

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. Select CANCEL VEHICLE on the command line to delete the vehicle from the supplement.

When all the required changes are processed, click DONE to proceed. If the required documents are outstanding or a comment is added, the system will navigate to the Web Processing – Submit screen. Otherwise, the system will redirect to the Billing screen.

1.3.2.5.1 Billing Process

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

1.3.2.5.2 Payment Details

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

1.3.2.6 Replace Plate

Perform the following steps to process a Replace Plate supplement:

- From the IRP application level menu, select REPLACE PLATE from the Vehicle Credential menu tile.
- From the Supplement Search screen, enter the following:
 - Fleet No., and Fleet Expiration Year; Account No. is defaulted and protected.
 - The supplement effective date is defaulted to the current date and cannot be changed. Refer to Section 1.3.2 for MO business rules on supplement dates.
 - Click PROCEED to display the Replace Plate Vehicle Selection Details screen.

Vehicle Details **Replace Plate**

SUCCESS TRUCK LEASING INC | Account#: 27015 | Fleet#: 002 | Fleet Expiration Month / Year.: 03 / 2022

Supplement#: 001 | ...+

Supplements Details

Vehicle Processed
0

Vehicle Search

Unit No. VIN Plate No. Search

	UNIT NO.	VIN	PLATE NO.
<input type="checkbox"/>	87	1FAHP3F25CL230571	21AA1A
<input type="checkbox"/>	90	5XXGN4A72FG356816	21AA6A

Showing 1 to 2 of 2 entries

First Previous 1 Next Last

Proceed Done Refresh Cancel Quit Vehicle List ?

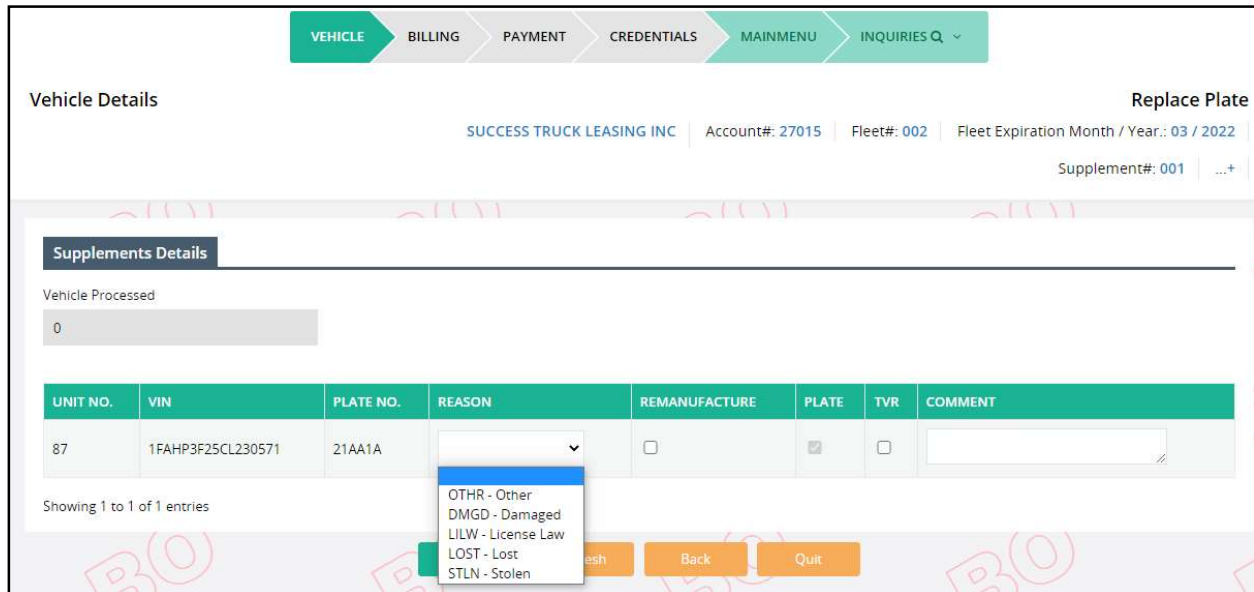
Replace Plate Vehicle Details screen allows the following actions:

- Indicate the vehicle(s) to receive a replacement plate by doing one of the following:
 - Click the check box next to the unit number for the vehicle.
 - For large fleets, the user may enter the Unit No., VIN or Plate number and click the SEARCH button. Once the vehicle information is found it will display in the selection list.
- Click PROCEED when you are finished to display a screen with the selected vehicles

On the Replace Plate screen:

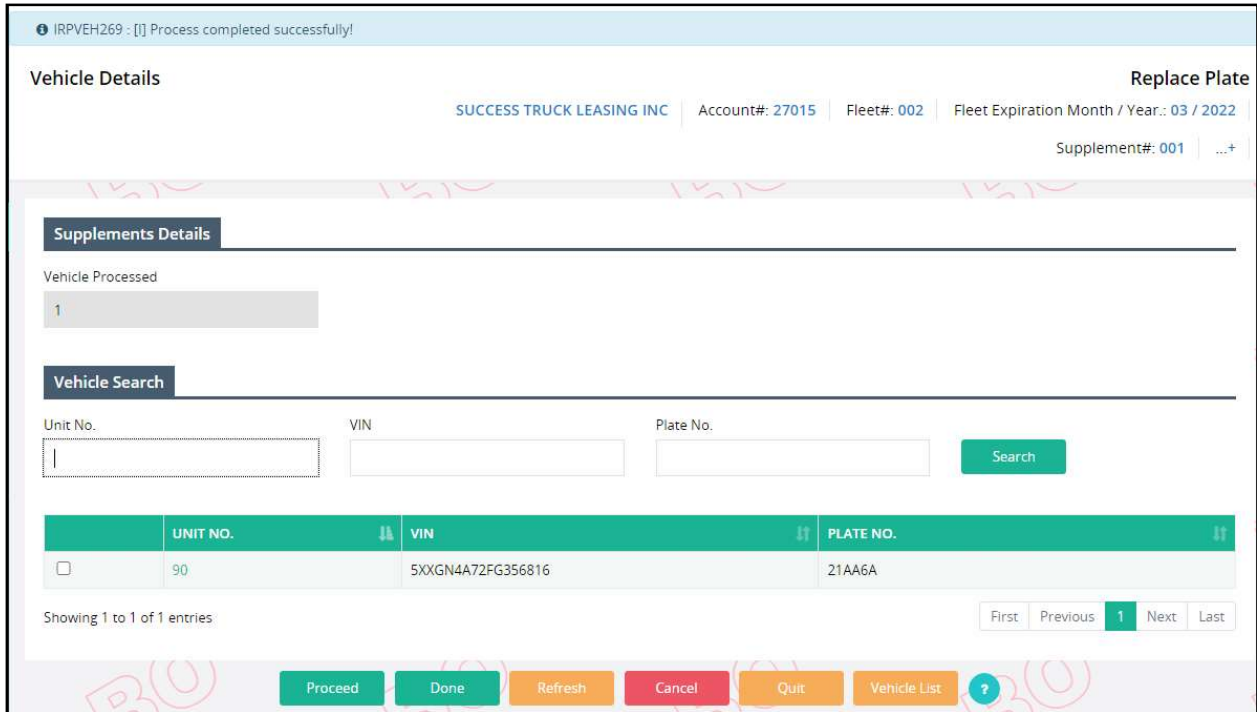
- Select a REASON from the available dropdown list, which include:
 - OTHR – Other
 - DMGD – Damaged
 - LILW – License Law
 - LOST – Lost
 - STLN – Stolen
- The Plate checkbox will default to checked and cannot be changed.
- A comment box is available to add text, if desired.

- The TVR and Remanufacture checkboxes can be checked, if required.
Be certain to check the TVR box to request a temporary vehicle registration document BEFORE processing payment.
- Select PROCEED to complete the process. You will return to the active list of vehicles in case you want to replace plates on additional vehicles.

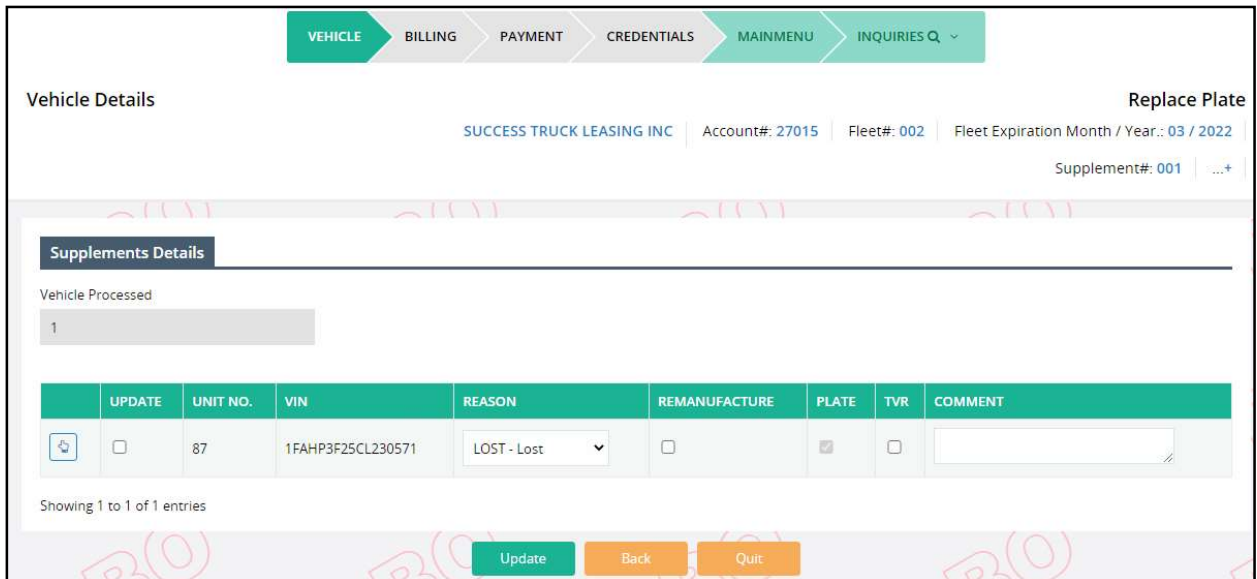


MoDOT Carrier Express displays the list of active vehicles that were not selected for replacement plates. From this screen the user can do the following:

- Click the VEHICLE LIST button to display a list of vehicles processed in this supplement. You can change the information on any vehicle or cancel the vehicle from the supplement.
- Select additional vehicles for replacement plates by clicking the check box next to the vehicle and then click PROCEED.
- Click the DONE button when you are finished to display the Billing Details screen.



Select VEHICLE LIST to update or cancel a vehicle from the supplement and the list of vehicles processed in the supplement will be displayed.



You can do the following from this screen:

- Click the BACK button to go back to the previous screen.
- Update a vehicle(s)
 - Update the vehicle information.
 - Check the Update check box.

MoDOT Carrier Express – IRP User Guide

- Click UPDATE.
- Cancel a vehicle from the supplement.
 - Click the “SELECT” link to the left of the vehicle.
 - MCE displays the vehicle detail screen.

Vehicle Details Replace Plate

Supplements Details

Account No. 27015	Fleet No. 002	Supplement No. 001	Legal Name SUCCESS TRUCK LEASING INC
DBA Name SUCCESS NATIONALEASE	No. of Vehicles 1	Expiration Month / Year 03/2022	Effective Date 07/15/2021
Supplement Desc. REPLACE PLATE	Fleet Type FOR - FOR HIRE (FH)	Carrier Type C - CARRIER	USDOT No. 000339745

Vehicle Details

VIN 1FAHP3F25CL230571	Unit No. 87	Weight Group No. 2-54000	Year 2012
Body Type RT - Road Truck	Make FORD - FORD	Axles 2	Combined Axles 5
Fuel Type D - Diesel	Seats	Vehicle Color	Unladen Weight 2918
Base Jurisdiction Gross Weight 54000	Purchase Date 07/11/2012	Purchase Price \$76000.00	Factory Price \$19330.00
TVR N	Title Jurisdiction MO - MISSOURI	Title No. 878687988	In-State Plate Type
In-State Plate Weight	In-State Expiration Date	In-State Plate	In-State Fee \$0.00
Owner Name JESSICA	Owner Phone No.	Safety Responsibility O - Owner	Lease N
Safety USDOT 000339745	Safety TPID 440648226	Safety Change N - NO	Use Existing Plate N
Existing Plate	Change Name & Address on USDOT N	Second Plate N	New Plate Required Y
Remanufacture N			

Documentation Requirements For Admin Fee and Fee Calculation

Colorado 10K Indicator Y - YES	Colorado Trailer N - NO	Utah Special Truck N - NO	New Vehicle N - NO
CO Special Truck N - NO			

Back Cancel Vehicle Quit

- Select CANCEL VEHICLE at the bottom of the screen to remove the vehicle from the supplement or select BACK to go back to the previous screen

After you have completed the updates, the replace plate screen reappears.

- Click DONE when you are finished to display the Billing Details screen.

1.3.2.6.1 Billing Process

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

1.3.2.6.2 Payment Details

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

1.3.2.7 Web Processing

The MoDOT Carrier Express system allows users to submit a number of supplements for review at any point of time during the transaction. MoDOT agents will access the transactions for review, processing and approval.

The limitations for Web Processing by External users include:

- Access to only their assigned account – When processing a transaction, the account number will be auto-populated and protected on all screens.
- The Account/Fleet status must be Active.
 - If the Account/Fleet status is Suspended, an External User has the ability only to make payments.
- Only one supplement can be open at a time – A supplement must be in invoiced status before an external user can open another supplement.
- External web users cannot perform a supplement in the current year if the renewal for the next year is opened.

When an external user is done adding vehicles, the system displays the Web Processing – Submit screen.

1.3.2.7.1 Web Submit Process

To submit the transaction to the internal review queue, the external user must perform the following steps:

Web Processing
Submit

Submit Process

*Account No.
27015

*Fleet No.
001

Legal Name
SUCCESS TRUCK LEASING INC

*Fleet Expiration Year
2022

*Fleet Expiration Month
03

*Supplement No.
002

Status
PEN - Pending

	ACCOUNT NO.	FLEET NO.	FLEET EXP. MM/YYYY	SUPPLEMENT NO.	SUPP. STATUS	FLEET TYPE	SUBMIT DATE	STATUS	TRANSACTION TYPE
Select	27015	001	03/2022	002	O - OPEN	FOR	07/19/2021	INP	AVE

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

+ Comments

Submit
View List
Refresh
Quit
?



- Click Proceed from the Vehicle Details screen and the system will navigate to Web Processing – Submit screen.
- The Submit screen will autopopulate and disable the following required fields:
 - Account No.
 - Registrant Name
 - Fleet No.
 - Fleet Expiration Year
 - Fleet Expiration Month
 - Supplement No.
 - Status will default to Pending and cannot be changed.
- Select SUBMIT to have all the documents submitted for internal review.
- Click the “SELECT” link for the appropriate supplement to upload the necessary documents to support the transaction submitted.
- Use the Browse option to select a file to be uploaded, then click the Upload button to ensure the file is attached to the transaction.
- External users must:
 - Upload one file at a time.
 - Ensure the file size is less than 4 MB.

External users should ensure a valid email address exists on the fleet record in order to receive email notifications when a supplement is ready to be paid or if additional action is required.

The following supplements can be completed by external users all the way through payment without internal user’s review/approval, unless a plate needs to be issued. If a plate must be issued, the supplement will go to the queue for internal user to process:

- Replace Plate

NOTE: External Web users can only open supplements with a status of “Pending”, “Action required” or “Approved”.

1.3.2.7.2 Billing Process

After the external user submits a transaction for review, the internal user will review the queued documents and if approved, initiate the billing process. The supplement status will change to “INVOICED” from “OPEN”.

The external user will receive an email regarding the document review and approval.

WGTGROUP
VEHICLE
BILLING
PAYMENT
CREDENTIALS
MAINMENU
INQUIRIES Q ▾

Billing Details

SUCCESS TRUCK LEASING INC

Account#: 27015 | Fleet#: 001 | Fleet Expiration Month / Year.: 03 / 2022

Supplement#: 002 | ...+

Add Vehicle

Supplements Details

Reg. Month 9	No. of Veh in Supp 1	Supplement Status O - OPEN	Enterprise System Credit 0.00
IRP System Credit 93.44	Invoice Date 07/19/2021	*Application Receipt Date 07/19/2021	Payment Date MM/DD/YYYY
Exchange Rate 0.786100			

Fees

Manual Adj. Base Jur. Batch Billing TVR Add Supplement to Renewal Year

Use One-Time Mailing Address TVR No. of Days

FEE TYPE	FEE AMT(\$)
MO Schedule I	0.00
MO Schedule II	0.00
MO Schedule I Credit Applied	0.00
MO Schedule II Credit Applied	0.00
Foreign Jurisdiction Fees	0.00
Foreign Jurisdiction Credit Applied	0.00
In-State Credit Schedule I	0.00
In-State Credit Schedule II	0.00
Bicentennial Fee	0.00
Grade Crossing Fee	0.00
Replacement Plate Fee	0.00
Second Plate Fee	0.00
Late Filing Penalty	0.00
Late Pay Penalty	0.00
Transfer Fee	0.00
Transfer Revenue Fee	0.00
Wire Transfer Fee	0.00

Delivery Details

Electronic Delivery Type
D - PDF

Invoice Report Type
Summary Invoice

+ Comments

Proceed
Refresh
Quit
?
↑

1.3.2.7.3 Payment Details

The external user must perform the following steps to process the payment:

- Select Supplement Continuance from Others menu tile under IRP main menu.
- The user navigates to the Payment Details screen to complete the payment process.

WGTGROUP
VEHICLE
BILLING
PAYMENT
CREDENTIALS
MAINMENU
INQUIRIES Q

GEN24 : [1] Invoice report generated successfully.

IRPREP28 : [1] Billing completed successfully.

GEN1239 : [1] TVR generated successfully.

Payment Details

[Add Vehicle](#)

SUCCESS TRUCK LEASING INC
Account#: 27015
Fleet#: 001
Fleet Expiration Month / Year.: 03 / 2022

Supplement#: 002 | ...+

Supplements Details

Enterprise System Credit	IRP System Credit	Invoice Date	Invoice No.
0.00	93.44	07/19/2021	3201983

*Payment Receipt Date

07/19/2021

Fees

Manual Adj. Base Jur.

0.00

Batch Credential

FEE TYPE	FEE AMT(\$)
MO Schedule I	4.10
MO Schedule II	1.00
MO Schedule I Credit Applied	0.00
MO Schedule II Credit Applied	0.00
Foreign Jurisdiction Fees	67.28
Foreign Jurisdiction Credit Applied	0.00
In-State Credit Schedule I	0.00
In-State Credit Schedule II	0.00
Bicentennial Fee	1.68
Grade Crossing Fee	0.25
Replacement Plate Fee	0.00
Second Plate Fee	0.00
Late Filing Penalty	0.00
Late Pay Penalty	0.00
Transfer Fee	0.00
Transfer Revenue Fee	0.00
Wire Transfer Fee	0.00
Amount Due	74.31

Cab Card Delivery Type

Electronic Delivery Type

D - PDF

Proceed Refresh Quit ? [View Invoice Report](#) [View TVR](#)

- The Cab Card Delivery Type field defaults to PDF.
- The screen displays the “View Invoice Report” link on the command line for the user to view the detailed invoice report.
- Click DONE from the command line on the Payment Details screen.