

Replace Buyer

Replace Orders

Sometimes you may discover a deal has the wrong Buyer. You may do a 'Replace Buyer' order.

This order may be done from the **Dealer Profile** or **Vehicle Orders** application and may be done at any point in the deal. For this guide, we will focus on the **Dealer Profile**.

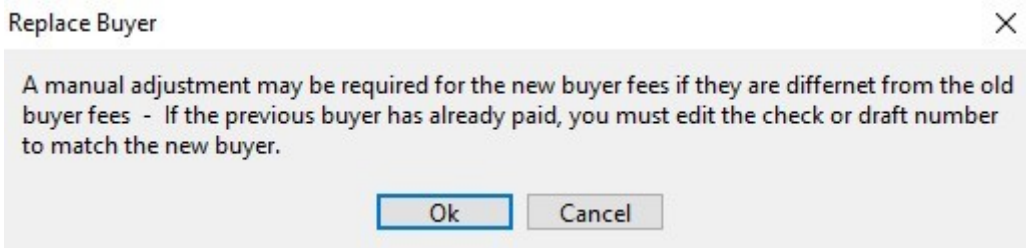
Note: Replacing the Buyer or Seller has no impact on the calculation of fees or charges.

Replace Buyer Order

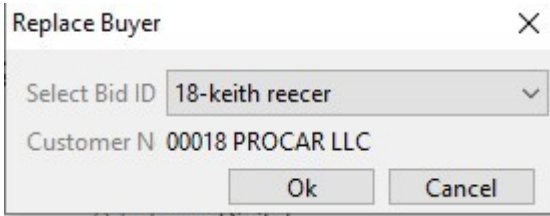
The screenshot shows the Dealer Profile application for EXCELL AUTO SALES LLC - 781. The 'Vehicles' tab is selected, displaying a list of vehicle orders. The 'ORDERS' menu on the right has the 'Replace Buyer' button highlighted.

Item	Ind	Date	Due Seller	Due Auction	Payments	Price	Fees	Goods	Services	Tax
▶ 1056 2010 Ford Focus	RO	08/11/2022	\$0.00	\$0.00						
▶ A002 1994 Honda Civic	CB	08/04/2022	\$450.00	\$150.00	\$525.00	\$450.00	\$225.00			
▶ A005 2009 Nissan Altima	CB	08/04/2022	\$700.00	\$140.00	\$795.00	\$700.00	\$180.00	\$55.00		
▶ A009 2014 Mazda Mazda3	OB	08/11/2022	\$2,000.00	\$2,360.00		\$2,000.00	\$360.00			
▶ A110 2014 Ford Fusion	OB	08/11/2022	\$3,700.00	\$4,092.00		\$3,700.00	\$265.00	\$127.00		
▶ B026 2009 Nissan Murano	CB	08/04/2022	\$1,100.00	\$85.00	\$1,265.00	\$1,100.00	\$250.00			

- Launch Dealer Profile Application.
- Select the Dealer where the vehicle you wish to replace the Buyer.
- Select the Vehicle Tab.
- Select the Vehicle with the wrong buyer from the Grid
- Select the 'Replace Buyer' order button from the Order menu on the right
- The form will launch before that you will see the following reminder



- Click "**OK**" to proceed after reading.
- Select the correct Buyer from the drop-down listing (includes only checked-in buyers)



- Click "**OK**" to Complete and execute the Order.

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