RAILINC | CRB Electronic Exceptions FAQs

How do I know what fields need to be filled out when using detail source RJ?
Required Fields for Unpaid Invoice Rejection (RJ)

- The Invoice Rejection Header Level column will be referenced when you are submitting an unpaid invoice rejection for the whole invoice.
- The Invoice Rejection BRC Exception column will be referenced when you are submitting an unpaid invoice rejection for all repairs on a specific railcar (taking exception to the entire BRC for that car).
- The Invoice Rejection Repair Line Exception column will be referenced when you are submitting an unpaid invoice rejection for specific repair lines listed in the CROP file.

How do I know what fields need to be filled out when using detail source RS when responding to an exception that contains detail source RJ?
Required Fields for Unpaid Invoice Rejection Response (RS)

- This will be used when responding to an initial exception that contains detail source RJ.
- The column you will reference will depend on what the initial exception contains.

How do I know what fields need to be filled out when using detail source EE?
Required Fields for Paid Invoice Rejection (EE)

- The BRC Header Level Exception column will be referenced when you are submitting a paid invoice rejection for all repairs on a specific railcar (taking exception to the entire BRC for that car).
- The Repair Line Exception column will be referenced when you are submitting an paid invoice rejection for specific repair lines listed in the CROP file.

How do I know what fields need to be filled out when using detail source RS or EZ when responding to an exception that contains detail source EE?
Required Fields for Paid Invoice Exception (EE) Response (EZ, RS)

- The BRC Header Level Exception (Agree CBA issued) column will be referenced if you are agreeing to the BRC header exception and will be issuing a CBA.
- The BRC Header Level Exception (Disagree no CBA issued) column will be referenced if you are disagreeing to the exception.
- The BRC Header Level Exception (Partially agree CBA issued) column will be referenced if you are partially agreeing and issuing a CBA for a BRC header exception.
- The Repair Line Level Exception (Agree CBA issued) column will be referenced when agreeing to a repair line exception and will be issuing a CBA.
- The Repair Line Level Exception (Disagree no CBA issued) column will be referenced when disagreeing to a repair line exception and no CBA will be issued.
- The Repair Line Level Exception (Partially agree CBA issued) column will be referenced when partially agreeing to a repair line exception and will be issuing a CBA.

How should I name my file and attachments within the zip file?
Y.1.3 Exception File Naming Convention

- SubmitterMark_ReceiverMark_InvoiceNumber_AccountDate_ExceptionLetterNumber

When I include an attachment, what is the file naming convention and requirements?
When submitting an attachment with your exception file, the attachment file name will need to be listed within the exception message, including the file extension (.pdf).

- Spaces in the file name must be represented by an underscore.
- The attachment name will need to match in the submission and exception message.

What are the formatting requirements for the fields listed in an exception submission?

Y.1.4 Electronic Exception Letter Format

Field	Requirement / Notes
Record Format	Always use “2” for exception submissions.
Billing Party/Invoicing Party	The MARK/Company ID of the Railroad, Contractor, Car Owner, Lessor, or Running Repair Agent. Must be 4 alphanumeric characters.
Billed Party	The MARK/Company ID of the Railroad, Contractor, Car Owner, Lessor, or Running Repair Agent. Must be 4 alphanumeric characters.
Account Date	Must be numeric and follow the YYMM format for the invoice account date.
Total Invoice Amount	Must contain 16 characters, including leading zeros.
Invoice Number	Can contain up to 16 characters and must reflect the original billed invoice number.
DX Outbound Date	Leave blank; Railinc will input the date the invoice was issued.
Repair Date	Must be in YYMMDD format.
SPLC	Must be 9 numeric characters, including trailing zeros.
Invoice Header Level Exception	“Y” for Yes or “N” for No. “Y” means you are taking exception to the entire invoice that was billed.
BRC Header Level Exception	“Y” for Yes or “N” for No. “Y” means you are taking exception to all repairs for a single railcar, rather than a specific repair line.
Line Number	Must contain 5 characters, including leading zeros.
Currency Indicator	Must reflect what is in the initial exception or CROP file. “U” for US “C” for Canada
Submission Date	Leave blank; Railinc will input the date the exception, response, or CBA was submitted.
Applicable Detail Sources	EE – Exception: use when issuing an initial paid invoice exception. RS – Exception Reply: use when submitting a response to an exception received. RJ – Invoice Rejection: use when issuing an initial unpaid invoice exception. EZ – CBA Issued: use when issuing a CBA due to agreeing to an exception. Include a record format 3 (CBA) message when this detail source is present.
Exception Letter Counter	Starts at 01 and can increase to 99. This number changes only after a full exceptions process cycle is completed. Initial Exception: Billed Party > Billing Party = 01 Exception Response: Billing Party > Billed Party = 01
Description	Freeform field; can contain up to 348 characters. This field may be left blank.
Amount	Must contain 16 characters, including leading zeros.
Amount Indicator	“C” for Credit or “D” for Debit. Most exceptions use “C” to request a credit. Use “D” to indicate the party was not charged enough and should be charged more for the repair.
Response Indicator	“A” for Agree, “D” for Disagree, or “P” for Partial. Leave blank when issuing the initial exception. If agreeing or partially agreeing to a paid invoice exception, a CBA must be issued.
Attachment	May be left blank if no attachment is included. If an attachment is included, include the file extension.

What do the error codes mean and how do I know what I need to update?

If you are listed on the CRB Contact Admin page and have selected **Exceptions System Notifications**, you will receive an email containing the error report if your file fails system validations.

Summary File Rej

- Indicates the entire exception file was rejected.
- Common causes include incorrect file naming convention or a submission already present in the system.

Type 2 Critical Errors

- Indicates errors for specific exception lines.
- Common causes include incorrect field formatting or information that cannot be verified from the CROP file.

Type 3 Critical Errors

- Indicates errors for specific CBA lines.
- Common causes include incorrect field formatting or information that cannot be verified from the exception or CROP file.

What fields need to be filled out when submitting a CBA?

Y.2.5 Electronic Record Format 3 CBA Message, Required Fields and Validations/Record Format 3 CBA Record Required Fields

- When issuing a CBA, these sections will provide you with the required fields and formatting requirements.

What if I have questions about CRB Electronic Exceptions?

Railinc's customer service team is available to answer your questions. For more information about {product}, contact the Railinc Customer Success Center toll free at (877) 724-5462 or via email at csc@railinc.com.

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