



Figure 5. Selecting P&A Order Entry



Figure 6. Back Button

4. See Figure 7. click Add New Order.



Figure 7. Add New Order

5. See Figure 8. Enter ordering information.

- Enter PO number in to Custom PO (1) field.
- Click drop-down arrow in Order Type (2) field. Select **RC - Recall Order**.
- Enter recall number in to Campaign ID (3) field.
- Verify that all fields are correct, click **SUBMIT** (4).

Figure 8. New Order Information

NOTE

Carrier (2) field **cannot** be changed.

- See Figure 9. Verify information (1) is correct.
- Click **SUBMIT** (3).

Figure 9. Carrier Information (Not Changeable Field)

- See Figure 10. Enter quantity (1) and recall part/kit (2) number in their fields.
- When completed entering information, click Done Entering Detail Lines (3) and then **SUBMIT** (4).

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Dealer: 2198 Estimate Amount: \$0.00

Line	Qty	Part
1	2	91500093
2		
3		
4		
5		

☐ Enter Comments
☒ Done Entering Detail Lines

1. Quantity
2. Part or kit number
3. Done Entering Detail Lines
4. Submit

Figure 10. Ordering Recall Part/Kit

10. See Figure 11. Verify all information is correct on screen.

11. Click Flag Order To Be Sent link

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[Add Detail Lines](#) |
 [Delete Detail Lines](#) |
 [Flag Order To Be Sent](#)

To send this order to Harley-Davidson, click the Flag Order To Be Sent link above.

To Add or Delete detail lines, click the appropriate link above. To edit any detail lines, click on the detail Line Number of the line you wish to edit. This summary page reflects requested quantities and part numbers with estimated dollar totals only. To ensure all lines requested are received and accepted by Harley-Davidson, the order must be reviewed after it has become a valid order at H-D on the Order Entry Home Page.

Dealer: 2198

Order Type:	RECALL ON-LINE	Customer PO:	1234587
Total Lines:	1	Order Date:	11/02/2018
Carrier:	UPS - 1 DAY	Estimated Value:	\$18.26
VIN:		Req. Ship Date:	11/02/2018
Campaign Id:	0173		

Sort By: Line Number

Line	Qty	Part	Description	Estimated Amount
1	2	91500093	KIT,RECALL,0173	\$18.26

* = Part is superceded
 # = Part is vendor direct
 @ = Part is Imprintable

Figure 11. Send Order to Harley-Davidson

12. See Figure 12. Dealers should now see the order placed in the Finished/Not Sent to H-D field.

- a. The order continues through the normal sequence of steps until it is valid order at Harley-Davidson.

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[Add New Order](#) |
 [Delete Orders](#) |
 [File Import](#) |
 [View Quantity Changes](#)

Customer PO 1234587 is flagged to be sent in the next batch run

Click a Customer PO below to edit an order. To flag an order to be sent to Harley, click on the Customer PO and then follow the directions on the page that is displayed. To view an order's status at Harley, click the COPS Order number if one is listed.

Dealer: 2198

In Process		Ord Type	Total Lines	Carrier	Campaign Id
Ord Date	Customer PO	RG	1	UNITED PARCEL SVC	
11/01/2018	GCC	RG	1	UNITED PARCEL SVC	
10/30/2018	103018RG	RC	1	UPS - 1 DAY	0173
10/29/2018	12345				

Finished/Not Sent To H-D		Ord Type	Total Lines	Carrier	Campaign Id
Ord Date	Customer PO	RC	1	UPS - 1 DAY	0173
11/02/2018	1234587				

Sent To H-D: None
 On Suspense at H-D: None
 Valid Order at H-D: None

Figure 12. Finished

13. The order is complete.