

Background

In order to provide an accurate final repair account, repair facilities are required to support certain items with a supplier's invoice. These invoices support the review process and promote faster approval and payment of MPI claims. Typically, invoices provided by the repair shop are used to confirm the accuracy of parts and prices that may be unavailable to MPI at the time the estimate is written.

Rules

1. **Required Invoices** must be provided for the items listed below.
2. Invoices must provide the **Required Information** listed below.
3. Relevant information on invoices must be legible.
4. The following information is required on support invoices:

Brand/model, if applicable	MSRP, if applicable
Business name of supplier	Part certification, if applicable
Date of transaction	Part name
Invoice number	Part number
Market price, if applicable	

5. Invoices are required as indicated throughout the Estimating Standards, including:

Accessories and special order parts	Parts broken on removal
Core charges	Restocking fees and non-returnable parts
Customers original invoices may be required to support prior repairs such as paint protection , rust proofing , and undercoating	Shipping/freight charges
Glass	Shop materials or paint materials for any costs beyond the allowance
OEM part invoices if MSRP is different than CEG	Sublet repairs
OEM parts without published prices in CEG	Supplemental restraint systems (SRS) - airbags, seat belts, etc.
One dollar items, if not sourced using Car-Part Pro	Tires
Other invoices as requested by MPI	Wheels

Parts Autonomy Privileges

All part selections and prices are subject to MPI review for accurate availability and pricing. Shops with parts autonomy privileges are still required to adhere to invoice requirements and MPI Parts Business Rules for pricing applications.

Reference

See [MPI Parts Business Rules](#), section 3.2, for shop responsibilities.

See [MPI Parts Business Rules](#), section 2.1, for maximum pricing by part type.

Revision History

- July 2021 - Updated formatting and added new standard sections (background, parts autonomy privileges).