

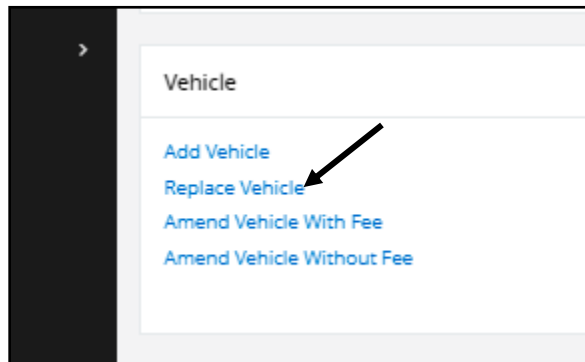
# Replace Vehicle

Use the Replace Vehicle transaction to add a new vehicle and delete an existing vehicle at the same time, applying the credits from the deleted vehicle to the added vehicle. The transfer vehicle must be in the same account and fleet as the original vehicle.

Note: You may only add vehicles in an online transaction that are registered in Ontario and in the current owners name. If a vehicle requires an owner change (transfer) or is coming from out of province or country, this replace vehicle must be completed by IRP staff.

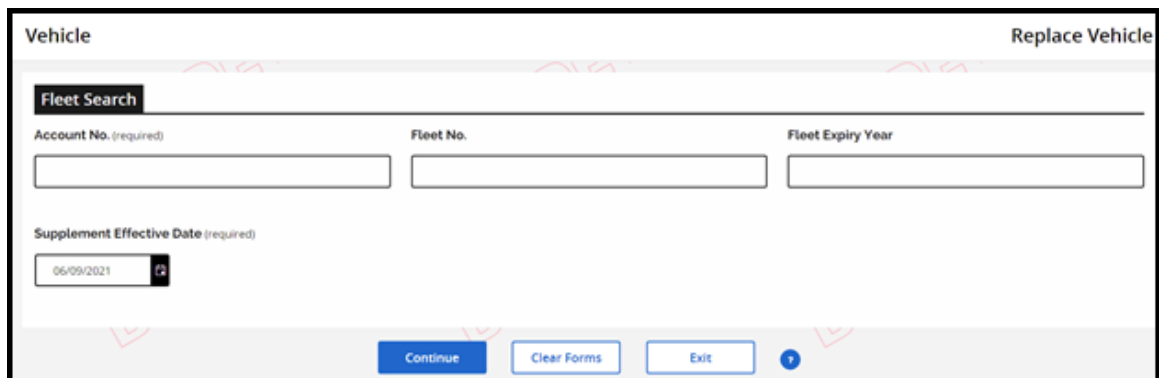
## Procedure

1. To replace a vehicle, click Replace Vehicle on the **Vehicle menu tile** on the **IRP Site Map**:



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2. **Fleet Search window** appears:



01 Replace Vehicle

3. To select a fleet, in the **Fleet Search Window**, enter
- Account number
  - Fleet number (optional)
  - Fleet Expiry Year (the year that is being renewed—not the current year) (optional)
- and click **Continue**.

4. The **Vehicle Details** screen appears:

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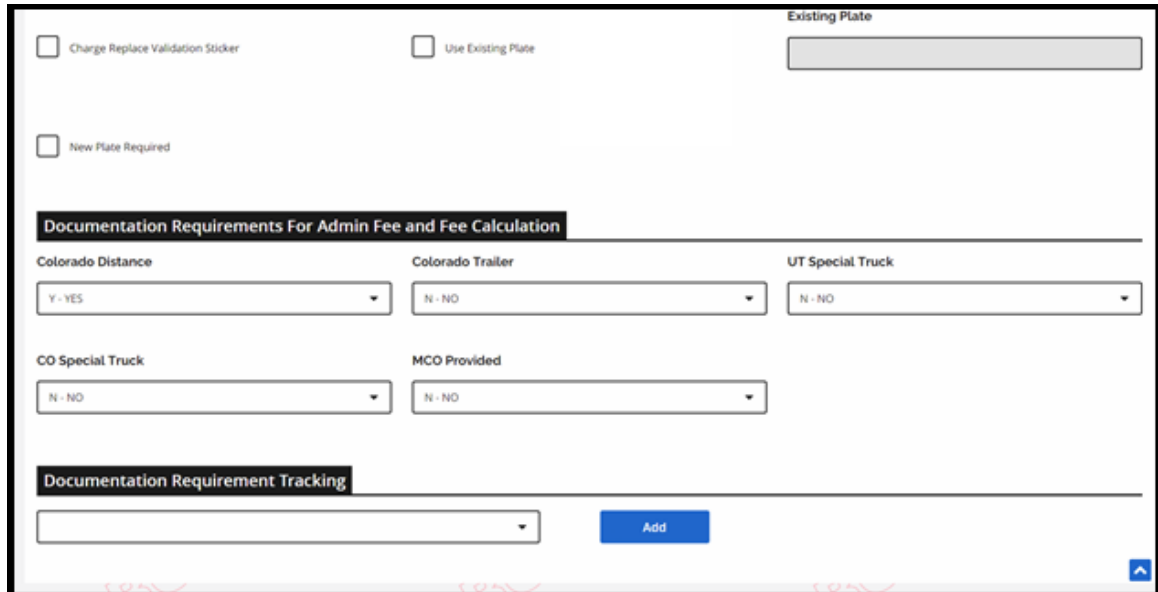
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<b>Make</b>	<b>Model</b>	<b>Vehicle Brand</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>LCS Body Type</b>	<b>LCS Vehicle Status</b>	<b>Colour</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Vehicle Cylinders</b>	<b>Fuel Type (required)</b>	<b>Unit No. (required)</b>
<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>
<b>Vehicle Type (required)</b>	<b>Financial Lessee</b>	<b>Axles (required)</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Combine Axles (required)</b>	<b>Seats</b>	<b>IFTA Account No.</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>

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<b>Empty Weight (required)</b>	<b>Weight Group No. (required)</b>	<b>Insurance Expiry Date (required)</b>
<input type="text"/>	<input type="text"/>	<input type="text" value="16/06/2022"/>
<b>Insurance Company (required)</b>	<b>Policy No. (required)</b>	<b>Purchase Price (required)</b>
<input type="text" value="ALLEN INSURANCE"/>	<input type="text" value="K5454K66080898"/>	<input type="text"/>
<b>Purchase Date (required)</b>	<b>Factory Price</b>	<b>Purchase Location</b>
<input type="text" value="DD/MM/YYYY"/>	<input type="text"/>	<input type="text"/>
<b>Ontario Taxable Price</b>	<b>HST Sales Type</b>	<b>HST Number</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Seller Dealer Number</b>	<b>Seller Dealer Override Number</b>	<b>Buyer Dealer Number</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Buyer Dealer Override Number</b>	<b>HST Exemption Code</b>	<input type="checkbox"/> Charge Replace Vehicle Permit
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

*05 Replace Vehicle*



Charge Replace Validation Sticker  Use Existing Plate  Existing Plate

New Plate Required

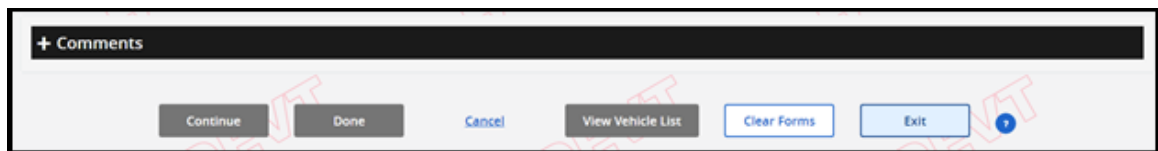
**Documentation Requirements For Admin Fee and Fee Calculation**

Colorado Distance: Y - YES  Colorado Trailer: N - NO  UT Special Truck: N - NO

CO Special Truck: N - NO  MCO Provided: N - NO

**Documentation Requirement Tracking**

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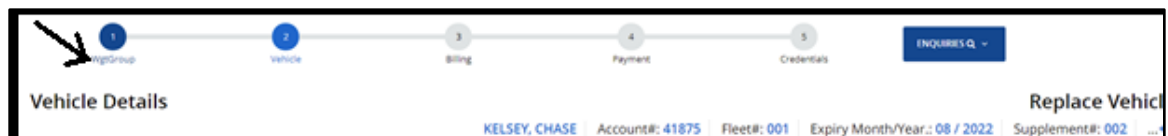
**+ Comments**

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## Review or Add a Weight Group

New weight groups can be added, and existing weight groups can be viewed (but not changed) before replacing the vehicle. To view or add a weight group,

5. Select the **Weight Group** button on the navigation tab at the top of the screen (double-click the word underneath the circle):



6. See tutorial/walkthrough document *Add or Change a Weight Group* for detailed instructions, if required.

Click **Done** to return to the **Vehicle Details** screen.

## Replace Vehicle

1. On the **Vehicle Detail screen**, select the vehicle by entering the unit number, VIN, or plate number in the appropriate fields. Click **Find**.

Vehicle information displays.

2. In the **Old Vehicle Details panel**:

- Click on the Unit Number, VIN, and Plate No. fields and enter the appropriate information, or select a value from the drop-down list in each field.
- Click **Search** in the **Old Vehicle Details panel** to display the remaining “old vehicle” information.

3. In **Vehicle Details panel** (white fields only), enter information about the new vehicle.

See tutorial/walkthrough document *Vehicle Processing* for explanation of fields if necessary.

4. When vehicle information is complete, click **Continue**.

**Vehicle Details Validation screen** appears with completed vehicle information.

5. Click **Continue** to save the new vehicle.

**Vehicle Details screen** reappears.

6. Process the next vehicle replacement, or click **Done**, and proceed to Emissions requirement.

## Corrections

After replacing a vehicle, you may need to make a correction.

To see a list of the vehicles that have been replaced in the supplement, select **Veh List** on **Vehicle Selection Details Validation screen**.

1. Change or cancel the updates as necessary:
  - Once you have selected a vehicle that has been added, amended or changed, you can make further changes to that vehicle.
  - You can also cancel the change altogether by clicking **Cancel Vehicle**. This button cancels the change and the replaced vehicle will be removed.
2. Click **Continue**.
3. **Verification screen** appears. Click **Continue**, and process more corrections if required.
4. When finished, click **Done**.