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Subject: **Special order parts procedure**  
Date: July 22, 2017 at 3:41 PM  
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# Teddy Nissan



## Parts Department

### Special Order Parts Procedure

#### *Retail special order parts **MUST** be prepaid!*

All parts that show on hand **MUST** be picked and **GIVEN TO THE CUSTOMER AND NOT REORDERED!!!**

Use transaction code "SP" and ENTER TYPE of "CO" for orders placed on the stock order.

-OR-

Use transaction code "SP" and ENTER TYPE of "E" for orders placed on VOR (Customer **MUST** pay ten percent more to cover the VOR charge).

Retain the "Parts" copy of all special order invoices to be given to the person that checks in the order on the appropriate order day.

#### *Wholesale special order parts;*

Use transaction code "SB" and ENTER TYPE of "CO" for orders placed on the stock order.

-OR-

Use transaction code "SB" and ENTER TYPE of "E" for orders placed on VOR (customer **MUST** pay ten percent more).

***All parts that show on hand MUST be picked from stock and a "Picking Ticket" placed on them and then placed on the special order shelf and NOT reordered!!!***

Print a pick ticket and retain it for all special order invoices to be given to the person that checks in the order on the appropriate order day. Also mark the pick ticket either "Delivery" or "Pick up".

***DO NOT PRINT THE INVOICE, SAVE IT IN THE COMPUTER SYSTEM AND PRINT IT WITH A PROPER SALE TYPE WHEN ALL PARTS ARE AVAILABLE.***

June 2013

Sent from my iPhone