

INVENTORY ORDERING PROCEDURE

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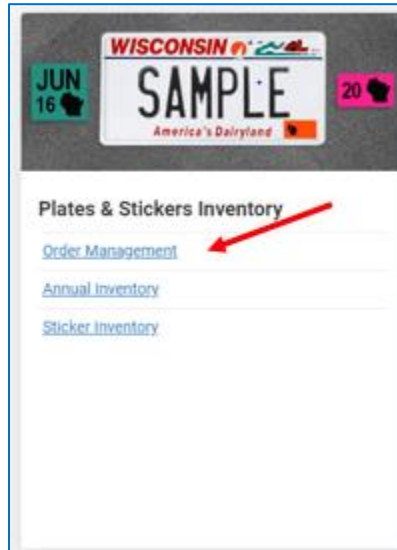
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QUESTIONS

For inventory questions, please email DOT's License Plate and Postal Services Unit at: widmvplateroom@dot.wi.gov

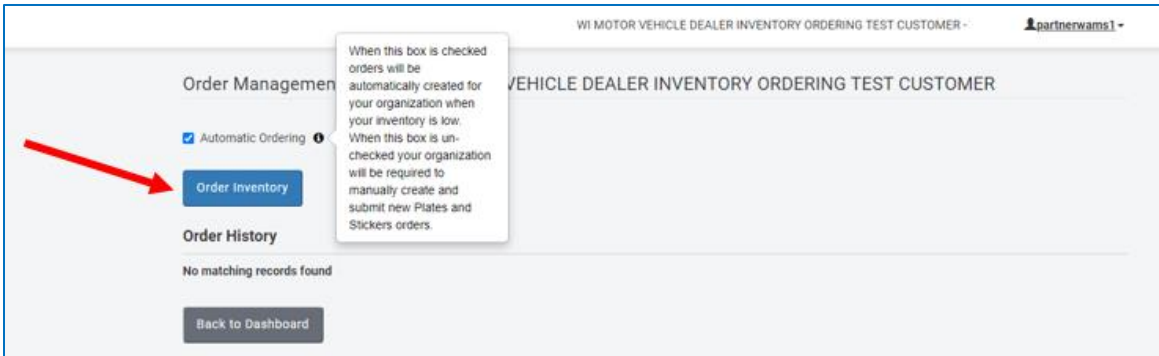
SUBMIT AN INVENTORY ORDER

1. Log in to eMV PARTNER: emvpartner.wi.gov
2. From the Dashboard screen, select "Order Management" under the Plates & Stickers Inventory block
 - a. Only users with the following roles will be able to see the Order Management link:
 - i. eMV PARTNER Organization Users:
 1. Inventory
 - ii. Vendor Organization Users:
 1. App Agent Processor

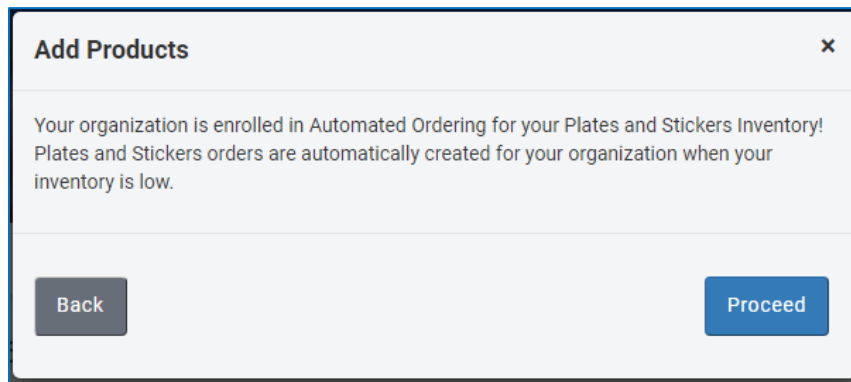


(Click [here](#) for instructions for Organization Administrators to add roles to users)

3. Select the “Order Inventory” button

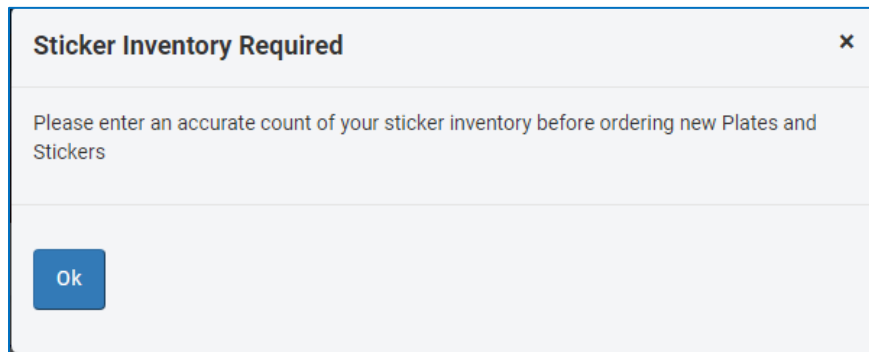


The following message will display:



Note: if the following message displays when the “Order Inventory” button is selected, go to the [“Report Current On-Hand Sticker Counts”](#) section of this document for further instructions

Inventory orders cannot be submitted until current on-hand sticker counts are entered



4. Step 1 – Order Details:

a. There are two methods of ordering inventory

i. Manual Order

1. Enter the quantities of desired inventory. Then select Next.

ii. Suggested Order

1. Upon selecting the “Re-Stock” button, the suggested quantity of inventory to be ordered will auto-populate. Then select Next.

Note: All allowable inventory items will display, including inventory for organizations that have multiple Terminal IDs (Business Types).

WI MOTOR VEHICLE DEALER INVENTORY ORDERING TEST CUSTOMER: partnerwms1

Order Plates and Stickers - TD04: WI MOTOR VEHICLE DEALER INVENTORY ORDERING TEST CUSTOMER

← Step 1 - Order Details

Plates

| | | | |
|----------------------------------|----------------------------------|----------------------------------|----------------------------------|
| AUT Quantity (multiple of 50) | CVC Quantity (multiple of 50) | LTK Quantity (multiple of 50) | MPD Quantity (multiple of 50) |
|----------------------------------|----------------------------------|----------------------------------|----------------------------------|

Bulk Stickers - Monthly

| | | | |
|---|--|--|--|
| January Quantity (multiple of 100) | February Quantity (multiple of 100) | March Quantity (multiple of 100) | April Quantity (multiple of 100) |
| May Quantity (multiple of 100) | June Quantity (multiple of 100) | July Quantity (multiple of 100) | August Quantity (multiple of 100) |
| September Quantity (multiple of 100) | October Quantity (multiple of 100) | November Quantity (multiple of 100) | December Quantity (multiple of 100) |

Bulk Stickers - Year

| | |
|----------------------------------|----------------------------------|
| 2021 Quantity (multiple of 1) | 2022 Quantity (multiple of 1) |
|----------------------------------|----------------------------------|

Bulk Stickers - Weight

| | | |
|--|--|--|
| A - 4,500 lb Quantity (multiple of 100) | B - 6,000 lb Quantity (multiple of 100) | C - 8,000 lb Quantity (multiple of 100) |
|--|--|--|

Mailing Labels

Yellow Mailing Label
Quantity (multiple of 100)

a

b Re-Stock

Next

Sticker Information:

- “Bulk Stickers”
 - Stickers that are not pre-packaged in colored envelopes
- “Stickers in Envelopes”
 - Stickers that are pre-packaged in colored envelopes which include instructions on how to properly display the stickers on license plates
- “Monthly” stickers
 - 3-letter month stickers that designate the month the registration expires
- “Year” stickers
 - 2-number year stickers that designate the year the registration expires
- “Weight” stickers
 - 1-letter stickers that designate the registered gross weight
- “Mailing Labels”
 - Yellow labels (adhesive backed) used to mail in daily processed title bundles if the organization is not electronically uploading documents for a given day
- “Quarterly” stickers
 - Combination 2-number and 3-letter month sticker that designates the month and year the registration expires.
 - Only annual registration period (Jan-01 through DEC-31) can be renewed by 3rd party agents for the following plate types when processing a standalone license plate renewal:
 - Heavy Truck (HTK)
 - Trailer (TRL)
 - Example:



Note: Organizations that also have an ‘F’ Terminal ID that processes through eMV Fleet, the above plates can also be renewed if they have quarterly or consecutive monthly registration periods

- “Biennial” stickers
 - 2-number even-year stickers that designate the year the registration expires for the following plate types:
 - Motorcycle (CYC)
 - Farm (FRM)
 - Moped (MPD)

For more information on sticker types/sticker display, see [Display of license plates and validation stickers](#).

5. Step 2 – Review Order:
 - a. Review that the order information is correct, then select next

WI MOTOR VEHICLE DEALER INVENTORY ORDERING TEST CUSTOMER - partnerwams1

Order Plates and Stickers - WI MOTOR VEHICLE DEALER INVENTORY ORDERING TEST CUSTOMER

< Step 2 - Review Order

| Item | Quantity |
|----------------------|----------|
| Automobile Plates | 100 |
| Light Truck Plates | 100 |
| 2021 Yearly Stickers | 200 |
| 4,500 lb Stickers | 100 |
| 6,000 lb Stickers | 100 |
| 8,000 lb Stickers | 100 |
| Mailing Labels | 100 |

ORDER DATE 7/27/2020
COMPANY NAME WI MOTOR VEHICLE DEALER INVENTORY ORDERING TEST CUSTOMER
TERMINAL ID
REFERENCE NUMBER
CONTACT NAME MICKEY MOUSE
ADDRESS 4822 MADISON YARDS WAY, MADISON, WISCONSIN 53705-9100
ORDER TYPE RE-ORDER
CONTACT TELEPHONE NUMBER 555-555-5555
CONTACT EMAIL ADDRESS

Previous Next

6. Step 3 – Success:
 - a. Your order has now been submitted, select the “Back to Dashboard” button

WI MOTOR VEHICLE DEALER INVENTORY ORDERING TEST CUSTOMER partnerwams1

Order Plates and Stickers - : WI MOTOR VEHICLE DEALER INVENTORY ORDERING TEST CUSTOMER

< Step 3 - Success

Your order has been submitted. You can review your order details from the 'Order Management' link on the dashboard.
Reference Number: 0000-1034

Back to Dashboard


REVIEW/CANCEL INVENTORY ORDERS

From the dashboard select “Order Management” under Plates & Stickers Inventory



View Orders

1. View Orders
 - a. Select the "View Order Details" button
 - i. Modal with the existing order will display
 - ii. Auto-orders will also be displayed

| Order History | | | |
|---------------|-------------|--------|---|
| Date | Reference # | Status | Actions |
| 1/21/2021 | 0000-1225 | New |  View Order Details Cancel |

| Order Details ✕ | | |
|---|------------------|------------------|
| Item | Quantity Ordered | Quantity Shipped |
| Auto | 100 | |
| January Monthly Sticker (Bulk) | 100 | |
| February Monthly Sticker (Bulk) | 100 | |
| 2022 Yearly Sticker (Bulk) | 100 | |
| 2021 Yearly Sticker (Bulk) | 100 | |
| 2021 Individual Yearly Sticker - Annual | 100 | |
| 2022 Individual Yearly Sticker - Annual | 100 | |
| 2022 Individual Yearly Sticker - Biennial | 100 | |

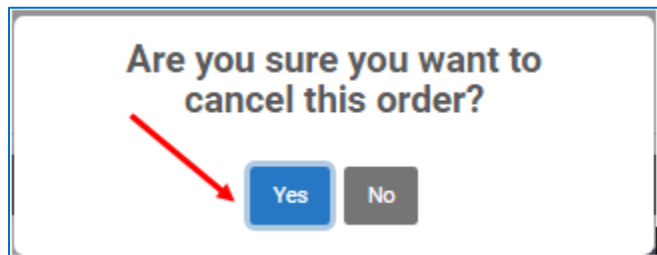
ORDER DATE 1/21/2021
COMPANY NAME
TERMINAL ID
REFERENCE NUMBER 0000-1225
CONTACT NAME MICKEY MOUSE
ADDRESS 4822 MADISON YARDS WAY , MADISON, WI 53705-9100
ORDER TYPE RE-ORDER
CONTACT TELEPHONE NUMBER 555-555-5555
CONTACT EMAIL ADDRESS

[OK](#)

Cancel an order

1. Cancel an order
 - a. Select the "Cancel" button
 - b. Select the "Yes" button
 - i. Only orders in a status of "New" can be cancelled

| Order History | | | |
|---------------|-------------|--------|---|
| Date | Reference # | Status | Actions |
| 1/21/2021 | 0000-1225 | New | View Order Details Cancel |

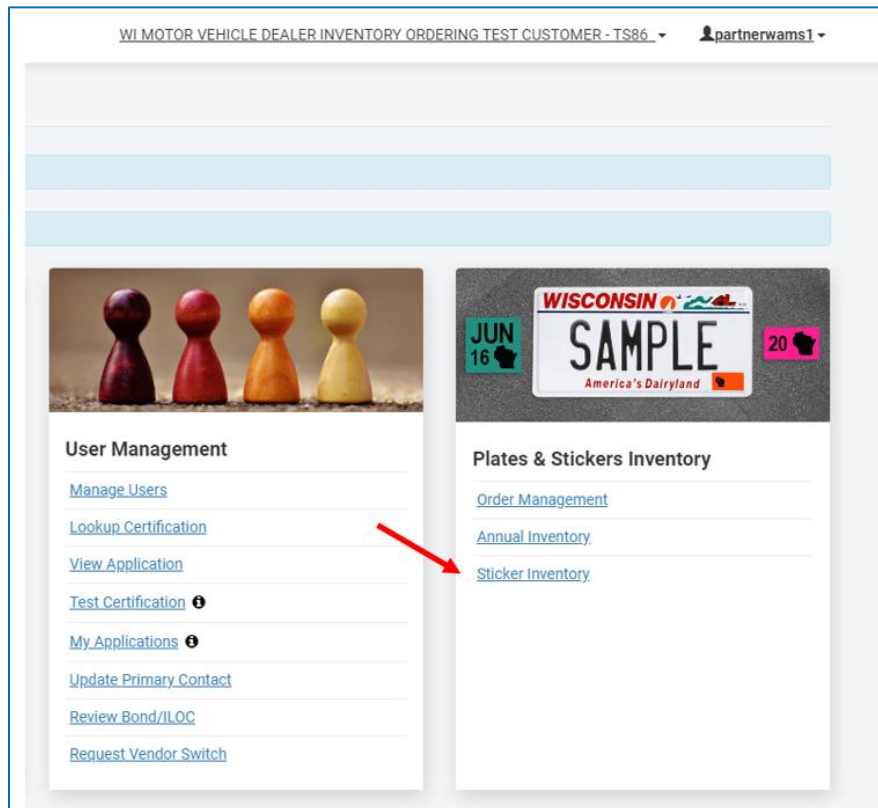


- c. The Status of the order will display as "Cancelled"

| Order History | | | |
|---------------|-------------|-----------|------------------------------------|
| Date | Reference # | Status | Actions |
| 1/21/2021 | 0000-1225 | Cancelled | View Order Details |

REPORT CURRENT ON-HAND STICKER COUNTS

1. Log in to eMV PARTNER: emvpartner.wi.gov
2. From the Dashboard screen, select “Sticker Inventory” under the Plates & Stickers Inventory block
 - a. Only vendor organizations with the App Agent Processor role will be able to see the Order Management link (Click [here](#) for instructions for Organization Administrators to add roles)



3. On the Sticker Inventory page, enter the counts of all of the stickers your organization has on-hand. A count must be entered in each of the sticker types in order to proceed. If there is a sticker type for which you have no on-hand stickers, enter a value of 0 (zero).
 - a. Stickers in bulk refers to stickers without envelopes
 - b. "Individual stickers" refers to individual stickers in envelopes

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eMV PARTNER

WI MOTOR VEHICLE DEALER INVENTORY ORDERING TEST CUSTOMER - T586 [PartnerWMS1](#)

Sticker Inventory

Please enter an accurate count of your current sticker inventory.

Stickers

| Description | Quantity |
|----------------------------------|----------------------|
| 4,500 Is Sticker (Bulk) | <input type="text"/> |
| 6,000 Is Sticker (Bulk) | <input type="text"/> |
| 6,000 Is Sticker (Bulk) | <input type="text"/> |
| January Monthly Sticker (Bulk) | <input type="text"/> |
| February Monthly Sticker (Bulk) | <input type="text"/> |
| March Monthly Sticker (Bulk) | <input type="text"/> |
| April Monthly Sticker (Bulk) | <input type="text"/> |
| May Monthly Sticker (Bulk) | <input type="text"/> |
| June Monthly Sticker (Bulk) | <input type="text"/> |
| July Monthly Sticker (Bulk) | <input type="text"/> |
| August Monthly Sticker (Bulk) | <input type="text"/> |
| September Monthly Sticker (Bulk) | <input type="text"/> |
| October Monthly Sticker (Bulk) | <input type="text"/> |
| November Monthly Sticker (Bulk) | <input type="text"/> |
| December Monthly Sticker (Bulk) | <input type="text"/> |
| 2020 Yearly Sticker (Bulk) | <input type="text"/> |
| 2021 Yearly Sticker (Bulk) | <input type="text"/> |
| 2022 Yearly Sticker (Bulk) | <input type="text"/> |

[Back to Dashboard](#) [Submit](#)

Customer Service: (800) 230-4406 Email: wi_helpdesk@dnr.gov
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1. Select Submit

- a. the following message will appear once you have submitted your on-hand sticker counts

