



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 ...



<u>Step 2</u>

Choose the Driver Updates tab ...

🍯 https://ariinsights.arifleet.com/?key=6C633D34424331267665683D3031313130&displaytyp:_evolusDrill - Windows Internationalorer pro					
Billing Component Info Do	cuments	Driver Updates	Expenses	Fringe Mileage	Fuel Card History
Fuel Entry General Info	History	Inventory M	Memos	Order Detail	Registration
	Truck Client : 4	General Vehicle Info 4BC1 ARI Vehicle : 01110 Client 2014 MISC SERVICE CAR	Veh # : 01110		* 🖨 🗷
Customize		LUTH MIDE DERVICE CAR	, ,		
General					
Status: Active Assigned Status: Sub-Type: CSS/FAP Name: Christopher Girman	Cust Status:	Status Date:	Car / Truck: Truck	Asset Type: Mis	sc
Description	Client Data		D	river	
Model Year: 2014 Make: MSC Model: SERVICE CARD WH: - WH: Model: SERVICE CARD Exterior: Internet: Becall Number:	National Safety Code: Asset ID: Card Type: FUEL ONLY CVIP Decal # Mileage Exclusion: Y	Org Structure: 09-3 Entity: 09 Division: 20 Sub-Division: 20 Branch: 106	0-20-108	8307 130 ST SURREY, BC - V3W 7X4	
Aux Data					
Entity Name: MIN OF TECHNOLOGY, INNOVATION & CITIZENS' SERVICES Miscellaneous: CVIP Expiry: GL. String 3: 35102 Branch Name: SURREY Projected Representem Date:	GL String 1: 67 Division Name: ASSET INVESTMENT Miscellaneous 2: Upfitting Description: GL String 5: 320000 Unit Description:	TRECOVERY	Responsibility Address GL String 2: 32P04 Sub-Division Name: PR Miscellaneous Date: Safety Inspection Expir Linked Unit:	s: ROCUREMENT & SUPPLY SERVICES ny:	
Licensing	Fuel		M	leters	
Lic Piter. Piter Type: No License Required Reneval Date: Reg Veh Weight D Location: NOT REQUIRED Titled To: Unknown County:	Fuel Type: Unknown Fuel Capacity: 0 Avg L/100km: Yearly CO2 Emission(lbs) Credit Card: 7080209336 Status: Active (11/07/2014 Status: Active (11/07/2014 Exp Date: 11/30/2019): 112037)	O O H H H H H H H H H H H H H H H H H H	dometer: dometer Date: our Meter Date: ating: roken Odometer: roken Odometer: ringe Odom Date:	
Order	Expenses / TCO		Si	ale Info	
Order Date: Exp. Deliv. Date: Delivery Date: 05/12/2003 Order Type: Previous Vehicle:	Fixed: \$6.63 Operating: \$0.00 Total Expenses: \$6.63 Cost Per Month: \$0.05 Cost Per Mile/Km: Cost Per Hour:		O S: S: R N S S	ut Of Svc Date: ut Of Svc Ddom x 1000: 0 ale Date: ale Odometer: 0 eplacement Veh: et Sale Price: \$0.00 DO:	
Specifications					
Engine Size: 0.0 Transmission: GCWR: Ton Rating: Tot Wheels: Cyls:	GVWR: Axles: 0 Tires:	GVW Code: CID: Wheelbase:	GVWCodeDesc: Unknow Drive Type:	wn Curb Weight: Drv Wheels:	
Programs					





<u>Step 3</u>

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 A VIN: *	RI Vehicle: 01110 2014 MISC SERVICE CARD Status Active Lic Plate -
Client Veh #	01110
Entity:	09 🔶
Division:	20
Sub-Division:	20
Branch:	106
Org Structure:	09-20-20-108
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 A	Vehicle: 01110 2014 MISC SERVICE CARD Status Active
VIN: *	Lic Plate -
Client Veh #	01110
Entity:	09
Division:	20
Sub-Division:	20
Branch:	108
Org Structure:	09-20-20-108
Asset ID:	09-10-10-178
CVIP Decal #:	09-20-20-107
Card Type:	09-22-20-101
Asset Type:	09-24-00-000
Sub-Type:	09-25-20-102
Parent Veh No:	09-70-70-000 09-70-70-001 09-70-70-002 09-70-70-003 09-70-70-004 10-00-00-000
Telematics	10-01-00-083 11-00-00-000 11-01-01-000 11-01-000 Device ID
Require driver r	11-02-01-000 1?(Y/N) N
If Province Cha	11-02-04-000 g needed?(Y/N)
Do you want AF	11-05-00-000 (E)hange?(Y/N) N
Odometer 0	12-44-20-008 + ter Date mm/dd/yygy - Hour Meter





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".

Message fr	rom webpage
•	Please verify details: Entity : 12 Division : 44 Sub-Division : 20 Branch : 008 Entity Name : MINISTRY OF JOBS, TOURISM, AND SKILLS TRAINING Division Name : LABOUR Sub-Division Name : EMPLOYMENT STANDARDS Branch Name : LANGLEY If correct, click 'OK' to populate the page, then click 'Update' to update.
	OK Cancel

Lastly, to process the change, click on "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. 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 <u>bcgov@arifleet.ca</u>.