

Carta Porte

How do I submit Carta Porte to Union Pacific?

- There are multiple ways to submit Carta Porte data to Union Pacific
 - Bill of Lading submission using EDI
 - EDI version 5010 or newer
 - Ensure the following segments are added:
 - REF*UNC (Commodity Code [Clave Producto])
 - N9*MTC (Customs Tariff Code [Fracción Arancelaria])
 - N9*MPC (Mexico Unit Packaging Code [Clave Unidad])
 - N9*MHC (UN Identification Code of the hazardous substance [Clave Producto Peligroso]) Only Hazmat Shipments
 - N9*MHP (Mexico Hazardous Packaging Code [Tipo Embalaje]) Only Hazmat Shipments
 - N10 Segment (Commodity description, package type & quantity, etc.)
 - At least one instance of this segment is required when REF01 is 'UNC'. Additional instances are required when different package types (N1010) exist for the same commodity within a single shipment
 - PER*SP (Special Program Contact)
 - Contact name, phone number (TE) and email address (EM) are required
 - N9*UUI (Universally Unique Identifier) Only Northbound shipments (Originating from Mexico)

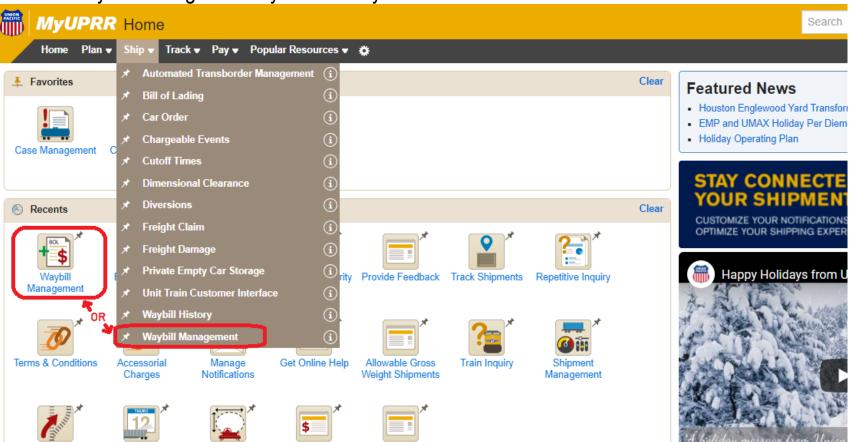


Carta Porte

How do I submit Carta Porte to Union Pacific?

There are multiple ways to submit Carta Porte data to Union Pacific

Waybill Management System on MyUPRR



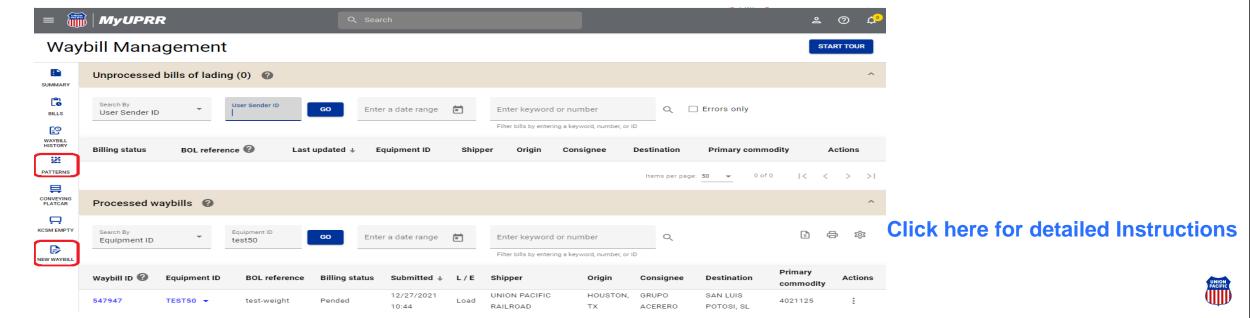
Click here for detailed Instructions



Carta Porte

How do I submit Carta Porte to Union Pacific?

- There are multiple ways to submit Carta Porte data to Union Pacific
 - Hybrid process utilizing EDI and Waybill Management App
 - Enter the Bill of Lading information without Carta Porte using EDI
 - A notification will be sent to state the "waybill was rejected" due to missing Carta Porte information
 - Go to MyUPRR and login to the Waybill Management App
 - The waybill in question will be available for editing in the "Unprocessed Bills of Lading"



Carta Porte – Requirements

What do customers need to provide?

- REF*UNC (Commodity Code (Clave Producto)) http://omawww.sat.gob.mx/tramitesyservicios/Paginas/documentos/CatalogosCartaPorte20.xls (reference the c_ClaveProdServCP tab)
- N9*MTC (Customs Tariff Code [Fracción Arancelaria])- must contain 10 digits and should not include punctuation http://omawww.sat.gob.mx/tramitesyservicios/Paginas/documentos/c_FraccionArancelaria08012021.xls
- N9*MPC (Mexico Unit Packaging Code [Clave Unidad])
 http://omawww.sat.gob.mx/tramitesyservicios/Paginas/documentos/catCFDI_V_4_23032023.xls
- N9*MHC (UN Identification Code of the hazardous substance) Only for Hazardous Shipments
- N9*MHP (Mexico Hazardous Packaging Code [Tipo Embalaje]) Only Hazmat Shipments
 http://omawww.sat.gob.mx/tramitesyservicios/Paginas/documentos/CatalogosCartaPorte20.xls (reference the c_TipoEmbalaje tab)
- N10 Segment
 - At least one instance of this segment is required when REF01 is 'UNC'. When REF01 is 'UNC', the following are required:
 - N1001, N1002 Quantity & Description of the Commodity
 - N1007 and N1008 Weight qualifier (K-Kilograms or L Pounds) and weight are required on loaded shipments
 - N1011 Required when ultimate origin country is outside North America
 - This field should NOT contain Canada, United States, or Mexico
 - N1012 Required when ultimate destination country is <u>outside North America</u>
 - This field should NOT contain Canada, United States, or Mexico



Carta Porte – Requirements

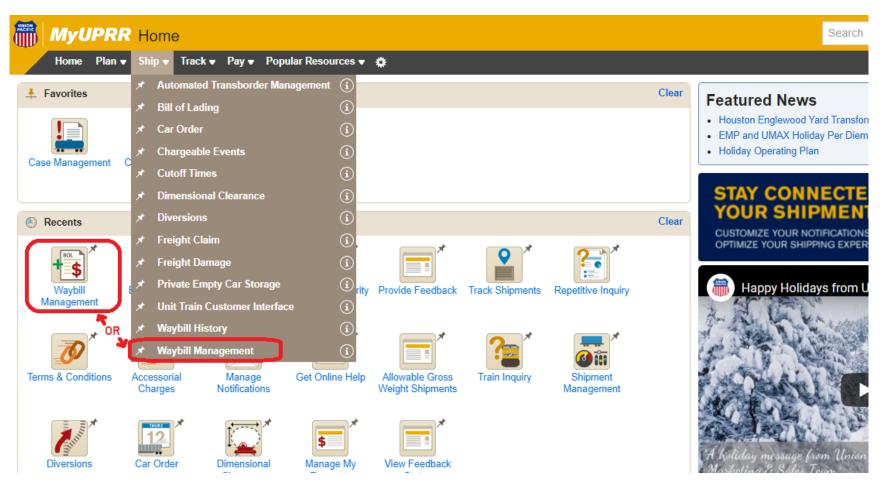
What do customers need to provide?

- **PER*SP** (Special Program Contact)
 - Contact name, phone number (TE) and email address (EM) are required
- N9*UUI (Universally Unique Identifier)
 - Required on all loaded shipments with a <u>rail origin in Mexico</u> to a rail destination outside Mexico. Also required on revenue empty shipments with 'A1' Pedimento type.



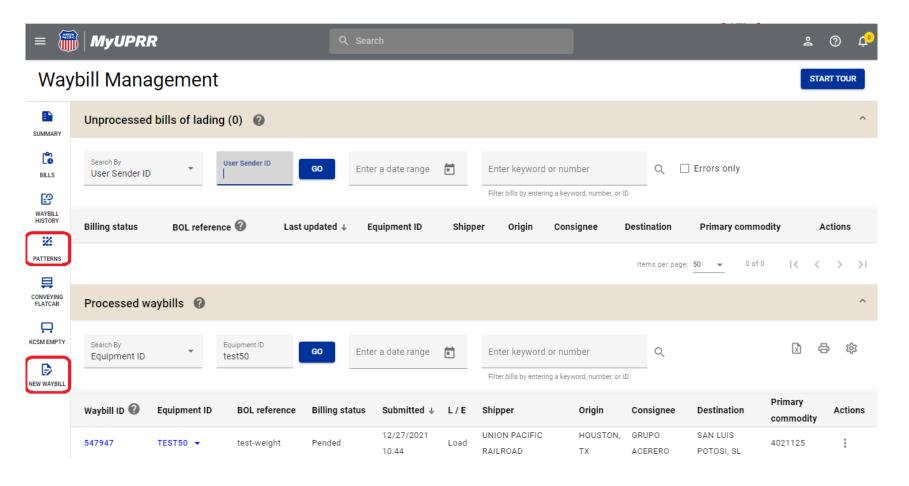


An alternative to providing this information via EDI 404 is UP's web billing tool, Waybill Management (WBM). It is located under the SHIP banner on MyUPRR or access it by clicking the Waybill Management icon.



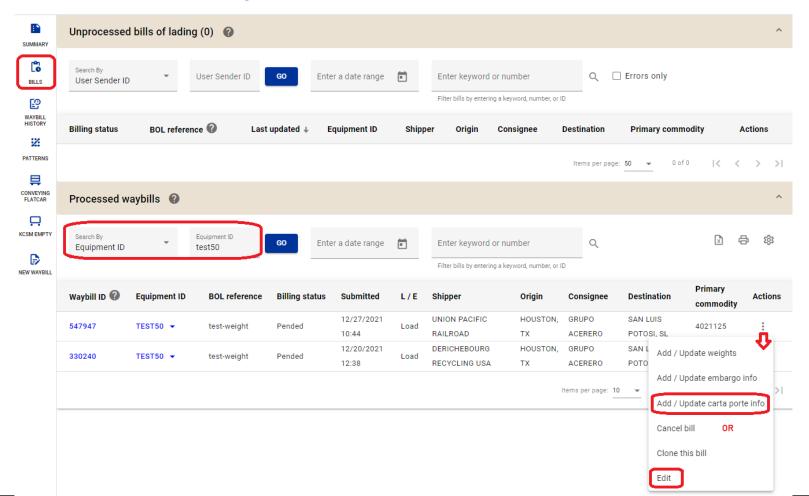


Users can include Carta Porte information on new billing or update it on existing bills. New bills can be entered by selecting previously created PATTERNS or via a blank form found on the NEW WAYBILL option on the navigation rail on the left side of the page.



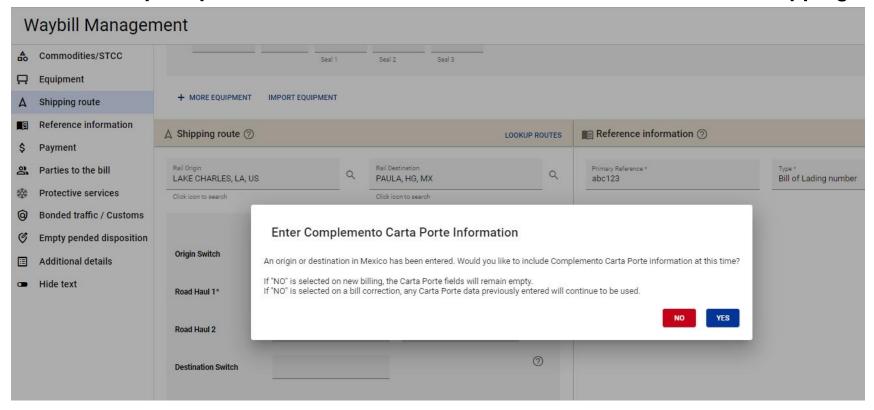


- Whether the bill was created via the web or by EDI you can update Carta Porte:
 Access the BILLS option on the navigation rail, then enter Search By criteria (like Equipment ID or Sender ID)
 If the bill is editable, the "Add/Update Carta Porte info" or "Edit" options will be displayed
- Select "Edit" when other changes are needed in addition to Carta Porte updates





Users get a Carta Porte prompt when a Rail Destination in Mexico is entered in the Shipping Route section.

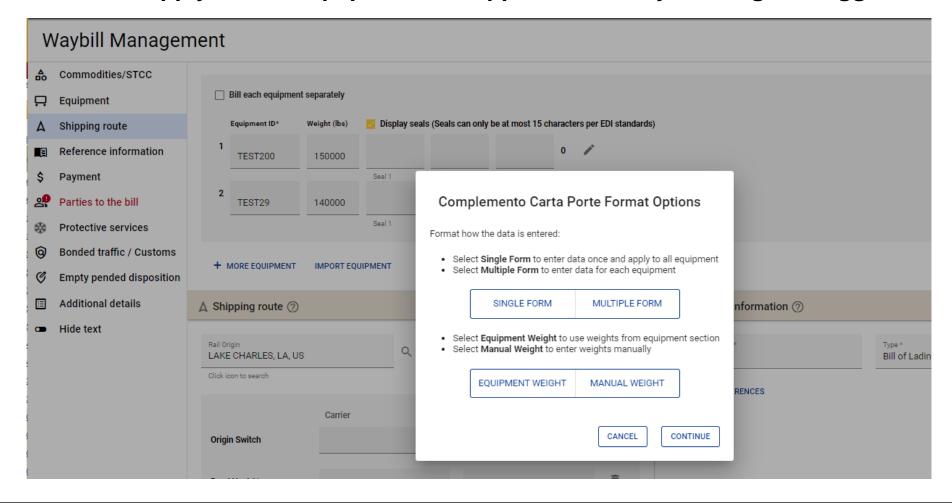


Selecting "Yes" enables the draft, pattern, and submit buttons to direct users to the Carta Porte page prior to processing. Selecting "No" skips the Carta Porte page. When editing an existing bill, any previously entered Carta Porte stays as is.





When accessing the Carte Porte screen, users can opt to copy the weight entered in the Equipment section or type it in manually. If billing multiple equipment, an option to enter the data once and apply it to all equipment will appear. Select by clicking the toggle buttons.





WASTE

= Complemento Carta Porte X CLEAR INFORMATION SINGLE FORM MULTIPLE FORM **EQUIPMENT WEIGHT** MANUAL WEIGHT 24 Hour Carta Porte Contact These fields must contain the contact information for someone who is available 24 hours a day, 7 days a week and is qualified to give Mexican Carta Porte instructions in the event any questions arise about the Carta Porte information provided for this shipment. A group telephone number and email address may be provided. Contact Name Phone Number Email Address 1-402-544-1234 JOHN.SMITH@SHIPPING.COM JOHN SMITH X-XXX-XXX-XXXX UNSPSC Tariff rate code Unit Packaging Code **UN Number** Hazardous Packaging Code 5 4707209100 11141604 Required for hazardous Required for hazardous commodities commodities Origin and Destination are only required on shipments moving outside North America Weight Weight Unit Ultimate Origin Ultimate Destination Car Load, Rail Pounds 135234 ISO-3166 Country Code ISO-3166 Country Code Smallest Package Commodity description

Enter Data as Needed in Each Field

Equipment ID: matches equipment previously entered

UNSPSC: Commodity Code per the SAT Catalogue (Clave Producto).

Tariff Rate Code: Also know as the MTC Code. The code source is Mexican Tax Authority (SAT by its Spanish acronym)

Unit Packaging Code: Also know as the MPC Code. The code source is Mexican Tax Authority (SAT by its Spanish acronym)

UN Number: applicable to the commodity.

Hazardous Packaging Code: Also know as the MHP Code. The code source is Mexican Tax Authority (SAT by its Spanish acronym. (*If UN Number is populated, MHP is required*)

Quantity: Enter count of packages per commodity

Type: Select the smallest unit per commodity

Weight: Enter the number of pounds or kilograms

Weight Unit: Select pounds or kilograms

Ultimate Origin: The ultimate origin country is outside North America.

Ultimate Destination: The ultimate destination country is outside North America.

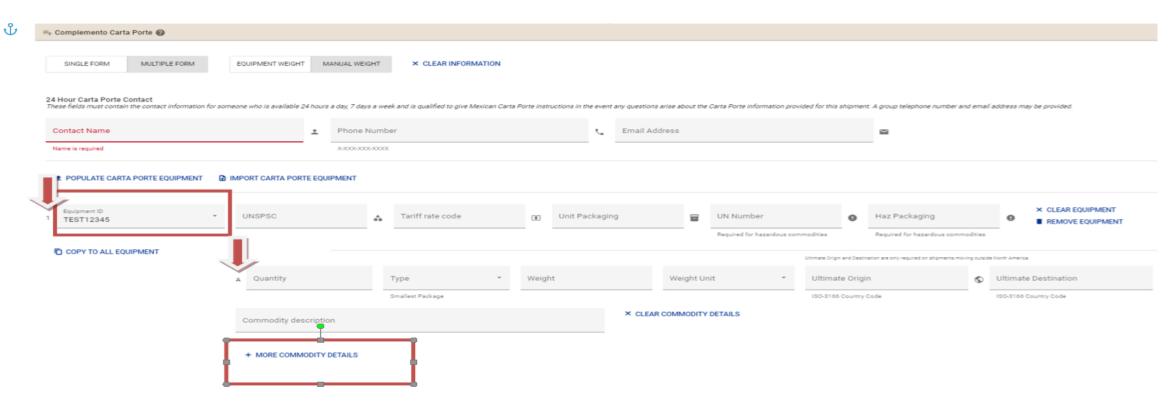
Commodity description: SAT commodity description

Waybill Management FAQ (1)

What happens if I want to document multiple cars and/or multiple commodities?

When multiple cars are listed on a bill, Waybill Management will display each equipment id (and number them). Please enter the required Carta Porte data for each individual equipment. If more that one commodity is being shipped in that equipment, click the "+ more commodity details" to display additional data fields.

Each commodity will be numbered and each nackage type per commodity will be lettered



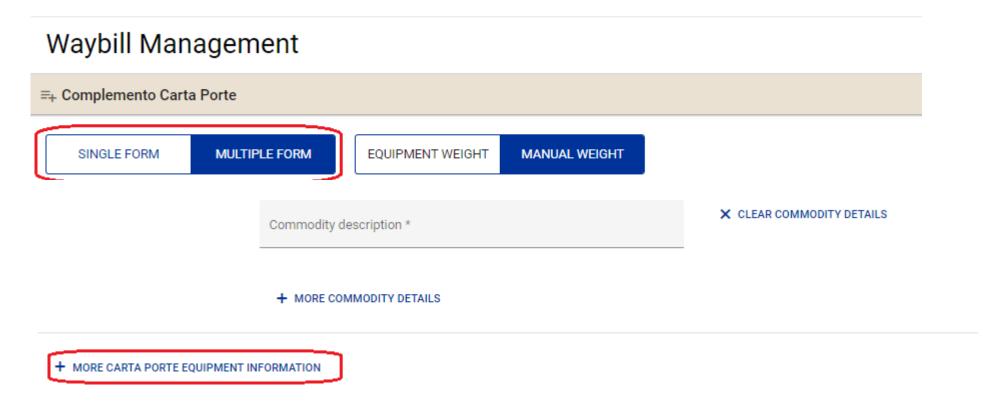


Waybill Management FAQ (1 cont)

What happens if I want to document multiple cars and/or multiple commodities?

WBM gives you the option to fill out one Carta Porte form and apply the same data to all equipment (Single Form option) or display an individual form for each equipment id (Multiple Form). Click the toggle button to change the format.

If more that one commodity is being shipped in that equipment, click the "+ More Carta Porte Equipment Information" link to display additional data fields.

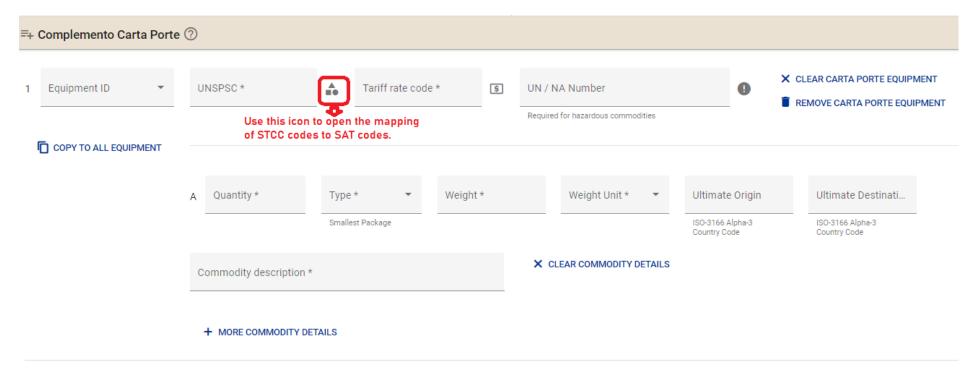




Waybill Management FAQ (2)

Do you have a UNSPSC list that I can check?

- Icons located after fields provide additional information.
- Please be aware that the Mexican Railroad Association developed a mapping for STCC vs. SAT catalogue for the main carload products identified as moved by rail (500-600 products). If your commodity is not in that catalogue you will have to consult the direct SAT Catalogue and determine which Commodity Code(s) corresponds to your shipment(s). Your customs broker may also be able to help you determine this code.

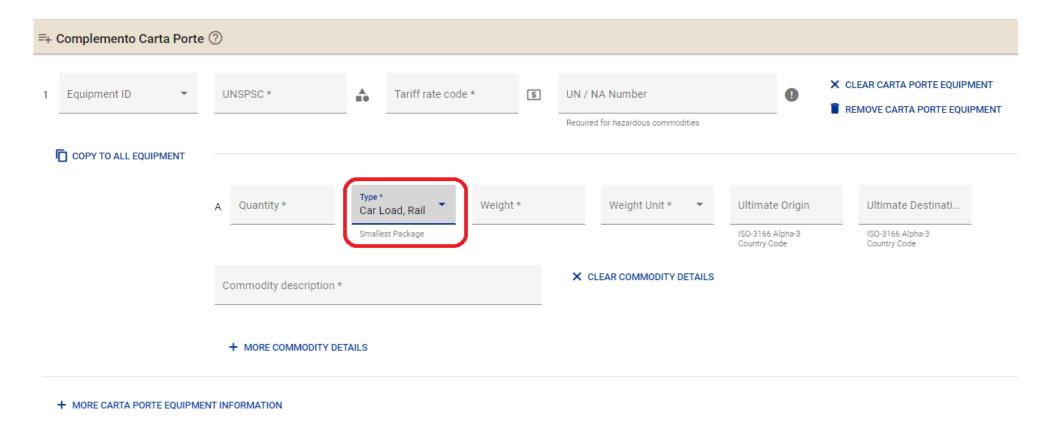




Waybill Management FAQ (3)

On the Type field, what would be the most appropriate option to choose when shipping bulk commodities?

If the commodity is loaded directly into the rail car without packaging, we recommend using the option of "Car Load, Rail" or "Tank Car" (if applicable).

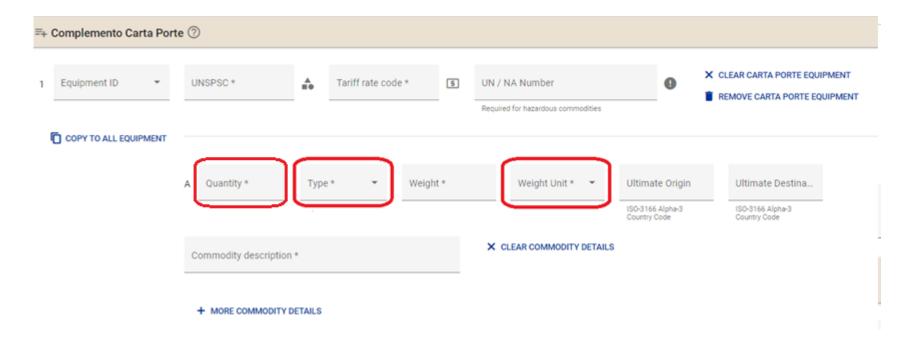




Waybill Management FAQ (4)

What is the difference between the **Quantity** and **Weight** fields?

- Quantity indicates the number of packages. In the case of a bulk shipment where the commodity is not packaged, use one (1) carload ("Car Load, Rail" or "Tank Car").
- If the commodity has been stored in a mix of package types for shipment, be sure to select the smallest kind of packaging in the corresponding Type field.
- Weight indicates the number of pounds or kilograms of the commodity being shipped.



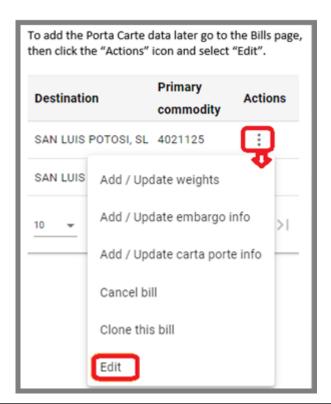


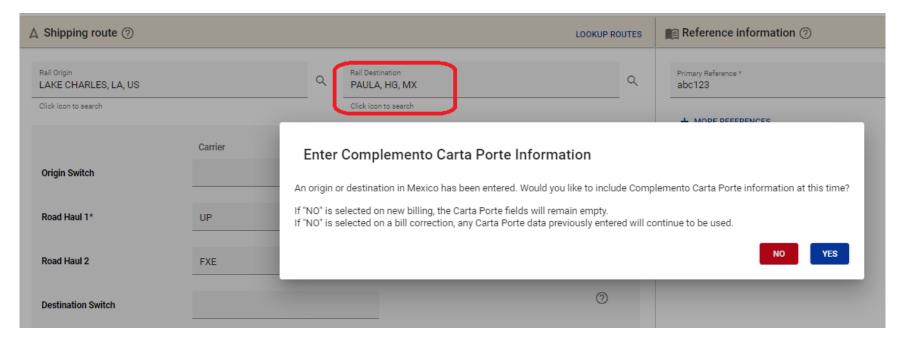
Waybill Management FAQ (5)

What if I don't have the Carta Porte information available, but need to get the car billed?

When a Mexico destination is entered a pop-up option appears. To submit billing without Carta Porte information and add it later, click the "NO" button. Clicking "NO" allows users to bypass Carta Porte. Keep in mind that it must be added prior to border crossing to

avoid delays and/or penalties.





To add Carta Porte later, find the bill on the Processed Bills section and click the Actions icon (3 dots). If the bill is editable, the "Add/Update Carta Porte info" or "Edit" options will be displayed. Select "Edit" if other changes are needed besides adding Carta Porte data.

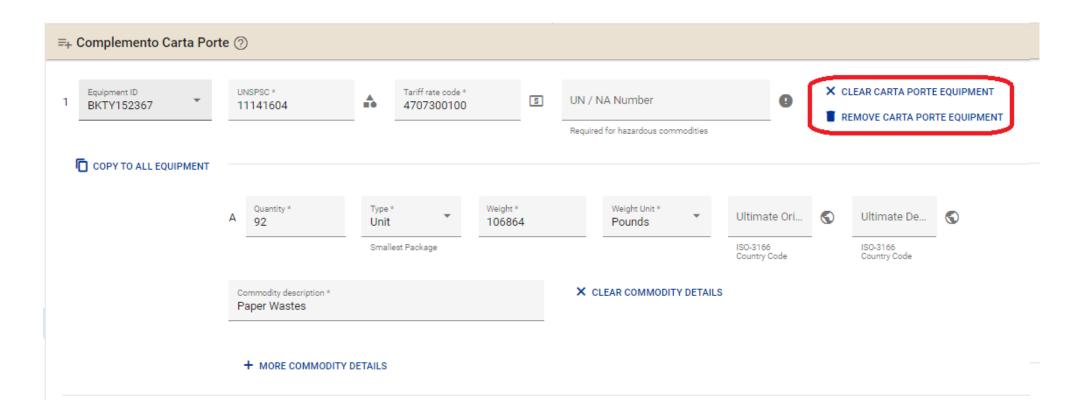


Waybill Management FAQ (6)

How do I empty the boxes or remove equipment?

The "Clear Carta Porte Equipment" link will remove data from the boxes.

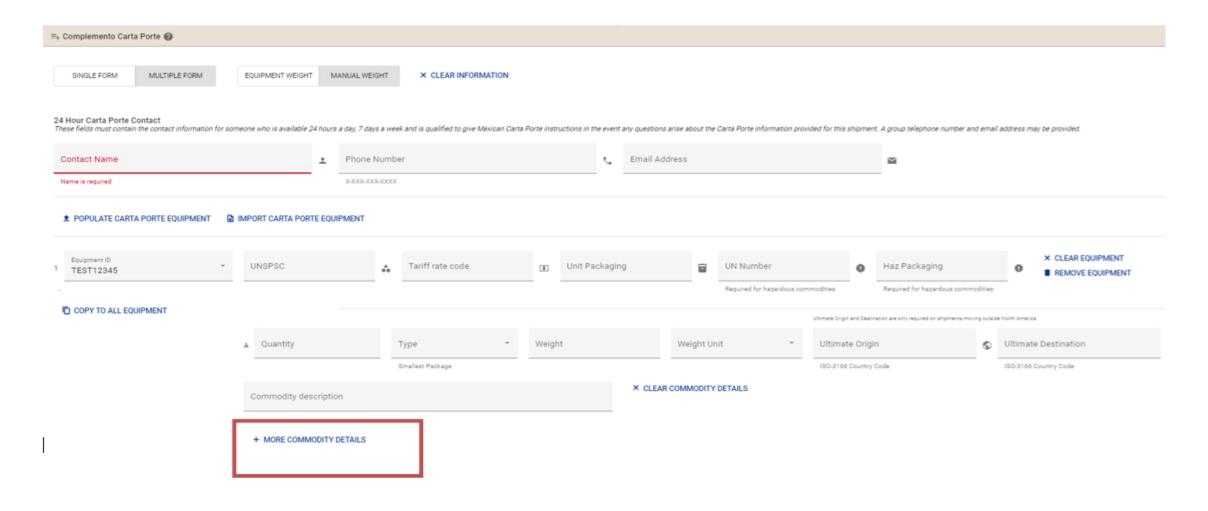
The "Remove Carta Porte Equipment" link will remove all fields for that equipment ID.





Waybill Management FAQ (7)

How do I add another set of boxes to indicate more than one package type per commodity on a single equipment ID? Click the link titled "+ More Commodity Details" to add another set of boxes for quantity, type, weight, unit, and description.

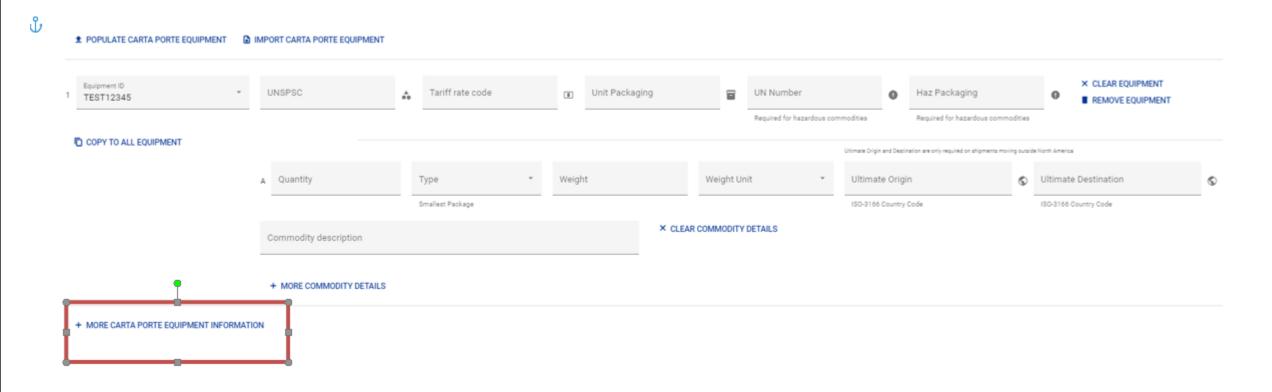




Waybill Management FAQ (8)

How do I add multiple commodities per equipment?

Use the "+ More Carta Porte Equipment Information" link to add another set of fields for Equipment ID, UNSPSC commodity, Tariff rate code, and UN Number. On multi equipment bills, select the equipment that contains the new commodity by clicking the Equipment ID drop down.

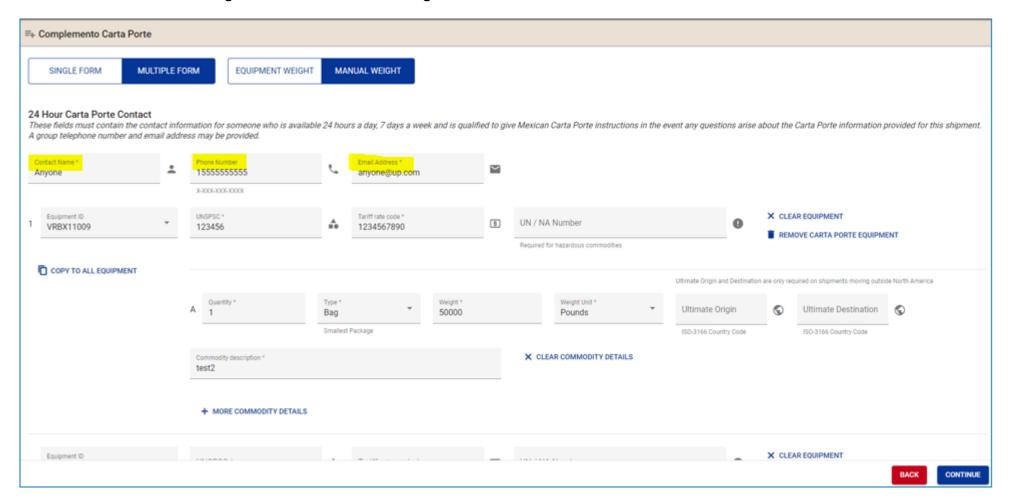




Waybill Management FAQ (9)

How do I add the 24-hr contact billing details?

Enter the 24-hr contact billing details in the following fields: Contact Name, Phone Number, and Email Address.





Important Links

UP Carta Porte team contact

Cartaporte@up.com

UP Carta Porte Material

- https://www.up.com/customers/mexico/
- https://www.up.com/cs/groups/public/@uprr/@customers/documents/ms-nativedocuments/pdf up carta porte faqs.pdf

EDI 404 Standards:

- https://wpc-edi.com/publications/rail-industry-implementation-guides
- Interline Service Management (ISM) Rail Carrier Industry Guide to Electronic Data Interchange (up.com)

