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Class 02 - NADA 456 - Fixed Operations

Week 2 - Parts Pre Class work - 3 Steps to Basic Understanding Parts Processes

Bring results to class

1. **Follow a part exercise**: When a part arrives either via Stock Order or from an outside purchase for immediate installation you must follow the part and paper trail and **document all your findings**.
 - Stock order for shelf: Receipt in the part (do this yourself with stock clerk). What stocking status is the part, what was the parts demand history (demands in 12 months) which instituted the order? Ask where the Bill of Lading or shipping documentation goes from there noting each step. Go to the Controller and see how the order is charged on your Parts Statement.
 - o 90915YZZN1 - Oil Filter
 - o Stock Order
 - o The demand in the las 12 months has been 11,788.
 - o It's a suggested daily stock order.
 - o The order was received from the Toyota warehouse.
 - o The part is scanned and placed in inventory.
 - o The shipping list is received, verified, scanned and sent to the accounting department.
 - o The inventory is later increased in the financial statement for the parts department.
 - In the Toyota statement this would be page 1 line 39.
 - Account number 2410
 - Follow a part that was purchased on the outside with the intention of installing it on a customer's vehicle. Receipt the part in, follow the part to the back parts counter; then follow the part to the technician noting each step a computer and screen number an entry was made. After the vehicle has been repaired - follow the repair order until it ends up with the cashier.

- o The back counter specialist receives the request from the technician.
 - o The part is ordered by the back counter specialist.
 - o The part is received by the warehouse operator utilizing the list of parts purchased at the external supplier - No Toyota Warehouse.
 - o The part is assigned to the RO and a part number is created to be included into inventory system.
 - o The RO is charged with the Part to be installed in the customer vehicle.
 - o The part invoice is sent to accounting.
 - o The technician receives the part and the RO to be installed to the vehicle.
 - o The technician makes the repair and adds the description to the RO.
 - o The Tech. add the time stamp to document (how long the repair took so the client can be charged)
 - o The technician notifies the shop foreman and the ASM via system that the vehicle has been repaired. Two repair orders are sent out, one to the cashier and another to ASM.
 - o The client is charged, and the vehicle is released.
2. **Perpetual Inventory Bin Counts**: Have the Parts Manager run an inventory report for one or two sets of bins or shelves in a row of shelving. Include bins or shelves from the floor to the top shelf. Choose shelves that have several small parts on them.

The inventory was some accurate and there are no big differences. I believe that the class will give me better tools to deal with what I found during this exercise.

Instructions

1. Previously, you downloaded the "20 SOPs Login Sheet Master" Excel Template.
2. Now that you have filled the template out, it is time to turn that in.
3. This is due the Monday PRIOR to your arrival for your Parts class.

