

## 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)? **NADA**
2. Does your Dealership/Parts department have a Vision statement that all departmental employees know and understand? What is it? **NO**
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**
4. What percentage of your business comes from Inside (RO/Internal/Warranty/Body Shop) vs Outside (Counter Retail & Wholesale)? **88 internal 22outside**
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? **No current controls**
6. Who can change/override parts pricing? Cashier? Service Director/Manager? Service Advisors? **Parts Manager/ Asst manager**
7. Are you at Retail pricing for Internal? Who established your Internal parts pricing policies? Are they current? **Retail. Parts director 2.5 years old**
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? **We are in a retail state and at retail for reinbuement**
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? **not for WIP. Works with controller after month end to ensure proper accounting**
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)? **Yes financials and DOC**

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? **Matrix pricing set by Corp. checks monthly**
12. How often do you audit your dealership's Parts web page? How often are coupons, hours of business, etc., reviewed and updated? **Monthly audits of the page with coupons**
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? **We do have a store. The GM and Parts Manager get them, Parts counter responds.**
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? **No current sales training but working on creating one.**
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? **No, we are currently creating a process with the sales department**
16. What would help you sell more accessories? **Buy in from the sales department**
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? **Very small wholesale business being done currently. Quarterly reviews will be in place**
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? **Bin checks every two months. Parts manager adjusts.**
20. Are lost sales being tracked in your DMS? Do you have a common definition that all counter people understand? What is your definition? **Lost sales have not been tracked, will go based off NADA worksheet for definition**
21. What is the biggest obstacle to getting your Special Order parts off the SOP shelves and installed/picked up? **Communication between departments**
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? **\$4500.00 not having a strong breadth of inventory, mismanaged inventory prior to new manager**

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.)? **3 in 12 in and out. Rim is a good tool to use but still have to have intuition on stocking the parts that are needed**
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? **4**
25. What is the one thing that your organization can do or provide to help the Parts Manager do their job more effectively? **Help hold all departments accountable and training programs for the counter staff.**