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Introduction

DirectInspect is a SmartAuction program that enables dealers to supply a detailed inspection report, including photos, for their vehicles that are offered for sale to other dealers on SmartAuction. DirectInspect dealers will not incur any additional charges for participating in the DirectInspect program.

With DirectInspect, dealers upload vehicle Inspection Reports with pictures to the Vehicle Inspection Website (VIW). The VIW links to SmartAuction so the Inspection Reports and pictures can be viewed with the dealer’s vehicle on SmartAuction. All Inspection Reports on the VIW have a uniform appearance and contain consistent information so the buyer will always know what to look for and where.

Three resource documents (in addition to this manual), originally developed for the inspection of off-lease vehicles, are used with the DirectInspect program. The resource documents are available for download from the ‘Add Inspection Report’ page on the VIW.

Why Use Ally Excess Wear Standards?

Terms such as “Normal Wear”, “Excess Wear”, “Chargeable Damage” or “Non-Chargeable Damage” are used with the dealer-owned postings in the same way that Ally uses them with its own vehicles. Since dealer-owned inventory will be displayed on SmartAuction along side other consignor-owned vehicles, all inspection criteria should remain uniform. This is to ensure that buyers are not confused by different inspection criteria for different categories of vehicles offered for sale on SmartAuction. Adherence to these guidelines is essential to the integrity of the program.
Posting Sequence

Overview

1. Select the vehicle
2. Inspect the vehicle
3. Take the pictures
4. Price the vehicle
5. Enter vehicle information into the Vehicle Entry screens on SmartAuction
6. Enter the inspection details and upload the pictures into the Vehicle Inspection Website (VIW)

Details

1. Select the right vehicle. The vehicle should be suitable for an Internet auction environment and capable of being accurately described via the DirectInspect program.

2. Inspect the vehicle – using the:
   - Vehicle Inspection Guidelines
   - Ally Excess Wear Table
   - Vehicle Inspection Worksheet
     - All damage items must be described
     - All "Chargeable" damage items must be estimated

3. Take the pictures
   - Required Photos:
     - Left / front overview on angle
     - Right / rear overview on angle
     - Any "chargeable" damage over $100 – as defined by Ally Excess Wear Table
     - If no chargeable damage, then most severe non-chargeable
   - Recommended Photos:
     - Wheels
     - Tire tread (can combine with wheel)
     - Driver’s seat and floor area
     - Rear seating configuration for vans
     - Dashboard w/odometer reading

4. Competitively price the vehicle for the wholesale market that SmartAuction is. When determining your Floor Price for the vehicle, use the following two methods to assist you.
   - Check for similar vehicles currently posted for sale. They are the competition for your vehicle.
   - Use the SmartAuction Auction History report: Search for the type of vehicle that you are going to post, and it will show you all of the matching vehicles that have sold on SmartAuction over the past 21 calendar days.
SmartAuction Vehicle Entry Screens

1. Log on to the SmartAuction website.

2. From the Sell dropdown menu, click on Post to go to the Vehicle Entry screen.

3. Enter the 17 digit Vehicle Identification Number of the vehicle you want to post, and click on the blue arrow to begin posting.

4. SmartAuction will prompt you to confirm the year, make and model of vehicle.
5. After confirming the year, make and model vehicle, a selection window will display which gives the user the option to select the type of inspection they will use to post the vehicle. If an inspection currently exists for the vehicle, the user will have the option to view the inspection prior to making their selection.

6. User will complete and/or verify all information on the remaining posting screens:

**Basic Information**

Click ‘Next’ to navigate to the next screen in the posting process.
Exterior

Verify pre-populated information.

Use the Add, Remove and Add as Aftermarket buttons to amend the options.

Interior

Verify pre-populated information.
Mechanical

Verify pre-populated information.

Full Descriptions

Verify pre-populated information.

Use the Add Row button to add additional equipment.
Disclosures

Use this section to disclose if the vehicle meets the requirements of the Ready4Retail (R4R) program, or to enter Yellow or Red Light disclosures.

Disclosure comments entered here will display on the Vehicle Detail screen under the Conditions and Disclosures section.

Click the Purchase buttons for AutoCheck and/or Carfax to purchase Vehicle History Reports for potential buyers to view. Autocheck and CARFAX ID & password required.

Click here to see a SmartAuction Market Report for this vehicle.

Auction Comments entered here will display in Search Results, and on the Vehicle Detail screen. There may be a fee associated to this entry.

Click the 'Post' button to complete the posting.
7. Once the vehicle is posted the Inspection screen will display. Click the DirectInspect button to complete the Inspection. NOTE: if ‘USE THIS INSPECTION’ was selected at the beginning of the posting process then this screen will not display.

DirectInspect

This option enables dealers to supply their own electronic Inspection Report with pictures via the Vehicle Inspection Website (VIW).
The Vehicle Inspection Website (VIW)

Please note the Seller Warranty Policy, which states:

The Seller warrants this vehicle Inspection Report for accuracy and completeness. Discrepancies between this Inspection Report and the actual condition of the vehicle at the time of sale may result in a buyback. If so, the Buyer is not responsible for any loss of value or purchase price, or any expenses incurred due to any discrepancies between the Buyer and Seller inspection reports. The Buyer's vehicle is not guaranteed by the Seller. For further details refer to the Ally On-Line Auction Remarketing Agreement signed by each SmartAuction selling dealer.

This simply means that, as the Seller, you are responsible for providing complete and accurate Inspection Reports for your vehicles on SmartAuction. In other words, you warranty your Inspection Reports – not SmartAuction or Ally.

Reference documents
Click tab to Preview
Click here to add damage exceptions.
Enter comments here.
Required: Set Smoker flag.
Required: Enter or certify tire information.
Click here to upload images.
Overview

1. Enter the inspection details on the Ally Vehicle Inspection Website (VIW)
   - Vehicle Info – VIN and mileage will be imported from the Vehicle Entry screen. Smoker info will have to be entered
   - Upload digital images
   - Damage Info – All damage items must be noted; All "Chargeable" damage items need an repair estimate for repair/replacement
   - Comments
   - Tire Info – All five tires must be completed (manufacturer, size, tread depth)

2. After entering all required information on the initial DirectInspect screen, click the Submit button. The Preview screen will be displayed.

Add Damage Information

All damage entries must adhere to the policies outlined in the Vehicle Inspection Guidelines, the Ally Wear Square, and the Ally Excess Wear Table, even on dealer-owned units.
Click the Add button in the Damage and Previous Repair section to access the following screen.

Add Damage and Previous Repair Information

Click Add to Report after completing the damage entries below. You can always remove them after you add these to the report.

Type / Location:
- Select a ‘Type’ from the drop-down menu.
- Then enter the location of the damage into the ‘Location’ field.

Description:
- Enter the description of the damage into the ‘Description’ field.

Add Damage Items (cont)
Chargeable per Ally Standards (as described in the Ally Excess Wear Table):

- Select Yes or No from the drop-down menu.

If Yes, enter the Estimated Cost of Repair/Replacement.

To add images of the damage exceptions, click the Browse button associated to the damage record added. This will open a window where you can search for and select your saved images. Once selected, click the Open button. The image will upload, and be visible under the damage record.

To add more than one damage item:

Repeat the above processes as needed up to four more times, as applicable. Click on Add to Report

The 'Add Damage and Previous Repair Information' window will disappear and you will be taken back to the main 'Add Inspection Report' page where the damage items will be shown on the Inspection Report form.

To add more than five damage items, repeat the above processes as needed.

Below is an example of what the damage items look like on the 'Add Inspection Report' page. “Chargeable” damage items are highlighted; images will not display here but will display on the preview page.

<table>
<thead>
<tr>
<th>Code</th>
<th>Chargeable</th>
<th>Location</th>
<th>Description</th>
<th>Amount</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>ODOM Yes</td>
<td>Accessories</td>
<td>Remotes - 1 Missing Combo Key</td>
<td>$275.00</td>
<td>Remove</td>
<td></td>
</tr>
<tr>
<td>Exterior</td>
<td>No</td>
<td>Fender Right</td>
<td>Scratched</td>
<td>$0.00</td>
<td>Remove</td>
</tr>
<tr>
<td>Exterior</td>
<td>No</td>
<td>Front Door Right</td>
<td>Previous Repair - Door Repair</td>
<td>$0.00</td>
<td>Remove</td>
</tr>
<tr>
<td>Exterior</td>
<td>No</td>
<td>Hood</td>
<td>Dented - 2 inches</td>
<td>$0.00</td>
<td>Remove</td>
</tr>
<tr>
<td>Exterior</td>
<td>No</td>
<td>Hood</td>
<td>Scratched - 2 inches</td>
<td>$0.00</td>
<td>Remove</td>
</tr>
<tr>
<td>Exterior</td>
<td>No</td>
<td>Grill</td>
<td>Scatched - 2 inches</td>
<td>$1.00</td>
<td>Remove</td>
</tr>
<tr>
<td>Exterior</td>
<td>Yes</td>
<td>Rear Bumper</td>
<td>Scratched - One 3 x 2 inches</td>
<td>$100.00</td>
<td>Remove</td>
</tr>
<tr>
<td>Exterior</td>
<td>Yes</td>
<td>Rear Door Left</td>
<td>Scratched</td>
<td>$10.20</td>
<td>Remove</td>
</tr>
<tr>
<td>Glass</td>
<td>Yes</td>
<td>Windshield</td>
<td>Scratched</td>
<td>$149.00</td>
<td>Remove</td>
</tr>
</tbody>
</table>

To remove a damage item:

Click on the Remove link at the right end of the row to remove an item from the inspection report, if necessary.
Add Comments (optional)

Enter any comments that you would like to show on the Inspection Report.

- Use this area to tell the whole story about a vehicle. Disclose any additional information about the vehicle, such as previous repair, mechanical problems, title issues, etc., that is not clearly disclosed elsewhere on the Inspection Report.

Add Tire Information

Under the Manufacturer, Tire Size and Tread Depth columns, select the applicable item from the drop-down menus for each of the tires, including the spare. If all of your tires (excluding the spare) are identical, you may fill out the Front – Right tire and then click the Duplicate button to automatically fill in the next three tires with the same information.

If any of the tires are damaged:

- Enter the description of the damage into the text field to the right of the tire that is damaged, and
- Enter the cost of replacement for that specific tire.

IMPORTANT: You must include a description and estimate for tires where the tread depth is below 4/32 because they are considered overly worn and require replacement.
Upload Images

1. Click **Upload Photos**.
2. A window titled 'Upload MultiplePhotos' will open up.

3. A message will appear stating the upload is complete. Click OK.
4. The DirectInspect screen will be displayed with the image in view. At this point you can designate a Main Front Corner image, and identify other images locations from the dropdown selector above each image.
5. To remove a photo – click on the **Remove** link underneath the unwanted photo.
6. You can then repeat the above steps to insert a new photo into the empty slot.

**Note:** Resolutions greater than 1280 x 960 are not supported on the website and will be automatically resized upon receipt. As larger images take longer to copy and transfer, you can save time by avoiding the use of high-resolution images.
**Completed Inspection**

When the Inspection Report is complete:

1. Review all of the information for accuracy and make any necessary changes.
2. Click on the **Submit** button.
4. Click on the **Revise** button to make changes to the Inspection Report.
5. If all of the information is accurate, click on the **Save** button to save the Inspection Report.

To set a Main photo for your inspection, click the Revise button, or the Edit Inspection Report tab to return to the Edit screen. From here, chose Main Report Image – Front Cover from the drop-down field above the desired image.

Review all fields for accuracy, and click Save at the top or bottom of the screen to complete the DirectInspect process.
6. After clicking ‘Save’ the following success message will appear.

7. Click ‘OK’. You will be returned to the posting screens. Click ‘Finish’ to complete the posting.

Online Resources

There are several downloadable/printable resources on the “Add Inspection Report” page of the Vehicle Inspection Website (VIW). These documents govern the policy and process of the DirectInspect program. To access any of the following .pdf files, simply click on the link.

1. DirectInspect Vehicle Inspection Guidelines
2. DirectInspect Manual
3. View Ally Excess Wear Table
4. Download Vehicle Inspection Worksheet
5. How to Upload Photos

Contact Information

For more information, please contact:

SmartAuction Headquarters
1-877-2Sell-SA (1-877-273-5572)