

INVENTORY ORDERING PROCEDURE

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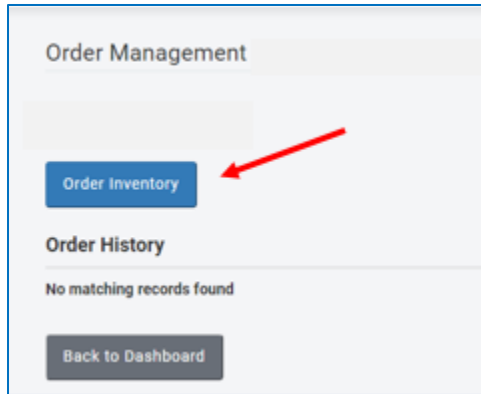
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SUBMIT AN INVENTORY ORDER

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



3. Select the “Order Inventory” button



- 4. Step 1 – Order Details
 - a. Enter the quantities of desired inventory.
 - b. Select Next.

Note: All allowable inventory items will display, including when an organization has multiple Terminal IDs (Business Types).

Step 1 - Order Details

Plates

AUT	CYC	LTK	MFD
Quantity (multiple of 50)	Quantity (multiple of 50)	Quantity (multiple of 50)	Quantity (multiple of 50)

Bulk Stickers - Monthly

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

Bulk Stickers - Year

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

Bulk Stickers - Weight

A - 4,500 lb	B - 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)

Stickers in Envelopes - Quarterly

December 2021 Individual

Quantity (multiple of 25)

Stickers in Envelopes - Year

2021 Individual - Annual	2022 Individual - Annual
Quantity (multiple of 100)	Quantity (multiple of 100)

Stickers in Envelopes - Biennial

2022 Individual - Biennial

Quantity (multiple of 100)

Next

Sticker Information

- “Bulk Stickers”
 - Stickers that do not come in envelopes
- “Stickers in Envelopes”
 - Stickers that come in envelopes that include instructions for how to display the stickers on license plates
- “Monthly” stickers
 - Stickers placed on certain license plates that correspond to the month the plate expires
- “Year” stickers
 - Stickers placed on certain license plates that correspond to the month the plate expires
- “Weight” stickers
 - Stickers placed on certain license plates that correspond to the registered gross weight
- “Mailing Labels”
 - Used to mail in daily processed title bundles if the organization is not electronically uploading documents for a given day
- “Quarterly” stickers
 - Given to customers when processing a standalone license plate renewal for the following types of plates
 - Heavy Truck (HTK)
 - Trailer (TRL)
 - Note: Only the above plate types can be renewed by 3rd party agents if the plate has an annual registration period (Registration period is from 01-01 through 12-31)
 - However, if your organization also has an ‘F’ Terminal ID, which processes through eMV Fleet, the above plates can also be renewed if they have quarterly or consecutive monthly registration periods
 - This sticker has both the month of December as well as the expiring year on the same sticker
 - Example:



- “Year” stickers
 - Stickers placed on certain license plates that correspond to the year the plate expires
- “Biennial” stickers
 - Stickers placed on the following license plates that correspond to the even year the plate expires
 - Motorcycle (CYC)
 - Farm (FRM)
 - Moped (MPD)


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

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

< Step 2 - Review Order

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 [REDACTED]
TERMINAL ID [REDACTED]
REFERENCE NUMBER [REDACTED]
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 [REDACTED]


Previous Next 

5. Step 3 – Success: Your order has now been submitted. You can select the “Back to Dashboard” button

< Step 3 - Success

Your order has been submitted. You can review your order details from the 'Order Management' link on the dashboard.

REFERENCE NUMBER [REDACTED]

Back to Dashboard 

REVIEW/CANCEL INVENTORY ORDERS

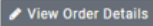

1. From the dashboard select “Order Management” under Plates & Stickers Inventory

Plates & Stickers Inventory

- [Order Management](#)
- [Annual Inventory](#)
- [Sticker Inventory](#)

2. View Orders

- a. Select the "View Order Details" button; a modal with the existing order will display

Order History			
Date	Reference #	Status	Actions
1/21/2021	0000-1225	New	 

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

3. Cancel an order
 - a. Select the "Cancel" button
 - b. Select the "Yes" button
 - i. Note: Only orders in a status of "New" can be cancelled
 - c. The Status of the order will display as "Cancelled"

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

Are you sure you want to cancel this order?

[Yes](#) [No](#)

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