

A Union Pacific freight train is shown traveling along a track in a vast, open landscape. The train consists of several yellow locomotives and a long line of black freight cars. The lead locomotive is prominently displayed, featuring the Union Pacific logo and the number 3012. The background features a range of large, rugged mountains covered in snow under a clear blue sky. The foreground is filled with dry, golden-brown grass and some green shrubs.

# CARTA PORTE BOL FAQ

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# 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

The screenshot shows the MyUPRR Home page with a yellow header bar containing the Union Pacific logo and the text "MyUPRR Home". Below the header is a navigation bar with links: Home, Plan, Ship, Track, Pay, and Popular Resources. A search bar is located in the top right corner. The main content area is divided into several sections. On the left, there is a "Favorites" section with a "Case Management" link and a "Recents" section with a "Waybill Management" link highlighted by a red box. In the center, there is a dropdown menu for the "Ship" tab, which lists various shipping-related functions. The "Waybill Management" option in this menu is also highlighted by a red box. To the right of the dropdown menu, there are several links: "Provide Feedback", "Track Shipments", "Repetitive Inquiry", "Allowable Gross Weight Shipments", "Train Inquiry", and "Shipment Management". On the far right, there is a "Featured News" section with three items: "Houston Englewood Yard Transform", "EMP and UMAX Holiday Per Diem", and "Holiday Operating Plan". Below this is a "STAY CONNECTED YOUR SHIPMENT" banner with the text "CUSTOMIZE YOUR NOTIFICATIONS OPTIMIZE YOUR SHIPPING EXPERIENCE". At the bottom right, there is a "Happy Holidays from Union Pacific" banner with a video player showing a snowy landscape.

**MyUPRR Home** Search

Home Plan Ship Track Pay Popular Resources

**Favorites**

Case Management

**Recents**

Waybill Management

**Ship**

- Automated Transborder Management
- Bill of Lading
- Car Order
- Chargeable Events
- Cutoff Times
- Dimensional Clearance
- Diversions
- Freight Claim
- Freight Damage
- Private Empty Car Storage
- Unit Train Customer Interface
- Waybill History
- Waybill Management

Provide Feedback Track Shipments Repetitive Inquiry

Allowable Gross Weight Shipments Train Inquiry Shipment Management

**Featured News**

- Houston Englewood Yard Transform
- EMP and UMAX Holiday Per Diem
- Holiday Operating Plan

**STAY CONNECTED YOUR SHIPMENT**

CUSTOMIZE YOUR NOTIFICATIONS  
OPTIMIZE YOUR SHIPPING EXPERIENCE

**Happy Holidays from Union Pacific**

A holiday message from Union Pacific Marketing & Sales Team

[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”

MyUPRR

Search

Waybill Management

START TOUR

SUMMARY

BILLS

WAYBILL HISTORY

PATTERNS

CONVEYING FLATCAR

KCSM EMPTY

NEW WAYBILL

Unprocessed bills of lading (0)

Search By User Sender ID

User Sender ID

GO

Enter a date range

Enter keyword or number

Errors only

Filter bills by entering a keyword, number, or ID

Billing status	BOL reference	Last updated	Equipment ID	Shipper	Origin	Consignee	Destination	Primary commodity	Actions
----------------	---------------	--------------	--------------	---------	--------	-----------	-------------	-------------------	---------

Items per page: 50 0 of 0

Processed waybills

Search By Equipment ID

Equipment ID test50

GO

Enter a date range

Enter keyword or number

Filter bills by entering a keyword, number, or ID

Waybill ID	Equipment ID	BOL reference	Billing status	Submitted	L / E	Shipper	Origin	Consignee	Destination	Primary commodity	Actions
547947	TEST50	test-weight	Pended	12/27/2021 10:44	Load	UNION PACIFIC RAILROAD	HOUSTON, TX	GRUPO ACERERO	SAN LUIS POTOSI, SL	4021125	

[Click here for detailed Instructions](#)

# 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](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](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 **outside North America**
      - 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 **rail origin in Mexico** to a rail destination outside Mexico. Also required on revenue empty shipments with 'A1' Pedimento type.

# Waybill Management



# Waybill Management

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.

The screenshot displays the MyUPRR Home page interface. At the top, there is a yellow header with the MyUPRR logo and a search bar. Below the header is a navigation bar with tabs: Home, Plan, Ship, Track, Pay, and Popular Resources. The Ship tab is currently selected, and a dropdown menu is open, listing various shipping-related functions. In the Recents section on the left, the Waybill Management icon (a document with a dollar sign and a plus sign) is highlighted with a red box. A red arrow points from this icon to the Waybill Management option in the Ship dropdown menu, which is also highlighted with a red box. The dropdown menu includes options such as Automated Transborder Management, Bill of Lading, Car Order, Chargeable Events, Cutoff Times, Dimensional Clearance, Diversions, Freight Claim, Freight Damage, Private Empty Car Storage, Unit Train Customer Interface, Waybill History, and Waybill Management. The main content area on the right features a 'Featured News' section with links to Houston Englewood Yard Transform, EMP and UMAX Holiday Per Diem, and Holiday Operating Plan. Below this is a 'STAY CONNECTED YOUR SHIPMENT' banner with a video player showing a snowy landscape and a 'Happy Holidays from UPRR' message.



# Waybill Management

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.

MyUPRR

Search

0

Waybill Management

START TOUR

SUMMARY

BILLS

WAYBILL HISTORY

PATTERNS

CONVEYING FLATCAR

KCSM EMPTY

NEW WAYBILL

Unprocessed bills of lading (0)

Search By

User Sender ID

User Sender ID

GO

Enter a date range

Enter keyword or number

Errors only

Filter bills by entering a keyword, number, or ID

Billing status	BOL reference	Last updated	Equipment ID	Shipper	Origin	Consignee	Destination	Primary commodity	Actions
----------------	---------------	--------------	--------------	---------	--------	-----------	-------------	-------------------	---------

Items per page: 500 of 0

Processed waybills

Search By

Equipment ID

Equipment ID

GO

Enter a date range

Enter keyword or number

Filter bills by entering a keyword, number, or ID

Waybill ID	Equipment ID	BOL reference	Billing status	Submitted	L / E	Shipper	Origin	Consignee	Destination	Primary commodity	Actions
547947	TEST50	test-weight	Pended	12/27/2021 10:44	Load	UNION PACIFIC RAILROAD	HOUSTON, TX	GRUPO ACERERO	SAN LUIS POTOSI, SL	4021125	

# Waybill Management

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

The screenshot displays the 'Waybill Management' interface. On the left, a navigation rail includes options like SUMMARY, **BILLS** (highlighted with a red box), WAYBILL HISTORY, PATTERNS, CONVEYING FLATCAR, KCSM EMPTY, and NEW WAYBILL. The main content area is divided into two sections: 'Unprocessed bills of lading (0)' and 'Processed waybills'. The 'Processed waybills' section features a search bar with 'Equipment ID' selected and 'test50' entered, and a 'GO' button. Below the search bar is a table of processed waybills. The table has columns: Waybill ID, Equipment ID, BOL reference, Billing status, Submitted, L / E, Shipper, Origin, Consignee, Destination, Primary commodity, and Actions. Two waybills are listed: 547947 and 330240, both with Equipment ID TEST50 and status 'Pended'. The 'Actions' column for the second waybill is expanded, showing options: 'Add / Update weights', 'Add / Update embargo info', 'Add / Update carta porte info' (highlighted with a red box), 'Cancel bill OR', 'Clone this bill', and 'Edit' (highlighted with a red box). A red arrow points to the 'Add / Update carta porte info' option.

Waybill ID	Equipment ID	BOL reference	Billing status	Submitted	L / E	Shipper	Origin	Consignee	Destination	Primary commodity	Actions
547947	TEST50	test-weight	Pended	12/27/2021 10:44	Load	UNION PACIFIC RAILROAD	HOUSTON, TX	GRUPO ACERERO	SAN LUIS POTOSI, SL	4021125	⋮
330240	TEST50	test-weight	Pended	12/20/2021 12:38	Load	DERICHEBOURG RECYCLING USA	HOUSTON, TX	GRUPO ACERERO	SAN LUIS POTOSI, SL		<ul style="list-style-type: none"><li>Add / Update weights</li><li>Add / Update embargo info</li><li>Add / Update carta porte info</li><li>Cancel bill OR</li><li>Clone this bill</li><li>Edit</li></ul>

# Waybill Management

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

Waybill Management

Commodities/STCC

Equipment

Shipping route

Reference information

Payment

Parties to the bill

Protective services

Bonded traffic / Customs

Empty pending disposition

Additional details

Hide text

Seal 1

Seal 2

Seal 3

+ MORE EQUIPMENT

IMPORT EQUIPMENT

Shipping route

LOOKUP ROUTES

Reference information

Rail Origin

LAKE CHARLES, LA, US

Click icon to search

Rail Destination

PAULA, HG, MX

Click icon to search

Primary Reference \*

abc123

Type \*

Bill of Lading number

Origin Switch

Road Haul 1 \*

Road Haul 2

Destination Switch

Enter Complemento Carta Porte Information

An origin or destination in Mexico has been entered. Would you like to include Complemento Carta Porte information at this time?

If "NO" is selected on new billing, the Carta Porte fields will remain empty.

If "NO" is selected on a bill correction, any Carta Porte data previously entered will continue to be used.

NO

YES

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.

☒ ADD CARTA PORTE

CANCEL

RESET

ADD CARTA PORTE AND SAVE AS DRAFT

ADD CARTA PORTE AND SAVE AS PATTERN

ADD CARTA PORTE AND SUBMIT

# Waybill Management

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.

The screenshot displays the 'Waybill Management' application interface. On the left is a sidebar with navigation items: Commodities/STCC, Equipment, Shipping route (highlighted), Reference information, Payment, Parties to the bill, Protective services, Bonded traffic / Customs, Empty pending disposition, Additional details, and Hide text. The main content area shows a table for equipment with columns for Equipment ID\*, Weight (lbs), and a checkbox for 'Display seals'. Two rows are visible: Row 1 with ID 'TEST200' and weight '150000', and Row 2 with ID 'TEST29' and weight '140000'. Below the table are buttons for '+ MORE EQUIPMENT' and 'IMPORT EQUIPMENT'. A modal window titled 'Complemento Carta Porte Format Options' is open in the center. It contains instructions on how to format data entry and two sets of toggle buttons. The first set, 'SINGLE FORM' and 'MULTIPLE FORM', is for selecting the data entry format. The second set, 'EQUIPMENT WEIGHT' and 'MANUAL WEIGHT', is for selecting the weight source. At the bottom of the modal are 'CANCEL' and 'CONTINUE' buttons. The background interface also shows a 'Shipping route' section with 'Rail Origin' set to 'LAKE CHARLES, LA, US' and a 'Carrier' field.

Waybill Management

Commodities/STCC  
Equipment  
Shipping route  
Reference information  
Payment  
Parties to the bill  
Protective services  
Bonded traffic / Customs  
Empty pending disposition  
Additional details  
Hide text

☐ Bill each equipment separately

	Equipment ID*	Weight (lbs)	<input checked="" type="checkbox"/> Display seals (Seals can only be at most 15 characters per EDI standards)
1	TEST200	150000	0
2	TEST29	140000	Seal 1

+ MORE EQUIPMENT IMPORT EQUIPMENT

Shipping route ?

Rail Origin  
LAKE CHARLES, LA, US

Click icon to search

Carrier

Origin Switch

Type \*  
Bill of Lading

RENCE

### Complemento Carta Porte Format Options

Format how the data is entered:

- Select **Single Form** to enter data once and apply to all equipment
- Select **Multiple Form** to enter data for each equipment

SINGLE FORM MULTIPLE FORM


- Select **Equipment Weight** to use weights from equipment section
- Select **Manual Weight** to enter weights manually

EQUIPMENT WEIGHT MANUAL WEIGHT

CANCEL CONTINUE



# Waybill Management

☰ Complemento Carta Porte 

SINGLE FORM

MULTIPLE FORM

EQUIPMENT WEIGHT






MANUAL WEIGHT

 CLEAR INFORMATION



## 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 JOHN SMITH		Phone Number 1-402-544-1234 <small>X-XXX-XXX-XXXX</small>		Email Address JOHN.SMITH@SHIPPING.COM	
----------------------------	---	---	---	--	---

UNSPSC 11141604		Tariff rate code 4707209100		Unit Packaging Code NC		UN Number <small>Required for hazardous commodities</small>		Hazardous Packaging Code <small>Required for hazardous commodities</small>	
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Origin and Destination are only required on shipments moving outside North America

Ultimate Origin <small>ISO-3166 Country Code</small>		Ultimate Destination <small>ISO-3166 Country Code</small>		Quantity 1	Type Car Load, Rail <small>Smallest Package</small>	Weight 135234	Weight Unit Pounds
Commodity description WASTE							

## 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 package type per commodity will be lettered



Complemento Carta Porte

SINGLE FORM

MULTIPLE FORM

EQUIPMENT WEIGHT

MANUAL WEIGHT

CLEAR INFORMATION

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

Name is required

X-XXX-XXX-XXXX

POPULATE CARTA PORTE EQUIPMENT

IMPORT CARTA PORTE EQUIPMENT

1

Equipment ID

TEST12345

UNSPSC

Tariff rate code

Unit Packaging

UN Number

Haz Packaging

CLEAR EQUIPMENT

REMOVE EQUIPMENT

COPY TO ALL EQUIPMENT

Quantity

Type

Weight

Weight Unit

Ultimate Origin

Ultimate Destination

Commodity description

+ MORE COMMODITY DETAILS

CLEAR COMMODITY DETAILS



# 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

≡+ Complemento Carta Porte

SINGLE FORM

MULTIPLE FORM

EQUIPMENT WEIGHT

MANUAL WEIGHT

Commodity description \*

X CLEAR COMMODITY DETAILS

+ MORE COMMODITY DETAILS

+ MORE CARTA PORTE EQUIPMENT INFORMATION

The Union Pacific logo, featuring a shield with a blue top section containing the words "UNION PACIFIC" and a red and white striped bottom section.

# 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.

+


Complemento Carta Porte

?


1

Equipment ID


UNSPSC \*



Tariff rate code \*



UN / NA Number




X

CLEAR CARTA PORTE EQUIPMENT

🗑

REMOVE CARTA PORTE EQUIPMENT



COPY TO ALL EQUIPMENT

Use this icon to open the mapping of STCC codes to SAT codes.

A

Quantity \*

Type \*

Weight \*

Weight Unit \*

Ultimate Origin

Ultimate Destinati...

Smallest Package

ISO-3166 Alpha-3 Country Code

ISO-3166 Alpha-3 Country Code

Commodity description \*

X

CLEAR COMMODITY DETAILS

+ MORE COMMODITY DETAILS





# 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).

Complemento Carta Porte ?

1

Equipment ID

UNSPSC \*

Tariff rate code \*

UN / NA Number

Required for hazardous commodities

CLEAR CARTA PORTE EQUIPMENT

REMOVE CARTA PORTE EQUIPMENT

COPY TO ALL EQUIPMENT

A

Quantity \*

Type \*

Car Load, Rail

Smallest Package

Weight \*

Weight Unit \*

Ultimate Origin

ISO-3166 Alpha-3 Country Code

Ultimate Destinati...

ISO-3166 Alpha-3 Country Code

Commodity description \*

CLEAR COMMODITY DETAILS

+ MORE COMMODITY DETAILS

+ MORE CARTA PORTE EQUIPMENT INFORMATION



# 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.

The screenshot shows a web form titled "Complemento Carta Porte" with a help icon. It contains several input fields and buttons. The fields "Quantity \*", "Type \*", and "Weight Unit \*" are highlighted with red rectangles. Other fields include "Equipment ID", "UNSPSC \*", "Tariff rate code \*", "UN / NA Number", "Ultimate Origin", and "Ultimate Destina...". There are also buttons for "COPY TO ALL EQUIPMENT", "CLEAR CARTA PORTE EQUIPMENT", "REMOVE CARTA PORTE EQUIPMENT", "CLEAR COMMODITY DETAILS", and "+ MORE COMMODITY DETAILS".

Complemento Carta Porte ?

1 Equipment ID ▼ UNSPSC \* Tariff rate code \* UN / NA Number

Required for hazardous commodities

X CLEAR CARTA PORTE EQUIPMENT

REMOVE CARTA PORTE EQUIPMENT

COPY TO ALL EQUIPMENT

A Quantity \* Type \* Weight \* Weight Unit \* Ultimate Origin Ultimate Destina...

ISO-3166 Alpha-3 Country Code ISO-3166 Alpha-3 Country Code

Commodity description \*

X CLEAR COMMODITY DETAILS

+ MORE COMMODITY DETAILS

# 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 the Porta Carte data later go to the Bills page, then click the “Actions” icon and select “Edit”.

Destination	Primary commodity	Actions
SAN LUIS POTOSI, SL	4021125	
SAN LUIS		<div><div>Add / Update weights</div><div>Add / Update embargo info</div><div>Add / Update carta porte info</div><div>Cancel bill</div><div>Clone this bill</div><div>Edit</div></div>

Shipping route ?

LOOKUP ROUTES

Reference information ?

Rail Origin  
LAKE CHARLES, LA, US

Click icon to search

Rail Destination  
PAULA, HG, MX

Click icon to search

Primary Reference \*  
abc123

+ MORE REFERENCES

Carrier

Origin Switch

Road Haul 1\*

Road Haul 2

Destination Switch

UP

FXE

Enter Complemento Carta Porte Information

An origin or destination in Mexico has been entered. Would you like to include Complemento Carta Porte information at this time?

If "NO" is selected on new billing, the Carta Porte fields will remain empty.

If "NO" is selected on a bill correction, any Carta Porte data previously entered will continue to be used.

NO

YES

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.

≡+ Complemento Carta Porte ?

1

Equipment ID

BKTY152367

UNSPSC \*

11141604

Tariff rate code \*

4707300100

UN / NA Number

✕ CLEAR CARTA PORTE EQUIPMENT

REMOVE CARTA PORTE EQUIPMENT

Required for hazardous commodities

COPY TO ALL EQUIPMENT

A

Quantity \*

92

Type \*

Unit

Weight \*

106864

Weight Unit \*

Pounds

Ultimate Ori...

Ultimate De...

Smallest Package

ISO-3166 Country Code

ISO-3166 Country Code

Commodity description \*

Paper Wastes

✕ CLEAR COMMODITY DETAILS

+ MORE COMMODITY DETAILS





# 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.

⇒ Complemento Carta Porte ⓘ

SINGLE FORM

MULTIPLE FORM

EQUIPMENT WEIGHT

MANUAL WEIGHT

✕ CLEAR INFORMATION

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

POPULATE CARTA PORTE EQUIPMENT

IMPORT CARTA PORTE EQUIPMENT

Equipment ID

UNSPSC

Tariff rate code

Unit Packaging

UN Number

Haz Packaging

✕ CLEAR EQUIPMENT

REMOVE EQUIPMENT

COPY TO ALL EQUIPMENT

Quantity

Type

Weight

Weight Unit

Ultimate Origin

Ultimate Destination

Commodity description


✕ CLEAR COMMODITY DETAILS

+ MORE COMMODITY DETAILS

# 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.



[POPULATE CARTA PORTE EQUIPMENT](#)[IMPORT CARTA PORTE EQUIPMENT](#)

1

Equipment ID  
TEST12345

UNSPSC

Tariff rate code

Unit Packaging

UN Number

Haz Packaging

✕ CLEAR EQUIPMENT

■ REMOVE EQUIPMENT

COPY TO ALL EQUIPMENT

Quantity

Type

Weight

Weight Unit

Ultimate Origin

Ultimate Destination

Commodity description

✕ CLEAR COMMODITY DETAILS

+ MORE COMMODITY DETAILS

+ MORE CARTA PORTE EQUIPMENT INFORMATION



# 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.

Complemento Carta Porte

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 \*

Anyone

15555555555

anyone@up.com

X-XXX-XXX-XXXX

1

Equipment ID

VRBX11009

UNSPSC \*

123456

Tariff rate code \*

1234567890

UN / NA Number

X CLEAR EQUIPMENT

REMOVE CARTA PORTE EQUIPMENT

COPY TO ALL EQUIPMENT

Ultimate Origin and Destination are only required on shipments moving outside North America

A

Quantity \*

1

Type \*

Bag

Weight \*

50000

Weight Unit \*

Pounds

Ultimate Origin

Ultimate Destination

Commodity description \*

test2

X CLEAR COMMODITY DETAILS

+ MORE COMMODITY DETAILS

Equipment ID

X CLEAR EQUIPMENT

BACK

CONTINUE

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# Important Links

## UP Carta Porte team contact

- [Cartaporte@up.com](mailto: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](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 \(up.com\)](#)