Replace Vehicle Supplement

Note: Replace Vehicle refers to the deleting of one vehicle in a fleet and adding another vehicle to that same fleet while applying the unused credits (fees) from the vehicle being deleted to the vehicle being added. The vehicle being added cannot be from a different fleet in the same account.

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:

- Create the replace vehicle supplement
- Replace vehicle

Creating the replace vehicle supplement

To create the replace vehicle supplement:

1. On the IRP Level Screen, hold mouse over SUPPLEMENT. A drop-down menu appears.
2. From the menu, click REPLACE 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.
Replacing a vehicle

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

To replace the vehicle:

1. On the Vehicle Details screen under vehicle details, type the VIN and click **Find** for the new vehicle being added to the fleet.

**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 prorate (IRP) RIN.
2. Under **OLD VEHICLE DETAILS**, enter a Unit No., VIN or Plate for the vehicle that is leaving the fleet (being replaced) and click **Find**.

**Note:** If you put your cursor in one of the three searchable fields, a list of vehicles in your fleet will show and can be selected.
3. Enter the information in the remaining required fields, indicated by a red asterix. These fields include:

- **UNIT NO.**
- **VEHICLE TYPE** (TT = TRUCK AND TRAILER, TR = TRUCK)
- **COMBINED AXLES** (ONLY IF THE VEHICLE TYPE IS TT)
- **WEIGHT GROUP NO.**
- **PURCHASE PRICE** (YOU MUST USE THE TAXABLE VALUE FROM THE BILL OF SALE, THIS IS TOTAL PRICE OF THE VEHICLE BEFORE TAXES)
- **PURCHASE DATE**
4. Click the **NEW PLATE REQUIRED** box only if you **do not** want to use the same plate as the old vehicle. When all information has been entered, click **Proceed** at the bottom of the screen.

The Vehicle Details Verification screen appears (please verify information):
5. To complete replace the vehicle, click the **Proceed** button. You will be taken back to the blank vehicle screen with a confirmation message.

Note: You may replace more vehicles if required.

The blank vehicle screen appears:
6. Once all vehicles have been replaced, click **Done** to move on to billing.