

Southbound Clearance SBC

Quick Reference Guide



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For assistance, please contact Union Pacific at 800-877-0531 from the United States of America or at 001-800-520-1771 from Mexico

Information Services - Information Technologies

What is SBC?

Southbound Clearance (SBC) is a Union Pacific Internet application for customers to manifest (clear or release) loaded railroad cars for furtherance into Mexico.

To access the Union Pacific's Southbound Clearance web application you will require the following:

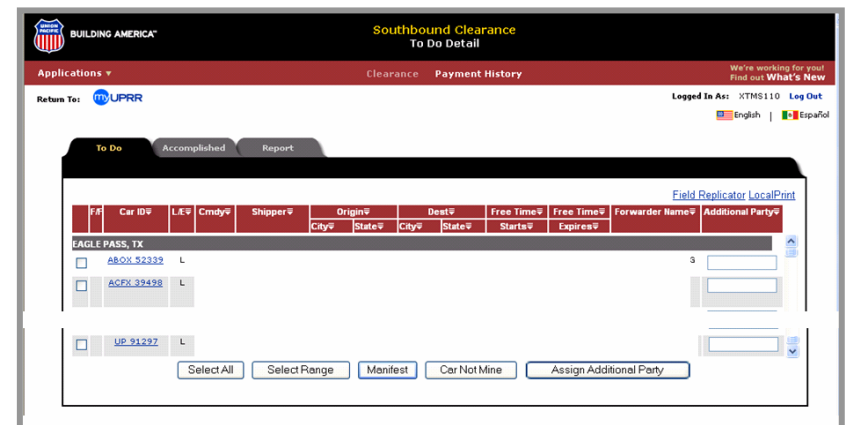
1. A personal computer with an approved web browser connected to the Internet.
2. A Union Pacific assigned Userid and password granting access to MyUPRR Web page.
3. Users will also need authority to access and update information on Union Pacific's SBC web page.
4. Requests for MyUPRR and SBC access should be directed to the International Customer Service Center (ICSC) in Laredo, TX at telephone number 800-877-0531 from the USA or 01-800-520-1771 from Mexico.

Accessing the SBC web page

1. Open your Internet Browser and go to the Union Pacific home page at <http://www.up.com>.
2. Select the Customers link and click on MyUPRR.
3. The Applications page displays. Double click on the Southbound Clearance link under ? Ship.



4. When the login screen displays, enter your UPRR assigned Userid and Password.
5. The SBC page will display as shown.
Note: You can enter the following URL directly in the address line, <https://c02.my.uprr.com/sbc/secure/index.jas> (lower case), to proceed directly to the SBC login screen.



The labeled folders across the top of the page are used to select the various SBC features. The To Do tab will open as the default screen.

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Note: To display the SBC folders in Spanish, click on the Mexican flag icon on the upper right of the display.

Manifesting or releasing cars to Mexico

- There are three tabs that appear on the Clearance folder:
 - The To Do Tab
 - The Accomplished Tab
 - The Reports Tab
- The To Do Tab displays a list of notified (to do) cars requiring custom's clearance sorted by interchange gateway. If the view for a gateway is collapsed click on plus (+) sign to the left of the city name to expand the selection.
- A second tab Accomplished appears and may be selected. This link will display a list of cars that have already been manifested.

FF	Car ID	LE	Cmty	Shipper	Origin	Dest	Time Of	Free Time	Forwarder Name	Additional Party	
					City	State	City	State	Notification	Expires	
<input type="checkbox"/>	SCOT 505	L	FLOUR	CARGILL	SAINT LOUIS	MO	LAREDO	TX	05 24 0810	05 27 2359	UNION PACIFIC RAILROAD
<input type="checkbox"/>	SCOT 506	L	FLOUR	CARGILL	SAINT LOUIS	MO	LAREDO	TX	05 24 0810	05 27 2359	UNION PACIFIC RAILROAD
<input type="checkbox"/>	SCOT 507	L	FLOUR	CARGILL	SAINT LOUIS	MO	LAREDO	TX	05 24 0810	05 27 2359	UNION PACIFIC RAILROAD
<input type="checkbox"/>	SCOT 508	L	FLOUR	CARGILL	SAINT LOUIS	MO	LAREDO	TX	05 24 0810	05 27 2359	UNION PACIFIC RAILROAD

Manifest Car Not Mine Assign Additional Party

- Review all of the information for the cars displayed that you want to manifest.
- Select the cars that you will be manifesting by putting a check mark in the box to the left of car initial and number.
- After you have selected the cars to be manifested scroll down to the bottom of the To Do Cars page and click on the Manifest button.
- You will be directed to the Broker Clearance screen for the cars selected.

- On the Broker Car Clearance screen select the cars to be manifested by putting a check in the box to the left of the car id.

Broker Car Clearance For
UNION PACIFIC RAILROAD

Field Replicator

Car ID	Cmty	Mexican		Mexican Dest		Totl Chrgs Due	SED Info	Doc.#	Brok.#	Pedimento#	Confirmation#
		Broker	Consignee	City	State						
<input type="checkbox"/> SCOT 505	FLOUR		GALLEGOS PAVI	LAREDO	TX	\$7850.00	-				
<input type="checkbox"/> SCOT 506	FLOUR		GALLEGOS PAVI	LAREDO	TX	\$7850.00	-				
<input type="checkbox"/> SCOT 507	FLOUR		GALLEGOS PAVI	LAREDO	TX	\$7850.00	-				
<input type="checkbox"/> SCOT 508	FLOUR		GALLEGOS PAVI	LAREDO	TX	\$7850.00	-				

Select All Select Range Save Pay Manifest Cancel

- Type in the manifest information for the unit(s) selected directly into the fields displayed. To apply the information to the selected cars click the Manifest button.

Note: If there is an amount displayed in the Totl Crgs Due column the SBC system will not allow updating the clearance information until the charges are cleared. Please refer to the AOW process for instructions.

- The system will return you to the To Do tab when the cars have been processed.

Account on the Web (AOW)

If the unit(s) displayed on the Broker Clearance screen show charges due that have not been cleared, the user should pay these charges directly via AOW link from the SBC system before attempting to manifest the unit(s).

Using AOW

- On the Broker Car Clearance screen click on the Pay button.
- The AOW payment window will display.

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- Fill in the required AOW data fields. The required fields appear highlighted in yellow.
- Click the [Pay Now](#) button to process the electronic payment.
- The AOW system will respond with confirmation that payment was received.
- To save the account information for use in the future, enter a description for the account you want to save. This description will be the display name in the [Saved Account Info](#) drop down list at the top of the screen.
- Place a check in the [Save Account Info](#) box. The saved account information will display in the drop-down list at the top of the screen.
Note: The information will be saved only if the [Save Account Info](#) box is checked.
- To retrieve the saved account information click on the drop-arrow to the right of the [Saved Account Info](#) field at the top of the screen. Select from the list of saved accounts. The [ABA Routing No.](#) and [Bank Account Number](#) fields will auto populate based on the saved account you selected.

Processing multiple cars with the same clearance information

- On the [Broker Car Clearance](#) screen, select the cars to update by putting a check in the box to the left of the car id. Click the [Field Replicator](#) link (upper left of screen.)
- A new window will display the [Car Clearance Replicator](#) with a list of the cars selected.

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3. Highlight the cars you want to update with the same information. To highlight more than one car hold down the Ctrl key, and click each additional car you want to select.
4. Fill in the necessary Custom Clearance information.
Note: First, select the State for the Broker and Consignee information and then enter the city. This section allows wild card searches. Enter the first four letters of the Broker or Consignee information followed by an "*", next click on the Look-up/Search icon to the right. Finally, select the customer information from the pick-list.
5. When all of the fields display the desired manifest information, click on the Apply button.
6. Follow steps 9 through 12 for cars having different manifest information.
7. When all of the cars have been manifested, click on the Save button. (Clicking on the Reset All button will erase the information captured in steps 9 through 12.)
8. The Broker Clearance screen displays again with updated manifest information.
9. Select the cars you want to manifest by checking the box to the left and clicking the Manifest button.
10. The SBC system will move the cars from the To Do list to the Accomplished list.
11. Click on the Done button to return to the Clearance tab view.

Assigning/Removing assigned cars – via To Do Tab

SBC allows authorized users to assign cars to third parties. It also allows users to remove cars notified in error that display in the To Do list.

F/F	Car ID	L/E	Comdy	Shipper	Origin	Dest	Time Of	Free Time	Forwarder Name	Additional Party	
					City	State	City	State	Notification	Expires	
<input type="checkbox"/>	SCOT 505	L	FLOUR	CARGILL	SAINT LOUIS	MO	LAREDO	TX	05 24 0810	05 27 2359	UNION PACIFIC RAILROAD
<input type="checkbox"/>	SCOT 506	L	FLOUR	CARGILL	SAINT LOUIS	MO	LAREDO	TX	05 24 0810	05 27 2359	UNION PACIFIC RAILROAD
<input type="checkbox"/>	SCOT 507	L	FLOUR	CARGILL	SAINT LOUIS	MO	LAREDO	TX	05 24 0810	05 27 2359	UNION PACIFIC RAILROAD
<input type="checkbox"/>	SCOT 508	L	FLOUR	CARGILL	SAINT LOUIS	MO	LAREDO	TX	05 24 0810	05 27 2359	UNION PACIFIC RAILROAD

Manifest Car Not Mine Assign Additional Party

Assigning – authorized SBC users can designate a third party to assume responsibility for the Clearance of a car that appears in their To Do list.

1. Select the To Do tab and locate the cars to be assigned to a third party.
2. Place a check mark in the box to the left of each car id being assigned.
3. Click on the Field Replicator button on the top right of the Clearance folder. The Broker Assignment Replicator window will display.

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4. Highlight the car or cars you will be assigning to another party.
5. Fill in the Assign to information then click Apply.
6. After clicking Save the Clearance folder displays with the new assignment.
7. Click the Assign Additional Party button at the bottom of the page.
8. The selected cars will be updated with the new assignment.

Removing Assignment – allows user to remove cars notified in error from their To Do list.

1. Select the Clearance tab and locate the car(s) being unassigned.
2. Place a check mark in the box to the left of each car id to be removed from assignment.
3. Click the Car Not Mine button. The car(s) will be removed from the To Do list.

Reports Tab – future use

Display option for SBC Folders

SBC allows the individual user to customize information displayed by header in the folders. Each field heading has a, "Header Label." Clicking on the, "Header Label," sorts the column alphabetically or numerically in descending order.

FF	Car ID	L/E	Cmdy	Shipper	Origin	Des
<input type="checkbox"/> Y	UP 219303	L	FLOUR	FIVE STAR LUMBER	SAINTE LOUIS	MO
<input type="checkbox"/> N	SCOT 220296	L	FLOUR	ANHEUSER BUSCH	SAINTE LOUIS	MO
<input type="checkbox"/> N	SCOT 220297	L	FLOUR	ANHEUSER BUSCH	SAINTE LOUIS	MO

Secured Equipment Trace via SBC

SBC allows a user to request a secured equipment trace directly from the feature tabs.

1. Select the Tab that you will be accessing (e.g. the To Do tab).
2. Locate the equipment id that you want to trace.
3. Click on the highlighted car id.
4. The secured equipment trace will display as shown.

Note: In some cases certain SBC users might not have access to view the secured trace information. If you feel that, this is in error, please contact the Union Pacific International Customer Service Center (telephone numbers are listed above in the header of this document).

Retrieving Payment Confirmation Information

SBC and AOW retain payment history information. This is especially useful if the user was not able to print a payment confirmation when it was initially displayed. To display and print stored payment history, use the following:

1. Go to the Payment History link located in center of the red applications bar on the Clearance Detail screen. Click on the link.
2. The UP:AOW - Payment List displays in a separate browser window.
3. Select the Completed folder tab to display a list of payments already completed.
4. Locate the payment(s) that you need to print and place a check mark in the box to the far left of the entry. Click the Export button at the bottom of the screen.
5. A new window displays with the information you had selected displaying in Adobe PDF format. **Note:** The Adobe PDF reader must be installed on your computer for the payment history information to export and display in the window for printing..
6. Go to File and select Print on the PDF screen to send the information to your default Window's printer.