Click Proceed from the command line to complete the payment.

### 1.3.2.2 Add Vehicle

Perform the following steps to process an ADD VEHICLE supplement:

- From the IRP application level menu, select ADD VEHICLE from the Vehicle menu tile.
- From the Fleet Search screen, enter the following:
  - Enter the Fleet and Fleet Expiration Year; Account No. is prepopulated and protected.
  - The supplement date defaults to the current date and cannot be changed.
  - Select PROCEED to display the vehicle detail screen.

The Vehicle Detail screen captures the information for each vehicle the user wants to add to the fleet and register into MoDOT Carrier Express. Mandatory fields have a red asterisk “*” beside them.

At the top of the Vehicle Detail screen there is a feature allowing the user to find an existing vehicle in the database.

- Enter the VIN and click the SEARCH button. The system will search for the information and populates the vehicle information fields on the Vehicle Detail screen.
### Vehicle Details

**New Vehicle Search Criteria**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>VIN</td>
<td></td>
</tr>
<tr>
<td>Copy Unit Number</td>
<td></td>
</tr>
<tr>
<td>Plate No.</td>
<td></td>
</tr>
</tbody>
</table>

**Supplements Details**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>No. of Vehicles</td>
<td>0</td>
</tr>
<tr>
<td>Carrier Type</td>
<td>C - CARRIER</td>
</tr>
</tbody>
</table>

**Vehicle Details**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit No.</td>
<td></td>
</tr>
<tr>
<td>Weight Group No.</td>
<td></td>
</tr>
<tr>
<td>Year</td>
<td></td>
</tr>
<tr>
<td>Body Type</td>
<td></td>
</tr>
<tr>
<td>Fuel Type</td>
<td></td>
</tr>
<tr>
<td>Base Jurisdiction Gross Weight</td>
<td></td>
</tr>
<tr>
<td>TVR</td>
<td></td>
</tr>
<tr>
<td>TVR No. of Days</td>
<td></td>
</tr>
<tr>
<td>In-State Plate Type</td>
<td></td>
</tr>
<tr>
<td>In-State Plate</td>
<td></td>
</tr>
<tr>
<td>In-State Fee</td>
<td></td>
</tr>
<tr>
<td>Lease</td>
<td></td>
</tr>
<tr>
<td>Use Existing Plate</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Make</td>
<td></td>
</tr>
<tr>
<td>Seats</td>
<td></td>
</tr>
<tr>
<td>Purchase Date</td>
<td>MM/DD/YYYY</td>
</tr>
<tr>
<td>Purchase Price</td>
<td></td>
</tr>
<tr>
<td>Title Jurisdiction</td>
<td></td>
</tr>
<tr>
<td>Title No.</td>
<td></td>
</tr>
<tr>
<td>Owner Name</td>
<td>SUCCESS TRUCK LEASING INC</td>
</tr>
<tr>
<td>US DOT</td>
<td>000339745</td>
</tr>
<tr>
<td>TPID</td>
<td>440648226</td>
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<tr>
<td>Combined Axles</td>
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<tr>
<td>Unladen Weight</td>
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</tr>
<tr>
<td>Factory Price</td>
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<tr>
<td>Safety Responsibility</td>
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</tr>
<tr>
<td>Owner Phone No.</td>
<td></td>
</tr>
<tr>
<td>Safety Change</td>
<td></td>
</tr>
<tr>
<td>Second Plate</td>
<td></td>
</tr>
</tbody>
</table>
Click the PROCEED button on the command line to save the vehicle information. The Vehicle Detail screen is displayed with empty fields for the creation of another vehicle if required. Refer to the screen and paragraphs referenced above for details.

If some of the vehicle information is wrong, must be changed or needs to be deleted, perform the following steps:

- Click the VEHICLE LIST button on the command line and a selection list of vehicles will be displayed.
- Click any “Select” link to the left of the unit number in the selection list and the vehicle details appear.
- Update the vehicle information as required and click the PROCEED button.
- Delete the vehicle from the supplement by clicking the CANCEL VEHICLE button.

When all of the vehicle updates are complete, click PROCEED and the verification screen will appear. Click the PROCEED button on the verification screen and the Vehicle Details screen will appear.

If you need to add a weight group for the IRP vehicles, select the WTG GROUP tab at the top, in the navigation flow.

- Select ADD WTG GROUP, select the weight and then select PROCEED. After selecting PROCEED from the verification screen, the system displays the Vehicle Details screen so the user can add the vehicle.

When all of the vehicles have been entered correctly into the system, click the DONE button and the Web Processing - Submit screen will be displayed.

1.3.2.2.1 Web Processing – Submit

After the vehicle and/or weight group is added as desired, the Web Processing – Submit process begins. Refer to section 1.3.2.7.1 for the details on submitting required documents to the review queue.
1.3.2.2 Billing Process
After this, the billing process starts. To get the details of the billing process refer to Section 1.3.2.1.7.

1.3.2.2.3 Payment Details
After this Payment details process starts. To get the details of the payment process refer to Section 1.3.2.1.8.

1.3.2.3 Add/Delete Vehicle (Add with Transfer)
MoDOT Carrier Express allows a user to add a new vehicle, delete an existing vehicle and issue a new plate using the Add/Delete Vehicle supplement. The transfer vehicle must be in the same account and fleet.

Perform the following steps to process an ADD/DELETE VEHICLE supplement:

- From the IRP application level menu, select Add/Delete Vehicle from the Vehicle menu tile.
- From the Fleet Search screen, enter the following:
  - The Account No. and MCE Customer ID are populated and protected.
  - Enter Fleet No. and Fleet Expiration Year to narrow down the search.
  - The supplement effective date defaults to the current date and cannot be changed. The credit is calculated from the supplement effective date. Refer to Section 1.3.2 for MO business rules on supplement dates.
- Select the PROCEED button and the Vehicle Screen displays
The Vehicle Details screen allows the following actions:

For IRP, to review or add a new weight group

To review or add a weight group, select the WTG GROUP tab. Only new weight groups can be added. Existing weight groups can be viewed but cannot be changed.

- Existing weight groups and their associated base jurisdiction and maximum gross weight are displayed.
- To view the detail per jurisdiction, click the “Select” link of the weight group number to be viewed.
To return to the Vehicle Details screen, select DONE.

To add a weight group, click the ADD WEIGHT GROUP button.
- Select PROCEED from the verification screen to save.

**To add a new vehicle**

The Vehicle Details screen displays. The Vehicle Detail screen is used to enter the information for each replacement vehicle the user wants to add using an existing vehicle plate in the fleet.

At the top of the Vehicle Detail screen there is a feature allowing the user to find the “NEW” vehicle in the database.

Enter the VIN and click on the SEARCH button. The system will search for the information and, if found, will populate the vehicle information fields on the Vehicle Detail screen.
- The Vehicle Details screen captures all information about the new vehicle and some required information about the old vehicle.
- If you want a temporary vehicle registration document for the new vehicle, be certain to check the TVR check box BEFORE moving to the payment page.

To enter the “Old” (Deleted Vehicle Details) vehicle information, perform the following:
- The Unit number, VIN, and Plate No. fields contain the information for the vehicles currently registered to the account.
- The user can select from the list (click inside on of the fields to display the list) or type either the Unit No., VIN, or Plate – only one of the values should be entered.
- Select the SEARCH button in this section to display the remaining information about the old vehicle.
- DELETION DATE defaults to the supplement effective date.
- Select the DELETE REASON from the drop down.

To enter the “NEW” vehicle information, perform the following:
- Refer to Section 1.3.2.1.5 for the IRP vehicle detail screen.

After entering the information, click PROCEED. The system performs edits to ensure all mandatory fields are filled and correct. The validation screen appears.

Click the PROCEED button to save the vehicle information. The Vehicle Detail screen displays with empty fields for creation of another vehicle, if required.

If some of the vehicle information is wrong and needs to be changed or vehicles need to be deleted after being stored in the system, complete the following steps:
- Click the VEHICLE LIST button on the command line. A selection list of vehicles appears.
• Click the SELECT link to the left of the unit number in the selection list and the vehicle details will be displayed.
• Update the vehicle information as required and click the PROCEED button.
• Delete the vehicle from the supplement by clicking the CANCEL VEHICLE button.

When all of the vehicle updates are made, click PROCEED and the verification screen will appear. At the Verification screen, click the PROCEED button and the “VEHICLE DETAILS” screen appears.

When all of the vehicles are entered correctly into the system, click the DONE button on the command line. The Web Processing - Submit screen appears.

1.3.2.3.1 Web Processing – Submit

After this, the Web Processing – Submit process begins. Refer to section 1.3.2.7.1 for details on submitting the required documents to the review queue.

1.3.2.3.2 Billing Process

After this, the billing process starts. To get the details of the billing process, refer to Section 1.3.2.1.7.

1.3.2.3.3 Payment Details

After this Payment details process starts. To get the details of the payment process, refer to Section 1.3.2.1.8.

1.3.2.4 Amend Vehicle With Fee

This supplement is performed when a vehicle needs to be amended and IRP fees are due based on the changes. Perform the following steps to process an Amend Vehicle With Fees supplement:

• From the IRP application level menu, select AMEND VEHICLE WITH FEES from the Vehicle menu tile.
• From the Fleet Search screen, enter the following:
  o Fleet No., and Fleet Expiration Year; The Account No. and MCE Customer ID are defaulted and protected.
  o The supplement effective date is defaulted to the current date and cannot be changed. Refer to Section 1.3.2 for Missouri business rules on supplement dates.
  o Select PROCEED to display the Amend Vehicle Details Screen (see below).
The Amend Vehicle Details screen allows the following actions:

- Select the WGT Group tab, then review existing weight groups or add a new weight group.
  - To review, select the weight group number from the list.
    - Existing weight groups and their associated base jurisdiction and declared gross weight appear.
    - Select GO TO WGT SELECTION to return to the list.
  - To add a weight group, select ADD WGT GRP.
    - Enter the information and select PROCEED to validate.
    - Click the PROCEED button from the validation screen to save.
  - Select DONE to return to the Vehicle Details screen.

- Select a vehicle to amend.
  - Enter either the Unit No., VIN or Fleet No. in the CHANGE VEHICLE DETAILS section.
  - Click the SEARCH button to populate the vehicle information in the VEHICLE DETAILS area.
MoDOT Carrier Express populates the screen with the vehicle information from the system. Update the editable fields as required.

Refer to Section 1.3.2.1.5 IRP Add Vehicle for detailed field information on IRP vehicles. If the fleet type of the added vehicle is different than the existing vehicle in the fleet, a new plate will be issued.
To amend the vehicle:

- Update the information on the screen as required.
- Select PROCEED to execute edits and display the validation screen.
Select PROCEED from the verification screen to save the vehicle information. Follow the same procedure for the vehicles requiring changes.

If you need to update a previously updated vehicle, click the VEHICLE LIST button on the command line to display a vehicle selection list.

Select the vehicle you need to update or review by clicking the “Select” link and proceed as before.
If you need to delete a vehicle from the supplement, select VEHICLE LIST to display a vehicle selection list. Select the vehicle you need to cancel. Once the vehicle appears, select CANCEL VEHICLE on the command line to delete the vehicle from the supplement.