



# Acquiring a Certified Vehicle and Generating a Certified Window Sticker

## ACQUIRING A VEHICLE INTO INVENTORY

When retailers acquire pre-owned vehicles, they should report the vehicles through the UCR system in a timely manner. This makes your inventory searchable by customers who are trying to locate specific vehicles on [volvocars.us](http://volvocars.us).

To enter a pre-owned vehicle into inventory:

1. Click "Used Cars" from the UCR system applications shell. The Used Car screen appears.
2. Click "Acquire Used Car" from the list of menu items to open the Acquire Used Car window.
3. Enter the model year, type, and chassis.
4. Click "OK" to open the Volvo Used Car Acquisition Entry window.
5. Click the drop-down arrow to choose the source for the pre-owned vehicle.
6. Enter the date you acquired the pre-owned vehicle or accept the current date displayed.
7. Enter the current mileage on the pre-owned vehicle you are acquiring. Do not use any decimals or commas when entering the mileage.
8. Enter the suggested retail price excluding tax, title, and license for the pre-owned vehicle you are acquiring. Do not use any decimals or commas when entering the suggested retail price. Note: The number entered here is the retail price that will be displayed on the VIN-specific Certified by Volvo program window sticker.
9. Enter your stock number for the pre-owned vehicle.
10. If it is a Certified by Volvo vehicle, click "Yes" and enter the Comprehensive Inspection date, who inspected the vehicle (click the drop-down arrow for a list of available entries), the recondition cost, and the Repair Order number. When entering the recondition cost, do not use any decimals or commas. By clicking "Yes" during this step and identifying the vehicle as Certified by Volvo, you activate the request for the VIN-specific window sticker to be generated.
11. Click "Acquire."

The VIN-specific Certified by Volvo program window sticker will be generated automatically when you follow these steps and acquire a new pre-owned vehicle into your Certified by Volvo inventory on the UCR system. Once generated, the window sticker will be sent by two-day express mail to the attention of the Volvo retail facility's pre-owned car manager.

Use the VISTA system to acquire retired service loaners and demos into inventory. Please follow the step-by-step instructions found on VISTA Central [www.vista-central.com](http://www.vista-central.com).



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### HELP PERFORMING THIS AND OTHER USED CAR APPLICATION FUNCTIONS

For more information on acquiring pre-owned vehicles into inventory through the UCR system and performing other functions within the Used Car application, refer to your copy of the VCUSA Used Cars Retailer User Guide or contact the Volvo Support Center at (888) 426-3658 (toll-free).