

The EVO Tyres Handbook

How to use LeasePlan's online tool

Make new tyre approvals easy!

Follow this reference guide for quick and easy instructions on how to use LeasePlan's EVO Tyres tool

Find out how to...

- › Login to EVO Tyres
- › Create a new tyre approval
- › Check your job status
- › Check the vehicle tyre history

Logging in

1. Visit www.leaseplan.co.nz
2. Select login to 'EVO Tyres'
3. Login using your Username (Store ID) and Password

If you are unsure of these details, call us on **0800 822 212**

IMPORTANT – An 'Order number' must be issued before any work can commence

A job needs LeasePlan approval and sometimes Client approval before an 'Order number' can be issued

Creating a new tyre approval

1. Once logged in, select 'Tyre Approvals' from the left menu
2. Click 'Create New Approval'
3. Complete the details for the vehicle you will be working on, including registration, odometer (km) readings and hubometer (km) readings if applicable
4. Click 'Check'
5. Confirm the vehicle details and click 'Continue'
6. Provide the tyre conditions for all tyres on the vehicle
7. Provide details on the service you would like to carry out, including the products required. If your IPC code does not appear, call LeasePlan on **0800 822 212**
8. Click 'Submit for Approval'. You will receive an email informing you if the job has been 'Approved' or 'Declined'

Checking your job status

- › Go to the 'Tyre Approval' screen on the left hand menu
- › Select 'Open', 'Approved', 'Completed' or 'Declined'
- › A 'Declined' job will initially appear in the 'Open' tab as editable and will give the supplier 5 days to modify the job. After 5 days, if not modified the job will move to the 'Declined' tab
- › Click the 'Declined' link to view the reason your job was declined
- › Click on the 'View' link to open the job
- › From within the 'Tyre Approval' tab you can view the 'Job History'. This will show you who has made changes on the job

Checking the vehicle tyre history

- › Select 'Vehicle History' from the left menu and enter the vehicle registration

Logging in: The first screenshot shows the 'Login to' dropdown menu with options: FBT, EVOII, Fleet Reporting, EVO Tyres, Remote Login, and Telematics. The second screenshot shows the 'Welcome to LeasePlan' page with a 'Log In' button.

Creating a new tyre approval: The third screenshot shows the 'Log In' page with fields for Username and Password. The fourth screenshot shows the 'Tyre Approval System / Tyre Approvals' page with a 'Vehicle Search' section. The fifth screenshot shows the 'Tyre conditions' table with columns: POSITION, TREAD DEPTH, and CONDITION. The sixth screenshot shows the 'Service Details' section with a table of requested products.

Checking your job status: The seventh screenshot shows the 'Tyre Approval System / Tyre Approvals' page with a 'Tyre Approvals' section. The eighth screenshot shows the 'Tyre conditions' table with columns: POSITION, TREAD DEPTH, and CONDITION. The ninth screenshot shows the 'Service Details' section with a table of requested products.

Checking the vehicle tyre history: The tenth screenshot shows the 'Tyre Approval System / Vehicle Tyre History' page with a 'Tyre Service History' section. The eleventh screenshot shows the 'Tyre conditions' table with columns: POSITION, TREAD DEPTH, and CONDITION. The twelfth screenshot shows the 'Service Details' section with a table of requested products.

Annotations: Orange circles and lines highlight key UI elements such as the 'Login to' dropdown, the 'Log In' button, the 'Vehicle Search' section, the 'Tyre conditions' table, the 'Service Details' section, the 'Tyre Approvals' section, and the 'Tyre Service History' section.

IMPORTANT – Out of hours tyre approvals

Please be aware that LeasePlan's normal hours of operation are **Monday - Friday, 8.00am - 5.00pm**. Any approvals submitted outside of these hours will be actioned on the following working day.