's tab.
- Password change – The user will be able to alter their own personal password.
- Reports – The user will have the rights to view the Reports tab and all reports listed underneath that tab.
- User Preference – The user will have the right to change their default search date range and the amount of results that appear on each page.

Admin (Cont.)



- *Locations* allows you to define which locations data this user should have access to. Add the location as you did the Functions above. When you are finished, click on the button labeled .

Mega-Fleet Website Manual

Admin (Cont.)

Password Change



Home Invoices Reports Mega-Fleet **Admin** Contact Log Out

You are in: Password Change November 29, 2006

Administer Locations

Administer Users

Password Change

User Preferences

Password Change

- Enter your current password
- Enter your new password
- Enter your new password again
- Save your new password

Password Requirements

- Case-sensitive
- Must be of length 6 to 15
- Must contain at least one(1) each of the following:
 - one(1) numeric character
 - one(1) alphabetic character
 - one(1) special character (@ # \$ % ^ & * () + = -)

Name: Bruce Pirotte

User ID: bpirotte@baltimoremack.com

Old Password:

New Password:

Confirm New Password:

* - indicates required Field

- Enter your old password
- Enter and confirm the new password (using all the password requirements to create your new password)
- Click on the .
- If you have made a mistake, select the button labeled to start over.

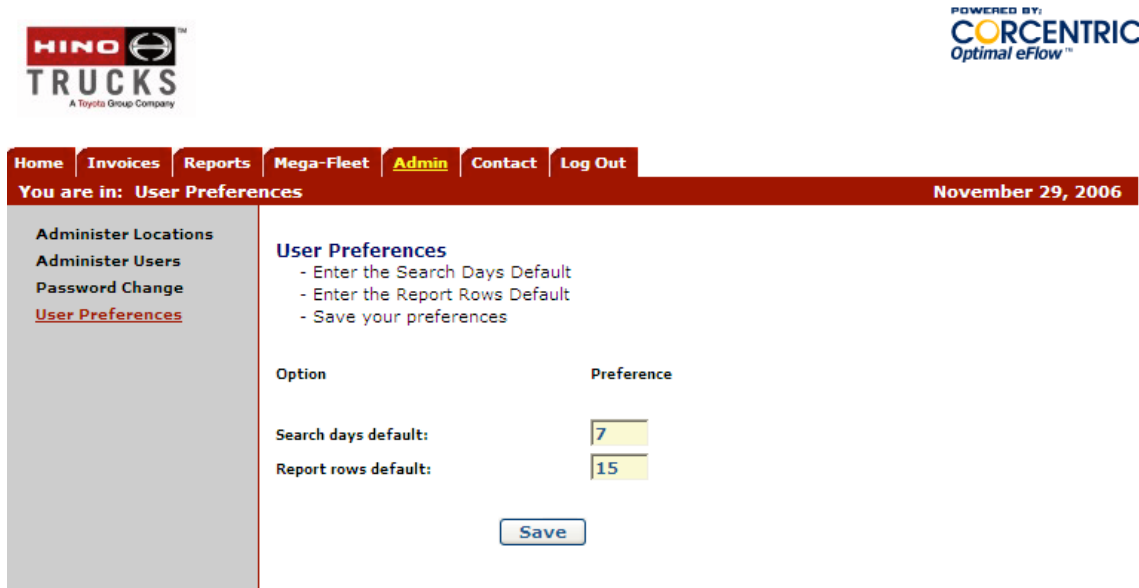
Mega-Fleet Website Manual

Admin (Cont.)

User Preferences

There are two options under *User Preferences*: the *Search Days Default* and the *Report Rows Default*. The *Search Days* applies to the default number of days that will appear in your *Invoice Outbox* when you retrieve invoices. The *Report Rows* applies to the default number of rows you want to appear in your report results.

- From the home page click on *User Preferences* under *Admin*.



The screenshot shows the Mega-Fleet website interface. At the top left is the HINO TRUCKS logo with the text 'A Toyota Group Company'. At the top right is the CORCENTRIC logo with the text 'POWERED BY: CORCENTRIC Optimal eFlow™'. Below these is a navigation bar with links: Home, Invoices, Reports, Mega-Fleet, Admin (highlighted), Contact, and Log Out. Below the navigation bar is a red banner that says 'You are in: User Preferences' on the left and 'November 29, 2006' on the right. On the left side of the main content area is a sidebar with links: Administer Locations, Administer Users, Password Change, and User Preferences (highlighted). The main content area has the title 'User Preferences' followed by a list of instructions: '- Enter the Search Days Default', '- Enter the Report Rows Default', and '- Save your preferences'. Below this is a table with two columns: 'Option' and 'Preference'. The first row is 'Search days default:' with a text input field containing the number '7'. The second row is 'Report rows default:' with a text input field containing the number '15'. At the bottom of the table is a 'Save' button.

Option	Preference
Search days default:	7
Report rows default:	15

- Alter the number of days you would like to see as your default search days.
- Click on the button.

Mega-Fleet Website Manual

Contact

Contact

This page gives you the information about who to contact if you have any questions or concerns regarding the website.

Hino Help Desk Information

- Help Desk Hours: Monday through Friday 7AM to 7PM Central Standard Time.
- Help Desk Phone: 866-372-4466
- Help Desk E-mail: HelpDesk@Hino.com

Logout

Log Out

- When you are finished using the site, click on the *logout* tab and you will be logged out of the system finishing your session.