✓ ChecklistGuro

Automotive Inventory Management Checklist

Vehicle Receiving & Inspection

Checklist for verifying incoming vehicles against purchase orders and identifying any initial damages.

Vehicle Identification Number (VIN)

Enter a number...

Vehicle Make

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

Vehicle Model

Year of Manufacture

Enter a number...

Condition Notes (Exterior)

Write something...

Condition Notes (Interior)

Write something...

Photo Documentation (Exterior)

⬆ Upload File

Photo Documentation (Interior)

⬆ Upload File

Purchase Order Number

Inventory Reconciliation

Steps to reconcile physical inventory counts with system records, identifying discrepancies.

Vehicle ID

Enter a number...

System Quantity

Enter a number...

Physical Count

Enter a number...

Discrepancy (Quantity)

Enter a number...

Discrepancy Explanation

Write something...

Discrepancy Resolution

☐ Adjustment Made

☐ Investigation Required

☐ Correction Pending

Reconciliation Date

Enter date...

Reconciler Signature

Stock Rotation (FIFO/FEFO)

Ensuring proper stock rotation based on First-In, First-Out (FIFO) or First-Expired, First-Out (FEFO) principles.

Vehicle Arrival Date

Enter date...

Vehicle Mileage (at Arrival)

Enter a number...

Rotation Priority (FIFO/FEFO)

☐ FIFO
☐ FEFO

Expiration Date (if applicable)

Enter date...

Quantity Remaining

Enter a number...

Storage Location

☐ Front Lot
☐ Rear Lot
☐ Indoor Storage

Damage & Loss Prevention

Procedures for preventing and documenting vehicle damage, theft, and other losses within the inventory.

Vehicle Mileage at Receipt

Enter a number...

Detailed Description of Vehicle Condition Upon Arrival

Write something...

Photographs/Videos of Vehicle Condition

⬆ Upload File

Location of Vehicle within Inventory

📍 Set My Current Location

Security System Status (Active/Inactive)

☐ Active

☐ Inactive

Number of Keys Present

Enter a number...

Potential Damage Areas (Check all that apply)

☐ Exterior - Dents

☐ Exterior - Scratches

☐ Interior - Stains

☐ Interior - Rips

☐ Mechanical - Issues

☐ Tires - Damage

☐ None

Condition Reporting & Documentation

Guidelines for documenting vehicle condition, mileage, and any required repairs or services.

Vehicle Mileage (Current)

Enter a number...

Exterior Condition Notes

Write something...

Interior Condition Notes

Write something...

Visible Damage (Select all that apply)

☐ Scratches

☐ Dents

☐ Cracks

☐ Tire Damage

☐ Windshield Damage

☐ None

Pre-existing Mechanical Issues (if any)

Write something...

Date of Condition Report

Enter date...

Inspector Signature

Attach Photos of Vehicle Condition (Optional)

⬆ Upload File

Inventory Accuracy Verification

Reviewing system records and physical counts to confirm accuracy and resolve any inconsistencies.

Vehicle Identification Number (VIN) Verified?

Enter a number...

Mileage Verified Against Invoice?

Enter a number...

Condition Notes Match Invoice?

☐ Yes
☐ No
☐ N/A

Quantity Discrepancy (If Any)

Enter a number...

Description of Discrepancies Found (If Any)

Write something...

Verification Date

Enter date...

Verification Time

Enter time...

Verifier Signature

Reporting & Analysis

Tracking key inventory metrics and generating reports to identify trends and areas for improvement.

Inventory Turnover Rate

Enter a number...

Days Sales of Inventory

Enter a number...

Inventory Shrinkage Percentage

Enter a number...

Report Generation Frequency

☐ Daily

☐ Weekly

☐ Monthly

☐ Quarterly

Report Creation Date

Enter date...

Summary of Key Findings & Trends

Write something...

Supporting Data Files (e.g., Excel Exports)

⬆ Upload File