



Manufacturer Data Import Guide

Import Packing Slips and Invoices from Manufacturers

Part of ScanIt Parts
Inventory Management System

Innovative Programming Systems
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1. Manufacturer Data Import Overview

Which guide do I need? This guide covers **manual import** — dragging and dropping packing slip or invoice PDFs into ScanIt Parts. If you want data to flow in *automatically* from your manufacturer (GM, Honda, Chrysler, Mercedes, etc.), see the *Manufacturer Setup Guide* instead.

The Import tab under Manufacturer Data lets you import packing slips and invoices from your manufacturers. Once imported, you can compare what was shipped vs. what you scanned during receiving. This helps you catch missing parts, wrong counts, and shipment errors fast.

Use Import when:

- A shipment arrives and you want to check it against the packing slip
- You need to verify what was invoiced matches what you received
- Parts are missing from a shipment and you need proof
- You want a paper trail for manufacturer claims

Tip: Import works best when paired with the Receiving scan. First receive parts with the scanner, then import the packing slip to compare. The system shows you the gaps.

2. Importing Manufacturer Data

2.1 How to Import

- 1

Go to **Manufacturer Data** in the left menu on the web dashboard, then select the **Import** tab
- 2

Download the packing slip or invoice PDF from your manufacturer's website to your computer
- 3

Drag the saved PDF file into the drop zone on the screen
- 4

Watch the **progress bar** for each file as it uploads and processes

Tip: You can drag multiple files at once. Each file is processed on its own.

Live Upload Progress

Each file you add appears in an **uploads list** with a live progress bar. The bar shows the stage the file is in — uploading, then processing — and the manufacturer it was matched to (for example, "GM" or "Chrysler"). Large files no longer leave you guessing: you can watch them work from 0 to 100%.

- If a file finishes, the row shows it is done. If it fails, the row shows an error message.
- Click a file's **Details** to see a timestamped log of what happened.
- Use **Dismiss** on a row, or **Dismiss completed**, to clear finished files from the list.

You can leave the page while files process — the import keeps running and the progress is still there when you return.

2.2 Understanding Results

What You See	What It Means
Green checkmark	File was read and imported. Parts and counts are now in the system.
No checkmark	That manufacturer's format may not be supported yet. Contact support.

Error message

The file could not be read. Make sure it is a valid PDF from the manufacturer.

Important: Import support depends on the manufacturer. Not all manufacturers provide data in a format that can be imported. If your manufacturer is not working, contact IPS support.

3. Supported Manufacturers

Manufacturer Data Import works with manufacturers that provide packing slips or invoices in a standard format. Support varies by manufacturer:

Status	What It Means
Supported	Drag and drop works. Green checkmark after import.
In development	IPS is working on support. No checkmark shows after import.
Not available	The manufacturer does not provide data in a format that can be read.

Note: New manufacturers are added over time. If you need a specific manufacturer, contact IPS support. We may be able to add support for their format.

Manufacturers with automatic data feeds (set up in [Manufacturer Data > Automatic](#)) do not need manual imports. See the **Manufacturer Setup Guide** for auto-pull details.

Reading the Automatic tab: Each manufacturer row shows three columns — **Last Attempt** (when IPS last tried to pull), **Data Arrived** (when new data actually came in), and **Status** (how fresh the data is). A recent Last Attempt with an older Data Arrived is normal — the pull ran but the manufacturer had nothing new. Full details are in the Manufacturer Setup Guide, Chapter 7.

4. Reconciliation

4.1 What Is Reconciliation

Reconciliation means comparing two sets of data to find differences:

- **What was shipped** (from the manufacturer's packing slip)
- **What you scanned** (from receiving on the scanner)

This tells you:

- Parts on the packing slip that you did not scan (missing from shipment)
- Parts you scanned that are not on the packing slip (extra or wrong parts)
- Count differences (packing slip says 5, you scanned 3)

4.2 How to Reconcile

- 1 Scan all parts during receiving as you normally do
- 2 Go to [Manufacturer Data](#) > [Import](#) on the web dashboard
- 3 Import the packing slip or invoice for that shipment
- 4 Review the comparison. The system highlights differences between what was shipped and what was scanned.
- 5 Follow up on any gaps. Look for missing parts. File a claim with the manufacturer if needed.

Tip: Run the comparison as soon as the shipment is received. The sooner you catch a problem, the easier it is to resolve with the manufacturer.

5. Troubleshooting

Problem	Fix
No green checkmark after import	That manufacturer's format may not be supported. Contact IPS support.
File will not drag into the drop zone	Make sure it is a PDF file. Other file types are not accepted.
Parts from packing slip do not match what was scanned	Double-check that you imported the right packing slip for that shipment date.
Import shows error	The PDF may be damaged or in an unexpected format. Try downloading it again from the manufacturer's site.
Count differences between imported data and scans	Re-check the physical parts. Scan any missed items. If counts still differ, file a claim.
Same packing slip imported twice	Duplicates will not cause errors, but they can confuse counts. Use dates to find the right import.

6. Quick Reference

Import a Packing Slip

Manufacturer Data > Import > Download PDF from Manufacturer > Drag into Drop Zone > Green Checkmark

Reconcile a Shipment

Scan Parts (Receiving) > Manufacturer Data > Import > Import Packing Slip > Review Differences

Import Results

- **Green checkmark** = File imported
- **No checkmark** = Format not yet supported
- **Error** = Bad file, re-download and try again

When to Use Import

- After receiving a shipment — compare scans to packing slip
- When parts are missing — get proof for manufacturer claims
- To verify invoices — make sure what was billed matches what arrived

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