

Dealer Automotive Group Parts Returned to non-OE vendors for Credit Procedure)

This procedure addresses any and all parts that we are returning to non-OE vendors. This includes aftermarket shops, other dealers, intercompany stores, etc.

- Person who wants to return the part will need to obtain a copy of the invoice that you purchased the part on from your accounting department. Give the part and invoice to your shipper for them to return.
- Shipper will need to fill out a “Parts Returned for Credit” form entirely. Make a copy of the form and the original invoice. Give one set to your parts manager or office clerk, and send one set with the part when it is returned.
 - If it is one of our drivers returning the part:
 - The driver must sign the form and they must get someone from the vendors business to sign as proof that we returned the part.
 - They must bring the form back to the appropriate parts manager or office clerk.
 - If possible, have the driver wait at that business while they write a credit to bring back with them.
 - If it is one of our vendor’s drivers picking up the part:
 - That vendor’s driver must sign our form for us to keep as proof that we returned the part.
- Keep in a file until credit is received. Then move to another file to keep for one year.