



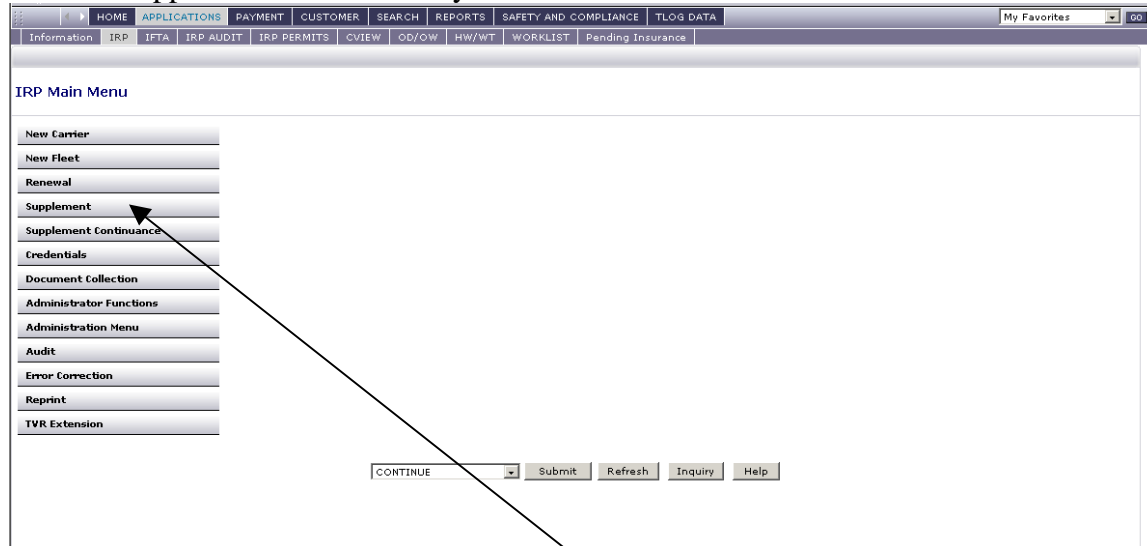
***MOTOR CARRIER SERVICES***  
*24-Hour Online System*

**Step-By-Step Instructions For Filing  
IRP Transfers**

# PROCESSING NEW IRP SUPPLEMENTS- ADD VEHICLE WITH TRANSFER

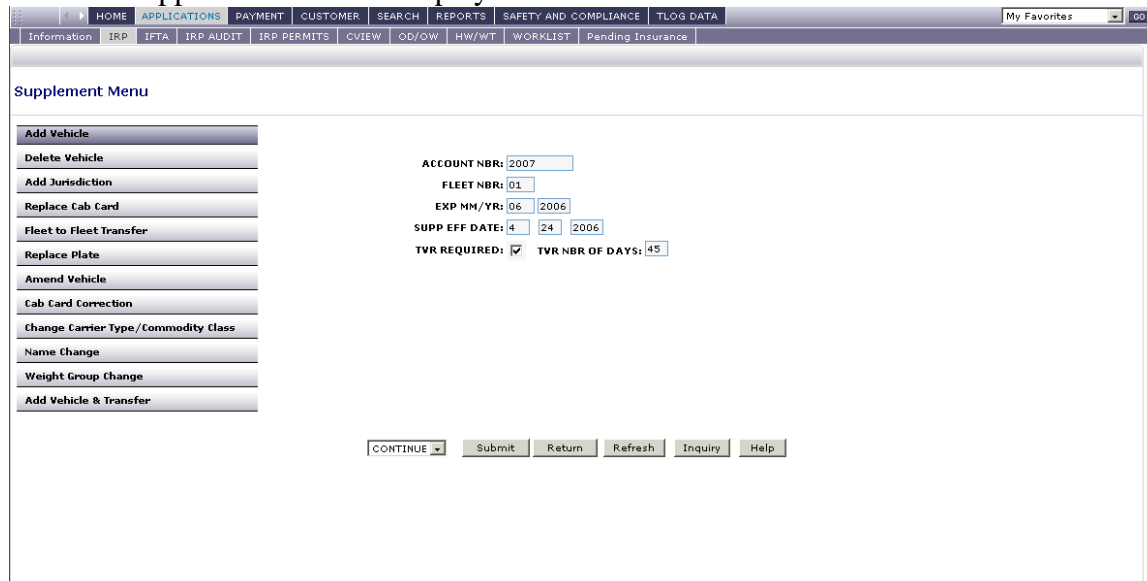
This section describes how to process all new supplement transactions available for IRP.

The IRP supplement Menu is always accessed from the IRP Main Menu.



1. From the IRP Main Menu, select **Supplement**.

The IRP Supplement Menu is displayed.



## ADD VEHICLE & TRANSFER SUPPLEMENT

The Add Vehicle & Transfer supplement allows the replacement of an active vehicle being removed from service.

The screenshot shows a web application interface for the 'Supplement Menu'. On the left is a vertical menu with options: Add Vehicle, Delete Vehicle, Add Jurisdiction, Replace Cab Card, Fleet to Fleet Transfer, Replace Plate, Amend Vehicle, Cab Card Correction, Change Carrier Type/Commodity Class, Name Change, Weight Group Change, and Add Vehicle & Transfer. The 'Add Vehicle & Transfer' option is highlighted. The main content area contains the following fields and values:

- ACCOUNT NBR: 2007
- FLEET NBR: 01
- EXP MM/YR: 06 2006
- SUPP EFF DATE: 4 24 2006
- TVR REQUIRED:  TVR NBR OF DAYS: 45

At the bottom of the form are buttons for CONTINUE (with a dropdown arrow), Submit, Return, Refresh, Inquiry, and Help.

1. Select **ADD VEHICLE & TRANSFER** and complete the screen as follows:

ACCOUNT NBR	*	Enter the motor carrier's IRP account number.
FLEET NBR	*	Enter the carrier's fleet number.
EXP MM/YR	*	Enter the month and year of the fleet's registration period.
SUPP EFF DATE	*	Defaults to the current date. You can change the date, if necessary.
TVR REQUIRED		Check if the vehicle requires a Temporary Vehicle Registration (TVR). <b>A temporary vehicle registration is a privilege and a courtesy for established carriers. If abused, privileges will be suspended.</b>
TVR NBR OF DAYS		If you check TVR REQUIRED, this field defaults to the maximum number of 45 days. You can decrease the number of days if you choose to do so. <b>NOTE: Temporary Vehicle Registrations cannot be voided after five working days from the date of issuance.</b>

\* Mandatory field

2. Click **SUBMIT**.

3. If there are no errors, click **SUBMIT** to confirm.

The Add Vehicle with Transfer Control screen is displayed. This screen controls the number of vehicles to be processed.

1. Complete the Add Vehicle with Transfer Control screen as follows:

VEHICLE CONTROL	*	Enter the number of vehicles to be added.
VIN	*	Enter the vehicle's Vehicle Identification Number (VIN).
COPY UNIT	*	When adding multiple vehicles that have some of the same data, you may enter the unit number of the previously added vehicle and adjust the data to reflect the new vehicle.

\* Mandatory field. - **Enter VIN or COPY UNIT, but not both.**

2. Click **SUBMIT**.

## The Add Vehicle with Transfer screen is displayed.

Account Nbr: 10769 MISSOURI DEPARTMENT OF TRANSPORTATION Fleet Nbr: 1 Exp MM/YR: 3/2007  
 Supp Nbr: 002 ADD VEHICLE WITH TRANSFER USDOT Nbr: 7654321

VEHICLE CONTROL: 0001 VEHICLES ADDED: 0

**Vehicle/Registration Information**

UNIT: 4 YEAR: 2005 MAKE: FORD - FORD  
 VIN: 1FUJAPCK33DW38129 BODY STYLE: TR - TRACTOR AXLES: 3 COMB: 6  
 SEATS: FUEL: D - Diesel COLOR:  
 UNLADEN WT: 17500 WGT GRP: 1  
 PURCHASE PRICE: 80000 FACTORY PRICE:  
 PURCHASE DATE: 03 / 01 / 2006 LEASED:   
 OWNER: TITLE STATE: MO - MISSOURI TITLE NBR: applied  
 TVR IND:  TVR NBR OF DAYS:  
 TRANSFER TAG: A41008 REPLACE TAG:  TRANSFER UNIT:  
 CAB CARD RETURNED:  DELETE DATE: 04 / 24 / 2006 DELETE REASON:  
 SAFETY IND:  USDOT: 7654321 TIN: 555446666 MCS 150:   
 MCS 150 LAST UPDATE:

**Documentation**

DOCUMENTS:

VIN ERROR DETECTED - PLEASE VERIFY OR REFRESH

CONTINUE Submit Quit Refresh Inquiry Help

1. Complete the Add Vehicle screen as follows:

Field Name	Description
UNIT	Enter the unit number assigned to the vehicle.
VIN	Enter the Vehicle Identification Number as shown on the owners title. The system uses the VIN number you entered in the Add Vehicle Control screen. If you are copying a unit, change the VIN for the new vehicle.
YEAR	Enter vehicle's manufacturing year.
MAKE	Enter vehicle's make as selected from the drop-down list.
BODY STYLE	Enter vehicle's body style as selected from the drop-down list.
AXLES	Enter the number of axles the vehicle has.
COMB	<i>Combined axles.</i> Automatically displayed after entering the axles. Required if the vehicle is registered in Quebec, Canada. If the default axles is incorrect, you may change the number.
SEATS	Required when the body style is a bus.
FUEL	This field defaults to Diesel. If the vehicle uses a different fuel type, select the correct fuel type from the drop-down list.
UNLADEN WT	Enter the Unladen Weight, which is the weight of the vehicle when it is empty.
WGT GRP	Enter the appropriate weight group number for the maximum weight. If unknown, choose the dropdown at the bottom of the screen (next to SUBMIT), click on <b>Weight Group Selection</b> . The list of weight groups will be displayed. Review each group by clicking the box. This will display the weights for each of the jurisdictions being operated. Once you determine the correct weight group number, on the dropdown, choose Return Without Update from the drop down, enter the weight group number on the vehicle being added.
PURCHASE PRICE	Enter the price paid for the vehicle.
FACTORY PRICE	The system provides this information (based on a Factory Price Table) if the registrant does not.
PURCHASE DATE	The month, day and year the vehicle was purchased by the current owner.
LEASED	Check this box if the vehicle is owned by someone other than the registrant.
OWNER	Enter the name of the owner of the vehicle as shown on the title.

Field Name	Description
TITLE STATE	Using the dropdown, enter the state where the vehicle is titled
TITLE NBR	Enter the Missouri title number (if owned by the REGISTRANT for the vehicle being added. If the Missouri title has not been issued, enter the word " <b>APPLIED</b> ")

TVR IND/TVR NBR OF DAYS	If you failed to request the temporary at the beginning of the transaction, check if the vehicle requires a Temporary Vehicle Registration (TVR). The TVR NBR OF DAYS field defaults to 45, but can be changed if necessary.
TRANSFER TAG	Enter the plate number of the vehicle being deleted.
REPLACE TAG	Check if the transfer plate needs to be replaced. For example, the plate may have been lost or destroyed in an accident.
TRANSFER UNIT	DO NOT COMPLETE THIS BOX. NOT APPLICABLE
DELETE REASON	Select the reason for deleting this vehicle from the drop-down list.
SAFETY INDICATOR	Check only if the carrier responsible for safety will change during the registration year. Bar coded information for the carrier responsible is not included on the cab card.
USDOT	Enter the USDOT NUMBER of the company responsible for the safety of the added vehicle
TIN	Enter the TIN (federal identification number) of the company responsible for the safety of the added vehicle.

3. Click **SUBMIT**.

4. If there are no errors, click **SUBMIT** to confirm.

NOTE: If you are processing more than one vehicle, the control screen is displayed each time you finish processing a vehicle so that you can begin to process the next one. In the example below, 3 vehicles will be processed; 1 vehicle has been processed so far.

VEHICLE CONTROL: <input type="text" value="0003"/>	VEHICLES ADDED: 1
WIN: <input type="text" value="9876543211"/>	COPY UNIT: <input type="text"/>

If necessary, you can change the VEHICLE CONTROL number whenever this screen appears. Once you have processed all vehicles, the IRP Billing screen will display.

IRP Billing screen is displayed.

Account Nbr: 10769      MISSOURI DEPARTMENT OF TRANSPORTATION      Fleet Nbr: 1      Exp MM/YR: 3/2007  
 Supp Nbr: 002      ADD VEHICLE WITH TRANSFER      USDOT Nbr: 7654321

IRP Billing

IRP Fee: 0.00      Supplement Status: O - OPEN  
 Mo Schedule I Fee: 0.00      Waive Trailer Fee:       Effective Date: 04 / 24 / 2006      REG MONTHS: 12  
 Mo Schedule II Fee: 0.00      Receipt Date: 04/24/2006      NBR OF VEHICLES: 1  
 Cab Card Fee: 0.00   
 Replace Tag Fee: 0.00   
 Grade Crossing Fee: 0.00   
 Transfer Fee: 0.00   
 Revenue Transfer Fee: 0.00   
 Late Filing Penalty: 0.00   
 Late Pay Penalty: 0.00   
 TVR Ind:       TVR Nbr of Days: 0

Total Due: 0.00  
 Credit Applied: 0.00  
 Net Amount Due: 0.00

Delivery Options: P - Print

CONTINUE      Submit      Quit      Refresh      Inquiry      Help

1. Choose a Delivery Option for receiving the billing.

PRINT	*	DO NOT SELECT – Printing will route to MCS Office.
FAX	*	Selecting FAX will display fields for entering the FAX number for receiving the billing and invoice.
EMAIL	*	Selecting EMAIL will display a field to enter an email address for receiving the billing and invoice.
PREVIEW	*	Selecting Preview will send the billing and invoice to the REPORT LIST (A tab at the top of your screen)

2. To calculate the fees, click **SUBMIT**.

The IRP Calculated Billing screen is displayed.

HOME APPLICATIONS PAYMENT CUSTOMER SEARCH REPORTS SAFETY AND COMPLIANCE TLOG DATA My Favorites GO

Information IRP IFTA IRP AUDIT IRP PERMITS CVIEW OD/OW HW/WT WORKLIST Pending Insurance

IRP Billing Account Nbr: 10769 MISSOURI DEPARTMENT OF TRANSPORTATION Fleet Nbr: 1 Exp MM/YR: 3/2007  
Supp Nbr: 002 ADD VEHICLE WITH TRANSFER USDOT Nbr: 7654321

IRP Fee: 168.03 Supplement Status: F - FEES COMPUTED  
Mo Schedule I Fee: 987.49 Waive Trailer Fee:  Effective Date: 04/24/2006 REG MONTHS: 12  
Mo Schedule II Fee: 628.88 Receipt Date: 04/24/2006 NBR OF VEHICLES: 1  
Cab Card Fee: 2.00  Billing Date: 04/24/2006  
Replace Tag Fee: 0.00  Invoice Date:  
Grade Crossing Fee: 0.25  TVR Ind:  TVR Nbr of Days: 0  
Transfer Fee: 2.00  Cancel Bill:   
Revenue Transfer Fee: 2.00   
Late Filing Penalty: 0.00   
Late Pay Penalty: 0.00

Delivery Options: P - Print

Total Due: 1790.65  
Credit Applied: 1784.40  
Net Amount Due: 6.25

PRESS ENTER TO SUBMIT FOR INVOICE PROCESSING

CONTINUE Submit Quit Refresh Inquiry Help

1. Click **SUBMIT** for invoice processing.

The confirmation message is displayed on the IRP Main Menu.

ghmcsdev01 - Terminal Services Client

IBM WebSphere Portal - Microsoft Internet Explorer

Address: https://ghmcsint05.gh.modot.local/portal/wps/myportal/tuk/pl.cmd/cs/.ce/7\_0\_A/.s/7\_0\_D0/.s/7\_0\_A/7\_0\_D0

State of Missouri Motor Carrier Services

Welcome Joanna | My Portal Administration Edit my profile Log out

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Information IRP IFTA IRP AUDIT IRP PERMITS CVIEW OD/OW HW/WT WORKLIST Pending Insurance

IRP Main Menu Account Nbr: 2007

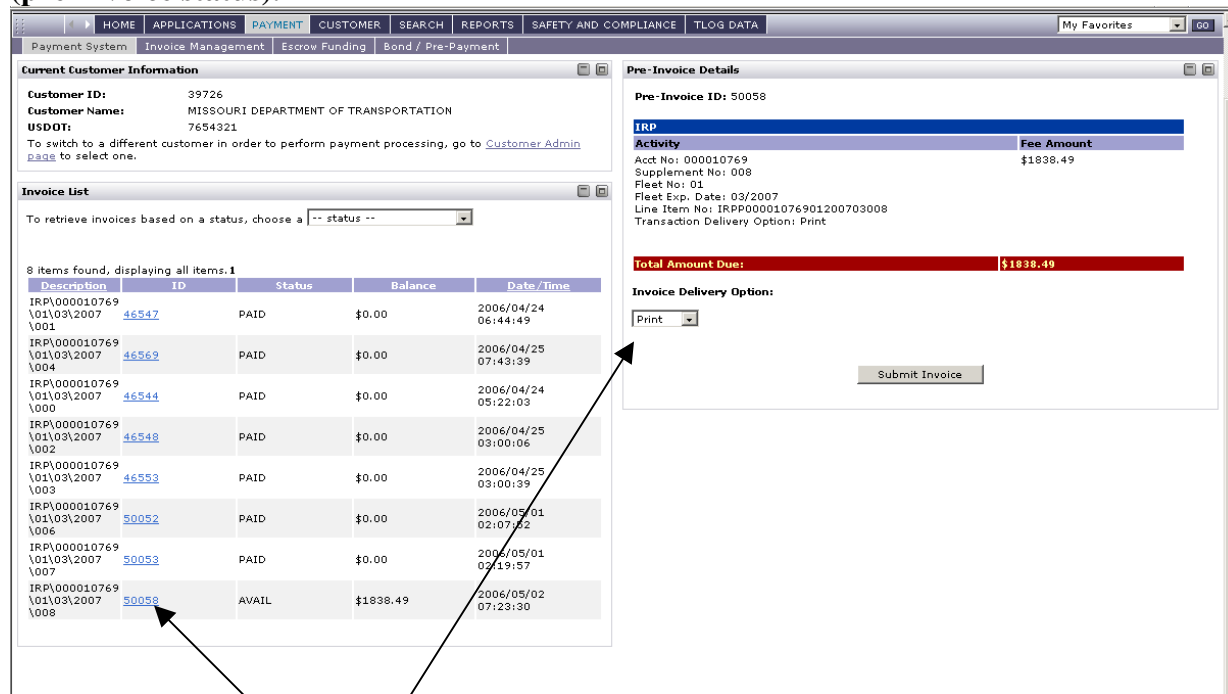
- New Carrier
- New Fleet
- Renewal
- Supplement
- Supplement Continuance
- Credentials
- Document Collection
- Administrator Functions
- Administration Menu
- Audit
- Error Correction
- Reprint
- TVR Extension

SUPPLEMENT TRANSACTION SUCCESSFULLY SUBMITTED FOR INVOICE

CONTINUE Submit Refresh Inquiry Help

1. Click on **PAYMENT** tab at the top of the screen.

The Payment screen is displayed listing supplement transactions that require to be invoiced (**pre-invoice status**).



1. Click the blue **ID** to be invoiced and the transaction detail opens on the right hand side of the screen.

2. Choose a Delivery Option for receiving the invoice.

PRINT	*	DO NOT SELECT – Printing will route to MCS Office.
FAX	*	Selecting FAX will display fields for entering the FAX number for receiving the billing and invoice.
EMAIL	*	Selecting EMAIL will display a field to enter an email address for receiving the billing and invoice.
PREVIEW	*	Selecting Preview will send the billing and invoice to the REPORT LIST (A tab at the top of your screen)

3. Click **SUBMIT INVOICE** to process the invoice. The status of the supplement transaction changes to Invoiced. The billing and invoice can now be retrieved from the delivery option you chose.

4. Upon retrieving your invoice, you have the option of mailing your payment, paying by Comchek, performing bank to bank transfer or refer to the next page to pay by credit card.

**(OPTIONAL)PAY BY CREDIT CARD** – if you choose to do so.

HOME APPLICATIONS PAYMENT CUSTOMER SEARCH REPORTS SAFETY AND COMPLIANCE TLOG DATA My Favorites GO

Payment System Invoice Management Escrow Funding Bond / Pre-Payment

**Current Customer Information**

Customer ID: 39726  
 Customer Name: MISSOURI DEPARTMENT OF TRANSPORTATION  
 USDOT: 7654321

To switch to a different customer in order to perform payment processing, go to [Customer Admin page](#) to select one.

**Invoice List**

To retrieve invoices based on a status, choose a -- status --

8 items found, displaying all items: 1

Description	ID	Status	Balance	Date / Time
IRP\000010769 \01\03\2007 \001	<a href="#">46547</a>	PAID	\$0.00	2006/04/24 06:44:49
IRP\000010769 \01\03\2007 \004	<a href="#">46562</a>	PAID	\$0.00	2006/04/25 07:43:39
IRP\000010769 \01\03\2007 \000	<a href="#">46544</a>	PAID	\$0.00	2006/04/24 05:22:03
IRP\000010769 \01\03\2007 \002	<a href="#">46548</a>	PAID	\$0.00	2006/04/25 03:00:06
IRP\000010769 \01\03\2007 \003	<a href="#">46553</a>	PAID	\$0.00	2006/04/25 02:00:39
IRP\000010769 \01\03\2007 \006	<a href="#">50052</a>	PAID	\$0.00	2006/05/01 02:07:52
IRP\000010769 \01\03\2007 \007	<a href="#">50053</a>	PAID	\$0.00	2006/05/01 02:19:57
IRP\000010769 \01\03\2007 \008	<a href="#">50058</a>	INVOICED	\$1838.49	2006/05/02 07:23:30

**Invoice Details**

Invoice ID: 50058

Activity	Fee Amount
Acct No: 000010769	\$1838.49
Supplement No: 008	
Fleet No: 01	
Fleet Exp. Date: 03/2007	
Line Item No: IRPP00001076901200703008	
Transaction Delivery Option: Print	

**Total Amount Due: \$1838.49**

**Receipt Delivery Options:**

Preview

**Payment Methods:**

Credit Card / Debit Card

Card Type:  American Express  Master  Discover  
 Debit Card

Name on Credit Card:

Expiration Date: -- month -- -- year --

Credit Card Number:

Payment Receive Date:  \* Optional  
 (MM/dd/yyyy e.g. 01/01/2005)

**A convenience fee of 2.50% of the total amount will be added to your credit card.**

Apply Payment

1. Choose the **CREDIT CARD/DEBIT CARD** payment method and complete the required information, including the security code on the back of the card.
2. Click **APPLY PAYMENT**.

**Credentials will be issued upon MCS receiving payment and all required supporting documents.**