

MANITOWOC Claims Process System User Guide

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MANITOWOC Claims Process System User Guide



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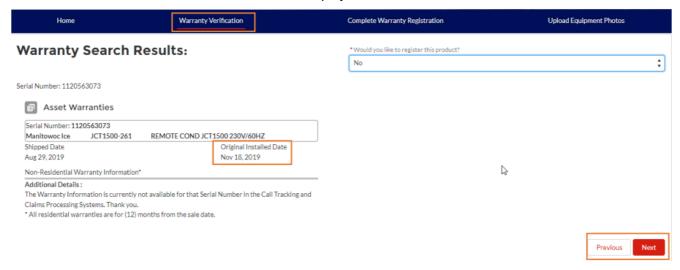
WARRANTY VERIFICATION

(date of equipment install)

• Enter serial number to obtain install date, click "Next" to proceed.



As seen below, serial number information will be displayed.

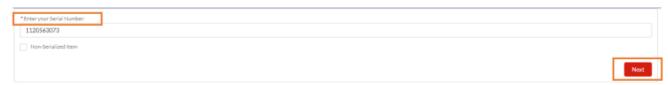


WARRANTY REGISTRATION

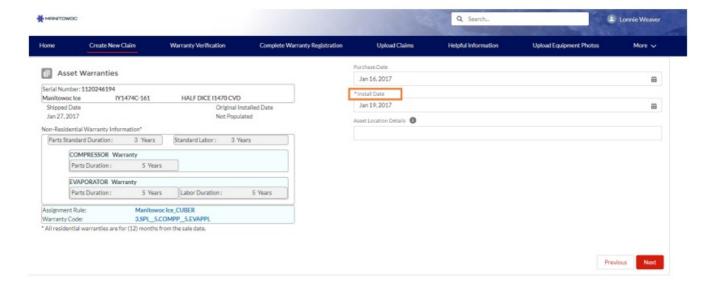
Link to warranty registration: https://manitowocice.force.com/claims/s/warranty-registration
 Click on the Complete Warranty Registration tab.



 Enter the serial number and click Next on the right of the screen. *If the serial is not valid, navigate to the Warranty Verification site.

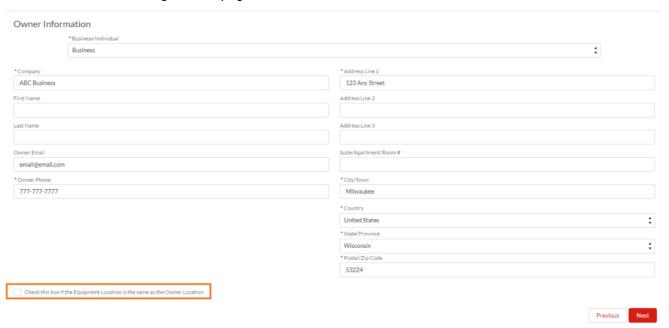


In the Asset Warranties section, complete all fields if information is known. Asterisk [*] fields are required.
 Note: If install date is unknown, use ship date displayed.
 Click Next at the right of the screen.



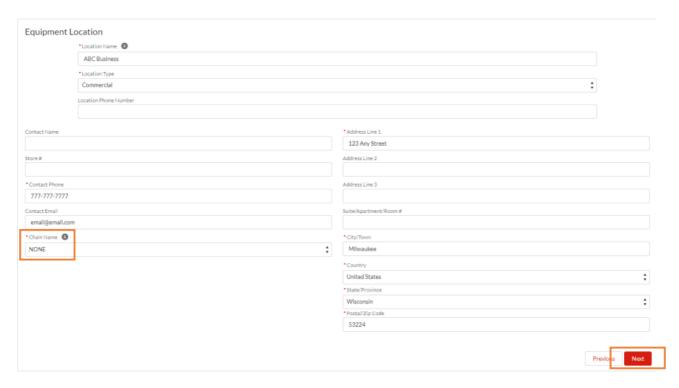
• In the Owner Information section, complete all fields if information is known. Asterisk [*] fields are required. If the Equipment Location is the same as the Owner, check the box on the lower left corner on the bottom of the screen.

Click Next on the bottom right of the page.



• In the Equipment Location section, complete all fields if information is known. Asterisk [*] fields are required. If the Chain Name field is not a Chain account, select "None" from the dropdown list.

Click Next on the bottom right of the page.



 Attach a proof of purchase or proof of installation, if available, by uploading from your local network or drag and dropping. Click the check box at the bottom left under "Need to register another serial number at the same address?".

Click Next at the right of the page.



You will receive a confirmation that the serial number is registered, Click Next.



*When registering the serial numbers is complete, address information will populate for each serial number when you start a claim using the next step.

LOG IN

To log into the Claims Processing System (CPS), copy and paste the link below into either Google Chrome or Microsoft Edge browser.

https://manitowocice.force.com/claims/s/

Click on "Login" on the top right corner and enter your username and password to access the CPS.



CLAIM CREATION

• To create a claim, click on the Create New Claim in the header.

Note: One serial number is allowed per claim.



• Enter the serial number and click Next on the right of the screen. If the serial number is not valid, you will receive an error.

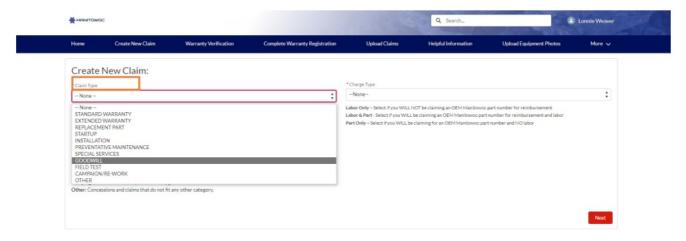


• If you have an invalid serial number, navigate to the Warranty Verification site to confirm. *If serial number is not valid, contact Manitowoc Ice.

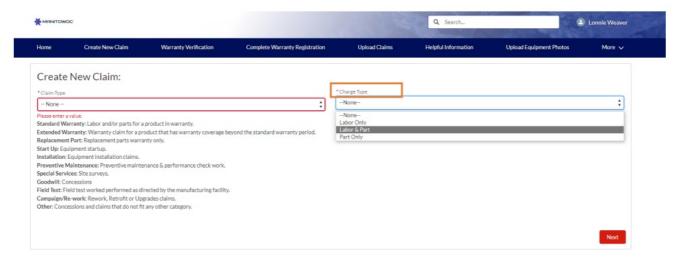


Note: Serial number has not been registered prior to filing a claim, registration will be required at this time. Serial number has been registered already and is correct, just continue through screens.

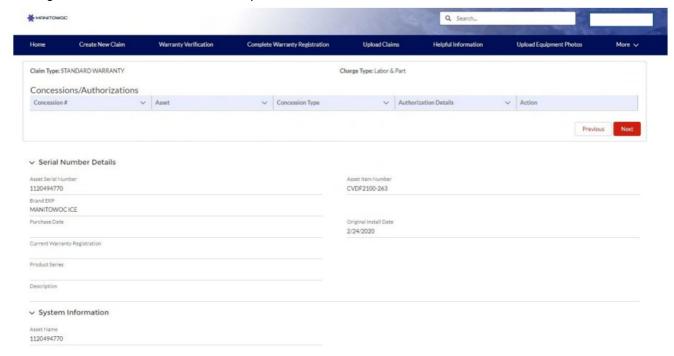
Choose a Claim Type from the dropdown list.



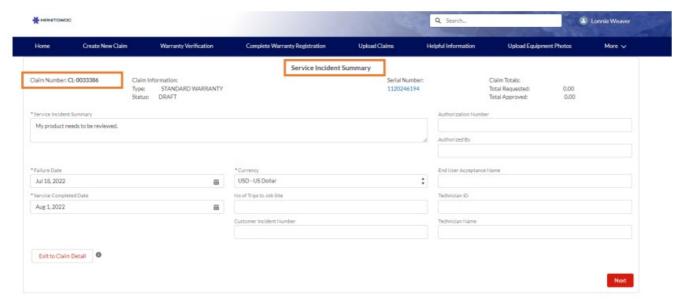
• Choose a Charge Type based on Labor Only, Labor & Part or Part Only. *Part Only claim type can only be filed by a Distributor.



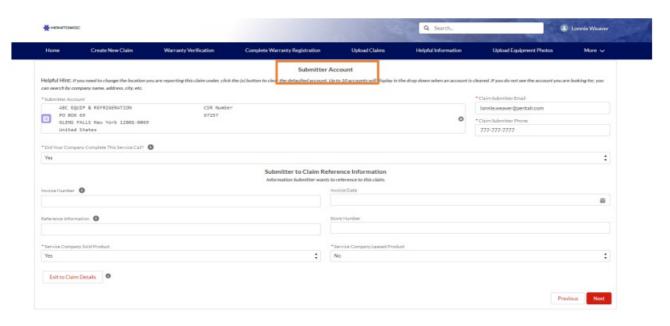
• Once the Charge Type has been selected, the Concessions/Authorizations screen will be displayed. If a claim is being filed with a Concession number provided, it will need to be selected at this time.



- A claim number will be auto-generated at this time and displayed in the upper lefthand corner of this screen. If claim requires a "Concession" and it was not viewed in the previous step, add "Concession" number in the "Authorization Number" field, complete "Authorized By" field.
- Complete all fields if information is known. Asterisk [*] fields are required.

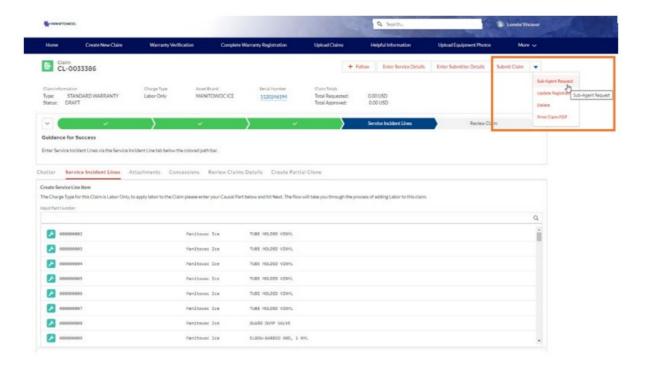


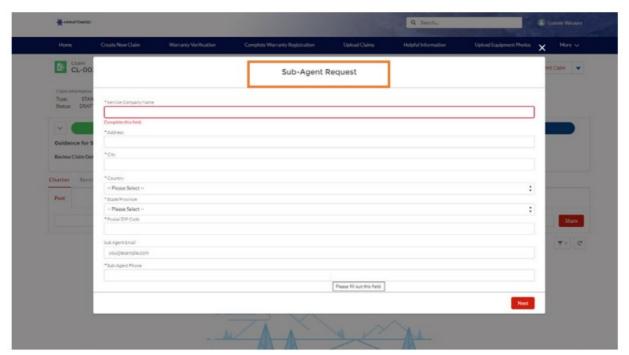
• In the "Submitter Account" section, complete all applicable fields if information is known. Asterisk [*] fields are required.

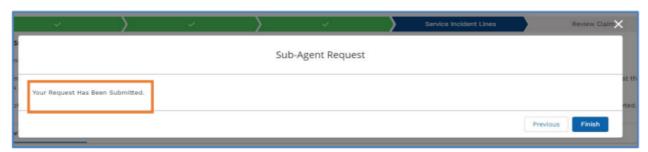


*This Step is for Distributors Only

- To send a request to have a servicer account added, click on the down arrow next to Submit Claim at the top right
 - of the page and select Sub-Agent Request. A popup window displays. Enter the company information and click Next, Click Finish on the confirmation message.

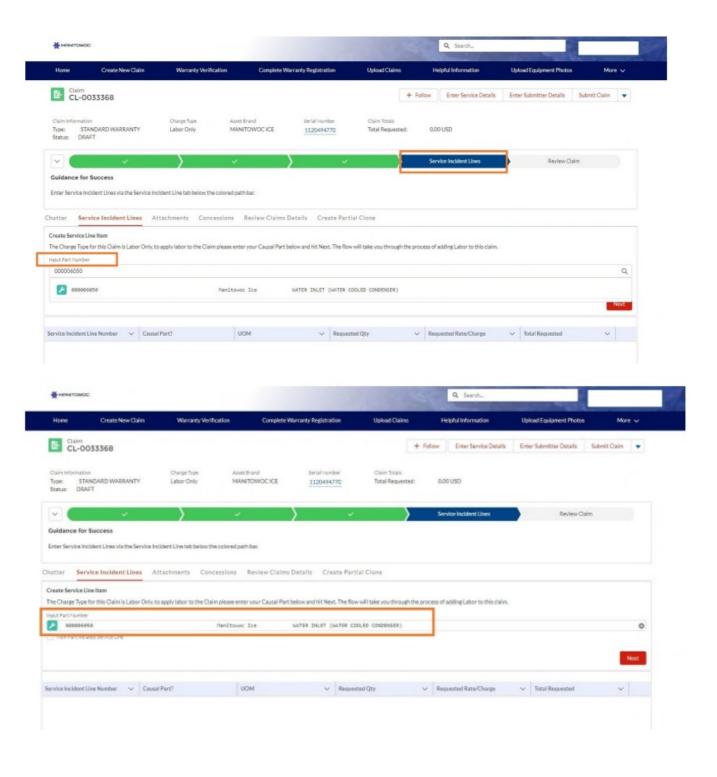


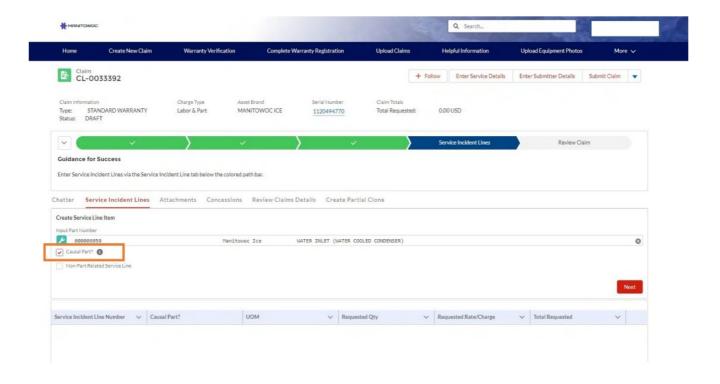




• In "Service Incident Line" section, enter causal part number and select appropriate brand. Each claim requires at

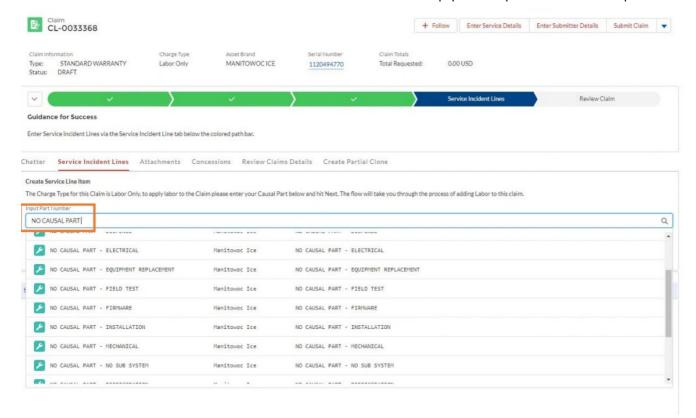
least one "Causal Part" for warranty processing.

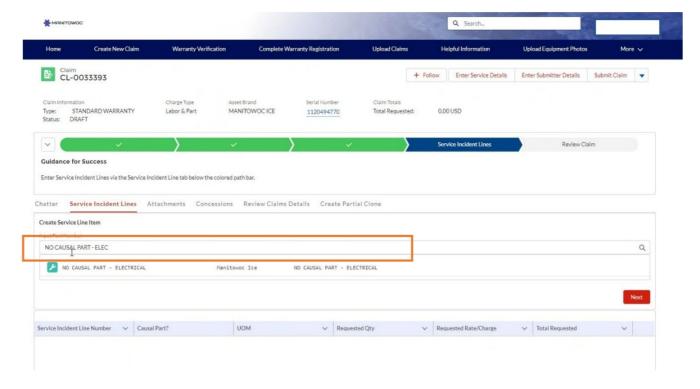




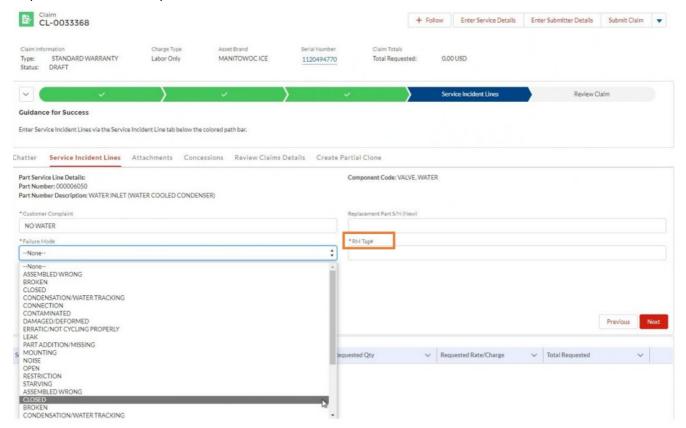
*See next page for **NO CAUSAL PART** selection if no part was replaced.

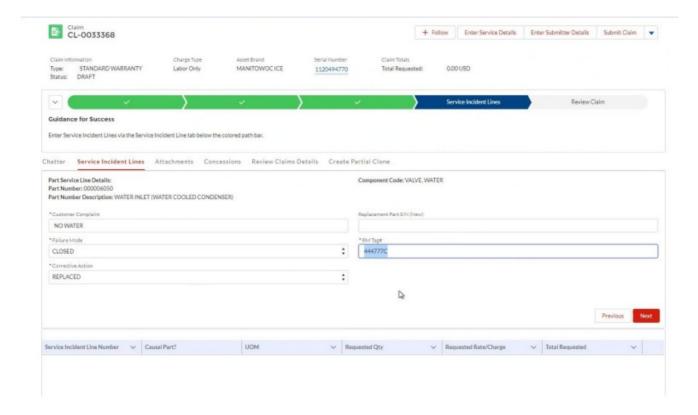
• If there is no physical part number replaced, user will be required to enter a "NO CAUSAL PART" as a repair as shown below. Selection for "No Causal Part" needs to be related to equipment repair. Click "Next" to proceed.



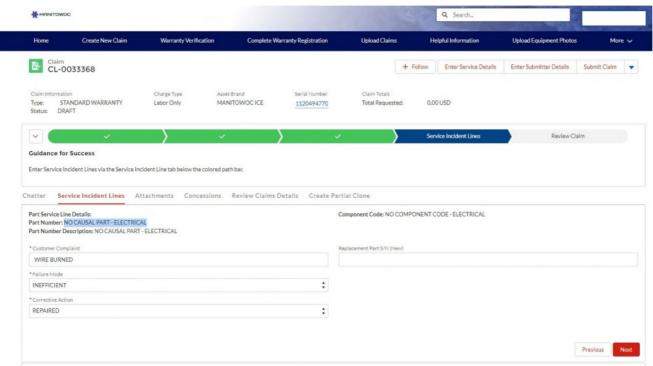


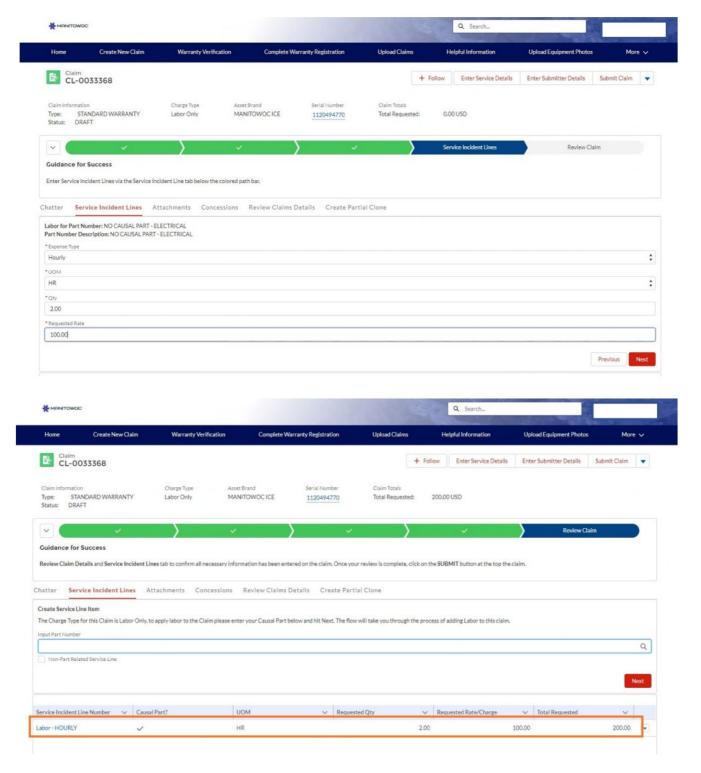
• *Complete all required fields. *Manitowoc Ice requires RM Tag# for each part replaced. Asterisk [*] fields are required. Click "Next" to proceed.



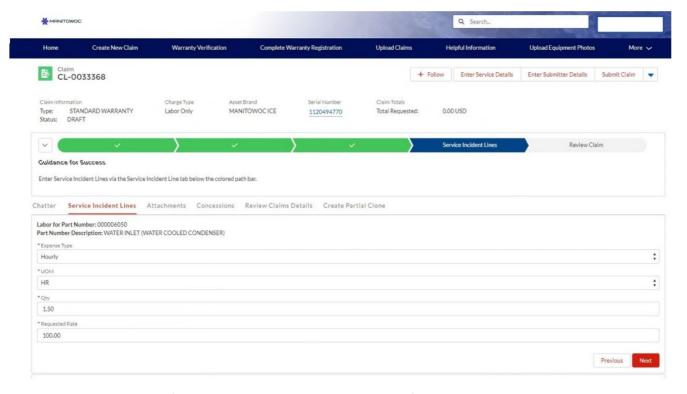


• If no causal part is used for repair, complete the required fields. Asterisk [*] fields are required. Click "Next" to proceed.

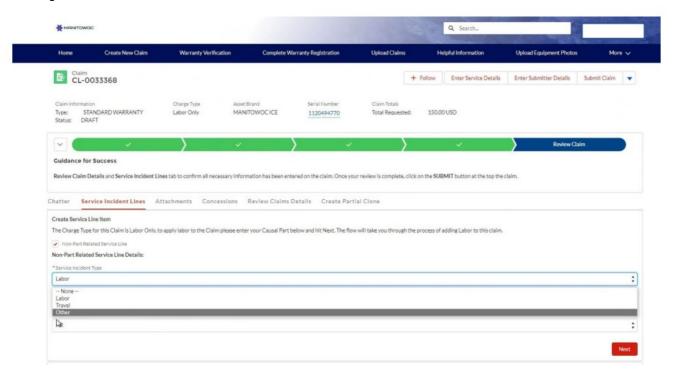




• Enter labor charges. Asterisk [*] fields are required. Click on next to proceed.

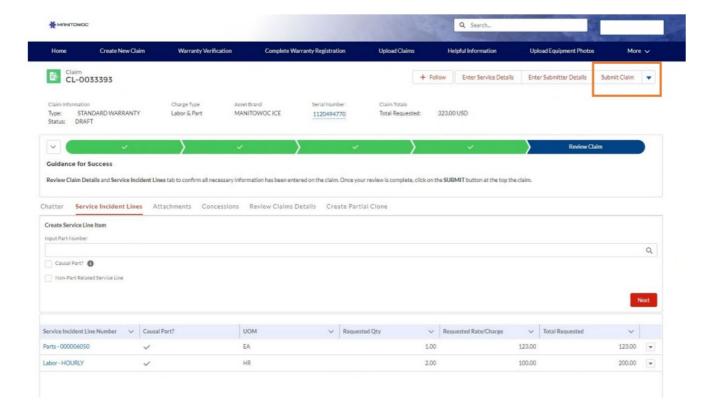


- To enter Non-Part Related Service Line(s), select Labor, Travel, or Other. Asterisk [*] fields are required.
 Selections:
 - **Labor** This should only be used for additional labor when required.
 - **Travel** If authorized, enter travel hourly per contract.
 - **Other** For additional charges, example refrigerant; opening the refrigeration system; sales tax; fuel surcharge, etc.

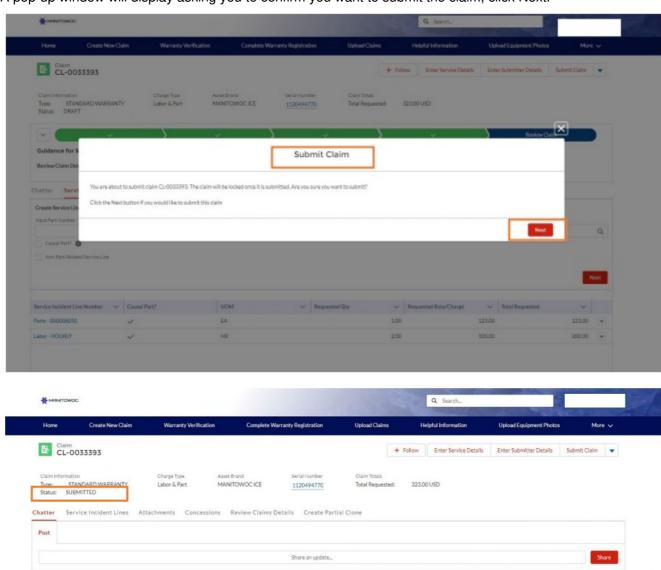


Submit Claim

The claim can be submitted once all steps in the progress bar are green, Review Claim will remain blue. To
review what you have entered, click on Review Claim Details. When you are ready to submit the claim, click
Submit on the top right of the screen.

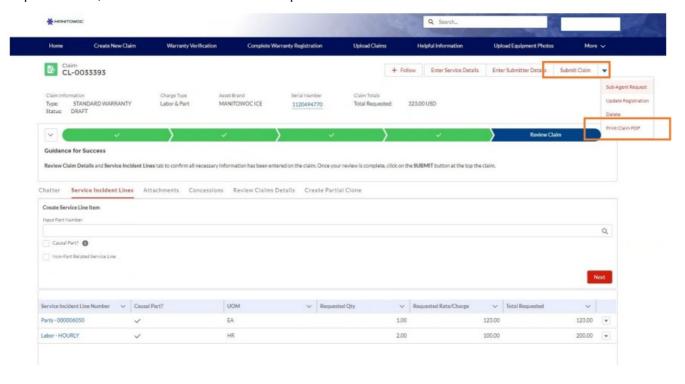


• A pop-up window will display asking you to confirm you want to submit the claim, click Next.

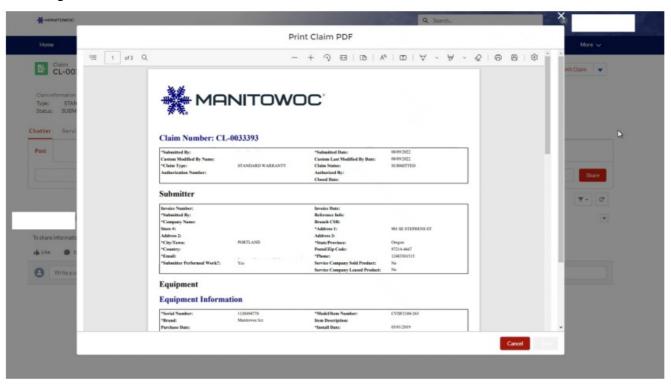


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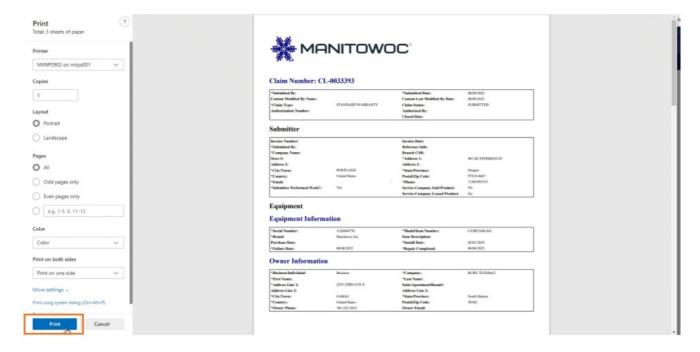
• To print a claim, click on the "Submit Claim" drop down and select "Print Claim PDF".



PDF Image 1

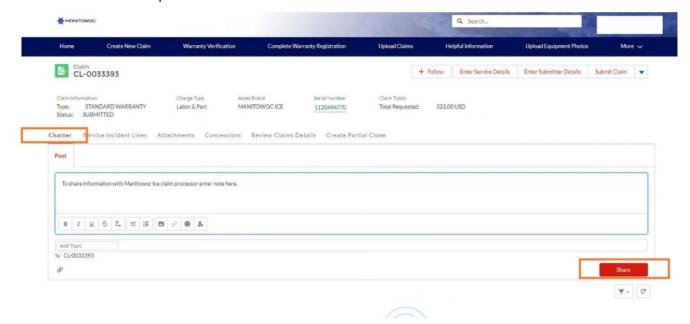


PDF Image 2

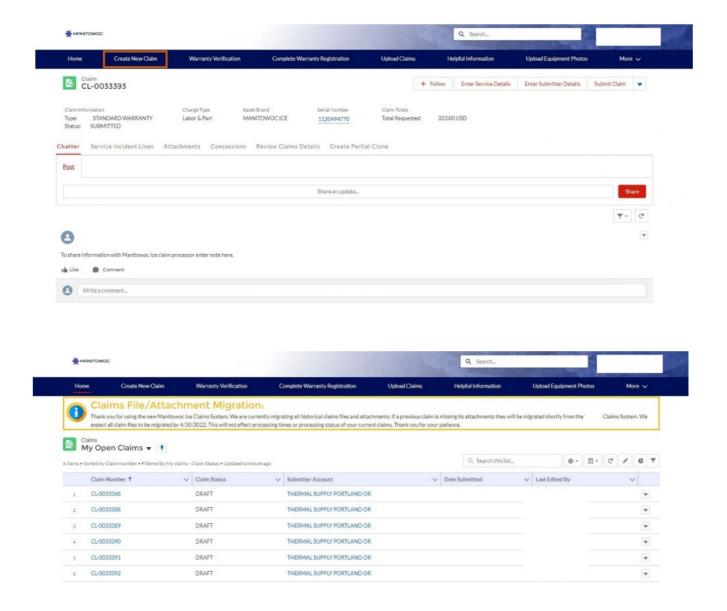


 Your claim has been submitted and the status is updated. After the claim is submitted you can still add comments

on the Chatter tab and upload files on the Attachments tab.



• To create an additional claim, click on "Create New Claim"



Claim Type

- Campaign/Re-work: Rework, Retrofit or Upgrades claims.
- Extended Warranty: Warranty claim for a product that has warranty coverage beyond the standard warranty period.
- Field Test: Field test worked performed as directed by the manufacturing facility.
- Installation: Equipment installation claims.
- Preventive Maintenance: Preventive maintenance & performance check work.
- Replacement Part: Replacement parts warranty only.
- Special Services: Site surveys.
- Standard Warranty: Labor and/or parts for a product in warranty.
- Start Up: Equipment startup.
- · Goodwill: Concessions
- Other: Concessions and claims that do not fit any other category.

Claim Status

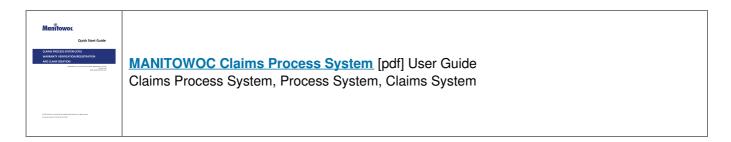
- Draft Claim has been created and saved.
- Submitted- Claim has been submitted to processing center.
- Received Claim has been received by claim processing center.
- Approved Claim has been reviewed and approved for payment.
- Approved-Adjusted Claim has been reviewed, approved for payment with adjustments made to the claim.
- Approved By Hub (not currently used in the United States)
- Approved Adjusted by Hub (not currently used in the United States)
- Awaiting Parts Return Claim payment is being held until required parts are returned to the manufacturing facility.
- Awaiting Invoice Invoice is needed from claim submitter.
- Awaiting Payment Processing Claim review has been completed and payment is in process. Once
 payment is completed, claim status will change to Processed for Payment.
- Invoice Attached Status after claim in "Awaiting Invoice" is resubmitted by claim submitter.
- **Pending for Information** External Claim is being held pending further information from claim submitter (claim is opened for submitter to make changes and resubmit).
- **Pending for Information** Internal Claim is being held pending further information from technical support or other internal source.
- **Resubmitted** Status after claim in "Pending for Information External" is resubmitted to manufacturer.
- Processed for Payment Claim has been entered into Service Maintenance by claim processor.
- **Denied** Claim has been reviewed and denied for payment.
- **Denied By Manufacturer** (not currently used in the United States)

Customer Support

MANITOWOC ICE, 2110 SOUTH 26TH STREET, MANITOWOC, WI 54220 800-545-5720 WWW.MANITOWOCICE.COM



Documents / Resources



References

Manitowoc - Engineered For Ease

- Claims
- Claims

Manuals+,