



Lookup Guide

Barcode Cross-Reference Management

Part of ScanIt Parts
Inventory Management System

Innovative Programming Systems
Updated September 2026

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1. Lookup Overview

Which guide do I need? This guide is for building and managing your **barcode cross-reference library** — the list that tells ScanIt Parts which barcodes map to which part numbers. If you just want to *look up a part you are holding* (see bin, price, stock, print labels), see the *Part Inquiry User Guide* instead.

Not every barcode matches the part number in your DMS. UPC codes, tire barcodes, aftermarket boxes, and retail items often use different numbers. **Lookup** links any scanned barcode to the correct part number in your DMS.

Once saved, the link works everywhere in ScanIt Parts:

- Receiving
- Part Inquiry
- Cycle Counting
- Bin Changes
- Returns
- Other Items

There are two ways to manage lookups:

- **Scanner** — Scan and map on the spot when a barcode is not found
- **Web dashboard** — Add, edit, or delete lookups from the Lookup page

Both go to the same list. A lookup added on the scanner shows on the web, and vice versa.

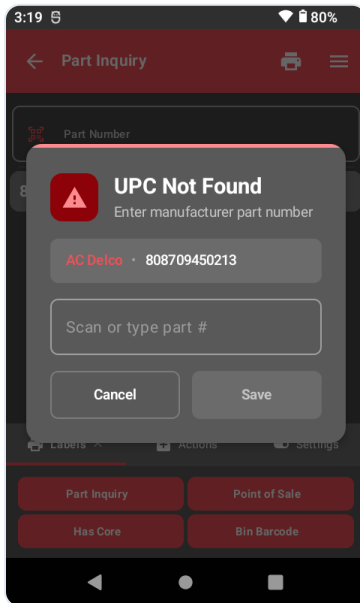
Tip: Lookups are dealer-specific. Each store keeps its own cross-reference list. Your lookups do not affect other dealers.

2. Add to Lookup (Scanner)

2.1 When It Triggers

The Add to Lookup dialog pops up when you scan a barcode the system does not know. This works in any mode: Receiving, Part Inquiry, Perpetual, Bin Changes, Returns, or Other Items. The scanner shows:

UPC Not Found: "The [Manufacturer] UPC does not exist. Please enter the manufacturer part number."



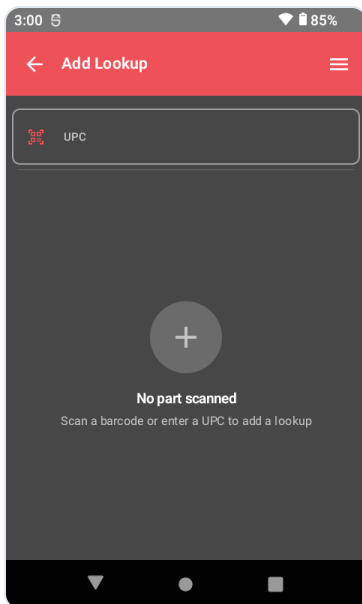
If the barcode is already mapped, scanning it goes straight to the part details. No dialog appears.

2.2 How to Add a Lookup

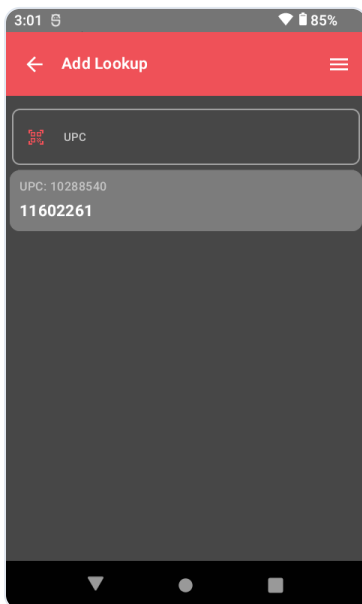
- 1 Scan a barcode in any mode. If unknown, the Add to Lookup dialog appears.

30-character limit on the scanned barcode: The barcode you scan must be 30 characters or fewer. Very long codes — like a QR code that turns into a web link — are rejected. If you accidentally scan a QR code or URL label, the system will not accept it. Scan the real part barcode on the box instead.

- 2 Scan or type the **dealer part number** from your DMS (up to 30 characters, auto-uppercased)



- 3 Press Enter or tap **Save** — the system says "Cross over added!"



- 4 From now on, that barcode links to the dealer part number in every screen

Tip: You only add a lookup once. After that, every user at your store gains from the link. Add a tire barcode in Receiving, and it also works in Part Inquiry, Cycle Counting, and more.

2.3 What You Can Map

You can map **any barcode** to **any part number in your DMS**:

Item	What You Scan	What You Enter
AC-Delco UPC	UPC barcode on the AC-Delco box	The GM dealer part number from your DMS
Motorcraft UPC	UPC barcode on the Motorcraft package	The Ford dealer part number from your DMS
Tires	Barcode on the tire sidewall or label	Your DMS tire part number
Accessories	UPC on a hat, shirt, or key chain	The accessory part number in your DMS
Aftermarket parts	Third-party maker barcode	Your store's part number for the item
Case/pallet barcode	Barcode on bulk packaging	The single part number inside

Key Point: Lookup works for anything you store in your DMS. If it has a barcode and a DMS part number, you can map it — parts, tires, gear, golf clubs, gift items, or any product your store carries.

Important Notes

- The barcode and part number **cannot be the same** — the system blocks this
- Part numbers max out at **30 characters**, changed to uppercase
- **No duplicates** — if a barcode is already mapped, scanning it goes straight to the part
- Lookup activity shows up in the **Enterprise Dashboard** reports

2.4 Scan Prefixes

Some barcode labels include a prefix before the part number. This is a short code — often a manufacturer ID — that your DMS does not store. For example, a label might scan as **GM12345678** but your DMS only knows **12345678**.

A **scan prefix** tells ScanIt Parts to also try the part number with that prefix stripped off. When you scan a barcode, the system checks the full code first, then tries again without the prefix. If the stripped version matches a part in your DMS, the scan succeeds. You never see a "part not found" message just because of a prefix.

Where scan prefixes work: Receive, Returns, PickIt, and Pick To Route. This covers the main workflows where mismatched labels cause problems.

Scan prefixes are set in your dealer [Settings](#). Your admin or IPS sets them up. You can have more than one prefix — for example, one for GM labels and one for a third-party supplier.

Tip: If parts keep showing as "not found" even though you know they are in your DMS, a scan prefix may be the fix. Call IPS support and describe the barcode format. We can identify the prefix and set it up for your store.

3. Automatic Pulls

For GM and Ford dealers, ScanIt Parts pulls AC Delco and Motorcraft barcode data daily on its own. No setup needed.

These auto-pull lookups:

- Show up in the Lookup list on the web
- **Cannot be edited or deleted**
- Stay in sync with GM and Ford
- Are marked as auto-pull so you can tell them apart

3.1 How AC Delco / Motorcraft Scanning Works

This is the most-asked question, so the full flow:

Behind the scenes (every night):

1. IPS pulls fresh AC Delco barcode-to-part-number cross-references from GM.
2. IPS pulls fresh Motorcraft barcode-to-part-number cross-references from Ford.
3. New UPCs published in the last 24 hours land in the table automatically. Your store inherits all of it.

On the scanner (any module):

1. Scan the AC Delco UPC (or Motorcraft barcode) on the box.
2. ScanIt Parts looks up the UPC and translates it to the correct GM or Ford DMS part number. The user does not see the translation — it is invisible.
3. The DMS lookup runs against the translated part number. Bin location, on-hand quantity, on-order, list price, cost, description, and supersession info come back live.
4. Continue with whatever workflow you started: Receiving, Part Inquiry, Bin Change, PickIt, PackIt, POS, Perpetual count, Returns.

At the POS counter (DDPM software):

Same translation happens at the parts counter. Scan the AC Delco or Motorcraft UPC with the USB scanner, and DDPM types the DMS part number into whatever DMS field has focus — saves the parts counter person from looking up cross-references manually.

How this differs from Add to Lookup: AC Delco and Motorcraft are auto-pulls — you never need to add an Add to Lookup entry for them. **Add to Lookup** is the dealer-managed cross-reference table for everything else: aftermarket UPCs, tire barcodes, case barcodes, accessory packaging, and any other barcode you want mapped to a DMS part number. See Chapter 4 for the dealer-managed flow.

How this differs from Manufacturer Data Feeds: Manufacturer Data is for shipment / invoice reconciliation (knowing what GM, Ford, Honda, etc. shipped you on a specific PO). AC Delco / Motorcraft barcode scanning is its own daily pull and runs whether or not you have GlobalConnect or Ford manufacturer data feeds enabled.

If a specific AC Delco / Motorcraft part will not scan: rare. Check that the barcode is a current AC Delco or Motorcraft barcode (not a generic UPC label). If the part is brand new (last 24 hours), wait one nightly pull. If it still does not work, call IPS support at 810-695-9332 — we can force a pull or add the cross-reference manually.

Works on every scanner model in the IPS fleet (Avery Dennison 6059+, Chainway C66, Chainway C72, Zebra LS4208 at the POS counter). Works in every module. Behaves identically across all 6 supported DMS platforms.

Important: Auto-pull lookups are read-only. Only manually created lookups can be changed. This keeps manufacturer data safe from accidental edits.

4. Lookup on the Web

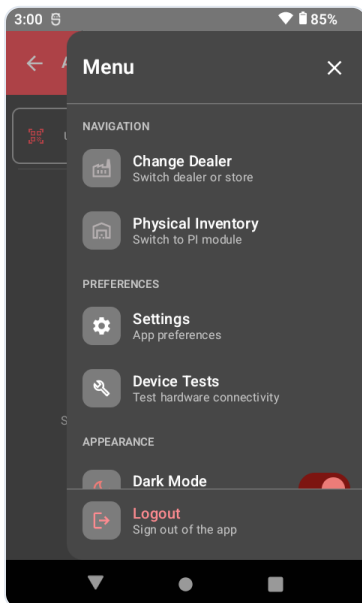
The **Lookup** page on the web dashboard lets you manage all barcode cross-references. Go to **Lookup** in the left menu.

4.1 Viewing Lookups

The Lookup page shows all cross-references for your store. Each row shows:

- The UPC barcode value
- The linked DMS part number

Use the search box to filter by UPC or part number.



4.2 Adding a Lookup

- 1 Select **Add Lookup**
- 2 Enter the UPC (the number from the barcode on the part)
- 3 Enter the DMS part number and select **Add**

4.3 Editing a Lookup

- 1 Find the UPC/part you want to change and select **Edit**

- 2 Make your changes and select **Update**

4.4 Deleting a Lookup

- 1 Find the UPC/part you want to remove and select **Delete**

- 2 Confirm by selecting **Yes**

Tip: You can add lookups from the scanner or the web. Both go to the same list. Use the scanner for on-the-spot mapping. Use the web when you have a list to enter at your desk.

5. Troubleshooting

Problem	Fix
Add to Lookup keeps showing for the same barcode	The last lookup may not have saved. Make sure you press Enter or Save after typing the part number. Check Wi-Fi.
"Parts match" error	The barcode and part number are the same. Enter the DMS part number, not the same barcode value.
Cannot edit or delete a lookup	It is an auto-pull (AC Delco or Motorcraft). Auto-pulls are read-only and cannot be changed.
Lookup works on scanner but not on web	Check Wi-Fi. The lookup may not have synced. Try again in a few minutes.
Wrong part number linked	Go to Lookup on the web. Find the UPC, select Edit, and fix the part number.
Barcode scans but shows wrong part	A lookup may have the wrong part number. Check Lookup on the web and correct it.

6. Quick Reference

Add a Lookup (Scanner)

On the scanner, open **Add Lookup** from the main menu, scan or type the barcode, enter the DMS part number, and save.

Add a Lookup (Web)

Lookup ? **New Lookup** ? **Add Lookups** ? fill in **UPC / Lookup** and **DMS Part #** ? **Add Lookup**

Edit a Lookup

Lookup ? find the row (use the search box) ? click the **Edit** button on that row ? change the values in the **Update Lookup** window ? **Update Lookup**

Delete a Lookup

Lookup ? find the row ? click the **Delete** button on that row ? confirm with **Delete Lookup**

Import Lookups from a File

Lookup ? **New Lookup** ? **Import Lookups From File** ? drop a CSV or XLSX file ? **Next** ? **Import Lookups**

These controls do not exist: there is no "Find UPC" control, no "Add to List", no "Scan Unknown Barcode" button, and no "Yes" confirmation. The search box is a plain field (its placeholder reads "Search for a partial or full part number..."), the column is headed **UPC / Lookup**, and the field is labeled **DMS Part #** — not "DMS Part Number".

What You Can Map

- UPC barcodes (AC-Delco, Motorcraft, any retail box)
- Tire barcodes
- Accessories (hats, shirts, key chains)
- Aftermarket parts
- Case/pallet barcodes
- Anything in your DMS with a barcode

Key Rules

- Lookups are dealer-specific (each store has its own list)
 - Scanner and web lookups go to the same list
 - Auto-pulls (AC Delco, Motorcraft) are read-only
 - Part numbers max 30 characters, auto-uppercased
 - Barcode and part number cannot be the same value
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