

### 1.3.5 Document submission

The MoDOT Carrier Express system allows users to perform a number of supplements for document submission at any point of time during the transaction. Agents at MoDOT will then access these transactions for review, processing, and approval.

The limitations for Web Processing by External users include:

- Access to an account only assigned to them – When processing a transaction, the MCE Customer ID will be auto-populated and protected on all MCE screens.
- The IFTA Account status must be Active.
- If the IFTA Account status is Suspended, the external user is allowed to process payments only.
- Only one supplement can be open at a time – An existing supplement must be closed before an external user can process another supplement.
- External web users cannot perform a supplement in the current year if the renewal for the next year is initiated.
- After the external user has entered all the required IFTA information, the system navigates to the Web Processing – Submit screen.

#### 1.3.5.1 Submit

Perform the following steps to submit a transaction to the internal review queue:

GEN1285 : [!] Please select and upload one document at a time. The maximum size for the document to be uploaded must be 4MB.

Web Processing Submit

---

**Submit Process**

*MCE Customer ID 746576374	Fleet No. 001	Legal Name SUCCESS TRUCK LEASING INC	DBA Name SUCCESS NATIONALEASE
License Year	Supplement No.	*Return Year 2021	*Return Quarter 1
*Amendment No. 0	Status PEN - Pending	*Fuel Type DSL - DIESEL	<input checked="" type="checkbox"/> Tax Return
License Type IFTA - IFTA	Location No.		

+ Comments

The screenshot displays a web application interface for IFTA submission. At the top, there is a table with columns: EXEMPTION LETTER, MCE CUSTOMER ID, FLEET NO., RETURN YEAR, RETURN QUARTER, FUEL TYPE, AMENDMENT NO., SUBMIT DATE, STATUS, and APPLICATION. The first row contains the values: (empty), 746576374, 001, 2021, 1, DSL, 000, 10/04/2021, INP, and F. Below the table, it says "Showing 1 to 1 of 1 entries" with navigation buttons: First, Previous, 1, Next, Last.

Below the table is a "Document Type" section. It includes a dropdown menu currently set to "BULKSTOR - Bulk Storage Reconciliatio", a "Select appropriate file" label, a "Choose file..." input field, a "Browse" button, and an "Upload" button.

Below that is a "Documents" section with a table header: DOCUMENT TYPE, FILE NAME, and DELETE. The table body contains the text "No data available in table". Below the table, it says "Showing 0 to 0 of 0 entries" with navigation buttons: First, Previous, Next, Last.

At the bottom of the interface, there are four buttons: Proceed, View List, Refresh, and Quit, along with a help icon (?) and a back arrow icon.

- The Submit screen will auto populate and disable the following required fields:
  - MCE Customer ID
  - Return Year
  - Return Quarter
  - Amendment No.
  - Fuel Type
  - Status will default to Pending and cannot be changed
- Beneath the comment section, click the “SELECT” link for the appropriate supplement to upload the necessary documents for the supplement being submitted.
- Select the appropriate document from the Document Type drop-down.
- Click Browse to select the document to be uploaded and click on Upload.
  - Upload one file at a time
  - Ensure the file size is less than 4 MB
- Repeat the two steps above to upload additional documents.
- The uploaded document and associated details will display in the grid beneath the Documents section.
  - Click the Delete icon next to the uploaded document in the grid to remove a document
- Click PROCEED to submit the transaction to the internal review queue.

External users should ensure a valid email address exists in the IFTA Account in order to receive email notifications advising that the supplement is ready to be paid online and to receive alerts if additional action is required.

Once the documents are submitted to the internal review queue, the internal user will review the submitted documents and approve or reject them based on appropriateness.