

Special Orders

Part is delivered to us

Part is scanned and tagged and checked against packing slip

Packing slip is stamped with date and signed

Service is notified that part is in

Part is put on the SOP shelf

Packing slip is stapled to invoice, signed and coded for accounting

Stock

Scanned part

Status S

Demand 15 times in 12 months

Order created by DMS for best stocking level

Packing slips are matched to invoices, stamped, signed coded and sent to accounting

Invoices are listed on the monthly parts statement

Outside purchase

Part is located at another dealer

Part is picked up by driver

Part is receipted and PO created

Tech notified part is in

Part billed on RO and handed out