

L	M	N	O	P	Q	R	S	T
						Source of Truck/Bus Sold:		
		Certified or Non	Retail or Whole	If wholesaled: To		1 = Trade from New		Trade-In Upon
				1 = Wholesaler		2 = Trade from Used	Franchise	
						3 = Repos		
IF Financed	Days in Sto	1 = Certified	1 = Retail	2 = Auction	If wholesaled: Ente	4 = Auction Purchase	1 = In-Line	1 = YES
		2 = Non-Certified	2 = Wholesale	3 = Other store	(\$)	5 = Finance Co.		
						6 = Off Lease	2 = Non-In-Line	2 = NO
				4 = Other		7 = Direct Purchase		
Must use drop down list	(Minimum 1 Day)	Must enter 1 or 2	Must enter 1 or 2	Must enter 1, 2, 3 or 4	Round to nearest dollar	8 = Dealer Consignment	Must enter 1 or 2	Must enter 1 or 2
						9 = Demo Service		
						10 = OEM USED TK Network		
						Must enter whole numbers 1 to 10		
			1				2	1
			1				2	1
			1				2	1
			1				1	1
			1				1	1
			1				1	1
			1				2	1
			1				2	1
			1				2	1
			1				2	1
			1				2	1
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			1				2	1
			1				1	1
			1				1	1
			1				1	1
			1				1	1

Makes

AUTOCAR	Class 8 Sleeper Tractor	Class 8	Gas	Retail Cont
BLUEBIRD BUS	Class 8 Day Cab Tractor	Class 8	Diesel	Finance Le
FREIGHTLINER	Class 8 Vocational	Class 8	CNG	Dealer Fin
FORD	Class 8 Specialty/Other	Class 8	Hybrid	Other
GMC / CHEVROLET	Class 6/7 Conventional	Class 6	Electric	
HINO	Class 6/7 COE	Class 6		
KENWORTH	Class 6/7 Specialty/Other	Class 6		
INTERNATIONAL NAVISTAR	Class 3/4/5 Conventional	Class 3		
IC BUS	Class 3/4/5 COE	Class 3		
ISUZU	Class 3/4/5 Specialty/Other	Class 3		
MACK	Light Duty <10K GVWR	Light D		
mitsubishi fuso	Bus - School	Bus		
PETERBILT	Bus - Commercial	Bus		
SPRINTER	Trailer - Dry Van	Trailer		
THOMAS BUS	Trailer - Flat	Trailer		
VOLVO	Trailer - Refrigerated	Trailer		
WESTERN STAR	Trailer - Drop Deck/Low Boy	Trailer		
OTHER TRUCK	Trailer - Specialty	Trailer		
OTHER BUS				

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GasDieselCNGHybridElectric

GasDieselCNGHybridElectric

TIPS:
 Save the input file with a unique file name such as your dealership name and/or 20 Group Code
 Enter data from left to right for each Truck/Bus sold.
 Do NOT enter decimal points or cents into the fields.
 Submit the completed file on time.

columns

	Stock/VIN	Not Required, but may help for easier tracking
A	Year	Enter the 4 digit year of Truck/Bus sold.
B	Manufacturer	MUST select from the drop-down list for Truck/Bus Manufacturer.
C	Market Segment	MUST select from the drop-down list for Truck/Bus Market Segment.
D	Odometer	Enter the Truck/Bus mileage at the time of sale.
E	Engine Type	MUST select from the drop-down list for Engine Type: Gas Diesel CNG Hybrid Electric
F	Selling Price	Selling price of the unit sold for retail or wholesale (ROUND TO NEAREST DOLLAR; no pennies). Selling price should reflect "Over Allowance" if there is a trade-in that applies directly to the unit listed in the study. The definition of selling price when there is a trade-in: The difference between the trade-in value and the trade-in allowance subtracted from the original selling price. Example: A Truck/Bus has an original selling price of \$20,000, a customer has a trade-in allowance of \$10,000, and the appraisal of the customer's Truck/Bus was \$8,000, resulting in an over allowance of \$2,000. The true selling price is calculated by subtracting \$2,000 from \$20,000. The selling price entered should be \$18,000.
G	Front End Gross	Selling price minus the cost of the Truck/Bus including reconditioning. Include hard pack (accounting pack) only, NO SOFT PACK. Hard pack is defined as the dollar amount added to the ACV in which the salesperson does not earn a commission. A hard pack is non-commissionable gross profit for the salesperson. A soft pack is an accrual against a future expense(s) and is usually commissionable. Do not include any soft packs on the gross profit. (ROUND TO NEAREST DOLLAR; no pennies).
H	F&I Income	The gross profit from any product or service sold through the F&I department. (ROUND TO NEAREST DOLLAR; no pennies).
I	Reconditioning In-House	Reconditioning dollars expended "In-House" (ROUND TO NEAREST DOLLAR & ENTER AS A POSITIVE; no pennies).
J	Reconditioning Sublet	Reconditioning dollars contracted through an outside source (ROUND TO NEAREST DOLLAR & ENTER AS A POSITIVE; no pennies).
K	Cash Down	Cash amount paid at time of sale. (ROUND TO NEAREST DOLLAR & ENTER AS A POSITIVE; no pennies)
L	IF Financed	MUST select from the drop-down list for: Retail Contract Finance Lease Dealer Financed Other
M	Days In Stock	The number of days the Truck/Bus was in inventory prior to sale. MINIMUM should be 1, NO ZEROS.
N	Certified or Non-Certified	ENTER 1 for Certified = OEM certification, aftermarket certification, in-house certification OR ENTER 2 for Non-Certified
O	Retail or Wholesale	ENTER 1 = Retail OR ENTER 2 = Wholesale
P	IF Wholesaled sold to whom?	ENTER 1 = Wholesaler OR ENTER 2 = Auction OR ENTER 3 = one of your other stores OR ENTER 4 = Other
Q	IF Wholesaled Fees	Enter Wholesale Fees (ROUND TO NEAREST DOLLAR & ENTER AS A POSITIVE; no pennies)
R	Source of Truck/Bus Sold	Enter corresponding number to indicate the source of the Truck/Bus sold 1 = Trade from New 2 = Trade from Used 3 = Reposs 4 = Auction Purchase 5 = Finance Co 6 = Off Lease 7 = Direct Purchase 8 = Dealer Consignment 9 = Demo Service 10 = OEM USED TK Network
S	In-Line or Non In-Line	ENTER 1 for In-Line = aligns with your new Truck/Bus franchise(s) (Freightliner, Mack, Western Star) OR ENTER 2 for Non In-Line = does not align with your new Truck/Bus franchise(s) (All other brands)
T	Trade-In Upon Sale	ENTER 1 = Yes, you received a Trade-in upon the sale of this unit. OR ENTER 2 = No, you did not receive a Trade-in upon the sale of this unit.