

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)?

None

2. Does your Dealership/Parts department have a Vision statement that all departmental employees know and understand? What is it? Yes, "We aim to be Awesome. By Going the Extra Mile for our Family, Our Employees, Our Customers and our Community, we will Find a way to Say "YES" to your Requests.
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, Our Fill Rate is 85%

4. What percentage of your business comes from Inside (RO/Internal/Warranty/Body Shop) vs Outside (Counter Retail & Wholesale)? Parts sales by type: wholesale 13%, Retail 6%, RO Retail 31%, RO Warranty 25%, RO Internal 25%

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? I run the report overrides report to make sure any changes made are normal day to day changes.

6. Who can change/override parts pricing? Cashier? Service Director/Manager? Service Advisors? Service Director

7. Are you at Retail pricing for Internal? Who established your Internal parts pricing policies? Are they current? We are running 40% above cost on Internals. Ownership established the Internal pricing. Yes, they are current.

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? Yes, we are warranty at retail.

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? Parts and Service work closely to make sure they are closed out. We meet weekly to review all open RO's.

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)?

No.

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?

We are on a matrix pricing for retail.

12. How often do you audit your dealership's Parts web page? How often are coupons, hours of business, etc., reviewed and updated? I will check the parts page when we are running specials. I like to make sure they got loaded. I will also check the sites when the specials are over to make sure they got pulled.

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, the entire parts team at each location makes sure they got handled.

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?

Training comes from the OE's and we make it mandatory. We as managers will mystery shop each others stores to make sure the staff is doing well.

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?

We have an accessories kiosk in the showroom. Sales staff show's the customers whats available at time of sale.

16. What would help you sell more accessories?

Availability - Backorders are hurting sales.

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?

I review them quarterly. I check return percentages and GP.

18. Do you know how much each of your Parts salespeople must sell each day just to breakeven?

No.

19. What procedures do you have in place to ensure inventory accuracy and integrity? How are variances communicated to the accounting office?

We do physical inventories twice a year. We submit all docs, Bin sheets, invoices and reconciliation into them.

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, we use the Nada definition*
21. What is the biggest obstacle to getting your Special Order parts off the SOP shelves and installed/picked up?
The service schedule.
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? *Non-Paid special orders, Current Dollar is \$12,902.39*
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.)?
Phase in 3 in 9 out 0 in 9. VW SSA program.
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?
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25. What is the one thing that your organization can do or provide to help the Parts Manager do their job more effectively?
The organization is great. Its staffing shortages that are hurting the parts Depts.