C/W R.O.	PART DESCRIPTION	ADVISOR NAME	PAID IN FULL	DATE ORDERED	DATE ARRIVED	DATE CUST NOTIFIED	APPT DATE	TOTAL DAYS ON SHELF	COST $	RETURN TO OE DATE	PUT IN STOCK DATE
C / 234552	Inner Panel	Ryan	No	12/12/2022	12/28/2022	12/28/2022		30	199.08		
W / 237464	Sleeve	Ryan	No	1/2/2023	1/6/2023	1/6/2023	Fixed 1/16	21	21.21		
C / 238543	Sensor	Glenn	No	1/2/2023	1/6/2023	1/6/2023	Left message	21	56.5		
W / 241963	Steering Wheel	Glenn	No	1/11/2023	1/12/2023	1/12/2023	Left message	15	324.73		
W / 240418	Bolts for Trans	Ryan	No	1/5/2023	1/17/2023	1/17/2023	Parts needed	10	3.98		
C / 229958	Bumper	Josh	No	1/17/2023	1/18/2023	1/18/2023	Aftermarket	9	16.37		
C / 245834	Manifold	John	No	1/19/203	1/20/2023	1/20/2023	Used Car	7	276		
C / 242804	Glove Box	Ryan	No	1/12/2023	1/23/2023	1/23/2023	2/3/2023	4	617.76		
C / 247649	Lamp	Ryan	No	1/23/2023	1/24/2023	1/24/2023	Veh Here	3	1168.33		
C / 247649	Antenna	Ryan	No	1/23/2023	1/25/2023	1/25/2023	Veh Here	2	54.55		
C / 244962	Glass	Glenn	No	1/24/2023	1/27/2023	1/27/2023	Veh Here	1	337		
C / 249392	Lic Plate Bracket	Ryan	No	1/26/2023	1/27/2023	1/27/2023	PDI	1	33.57		
									3109.08		

Print this out and bring to parts class. Write your name, class # and brand on the top right.

Please add up the cost of all parts that are entered into column "J"

PLEASE POST THE OLDEST SOP'S FIRST

Please place this into your class site drop box called 20 SOP Exercise when completed

Bret McBeain
N 413
Apple CDJR

Follow a part exercise: (stock order)

- Order drops
- Sort the shipment for stock or special order
- Customer orders - Scan all parts in to build the special order report – built from packing slip list
- Stock orders - Scan in the part and then put it in correct bin

Exact Part:

- This particular part was a water pump
- The status was active
- 12 month demand was 6
- The shipping document then goes to parts manager from shipping/receiving
- The parts manager then reconciles the billing statement with the shipping document
- He then approves it and files it in that month and sends the invoice to the office manager
- She then posts the invoice to the general ledger

Follow a part exercise: (outside purchase with intention of installing on customer vehicle)

- Created separate SOP label
- Receipted part in – it was not able to be scanned
    - Part came in with old part number, so looked it up and assigned the superseded part number to it
    - Enter into Reynolds the new information for the part
    - Re-scan item and everything populates (RO#, Order#, Date Receipted)
- Write RO# on invoice
- Then goes to staging area – after printing special order parts report
- Enter it into the RO/invoice. This step lets everyone know that part is here (outstanding order list)
- Then we sent an email to parts counter people and advisors to let everyone know part is here (this is really just doubling up on the communication)
- Next it went to the staging area. Counterman pull from there to give to tech. (in this case, the counterman literally came back to get the part not 2 minutes after it was invoiced in and email sent)