Bring Forward Supplements
External Procedure

Overview

Brought Forward Supplements (BFS) is an automated process, conditional upon closed renewals, where a vehicle which wasn't originally included in the renewal supplement is brought forward from the current registration into the next registration period.

Regulation

7 CSR 10-25.030(8) Apportion Registration pursuant to the International Registration Plan

(8) Upon completion of initial or renewal applications, subsequent applications may be filed during the current registration year to—

Process

A BFS is only necessary around renewal time. If the carrier adds/updates vehicles in the current registration, the information will only automatically add/update in the next registration period if the renewal is closed and the 'Add Supplement to Renewal Year' box is marked within the supplement.

- If the renewal is not started or is still open/invoiced, this box cannot be used.

1. The following supplements provide the option to bring forward the information:
   a. Add Vehicle
   b. Add/Transfer Vehicle
   c. Cab Card Correction
2. The carrier will select the 'Add Supplement to Renewal Year' checkbox on the billing page of the supplement.

☐ Add Supplement to Renewal Year

3. Once that supplement is approved and closed, the system will automatically generate the BFS in the next registration period.
4. The BFS will be brought forward in an Open/Pending status.

Pending Transactions ❓   ✖

RESUME SERVICE	FLEET TYPE ❓	MCE CUSTOMER ID	LEGAL NAME	TRANS DESC ❓	STATUS ❓	TRANS DATE	INVOICE DATE	INVOICE AMT
IRP	FOR			CVN # # 001 # 06/2024 # 0001	Open/Pending	05/01/2023		

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5. The system will create a comment in Web processing indicating the supplement is a BFS.

EDIT / DELETE	COMMENT TEXT
✎	THE SUPPLEMENT CREATED BECAUSE THE ADD SUPPLEMENT TO RENEWAL YEAR CHECKBOX CHECKED.

6. An Internal user will continue the supplement:
    a. Once approved, an invoice will be sent to carrier if there is a balance due.
    b. MCS will close and issue credentials to carrier if no balance due.

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