



Elite Inventory Services

PARTS MANAGER PRE-INVENTORY GUIDELINES

1. Special Order Parts

- Any old special parts should be removed and set up in stock.
- All prepaid parts must be marked as PAID.

2. Bins should be clearly labeled.

3. Any bins or items that are not to be inventoried should be so labeled. Bins that are not to be inventoried should be taped off with masking tape, and marked NI.

4. All non-factory parts, such as accessory and display items should be clearly labeled.

5. Preferably, any parts that have two or more locations should be consolidated into the main system location, (excluding overstock)

6. All packing slips, credits, claims, etc., must be priced. This should be done before inventory day.

7. The only packing slips, credits, etc., that I need are those that have not been entered into accounting. Make sure this paperwork has been purified.

8. Make sure accounting personnel have all invoices, credits, etc., posted into the computer system. Any documents that have not been posted should be held in parts for me to hand list.

9. Any stock orders that are received the day before the inventory must be checked in and put away completely. If this is not possible, the entire order should remain sealed, with the packing slip attached.

10. Try to have as many parts personnel on hand for questions as possible. If only the manager is available, he or she can be pulled in too many directions at once.