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 …
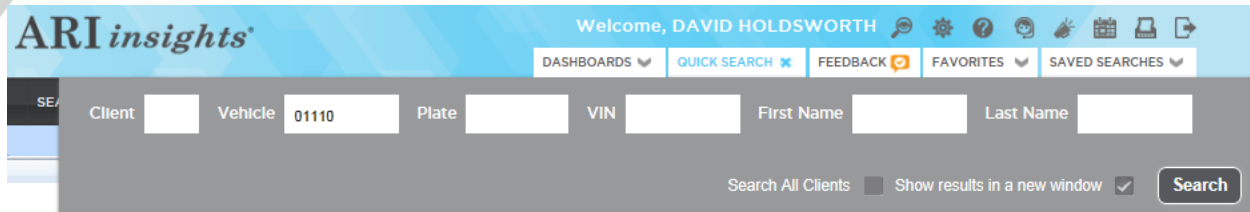
Step 2

Choose the Driver Updates tab …
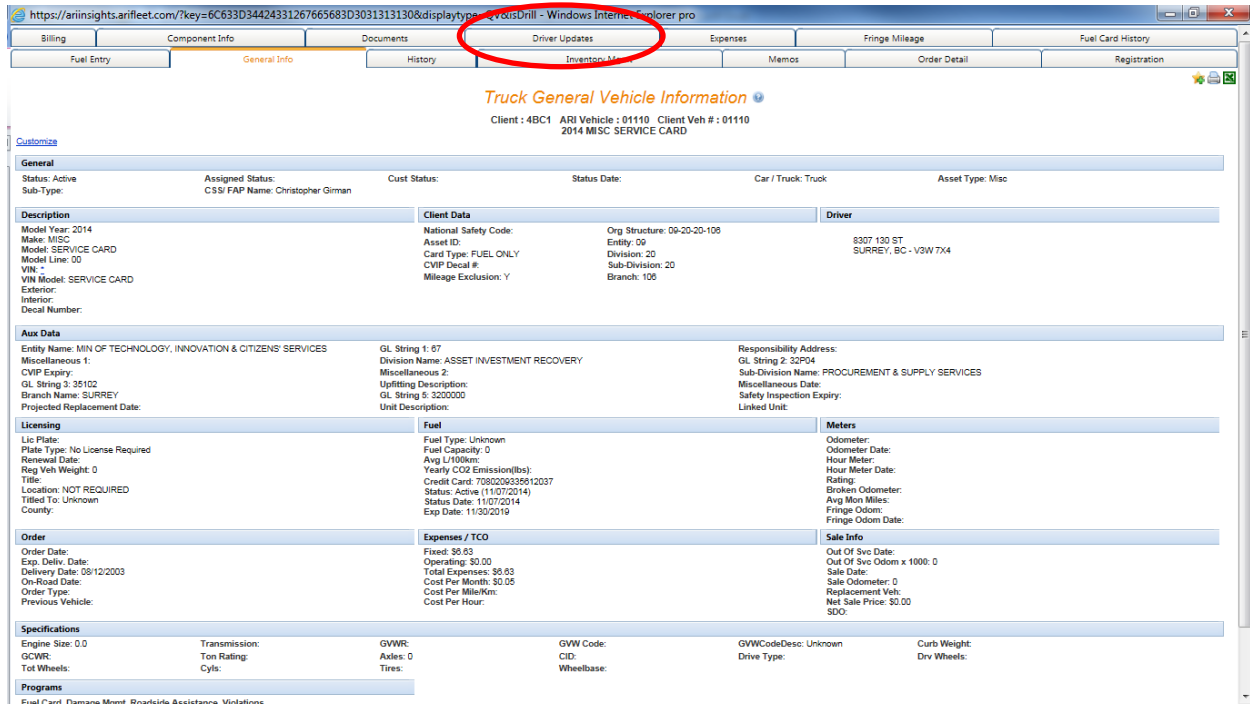
Step 3

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).

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) …

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".
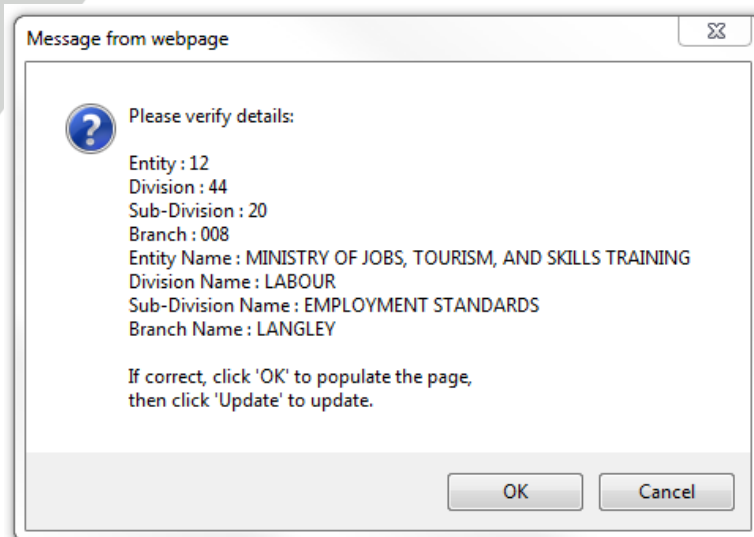
Lastly, to process the change, click on "Update" …

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 bcgov@arifleet.ca.