

## Parts Manager Conversation

Collaborate with your Parts Manager to answer the following questions. Use this opportunity to share new ideas from the class and to coach your Parts Manager on how they can be implemented. Be sure to respect their expertise. Provide your answers in a different color font.

1. What formal parts management training does your parts manager have (for example, the NADA Academy Seminar)? **IN HOUSE TRAINING . NO FORMAL TRAINING**
2. Does your Dealership/Parts department have a Vision statement that all departmental employees know and understand? What is it? **NO , WILL LOOK INTO IT**
3. Have you ever tracked your First Time Fill Rate (FTFR) manually (not using the DMS or your OEM)? What is your current Repair Order FTFR? **NO , WE DO NOT TRACK**
4. What percentage of your business comes from Inside (RO/Internal/Warranty/Body Shop) vs Outside (Counter Retail & Wholesale)? **90% COMES FROM INTERNAL**
5. What policies, controls, and security are in place on your DMS (via Privileges and/or the Exception or Deviation Reports) to prevent counter people from changing the pricing structure during daily transactions? **COUNTER STAFF HAVE FULL PRIVILEGES TO CHANGE PRICES. NO CONTROLS**
6. Who can change/override parts pricing? Cashier? Service Director/Manager? Service Advisors? **SERVICE MANAGER 3 PARTS PERSONEL**
7. Are you at Retail pricing for Internal? Who established your Internal parts pricing policies? Are they current? **INTERNAL IS PRICED AT RETAIL GM SETS PRICING**
8. If you are in a Retail Reimbursement for Warranty state, are you at retail for warranty? If not, when was the last time you petitioned the OE for retail reimbursement? **4 YEARS AGO**
9. Do the Parts, Service and Body Shop Managers work with the Office Manager/Controller monthly to follow up on all Work in Process (WIP) documents. Do they verify that all parts invoices and repair orders are closed out in a timely manner? What does this look like? **YES**
10. Is the financial statement for the Parts department given to the manager and discussed on a weekly/monthly basis? If not, is a daily operating report of sales, gross profit, etc., provided to the Parts Manager for review (DOC)? **YES TRACK REPAIR SHOP TOTAL SALES. PARTS STAFF UTILIZE EXCEL TRACKER**
11. What is your retail pricing strategy for your Parts department? How often do you check to see whether your pricing goals are being achieved? **PRICING MATRIX SAME BETWEEN ALL STORES**

12. How often do you audit your dealership's Parts web page? How often are coupons, hours of business, etc., reviewed and updated? **ONCE PER QUARTER**
13. Do you have a Parts online eStore? How do you ensure that parts order forms/queries are responded to in a timely manner? Who gets the email leads/questions?  
**YES, PART MANAGER & COUNTER STAFF**
14. What sales training is available to Parts personnel? If training is available, is it mandatory? How often are sales skills assessed, tested, and refreshed?  
**STARS FORD TRAINING DONE REGULARLY**
15. Do you have a process to offer accessories to 100% of your New and Used customers? If so, what does it look like? If not, why not?  
**YES. EMPLOY FULL TIME GUEST SERVICES**
16. What would help you sell more accessories?  
**EMPLOYEE. HE TALKS TO ALL SOLD CUSTOMERS. PART OF SALES PROCESS.**
17. Do you review your wholesale customers to see if their sales, gross, and returns justify the expense of conducting business with them? How often are they reviewed?  
**WE DONT HAVE WHOLESALE CUSTOMERS, WE SEND TO**
18. Do you know how much each of your Parts salespeople must sell each day just to breakeven?  
**SISTER STORE RFL.**  
**NO**
19. What procedures do you have in place to ensure inventory accuracy and integrity? How are variances communicated to the accounting office?  
**SPOT COUNT BINS VERSUS DMS. CHECK PREPULL SHELF.**
20. Are lost sales being tracked in your DMS? Do you have a common definition that all counter people understand? What is your definition?  
**YES. ANYTIME A PART IS ORDERED FOR A TICKET, DMS COUNTS A**
21. What is the biggest obstacle to getting your Special Order parts off the SOP shelves and installed/picked up?  
**LOST SALE. SERVICE FOLLOWING UP WITH CUSTOMERS.**
22. In your store, what do you feel is the biggest cause of frozen capital and/or obsolescence? What is the current dollar value of your obsolescence?  
**IMPROPER ACCOUNTING LACK OF ACCOUNTABILITY**
23. What is your phase in/phase out strategy? How do you balance this strategy with factory recommended stocking guidelines (RIM, ARO, Parts Eye, etc.)?  
**3 SALES IN 12 MONTHS 1 SALE IN 12 MONTHS (PHASE IN)**
24. On a scale of 1-10 (10 = expert level) what is your level of understanding of the information that is on your DMS's monthly summary?  
**(PHASE OUT) 8**
25. What is the one thing that your organization can do or provide to help the Parts Manager do their job more effectively?  
**COMMUNICATION WITHIN COMPANY TEACH STAFF HOW TO USE DMS TOOLS.**

ALL