

### 1.3.4 Reprint Functionality

The system provides the ability to reprint the following:

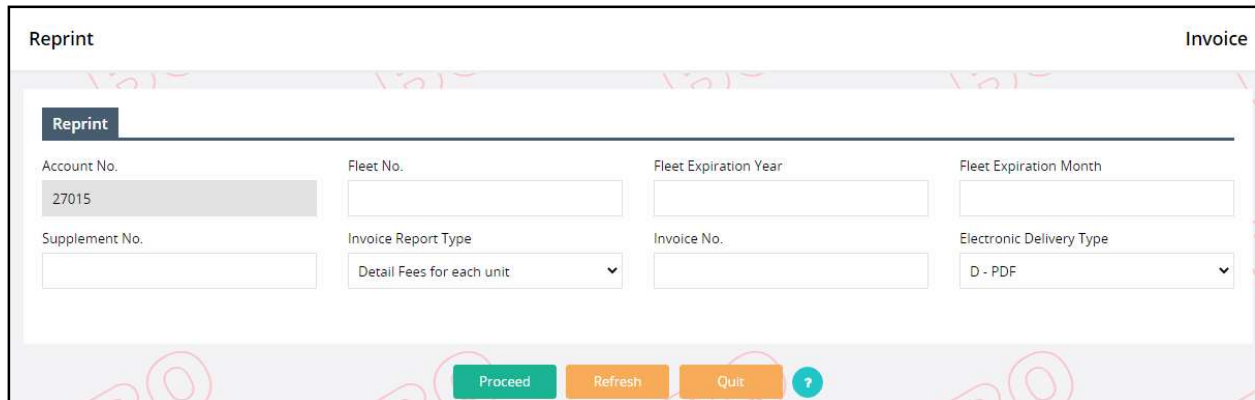
- Invoice
- Cab card
- Renewal

To reprint, select one of the items listed above from the Reprint menu tile at the IRP application level menu.

#### 1.3.4.1 Reprint Invoice

Perform the following steps to reprint an invoice:

- Select INVOICE from the reprint menu tile at the IRP application level menu.
- The Account No. is defaulted and protected. Enter Fleet No. and Fleet Expiration Year to narrow down the search.



The screenshot shows a web form titled "Reprint" with a sub-header "Invoice". The form contains the following fields and controls:

- Account No.:** A text input field containing the value "27015".
- Fleet No.:** An empty text input field.
- Fleet Expiration Year:** An empty text input field.
- Fleet Expiration Month:** An empty text input field.
- Supplement No.:** An empty text input field.
- Invoice Report Type:** A dropdown menu with "Detail Fees for each unit" selected.
- Invoice No.:** An empty text input field.
- Electronic Delivery Type:** A dropdown menu with "D - PDF" selected.

At the bottom of the form, there are four buttons: "Proceed" (green), "Refresh" (orange), "Quit" (orange), and a help icon (blue circle with a question mark).

- Select PROCEED to display a list of invoiced supplements for the entered search parameters.

Reprint
Invoice

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Reprint

Account No.  
27015

Fleet No.

Fleet Expiration Year

Fleet Expiration Month

Supplement No.

Invoice Report Type  
Detail Fees for each unit

Invoice No.

Electronic Delivery Type  
D - PDF

Proceed
Refresh
Quit
?

	ACCOUNT NO.	FLEET NO.	FLEET EXP. MM/YYYY	FLEET TYPE	SUPPLEMENT NO.	SUPP. TYPE	INVOICE NO.
<input type="button" value="SELECT"/>	27015	001	03/2022	FOR	0000	AAC	3085875
<input type="button" value="SELECT"/>	27015	001	03/2022	FOR	0001	EOU	3085892

- Select the INVOICE REPORT TYPE from the drop down list which includes the following:
  - Summary Invoice
  - Detail Fees for each unit (default)
  - Detail Fees for each unit by Jurisdiction
- The ELECTRONIC DELIVERY TYPE is defaulted to PDF.
- Select an invoiced supplement by clicking the “SELECT” link to the left of the Account No.
- Select PROCEED to generate the invoice.

### 1.3.4.2 Reprint Cab Cards

Perform the following steps to reprint a cab card:

- Select CAB CARD from the reprint menu tile at the IRP application level menu.
- The Account No. is defaulted and protected. Enter Fleet No. and Fleet Expiration Year to narrow down the search.

The screenshot shows a web form for reprinting a cabcard. The form is titled "Reprint" and "Cabcard". It contains the following fields and controls:

- Account No.: 27015
- \*Fleet No.: [Empty text box]
- \*Fleet Expiration Year: [Empty text box]
- Fleet Expiration Month: [Empty text box]
- Supplement No.: [Empty text box]
- Plate No.: [Empty text box]
- VIN: [Empty text box]
- Unit No.: [Empty text box]
- Reprint All Vehicles
- Electronic Delivery Type: D - PDF (dropdown menu)
- Buttons: Search (green), Generate (grey), Refresh (orange), Quit (orange), and a help icon (blue circle with a question mark).

- Select SEARCH to display a list of supplements for the entered search parameters
- Enter the additional parameters to narrow down the search:
  - Fleet Expiration Month
  - Supplement No.
  - Plate No.
  - VIN
  - Unit No.
- Reprint All Vehicle – checking this checkbox will include all vehicle in the given fleet.
- The ELECTRONIC DELIVERY TYPE is defaulted to PDF.
- Select GENERATE from the command line.

### 1.3.4.3 Reprint Renewal Notice

Perform the following steps to reprint a cab card:

- Select CAB CARD from the reprint menu tile at the IRP application level menu.
- The Account No. is defaulted and protected. Enter Fleet No., Fleet Expiration Month and Fleet Expiration Year to narrow down the search.

Reprint Renewal

**Reprint**

Account No.  Fleet No.  Fleet Expiration Year  Fleet Expiration Month

Electronic Delivery Type

- Select PROCEED to display a list of supplements for the entered search parameters.

Reprint Renewal

**Reprint**

Account No.  Fleet No.  Fleet Expiration Year  Fleet Expiration Month

Electronic Delivery Type

	ACCOUNT NO.	FLEET NO.	FLEET EXPIRATION YEAR	FLEET EXPIRATION MONTH	LEGAL NAME	FLEET TYPE
	27015	001	2022	03	SUCCESS TRUCK LEASING INC	FOR

Showing 1 to 1 of 1 entries

- Select the preferred supplement from the grid results to generate the Renewal document.
- The ELECTRONIC DELIVERY TYPE is defaulted to PDF.

## Appendix A – Acronyms

<b>Acronyms</b>	<b>Descriptions</b>
MoDOT	Missouri Department of Transportation
IRP	International Registration Plan
MCE	MoDOT Carrier Express
ID	Identification
No.	Number
IFTA	International Fuel Tax Agreement
MO	Missouri
VIN	Vehicle Identification Number
TVR	Temporary Vehicle Registration