

Parts Stock order Note

First the parts truck ships cage full of parts and the shipping/receiving clerk checks in parts that arrive. Once the clerk completes the list of arrived parts he begins to separate parts from special order and stock order. Special order parts get matched to their correct bin location and repeats the same process for stock parts. Once completed the clerk turn in his documented paper work to the parts manager to input into our DMS system and begins to email the service advisor/Service manager to notify them that part has arrived. Parts manager does a final audit on each individual part cost to match the OEM parts invoice to verify what was charged.

Perpetual Inventory Bin count

Parts manager prints out the inventory bin count sheet and hands out to clerk. The clerk goes and counts the parts that are physically in the bin and turns in the findings. The manager checks the result to match the correct on hand count that we show on the DMS system. The manager checks for any discrepancies to correct the bin, and more important track or find out why is there any differences if any.