

FAQ-004-VEHICLES-How do I declare the delivery of a vehicle?



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During the delivery phase of a vehicle, you can declare the delivery from the OpenFlex home page. Start by clicking on the tile **"Orders-To be declared delivered"**.

The screenshot displays the OpenFlex home page interface. At the top, there's a header with a logo and a navigation bar. Below the header, the main content area is divided into several sections:

- My shortcuts:** A row of three tiles showing counts: 2654 (Couleur), 52 (Mes opportunités ...), and 53 (Voiture entité Ro...). Below these is a '+ New shortcut' button.
- Priority tasks:** A section titled 'Electronic police book' with a note '134 entrées sont en attente' and a yellow button labeled 'Déclarer les entrées'.
- Dashboard Tiles:** A grid of nine tiles showing various metrics:
 - 95 Estimates (Awaiting validation)
 - 410 Vehicles (Behind on the sales cycle)
 - 22 Orders (Awaiting validation)
 - 70 Vehicles (To be ordered from factory)
 - 84 Orders (To be prepared for delivery)
 - 99 Orders (To be declared delivered)
 - 1 (bottom left)
 - 33 (bottom middle)
 - 2 (bottom right)
- Right Sidebar:** A panel titled 'Welcome Administrateur' with buttons 'See my diary' and 'New event'. It lists events for 10 APRIL and 11 APRIL, including delivery appointments with names like Angela BOWER and John TEST. A note at the bottom states 'No events scheduled during following weeks.'

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You can view the schedules of the different members of staff to see all the delivery dates that are planned.

To be declared delivered

➔
Delivery schedule

1
Filter ▼



**NISSAN
JUKE**
1.6e 94 Visia

Used
JK856MP

Administrateur ADMINISTRATEUR for : [Mrs Audrey VILLIEN](#)

Order at	Date of first registration	Mileage
09/28/2021	02/05/2019	5,622 mi
Entity	Delivery point of sale	
bee2link PP Audrey V.	Point de vente 1 (Au...	

🚗 1 vehicle
🔄 0 trade-ins

£11,872.80
Incl. VAT

Declare the delivery

Delivery on: 10/05/2021

ID : 42111



**SEAT
LEON**
1.0 EcoTSI 115 Start/Stop DSG7 Style

Used
JK856MP

Audrey VILLIEN for : [Mrs Audrey VILLIEN](#)

Order at	Date of first registration	Mileage
10/11/2021	02/10/2018	96,588 mi
Entity	Delivery point of sale	
bee2link PP Audrey V.	Point de vente 1 (Au...	

🚗 1 vehicle
🔄 0 trade-ins

£14,655.76
Incl. VAT

Declare the delivery

Delivery on: 11/04/2021

ID : 96588

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Example of a view of the schedule that is displayed when a user clicks on the **"Delivery schedule"** button.

Close agenda
Delivery schedule - Point de vente Anglais

Filters

Vehicle type

☐ NC ☐ DC ☐ UC

Salespersons

- ☐ Administrateur 2
 - ☐ Apolline G
@bee2link.fr • +33 6 04 02 00 00
 - ☐ Fanny V
@bee2link.fr • +33 6 04 02 00 00
- ☐ Chef des ventes
 - ☐ Mathilde KALO
@bee2link.fr
 - ☐ Audrey V
@bee2link.fr • +33 6 04 02 00 00
- ☐ Test
- ☐ Valdeur
- ☐ Vendeur
- ☐ Vendeur Plus
- ☐ Fanny-Vendeur V
@fannyvendeur@bee2link.fr
- ☐ admin

Today
< >
Apr 6 - 12, 2025
Month Week Day

	Sun 4/6	Mon 4/7	Tue 4/8	Wed 4/9	Thu 4/10	Fri 4/11	Sat 4/12
08:00 AM							
08:30 AM							
09:00 AM							
09:30 AM							
10:00 AM							
10:30 AM							
11:00 AM							
11:30 AM							
12:00 PM							
12:30 PM							
01:00 PM							
01:30 PM							
02:00 PM							

Delivery appointment UV - AUDI A5
- CY500NH for John TEST for order

Delivery appointment UV - DACIA
LOGGY - DF412ML for John TEST

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Once you have consulted the calendar, click on the **"Declare delivery"** button for the vehicle of your choice.

To be declared delivered

 **Delivery schedule**

1 Filter



**NISSAN
JUKE**
1.6e 94 Visia

Used
JK856MP
Administrateur ADMINISTRATEUR for : Mrs Audrey V

Order at 09/28/2021	Date of first registration 02/05/2019	Mileage 5,622 mi
Entity bee2link PP Audrey V.	Delivery point of sale Point de vente 1 (Au...	

1 vehicle
 0 trade-ins

£11,872.80
Incl. VAT

Declare the delivery

Delivery on: 10/05/2021

ID : 42111

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Then indicate whether delivery was successful in the small drop-down menu at the top of the page.

Declare the delivery of Mrs Audrey V

Were you able to honour the delivery of the vehicle(s)? *

Select a value

➔

Yes

No

Mrs Audrey V
Legal representative at Elite auto

[Complete the customer form](#)

@bee2link.fr

+33 6
+33 3
+33 3

21 Rue de la Vanne, 71100 Montrouge, Île-de-France, France

Customer

🕒 Mar 12, 2025

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Then fill in the delivery report and the vehicle details; this is a compulsory formality.

21 Rue de la Vanne, 71100 Montrouge, Île-de-France, France

Customer Mar 12, 2025

Vehicles to be delivered

	Registration	Price Excl. VAT
NISSAN Juke 1.6e 94 Visia	JK856MP	£11,872.80

Report

Fill in the appointment report *

Purchased vehicle

Registration * Put into service date *

JK856MP 05/02/2019

Chassis number *

VSSZZZ5FZER088735

Declare delivery Cancel

72.80 Incl. VAT
delivery
/05/2021
ID : 42111

55.76 Incl. VAT
delivery
/04/2021
ID : 96588

75.00 Incl. VAT
delivery
/10/2021
ID : 9666

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You can now complete the delivery declaration.

21 Rue de la Vanne, 71100 Montrouge, Île-de-France, France

Customer

🕒 Mar 12, 2025

Vehicles to be delivered

	Registration	Price Excl. VAT
NISSAN Juke 1.6e 94 Visia	JK856MP	£11,872.80

Report

Fill in the appointment report *

Delivery completed.

Purchased vehicle

Registration *

JK856MP

Put into service date *

05/02/2019

Chassis number *

VSSZZZ5FZER088735

Declare delivery

Cancel

72.80
Incl. VAT
delivery
/05/2021
ID : 42111

55.76
Incl. VAT
delivery
/04/2021
ID : 96588

75.00
Incl. VAT
delivery
/10/2021
ID : 9666