



Follow a part exercise:

Scenario 1 – Part arrives via Stock Order for immediate installation

1. SOP part arrives via Stock Order (stock clerk receives in)
  - a. Part is placed on designated SOP table staged for pickup
2. Technician working on vehicle arrives to work and goes to parts back counter to retrieve part.
3. Parts counterperson verifies part(s) have been received, bills them on repair order, then retrieves parts from SOP table.
  - a. Part(s) given to technician to finish job

Scenario 2 – part arrives from an outside purchase for immediate installation

1. SOP part is needed for same day installation
  - a. Found at local Toyota/Lexus dealer and placed on will call for driver to pickup
2. Driver is dispatched to local dealer to pickup part.
  - a. Driver verifies accuracy of part# to invoice and also calls back to dealer to verify before leaving dealer.
3. Driver arrives back to store and gives part to technician working on vehicle.
  - a. Notifies advisor that technician has part

4. Driver hands invoice from local dealer to back parts counterperson
5. Counterperson verifies part is billed on repair order
  - a. Also emergency receipts part to track demand at higher priority
6. Counterperson gives outside invoice to parts manager to stamp, code, verify billing, and scan/email to corporate payables.

#### Stock order for shelf:

1. Followed with stock clerk on receipting in front brake pads 04465-AZ227
  - a. Stocking status – stock part
  - b. Parts demand history – 13 sales in 13 months
  - c. Bill of Lading is placed in parts manager office in designated area for reference
  - d. Met with controller and verified order is added to factory spreadsheet for our corporate biller to post.
    - i. Parts Manager adds information
      1. Invoice#
      2. Date
      3. Amount in correct column relating to GLs

#### Perpetual Inventory Bin Counts:

1. Ran bin count sheets with Parts Manager for exercise
  - a. Counted all parts to verify accuracy
    - i. Just completed annual physical inventory
      1. All counts accurate!!

