



Shipment Management Tool

Order Cars by
Quantity

Shipment Management

Where to Access



- Available from MyUPRR screen
- Located under **Ship** tab
- Alternatively available in **My Favorites** and **Recent** if previously accessed



Shipment Management Dashboard Features



- Consolidates multiple functions into one system
- Summary view of equipment inventory (empties and loads) for your location(s)
- Snapshot saves you time managing your daily rail operations

The screenshot shows a dashboard interface with a navigation bar at the top containing tabs for "Dashboard", "At Industry", "Serving Yard", "En Route", and "Request History". Below the navigation bar is a "Location:" dropdown menu currently set to "ABC Company – Omaha, NE". The main content area is divided into five light blue cards, each with an icon and text:

- At Industry**: 68 Rail cars at your facility. (Icon: location pin)
- Serving Yard**: 356 Rail cars being held in the serving yard. (Icon: train car)
- En Route**: 235 - Inbound Rail cars in transit to the serving yard. (Icon: train car with arrow pointing right)
- En Route**: 149 - Outbound Rail cars recently departed from your facility. (Icon: train car with arrow pointing left)
- Request History**: 29 - Pending Requests Five day history. (Icon: document with checkmark)

Two yellow callout boxes are present: one on the right side of the "Location:" dropdown with the text "View your different locations.", and another on the right side of the "Request History" card with the text "Select a blue box to view detail."



At Industry Screen

- Screen most commonly used to **Release** empty cars and **Waybill** loaded cars
- Use **Correct ZTS** feature to update equipment that has been moved by the customer at industry

Select **Release** to choose Equipment ID to release.

Select an Equipment ID at any time to initiate a trace.

Sort column by selecting heading text.

The screenshot shows the 'At Industry' screen with the following elements:

- Navigation tabs: Dashboard, **At Industry**, Serving Yard, En Route, Request History
- Location: ABC Company – Omaha, NE
- Buttons: Release, Switch, Cancel Request, Dismantle, Reload, Correct ZTS, Waybill
- Actions: Printer Friendly, Export to Excel
- Filter: Filter results...
- Table: 31 Cars At Industry
- Summary: Total Industry Capacity 35 / 200
- Track: 01-731, Capacity Used / Capacity Available 35 / 200 +
- Note: + Indicates track is spot on arrival
- Callout: Select a Track number to see the full list of equipment on the track.

Equipment ID	L/E	Owner	Equipment Type	Commodity	ZTS	Status	Event Time
MP641645	L	SC	G5L	4021125 - SCRAP	01-731-00	AP	11/30 11:45 AM
MP650185	L	SC	G6L	4021125 - SCRAP	01-731-00	AP	11/30 11:45 AM
DJXX1630	L	PC	G4F	4021125 - SCRAP	01-731-00	AP	11/30 11:45 AM
DJXX1152	L	PC	G4F	4021125 - SCRAP	01-731-00	AP	11/30 11:45 AM

Track	Capacity Used / Capacity Available
Total Industry Capacity	35 / 200
01-731	35 / 200 +






Track Capacity Chart



- Track Capacity Chart illustrates the capacity already used and what is available at the facility

Select a Track number to see the full list of equipment on the track.

Track	Capacity Used / Capacity Available
Total Industry Capacity	50 / 116
01-052 Non-Industry Track	0 / 0
01-848	10 / 10 *
01-849	2 / 4 *
01-850	7 / 7
01-851	16 / 16 *

-  Capacity Used
-  Capacity Available
-  Request in Process
-  Scheduled to Industry
-  Track At/Exceeds Capacity

Serving Yard Screen



- Gives you visibility to equipment in your Serving Yard
- **Change ZTS** feature allows you to update a ZTS for an Equipment ID
- Select **Order to Industry** to order cars to your industry by quantity

Dashboard | At Industry | **Serving Yard** | En Route | Request History

Location: ABC COMPANY - OMAHA, NE

Printer Friendly | Export to Excel

Order to Industry | Cancel Request | Change ZTS

Filter results...

21 Cars In Serving Yard

Equipment ID	L/E	Owner	Equipment Type	Commodity	Yard Track	Sequence	Dest. ZTS	Status
TEST401	Empty	PC	C3L - Covered Hopper	1441313 - INDSND	06-206-00	E 27/42	06-822-00	ISA
TEST402	Empty	PC	C3L - Covered Hopper	1441330 - SAND	06-206-00	E 16/23	06-822-00	ISA
TEST403	Empty	PC	C3L - Covered Hopper	1441313 - INDSND	06-206-00	E 9/42	06-822-00	ISA

Select **Order to Industry** from the **Serving Yard** tab.

Bold text commodity info denotes current load, gray text denotes last contained commodity.

Order to Industry Screen

Ordering Cars by Quantity



Select From:

Select Serving Yard by Qty/Type.

Serving Yard by Equip ID
 Serving Yard by Qty/Type
 En Route

0 Selected / 10 Authorized for Order to Industry

Add More Equipment Filter results...

	Equipment ID	Owner	Equipment Type	L/E	Dest. ZTS / Switch Road	Commodity	Yard Track / Seq.
<input type="checkbox"/>	TEST401	PC	C3L - Covered Hopper	E	06-822-00	1441330 - SAND	06-204-00 E 16/21
<input type="checkbox"/>	TEST402	PC	C3L - Covered Hopper	E	06-822-00	1441330 - SAND	06-204-00 E 13/21
<input type="checkbox"/>	TEST403	PC	C3L - Covered Hopper	E	06-822-00	1441313 - INDSND	06-204-00 E 7/21

Track	Capacity Used / Capacity Available
Total Industry Capacity	17 / 46
13-401	0 / 7
13-402	0 / 7
13-403	2 / 7

Order to Industry Screen

Selecting Criteria



Select From:

Request Cars

Enter your equipment criteria to request the specific equipment needed.

Availability will change when the equipment criteria is updated. You can only order the available number of cars at any given time.

Load/Empty Empty	Commodity 0113710 - WHEAT	Requested Quantity * 2
Car Type Any	Ownership Any	Destination Track * 02-509 : 15+ Spots Rem...

4 Total Available

Selection of 'Any' will restrict additional requests to 'Any'

Selection of 'Any' will restrict additional requests to 'Any'

ADD MORE

Select destination track from drop down.

Order to Industry Screen

Add More / Multiple Orders



Select From:

2 Cars to Track 02-509	Empty, WHEAT	▼
10 Cars to Track 02-510	Empty, SBMEAL	▼

Request Cars ▲

Load/Empty Load ▼	Commodity 2092110 - SBOIL ▼	Requested Quantity * 5 30 Total Available
Car Type Any ▼	Ownership Any ▼	Destination Track * 02-509 : 13+ Spots Rem... ▼

DELETE

ADD MORE

Use **Add More** to add additional requests with different criteria to the order.




Order to Industry Screen

Schedule Order & Request Email Confirmation

Select **Immediate** order or **Schedule** your order up to 7 days in advance.

Service Time
Schedule for Specified Time ▼

Times are approximate
Choose a date

11/8/2018  HH:mm
08:00 CDT

Email to jdoe@customer.com

CANCEL **SUBMIT ORDER**

A detailed email confirmation will be sent to your email address if you check the box.

Order by Quantity/Type Request Received on 03/02/2017 at 3:44 PM CST
Archer Daniels Midland - Mankato, MN
Order Deadline Selected: 03/09/2017 at 10:00 AM CST

A request to order equipment by quantity with the following criteria to your location has been received. Your request will be processed prior to the date and time selected.

L/E	Owner	Equipment Type	Commodity	Dest. ZTS	Requested Quantity
Empty	PC	ANY	ANY	01-849-00	2

Shipment ID: 12223

Email Comments:

Order to Industry Screen

Order Acknowledgement



Request Received



Submitted: Order to Industry Request Received

Request to deliver car(s) to industry has been submitted for processing.

EBZX17, EBZX67

Your request is being processed. Orders will be fulfilled on the requested date/time subject to equipment availability and track capacity.

Close

Once your request has been submitted, you will receive an acknowledgement on the screen of your order.

Future Order



Future Order Over Capacity

The following tracks will be over capacity unless equipment is released from your industry prior to the order deadline. Please release from the following tracks prior to order deadline:

06-822

Close

Error pop-up will display if industry will be over capacity based on the amount of cars ordered.

Cancelling a Request



Dashboard | At Industry | **Serving Yard** | En Route | Request History

Location: ABC COMPANY - OMAHA, NE

Select the **Cancel Request** button.

Printer Friendly | Export to Excel

Order to Industry | **Cancel Request** | Change ZTS

Filter results...

You will receive a confirmation email on the cancelled order.

21 Cars In Serving Yard

Equipment ID	L/E	Owner	Eq
TEST401	Empty	PC	C3L -
TEST402	Empty	PC	C3L - Hopp
TEST403	Empty	PC	C3L -

Please select the equipment you wish to cancel. X
Canceled equipment will return to hold status.

Cancel Request at ABC COMPANY - OMAHA, NE

11 Selected / 11 Authorized for Cancel Request

Filter results...

Place a check mark next to the car numbers you would like to cancel and click **Submit**.

	Equipment ID	L/E	Equipment Type	Commodity	Dest. ZTS	Status	Request Type
<input checked="" type="checkbox"/>	AOKX493699	E	C3L - Covered Hopper	Unknown - Unknown	06-822-00	PC	Placement by Quantity
<input checked="" type="checkbox"/>	AOKX494048	E	C3L - Covered Hopper	Unknown - Unknown	06-822-00	PC	Placement by Quantity
<input checked="" type="checkbox"/>	CBFX315114	E	C3L - Covered Hopper	1441330 - SAND	06-822-00	PC	Placement by Quantity

Submit | Back



En Route Screen

- Shows equipment on the way to the Serving Yard (seven days out and later)

Divert allows you to change a destination.

ABC Company – Omaha, NE

Printer Friendly Export to Excel

Divert

Inbound

View: Origin Commodity Consignee Shipper

Total	Loads	Empties	7/28	ETA 7/29	ETA 7/30	ETA 8/2	ETA 8/3	ETA Later	ETA Other
269	74	171	9	5	62	10	5	18	11

ETAs are estimates and subject to change.

Inbound and Outbound view available.

Select criteria to create a report view.

Select number to view detail.

ETA Later = More than 7 days
ETA Other = No current ETA

Dashboard At Industry Serving Yard En Route Request History

Location: ABC Company – Omaha, NE

Printer Friendly Export to Excel

Divert

Inbound

View: Origin Commodity Consignee Shipper

Origin	Total	Loads	Empties	ETA 7/28	ETA 7/29	ETA 7/30	ETA 7/31	ETA 8/1	ETA 8/2	ETA 8/3	ETA Later	ETA Other
Total	269	74	171	9	5	62	6	20	10	5	18	11
ABBOTSFORD, BC	2		2									
ADAMS CENTER, NY	4		4			1		1				
AMBROSE, GA	3		3					2				
ARLINGTON, TX	8		8						2	1	1	
BAHIA, FL	2		2					1				
BAIE D URFE, PQ	3		3	1								

Request History Screen



- Shows summary and status of your requests

Dashboard | At Industry | Serving Yard | En Route | **Request History**

Location: **ABC Company – Omaha, NE** Printer Friendly Export to Excel

Currently Showing: 30 Pending Requests Filter results...

Creation Date	Request Type	Status	Equipment IDs	L/E	
07/27/2016	Cancel Switch	<u>Rejected</u>	⚠ EBZX30, EBZX31	E(2)	More Information
07/27/2016	Intra Plant Switch	<u>Requested</u>	EBZX30, EBZX31	E(2)	More Information
07/27/2016	Cancel Release	<u>Canceled</u>	EBZX132	E(1)	More Information
07/27/2016	Release	<u>Pending Request Deadline</u>	EBZX132	L(1)	More Information
07/27/2016	Cancel Release	<u>Completed</u>	EBZX125		

Select date range to change view. Maximum display range is 30 days.

Select **More Information** for additional request details.

✔ EBZX34, EBZX121, EBZX122, EBZX609 Successfully processed
⚠ EBZX306 Error

Intra Plant Switch - 07/27/2016 10:09am

Request Status: Completed
 Requested By: Sarath B Rodepudi. (IGEN179)
 Scheduled For: 07/29/2016 07:30PM
 Shipment ID #: 10143

Equipment ID	L/E	Commodity	Equipment Type	Status	Reported ZTS	New Dest. ZTS	Actions
EBZX30	Empty		C6T - Covered Hopper	<u>SE</u>	01-850-01	01-854-01	
EBZX31	Empty		C6T - Covered Hopper	<u>SE</u>	01-854-00	01-852-00	

HAZ Shipment containing hazardous product or residue 🚩 Shipment with service issue

Close

Acronym & Definition List



Label	What It Means
ZTS	Zone, Track, Spot
SC	UP Owned Equipment
FC	Foreign Owned Equipment
PC	Private Owned Equipment
Serving Yard	A rail yard used for storing and sorting rail cars
At Industry	A customer's facility
Correct ZTS	Feature to update equipment that has been moved by the customer at industry
Change ZTS	Allows user to update ZTS informing the railroad crew where to place it at industry