

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:

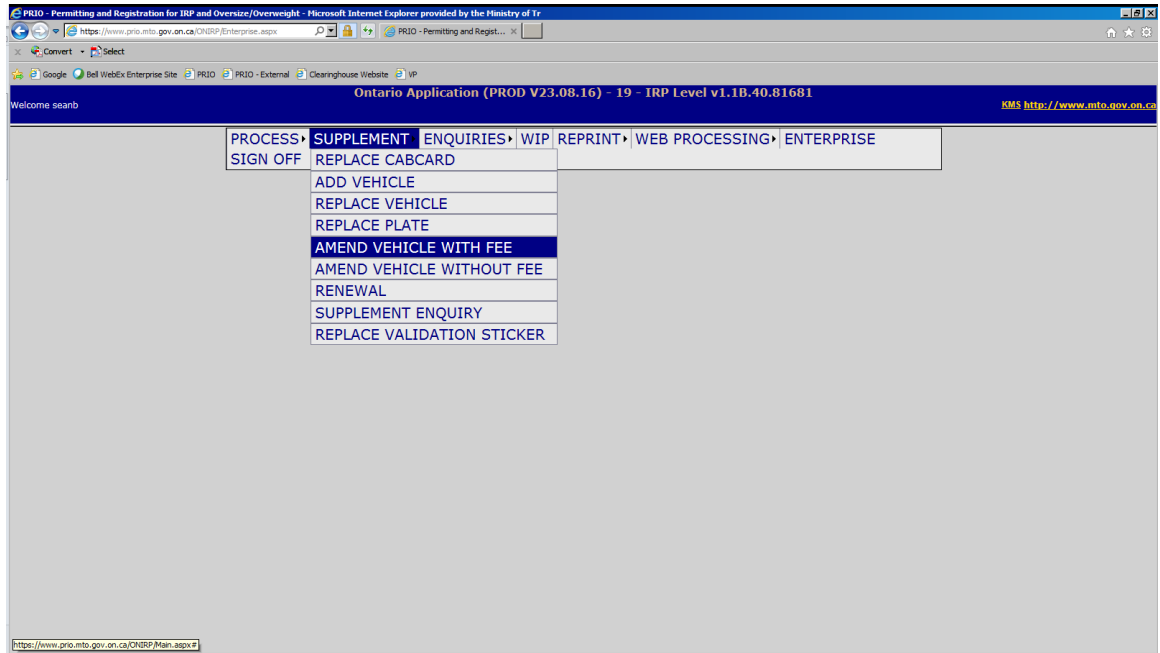
- Creating the Amend Vehicle With Fee Supplement
- Amending the Vehicle

Creating the Amend Vehicle With Fee Supplement

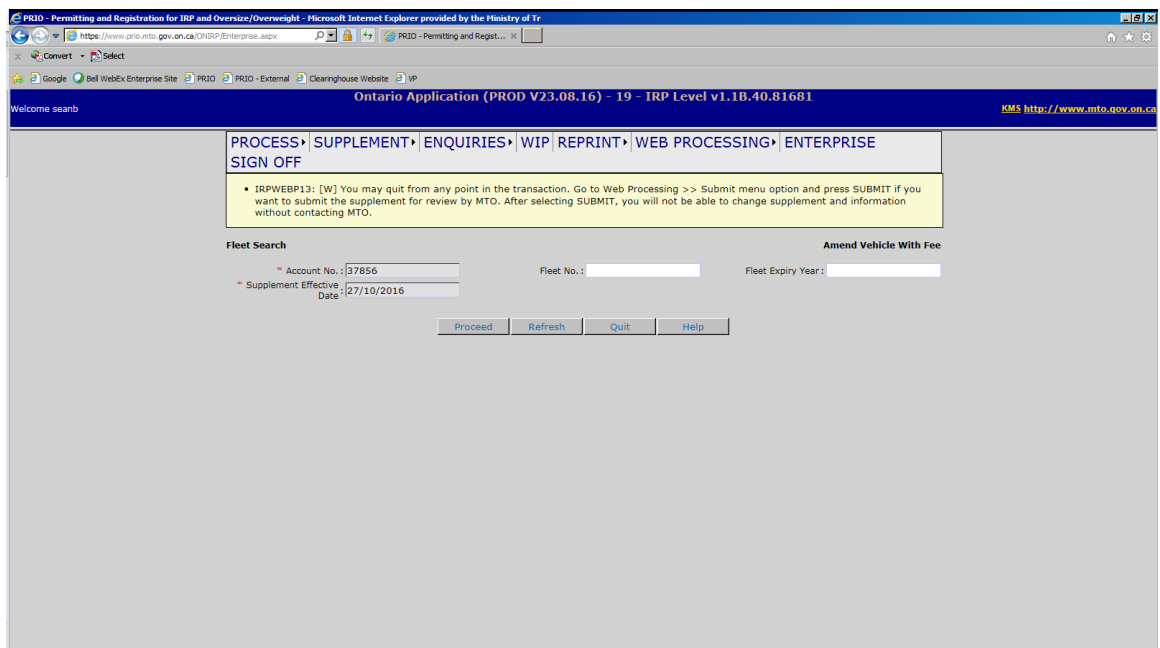
To create the Amend Vehicle With Fee Supplement:

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

Or

- VIN in the VIN field

Or

- 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.

The screenshot shows the 'Ontario Application (PROD V23.08.16) - 19 - IRP Level v1.18.40.81681' web interface. The 'Vehicle Details' section is active, showing fields for Unit No., VIN, Plate No., and System VIN. Below this, there are sections for Account Details, Vehicle Details, and Documentation Requirements. The 'Find' button is visible next to the VIN field.

2. Click **Find**.

The system displays the information for the vehicle that you requested:

The screenshot displays the 'Ontario Application (PROD V23.08.16) - 18 - IRP Level v1.18.40.81681' web interface. The main content area is titled 'Vehicle Details' and contains several sections:

- Change Vehicle Details:** Fields for Unit No., VIN, Plate No., 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 (12 / 2016), Supplement No. (1), Supplement Desc. (Amend Vehicle Without Fee), and Effective Date (27/10/2016).
- Vehicle Details:** A large section with multiple rows of fields:
 - Permit Number: D7903376, VIN: TSTPRODTTRAINING10, Permit Jurisdiction: ON - ONTARIO
 - Owner RIN: 184415201, Owner: TEST CARRIER TRAINING, Operating As: FLEET 001
 - Owner Physical Address: 1355 JOHN COUNTER BLVD, Owner Mailing Address: 145 SIR WILLIAM HEARST AVE
 - Year: 2015, Make: KENW, Model: 650
 - Vehicle Brand: , LCS Body Type: CT-CONVENTIONAL TRACTOR, LCS Vehicle Status: FIT-FIT
 - Colour: BLK-BLACK, Vehicle Cylinders: 0, Fuel Type: D-DIESEL
 - Unit No.: 1, Vehicle Type: TT - Truck Tractor, Financial Lessee:
 - Axles: 3, Combine Axles: 9, Seats: 0
 - IFTA Account No.: ON123456786, Empty weight: 8233, Weight Group No.: 2-63500-80000
 - Insurance Expiry Date: 20/02/2017, Insurance Company: ACE INA INSURANCE, Policy No.: 1237816
 - Purchase Price: 150000, Purchase Date: 01/10/2015, Factory Price: 120071
 - 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: , Plate Disposition:
 - New Plate Required:
- Documentation Requirements For Admin Fee and Fee Calculation:** Colorado Distance: N, UT Special Truck: N, MCO Provided: N, Colorado Trailer: N

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.

- After updating the appropriate fields, click the **Proceed** button at the bottom of the screen:

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

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

The screenshot shows the PRIO web application interface. At the top, there is a navigation bar with tabs for WgtGroup, Vehicle, Billing, Payment, Credentials, MainMenu, and Enquiries. Below the navigation bar, a message indicates that the vehicle (IRPVEH004) has been amended successfully. The main content area is titled 'Amend Vehicle With Fee' and contains several sections:

- Change Vehicle Details:** Fields for Unit No., VIN, Plate No., 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 (1), Expiry Month/Year (12 / 2016), Supplement No. (1), Supplement Desc. (Amend Vehicle With Fee), and Effective Date (27/10/2016).
- Vehicle Details:** A complex form with multiple columns for Permit Number, VIN, Permit Jurisdiction, Owner RIN, Owner Physical Address, Owner Mailing Address, Year, Make, Model, Vehicle Brand, LCS Body Type, LCS Vehicle Status, Colour, Vehicle Cylinders, Vehicle Type, Fuel Type, Unit No., Combine Axles, Financial Lessee, Axles, Empty weight, Seats, 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, Seller Dealer Override Number, Buyer Dealer Number, Buyer Dealer Override Number, HST Exemption Code, Plate Disposition, and New Plate Required.
- Documentation Requirements For Admin Fee and Fee Calculation:** Fields for Colorado Distance, UT Special Truck, MCO Provided, and Colorado Trailer.

- 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.