



Texas Department *of* Motor Vehicles

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).

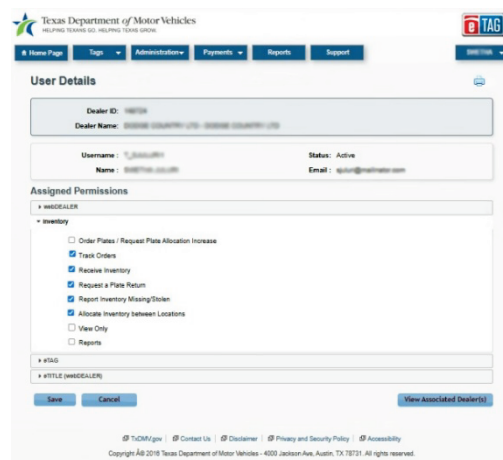
Setting IMS Permissions in webDEALER

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**.
6. In the **User Details** page choose the **Inventory** dropdown, to view the permissions for the IMS.
7. 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**.
8. 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.




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.



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Login

* Indicates Required Field

Dealers
County / TxDMV
Commercial Fleet Buyer

Username :
Enter User ID

Password :

Forgot Username?
Forgot Password?





Login
Create New User


webDEALER v25.2-213 - Friday April 04 2025

Welcome


* Please select the application to start

Logoff



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Home Page
Tags
Administration
Payments
Reports
Support

ADMIN TOOL

Account Details

Dealer ID: 148704
Dealer GDN: 107763
GDN Category: MOTOR-DEALER
Business Name: 00000000000000000000
Doing Business As: 00000000000000000000
Contact Name: ACE CORRELL JR
Email: ---
Phone #: 254-821-1000

Address
1902 E CENTRAL TEXAS EXPY,
KILLEEN, TX 76541

Add User

▼ List of Associated Users

User Name	Name	Email	Status	Action
T_RMEDA	RAMANA MEDA	ramu78@gmail.com	Active	Remove Association Lock User
T_VTHOMPSON123	VINCE THOMPSON	vincentv123@outlook.com	Active	Remove Association Lock User
T_ARAJENDRAN7	ANU RAJENDRAN	anu.rajendran7@redm.gov	Active	Remove Association Lock User
T_DHAMILTON1	DAN HAMILTON	dan.hamilton1@redm.gov	Active	Remove Association Lock User
T_KDOKALA	KALPANA DOKALA	kalpandokala@gmail.com	Active	Remove Association Lock User
T_RMEDARAMETLA1	RAMANAMURTHY MEDARAMETLA	ramana.medarametla@redm.gov	Active	Remove Association Lock User
T_SFNU1	SHOSHNA FNUJ	shoshna@redm.gov	Active	Remove Association

The screenshot shows the 'User Details' page for a user named 'jgarcia'. The 'Assigned Permissions' section is expanded, showing a list of permissions under the 'Inventory' category. A red box highlights the following permissions: 'Order Plates / Request Plate Allocation Increase' (unchecked), 'Track Orders' (checked), 'Receive Inventory' (checked), 'Request a Plate Return' (checked), 'Report Inventory Missing/Stolen' (checked), 'Allocate Inventory between Locations' (checked), 'View Only' (unchecked), and 'Reports' (unchecked). The 'eTAG' icon is visible in the top right corner of the interface.

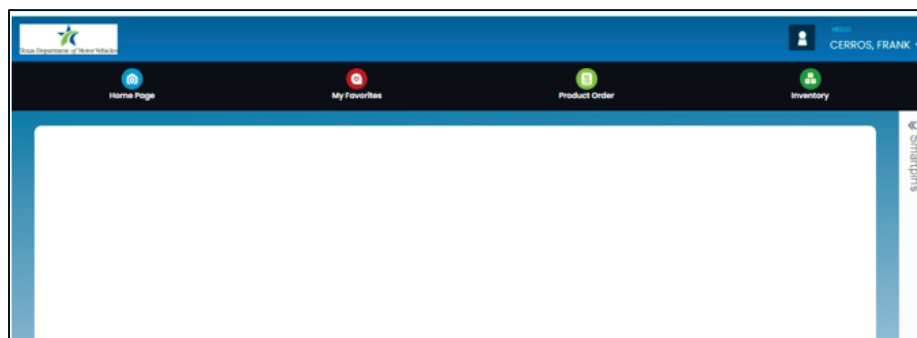
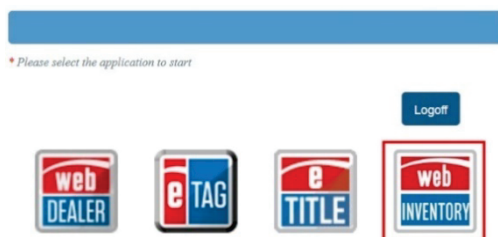
Step 2: Grant IMS Access for Non-Administrator Users, Responsible for Receiving Inventory

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.



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.

① 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.

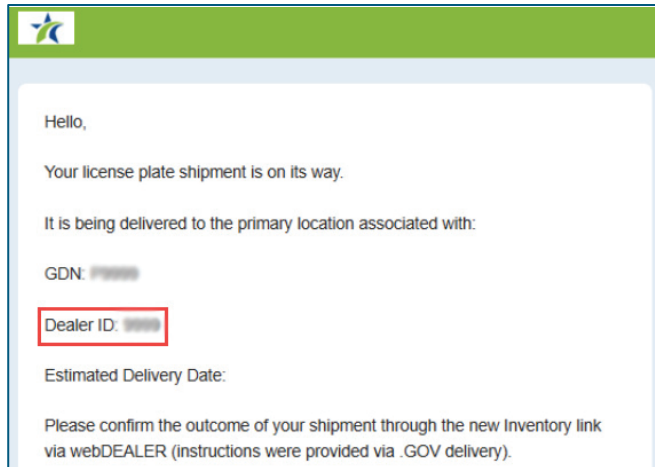
Shipping Confirmation Email

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.

① 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.



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.

① 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 WAREHOUSING AND DISTRIBUTION 8750 AUTOBAHN DRIVE DALLAS, TX 75237 USA		*** REPRINT ***	PAGE # 1 DATE 06/10/25 10.12	CO/BILL OF LADING NO. 01-H062024
CO/CUSTOMER 01-07349353		WAREHOUSE: TAYLOR WAREHOUSING AND DISTRIBUTION ORDER #: 01-T067095 SPECIAL SHIPPING INSTRUCTIONS: SIGNATURE REQUIRED FOR THIS SHIPMENT		
CHARGE TO:				
COST CENTER NO. 216733				
CUSTOMER PO NO. SYS001091				
SOLD TO: TEXAS DEPT OF MOTOR VEHICLES SHIP TO:				
CARRIER:				

REQUESTED BY	DELIVERY	DELIVERY TERMS	SHIP VIA	WEIGHT	NO. OF PIECES
	INSIDE	Prepaid	UPS Ground - SIG REQ	12	1

ITEM NO.	DESCRIPTION	LOCATION	# OF UNITS	UOM	QTY REQ	B2/UNITS	FORM RTS	VALUE
157747	Passenger - General Issue Licn: C068668245 Job#: 01-1830840 CuPo: 20250416_T_002 Ser#: WS76450 Trk#:	AUTOPICK	1	BX	25		25	
902003	Buyer Provisional Licn: C068668245 Job#: 01-1899536 CuPo: 20250428_003A Ser#: BYR07500 Trk#:	AUTOPICK	1	EA	1		1	

157749	Passenger - General Issue Licn: C068703885 Job#: 01-1858792 CuPo: 20250423_001 Ser#: WXX6655 Trk#:	AUTOPICK	1	SE	1		1	
902002	Out-of-State Buyer Licn: C068703885 Job#: 01-1914617 CuPo: 20250506_009B Ser#: GSB32052 Trk#:	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.

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

PROBABLE SERIALS TO GO (CHARTER)

Item Description

DHT#

Flag Reason

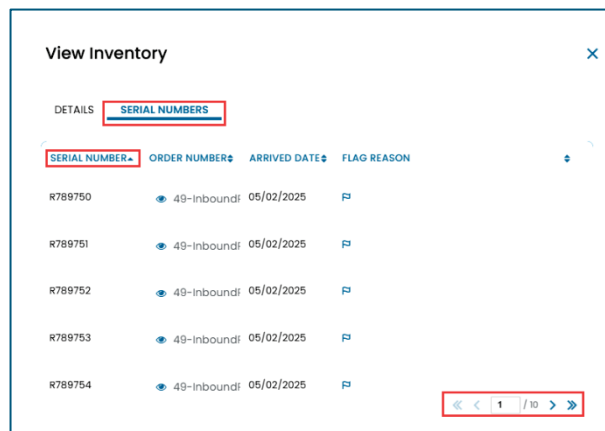
License Plate Number

Q Search

<input type="checkbox"/> DHT#	\$ ITEM DESCRIPTION	\$ INVENTORY LOCATION	\$ IN STOCK	\$ ORDERED	\$ REMAINING	\$ ALLOTMENT	\$ YTD CONSUMPTION	\$ SERIALIZED	\$
<input type="checkbox"/> 157747	Passenger - General Issue (BX)	PROBABLE SERIALS TO GO (CHARTER) ISSUED EACH PAPER	<div>1000</div>	0	0	0	0	Yes	
<input type="checkbox"/> 902002	Out-of-State Buyer Plate (IA)	PROBABLE SERIALS TO GO (CHARTER) ISSUED EACH PAPER	<div>65</div>	0	0	0	0	Yes	
<input type="checkbox"/> 902003	Buyer Provisional Plate (IA)	PROBABLE SERIALS TO GO (CHARTER) ISSUED EACH PAPER	<div>10</div>	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.
3. Use the bottom navigation arrows to move to the next or previous page.



DETAILS			
SERIAL NUMBERS			
SERIAL NUMBER	ORDER NUMBER	ARRIVED DATE	FLAG REASON
R789750	49-Inbound	05/02/2025	F
R789751	49-Inbound	05/02/2025	F
R789752	49-Inbound	05/02/2025	F
R789753	49-Inbound	05/02/2025	F
R789754	49-Inbound	05/02/2025	F

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

① 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_Allocations@txdmv.gov for assistance.

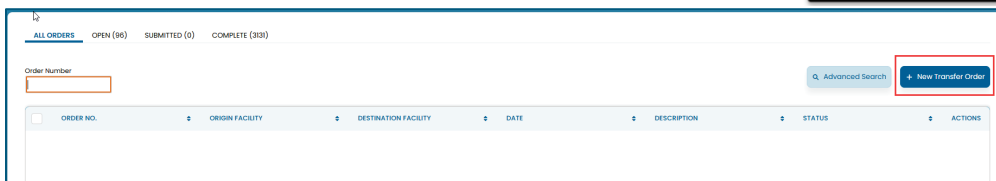
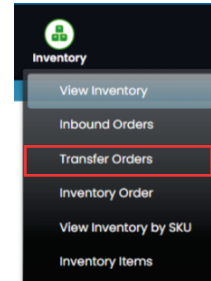
Transfer Inventory

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.



Step 1: Enter Transfer Details

A screenshot of a web application's 'Enter Transfer Details' form. The form has three tabs: 'Transfer Details' (selected), 'Items', and 'Review'. The 'Transfer Details' tab contains several fields: 'Order Number' (with value 'XFER0001906814'), 'Origin Facility' (dropdown menu with 'P867 - Sample Dealer' selected, highlighted with a red rectangle), 'Destination Facility' (dropdown menu with 'P867 - Sub-location' selected, highlighted with a red rectangle), 'Shipping Address' (with value '123 Sample Street, Sample City, TX'), 'Order Date' (calendar icon), 'Status' (dropdown menu with 'open' selected), 'Description' (text area), and 'Order Comments' (text area). At the bottom left is a 'Cancel' button, and at the bottom right is an 'Items' button, highlighted with a red rectangle.

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.

Incorrect Address

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

The screenshot shows the 'Transfer Details' interface. On the left, there are input fields for 'Dist At', 'Item Name', 'SKU', 'Supply Class', 'Sub Category', and 'Item Status', along with 'Clear' and 'Search' buttons. The 'Search' button is highlighted with a red box. The main area displays five items with their respective Texas license plate images and descriptions: 'Farm Truck Tractor (EA)' with plate '1111-B', 'Private Bus (SET)' with plate 'B11-111', 'Buyer Provisional Plate (EA)' with plate 'BYR00000', 'Dealer Temporary' with plate 'DLR00000', and 'Passenger - General Issue (SET)' with plate 'BBB-1111'. Each item has a quantity field with minus and plus icons. The quantities are: 0 for Farm Truck Tractor, 0 for Private Bus, 0 for Buyer Provisional Plate, 0 for Dealer Temporary, and 0 for Passenger - General Issue. At the bottom right, a 'Review' button is highlighted with a red box.

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

Order Number
XFER0001906814

Origin Facility
P507 - Sample Dealer Name - 123 Sample Street Sample City (867530)

Destination Facility
P5309 - Sample Dealer Name - 876 Sample HWY Sample City (209657)

Ship To
876 Sample HWY Sample City, TX 78777

Contact

Order Date
06/03/2025

Items

TRANSFER ORDER SUMMARY

Order Comments

Success
Your transfer order XFER0001906814 has been submitted.

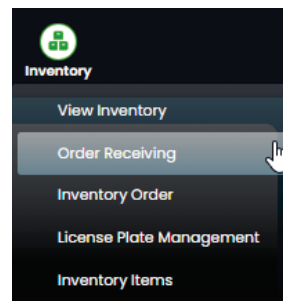
Submit Transfer

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

Order Number
XFER0001906814

Record Type

Order Type

Clear Search

INBOUND ORDER NO.	INVENTORY FACILITY	RECORD TYPE	ORDER TYPE	REFERENCE ORDER NO.	STATUS	ACTIONS
XFER0001906814 - InboundReceiving	P5309 - Sample Dealer Name - 876 Sample HWY Sample City (209657)	transferOrder	Standard Purchase Order	20250506_004	Open	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.

The screenshot shows the 'Order Receiving' interface for 'Inbound Receiving' with order number #XFER00011906814. The 'Order Items' tab is active, showing a list of items to be received. On the left, there is a search and filter panel with fields for Inventory Facility, DHT #, Item Name, SKU, Supply Class, Sub Category, and Item Status. The main area displays three license plate types, each with a visual representation of the plate and its details:

- Private Bus (SET):** Plate number B11+111. Order Quantity: 1.
- Buyer Provisional Plate (EA):** Plate number BYR000000. Order Quantity: 1.
- Passenger - General Issue (SET):** Plate number BBB+1111. Order Quantity: 1.

Each item has minus and plus icons to adjust the quantity. At the bottom right, the 'Serial No. Validation' button is highlighted with a red box.

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.

Order Receiving #XFER00011906814 - Inbound Receiving

Order Items Serial No. Validation Facility Location Review

ITEM NAME	ORDER QTY	RECEIVING QTY	SERIALIZED
Private Bus (SET)	1	1	true
Buyer Provisional Plate (EA)	1	1	true
Passenger - General Issue (SET)	1	1	true

Order Items Facility Location

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

SERIALIZED	PLATE CODE	FLAG	FLAG REASON
036F500	TTPP	P	
036F501	TTPP	P	
036F502	TTPP	P	
036F503	TTPP	P	
036F504	TTPP	P	
036F505	TTPP	P	
036F506	TTPP	P	

Cancel Save

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.

Serialized

SERIALIZED	PLATE CODE	FLAG	FLAG REASON
036F500	TTPP	P	
036F501	TTPP	P	Item Not in Order
036F502	TTPP	P	Item in Order Damaged
036F503	TTPP	P	
036F504	TTPP	P	
036F505	TTPP	P	
036F506	TTPP	P	

Cancel Save

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.

The screenshot shows the 'Order Receiving' page for order #XFER00011906814 - Inbound Receiving. At the top, there are four progress indicators: 'Order Items' (active), 'Serial No. Validation', 'Facility Location', and 'Review'. Below this is a table with the following data:

ITEM NAME	FACILITY LOCATION	ORDER QUANTITY	RECEIVING	SERIALIZED
Private Bus (SET)	#1703 DODGE COUNTRY LTD, 3802 E CENTRAL TEK	1	1	True
Buyer Provisional Plate (EA)	#1703 DODGE COUNTRY LTD, 3802 E CENTRAL TEK	1	1	True
Passenger - General Issue (SET)	#1703 DODGE COUNTRY LTD, 3802 E CENTRAL TEK	1	1	True

At the bottom left is a button labeled 'Serial No. Validation' and at the bottom right is a button labeled 'Review'.

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 Receiving #XFER00011906814 - Inbound Receiving

Order Items Serial No. Validation Facility Location Review

Order Number
#XFER00011906814 - Inbound Receiving

Contact

Order Delivered

Order Received
06/04/2025 10:07

TOTAL RECEIVING QUANTITY: 3

INBOUND ORDER SUMMARY

License Plate	Item Description	Receiving Quantity
TEXAS PRIVATE BUS B11-111 The Lone Star State	Private Bus (SET) FACILITY LOCATION: P5309 - Sample Dealer Name 876 Sample Hwy (309857), Storage Cabinet	1
TEXAS BUYER PROVISIONAL BYR00000 LIMITED USE PLATE	Buyer Provisional Plate (EA) FACILITY LOCATION: P5309 - Sample Dealer Name 876 Sample Hwy (309857), Storage Cabinet	1
TEXAS BBB-1111 The Lone Star State	Passenger - General Issue (SET) FACILITY LOCATION: P5309 - Sample Dealer Name 876 Sample Hwy (309857), Storage Cabinet	1

Flagged Items
No Results

Success
Your order has been received

Facility Location

Receive Order

Order Receiving

Inventory Facility: Please Type Order Number: Record Type: Order Type: Clear Search

INBOUND ORDER NO.	INVENTORY FACILITY	RECORD TYPE	ORDER TYPE	REFERENCE ORDER NO.	STATUS	ACTION
XFER00011906814 - Inbound Receiving	P5309 - Sample Dealer Name - 876 Sample Hwy, Sample City (309857)	transferOrder	Standard Purchase Order	20250508_004	Received	View Order Detail

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.

① 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.

Order Receiving

Inventory Facility: Please Type Order Number: Record Type: Order Type: Clear Search

INBOUND ORDER NO.	INVENTORY FACILITY	RECORD TYPE	ORDER TYPE	REFERENCE ORDER NO.	STATUS	ACTIONS
XFER00011906814 - Inbound Receiving	P5309 - Sample Dealer Name - 876 Sample Hwy, Sample City (309857)	transferOrder	Standard Purchase Order	20250508_004	Received	View Order Detail

Inventory Order Receipt			
Order Number: XFER00019822804-InboundReceiving		Order Date: 06/04/2025 09:37P	
Order Type: Transfer Order	Order Status: Received		
Issuing Facility: P5309 - Sample Dealer Name - 876 Sample Hwy, Sample City (309857)	Direction: Inbound		
[SKU] - Item Name	Qty	Unit	Cost
[PBP] - Private Bus (SET)	1	SE	.00
[BYRPLT] - Buyer Provisional Plate (EA)	1	EA	.00
[PSP] - Passenger - General Issue (SET)	1	SE	.00
Item Count: 3		Total:	0.00