



USED VEHICLE SALES

Section Name: **Used Vehicle Procedures**
Procedure Name: **SCHEDULE A PROCESSING**
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SCOPE

The information in this document applies to all Ryder vehicles sold under Schedule A terms or Third Party sales through Ryder Retail Outlets or Business Units (BU's).

PURPOSE

To ensure the proper pricing and fees are charged to the customer according to the Schedule A terms. Close of Sale Policy 4.20 must be followed on all Schedule A sales. The Vehicle Sales Location Manager (VSCM or VSM) is responsible for compliance with this procedure.

PREPARATION OF BILL OF SALE

The Ryder Account Manager will send the Schedule A Buy-out Form completed via lotus to the HQ's Vehicle Sales Operations Mgr. (Exhibit A) together with a faxed copy of the customer's Schedule A - Fax -305-500-7970. At that time, the HQ's Vehicle Sales Operations Mgr. will confirm that the buy-out values are correct. Any variation to the Schedule A price and terms and conditions on the contract must be approved by the respective Director of Operations. Final approval will need to be obtained by the Group Director of Asset Management. The HQ's Pricing Analyst will out-service the vehicle(s) in SAM "AS IS" and start the bill of sale in SAM. The bill of sale in SAM would be prepared under the respective used truck center location code. Once the bill of sale has been prepared in SAM the HQ's Vehicle Sales Operations Mgr. will send a lotus notes to the Vehicle Sales Location Manager (VSCM or VSM), Ryder Account Manager to inform them the sale is ready for processing. A note will be sent to the respective Asset Mgr. to VCN vehicle as of the buy-out date. In the case of a Schedule A Sale, Ryder is selling the vehicle to an existing lease customer that is already in possession of the vehicle. Therefore, because of this, the release of vehicle after verification of funds does not

apply. Also, it is not required to obtain a Driver's License. The customer already operates the vehicle.

Purpose	Exhibit	When To Issue
Providing the necessary information to prepare the bill of sale.	A	Complete the Schedule A form and return via lotus notes to HQ's Vehicle Sales Operations Mgr.

RELEASING TITLE AND VEHICLE

The Ryder Account Manager will send a copy of the Schedule A Buy-out form to the CBU Licensing Coordinator when making the initial request with the HQ's Vehicle Sales Operations Manager. The CBU Licensing Coordinator will send the vehicle title to the respective used truck center location. All vehicle titles **must** go through the used truck center to insure proper handling and documentation.

The Bill of Sale is completed, title is assigned, lien is perfected (if applicable), and provided to the Ryder Account Manager or directly to the customer **ONLY** when the Ryder Used Vehicle Sales Center has received confirmation of funding to include (1) certified funds, (2) confirmation of wire transfer, (3) bank title draft, (4) bank letter of guarantee, (5) company check if the customer is listed on the "Credit-Limit Approved" listing published by the SSC on RIDE or the SSC has provided written "credit limit approval" for the company check in the interim of publishing an updated customer listing on RIDE, and all applicable documents associated with the close/disposal process have been fully completed and filed in the Vehicle's Sold folder. **ONLY** once the above conditions have been met, the Title may be released to the buyer.

TAXES

In addition to the Schedule A price, taxes where applicable still apply. Please refer to Procedure 4.20 for additional tax information.

BUYOUT CALCULATION WORKSHEET

Click here to link to the worksheet in Excel.



Sched A Buy-out
Form.xls



Schedule A Buy-out
Form MULTIPLE.XLS

CONTACTS

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