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#### **HOW TO PRINT A PURCHASED VEHICLE RELEASE**

**Step 1:** Select the **Post-Sale Management** link to view transactions across all auctions. You can also select the **Post-Sale Management** icon in the Manheim app.





#### **Step 2:** From the **Purchases** tab, locate the vehicle with a *Ready* Vehicle Release. Click the **Ready** button to access and print the Vehicle Release.

| Purchases<br>Updated Apr 16, 2020 5:09 pm EDT  | _   |   |  |                                      |            |   |                    |   |
|--|---|---|--|--------------------------------------|------------|---|--------------------|---|
| Clear All Control Cont | Bretz Al     Bretz Al     Dos KA SCREW NSI SKL SPROUDLEKKZARASSP 21154 MILES     CREW     CREW    | Facilitaria (active<br>Small 2003 - 17 - 194<br>Charles Constitution (Constitution)<br>Constitution (Constitution)<br>Constitu | Mate Paywert<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>Statuces<br>St | US RX 350<br>A4FC193568<br>ILES<br>K |            | Facilitating Local<br>GA-Manheim Ati<br>OVE, 2020-9-94<br>Pickup Location<br>GA - Atlanta | tion<br>anta<br>-8 | <b>Paid</b><br>Total<br>\$28,700.00<br>Sale Date<br>Apr 17, 2020<br>Aging Days<br>1 |
| Ready for Seller Release (23)      Pickup Location     G.AManheim Atlanta (36)     G.AManheim Reorgia (14)     LA-Manheim New Orleans (2)      Offsite Pickup Location   | 2017 INTINUE<br>51/10.0MACHES19854<br>14.922 MILES<br>WHITE/BEI   | Facilitating Location<br>GA-Manheim Atlanta<br>OVE. 2020-11-92-501<br>Pickup Location<br>GA- Manheim Atlanta<br>605-LANE 6  | © Order  | Crder                                | IIII Ready | Processing  | ✓ Confirm Pick Up  |   |
| In GA - Adante (10) GA - Borwell (1) GA - Manheim Atlanta (36) GA - Manheim Atlanta (36) GA - Manheim New Orleans (2) Date Range   | Order     Noter     Poder     P | Received and the second  | Paid     Total     Stat     Stat     Stat     Sate     Date     Apr 17, 2020     Aging Days     1  |                                      |            |   |                    |   |

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**Step 1:** Select the **Post-Sale Management** link to view transactions across all auctions. You can also select the **Post-Sale Management** icon in the Manheim app.



Step 2: From the Summary tab, scroll down to the Sales section. Click on At Manheim Location under Vehicle Releases.

| ales                |               |         | Last 90 Days 🗸 🗸         |
|---------------------|---------------|---------|--------------------------|
| Status              |               |         |                          |
| Purchase Protection | Arbitration   | Title   | Vehicle Releases         |
| In Progress 4       | In Progress 1 | Absent  | 3 At Manheim Location 12 |
| Passed 1            | Complete      | Problem | 1 At Offsite Location 11 |

**Step 3:** Select the vehicle and click the **View (PDF)** button to access and print the Vehicle Release <u>or</u> click the **Email** button to email the Vehicle Release.

| (1) Items selected  |   | ☑ Email View (PDF) |
|---|---|--------------------|
| <ul> <li><u>2012 Nissan PATHF S S</u><br/>5N1AR1N<br/>115,426M<br/>Black/Blk</li> </ul> | Facilitating Location<br>IL - Manheim Chicago | No Sale            |
| DIGCK/ DIK  | Pick up Location<br>IL - Manheim Chicago      |                    |
|   |   |                    |

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#### HOW TO PRINT AN OFFSITE SELLER VEHICLE REL

Step 1: Select the **Post-Sale Management** link to view transactions across all auctions. You can also select the **Post-Sale Management** icon in the Manheim app.



Step 2: From the Summary tab, scroll down to the Sales section. Click on At Offsite Location under Vehicle Releases.

| lies                |             |   |           | Last 90 Days           |
|---------------------|-------------|---|-----------|------------------------|
| Status              |             |   |           |                        |
| Purchase Protection | Arbitration |   | Title     | Vehicle Releases       |
| In Progress 4       | In Progress | 1 | Absent    | At Manheim Location 12 |
| Passed 1            | Complete    | 0 | Problem C | At Offsite Location 11 |

Step 3: Select the vehicle and click the View (PDF) button to access and print the Vehicle Release or click the **Email** button to email the Vehicle Release.

| (1) Items selected                           |   | 🖸 Email 🛛 View (PDF) |
|--|---|----------------------|
| 2012 Nissan PATHF S S<br>5N1AR1N<br>115,426M | Facilitating Location<br>IL - Manheim Chicago | No Sale              |
| Black/Blk                                    | Pick up Location<br>IL - Manheim Chicago      |                      |
|  |   |                      |

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