



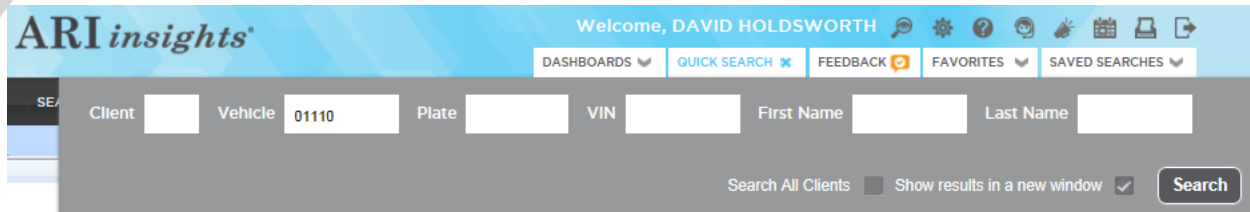
Automotive Resources International



# BC Gov't Inter-Entity Unit Transfers Instructions for Processing in ARI Insights

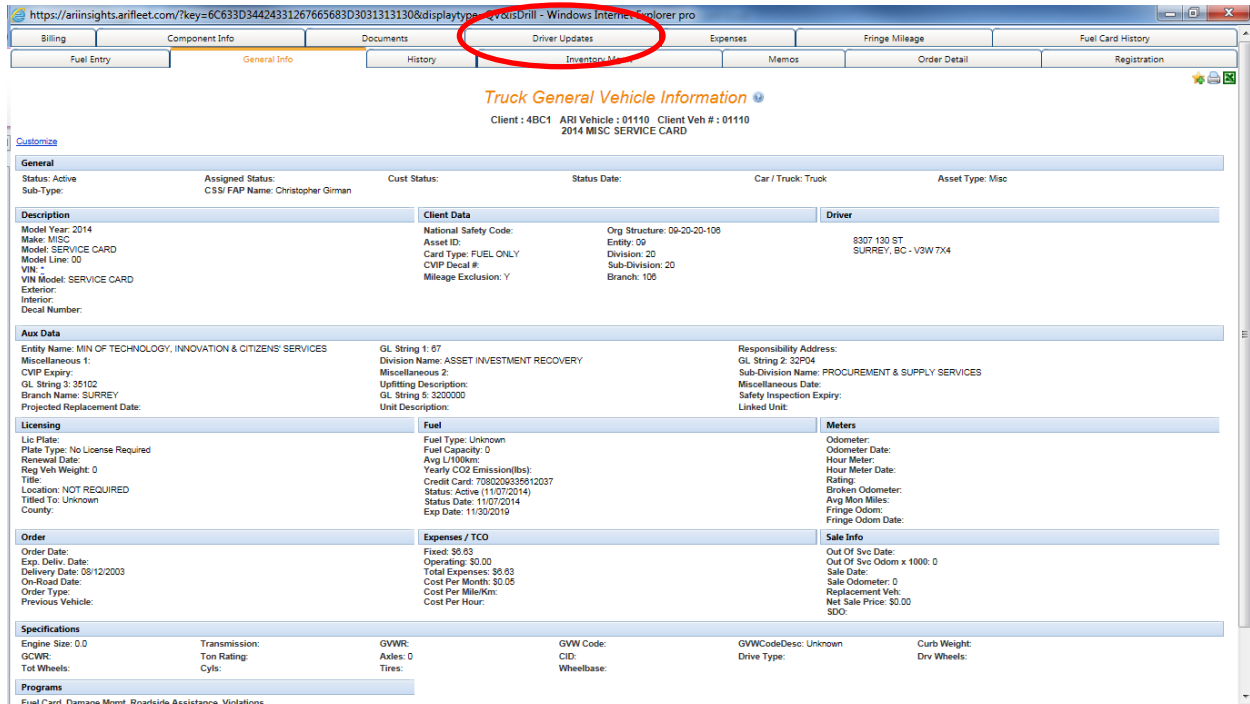
## Step 1

Look up the vehicle in question via the Quick Search function ...



## Step 2

Choose the Driver Updates tab ...





### Step 3

On the left-hand side, note the Entity number represented by 2 digits (in this example: 09). The Org Structure below represents the full hierarchy coding for the unit – the Entity number is the first 2 digits, then the Division, Sub-Division and Branch (09-20-20-106 in the example below).

Client: 4BC1 ARI Vehicle: 01110 2014 MISC SERVICE CARD Status Active  
 VIN: \* Lic Plate -

Client Veh #

Entity: 09

Division: 20

Sub-Division: 20

Branch: 106

Org Structure: 09-20-20-106

Asset ID:

CVIP Decal #:

Card Type: FUEL ONLY

Asset Type: Miscellaneous

Sub-Type:

Parent Veh No:

To change the Entity that the unit belongs to, open the Org Structure drop-down box and choose the new Entity and appropriate hierarchy coding (Division, Sub-Division, Branch) ...

Client: 4BC1 ARI Vehicle: 01110 2014 MISC SERVICE CARD Status Active  
 VIN: \* Lic Plate -

Client Veh #

Entity: 09

Division: 20

Sub-Division: 20

Branch: 106

Org Structure: 09-20-20-106

Asset ID:

CVIP Decal #:

Card Type:

Asset Type:

Sub-Type:

Parent Veh No:

Telematics

Require driver r  a?(Y/N) N

If Province Cha  g needed?(Y/N)

Do you want AR  hange?(Y/N) N

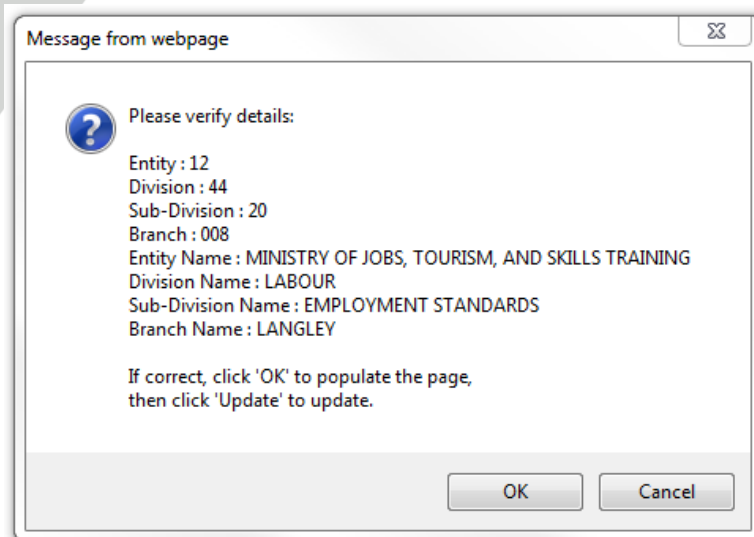
Odometer 0     Hour Meter



Automotive Resources International



After you choose the new Org Structure, a pop-up window will appear asking you to verify the details. The new Entity, Division, Sub-Division and Branch numbers as well as their names will be provided to help confirm that the appropriate change is being made. If everything is correct, click “OK”.



Lastly, to process the change, click on “Update” ...

**Update**

**Please Note:**

- If any other information associated with the vehicle needs to be changed as well (e.g. the Address, GL String coding, etc.), those changes will need to be made separately. The same Driver Updates tab can be used to make them.
- For transfers between a Ministry and a Broader Public Sector Entity (i.e. between the 4BC1 and 4BC2 client codes), please send the request to [bcgov@arifleet.ca](mailto:bcgov@arifleet.ca). Those changes will be made by ARI at the end of the month prior to the billing run (provided that we have received notice well enough in advance).
- For bulk transfers (25 units or more), please fill out the second tab on the “ARI Bulk Vehicle Update-Change-Transfer Form” and send it to [bcgov@arifleet.ca](mailto:bcgov@arifleet.ca).