

DO NOT WAIT UNTIL THE LAST MINUTE TO DO THIS EXERCISE

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.
 - 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.

Document every step along the way noting what happens at each step.

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.

Use the report provided by the Parts Manager to inventory everything on the shelf or bin annotating the quantity on hand. The on-hand quantity is either accurate, over or under listed quantity on the DMS report. (Note DMS report number)

Are there differences? If no, congratulations!

If yes, then have the Parts Manager help you understand (aka: what caused the variance). Notate the reason given – some examples might include: (Note screen or report number used to find cause of variance)

- Part purchased and not receipted into inventory
- Part given to technician and not charged out
- Part given to technician, charged out then returned by technician to the Parts Dept. because it was not needed, then not added back (DMS) into inventory
- Part left the dealership via customer or employee without being charged on an invoice

3. **Special Order Parts Exercise:** Click to download the "20 SOP's LOG IN SHEET MASTER" below. Locate Special Order Parts bin if there is one. Identify the OLDEST Special Order Parts (SOP's) in your Parts Department. **DO NOT HAVE YOUR PARTS MANAGER RUN A REPORT!** On the attached Excel Template please notate the following for the **20 oldest** Special Order Parts.
 - R.O. number – Put a C for Customer Pay or W for Warranty in front of the R.O. number
 - Customer Pay parts: Was the full price of the part collected prior to ordering: Yes/No
 - For all 20 parts – List date ordered in DMS

- List date part receipted (arrived) into parts inventory
- Date(s) Service Advisor or Front Counter person were notified (form of communication: Verbal/Written – V/W)
- Dates annotated (notes or remarks section in DMS) or manually notated when customer contact was attempted – must verify
- Total days part has been on the shelf
- Cost of the part from your OE
- What are you going to do with the part if you cannot get the customer in to install it?

Ex. Return, put on shelf for stock R/S

Bring your written dealership process for Special Order Parts to class

Please upload this 20 Oldest SOP Excel template to the Pre-Class Assignments Dropbox (20 SOPs Template).

- **Prepare for Delivery:** Have necessary paperwork readily available including purchase order and packing slips
- **Receive the Shipment:** Verify the delivery driver and shipments details against the purchase order.
- Unload the shipment carefully
- **Inspect the Parts:** Visually inspect each part for any damage, defects, or incorrect items.
- Note any discrepancies on the packing slip
- **Count the Parts:** Carefully count each part received, comparing the quantity to the packing slip
- Document any missing parts.
- **Data Entry:** Input the received parts into your dealership management system (DMS)
- Include Part number, description, quantity, and any relevant details
- **Store the Parts:** Place the received parts in their designated storage location within the parts department
- **Communication:** IF any issues arise during the receiving process, immediately contact the supplier for resolution.
- **Damaged Parts:** If a part is damaged, follow the dealerships return policy to process a replacement.

PAYNE EDINBURG CHRYSLER DODGE JEEP RAM

10/08/2024

INVENTORY BIN COUNT - 101A

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<u>Bin1/Bin2</u>	<u>Part #</u>	<u>Description</u>	<u>OH</u>	<u>Count1</u>	<u>Count2</u>	<u>New Bin</u>
101A/101B	68523970AA	OIL 0W40	138			

Write In

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INVENTORY BIN COUNT - 101D

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<u>Bin1/Bin2</u>	<u>Part #</u>	<u>Description</u>	<u>OH</u>	<u>Count1</u>	<u>Count2</u>	<u>New Bin</u>
101D	6505316AA	NUT HEX FLANGE LOCK	19			
101D	6509414AA	SCREW HEX HEAD	15			
101D	6510066AA	SCREW TORX HEAD	16			
101D	6510763AA	BOLT HEX HEAD	1			
101D	68018954AB	WIRING 2 WAY	1			
101D	68100746AB	FUSE MICRO	22			
101D	68144445AA	FUSE J CASE	5			
101D	68144653AB	FUSE M CASE+	7			
101D	68202896AB	FUSE M CASE+	10			
101D	68241002AA	FUSE Z CASE SINGLE ME	1			
101D	68396062AB	ACTUATOR A/C AND HEA	1			
101D	68464665AB	SENSOR TIRE PRESSUR	1			
101D/SP0	68614366AA	CIRCLIP RETAINING	2			

Write In

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INVENTORY BIN COUNT - 101E

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<u>Bin1/Bin2</u>	<u>Part #</u>	<u>Description</u>	<u>OH</u>	<u>Count1</u>	<u>Count2</u>	<u>New Bin</u>
101E	4627590AA	SEAL INTAKE MANIFOLD	2			
101E/INV5	4627636AA	SEAL PCV	2			
101E	4736843AA	SEAL AXLE DRIVE SHAF	1			
101E/SP7	5064341AA	NUT ANTENNA BASE	6			
101E	5168088AA	RETAINER FRONT SUSPI	2			
101E/INV4	53022090AB	SEAL VALVE GUIDE	16			
101E/INV6	6033358	BOLT HEX HEAD LOCKIN	4			
101E	6103540AA	PAINT TOUCH UP BRUSH	1			
101E	6502963	BOLT HEX FLANGE HEAL	2			
101E/INV8	6509387AA	BOLT SPECIAL	4			
101E	68056356AA	SEAL DRIVE PINION	1			
101E/INV6	68186725AB	SOCKET PARK AND TURI	9			
101E	68312559AA	PUSH PIN	10			

Write In

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INVENTORY BIN COUNT - 101F

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<u>Bin1/Bin2</u>	<u>Part #</u>	<u>Description</u>	<u>OH</u>	<u>Count1</u>	<u>Count2</u>	<u>New Bin</u>
101F	4727370AA	RELAY MINI	3			
101F	4892676AB	VALVE ENGINE INTAKE	2			
101F/SP8	5142794AA	GROMMET	1			
101F	52129436AB	SEAL VAPOR CANISTER	10			
101F/INV9	6503598	PUSH PIN	17			
101F/106L	6509858AA	STUD HUB	7			
101F	6512579AA	STUD HUB	2			
101F/INV9	68086261AA	O RING	4			
101F	68211910AB	COVER MASTER CYLIND	1			
101F/INVO	68576776AA	GLOW PLUG	1			

Write In

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INVENTORY BIN COUNT - 101G

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<u>Bin1/Bin2</u>	<u>Part #</u>	<u>Description</u>	<u>OH</u>	<u>Count1</u>	<u>Count2</u>	<u>New Bin</u>
101G/INV8	5014852AB	SEAL AXLE DRIVE SHAF	2	_____	_____	_____
101G/SP7	5047753AB	GASKET IGNITION COIL	12	_____	_____	_____
101G/INV6	5161306AA	TERMINAL BATTERY	2	_____	_____	_____
101G/INV2	6508065AA	BOLT HEX HEAD	12	_____	_____	_____
101G	6509799AA	LOCK NUT	18	_____	_____	_____
101G	68003282AA	BOLT HUB	10	_____	_____	_____
101G/INV7	68014997AA	SEAL	6	_____	_____	_____
101G	68079589AA	SEAL CRANKSHAFT OIL	5	_____	_____	_____
101G/INV9	68080819AD	SENSOR CAMSHAFT	5	_____	_____	_____
101G	68203636AA	BOLT	4	_____	_____	_____
101G	68217514AB	GASKET INTAKE PLENUM	36	_____	_____	_____

Write In

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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INVENTORY BIN COUNT - 101H

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<u>Bin1/Bin2</u>	<u>Part #</u>	<u>Description</u>	<u>OH</u>	<u>Count1</u>	<u>Count2</u>	<u>New Bin</u>
101H/INV0	5149279AC	SENSOR CHARGE AIR TE	1			
101H	5184855AB	SEAL	14			
101H/INV4	56007080AB	RELAY	1			
101H/INV3	6506334AA	SCREW HEX FLANGE HE	34			
101H/INV5	68005214AA	STUD	4			
101H	68052292AA	DOOR FILTER ACCESS	1			
101H	68086125AA	SEAL SLIM LINE	6			
101H	68350252AA	SEAL EXHAUST	1			

Write In

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INVENTORY BIN COUNT - 101I

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<u>Bin1/Bin2</u>	<u>Part #</u>	<u>Description</u>	<u>OH</u>	<u>Count1</u>	<u>Count2</u>	<u>New Bin</u>
101I	3507678	SPACER DRIVE PINION E	4	_____	_____	_____
101I	6102430AA	BOLT HEX HEAD	2	_____	_____	_____
101I/INV8	6105062AA	BOLT HEX FLANGE HEAD	8	_____	_____	_____
101I	6504521	PUSH PIN	11	_____	_____	_____
101I	6508305AA	NUT	8	_____	_____	_____
101I/INV4	6509863AA	STUD DOUBLE ENDED	6	_____	_____	_____
101I/INV6	68157532AA	SEAL A/C LINE	4	_____	_____	_____

Write In

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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INVENTORY BIN COUNT - 101J

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<u>Bin1/Bin2</u>	<u>Part #</u>	<u>Description</u>	<u>OH</u>	<u>Count1</u>	<u>Count2</u>	<u>New Bin</u>
101J	4318031AC	ADHESIVE LOCK AND SE	12	_____	_____	_____
101J	4318083AC	SEALER ANAEROBIC	7	_____	_____	_____
101J	4798219AC	DYES LEAK DETECTION	2	_____	_____	_____
101J	5010042AC	DYES LEAK - 4 IN 1	7	_____	_____	_____
101J	5013477AD	SEALANT RTV	4	_____	_____	_____
101J	68082860AB	ADHESIVE RTV GRAY	4	_____	_____	_____
101J	82212075AB	SEALER PAINT	11	_____	_____	_____
101J	82300234AC	SEALER	1	_____	_____	_____

Write In

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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INVENTORY BIN COUNT - 101K

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<u>Bin1/Bin2</u>	<u>Part #</u>	<u>Description</u>	<u>OH</u>	<u>Count1</u>	<u>Count2</u>	<u>New Bin</u>
101K	6103284AA	PAINT TOUCH UP BRUSH	-1			
101K	6103536AA	PAINT TOUCH UP BRUSH	-5			
101K	6104207AA	BOLT HEX HEAD	2			
101K	6510531AA	STUD DOUBLE ENDED	8			
101K	68004090AA	GUIDE AXLE SHAFT	8			
101K	68623614AA	PAINT TOUCH UP BRUSH	1			
101K	68626360AA	PAINT TOUCH UP BRUSH	1			
101K	68626413AA	PAINT TOUCH UP BRUSH	-4			
101K	68626415AA	PAINT TOUCH UP BRUSH	-1			
101K	68626445AA	PAINT TOUCH UP BRUSH	-3			
101K	68626463AA	PAINT TOUCH UP BRUSH	-4			
101K	68626465AA	PAINT TOUCH UP BRUSH	-1			
101K	68626496AA	PAINT TOUCH UP BRUSH	-5			
101K	68626622AA	PAINT TOUCH UP BRUSH	-1			
101K	68626626AA	PAINT TOUCH UP BRUSH	-1			
101K	68627362AA	PAINT TOUCH UP BRUSH	-1			

Write In
