

# Bulletin

**D-07-16-02**

**Date:** July 1, 2016  
**To:** All ERT Dealers and Tag & Title Services  
**RE:** Perpetual Inventory Management System (PICS)

The Motor Vehicle Administration (MVA) is pleased to announce the implementation of our Perpetual Inventory Management System (PICS). We will begin rolling out the new process in July 2016 with a completion date of September 2016. This new process should be seamless for the end user.

## What is PICS?

PICS is a hosted, web-based system that shall allow tracking and reporting on license plates and place requisitions for low-stock items based on real time stock level reports.

For dealerships the user interface will not change. You should continue to enter delivered plates into your current ERT Vendor system when they arrive from the courier. The ERT Vendor will communicate the delivery of the tags to the PICS system. This is essential for the auto-requisitioning feature and custody tracking within PICS.

## What is barcoded?

**License Plate Label** - A label is affixed to the rear of each license plate between the top bolt holes. The label is printed with durable full-resin black thermal transfer ribbon on a polyester-based label with permanent adhesive.

**Box Label (License Plates)** - A label is affixed to the side of each box of license plates. This label will not be used by the dealerships or Tag & Title Service.

## Are scanners needed?

We strongly encourage you to have bar code scanners but at this time they are not required. The use of the scanner will eliminate data entry errors and allow you to scan the labels affixed to the license plates and boxes of inventory.

The bar code scanners must be able to read CODE-39 barcodes. CODE-39 barcode is the simple zebra stripes barcode similar to the UPC labels at the grocery store.

Barcodes on the plate can be scanned at time of issuance to avoid keying errors.

### **What to expect?**

You will need to enter your plate inventory as quickly as possible into your ERT system. If you have a scanner, which is strongly encouraged, you may scan the barcode on the back of the license plate similar to the current method of entering the inventory.

If the inventory entered does not match what has been transferred to you; the system will display an error message indicating the box was not designated for your dealership. If this occurs please contact your tag supplier (Motor Car Courier) for assistance.

Once you issue a license plate to a customer, the system will verify the plate is in your inventory. If the plate is not in your inventory the system will display an error message indicating the tag number was invalid. Please check the tag number and re-enter it into the ERT Vendor system. Barcode scanners are highly recommended to reduce the number of keying errors.

Once the inventory system is in place if you have any issues you need to contact your vendor immediately.

Should you have any questions or concerns, please contact us at [mvablcsd@mva.maryland.gov](mailto:mvablcsd@mva.maryland.gov).