

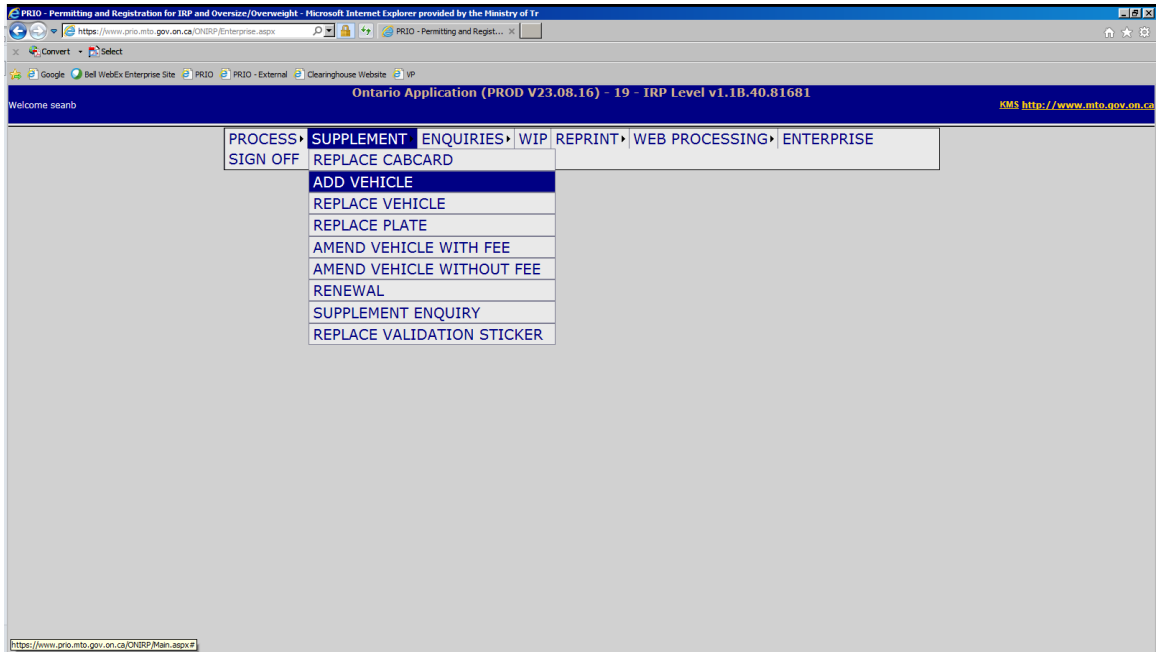
# Add Vehicle Supplement

**Note:** The effective date of a supplement is the same date that it is created by the online users and cannot be changed.

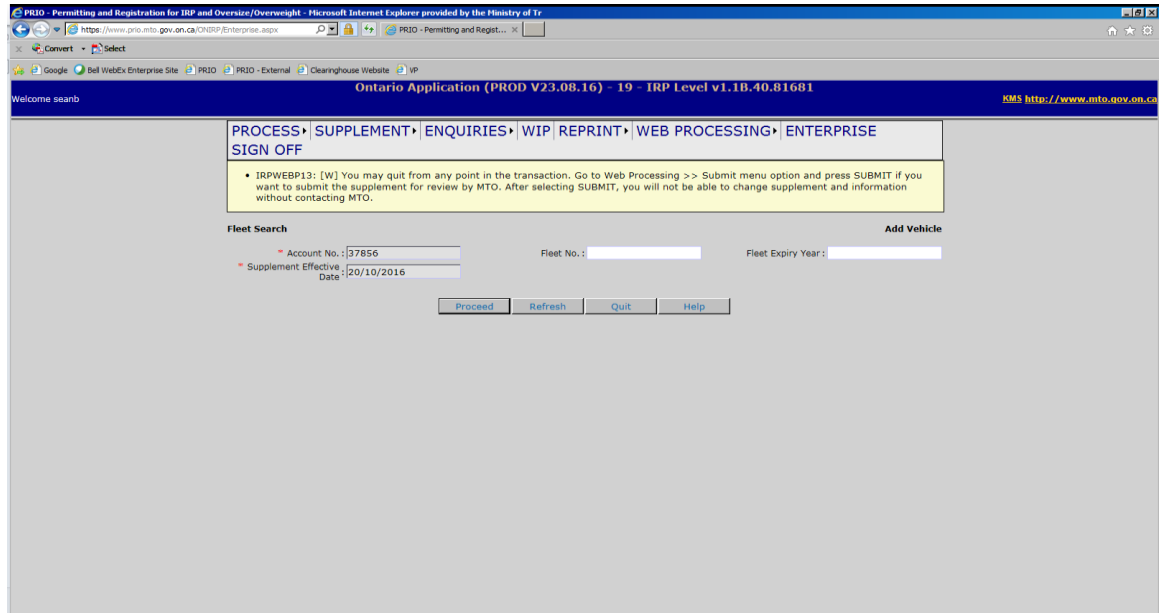
**Note:** If a new weight group is required, please refer to the “Adding a Weight Group” training module.

To create Add Vehicle Supplement:

1. On the IRP Level Screen, hold mouse over **SUPPLEMENT**.  
A drop-down menu appears.
2. From the menu, click **Add Vehicle**.



The following screen appears:



3. In the FLEET No. field, type the fleet number.
4. In the FLEET EXPIRY YEAR field, type the year of fleet expiry.
5. Click the **Proceed** button.

**Note:** A vehicle **cannot** be added if the vehicle is coming from Out of Province/Country, the vehicle owner is being transferred or the vehicle is new and has not yet been registered in Ontario. If you are the plate and vehicle owner a transfer is required by the IRP office to put the vehicle in the prorated (IRP) RIN.

6. On the Vehicle Details screen, under the heading, VEHICLE SEARCH CRITERIA type the VIN in the VIN field.

The screenshot displays the 'Ontario Application (PROD V23.08.16) - 19 - IRP Level v1.1B.40.81681' web interface. The 'Vehicle Search Criteria' section is active, showing the VIN field populated with 'TSTPRODTRAINING13'. The 'Find' button is visible. The 'Account Details' section shows Account No.: 37856, Fleet No.: 001, Legal Name: TEST CARRIER TRAINING, and No. of Vehicles: 0. The 'Vehicle Details' section contains various fields for permit, owner, and vehicle information. The 'Documentation Requirements For Admin Fee and Fee Calculation' section shows Colorado Distance: N, UT Special Truck: N, MCO Provided: N, and Colorado Trailer: N.

7. Click **Find**.

The system will populate most of the vehicle information.

8. Enter the information in the remaining required fields indicated by a red asterisk. These fields include:

- UNIT NO.
- VEHICLE TYPE (TT = TRUCK AND TRAILER, TR = TRUCK)
- COMBINED AXLES (ONLY IF THE VEHICLE TYPE IS TRACTOR-TRAILER)
- WEIGHT GROUP NO.
- PURCHASE PRICE (USE THE TAXABLE VALUE FROM THE BILL OF SALE, THIS IS TOTAL PRICE OF THE VEHICLE BEFORE TAXES)
- PURCHASE DATE

The screenshot shows a web application interface for adding a vehicle supplement. The form is organized into several sections:

- Vehicle Search Criteria:** VIN: TSTPRODTR1N1NG13, System VIN: [blank], Find button.
- Account Details:** Account No.: 37856, Fleet No.: 001, Legal Name: TEST CARRIER TRAINING, No. of Vehicles: 0, Expiry Month/Year: 12 / 2016, Supplement No.: 1, Effective Date: 20/10/2016.
- Vehicle Details:**
  - Permit Number: 00000000, VIN: TSTPRODTR1N1NG13, Jurisdiction: ON - ONTARIO
  - Owner RIN: 184415599, Owner: TEST CARRIER TRAINING, Operating As: FLEET 2
  - Owner Physical Address: 1355 JOHN COUNTER BLVD, Year: 2016, Make: VOLV, Model: 900
  - Vehicle Brand: [blank], LCS Body Type: CT - CONVENTIONAL TRACTOR, LCS Vehicle Status: FIT - FIT
  - Colour: BRZ - BRONZE, Vehicle Cylinders: [blank], Fuel Type: D - DIESEL
  - Unit No.: [blank], Vehicle Type: [blank], Financial Lessee: [blank]
  - Axes: 3, Combine Axles: [blank], Seats: [blank]
  - IFTA Account No.: ON123456786, Empty weight: 8233, Weight Group No.: [blank]
  - Insurance Expiry Date: 20/02/2017, Insurance Company: ACE INA INSURANCE, Policy No.: 1237816
  - Purchase Price: [blank], Purchase Date: DD/MM/YYYY, Factory Price: [blank]
  - Purchase Location: [blank], Ontario Taxable Price: [blank], HST Sales Type: [blank]
  - HST Number: [blank], Seller Dealer Number: [blank], Seller Dealer: [blank]
  - Buyer Dealer Number: [blank], Buyer Dealer: [blank], Override Number: [blank]
  - Use Existing Plate: [checkbox], Existing Plate: [blank], HST Exemption Code: [blank]
- Documentation Requirements For Admin Fee and Fee Calculation:**
  - Colorado Distance: [dropdown], UT Special Truck: [dropdown], MCO Provided: [dropdown], Colorado Trailer: [dropdown]
  - Comments: [text area]

9. When all information has been entered, click **Proceed**.

**Vehicle Search Criteria** VIN : TSTPRODTRAINING13 System VIN : Find

**Account Details**  
 Account No. : 37856 Fleet No. : 001 Legal Name : TEST CARRIER TRAINING No. of Vehicles : 0  
 Expiry Month / Year : 12 / 2016 Supplement No. : 1 Supplement Desc. : Add Vehicle Effective Date : 20/10/2016

**Vehicle Details**  
 Permit Number : 00000000 VIN : TSTPRODTRAINING13 Permit Jurisdiction : ON - ONTARIO  
 Owner RIN : 184415599 Owner : TEST CARRIER TRAINING Operating As : FLEET 2  
 Owner Physical Address : 1355 JOHN COUNTER BLVD Owner Mailing Address :  
 Year : 2016 Make : VOLV Model : 900  
 Vehicle Brand : LCS Body Type : CT - CONVENTIONAL TRACTOR LCS Vehicle Status : FIT - FIT  
 Colour : BRZ - BRONZE Vehicle Cylinders : Fuel Type : D - DIESEL  
 Unit No. : 5 Vehicle Type : TT - Truck Tractor Financial Lessee :  
 Axles : 3 Combine Axles : 5 Seats :  
 IFTA Account No. : ON123456786 Empty weight : 8233 Weight Group No. : 1-4000-70000  
 Insurance Expiry Date : 20/02/2017 Insurance Company : ACE INA INSURANCE Policy No. : 1237816  
 Purchase Price : 125000 Purchase Date : 26/06/2015 Factory Price :  
 Purchase Location : Ontario Taxable Price : HST Sales Type :  
 HST Number : Seller Dealer Number : Seller Dealer Override Number :  
 Buyer Dealer Number : Buyer Dealer Override Number : HST Exemption Code :  
 Use Existing Plate : Existing Plate :

**Documentation Requirements For Admin Fee and Fee Calculation**  
 Colorado Distance : Y UT Special Truck : N MCO Provided : N Colorado Trailer : N

Comments :

Proceed Done Cancel Vehicle List Refresh Quit Help

The Vehicle Details Verification screen appears (please verify information):

**Vehicle Details Verification** Add Vehicle

**Account Details**  
 Account No. : 37856 Fleet No. : 001 Legal Name : TEST CARRIER TRAINING No. of Vehicles : 0  
 Expiry Month / Year : 12 / 2016 Supplement No. : 1 Supplement Desc. : Add Vehicle Effective Date : 20/10/2016

**Vehicle Details**  
 Permit Number : 00000000 VIN : TSTPRODTRAINING13 Permit Jurisdiction : ON - ONTARIO  
 Owner RIN : 184415599 Owner : TEST CARRIER TRAINING Operating As : FLEET 2  
 Owner Physical Address : 1355 JOHN COUNTER BLVD, KINGSTON - K7K0E5, ON Owner Mailing Address :  
 Year : 2016 Make : VOLV-VOLVO Model : 900  
 Vehicle Brand : LCS Body Type : CT - CONVENTIONAL TRACTOR LCS Vehicle Status : FIT - FIT  
 Colour : BRZ - BRONZE Vehicle Cylinders : 0 Fuel Type : D - DIESEL  
 Unit No. : 5 Vehicle Type : TT - Truck Tractor Financial Lessee :  
 Axles : 3 Combine Axles : 5 Seats : 0  
 IFTA Account No. : ON123456786 Empty weight : 8233 Weight Group No. : 1-4000-70000  
 Insurance Expiry Date : 20/02/2017 Insurance Company : ACE INA INSURANCE Policy No. : 1237816  
 Purchase Price : 125000 Purchase Date : 26/06/2015 Factory Price : 121872  
 Purchase Location : Ontario Taxable Price : HST Sales Type :  
 HST Number : Seller Dealer Number : Seller Dealer Override Number :  
 Buyer Dealer Number : Buyer Dealer Override Number : HST Exemption Code :  
 Use Existing Plate : N Existing Plate :

**Documentation Requirements For Admin Fee and Fee Calculation**  
 Colorado Distance : Y UT Special Truck : N MCO Provided : N Colorado Trailer : N

Proceed Back

- To complete adding the vehicle, click the **Proceed** button.  
 The blank vehicle screen appears:

The screenshot shows a web browser window displaying the PRIO application. The page title is "Ontario Application (PROD V23.08.16) - 19 - IRP Level v1.1B.40.81681". The browser address bar shows "https://www.prio.gov.on.ca/ONSP/Enterprise.aspx". The application interface includes a navigation menu with "WgtGroup", "Vehicle", "Billing", "Payment", "Credentials", "MainMenu", and "Enquiries". The main content area is titled "Add Vehicle" and contains several sections:

- Vehicle Search Criteria:** Fields for VIN and System VIN, with a "Find" button.
- Account Details:** Fields for Account No. (37856), Fleet No. (001), Legal Name (TEST CARRIER TRAINING), No. of Vehicles (0), Expiry Month/Year (12 / 2016), Supplement No. (1), Supplement Desc. (Add Vehicle), and Effective Date (20/10/2016).
- Vehicle Details:** A complex form with multiple columns of fields including Permit Number, VIN, Owner RIN, Owner, Operating As, Owner Physical Address, Owner Mailing Address, Year, Make, Model, Vehicle Brand, LCS Body Type, LCS Vehicle Status, Colour, Vehicle Cylinders, Fuel Type, Unit No., Vehicle Type, Financial Lessee, Axles, Combine Axles, Seats, Empty weight, Weight Group No., IFTA Account No. (ON123456786), Insurance Expiry Date (20/02/2017), Insurance Company (ACE INA INSURANCE), Policy No. (1237816), Purchase Price, Purchase Date (DD/MM/YYYY), Factory Price, Purchase Location, Ontario Taxable Price, HST Sales Type, HST Number, Seller Dealer Number, Buyer Dealer Number, Override Number, HST Exemption Code, Use Existing Plate, and Existing Plates.
- Documentation Requirements For Admin Fee and Fee Calculation:** Fields for Colorado Distance, UT Special Truck, MCO Provided, and Colorado Trailer.
- Comments:** A text area for additional notes.

- If required, you may add more vehicles. Once all vehicles have been added, click **Done** to move on to Billing.