

6C - CAN SUPPLY PART GUIDE BROKERED -DOING THE WORKORDER - PART SENT VIA SAMPEDRO IN/OUT - GUIDE FOR SALES

BRAD UPDATED 21/07/2025 - TRAINUAL

<https://app.trainual.com/933a3074-e977-45b9-b850-84bd5747aae3/steps/20435298/consume>

[BROKERED PARTS GENERAL GUIDELINES - OVERVIEW GUIDE FOR SALES - Link to guide](#)
[LUCID CHART BROKERED PARTS GENERAL GUIDELINES - OVERVIEW GUIDE FOR SALES](#)
 in BROKERING SALES GUIDES IN TRANUAL

OVERVIEW

Sampedro is JJ Auto Parts' local courier service used for brokered parts.

IN/OUT means Sampedro drivers pick up the part from the supplier and deliver it directly to the customer without unloading at JJ's. It works similarly to a "send direct" but with one key difference: Sampedro charges JJ for the freight, so the supplier should **not** charge JJ any freight fees for this option.

SETUP

[SAM PEDRO SALES STAFF GUIDE DOC FOR THIS CARRIER](#) to understand

[PODIUM USER GUIDES FOR MESSAGING \(Not Payments\)](#)

TIME GUIDELINES FOR SAMPEDRO SMS BOOKINGS

TIME SMS SENT	DELIVERY SCHEDULE
Before 9:00 AM	Same-day delivery on PM run
Between 9:01 AM and 12:00 PM	Next-day delivery on AM run

STEPS

Confirm the part is ready for pickup at the supplier.- we do this mostly by pinnacle chat

Hi is part ready ill arrange for sam pedro to pick up

Dont arrange delivery until got confirmation from supplier

Open the PODIUM program.

Send an SMS to the BOSS of Sampedro courier

([refer to the Sampedro Contact List](#)).

Do NOT message the carrier until the part is ready or has a confirmed ready time.

When sending the SMS to the courier, include the following details:

WHERE PARTS ARE *being picked up from -suppliers name*

WHICH PART/MODEL TYPE *i.e commodore bonnet*

WHERE PARTS ARE GOING *i.e Deliver to (name/address/suburb/contact number)*

YOUR NAME Insert your name so they know who booked it

WO NUMBER insert the work order number for reference

If parts aren't ready now then note the time when they will be ready

TEMPLATE to copy and paste into podium

HI PLEASE PICK AND UP DELIVER PART

PICK UP FROM:

DELIVER TO:

WO NUMBER:

TIME READY:

NAME:

Save and finalise the work order in Pinnacle with the expected delivery time as per the time guide above.

Ensure the work order is assigned to the shipping route SAMPEDRO IN/OUT.

Send the SMS to the courier immediately after the part is ordered and the work order is completed. This helps process the deal efficiently and allows you to move to the next order quickly.

**PART WILL ARRIVE @ JJ AND JJ DISSPATCH STAFF WILL DO
QUALITY CHECK AND SHIPPING DISPATCH STAFF WILL
INVOICE THIS PART**

FAQ

WHAT IF PARTS ARE NOT READY AND I GOT TEXT FROM SAMPEDRO

The courier will notify you via SMS if parts are not ready, including supplier name and staff member spoken to. When parts become ready, restart the process from step 2.

WHAT IS THE SHIPPING GUIDE FOR REFERENCE? WHAT HAPPENS PART COMES IN?

[Link to guide for shipping dispatch staff for sam pedro in/out](#)