

Receiving

Scans all barcode types: 1D, 2D, and QR codes from every OEM — automotive (GM, Ford, Toyota, Jaguar, Land Rover, and all makes), powersports (Yamaha, Suzuki, Polaris, Sea-Doo, Harley Davidson, and more), and heavy duty.

No barcode on the part? Type the part number and your scanner prints an adhesive barcode label to attach to the box.

Automatic cross-reference: AC Delco barcodes cross-reference to GM part numbers and Motorcraft to Ford — daily updates, no setup needed.

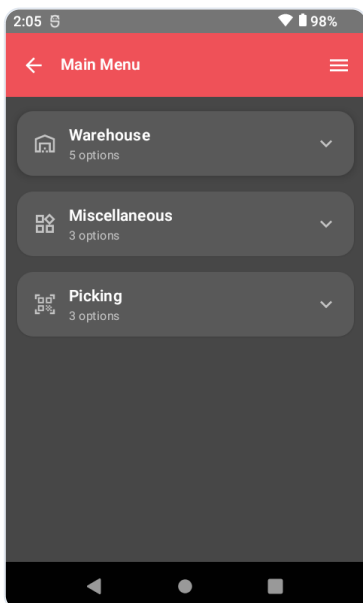
Unknown barcode? The Add to Lookup dialog appears so you can map any UPC, tire code, or aftermarket barcode to your DMS part number. One-time setup — works everywhere after that.

Print History — Tap the clock icon in the top bar to see recent print jobs (part#, label type, time, qty). Available on every screen.

Print Confirmation — When qty is more than 1, a dialog asks "Print X labels?" before printing. Prevents accidental bulk prints.

Attention Audio — An audio tone plays when the order or shipment selection modal appears. Helps in noisy warehouses.

1. Select Receive on the scanner.



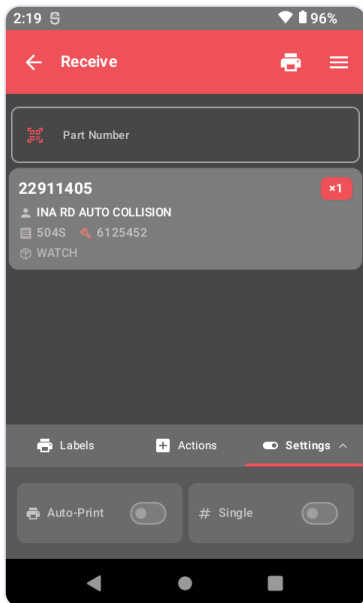
2. Make scanning and label printing selections.

a. Single Mode

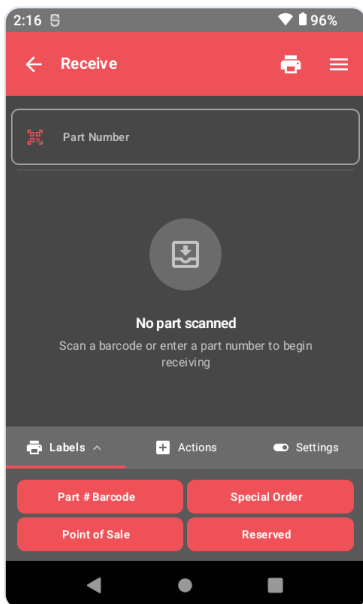
- i. Button to the left = scanner will prompt to enter a quantity if more than one is on order.
- ii. Button to the right = you will need to scan every single part, no quantity count.

b. Print Mode

- i. Button to the left = labels will only print for special orders.
- ii. Button to the right = labels will print for everything scanned.

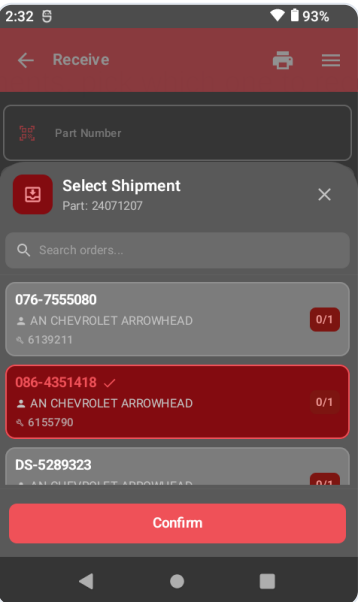
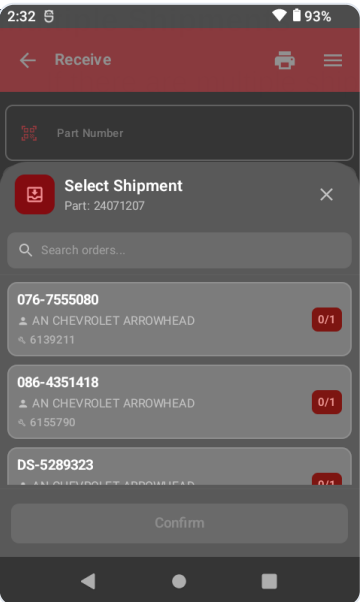
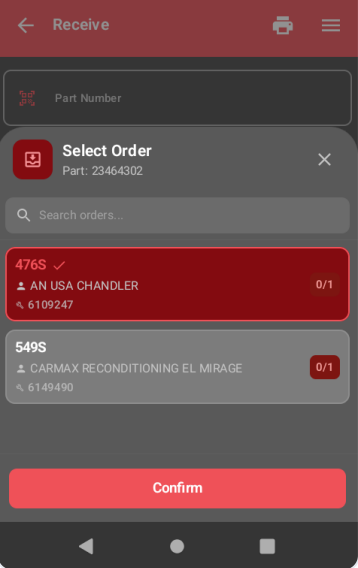
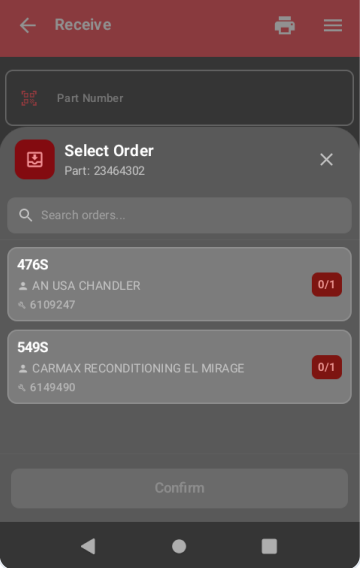


3. Scan part(s) to receive.



Multiple Orders on a Shipment

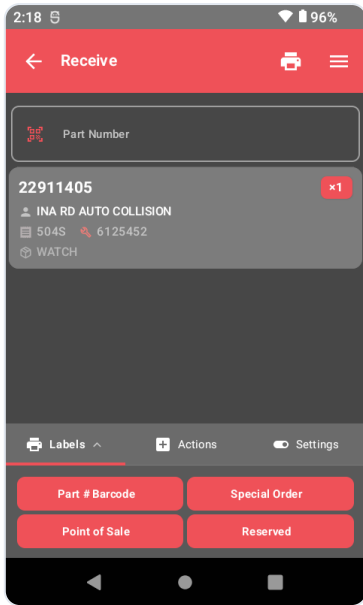
If a shipment has more than one order, the scanner asks which order to receive.



Receive first.

Receiving

4. To print a label, other than what automatically prints, select the label type.



Part # Barcode

Label with barcode showing part number (08F20-S9A-10003), Bin (103G), PNC, Grp, and description (PRIMER).

Part # Barcode

Special Order

Label showing: Inv# 2251, Emp 121, PO# S0050511, Bin SP-ORD, Part# 04770-SWA-405, Date field, LANDSCAPE S/C.

Special Order

Point of Sale

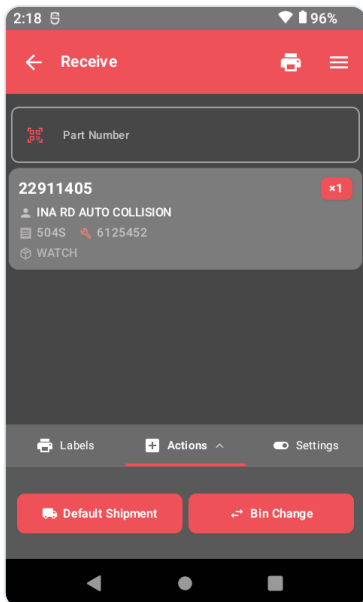
Label showing large price (\$112.82), barcode, part number (08P05-TVA-131), description (PRELOAD INSPECTN 30), BIN SP-ORD.

Point of Sale

Reserved
Label showing
"RESERVED" header,
"THIS PART IS
RESERVED FOR", NAME:
field, date/time (10/20/20
08:57:49 AM), "ONLY
VALID FOR 14 DAYS
AFTER DATE".

Reserved

5. To enter a shipper number to the part scanned or change the bin, select +.



Did I scan everything on the shipment?

Two ways to check:

1. **While receiving:** keep scanning until you are through every part on the shipment. The receiving session tracks the scans against that shipment in real time.
2. **After receiving:** on the dashboard at sip.ipsdev.com, go to **Reports ? Over/Short Report**, select **Shipment #** mode, type the shipment number, and run the report.

The Over/Short Report lists only parts with a discrepancy (labeled OVER or SHORT). **A blank report means success** — every part on the shipment was scanned in at the correct quantity.

Part Inquiry is NOT for receiving. Part Inquiry is a lookup-only tool — scan a part and the scanner shows bin, quantity on hand, cost, description, and can print a quick label. It does not track receiving progress and does not post to the DMS. Use the steps above to verify a shipment, not Part Inquiry.
