

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 It may be superseded at any time.

Extract taken from: Border inspection of imported used vehicles > Reference materials > Border inspection system guidelines > Adding additional images to an existing record

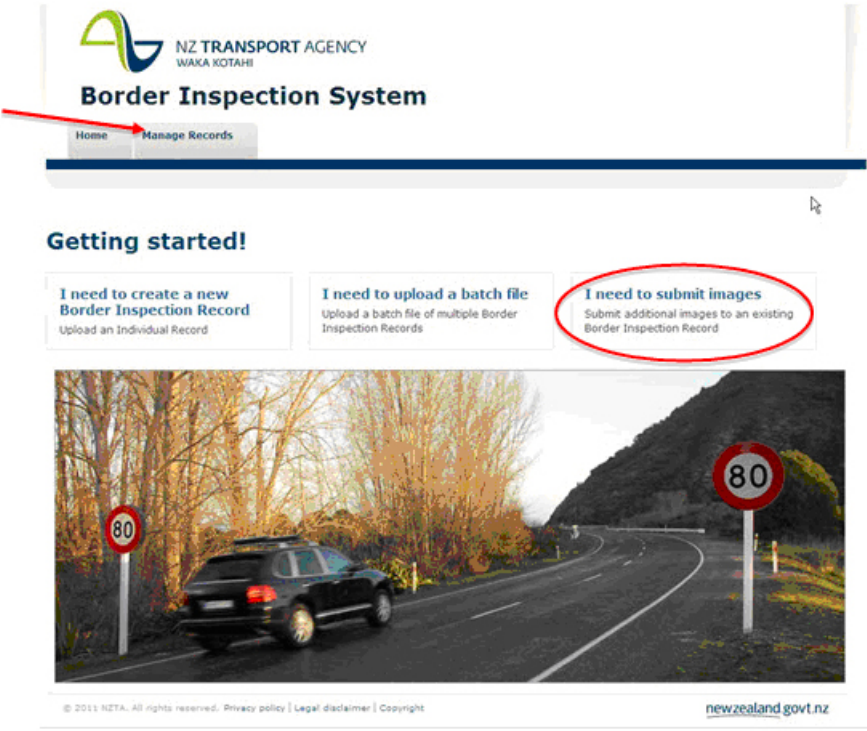

2-8 Adding additional images to an existing record

7 Adding additional images to an existing record

Overview

- An additional four images may be added to an existing border inspection record
- Additional images must be located, selected and then submitted for inclusion with an existing inspection record
- Additional images can only be uploaded to one inspection record at a time.

Adding additional images

Step	Action
<p>1</p>	<p>On the homepage, add additional images by using one of the methods below:</p> <ul style="list-style-type: none"> • click on the I need to submit images button in the middle of the screen, or • select the Manage records tab at the top left of the screen and select Submit additional images from the list on the left-hand side of the screen:  <p>The screenshot shows the NZ Transport Agency (Waka Kotahi) Border Inspection System homepage. The 'Manage Records' tab is active. Three main options are presented: 'I need to create a new Border Inspection Record', 'I need to upload a batch file', and 'I need to submit images'. The 'I need to submit images' option is circled in red. Below the options is a photograph of a car on a road with speed limit signs. The footer includes copyright information and the website URL 'newzealand.govt.nz'.</p>
<p>2</p>	<p>A new window will open that provides browser capability to enable additional images to be selected:</p>  <p>The screenshot shows the 'Submit Additional Images' form. At the top, there are links for 'Contact Us', 'Help', 'Logged in: NZTA Service', and 'Logout'. The NZ Transport Agency logo and 'Border Inspection System' title are visible. The 'Manage Records' tab is active. On the left, there are three buttons: 'Create New Record', 'Upload Batch File', and 'Submit Additional Images'. The main form area has a title 'Submit Additional Images' and a note '*Indicates mandatory fields.'. The form contains: <ul style="list-style-type: none"> An 'Identifier' field with three options: 'VIN ISO', 'Other VIN', and 'Chassis'. Four 'Image' fields (Image 1 to Image 4), each with a 'Browse...' button. 'OK' and 'Cancel' buttons at the bottom right. The footer includes copyright information and the website URL 'newzealand.govt.nz'. </p>

Step	Action
3	<p>Enter the Identifier associated to the existing inspection record that you wish to add the images to.</p> <p>This will be either:</p> <ul style="list-style-type: none"> • VIN ISO, or • Other VIN. <p>Note: VIN ISO cannot include: 'O' for Oscar, 'I' for India or 'Q' for Quebec, and must be 17 characters in length.</p>
4	<p>Next to Image 1, click on Browse... to locate the image to be uploaded.</p> <p>Refer to the Attachments section for attachment specifications.</p>
5	<p>Once selected, the name of the image for uploading will be displayed in the Image 1 box.</p>
6	<p>Use the Image 2, 3 and 4 boxes to upload more images, if necessary, clicking on Browse... beside each box to locate the images to be uploaded.</p>
7	<p>After you have uploaded all necessary images, click on OK.</p>