

PARTS PROCUREMENT

“SHOW ME YOUR PARTS”



The Objective:

To increase the overall efficiency of how parts are processed in your collision repair center.

The plan:

- Review the current process
 - Are you currently practicing 100% teardown?
 - Who orders parts and when?
 - Is there currently a system of checks and balances to verify the correct part is ordered and received?
 - Where are parts stored and are they readily available for use?

The plan (cont):

- Work with your team to make sustainable improvements to your process
 - Designate staging areas for your parts
 - Create a standard for who orders parts, how parts are ordered and when parts are ordered
 - Discuss opportunities with teardown process (Are we really doing 100% teardown)
 - Develop SOP's for various aspects of parts procurement

Are you doing 100% teardown?

100% Teardown – NO!

100% Teardown – YES!



Where & how will we store parts?

Staging area 1&2 are for the parts carts with the damaged parts that are on HOLD (left) and for the empty parts carts waiting to be used (right).

A parts cart that is ready to be dispatched for production. All critical parts have been received, mirror matched and placed on parts cart. This cart is then moved to staging area 3



Parts Staging Area 3



What is mirror matching?





SUPPLIES WE WILL NEED...

Parts Carts

*Quantity – 3.5:1 ratio of number cars fixed in a month to number of parts carts needed
For example, 100 cars fixed in a month will require approximately 35 parts carts

We use simple bakers carts that we've picked up over time from Costco, Home Depot, Lowes, etc. They range in price from \$70-100. We have a quantity of 50 but have made gradual purchases since we started. \$500 parts carts are not necessary. In fact, I would opt for the smaller carts as they take up much less space. This is a big plus if we're trying to make the most out of every inch of real estate in your collision repair center.



Parts Carts

The screenshot shows the Costco Wholesale website interface. At the top, there is a navigation bar with links for SHOP, BUSINESS DELIVERY, PHARMACY, SERVICES, PHOTO, and TRAVEL. Below this is a secondary navigation bar with links for Warehouse Locations, Renew Membership, Join Costco, Email Sign-Up, Costco Cash Card Balance, and Customer Service. The Costco logo is prominently displayed on the left, and a promotional banner on the right says "Click here for warehouse savings valid through 6/2/13!". A search bar is located in the center, and a shopping cart icon with "CART (0)" is on the right. The breadcrumb trail indicates the current location: Home > Home & Decor > Storage & Organization > Garage. The main product is the "TRINITY 5-Tier NSF Outdoor Wire Shelving Rack", which is shown in a large image on the left. The product title is "TRINITY 5-Tier NSF Outdoor Wire Shelving Rack". Below the title, there is a "Compare product" checkbox, a rating of 5 stars (out of 54 reviews), and social sharing icons for Facebook, Twitter, Pinterest, and Google+. The item number is 488963. The price is \$109.99, with shipping and handling included. A quantity selector is set to 1, and there is an "Add to Cart" button. A note states: "The estimated delivery time will be approximately 5 - 7 business days from the time of order." To the right of the main product, there is a section titled "PEOPLE WHO VIEWED THIS ITEM ALSO VIEWED" which features a smaller image of the same product and a price of \$179.99 (after a \$40 off discount).

SHOP BUSINESS DELIVERY PHARMACY SERVICES PHOTO TRAVEL

Warehouse Locations Renew Membership Join Costco Email Sign-Up Costco Cash Card Balance Customer Service


COSTCO
WHOLESALE

Click here for warehouse savings valid through 6/2/13!

Order by Item Number Order Status My Account Sign In or Register

SHOP ALL DEPARTMENTS SEARCH: What do you want to find? CART (0)

Home > Home & Decor > Storage & Organization > Garage > Compare up to 4 products



TRINITY 5-Tier NSF Outdoor Wire Shelving Rack

Compare product

Rated ★★★★★ (out of 54 reviews)

Share this Product: [f](#) [t](#) [p](#) [g+](#)

Item # 488963

Your Price **\$109.99**


Shipping & Handling included *

QUANTITY

Add to Cart

The estimated delivery time will be approximately 5 - 7 business days from the time of order

PEOPLE WHO VIEWED THIS ITEM ALSO VIEWED



TRINITY NSF 5-tier XL Heavy-duty 60" Wide Commercial Chrome Shelving Rack

★★★★★ (35)

\$179.99

\$179.99 After \$40 OFF

Laminated ID Cards for Parts Carts

We will create a simple word document and laminate it to ID the parts carts. We ID the RO number along with the vehicle year and make. We'll need 1 for every parts cart. It is also recommended to make each ID tag particular to each individual technician or team by making it a different color. This will make each technicians or teams parts carts stand out visually. Other information for the cards that can be considered are:

- *Technician or Team Name
- *RO number
- *Vehicle Make
- *Vehicle Model
- *Notes

TECHNICIAN HERNANDO
RO NUMBER 14920
CAR MAKE VW
CAR MODEL Jetta
NOTES

Teardown Supplies Cart

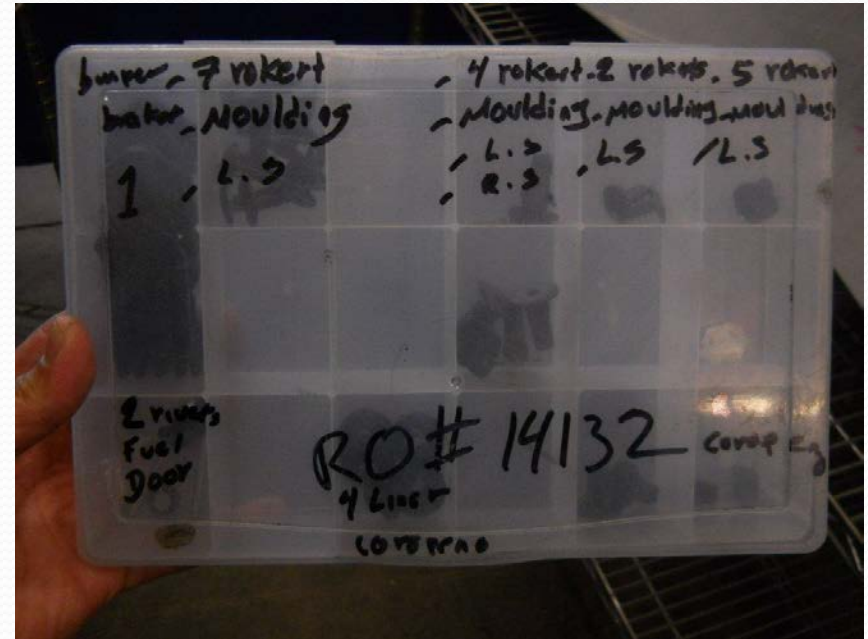
We converted one of our standard parts carts to supplies that will be needed during the teardown/blue printing phase:

- Hardware Trays
- Bubble Wrap
- Collision Wrap
- Identification Dots
- Ziploc Bags



Hardware Trays

Hardware trays - we located some very inexpensive bins at Michaels (arts and craft store). We paid about \$2 per and bought 50. I really don't think you need anything fancy. Ours have 18 slots and they work perfect. We'll be using these for clips, nuts, bolts, etc.



Hardware Trays

*18-24 slots

*Quantity of 50 to start

The screenshot shows the Michaels website's product page for hardware trays. The top navigation bar includes the Michaels logo, a search bar, and links for Wishlist (0), Store Locator, Weekly Ad, and Shop Online. Below this, there are links for Lookbook, Categories, Projects, Videos, Classes, Events, and Community, along with a shopping cart icon showing 0 Gift Cards and a user profile icon. The breadcrumb trail reads: Home » Products » Beads » Storage and Displays. The page title is "Storage and Displays" with a share button. On the left, there is a sidebar with "Return to All Products" and a "Categories" dropdown menu. The main content area shows a grid of 12 product cards, each with a "QUICK VIEW" button and a product name. The products are: Black Velvet 9" Necklace Stand, Black Velvet Ring Display Tray, Velvet Jewelry Tray, Black Velvet 15" Necklace Stand, Black Velvet Animal Print Necklace Stand, Bead Landing™ Large Bead Box, Bead Landing™ Medium Bead Box, and Bead Landing™ Rectangle Box with Dividers. The page also includes sorting options (Newest to Oldest), a result count (Showing 37 - 48 of 84 Results), and items per page (12). Navigation arrows and page numbers (2, 3, 4, 5, 6) are visible at the bottom of the product grid.

Home » Products » Beads » Storage and Displays

Storage and Displays Share:

Return to All Products

Categories

- Beads
- Charms & Pendants
- Collections
- Findings
- Gifts For The Jewelry Maker
- Storage and Displays**
- Bead Landing™ Storage
- Bead Landing™ Storage
- Stringing Tools

Sort By: Showing 37 - 48 of 84 Results Items per page:

Page 4 of 7 « 2 3 4 5 6

QUICK VIEW
Black Velvet 9" Necklace Stand

QUICK VIEW
Black Velvet Ring Display Tray

QUICK VIEW
Velvet Jewelry Tray

QUICK VIEW
Black Velvet 15" Necklace Stand

QUICK VIEW
Black Velvet Animal Print Necklace Stand

QUICK VIEW
Bead Landing™ Large Bead Box

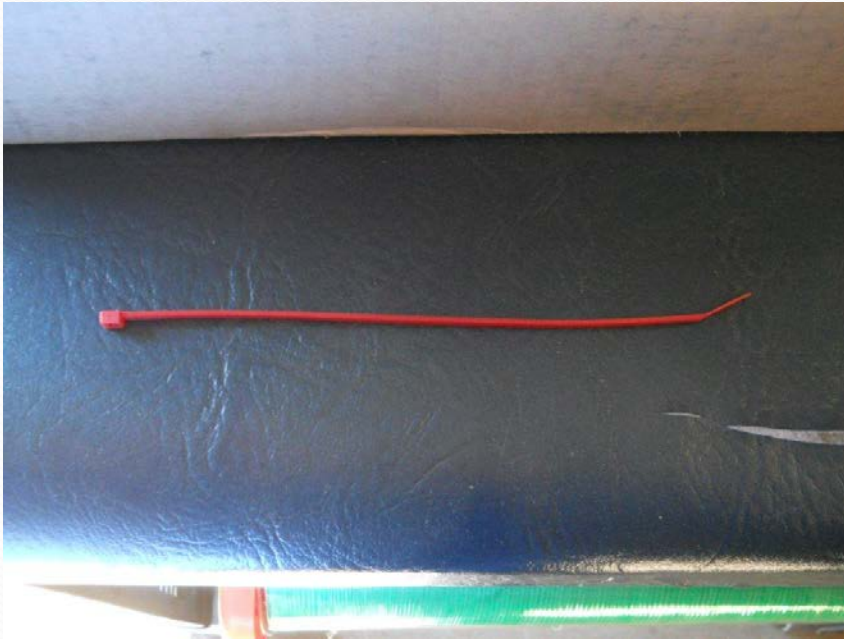
QUICK VIEW
Bead Landing™ Medium Bead Box

QUICK VIEW
Bead Landing™ Rectangle Box with Dividers

Zip Ties

U-line sells these in bundles of 1,000 for \$65. Get plenty of these as a few will be needed for every parts cart that is built. 8-11 inches in size is ideal.

Zip ties will be used to attach smaller loose parts, both new and damaged, to the parts cart. Zip tying parts assures smaller parts are not misplaced and that these parts are placed on vehicle as intended by estimate.



Zip Ties

*11 inches in size

*1 box of 1,000 to start

Hello, [Sign in Here](#) | [Cart/Checkout: \\$0.00](#)

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1-800-295-5510

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SPECIAL OFFERS

CATALOG QUICK ORDER

VIEW CATALOG PAGES

REQUEST A CATALOG

Home > [Bags, Poly / Plastic](#) > [Cable Ties and Tools](#) > Colored Cable Ties



Colored Cable Ties

Create a color coding system.

- Locks tightly - Won't stretch or slide.
- Tamper proof for permanent use.
- UL listed 6.6 nylon.
- Larger quantity quotes available.

Free upon request [H-241](#) cable tie gun with \$150+ cable tie order of maximum 50 lb. tensile strength. Enter sale code **SP239** at checkout.

Regular: Green, Yellow, Red, Blue, Purple and Gray.
 Fluorescent: Green, Orange, Yellow, Red and Pink.

MODEL NO.	LENGTH	WIDTH	TENSILE STRENGTH	QTY./ BOX	PRICE PER BOX				ADD TO CART
					1	5	10	20+	
S-2151	4"	.10"	18 lbs.	1,000	\$19	\$18	\$17	\$16	Specify Color
S-2152	5 1/2"	.14"	40 lbs.	1,000	26	25	24	23	Specify Color
S-2153	8"				35	34	33	32	Specify Color
S-2154	11"	.19"	50 lbs.	1,000	65	62	59	56	Specify Color
S-2155	14"				95	90	85	80	Specify Color
S-12356	18"				500	66	64	62	60

[Larger Text](#)

Plastic Stretch Wrap

Stretch wrap will be used to wrap headlamps, painted parts and other items we don't want damaged. Home Depot carries it and a roll of 1000 feet is pretty cheap. The wider the roll the better. An open dispenser like the one shown is much easier to use than the boxed version.



Stretch Wrap

*1 Roll to start

*18-24" in width ideal

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REQUEST A CATALOG

Home > [Stretch Wrap](#) > [Uline Stretch Wrap](#) > [Uline Cast Stretch Wrap](#)



Uline Cast Stretch Wrap

ORDER BY 6 PM FOR SAME DAY SHIPPING

Our best-selling stretch film. We tested many cast films before choosing our ULINE house film.

- Quiet:** Uline's "stealth" cast film comes off the roll smoothly and quietly.
- Clear:** High clarity for barcode reading or load identification.
- Quality:** Smooth, easy release - Wraps loads fast with little effort.
- Savings:** 10% to 20% less expensive than brand name films.

[Larger Text](#)

60 GAUGE – For loads up to 1,600 lbs. ORDER IN CASE QUANTITIES

MODEL NO.	SIZE	GA.	LBS./CASE	CASES/SKID	PRICE PER ROLL (4 ROLLS/CASE)				SKID LOTS	ADD TO CART
					4	8	16	24+		
S-3210	12" x 2,000'	60	28 lbs.	36	\$17	\$16	\$15	\$14	CALL FOR QUOTE	4 ADD
S-3211	15" x 2,000'	60	35 lbs.	24	19	18	17	16		4 ADD
S-3212	18" x 2,000'	60	41 lbs.	24	\$17 per roll					4 ADD

70 GAUGE – For loads up to 2,000 lbs.

MODEL NO.	SIZE	GA.	LBS./CASE	CASES/SKID	PRICE PER ROLL (4 ROLLS/CASE)				SKID LOTS	ADD TO CART
					4	8	16	24+		
S-2185	12" x 1,500'	70	25 lbs.	36	\$16	\$15	\$14	\$13	CALL FOR QUOTE	4 ADD
S-2186	15" x 1,500'	70	31 lbs.	24	18	17	16	15		4 ADD
S-2187	18" x 1,500'	70	37 lbs.	24	\$16 per roll					4 ADD

Bubble Wrap

Bubble wrap is used to wrap all non damaged parts that can be damaged while stored away – painted parts, interior trim parts, glass, etc. Bubble wrap can be expensive so recycling it is always a good idea. Bubble wrap can be purchased from Uline and other packaging services.




Bubble Wrap

*2 Rolls to start

*24" in width ideal

Hello, [Sign in Here](#) | [Cart/Checkout: \\$0.00](#)


1-800-295-5510

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SHOP ULINE


SPECIAL OFFERS

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VIEW CATALOG PAGES

REQUEST A CATALOG

Home > [Cushioning / Foam](#) > [Bubble Rolls](#) > Uline Economy Air Bubble

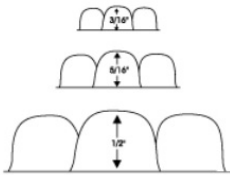


Uline Economy Air Bubble

FOR LIGHT DUTY, SHORT SHIP CYCLES

Uline's best value for barrier bubble.

- Excellent void fill for one-way packages, quick shipping cycles.



NON-PERFORATED ROLLS SOLD IN FULL BUNDLES

MODEL NO.	BUBBLE SIZE	BUBBLE USE	ROLL SIZE	LBS./BNDL.	ROLLS/BNDL.	PRICE PER ROLL				ADD TO CART	
						1 BNDL.	2 BNDLS.	3 BNDLS.	4+ BNDLS.		
S-3927	3/16"	Lightweight Products	12" x 750'	24	4	\$54	\$51	\$47	\$44	4	ADD
S-3928			24" x 750'		2	108	101	95	88	2	ADD
S-3929			48" x 750'		1	215	202	189	176	1	ADD
S-6683	5/16"	Semi-Rugged Products	12" x 375'	18	4	32	30	28	26	4	ADD
S-6684			24" x 375'		2	65	60	56	52	2	ADD
S-6685			48" x 375'		1	129	120	112	103	1	ADD
S-3930	1/2"	Dunnage, Void Fill	12" x 250'	15	4	25	23	22	20	4	ADD
S-3931			24" x 250'		2	50	47	43	40	2	ADD
S-3932			48" x 250'		1	100	93	86	79	1	ADD

SHIPS VIA MOTOR FREIGHT

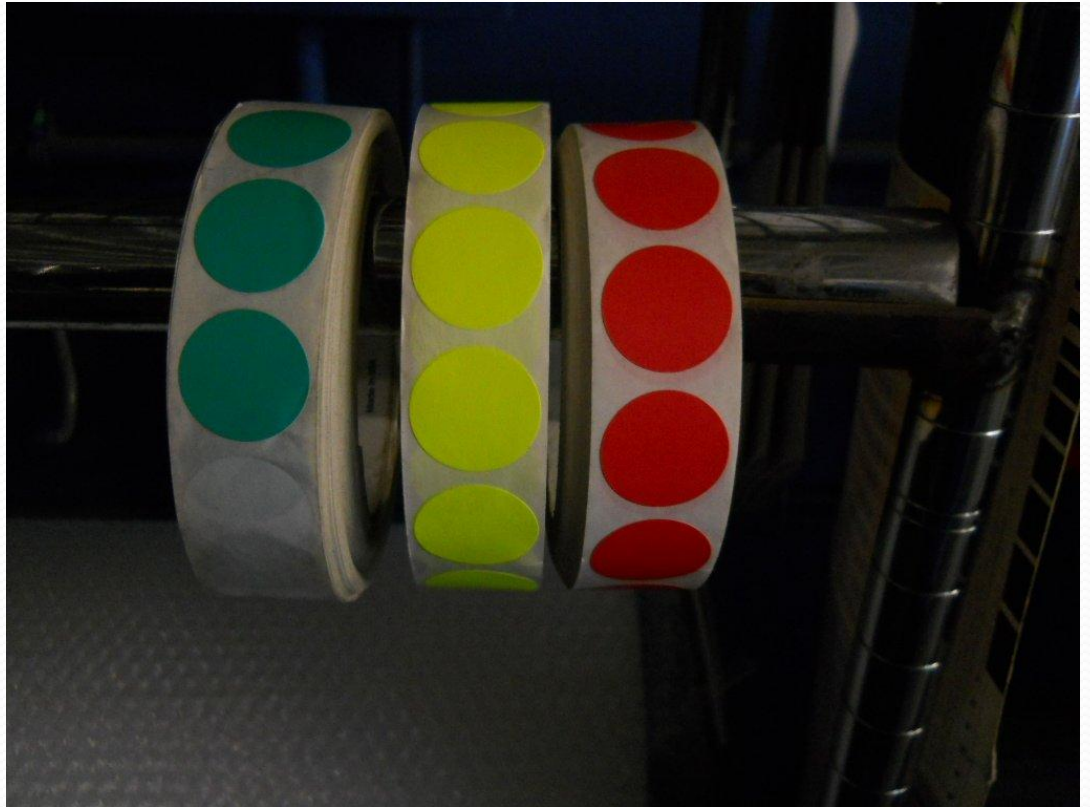
Ziploc Bags

A variety of sizes is best. Ziploc bags will be used during the 100% teardown/blue printing process. Smaller sizes are ideal for micro bagging while larger sizes are ideal for holding multiple smaller bags. For example, the larger size bag may be labeled “RIGHT FRONT DOOR” while the smaller bags will be labeled “RIGHT DOOR MIRROR”, “RIGHT DOOR HANDLE”, “RIGHT DOOR TRIM PANEL”, etc. Be prepared to throw bags out after usage as trying to clean off writing on bags is time consuming and messy.



Colored Dot Stickers

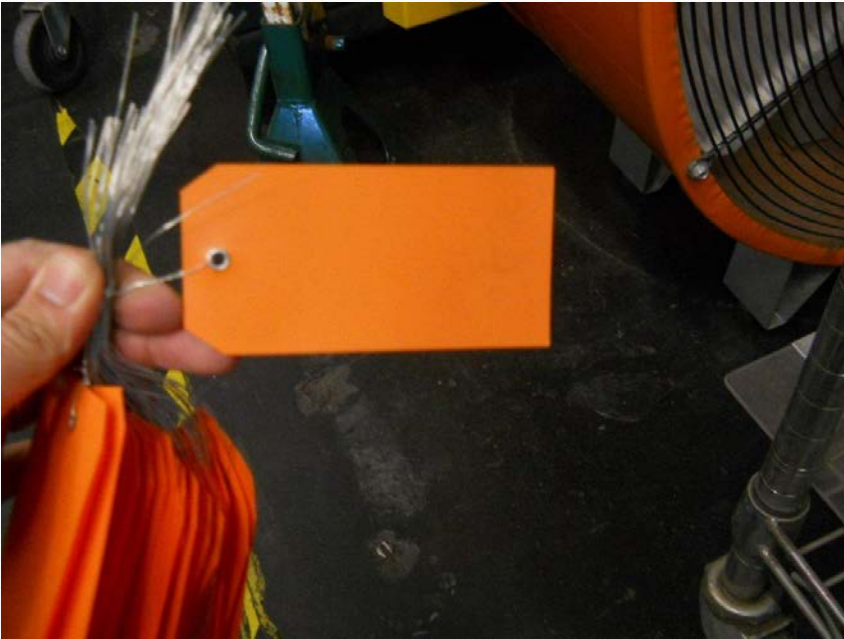
These are placed on the vehicle to indicate if additional damage has been approved or not. The red sticker indicates that non related damage was proposed to the paying party but declined. The green sticker means the damage has been approved. The yellow sticker means a decision is still pending.



Wire Tags & Water Markers

Wire tags will be used to label parts, wiring looms, connectors, etc. during the teardown phase.

A variety of colors is useful. These markers will be used to map vehicles, damaged parts, write on laminated ID cards, etc. Different colors will represent a different procedure or party. For example, in our shop, green represents a customer pay request.



Parts Table

We converted an old mechanic bench to make our parts table. We painted it and then sent it to our upholstery shop who put a few layers of foam underneath a vinyl top. We also welded some caster wheels to the bottom of it to make it mobile. It should be high enough off the ground to make whoever is mirror matching parts comfortable.



Parts Table (cont.)



Parts Tubs

“E” for Empty. When a tub is empty, it **MUST** be placed on the pallet rack facing outward so the technician can clearly identify that tub as being available.

Tub 15 in space 15. This tub number/space is marked on the passenger door glass and on the parts list that is attached to the parts cart. The tubs store all non damaged parts.



Parts Tubs

*54 gallon

*Quantity 40-50 to start

The screenshot shows a web browser window displaying the Home Depot website. The address bar shows the URL: <http://www.homedepot.com/p/100673965?catalogId=10053>. The page features a navigation bar with links for 'Tool & Truck Rental', 'Get It Installed', 'For the Pros', 'Gift Cards', and 'Help'. A 'Cart' icon is visible in the top right. Below the navigation bar, the store location is identified as 'Manhattan West 23rd St #6175'. A search bar contains the text '50 gallon plastic tote'. The main product listing is for a 'Rubbermaid 54 Gallon Roughneck Hi-Top Tote', model # FG3A05H2MICBL, with a price of \$19.97 per each. The product image shows a large, white, rectangular plastic tote with a black lid. To the right of the product image, there are buttons for 'Share', 'Email', and 'Print'. Below the product name, there are links for 'Write a Review' and 'Read All Q&A'. The price is displayed as '\$19.97 / EA-Each'. There are also buttons for 'Store Only', 'Buy Online, Pick Up In Store Today', and 'Check Store Inventory'. A 'PRODUCT DESCRIPTION' section is visible at the bottom of the page, starting with 'The 54-Gallon Roughneck Hi-Top container is designed to allow extra room at the top for bulky items. The sturdy container can withstand harsh temperatures that go from hot to cold, such as attics and basements. Roughneck containers are made with a durable polyethylene'. On the right side of the page, there is a 'STORE EXCLUSIVE' section with a 'CHECK STORE INVENTORY' button and an 'ADD TO MY LIST' button. Below that, there is a 'CUSTOMERS WHO VIEWED THIS ITEM PURCHASED...' section featuring a 'Homer Bucket 5-Gal. Orange Buckets (3-Pack)' for \$7.02, with a '4.5 star (91)' rating and an 'ADD TO CART' button. The browser's taskbar at the bottom shows various application icons and the system clock indicating 12:16 PM on 3/12/2013.

Pallet Racks

- *36" to 48" – can be customized as necessary to fit shop
- *Quantity needed depends on floor space and number of parts tubs in use



Pallet Racks

The screenshot shows a web browser window displaying the SJF Estore website. The browser's address bar shows the URL <http://estore.sjf.com/sjf.nsf/0/AF1935DEFBE0C>. The page header includes the SJF logo (Material Handling Equipment .COM), the phone number 1-800-598-5532, and navigation links for About, Blog, Shopping Cart (empty), and Contact SJF. A search bar is present with the text "Search" and a magnifying glass icon. Below the search bar, there are social media sharing options: Like (3.2k), Tweet (3), and +1 (0). A "Pin it" button is also visible. The main content area features a navigation menu on the left with categories such as Cantilever Rack, Carts, Conveyor, Dock Equip., Drum Handling, Forklift & Lift Equip., Hoppers, Ladders, Lockers, Packaging, Pallet Flow, Pallet Jacks, Pallet Rack (highlighted in red), Racks, Safety Equipment, Scales, Shelving, Storage Cabinets, Totes/Bins/Baskets, Wire Deck / Products, Work Benches, and Wrapping. The main product page displays the title "Wireway Husky Pallet Rack Adder Kits with Wire Deck" and a large image of the pallet rack system. Below the main image are four smaller inset images showing different views of the rack components. A "Click These for Larger Photos" caption is located below the inset images. The page also includes a "Questions? Live Chat Support" link and a "Get Help" link. A "Send this to a Friend" button is also visible.

Estore - Buy Online

- Cantilever Rack
- Carts
- Conveyor
- Dock Equip.
- Drum Handling
- Forklift & Lift Equip.
- Hoppers
- Ladders
- Lockers
- Packaging
- Pallet Flow
- Pallet Jacks
- Pallet Rack**
- Racks
- Safety Equipment
- Scales
- Shelving
- Storage Cabinets
- Totes/Bins/Baskets
- Wire Deck / Products
- Work Benches
- Wrapping

1-800-598-5532

About Blog Shopping Cart (empty) Contact SJF

Search

3.2k Like 3 Tweet 0 +1 Pin it

SJF on Google+

Questions? Live Chat Support Get Help

> Pallet Rack > Wireway Husky Pallet Racks > **Wireway Husky Pallet Rack Adder Kits with Wire Deck**

Send this to a Friend

Click These for Larger Photos

McAfee SECURE

Door/Hood Racks



Hanging Job Jackets

*Quantity – 100 jackets

*9 x 12" in size is perfect

ULINE® 1-800-295-5510
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Home > Warehouse Supplies / Equipment > Vinyl Envelopes / Job Ticket Holders > Job Ticket Holders

Job Ticket Holders

Fluorescent colors call attention to job orders, low inventories or important instructions.

- Heavy duty **8 mil** vinyl.
- Metal eyelet for hanging.
- Durable vinyl stitched seams.
- Clear both sides.
- Assortment Pack - Short side opening.
- **Solid Back Job Ticket Holders** - Documents stand out against black background.

SHORT-SIDE OPENING LONG-SIDE OPENING

Red Black Green Yellow Orange Blue

MODEL NO.	INSIDE DIM. W x L	MIL	QTY./ CTN.	LBS./ CTN.	PRICE PER CARTON			ADD TO CART
					1	3	6+	
S-6013	4 x 6"			2	\$65	\$63	\$61	Specify Color
S-5497	5 x 8"			2	71	68	66	Specify Color
S-2760	6 x 9"			3	73	70	68	Specify Color
S-5498	8 1/2 x 11"			4	91	88	85	Specify Color
S-2761*	9 x 12"			4	\$66 per carton any qty.			Specify Color

Binder Rings

*1 or 2 inch diameter will work

*Quantity of 100 to start

The screenshot shows a web browser window displaying the website <http://www.usalanyards.com/binder-rings.aspx>. The page features a navigation menu with options like Home, Lanyards, Holders, Reels, Clips, and Making. A search bar is located on the left side. The main content area is titled "Binder Rings: Loose Leaf Fastener Supplies With Great Selections" and includes a "Special Sale! Save Big \$\$\$" banner. Below the banner, there are five product listings for different sizes of binder rings: 3/4", 1", 1 1/2", 2", and 3". Each listing includes an image of the ring, a description, and pricing information. The 3/4" ring is priced at \$0.07 each, the 1" ring at \$0.08 each, the 1 1/2" ring at \$0.09 each, the 2" ring at \$0.12 each, and the 3" ring at \$0.38 each. The website also has a sidebar with a "Name Badge Supply" section and a footer with system information.

Call: 1-800-921-5523
Large Inventory in Stock! Ready to Ship Right Away!
Custom Lanyards - 10 Days Fast Delivery 160,000+ Pcs

0 Product \$0.00

Home Lanyards Holders Reels Clips Making

Home > Making > Binder Rings

Search

Find

Name Badge Supply

- Home
- Lanyards
 - Neckwear Style
 - Plain Models
 - Ball Chains
 - Lanyard+Holder Combo
 - Carabiner Keychains
 - Phone Straps
 - Flash Drives
 - Ez - Plain Models
 - Ez - Cool Pattern
 - UL - Plain Models
 - UL - Cool Pattern
 - SC - Snap Closure
 - Secured Cord Models
 - Sports Lanyards
 - USA Flag Lanyards
 - Retractable Lanyards
 - Casino Lanyards
 - Wrist Lanyards
 - Dog Leashes
 - Custom Lanyards
- Holders

Binder Rings: Loose Leaf Fastener Supplies With Great Selections
Large Inventory - Ship Today! **Special Sale! Save Big \$\$\$** No Minimum Order!

Binder Rings

Manufacturer's Factory-Direct Wholesale Binder Rings - With Low Wholesale Pricing To The General Public Consumer!
Great Source To Purchase Bulk-Packed, Premium Loose-Leaf Binders From With, Low Bulk-Order Prices
In Stock - Ship Immediately!

< Click > Main Menu: **Hardware & Components: For Lanyards, Crafts, Bags & Leashes Making**

Click ==> For Larger View: [Binder Rings](#) [Screw Lock Binding Rings](#) [Strap Rings - Big Loose Leaf Rings](#)

Related Product Links: [Screw Lock Binding Rings](#) [Gate Rings](#) [Stainless Steel Wire Rings](#)

3/4" Binder Ring	1" Binder Ring	1 1/2" Binder Ring	2" Binder Ring	3" Binder Ring
Binder Rings: Wholesale & Retail with No Minimum Order Required BR-2025/PER-PIECE Low as \$0.07 / each	1" Loose Leaf Rings: The Most Popular Binder Ring Series BR-2532/PER-PIECE Low as \$0.08 / each	1 1/2" Loose Leaf Binders: Wholesale Booklet Binder Supplies BR-3845/PER-PIECE Low as \$0.09 / each	2" Big Binder Rings: Metal Round Ring Binders - Split-Rings BR-5057/PER-PIECE Low as \$0.12 / each	3" Extra Large Binder Rings / Book Binders / Loose Leaf Rings BR-7684/PER-PIECE Low as \$0.38 / each

12:12 PM
3/12/2013