

**Correct as at 17th May 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 It may be superseded at any time.**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

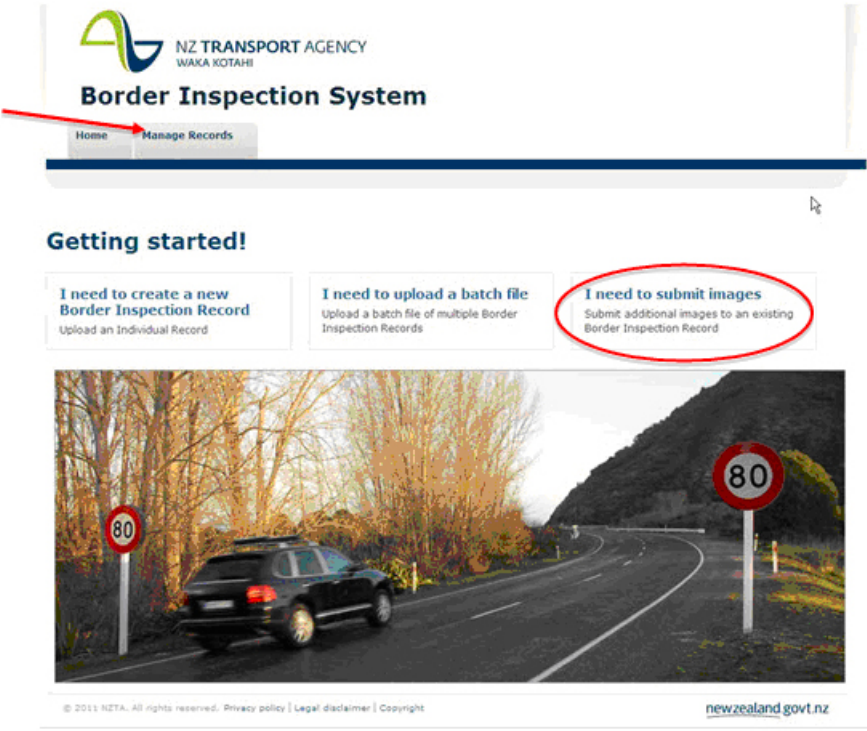

## **2-8 Adding additional images to an existing record**

### **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"> <li>• click on the <b>I need to submit images</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>Submit additional images</b> from the list on the left-hand side of the screen:</li> </ul>  <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 the title 'Submit Additional Images' and a note: '*Indicates mandatory fields.' The form contains:         <ul style="list-style-type: none"> <li>Identifier: VIN ISO, or Other VIN, or Chassis</li> <li>Image 1: [Text Field] [Browse...]</li> <li>Image 2: [Text Field] [Browse...]</li> <li>Image 3: [Text Field] [Browse...]</li> <li>Image 4: [Text Field] [Browse...]</li> <li>Buttons: OK, Cancel</li> </ul>         The footer includes copyright information and the website URL 'newzealand.govt.nz'.       </p>

Step	Action
3	<p>Enter the <b>Identifier</b> 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"> <li>• VIN ISO, or</li> <li>• Other VIN.</li> </ul> <p><b>Note:</b> 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 <b>Image 1</b>, click on <b>Browse...</b> to locate the image to be uploaded.</p> <p>Refer to the <b>Attachments</b> section for attachment specifications.</p>
5	<p>Once selected, the name of the image for uploading will be displayed in the <b>Image 1</b> box.</p>
6	<p>Use the <b>Image 2, 3</b> and <b>4</b> boxes to upload more images, if necessary, clicking on <b>Browse...</b> beside each box to locate the images to be uploaded.</p>
7	<p>After you have uploaded all necessary images, click on <b>OK</b>.</p>