

International Registration Plan Large Carrier Program Instructions for Carriers

Inventory Management

Introduction

This document explains rules and procedures for managing inventory in the International Registration Plan Large Carrier Program (IRP-LCP).

As an IRP-LCP carrier, you maintain a supply of inventory so that you can process mid-term changes from your location, without having to go to a Manitoba Public Insurance service centre. IRP-LCP inventory consists of:

- Commercial Truck (CT) licence plates
- Cab cards
- Registration card stock
- Agency validation stamp
- IRP apportioned decals and blank white decals

You are responsible for tracking, ordering, storing and returning inventory. Manitoba Public Insurance provides forms and procedures to assist you.

Inventory is classified as either **controlled** or **non-controlled**. As shown in the table below, controlled inventory (licence plates) requires the strictest controls, while some non-controlled items require specific tracking and storage procedures.

| | Plates | Cab Cards | Registration Cards | Validation Stamps |
|-------------------------|--------|-----------|--------------------|-------------------|
| Store in locked cabinet | ✓ | ✓ | ✓ | ✓ |
| Report Changes | ✓ | ✓ | ✓ | ✓ |
| Track Changes | ✓ | ✓ | ✓ | |
| Subject to Annual Audit | ✓ | ✓ | | |
| Monthly Checkups | ✓ | | | |

Reporting Inventory Status Changes

Manitoba Public Insurance needs to know about inventory status changes to any of the following inventory:

- Licence plates
- Cab cards
- Registration cards

Complete and email an Inventory Status Notification Form to irp@mpi.mb.ca when any of the above inventory items are:

- Received (by a carrier)
- Returned (to Manitoba Public Insurance)
- Missing
- Lost
- Spoiled
- Stolen

The Inventory Status Notification Form is a fillable PDF form. It can be completed and emailed without having to print a hard copy. The form includes instructions for completing the form.

Also make sure to:

- File a police report when inventory is stolen and note the police report number on the Inventory Status Notification Form.
- Update your Carrier Inventory Tracker when there is a status change in licence plates, cab cards or registration cards.

Ordering and Storing Inventory

Manitoba Public Insurance recommends you maintain a three-month supply of all inventory items. To order new inventory:

1. Complete the Controlled and Non-Controlled Items Order Form. The form can be downloaded from: <http://apps.mpi.mb.ca/carriers/carriers.aspx>.

Complete all fields marked with a red asterisk (*). (Do not complete the fields in the For MWS Office Use Only section. These fields will be used by Mail and Warehouse Services when filling your order.)

Information for Completing the Order Form

| Stock # or Code | Item Description | Package Quantity |
|--------------------|--|---------------------|
| C1, C3, C5 | Licence Plates | 25 sets/box |
| FDC0004 | Cab Cards | 200/package |
| FPH0003 | Registration Cards | 500/package |
| FDC0021 | IRP Apportioned Decals | 10/sheet |
| FDC0022 | IRP Blank White Decals | 10/sheet |
| FPH0011 | Controlled Items Requisition (UB-13) | 25/sheet |
| FPH0013 | Controlled Items Returned Form (UB-16) | 25/sheet |
| FPH0014 | Non-Controlled Items Requisition (UB-17) | 25/sheet |

For replacement stamps, do not complete the Order Form. Email a request for a stamp to irp@mpi.mb.ca, and include your carrier ID number. A stamp will be sent to you.

2. When you have completed the form, click **Submit by Email**. (If you have not completed all of the required fields, the Submit by Email button will not work.) An email will open addressed to Manitoba Public Insurance with your completed order form attached. Send the email.

*A message may appear asking you to select your email client. If applicable, select either **Default email application** (for example, Outlook) or **Use webmail** (for example, Gmail) depending on the type of email you use.*

After sending the email, a copy of your order form will be saved in your Sent mail. If desired, you can save the PDF from your email for your records.

3. If you experience technical problems submitting the form by email, print the completed form and fax it to Mail and Warehouse Services at 204-953-4573, or mail it to:

Mail and Warehouse Services
B100-234 Donald Street
P.O. Box 6300
Winnipeg MB
R3C 4A4

It may take up to five days to process and ship your order.

Licence plate orders are only filled on the 15th and 30th of each month. To ensure you do not run out, keep your stock level at a three-month supply.

Manitoba Public Insurance is responsible for shipping costs.

4. When the order arrives, check that it's complete. Report any shortages as soon as possible to the IRP Prorate Office at irp@mpi.mb.ca or call 204-985-7775 or 1-866-798-1185.
5. When you receive licence plates, cab cards or registration cards:
 - Complete an Inventory Status Notification Form and email it to the IRP Prorate Office at irp@mpi.mb.ca. Instructions for completing form are on the form itself. The form can be downloaded from: <http://apps.mpi.mb.ca/carriers/carriers.aspx>.
 - Record the new inventory in your Carrier Inventory Tracker.
 - Store them (and the validation stamp) in a locked cabinet at your head office.

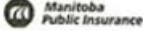

Access to the cabinet is limited to personnel who complete IRP-LCP training provided by Manitoba Public Insurance representatives.

Returning Inventory

If licence plates, cab cards or registration cards are spoiled, return them by using this procedure:

1. Complete Form UB-16 CONTROLLED ITEM(S) RETURNED (see below).

CONTROLLED ITEM(S) RETURNED

FROM:

YOUR POLICE UNIT ORIGINATOR

STATION/SECTION

DATE

INITIALS

TO:

TO NUMBER

QUANTITY

ITEM DESCRIPTION

RELEASED BY

I DECLARE THAT ALL THE ABOVE MENTIONED CONTROLLED ITEMS ARE RETURNED TO INVENTORY CONTROL CENTRE

SIGNATURE OF MOVER (BY MAIL)

1. INVENTORY CONTROL CENTRE COPY

UB-16 (REV 03/20)

Instructions:

- A. Write your company name and address.
- B. Stamp this box with your agency stamp set to the current date.
- C. Enter the code for licence plates (C#).
- D. Enter item numbers if applicable.
- E. Write the quantity of returned items for each row.
- F. Write the item description. For cab cards and registration cards, include the stock # (see table on Page 4).
- G. Sign your name.

2. Package the physical inventory with the Inventory Control Centre copy of the form and send it to:

Mail and Warehouse Services
 B100-234 Donald Street
 P.O. Box 6300
 Winnipeg MB
 R3C 4A4

Carriers are responsible for the cost of returning inventory.

3. Complete an Inventory Status Notification Form and email it to the IRP Prorate Office at irp@mpi.mb.ca.
4. Record the return in your Carrier Inventory Tracker.

Destroy (do not return) any of the following inventory that is unusable:

- *Apportioned decals*
 - *Blank white decals*
-

Monthly Checkups

Manitoba Public Insurance tracks your inventory of licence plates and issues a Monthly Checkup report showing your inventory as of the 8th business day of the month. The report is sent to you on the same day.

You are required to reconcile the Monthly Checkup report with your inventory records. Report back to Manitoba Public Insurance using the IRP Large Carrier Program Inventory Balance Report, which is a fillable PDF form (no need to print a hard copy). Complete the form and email it to Manitoba Public Insurance as soon as possible (before month end at the latest).

Follow this procedure to complete the Monthly Checkup:

1. Download the Monthly Checkup report from the Secure Transport Appliance (STA) at <https://sft.mpi.mb.ca>. See the **Using the STA** instructions if you would like help in using the STA.
2. Access a blank IRP Large Carrier Program Inventory Balance Report from the IRP-LCP Carrier portal (<http://apps.mpi.mb.ca/carriers/carriers.aspx>) Complete the top four fields marked with an asterisk (*):
 - **Location Number** (use your IWS location)
 - **Carrier Name** (your company name)
 - **Performed By** (your own name)
 - **Date Balanced** (use the date that you complete the form)
3. If your inventory balances with the Monthly Checkup report, select **Yes** in the **Inventory Balanced?** field and email your form as an attachment to irp@mpi.mb.ca.
4. If your inventory does not balance, select **No** in the **Inventory Balanced?** field and enter the numbers of all unaccounted licence plates in the field marked **Plate**. Enter only one number per field.
5. Enter information in the **Comments** field to explain the unaccounted items.
6. Email the form as an attachment to irp@mpi.mb.ca.

Ad Hoc Audits

Manitoba Public Insurance maintains and regularly reviews statistics to assess how consistently carriers return electronic documents required for mid-term change applications. Manitoba Public Insurance may notify a carrier if the statistics indicate that the carrier is not consistently returning electronic documents.

Manitoba Public Insurance may also at its discretion conduct an ad hoc audit that includes a visit to the carrier's location and possibly physical inspection of IRP inventory and other IRP materials.

Manitoba Public Insurance's approach in conducting these audits is to work with the carrier to resolve any inventory management issues that may be identified.

Annual Audits

Manitoba Public Insurance audits carriers annually. The primary purpose of the audit is to monitor and support carriers in recordkeeping and inventory management. An employee of the IRP Prorate Office is designated as the Auditor. In conducting the audit, the Auditor visits the carrier's location and:

- Verifies that the carrier has at least two employees trained in IRP-LCP procedures
- Verifies that licence plates, cab cards, registration cards and the replacement stamp are stored in a locked cabinet
- Counts the physical inventory of licence plates and cab cards and compares the results with Manitoba Public Insurance inventory records
- Evaluates the carrier's performance in retaining original supporting documents