

PARTS

PACKARD

bulletin

ACCESSORIES

PACKARD MOTOR CAR COMPANY • DETROIT 32, MICHIGAN

To: Dealers and Zones
Attention: Dealer - Dealer Parts Manager
Dealer Accountant - Zone Manager

51P-8, Dealer 8
March 14, 1951

Subject: DEALER PARTS INVENTORIES

On February 5, 1951 Mr. K. M. Greiner wrote every dealer regarding the importance of controlling parts purchases to keep them in line with actual service sales to prevent possible over stocks at dealer levels.

The real seriousness of such possible dealer overstock situations would be even more evident if dealers could observe the number of duplicated firm orders placed by them authorizing Zones to ship quantities of material far in excess of dealer's normal requirements. As expressed by Mr. Greiner, "Not all dealers are involved", however, the number of cases indicates such practices of over ordering to be quite prevalent.

In many cases it appears that Dealer Parts Managers often reorder scarce materials on the assumption that previous orders already on back order at the Zone may have been overlooked. Actually, all dealer back orders accumulated at the Zone are filed in date sequence and such material as is received by Zone is allocated against the older orders.

It is possible and practical for dealers to know exactly what action has been taken on parts and accessory orders placed with Zones. The actions taken by Zones are indicated on the #3 Invoice Copy; the #5 Packing Copy; and the #6 Acknowledgment Copy of the Zone shipping order, all of which are received by the Dealer. There are three headings on such shipping orders which show "Quantity Ordered", "Quantity Back Ordered" and for Quantity Shipped. If the item is not included in Zone selection then the letter "R" appears in the "Back Order" column and indicates that item will be shipped from Detroit.

The V-534, Packard Parts Control Plan Inventory and Order Record Pad, which has been furnished to every dealer provides ways and means not only for recording inventories and orders, but also provides means of recording back order information derived from Zone invoices.

We advise that dealers review their inventory control methods and insist on their organization using the V-534 Inventory Record Pad to the fullest extent. The instructions for its use are simple and are included in the pad. All Zone personnel are thoroughly familiar with the use of these records and will gladly render their assistance to any dealer in making this information more useful in conserving dealer's working capital.

Very truly yours,

J. A. Carr
J. A. Carr, Manager
Parts and Service Department

JAC/vj