Providers Of RailConnect®

ShipperConnect

User's Guide

Electronic Customer Interface for Rail Shippers

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Warning

Specifications are subject to change without notice.

About This Manual

ShipperConnect User's Guide: Electronic Customer Interface for Rail Shippers is an instructional document designed to be used as a reference while using ShipperConnect, RailConnect, TMS, and IRCS-Connect applications, products of RMI. Last updated August, 2006.

Trademarks

Table of Contents

Overview

ShipperConnect provides rail customers with an internet-based interface to short line and regional railroads that use the RailConnect suite of software to manage their rail operations. This interface allows you direct access to the computer system serving your facility. You can then use this powerful new database to perform the following functions:

- View railcars enroute to your location
- Review cars placed within your facility
- Review cars on constructive placement and, as needed, order those cars to be switched into your facility
- Provide specific instructions to the railroad for handling your rail shipments. Some of these instructions include ordering cars to spot, releasing cars, and requesting special services such as weighs, turns, or holds
- Enter billing for cars released from your system
- Perform automatic search functions
- Track outbound billed and outbound not billed cars.

The instructions that you submit through ShipperConnect are automatically used to populate the work orders for the railroad crews serving your facility.   This reduces the chance of communication error between your staff and the staff of the railroads. ShipperConnect also provides an automated log of all instructions sent to the railroad. This log can then be used to resolve differences with service requests and/or demurrage billing.

This document provides a brief overview of the primary ShipperConnect functions and a Quick Reference Guide to the most commonly used options. If you are a shipper, you should use this product in connection with and under the guidance of your serving railroad. To obtain a user id and password for RailConnect or ShipperConnect or for help using these products, please contact your serving railroad at the following:

Email:__________________

Phone:_________________.

Logging on to ShipperConnect

To log on to the ShipperConnect interface:

1. Open an internet browser session on your system.

2. In the address area of your browser, type the following address: **www.railconnect.com**. The *RailConnect* login screen will appear (Figure 1):

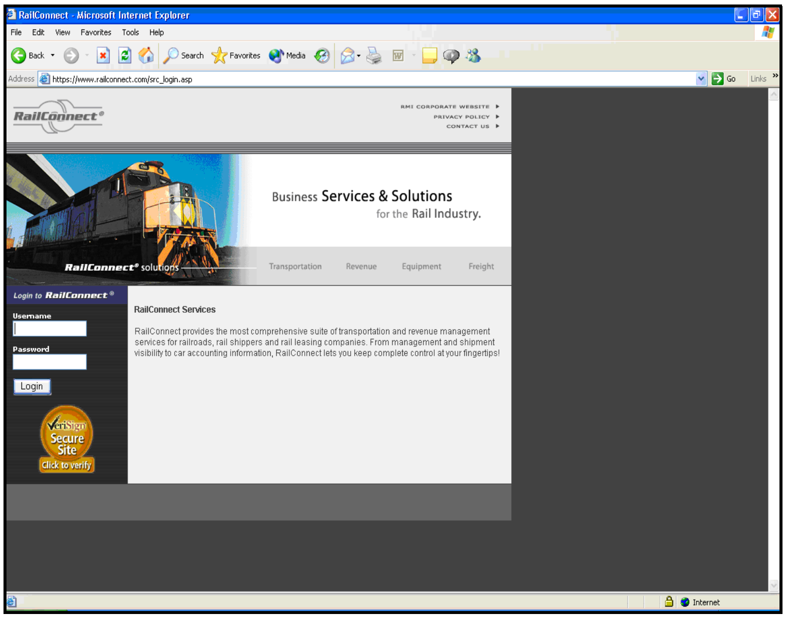


Figure 1

3. Enter your **Username** and your **Password** in the spaces provided and click on the **Login** button. You will be connected to ShipperConnect.

   If you have cars going out on more than one railroad, a drop-down menu will appear to allow you to choose the railroad for which you want to access information (Figure 2).

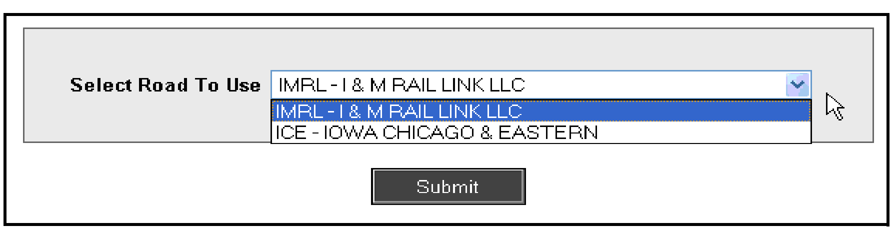


Figure 2

ShipperConnect

Introduction

After logging in, you will be presented with the main ShipperConnect window (Figure 3):

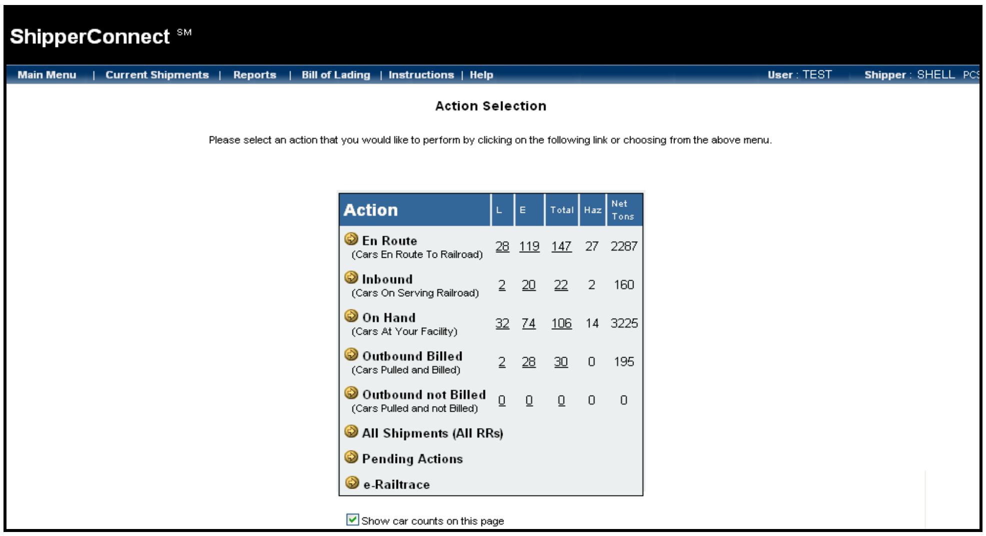


Figure 3

An action box appears on this window. You can see at a glance the number of cars en route, inbound, on hand, and outbound for your facility. You can select an action you would like to perform by clicking on the buttons in the *Action* box or choosing from the following drop-down menus or options available from this screen:

Main Menu: allows you to access information from all railroads connected to your railway system, manage your account, change your viewing preferences, reset your password, view the latest information on product updates, or log out of ShipperConnect.

Current Shipments: allows you to trace and work with cars on the railroad sponsoring your ShipperConnect session or cars actually in your facility. You can also view movement history or access ShipperConnect FMS if this option is enabled.

Reports: allows you to see scheduled reports for your railroad. These reports must be previously created for you by your sponsoring railroad.

Bill of Lading: allows you to connect with e-bol, RailConnect's bill of lading tool that allows you to create and release BOLs for either repetitive or one-time movements.

Instructions: allows you to communicate directly with your serving railroad regarding your ShipperConnect session using the *Railroad Switch Instructions Entry* window.

Help: allows you to view the *ShipperConnect Online Guide*.

Main Menu

The *Main Menu* drop-down offers selections for accessing information, modifying your user options, resetting your password, or ending your session (Figure 4).

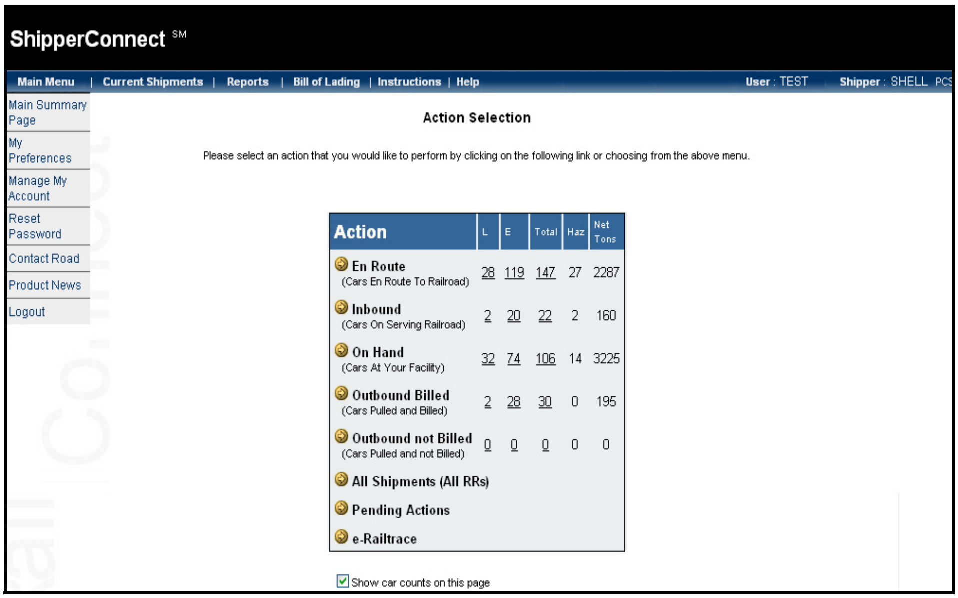


Figure 4

Main Summary Page

The **Main Summary Page** option allows you to return to the action box shown on the main menu.

My Preferences

The **My Preferences** option allows you to determine how you perform a search whenever you choose a *Current Shipments* type.

When you choose **My Preferences** from the *Main Menu* drop-down, the *Manage Profile* window appears.

Search Preferences

To change search preference:

If a check mark appears in the box at the top of the window, car lists will automatically appear when you go to any *Current Shipments* list window.

1. Click in the box at the top of the screen to remove (or add) the check mark as needed.
2. Click on the **Save** button to save the setting (Figure 5).

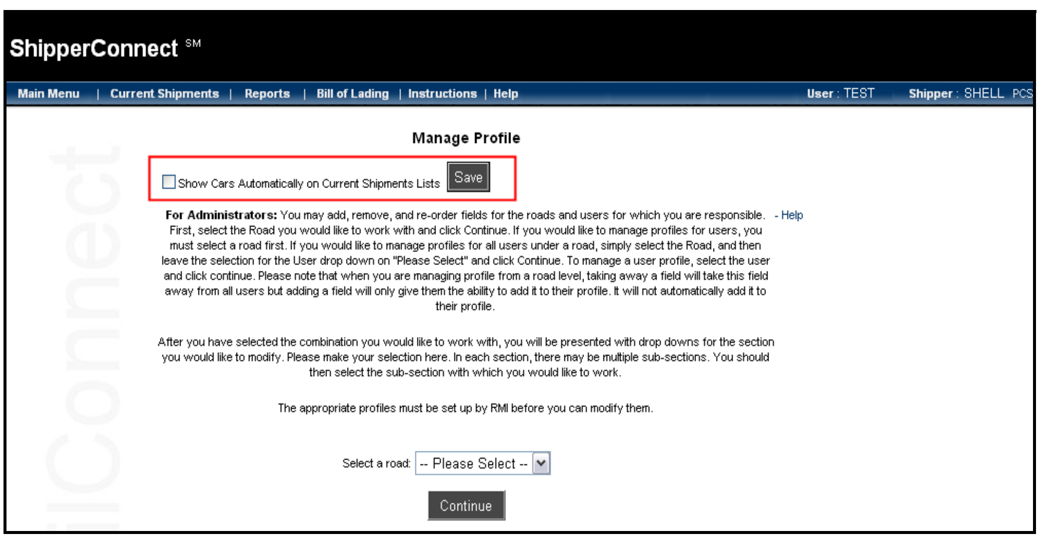


Figure 5

Viewing Preferences

To change viewing preference:

1. Choose from the *Select a section* drop-down menu (Figure 6).

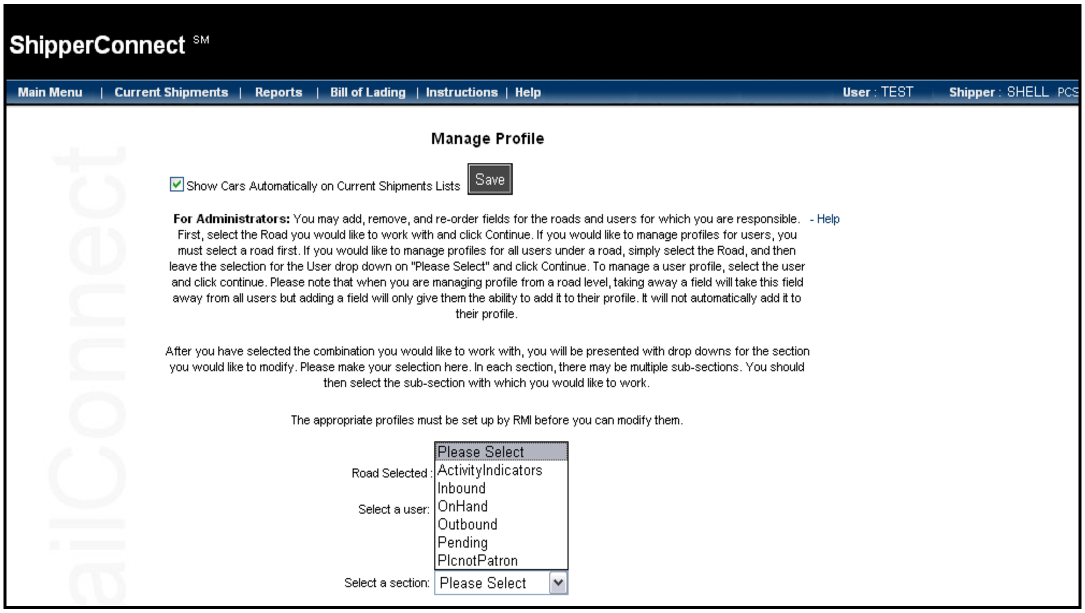


Figure 6

As a sample, these instructions explain how to modify results for inbound cars. Follow the same steps for Activity Indicators, On Hand equipment, Outbound equipment, Pending equipment, and PlcnotPatron.

> **NOTE:** If you work with multiple roads or userids, you must choose which road or ID you are modifying before you take these steps.

> **Note:** If profiles have not been set up correctly, you will not be able to modify your user profile until you have contacted RMI Support.

2. Select either **Action Codes** or **Data View** from the *Select a sub section* drop-down menu (Figure 7).

   If you regularly perform only a few actions on the cars you are working with, restricting the action codes will allow you to streamline your choices and more easily select the correct code. Likewise, if you are interested in viewing only specific information about your shipments, restricting the data view allows you to more easily access that information.

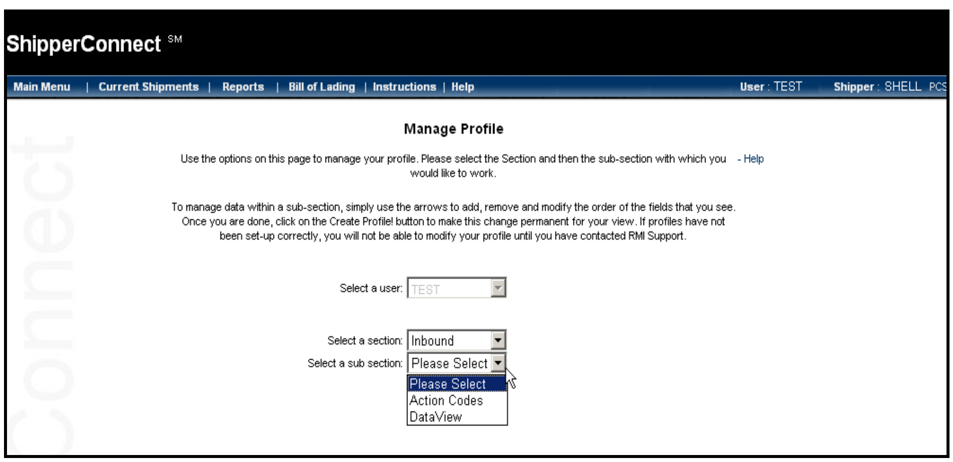


Figure 7

   If you choose to modify action codes, two lists of codes will appear: *Available Codes* and *Fields to Display*. Only those action codes listed in the *Fields to Display* box will appear on the shipment trace window when you work with shipments.

   If you choose to modify your data, two lists of codes will appear: *Available Codes* and *Fields to Display*. Only those action codes listed in the *Fields to Display* box will appear on the shipment trace window when you work with shipments.

3. To add additional codes or information from the *Available Fields* list or to remove codes or fields from the *Fields to Display* list, use the arrow buttons located between the two lists.

   You can either highlight an individual selection or use one of the single arrows to move that selection, or you can use the double arrows to move all items in a list.

The action codes/data fields will appear on the shipment trace windows in the order in which they appear in the *Fields to Display* box.

4. To change the order of the action codes/data fields, highlight a code, then click either the **Move Up** or **Move Down** button.

5. Click the **Create Profile** button to save your changes (Figure 8 and Figure 9).

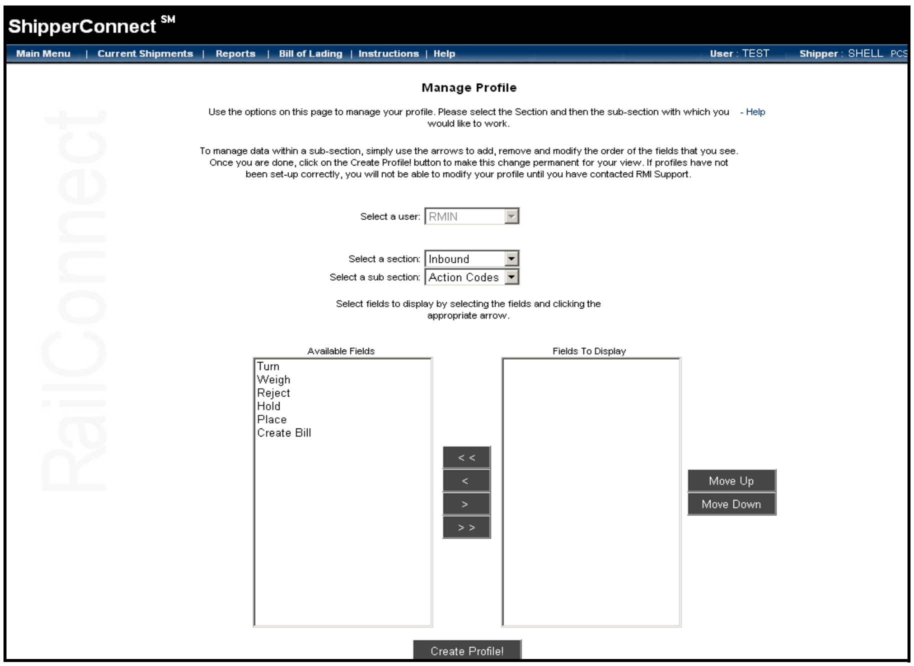


Figure 8

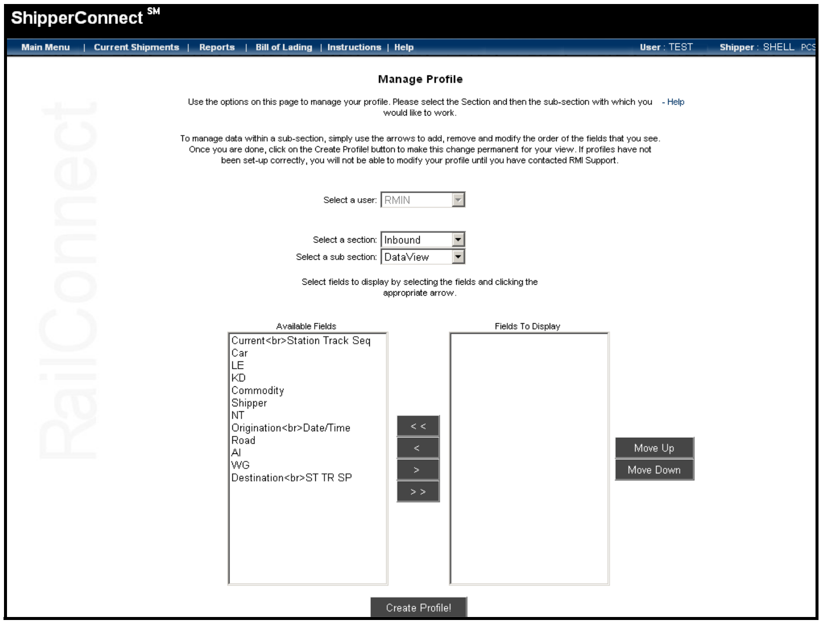

ShipperConnect SM
Main Menu | Current Shipments | Reports | Bill of Lading | Instructions | Help
User : TEST
Shipper : SHELL
RailConnect
Manage Profile
Use the options on this page to manage your profile. Please select the Section and then the sub-section with which you would like to work.
- Help
To manage data within a sub-section, simply use the arrows to add, remove and modify the order of the fields that you see. Once you are done, click on the Create Profile! button to make this change permanent for your view. If profiles have not been set-up correctly, you will not be able to modify your profile until you have contacted RMI Support.
Select a user: RMIN
Select a section: Inbound
Select a sub section: DataView
Select fields to display by selecting the fields and clicking the appropriate arrow.
Available Fields
Current
Station Track Seq
Car
LE
KD
Commodity
Shipper
NT
Origination
Date/Time
Road
AI
WG
Destination
ST TR SP
Fields To Display
Move Up
Move Down
Create Profile!

Figure 9

Manage My Account

If your contact information has changed, you can modify your user profile using the **Manage My Account** option.

To modify your user profile:

1. Select **Manage My Account** from the *Main Menu* drop-down menu. The password window appears (Figure 10).

2. Enter your **Password** and click on the **Submit** button.

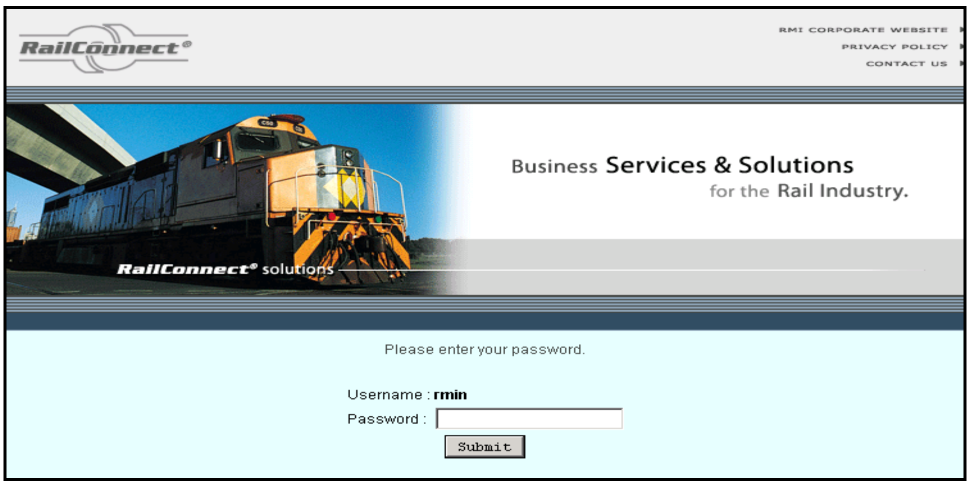


Figure 10

3. Make the necessary changes to your user profile on the data window (Figure 11).

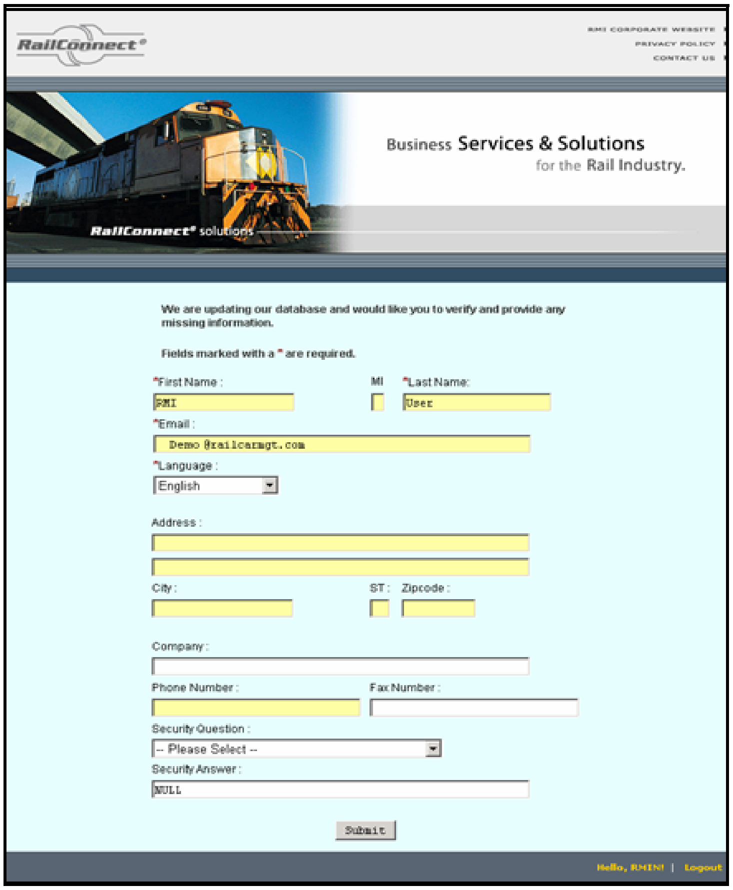


Figure 11

4. Click on the **Submit** button at the bottom of the window to save your changes.

Reset Password

To change your ShipperConnect password:

1. Choose the **Reset Password** option from the *Main Menu* drop-down menu. A window appears to allow you to enter your new password (Figure 12).

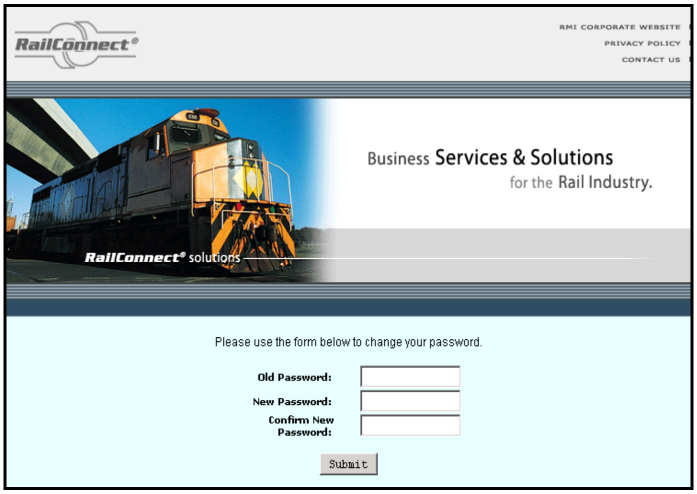


Figure 12

2. Enter your **Old Password** once, and your **New Password** twice.

3. Click the **Submit** button to save your changes.

Remember that your ShipperConnect password must be at least 6 characters long and contain at least one numeric character.

Contact Road

The **Contact Road** option on the *Main Menu* drop-down takes you to a window that contains contact information for your serving railroad (Figure 13).

Figure 13

Product News

The **Product News** option on the *Main Menu* drop-down allows you to view any new product updates, release notes, or technical manuals (Figure 14).

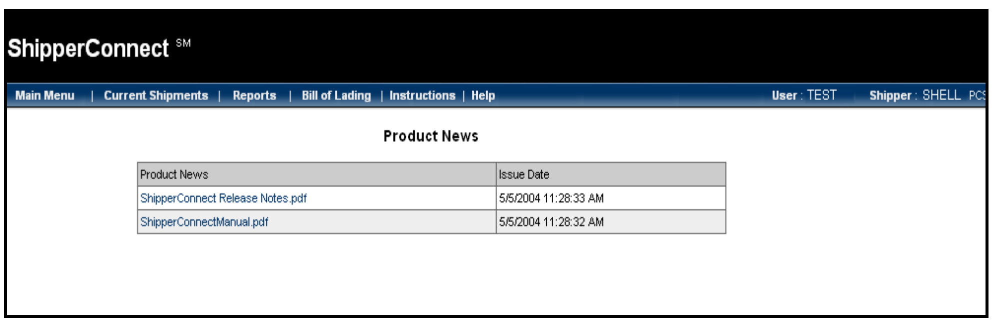


Figure 14

Logout

The **Logout** option allows you to close your ShipperConnect session. If you choose this function, you will be logged out of the ShipperConnect system, and a login screen will appear to let you reconnect at a later time (Figure 15).

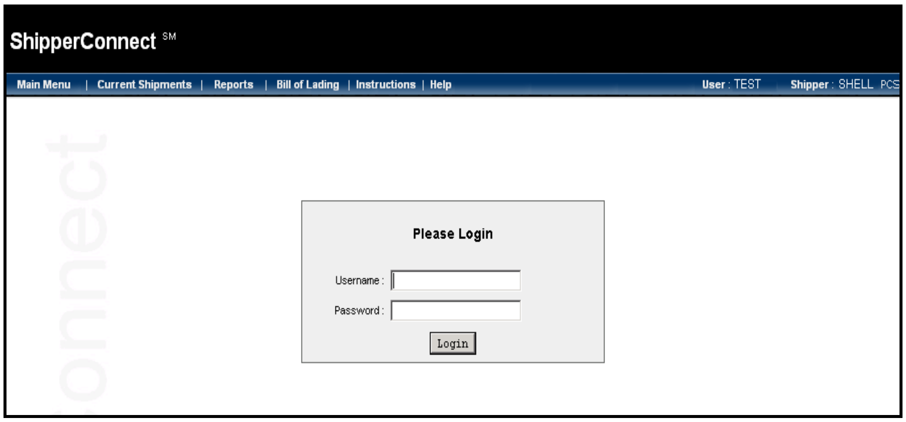


Figure 15

Current Shipments

Introduction

The *Current Shipments* drop-down menu and action box offer selections for tracing and reviewing your shipments. The main action box and the *Current Shipments* drop-down menu (Figure 16) offer several different ways to search Current Shipments trace types (En Route, Inbound, On Hand, Outbound):

- You can click on one of the highlighted trace type/car type combinations in the action box to see details on those cars.
- If you have set the option on the *Manage Profile* window, you will perform a full search automatically when you select the trace type from the drop-down menu or the action box.
- You can perform a manual search by entering search options in the designated boxes at the top of the window, then clicking the **Search** button, after selecting the trace type from the drop-down menu or the action box.
- You can use the **Key a List** option to quickly find specific cars by entering their initials and numbers, after selecting the trace type from the drop-down menu or the action box.

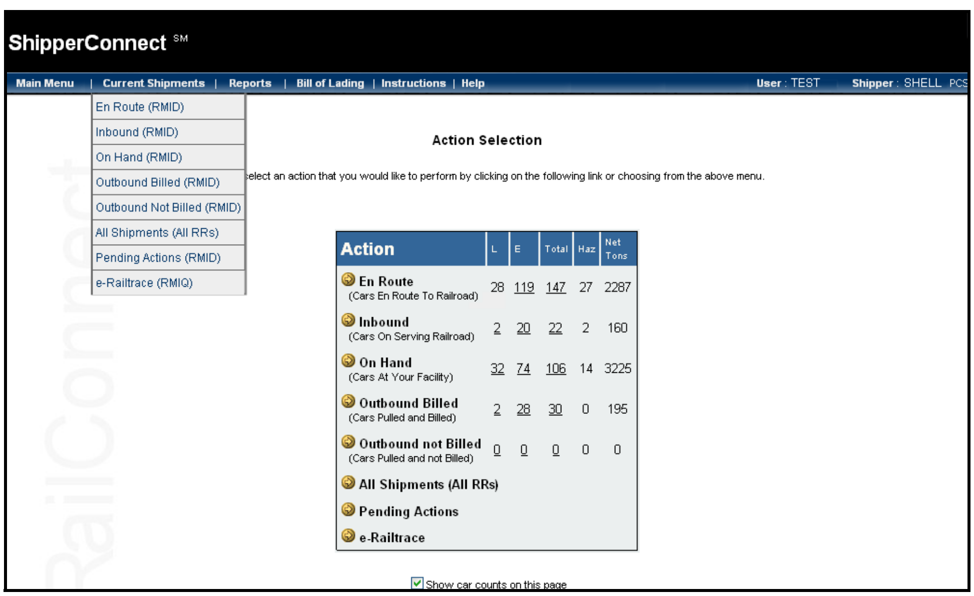


Figure 16

You can designate which fields will be shown on these windows, and the order in which they appear. See *"Viewing Preferences"* on page 7 for more information about this function.

All column header fields are active buttons. Single-clicking on any of them causes the display to be re-sorted by that column. Clicking again on the same column header toggles between ascending and descending sorts. The default sort is based on shipper name.

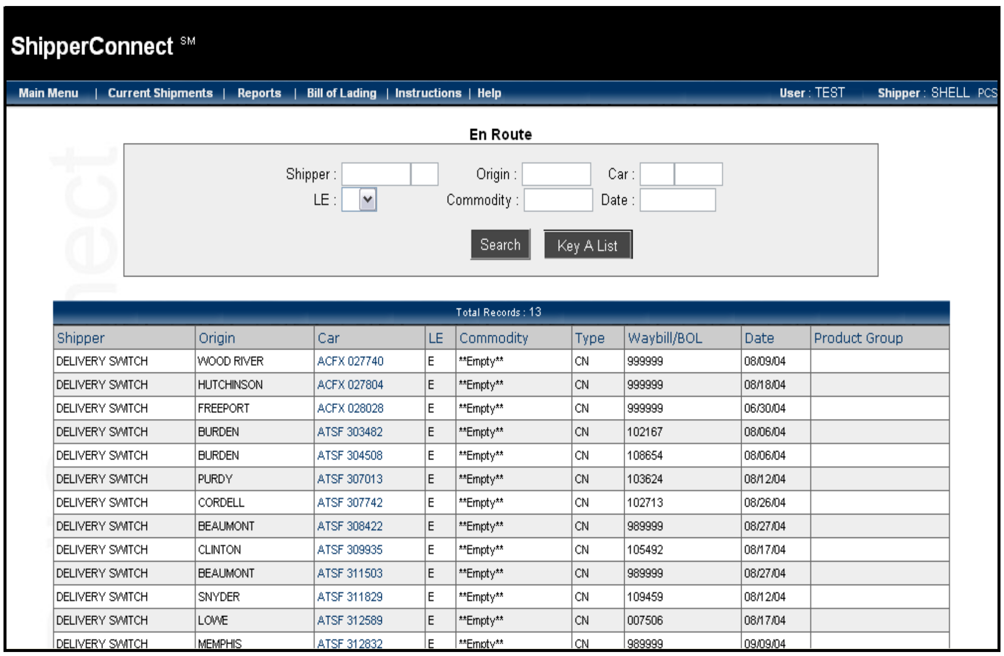
If you want to see..	**Then select..**
cars that have arrived on the serving railroad but have not yet been spotted at your facility	**Inbound**
cars that have already been spotted at your facility, including cars that you have released but have not been pulled by the railroad	**On Hand**
cars that are destined for your facility but have not yet reached your serving railroad	**En Route**
any equipment that has left your facility and for which you are now listed as the *Shipper* on the waybill	**Outbound Billed**
any equipment that has left your facility and for which you are still listed as the *Consignee* on the waybill	**Outbound Not Billed**

En Route Shipments

The **En Route** option allows you to see cars destined to you that have not yet reached the railroad serving your facility. Depending on the type of railroad, it is possible you may not see all of the cars actually destined to you. In particular, if your facility is served by a switching carrier you may not always see all of the cars you will ultimately receive.

To work with En Route Shipments:

1. Select **En Route** from the *Current Shipments* drop-down menu or the **En Route** button on the action box, and the *En Route* search window appears (Figure 17).



Shipper	Origin	Car	LE	Commodity	Type	Waybill/BOL	Date	Product Group
DELIVERY SWITCH	WOOD RIVER	ACFX 027740	E	**Empty**	CN	999999	08/09/04	
DELIVERY SWITCH	HUTCHINSON	ACFX 027804	E	**Empty**	CN	999999	08/18/04	
DELIVERY SWITCH	FREEPORT	ACFX 028028	E	**Empty**	CN	999999	06/30/04	
DELIVERY SWITCH	BURDEN	ATSF 303482	E	**Empty**	CN	102167	08/06/04	
DELIVERY SWITCH	BURDEN	ATSF 304508	E	**Empty**	CN	108654	08/06/04	
DELIVERY SWITCH	PURDY	ATSF 307013	E	**Empty**	CN	103624	08/12/04	
DELIVERY SWITCH	CORDELL	ATSF 307742	E	**Empty**	CN	102713	08/26/04	
DELIVERY SWITCH	BEAUMONT	ATSF 308422	E	**Empty**	CN	989999	08/27/04	
DELIVERY SWITCH	CLINTON	ATSF 309935	E	**Empty**	CN	105492	08/17/04	
DELIVERY SWITCH	BEAUMONT	ATSF 311503	E	**Empty**	CN	989999	08/27/04	
DELIVERY SWITCH	SNYDER	ATSF 311829	E	**Empty**	CN	109459	08/12/04	
DELIVERY SWITCH	LOWE	ATSF 312589	E	**Empty**	CN	007506	08/17/04	
DELIVERY SWITCH	MEMPHIS	ATSF 312832	E	**Empty**	CN	989999	09/09/04	

Figure 17

2. To view all cars en route to your facility, click on the **Search** button. A list of all En Route cars appears (Figure 17).

> **NOTE:** This list will appear automatically if you have set the option on the *Manange Profile* window. See *"Viewing Preferences"* on page 7 for more information.

3. To limit the view to a selected car or cars, enter the appropriate value in the search field(s). For example, to search for all cars carrying sulphuric acid, enter **Sulphuric** in the *Commodity* field.

4. Click on the **Search** button.

5. The En Route cars you specified will be displayed (Figure 18).

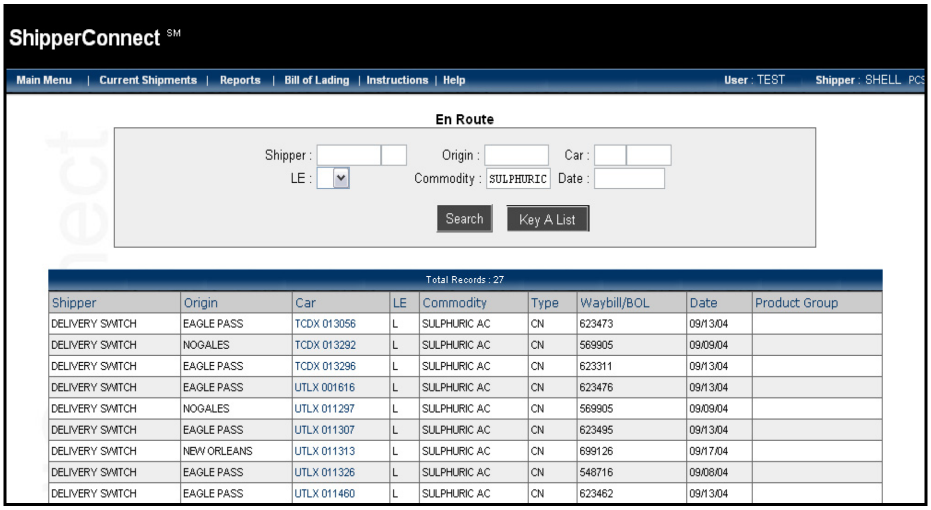


Figure 18

The following fields appear from left to right:

Shipper	Shipper ID associated with the waybill.
Origin	Origin city of the current move.
Car	Initial/number of the car. Click on the car in the list to see the current waybill for this car.
LE	Current **Load** / **Empty** status.
Commodity	Current or previous contents of a car.
Type	Car type.
Waybill/BOL	Current waybill number on the car.
Date	Date of the waybill associated with the car moving to you.
Product Group	Product groups to which the commodity belongs.

6. To find specific cars by their initials and numbers, click on the **Key A List** button.

The *Enter Cars* window appears (Figure 19).

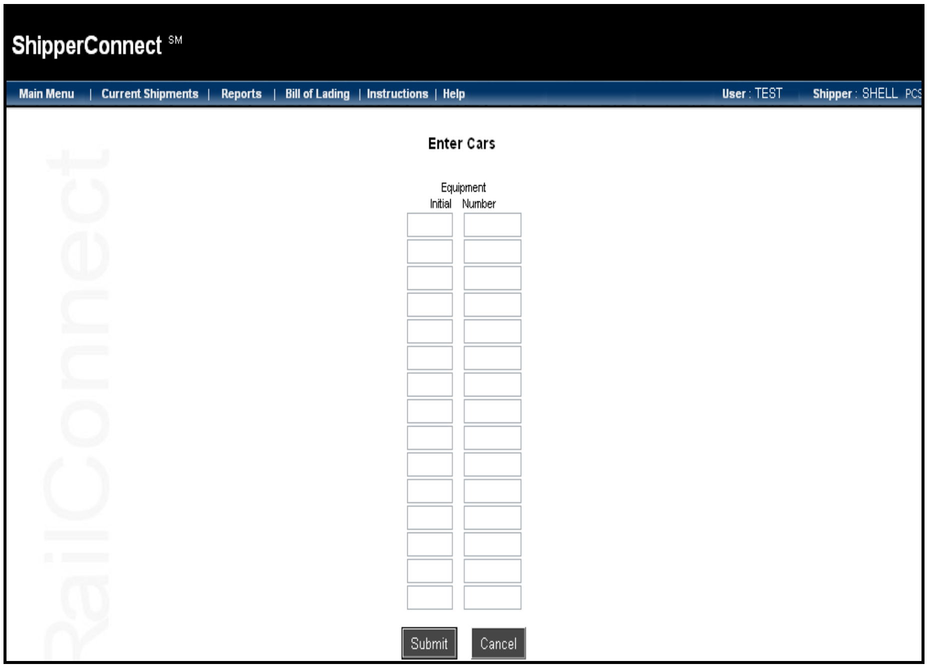


Figure 19

7. Enter the *Equipment Initial* and *Equipment Number* for each car.
8. Click on the **Submit** button. A list of the cars you requested will appear.

NOTE: When you submit your search from the *En Route* screen, a list of inbound cars will appear only if there are cars with the information you chose. For example, if you search for a particular car by car initial and number, a message will appear telling you that no records were found with that criteria if the car is not currently en route to you.

Inbound Cars

The **Inbound** option allows you to view cars on the railroad sponsoring your ShipperConnect session that are either on their way to your facility or being stored for you. This option will not show cars on spot in your facility or on the tracks of railroads other than the one sponsoring your ShipperConnect session.

You can use the **Inbound** cars option to:

- Order cars out of constructive placement and into your facility.
- Review cars that are on the railroad property and destined for your facility.
- Order cars to be weighed, turned, rejected, or held.
- Connect to the RailConnect e-bol system to create a new bill of lading for a shipment.

To work with Inbound cars:

1. Select **Inbound** from the *Current Shipments* drop-down menu or the **Inbound** button on the action box, and the *Inbound* search window appears (Figure 20).

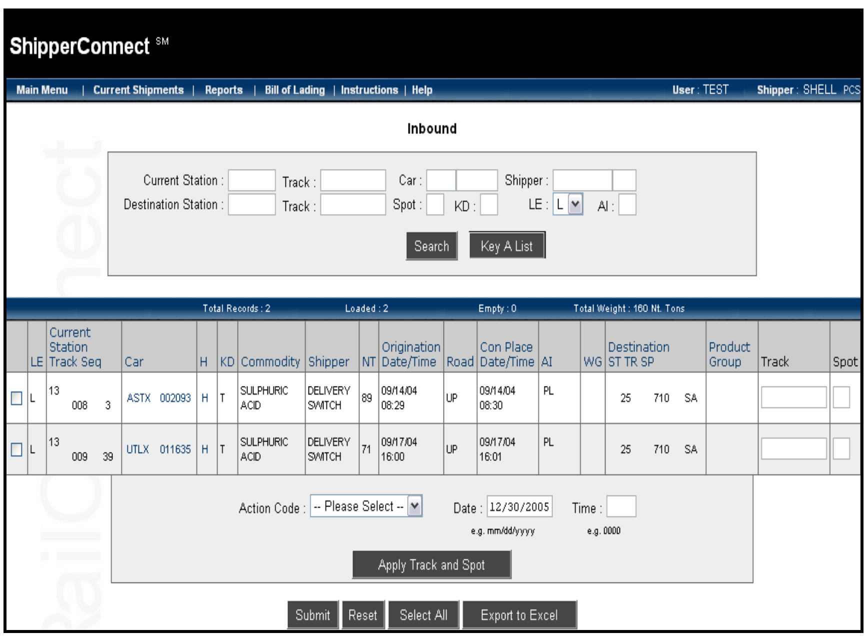


Figure 20

2. To view all cars inbound to your facility, click on the **Search** button. A list of all inbound cars appears (Figure 20).

NOTE: This list will appear automatically if you have set the option on the *Manange Profile* window. See *"Viewing Preferences"* on page 7 for more information.

3. To limit the view to a selected car or cars, enter the appropriate value in the search field(s) (Figure 21). For example, to see all empty GATX cars, enter **GATX** in the *Car* field and **E** in the *LE* field.

4. Click on the **Search** button. The Inbound cars you specified will be displayed.

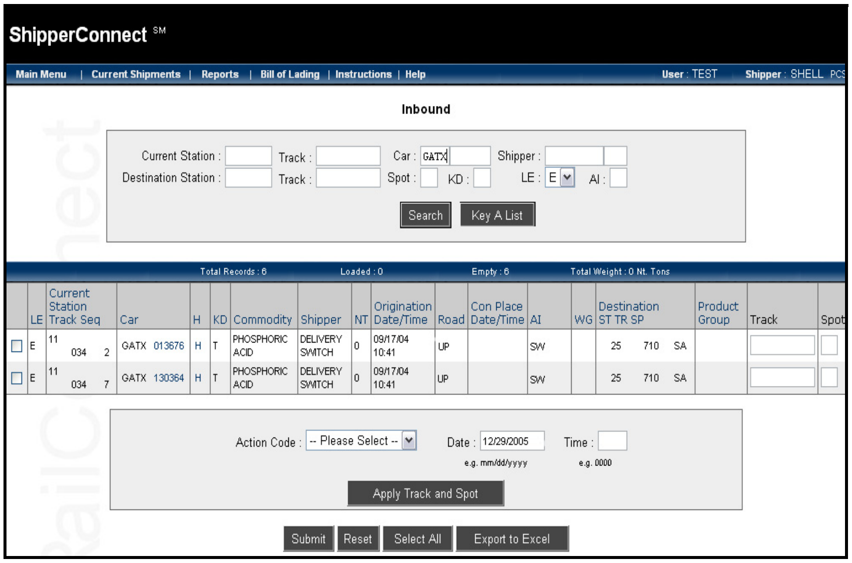


Figure 21

The following fields appear from left to right:

- **LE** — Current **Load** / **Empty** status.
- **Current Station, Track, Seq** — Current location of the car, including station, track, and sequence on the track.
- **Car** — Identification of the car, including car mark and number.
- **H** — History of the car movement.
- **KD** — Car type.
- **Commodity** — Current or previous contents of a car.
- **Shipper** — Shipper name.
- **NT** — Weight in Net Tons.
- **Origination Date/ Time** — Date and time the car was interchanged to railroad.
- **Road** — Name of the road that delivered the car to your serving railroad.
- **Con Place Date/Time** — Date and time the car was constructively placed.

AI	Activity Indicator that indicates the current status of the car or the next function to be performed for that car.
WG	Weigh Indicator indicates that the car is to be weighed.
Product Group	Product group to which the commodity belongs.
Destination ST, TR, SP	Ultimate destination station, track, and spot for the car.

As a sample, these instructions explain how to place a car. Follow the same steps to turn, weigh, reject, or hold a car.

5. To place a car or cars, enter a check mark in the box to the left of these cars (Figure 22).

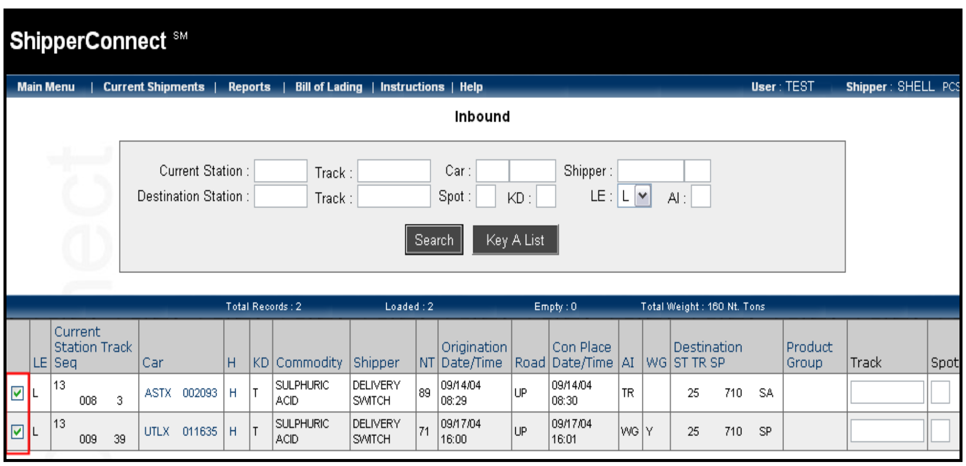


Figure 22

6. Select the appropriate movement from the drop-down menu at the bottom of the screen (Figure 23).

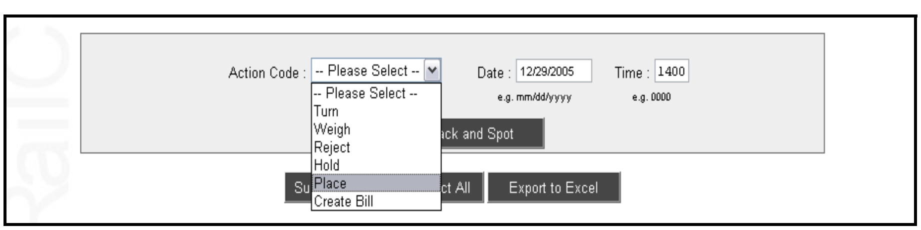


Figure 23

7. Enter the date and time. ShipperConnect defaults to the current date. Enter time in military format (HHMM; 1400 for 2:00 P.M.). It is suggested that you enter the current time.

8. Enter the *Track* and *Spot* values for individual cars in the blank fields to the right of each car (Figure 24). For *Track*, enter the track on which you would like the car to be placed. For *Spot*, enter one of the following values:

numeric value	A specific track spot.
SP (Spot)	The first available spot.
SR (Spot Rear)	The rear of the track.
SL (Spot Lead)	The front of the track.

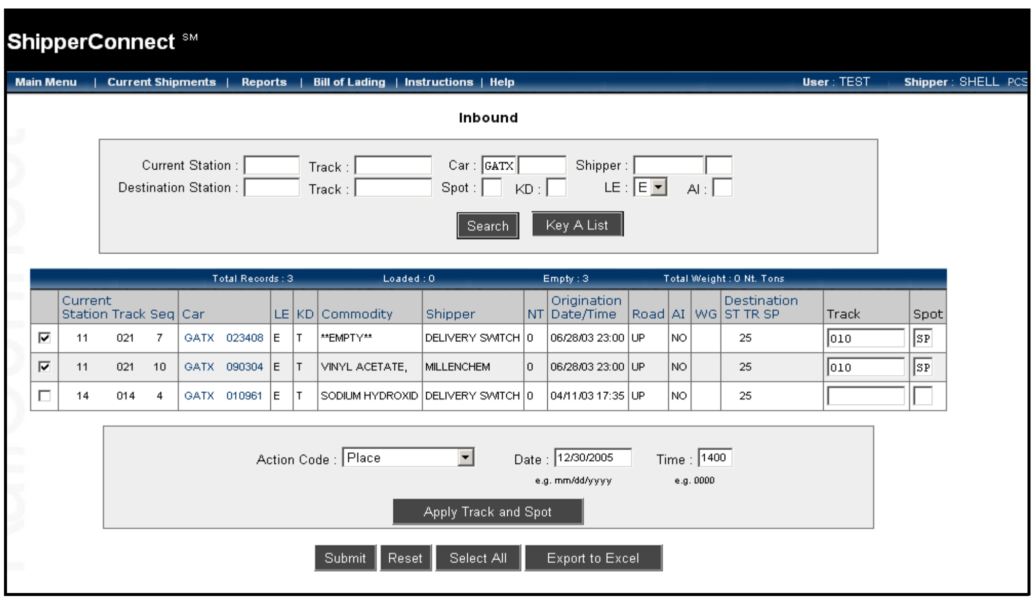


Figure 24

NOTE: To apply the same track and spot to several cars on the screen, use the **Apply Track and Spot** button at the bottom of the screen. When you click on this button, *Track* and *Spot* fields appear. If you enter a track and spot in this location, it will be applied to all cars you have selected with a check mark.

Use the buttons at the bottom of the screen to help you perform necessary activities (Figure 25):

Figure 25

Submit	Updates records with the function you have selected.
Reset	Clears the screen of any selections that have not been submitted.
Select All	Selects all records shown on the screen. A check mark will appear next to each record.
Export to Excel	Exports all records found in the data search to an Excel spreadsheet file. Once you open or save the spreadsheet, you can organize the information as you wish.

9. Click on the **Submit** button to send the request to the railroad.

10. Click on the **OK** button to verify the action (Figure 26).

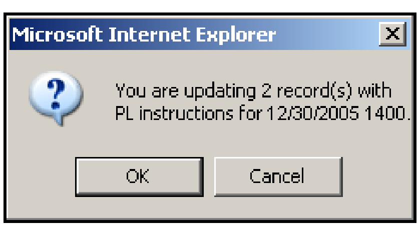


Figure 26

After a few seconds, ShipperConnect will return with a message acknowledging the success or failure of the requested operation (Figure 27).

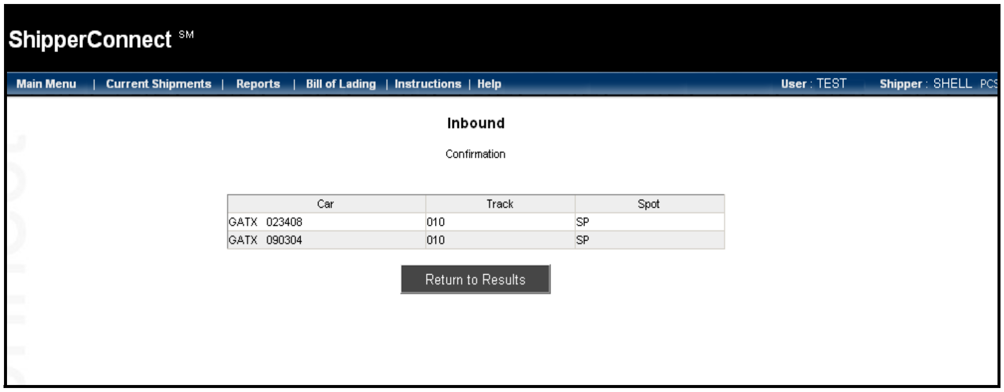


Figure 27

11. Click on the **Return to Results** button, and ShipperConnect will return you to the previous screen.

    You can see that the *Activity Indicator* and the *Destination Track* and *Spot* have been updated (Figure 28).

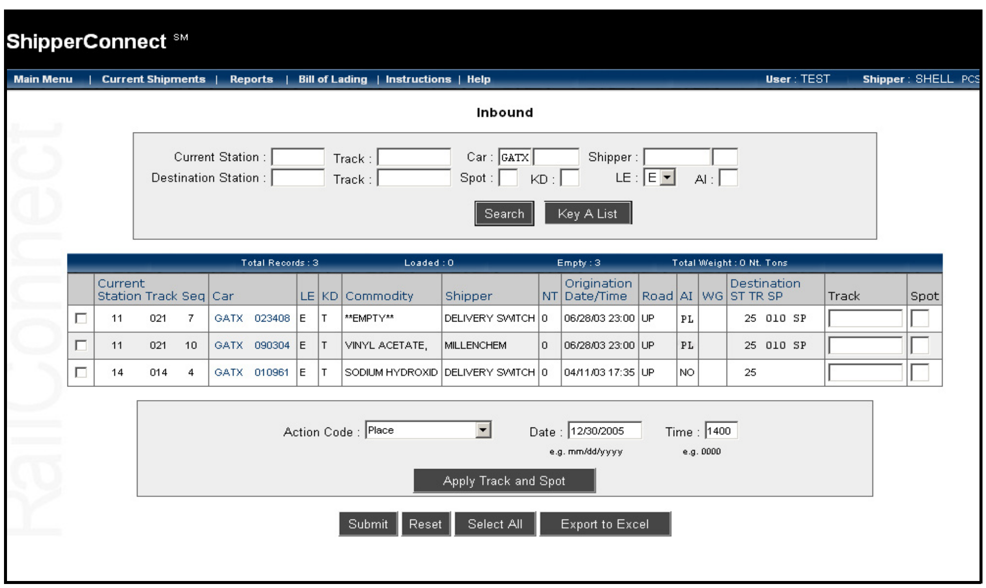


Figure 28

On Hand Cars

The **On Hand** option allows you to view cars already in your facility, and to provide the railroad with instructions for pulling these cars. You can also use this feature to issue other requests such as turn, weigh, hold, or intra-plant switch.

To work with On Hand cars:

1. Select **On Hand** from the *Current Shipments* drop-down menu or the **On Hand** button on the action box, and the *On Hand* search window appears (Figure 29).

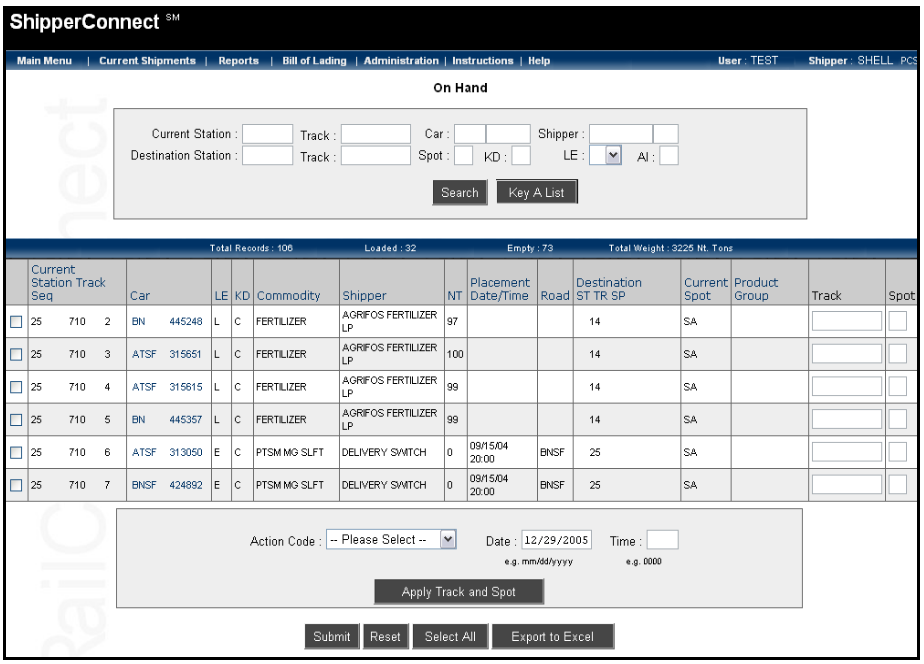


Figure 29

2. To view all cars currently at your facility, click on the **Search** button. A list of all on hand cars appears.

NOTE: This list will appear automatically if you have set the option on the *Manage Profile* window. See *"Viewing Preferences"* on page 7 for more information.

---

3. To limit the view to a selected car or cars, enter the appropriate value in the search field(s) (Figure 30). For example, to see all loaded UTLX cars, enter **UTLX** in the *Car* field and **L** in the *LE* field.

4. Click on the **Search** button. The On Hand cars you specified will be displayed (Figure 30).

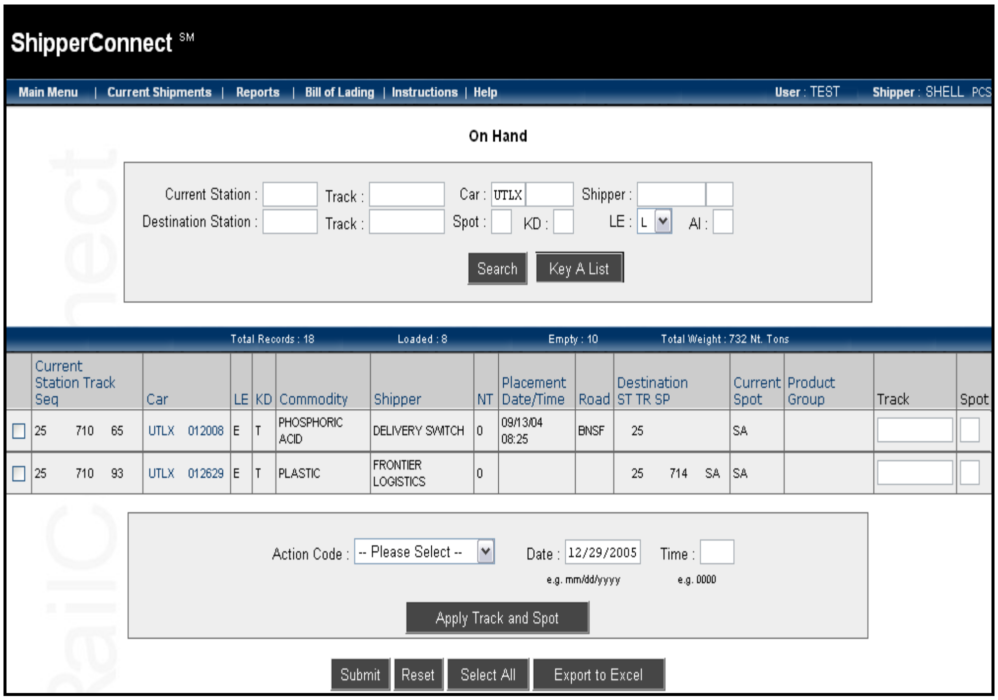


Figure 30

The following fields appear from left to right:

Current Station, Track, Seq	Current location of the car, including station, track, and sequence on the track.
Car	Identification of the car, including car mark and number.
LE	Current **Load** / **Empty** status.
KD	Car type.
Commodity	Current or previous contents of a car.
Shipper	Shipper name.
NT	Weight in Net Tons.
Placement Date/Time	Date and time the car was placed at your facility.
Road	Name of the road that delivered the car to your serving railroad.

Destination ST, TR, SP	Ultimate destination of the car for current move, including station, track, spot.
Current Spot	Spot value that was requested when the equipment was placed.
Product Group	Product group to which the commodity belongs.

As a sample, these instructions explain how to release a car. Follow the same steps to hold, turn, weigh, reject, intra-plant switch, bad order, or release and reload a car.

5. To release a car, enter a check mark in the box to the left of the car (Figure 31).

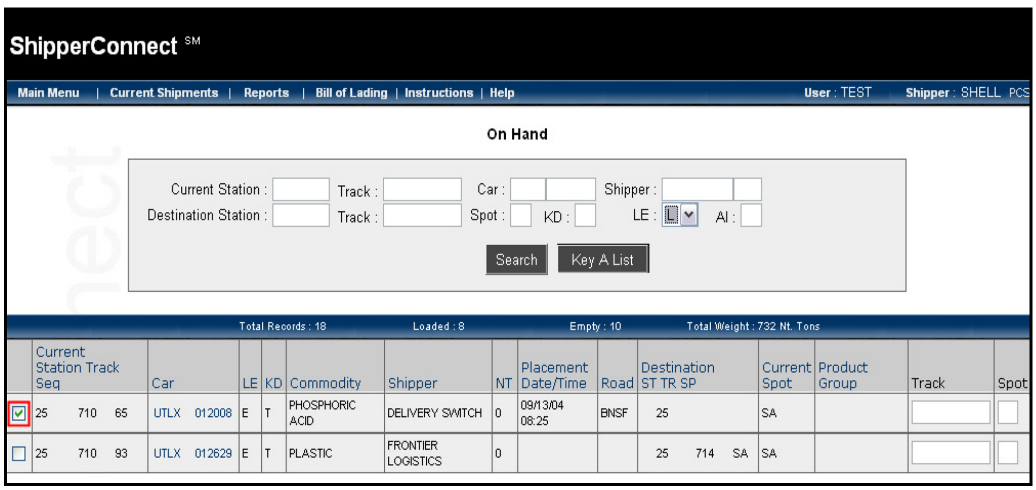


Figure 31

6. Select the appropriate movement from the drop-down menu at the bottom of the screen (Figure 32).

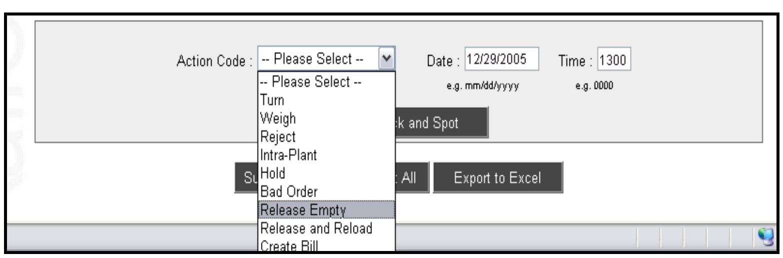


Figure 32

7. Enter the date and time. ShipperConnect defaults to the current date. Enter time in military format (HHMM or 1300 for 1P.M.). It is suggested that you enter the current time.

8. Click on the **Submit** button to send the request to the railroad.

9. Click on the **OK** button to verify the action (Figure 33).

Figure 33

After a few seconds, ShipperConnect will return with a message acknowledging the success or failure of the requested operation (Figure 34).

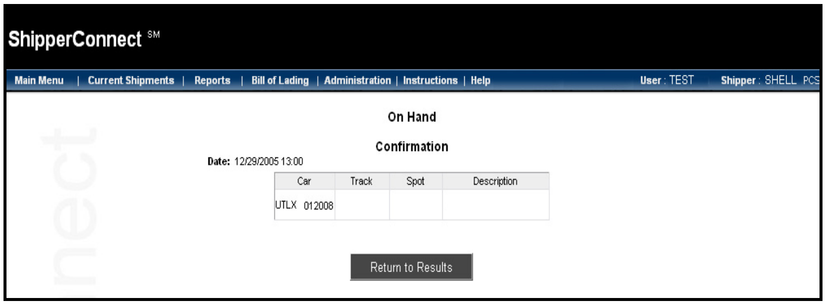


Figure 34

10. Click on the **Return to Results** button, and ShipperConnect will return you to the previous screen.

NOTE: To release loaded cars or to release empty cars that are going to a location other than the reverse of their inbound move, you must use the e-bol function to provide Bill of Lading information and release the cars.

Outbound Billed Cars

The **Outbound Billed** option allows you to track any equipment that has left your facility and for which you are now listed as the *Shipper* on the waybill. You can perform any of the following actions on the cars listed from the *Action Code* drop-down menu:

- Release Empty
- Release and Reload
- Create Bill.

To work with Outbound Billed cars:

1. Select **Outbound Bill** from the *Current Shipments* drop-down menu or the **Outbound Billed** button on the action box, and the *Outbound Billed* search window appears (Figure 35).

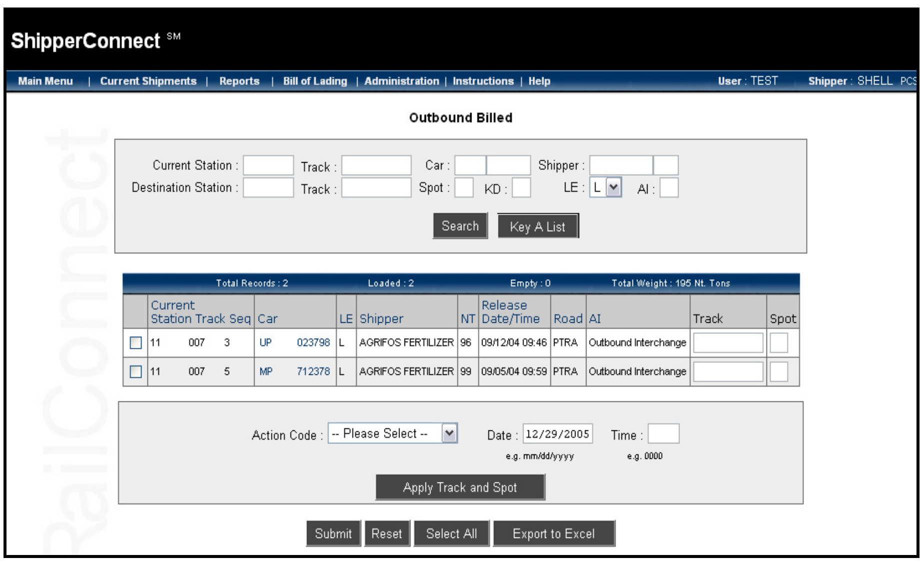


Figure 35

2. To view all cars that have left your facility, click on the **Search** button. A list of all outbound billed cars appears.

NOTE: This list will appear automatically if you have set the option on the *Manange Profile* window. See *"Viewing Preferences"* on page 7 for more information.

---

3. To search for specific car types, enter the appropriate value in the search field(s) (Figure 36). For example, to see all loaded UP cars, enter **UP** in the *Car* field and **L** in the LE field.

4. Click on the **Search** button. The Outbound Billed cars you specified will be displayed (Figure 36).

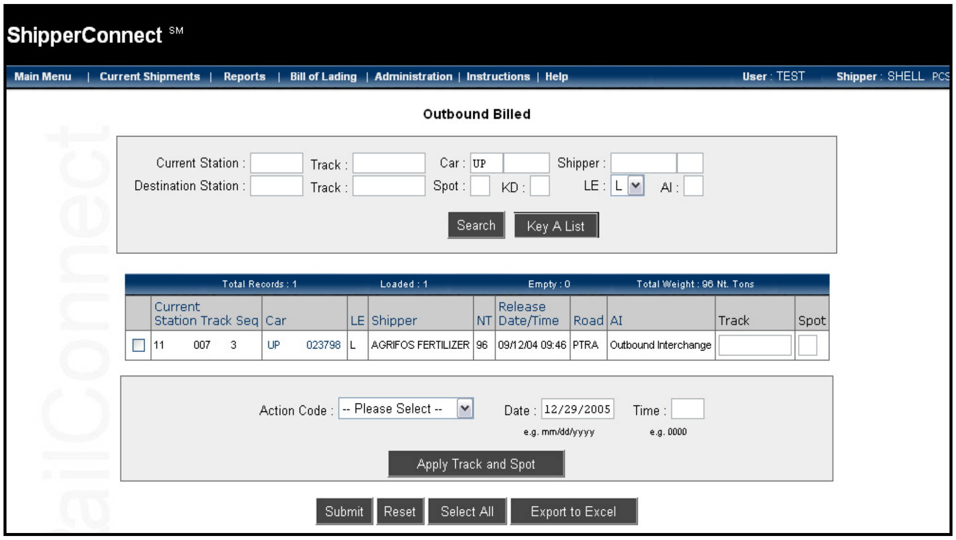


Figure 36

The following fields appear from left to right:

Current Station, Track, Seq	Current location of the car, including station, track, and sequence on the track.
Car	Identification of the car, including car mark and number.
LE	Current **Load** / **Empty** status.
Shipper	Shipper name.
NT	Weight in Net Tons.
Release Date/Time	Date and time the car was released to the railroad.
Road	Name of the road that delivered the car to your serving railroad.
AI	Activity Indicator that indicates the current status of the car or the next function to be performed for that car.

As a sample, these instructions explain how to release a car. Follow the same steps to release and reload a car.

5. To release a car or cars, enter a check mark in the box to the left of those cars (Figure 37).

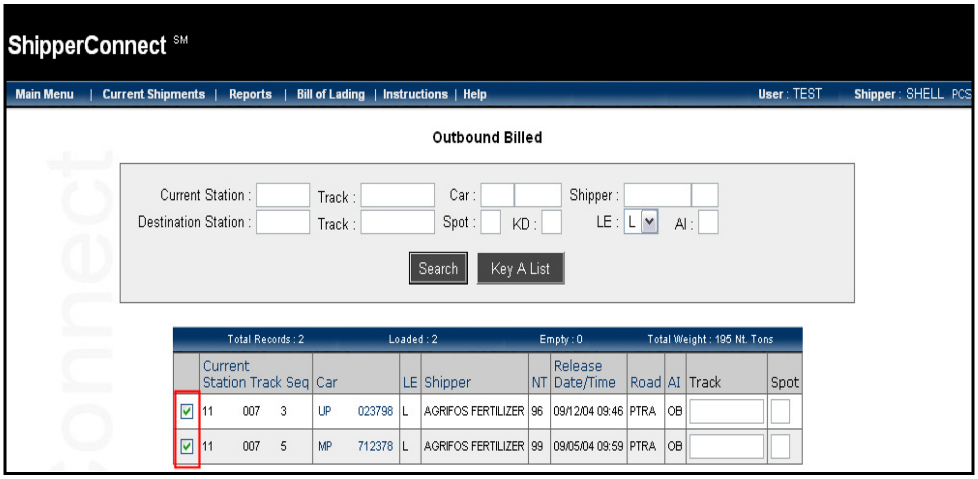


Figure 37

6. Select the appropriate movement from the drop-down menu at the bottom of the screen (Figure 38).

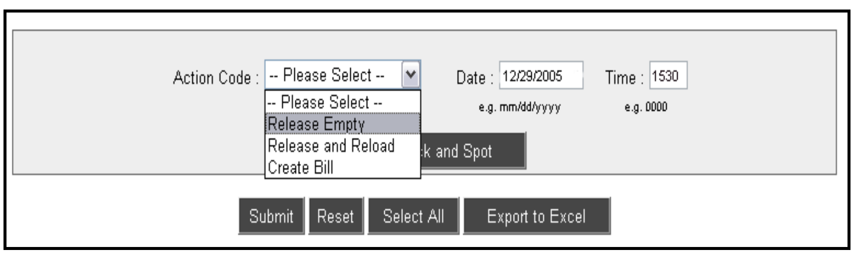


Figure 38

7. Enter the date and time. ShipperConnect defaults to the current date. Enter time in military format (HHMM; 1530 for 3:30 P.M.). It is suggested that you enter the current time.

8. Click on the **Submit** button to send the request to the railroad.

9. Click on the **OK** button to verify the action (Figure 39).

Figure 39

After a few seconds, ShipperConnect will return with a message acknowledging the success or failure of the requested operation (Figure 40).

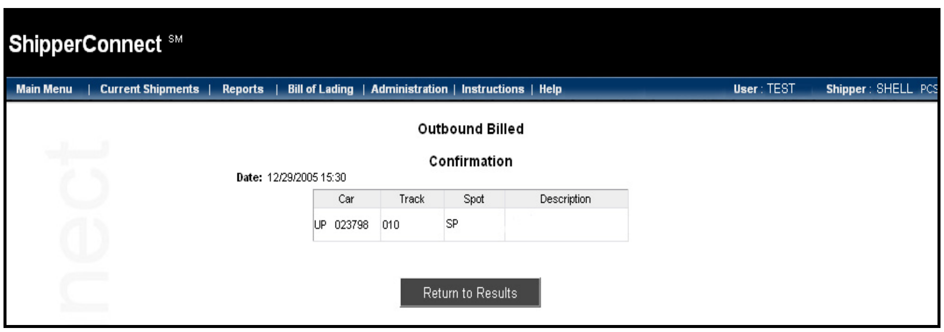


Figure 40

10. Click on the **Return to Results** button, and ShipperConnect will return you to the previous screen.

Outbound Not Billed Cars

The **Outbound Not Billed** option allows you to track any equipment that has left your facility and for which you are still listed as the *Consignee* on the waybill. You can perform any of the following actions on the cars listed from the *Action Code* drop-down menu:

- Release Empty
- Release and Reload
- Create Bill.

To work with Outbound Not Billed cars:

1. Select **Outbound Not Bill** from the *Current Shipments* drop-down menu, or the **Outbound Not Billed** button on the action box. The *Outbound Not Billed* search window appears (Figure 41).

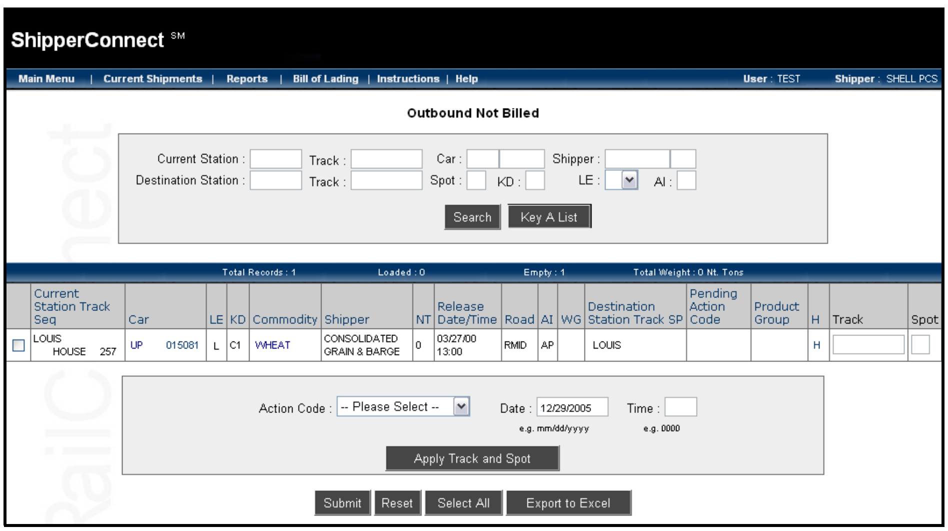


Figure 41

2. To view all cars that have left your facility, click on the **Search** button. A list of all outbound not billed cars appears (Figure 41).

NOTE: This list will appear automatically if you have set the option on the *Manange Profile* window. See *"Viewing Preferences"* on page 7 for more information.

---

3. To search for specific car types, enter the appropriate value in the search field(s) (Figure 42). For example, to see all empty CEFX cars, enter **CEFX** in the *Car* field and **E** in the *LE* field.

4. Click on the **Search** button. The Outbound Not Billed cars you specified will be displayed (Figure 42).

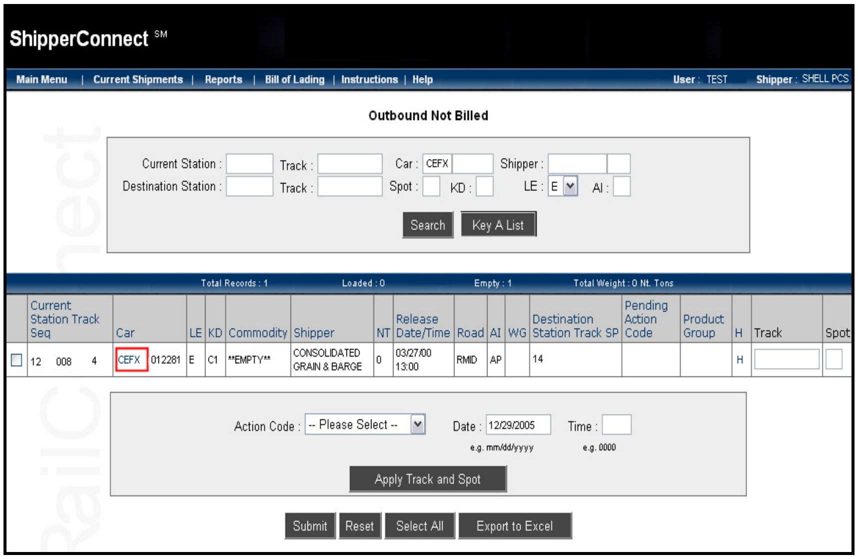


Figure 42

The following fields appear from left to right:

Current Station, Track, Seq — Current location of the car, including station, track, and sequence on the track.

Car — Identification of the car, including car mark and number.

LE — Current **Load** / **Empty** status.

KD — Car type.

Commodity — Current or previous contents of a car.

Shipper — Shipper name.

NT — Weight in Net Tons.

Release Date/Time — Date and time the car was released to the railroad.

Road — Name of the road that delivered the car to your serving railroad.

AI — Activity Indicator that indicates the current status of the car or the next function to be performed for that car.

WG — Weigh indicator indicates that the car is to be weighed.

Destination Station Track SP — Ultimate destination station, track, and spot for the car.

Pending Action Code	Actions entered in the interface but have not yet been processed.
Product Group	Product group to which the commodity belongs.
H	The history of the car movement.

As a sample, these instructions explain how to release and reload a car. Follow the same steps to release empty a car.

5. To release and reload a car or cars, enter a check mark in the box to the left of those cars (Figure 43).

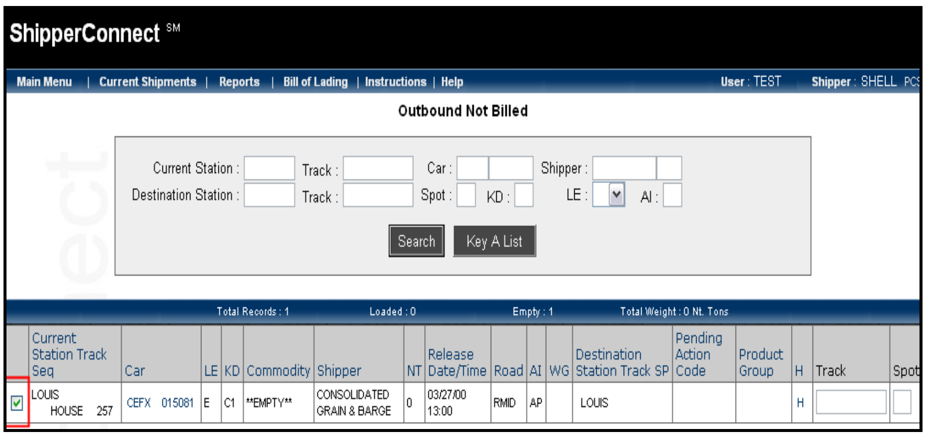


Figure 43

6. Select the appropriate movement from the drop-down menu at the bottom of the screen (Figure 44).

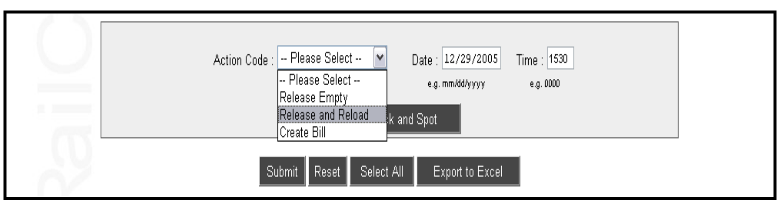


Figure 44

7. Enter the date and time. ShipperConnect defaults to the current date. Enter time in military format (HHMM; 1530 for 3:30 P.M.). It is suggested that you enter the current time.

8. Click on the **Submit** button to send the request to the railroad.

9. Click on the **OK** button to verify the action (Figure 45).

Figure 45

After a few seconds, ShipperConnect will return with a message acknowledging the success or failure of the requested operation (Figure 46).

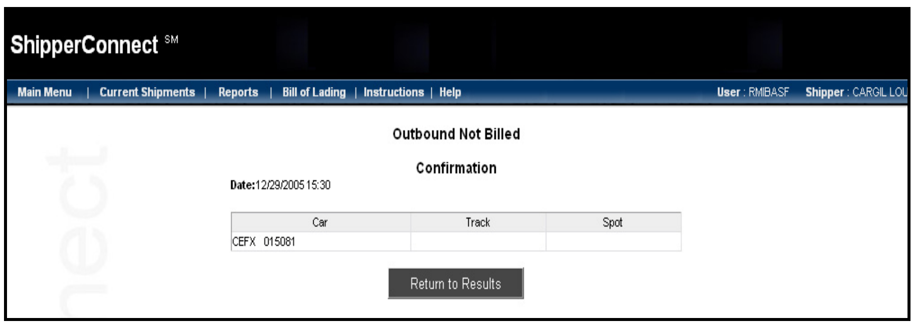


Figure 46

10. Click on the **Return to Results** button, and ShipperConnect will return you to the previous screen.

All Shipments

The **All Shipments** option allows you to access the ShipperConnect Freight Management System. Your facility must be enabled to use this function before you connect to it.

To work with FMS:

Select **All Shipments** from the *Current Shipments* drop-down menu or the **All Shipments** button on the action box. The *Shipment Display* window appears (Figure 47).

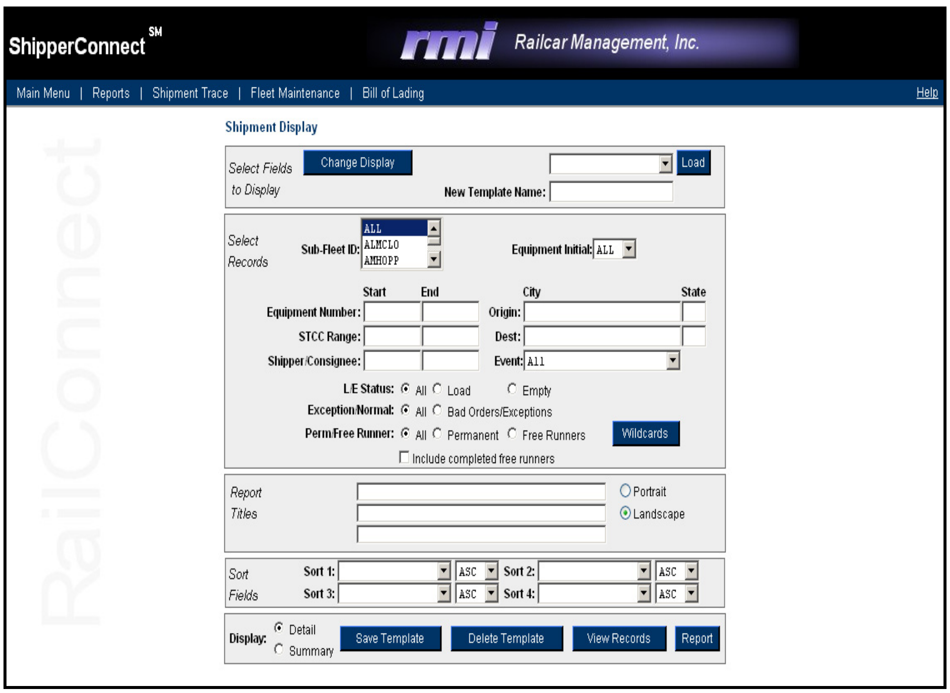


Figure 47

ShipperConnect FMS allows you to track rail shipments from a real-time system that accesses a comprehensive network of information. ShipperConnect FMS draws data from Car Location Messages (CLMs) received from Class I roads, TRAIN II, and RMI's Car Hire and TMS systems.

Working with the information drawn from these sources, you can trace equipment in your own fleets as well as foreign, "free-running" equipment. Information searches are customized, so that you only view the data you want to see, in the format you specify. In addition, all ShipperConnect FMS functions are available via the Internet for easy access at any time and from anywhere.

Once you have compiled your shipment status information, you can use ShipperConnect FMS to quickly and simply print a variety of reports, or you can export the report data to Excel, Rich Text, MS Word, or Crystal Reports files.

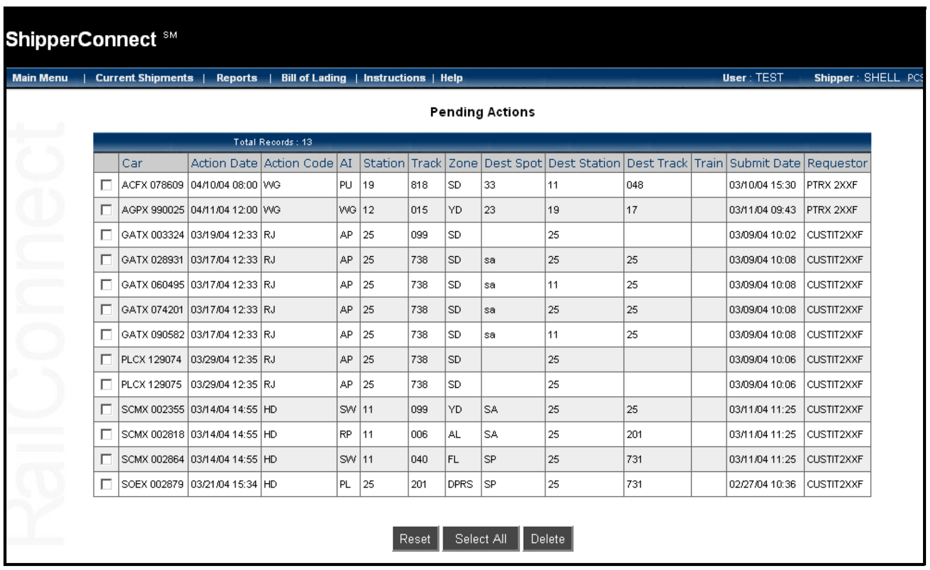
Detailed instructions for using ShipperConnect FMS are available in the *ShipperConnect FMS User's Guide*.

Pending Actions

The **Pending Actions** option allows you to see actions that have been entered through the interface but have not yet been processed. The list will include all requests for actions to be performed on a future date. Your serving railroad will determine how far in advance you can request a movement be made.

To work with Pending Actions:

1. Select **Pending Actions** from the *Current Shipments* drop-down menu, or the **Pending Actions** button on the action box. The *Pending Actions* window appears (Figure 48).



Car	Action Date	Action Code	AI	Station	Track	Zone	Dest Spot	Dest Station	Dest Track	Train	Submit Date	Requestor
ACFX 078609	04/10/04 08:00	WG	PU	19	818	SD	33	11	048		03/10/04 15:30	PTRX 2XXF
AGPX 990025	04/11/04 12:00	WG	WG	12	015	YD	23	19	17		03/11/04 09:43	PTRX 2XXF
GATX 003324	03/19/04 12:33	RJ	AP	25	099	SD		25			03/09/04 10:02	CUSTIT2XXF
GATX 028931	03/17/04 12:33	RJ	AP	25	738	SD	sa	25	25		03/09/04 10:08	CUSTIT2XXF
GATX 060495	03/17/04 12:33	RJ	AP	25	738	SD	sa	11	25		03/09/04 10:08	CUSTIT2XXF
GATX 074201	03/17/04 12:33	RJ	AP	25	738	SD	sa	25	25		03/09/04 10:08	CUSTIT2XXF
GATX 090582	03/17/04 12:33	RJ	AP	25	738	SD	sa	11	25		03/09/04 10:08	CUSTIT2XXF
PLCX 129074	03/29/04 12:35	RJ	AP	25	738	SD		25			03/09/04 10:06	CUSTIT2XXF
PLCX 129075	03/29/04 12:35	RJ	AP	25	738	SD		25			03/09/04 10:06	CUSTIT2XXF
SCMX 002355	03/14/04 14:55	HD	SW	11	099	YD	SA	25	25		03/11/04 11:25	CUSTIT2XXF
SCMX 002818	03/14/04 14:55	HD	RP	11	006	AL	SA	25	201		03/11/04 11:25	CUSTIT2XXF
SCMX 002864	03/14/04 14:55	HD	SW	11	040	FL	SP	25	731		03/11/04 11:25	CUSTIT2XXF
SOEX 002879	03/21/04 15:34	HD	PL	25	201	DPRS	SP	25	731		02/27/04 10:36	CUSTIT2XXF

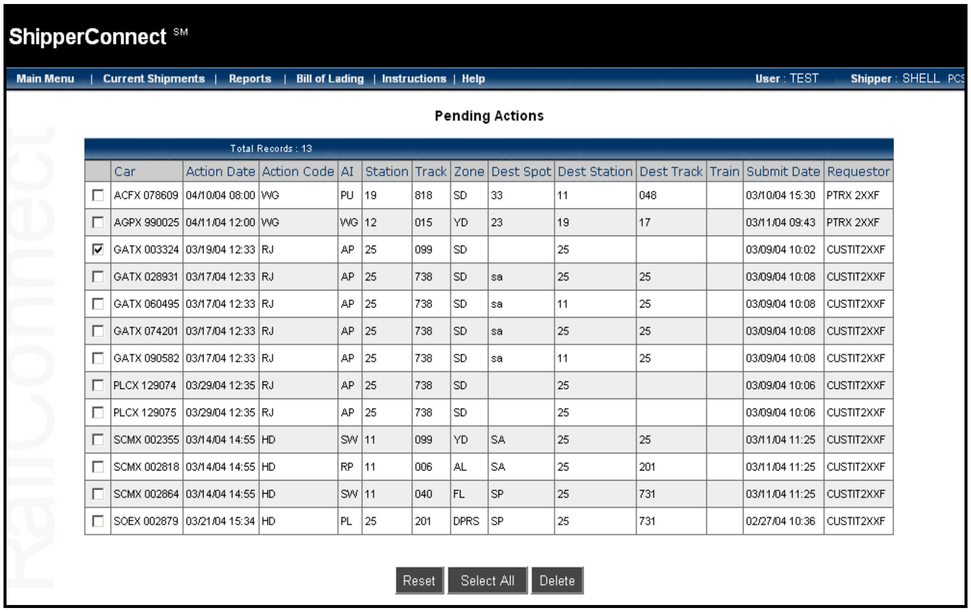
Figure 48

The following fields appear from left to right:

Car	Initial/number of the car.
Action Date	Date the action is going to be processed.
Action Code	Action that has been requested.
AI	Most recent activity indicator associated with the car.
Station/Track/Zone	Current location of the car.
Dest Spot/Dest Station/Dest Track	Location for which the car is destined.
Train	Train to which the car is assigned (if assignment has taken place).
Submit Date	Date the request for action was submitted.
Requestor	User requesting the action.

2. To cancel a request for a pending action, place a check mark in the box to the left of the car.

3. Click on the **Delete** button (Figure 49).



	Car	Action Date	Action Code	AI	Station	Track	Zone	Dest Spot	Dest Station	Dest Track	Train	Submit Date	Requestor
☐	ACFX 078609	04/10/04 08:00	WG	PU	19	818	SD	33	11	048		03/10/04 15:30	PTRX 2XXF
☐	AGPX 990025	04/11/04 12:00	WG	WG	12	015	YD	23	19	17		03/11/04 09:43	PTRX 2XXF
☑	GATX 003324	03/19/04 12:33	RJ	AP	25	099	SD		25			03/09/04 10:02	CUSTIT2XXF
☐	GATX 028931	03/17/04 12:33	RJ	AP	25	738	SD	sa	25	25		03/09/04 10:08	CUSTIT2XXF
☐	GATX 060495	03/17/04 12:33	RJ	AP	25	738	SD	sa	11	25		03/09/04 10:08	CUSTIT2XXF
☐	GATX 074201	03/17/04 12:33	RJ	AP	25	738	SD	sa	25	25		03/09/04 10:08	CUSTIT2XXF
☐	GATX 090582	03/17/04 12:33	RJ	AP	25	738	SD	sa	11	25		03/09/04 10:08	CUSTIT2XXF
☐	PLCX 129074	03/29/04 12:35	RJ	AP	25	738	SD		25			03/09/04 10:06	CUSTIT2XXF
☐	PLCX 129075	03/29/04 12:35	RJ	AP	25	738	SD		25			03/09/04 10:06	CUSTIT2XXF
☐	SCMX 002355	03/14/04 14:55	HD	SW	11	099	YD	SA	25	25		03/11/04 11:25	CUSTIT2XXF
☐	SCMX 002818	03/14/04 14:55	HD	RP	11	006	AL	SA	25	201		03/11/04 11:25	CUSTIT2XXF
☐	SCMX 002864	03/14/04 14:55	HD	SW	11	040	FL	SP	25	731		03/11/04 11:25	CUSTIT2XXF
☐	SOEX 002879	03/21/04 15:34	HD	PL	25	201	DPRS	SP	25	731		02/27/04 10:36	CUSTIT2XXF

Figure 49

NOTE: You may delete several actions at once using this function.

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4. Click **OK** to verify the action (Figure 50).

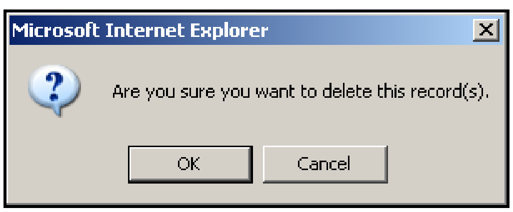


Figure 50

After a few seconds, ShipperConnect will return with a message acknowledging the success or failure of the delete (Figure 51).

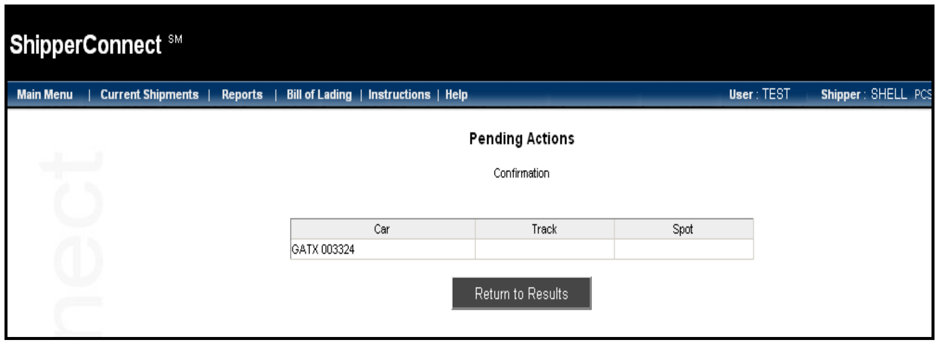
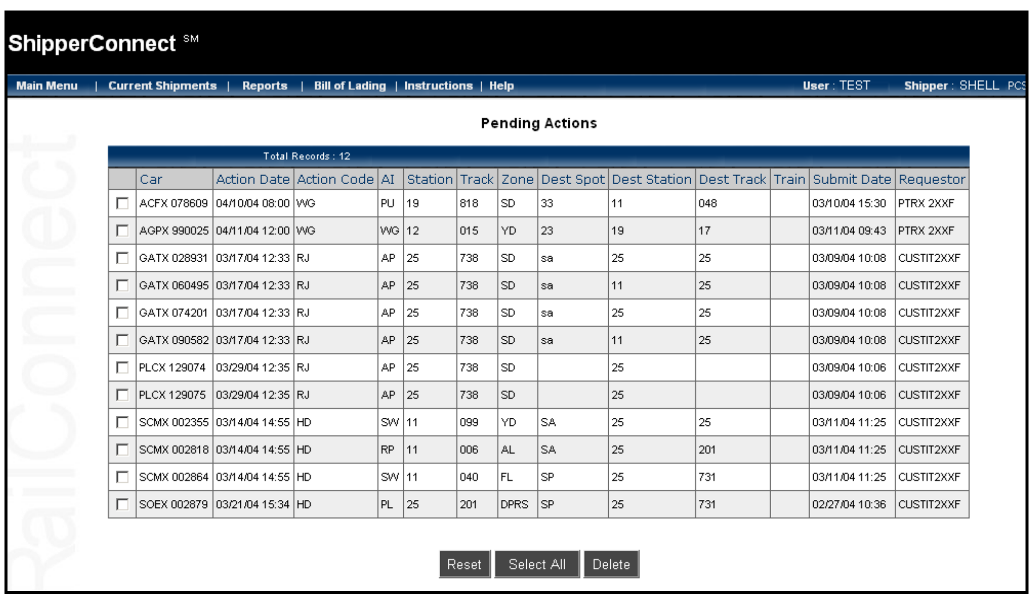


Figure 51

5. Click on the **Return to Results** button, and ShipperConnect will return you to the previous screen.

   You can see that the deleted action(s) have been removed from the list (Figure 52).



	Car	Action Date	Action Code	AI	Station	Track	Zone	Dest Spot	Dest Station	Dest Track	Train	Submit Date	Requestor
☐	ACFX 078609	04/10/04 08:00	WG	PU	19	818	SD	33	11	048		03/10/04 15:30	PTRX 2XXF
☐	AGPX 990025	04/11/04 12:00	WG	WG	12	015	YD	23	19	17		03/11/04 09:43	PTRX 2XXF
☐	GATX 028931	03/17/04 12:33	RJ	AP	25	738	SD	sa	25	25		03/09/04 10:08	CUSTIT2XXF
☐	GATX 060495	03/17/04 12:33	RJ	AP	25	738	SD	sa	11	25		03/09/04 10:08	CUSTIT2XXF
☐	GATX 074201	03/17/04 12:33	RJ	AP	25	738	SD	sa	25	25		03/09/04 10:08	CUSTIT2XXF
☐	GATX 090582	03/17/04 12:33	RJ	AP	25	738	SD	sa	11	25		03/09/04 10:08	CUSTIT2XXF
☐	PLCX 129074	03/29/04 12:35	RJ	AP	25	738	SD		25			03/09/04 10:06	CUSTIT2XXF
☐	PLCX 129075	03/29/04 12:35	RJ	AP	25	738	SD		25			03/09/04 10:06	CUSTIT2XXF
☐	SCMX 002355	03/14/04 14:55	HD	SW	11	099	YD	SA	25	25		03/11/04 11:25	CUSTIT2XXF
☐	SCMX 002818	03/14/04 14:55	HD	RP	11	006	AL	SA	25	201		03/11/04 11:25	CUSTIT2XXF
☐	SCMX 002864	03/14/04 14:55	HD	SW	11	040	FL	SP	25	731		03/11/04 11:25	CUSTIT2XXF
☐	SOEX 002879	03/21/04 15:34	HD	PL	25	201	DPRS	SP	25	731		02/27/04 10:36	CUSTIT2XXF

Figure 52

e-Railtrace

The e-Railtrace function gives you the ability to easily display movement history for cars that have moved or are moving on the railroad sponsoring your ShipperConnect session. Your facility must be enabled to use this function before you connect to it.

To work with e-Railtrace:

1. Select **e-Railtrace** from the *Current Shipments* drop-down menu or the **e-Railtrace** button on the action box. The *e-Railtrace* window appears (Figure 53).

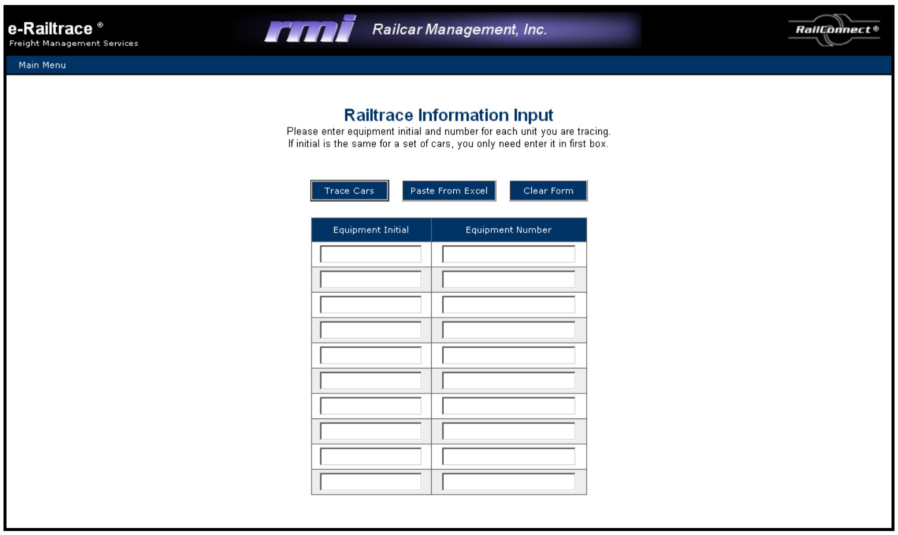


Figure 53

2. Enter the car IDs manually, or click on the **Paste From Excel** button to paste them after copying from an Excel spreadsheet. (For more information about this feature, see *"Paste From Excel"* on page 47.)

3. When you have entered one or more car IDs, click on the **Trace Cars** button, and the *Railtrace Results* window appears (Figure 54).

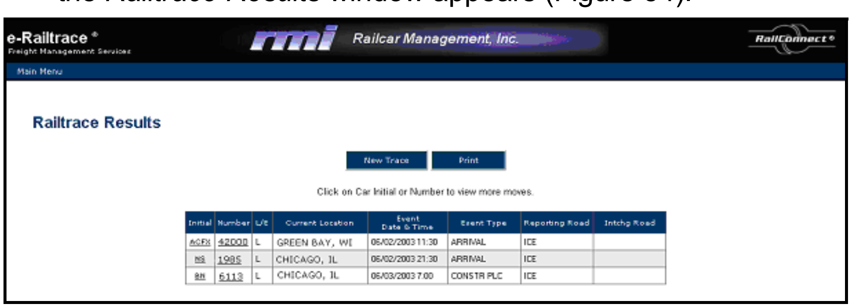


Figure 54

4. Click on the **Print** button to print this screen.

5. To obtain more detail about a specific car on this screen, click on that car initial or number (Figure 55).

Figure 55

6. To print the results, click on the **Print** button, or click **New Trace** to trace more cars.

   To see additional details about more of the cars from your previous list, use your browser's **Back** button to return to that list and select another car.

Paste From Excel

The **Paste From Excel** feature allows you to copy up to ten sets of equipment initials and numbers at a time.

To use Paste from Excel

1. Enter your equipment initials and numbers in a 2-column format in Excel. When you click on the **Paste from Excel** button in ShipperConnect, the following window appears (Figure 56).

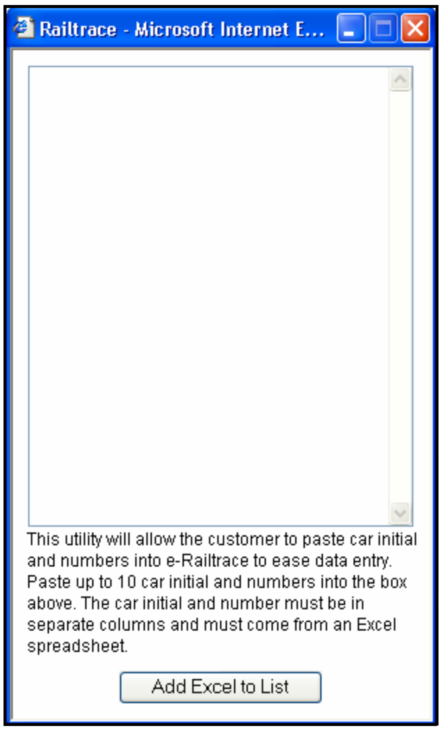


Figure 56

2. Select the information (in a 2-column format) on your Excel spreadsheet that you want to export and use **Ctrl+C** to copy the information (Figure 57).

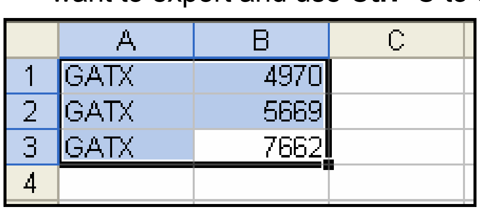


Figure 57

3. Return to the ShipperConnect *e-Railtrace* screen, position your cursor in the pop-up window, and use **Ctrl+V** to paste in the information from Excel (Figure 58).

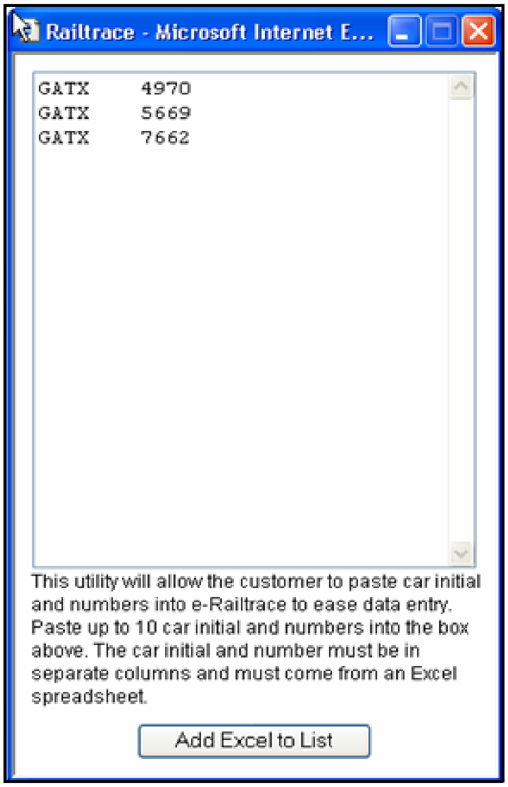


Figure 58

4. Click on the **Add Excel to List** button, and ShipperConnect will fill the *Equipment Initial* and *Equipment Number* fields with the information you have copied from your Excel spreadsheet (Figure 59).

Equipment Initial	Equipment Number
GATX	4970
GATX	5669
GATX	7662

Figure 59

5. Continue with e-Railtrace as normal.

Reports

Introduction

The **Reports** option allows you to see scheduled e-Reports for your facility (Figure 60). You must have previously established these reports if you want to access them from the ShipperConnect interface.

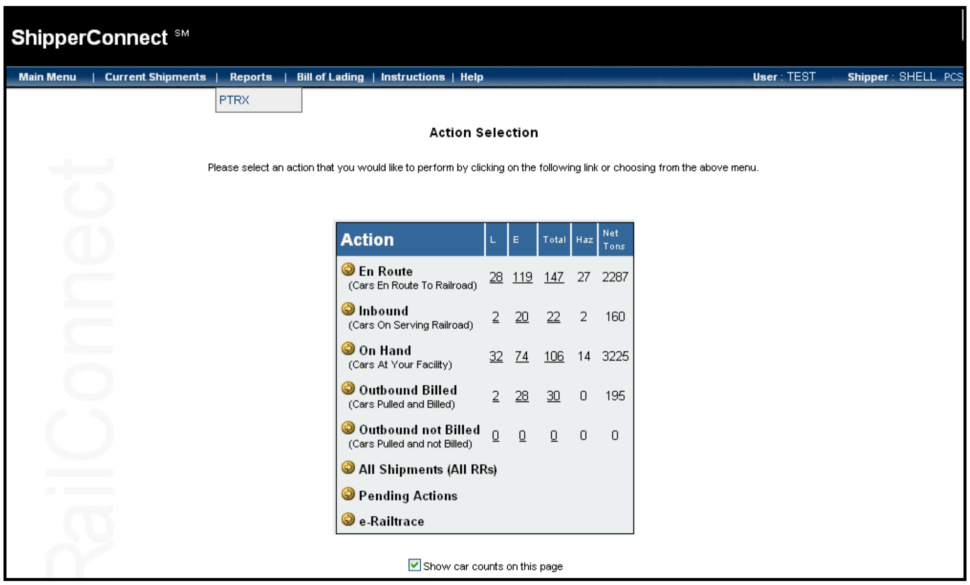


Figure 60

Bill of Lading

Introduction

The **Bill of Lading** option on the *ShipperConnect* screen connects you with the ShipperConnect e-bol (electronic bill of lading) package (Figure 61). E-bol provides an easy-to-use tool that is available at any time to provide release and billing instructions for either repetitive or one-time movements. Your facility must be enabled to use e-bol before you connect to it.

Many shippers make repetitive shipments on a regular basis. The e-bol system allows you to establish repetitive billing patterns to help you create bills of lading for these shipments. Basic shipping information can be entered once, then accessed when creating similar bills of lading, thus minimizing your data entry.

When a bill of lading is entered, it is automatically routed to the appropriate AS/400 for TMS users, or to RAILINC for distribution to other railroads. If an acknowledgement is received from the railroad, the system has the ability to distribute it back to you via e-mail. The system can also send a flat file of the entered bills back to you as an e-mail. Once a bill of lading has been submitted to the originating carrier, e-bol provides easy-to-use tools for checking the status of electronic data interchange (EDI) and correcting any errors before re-transmission.

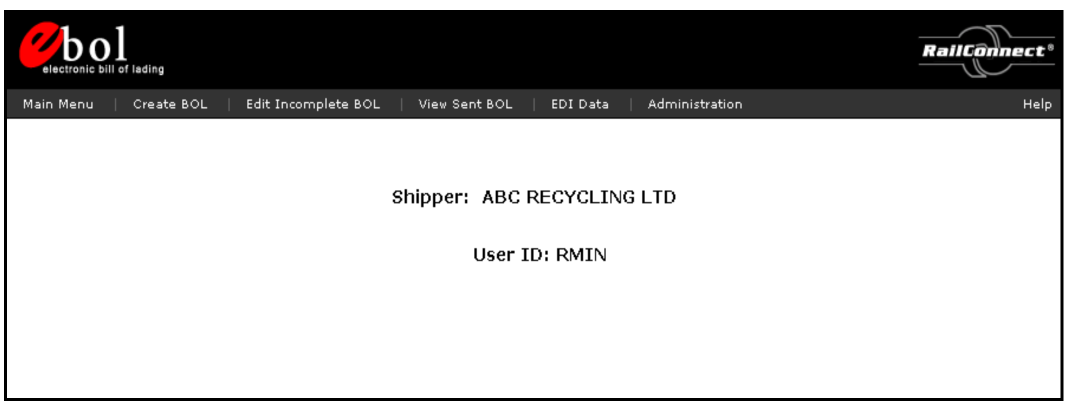


Figure 61

Instructions

Introduction

The **Instructions** option allows you to communicate directly with your serving railroad. You can request particular types and numbers of cars or enter free-form instructions or messages. This option is linked directly to the TMS *Customer Order* module so that you can monitor your requests as they are transmitted.

To view instructions:

1. Select the **View Shipping Instructions** on the *Instructions* drop-down menu (Figure 62).

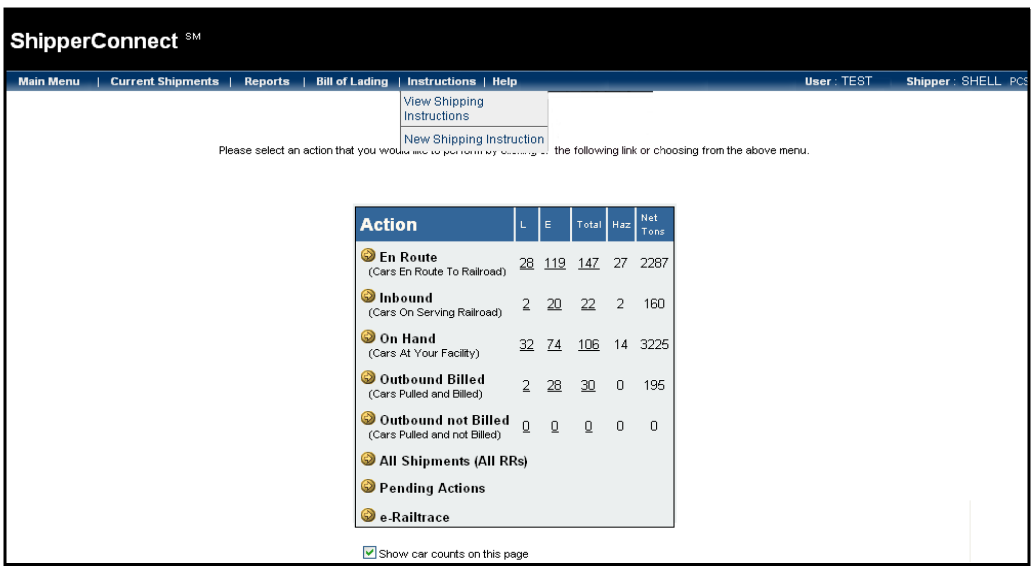


Figure 62

The *Railroad Switch Instructions* window appears (Figure 63).

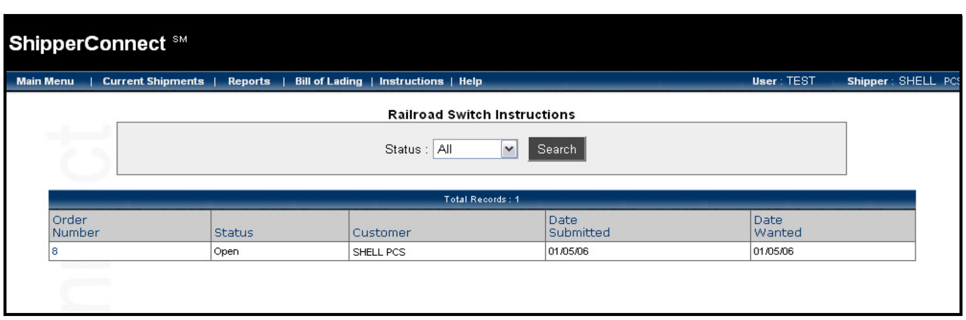


Figure 63

2. To view cars by status (**All**, **Open**, or **Completed**), make your selection from the *Status* drop-down menu and click on the **Search** button (Figure 64).

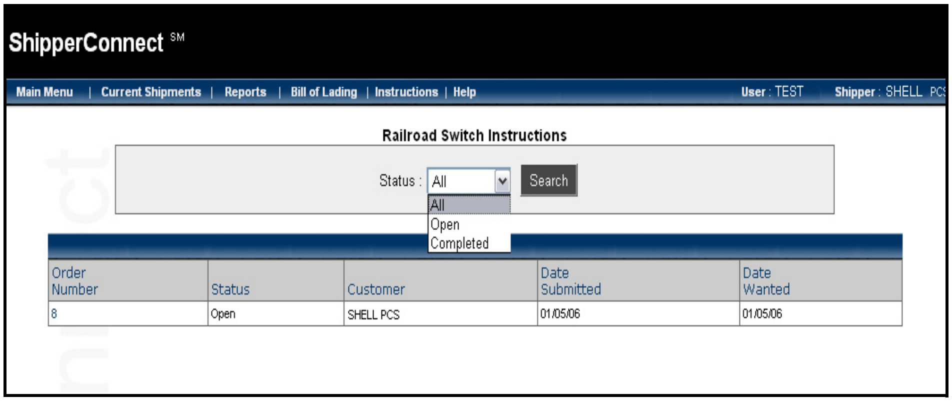


Figure 64

If the type of order(s) you requested are available, a list will appear.

The following fields appear from left to right:

Order Number — Order number of your request assigned by the system.

Status — Status of the car. The valid options are
- All
- Open
- Completed.

Customer — Name of the customer submitting request.

Date Submitted — Date your request was submitted.

Date Wanted — Date your request is to be completed.

To submit new instructions or messages:

1. Select the **New Shipping Instruction** option from the *Instructions* drop-down menu. The *Railroad Switch Instructions Entry* window appears (Figure 65).

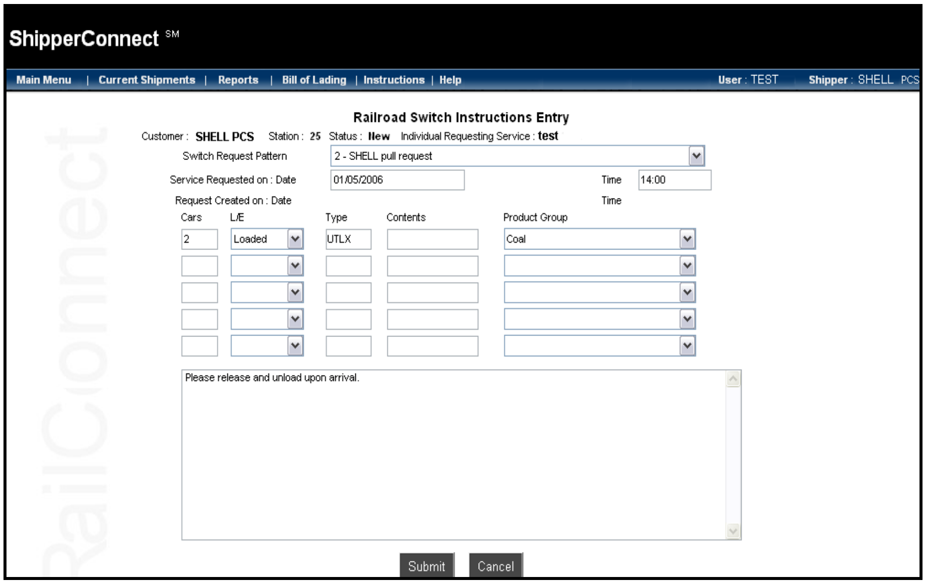


Figure 65

Complete the necessary fields on this entry window:

Switch Request Pattern	You must select a pattern before you enter instructions.
Service Requested on: Date/Time	Enter the date and time on which you want the service to be performed. These are required fields.
Cars	Enter the number of cars you are requesting.
L/E	Use the drop-down menu to select **Load** for loaded cars, or **Empty** for empty cars.
Type	Enter the car type you are requesting.
Contents	Enter the contents of the car(s) you are requesting.
Product Group	Use the drop-down menu to select a product group.
	Type your message or instructions in the box at the bottom of the screen.

2. Click on the **Submit** button, or click **Cancel** to terminate.

3. Click **OK** to confirm the action (Figure 66).

Figure 66

The *Railroad Switch Instructions Entry* window appears with your instructions (Figure 67).

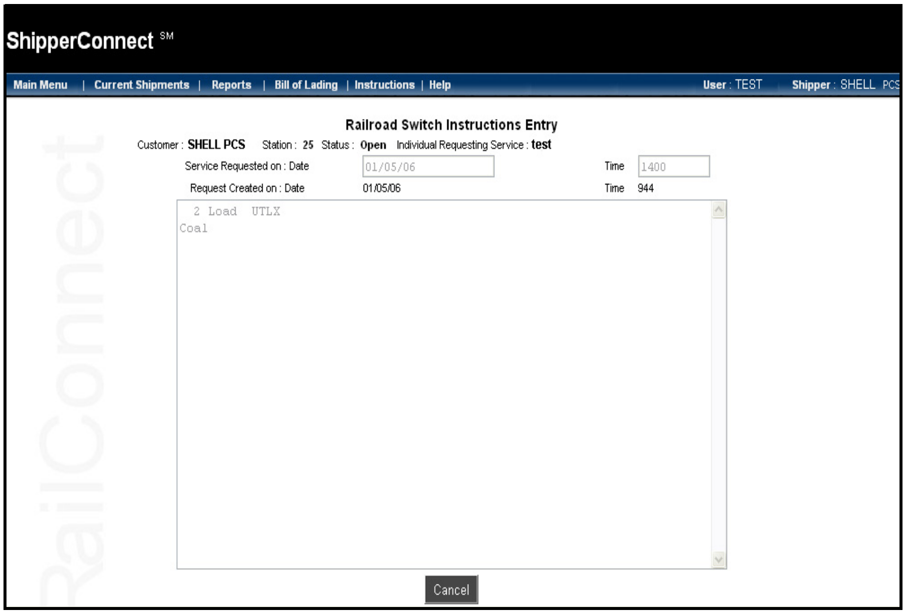


Figure 67

4. Press **Enter** to send your instructions and return to the *Railroad Switch Instructions* window.

Your newly created instruction(s) will appear in the revised list (Figure 68).

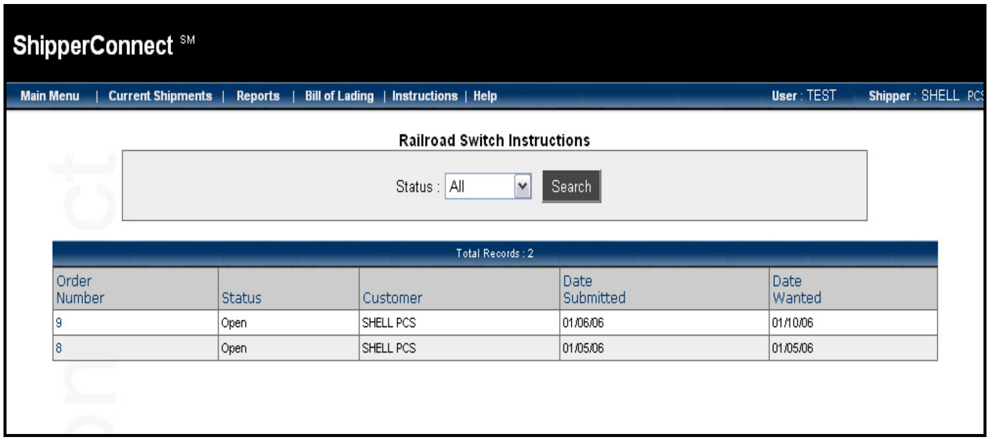


Figure 68

Help

Online Guide

The **Help** option gives you access to the *ShipperConnect Online Guide*. Click **Help** and the online user's guide appears (Figure 69).

Figure 69

Guide to Action Codes and Activity Indicators

Action Codes and Activity Indicators

Action Codes - Inbound Cars

Create Bill	Create a new bill of lading using the ShipperConnect e-bol (electronic bill of lading) package and request that the car be loaded.
Turn	Tells the railroad to turn the car.
Weigh	Tells the railroad to weigh the car.
Reject	Indicates that the car is not to be spotted at your facility. Railroad should pull the car.
Hold	Tells the railroad to put the car in a hold status.
Bad Order	Indicates that the car is in a bad order status. Railroad should repair on the spot or route to repair facility.
Place	Tells the railroad to spot this car at your facility.

Action Codes - On Hand Cars

Create Bill	Create a new bill of lading using the ShipperConnect e-bol (electronic bill of lading) package and request that the car be loaded.
Turn	Tells the railroad to turn the car.
Weigh	Tells the railroad to weigh the car.
Reject	Indicates that the car is not to be spotted at your facility. Railroad should pull the car.
Hold	Tells the railroad to put the car in a hold status.
Bad Order	Indicates that the car is in a bad order status. Railroad should repair on the spot or route to repair facility.

Release Empty	Releases the car as an empty and instructs the railroad to pull the car from your facility. (Unless an empty bill of lading is created, the car will be reverse-routed).
Release and Reload	Releases the car and immediately puts it back on spot for reloading. The demurrage cycle for the inbound move is terminated at that time and a new cycle begins.

Activity Indicators (AI)

SW	Car will be 'Switched' to the next yard or track.
PL	Car will be 'Placed' or spotted at industry.
PU	Car will be 'Pulled' or picked up from industry.
NO	Car 'Not Yet Ordered' in to industry.
AP	Car is on 'Actual Placement' or spot at industry.
RP	Car is being 'Repaired.'
RJ	Car has been 'Rejected.'
WG	Car will be 'Weighed.'
HU	Car has been 'Humped.'

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