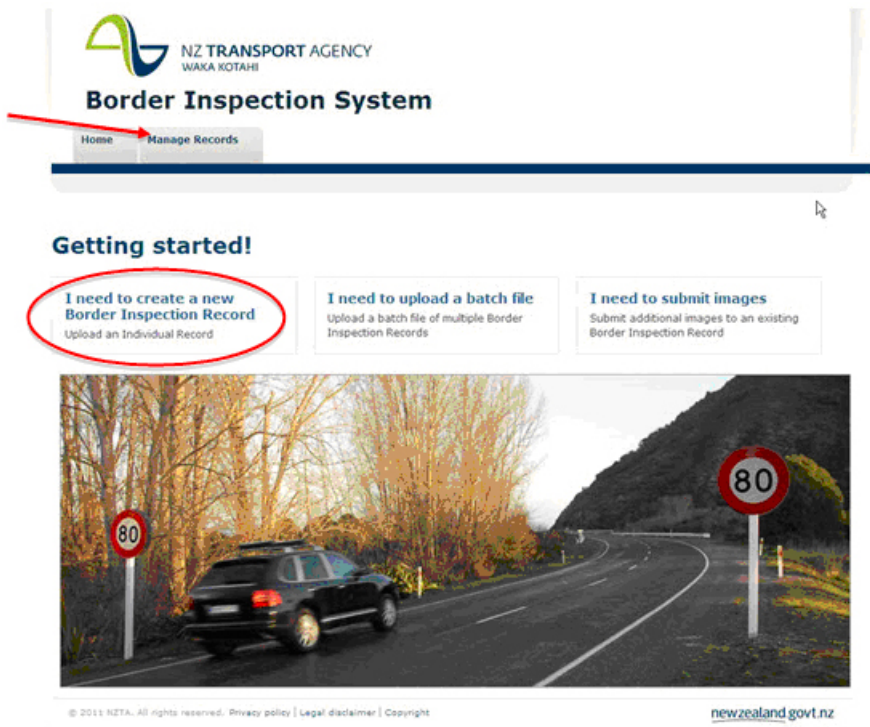


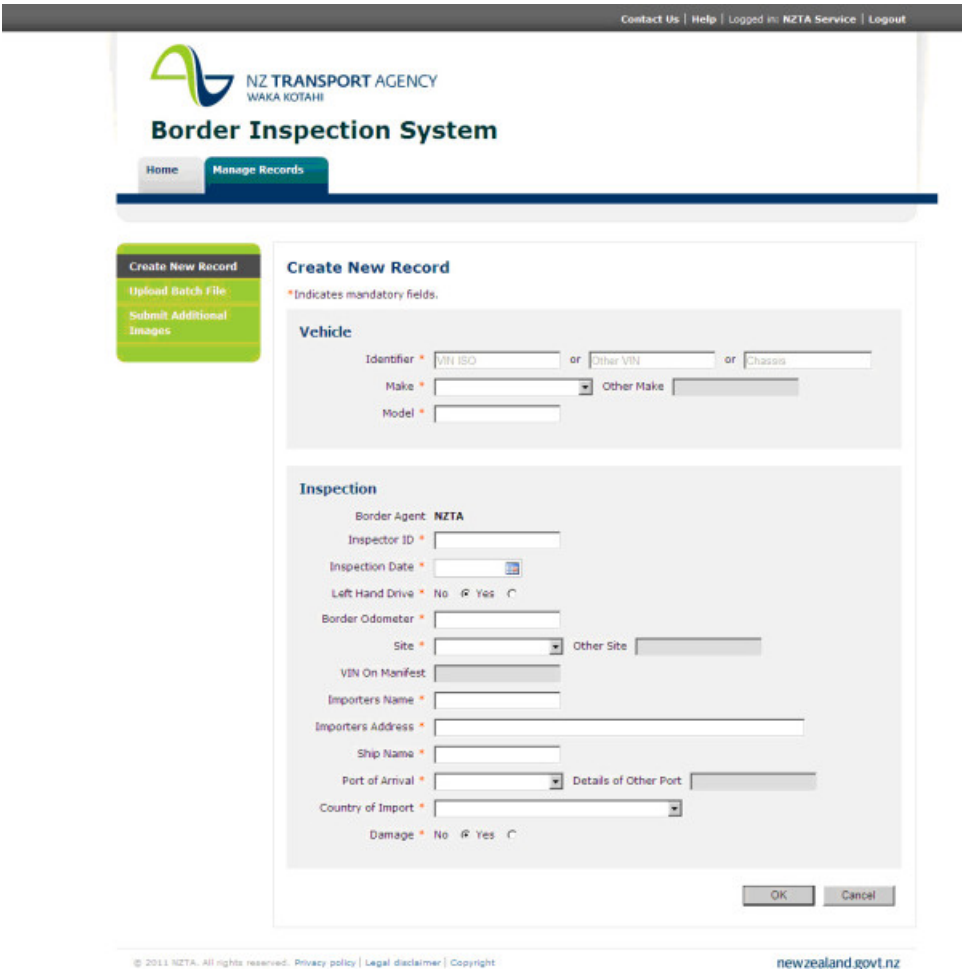
**Correct as at 26th June 2026. It may be superseded at any time.**

**Extract taken from:** Border inspection of imported used vehicles > Reference materials > Border inspection system guidelines > Entering an individual record

## 2-4 Entering an individual record

### Creating a new record

Step	Action
1	<p>On the homepage, create a new record by using one of the methods below:</p> <ul style="list-style-type: none"><li>• click on the <b>I need to create a new Border Inspection Record</b> button in the middle of the screen, or</li><li>• select the <b>Manage records</b> tab at the top left of the screen and select <b>Create New Record</b> from the list on the left-hand side of the screen.</li></ul>  <p>© 2011 NZTA. All rights reserved. <a href="#">Privacy policy</a>   <a href="#">Legal disclaimer</a>   <a href="#">Copyright</a> <span style="float: right;"><a href="http://newzealand.govt.nz">newzealand.govt.nz</a></span></p>

Step	Action
<p>2</p>	<p>A new window will open and display the following form:</p>  <p>The screenshot shows the 'Create New Record' form in the NZTA Border Inspection System. The form is divided into two main sections: 'Vehicle' and 'Inspection'. The 'Vehicle' section includes fields for Identifier (with options for VIN ISO, Other VIN, or Chassis), Make, and Model. The 'Inspection' section includes fields for Inspector ID, Inspection Date, Left Hand Drive (Yes/No), Border Odometer, Site, VIN On Manifest, Importers Name, Importers Address, Ship Name, Port of Arrival, Country of Import, and Damage. There are 'OK' and 'Cancel' buttons at the bottom right of the form. The form also includes a sidebar with options like 'Create New Record', 'Upload Batch File', and 'Submit Additional Images'.</p>
<p>3</p>	<p>Complete the necessary fields.</p> <p><b>Note:</b> refer to the <b>Completing the form</b> section for additional information about entering details.</p>
<p>4</p>	<p>When all fields have been completed and all attachments (if necessary) have been added, to save the record, click on <b>OK</b>.</p>