

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)? **Ford GM Chrysler Mazda and Toyota Master certified**
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? **In the past 92.68%**
4. What percentage of your business comes from Inside (RO/Internal/Warranty/Body Shop) vs Outside (Counter Retail & Wholesale)? **79/21 outside**
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? **None**
6. Who can change/override parts pricing? Cashier? Service Director/Manager? Service Advisors? **Parts dept employees only**
7. Are you at Retail pricing for Internal? Who established your Internal parts pricing policies? Are they current? **Yes we are at retail. Dealer principal, 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? **We are over retail. 74% GM**
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? **No but parts invoices are closed in a timely manner.**
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 Monthly**

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? **The pricing strategy is done with our matrix, daily but looks at the dashboard all day long**
12. How often do you audit your dealership's Parts web page? How often are coupons, hours of business, etc., reviewed and updated? **The last time it was done was part of my pre-class work. Prior to that over two years ago**
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? **No**
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? **We do not do any training.**
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? **Yes we use zip deal. Really the answer is NO.**
16. What would help you sell more accessories? **Installing them on new vehicles that are offered for sale.**
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? **Yes they are reviewed about every 3rd return from that customer/monthly**
18. Do you know how much each of your Parts salespeople must sell each day just to breakeven? **1,100 using 23 available selling days**
19. What procedures do you have in place to ensure inventory accuracy and integrity? How are variances communicated to the accounting office? **Perpetual inventory does bin grouping daily. Only done once a year during physical inventory.**
20. Are lost sales being tracked in your DMS? Do you have a common definition that all counter people understand? What is your definition? **No lost sales are not being tracked. No common definition.**
21. What is the biggest obstacle to getting your Special Order parts off the SOP shelves and installed/picked up? **Getting the customers back in and the tech's to install it. Many parts are waiting for the techs to start/finish them.**
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? **SOP's are the biggest frozen capital and OBSO. GM 120k in OBSO**

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.)? **3to9 stays in, and a zero piece sold in the last 15 months phases out. Only uses RIM**
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? **Expert 10- 42 years in Parts.**
25. What is the one thing that your organization can do or provide to help the Parts Manager do their job more effectively? **Need more space. Better understanding the parts department as a whole and a lot more training on phones and securing the sale.**