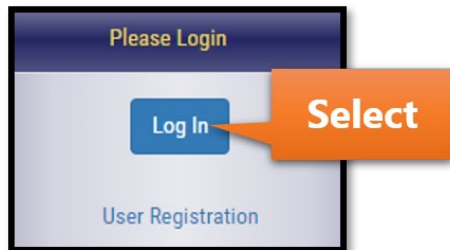


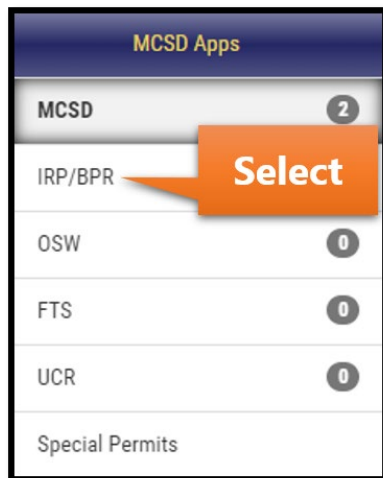
Replacement Plate – Upload Transaction Steps

IRP Transactions Homepage

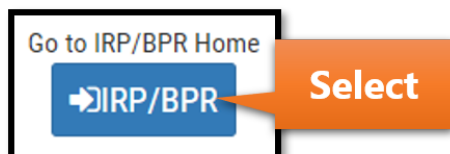
Navigate to the [IRP Internet](#) using the Google Chrome, Microsoft Edge, or Firefox browser and log in with your credentials.



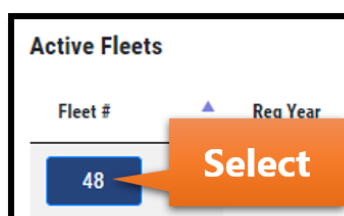
Select IRP/BPR from the left menu.



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



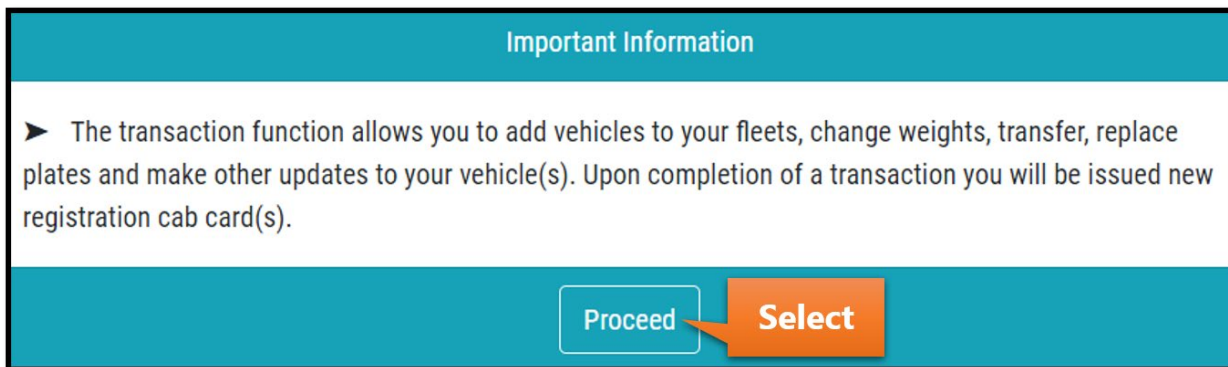
After selecting the IRP Account number, a list of active fleets will appear. Select the fleet associated with the transaction.



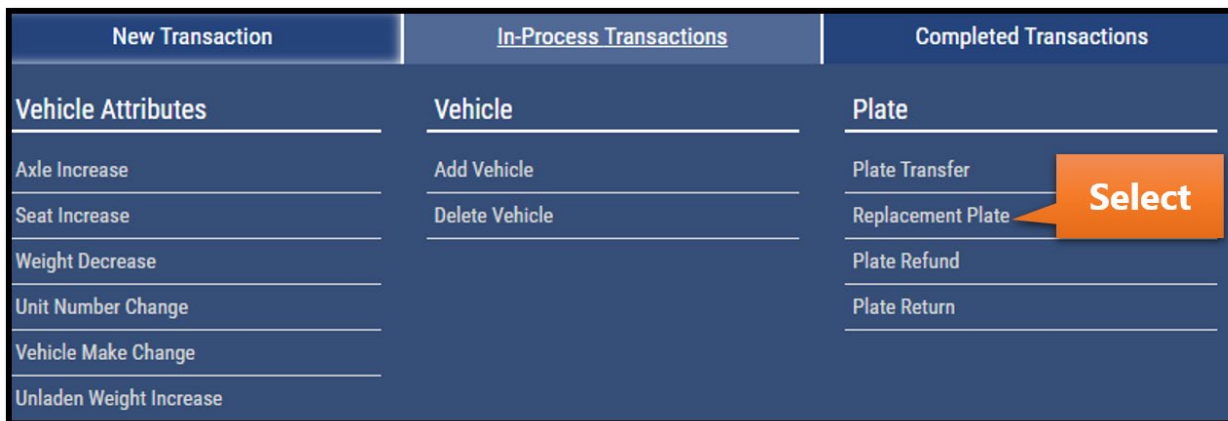
Select the Transactions button that appears in the menu.



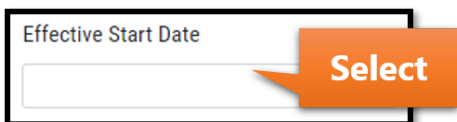
The message shown in the Important Information section will vary. Select the Proceed button.



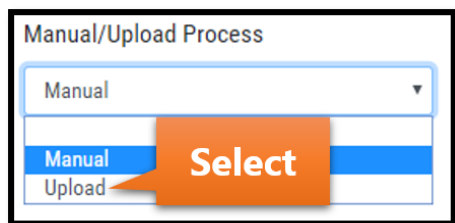
Hover over the New Transaction button and select Replacement Plate.



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.



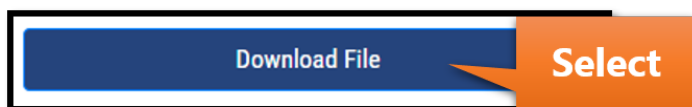
Select Upload from the Manual/Upload Process dropdown.



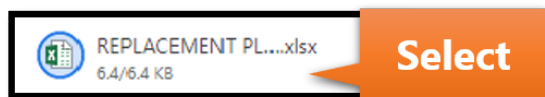
Enter any comments in the Comments section and select the Submit button.



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.

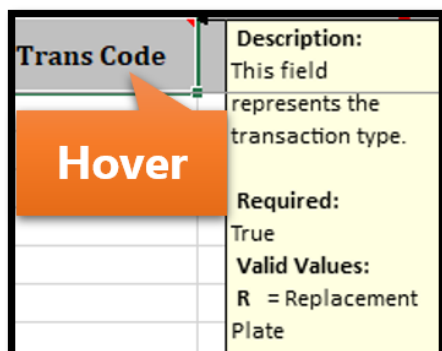


Open the downloaded xlsx file. The image below is shown using the Google Chrome browser. Note that if you are using a different browser, the downloaded file will appear differently.



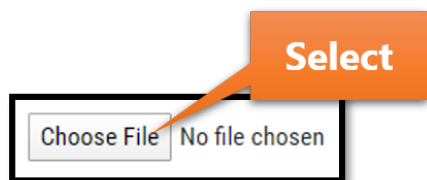
A blank template will appear where you can place all information for the vehicles being added. We will use **R** in the Trans Code column for the **replacement plate transaction**.

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.



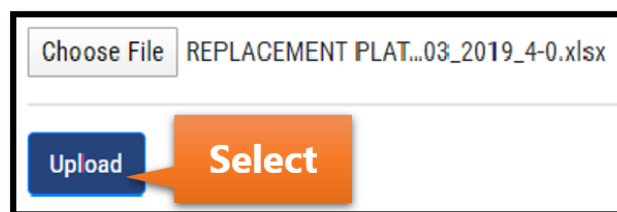
After all information is listed in the template, save it **without updating the file name**. Keep a note of where the file is saved on your computer. Close the file and return to the IRP application.

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.

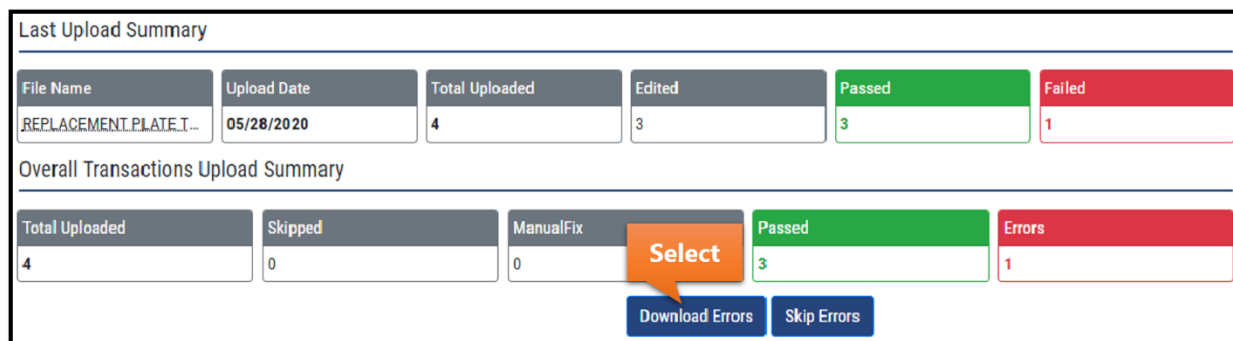
Select the Upload button.



Upload with Errors

If there are no errors, please 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, one of four total vehicles has an entry error. Errors can also be fixed manually (without a spreadsheet) using the Fix Manually button.

A screenshot of a web interface showing two summary sections. The first section, 'Last Upload Summary', contains a table with columns: File Name, Upload Date, Total Uploaded, Edited, Passed, and Failed. The second section, 'Overall Transactions Upload Summary', contains a table with columns: Total Uploaded, Skipped, ManualFix, Passed, and Errors. Below the second table are two buttons: 'Download Errors' and 'Skip Errors'. An orange callout bubble with the word 'Select' in white text points to the 'Download Errors' button.

File Name	Upload Date	Total Uploaded	Edited	Passed	Failed
REPLACEMENT PLATE.T...	05/28/2020	4	3	3	1

Total Uploaded	Skipped	ManualFix	Passed	Errors
4	0	0	3	1

[Download Errors](#) [Skip Errors](#)

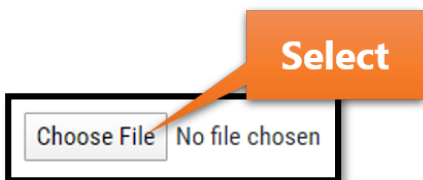
Open the downloaded xlsx file. The image below is shown using the Google Chrome browser. Note that if you are using a different browser, the downloaded file will appear differently.



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.

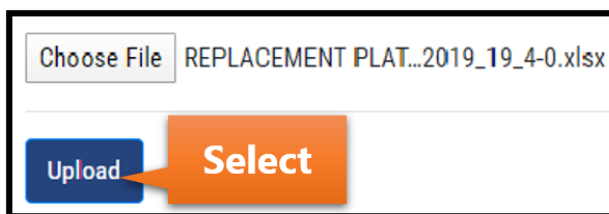
After correcting all errors, save the new or updated file and navigate back to the IRP application.

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	Edited	Passed	Failed
REPLACEMENT PLATE T...	05/28/2020	1	1	1	0

Overall Transactions Upload Summary

Total Uploaded	Skipped	ManualFix	Passed	Errors
4	0	0	4	0

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
REPLACEMENT PLATE TRANSACTION_45604_46_06_03_2019_19_4-0.xlsx	05/28/2020	1	0	0	1	0
REPLACEMENT PLATE TRANSACTION_45604_46_06_03_2019_4-0.xlsx	05/28/2020	4	0	0	3	1

Showing 1 to 2 of 2 entries

Previous

1

Next

Back

Next

Select

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.

Vehicle Summary

Below is the list of vehicles added/modified in this transaction. Please review carefully, before calculating the bill.

Show 10 entries

Excel

PDF

Print

Search:

VIN	Unit Number	Vehicle Type	Plate Type	Make	Axles	Unladen Wt.	Gross Wt.	CGW	Plate Number
AA11AA11	10	TK	PWR	DOD	2	25000	64000	64000	2499323
AA11AA12	10	TK	PWR	DOD	2	25000	64000	64000	2499324
AA11AA13	10	TK	PWR	DOD	2	25000	64000	64000	2499325
AA11AA14	10	TK	PWR	DOD	2	25000	64000	64000	2499326

Showing 1 to 4 of 4 entries

Previous

1

Next

Bill Summary

☒ I affirm under penalty of perjury that the renewal data being submitted is accurate.

Submit/Calculate Bill

Select

The last screen before payment resembles the image below. The options for viewing the bill and payment are provided as well as information regarding required documentation.

Bill as of 05/28/2020		Download Detail Bill		Download vehicle level detail bill by clicking the excel/pdf icons. Excel PDF	
Replacement Plate Fee	\$38.00	View Bill		View the complete bill & instructions for making a payment by mail.	
Total Amount Due	\$38.00	Required Docs		Additional documents listed below are required to complete the transaction. Please use <u>ONE OF THE FOLLOWING METHODS</u> to send the documents listed as required. Carrier should hold a copy of all documents for audit purpose. • Fax documents for IRP to (317) 615-7310 • Fax documents for BPR to (317) 615-7280 • Email IRP documents to IndianaIRP@dor.in.gov • Email BPR documents to IndianaBPR@dor.in.gov • Mail IRP/BPR documents to 7811 Milhouse Rd, Suite W, Indianapolis, IN 46241 Required documents that should be sent to MCS: • Lost or Stolen Plate Affidavit (Form INIRP-L)	
		Pay Now		Will redirect to payment service page for processing payment. After payment, you will be redirected to summary page where you may print credentials.	
		Pay Later		You will be redirected to IRP Home.	
Edit/Continue Transaction				Delete Transaction	