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| **System Enhancements Overview:**  •Revised Transactions Menu options.  •Ability to add/view comments during transactions.  •Ability to view In-Process transactions and delete a transaction.  •Removing a vehicle from a transaction is allowed if the vehicle is not involved in any other future In-Process transactions.  •New upload template for transactions. Fleets with 100 or more vehicles are qualified for uploads.  •New templates for uploads can be downloaded on the upload page for the selected transaction.  •Ability to copy qualified transactions to future registration year if renewal is paid. | | |
|  | **Current Process** | **Revised Process June 14, 2020** |
| 1.Transaction uploads | Qualified Carriers have the option of processing select transactions by using MCS provided Excel upload templates. | All upload templates are changing – **the current version of templates cannot be used after the close of business June 12, 2020**. Revised templates available on the IRP/BPR Home Page and on line when processing transactions. |
| 2. On line transactions | The following transactions are available on line:  **Vehicle Attributes**  •Axle Increase  •Seat Increase  •Unit Number Change  •Vehicle Make Change  •Unladen Weight Increase  •Gross Wt. & CGW Increase  •Owner Name/Motor Carrier Change  **Vehicle**  •Add Vehicle  •Delete Vehicle  **Plate**  •Plate Transfer  •Replacement Plate  **Multi Transaction (for qualified accounts)**  •Wt. Change & Transfer  •Transfer & Replacement Plate  •Wt. Change, Transfer & Replacement Plate | Two New Transaction have been added:  •Weight Decrease  •Mailing Address & Contact Change |
| 3. Upload transaction error reporting | The upload spreadsheets contain numerous Excel "macros" that edit for errors such as duplicate VIN, invalid plate, etc. | The transaction spreadsheets contain no macro code - all data edits are performed in the IRP application after the user uploads the renewal file. An exception report will be created if there are any errors in the upload file data. User will be shown the report and they will be able to download it. This will have the details of errors at vehicle record level. User can correct the errors and upload the file again. |
| 4. Submitting transaction uploads | Transaction files are converted from an "XLS" format to a comma delimited ("QCE") file for uploading. | The transaction spreadsheet will be uploaded in the original Excel format directly by the user to the IRP Application. |