



CUSTOMER ORDER VERIFICATION PROGRAM

Program Summary

This program will allow for verified customer orders to be prioritized for manufacturing. Dealers will submit their orders then proceed to [CNI.DealerConnection.com](https://cni.dealerconnection.com) to enroll their order for prioritized scheduling.

On cni.dealerconnection.com, dealers will be able to do the following:

- Enroll customer orders with necessary documentation for verification
- See all enrollments by dealership
- See enrollment status
- Upload any additional documentation necessary for verification

Upon Approval of the Enrollment, the Authorization Number provided can be claimed under the appropriate Program Number in Smart VINCENT at the time of sale:

- 38150 - Model Select Retail Order Bonus Cash
- 21262 - F-150 Special APR Financing Private Offer (orders after 1/4/22)
- 38430 – Ford Retail Order Bonus Cash Certificate
- 38556 – Select Vehicle Ford Retail Order Bonus Cash Certificate
- 38516 – Select Vehicle Ford Retail Order RCL Cash Certificate
- 21346 – Ford Retail Order Rate Lock APR Private Offer
- 21348 – Ford Retail Order Rate Lock APR Private Offer
- 60348 - Ford Retail Order Rate Lock CommercialLease APR Private Offer

Beginning for vehicles ordered 10/4/22:

- 38584 – Ford Retail Order RCL Cash
- 21358 – Ford Retail Order Rate Lock Low APR
- 60350 – Ford Retail Order Rate Lock CommercialLease APR
- 21360 – Ford Retail Order Rate Lock Flex Buy APR
- 38586 – Ford Retail Order Bonus Cash (RMP-funded)
- 38588 – Ford Retail Order Bonus Cash (FDAF-funded)

Dealer Steps and Instructions

1. Access website at <https://cni.dealerconnection.com>
2. Click on Customer Order Verification Program (COVP)

CHOOSE A NATIONAL INCENTIVE PROGRAM

- FAST CASH CONQUEST PROGRAM - TEST 1
- FOSD ACCESSORIES PROGRAM
- 2020 SELECT DEALER REGION WIN THE DAY DEALER CHALLENGE
- 2020 TOP VOLUME FORD DEALER CHALLENGE PROGRAM
- ACCESSIBILITY BID REGISTRATION PROCESS
- BRONCO SPORT FCTP DEALER OPT-IN PROGRAM
- BRONCOS/BRONCO SPORT RESERVATION TO ORDER PROGRAM
- COMMERCIAL LINE OF CREDIT PROGRAM (CLOC)
- CUSTOMER ORDER VERIFICATION PROGRAM (COVP) 

3. Fill in all fields on the enrollment page
(NOTE: The Dealer Email Address provided here will receive any enrollment related Hold/Approval emails)



Order Enrollment Page

Select Program Customer Order Verification Program ▼

Vehicle Information

Model Year* Please Select ▼


Vehicle Line* ▼

Body Style* ▼

Order Information

Order Number*

Order Type*

Order Date (MM/DD/YYYY)* 

Lease/Retail* Please select ▼

Dealership Information

Dealership Name*

Dealer Code (12345)*

Dealer Contact Name*

Dealer Email Address*

Customer Information

Customer First Name*

Customer Last Name*

Address*

City*

State* Please Select ▼

Zip*

Phone Number
For example: (123)456-7890*

Email Address*

What vehicle is the customer currently driving?* Please Select ▼

What vehicle model is the customer currently driving?* Please select ▼

Document Upload* UPLOAD DOCUMENT

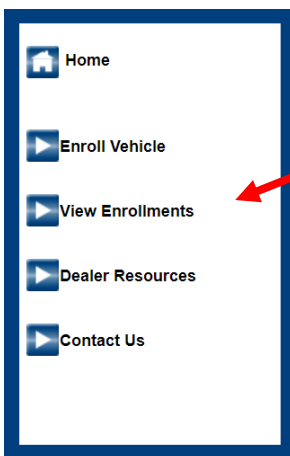
4. Upload all required documentation (must be PDF, GOF, TIFF, JPEG, PNG or BMP file)

Required Documents for all dealers:

- Signed Buyers Order clearly showing Customer Name, Order Number, and eligible Order date
- A copy of Customer's Driver's License

5. Click Submit (there will be a pop-up to agree to terms)

6. Once submitted, dealers can check the status of their enrollment under the View Enrollments tab



7. Claims will have one of three Statuses:

Approved – all proper documents were provided, enrollment has been processed and approved by PHQ

Hold – enrollment has been submitted but proper documentation is missing (see Hold Email or View Enrollments page for Hold Reason)

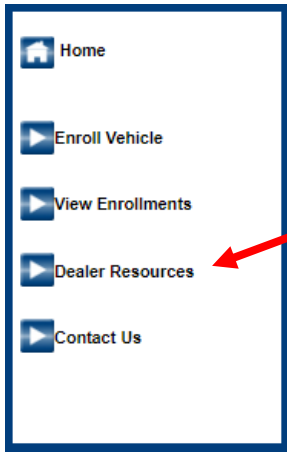
Pending – enrollment and documents have been submitted and are currently under review by PHQ

Canceled – Program Headquarters can cancel an enrollment on behalf of the dealer. (To cancel, send email to orderverification@fordprogramhq.com)

8. If a dealer receives a Hold email, return to the View Enrollments tab to upload any additional documentation necessary. Hovering over the HOLD in the Status column will show the Hold Reason.

Tracking Number	Date Claim Submitted	Status of Claim	Program	Dealer Name	Dealer Code	Contact Name	Email Address	DIV	Order Number	Order Date	Order Type	Body Style	Vehicle Year	Vehicle Line	Lease/Retail	Customer Name	Customer Address	Customer City	Customer State	Zip Code	Customer Phone	Customer Email	Vehicle customer currently driving	Vehicle Model customer currently driving	Program Number	Authorization Number	Approved Date	Document Upload / Review
2200888	08/26/2020	APPROVED	Customer Order Verification Program	TEST DEALER	99999	HJ	lpedaria@ONEMAGNIFY.COM	FD	1231	08/04/2020	1	K3G	2020	EDGE	Lease	TEST TESTERZ	123 TEST	DETROIT	MI	48028	1111111100	BCAMPBELL@ONEMAGNIFY.COM	Honda	CAR	1000000168	07/21/2020	RE-UPLOAD REVIEW	
2240888	08/28/2020	APPROVED	Customer Order Verification Program	TEST DEALER	99999	HJ	BCAMPBELL@ONEMAGNIFY.COM	FD	1245	08/13/2020	1	U1G	2020	EXPEDITION	Lease	TEST TESTER	124 TEST	DETROIT	MI	48028	1234567891	BCAMPBELL@ONEMAGNIFY.COM	Lincoln	CAR	1000000168	07/21/2020	RE-UPLOAD REVIEW	
2242888	08/30/2020	APPROVED	Customer Order Verification Program	TEST DEALER	99999	HJ	SBASHA@onemagnify.COM	FD	1235	08/30/2020	1	W1C	2020	F-150	Lease	JOANNE HOGAN	3003 TEST STREET	DEARBORN	MI	48124	3135554877	JHOGAN1@FORD.COM	Chevrolet	SUV	1000000157	07/21/2020	RE-UPLOAD REVIEW	
2280888	08/30/2020	HOLD	Customer Order Verification Program	TEST DEALER	99999	HJ	SBASHA@ONEMAGNIFY.COM	FD	1122	08/01/2020	A	U0B	2020	ESCAPE	Lease	TEST TEST	222 TEST	TESTCITY	MD	88847	8876787888	TT@MM.COM	Lexus	CAR			RE-UPLOAD REVIEW	

9. The Dealer Resources tab will contain this Dealer Guide for reference.



If assistance is needed at any time, please contact Program Headquarters at 800-732-1138 or orderverification@fordprogramhq.com