

Background

MPI estimators will input a price of \$1.00 on the estimate in the following situations:

- a. Replacement part prices are not published in the Mitchell Collision Estimating Guide (CEG), for example when selecting:
 - New model year, classic/collector, off-road vehicle (ORV) and commercial vehicle parts
 - Powertrain/Drivetrain components, such as engines and transmissions
 - Accessories, tires
- b. The required part is typically available through aftermarket or remanufactured suppliers; however, there is no pricing and availability information accessible to the MPI Estimator for these alternate part types.
 - Most commonly applies to undercarriage, exhaust, and electrical components.

Rules

1. The lowest cost option must be sourced.
2. Repair shops must confirm all part numbers and prices and the estimate must be updated prior to submitting for approval.

Examples

A repair shop is in the process of reviewing an MPI written estimate for a current model year vehicle. The vehicle model has recently been introduced and Mitchell Estimating has not yet been updated with the service information. For this reason, the MPI Estimator has input a price of \$1 on the required right headlamp. The shop proceeds to contact the OEM supplier and confirms the part number and price. They also determine that there are no alternate parts available. The shop completes the supplement using the OEM information and uploads the supplier invoice before submitting to MPI for payment.

Parts Autonomy Privileges

Rule 1 does not apply to repair shops with Parts Autonomy privileges unless the part is excluded from the Parts Autonomy program.

Best Practices

Check and compare prices from multiple suppliers (including online resources) to determine that you have sourced the correct market price.

Reference

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

See [Invoices](#) for requirements of an invoice supplied for payment of a One Dollar Item.

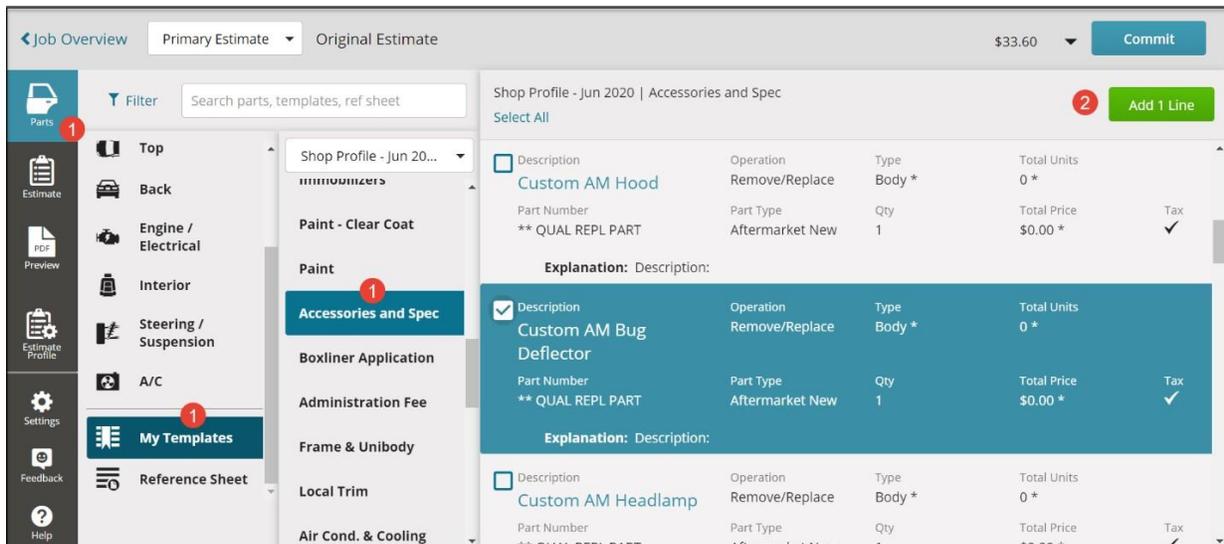
Procedure

Mitchell Cloud Estimating (MCE)

Follow the steps below to add or update a part with an unpublished price on an estimate.

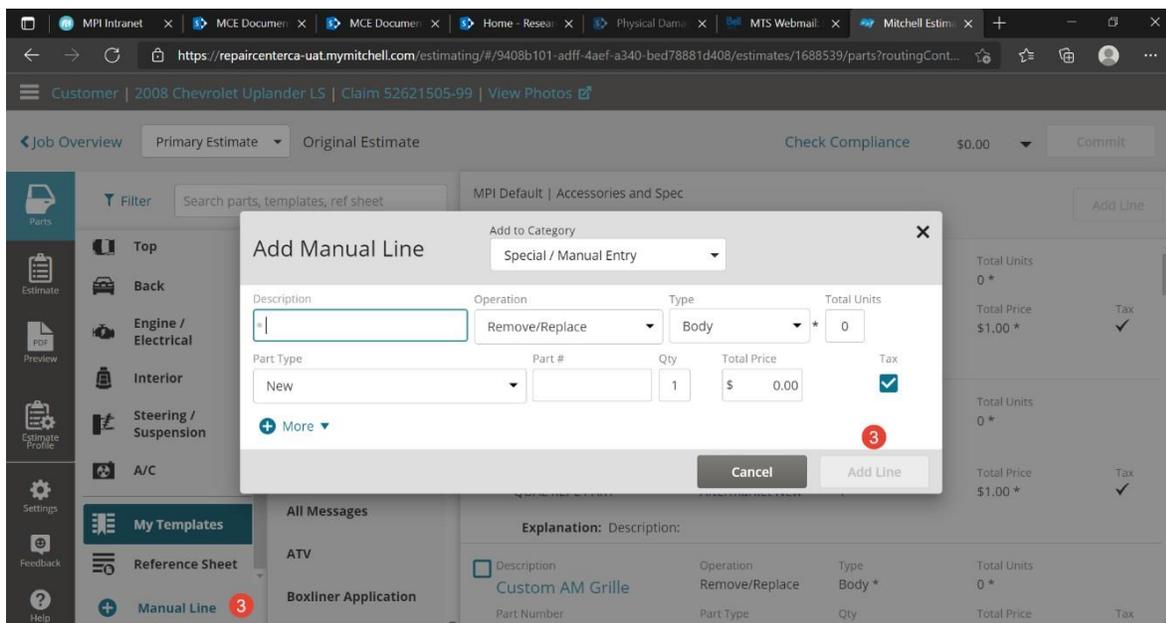
Begin with the estimate open in Mitchell Cloud Estimating.

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**.



3. If the part is not listed, enter as a manual line item (900500), by selecting **Manual Line** and enter all required information, then click **Add Line**.

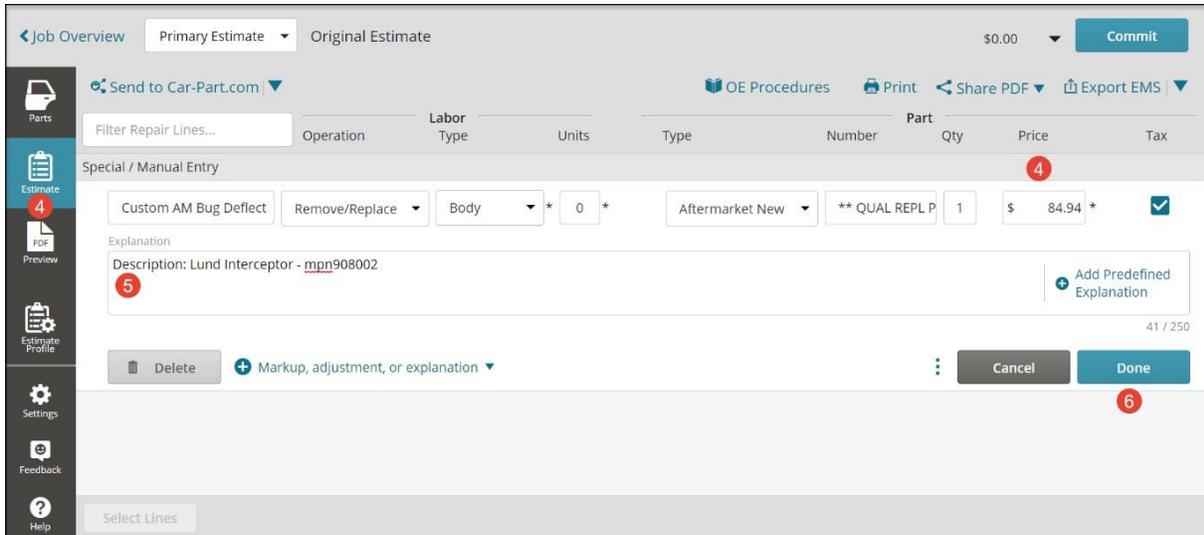
- Only use a manual line item (900500) if required part is not available in **My Templates**.



4. From the **Estimate** tab, select the applicable line item and enter the part price in the **Price** field.
 - MPI Estimators will enter the price as “1.00” in the **Price** field.
5. In the **Explanation** line provided, enter the manufacturer’s name, part name, and part number.

An explanation is also required if the part was entered as a manual line item.

6. Click **Done**.



The screenshot displays the MPI software interface for entering a repair line item. The top navigation bar shows 'Job Overview', 'Primary Estimate', and 'Original Estimate'. The main area features a table with columns for 'Operation', 'Labor Type', 'Units', 'Type', 'Number', 'Part', 'Qty', 'Price', and 'Tax'. A line item is entered with the following details:

Operation	Labor Type	Units	Type	Number	Part	Qty	Price	Tax
Custom AM Bug Deflect	Remove/Replace	0	Body	*	Aftermarket New	1	\$ 84.94 *	

The explanation field contains the text: "Description: Lund Interceptor - man908002". A 'Done' button is located at the bottom right of the entry form.

7. Upload the part invoice to the claim and submit to MPI for approval.

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.
- June 2022 – Added link to Invoice ES in the reference section.