# CARTA PORTE BOL FAQ

.

3012

### **Carta Porte**

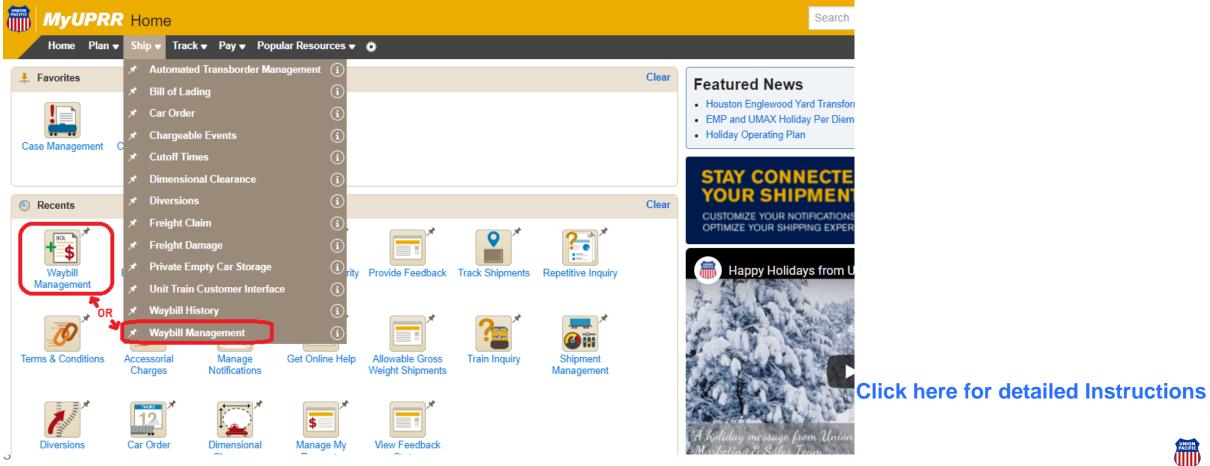
### How do I submit Carta Porte to Union Pacific?

- There are multiple ways to submit Carta Porte data to Union Pacific
  - Bill of Lading submission using EDI
    - □ EDI version <u>5010 or newer</u>
    - □ 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\*MMT (Mexico Material Type ([Tipo Materia])
        - When MMT= "05", Material Type Description is required (N1\*MMT\*Material Type Desc)
      - 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
      - N1\*IM (Importer Party Loop) Name and Address are required (*Only Loaded Shipments*)
        - REF\*TJ (Importer Taxpayer ID)
      - 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



### **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"

=	MyUPR	R		Q Sear	rch						\$	@ Ļº	
Way	bill Mana	gement									STAR	RT TOUR	
SUMMARY	Unprocessed	l bills of ladin	g (0) 🕜									^	
BILLS	Search By User Sender ID	-	User Sender ID	<b>GO</b> Ente	r a date range		Enter keyword or nu			] Errors only			
WAYBILL HISTORY 22 PATTERNS	Billing status	BOL referer	nce 🕜 🛛 Last u	pdated ↓ Eo	quipment ID	Shipp	er Origin Cor	nsignee	Destination	Primary comme		ctions	
	Processed w	aybills 🕜										^	
KCSM EMPTY	Search By Equipment ID	•	Equipment ID test50	<b>GO</b> Ente	r a date range	ē	Enter keyword or nu		۵		2 4	\$ \$	Click here for detailed Instructions
	Waybill ID 🕜	Equipment ID	BOL reference	Billing status	Submitted $\downarrow$	L/E	Shipper	Origin	Consignee	Destination	Primary commodity	Actions	UNION CALL OF
	547947	TEST50 -	test-weight	Pended	12/27/2021 10:44	Load	UNION PACIFIC RAILROAD	HOUSTON, TX	GRUPO ACERERO	SAN LUIS POTOSI, SL	4021125	:	

### **Carta Porte – Requirements**

What do customers need to provide?

- REF\*UNC (Commodity Code (Clave Producto)) <u>http://omawww.sat.gob.mx/tramitesyservicios/Paginas/documentos/CatalogosCartaPorte20.xls</u> (reference the c\_ClaveProdServCP tab)
- N9\*MTC (Customs Tariff Code [Fracción Arancelaria])- must contain 10 digits and should not include punctuation
   <u>http://omawww.sat.gob.mx/tramitesyservicios/Paginas/documentos/c\_FraccionArancelaria08012021.xls</u>
- N9\*MPC (Mexico Unit Packaging Code [Clave Unidad])
   <u>http://omawww.sat.gob.mx/tramitesyservicios/Paginas/documentos/catCFDI\_V\_4\_23032023.xls</u>
- N9\*MMT (Mexico Material Type ([Tipo Materia])
  - 01 Materia prima (raw material)
  - 02 Materia procesada (processed matter)
  - 03 Materia terminada (producto terminado) (finished material/product)
  - 04 Materia para la industria manufacturera (material for the manufacturing industry)
  - 05 Otra (other)
    - SAT material description (Descripcion Materia) required
- N9\*MHC (UN Identification Code of the hazardous substance) Only for Hazardous Shipments
- N9\*MHP (Mexico Hazardous Packaging Code [Tipo Embalaje]) Only Hazmat Shipments
   <u>http://omawww.sat.gob.mx/tramitesyservicios/Paginas/documentos/CatalogosCartaPorte20.xls</u> (reference the c\_TipoEmbalaje tab)

### **Carta Porte – Requirements**

What do customers need to provide?

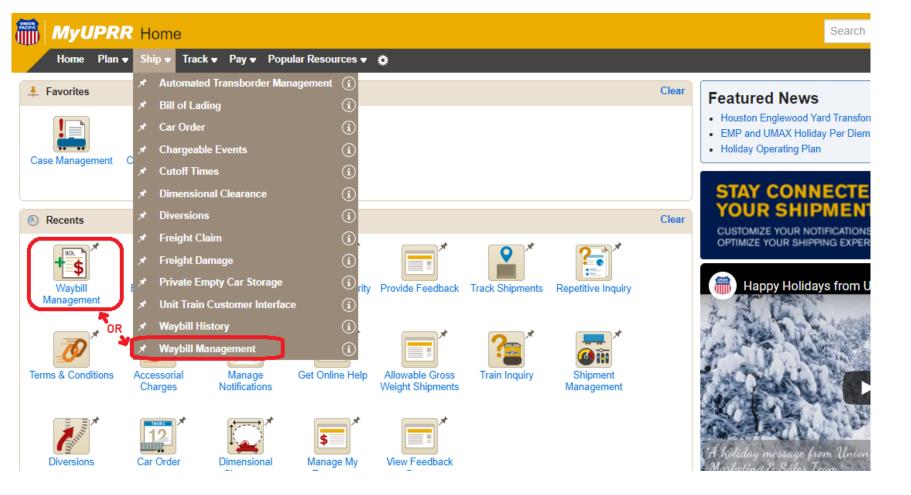
- N10 Segment
  - At least one instance of this segment is required when REF01 is 'UNC'. When REF01 is 'UNC', the following are required:
    - N1001, N1002 Quantity & Description of the Commodity
    - N1007 and N1008 Weight qualifier (K-Kilograms or L Pounds) and weight are required on loaded shipments
    - N1011 Required when ultimate origin country is <u>outside North America</u>
      - 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
- N1\*IM (Importer)
  - Importer Name, and address are required
  - Only for loaded shipments into Mexico (land and ocean ports)
- REF\*TJ (Taxpayer Id)
  - Importer taxpayer Id
  - When Importer information is populated, importer taxpayer id is required
- 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.

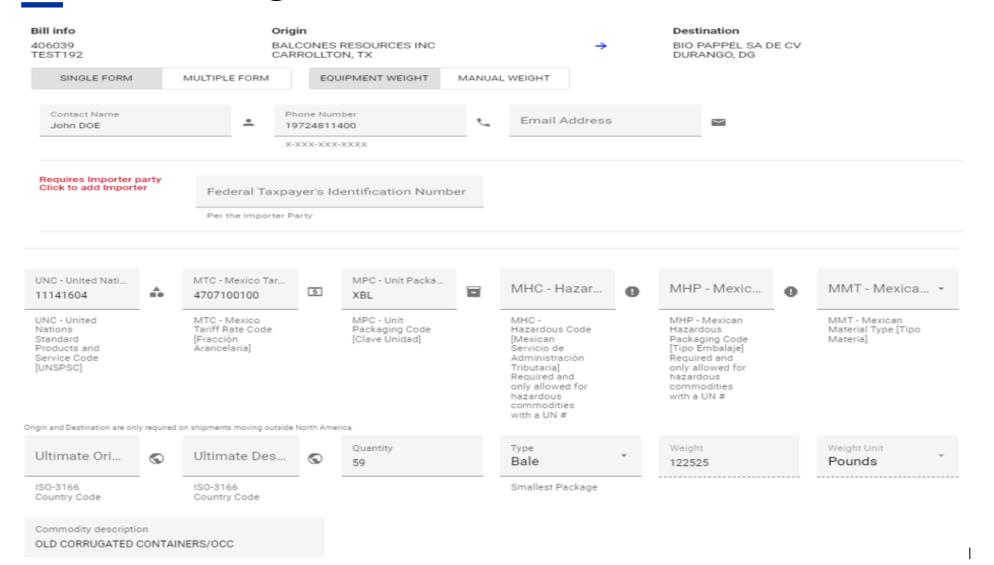
=	MyUPR	R		Q Se	earch						0°	⑦ ↓ <sup>0</sup>
Way	bill Mana	agemen	t								STA	ART TOUR
SUMMARY	Unprocessed	d bills of ladir	ng (0) 🕜									^
BILLS	Search By User Sender IE	)	User Sender ID	<b>GO</b> En	iter a date range		Enter keyword or nu		Q [	] Errors only		
WAYBILL HISTORY	Billing status	BOL refere	ence 🕜 🛛 Last	updated $\downarrow$	Equipment ID	Shipp	oer Origin Cor	nsignee	Destination	Primary comm	odity A	Actions
PATTERNS									ltems per page	e: <u>50 👻</u> 0 of	∘  < <	> >
CONVEYING FLATCAR	Processed w	aybills 🕜										^
KCSM EMPTY	Search By Equipment ID	¥	Equipment ID test50	<b>GO</b> En	iter a date range		Enter keyword or nu Filter bills by entering a ke		۵		x f	章 章
	Waybill ID 🔞	Equipment ID	BOL reference	Billing status	Submitted $\downarrow$	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	:

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" option will be displayed

$\frown$													
BILLS	Unprocessed bi	lls of lading (0)	0										^
	Search By Equipment ID		¥	Equipment ID TEST34 Only finds errored	or inprogress bills		SEARCH	Frrors only No duplicates					
CONVEYING FLATCAR	Billing status ↓		BOL reference	0	Last update	d	Equipment	t ID Shipper	Origin	Consignee	Destination	Primary commodity	Actions
CSM EMPTY												ltems per page: 10 🛛 👻	0 of 0   < < > >
REW WAYBILL	Processed wayl	bills 🕜											Add / Update weights
WAYBILL HISTORY	Search By Equipment ID		¥	Equipment ID TEST34			SEARCH						Add / Update entballgo linio
	search by Equipmen	rater than 30 days old, p nt ID.	nease										Add / Update seal(s) info
	Enter a date range			Enter keyword or	number ing a keyword, number, or ID			Q					Cancel bill
													Clone this bill
	Waybill ID 🕜	BOL reference	Submitted 4	,	Equipment ID	L/E	Shipper		Origin	Consignee		Destination	Edit s
	818690	2015346594	03/08/2024	15:59	TEST34 💌	Load	UNION PACIFIC RAIL	ROAD	BLAIR, NE	INDUSTRIALIZADO	ORA OLEOFINOS	LA VENTA DEL ASTILL, JA	2093343

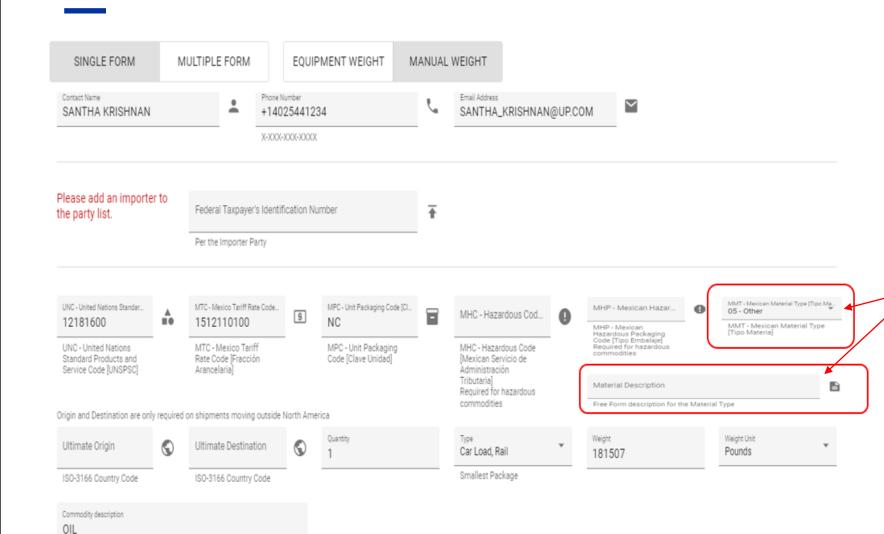
### **Carta Porte Page View**



#### NOTE : Importer name and address are in the Parties to Bill Page

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.

Co	ontact Name	÷	Phone N	umber		C Email	Address			$\geq$		
			X-XXX-XX	X-XXXX								
	ase add an importer to party list.	Federal Taxpayer	's Identifica	tion Number		Ŧ						
	per y non	Per the Importer P	arty									
1	Equipment ID TEST34	UNC - United Nations 12181600	Å.	MTC - Mexico Tariff R 1512110100	Ş	MPC - Unit Packaging NC		MHC - Hazardo	0	MHP - Mexican	0	MMT - Mexican Ma
		UNC - United Nations Standard Products and Service Code [UNSPSC]	_	MTC - Mexico Tariff Rate Code [Fracción Arancelaria]		MPC - Unit Packaging Code [Clave Unidad]		MHC - Hazardous Code [Mexican Servicio de Administración Tributaria] Required for hazardous commodities		MHP - Mexican Hazardous Packaging Code [Tipo Embalaje] Required for hazardous commodities		MMT - Mexican Mater Type [Tipo Materia]



#### Enter Data as Needed in Each Field

Importer Name & Address Importer Taxpayer Id

UNSPSC (UNC): Commodity Code [Clave Producto]

**Mexico Tariff Rate Code (MTC):**The code source is Mexican Tax Authority (SAT by its Spanish acronym)

**Unit Packaging Code (MPC):** The code source is Mexican Tax Authority (SAT by its Spanish acronym)

**UN Number (MHC):** Applicable to *Hazardous* commodity

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

#### Mexican Material Packaging Code (MMT):

There are 5 values applicable for this code If "05" is chosen, Material Description must be included

**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.

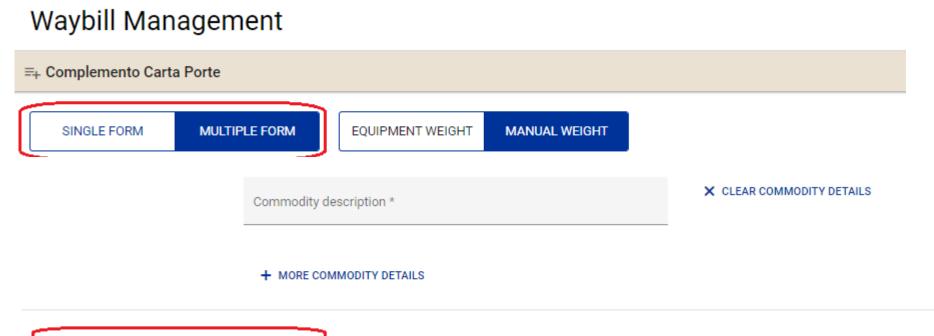
SINGLE FORM	MULTIPLE FORM	EQUIPMENT WEIGHT	MANUA	L WEIGHT						
1 Equipment ID TEST34 ~	UNC - United Nations 12181600 UNC - United Nations Standard Service Code [UNSPSC]	MTC - Mexico Tariff R 1512110100 MTC - Mexico Tariff Rate Code [Fracción Arancelaria] REMOVE EQUIPMENT	MPC-U	ng Code	MHC - Hazardo. MHC - Hazardous Code [Mexican Servicio de Administración Tributaria] Required for hazardous commodities	•	MHP - Mexican MHP - Mexican Hazardous Packaging Code [Tipo Embalaje] Required for hazardous commodities	9	MMT - Mexican M MMT - Mexican M Type [Tipo Materia	aterial
COPY TO ALL EQUIPMENT						Ultimate Origi outside North		only requir	ed on shipments movi	ing
$\langle \rangle$	A 1	Type Car Load, Rail	Weight 181507	Weight I Pound		Ultimate O	rigin	Ultin	nate Destination	$\odot$
$\backslash$		Smallest Package				ISO-3166 C	ountry Code	ISO-3	166 Country Code	_
	Commodity description OIL  MORE COMMODITY DE	TAILS		× CLEAR CO	MMODITY 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.

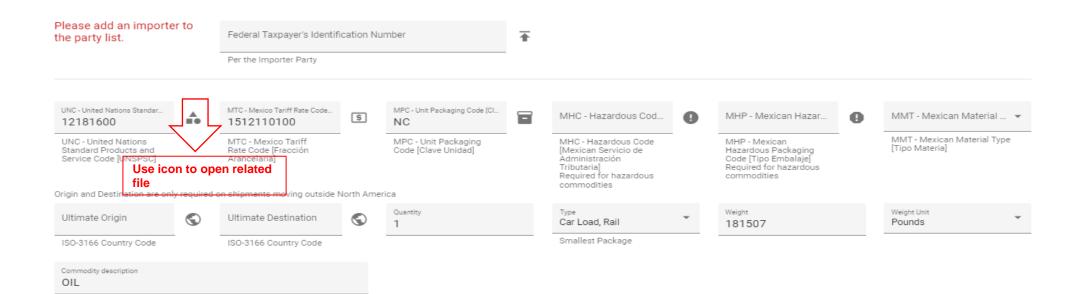


+ MORE CARTA PORTE EQUIPMENT INFORMATION

### Waybill Management FAQ (2)

#### Do you have a UNSPSC list that I can check?

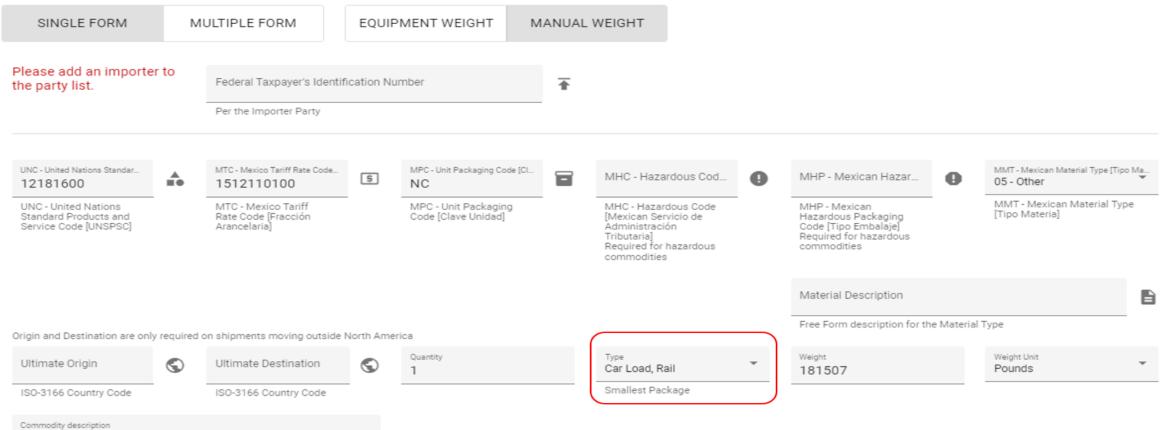
- Icons located after fields provide additional information.
- Please be aware that the Mexican Railroad Association developed a mapping for STCC vs. SAT catalogue for the main carload products identified as moved by rail (500-600 products). If your commodity is not in that catalogue you will have to 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).

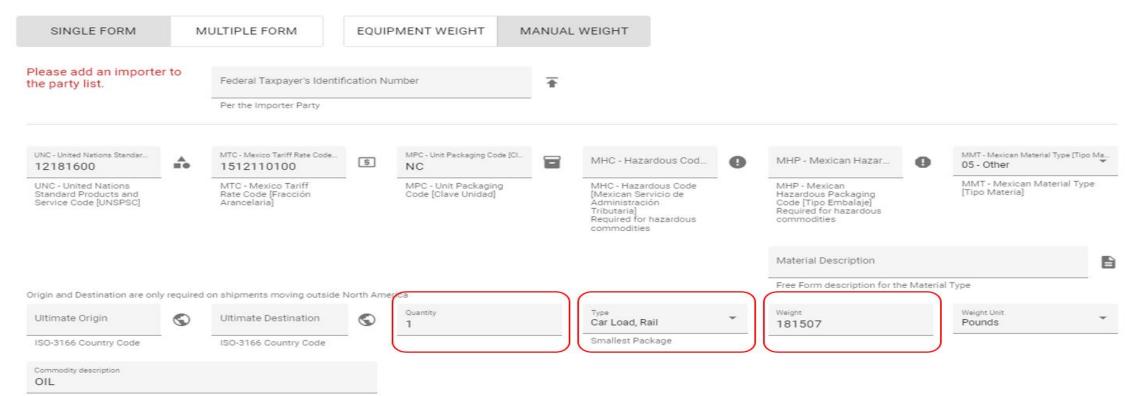


OIL

## Waybill Management FAQ (4)

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

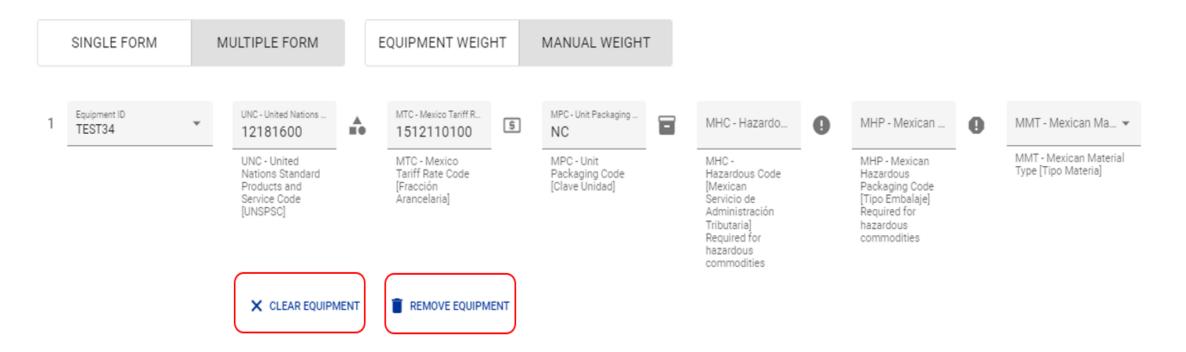
- Quantity indicates the number of packages. In the case of a bulk shipment where the commodity is not packaged, use one (1) carload ("Car Load, Rail" or "Tank Car").
- If the commodity has been stored in a mix of package types for shipment, be sure to select the smallest kind of packaging in the corresponding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



## Waybill Management FAQ (5)

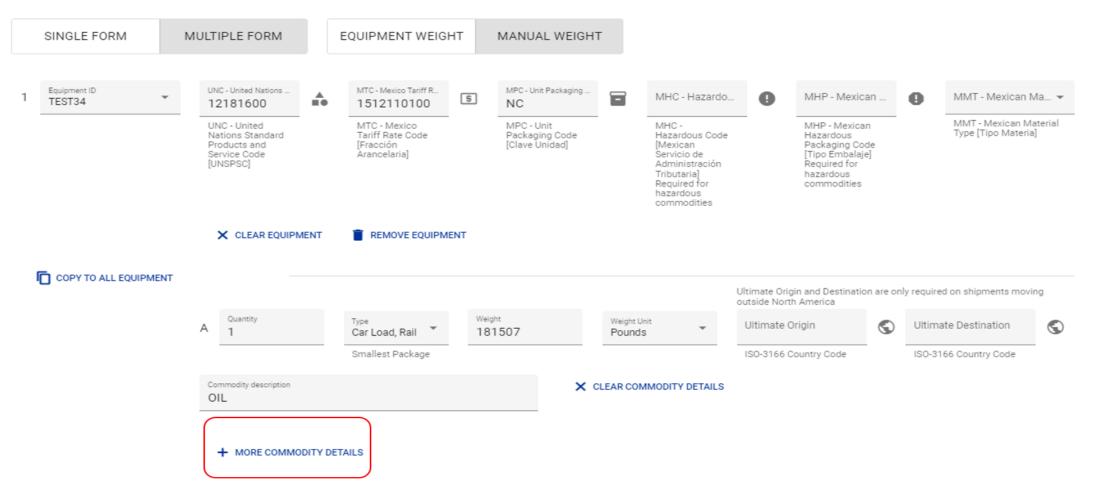
#### How do I empty the boxes or remove equipment?

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 (6)

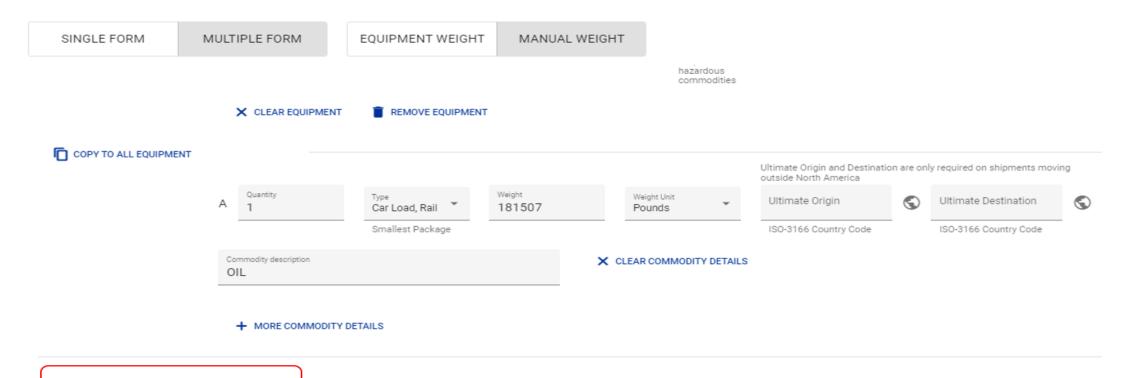
How do I add another set of boxes to indicate more than one package type per commodity on a single equipment ID? Click the link titled "+ More Commodity Details" to add another set of boxes for quantity, type, weight, unit, and description.



## Waybill Management FAQ (7)

#### 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.



+ MORE CARTA PORTE EQUIPMENT INFORMATION

## Waybill Management FAQ (8)

#### How do I add the Importer Name and Importer Taxpayer Id?

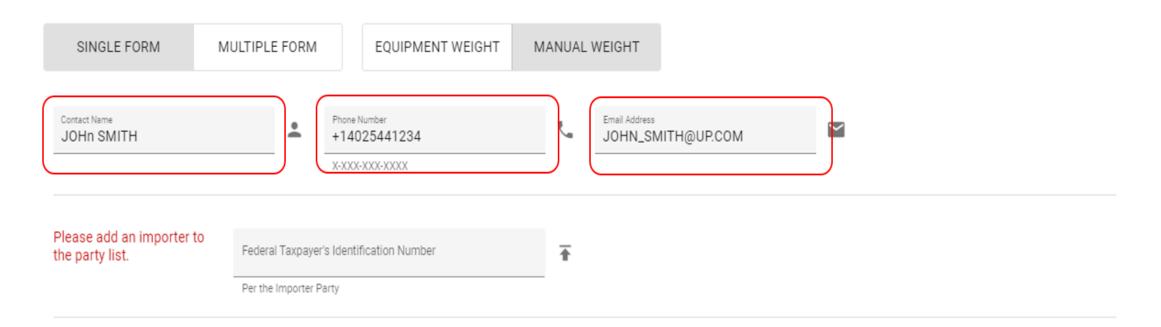
Click on the "RED" field to access the Importer page. Once completed click the "SAVE" icon to return to the main Carta Porte page

Contact Name John DOE	<u>.</u>	Phone Number 19724811400 X-XXX-XXX-XXXX	تر	Email Ac	ddress						
Requires Importer party Click to add Importer		xpayer's Identification Nun	nber								
	Per the Impor	ter Party	Part	ty:	Importer*			q	8	Federal Taxpayer's Identifi IGP123456	cation Number
			Nan	ne:	COMPANIA ARIZLU					Per the Importer Party	
			Add	Iress:	VIAS PUBLICAS 07-87	0-99					
				ı, State, ıntry:	GUADALAJARA, JA, M	x	Zip:	45070			
				ntact nber:	5133519966		Contact Type:	Ļ.			

## 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.



### Waybill Management FAQ (10)

#### How do I add Carta Porte information if my BOL submission failed?

- Access the BILLS option on the navigation rail. Under "Unprocessed BOL" enter Search By criteria (like Equipment ID or Sender ID)
- Use the "Edit" Option

Unprocessed bills	of lading (	(1) 🔞										^
Search By Equipment ID		Equipment test192 Only finds o	ID errored or inprogress bills	SEARCH	E Errors only (1)					D	6	\$
Enter a date range	۲	Enter ke	yword or number		م							
Filter bills by setting date rang	9e	Filter bills b	by entering a keyword, numbe	n, ar ID								
Billing status +	BOL refere	ence 🔞	Last updated	Equipment ID	Shipper	Origin	Consignee	Destination	Primary commodity	1	Action	5
Failed to process	3546419		03/25/2024 15:40	TEST192 -	BALCONES RESOURCES INC	CARROLLTON, TX	BIO PAPPEL SA DE CV	DURANGO, DG	4024115		i	
								items per page:	10 - 1 - 1 Clo	ne this t	ы	>1
Deserved set the											_	-

## Waybill Management FAQ (10 con't)

How do I add Carta Porte information if my BOL submission failed? Utilize the menu on the left to navigate and update Carta Porte information.

🖵 Equipment					
A Shipping route	Shipment Type D. Dill of Loding for Individual Shipmont		-	Bill Type	-
Reference information	B - Bill of Lading for Individual Shipment			S - Single Shipment Billing	
\$ Payment	A Commodities/STCC ⑦				
2. Parties to the bill					
* Protective services	Commodity		Description		
Bonded traffic / Customs					
G Empty pended disposition	Commodity 4024115	Q	SCRAP OR WA	STE PAPER, NOT SENSITIZED, OR FIBREBOARD OR PULPBOAR	D SCRAP OR WASTE
Additional details	Use text box above to search for commodity codes.	-			
≓+ Complemento Carta Porte	codes.				
<ul> <li>Hide text</li> </ul>	Hazmat shipment codes must start with 48 / 4	9 or use	e icon for hazard	lous lookup	
	+ MORE COMMODITIES IMPORT COMMOD	TIES			

## **Important Links**

### UP Carta Porte team contact

<u>Cartaporte@up.com</u>

### UP Carta Porte Material

- <u>https://www.up.com/customers/mexico/</u>
- Carta Porte FAQ

#### EDI 404 Standards:

- <u>AAR Carta Porte EDI Supplement</u>
- Interline Service Management (ISM) Rail Carrier Industry Guide to Electronic Data Interchange (up.com)