

VOLKSWAGEN FINANCIAL SERVICES

THE KEY TO MOBILITY

Motor admin registration user guide

December 2020

Register a new Policy

Once logged into the system, via the home page you can navigate to the registrations section by using the left hand menu. **Click Administration Centre, Registrations, New Registrations.**

The screenshot displays the ŠKODA Financial Services web application. At the top left, the logo and text "ŠKODA Financial Services" are visible, along with the tagline "Finance. Insurance. Fleet. Mobility." and the ŠKODA logo. A search bar is located below the logo, containing a dropdown menu with "Claims" selected, an input field, and a "Go" button. A navigation bar at the top features a "Home" button with a green arrow. On the left side, a vertical menu lists: Home, Administration Centre, User Tools, Help, and Sign Off. The main content area is divided into two sections: "Work Queues" and "Notifications".

Work Queues

Document ID	Task Type	Task Status	Document Status
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Notifications

Document ID	Task Type	Document Status
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Register a new Policy

You will then be displayed with your Retailer information as shown below.

ŠKODA Financial Services
Finance. Insurance. Fleet. Mobility.

Search

Claims

Claim #

- ▶ Home
- ▼ Administration Centre
- ▶ Business Partner Management
- ▼ Registrations
 - ▶ New Registration
 - ▶ Existing Registration
 - ▶ Transfer Registration
- ▶ Claim Management
- ▶ User Tools
- ▶ Help
- ▶ Sign Off

Registration

Home Policy Entry

Programmes Enter Vehicle Products Enter Customer Review and Submit

Dealer

Registration Channel : * Dealer

Dealer Number 401325

Name Skoda Test Account Status Approved

Address Car Care Plan Ltd, Jubilee House
Mid Point, Thornbury
BRADFORD West Yorkshire BD3 7AG United Kingdom

Select Programmes

Product Purchase Date

Register a new Policy

From this section, click on **Retrieve Programmes** and you will be presented with the option shown below. Click in the check box to select the programme and then click **Next**.

ŠKODA Financial Services
Finance. Insurance. Fleet. Mobility.

Search: Claims (dropdown), Claim # (dropdown), Go (button)

Navigation: Home, Policy Entry

Registration

Tabs: Programmes, Enter Vehicle, Products, Enter Customer, Review and Submit

Dealer
Registration Channel : * Dealer
Dealer Number: 401325
Name: Skoda Test, Account Status: Approved
Address: Car Care Plan Ltd, Jubilee House, Mid Point, Thornbury, BRADFORD West Yorkshire BD3 7AG United Kingdom

Select Programmes
Product Purchase Date: 09/12/2020, Retrieve Programmes (button)

Select	Programme Name	Programme Desc
<input checked="" type="checkbox"/>	Skoda GAP Insurance	Skoda GAP Insurance

Next (button)

Register a new Policy

Enter the **Vehicle Registration Number** or **VIN** and click on **Find Vehicle**.

ŠKODA Financial Services
Finance. Insurance. Fleet. Mobility.

Search: Claims, Claim #, Go

Navigation: Home, Policy Entry

Registration

Programmes | Enter Vehicle | Products | Enter Customer | Review and Submit

Enter Vehicle Details

Vehicle Registration Number: * **Find Vehicle** OR VIN: * **Find Vehicle**

Enter Vehicle Details

Date First Registered:

Vehicle Type:

Make:

Model Group:

Body Type:

Number of Doors:

Fuel Type:

Engine Size:

Model:

Engine Power Rating (BHP):

Engine Power Rating (KWH):

Vehicle Details

Date of 1st Registration: *

Distance At Purchase: * Miles

Vehicle Purchase Date: *

Vehicle Purchase Price: * £

Previous **Next**

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Register a new Policy

The system will then do a look up for the vehicle and the box below will be presented. Click the radio button to the left of the **Vehicle Registration Number** and click **Return**.

Registration

Programmes Enter Vehicle Products Enter Customer Review and Submit

Identify Vehicle

Vehicle Registration Number VIN

Vehicle Registration Number	VIN	Date of 1st Registration	Vehicle Type	Make	Model	Model Group	Fuel Type	Engine Size
<input type="radio"/> KT67LUZ	TMBFB6NJ7JZ091631	31/01/2018	Car	Skoda	Fabia 1.0 MPI (75ps) (s/s) 2018MY Colour Edition	Fabia	PETROL	999

Body Type
Number of Doors
Fuel Type
Engine Size
Model
Engine Power Rating (BHP)
Engine Power Rating (KWH)

Vehicle Details

Register a new Policy

The vehicle details will then be populated as shown below. You will need to then add the current vehicle mileage in the **Distance At Purchase** and the vehicle selling price in **Vehicle Purchase Price**. Click **Next**.

ŠKODA Financial Services
Finance. Insurance. Fleet. Mobility.

Search: Claims [dropdown], Claim # [input], Go

Navigation: Home, Policy Entry

Registration

Programmes | Enter Vehicle | Products | Enter Customer | Review and Submit

Enter Vehicle Details

Vehicle Registration Number: * Find Vehicle OR VIN: * Find Vehicle

Enter Vehicle Details:

Date First Registered: [input]

Vehicle Type: Car

Make: Skoda

Model Group: Fabia

Body Type: Hatchback

Number of Doors: 5

Fuel Type: PETROL

Engine Size: 999

Model: Fabia 1.0 MPI (75ps) (s/s) 2018MY Colour Edition

Engine Power Rating (BHP): 74

Engine Power Rating (KWH): 55

Vehicle Details

Date of 1st Registration: *

Distance At Purchase: * Miles

Vehicle Purchase Date: *

Vehicle Purchase Price: * £

Buttons: Previous, Next

Register a new Policy

The next page will show you the product selection. Check the box and click on **Proceed**.

ŠKODA Financial Services
Finance. Insurance. Fleet. Mobility.

Search

Claims

Claim #

Home Policy Entry

Registration

Programmes Enter Vehicle Products Enter Customer Review and Submit

Select Products

GAP Combined RTI (PR) (NCIF) - 20666

Select Options

Review and Submit Tab View Preference

Customer View

Additional Details

- ▶ Home
- ▼ Administration Centre
- ▶ Business Partner Management
- ▼ Registrations
 - ▶ New Registration
 - ▶ Existing Registration
 - ▶ Transfer Registration
- ▶ Claim Management
- ▶ User Tools
- ▶ Help
- ▶ Sign Off

Register a new Policy

You will then have the below options section displayed. Click on the magnifying glass to select the product option.

ŠKODA Financial Services
Finance. Insurance. Fleet. Mobility.

Search

Claims
Claim #

Home Policy Entry

Registration

Programmes Enter Vehicle Products Enter Customer Review and Submit

Select Products

GAP Combined RTI (PR) (NCIF) - 20666

Select Options

Products	GAP Combined RTI (PR) (NCIF)
Select Options	<input type="button" value="Magnifying Glass"/>
Coverage Term(months)	
Single Claim Limit	
Deductible	
Vehicle Purchase Price	
Inception Date	
Expiration Date	
Date Product Introduced	<input type="text"/> <input type="button" value="Calendar"/> *
Free Of Charge	<input type="checkbox"/>
Retail Price	<input type="text"/> *

Review and Submit Tab View Preference

Customer View

Additional Details

Sales Person's Initials

Register a new Policy

Click the radio button to select the policy duration.

The screenshot displays the ŠKODA Financial Services registration process. A 'Select Options' dialog box is open, allowing the user to choose a policy duration. The dialog box contains the following table:

Product	Duration (time)	Expiry Distance	Deductible	Number of Services
<input type="radio"/>	24	999999	0	0
<input type="radio"/>	36	999999	0	0
<input type="radio"/>	48	999999	0	0

The dialog box also includes a 'Return' button at the bottom right. The background interface shows the 'Registration' process with tabs for 'Programmes', 'Enter Vehicle', 'Products', 'Enter Customer', and 'Review and Submit'. The 'Products' tab is currently active, and the 'Select Options' dialog is overlaid on top of it.

Register a new Policy

The duration and purchase date will then be populated. You must now enter the date the product was introduced to the customer (**this must be in line with the GAP introduction regulations**). Then enter the policy **Retail Price**. Enter the **Sales Persons Initials** and click **Next**.

ŠKODA Financial Services
Finance. Insurance. Fleet. Mobility.

Search: Home > Policy Entry

Registration

Programmes | Enter Vehicle | Products | Enter Customer | Review and Submit

Select Products

GAP Combined RTI (PR) (NCIF) - 20666

[Change Products](#)

Select Options

Products	GAP Combined RTI (PR) (NCIF)
Select Options	
Coverage Term(months)	36
Single Claim Limit	999999.00
Deductible	--
Vehicle Purchase Price	0.00 - 25,000.00
Inception Date	09/12/2020
Expiration Date	08/12/2023
Date Product Introduced	05/12/2020 *
Free Of Charge	<input type="checkbox"/>
Retail Price	399 *

Review and Submit Tab View Preference

Customer View

Additional Details

Sales Person's Initials

[Previous](#) [Next](#)

Register a new Policy

Enter the **Customer Type**, **Title**, **First Name** (or initial) and **Surname**. Enter the **House Number** and **Postcode** and click **Look Up Address**.

ŠKODA Financial Services
Finance. Insurance. Fleet. Mobility.

Search: Claims (dropdown), Claim # (dropdown), Go (button)

Navigation: Home, Policy Entry

Registration

Programmes	Enter Vehicle	Products	Enter Customer	Review and Submit
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Customer

Customer Type: Individual *

Title: Mr *

First Name: A *

Middle Name:

Last Name: Smith *

House Number:

Postal Code: BD3 7AG

Country: United Kingdom

Look Up Address (button)

Enter Address Manually

Address Line 1: Car Care Plan Ltd, Jubilee House

Address Line 2: Mid Point, Thornbury

City/Town: BRADFORD

County/Region: West Yorkshire

Postcode: BD3 7AG

Country: United Kingdom

Register a new Policy

The address should then be populated, however if it does not you can check the box **Enter Address Manually** and add the details. Add the customer **Telephone Number(s)** and **Email Address**. You will then need to select the customers **Marketing preferences** in the check boxes. Click **Next**.

The screenshot shows a form titled "Look Up Address" with a green header button. Below the header, there is a checkbox for "Enter Address Manually" which is currently unchecked. The form is populated with the following address information:

Address Line 1	Car Care Plan Ltd, Jubilee House
Address Line 2	Mid Point, Thornbury
City/Town	BRADFORD
County/Region	West Yorkshire
Postcode	BD3 7AG
Country	United Kingdom

Below the address fields, there are four input boxes for telephone numbers and one for the email address:

- Telephone Number (Work)
- Telephone Number (Home)
- Telephone Number (Mobile)
- Email Address

At the bottom of the form, there are five checkboxes for marketing preferences:

- Is Customer VAT Registered?
- Overall Direct Marketing Consent
- Post
- Email
- Telephone
- Sms

At the very bottom, there are two green buttons: "Previous" and "Next".

Register a new Policy

You will be presented with a summary of the details you have entered. Please read through the details and ensure they are correct. If you need to make any corrections, simply click on the appropriate tabs at the top to go to the page you require.

ŠKODA Financial Services
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Search [Home] [Policy Entry]

Claims []
Claim # [] [Go]

- Home
- Administration Centre
- Business Partner Management
- Registrations
 - New Registration
 - Existing Registration
 - Transfer Registration
- Claim Management
- User Tools
- Help
- Sign Off

Registration

Programmes | Enter Vehicle | Products | Enter Customer | Review and Submit

Review and Submit

Dealer Code	401325
Product Purchase Date	09/12/2020
Registration No.	KT67LUZ
Customer Name	Mr A Smith
Address	Car Care Plan Ltd, Jubilee House Mid Point, Thornbury BRADFORD West Yorkshire BD3 7AG United Kingdom
Make	Skoda
Model	Fabia 1.0 MPI (75ps) (s/s) 2018MY Colour Edition
Vehicle Registration No	KT67LUZ
VIN	TMBFB6NJ7JZ091631
Date of First Registration	31/01/2018
Distance At Purchase	1000
Vehicle Purchase Price	£ 15000.00

Product Summary

Product Name	GAP Combined RTI (PR) (NCIF)
Coverage Term(Months)	36
Expiry Distance	999999
Single Claim Limit	£ 999999.00
Deductible	£ 0.00

Register a new Policy

At the bottom of the summary page you will then need to click on Submit to complete the registration.

The policy is now registered.

Product Summary		
Product Name		GAP Combined RTI (PR) (NCIF)
Coverage Term(Months)		36
Expiry Distance		999999
Single Claim Limit		£ 999999.00
Deductible		£ 0.00
Number of Services		
Inception Date		09/12/2020
Expiration Date		08/12/2023
Retail Price		£ 399.00
Net Price	£ 69.00	£ 69.00
IPT	£ 66.50	£ 66.50
VAT	£ 0.00	£ 0.00
Tax(Other)	£ 0.00	£ 0.00
Total Price	£ 135.50	£ 135.50
Paid By		D-Dealer

[Previous](#) [Submit](#)