Amend Vehicle Without Fee Supplement

This supplement changes the unit number 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 Without Fee Supplement
- Amending the Vehicle

Creating the Amend Vehicle Without Fee Supplement

To create the Amend Vehicle Without Fee Supplement:

1. On the IRP Level Screen, hold mouse over SUPPLEMENT. A drop-down menu appears.
2. From the menu, click **AMEND VEHICLE WITHOUT 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.

The Vehicle Details screen appears. (See top of page 4.)
Amending a Vehicle

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:** You can also place your cursor inside one of the three fields listed above, and select from a list of vehicles in your fleet. 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:

![Vehicle Details](Image)

3. Depending on what you need to change, update one or more of the following fields:

- **UNIT 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.