



OEM Data Guide

Import Packing Slips and Invoices from Manufacturers

Part of ScanIt Parts
Inventory Management System

Innovative Programming Systems

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1. OEM Data Overview

OEM 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 OEM Data 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: OEM Data 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 OEM Data

2.1 How to Import

- 1 Go to **OEM Data** in the left menu on the web dashboard
- 2 Download the packing slip or invoice PDF from your manufacturer's website to your computer
- 3 Drag the saved PDF file into the OEM Data drop zone on the screen
- 4 Wait for the file to process. A green checkmark means success.

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

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: OEM Data import 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

OEM 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 Get Data) do not need manual OEM Data imports. See the **Manufacturer Setup Guide** for auto-pull details.

4. Reconciliation

4.1 What Is Reconciliation

Reconciliation means comparing two sets of data to find differences:

- **What was shipped** (from the OEM 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 **OEM Data** 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 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 OEM 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

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

Reconcile a Shipment

Scan Parts (Receiving) > OEM Data > 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 OEM Data

- 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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