Add Vehicle – Upload Transaction Steps
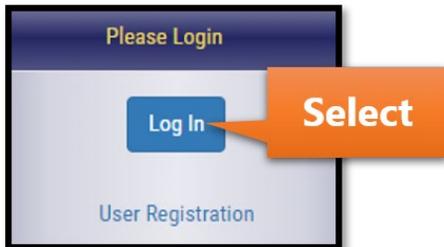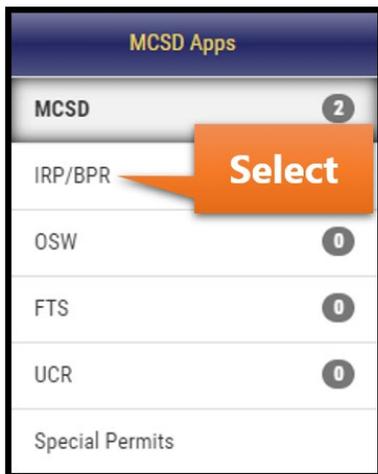
IRP Transactions Homepage

Navigate to the IRP Internet using the Google Chrome, Microsoft Edge, or Firefox browser and log in with your credentials.
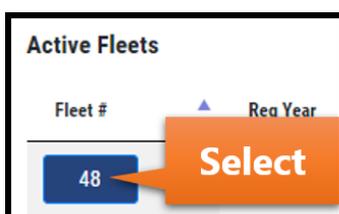

Select IRP/BPR from the left menu.

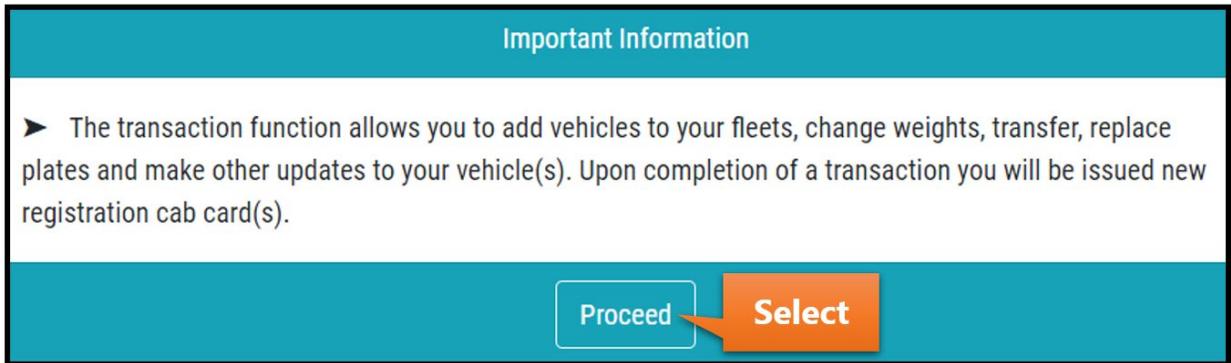Select the IRP/BPR button that appears on the right.

After selecting the IRP Account number, a list of active fleets will appear. Select the fleet associated with the transaction.
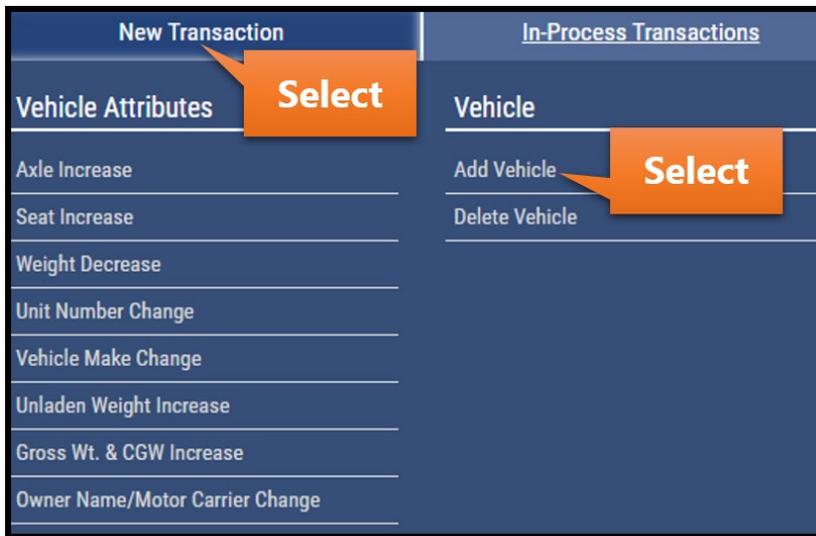
Select the Transactions button that appears in the menu.

The message shown in the Important Information section will vary. Select the Proceed button.
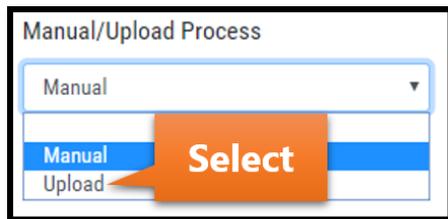

Hover over the New Transaction button and select Add Vehicle.

Select the Effective Start Date field and a calendar will appear. Enter the Effective Start Date. Changes will be active on the cab card from this date forward.
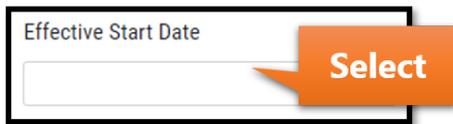
Select Upload from the Manual/Upload Process dropdown.

If you have the Plate Style dropdown, select accordingly. Note that Logo plates are available only for rental vehicles. If you do not have the Plate Style dropdown, continue to the next step.
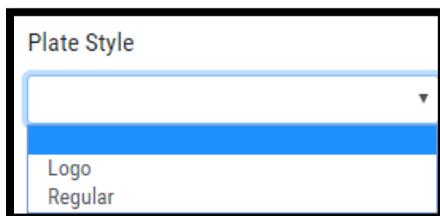
Enter any comments in the Comments section and select the Submit button.

Select the Download File button. Note that the format of the file provided by the system must be used during uploads. Use this file to enter your vehicle information and do not change the file name when saving.
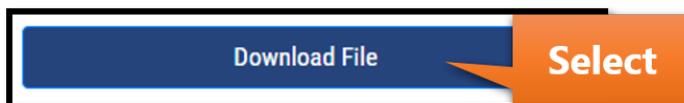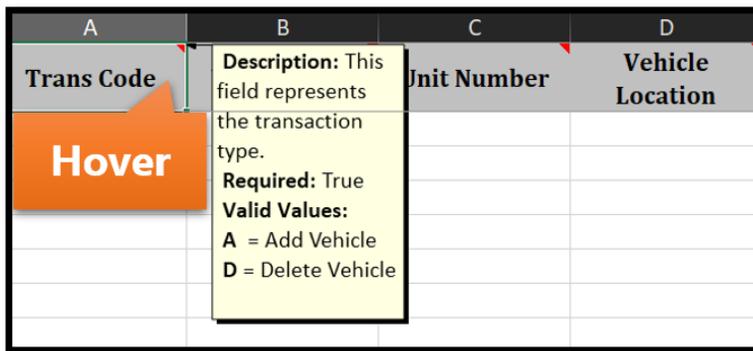
Open the downloaded xlsx file. The image below is shown using the Google Chrome browser. Note that if you are using a different browser, the downloaded file will appear differently.

A blank template will appear where you can place all information for the vehicles being added. We will use **A** in the Trans Code column for **adding vehicles**.

You can hover over each column's title to read additional information and instruction regarding the template fields. An example is provided in the image below.


After all information is listed in the template, save it **without updating the file name.** Keep a note of where the file is saved on your computer. Close the file and return to the IRP application.

Select the Choose File button.
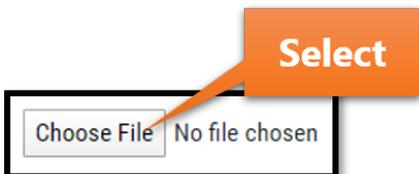
Select the downloaded file with your updates – if you did not change the location, it is likely the most recently modified file in your downloads folder.

Select the Upload button.
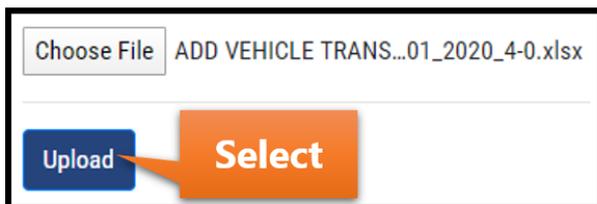
Upload with Errors

If there are no errors, continue to the "Upload with No Errors" section on the next page.

If there are errors in the Failed/Errors fields, you can view them by selecting the Download Errors button as shown in the image below. In this example, one of the four total vehicles has an entry error. Errors can also be fixed manually (without a spreadsheet) using the Fix Manually button.


Open the downloaded xlsx file. The image below is shown using the Google Chrome browser. Note that if you are using a different browser, the downloaded file will appear differently.

The vehicles with errors will be listed. Error descriptions are in the last column of the spreadsheet. A new file will need to be uploaded with correct information if the error message states that a new file with corrections is needed. If the error message does not state this, the errors can be corrected in the same spreadsheet.
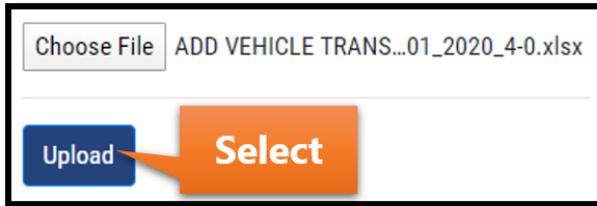
After correcting all errors, save the new or updated file and navigate back to the IRP application.

Select the Choose File button.
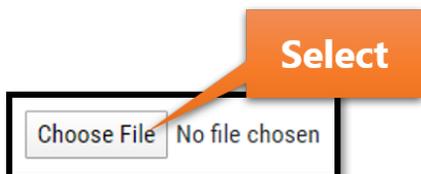
Select the file with your corrections – if you did not change the location, it is likely the most recently modified file in your downloads folder.

Select the Upload button.

Upload with No Errors

An upload with zero errors will resemble the red Failed and Errors fields below. If you do not have errors, continue to the next step. If you have errors, follow the steps in the previous section until there is a zero in the Failed and Errors fields shown.

Last Upload Summary

File Name	Upload Date	Total Uploaded	Added	Passed	Failed
ADD VEHICLE TRANSACT...	06/03/2020	3	3	3	0

Overall Transactions Upload Summary

Total Uploaded	Added	Deleted	Skipped	ManualFix	Passed *	Errors
4	3	0	0	1	4	0

* Total Passed vehicles count reflects sum of Added and Manually fixed vehicles.

A record of all uploads will appear in the Upload History section. Select the Next button when all vehicles have been added via upload.

Upload History

Search:

File Name	Upload Date	Total Vehicles	Vehicles Added	Vehicles Deleted	Passed	Errors
ADD VEHICLE TRANSACTION_45604_47_06_01_2020_4-0.xlsx	06/03/2020	3	3	0	3	0
ADD VEHICLE TRANSACTION_45604_47_06_01_2020_4-0.xlsx	06/03/2020	3	2	0	2	1

Showing 1 to 2 of 2 entries

1 Next

Back   Next

Review the vehicles added in the Vehicle Summary section. If you can affirm all data is accurate, select the check box next to the "I affirm" statement. Select the Submit/Calculate Bill button.

The last screen before payment resembles the image below. The options for viewing the bill and payment are provided.