

Memo: **Week 2 - Parts Pre-Class - 3 Steps to Basic Understanding Parts Processes**

The SOP/Stock Orders arrive at the Parts Department Receiving around 4:00am, Monday-Saturday. The Parts Distribution Center (PDC) is in San Ramon, California. With the close proximity, around 40 miles, this works in our favor for on time deliveries.

The Shipping and Receiving parts team members arrive onsite at 6:00am, to receive the parts that are delivered in cages.

Note* the DMS is *Tekion* (photo sent) and the parts are scanned with a dedicated *Tekion* scanner and software, on the iPad. The Shipping and Receiving staff will sort the incoming inventory, i.e., stock order, special order, wholesale, and current repair order.

The team will print out the "Shipping List" from Dealer Daily, for review and accuracy. The staff will verify the scanned parts, to the "Shipping List", and will highlight and discrepancies.

I asked "what is the priority - RO's, Stock Order, Wholesale, etc."

Current RO's take priority. The staff will bill the parts(s) to the corresponding RO - and will deliver the part(s) to the dedicated parts rack in the technician workshop - filed by the last digit of the repair order. Then, the staff will bill out the wholesale and move to a dedicated shelves in the parts department. The last phase will be stocking the "stock order" parts.