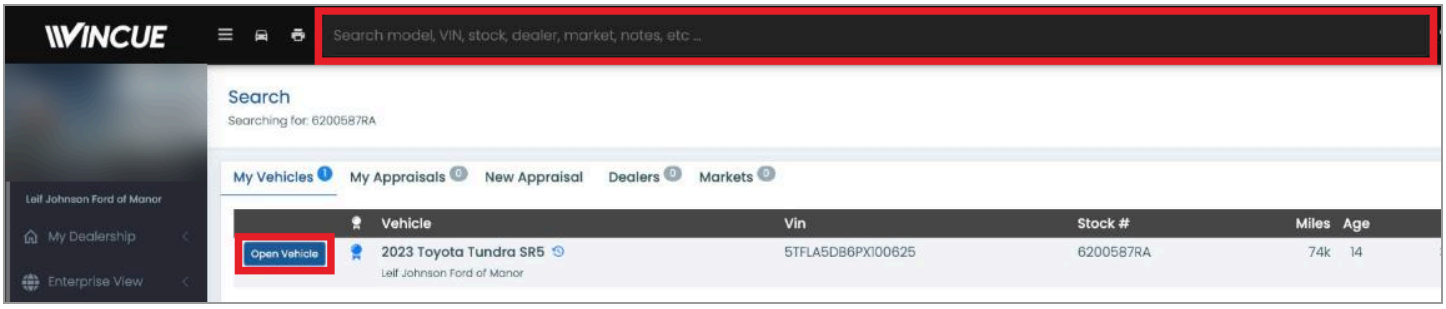
How to print a Buyers Guide in VinCue

Every used car for sale needs one in a side window.

1 Type the stock number in the VinCue search bar at the top, then click **Open Vehicle**.



2 Click the **Stickers** tab. **Buyers Guides** opens first.



3 Click **+ SYSTEM** to show the presets. **Never click New Preset.**

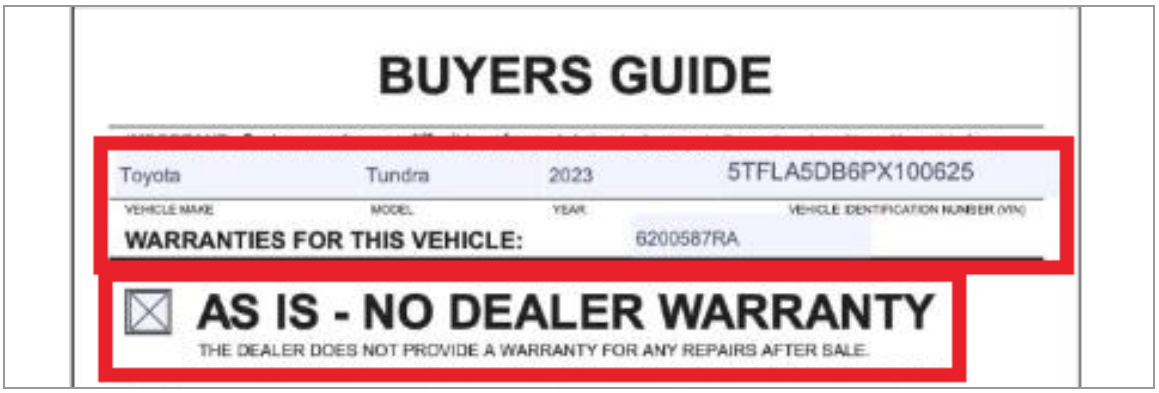


4 Click **"As Is - Front/Back"**.

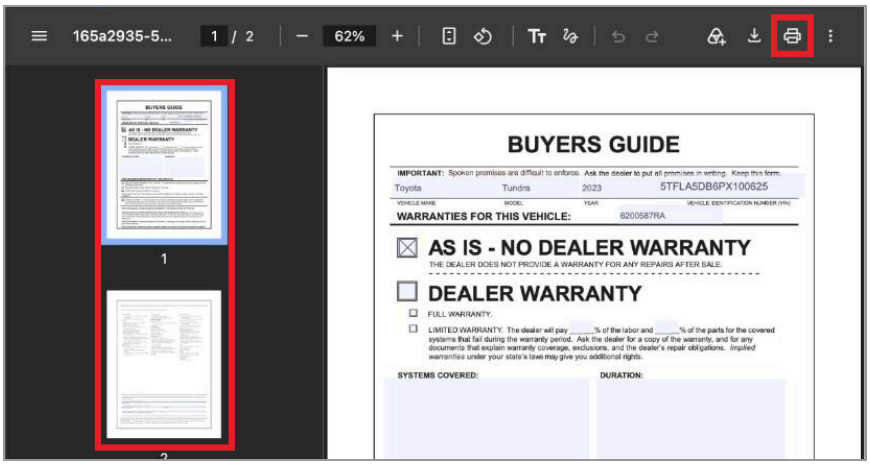
Certified car? Ask a manager first, it has a warranty.



5 Check it: **year, make, model, VIN and stock number** match the car, and **AS IS** is checked.



6 Click the **printer icon**. Print both pages (front and back).



7 **Hang it in a side window of the car.**
Nothing saves in VinCue, so you can reprint any time.

Rules

When: the day the car is front-line ready, before it goes on the lot or online.

- Never click **New Preset**. It makes a new template for the whole store.
- Certified (Blue Advantage) cars carry a warranty, so As Is is the wrong box. Ask a manager which guide to print.
- New cars do not get a Buyers Guide. They have the Ford window sticker.
- Nothing saves in VinCue. Lost or faded guide? Print it again.