

# MR13C Transactions

Use this guide to manage your MR13C transactions with the NZTA.

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## Overview

As a motor vehicle trader, when you acquire a vehicle for sale purposes, you are required to register it into your dealership's name with the New Zealand Transport Agency (NZTA). You do this by completing a notice of trader acquisition (MR13C).

Motorcentral can manage this registration process for you as well as keep track of the MR13C status of each of your vehicles. It can also alert you to vehicles that an MR13C is expected to be completed on so you do not miss any.

This user guide will help explain how to setup your Motorcentral to begin to transact with the NZTA, complete an MR13C and also how to reverse an MR13C when necessary.

Please Note: there is a transactional fee for completing an MR13C via Motorcentral in addition to the fees charged to you by the NZTA for this service. For the latest charges please visit our website here:

<https://portal.motorcentral.co.nz/fees>

## Connecting to the MR13C service

In order to complete MR13C transactions you will need to have an activated Dealerzone account. If you are unsure if your account is activated please contact the Motorcentral Support team.

To connect, view the instructions available here: <http://support.motorcentral.co.nz/entries/21857682-Connecting-your-Dealerzone-account-to-Motorcentral>

Once connected you will be able to complete MR13C transactions (provided your individual user account has access to that service).

## Viewing a vehicles MR13C status

A vehicle can have one of several statuses related to its MR13C transaction status. They are:

- **MR13C completed:** the vehicle has had an MR13C submitted to the NZTA
- **MR13C not yet completed:** the vehicle has not had an MR13C submitted (or the status is unknown)
- **MR13C not required:** the vehicle does not require an MR13C (eg. an imported vehicle)

. To check the status of a vehicle you have one of two options:

1. Check the **Workflow** Icon in the **Vehicle Inbox**. This is the column with the  heading.



MR13C completed



MR13C not yet completed



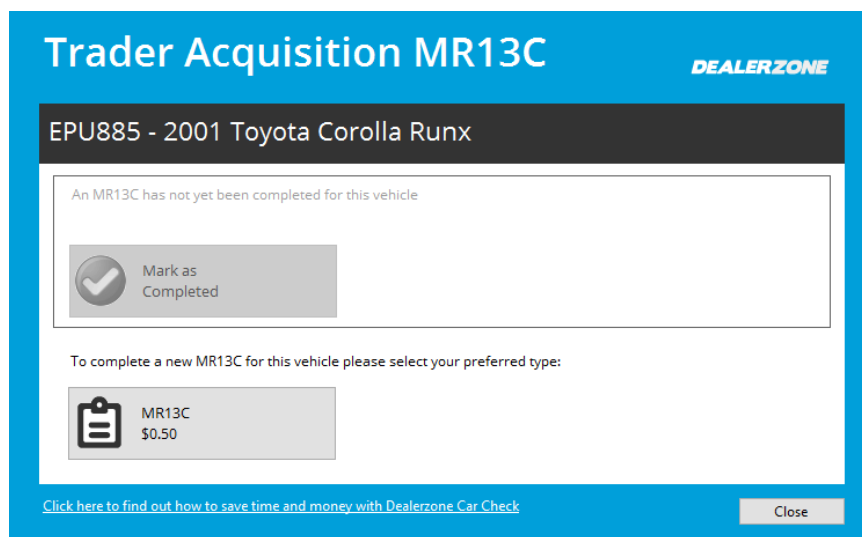
MR13C not required

2. Check the vehicle status from within a vehicle. This is viewable on the **Purchase Info** tab

Trader Acquisition MR13C: MR13C not required

## Completing an MR13C / Changing a vehicles status

1. Open the vehicle you wish to complete an MR13C on (change status of)
2. Go to the **Purchase Info** tab
3. Click the **Change** button next to the Trader Acquisition MR13C status field
4. Select **Complete Now...**, you will be presented with the following screen.



5. Click the **MR13C button** at the bottom of the screen
6. You will be prompted to accept any applicable charges. Select **Yes** if you wish to proceed
7. Once the transaction has been submitted the MR13C status will automatically change to **MR13C Completed**

Alternatively if you have previously completed an MR13C via another method you can set the status to completed by selecting the **Mark As Completed** option.

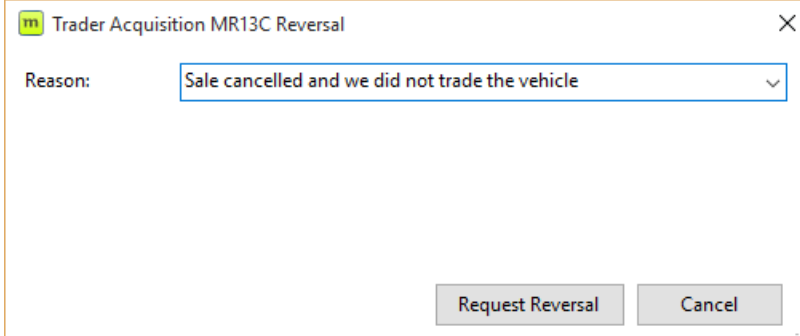
If you believe an MR13C transaction is not applicable to this vehicle select the **Mark As Not Required** option.

## Reversing an MR13C

If you have previously completed an MR13C transaction on a vehicle and wish to reverse it, complete the following:

1. Open the vehicle you wish to reverse an MR13C for
2. Go to the **Purchase Info** tab

3. Click the **Change** button next to the Trader Acquisition MR13C status field
4. Select **Request Reversal...**, you will be presented with the following screen.



Trader Acquisition MR13C Reversal

Reason: Sale cancelled and we did not trade the vehicle

Request Reversal Cancel

5. Choose a **Reason** for the reversal and then click the **Request Reversal** button to submit the reversal
6. Once the reversal has been submitted the MR13C status will automatically change to **MR13C Not Yet Completed**