

Controlling a dealership's the dealerships parts inventory is important process for the parts department. The process can be broken down into inventory parts management, special order parts and returns of parts not sold

1. Inventory Parts Management

The parts department maintains a large inventory on hand for service department repairs and for wholesale customers. Parts inventory is managed in Global Connect daily. At the beginning of the next business day parts used from inventory the previous day are calculated and put into an order through OE. They are then ordered and put back into inventory once delivered. Inventory parts are ordered and delivered daily.

2. Special Order Parts:

When customer or the service departments needs a part is not in our inventory a SOR is created. At the end of each business day all SORs are rolled into create an order from GM Parts. Once the order is placed GM will provide an order number. We use the order number and parts number to match the incoming inventory to the matching SOR. Once the order is delivered the parts are matched to the SOR and the customer of service technician are notified.

3. Inventory Management and Returns:

Inventory is checked monthly to ensure additional parts are not kept in inventory. Special order parts are held for 3 months and inventory parts are held for 14 months. They are then tagged for return. By the 10th of each month parts tagged for return are returned as an OE parts return.

Follow a part:

Stock order for shelf – Brake pads – The brake pads came in from a GM parts order. The brake pads were receipted upon arrival and the receipt order number is then matched with the order invoice. Once the order invoice is matched with the receipt invoice the brake pads are then brought to the inventory shelf where the brake pads are stored. The brake pads were ordered because brake pads are a high moving part and additional inventory need to be ordered to replace parts installed earlier in the week. Once the part is added into inventory the Bill of Lading receipt is matched to the GM invoice and the paperwork is turned into the accounts receivable department. The part is then charged to our 242 parts account.

Special order part –Antenna - The antenna came in from a SOR parts order from GM. The part is then matched to the SOR order number and billed to the customer R.O. The service advisor is notified that the part has come in. The service adviser notifies the technician assigned to the R.O. The technician installs the parts and notes the installation in his story on the R.O. The R.O. is closed out by the dispatcher and the service advisor is notified that repairs are complete. The service adviser calls the customer to let them know their vehicle is ready for pick up. The service adviser then brings the R.O. to the cashier. When the customer comes to pick up their vehicle they will go to the cashier and pay their bill.

Perpetual Inventory Bin Count

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No Differences