Amend Vehicle With Fee Supplement

This supplement changes the vehicle weight information for an existing vehicle in a fleet.

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

There are two things you need to do:

- Creating the Amend Vehicle With Fee Supplement
- Amending the Vehicle

Creating the Amend Vehicle With Fee Supplement

To create the Amend Vehicle With Fee Supplement:

1. On the IRP Level Screen, hold mouse over **SUPPLEMENT**. A drop-down menu appears.
2. From the menu, click **AMEND VEHICLE WITH FEE**.

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.
Amending a Vehicle

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

To amend a vehicle:

1. On the Vehicle Details screen, under the heading, CHANGE VEHICLE DETAILS type a:
   - unit number in the UNIT No. field
   - VIN in the VIN field
   - Plate number in the PLATE No. field

Note: Place your cursor in one of the three searchable fields, a list of vehicles in your fleet will show and can be selected. If applicable, you may select the “New Plate Required” checkbox if you require a new plate.

2. Click Find.
The system displays the information for the vehicle that you requested:

3. You may update one or more of the following fields:

- **UNIT NO.**
- **COMBINED AXLES (ONLY IF THE VEHICLE TYPE IS TRUCK TRACTOR)**
- **WEIGHT GROUP NO.**
- **IFTA ACCOUNT NO.**
- **INSURANCE EXPIRY DATE**
- **INSURANCE COMPANY**
- **POLICY NO.**
4. After updating the appropriate fields, click the **Proceed** button at the bottom of the screen:

The Vehicle Details Verification screen appears (please verify information):
5. To complete amending the vehicle, click the **Proceed** button. The blank vehicle screen appears:

If required, you may amend more vehicles. Once you have amended all vehicles that need to be amended, click the **Done** button to move on to Billing.