Inventory and Supply

Motor Vehicles Division

3-18-2025

Revision History

Effective Date of SOP: 3/18/2025	**SOP Number:** G.17
Functional Area Name: Motor Vehicles	**Division Name:** Supply
Last Review Date: 3/14/2025	**Last Reviewer:** Tiffany Doane, Motor Vehicle Manager
Next Review Date: 3/14/2026	**Next Reviewer:** Motor Vehicle Manager
Executive Approval Date: 3/18/2025	**Approved By:** Caitlin Owen, Chief Development & Support Officer

Overview

To renew a non-expiring commercial vehicle fleet that has previously been registered in OneLink

Purpose

This SOP provides step-by-step procedures for MV and LO employees to follow when managing supply of inventory, as well as useful reference information.

Policy Statement

These procedures apply to anyone in the Motor Vehicles Division handling inventory and supply tasks and all LOs in Oklahoma.

Compliance

OAC 670:10 – Licensed Operators

Systems

System	Function
OneLink	Platform for storing customer information and processing Motor Vehicles transactions, including inventory and supply.

Roles

Role	Responsibilities
MV Processing Specialist	Processes license plate and registration transactions. May be asked to perform some inventory/supply duties
MV Supervisor	Handles inventory/supply management responsibilities. May delegate these duties processors.
Central Processing Division (CPD)	Receives, sorts, and scans incoming customer mail to forward to titling department. Sends all outgoing mail, including printing and mailing titles.
Licensed Operator	Third-party location that offers driver's license and vehicle registration services on behalf of the state.

Procedures

Process #1: Transferring Inventory

Purpose: To transfer inventory of plates or decals from one location to another in OneLink.

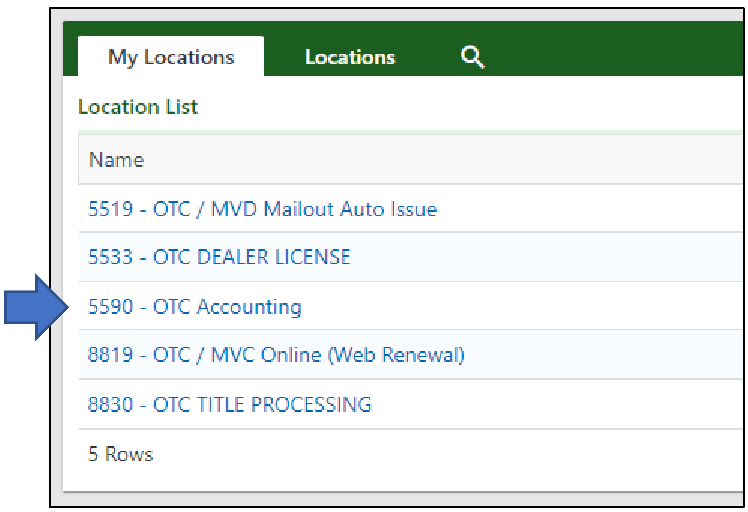
Background:

This procedure should only be done by a Supervisor/Lead, Administrator, or the Supply section.

When transferring inventory, make sure the physical inventory is visibly accounted for before it is transferred.

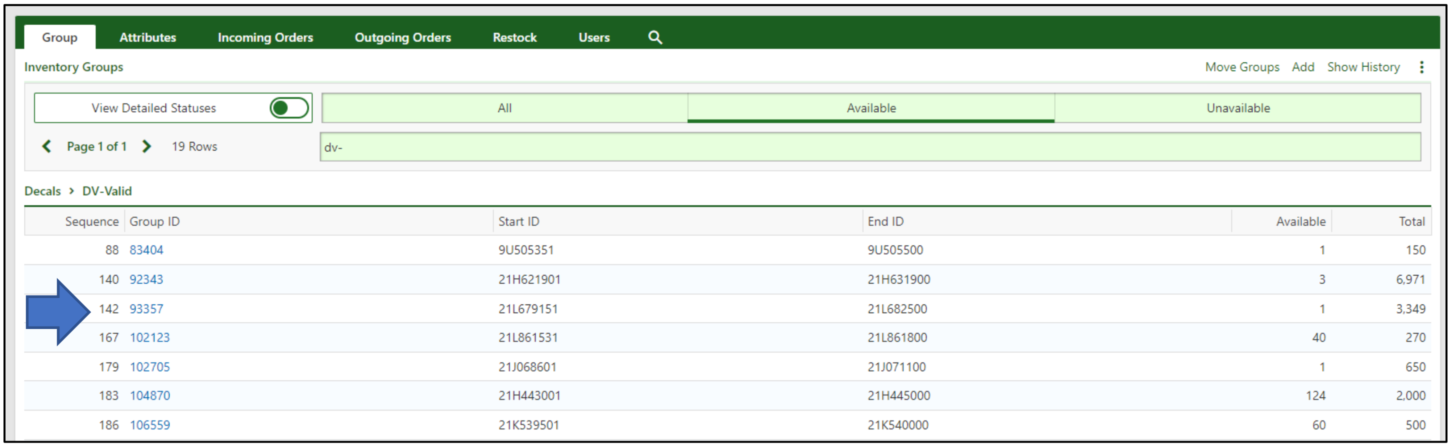
Process Step-by-Step:

1. From the **Inventory Manager**, select the **Inventory Location** hyperlink for the location from which inventory is being transferred.

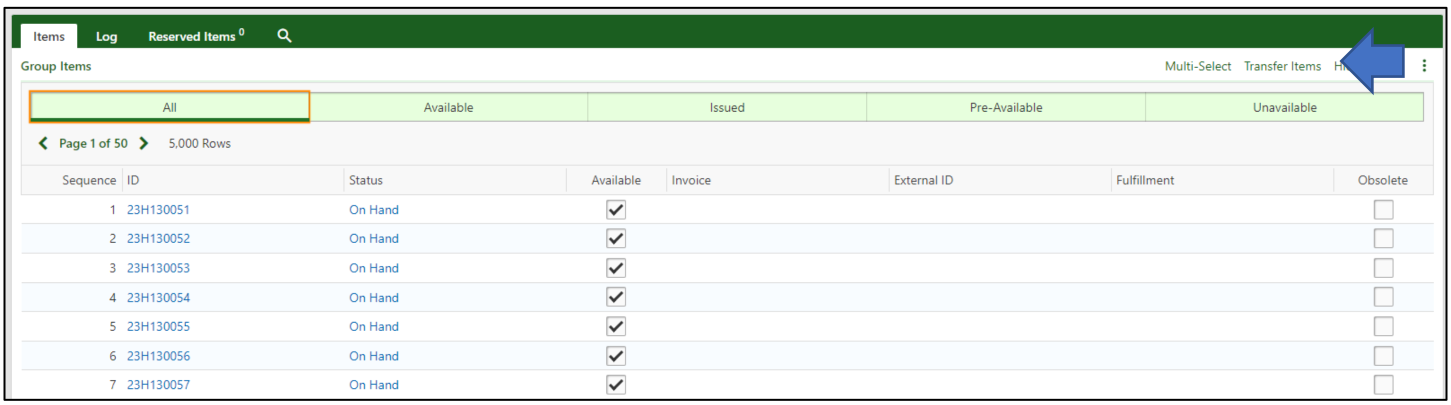


2. Select the group of inventory to be transferred

Note: Filter by code and by selecting the **Available** button.

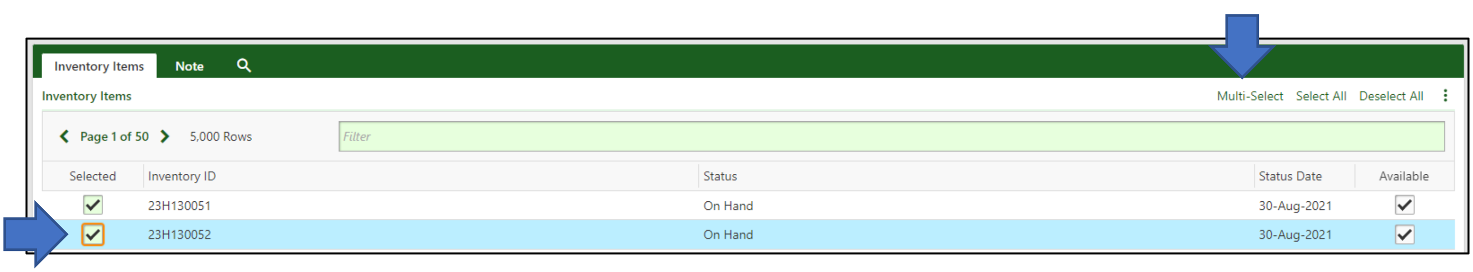


3. Once the group is selected and open, click the **Transfer Items** hyperlink.

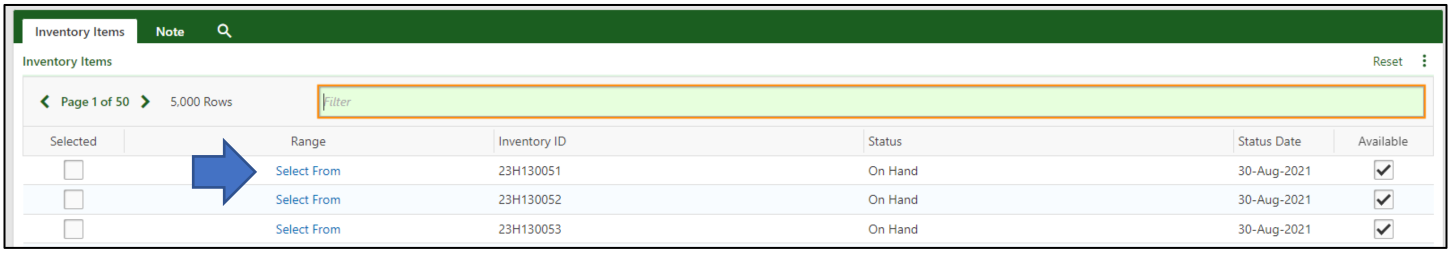


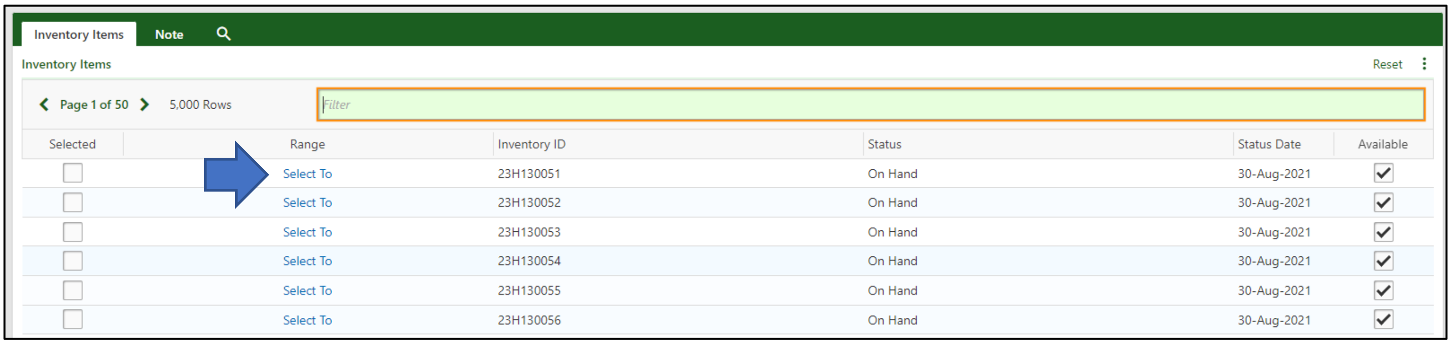
4. Locate the decals or plates within the group that you would like to transfer.
5. Check the box next to the plate or decal to be transferred.

Note: If transferring multiple select the **Multi-Select** hyperlink. This will allow a range of plates or decals to be selected.

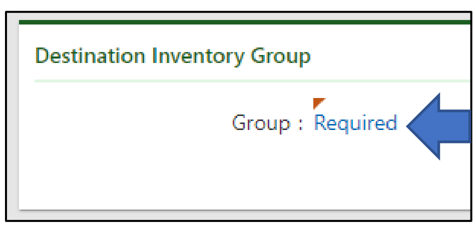


6. Once selected, click the **Select From** hyperlink on the first of the group being transferred then click the **Select To** hyperlink on the last of the group being transferred.

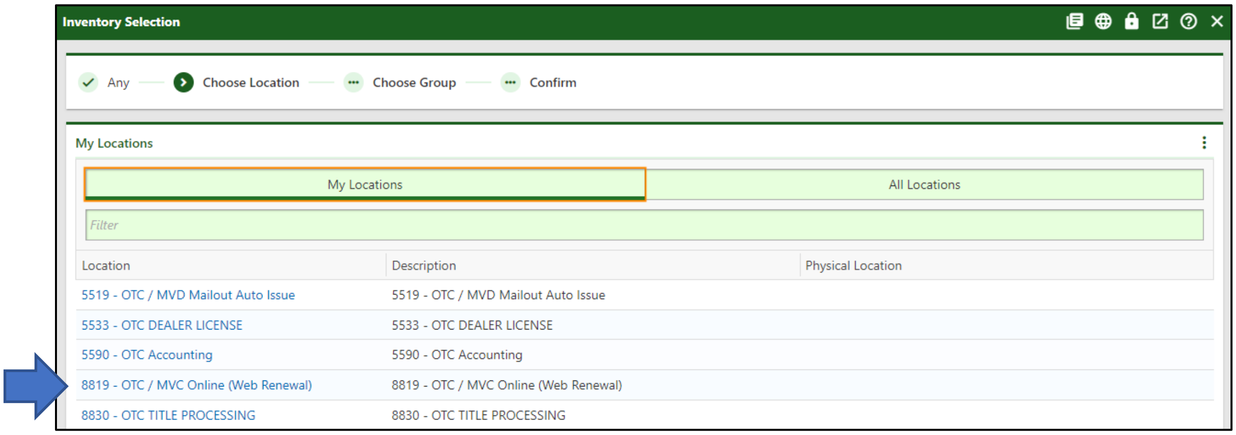




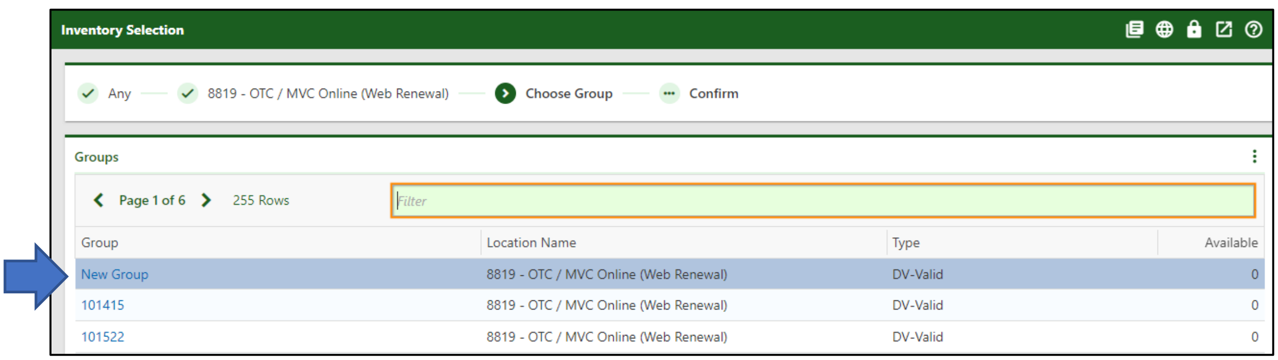
7. Select the **Group** under the **Destination Inventory Group** box by clicking the **Required** hyperlink.



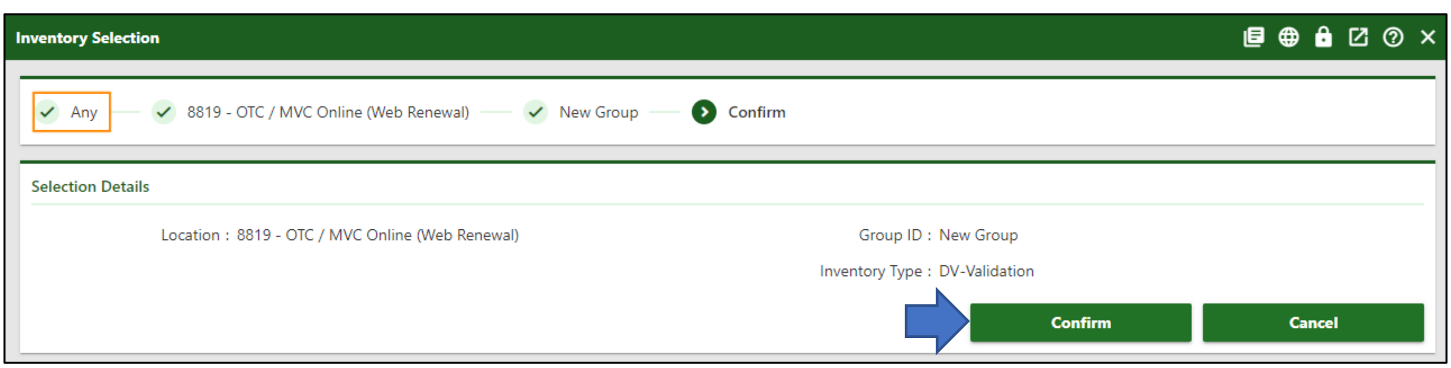
8. Select a location to transfer the selected inventory to.



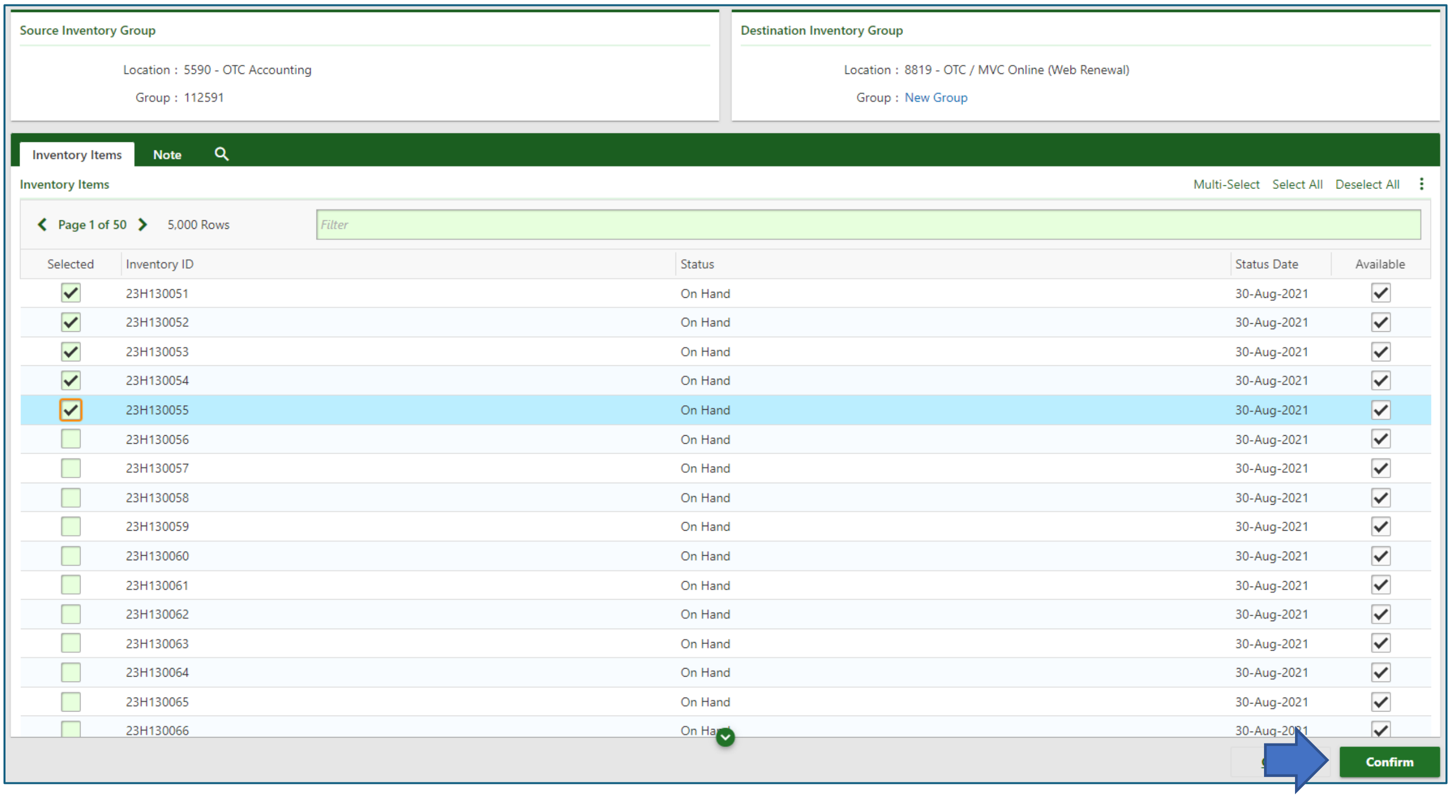
9. Click a **Group of Inventory** to add the transferred inventory to. In most cases, this will be the **New Group** hyperlink.



10. Click **Confirm**.



11. Click **Confirm** again.



Process #2: Ordering Supplies

Purpose: For LOs to order inventory for their stores through OneLink.

Background:

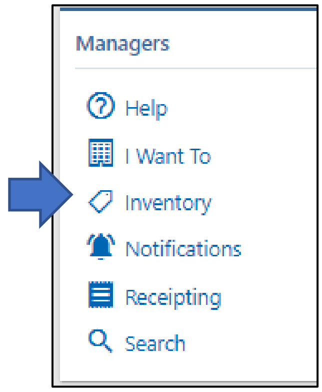
For full details on requirements for Licensed Operators around Semimonthly Reports, see Appendix C

Operators must request supplies via the OneLink system. MV Supply will determine the quantity and numbered item sequence numbers for each item type.

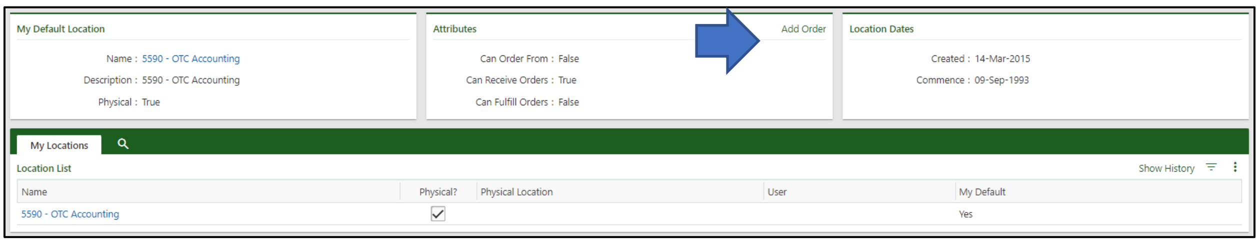
- SOK will ship, prepaid, all registration decals and license plates. This includes annual shipments and incidental shipments to individual operators.
- **Before** placing an order, review your ***entire*** inventory and include as many items as needed to avoid repeated order requests.

Process Step-by-Step:

1. Inventory orders can either start from the **Inventory Manager**:

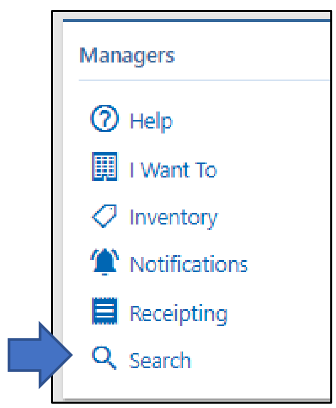


a. Click **Add Order**

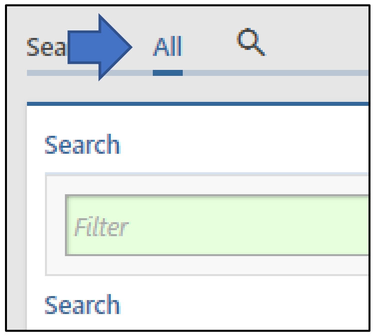


Or from the **Search Manager**:

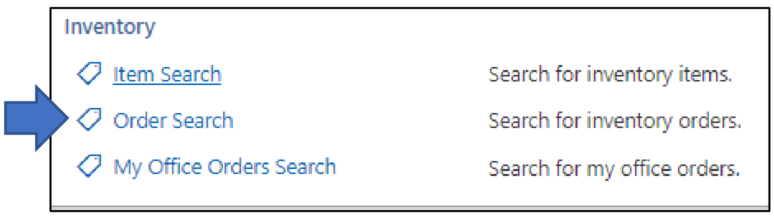
a. Click **Search**



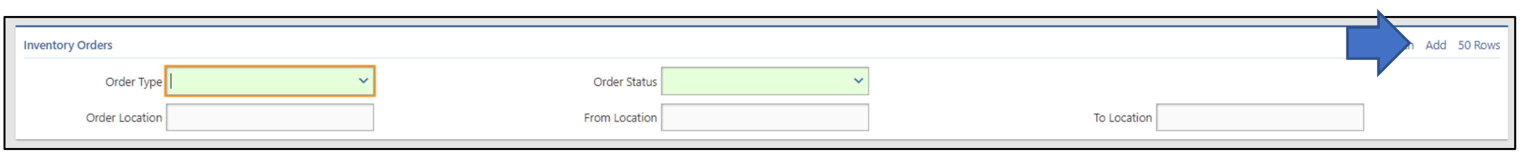
b. Select the **All** tab



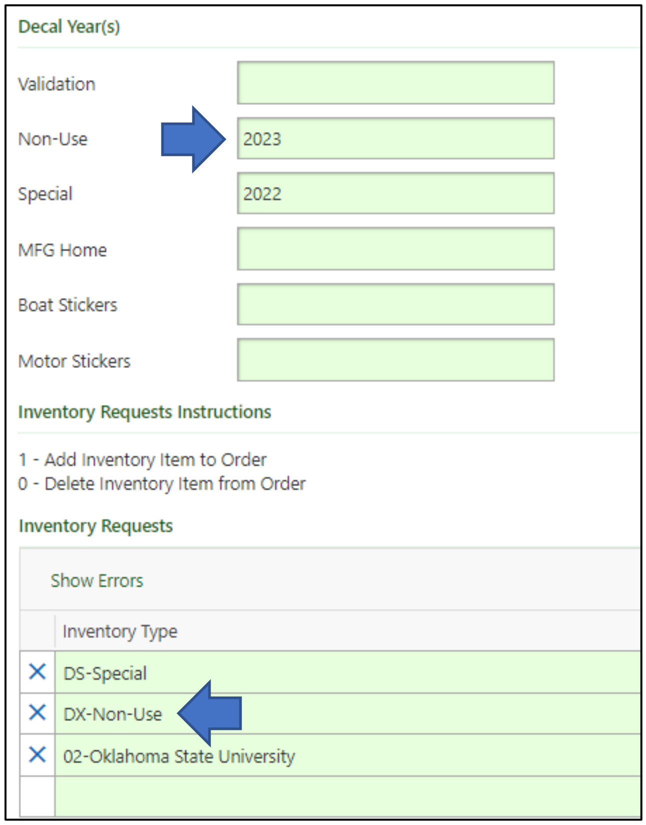
c. Click **Order Search**



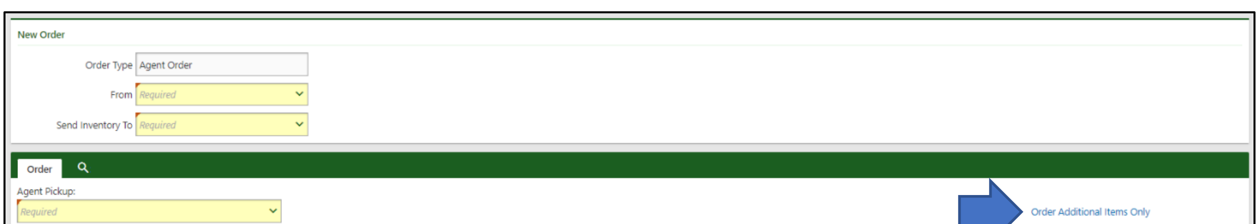
d. Click **Add**



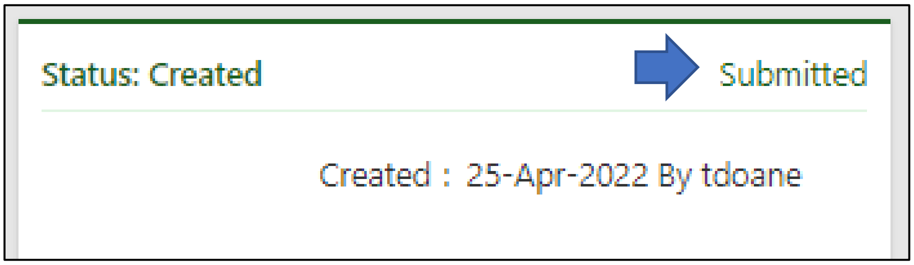
2. When ordering tags and/or decals, use the main order screen. For decal orders, the decal year should be entered under the “Decal Year(s)” column. Then go under the “Inventory Requests” column to select the same decal type.



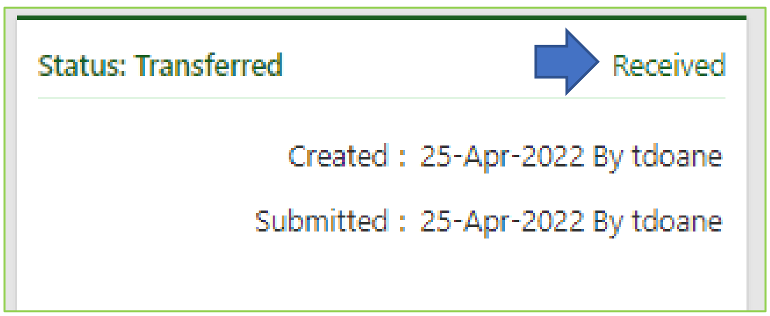
Note: When only ordering monthly decals, credit card paper/ribbon, use the “Order Additional Items only” hyperlink.



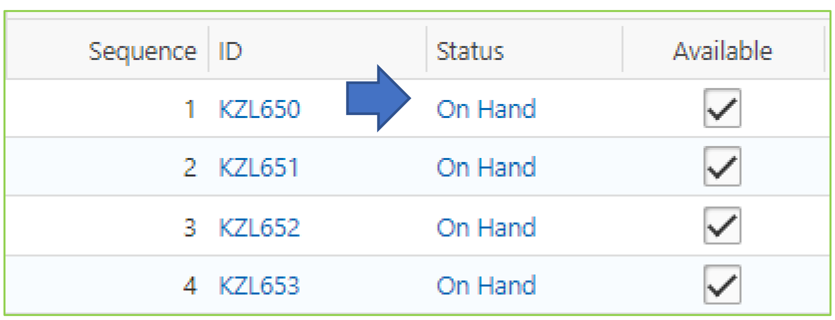
3. Once the order is created and ready to submit, click the Submitted hyperlink and click Yes in the pop-up box. This will send the order to SOK.



4. Once the LO has received the order, go back into the order and click **Received** to complete the order.



5. Doing this will put all accountable inventory **On Hand** and ready to issue.



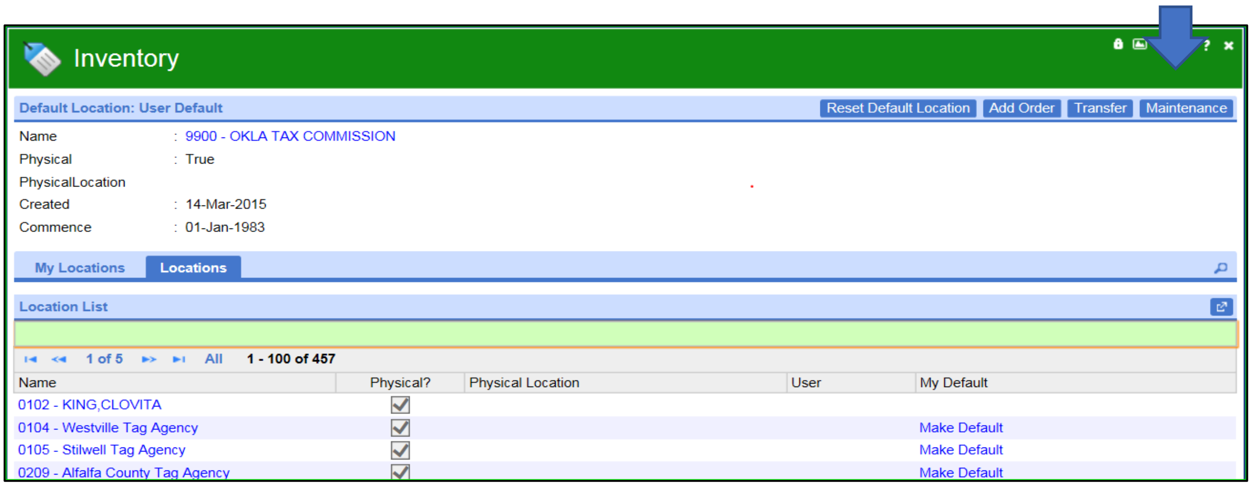
Sequence	ID	Status	Available
1	KZL650	On Hand	✓
2	KZL651	On Hand	✓
3	KZL652	On Hand	✓
4	KZL653	On Hand	✓

Process #3: Adding an Inventory Location

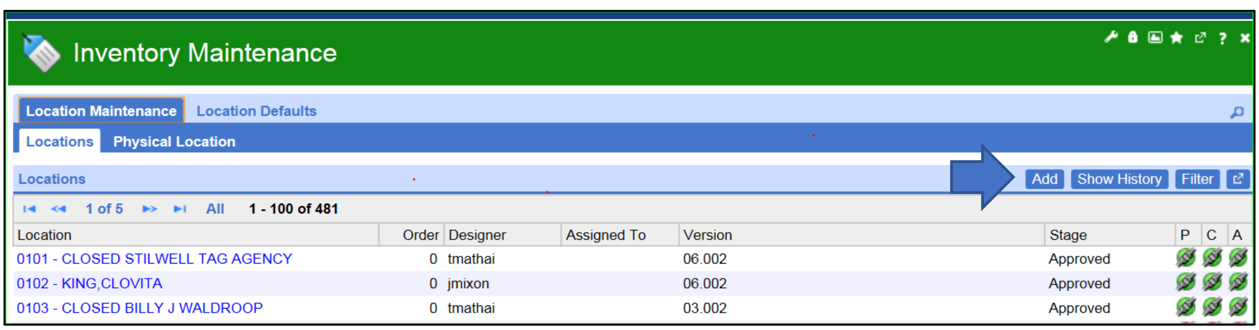
Purpose: To create a new inventory location in OneLink for a new Licensed Operator.

Process Step-by-Step:

1. From the **Inventory Manager**, select the **Locations** tab.
2. Select the **Maintenance** tab



3. Click **Add**.



5. In the lower section under **Office Information**, enter the LO #

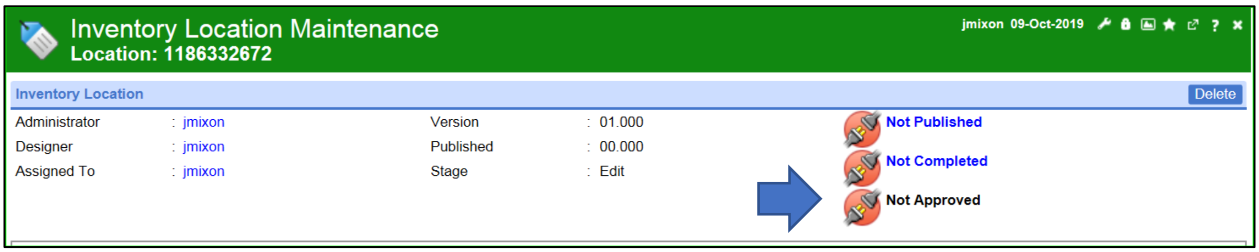
Note: Once LO # is entered the agency information will show up under the **Agent Information** section.

6. Copy the **LO #** and **Name** and paste to the upper section under the **Location** field.
7. In the **Description** field, enter **LO District Office**

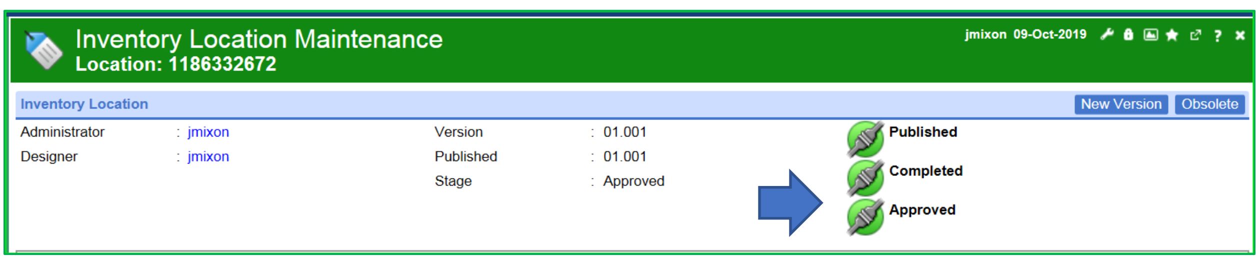
Note: If new LO is replacing a current LO at this location, enter the outgoing LO name in the **Previous Agent at Same Location** field.

8. Click **Save**
9. To complete the updates, on the upper far right you will see the following:

10. Click the 1st **Not Published** and then **OK.**
11. Click the 2nd **Not Completed** and then **OK.**
12. Click the 3rd **Not Approved** and then **OK.**



13. Click the **Approve** tab at the bottom; changes are now updated.
14. Once ALL the connections turn green, updates are complete.
15. Below is how the upper section will look once the above action is completed.



16. Let a supervisor know when this process is completed.

Process #4: Closing an LO Inventory Account

Purpose: To mark an LO inventory account as closed in OneLink.

Process Step-by-Step:

1. Go into: **Inventory**

2. Click on **Maintenance**, then **Filter.**

3. Enter the agent number in the filter and select the agent

4. Click the hyperlink next to **Administrator** and select your name

5.Click **New Version**, then **OK**.

6. Select **Edit** next to the **Cease** field in the location description section and enter the LO's closed date.

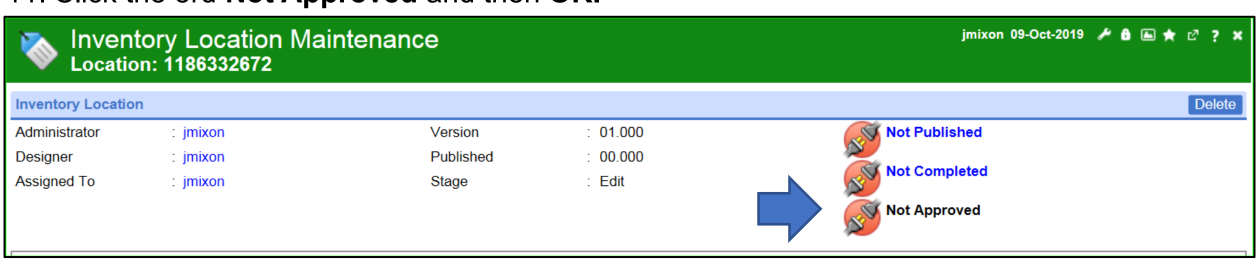
7. After all changes have been made click **OK**.

8. To complete the updates, on the upper far right you will see the following:

9. Click the 1st **Not Published** and then **OK.**

10. Click the 2nd **Not Completed** and then **OK.**

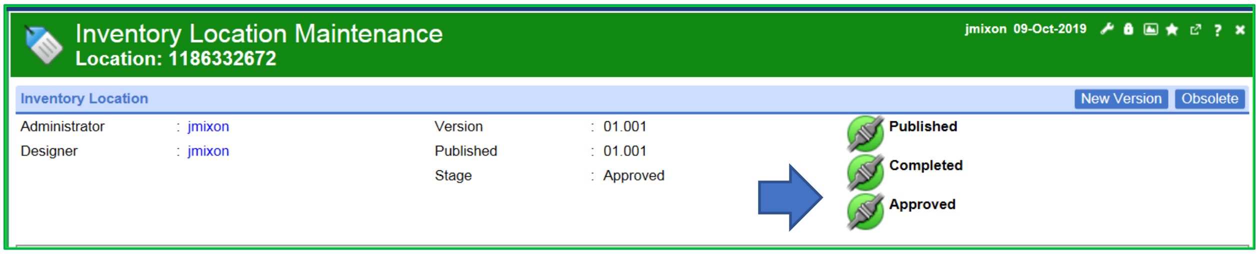
11. Click the 3rd **Not Approved** and then **OK.**



12. Click the **Approve** tab at the bottom; changes are now updated.

13. Once ALL the connections turn green, updates are complete.

14. Below is how the upper section will look once the above action is completed.



Process #5: Updating Office Information

Purpose: To make changes to an LOs office account, including editing previous agent info, order priority, and agent size, and marking when an LO fails to pay their Toner/Drum bill.

Process Step-by-Step:

. Go into: **Inventory**

2. Click on **Maintenance**, then **Filter.**

3. Enter the agent number in the filter and select the agent

4. Click the hyperlink next to **Administrator** and select your name

5.Click **New Version**, then **OK**.

6. To update the **Office Information** section, click **Edit**. This will allow you to edit the **previous agent info**, **order priority**, and **agent size**

Note: When MSD or Administration needs a **Stop Drum/Toner Order** when the LO hasn't paid their toner/drum bill, you can put a check in the box next to **Stop Drum/Toner Order**.

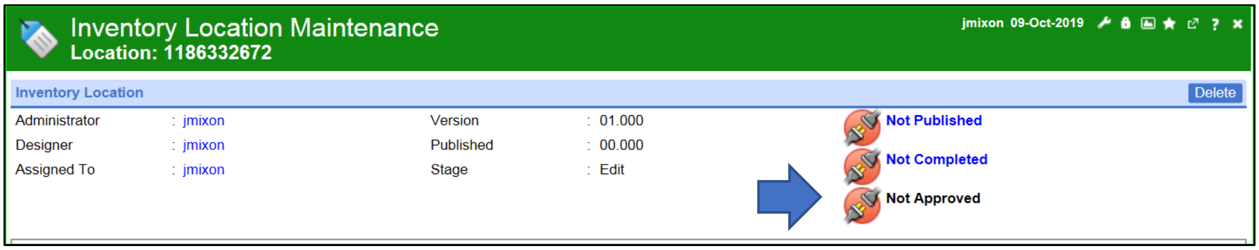
7. After all changes have been made click **OK**.

8. To complete the updates, on the upper far right you will see the following:

9. Click the 1st **Not Published** and then **OK.**

10. Click the 2nd **Not Completed** and then **OK.**

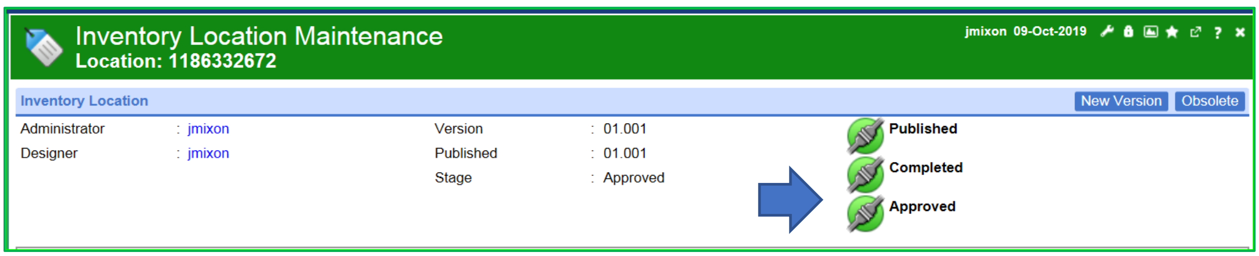
11. Click the 3rd **Not Approved** and then **OK.**



12. Click the **Approve** tab at the bottom; changes are now updated.

13. Once ALL the connections turn green, updates are complete.

14. Below is how the upper section will look once the above action is completed.



Process #4: Assisting a LO with a Factory Delivery Price

Travel Trailers and Motor Homes

Purpose: To assist a LO in finding a vehicle's price as necessary step in a customer transaction.

Background:

If a LO cannot find a vehicle's price with the **Get Vehicle Pricing** feature in OneLink, they will click **Not Found** and request assistance from the MV Supply Section.

Process Step-by-Step:

1. If the LO's office is unable to find the Travel Trailer/Motor Home, verify it's not in OneLink by going into **Get Vehicle Pricing** and verifying it isn't there. Often, it is there and the LO's office isn't putting in the correct information.
    a. If you find the correct vehicle in OneLink, advise the LO's office the proper path to find the vehicle.
    b. If the vehicle isn't in OneLink, search nada.com or the NADA book. When looking in the NADA book, some manufacturers make both motor homes and travel trailers. Make sure you find the right section. Bumper pulls are listed first, and fifth wheels are clearly marked at the end of each series. Find the suggested price for the vehicle in NADA.

c. If for whatever reason a TV/RV can't be found in OneLink or NADA, use this table as standard pricing:

YEAR	TV	5TH WHEEL	MOTORHOME
2008 & OLDER	$1,500.00	$1,500.00	
2009 THRU 2024	$2,080.00	$2,800.00	5300.00
2025	$4,680.00	$5,500.00	LOOK UP

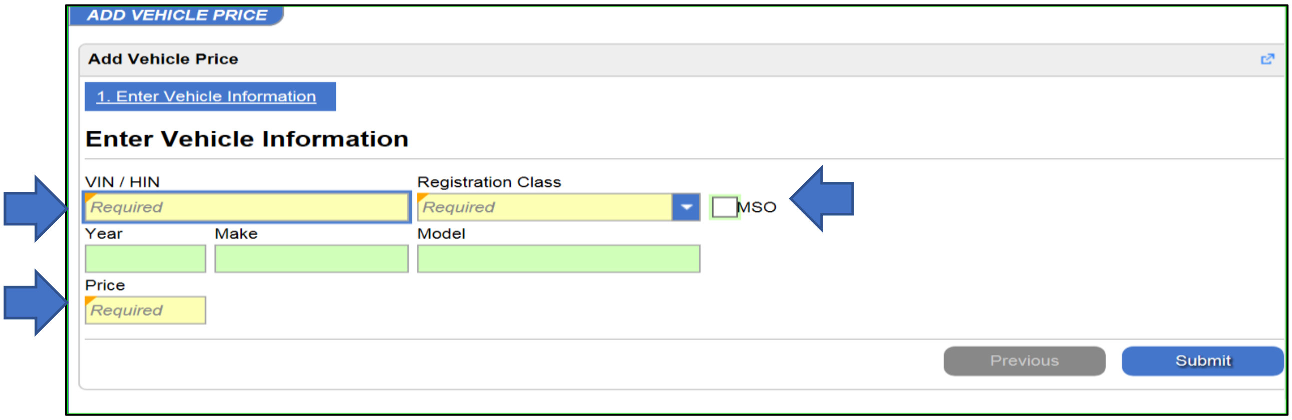
2. We will use the customer's submitted purchase price as long as it is within 20% of the suggested price. If the purchase price is more than 20% off from the suggested price, we will used that 20% threshold as the upper/lower bound for the price we put into OneLink.

   For example, if a vehicle's suggested price is $10,000, the upper and lower 20% bounds are $11,000 and $9,000. If the customer submits a purchase price of $9,500, we will use that amount. If the customer submits a purchase price of $8,500, we will use the $9,000 lower bound.

   a. For new TV/RV's (MSO), use the "suggested list" price column as the suggested price.
   b. For used TV/RV's, use the "used retail" price column as the suggested price.
3. Once the price has been figured, edit the email and send a reply with the amount the operator should enter by clicking the second yellow bubble.

Note: Occasionally, on a new vehicle, the price the customer paid may be well over the list price. In this case, ask the LO's office if the taxpayer purchased accessories or substitutes such as a washer/dryer, sunken tub, marble counter tops, etc. All accessories are to be included in the purchase price.

4. To add the price into OneLink, start from the **I Want To** manager.
5. Under **Miscellaneous**, click **Vehicle Pricing**
6. Click **Add Price**
7. Fill in all fields highlighted in yellow
8. Click **Submit.**



Boat and Motor

Purpose: To assist a LO in finding a boat or motor's price as necessary step in a customer transaction.

Background:

If the LO's office is unable to find the Travel Trailer/Motor Home, verify it's not in OneLink by going into **Get Vehicle Pricing** and verifying it isn't there. Often, it is there and the LO's office isn't putting in the correct information.

When assisting the LO, ask if the Dealer filled out a BM-26 form and put the MSRP on the application. If so, the LO is advised to use the application. If no BM-26 is available, a copy of the manufacturer's pricing guide, copy of the NADA pricing guide, or Dealership invoice (with MSRP listed) are the next best options.

If none of the above are available, the following information is required in both OneLink and when the LO's office is sending a notification:

a. HIN
b. Year
c. Make
d. Model
e. Series (if applicable)
f. Purchase Price

If the boat/motor's model year isn't in OneLink but the previous year is, the LO's office can use the previous year.

NADA may not have recent model price to compare with. Unless there is a large discrepancy in the price of the most current model, the purchase price is acceptable.

Process Step-by-Step:

1. If the LO's office is unable to find the Boat/Motor, verify it's not in OneLink by going into **Get Vehicle Pricing** and verifying it isn't there. Often, it is there and the LO's office isn't putting in the correct information.
    a. If you find the correct boat/motor in OneLink, advise the LO's office the proper path to find the boat/motor.
    b. If the boat/motor isn't in OneLink, search nada.com or the Marine Blue Books. For All boat/motors use the "Suggested List" price. The computer will depreciate the price 35% per year.
2. Once the price has been figured, edit the email and send a reply with the amount the agent should enter by clicking the second yellow bubble.

Note: Occasionally, on a new boat/motor, the price the taxpayer paid may be well over the suggested list price. Ask the LO's office if the taxpayer purchased accessories or substitutes such as additional ski equipment, stereo, generator, etc. All accessories are to be included in the purchase price.

3. To add the price into OneLink, start from the **I Want To** manager.
4. Under **Miscellaneous**, click **Boat/Motor Pricing**
5. Click **Add Price**
6. Fill in all fields highlighted in yellow
7. Click **Submit.**

Manufactured Homes

Purpose: To assist a LO in finding a manufactured home's price as necessary step in a customer transaction.

Background:

Manufactured home prices are not in OneLink.

We provide a current price for manufactured homes in cases when no money was exchanged.

If the customer purchased land and a manufactured home together the manufactured home will need to be separated from the land.

If the customer has a bill of sale, a declaration of purchase price, cancelled check, copy of the dealer contract, bank draft, those are acceptable as evidence of a price.

The following information is required when the LO needs assistance with pricing:

a. Manufacturer name
b. Model name
c. Length

   d. Width
   e. Year

Process Step-by-Step:

1. If the LO's office does not have proper documentation they will need to send a notification via OneLink. Supply will search NADA's Manufactured Housing Cost Guide book for the price.

Note: For older Manufacturers see below.

2. Turn to the grey pages in the front of the book and locate the model and manufacturer in the "WS" section.
3. Once the model and manufacturer are found, note the page number.
4. Go to the page in the white section in the middle of the book. Find the width for the model with "WS" on the left side and year at the top. Follow across and down to find the page number.
5. Go to the page in the white pages in the back, on the "Value Chart." Find the length at the top and the width at the left. Follow across and down to find the price.
6. Enter the price on the notification and send to the LO.

Older Manufactured Homes

Background: Manufactured homes before 2000 are listed in the older section of the NADA Manufactured Housing Cost Guide book.

Process Step-by-Step:

1. Go to the black pages in the middle of the book, in the "Standard Category', and locate the width. Follow the width down and notate the page.
2. Go to the page number in the "Value Chart" located in the white pages at the back of the book. Follow across and down to find the price. Once the price is found note the amount.
3. Go to the page in the half black pages in the back of the book "Older Home Adjustment" section. Multiply the amount from the value chart by the amount next to the year of the manufactured home.
4. This is the price for the older manufactured home. Enter the price on the notification and send to the LO.

Process #7: Annual Consignment of Standard Tags

Running Ad-Hocs to get Yearly Amounts for Procurement

Background:

Yearly, in November, we run an ad hoc for plates using the "Annual Inventory Consignment Ad-hoc for Plates" report in the Report Manager. Run an ad hoc for each plate type.

Process Step-by-Step:

1. Go to New Manager and select Report
2. Click on Report List and Search for Consignment
3. Choose “Annual Inventory Consignment Ad Hoc for Plates”
4. Choose a tag type, use the following date range:
    a. 07-01-YY through 09-30- YY of the following year. E.g., for the FY2021 contract use the date range of 07 01-2018 through 09-30-2019 which is a 15-month range.
    b. The following fields are preset unless we change the amount:
        i. Months to Supply = 12 (you’ll need to this change to 15 to calculate the 15-month range)
        ii. Months of Consignment Delay = 8 (this is what the LO will use between the time the order is placed and when the tags are received from the plant.)
        iii. Percentage Increase = 3%
5. Click “Generate” to create the report.
6. Export the file and save it in the ordering tags folder in a file created for the FY of the report.

Note: The amounts from the ad hocs are used to inform Procurement for the next FY Budget.

Running Reports to Complete the Tag Order

Background:

Around February or March, it is time to do the actual plate order for LOs. We use the following to create the reports for each plate type.

Process Step-by-Step:

Go to New Manager – Report

1. Go to New Manager and select Report
2. Click on Report List and Search for Consignment
3. Choose “Consignment Calculations”
4. Choose a tag type, use the following date range:
    a. 07-01-YY through 09-30- YY of the following year. E.g., for the FY2021 contract use the date range of 07 01-2018 through 09-30-2019 which is a 15-month range.
    b. The following fields are preset unless we change the amount:
        i. Months to Supply = 12 (you’ll need to this change to 15 to calculate the 15-month range)
        ii. Months of Consignment Delay = 8 (this is what the LO will use between the time the order is placed and when the tags are received from the plant.)

iii. Percentage Increase = 3%

5. Click “Generate” to create the report.
6. Export the file and save it in the ordering tags folder in a file created for the FY of the report.
7. We must then manipulate the file, as needed, so that the series begin and end with the correct numbers (See Appendix).

Note: Be sure to compare the report with the ad hoc for each tag type. The total numbers needed should be approximately the same.

Note: Do not delete any columns or header rows. Doing so will stop the file from uploading back into OneLink correctly. We can remove any other rows and adjust amounts as needed.

Note: When importing the file, the system will not include agents with a zero needed amount. This is fine - no need to delete these rows.

Importing the Consignment Report File Back into OneLink

Background:

When the consignment report files are ready to be imported back into OneLink, we will create a case

Process Step-by-Step:

1. Go to the New Manager and choose Search Manager
2. Choose Case Search
3. Click Add
4. Select the blue hyperlink that says Inventory Consignment
5. Start the Case by filling in the yellow boxes:
    a. Category: Standard Plate
    b. Duplicate Plate Cutoff Date: Right now, the date is 01-01-22
    c. Type: Select the tag type the case is being created for.
    d. Mask: Make sure the mask is correct
6. Then, click the Import button. This is where we choose what file to import back into the case to put the amounts for the agents in the system.
7. Click Browse and locate the file that was exported and manipulated for the case. Either double-click on the file or click it once and click Open.
8. After selecting the file, click Import. The agent numbers and counts for each agent will populate into the case.
9. We must tell the system what plate the case should start with. Under Start ID, type the first plate number and click Recalculate Consignment. The Start IDs and End IDs will populate for each agent.

a. For TA – Non-Commercial Plates, there are only 999 for each series. If an agent gets multiple series, there will be multiple lines for each agent.

Once the series prefixes and suffixes are approved (See appendix), we must add them to the Master List. This is where we keep track of all series that have been ordered for all tag types. The file is in the Supply community file under Ordering Tags -> Master List of License Plates Issued -> New Master List Starting with 2017 Reissue.

We do have the old list that has the lists prior to the 2017 reissue. The name on the file is MASTER LIST As Of 7-1-2010 from JANA. The non-commercial plates are the alphabetical tabs and the other tabs are by tag type.

- E.g TA-non-commercial are the tabs marked A, B, C, etc. The other tag types are marked TB for farm truck, TC for commercial truck, TD for commercial tractor, etc.

There is a tab for Special Plates – it is a list of all Special Plate types that we have reserved the prefix or suffix for. We must make sure we do not duplicate a standard tag with the same masking as used on a special tag.

Process #8: Annual Consignment of Decals - Vehicles

Purpose:

To outline the steps for the annual consignment of various types of decals including validation, non-use, special, manufactured home, 10-year antique, 10-year antique non-use, vintage, and off-road decals.

Background:

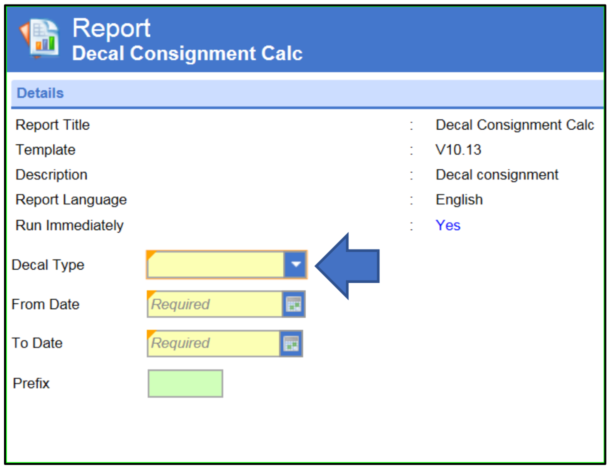
This process ensures that all necessary decals are ordered, assigned, and distributed to the LOs in a timely and organized manner.

See Timeline for Tag/Decal Orders for information on timing for this process.

Process Step-by-Step:

Pulling Total Number of Sales to Order

1. From the "Report Manager", click on the "Report List".
2. In the filter bar, type in the word "decal".
3. Select "Decal Consignment Calc."
4. In the Decal Type field, select the decal type you're creating the case for (e.g., DV, DX, DC).



5. For validation, special, non-use, and manufactured home decals:
    - From date: Enter 10-01-2023 (looking for the previous full year sales, which would be the 2025 decals).
    - To date: Enter 12-31-2024 (this will get us to the end of the fiscal year sales for the 2025 decals).
6. In the "Prefix" field, enter "24" because we're looking for the 2024 prefix that starts with a 24 that were sold in our selected date range.

Note: Starting in 2020, these decals went to a two-digit prefix: 20D, 20S, 20X, 19G, etc.)

Note: Manufactured home decals are always one year behind the validation, non-use, and special decals. So, if ordering 2024 validations, the manufactured home decals being ordered will be 2023.

7. Generate the report.

Exporting the File to Excel

1. Name the file and save it.
2. After saving, you may change the quantities for the LOs or delete rows.
3. Due to the date range, delete closed agents and add new agents. If a closed and new agent are listed, add the two totals together.

Note: For Manufactured Homes, if the agent sold 1 decal, give them 1 book (25 decals). Adjust the spreadsheet to give the amount (sold + credit) rounded to the nearest 25.

4. Change the order of the spreadsheet to list pickups first
    - e.g., 09's, 14's (except 1432 – too far away), 55's, 88's, then 72's. Then the rest of the LOs in the order of their number.

Note: You cannot delete columns; doing so will cause an error.

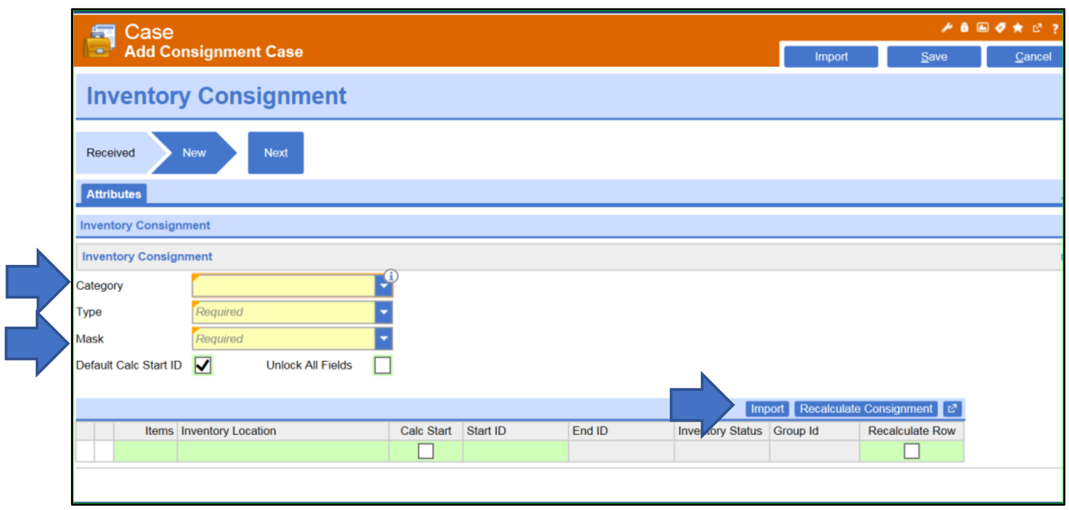
5. Once you have made all necessary changes to the file, you are ready to import it back into OneLink.

Importing the File Back into OneLink

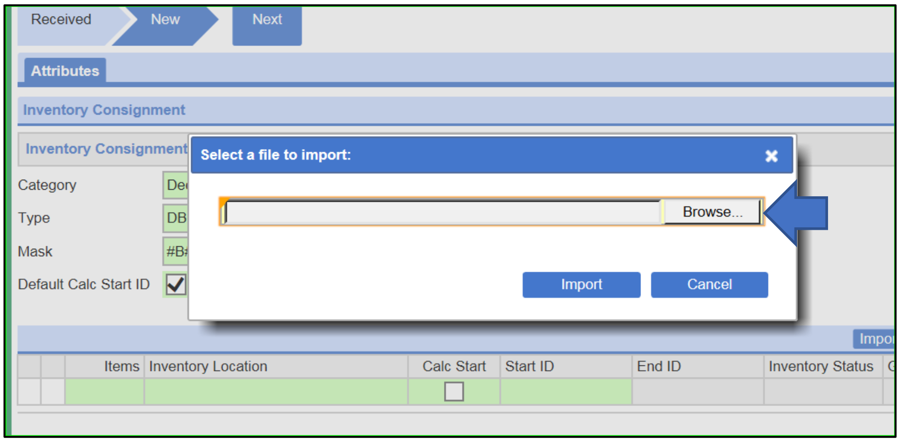
1. From the "Search Manager," select "All Search," then "Case Search".
2. Click "Add" and select "Inventory Consignment".
3. In the "Category" field, select "decal".
4. In the "Type" field, select the decal type you're working on (e.g., DV, DS, DX, DC).
5. In the "Mask" field, select the correct mask you'll be using (##%000000).

Note: If the mask needed is not listed, make sure an SQR is submitted far in advance before consigning inventory, so your mask will be available when you need it.

6. Select the "Import" tab.



7. Browse and find the Excel file.



8. Double-click on the file name and click on the “Import” button. This will load your file into the case.
9. Put in the starting sequence # of the decal type you’re going to consign and click “Recalculate Consignment.”
10. The OneLink system has not consigned all LOs this decal type. Recheck the beginning and ending numbers, making sure the beginning and ending sequence # end correctly.
11. Sporadically throughout the case, compare the quantity of items to be issued, then subtract the six-digit ending sequence # from the beginning sequence # and add one (1) to verify the correct amount was issued.
12. Verify the ending sequence # matches the number on the report.
13. Click “Save”.
14. **Make note of the case #.** This will not assign to agents' inventory.
14. Once saved, click the hyperlink “Check for Conflicts”.
15. A box will come up asking if you are sure you want to change the status to check for conflicts. Click “Yes”.
16. Click on the hyperlink “Assign and Create”. This step will put the decals in the LO’s inventory.

Locating a Case

1. Open the Search Manager and select All Searches
2. In the Type field, enter Inventory Consignment
3. In the Closed From field, enter the date the case was created
4. In the To field, enter the current date
5. Change Owner to Any

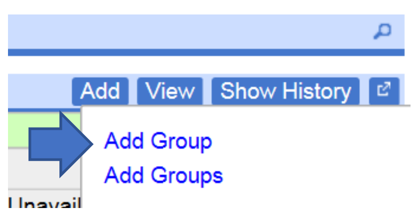
6. A list of cases should appear. Select the case you were working
7. If all looks good, click Save

Locating the Consignment Sheets

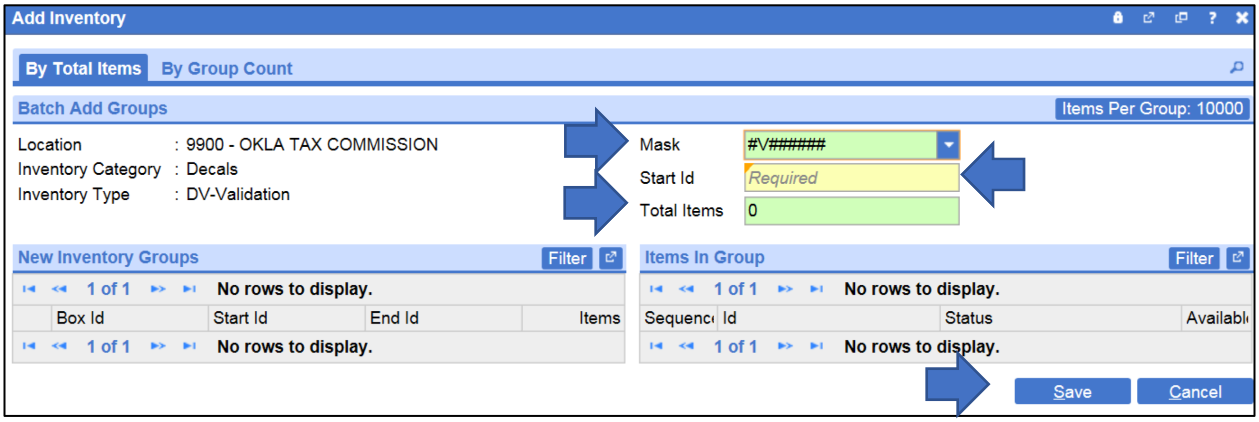
1. From the “Report Manager,” select “Report List”.
2. In the filter bar, type “Inventory Consignment”.
3. Select Inventory Consignment receipts.
4. Enter the “To” and “From” dates (date reports were assigned and created).
5. Click “Generate”
6. Click “View Report” to see the consignment sheets.
7. Print two (2) copies:
    a. 1 copy in agent number order (Supply copy).
    b. 1 copy in assignment order. This copy goes in the agents' order
        - e.g., 09’s, 14’s (except 1432 – too far away), 55’s, 88’s, then 72’s. Then the rest of the LOs in the order of their number.

Putting Balance of Decals into 9900 from Decal Order

1. From the Report Manager, go into Inventory
2. Enter 9900.
3. Select Add to put decals in groups of 10,000.
4. Add Groups.



5. Select Inventory Group and enter decal type (DV, DS, DX, DC, etc.)
    - Mask: Change Mask to ##?######.
    - Start ID: Enter the beginning decal number of leftover decals.
    - Total Items: Enter the total number of items
6. To generate groups, click Save. Items will show in inventory in groups of 10,000.



Ten Year Antique, Ten Year Antique Non-Use, Vintage, and Off-Road Decals

Due to low quantity of sales on the 10-year Antique, 10-year Antique Non-Use, and Vintage decals, SOK is the only agency that issues these decals. LOs are not allowed to issue these decals. In the past, ordering enough for LOs to issue proved to be a waste of money.

In ordering the correct year for the 10-year antiques, whatever year you're ordering for the validations, add 10 years then subtract 1 year. (Ordering 2022 validation + 10 – 1 = 31).

Off-Road decals are ordered every couple of years at a quantity of 50,000.

Exporting the File to Excel

6. Name the file and save it.
7. After saving, you may change the quantities for the LOs or delete rows.
8. Due to the date range, delete closed agents and add new agents. If a closed and new agent are listed, add the two totals together.
9. Change the order of the spreadsheet to list pickups first
    - e.g., 09's, 14's (except 1432 – too far away), 55's, 88's, then 72's. Then the rest of the LOs in the order of their number.

Note: You cannot delete columns; doing so will cause an error.

10. Once you have made all necessary changes to the file, you are ready to import it back into OneLink.

Process #9: Annual Consignment of Decals - Boat and Motor

Purpose:

To outline the steps for the annual consignment of Boat and Motor decals.

Background:

This process ensures that all necessary decals are ordered, assigned, and distributed to the LOs in a timely and organized manner.

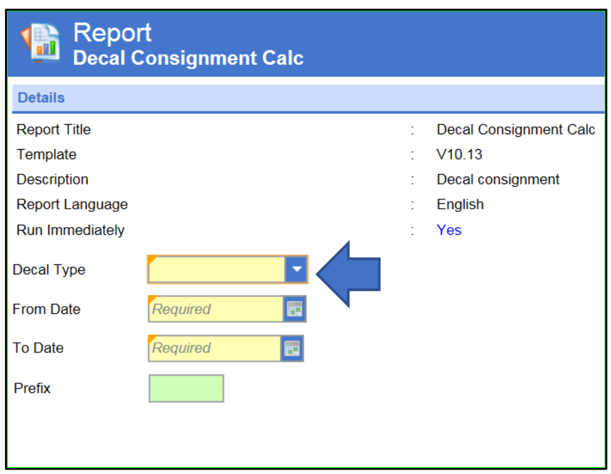
Boat and Motor decals are ordered at the same time as the validation, non-use, special, and manufactured home decals.

See Timeline for Tag/Decal Orders for information on timing for this process.

Process Step-by-Step:

Pulling Total Number of Sales to Order

1. From the “Report Manager”, click on the “Report List”.
2. In the filter bar, type in the word “decal”.
3. Select “Decal Consignment Calc.”
4. In the Decal Type field, select the decal type you’re creating the case for (DB or DM).



5. For validation, special, non-use, and manufactured home decals:
    - From date: Enter 3-01-2020 (looking for the previous 3 year sales, which would be for the 2024 decals).
    - To date: Enter 6-30-2023 (this will get us to the end of the fiscal year sales for the 2024 decals).
6. In the “Prefix” field, enter “24” because we’re looking for the 2024 prefix that starts with a 24 that were sold in our selected date range.

Note: Starting in 2022, these decals went to a two-digit prefix: 22B, 22M

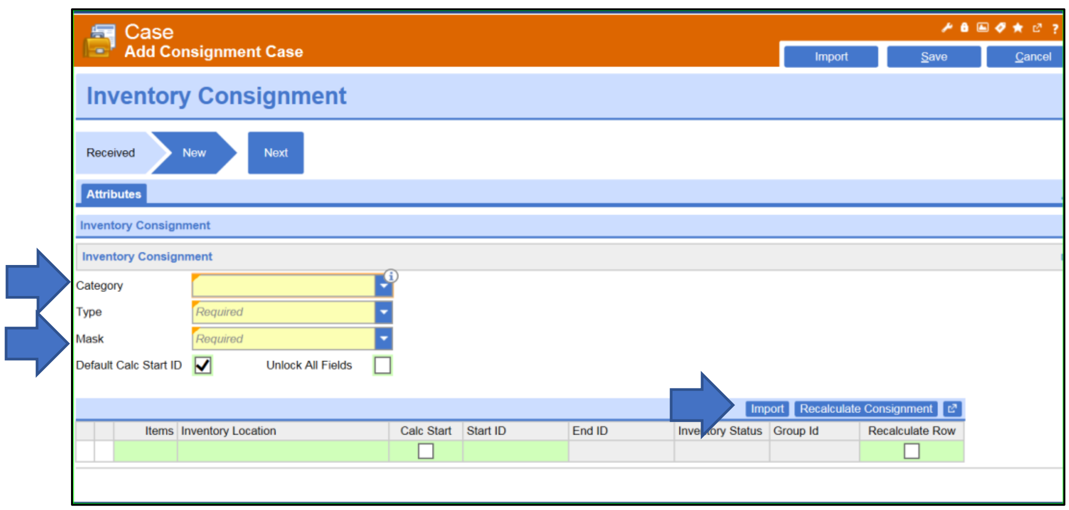
7. Generate the report.

Importing the File Back into OneLink

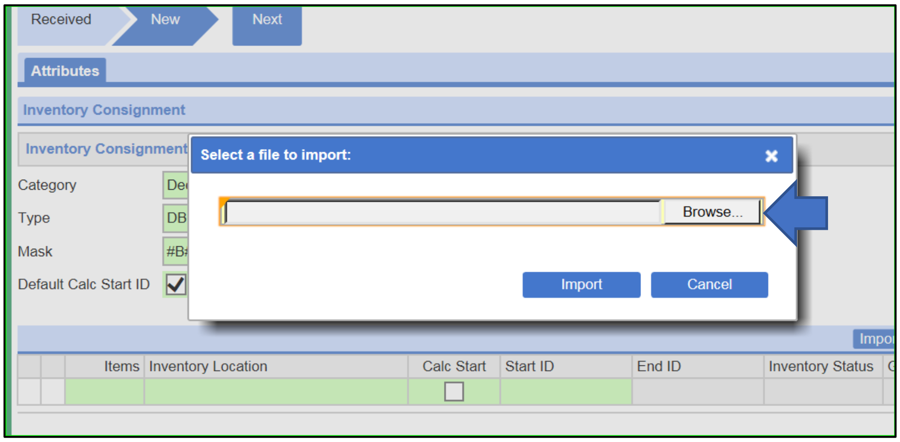
1. From the “Search Manager,” select “All Search,” then “Case Search”.
2. Click “Add” and select “Inventory Consignment”.
3. In the “Category” field, select “decal”.
4. In the “Type” field, select the decal type you’re working on (e.g., DV, DS, DX, DC).
5. In the “Mask” field, select the correct mask you’ll be using (##%000000).

Note: If the mask needed is not listed, make sure an SQR is submitted far in advance before consigning inventory, so your mask will be available when you need it.

6. Select the “Import” tab.



7. Browse and find the Excel file.



8. Double-click on the file name and click on the “Import” button. This will load your file into the case.
9. Put in the starting sequence # of the decal type you’re going to consign and click “Recalculate Consignment.”
10. The OneLink system has not consigned all LOs this decal type. Recheck the beginning and ending numbers, making sure the beginning and ending sequence # end correctly.
11. Sporadically throughout the case, compare the quantity of items to be issued, then subtract the six-digit ending sequence # from the beginning sequence # and add one (1) to verify the correct amount was issued.
12. Verify the ending sequence # matches the number on the report.
13. Click “Save”.
14. **Make note of the case #.** This will not assign to agents' inventory.
17. Once saved, click the hyperlink “Check for Conflicts”.
18. A box will come up asking if you are sure you want to change the status to check for conflicts. Click “Yes”.
19. Click on the hyperlink “Assign and Create”. This step will put the decals in the LO’s inventory.

Locating a Case

8. Open the Search Manager and select All Searches
9. In the Type field, enter Inventory Consignment
10. In the Closed From field, enter the date the case was created
11. In the To field, enter the current date

12. Change Owner to Any

13. A list of cases should appear. Select the case you were working

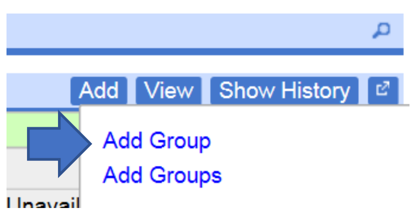
14. If all looks good, click Save

Locating the Consignment Sheets

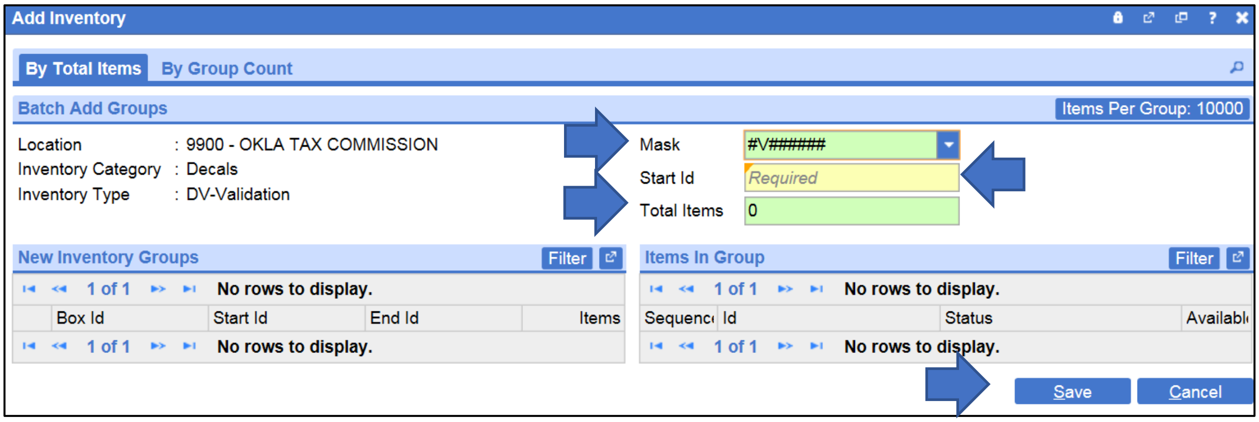
8. From the “Report Manager,” select “Report List”.
9. In the filter bar, type “Inventory Consignment”.
10. Select Inventory Consignment receipts.
11. Enter the “To” and “From” dates (date reports were assigned and created).
12. Click “Generate”
13. Click “View Report” to see the consignment sheets.
14. Print two (2) copies:
    c. 1 copy in agent number order (Supply copy).
    d. 1 copy in assignment order. This copy goes in the agents' order
        - e.g., 09’s, 14’s (-1432), 55’s, 88’s, then 72’s. Then the rest of the agents

Putting Balance of Decals into 9900 from Decal Order

7. From the Report Manager, go into Inventory
8. Enter 9900.
9. Select Add to put decals in groups of 10,000.
10. Add Groups.



11. Select Inventory Group and enter decal type (DV, DS, DX, DC, etc.)
    - Mask: Change Mask to ##?######.
    - Start ID: Enter the beginning decal number of leftover decals.
    - Total Items: Enter the total number of items
12. To generate groups, click Save. Items will show in inventory in groups of 10,000.



Appendix

Appendix A: Motor Vehicle Division Inventory Procedures

These rules apply to Motor Vehicle Supply staff working in Building 16.

Inventory Procedures

- Inventory cannot be stored at desks. At the end of each day, inventory must be placed in one of the locked cabinets.
- If leaving the desk for any reason, ensure inventory is put away.
- Inventory cannot be taken out of the cabinets until 7:30 AM and must be put away by 4:30 PM.
- Additional decals for processing must be obtained from the Supervisor or Lead.
    - Only the Supervisor, Lead, and Administrator are authorized to access the decal cabinet unless otherwise approved.
- Any mutilated decals that can no longer be used must be turned in to the Supervisor, Lead, or Administrator at the end of the day. An affidavit will be prepared every Friday to send all mutilated decals to Supply for timely removal from inventory.
- Issued inventory will be reviewed daily (Daily Issued Inventory Report) by the Supervisor or Lead to ensure no decals are issued out of order or misplaced.
- When issuing decals, the plate number to which the decal is being issued must be written in the corresponding spot in the decal book.
- Decal sheets will be sent to imaging every month once the monthly inventory is complete, to be checked and imaged.

Monthly Inventory

- Monthly inventory will be conducted on all inventory items (5519, 8819, 5590, 5533, and 8830).

- Colored tape will be used on the boxes to facilitate the inventory process.
    - If the tape is not removed when the next monthly inventory occurs, the box does not need to be pulled out and counted.
    - Once a plate is pulled from a box, the tape is to be removed.

Daily Issued Inventory Report

- The issued inventory report will be run daily at 4:20 PM (Issued Inventory Report Accounting).
- This report will be compared to the previous day's report to ensure decals are being issued in order.
- No mail should leave the building until this check has been completed.

Appendix B: Decal Types

There are multiple types of decals that can be issued during a renewal.

Validation decals- These are for vehicles with valid insurance. The color of these decals changes every year.

- **Example** :24V556666

Nonuse decals- These are for vehicles that do not currently have insurance. The color of these decals is always black.

- **Example:** 24X556659

When issuing inventory, you will write down the plate number in the decal book. All inventory that is issued should be accounted for.

Appendix C: Notes on Ordering Supplies

These rules apply to LOs ordering supplies.

[Rule 670:10-3-5]

Forms with "SOK" and “MV” designations are provided by the Motor Vehicle Division Supply Section to be used in conjunction with the issuance of vehicle, boat and outboard motor transactions. A selection of forms is available for downloading from OneLink by navigating: New Manager -> Content -> Explorer -> Agent Forms. Additionally, most common forms can be found on the Service Oklahoma website. It is important for all operators to continually monitor their inventory of supplies provided by the Motor Vehicle Division, to ensure adequate quantities to meet anticipated demands.

Operators may not create and/or require customers to complete any additional form outside those approved and required by Service Oklahoma. [Rule 670:10-3-7]

Operators must request supplies via the OneLink system. MV Supply will determine the quantity and numbered item sequence numbers for each item type.

- SOK will ship, prepaid, all registration decals and license plates. This includes annual shipments and incidental shipments to individual operators.
- **Before** placing an order, review your ***entire*** inventory and include as many items as needed to avoid repeated order requests.

Picking up Supplies at SOK

When requesting supplies for pick-up, please bear in mind the following guidelines:

- Orders must be placed to MV Supply at least ***24 hours in advance***. See below for ***emergency*** case instructions.
- Supplies may be picked up ***only*** on designated days and times (Mon – Fri, 8am – 4pm). Select from those available dates and times when placing an order.
- ***All*** supply requests are to be directed to MV Supply. ***Do not*** request additional items from warehouse personnel.

Emergency Orders

As noted above, every effort should be made to monitor supply inventory and order when needed. However, should an emergency supply be needed quickly, contact Supply by telephone (405.521.2303). Do not send an email.

Annual Blanket Shipment

Prepaid shipments of certain items (non-commercial license plates; registration decals; boat/motor registration decals) are automatically sent out to all operators, in quantities intended to cover each operators' needs for the coming year. Efforts are made to provide advance notice of such shipments.

Appendix D: Notes on Processing Tag Types for Annual Consignment

A few details needed to process the tag types:

TA:

- There are only 999 for each series. We round to the nearest 50 for each agent. Then we must adjust counts.
- If an agent is supposed to receive 1000 plates, they will only get 999. Be sure to adjust amounts for each agent so that the first box in the series ends at 049 and the last box ends at 999.
    - E.g. AAA001-049 is the first box, and the last box is AAA900-999.)
- If an agent is to receive 3000 plates, this means they will get 3 series, so the amount will be adjusted to 2997 (999 x 3).
- If the agent is to receive 2500, they will get two full series (999 x 2) and 499 of the next series (first box only has 49 and the rest have 50) for a total of 2497.

- E.g. AAA001-999, AAB001-999, AAC001-499)

- If the next agent is only getting 250, they will get the full amount, 250, because the count does not roll into the next series.
  - E.g. AAC500-749)
- If the next agent was to get 1000, they will get 999 because they will finish the series the previous agent started and then start another series.
  - E.g. AAC500-999 and AAD001-499
- We can add more to an agent if we see a need to increase amounts.
- We will always end the order at the end of a series. If the total count needed ends in the middle of a series, we would add to the amount for SOK stock to complete the series.

TB:

- There are 999 for each series - see instructions for TA.
- For these plates we round to the nearest 5 for each agent. We will need to adjust the count for the agent that is at the beginning of a series by subtracting 1 every time we start a new series.
- We can add more to an agent if we see a need to increase amounts.
- We will always end the order at the end of a series. If the total count needed ends in the middle of a series, we would add to the amount for SOK stock to complete the series.

All other tag types:

- We will need to adjust the count for the agent that is at the beginning of a series by subtracting 1 every time we start a new series.
- If the total count needed ends with an odd number, we would add to the amount for SOK stock to bring the count to end with 49 or 99.
  - E.g. count ends at 329, we will at 20 to the count for SOK so the count will end with 349

Also see "Rules for Tag Types." This file can be found in the Supply Community file: Supply > Ordering Tags > Master List of License Plates Issued> Rules for Tag Types

Appendix E: Notes on Inappropriate Prefixes and Suffixes

For TA Non-Commercial and TB Farm-Truck plates, be sure to go through the list of series. If there are any derogatory prefixes or suffixes, add them to the do not use list, "Restricted Inventory Sequences."

- E.g. ASS, FUF, KKK, KGB, WTF, etc.

This file can be found by doing the following:

1. Go to New Manager and click on Maintenance

2. Choose “Add Restricted Inventory Sequence.” Then, add the sequence and tell what tag type the sequence is being restricted from and the reason – offensive, reserved for special plates, etc.
    a. To see the list of restricted sequences go to Maintenance and click on “View Restricted Inventory Sequences.”

By adding the sequences to the list, they will not populate when clicking “Recalculate Consignment.”

Always go back through the list in the case to make sure none were missed. If a prefix or suffix is found that should not be made, go to the do not use list and add the sequence After adding the sequence, click Recalculate Consignment. This will remove the prefix or suffix from the case.

We must always keep track of the special plate prefixes and suffixes as well - those also need to be on the do not use list for these tag types.

Here is the website we are using to see if the three-letter prefix or suffix is derogatory: https://www.thefreedictionary.com/Acronyms

Appendix G Notes on Accountable Items

[Rule 670:10-3-1 through Rule 670:10-3-6]

All numbered items consigned to a Licensed Operator from SOK are considered accountable items. Once received, such items ***must*** be properly accounted for by the operator as either issued, reconsigned to another operator, or returned as unissued to the Motor Vehicle Division. If not properly accounted for, a ***missing item charge*** will be assessed, based upon the type of item.

- Never destroy or dispose of unissued accountable items.
- All LO employees should be made aware of the importance of this accountability.

Receiving Accountable Items

Upon receipt of consigned numbered items from Service Oklahoma, the receiving LO should verify ***all items listed*** on the packing slip have been delivered and mark the order as “received” in OneLink.

When receiving ***complete and unopened*** boxes of license plates or registration decals, it is not necessary to open the individual boxes. Check the contents’ numbers listed on the outside of each box to ensure the correct items have been sent. When individual boxes are opened prior to item issuance, check the contents of that box to verify all listed items were received. If a discrepancy is discovered, Supply must be notified via a notarized affidavit within ten (10) days from issuance of the first item contained in that box. Failure to do so may result in affidavits of items missing from box not being accepted.

If received items ***do not correspond*** *with the consignment receipt, or if the contents of a previously unopened box does not match the contents listed on the outside once opened,* ***notify*** *the Motor Vehicle Division Supply Section immediately. You may be asked to prepare and submit an affidavit of fact,* ***signed by the operator and notarized.***

Note: Return inventory affidavits to Motor Vehicle Supply at our email address: MVSupplyCorrespondence@service.ok.gov. **Do not** submit such documents in a semimonthly report.

Computer Inventory Accounting System

When accountable items are consigned to an operator, they are entered into that operator's inventory as items available for issuance. They will remain there until issued, or until removed as returned or reconsigned by Motor Vehicle Supply.

An item must be ***available for issuance*** in an operator's computer on hand inventory for the system to allow the operator to encode the item to a vehicle record. The computer inventory system will prevent encoding of an item it does not reflect as being available for issuance by that License Operator, either due to the item having been previously issued, or having never been consigned to that operator. As a result, the inventory accounting system is a valuable tool in aiding against accountable item encoding errors.

- However, as the inventory system will allow issuance of ***any*** item available in an operator's inventory, it will ***not*** prevent erroneous entry of an available item that is further on in the operator's inventory.
- Obviously, neither can it prevent ***failing to enter*** a license plate that is being issued in conjunction with a registration decal. It is suggested, when issuing a license plate, enter the plate number on the decal sheet. This will provide an avenue for you to research, should the plate fail to be encoded to the registration transaction and subsequently appear as a missing item.

For accountable item encoding assistance, or assistance in correcting accountable item entry errors, contact the Motor Vehicle Division Supply Section (405-521-2303).

Re-Consigning Items

When ***releasing numbered items*** to another operator, both LOs should contact the Motor Vehicle Supply Section through OneLink immediately, sharing the sequence numbers being transferred.

As long as the numbers match, Supply will make an inventory adjustment in the system.

Returning Unissued Items

Periodically, SOK will send correspondence to all LO's, requesting the return of ***unissued***, ***obsolete*** items (i.e. expired registration decals). Operators will be asked to complete and return a listing of the items being returned and instructed where to send them.

As ***individual*** items are deemed un-issuable (i.e. torn registration decal; misprinted plate), they may be returned to MV Supply for inventory credit. They may be included and noted in a semimonthly report as follows:

- Attach a registration decal being returned to its corresponding number on MVD's copy of the decal sheet. Make a notation such as: "*Decal #8Z123456 mutilated – attached to decal sheet*" in the corresponding decal listing inventory section of the semimonthly report. If the decal is mutilated to the extent the number is illegible, include a statement of fact listing the decal number, signed by the operator and notarized. Make a notation on the report: "*Decal #8Z123456 mutilated – see affidavit*." The remains of any defective or mutilated registration decal **must** be returned to MVD Supply, accompanied by the statement of fact. If the remains are unavailable for any reason, submit an affidavit of explanation as to why the remains are unavailable to MVD Supply for review and inventory adjustment consideration.

- If returning a license plate, make a notation in the plate inventory listing section of the semimonthly report, such as: "*Plate #ABC123 enclosed for inventory credit*."

On-Hand Inventory Computer Reports

Operators have the capability of generating on hand inventory reports at any time, reflecting all unissued accountable items consigned to them, up through the previous day.

License Operators are ***strongly*** advised to monitor their inventory by utilizing the on-hand inventory report. These may be generated at any time and reviewed for discrepancies.

Inventory Audit- Missing Item Notification

Following a field audit of a Licensed Operator and a comparison review between the item consignment records and the inventory completed by the auditor, the operator will be sent correspondence listing any unaccounted-for items.

- A period will be allowed for the operator to research and furnish information on the item(s). Contact MV Supply for advice and assistance, as needed.
- Any numbered item for which the License Operator is ultimately unable to account will be charged to the operator's account as a ***missing item***. The missing item rate (refer to the **Missing Item Rates** chart) is based upon the average amount received throughout the state for that type of item during the period in which it became unaccountable, with the exception of license plates, which have a fixed fee established.
- Should the Motor Vehicle Division discover evidence that an unaccounted-for item was ***issued*** and a fee collected, but the item was never properly reported and remitted for by the License Operator, the operator's account will be charged the ***issued*** amount for that item.
- Should the vehicle record reflect a ***Stop Flag*** was on the system at the time the item was released to a customer, any amount due on the stop flag will also be assessed to the issuing operator.

Should a missing item that has been charged to an operator be subsequently accounted for, credit will be issued to the operator.

Accounting for Missing Items

All statements submitted by the License Operators concerning missing items must be ***signed*** by the operator and ***notarized*** by a notary public.

- Operators should always retain copies of missing item statements and documentation submitted to this office.

It is important to include sufficient information and/or supporting documentation to ***verify*** the disposition of the item(s). In general, photocopies of the transaction receipt(s) involved in the inventory discrepancy should be submitted, along with an explanation of the problem.

Example: If a license plate was not entered on a registration renewal transaction, submit a photocopy of the registration transaction receipt, with the license plate number circled and the correct plate number noted.

All information submitted for consideration of inventory credit is ***subject to approval*** by the Motor Vehicle Division Audit Section

LOs may be contacted by Motor Vehicle personnel, either by telephone or in writing, for additional information or clarification.

Utilization of the computer generated on-hand inventory will serve to greatly reduce, or even eliminate, inventory problems.

Missing Item Rates

[Rule 670:10-3-6]

Missing item rates are based upon the average amount received throughout the state for that type of item during the period in which it became unaccountable.

Registration and Non-Use Decal 58.00

Special License Plate Decal 20.00

Boat Registration Decal (1 Year) 52.00

Boat Registration Decal (3 Year) 109.00

Outboard Motor Registration Decal (1 Year) 38.00

Outboard Motor Registration Decal (3 Year) 93.00

Manufactured Home Registration 283.00

ATV/Off-road Motorcycle and Utility Vehicles 11.00

License Plate (unless otherwise noted) 4.00

License Plate for 2018 Registration Only 60.00

Non-Expiring Commercial Truck License Plate 156.00

Half-Year Commercial Truck License Plate 320.00

Half-Year Commercial Truck-Tractor License Plate 507.00

Non-Expiring Commercial Trailer/Construction Machinery 46.00

City, County and Public-School License Plate 14.00

Expiring Commercial Trailer 508.00

Pioneer of the Prairie 35.00

In God We Trust 15.00

Oklahoma City Thunder 15.00

University of Oklahoma 35.00

Oklahoma State 35.00

References

1. Service Oklahoma Forms Webpage
2. Timeline for Tag/Decal Orders