

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)? **Just this course**

Does your Dealership/Parts department have a Vision statement that all departmental employees know and understand? What is it? **No**

2. 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**
3. What percentage of your business comes from Inside (RO/Internal/Warranty/Body Shop) vs Outside (Counter Retail & Wholesale)? **80% Inside and 20% outside**
4. 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? **Parts Manager only has access to pricing.**
5. Who can change/override parts pricing? Cashier? Service Director/Manager? **Service Advisors? Parts Manager/ Advisor**
6. Are you at Retail pricing for Internal? Who established your Internal parts pricing policies? Are they current? **No. Guidelines set by previous Parts Manager and General Manager. Currently cost + 15%**
7. 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**
8. 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? **No. They do verify all invoices and repair orders are closed out. They work off schedules.**
9. 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. No. No Doc.**

10. What is your retail pricing strategy for your Parts department? How often do you check to see whether your pricing goals are being achieved? [List price. We do not have pricing goals yet.](#)
11. How often do you audit your dealership's Parts web page? How often are coupons, hours of business, etc., reviewed and updated? [Quarterly. ie: winter sale , spring sale.](#)
12. 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. It goes into both the Parts Manager and the Online Specialist's email. Deposits are tracked via pay pal.](#)
13. What sales training is available to Parts personnel? If training is available, is it mandatory? How often are sales skills assessed, tested, and refreshed? Both Mopar and now NADA training are available. [Mopar is Mandatory. Sales advisors are assessed and tested daily during their work performance.](#)
14. 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? [Yes. A after sale letter is sent to every customer offering a 10% discount on accessories.](#)
15. What would help you sell more accessories? [Incorporating a parts walk a vehicle delivery.](#)
16. 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? [No. Not yet, working on this.](#)
17. Do you know how much each of your Parts salespeople must sell each day just to breakeven? [Yes. We exceed it.](#)
18. What procedures do you have in place to ensure inventory accuracy and integrity? How are variances communicated to the accounting office? [Nothing right now, aside from our yearly inventory count. Working on a daily perpetual count now.](#)
19. Are lost sales being tracked in your DMS? Do you have a common definition that all counter people understand? What is your definition? [Yes. Yes. Just implemented new procedure using the lost sale quiz from class.](#)
20. What is the biggest obstacle to getting your Special Order parts off the SOP shelves and installed/picked up? [Getting the customer to set an appointment and return to the store.](#)
21. 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? [Special orders. 72k](#)

22. What is your phase in/phase out strategy? How do you balance this strategy with factory recommended stocking guidelines (RIM, ARO, Parts Eye, etc.)? 3/12, but it is reviewed manually on a weekly basis to watch for trends. We use ARO as a guide.
23. 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? 8 ½.
24. What is the one thing that your organization can do or provide to help the Parts Manager do their job more effectively? Training/Support.