

Overview

The **Delayed Warranty Start Date (DWS)** tool allows users to submit requests for:

- Single VIN warranty start date adjustments (US Vehicles Only)
- Multiple VIN warranty start date adjustments (US Vehicles Only)

This guide outlines system setup, navigation, and request submission procedures.

Section 1 – Initial System Setup (One-Time Only)

1.1 Create Required Folder Structure

1. Navigate to *C:* drive
2. Create a folder named:
- 3. DWS**
4. Inside the **DWS** folder, create two subfolders:
 - **Templates**

Required Folder Structure:

C:\DWS

└─ **Templates**

└─ **Requests**

1.2 Download Required Files

Download the following files into:

C:\DWS\Templates

Required files:

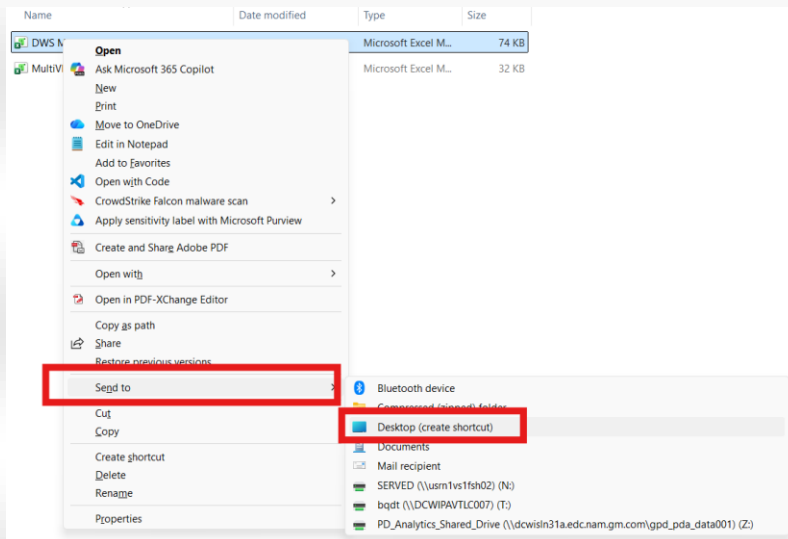
- **DWS MainMenu**
 - **MultiVINs_Template**
-

1.3 Create Desktop Shortcut (Recommended)

To improve accessibility:

1. Navigate to:
2. **C:\DWS\Templates**
3. Right-click **DWS MainMenu**
4. Select:
5. **Send To → Desktop (Create Shortcut)**

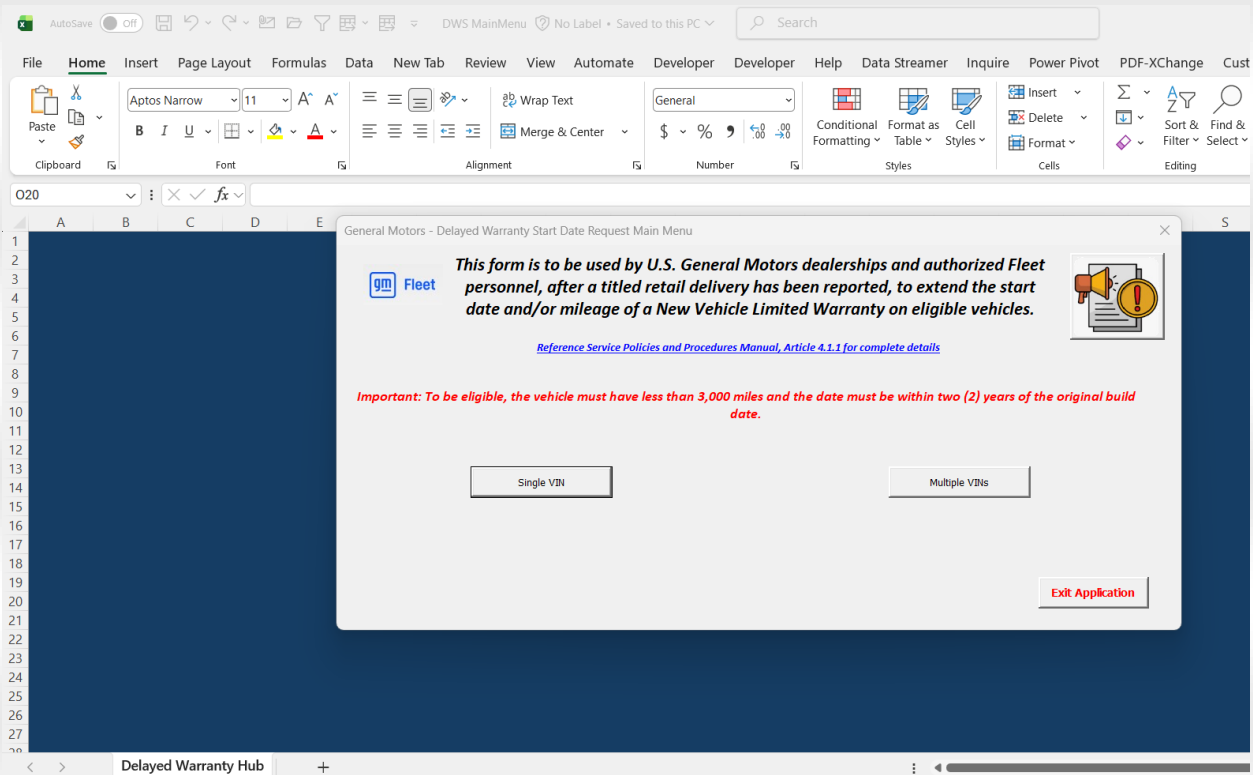
This allows direct access to the application from your desktop.



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Section 2 – Main Menu Overview

Upon launching **DWS MainMenu**, the Main Menu screen will appear.



Available Options:

- **Single VIN** – Submit request for one vehicle
- **Multiple VINs** – Submit batch request via Excel
- **Exit Application** – Properly closes the application

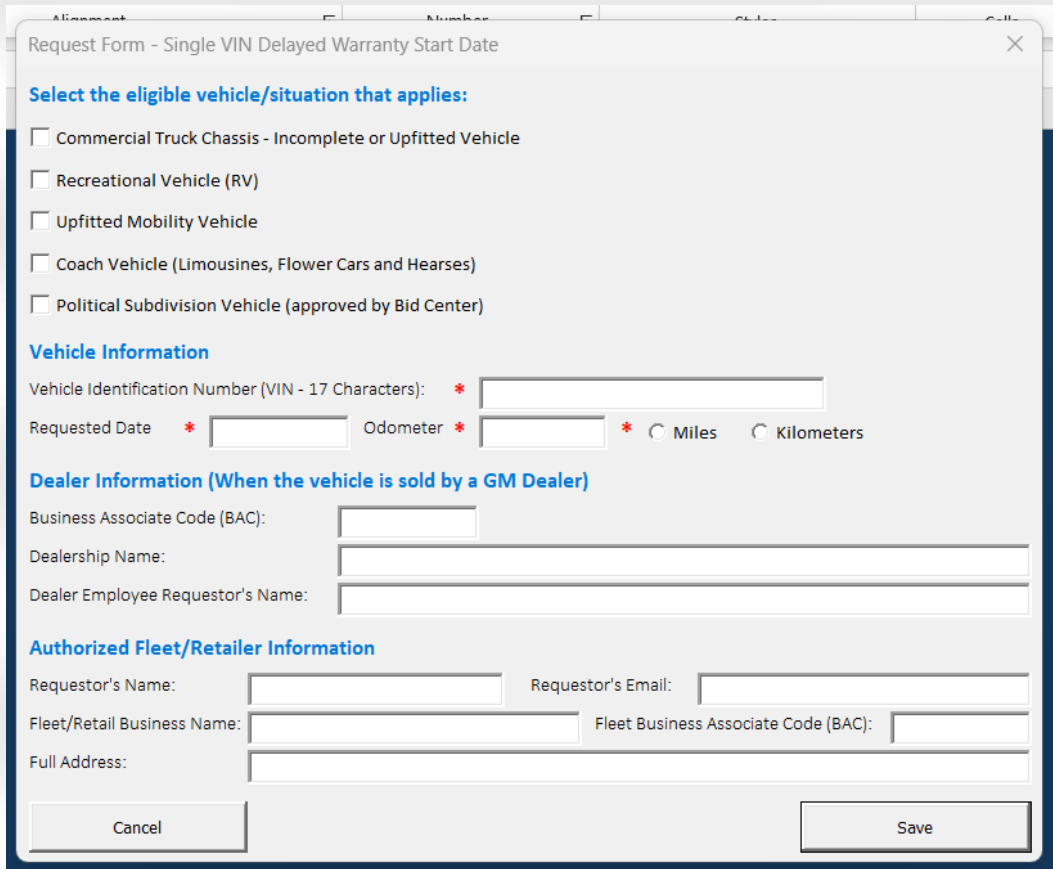
⚠ Always use **Exit Application** to close the tool.

Closing with “X” will prompt you to use the Exit button.

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Section 3 – Single VIN Request

Selecting **Single VIN** opens the request form.



Required Fields

All fields must be completed, please pay attention to the following fields to stay within the eligible parameters:

- VIN
- Requested Date
- Odometer
- Odometer Type

Important Notes

- US Vehicles Only

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- Odometer must be entered in **Miles**
 - Selecting Kilometers indicates the wrong form is being used
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Saving the Request

After completing all fields:

1. Click **Save**
2. The file is saved as:

VIN_BAC_DATETIME

Saved to:

C:\DWS\Requests

After saving, the **Save** button changes to **Main Menu**.

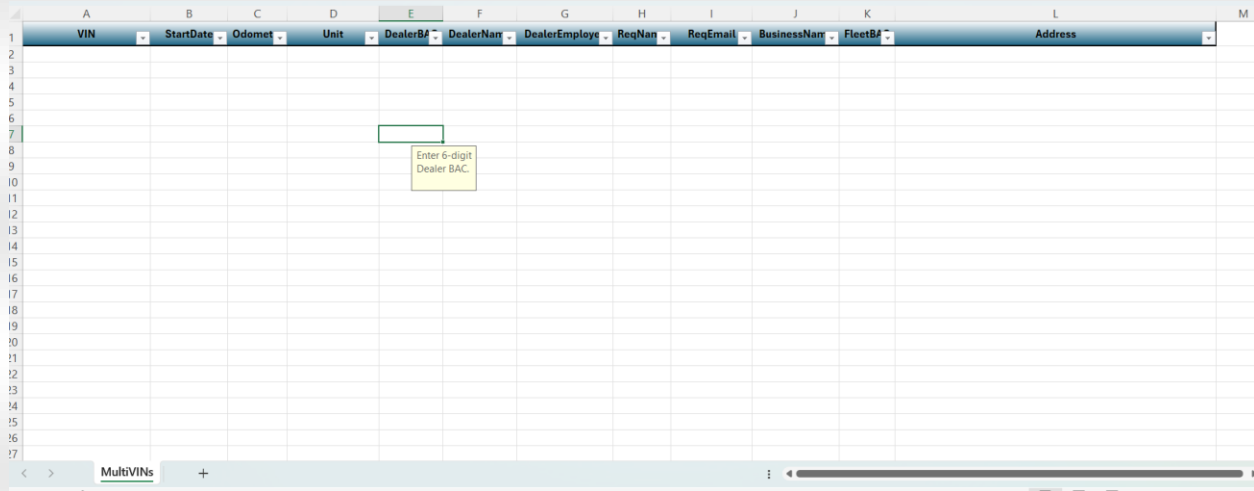
Cancel Option

Selecting **Cancel** prompts:

- **Yes** → Return to Main Menu without saving
 - **No** → Remain on form
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Section 4 – Multiple VINs Request

Selecting **Multiple VINs** opens an Excel template.



Excel Completion Instructions

Column Requirements

Row 1 must be filled.

Column	Requirement
A	VIN (Required)
B–D	Required Fields (you must entered the information)
E–L	Auto-filled - based on the information provided on the 1 st row
M	VIN Validation

VIN Entry Rules

- 17 characters
- Capital letters only

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- No space
- No special characters

Duplicate VINs are highlighted in yellow and must be corrected.

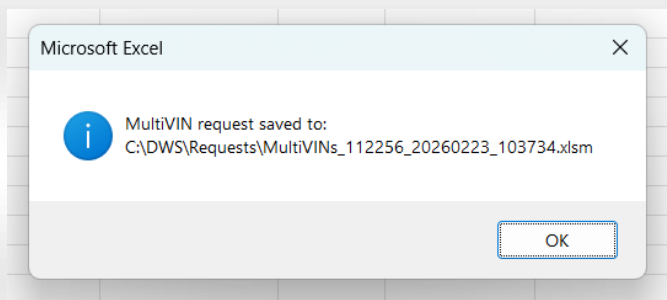
Important – US Vehicles Only

- Mileage must be entered in **Miles**
 - Do NOT use Kilometers
 - For Canadian vehicles, request the Canadian DWS form via email:
gmfscanada@gm.com
-

Saving Multi VIN File

When closing Excel:

- **Yes** → Save file (path will be displayed)



- **No** → Close without saving
- **Cancel** → Continue editing

Files are saved to:

C:\DWS\Requests
