

Vehicle Stockbook – Intercompany Transfer Guide

Instructions to the *selling* branch

1. Specification Tab

- a. Amend Selling Price as outlined in the Intercompany Transfer Policy
- b. Change VAT group/code to “I” for Internal
- c. Add text line “VATable Amount £XX,XXX.XX”
 - i. VATable amount can be found on the Purchase Brief under Purchase Details

Purchase details	
Purchase VAT group/code:	U p
Purchase price:	28,450.55
Auction Fees	0.00
*** Not Used ***	0.00
*** Not Used ***	0.00
Total purchase price:	28,450.55
VATable amount:	28,450.55
Stock value:	28,450.55
Adjusted stock value:	28,450.55
Input VAT:	0.00
Selling price:	29,995.00

- d. Add text line “VAT Qualifying Vehicle” or “Not VAT Qualifying Vehicle”

S	Product description	A	S	Value	V	VAT	Cost
01	Vehicle price	I	F	19,995.83	I	0.00	19,133.00
01	VATable Amount £19133						
01	VAT Qualifying Vehicle						

- 2. Sales Brief – Enter Customer CRM Record using one of the following.**
 - a. Startin Honda – 56066**
 - b. Startin of Redditch – 80981**
 - c. Startin of Worcester – 52945**
 - d. Startin Kia Warwick – 201908**
 - e. Startin Skoda – 172048**
- 3. Invoice Account – v9999**
 - a. Select “CRM” record**
 - b. Pull through “Company” record**
 - c. Carry across to Customer Account**
- 4. Sales type – enter “G” for Inter Group**
- 5. Cost Details**
 - a. Remove fuel charge if there is one**
 - b. Check vehicle preparation costs are fully costed**
- 6. Settle off wholesale funding if required**



Instructions to the *buying* branch

1. Definition Tab

- a. If text line states “VAT Qualifying Vehicle”, enter VAT code as “G”
- b. If text line states “Not VAT Qualifying Vehicle”, enter VAT code as “N”

2. Purchase Brief Tab

a. Supplier account details

- i. Supplier account – v9999
- ii. Overtyping “Name” to state where ICT is coming from, i.e. “ICT from Redditch”
- iii. Address and Postcode **not required**

b. Purchase invoice details

- i. Enter date to match sales invoice

c. Purchase details

- i. Change Purchase VAT group/code to “I” for Internal
- ii. Enter purchase price to match the invoice total
- iii. Amend VATable amount as per text line

3. Add to wholesale funding if vehicle is not being handed over within 10 days

If *buying* from Vauxhall; normal direct purchase rules apply. Use v0010 as the supplier account. VAT qualification as “Y” or “N”. Do not amend VAT codes or VATable amount.



Vehicle Stockbook – Vauxhall Transfer Guide

Instructions when *selling to Vauxhall*

1. Specification Tab
 - a. Amend Selling Price as required
 - b. Add text line “VAT Qualifying Vehicle” or “Not VAT Qualifying Vehicle”
2. Sales Brief – Enter Customer CRM Record using one of the following.
 - a. Cresser Car Company Ltd – 53044
3. Invoice Account
 - a. Use the below accounts for invoicing
 - i. Startin Honda – v0041
 - ii. Startin of Redditch & Kia Warwick – v0046
 - iii. Startin of Worcester – v0047
 - b. Select “CRM” record
 - c. Pull through “Company” record
 - d. Carry across to Customer Account
4. Sales Type – use “T” for Trade
5. Cost Details
 - a. Remove fuel charge if there is one
6. Settle off wholesale funding if required