Dealer Number Plate System (DNPS)
July 2015

ABC-123
NEW SOUTH WALES
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Dealer Number Plate System (DNPS)

This chapter contains instructions explaining how to order and receive number plates using the online Dealer Number Plate System (DNPS).

Dealer Number Plate System (DNPS) Overview

The DNPS is an internet based application that enables authorised users with an agreement to order standard content special number plates and have them delivered directly to their premises.

Authorisation to use DNPS

In order to access the DNPS, a Participant must be authorised by RMS.

RMS has engaged Plate Marketing Pty Ltd (PML) to engage and train Participants in the use of the DNPS. Participants will receive an invitation to use the DNPS from PML.

If you wish to accept the invitation to access the DNPS you must complete the following forms and return them to your controlling registry/service centre:

- Dealer Authorisation Form [Form 1596] – Dealer Number Plate System
- User authorisation [Form 1597] – Dealer Number Plate System
- Add/Change Security Administrator Form [Form 1598] – Dealer Number Plate System

Once your forms are processed:

- PML will contact the Participant and organise training on the system at your premises.
- The DNPS administrator will issue an Office Number to the Participant for each location that is associated with the delivery address. The Office Number identifies the Participant and location in the DNPS.
- The DNPS administrator will issue each individual user with their own user ID and password for the system. Every person authorised to use the system must only use their own user ID and password.
  - You should change the password issued to you to your own chosen password as soon as possible. Should you forget your password, a password recovery feature is available.
  - It is a requirement under the agreement to keep your password a secret and not disclose it to any other person, or allow any other person to use your username and password to access the system.
  - For more information on gaining access to the DNPS contact PML on 13 1758 or dealercontact@myplates.com.au.
Authorisation to receive delivered number plates

The courier that delivers the plates to your premises will be given a list of the DNPS authorised users who may receive the number plates. The authorised user will be required to produce their driver’s license each time that they receive delivery of the number plates.

Logging In

The following screen will appear when you are successfully connected to the DNPS:

Enter your username and passwords in the fields provided and click on the Login button.
Dealer Number Plate System (DNPS)

The DNPS screen shown below will appear if your login is successful.

![DNPS Screen Screenshot](image)

The screen has a number of sections. The following table explains the purpose of each section. The most used section is the **Quick Start**.

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome</td>
<td>This section is used to display your name and the company name you are registered to.</td>
</tr>
<tr>
<td>Quick Start</td>
<td>A menu is displayed here. Each line has a link to one of the menu options. You will spend most of your time using these options: enter orders, view order status and access reports.</td>
</tr>
<tr>
<td>Customer Details</td>
<td>Your details which will include your title and dealership details.</td>
</tr>
<tr>
<td>Customer Logins</td>
<td>This is a list of all the registered logins available to your dealership.</td>
</tr>
<tr>
<td>Customer Group</td>
<td>The group to which you belong.</td>
</tr>
<tr>
<td>Plate Contract</td>
<td>The specific plate manufacturing contract that the menu above applies and interacts with. This is a link to RMS web site.</td>
</tr>
</tbody>
</table>

Items displayed as underlined are links that each have an associated action linked to them. Clicking on an email address ([example@licensys.com](mailto:example@licensys.com)) would bring up your e-mail client. Clicking on a word will take you to the relevant page associated with that action (Logout, Receive Order, DNPS Home).
Changing your password
Log into the DNPS as you need to be logged in to change your password.
The Change Password link is located at the bottom of the screen. Click on this link to start the process.

The Change Password screen shown below will appear.

You will be required to enter the new password twice as indicated below. This is to ensure that you do not mistakenly enter any wrong characters as the characters are not displayed during entry.

Click on the Submit button.
Dealer Number Plate System (DNPS)

**Note:** There are rules relating to the choice of the password. If your chosen password does not meet these requirements a message will be displayed and you will have to choose a new password. The rules are displayed on the screen above your username.

Please enter your new Password according to the following rules:
- Be between 6 and 12 characters long
- Contain at least 1 alpha character
- Contain at least 1 numeric character
- Contain no spaces

After checking your new password the system will ask you to confirm the password change. Click on the **OK** button.

A final screen will appear confirming that your password has successfully been changed. The screen is shown below. Your new password will be active from your next log in.
Recovering your password

At the bottom of the login screen you will find the link Recover Password. Click on this link.

The password recover screen shown below appear.

Enter your username and your email address as shown in the screen below.

Click on the Send Email button. Please note that the password will only be sent if the email address you enter matches the address in the database.
A screen confirming that your password has been emailed to you will appear and the email should arrive in your Inbox shortly.

An email containing your password will be sent to your nominated email address. An example of such an email is shown below.
Logging Out

Click on the Logout link to end your interaction with the web site. The location of the link is shown on the screen below.

You will automatically be logged out of the system after 20 minutes of inactivity. You must logout of the system once you have completed your tasks.

The logged-out screen shown below will appear to confirm you have been logged out.

Support for the System

For all system support issues for the DNPS contact:

- Attention: Licensys Support
- rta_admin@licensys.com
- (02) 9729 0222
Number Plate Procedures using the DNPS system

This section describes the various aspects of using the system to order, report on received plates and track plates through the DNPS. The following diagram breaks down the flow of each process outlined in more detail in the following section.
Ordering number plates

To order plates via the DNPS web site:

1. Log into the website.
2. Select *Create New Order* from the menus.
3. Enter the quantities.
4. Confirm the order.
5. Logout.

**Note:** Only one order per login session will be accepted. The order may however include multiple products. If you wish to enter more than one order you are required to logout and log back in after each order. This rule does not apply to any reports or queries.

**Step 1:** Log in to the DNPS. Use your web browser to connect to the following web site:

http://licensys-ebusiness.com

The following screen will appear when you are successfully connected to the DNPS:

![Login screen](image)

Enter your username and passwords in the fields provided and click on the **Login** button.
The screen shown below will appear if your login is successful.

Step 2: Select the **Create New Order** link by clicking on the underlined text as shown in the picture below.

A Product Order form will be displayed.
As can be seen above, the screen displays the plate type, catalogue number, an
image and the order quantities. The quantities do not refer to single plates or pairs of
plates but the quantity of boxes.

Step 3: Enter the required quantities of boxes into the fields provided.

It is not necessary to enter a 0 into a field if you do not need any of those plate types.
The system will treat any blank field as a zero field.
After entering the order quantities click on the Enter button to proceed to the Confirm Order screen.

**Product Order**

<table>
<thead>
<tr>
<th>Plate Type</th>
<th>Catalogue No.</th>
<th>Image</th>
<th>Order Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>(TEST ONLY) Vehicle - S/line White on Hot Pink</td>
<td>48933082T</td>
<td><img src="image" alt="Image" /></td>
<td>Box of 05 Pairs: 2</td>
</tr>
<tr>
<td>(TEST ONLY) Vehicle - S/line Euro Sthn Cross Back</td>
<td>48933046T</td>
<td><img src="image" alt="Image" /></td>
<td>Box of 06 Pairs: 3</td>
</tr>
<tr>
<td>(TEST ONLY) Vehicle - Standard</td>
<td>48933323T</td>
<td><img src="image" alt="Image" /></td>
<td>Box of 25 Pairs: 5</td>
</tr>
<tr>
<td>(TEST ONLY) Vehicle - White Bordered</td>
<td>48934607T</td>
<td><img src="image" alt="Image" /></td>
<td>Box of 26 Pairs (net 24 Pairs): 6</td>
</tr>
</tbody>
</table>

Please click 'Enter' to proceed to the next step where you will be asked to confirm your Order. Alternatively, you can click 'Cancel' to cancel the Order and return to the Home Page.

**Step 4:** The Confirm Order screen will appear.

**Confirm Order**

<table>
<thead>
<tr>
<th>Plate Type</th>
<th>Catalogue No.</th>
<th>Image</th>
<th>Order Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>(TEST ONLY) Vehicle - S/line White on Hot Pink</td>
<td>48933082T</td>
<td><img src="image" alt="Image" /></td>
<td>Box of 05 Pairs: 2</td>
</tr>
<tr>
<td>(TEST ONLY) Vehicle - S/line Euro Sthn Cross Back</td>
<td>48933046T</td>
<td><img src="image" alt="Image" /></td>
<td>Box of 06 Pairs: 3</td>
</tr>
<tr>
<td>(TEST ONLY) Vehicle - White Bordered</td>
<td>48934607T</td>
<td><img src="image" alt="Image" /></td>
<td>Box of 26 Pairs (net 24 Pairs): 6</td>
</tr>
</tbody>
</table>

**Optional Comments:**

This order is an example for the user manual.

Please click 'Confirm and Send Order' to complete the Order.

Alternatively...

To add another Product to the Order, click [here](link) to go back to the previous Page.

To remove an existing Product from the Order, enter a '0' in the Quantity box on this Page.

To cancel the Order altogether, click [here](link) to return to the Home Page.

The Confirm Order screen will only display the plate types that you have included in your order and the number of boxes of each type. There is also a field to enter an optional comment.

The purpose of the Confirm Order screen is to allow you to check the plate types and that their order quantities are correct. If you need to make changes, you may:

- Add another product to the order.
- Remove a product from the order.
- Cancel the order and all items on the order.
Once you have checked your order and made the final adjustments, click on the **Confirm and Send Order** button.

The Order Completions screen, seen below, will be displayed to show that your order has been accepted and to provide you with a reference order number.

**Step 5:** To return to the menus select the **eBusiness Home** link or to logout simply click on the **Logout** link. The locations of these two links are shown below:
Receiving Order Confirmation

A copy of the order will be emailed to you to confirm the order. Below is an example of such an email.

Open the email. An example of the content of the order confirmation email is shown below:
All authorised users of the system associated with a particular participant are permitted to enquire and view all orders underway for that Participant.

There are a number of enquiries available.

**Orders > In Process:** This enquiry only shows the orders that are still in process.

**Orders > View All:** This enquiry shows all orders. This includes all current and completed orders.

**Note:** DPNS Orders will not appear instantly after they are entered, as they need to be received and processed by the manufacturer first. This takes place every hour on the hour.

Decide on the appropriate report. The steps for viewing both reports are described in the following sections.

### 1.1.1.1 Orders > In Process

To view the in process orders follow these steps.

**Step 1:** Log on to the DNPS using your username and password.

**Step 2:** Locate the **Quick Start** section. Select the **Orders > In Process** link from the Quick Start menu as shown below:

The report will be displayed on your screen as can be seen in the example below:

<table>
<thead>
<tr>
<th>Method</th>
<th>OrderID</th>
<th>Order Date</th>
<th>Office</th>
<th>Customer</th>
<th>Product</th>
<th>Ordered</th>
<th>Despatched</th>
<th>Delivered</th>
<th>Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>EB</td>
<td>13696</td>
<td>28-Jun-2009</td>
<td>XYZ</td>
<td>Sample Motor Dealer</td>
<td>480331646T (TEST ONLY)</td>
<td>33</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Vehicle - Silver Euro $500+ Cross Back (Box of 66 Pairs)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>480331623T (TEST ONLY)</td>
<td>22</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Vehicle - Silver White on Hot Pink (Box of 65 Pairs)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>480331332ST (TEST ONLY)</td>
<td>44</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Vehicle - Standard (Box of 25 Pairs)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total: 3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
The fields in the report have the following meaning:

<table>
<thead>
<tr>
<th>Field</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Method</td>
<td>This provides an indication of how the plates were ordered. EB = via the DNPS eBusiness web site.</td>
</tr>
<tr>
<td>Order ID</td>
<td>The Manufacturer's order number.</td>
</tr>
<tr>
<td>Order Date</td>
<td>The date on which the plates were ordered.</td>
</tr>
<tr>
<td>Office Number</td>
<td>The information entered into the Office Number field during the creation of your DNPS account.</td>
</tr>
<tr>
<td>Customer</td>
<td>Your dealership name.</td>
</tr>
<tr>
<td>Product</td>
<td>A description of the product.</td>
</tr>
<tr>
<td>Ordered</td>
<td>The quantity of boxes that were ordered.</td>
</tr>
<tr>
<td>Dispatched</td>
<td>The quantity of boxes that were dispatched.</td>
</tr>
<tr>
<td>Delivered</td>
<td>The quantity of boxes that were delivered. This is based on courier information received.</td>
</tr>
<tr>
<td>Receipted</td>
<td>The quantity of boxes that have been receipted by the dealer.</td>
</tr>
</tbody>
</table>

To return to the menus select the **eBusiness Home** link or to logout simply click on the **Logout** link. The locations of these two links are shown below:

1.1.1.2 Orders > View All

**Step 1:** Log on to the DNPS using your username and password.

**Step 2:** Locate the Quick Start section. Select the **Orders > View All** link from the Quick Start menu as shown below.

**Step 3:** Enter the start date and end date of the period for which you wish to view orders.
The default starting date will be the first day of the current year and the default end date will be today’s date.

You may limit the search further by entering a value into the Office No: field.

After making any adjustments to the date or Office fields, click on the Search button.

**Step 4:** The report will be displayed on your screen as can be seen in the example below:

<table>
<thead>
<tr>
<th>Method</th>
<th>OrderID</th>
<th>Order Date</th>
<th>Office No.</th>
<th>Customer</th>
<th>Product</th>
<th>Qty Ordered</th>
<th>Qty Dispatched</th>
<th>Qty Delivered</th>
<th>Qty Receipted</th>
</tr>
</thead>
<tbody>
<tr>
<td>EB</td>
<td>11546</td>
<td>29-Jun-2004</td>
<td>XYZ</td>
<td>Sample Motor Dealer</td>
<td>4602044E7: (TEST ONLY) Vehicle - Silica White on Black (Box of 25 Parts)</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>EB</td>
<td>11547</td>
<td>29-Jun-2004</td>
<td>XYZ</td>
<td>Sample Motor Dealer</td>
<td>4602044E7: (TEST ONLY) Vehicle - White on Black (Box of 25 Parts)</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>EB</td>
<td>11548</td>
<td>29-Jun-2004</td>
<td>XYZ</td>
<td>Sample Motor Dealer</td>
<td>4602044E7: (TEST ONLY) Vehicle - White on Black (Box of 50 Parts)</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>EB</td>
<td>11549</td>
<td>29-Jun-2004</td>
<td>XYZ</td>
<td>Sample Motor Dealer</td>
<td>4602044E7: (TEST ONLY) Vehicle - White on Black (Box of 50 Parts)</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>EB</td>
<td>11550</td>
<td>29-Jun-2004</td>
<td>XYZ</td>
<td>Sample Motor Dealer</td>
<td>4602044E7: (TEST ONLY) Vehicle - White on Black (Box of 50 Parts)</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>EB</td>
<td>11551</td>
<td>29-Jun-2004</td>
<td>XYZ</td>
<td>Sample Motor Dealer</td>
<td>4602044E7: (TEST ONLY) Vehicle - White on Black (Box of 50 Parts)</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
</tbody>
</table>

The fields in the report have the following meaning:

<table>
<thead>
<tr>
<th>Field</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Method</td>
<td>This provides an indication of how the plates were ordered.</td>
</tr>
<tr>
<td>Order ID</td>
<td>The Manufacturer order number.</td>
</tr>
<tr>
<td>Order Date</td>
<td>The date on which the plates were ordered.</td>
</tr>
<tr>
<td>Office Number</td>
<td>The information entered into the Office Number field during the creation of your DNPS account.</td>
</tr>
<tr>
<td>Customer</td>
<td>Your dealership name.</td>
</tr>
<tr>
<td>Product</td>
<td>A description of the product.</td>
</tr>
<tr>
<td>Ordered</td>
<td>The quantity of boxes that were ordered.</td>
</tr>
<tr>
<td>Dispatched</td>
<td>The quantity of boxes that were dispatched.</td>
</tr>
<tr>
<td>Delivered</td>
<td>The quantity of boxes that were delivered. This is based on courier information received.</td>
</tr>
<tr>
<td>Receipted</td>
<td>The quantity of boxes that have been receipted by the dealer.</td>
</tr>
</tbody>
</table>
**Step 5:** Click on the **Order Id** item link to view the various dates associated with this order.

The link is shown below:

**Orders Combined**

Databases a lot of 'Licensee-eBusiness.com' and 'HiP猓e' Orders for your organisation.

Note that eBusiness Orders will appear instantly after they are entered, as they need to be reviewed and processed.

The link is shown below:

The resulting screen:

**Order Combined**

To return to the menus select the eBusiness Home link or to logout simply click on the Logout link.
Receiving the Dispatch Notification

As soon as your order has been dispatched by the Manufacturer you will receive an email notification and the status of your order on the DNPS will be updated to reflect this. Below is an example of such an email arriving in an Inbox.

Open the email. The email contains a report which lists the boxes that have been despatched. An example of the content of the dispatch notification email is shown below:
Receipting Orders

Only authorised users may receive plates. Use this procedure when your order is received.

The authorised user must ensure that:

- The correct number of plates have been delivered;
- There are pairs of matching plates (where applicable e.g. motorcycle plates only have one to a set); and
- The plates are in good condition, suitable to be attached to a registered vehicle.

If any of these conditions are not met, you must record these as ‘variances’ on the order receipt page against the order. (See 3.2.7 Reporting Variances for more information)

When the variances have been recorded, you must acknowledge the receipt of orders.

**Step 1:** Log on to the DNPS using your username and password.

**Step 2:** Locate the Quick Start section. Select the link from the Quick Start menu as shown below: **Order > Receipt**
Step 3: The Order Receipt screen will be displayed. An example is shown below:

### Order Receipt

<table>
<thead>
<tr>
<th>OrderID</th>
<th>Order Date</th>
<th>Product Code</th>
<th>Product Name</th>
<th>Package</th>
<th>Qty Ordered</th>
<th>Qty Dispatched</th>
<th>Qty Delivered</th>
<th>Products Supplied / Receipt</th>
</tr>
</thead>
<tbody>
<tr>
<td>19231</td>
<td>22-Sep-2010</td>
<td>4863346</td>
<td>Silk Euro 5thm Cross Pink</td>
<td>Box of 65 Pairs</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>19231</td>
<td>22-Sep-2010</td>
<td>4863346</td>
<td>Silk White on Hot Pink</td>
<td>Box of 65 Pairs</td>
<td>4</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>19231</td>
<td>22-Sep-2010</td>
<td>4863346</td>
<td>Silk Clear Red on White</td>
<td>Box of 65 Pairs</td>
<td>4</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>19231</td>
<td>22-Sep-2010</td>
<td>4863346</td>
<td>Silk 4in Pink on White</td>
<td>Box of 65 Pairs</td>
<td>4</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>19231</td>
<td>22-Sep-2010</td>
<td>4863346</td>
<td>Vehicle Standard</td>
<td>Box of 25 Pairs</td>
<td>5</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>19231</td>
<td>22-Sep-2010</td>
<td>4863346</td>
<td>Silk White on Blue</td>
<td>Box of 65 Pairs</td>
<td>4</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>19231</td>
<td>22-Sep-2010</td>
<td>4863346</td>
<td>Silk White on Green</td>
<td>Box of 65 Pairs</td>
<td>4</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>19231</td>
<td>22-Sep-2010</td>
<td>4863346</td>
<td>Silk White on Purple</td>
<td>Box of 65 Pairs</td>
<td>4</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>19231</td>
<td>22-Sep-2010</td>
<td>4863346</td>
<td>Silk White on Red</td>
<td>Box of 65 Pairs</td>
<td>4</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>19231</td>
<td>22-Sep-2010</td>
<td>4863346</td>
<td>Silk Black on gold</td>
<td>Box of 65 Pairs</td>
<td>4</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>19235</td>
<td>22-Sep-2010</td>
<td>4863346</td>
<td>Silk Gold on Black</td>
<td>Box of 65 Pairs</td>
<td>4</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

A list of your orders will be displayed with a check box next to each line item. The fields on the screen have the following meaning:

**Field** | **Meaning**
---|---
OrderID | The Manufacturer order number.
Order Date | The date on which the plates were ordered.
Product Code | The product code
Product Name | The name of the product
Package | A description of the box contents
Qty Ordered | The quantity ordered
Qty Supplied | The quantity supplied
Products Supplied | The product description
Variance | Use this link to enter product variances or plate issues

Step 4: Referencing the box numbers on the deliveries that you have received, tick each box number that has been received.
If you are receipting all of the orders simply tick the **Tick All** box located to the left of the **Receive** button.

### Reporting Variances

Authorised users must count the plates and ensure that the plates are not:

- Damaged
- Incorrect Content
- Mismatched
- Missing
- Poor Quality

**Step 1:** Log on to the DNPS using your username and password.

**Step 2:** To report any of these issues with plates click the **Variances** link located to the left of the tick box when receipting in an order.

The variances screen will be displayed.

**Note:** To create a variance for a plate that has already been receipted, go directly to the Variance Summary Menu from the main menu and select Add a new Variance Link. Enter in the plate characters and proceed as per the next steps.
Step 3: Select the appropriate action by selecting the drop-down dialog box that corresponds to the content in variance. Note that you may enter an optional comment into the note field.

Step 4: After selecting the appropriate variances select the Confirm Variances button or the Cancel button to return to the receipt screen.

Note: This following steps are only required for plates that have not been received already.

Step 5: Click on the Receive button located at the bottom of the tick box column when you have finished receipting plates.
A confirmation window will appear. Click on the **OK** button to complete the process.

![Confirmation Window](image)

The Order Receipt Completed screen will be displayed.

![Order Receipt Completed](image)

To return to the menus select the **eBusiness Home** link or to logout simply click on the **Logout** link. The locations of these two links are shown below:

![Links](image)
1.1.1.3 Plate Schedule Form

As required under 1.4.4, Plate Schedules must be completed for all plates issued by the Participant. Plate Schedules are packed with your plate boxes from the manufacturer and are also available through the DNPS system reporting functions. If you lose the schedule you can download another one by performing the following steps:

**Step 1:** Log on to the DNPS using your username and password.

**Step 2:** Locate the *Quick Start* section. Select the *Order > View All* link from the Quick Start menu as shown below.

![Quick Start Menu](image)

**Step 3:** Select the start date and end date of the period for which you wish to view orders.

The default starting date will be the first day of the current year and the default end date will be today’s date. You may enter an Office Number to limit the selection if you have more than one location associated to your dealership.

**Step 4:** After making any adjustments to the date fields or Office fields, click on the *Search* button.

From the report, select the order number by clicking on the underlined order number. This will display a detailed screen with information on this order.

<table>
<thead>
<tr>
<th>Method</th>
<th>OrderID</th>
<th>Order Date</th>
<th>Office No.</th>
<th>Customer</th>
<th>Product</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>13506</td>
<td>23-Jun-2009</td>
<td>XYZ</td>
<td>Sample Motor Dealer</td>
<td>480330467; (TEST ONLY) Vehicle - 5/line Euro 5thn Cross Back (Box of 06 Pats)</td>
</tr>
<tr>
<td></td>
<td>13516</td>
<td>24-Jun-2009</td>
<td>XYZ</td>
<td>Sample Motor Dealer</td>
<td>480330467; (TEST ONLY) Vehicle - 5/line Euro 5thn Cross Back (Box of 06 Pats)</td>
</tr>
<tr>
<td>☐</td>
<td>13516</td>
<td>24-Jun-2009</td>
<td>XYZ</td>
<td>Sample Motor Dealer</td>
<td>480332237; (TEST ONLY) Vehicle - Standard (Box of 25 Pats)</td>
</tr>
</tbody>
</table>
At the bottom left of the detailed order screen is a link to download or open up an electronic copy of the Dealer Plate Schedule Form 1092).

Step 5: Click on the link Dealer Plate Schedule Form 1092 to open the form.

The form may contain multiple pages as can be seen in the example below:

To return to the menus select the **eBusiness Home** link or to logout simply click on the **Logout** link. The locations of these two links are shown below:

As soon as schedules are completed they need to be returned to your controlling registry identified in your Agreement.