

# 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:

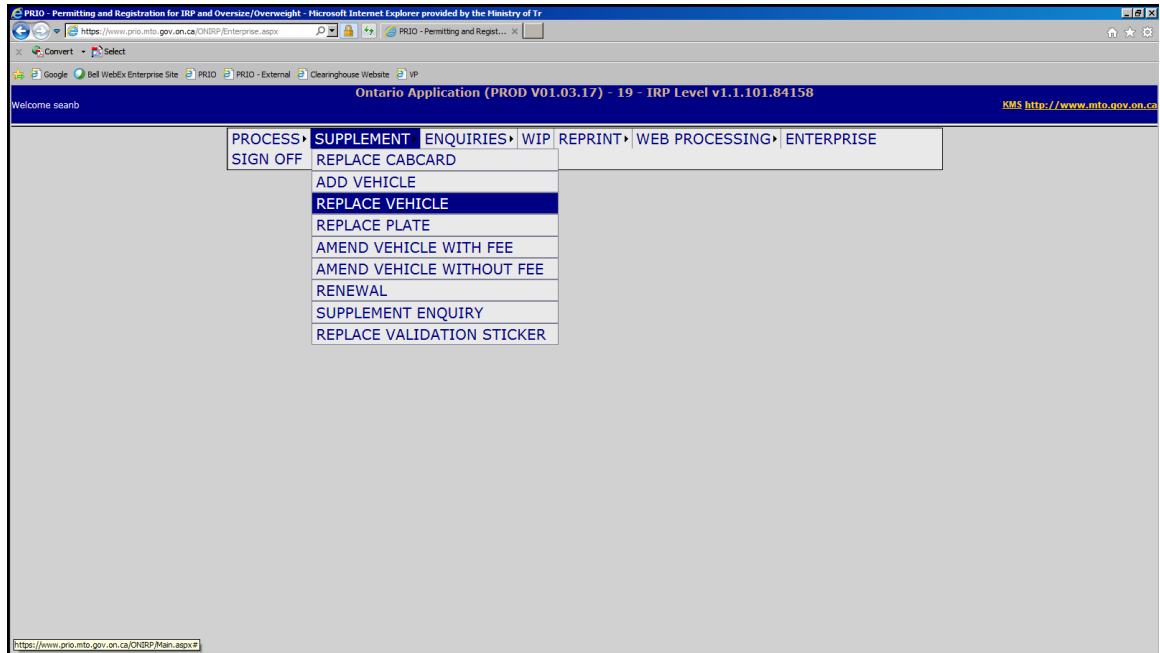
- Create the replace vehicle supplement
- Replace vehicle

## Creating the replace vehicle supplement

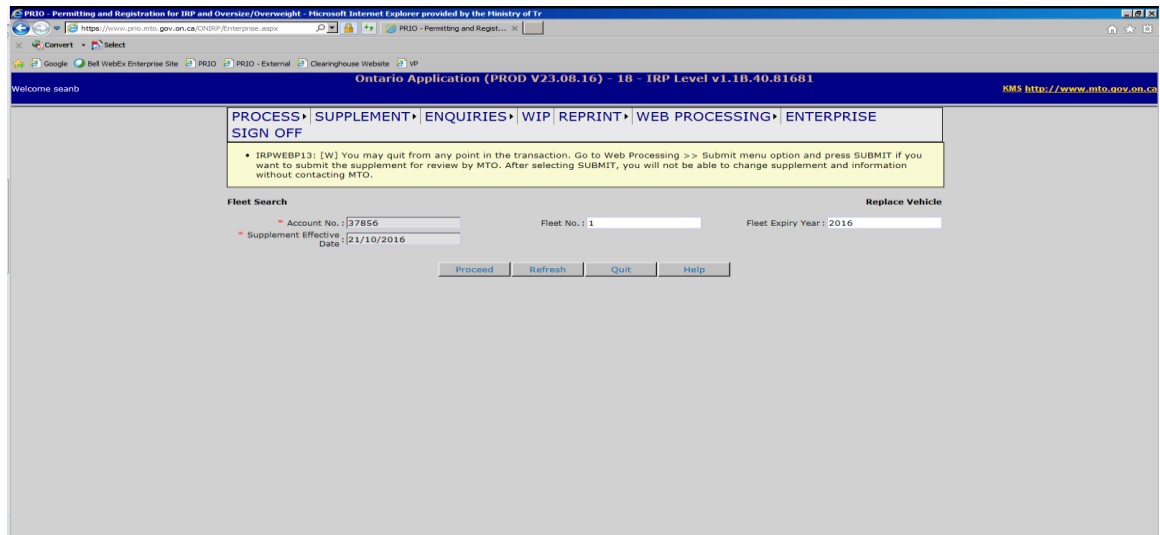
To create the replace vehicle supplement:

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 prorated (IRP) RIN.

The screenshot shows the 'Ontario Application (PROD V23.08.16) - 18 - IRP Level v1.18.40.81681' web interface. The 'Vehicle Details' section is highlighted with a red box, showing fields for 'VIN', 'System VIN', and a 'Find' button. Below this, there are sections for 'Account Details', 'Old Vehicle Details', and 'Vehicle Details' with various input fields for permit, owner, vehicle, and insurance information.

**Vehicle Search Criteria**

Vehicle Search Criteria	VIN :	System VIN :	Find
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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. :	REPLACE VEHICLE	Effective Date :	21/10/2016

**Old Vehicle Details**

Unit No. :		VIN :		System VIN :		Find
Plate No. :		Current Permit No. :		Plate Status :	UAT - Unattached	
Deletion Date :	21/10/2016					

**Vehicle Details**

Permit Number :		VIN :		Permit Jurisdiction :	
Owner RIN :		Owner :		Operating As :	
Owner Physical Address :		Owner Mailing Address :			
Year :		Make :		Model :	
Vehicle Brand :		LCS Body Type :		LCS Vehicle Status :	
Colour :		Vehicle Cylinders :		Fuel Type :	
Unit No. :		Vehicle Type :		Financial Lessee :	
Axles :		Combine Axles :		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 :	
Use Existing Plate :	<input type="checkbox"/>	Existing Plate :		New Plate Required :	<input type="checkbox"/>

**Documentation Requirements For Admin Fee and Fee Calculation**

- 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.

The screenshot shows the PRIO web application interface. The browser title is "PRIO - Permitting and Registration for IRP and Oversize/Overweight - Microsoft Internet Explorer provided by the Ministry of Tr". The URL is "https://www.prio.mto.gov.on.ca/CRISP/Enterprise.aspx". The page title is "Ontario Application (PROD V23.08.16) - 18 - IRP Level v1.1B.40.81681". The page content includes several sections: "Vehicle Search Criteria" with VIN: TSTPR0DTRAINING13 and System VIN: [blank]; "Account Details" with Account No.: 37856, Fleet No.: 001, Legal Name: TEST CARRIER TRAINING, and No. of Vehicles: 0; "Old Vehicle Details" (highlighted with a red box) with fields for Unit No., VIN, System VIN, Plate No., Current Permit No., and Plate Status (UAT - Unattached); and "Vehicle Details" with fields for Permit Number, Owner RIN, Owner Physical Address, Vehicle Brand, Colour, Unit No., Axles, IFTA Account No., Insurance Expiry Date, Purchase Price, Purchase Location, HST Number, Buyer Dealer Number, Use Existing Plate, VIN, Owner, Permit Jurisdiction, Operating As, LCS Body Type, Make, Model, LCS Vehicle Status, Fuel Type, Financial Lessee, Seats, Weight Group No., Insurance Company, Policy No., Factory Price, HST Sales Type, Seller Dealer, Override Number, HST Exemption Code, and New Plate Required.

3. Enter the information in the remaining required fields, indicated by a red asterisk. 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

PRIO - Permitting and Registration for IRP and Oversize/Overweight - Microsoft Internet Explorer provided by the Ministry of Tr

https://www.prio.mto.gov.on.ca/OLDP/Enterprise.aspx

Ontario Application (PROD V23.08.16) - 18 - IRP Level v1.1B.40.81681

Vehicle Details

Vehicle Search Criteria VIN : TSTPR0DTR1N1NG13 System VIN : Find

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. : REPLACE VEHICLE Effective Date : 21/10/2016

Old Vehicle Details

Unit No. : 1 VIN : TSTPR0DTR1N1NG10 System VIN : 366431119 Find

Plate No. : 6774PM Current Permit No. : D7903376 Plate Status : UAT - Unattached

Deletion Date : 21/10/2016

Vehicle Details

Permit Number : 0000000 VIN : TSTPR0DTR1N1NG13 Permit Jurisdiction : ON - ONTARIO

Owner RIN : 184415599 Owner : TEST CARRIER TRAINING Operating As : FLEET 2

Owner Physical Address : 1355 JOHN COUNTER BLVD Owner Mailing Address : Year : 2016 Make : VOLV Model : 900

Vehicle Brand : LCS Body Type : CT - CONVENTIONAL TRACTOR LCS Vehicle Status : FIT - FIT

Colour : BRZ - BRONZE Vehicle Cylinders : Vehicle Type : Fuel Type : D - DIESEL

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

Axles : 3 Empty weight : 8233 Weight Group No. : 1237816

IFTA Account No. : ON123456786 Insurance Company : ACE INA INSURANCE Policy No. : 1237816

Insurance Expiry Date : 20/02/2017 Purchase Price : Purchase Date : DD/MM/YYYY

Purchase Location : Ontario Taxable Price : HST Sales Type : Seller Dealer : Buyer Dealer : HST Exemption Code : New Plate Required : Existing Plate : Existing Plate :

Documentation Requirements For Admin Fee and Fee Calculation

- 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.

Ontario Application (PROD V23.08.16) - 18 - IRP Level v1.1B.40.81681

Old Vehicle Details

Unit No.: 1 VIN: TSTPR0DTRAINING10 System VIN: 366431119  
 Plate No.: 6774PM Current Permit No.: D7903376 Plate Status: UAT - Unattached  
 Deletion Date: 21/10/2016

Vehicle Details

Permit Number: 00000000 VIN: TSTPR0DTRAINING13 Permit Jurisdiction: ON - ONTARIO  
 Owner RIN: 184415599 Owner: TEST CARRIER TRAINING Operating As: FLEET 2  
 Owner Physical Address: 1355 JOHN COUNTER BLVD Owner Mailing Address:  
 Year: 2016 Make: VOLV Model: 900  
 Vehicle Brand: LCS Body Type: CT - CONVENTIONAL TRACTOR LCS Vehicle Status: FIT - FIT  
 Colour: BRZ - BRONZE Vehicle Cylinders: Fuel Type: D - DIESEL  
 Unit No.: 213 Vehicle Type: TT - Truck Tractor Financial Lessee:  
 Axles: 3 Combine Axles: 5 Empty weight: 8233 Seats: 0  
 IFTA Account No.: ON123456786 Insurance Company: ACE INA INSURANCE Weight Group No.: F-4000-7000  
 Insurance Expiry Date: 20/02/2017 Policy No.: 1237816  
 Purchase Price: 122500 Purchase Date: 15/06/2015 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:  
 Use Existing Plate: Existing Plate: **New Plate Required:**

Documentation Requirements For Admin Fee and Fee Calculation

Colorado Distance: Y UT Special Truck: N MCO Provided: N Colorado Trailer: N

Comments:

Proceed Done Cancel Vehicle List Refresh Quit Help

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

Ontario Application (PROD V23.08.16) - 18 - IRP Level v1.1B.40.81681

Vehicle Details Verification

Account Details

Account No.: 37856 Fleet No.: 001 Legal Name: TEST CARRIER TRAINING No. of Vehicles: 0  
 Expiry Month: 12/2016 Supplement No.: 1 Supplement Desc.: REPLACE VEHICLE Effective Date: 21/10/2016

Old Vehicle Details

Unit No.: 1 VIN: TSTPR0DTRAINING10 System VIN: 366431119  
 Plate No.: 6774PM Current Permit No.: D7903376 Plate Status: UAT - Unattached  
 Deletion Date: 21/10/2016

Vehicle Details

Permit Number: 00000000 VIN: TSTPR0DTRAINING13 Permit Jurisdiction: ON - ONTARIO  
 Owner RIN: 184415599 Owner: TEST CARRIER TRAINING Operating As: FLEET 2  
 Owner Physical Address: 1355 JOHN COUNTER BLVD, KINGSTON - K7K0E5, ON Owner Mailing Address:  
 Year: 2016 Make: VOLV-VOLVO Model: 900  
 Vehicle Brand: LCS Body Type: CT - CONVENTIONAL TRACTOR LCS Vehicle Status: FIT - FIT  
 Colour: BRZ - BRONZE Vehicle Cylinders: 0 Fuel Type: D - DIESEL  
 Unit No.: 213 Vehicle Type: TT - Truck Tractor Financial Lessee:  
 Axles: 3 Combine Axles: 5 Empty weight: 8233 Seats: 0  
 IFTA Account No.: ON123456786 Insurance Company: ACE INA INSURANCE Weight Group No.: F-4000-7000  
 Insurance Expiry Date: 20/02/2017 Purchase Date: 15/06/2015 Policy No.: 1237816  
 Purchase Price: 122500 Ontario Taxable Price: HST Sales Type: Factory Price: 121872  
 Purchase Location: Price: Seller Dealer Number: Seller Dealer Override Number:  
 HST Number: Buyer Dealer Number: Buyer Dealer Override Number: HST Exemption Code:  
 Buyer Dealer Number: Buyer Dealer Override Number: HST Exemption Code:  
 Use Existing Plate: N Existing Plate: Existing Plate: New Plate Required:

Documentation Requirements For Admin Fee and Fee Calculation

Colorado Distance: Y UT Special Truck: N MCO Provided: N Colorado Trailer: N

Proceed Back

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:

Ontario Application (PROD V23.08.16) - 18 - IRP Level v1.1B.40.81681

Welcome search

WgtGroup Vehicle Billing Payment Credentials Main Menu Enquiries

• IRPVEH001: [1] New vehicle generated

**Vehicle Details** Replace Vehicle

Vehicle Search Criteria VIN : 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.: REPLACE VEHICLE Effective Date: 21/10/2016

**Old Vehicle Details**

Unit No.: VIN: System VIN: Find  
 Plate No.: Current Permit No.: Plate Status: UAT - Unattached  
 Deletion Date: 21/10/2016

**Vehicle Details**

Permit Number: VIN: Permit Jurisdiction:  
 Owner RIN: Owner: Operating As:  
 Owner Physical Address: Owner Mailing Address:  
 Year: Make: Model:  
 Vehicle Brand: LCS Body Type: LCS Vehicle Status:  
 Colour: Vehicle Cylinders: Fuel Type:  
 Unit No.: Vehicle Type: (selected) Financial Lessee:  
 Axles: Combine Axles: 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:  
 New Plate:

- Once all vehicles have been replaced, click **Done** to move on to billing.

The screenshot displays the 'Replace Vehicle' form within the Ontario Application. The form is organized into several sections:

- Vehicle Search Criteria:** Includes fields for VIN and System VIN, with a 'Find' button.
- Account Details:** Contains 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. (REPLACE VEHICLE), and Effective Date (21/10/2016).
- Old Vehicle Details:** Includes fields for Unit No., VIN, System VIN, Plate No., Current Permit No., and Plate Status (UAT - Unattached).
- Vehicle Details:** A large section with multiple columns of fields including:
  - Permit Number, VIN, Permit Jurisdiction, Operating As
  - Owner RIN, Owner, Owner Mailing Address, Make, Model
  - Owner Physical Address, Year, Vehicle Brand, LCS Body Type, LCS Vehicle Status
  - Colour, Vehicle Cylinders, Fuel Type
  - Unit No., Vehicle Type (checked), Financial Lessee
  - Axles, Combine Axles, Seats
  - IFTA Account No. (ON123456786), Empty weight, Weight Group No. (checked)
  - 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
  - Buyer Dealer Number, Buyer Dealer, Override Number, HST Exemption Code