

Inventory Management System (IMS) Access Through webDEALER

INVENTORY MANAGEMENT SYSTEM ACCESS THROUGH webDEALER

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Introduction

This guide is intended to assist a dealership in acknowledging the first shipment of license plates in the new Inventory Management System (IMS).

Setting IMS Permissions in webDEALER

Step 1: Check Administrator Access

Every webDEALER administrator will be given the ability to grant IMS access to other webDEALER users, depending on your dealership preferences. TxDMV has preset all existing administrators with permission to the IMS. Please verify the inventory permissions, before attempting to grant permissions to other webDEALER users or accessing the IMS.

Verify Administrator Inventory Permissions

- 1. Login to webDEALER.
- 2. Select the eTAG icon.
- 3. Set your dealership location.
- 4. Click the **Administration** button on the top ribbon.
- 5. On Account Details page, choose your Administrator Username.
- In the User Details page choose the Inventory dropdown, to view the permissions for the IMS.
- Verify that you have the following Inventory permission options checked: Track Orders, Receive Inventory, Request a Plate Return, Report Inventory Missing/Stolen, Allocate Inventory Between Locations.
- If any of the permission options listed above are not checked, please check them as Administrators should have the options.
- 9. Repeat the steps above, for each location where you are an administrator.

ser Details		¢
Dealer ID: Dealer Name:	0.000	
Username :	Status: Active	
Name : Distriction and the	Email: sjular@mailmater.com	
signed Permissions		
WODEALER		
inventory		
Order Plates / Request Plate Allocation Increase		
Track Orders		
Z Receive Inventory		
Request a Plate Return		
Report Inventory Missing/Stolen		
Allocate Inventory between Locations		
View Only		
Reports		
#TAG		
OTTLE (WOODEALER)		
fann fannal	Minut to an internalistant	Dealasta
save Cancel	view Associated i	Naier(s)

① Note: Adding IMS Order Functions

As your dealership approaches the time to re-order inventory, check the **Order Plates/Request Plate Allocation Increase** permission option. This permission is not currently set because TxDMV is placing the first order to your dealership.

Login				
	Indicates Require	red Field		
	Dealers	County / TxDM\	Commercial Fleet Buyer	
		* Username : E	nter User ID	Eorgot Username? Forgot Password?
		* Password : "	ê Login	Create New User
				webDEALER v25.2-213 - Friday April 04 2025
	Welcome			
e select the applic	cation to start		Logoff	

_	G TEXAS GROW.			
Page Tags	Administration	Payments 🔻 Reports	Support	
ount Details				
Dealer ID:	19734			
Dealer GDN:	P17758		Address	
GDN Category:	MOTOR LIBROUGH		1902 E CE KILLEEN,	INTRAL TEXAS EXPY, TX 76541
Business Name:	10000-00409-010			
Doing Business As:	\$1000 CO.0078- (75			
Contact Name:	ALE COMPLUTE			
Email:				
Phone #:	(094)001-0000			
Add User				
Add User	5			
Add User	s Name	Email	Status	Action
Add User st of Associated Users User Name <u>T. RMEDA</u>	S Name RAMANA MEDA	Email	Status Active	Action
Add User st of Associated Users User Name T. RMEDA T. VTHOMPBON123	S Name RAMANA MEDA VINCE THOMPSON	Email	Status Active Active	Action Remove Association iii Lock User Emmyse Association iii Lock User
Add User st of Associated Users User Name I. RMEDA T. VTHOMPSON123 T. ABAJENDRANZ	S Name RAMANA MEDA VINCE THOMPSON ANJ RAJENDRAN	Email Terre Till gynal cen prinsekeen gynaliseke cen ans nijerdeen Till gebru gyn	Status Active Active	Action Convert Association Lock User Remover Association Lock User Remover Association Lock User Lock User
Add User st of Associated User: User Name T RMEDA T VTHOMPBON122 T ARAJENDRANZ T DHAMILTON1	S Name RAMANA MEDA VINCE THOMPBON ANU RAJENDRAN DAN HAMILTON	Email one Tiggendian processignediane on as separate "gentragen	Status Active Active Active Active	Action Remove Association (a) Lock User Remove Association (b) Lock User Remove Association (c) Lock User Remove Association (c) Lock User
Add User st of Associated User User Name I RMEDA T VTHOMPSON123 T ARAJENDRANZ	S Name RAMANA MEDA RAMANA MEDA VINCE THOMPSON ANU RAJENDRAN DAN HAMILTON KALPANA DOKALA	Email Foru: Triggenal con printedentes Con ans. reporting Triggenal con an	Status Active Active Active Active Active	Action Convert Association
Add User st of Associated User User Name I.RMEDA T.VTHOMPBON123 T.ABAJENDRANZ T.DHAMILTON1	S Name RAMANA MEDA RAMANA MEDA VINCE THONPBON ANU RAJENDRAN DAN HAMILTON KALPANA DOKALA RAMANAURTHY	Email Fernal Control C	Status Active Active Active Active Active Active	Action Construct Association Construct Association

	Dealer ID:		
	Dealer Name:	IODIA COLINERI (PO	
	Username :	Status: Active	
	Name : find the second	Email : subscription	for com
Assig	ned Permissions		
> webD	EALER		
* inven	tory		
	Order Plates / Request Plate Allocation Incre	31e	
	Track Orders		
	Receive Inventory		
	Request a Plate Return		
	Report Inventory Missing/Stolen		
	Allocate Inventory between Locations		
	View Only		
	Reports		
▶ eTAG			

Step 2: Grant IMS Access for Non-Administrator Users, Responsible for Receiving Inventory

- 1. Login to webDEALER.
- 2. Select the eTAG icon.
- 3. Set your dealership location.
- 4. Click the **Administration** button on the top ribbon.
- 5. On **Account Details** page, choose the **Username** of the person you want to grant access to the IMS.
- 6. In the **User Details** page choose the Inventory dropdown, to view the permissions for the IMS.
- 7. Check all applicable permissions you want the user to have access to in the IMS.

Logging into IMS

Step 1: Login to webDEALER

- 1. Enter webDEALER username and Password.
- 2. Select the webINVENTORY icon, to go directly to the IMS.

Indicates Req	uired Field			
Dealers	County / TxD	MV Comme	rcial Fleet Buyer	
	* Username :	Enter User ID		Forgot Username?
	* Password :			Forgot Password?
		≘ Login		





Alternative ways to access IMS

- 1. If you have Inventory permissions with a GDN, then once you've set your location, you will see an Inventory menu option in your user menu.
- 2. Choose Inventory, to go directly to the IMS.

(i) Troubleshooting Tip

If you do NOT see the Inventory menu item, you will not be able to access IMS.

- 1. Check that your location has been set.
- 2. If you still do not have access, check with your administrator to ensure your Username for that dealer location has the Inventory permissions set for the IMS.

- 3. Refer to instructions under:
 - a. Step 1: Check Administrator Access, or
 - b. Step 2: Grant IMS Access for Non-Administrator Users Responsible for Receiving Inventory.

Initial License Plate Shipment

Dealerships in good standing with TxDMV will be receiving their initial shipment of metal license plates, delivered between May and June.

- Plate orders are being placed by TxDMV based on the dealership's years in operation, sales, and anticipated growth rate.
- Your dealership will be receiving a quarter (¼) of the annual allotment to start with, after which you will be placing requests for additional inventory through the IMS.

Shipping Confirmation Email

You will receive an email from TxDMV when your license plate shipment is mailed.

IMPORTANT: Take note of the **Dealer ID** number found on the shipping confirmation email, as it is REQUIRED when confirming receipt of your plates.

(i) Keep Your Dealer ID

Please note that the Dealer ID in the shipping confirmation email may be different than the Dealer ID you are actively using in webDEALER. Please keep the shipping confirmation email, as it may be needed during the inventory transfer process. Transfer procedures will be emailed separately. You can also find your Dealer ID in the Administration>>Account Details section in webDEALER or eTAG.

Ż	C.
H	tello,
Y	our license plate shipment is on its way.
It	is being delivered to the primary location associated with:
G	DN.
D	ealer ID.
E	stimated Delivery Date:
F	lease confirm the outcome of your shipment through the new Inventory link ia webDEALER (instructions were provided via .GOV delivery).

Verifying Inventory Shipment

Step 1: Verify Physical Inventory Against Bill of Lading

- 1. Locate Bill of Lading: Upon shipment arrival, inspect the outside of your boxes to obtain the bill of lading.
- 2. **Check Quantity**: Compare the number of boxes or individual license plates received with the quantities listed on the bill of lading.

(i) Counting Tip

Please note, there could be multiple lines for the same individual license plate type (ITEM NO.). In order to get an accurate count, ensure to add all lines together, to get an accurate count of boxes, eaches or sets of the inventory item. A sample Bill of Lading has been provided below to demonstrate how the different inventory items and unit of measures (UOM) may appear.

TAYLOR WARES 8750 AUTOBAI DALLAS, TX 75 USA FOR Returns CO/CUSTOMER CHARGE TO: COST CENTER NO CUSTOMER PO NO. SOLD TO: TEXAS SHIP TO:	*** RE W/ OF SPI	PRINT *	PAI CO. TAYLOF TO 6 7 O INSTRUCTIO	E Ø BILL OF LADIND WAREHO 95 95 NS: IS BRITHURY	1 DATE	06/10/ 01-H06 ND DISTRI	25 10.12 2024 BUTION		
			CA	RRIER:					
	REQUESTED BY	DELIVERY	DELIVERY	TERMS	SHIP VIA			WEIGHT	NO. OF PIECES
		INSIDE	Prepai	a	UPS Ground - STG REO		REQ	12	1
ITEM NO.	DESCRIPTION		LOCATION	# OF UNITS	UOM	GEV. HER UNIT	B/DUNITS	TREAL OTV. SHIPPED	VALUE
	Passenger - General Iss Licn:C068658245 Job#:01 CuPo:20250416_7_002 Ser#:WSJ6450 Trk#:	ue -1830840	AUTOPICK	1	вх	25		25	
902003	Buyer Provisional Licn:C088668245 Job#:01 CuPo:20250428_003A Ser#:BYR07500 Trk#::	-1899536	AUTOPICK	1	EA	1		1	
157749	Passenger - General Iss Licn:C068703885 Joh#:01 CuPo:20250423_001 Ser#:WXX6655 Trk#:	Passenger - General Issue Licn:C068703885 Job#:01-1858792 CuPo:20250423_001 Ser#:WXX6655 Trk#:		1	SE	1		1	
902002	Out-of-State Buyer Licm:C068703885 Job#:01 CuPo:20250506_009B Ser#:OSB32052 Trk#:	-1914617	AUTOPICK	1	EA	1		1	

Step 2: Verify Inventory in IMS

Access Inventory Menu

- 1. Select the **Inventory** menu item.
- 2. Choose View Inventory menu option.
- 3. In the **Inventory Location** field, type in the **Dealer ID** from the Shipping Confirmation email (above). **Do not use** the GDN to search in the IMS.
- 4. Click the **Search** button to display inventory at your location.

() Home Page	O My Favorites	(1) Product Order	Inventory
View Inventory	Diff# Nog Noson Loons Pols Number	Helo, Your increase plate shipment is on its way. It is being delivered to the primary location associated with: GDN Dester ID Estimated Delivery Date:	View inventory Order Receiving Inventory Order Ucense Plate Management Inventory Items
Your Dealer ID *	s INVENTORY LOCATION S IN STOCK S ORDERED NO	Please confirm the outcome of your shipment through the new inventory link via webDEALER (instructions were provided via .GOV delivery). c REMAINING c ALLOTMENT c YTD CONSU Results	Q Search

Verify Plate Numbers for Each Plate Type

Select License Plate Type:

1. Click the triple dots icon under the "In Stock" header to view serial numbers for the license plate type you want to inspect.

View Inventory														
Inventory Location	Item Description DH1	TH .	Flag Reas	on Y	License Pla	te Number								Q, Search
DHT# 0	ITEM DESCRIPTION	INVENTORY LOCATION	۰	IN STOCK	۰	ORDERED	٥	REMAINING	ALLOTMENT	٥	YTD CONSUMPTION	۰	SERIALIZED	٠
157747	Passenger - General Issue (8X)	PERMIT ADDRESS	erail.	1899		0		0	0		0		Yes	
902002	Out-of-State Buyer Plate (EA)	PRODUCTION SCHOOL NO. LOC (14) NUMBER AND Y FRAME	erse).	III 66		0		0	0		0		Yes	
902003	Buyer Provisional Plate (EA)	HERE STREET, N. LO. (14)	67263	10		0		0	0		0		Yes	

Organize Plate Numbers:

- 1. On the View Inventory screen, choose the "Serial Numbers" label to see all unique license plate numbers.
- 2. Click the "Serial Numbers" column to sort the license plate numbers in ascending or descending order.
- Use the bottom navigation arrows to move to the next or previous page.

Compare Counts: Verify that the physical plate counts match the numbers listed in IMS.

View Invent	ory			;	×
DETAILS	AL NUMBERS				
SERIAL NUMBER.	ORDER NUMBER¢	ARRIVED DATE	FLAG REASON	\$	
R789750	 49-Inboundf 	05/02/2025	4		
R789751	49-Inboundf	05/02/2025	8		
R789752	49-Inbound	05/02/2025	5		
R789753	49-Inboundf	05/02/2025	5		
R789754	 49-Inboundf 	05/02/2025	9	< 1 / 10 > >>	

(i) Unable to Confirm Inventory Quantities

You must be able to confirm the quantity of inventory shipped to your location. If you are unable to confirm your quantity of inventory, because you are unable to see the View Inventory screen in the IMS, email **Dealer_Plate_Confirmation@txdmv.gov** for assistance.

Transfer Inventory

Access Transfer Order Menu

The Transfer Orders menu, allows users to transfer orders from one facility to another.

From the main IMS menu:

- 1. Select the **Inventory** menu item.
- 2. Choose Transfer Orders menu option.
- 3. Click **New Transfer Order** button to start the transfer.

			Inventory Items
ALL ORDERS OPEN (96) SUBMITTED (0) COMPLETE (3131)			
Order Number			Q Advanced Search + New Transfer Order
ORDER NO. © ORIGIN FACILITY	DESTINATION FACILITY DATE	DESCRIPTION	e status e actions

ound Orders

nventory Order View Inventory by SKU

Transfer Orders

Step 1: Enter Transfer Details

O Transfer Details			Items			Review
Order Number XFER00011906814	Origin Focility ★ P867 - Sample Dealer : ★	Destination Facility ★ P867 - Sub-location *	Shipping Address 123 Sample Street, Sample City, TX ,	Order Date	Status open	~
Description	Order Comments					
X Cancel						Items >

An order number will be automatically generated. Select an **Origin Facility** then select a **Destination Facility**.

- 1. The Destination Facilities drop down list will only be populated by facilities that have the same GDN/Merchant Number of the Origin Facility. So for example, if you select a motor vehicle dealership for the Origin Facility, you cannot select a different GDN as the Destination Facility.
- 2. Validate that the correct shipping address for the Destination Facility is displayed.
- 3. Optionally enter a **Description** or **Order Comments**.
- 4. Click the **Items** button on the bottom right of the screen to continue.

The IMS utilizes the address on record from the eLicensing system, as this is the system of record for your dealership information. If you find that your dealership address information is not accurate, follow the standard process to get this information updated through eLicensing. Once your information has been updated, the IMS will receive the updates, automatically.



Step 2: Select Items to Transfer

- 1. Click the **Search** button to retrieve the inventory for the Origin Facility.
- 2. The available inventory for the Origin Facility will be displayed.
- 1. Use the [-] and [+] icons to decrease or increase the quantity of the items in the order, you can also manually type the quantity in the field between the icons.
- 3. Click the **Review** button at the bottom right of the screen to continue.

Step 3: Review Transfer Summary

- 1. The screen will display details on the order including transferred items and quantity.
- 2. Clicking Submit Transfer will change the status of the Transfer Order from Open to Shipped.
- 3. If the order is successful a message will display saying "Your transfer order has been submitted". There will also be a button to optionally print a receipt of your transfer order summary.
- 4. Click **Done** to return back to the Transfer Orders menu.

Transfer Details	liems			Revie
Order Number XFER00011906814	TRANSFER ORDER SUMMARY		Orde	er Comments
Origin Facility P687 - Sample Dealer Name - 123 Sample Street Sample City (867530)	TEAS Drivote Bus (SET) Origin facility: PS37- Sample Ceaser/Name - 123 Sample Cireef Sample City (857133)	1 ¤)
Destinction Facility P5309 - Sample Dealer Name - 876 Sample HWY Sample City (309857) Ship To	TOAS Buyer Provisional Plate (EA) BYRDUDUU Organ Facility. FB37 - Sample Dealer Name - 123 Sample Sheet Sample City (857535)	1 14	SUCC Your transfer order XFER0001	ess 1906814 has been submitted.
876 Sample HWY Sample City TX 78777 Contact	BBB-11111 Possenger - General Issue (SET) Origin Facility: Pissr-Sampe Dealer Name - 123 Sampe Street Sampe City (607530)	1 52	Print	Done
Order Date 06/03/2025		«	< 1 /1 > >>	
♦ Items				🗸 Submit Tra

Receiving Inventory After a Transfer

Step 1: Navigate to Order Receiving Page

From the main IMS menu

- 1. Click Inventory menu Item
- 2. Select Order Receiving



Step 2: Select Order to Receive

The Order Receiving page will show, new and historic orders, placed in the IMS.

- 1. If an order **Status** is listed as **Open** then the order can be received.
- 2. To receive an order, click on the **Arrow** icon under the **Actions** column of the desired order.
- 3. Click the *arrow* on the right hand menu option for the order you placed.

Order Receiving										
Inventory Facility Please Type *	Î	rder Number XFER00011906814	Record Type	۷	Order Type	~			C Clear	Q. Search
INBOUND ORDER NO.		INVENTORY FACILITY		RECORD TYPE		ORDER TYPE	REFERENCE ORDER NO.	STATUS		ACTIONS
XFER00011906814 -InboundReceiv	ving	P5309 - Sample Dealer Na Sample City (309857)	ime - 876 Sample Hwy,	transferOrder		Standard Purchase Order	20250508_004	Open	C	Receive Order

Step 3: Select Quantity of Items to Receive

- 1. Enter the receiving quantity for each license plate type.
- 2. Use the [-] and [+] icons to decrease or increase the quantity of the items in the order, you can also manually type the quantity in the field between the icons.
- 3. Click the Serial No. Validation button to continue to the next step.

		erial No. Validation		Facility Location	Review
Number of Facility	* TEXAS B11+111	NTEXAS BYROODOO	BBB +1111		
em Name	- 1 + Order Quantity: 1	Order Quantity: 1	Order Quantity: 1		
wbpy Citizes					
C Clear Q Search					

Step 4: Serial No. Validation

Be sure to inspect your inventory to ensure an accurate count of the license plates you are receiving, and ensure that license plates are not damaged or have manufacturing defects.

- 1. Click on the **Menu** icon next to the **Receiving Qty** to view each unique license plate number for the plate type selected.
- 2. A **Serialized popup screen** will appear listing all the individual license plate numbers for that plate type.

O	······ 0			0
Order Items	Serial No. Validation	Facility Locat	ion	Review
TEM NAME	ORDER QTY	RECEIVING QTY	SERIALIZED	
trivate Bus (SET)	1	III 1	true	
uyer Provisional Plate (EA)	1	III 1	true	
assenger – General Issue (SET)	1	III 1	true	

Step 5: Verify Plate Numbers

- 1. A serialized popup screen will display all individual license plate numbers for the selected plate type.
- 2. Check for any missing or defective/damaged plates compared to IMS records.
- 3. Ensure the plate numbers and quantities match what you received.

SERIALIZED PLATE CODE FLAG P 036F500 TTPP 036F501 TTPF 036F502 TTPP 036F503 TTPP TTPP 036F504 036F505 0365506 TTPP W Conce

Serialized

Plates with No Discrepancies

- 1. If all plate numbers are accurate, click the **Save** button to close the popup window.
- 2. Select the next plate type to verify.
- 3. Press the Facility Location button to continue to the next screen.

Handling Plate Discrepancies

For each plate with a discrepancy:

- 1. Click the Flag Reason dropdown.
- 2. Select either Item Not in Order or Item in Order Damaged.
- 3. Click the **Save** button to close the popup window.
- 4. Select the next plate type to verify.



- 5. Click the **[X]** to close the Serialized window and return to the **Serial No. Validation** page.
- 6. Press the Facility Location button to continue to the next screen.

Step 6: Select Facility Location

The Facility Location page displays the location where the plates have been transferred.

1. Click **Review** to move to the next screen.

			0		0
Order Items	Serial No. Validation		Facility Location		Review
TEM NAME	FACILITY LOCATION	ORDER QUANTITY	RECEIVING	SERIALIZED	
rrivate Bus (SET)	★ P17703 DODGE COUNTRY LTD, 3602 E CENTRAL TEX.	1	1	true	
luyer Provisional Plate (EA)	P17703 DODGE COUNTRY LTD, 3802 E CENTRAL TEX. 🗸	1	1	true	
			121		

Step 7: Review Order

The Review page summarizes the quantity to be transferred and the location it will be transferred to.

- 1. Click **Receive Order** button to finalize the transaction.
- 2. A success popup screen will appear.
- 3. Click **Done** to finish the transaction.
- 4. You will be directed back to the Order Receiving Page.

Order Items	Serial No. Validation	Fe	acility Location		Review
der Number		INBOUND ORDER SUMMARY		Flagged Items	
PENDOUTISU6814 - Inbound Receiving		-		No	Results
der Delivered		Private Bus (SET) FACILITY LOCATION: P5309 - Sample Dealer Name 876 Sample Hwy (309857), Storage Cabinet	1 Receiving Quantity		
der Received //04/2025 10:07:	The Lone Star State				
TAL RECEIVING QUANTITY'S :		Buyer Provisional Plote (EA) FACILITY LOCATION: P5303 - Sample Dealer Name 876 Sample Hwy (309857), Storage Cabinet	1 Receiving Quantity		≪ < 1]/1 >
7	TEXAS BBB +1111	Possenger - General Issue (SET) FACUTY LOCATION: P3303 - Sample Dealer Name 876 Sample Hwy (309857), Storage Cabinet	1 Receiving Charity	Success four order has been received I Dinns	
Facility Location			« < 1 h	> >>	✓ Receive Orc
rder Receiving					
entory Facility Order Number	Record Type	Order Type			C Clear Q

Printing a Transferred Order

- 1. From the Order Receiving page, click the **View Order Detail "eye" icon** under the Actions column
- 2. An Inbound Receiving screen will appear with a list of the license plates in the transfer.
- 3. If you want to print, click the Print button at the bottom right hand of the screen.
- 4. A printable receipt will appear.

(i) IMPORTANT: Receive Inventory After Transferring Inventory

A dealership will not be able to use transferred inventory in webDEALER, until the inventory is received in the IMS.

Nuel Receiving												
ease Type *	Order Nu	umber	Record Type	*	Order Type		~				C Clear	Q Search
NBOUND ORDER NO.	•	INVENTORY FACILITY	٠	RECORD TYPE		٠	ORDER TYPE	۰	REFERENCE ORDER NO.	STATUS		ACTION
XFER00011906814 - InboundReceivir	g	P5309 - Sample Dealer Nan Sample City (309857)	ne - 876 Sample Hwy,	transferOrder			Standard Purchase Order		20250506_004	Received		ACTIONS
		P=										→ @



Order Number: XFER0	Order Date:		06/04/2025 09:37F			
Order Type: Issuing Facility:	Transfer Order P5309 - Sample Dealer Na Sample City (309857)	ame - 876 Sample	e Hwy,	Order Status: Direction:	Received Inbound	
[SKU] - Item Name		Qty	Unit		Cost	Ext. Cos
[PBP] - Private Bus (SE	T)	1	SE		.00	.0
[BYRPLT] - Buyer Prov	isional Plate (EA)	1	EA		.00	.0
[PSP] - Passenger - Ge	neral Issue (SET)	1	SE		.00	.0
Item Count: 3					Total:	0.0