

Billing a loaded car from RVP

1. From the inventory screen – go to ON HAND

Inventory

Total Equipment : 10 | Last updated : October 05, 2022 at 12:46 PM | Saved Views

AG55

☐ Stations ^
☐ ALICE : ALICEVILLE ^
☐ HOUSE : ALICE HOUSE TRACK
☐ COLUM : COLUMBUS ^
☐ CAGYREC : CAGY REC INTCHG
☐ CTNMT : CANTONMENT ^
☐ R17 : R17-YARD 17

En Route: 0 | Inbound: 0 | **✓ On Hand: 5** | Outbound: 0

Selected Equipment 0/5 ACTION PANEL

☐ Equipment	Station ↑	Track ↑	Seq ↑	Shipment Type ↑	Cmnt	Waybill No	Kind	Equip Type	Equip Kind	L/E
☒ LRS 100068	MACMI	RUNAROUND	10	On Hand		585876		B435	B5H	E
☐ LRS 016973	MACMI	RUNAROUND	11	On Hand		647477		A402	A5S	E
☐ SBLX 024181	MACMI	RUNAROUND	28	On Hand		213520		T204	T	E
☐ SHQX 001510	MACMI	RUNAROUND	29	On Hand		213521		C112	CH	E
☐ GPSX 000589	MACMI	RUNAROUND	30	On Hand		213522		E507	E	E

2. Choose the car you would like to put loaded billing on – click a check to the left of it

Selected Equipment 1/5 ACTION PANEL

En Route: 0 | Inbound: 0 | **✓ On Hand: 5** | Outbound: 0

☒ Equipment	Station ↑	Track ↑	Seq ↑	Shipment Type ↑	Cmnt	Waybill No	Kind	Equip Type	Equip Kind	L/E
☒ LRS 100068	MACMI	RUNAROUND	10	On Hand		585876		B435	B5H	E
☐ LRS 016973	MACMI	RUNAROUND	11	On Hand		647477		A402	A5S	E
☐ SBLX 024181	MACMI	RUNAROUND	28	On Hand		213520		T204	T	E
☐ SHQX 001510	MACMI	RUNAROUND	29	On Hand		213521		C112	CH	E
☐ GPSX 000589	MACMI	RUNAROUND	30	On Hand		213522		E507	E	E

3. Click on ACTION PANEL – the next screen will show the car you chose only

Drop the ACTION panel down and choose CREATE BILL

Inventory

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ACTION PANEL

Listed Equipment : (1)1 ACTION

☒ Spot	Station	Track	Equip. ID	Shipment Type	Waybill No	Kind	Equip Type	L/E	Commodity	Last Move Type
☒	MACMI	RUNAROUND	LRS 100068	On Hand	585876		B435	E	PULPBOARD	ICHR

Create Bill
Bad Order
Hold
Intra Plant
Move

4. Once you click **CREATE BILL**, your Electronic Bill of Lading Screen will appear with your patterns to choose from. Choose the pattern that you will be using for the chosen car, click on the **BLUE** hyperlink to choose it.

Select a Pattern to Create BOL for Shipper AG55HAPPAPPIN

Status: Active ▼ Pattern ID: Origin: Destination:

Consignee: STCC: Description: Pay Method: ▼

Reference Qual: ▼ Reference Number:

Payer of Freight: Care Of Customer: Route: ROAD 1 JCT 1 ROAD 2 JCT 2 ROAD 3 JCT 3

Search Insert Delete

Total Records Found: 4

Pattern ID	Origin	Destination	Consignee	STCC	Send to Road	STCC Description	TMC	
CANADA 2 MEXICO	TORONTO, ON	TORONTO, ON	THE TACO PLACE	4901105	AG55	CARTRIDGES FOR WEAPONS	R	☐
HAZMAT	NEW HAVEN, CT	GUELPH, ON	PDI BULK LIQUIDS	4940129	AG55	ENVIRONMENTALLY HAZARDOUS SUBSTANCE, LIQUID, N.O.S	R	☐
OGRY-CN	.	.			AG55		R	☐
TEST-CC	ARCOLA, IN	NORTHAMPTON, PA	HOROWEEN LEASING	0134910	AG55	VEGETABLE SEEDS	R	☐

5. Once you choose a billing pattern, enter the required fields, and click **CREATE & SEND**

Quick Entry Screen For New Bill Of Lading

- **Create** : Click on "Create" to create and then view the BOL to complete and send EDI to railroad.
- **Create And Send** : Click on "Create And Send" to create and send the BOL directly to the railroad without viewing the BOL prior.

Field Name	Data	Required
*BOL Number		Yes
*Equipment Initial	LRS	Yes
*Equipment Number	100068	Yes
*Net Weight		Yes

Create And Send Create

6. You should receive a validation page that looks like the below:

Validation Page

Equip Init	Equip Nbr	BOL No	BOL Date	Successful - BOL Sent
LRS	100068	ABC123	10/5/2022	

OK

This will notify the Railroad that your car is loaded and ready to be pulled