INVENTORY ORDERING PROCEDURE

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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
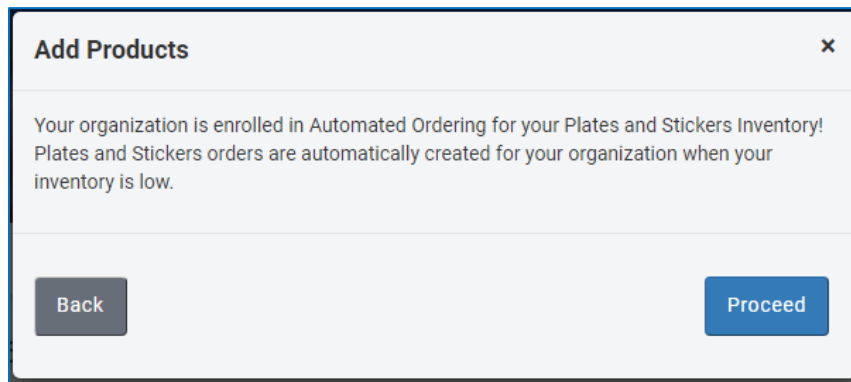   ii. Vendor Organization Users:
         1. App Agent Processor
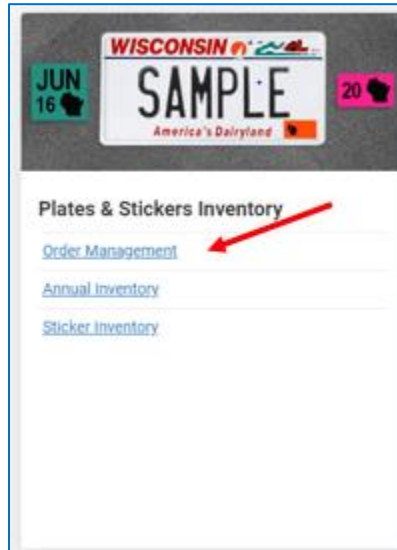
(Click here for instructions for Organization Administrators to add roles to users)
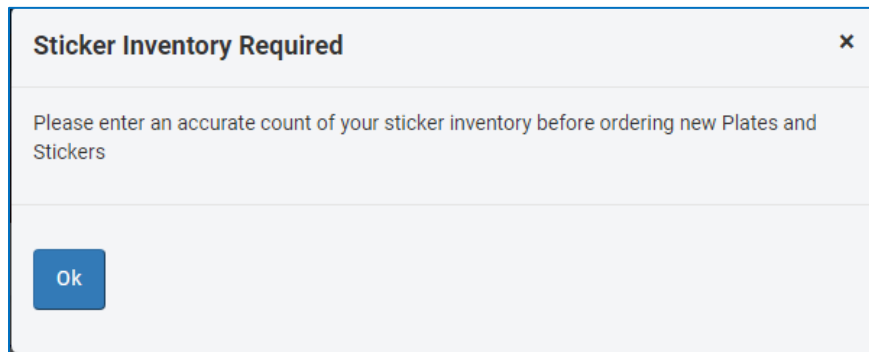
3. Select the "Order Inventory" button
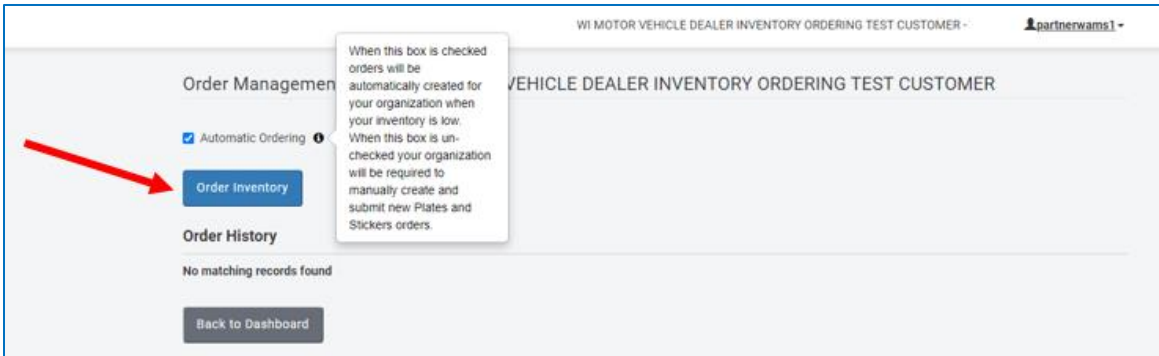
The following message will display:

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).

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

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

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 ✕

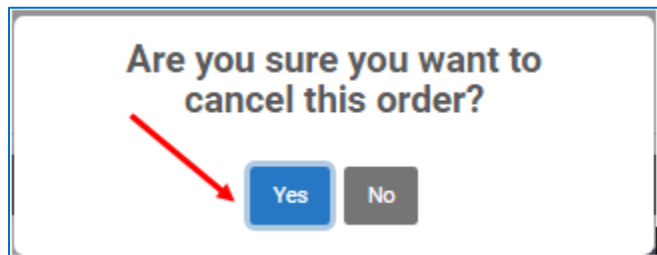| Item	Quantity Ordered	Quantity Shipped
Auto	100	
January Monthly Sticker (Bulk)	100	
February Monthly Sticker (Bulk)	100	
2022 Yearly Sticker (Bulk)	100	
2021 Yearly Sticker (Bulk)	100	
2021 Individual Yearly Sticker - Annual	100	
2022 Individual Yearly Sticker - Annual	100	
2022 Individual Yearly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

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

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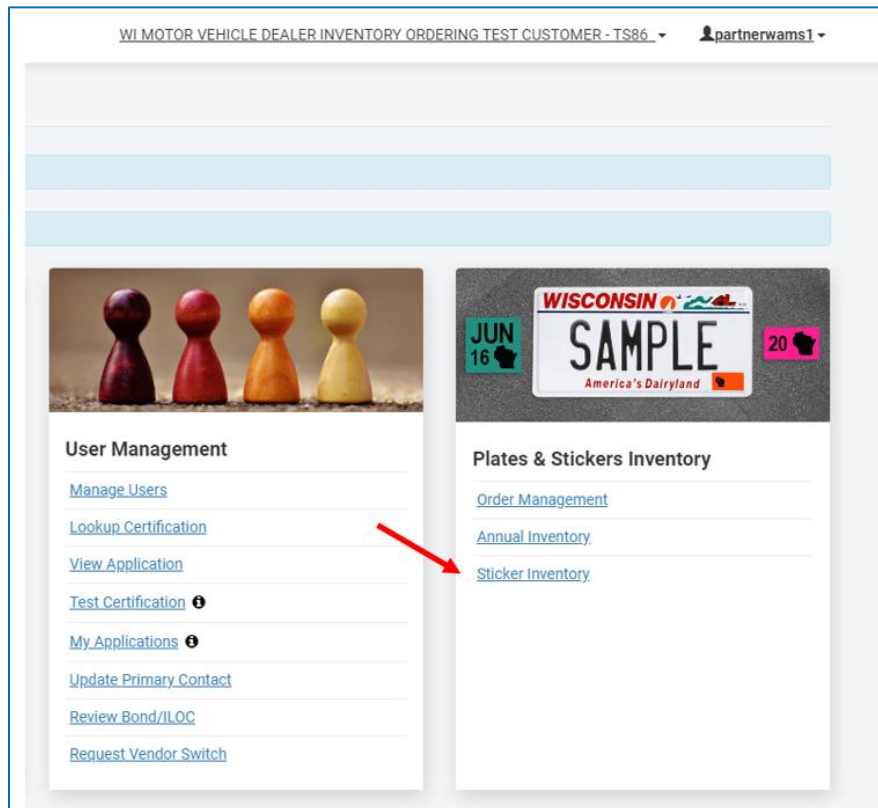
3. On the Sticker Inventory page, enter the counts of all of the stickers your organization has on-hand. A count must be entered in each of the sticker types in order to proceed. If there is a sticker type for which you have no on-hand stickers, enter a value of 0 (zero).
    a. Stickers in bulk refers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

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