



Multi Level Pool Billing (MLPB) User Guide



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Learning about Multi Level Pool Billing (MLPB)

The purpose of this document is to provide step-by-step instructions for using the Multi Level Pool Billing (MLPB) application. Each system function is outlined with procedures and examples to guide you through the features, including invoicing for pool billing, report generation and pool operator and pool participant exception handling.

Overview

The MLPB DX layout, format and processing rules are detailed in the [MLPB Data Exchange Procedures Manual](#). Pool operators and participants must have an established FTP mailbox and should discuss setup with Railinc via email to csc@railinc.com. MLPB participants are classified as either pool operators or participants.

- A **pool operator** is a railroad, equipment owner, third-party agent, or repair shop that submits pool billing to MLPB DX. The pool operator may be the billing party (the company that created the invoice) or a third-party agent. The invoices submitted must be in the format defined in the [MLPB Data Exchange Procedures Manual](#).

Each month, pool operators compile invoices for a particular billed company and create *one invoice for that billed company*. The pool operator sends the invoice to MLPB DX to be processed and distributed per industry rules. Pool operators may transmit data to MLPB DX from an internal system or third-party product.

- A **pool participant** is a railroad, equipment owner, third-party agent, or repair shop that has registered with MLPB DX to receive MLPB invoices electronically after the monthly processing cycle. The pool participant may be the billed company (the company responsible for paying billing party) or a third-party agent. The invoices transmitted to MLPB pool participants are in the industry-approved format as described in the [MLPB Data Exchange Procedures Manual](#). After the monthly run of the Data Exchange is complete, MLPB sends an email with summary files of accounts payables/receivables in PDF and XLSX formats.

MLPB Data Exchange

Pool operators are reminded to create invoicing and send for Data Exchange according the [MLPB Data Exchange Schedule](#). Failure to submit your monthly invoicing to the Data Exchange on time will result in your data being excluded from the distribution (i.e., it will be included in the next month's run of the Data Exchange).

MLPB users are sent a summary email with their accounts payables/receivables in PDF and XLSX formats after the monthly run of the Data Exchange has been completed.

MLPB is a one-to-many billing systems and handles the invoice generation. After each data exchange, MLPB sends emails summarizing the accounts receivable and accounts payable in spreadsheet and PDF formats for each pool operator and pool participant that was part of the most recent data exchange.

Job Codes

A **job code** is the industry defined code that relates to a particular part of the rail equipment being repaired. Job codes are located in the *Office Manual of AAR Interchange Rules*. MLPB job codes are 6000 series codes and part of the [Job Codes Car Part Codes and Qualifiers](#). The price of the repair depends on the following criteria noted by the pool operator:

- Repair Date
- Job Code
- Why Made Code
- Responsibility Code
- Condition Code

MLPB does not have time standards, nor does it currently have any pricing standards. Because of this, Railinc is not involved with pricing.

System Requirements

For information about the system requirements of Railinc web applications and for information about downloading compatible web browsers and file viewers, refer to the [Railinc UI Dictionary](#).

Accessing the Railinc Customer Success Center

The Railinc Customer Success Center provides reliable, timely, and high-level support for Railinc customers. Representatives are available to answer calls and respond to emails from 7:00 a.m. to 7:00 p.m. Eastern time, Monday through Friday, and provide on-call support via pager for all other hours to ensure support 24 hours a day, 7 days a week. Contact us toll-free by phone at 877-RAILINC (1-877-724-5462) or send an email directly to csc@railinc.com.

Additional Reference Material

Refer to the documents listed in this section for important additional information.

MLPB DX Procedures Manual

The MLPB DX participation and industry-approved record layout requirements are contained in the [MLPB Data Exchange Procedures Manual](#). This manual is regularly updated with information on record layout changes and requirements for specific detail sources.

Office Manual of the AAR Interchange Rules

The *Office Manual of the AAR Interchange Rules* (referred to as the *AAR Office Manual*) contains MLPB rules and published AAR rates (referred to as Price Master or Price Matrix). The *AAR Office Manual* contains job codes that relate to pool billing. MLPB DX submitters utilize the Price Master for AAR priced repairs on a unit. The MLPB submitter must identify the pool

billing using the appropriate job code and submit an invoice to MLPB DX for distribution to the specified pool participant.

The rules for submitting pool billing is located in both the *AAR Office Manual and Field Manual of the AAR Interchange Rules*.

Field Manual of the AAR Interchange Rules

The *Field Manual of the AAR Interchange Rules* (referred to as the *AAR Field Manual*) contains the interchange rules and has guidelines on repairs and reporting must occur for repaired, damaged or destroyed equipment. The *Field Manual of the AAR Interchange Rules* is useful in assisting customer with determining the appropriate qualifiers, questions on how to report repairs and other information necessary to complete a repair.

Note: Requests for the *AAR Office Manual* and *AAR Field Manual* are submitted to the AAR. Refer customer to AAR publication site at <http://www.aarpublications.com>.

Getting Started

The MLPB application, which provides access to the pool billing interface, is accessed using the Railinc Single Sign-On (SSO). SSO can be accessed from the Railinc portal at [Railinc Single Sign-On/Launch Pad User Guide](#). The SSO login is located at the upper right of the page.

Register to Use Railinc SSO

Each MLPB user must register to use Railinc Single Sign-On. Refer to the [Railinc Single Sign-On/Launch Pad User Guide](#) for more information.

Once SSO registration is complete, you must request access to MLPB within SSO.

Role-Based Application

Access and authorization for MLPB is determined when requesting access through Railinc Single Sign-On. Refer to [Exhibit 2](#) for a complete list of MLPB roles as seen in SSO.

Exhibit 1. User Roles and Descriptions

Role	Description
MLPB Exception Submitter	This user can view and submit exceptions.
MLPB Company Admin	The Company Administrator manages the assignment of MLPB related roles for your company, receives email requests for permissions and grants permissions as determined by your company.
MLPB Exception Approver	This user can view and accept or reject exceptions.
MLPB Exception Reviewer	This user can view exceptions and record comments.
MLPB Reports User	This user can create data queries and manage associated reports.
MLPB Web User	This user has access to the MLPB application for a specific company.

Requesting MLPB Access

After authorization to use Railinc SSO is received, you must request general access to MLPB following instructions in the [Railinc Single Sign-On/Launch Pad User Guide](#).

Exhibit 2. MLPB Request Permission

MLPB
Multi Level Pool Billing

1 Select Roles 2 Confirm 3 Done

- Exception Submitter (MARK required)
New User to be able to View & Submit Exceptions
- MLPB Company Admin (MARK required)
Company Administrator who will manage the assignment of MLPB related roles for their company. This user will receive emails for requested permissions for their respective company and must grant permission as determined by their respective company.
- MLPB Exception Approver (MARK required)
User is able to view and accept/reject exceptions.
- MLPB Exception Reviewer (MARK required)
User is able to view exceptions and record comments.
- MLPB Reports User (MARK required)
User is able to create data queries and manage associated reports
- MLPB Web User (MARK required)
Company Specific User to access web application

Comments...

0/255

Return Next

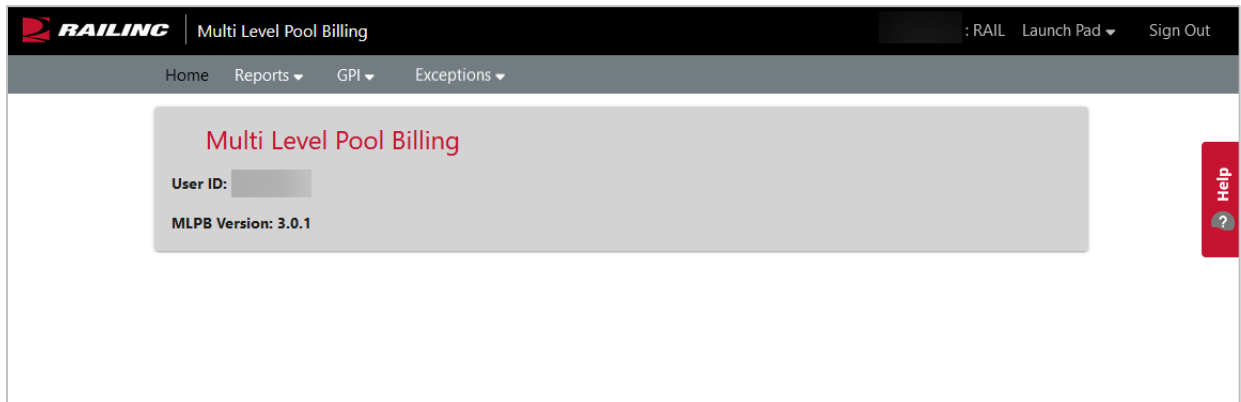
Once you receive an email notification confirming your access to MLPB, you can login and begin using MLPB.

Logging In

Use the following procedure to log into MLPB:

1. Open your internet browser and enter <https://public.railinc.com> to open the Railinc website.
2. Select the **Customer Login** link in the upper right of the page. The Account Access page is displayed.
3. Enter your **User ID** and **Password**. Select **Sign In**. The Railinc Launch Pad is displayed.
4. In **My Applications**, select **MLPB**. The MLPB Home page is displayed ([Exhibit 3](#)).

Exhibit 3. MLPB Home Page



5. Continue by selecting an application menu item.

Logging Out

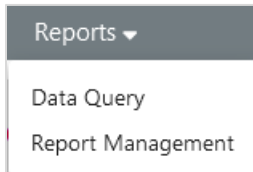
To log out of MLPB, select the **Sign Out** link. The Account Access page is displayed.

Reports

From the MLPB menu, select **Reports**.

- [Data Query](#) – Build and save your MLPB reports.
- [Report Management](#) – Edit, download and schedule saved MLPB reports.

Exhibit 4. Reports Menu



Data Query

Users with the MLPB Reports User role have access to create data queries and manage associated reports. Use the following procedure to build and save your own MLPB reports:

1. From the main menu, select **Reports > Data Query**.

Exhibit 5. Data Query – Report Setup

A screenshot of the 'Data Query' report setup interface. The page title is 'Data Query'. At the top, there is a progress bar with four steps: 1. Report Setup (active), 2. Select Attribute, 3. Build Criteria, and 4. Preview. The main form area is divided into three sections:

- Report Name:** A text input field containing 'RAIL YTD 2023' with a character count of 13/50.
- Report Type:** Two radio button options: 'Pool Operator' (selected) and 'Pool Participant'.
- Report Time Period:** A section for defining date ranges. It includes:
 - 'Data Month(s) Start Date' set to '01/2023'.
 - 'End Date' set to '09/2023'.
 - A blue 'AND' button.
 - 'Repair Dates Start Date' set to '06/01/2023'.
 - 'End Date' set to '06/30/2023'.

 At the bottom of the form, there are five buttons: 'Next' (disabled), 'Clear All' (red), 'Clear' (red), 'Save' (disabled), and 'Preview' (disabled).

2. Enter a **Report Name**.
3. Select the **Report Type**:
 - a. Pool Operator is inbound. If you want your own billing data that shows what you have submitted to MLPB, select **Pool Operator**.
 - b. Pool Participant is outbound. If you want the data that shows what other companies have billed to your company, select **Pool Participant**.

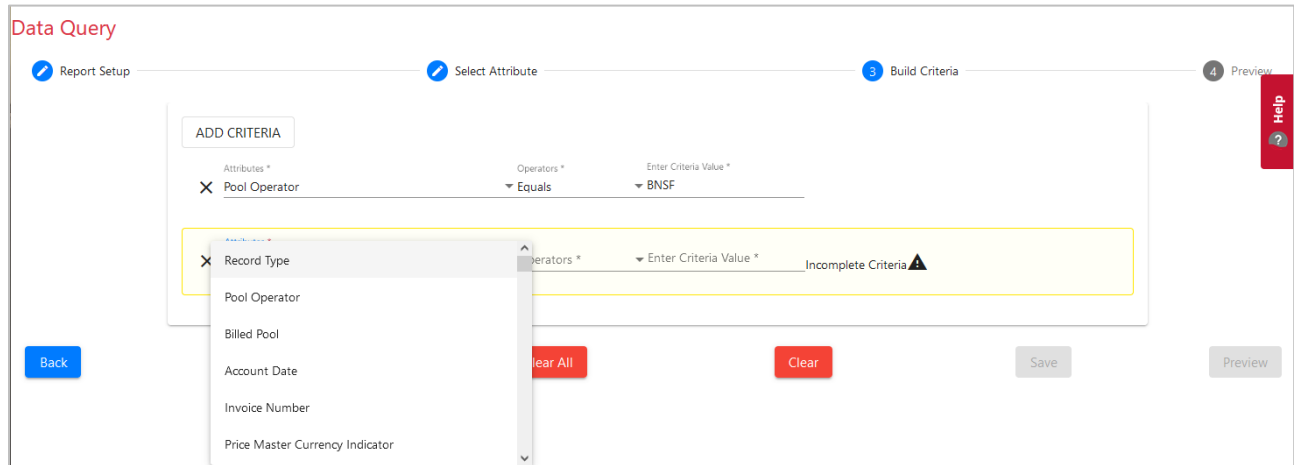
4. Select the **Report Time Period**, using the calendar icons. Choose Start and End Dates (year and month) to include data during the reporting time period. For example, to receive a year-to-date data report, under **Date Month(s)** select the current year and January as the **Start Date** and the current year and month as the **End Date**.
5. You can also include a specific date range for when certain repairs were submitted by entering **Repair Dates**. For example, if you want to include repairs for the month of June with your report data, select June 1 as the **Start Date** and June 30 as the **End Date**.
6. Selecting the **Clear All** button removes all information for all the pages of the query and returns you to the Report Setup.
7. Selecting **Clear** removes any entered fields for the current page.
8. Select **Next**.

Exhibit 6. Data Query – Select Attributes

The screenshot displays the 'Data Query' interface at the 'Select Attribute' step. It features two main columns: 'Available Attributes' on the left and 'Selected Attributes' on the right. The 'Available Attributes' list contains 52 items, with 'Interior Door' currently selected. The 'Selected Attributes' list contains 9 items. Between the columns are control buttons: 'Add 4', 'Add All 52', '< Remove', '<< Remove All 9', 'Move Top', 'Move Up', 'Move Down', and 'Move Bottom'. At the bottom, there are buttons for 'Back', 'Next', 'Clear All', 'Clear', 'Save', and 'Preview'. A progress bar at the top indicates the current step is '2. Select Attribute'.

9. Select from the **Available Attributes**. Use the filter or scroll through the list to find the appropriate attributes. You can use the **Shift** or **Ctrl** keys to select more than one attribute. Use the arrow keys to move attributes from Available Attributes into the **Selected Attributes** section.
10. The **Preview** button allows you to preview the report data with the selected attributes.
11. Select **Next**.

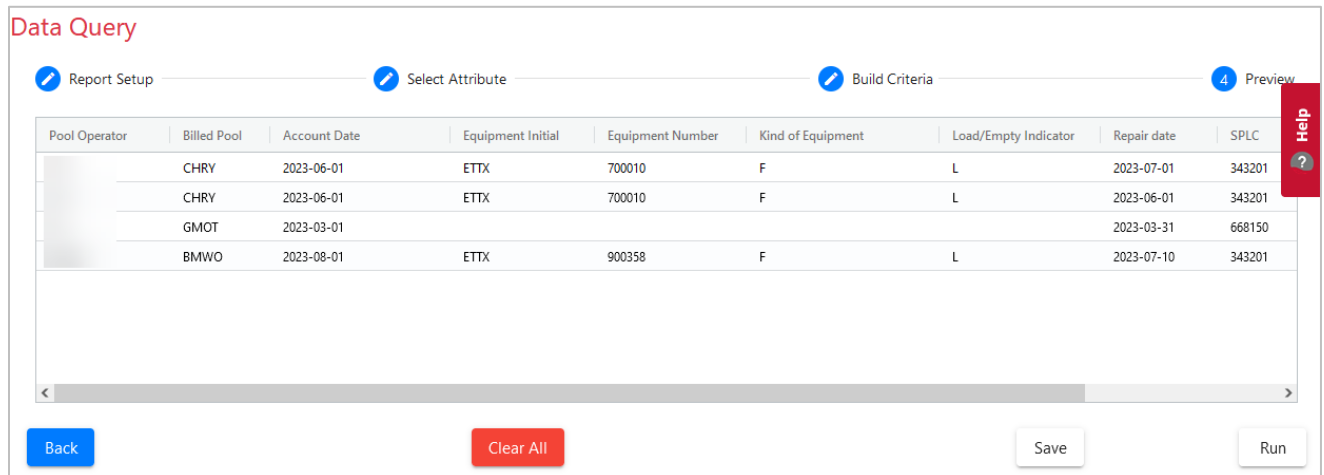
Exhibit 7. Data Query – Add Criteria



12. You have the option to add filter criteria to your report. This is optional. Select **Add Criteria**.
 - a. Select **Attributes** and select from the list of attributes in the drop-down, an **Operator** and a **Value**. The example above filters the report to only show data where the Pool Operator is BNSF.
 - b. Select **Add Criteria** to add more criteria.
 - c. Select the **X** next to the row of criteria to remove it.

13. Select **Next** to preview the results of the report.

Exhibit 8. Data Query – Preview



14. Select **Save** to save the report. You should see a green message at the top of the page that says the report has been successfully saved.
15. Select **Run** to run the report. When the report is ready to download from MLPB, an email notification will be sent to the email address associated with your SSO ID.
16. To download and schedule reports, see [Report Management](#).

Report Management

Users with the MLPB Reports User role can create data queries and manage associated reports. Use the following procedure to edit, download and schedule saved MLPB reports:

1. From the main menu, select **Reports > Report Management**.





Exhibit 9. Manage Saved Reports

Download Reports

Report Name	User ID	Date
RAIL SEP 2023 YTD	MICHDOC	9/18/2023 2:21:46 PM
RST-0005	ITRXT01	9/15/2023 2:00:00 PM
RST-0002	ITRXT01	9/15/2023 2:00:00 PM
RAIL Qtrly Data	CARYTST	9/14/2023 2:42:51 PM
QA1	MLPBDQ3	9/9/2023 4:00:00 PM
RST-0015	ITRXT01	9/1/2023 10:02:13 AM
RST-0006	ITRXT01	9/1/2023 9:00:00 AM
RST-0005	ITRXT01	8/31/2023 4:23:21 PM
RST-0005	ITRXT01	8/15/2023 2:00:00 PM
RST-0002	ITRXT01	8/15/2023 2:00:00 PM

Saved Reports

Name	Sched...	Last Run	User ID
RST-0411	N	4/11/2023 4:01:26 PM	ITRXT01
RAIL SEP 2023 YTD	N	9/18/2023 2:21:45 PM	MICHDOC
MLPBDQ3	Y	9/9/2023 4:00:00 PM	MLPBDQ3
CARYTST	Y		CARYTST

-  View/Edit Report Definition
-  Add Schedule
-  Delete Report Definition
-  Run Now

Download Reports

Each row in the Download Reports section represents a report. Each Report Name is a link. Select a **Report Name** to open or save the downloaded report. The **User ID** is the user who created the report, and the **Date** is when the report was saved.

Saved Reports

Select the menu icon (☰) next to a report in the Saved Reports section for a list of available actions:

- Select **View/Edit Report Definition** to view or edit the report details. Move through the screens using the **Next** and **Back** buttons. See [Data Query](#) for details about these screens. Select the **Save** button to save any changes to the report.

Reports

- Select **Add Schedule** to add a run schedule to a report that has not yet been scheduled (N in the schedule column). Select **View/Edit Report Schedule** to view and edit an existing schedule (Y in the schedule column). To add a schedule:

Exhibit 10. Schedule a Report

Schedule Details - RAIL SEP 2023 YTD

Start Date *
09/18/2023

Repeats *
Monthly 8 AM

Repeats On

1 2 3 4 5 6 7 8 9 10 11 12
 13 14 15 16 17 18 19 20 21 22 23 24
 25 26 27 Last day of Month

Ends

Never On

End Date *
04/19/2024

Close

View Schedules

Delete

Save

- Enter the **Start Date** as the start day of the report.
- Select how often you want the report to run. Select either **Monthly**, **Quarterly**, **Bi-Annual** (2x per year) and **Yearly** (1x per year).
- Select or enter the time you'd like it to run and select **AM** to toggle between AM and PM to select early or later time of day.
- Below **Repeats On**, select the day you want the report to run (the 18th day of the month is selected in the example above).
- If you do not want to enter an expiration date for the report (when it would no longer run), then below **Ends**, select **Never**. If you want it to stop running after a period of time, select **On** and select the **End Date**.
- To view the next five runs with the schedule chosen, select **View Schedules**.

Exhibit 11. Scheduled Run Times

Next Scheduled Report Run Times
2023-10-18 8:00:00 am
2023-11-18 8:00:00 am
2023-12-18 8:00:00 am
2024-01-18 8:00:00 am
2024-02-18 8:00:00 am

- Select **Save** to save the scheduled run times.
- Select **Delete** to delete the scheduled run times (not the report).

- i. Select **Close** to return to the list of reports.
- Select **Delete Report Definition** to delete the report. This removes the report without confirmation. Removing a report cannot be undone.
- Select **Run Now** to run the selected report on demand.

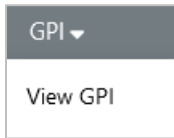
GPI

All MLPB users can view GPI. Invoices are billed to a pool, and the pool shares the cost. Gross Program Index (GPI) is the percentage of cost per pool made by each railroad and is processed on a monthly basis.

From the MLPB menu, select **GPI**.

- [View GPI](#) – View and distribute GPI by month/year.

Exhibit 12. GPI Menu



View GPI

Pools are based on auto manufacturers. Each railroad is represented at the top. Use the following procedure to view and distribute GPI:

1. From the main menu, select **GPI > View GPI**.
2. Select the **Month** and **Year** that you want to view. A month must be complete and processed before it is available to be viewed.
3. Select **View** to view the percentages billed to each railroad for each pool.

Exhibit 13. View GPI

GPI															
Month															
August															
Year															
2023															
View Distribute															
Shipper	BNSF	CIND	CN	CPRS	CSXT	FEC	FXE	KCS	KCSM	NS	NYSW	PW	RAIL	UP	Total
AUDI	-	-	-	-	-	-	█%	-	-	-	-	-	-	█%	100%
BMWO	█%	-	█%	█	-	-	-	-	█%	█%	-	-	-	█%	100%
CHRY	█%	-	█%	█	█%	█%	█%	1%	█%	█%	-	█%	-	█%	100%
CTSV	█%	-	█%	-	█%	-	-	-	-	█%	-	-	-	█%	100%
FORD	█%	-	█%	█	█%	█%	█%	1%	-	█%	-	-	-	█%	100%
GLVS	█%	-	-	█	█%	-	-	1%	█%	█%	-	-	-	█%	100%
GMOT	█%	-	█%	█	█%	-	█%	-	█%	█%	-	-	-	█%	100%
HNDA	█%	█%	█%	█	█%	-	█%	7%	█%	-	-	-	-	█%	100%

4. Each month MLPB automatically sends the GPI view to the railroads. Selecting the **Distribute** button sends to the current view to all the railroads.

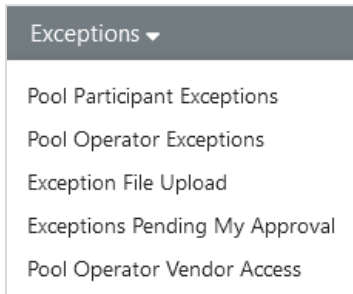
Exceptions

After the data exchange has run for the month, MLPB sends the processed data to RCH where the invoices are paid immediately. MLPB provides ways to request exceptions when there is a disagreement about billing.

From the MLPB menu, select **Exceptions**.

- [Pool Participant Exceptions](#) – Pool participant list of accepted exception uploads submitted when they have overpaid an invoice.
- [Pool Operator Exceptions](#) – Pool operator list of pool participant exceptions. A pool participant has created an exception because of an overpayment on an invoice that was sent by the pool operator.
- [Exception File Upload](#) – Pool participants upload their exception files to MLPB when they have overpaid an invoice.
- [Exceptions Pending My Approval](#) – Pool operators answer exceptions by making updates to invoices.
- [Pool Operator Vendor Access](#) – Add permissions for repair vendors.

Exhibit 14. Exceptions Menu



Pool Participant Exceptions

Users with the MLPB Exception Submitter role can view pool participant exceptions. Use the following procedure to view submitted exceptions:

1. From the main menu, select **Exceptions > Pool Participant Exceptions**. The Pool Participant Exceptions page is displayed.
2. Select an **Active Roadmark**. Use the **Filter** option to filter the list.

Exceptions

Exhibit 15. Pool Participant Exceptions

Pool Participant Exceptions							
Active Roadmark: RAIL							
Filter							Export to CSV
Account Date	Invoice Number	Equipment ID	Ramp Code	Repairing Company	Total Exception Amount	Status	Credit Amount
2023-01	RX00016	RAIL3009	MI031	ABCX	\$38.80	REVIEW	
2023-01	RX00016	RAIL3011	MI031	ABCX	\$38.80	REVIEW	
2023-01	RX00016	RAIL3015	MI031	ABCX	\$38.80	REVIEW	
2023-01	RX00016	RAIL3023	MI031	ABCX	\$38.80	REVIEW	
2023-01	RX00016	RAIL6700	MI031	ABCX	\$38.80	REVIEW	
2023-01	RX00016	RAIL6750	MI031	ABCX	\$38.80	REVIEW	

3. Exceptions have the following **Status** types:
 - **Submitted** – These exceptions have been submitted by the pool participant
 - **Review** – These exceptions have been acknowledged as is under review by the pool operator
 - **Credited** – A dollar amount in **Credit Amount** shows that these exceptions have been credited. When **Pending DX** is shown in **Credit Amount**, these exceptions will be credited in the next data exchange.
 - **Rejected** - These exceptions have been rejected by the pool operator
4. Select **Export to CSV** and follow the prompts to download the results to your computer.

Pool Operator Exceptions

Users with the MLPB Exception Approve or MLPB Exception Review roles can view pool operator exceptions. Use the following procedure to view submitted exceptions by pool participants:

1. From the main menu, select **Exceptions > Pool Operator Exceptions**. The Pool Operator Exceptions page is displayed.
2. Select an **Active Roadmark**. Use the **Filter** option to filter the list.

Exceptions

Exhibit 16. Pool Operator Exceptions

Pool Operator Exceptions							
Active Roadmark: RAIL							
Filter							Export to CSV
Account Date	Invoice Number ↑	Equipment ID	Ramp Code	Repairing Company	Total Exception Amount	Status	Credit Amount
2020-04	72000756802003	Off Rack	ON008	XYZX	\$15.60	CREDITED	\$15.60
2020-03	RAIL30101	712034	MS008	ABCX	\$89.72	CREDITED	\$89.72
2020-03	RAIL30101	712034	MS008	ABCX	\$113.63	CREDITED	\$113.63
2020-03	RAIL30101	712034	MS008	ABCX	\$89.72	CREDITED	\$89.72
2020-03	RAIL30101	712034	MS008	ABCX	\$179.44	CREDITED	\$179.44
2020-03	RAIL30101	712034	MS008	ABCX	\$48.06	CREDITED	\$48.06

3. Exceptions have the following **Status** types:
 - **Submitted** – These exceptions have been submitted by the pool participant
 - **Review** – These exceptions have been acknowledged as is under review by the pool operator
 - **Credited** – A dollar amount in **Credit Amount** shows that these exceptions have been credited. When **Pending DX** is shown in **Credit Amount**, these exceptions will be credited in the next data exchange.
 - **Rejected** - These exceptions have been rejected by the pool operator
4. Select **Export to CSV** and follow the prompts to download the results to your computer.

Exception File Upload

Users with the MLPB Exception Submitter role are able to submit exception files. When a pool participant has overpaid an invoice, they have 120 days from receipt of the invoice to submit exceptions for repairs. Exceptions can be submitted by uploading the exception file using the MLPB application or by FTP to the Railinc FTP mailbox.

Note: To receive the Inbound File Status Report that indicates if your file has been accepted or rejected, verify your contact details include the MLPB category in [FindUs.Rail](#). For details, see [Add MLPB Contacts to FindUs.Rail](#).

The [MLPB Exception Upload Template](#) is available to use as the Excel spreadsheet template for entering your exception information and uploading it to MLPB or FTP. Refer to *Appendix H – Submit Exceptions* of the [MLPB Procedure Manual](#) to follow the data standards needed to submit exceptions.

Exceptions

Once you have an .xlsx file that meets the exception data standards in the [MLPB Procedure Manual](#) and your contact information has been updated in FindUs.Rail for MLPB, use the following procedure to upload an exception file to MLPB:

1. From the main menu, select **Exceptions > Exception File Upload**.
2. Select the Mark to **Submit on behalf of**.
3. Select **Browse** to upload the exception spreadsheet.

Exhibit 17. Exception File Upload

The screenshot displays the LINC Multi Level Pool Billing interface. At the top, there is a navigation bar with the LINC logo and the text 'Multi Level Pool Billing'. Below this is a secondary navigation bar with links for 'Home', 'Reports', 'GPI', and 'Exceptions'. A prominent green notification box in the upper right corner contains a checkmark and the text: 'Your file was successfully uploaded. Please check email for 'Inbound File Status Report' which will indicate your file as 'Accepted' or 'Rejected' with associated error codes provided.' The main content area is titled 'Exception File Upload' in red. Underneath, there is a section for 'Submit on behalf of:' with a dropdown menu currently showing 'RAIL'. Below this is a file upload section labeled 'Select a file to upload:' which includes a 'Browse...' button and the text 'No file selected.'

4. Once the file has been uploaded, you'll receive the **Inbound File Report** by email indicating your file has been accepted for rejected. If your file is rejected, use [MLPB Exception Error Codes](#) to determine what needs to be fixed in your file, and then submit the updated file.

Exceptions

Exhibit 18. Exception Inbound File Report

MLPB Exception Inbound File Report						
File Name:	Exception_EX1NEG.xlsx		Processed Date:	2019-07-10 11:42 AM		
Submitting Road	A003		Received Date:	2019-07-10 11:42 AM		
Inbound Status:	ACCEPTED		Records Processed:	1		
Records Received:	1					
Exceptions Processed: Category Summary						
Overcharge:	0		Wrong - Not Standard	1		
Appendix B:	0		Invalid Repair:	0		
Duplicates:	0		Delete:	0		
Pool Operator	Invoice Number	Detail Source	Car Number	Job Code (Applied)	Repair Date	Category Code
CPRS	CPRS18100103	BP	BNSF0000300123		181213	WNSC

Exceptions Pending My Approval

Users with the MLPB Exception Approver role have access to view, approve and reject exceptions. Use the following procedure to view, approve and reject exceptions:

1. From the main menu, select **Exceptions > Exceptions Pending My Approval**. Exceptions requiring approval are displayed.
2. Select a view by choosing **View Exceptions Due Within 30 days** or **View All Actionable Exceptions**.

Exhibit 19. Exceptions Pending My Approval

Exceptions Pending My Approval									
<input type="radio"/> View Exceptions Due Within 30 days								<input checked="" type="radio"/> View All Actionable Exceptions	Export to CSV
Account Date	Invoice Number	Equipment ID	Exception Due Date	Ramp Code	Total Exception Amount	Lines Per Car	Lines With Exceptions	Notes	
2023-04	522098001	TTGX975396	06/12/2023	WA021	\$52.68	16	8		
2023-04	522098001	TTGX980313	06/12/2023	WA021	\$52.68	16	8		
2023-04	522098001	TTGX986003	06/12/2023	WA021	\$52.68	16	8		
2023-04	522098001	TTGX991068	06/12/2023	WA021	\$52.68	17	9		
2023-04	522098001	TTGX992339	06/12/2023	WA021	\$52.68	16	8		
2023-04	522098002	TTGX975396	06/12/2023	WA021	\$174.52	16	8		
2023-04	522098002	TTGX980313	06/12/2023	WA021	\$174.52	16	8		
2023-04	522098002	TTGX986003	06/12/2023	WA021	\$174.52	16	8		
2023-04	522098002	TTGX991068	06/12/2023	WA021	\$174.52	17	9		

3. Each Equipment ID listed in the Equipment ID column is a link. Select an **Equipment ID**. The Answer Exceptions page is displayed for that selected Equipment ID.

Exceptions

Exhibit 20. Answer Exceptions

Answer Exceptions

Equipment ID: RAIL 975396

Applied JC	Qty	Why Made	Labor	Material
6499	01		\$0.00	\$1.82
6499	01		\$0.00	\$11.35
6499	01		\$0.00	\$1.82
6499	01		\$0.00	\$11.35
6499	01		\$0.00	\$1.82
6499	01		\$0.00	\$11.35
6499	01		\$0.00	\$1.82
6499	01		\$0.00	\$11.35

Rec Type	Operator	Billed Pool	Acct Date	Invoice Nbr	Currency	Detail Src	Equip Init	Equip Nbr
1		MTSU	2209	522098001	U	BP	RAIL	975396

Equip Kind	Load/Empty	Repair Date	SPLC	Repair Comp	Repair Inv	Repair Ref	Facility	Location
F	E	220627	846200		TO2207068N	522098001	RP	AL

Quantity	Cond Code	Applied JC	A. Qualifier	Why Made	Removed JC	R. Qualifier	Resp Code	Labor
1	1	6499		01	6499		4	\$0.00

Material	Material Sign	Machine Priced	Narrative	Labor Rate	Ex SPLC	Line Nbr	Orig Inv	Orig Acct
\$1.82	D	N	2022-09-01	\$0.00	846200000	170		

Service Road	ETC	Shipper	Service Date	Ramp Code	Origin/Dest	Car Part Cd	Pool Nbr
	V978	MTSU	2206	WA021	U	XZA	

Pool Participant	Category	Comments	Date Submitted	Resubmit	Reason
RAIL	Overcharge	NO DESCRIPTION	Oct 4, 2022	Yes	Choose a reason

Total Charge: \$1.82

Non Editable - Total Credit

Add notes...

Notes:

4. All entries for the invoice are listed in the top left. Select a row from the list to view the details on the right.
5. Change the amount of total charges by entering a new amount in the **Credit Amount (USD)** or enter a **Percentage**.
6. Add notes in the Notes section.
7. Selecting **Save Work** saves any changes, but you will need to return to finalize or disallow.
8. Select **Finalize Work** to approve a credit for one or more repair lines of the invoice or **Disallow All** to reject the exception.

Pool Operator Vendor Access

Use the following procedure to add repair vendor access to marks within your responsibility:

Exceptions

1. From the main menu, select **Exceptions > Pool Operator Vendor Access**. The Exceptions Permissions – Vendor View/Edit page is displayed.
2. From the **Add Repairing Company For** drop-down list, select the mark within your responsibility.
3. Select **Name** or **Mark** and enter the repairing company's name or mark.
4. Select **Confirm** next to the selected marks to add the repairing company to the mark you within your responsibility.

Exhibit 21. Exception Permissions

The screenshot shows the ILING Multi Level Pool Billing interface. At the top, there is a navigation bar with 'Home', 'Reports', 'GPI', and 'Exceptions'. A green notification banner at the top right says 'Vendor(s) access granted.' The main heading is 'Exception Permissions - Vendor View/Edit'. Below this, there is a dropdown menu for 'Add Repairing Company For' set to 'RAIL'. There are two radio buttons: 'Name' (unselected) and 'Mark' (selected). A text input field labeled 'Name or mark' is present. Below the input field is a 'Selected marks' field and a 'Confirm' button. On the right side, there is a table titled 'Repairing Companies of RAIL' with columns for 'Mark' and 'Remove'. The table contains one entry: 'AARE' with a red trash icon in the 'Remove' column.

5. The repair company's mark appears under **Repairing Companies** and a success message that the vendor has been granted access is displayed.
6. Select the delete icon to remove the company when appropriate.

Add MLPB Contacts to FindUs.Rail

FindUs.Rail is a web-based centralized database that allows you to review and manage your company's contact information. It helps railroad departments, private equipment owners, and leasing companies stay connected and query contacts and agency relationships for industry functions and roles.

If you are a pool operator or participant in MLPB, you need to be setup in the FindUs.Rail database with your email and phone number contact information. Within FindUs.Rail, there is a MLPB contact type. If this contact information is not setup, then you will not receive email notifications for MLPB. If you are not already registered in the FindUs.Rail contact database, go to <https://public.railinc.com> to request permission after establishing your SSO account. Refer to the [FindUs.Rail User Guide](#) for complete instructions on using the FindUs.Rail system.

Your setup in FindUs.Rail does not determine your privileges and what actions you can take within the MLPB system; these are also determined by your SSO role. FindUs.Rail is simply used for your email contact information and to identify your role to others in the railroad industry. Every MLPB pool operator and participant should be listed as a contact in FindUs.Rail.

Use the following procedure to add a MLPB contact into FindUs.Rail.

Note: This procedure requires that you have set up a Railinc Single Sign-On (SSO) User ID and already have a FindUs.Rail account. See the notes in [Getting Started](#) to access information about SSO.

1. Go to <https://public.railinc.com> to login (see [Logging In](#)).
2. From the Launch Pad, in the **My Applications** section, select **FindUs.Rail**.
3. Once inside FindUs.Rail, select the **Contacts** menu, and then select the **Add Contact** link. The Add Contact page is displayed, with the **Contact** section at the top of the page and the **Categories** section at the bottom of the page.

Exhibit 22. FindUs.Rail Add Contact – Contact Section

The screenshot shows the 'Add Contact' form in the FindUs.Rail application. The form is titled 'Add Contact' and includes a navigation bar at the top with 'Home', 'Contacts', 'Categories', 'Relationships', 'Search MARKs', 'Notifications', and 'Help'. The main form area contains several sections:

- Company ID/MARK:** A dropdown menu with 'RAIL' selected.
- Company:** 'RAILINC CORPORATION' is displayed.
- Personal Information:** Fields for 'First Name', 'Last Name', '*Contact Type', and '*Title/Position'.
- Communication:** Fields for '*Email', '*Phone - Primary:' (with sub-fields for Intl, Area, Number, Ext.), 'Phone - Secondary:', and 'Fax:'.
- Address:** Fields for '*Address', '*City', and '*St./Prv'.
- Additional Fields:** 'Company Reference' (0/50), 'Website URL' (0/100), and 'Notes'.

4. In the top section, complete all the mandatory fields marked with an asterisk (*).
5. In the **Categories** section, select **Multi Level Pool Billing** from the **Category** drop-down list.

Exhibit 23. FindUs.Rail Add Contact – Categories

The screenshot shows the 'Categories' section of the 'Add Contact' form. It includes a warning: 'Any assigned categories must have at least one category function specified.'

- Category List:** A dropdown menu with 'Multi Level Pool Billing' selected.
- Category Role:** 'Primary'.
- Category Functions:**
 - Billed Party: The contact to whom the Railinc RCH/MLPB has directed the invoice payment for pool billable repairs and inspections
 - Exception Approver: Allows user to view and respond to Exception data and receives Pool Operator Exception Activity reporting.
 - Exception Submitter: Allows user to view and submit Exception data and receives Pool Participant Exception Activity reporting.
 - Invoicing Party/Pool Operator: The Pool operator/administrator/Serviceing Road contact who is responsible for submitting the invoice to the Billed pool for pool billable repairs and inspections
- Apply Contact to Additional Marks?:**
- Available Marks:**

Company ID/MARK	<input type="checkbox"/> Select
RAIL - RAILINC CORPORATION	<input checked="" type="checkbox"/>
- Category Specific Fields:** 'Taxpayer ID:'

 At the bottom, there are buttons for 'Delete Category', 'Add Category', 'Cancel', and 'Save'.

6. Check all the appropriate category functions for which you are responsible. A description is next to each function.
7. Apply your contact information to the appropriate marks.
8. Select the **Add Category** button to add additional categories for other products.
9. Select the **Save** button. The new FindUs.Rail contact information is added. If you receive an error message stating that only one primary contact can exist for a company, select **Secondary** as the Category Role.