



MOTOR CARRIER SERVICES
24-Hour Online System

**Step-By-Step Instructions For Filing
IRP Additional Vehicles**

PROCESSING NEW IRP SUPPLEMENTS – ADD VEHICLE

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.

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

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

IRP Main Menu

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

CONTINUE Submit Refresh Inquiry Help

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

The IRP Supplement Menu is displayed.

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

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

Supplement Menu

- 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
- Add Vehicle & Transfer

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

CONTINUE Submit Return Refresh Inquiry Help

ADD VEHICLE SUPPLEMENT

The Add Vehicle supplement registers one or more additional vehicles in a fleet

1. Select **ADD VEHICLE** 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). A temporary vehicle registration is a privilege and a courtesy for established carriers. If abused, privileges will be suspended.
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. NOTE: Temporary Vehicle Registrations cannot be voided after five working days from the date of issuance.

* Mandatory field

2. Click **SUBMIT**.

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

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

1. Complete the Add Vehicle 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 screen is displayed.

Account Nbr: 10769 MISSOURI DEPARTMENT OF TRANSPORTATION Fleet Nbr: 1 Exp MM/YR: 3/2007
 Supp Nbr: 001 ADD VEHICLE USDOT Nbr: 7654321

VEHICLE CONTROL: 0001 VEHICLES ADDED: 0

Vehicle/Registration Information

UNIT: 3 YEAR: 2006 MAKE: MACK - MACK
 VIN: 1XKWDB9X9E5318856 BODY STYLE: TR - TRACTOR AXLES: 3 COMB: 6
 SEATS: FUEL: D - Diesel COLOR:
 UNLADEN WT: 17500 WGT GRP: 1 80000
 PURCHASE PRICE: 75000 FACTORY PRICE: 94551
 PURCHASE DATE: 04 / 24 / 2006 LEASED:
 OWNER: MISSOURI DEPARTMENT OF TITLE STATE: MO - MISSOURI TITLE NBR: APPLIED
 TVR IND: TVR NBR OF DAYS:
 COUNTY CREDIT: USDOT: 7654321 TIN: 555446666 MCS150:
 SAFETY IND: MCS150 LAST UPDATE:

Documentation

DOCUMENTS:

PRESS ENTER TO CONFIRM

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 Weight Group Selection . 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 " APPLIED ")

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.
COUNTY CREDIT <i>MCS Users Only</i>	MCS Users Only: If a county plate is being exchanged you must contact the MCS office for completion of the add vehicle supplement.
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.

2. Click **SUBMIT**.
3. 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
VIN: <input type="text" value="9876543211"/>	COPY UNIT: <input type="text"/>

If necessary, you can change the VEHICLE CONTROL number whenever this screen appears.

IRP Billing screen is displayed.

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.

IRP Billing

Account Nbr: 10769 MISSOURI DEPARTMENT OF TRANSPORTATION Fleet Nbr: 1 Exp MM/YR: 3/2007
Supp Nbr: 003 ADD VEHICLE USDOT Nbr: 7654321

IRP Fee:	98.41	Waive Trailer Fee:	<input type="checkbox"/>
Mo Schedule I Fee:	470.48	Effective Date:	04/25/2006
Mo Schedule II Fee:	176.25	Receipt Date:	04/25/2006
Cab Card Fee:	2.00	Billing Date:	04/25/2006
Replace Tag Fee:	0.00	Invoice Date:	
Grade Crossing Fee:	0.25	TVR Ind:	<input type="checkbox"/> TVR Hbr of Days: 0
Transfer Fee:	0.00	Cancel Bill:	<input type="checkbox"/>
Revenue Transfer Fee:	0.00		
Late Filing Penalty:	0.00		
Late Pay Penalty:	0.00		

Total Due: 747.39
Credit Applied: 0.00
Net Amount Due: 747.39

Supplement Status: F - FEES COMPUTED

REG MONTHS: 12
NBR OF VEHICLES: 1

Delivery Options: P - Print

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.

ghmcdev01 - Terminal Services Client

IBM WebSphere Portal - Microsoft Internet Explorer

Address: https://ghmcint05.gh.modot.local/portal/wps/myportal/tut/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

HOME APPLICATIONS PAYMENT CUSTOMER SEARCH REPORTS SAFETY AND COMPLIANCE TLOG DATA

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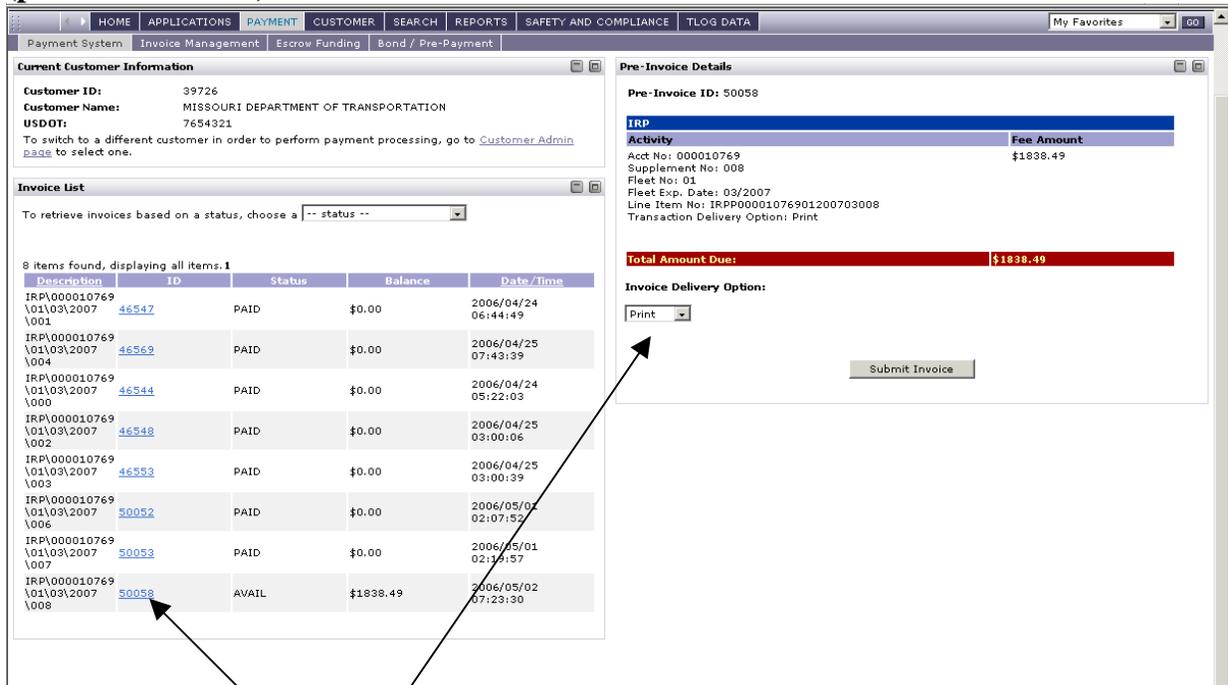
TO FINALIZE YOUR TRANSACTION YOU MUST GO TO THE PAYMENT TAB

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.

Current Customer Information

Customer ID: 39726
 Customer Name: MISSOURI DEPARTMENT OF TRANSPORTATION
 USDDT: 754321
 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

8 items found, displaying all items. 1

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

Invoice Details

Invoice ID: 50058

Activity	Fee Amount
IRP	\$1838.49

Acct No: 000010769
 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:

Payment Methods:

 Card Type: American Express Master Discover
 Debit Card
 Name on Credit Card:
 Expiration Date:
 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.

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

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