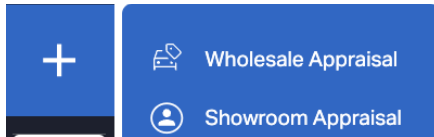


## How To: Add a Vehicle to Inventory

Use these instructions to manually add inventory to your AccuTrade dashboard.

### Adding Inventory:

1. Have your VIN ready and log in to the AccuTrade Dashboard
  - a. Log-in here: <https://appraiser3.accu-trade.com/>
2. Click the “+” sign and Select Wholesale or Showroom Appraisal



3. Enter your VIN + Select your Trim

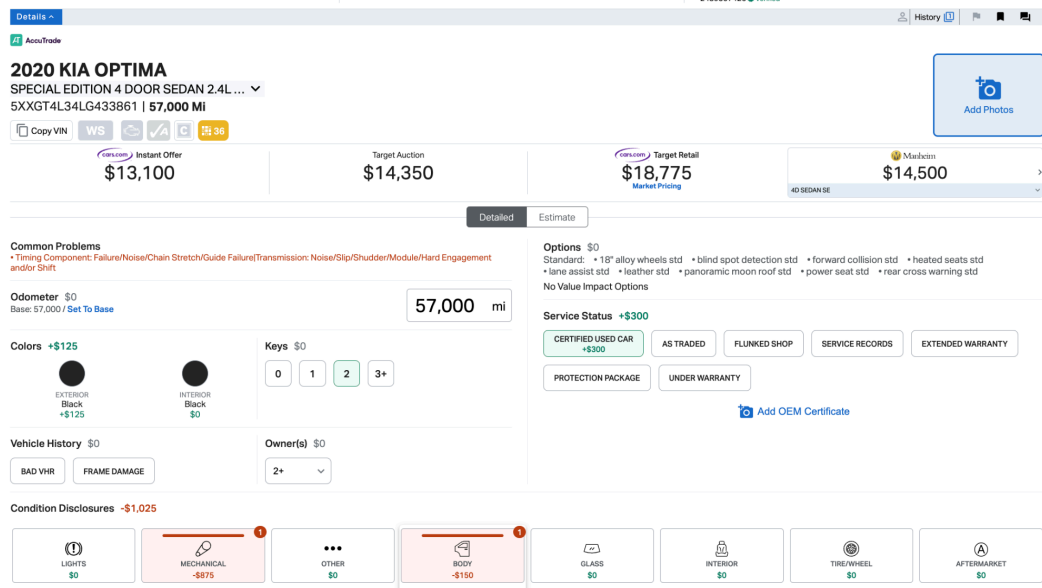
### Start a New Appraisal

Find your vehicle by:

**2020 KIA OPTIMA**

Select a trim:

- Select the value impacting features and indicate any condition disclosures to get the most accurate valuation of your vehicle.



**2020 KIA OPTIMA**  
 SPECIAL EDITION 4 DOOR SEDAN 2.4L ...  
 5XXGT4L34LG433861 | 57,000 MI

Instant Offer: \$13,100 | Target Auction: \$14,350 | Target Retail: \$18,775 | Market: \$14,500

Odometer: 57,000 mi

Colors: +\$125 (Exterior: Black, Interior: Black)

Keys: 2

Vehicle History: BAD VHR, FRAME DAMAGE

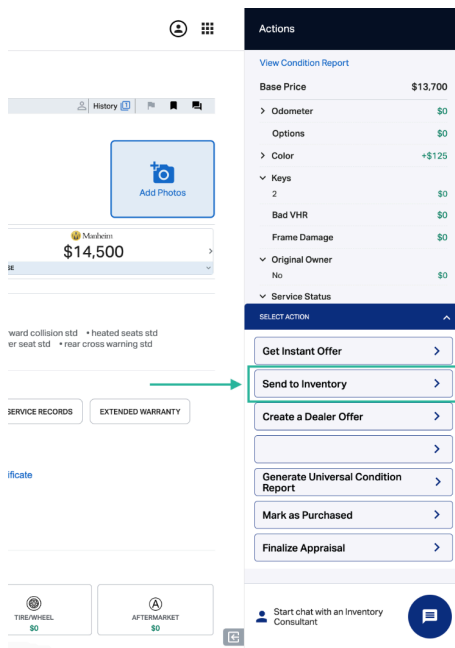
Owner(s): 2+

Condition Disclosures: -\$1,025 (Mechanical: -\$875, Body: -\$150)

Options: Standard, 18" alloy wheels std, blind spot detection std, forward collision std, heated seats std, lane assist std, leather std, panoramic moon roof std, power seat std, rear cross warning std

Service Status: +\$300 (Certified Used Car, AS TRADED, FLUNKED SHOP, SERVICE RECORDS, EXTENDED WARRANTY)

- When you have completed your appraisal, find “Send to Inventory” under the Select Action bar (right hand of your screen)



**Actions**


- View Condition Report
- Base Price: \$13,700
- Odometer: \$0
- Options: \$0
- Color: +\$125
- Keys: 2
- Bad VHR: \$0
- Frame Damage: \$0
- Original Owner: No
- Service Status

**SELECT ACTION**

- Get Instant Offer
- Send to Inventory**
- Create a Dealer Offer
- Generate Universal Condition Report
- Mark as Purchased
- Finalize Appraisal

- Insert a Stock Number\* and note any other details like the location of the vehicle, purchase date, and title status. Once complete, click “Confirm & Send to Inventory” at the

bottom.


**Dealer Inspected**  
 I, Hanna Bolia, inspected this vehicle and guarantee the actual vehicle condition matches what is represented.

Cancel

Confirm & Send to Inventory

7. Your vehicle is now available in Inventory!
8. To begin pricing, merchandising, uploading photos, and syndicating, click “View in Inventory” at the top of the appraisal screen.

<

 Appraisal  
READ ONLY ID: 28873932

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Created: 09/04/2024  
 Updated: 09/04/2024 04:41 PM  
 Added To Inventory: 09/04/2024 08:45 PM

Dealership  
 Kat's Cars DEMO, 4564564654  
 300 S. Riverside Plaza, Suite 1000, Chicago, IL, 60606

Details ^

! Appraisal was Finalized 09/04/2024 08:45 PM Re-open Unit Found In Inventory View In Inventory

AT
AccuTrade
✔
Purchased

### 2020 KIA OPTIMA

SPECIAL EDITION 4 DOOR SEDAN 2.4L 4 CYL 🔒

5XXGT4L34LG433861 | **57,000 Mi**

Copy VIN
WS
📄
✔
C
36

cars.com Instant Offer  
\$13,100

Target Auction  
\$14,350

Questions? Reach out to [support@accu-trade.com](mailto:support@accu-trade.com)