

Process and Procedures

On-site DMV inventory is a privilege of convenience. Arranging license plates and stickers for customers the moment you eFile requires your compliance with outlined DMVdesk processes. Failure to comply may result in temporary suspension of your on-site inventory privileges. Don't lose this convenience!

Quarterly Inventory Report

A quarterly inventory report lists the sequences of on-site inventory and is emailed quarterly to the controller on these dates:

+ March 1st

+ June 1st

+ September 1st

+ December 1st

Once received, please follow these steps:

1

Verify that the report's inventory matches your on-site inventory for that specific date. For discrepancies, list item and what happened to it.

Note: The inventory listed on this report should be the inventory you have on site that particular day. This report must be completed on the day that it is sent in order to be accurate.

2

Two signatures are required on the report: The person accountable for the on-site inventory and that person's manager or controller (blue or black ink).

3

Mark all items as RECEIVED within DMVdesk under the Dealer Inventory tab and send the original signed copy to the DMVdesk Fulfillment Center.

Alternative: Quarterly Inventory Reports can be sent with your next bundle as long as the report is in a separate package labeled "Quarterly Inventory."

- If you do not receive an email with the report, you can contact the DMVdesk Fulfillment Center and request a copy at warehouse@vitu.com.
- If the Quarterly Inventory Report does not match your inventory, please contact the DMVdesk Fulfillment Center immediately.

Expired Inventory

At year's end, some items will lose their validity. For example, 2016 year stickers expire when the year 2017 comes around. There are a few different ways to return this inventory:

- Contact your account manager to schedule a pickup of the expired inventory.
- Send the expired inventory to the DMVdesk Fulfillment Center.
- Send the expired inventory with your next bundle by putting the items in a separate package labeled "Fulfillment Center."

Please refrain from destroying expired inventory; each accountable item requires authorization for destruction. **All expired inventory should be returned to the DMVdesk Fulfillment Center within 5 business days of expiration.** Once the expired inventory is received, you will no longer be held accountable as it will be removed from your inventory.

Fulfillment Center Contact Information

Address:

29901 Agoura Road
Agoura Hills, CA 91301

Phone:

818-706-1949
Exceptions Desk ext. 7026
Overnights ext. 7025