

# 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:

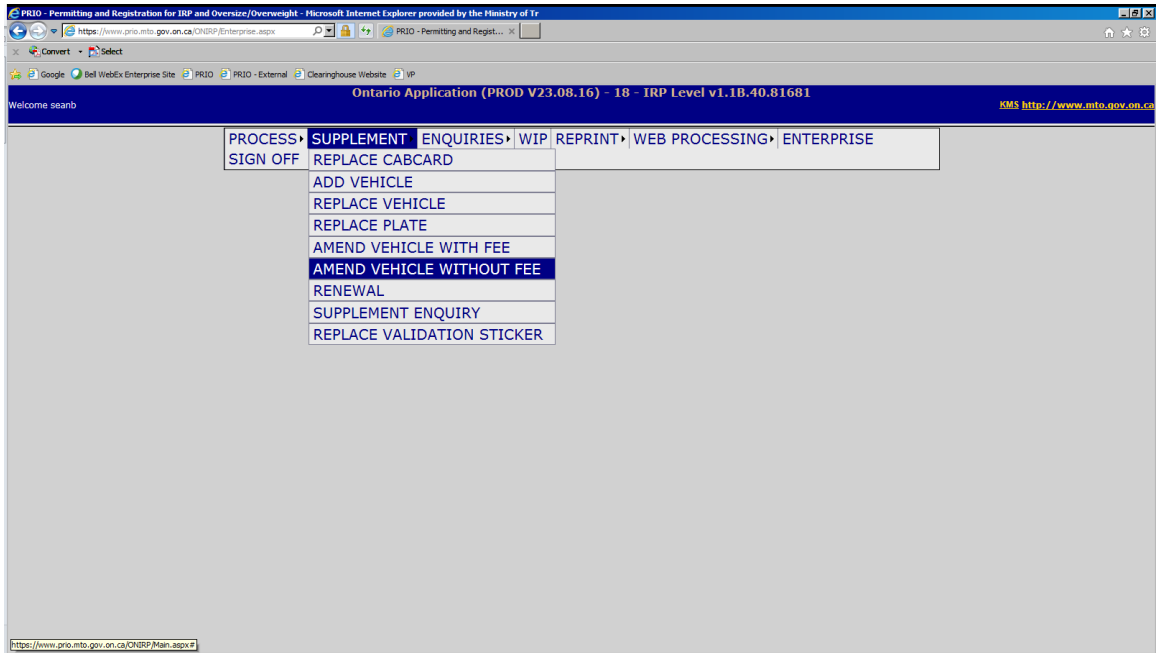
- Creating the Amend Vehicle Without Fee Supplement
- Amending the Vehicle

## Creating the Amend Vehicle Without Fee Supplement

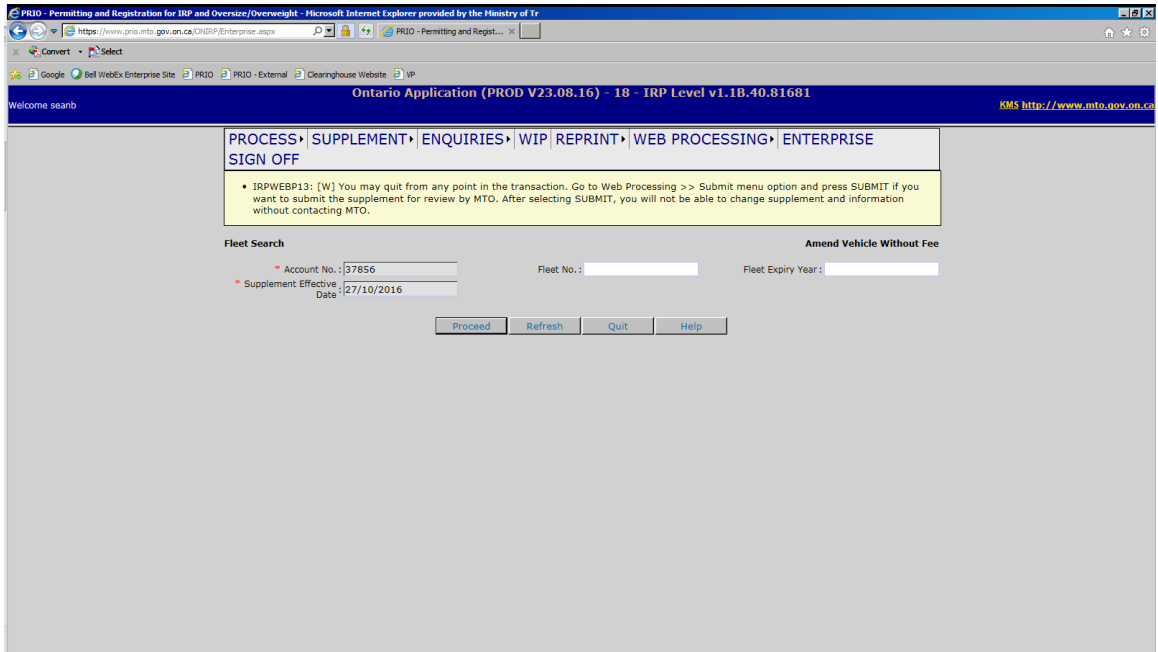
To create the Amend Vehicle Without Fee Supplement:

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

**Or**

- VIN in the VIN field

**Or**

- 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.

The screenshot shows the 'Change Vehicle Details' form in the Ontario Application. The form is divided into several sections:

- Change Vehicle Details:** Includes fields for Unit No., VIN, Plate No., and System VIN, with a 'Find' button.
- Account Information:** Displays Account No. (2), Fleet No. (001), Legal Name (TEST CARRIER TRAINING), No. of Vehicles (0), Expiry Month/Year (12/2016), Supplement No. (1), Supplement Desc. (Amend Vehicle Without Fee), and Effective Date (27/10/2016).
- Vehicle Details:** A grid of fields including Permit Number, VIN, Permit Jurisdiction, Owner RIN, Owner Physical Address, Owner Mailing Address, Year, Make, Model, LCS Body Type, Vehicle Cylinders, LCS Vehicle Status, Colour, Vehicle Brand, Vehicle Type, Fuel Type, Unit No., Axles, Combine Axles, Financial Lessee, IFTA Account No. (ON123456786), Empty weight, Weight Group No., Insurance Expiry Date (20/02/2017), Insurance Company (ACE INA INSURANCE), Policy No. (1237816), Purchase Price, Purchase Date (DD/MM/YYYY), Factory Price, Ontario Taxable Price, HST Sales Type, Seller Dealer Number, Buyer Dealer Number, Buyer Dealer Override Number, HST Exemption Code, Plate Disposition, and New Plate Required checkbox.
- Documentation Requirements For Admin Fee and Fee Calculation:** Includes Colorado Distance (Y), UT Special Truck (N), MCO Provided (N), and Colorado Trailer (N).

2. Click **Find**.

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

The screenshot shows a web application interface for vehicle registration. The main content area is titled 'Vehicle Details' and contains several sections:

- Change Vehicle Details:** Includes fields for Unit No., VIN, Plate No., and System VIN, with a 'Find' button.
- Account Details:** Includes 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. (Amend Vehicle Without Fee), and Effective Date (27/10/2016).
- Vehicle Details:** A large section with multiple columns of fields:
  - Permit Number: D7903376
  - Owner RIN: 184415201
  - Owner Physical Address: 1355 JOHN COUNTER BLVD, Year: 2015
  - Vehicle Brand: [blank], Colour: BLK-BLACK, Unit No.: 1, Axles: 3
  - IFTA Account No.: ON123456786
  - Insurance Expiry Date: 20/02/2017
  - Purchase Price: 150000
  - Purchase Location: [blank]
  - HST Number: [blank]
  - Buyer Dealer Number: [blank]
  - Use Existing Plate: [checkbox]
  - VIN: TSTPRODTRAINING10
  - Owner: TEST CARRIER TRAINING
  - Owner Mailing Address: 145 SIR WILLIAM HEARST AVE, Make: KENW
  - LCS Body Type: CT-CONVENTIONAL TRACTOR
  - Vehicle Cylinders: 0, Vehicle Type: TT - Truck Tractor, Combine Axles: 9, Empty weight: 8233
  - Insurance Company: ACE INA INSURANCE
  - Purchase Date: 01/10/2015
  - Ontario Taxable Price: [blank]
  - Seller Dealer Number: [blank]
  - Buyer Dealer Override Number: [blank]
  - Existing Plate: [blank]
  - Permit Jurisdiction: ON - ONTARIO
  - Operating As: FLEET 001
  - Model: 650, LCS Vehicle Status: FIT-FIT
  - Fuel Type: D-DIESEL
  - Financial Lessee: [blank], Seats: 0
  - Weight Group No.: 2-63500-80000
  - Policy No.: 1237816
  - Factory Price: 120071
  - HST Sales Type: [blank]
  - Seller Dealer Override Number: [blank]
  - HST Exemption Code: [blank]
  - Plate Disposition: [blank]
  - New Plate Required: [checkbox]
- Documentation Requirements For Admin Fee and Fee Calculation:** Includes Colorado Distance (N), UT Special Truck (N), MCO Provided (N), and Colorado Trailer (N).

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.

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

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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.: Amend Vehicle Without Fee Effective Date: 27/10/2016

Vehicle Details  
 Permit Number: D7903376 VIN: TSTPR0DTR1N1NG10 Permit Jurisdiction: ON - ONTARIO  
 Owner RIN: 184415201 Owner: TEST CARRIER TRAINING Operating As: FLEET 001  
 Owner Physical Address: 1355 JOHN COUNTER BLVD, KINGSTON - K7K0E5, ON Owner Mailing Address: 145 SIR WILLIAM HEARST AVE, TORONTO - M3M0B6, ON  
 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.: 717 Vehicle Type: TT - Tractor Financial Lessee: Seats: 0  
 Axles: 3 Combine Axles: 9 Empty weight: 8233 Weight Group No.: 2-63500-80000  
 IFTA Account No.: ON123456786 Insurance Company: ACE INA INSURANCE Policy No.: 1237816  
 Insurance Expiry Date: 20/02/2017 Purchase Date: 01/10/2015 Factory Price: 120071  
 Purchase Price: 150000 Ontario Taxable Price: HST Sales Type: Seller Dealer Override Number: HST Exemption Code: 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

Comments:

Proceed Done Cancel Verify Exit Refresh Quit Help

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

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Vehicle Details Verification

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.: Amend Vehicle Without Fee Effective Date: 27/10/2016

Vehicle Details  
 Permit Number: D7903376 VIN: TSTPR0DTR1N1NG10 Permit Jurisdiction: ON - ONTARIO  
 Owner RIN: 184415201 Owner: TEST CARRIER TRAINING Operating As: FLEET 001  
 Owner Physical Address: 1355 JOHN COUNTER BLVD, KINGSTON - K7K0E5, ON Owner Mailing Address: 145 SIR WILLIAM HEARST AVE, TORONTO - M3M0B6, ON  
 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  
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 Axles: 3 Combine Axles: 9 Empty weight: 8233 Weight Group No.: 2-63500-80000  
 IFTA Account No.: ON123456786 Insurance Company: ACE INA INSURANCE Policy No.: 1237816  
 Insurance Expiry Date: 20/02/2017 Purchase Date: 01/10/2015 Factory Price: 120071  
 Purchase Price: 150000 Ontario Taxable Price: HST Sales Type: Seller Dealer Override Number: HST Exemption Code: Plate Disposition: New Plate Required: N

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

Proceed Back

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

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Vehicle amended successfully

**Amend Vehicle Without Fee**

Change Vehicle Details

Unit No.: VIN: Plate No.: System VIN: Find

Account Details

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 Without Fee Effective Date: 27/10/2016

Vehicle Details

Permit Number: VIN: Permit Jurisdiction:

Owner RIN: Owner Physical Address: Owner Mailing Address: Operating As:

Year: Make: Model:

Vehicle Brand: LCS Body Type: LCS Vehicle Status:

Colour: Vehicle Cylinders: Vehicle Type: Fuel Type:

Unit No.: Axles: Combine Axles: Financial Lessee: Seats:

IFTA Account No.: ON123456786 Empty weight: Weight Group No.:

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: New Plate Required:

Documentation Requirements For Admin Fee and Fee Calculation

Colorado Distance: UT Special Truck: MCO Provided: 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.