Illinois Reg & Title

Managing Inventory

Inventory

Compliance with state inventory requirements cannot be overstated. Currently, a $125 fine is incurred per each item that is reported missing/ not returned within 30 days of status change. Therefore, it is imperative that all items that all problems are reported and managed immediately. Also, the inventory should be stored in a secured place where only the users that will be assigning the inventory have access to it.

In order to maintain and manage the inventory, first you need to understand what is considered inventory and what you will be responsible for. Thus, the following paragraphs will briefly explain what inventory items you will have onsite, what you need to do to report any problems, and when and where you should return the inventory.

Inventory Items

Let's start with what inventory you will have onsite. All the items below are tracked by your ILReg & Title once you accept them into the system.

- **Registration Documents (aka Printed Sticker Form)** - these controlled stickered documents are colored coded and have a serial number pre-printed on the back of the document. This serial number is used to track the documents by all parties involved, ISOS, and DealerTrack RTS.
- **Blank Registration Documents** – These documents are not stickered and are used for transfer registrations where a renewal is not necessary or reprints of registration documents. These items do not have a serial number attached to them.
- **Passenger Plates** – These items are controlled by the plate number
- **Truck-B** – These are light truck plates and they are controlled by the plate number.

Managing Inventory

When inventory is managed and reported as a problem in ILORS, it needs to be returned to the warehouse within 30 days using traceable mail regardless of the reason it is being retuned. However, in the meantime the inventory needs to be stored in a secure place and be accounted for until it is sent to and received by DealerTrack Inventory Office. Below you will find how the problems are categorized and what the best practices are when handling the returns. A step by step guide on how to report the problem and return the inventory in the ILORS will be provided later on this guide.

Problems or reasons for managing inventory vary and are categorized in ILORS as follows:

- **Missing (M**) – Item cannot be found. There will be a fine incurred per item that is reported missing.
- **Damaged (D**) – Item is ripped, unusable, or registration information printed on the incorrect registration document number. These items need to be returned.
- **Not Required (NR)** and **Obsolete (OBS)** – This should be listed as the problem when the registration documents are out of date and will not be used any longer. For example, prior year registration documents will not be used any longer, therefore you will need to return them to the warehouse. DealerTrack will inform you when it is time to return any Obsolete inventory.
- **Voided Transactions** – When a transaction is voided the inventory items (both plate and registration document) that were assigned to the registration transaction will be reported as a problem automatically by ILReg & Title and sent to the return queue where the inventory manager will need to return it. This category is not listed on the dropdown menu for problem since it is an automated feature that is handled by the system.

Best Practices when returning inventory.

- DealerTrack RTS will inform and or remind you when it is time to return the prior year (obsolete) Registration Documents. Do not return it to the warehouse without properly managing it in the ILORLS application.
- Inventory should be audited before and after returning through the ERT Application (ILReg & Title). Do not return any inventory to the warehouse (that includes obsolete inventory) before marking it as a problem and returning in ILReg & Title.
- If you processed for more than one company, make sure that you are selecting the correct name when managing your inventory.
- Keep the inventory in a secure place where you will have control over it until you are ready to send it in.
- Inventory should be reconciled and returned in sequential order matching the "Return Inventory Report"
- Neatly pack your inventory return when sending back to the warehouse. This will prevent any other problems of items being misplaced.
- Lost documents and plates incur fines from the ISOS's office!
- If you have any questions, please call your DealerTrack RTS representative!
- Inventory must be returned via traceable mail to the following address:

DealerTrack Registration & Titling
550 S. Bolingbrook Drive
Bolingbrook, IL 60440

Now that you understand how important it is to keep your inventory well managed, it is time to talk about how ILReg & Title will help you manage your inventory. The following pages will provide step by step guides on how to order, , report discrepancies and return inventory.

IL Reg & Title - Managing Inventory

IL Reg & Title allows you to manage your inventory with the click of a button. The following are the instructions on ordering, accepting, reporting discrepancies, and returning inventory.

Ordering Inventory

You may order inventory online by using our Inventory Menu. Here you will be able to order Registration Documents, Plates (Passenger and Truck-B), as well as Blank Registration Documents. Once you place the order, the system will create an electronic order that will be transmitted to the Dealertrack Warehouse. The order will then be fulfilled and shipped to you.
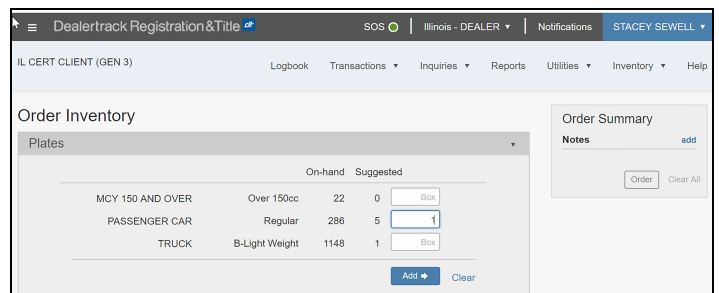
To order inventory:

1. While logged into IL Reg & Title, click on **Inventory** > **Order**
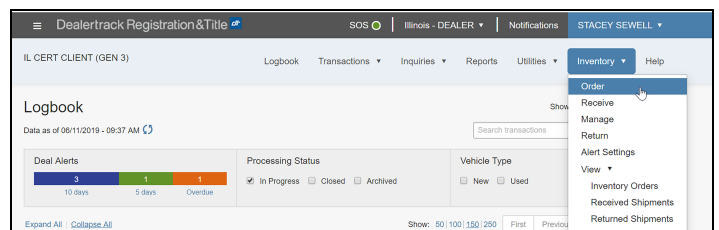
2. Enter the inventory you are requesting: Enter the quantity in box amounts and then click **Add** to build your order under the Order Summary window.

3. Once the order is built click on the **Order** button to place the order.

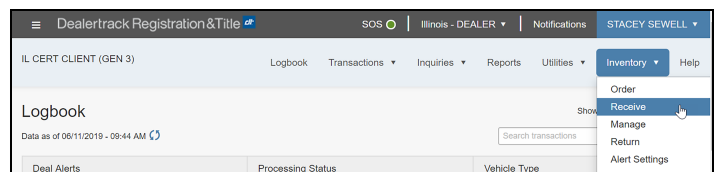   *Important: Make sure the correct company is selected before ordering inventory.*

Accepting Inventory

Upon receipt of your order, you will need to accept the inventory into the system. Your inventory shipment will contain a shipment summary detailing the items that you requested and what was shipped to you.
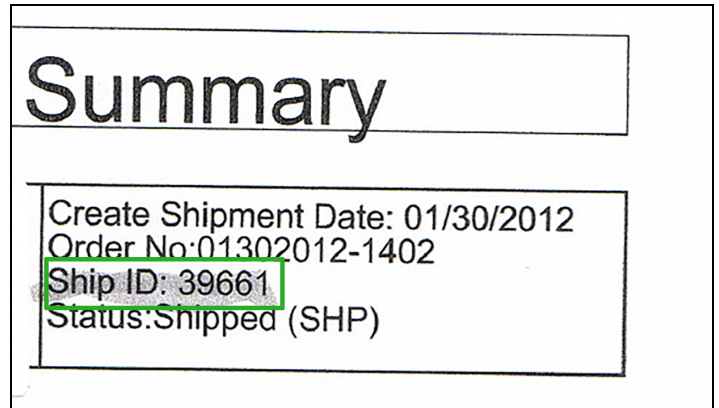Click on Inventory

1. Go to **Inventory** > **Receive** .

2. The following screen will appear asking you to select the shipment ID from the dropdown menu:
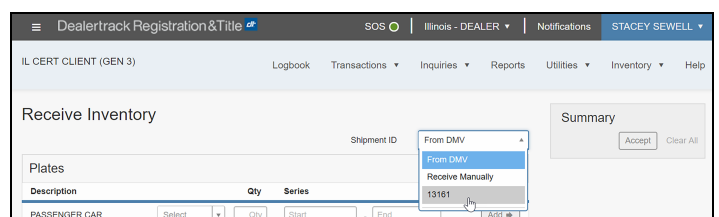
Note: The shipment ID can be found on the Shipment summary you received. It is located on the upper right hand side corner of the shipment summary.

Summary

Create Shipment Date: 01/30/2012
Order No:01302012-1402
Ship ID: 39661
Status:Shipped (SHP)

3. After the shipment ID and Series numbers are verified click on the Accept button on the right side of the screen. This will enter your inventory into the system and allow the items to be used on transactions. By clicking the Accept button you are taking responsibility for the items listed and any fees associated with these items not being able to be accounted for or not returned to DealerTrack in the allotted amount of time.
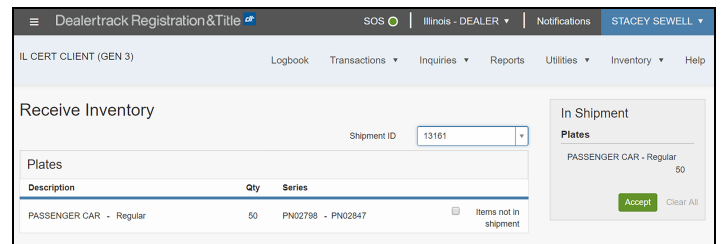
Problem Inventory

If you process for more than one company, make sure that you are selecting the correct name when managing you inventory.

1. Go to **Inventory** on the top menu.

2. Select **Manage Inventory**.
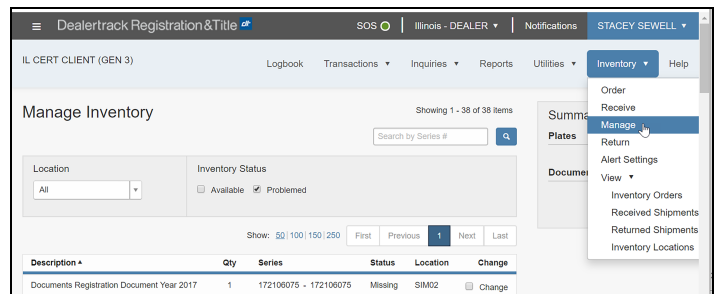
3. Locate and select the inventory you would like to add as **Problem Inventory** by checking the **Change** checkbox to the right of the line item.

   A second section will appear allowing you to list the quantity of items you are changing, list the series numbers for those items and select the **Problem** type from the dropdown menu.
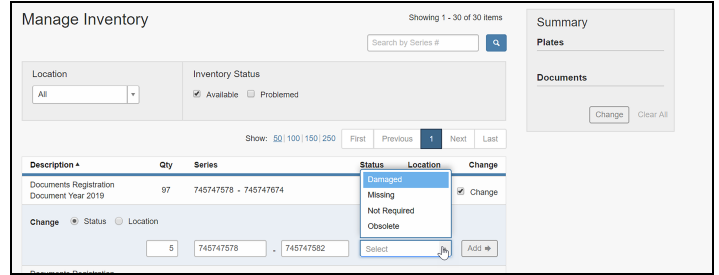
4. Once all items are filled in click the **Add** button to add the items to the **Summary** window.

5. Once all items are updated click on the green **Change** button in the Summary window.
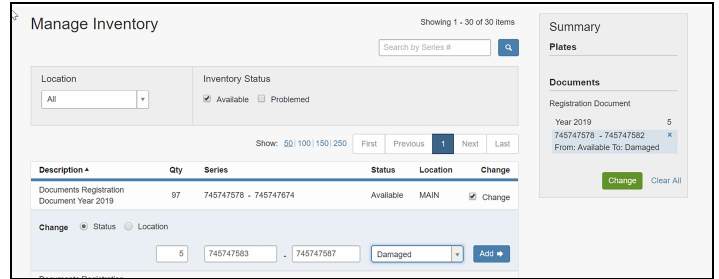
6. You will get a confirmation window that all changes have been made.

After the inventory has been reported as a problem whether by the user or by a voided transaction, the system will automatically add the items to the **Returnable Inventory Queue**. However, it still needs to be marked as returned so that DealerTrack RTS inventory administrator can monitor it accurately and keep record and/or track of the inventory starting from when it was marked as a problem up to when it was received at the warehouse.

> *Important: We highly recommend that you return the problem inventory right after you have marked it as a problem and include any other items that appear in the queue as returnable inventory due to voided transactions. All items MUST be returned within 30 days of being marked as a problem or a $125 fee per item will be ACH from your account.*

Return Inventory

The Returnable Inventory Queue is in the Return menu in the Inventory Menu. It will display all items that were marked as a problem:

1. Go to **Inventory** > **Return**
2. Click on the checkbox next to the items that will be included in the shipment.

3. Click **Add to Shipment** and the item will appear in the **Shipment Details** window on the right.

4. Once all items are added to the Shipment Details click on the green Create Shipment button in the Shipment Details window.

5. You will get a confirmation window stating your shipment was created. You MUST print the Packing List by clicking on the Packing List icon below the Shipment ID. This Packing List must be included with your return shipment.