

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 It may be superseded at any time.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 > Adding additional images to an existing record

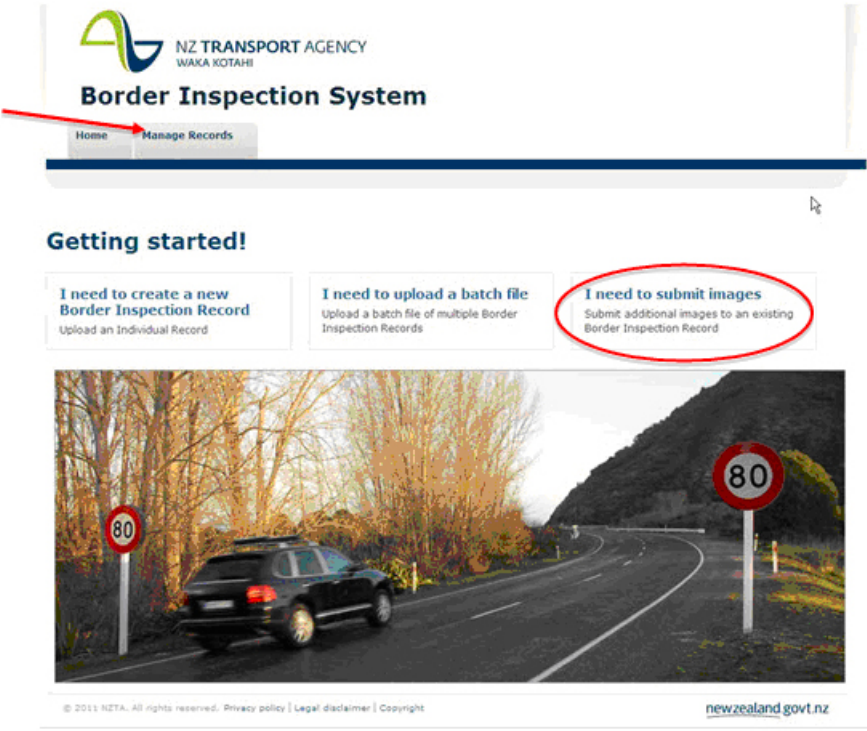

2-8 Adding additional images to an existing record

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>2</p>	<p>A new window will open that provides browser capability to enable additional images to be selected:</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>