



Auto Repair Shop Parts Ordering Checklist Template

 Show only Checklist

Display Style
Default 

Vehicle Information & Request

Gather necessary vehicle details and understand the parts request.

Customer Name

Write something...

Vehicle Year

Write something...



Vehicle Make

Write something...

Vehicle Model

Write something...

Vehicle VIN

Enter a number...

Customer Request/Complaint Description

Write something...

Reason for Parts Request

- Repair
- Maintenance
- Customer Request

Parts Identification & Verification

Accurately identify required parts using vehicle information and repair orders.

Customer/Technician Request Details

Write something...

Vehicle Year

Enter a number...

Vehicle Mileage

Enter a number...

Vehicle Make

- Ford
- Chevrolet
- Toyota
- Honda
- BMW
- Mercedes-Benz

Vehicle Model

Engine Type

Part Number (OEM)

Enter a number...

Description of Part Needed

Write something...

Inventory Check

Verify parts availability in current shop inventory.

Quantity on Hand - Part 1

Enter a number...

Quantity on Hand - Part 2

Enter a number...

Quantity on Hand - Part 3

Enter a number...

Part Condition (if applicable)

- New
- Remanufactured
- Used
- Unknown

Notes on Inventory Status

Write something...

Minimum Stock Level - Part 1

Enter a number...

Minimum Stock Level - Part 2

Enter a number...

Vendor Selection & Pricing

Choose vendors based on price, availability, and reputation.

Primary Vendor for Part Category:

- Vendor A
- Vendor B
- Vendor C
- Other (Specify)

Vendor A Price (for representative part):

Vendor B Price (for representative part):

Vendor C Price (for representative part):

Shipping Method Preference:

- Standard
- Expedited
- Next-Day

Estimated Shipping Cost (from Vendor):

Enter a number...

Notes on Vendor Pricing/Performance:

Write something...

Vendor Payment Terms:

- Net 30
- Net 30 (with discount)
- Other

Order Placement & Confirmation

Submit order with correct details and confirm receipt by vendor.

Vendor Selection

- Vendor A
- Vendor B
- Vendor C

Purchase Order Number

Write something...

Quantity Ordered

Enter a number...

Unit Price

Enter a number...

Shipping Address

Write something...

Estimated Delivery Date

Enter date...

Shipping Method

- Standard
- Express
- Ground

Order Notes/Special Instructions

Write something...

Order Tracking & Delivery

Monitor order status and ensure timely delivery to the shop.

Tracking Number

Order Date

Expected Delivery Date

Estimated Delivery Time

Shipping Carrier

- UPS
- FedEx
- USPS
- Other

Delivery Notes/Special Instructions

Write something...

Actual Delivery Date

Enter date...

Actual Delivery Time

Enter time...

Parts Receiving & Inspection

Verify received parts match order, check for damage, and document receipt.

Order Number

Enter a number...

Vendor Name

Write something...

Date Received

Enter date...

Time Received

Enter time...

Quantity Received

Enter a number...


Part Condition

- New
- Used
- Rebuilt

Notes/Damage Description

Write something...

Damage Photos (if applicable)

 Upload File

Storage & Organization

Properly store and organize received parts for easy access.

Storage Location Category

- New Parts
- Used Parts
- Return Parts
- Special Order Parts

Bin Number/Shelf Number

Part Description (for Reference)

Date Stored

Notes (e.g., special handling)

Write something...

Organization Method

- FIFO (First-In, First-Out)
- By Vehicle Make
- By Part Type
- Other

Record Keeping & Documentation

Maintain accurate records of parts orders, receipts, and inventory changes.

Order Date

Enter date...

Part Number

Enter a number...

Vendor Name

Write something...

Quantity Ordered

Unit Cost

Total Cost

Notes/Comments

Order Confirmation (Optional)

 Upload File