

Background

MPI recognizes that the accessories market primarily consists of custom parts. Sourcing locally or online may be required, market prices fluctuate frequently, and pricing is often inconsistent among brand suppliers. This differentiates accessories from most other replacement auto parts in the collision industry.

Fair market value must be established when an accessory part was damaged and needs to be replaced. This makes it necessary to compare prices from various suppliers in the marketplace including online resources. To compensate for this effort, MPI allows the shop to apply a markup to the market price.

All vehicles qualify for alternate part usage in this category, regardless of mileage.

Rules

1. The lowest cost market price option must be selected.
2. The repair shop must obtain MPI approval for the part, price, and any associated costs prior to ordering.
3. The markup must not exceed 25%.

The markup amount above is the maximum allowed; however, repair facilities may choose to charge less.

4. A picture of the accessory must be provided, product stamps/decals should be visible if possible.
5. The part line must be selected from Long Expansion if available and the following information must be entered in the provided explanation line:
 - Brand name
 - Model name (if applicable)
 - Size specifications (if applicable)
6. All accessories must comply with The Highway Traffic Act.

Examples

While sourcing a set of running boards, a repair shop notes that two suppliers provide the same aftermarket running board set but offer different market prices to the repair shop. The shop compares the two selling prices and selects the lowest cost option to add to the estimate along with the maximum markup of 25%. The shop then submits the estimate for MPI approval, including all relevant pictures and supporting documentation. After receiving approval on the supplement, the shop proceeds to order the lower cost running boards.

Parts Autonomy Privileges

Accessories and special order parts are excluded from Parts Autonomy privileges. All requests are subject to audit and part selection reviews.

Best Practices

Refer to the accessory manufacturer’s website to find the nearest authorized retailer. Authorized retailers typically provide accessories at the correct market price. Unauthorized retail prices may not be approved by MPI due to added costs or excessive markup.

Reference

See [MPI Parts Business Rules](#) sections 2.1.2 and 4 regarding Accessories and Special Order Parts.

See [Invoices](#) for requirements of an invoice supplied for payment of an accessory.

See [Cash Settlements](#) for procedure related to obsolete accessory items.

Use the [Alternate Parts Suppliers](#) look-up tool if you require assistance finding an accessory supplier.

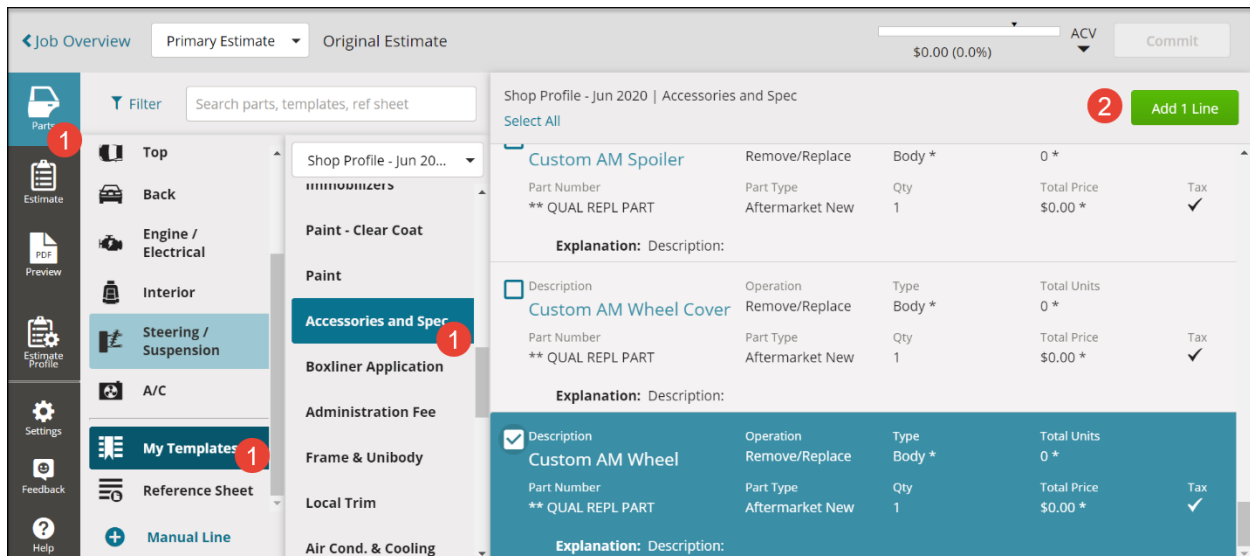
Procedure

Mitchell Cloud Estimating (MCE)

Follow the steps below to add an accessory or special order part to an estimate prior to sourcing recycled parts.

Begin with the estimate open in Mitchell Cloud Estimating.

1. From the **Parts** tab, select the **Accessories & Special Order Parts** category in **My Templates**.
2. Select the applicable part from the list and click **Add Line**.



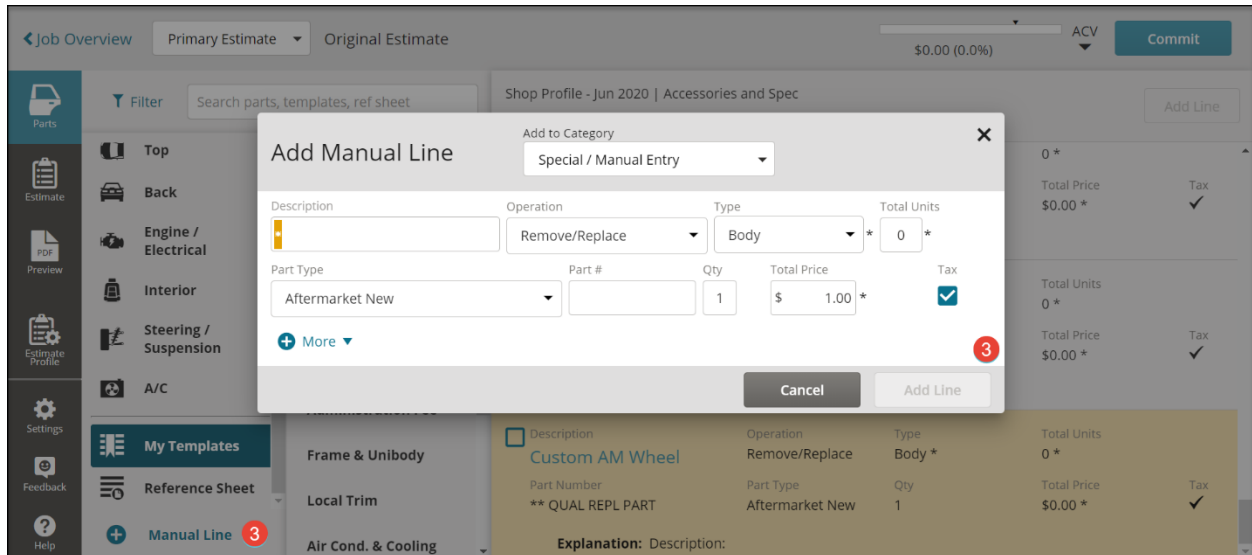
The screenshot shows the Mitchell Cloud Estimating (MCE) interface. The 'Parts' tab is active, and the 'My Templates' section is expanded to show 'Accessories and Special Order Parts'. Three parts are listed in the main area:

Description	Operation	Type	Total Units	Tax
Custom AM Spoiler	Remove/Replace	Body *	0 *	
Part Number: ** QUAL REPL PART	Part Type: Aftermarket New	Qty: 1	Total Price: \$0.00 *	Tax: ✓
Explanation: Description:				
Custom AM Wheel Cover	Remove/Replace	Body *	0 *	
Part Number: ** QUAL REPL PART	Part Type: Aftermarket New	Qty: 1	Total Price: \$0.00 *	Tax: ✓
Explanation: Description:				
Custom AM Wheel	Remove/Replace	Body *	0 *	
Part Number: ** QUAL REPL PART	Part Type: Aftermarket New	Qty: 1	Total Price: \$0.00 *	Tax: ✓
Explanation: Description:				

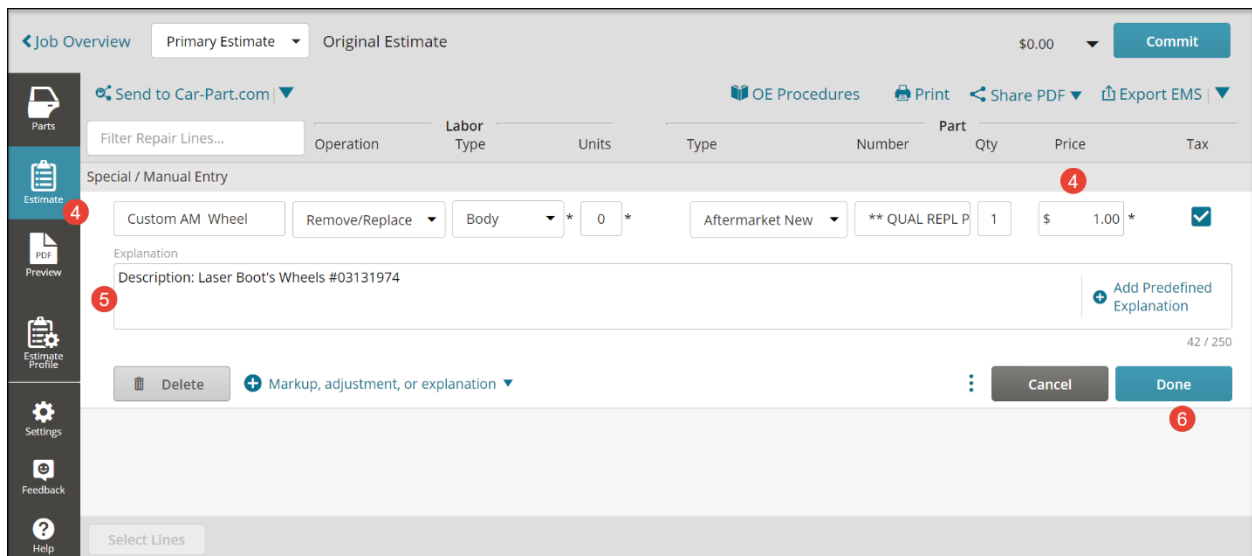
The 'Add 1 Line' button is highlighted in green in the top right corner of the parts list.

Accessories & Special Order Parts

- If entering as a manual line item (900500), select **Manual Line** and enter all required information, then click **Add Line**.



- From the **Estimate** tab, select the applicable line item and enter the part price in the **Price** field.
- In the **Explanation** line provided, enter any identifiable brand or model number.
- Click **Done**.
 - If the part was entered as a manual line item, an explanation line is required



Revision History

- June 2021 - Updated formatting and added new standard sections (background, examples, parts autonomy privileges, best practices).
- September 2021 – Added Mitchell Cloud Estimating procedures and screenshots.
- January 2025 – Added reference link to the Alternate Parts Supplier look-up tool.