

Dealer Trade Request

1. Dealer Trade Email Requirements

Include Logistics on All Dealer Trade Emails

- When sending an email to Accounting Dealer Trades, also include Kelley AG Logistics on the same email.
- Include all transport-related details in the email.
- Identify transport information using **@Logistics** followed by the required details.

Required Transport Details

- Preferred pickup and delivery day and time.
- Contact name and phone number if not listed on the Dealer Trade Sheet.
- Indicate whether a Chase has been provided for Dealer Purchases.

Paperwork Responsibilities

- Logistics will collect paperwork from Accounting for Dealer Trades.
- This ensures drivers have all required paperwork before departing Central.
- Buick GMC will collect their paperwork and deliver it to Central when the trade is ready.

2. Scheduling Dealer Trade Transports

Unit Readiness Requirements

- Dealer Trade transports will not be scheduled until:
 - The vehicle is ready.
 - Keys are available.
 - All required paperwork has been received by Logistics.

Vehicle Drop-Off Location

- When delivering a trade unit to Central, park the vehicle in the fenced area on the south side of the building.

3. Brokered Dealer Trade Units

Paperwork Responsibilities

- Logistics does not handle paperwork for brokered Dealer Trades.

Required Discussions with Trading Dealership

Before approving a brokered Dealer Trade, confirm and document whether the trading dealership will:

1. Release their vehicle before the vehicle being sent to them arrives.
2. Release their vehicle before payment has been received.

Approval Requirement

- Do not approve a brokered Dealer Trade until these items have been discussed and agreed upon with the trading dealership.

SuperDispatch Requests

- Once all details have been agreed upon, submit the transport request through SuperDispatch.
- Submit one unit per request.
- Do not include both stock numbers on the same SuperDispatch request.

Quote Approval Process

- Central will provide a transport quote.
- Transport will not be scheduled until the quote has been approved.

4. Arrival of Dealer Trade Units at Central

Notification Process

- Logistics will reply to the original email thread confirming the unit has arrived and is available for pickup.

Pickup Items

- Upon pickup, all keys, owner's manuals, books, and paperwork received from the trading dealership will be provided.