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: <u>emvpartner.wi.gov</u>
- 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

			WI MOTOR VEHICLE DEALER INVENTORY ORDERING TEST CUSTOMER -	Lpartnerwarns1 -
/	Order Managemen Automatic Ordering Order Inventory Order History	When this box is checked orders will be automatically created for your organization when your inventory is low. When this box is un- checked your organization will be required to manually create and stuburt it ew Plates and Stickers orders.	VEHICLE DEALER INVENTORY ORDERING TEST CUSTOMER	
	No matching records found Back to Dashboard			

The following message will display:

Add Products	×
Your organization is enrolled in Automated Ordering for your Plates and Stic Plates and Stickers orders are automatically created for your organization v inventory is low.	ckers Inventory! when your
Back	Proceed

Note: if the following message displays when the "Order Inventory" button is selected, go to the "<u>Report</u> <u>Current On-Hand Sticker Counts</u>" section of this document for further instructions

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

Sticker Inventory Required	×
Please enter an accurate count of your sticker inventory before ordering new Plates and Stickers	
Ok	

- 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).

	Step 1 - Order Details			
	Plates			
	AUT	CYC	LTK	MPD
	Quantity (multiple of 50)			
	Bulk Stickers - Monthly			
	January	February	March	April
_	Quantity (multiple of 100)			
2	May	June	July	August
	Quantity (multiple of 100)			
	September	October	November	December
	Quantity (multiple of 100)			
	Bulk Stickers - Year			
	2021	2022		
	Quantity (multiple of 1)	Quantity (multiple of 1)		
	Bulk Stickers - Weight			
	A - 4,500 lb	8 - 6,000 lb	C - 8,000 lb	
	Quantity (multiple of 100)	Quantity (multiple of 100)	Quantity (multiple of 100)	
	Mailing Labels			
	Yellow Mailing Label			
	Quantity (multiple of 100)			

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
 - o 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 <u>Display of license plates and validation</u> <u>stickers</u>.

5. Step 2 – Review Order:

a. Review that the order information is correct, then select next

		ER INVENTORY ORDERING TEST COSTOMER -	Lpartnerwarns1
order Plates and Stickers -	WI MOTOR VEHICLE DEALER IN	VENTORY ORDERING TEST CUST	OMER
< Step 2 - Review Order			
Item	Quantity		
Automobile Plates	100		
light Truck Plates	100		
2021 Yearly Stickers	200		
1,500 lb Stickers	100		
0,000 lb Stickers	100		
3,000 lb Stickers	100		
Mailing Labels	100		
RDER DATE 7/27/2020 OMPANY NAME WI MOTOR VEHICLE DEAL ERMINAL ID EFERENCE NUMBER ONTACT NAME MICKEY MOUSE DORESS 4822 MADISON YARDS WAY, MAD RDER TYPE RE-ORDER	ER INVENTORY ORDERING TEST CUSTOMER SON, WISCONSIN \$3705-9100		

- 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 X Cancel		

ItemQuantity OrderedQuantity ShippedAuto1000January Monthly Sticker (Bulk)1000February Monthly Sticker (Bulk)10002022 Yearly Sticker (Bulk)10002021 Yearly Sticker (Bulk)10002021 Yearly Sticker (Bulk)10002021 Individual Yearly Sticker - Annual10002022 Individual Yearly Sticker - Annual10002022 Individual Yearly Sticker - Biennial10002022 Individual Yearly Sticker - Biennial1000ORDER DATE 1/21/2021COMPANY NAME TERMINAL IDFEFERENCE NUMBER 0000-1225 CONTACT NAME MICKEY MOUSE ADDRESS 4822 MADISON YARDS WAY, MADISON, WI 53705-9100 ORDER TYPE RE-ORDER CONTACT TELEPHONE NUMBER 555-555-55550CONTACT TELEPHONE NUMBER 555-555-555500	Order Details		
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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	Drder History					
Date	Reference #	Status	Actions			
1/21/2021	0000-1225	New	View Order Details x Cancel			

Are you sure you want to cancel this order?	
Yes No	

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: <u>emvpartner.wi.gov</u>
- 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 <u>here</u> 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 onhand. 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

	WisconenGov	Agency Directory Online Service	
-	Department of Transportation		
2	eMV PARTNER		
	WI MOTOR VEHICL	E DEALER INVENTORY ORDERING TEST CUSTOMER-TS86	
	Sticker Inventory		
	Please enter an accurate count of your current sticker inventory.		
	Stickers		
	Description	Quantity	
	4,500 lb Showr (Bulk)		
	6,000 Ib Sticker (Bulk)		
	8,000 Ib Sticker (Bulk)		
	January Monthly Sticker (Bulk)		
	February Monthly Sticker (Sulk)		
	March Monthly Sticker (Bulk)		
	April Monthly Sticker (Bulk)		
	May Monthly Sticker (Bulk)		
	June Monthly Sticker (Bulk)		
	July Monthly Sticker (Bulk)		
	August Monthly Sticker (Bulk)		
	September Monthly Sticker (Bulk)		
	October Manthly Sticker (Bulk)		
	November Monthly Sticker (Bulk)		
	December Monthly Sticker (Bulk)		
	2020 Yearly Sticker (Bulk)		
	2021 Yearly Sticker (Bulk)		
	2022 Yearly Sticker (Bulk)		
	Back to Dashboard Submit		
	Customer Service (1001) 230-4308 Ernalt wit "Hydresligtegrov com Copyright Misconian Department of Transportation Version 2.28.1	(Ìgov	2
	Third Party Lowses		

1. Select Submit

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

