ROVER guide: How to upload a VIN list when submitting a recall

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How to upload a VIN list when submitting a recall

This guide provides instructions on how to upload a vehicle identification number (VIN) list when submitting a recall in ROVER.

What is a VIN?

A VIN is a unique serial number used by the automotive industry to identify individual vehicles.

Step 1.

You must download and rename the template. Go to the department's ROVER template: Unique identification numbers under recall webpage and click on the Microsoft Excel template called **Unique identification numbers under recall**.

Save the file as a comma delimited (.csv) file type with the name **REC-###-Campaign Number-VIN List.**
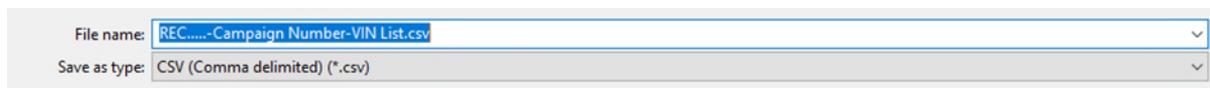
Step 2.

Next, copy your list of VINs into the template.

At the top of the template you can see the words **Unique identifying numbe**rs. Please don't remove or change this cell in any way because it won't upload to ROVER.

In column **A** you need to add your vehicle identification numbers or VINs. VINs are 17 digital numbers consisting of both letters and numbers. Please note that they must NOT include the letters 'I', 'O' or 'Q'. If they do, your VINs won't upload to ROVER.
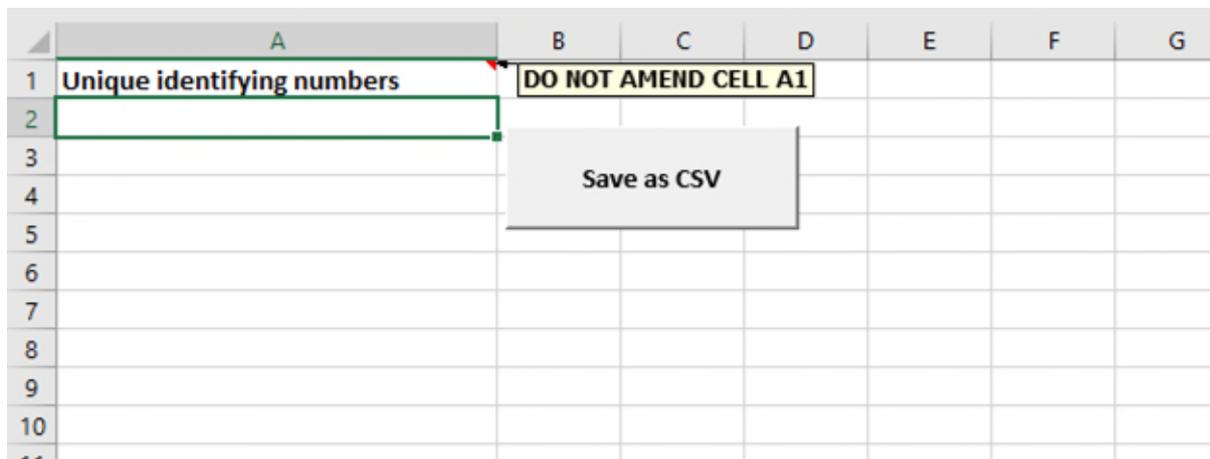
Step 3.

Save your document. Please make sure you save it as a .csv file.

Step 4.

To upload your VIN list to ROVER, go back to your ROVER recalls form and click **Upload New**

Please upload a list of vehicle identification numbers (VINs) for all road vehicles that are subject to this recall.

☐   Upload New

⊕ ⊖

Select your saved VIN list (.csv file) from your computer and click **Open**.

Select *.csv file

Choose File | No file chosen

Start Upload   Close

Further information

For more ROVER user guides, please visit ROVER resources or submit an online enquiry.