Original Cost Self-Service User Guide

RAILINC

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List of Exhibits

Learning about Original Cost Self-Service

Original Cost Self-Service (OCSS) is an application that enables superstructure owners to confirm and store original and rebuilt cost data in a centralized location. OCSS facilitates the audit process so that the audit team may review original and rebuilt cost documents for superstructures before the values are updated in Umler®.

Overview

OCSS serves as a document repository of invoices and other documents to support the cost value of a non-integrated superstructure (car rack attached to a vehicular flat car). It facilitates the audit process for superstructures and ensures that superstructure owners provide accurate cost information for original and rebuilt superstructures.

This document describes how to use OCSS through the following major sections:

- [Getting Started](#) on page 4 describes how to access and log in to the system.

- [Searching for and Viewing Cost Information](#) on page 7 describes how to view the number of your mark's superstructures by status.

- [Entering Cost Information](#) on page 13 describes how to enter cost information for new and rebuilt superstructures.

  Note: Entering cost information requires the OCSS User permission.

For additional information, contact the Railinc Customer Success Center (see [Accessing the Railinc Customer Success Center](#) on page 3).

OCSS Process for New and Existing Superstructures

Superstructures (also known as "car racks", or simply "racks") are required to be entered into Umler. This is done by the owner of the vehicular flat car to which the superstructure is attached. Once a superstructure is entered into Umler, the owner of the superstructure (which may be different than the owner of the vehicular flat car) can locate the superstructure (see [Searching for Superstructures](#) on page 8) in OCSS and provide original cost documentation for new and rebuilt superstructures and create Additions and Betterments (A&B). They can manage their pending and rejected submissions and work with the Railinc audit team to address any issues.

Knowing accurate cost information is important to superstructure owners because the cost information determines how much money they can receive for the use of the superstructure according to Appendix T in [AAR Circular OT-10](#).

Important: Upon deployment of OCSS on November 28, 2023, all existing superstructures were updated in Umler to have the status of "Verified". Any superstructures added after the deployment of OCSS are initially entered with a status of "Estimated" and are required to be audited before they are granted "Verified" status.

The following steps describe the OCSS process for new and existing superstructures:

1. A user adds a superstructure to a vehicular flat car in Umler in "Estimated" status.

2. OCSS connects to Umler in real-time and obtains cost information.

3. A user can access OCSS and provide documentation supporting the cost information they submitted in Umler. They can update the cost information in OCSS if needed, provided that the submitted documentation supports the cost update. The Umler status remains at "Estimated", but the OCSS status is changed to "Pending".

4. An auditor reviews the submitted cost information and supporting documentation and approves or rejects the submission.

5. The submitter is notified by email of the results of the audit.

   - If approved, the values submitted in OCSS are updated in Umler and the superstructure status is changed to "Verified" in Umler.

   - If rejected, the auditor must provide a reason for the rejection, and the status is changed to "Rejected" in OCSS. A comment is also added to the rejected equipment. The submitter is required to address any issues identified by the auditor.

   Note: Any pending or rejected submission may be deleted by the submitter and then resubmitted at a later time.

OCSS Process for Rebuilt Superstructures

The following steps describe the OCSS process for rebuilt superstructures:

1. A user adds a rebuilt date to a superstructure in Umler. The superstructure status in Umler reverts to "Estimated".

2. OCSS connects to Umler in real-time and obtains the original cost information.

3. A user can access OCSS and provide rebuild cost information and supporting documentation. The Umler status remains at "Estimated", but the OCSS status is changed to "Pending".

4. An auditor reviews the submitted rebuild cost information and supporting documentation and approves or rejects the submission. The submitter is notified by email of the results of the audit.

   - If approved, the values submitted in OCSS are updated in Umler and the superstructure status is changed to "Verified" in Umler. Additionally, if the superstructure has Addition and Betterment (A&B) information, the A/B information is deleted in Umler (as this is included as part of the rebuild cost calculation).

   - If rejected, the auditor must provide a reason for the rejection, and the status is changed to "Rejected" in OCSS.

5. The submitter is required to address any issues identified by the auditor.

OCSS Process for Adding Addition and Betterment (A&B) data for Superstructures

OCSS is also used for adding Addition and Betterment (A&B) data for superstructures. A user searches for superstructures owned by their mark and updates the A&B values (three fields). After audit and approval, the A&B data entered into OCSS is added to Umler.

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.

Getting Started

OCSS uses Railinc Single Sign-On (SSO) to manage permissions. To access SSO, view the Railinc portal at https://www.railinc.com and select **Customer Login** at the top right of the page.

Registering to Use Railinc SSO

Each OCSS user must register to use Railinc Single Sign-On (SSO). If you are not already registered, refer to the *Railinc Single Sign-On and Launch Pad User Guide* for more information. Once you have completed SSO registration, request access to OCSS within SSO.

Requesting Access to OCSS

After you receive authorization to use Railinc SSO, you must request access to OCSS by following instructions in the *Railinc Single Sign-On and Launch Pad User Guide*.

Your level of access and authorization for OCSS is determined when you request access through Railinc SSO. Exhibit 1 shows a complete list of OCSS roles as seen in SSO.

Exhibit 1. User Roles and Tasks

Role	Description
OCSS Company Admin	Company Administrator who will manage the assignment of OCSS-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.
OCSS User	Original Cost Self-Service user with permissions reflecting a stencil mark owner. May create and manage original and rebuilt cost data, which includes submitting and searching original and rebuilt cost data.
Original Cost Self-Service Read-only User	Original Cost Self-Service user with permissions reflecting a stencil mark owner. May search for and download data from the search functionality.

Your assigned user role determines what functions you can perform. User roles are assigned by Railinc through the Single Sign-On interface (Exhibit 2).

*Exhibit 2. OCSS Request Permission (Showing the OCSS Roles)*

Choose your role(s) and enter the mark for your railroad. Select **Next** to proceed. Once you receive email notification of access, you can log in and begin using OCSS.

Logging In

Use the following procedure to log into OCSS:

1. Open your internet browser.

2. Enter the following URL: https://www.railinc.com. The Railinc Welcome page is displayed (Exhibit 3).

Exhibit 3. Railinc Welcome Page
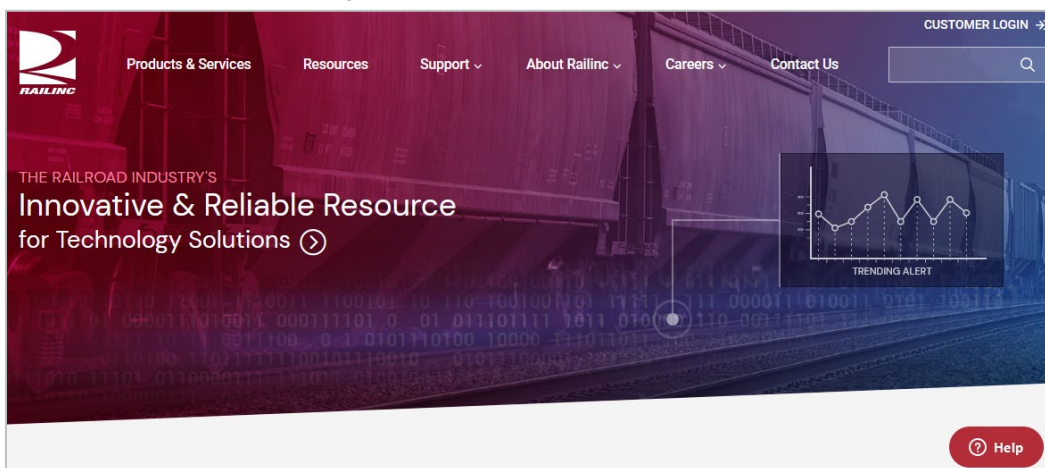
3. Select **Customer Login** at the top right. The Railinc Account Access panel is displayed.

4. In the Account Access panel, enter your **User ID** and **Password**. Select **Sign In**. The Railinc Launch Pad is displayed (Exhibit 4).
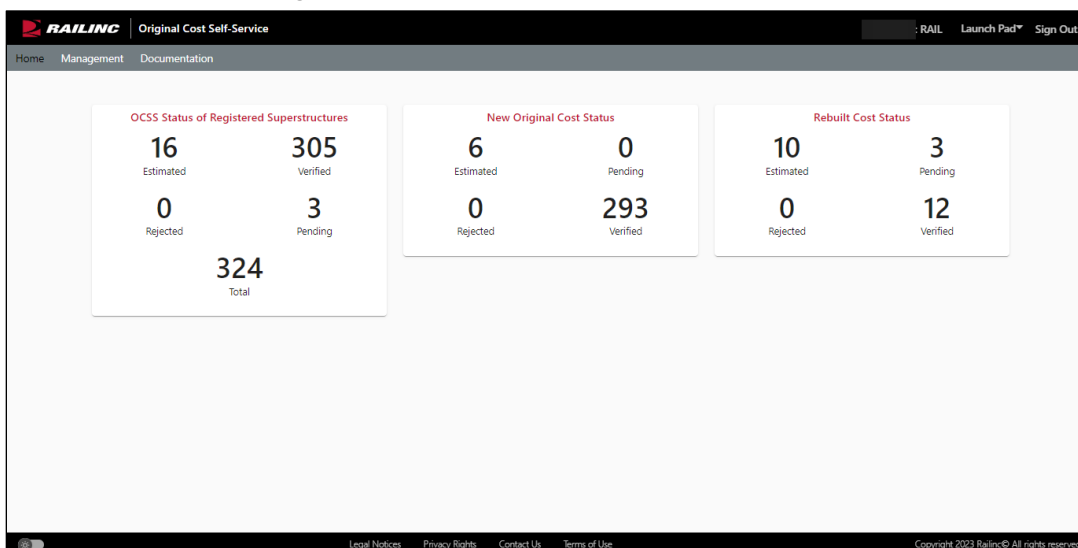
Exhibit 4. Railinc Launch Pad
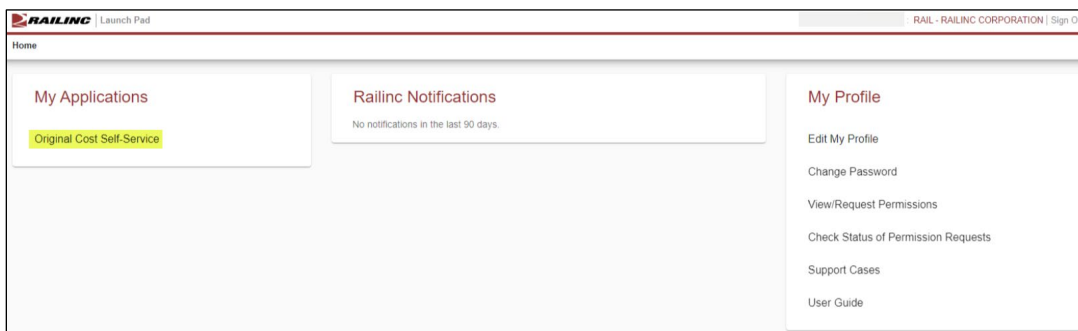
5. Under **My Applications**, select **OCSS** (you may need to scroll down). The OCSS Home page is displayed (Exhibit 5).

Exhibit 5. OCSS Home Page

The OCSS Home page contains three major categories of OCSS and Umler status information. (see Searching for and Viewing Cost Information on page 7 for more information).

OCSS has a menu bar that contains the following options:

Home   Return to the OCSS Home page after viewing another OCSS page. This page displays various status values (see Searching for and Viewing Cost Information on page 7).

Management   Enter cost information for new and rebuilt superstructures (see Entering Cost Information on page 13).

User Guide   View the *Original Cost Self-Service User Guide* and the *OCSS FAQ*.

Logging Out

Select the **Sign Out** link to end an OCSS session.

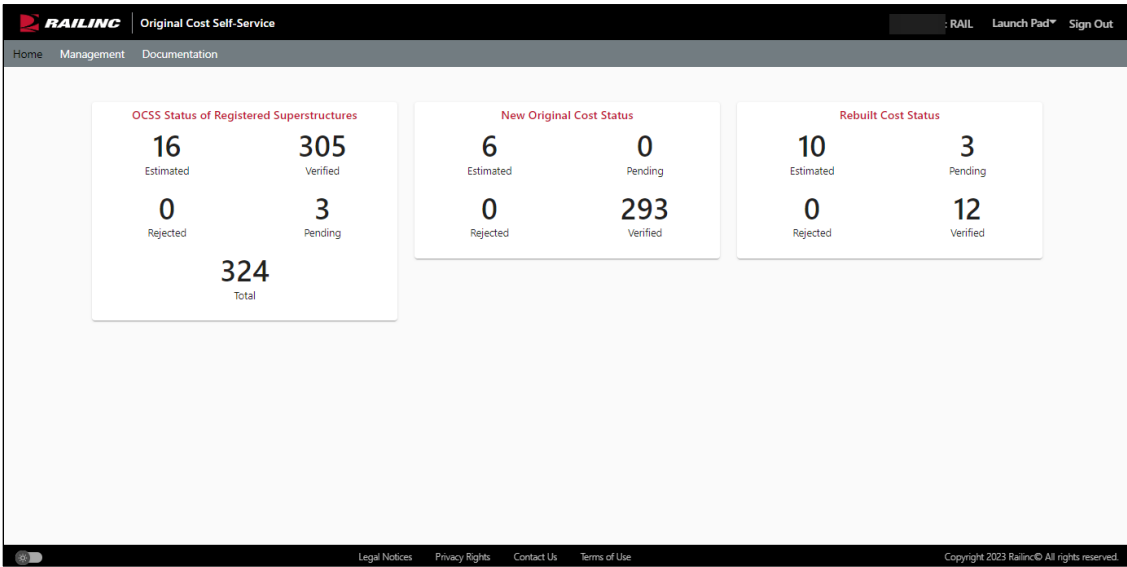# Searching for and Viewing Cost Information

The OCSS application enables you to view and enter cost information for new and rebuilt superstructures.

Note: Only users with the OCSS User permission can enter cost information. Other users have read-only access and can only search, view, and download information.

Viewing OCSS Status Information

When first opened, the OCSS Home page is displayed, which shows status information about superstructures (Exhibit 6).

Exhibit 6. OCSS Home Page

The OCSS Home page contains the following major categories of information:

OCSS Status of Registered Superstructures	The current status of registered superstructures in OCSS as described below:
	Estimated – the number of superstructures with values entered into Umler that need to be reviewed by an auditor. All new superstructures are entered in "Estimated" status.
	Verified – the number of superstructures with values entered into Umler that have been verified by an auditor.
	Rejected – the number of superstructures with values entered into Umler that have been rejected by an auditor.
	Pending – the number of superstructures with values entered into Umler that are pending audit review.
	Total – the total number of estimated, verified, rejected, and pending superstructures with values entered into Umler.

New Original Cost Status	The current status of new original superstructures as described below:
	Estimated – the number of new original superstructures with values entered into Umler that need to be reviewed by an auditor. All new superstructures are entered in "Estimated" status.
	Pending – the number of new original superstructures with values entered into Umler that are pending audit review.
	Rejected – the number of new original superstructures with values entered into Umler that have been rejected by an auditor.
	Verified – the number of new original superstructures with values entered into Umler that have been verified by an auditor.
Rebuilt Cost Status	The current status of rebuilt superstructures as described below:
	Estimated – the number of rebuilt superstructures with values entered into Umler that need to be reviewed by an auditor.
	Pending – the number of rebuilt superstructures with values entered into Umler that are pending audit review.
	Rejected – the number of rebuilt superstructures with values entered into Umler that have been rejected by an auditor.
	Verified – the number of rebuilt superstructures with values entered into Umler that have been verified by an auditor.

You can select any of the status values shown on the OCSS Home page and see a list of the superstructure IDs that meet the selected status (as though you had performed a search on the Management page using the status criteria). See Viewing Search Results on page 9 for more information.

Searching for Superstructures

To search for superstructures, select **Management** from the OCSS menu bar. The OCSS Management page is displayed (Exhibit 7).

Exhibit 7. OCSS Management Page (Showing the Search Equipment Criteria Fields)

When initially displayed, the Management page shows the following Search Equipment Criteria fields:

Equipment Initial	The equipment initial (Mark) for the railcar on which the superstructure is mounted. If you do not enter an equipment initial, OCSS searches for superstructures owned by your logged in Mark. Note that the owner of the railcar may be different that the owner of the superstructure.
Equipment Number	The equipment number for the car on which the superstructure is mounted. If you specify an equipment number, you must also specify an equipment initial. You can enter a specific number or a range of numbers (e.g., 10000-24999). The range limit is 15,000 pieces of equipment.
SS ID	The superstructure ID.
Status	A drop-down list containing checkboxes for superstructure cost status values (Estimated, Pending, Rejected, and Verified). Select one or more status checkboxes.
Cost Type	A drop-down list that enables you to select whether to include new or rebuilt superstructures costs in your search results. Leave this field empty if you want to include all cost types in your search results.

Enter values in any of these fields and select **Search** to locate superstructures and view their information in the Search Results pane (see Viewing Search Results on page 9).

Note: You can select the caret (∧) at the top right to hide the Search Equipment Criteria fields.

Viewing Search Results

The Search Equipment Result pane of the OCSS Management page (Exhibit 8) is displayed when you perform a search as described in Searching for Superstructures on page 8 or when you select any of the status values shown on the OCSS Home page as described in Viewing OCSS Status Information on page 7.

Exhibit 8. OCSS Management Page (Showing the Search Equipment Result Fields)

The Search Equipment Result pane shows the equipment that matches the specified search criteria. It lists the number of displayed equipment at the top and contains the following columns of information:

|	
☐	Select the checkbox to the left of at least one piece of equipment to enter cost information for the selected pieces of equipment. See Entering Cost Information on page 13 for more information.
R	If displayed to the left of an equipment initial and number, this icon indicates that the equipment has been rebuilt.
A&B	If displayed to the left of an equipment initial and number, this icon indicates that the equipment has had an Addition and Betterment (A&B) added.
Initial and Number	Identifies the railcar on which the superstructure is mounted. You can select an Initial and Number link to see the View Comments icon (🔴 Comments), which you can select to view the comments history for the selected equipment (Exhibit 9).

Exhibit 9. Comment History Popup

Comment History | RAIL0000019239

DOUGTST [11-20-2023 11:26:25]

Close
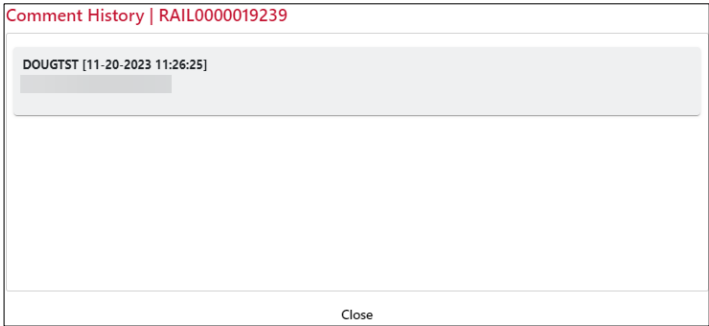
|	
SS ID	The superstructure ID.
Last Update	The date on which cost information was last updated in OCSS for the associated equipment initial and number.
Status	Indicates the status of the superstructure cost information currently in OCSS.
Built Month	The month in which the superstructure was originally built.
Built Year	The year in which the superstructure was originally built.
Rebuilt Month	The month in which the superstructure was most recently rebuilt.
Rebuilt Year	The year in which the superstructure was most recently rebuilt.
Original Cost	The original cost of the superstructure.
Total Costs	The total cost of the superstructure, including the costs of rebuilds, calculated in real-time (Reused Parts + New Net Cost).

You can select **Expand/Collapse** in the header row to show and hide columns of information. This is especially useful when viewing information for rebuilt superstructures, which have the following additional columns of information:

A&B Date Done	The date of the individual Addition and Betterment.
A&B Indicator	Rack Indicator for Positive/Negative A&B.
A&B Cost	Invoiced Amount for Additions and Betterments.
Ledger Value	The sum of the Original Cost and Additions and Betterments.
Reused Parts	Calculated as the Ledger Value multiplied by the Reused Percentage.
Reused Percentage	The calculated reused percentage.
Effective Reused Percentage	The effective reused percentage, taking into consideration the cap of 10%. If the calculated reused percentage is less than 10%, 10% is used instead.
Rebuilt Materials	Refer to your supporting documentation (e.g., invoice) for this field.
Rebuilt Material Additional	Refer to your supporting documentation (e.g., invoice) for this field.
Rebuilt Labor	Refer to your supporting documentation (e.g., invoice) for this field.
Less Stripping	Refer to your supporting documentation (e.g., invoice) for this field.
Less Material Credit	Refer to your supporting documentation (e.g., invoice) for this field.
Invoiced	Sum of Rebuilt Material + Rebuilt Material Additional + Rebuilt Labor.
New Net Cost	Invoiced Amount minus Less Stripping minus Less Material Credit.
New Original Cost	Invoiced Amount minus Less Stripping minus Less Material Credit.

You can sort any column by selecting the header in that column. An arrow to the right of the column header indicates the direction of the sort. Select the header a second time to change the direction of the sort. You can sort by multiple columns by holding the Shift key and selecting an additional column header. A number to the right of the column header indicates precedence of a multi-column sort.

You can also filter any column by selecting the menu icon (≡) to the right of a column header and then using the filter options to narrow the search results. Once you apply a filter to a column, a filter icon (▽) is displayed to the right of the column header. To remove a filter, select the menu icon and delete the contents of the filter field.

The Search Equipment Result pane also contains the following icons and buttons:

Refresh

Select the refresh icon (↻ Refresh) at the top right of the Search Equipment Result page to update the search results with current information. You may want to select this button if the search results information has been displayed on your screen for an extended period of time or when you are expecting information to be updated in Umler.

Export

Select the export icon (⤓ Export) at the top right of the Search Equipment Result page to download the currently displayed list of search results as a CSV file – up to 100,000 rows. There is no charge for downloading these results. Any filters that have been applied to the search results are also reflected in the downloaded file.

Enter Cost

Select the checkbox for at least one piece of *new* equipment and then select **Enter Cost** to enter cost or A&B information for the selected piece(s) of equipment. See Entering Cost Information on page 13 for more information.

Select the checkbox for at least one piece of *rebuilt* equipment and then select **Enter Cost** to enter rebuilt values for the selected piece(s) of equipment. See Entering Rebuilt Cost Information on page 17 for more information.

Enter Rebuilt A&B

Select the checkbox for at least one piece of *rebuilt* equipment and then select **Enter Rebuilt A&B** to enter cost information for the selected piece(s) of equipment. See Entering Cost Information on page 13 for more information.

Note: The **Enter Rebuilt A&B** button is only displayed when you perform a search with only "Rebuilt" selected as the Cost Type.

Entering Cost Information

OCSS enables you to submit documentation to support the original cost information as well as rebuilt cost information that is entered in Umler. OCSS also enables you to submit information and supporting documentation for an Addition and Betterment (A&B), which is an addition to a superstructure that was made after it was built (e.g., the addition of a ladder).

See the following sections for more information:

- [Entering Original Cost Information](#) on page 13

- [Entering Addition and Betterment (A&B) Information](#) on page 15

- [Entering Rebuilt Cost Information](#) on page 17

Entering Original Cost Information

When viewing search results as described in [Viewing Search Results](#) on page 9, you can select the checkbox for at least one piece of equipment and then select **Enter Cost** to enter original cost information for the selected piece(s) of equipment. The Enter Cost popup is displayed ([Exhibit 10](#)).

Exhibit 10. Enter Cost Popup (Showing the Enter Cost Section)

To submit documentation to support the original cost information that is entered in Umler, simply review the existing cost information in the Enter Cost section and select **Next**. The Enter Cost popup proceeds to the Upload Documents section ([Exhibit 11](#)).

You can modify the information in the Original Cost field if the new values are supported by the documentation you are uploading.

If you are modifying information for multiple equipment ID's, you can apply the values in the top row to all equipment in the list by checking the boxes at the top of the columns.

Notes:

- The Original Cost must be between $4000 and $175,000.

- If you make changes to the values in the Original Cost column for a superstructure, you cannot enter A&B information for that superstructure. Similarly, if you make changes to the values in any of the A&B columns for a superstructure, you cannot enter Original Cost information for that superstructure.

- Select **Delete** to delete a submission that is in pending or rejected status.

- Select **Reset** to return all of the entered values to the values saved in OCSS.

Exhibit 11. Enter Cost Popup (Showing the Upload Documents Section)

Select **Browse File** and locate a file containing invoice information to support the original cost of the superstructure. PDF is the only supported file type. The Upload Documents section of the Enter Cost popup lists the selected file ([Exhibit 12](#)).

Exhibit 12. Enter Cost Popup (Showing the Upload Documents Section Completed)

You can add multiple files if needed. To remove a file, select the Trash Can icon (🗑).

Select **Submit** to submit the uploaded document(s) as supporting documentation for the original cost of the superstructure. If successful, a success message is displayed ([Exhibit 13](#)).

Exhibit 13. Enter Cost Success Message
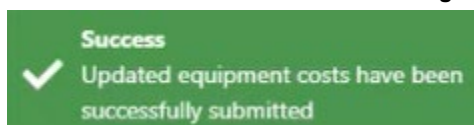
Note: If you selected multiple equipment ID's, you can verify all of the costs for the selected equipment, and then upload one set of supporting documents for all of the equipment.

Entering Addition and Betterment (A&B) Information

When viewing search results as described in Viewing Search Results on page 9, you can select the checkbox for at least one piece of *new* equipment and then select **Enter Cost** to enter Addition and Betterment (A&B) information for the selected piece(s) of equipment. The Enter Cost popup is displayed (Exhibit 14).

Exhibit 14. Enter Cost Popup (Showing the Enter Cost Section)

Note: You can enter Addition and Betterment information for *rebuilt* equipment by performing a search with only "Rebuilt" selected as the Cost Type, selecting the checkbox for a piece of rebuilt equipment from the search results, and then selecting the **Enter Rebuilt A&B** button. The Enter Rebuilt A&B popup is displayed (Exhibit 15).

Exhibit 15. Enter Rebuilt A&B Popup (Showing the Enter Cost Section)

Use the Enter Rebuilt A&B popup exactly the same as you would use the Enter Cost popup (Exhibit 14). All of the same processes and notes apply to this popup as well. Complete the three fields highlighted above and continue with this procedure.
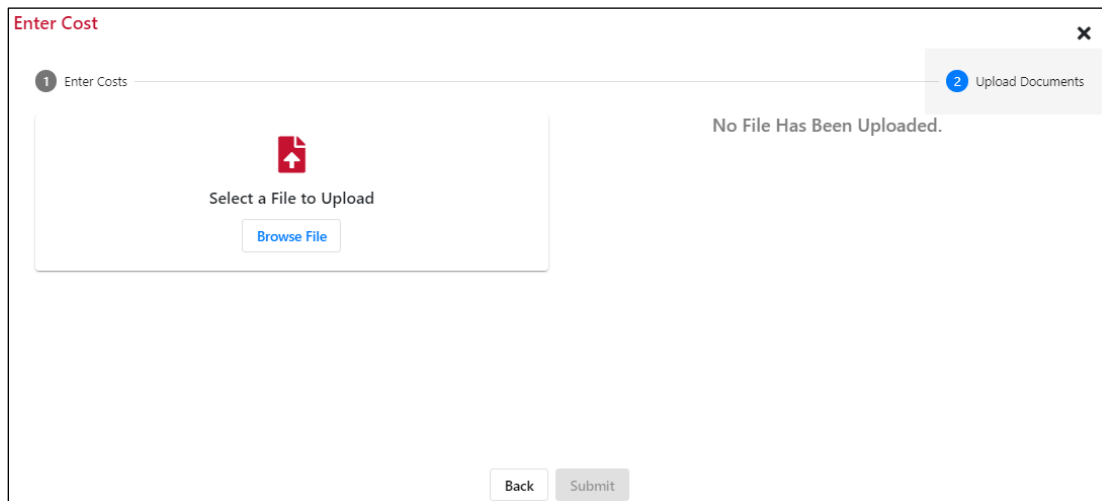
OCSS is used to create and modify Addition and Betterment (A&B) information. You can add information in the A&B fields (A&B Date Done, A&B Indicator, and A&B Cost) if the new values are supported by the documentation you are uploading. Review the cost information and select **Next**. The Enter Cost popup proceeds to the Upload Documents section (Exhibit 16).

If you are modifying information for multiple equipment ID's, you can apply the values in the top row to all equipment in the list by checking the boxes at the top of the columns.

Notes:

- The A&B cost must be less than or equal to $35,000.

- Ensure that the Original Cost of the rack is within the acceptable thresholds of $4,000 and $35,000 or the A&B updates will fail.

- If you make changes to the values in the Original Cost column for a superstructure, you cannot enter A&B information for that superstructure. Similarly, if you make changes to the values in any of the A&B columns for a superstructure, you cannot enter Original Cost information for that superstructure.

- Select **Delete** to delete a submission that is in pending or rejected status.

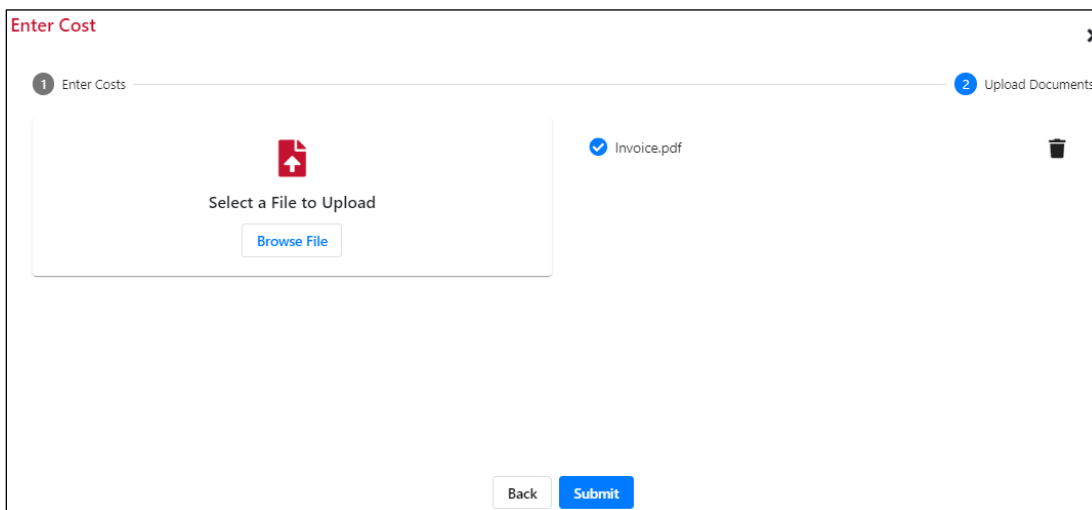- Select **Reset** to return all of the entered values to the values saved in OCSS.

Exhibit 16. Enter Cost Popup (Showing the Upload Documents Section)

Select **Browse File** and locate a file containing invoice information to support the original cost of the superstructure. PDF is the only supported file type. The Upload Documents section of the Enter Cost popup lists the selected file (Exhibit 17).

Exhibit 17. Enter Cost Popup (Showing the Upload Documents Section Completed)

You can add multiple files if needed. To remove a file, select the Trash Can icon (🗑).

Select **Submit** to submit the uploaded document(s) as supporting documentation for the original cost of the superstructure. If successful, a success message is displayed (Exhibit 18).

Exhibit 18. Enter Cost Success Message
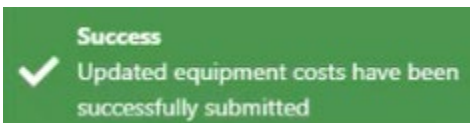
Note: If you selected multiple equipment ID's, you can verify all of the costs for the selected equipment, and then upload one set of supporting documents for all of the equipment.

Entering Rebuilt Cost Information

When viewing search results as described in Viewing Search Results on page 9, you can select the checkbox for at least one piece of equipment and then select **Enter Cost** to enter rebuilt cost information for the selected piece(s) of equipment. The Enter Cost popup is displayed (Exhibit 19).

Exhibit 19. Enter Cost Popup (Showing the Enter Cost Section)

To submit documentation to support the rebuilt cost information, review the existing cost information in the Enter Cost section and complete the fields needed for the rebuilt superstructure. Select **Next** when you have finished.

The Enter Cost popup proceeds to the Upload Documents section (Exhibit 20).

If you are modifying information for multiple equipment ID's, you can apply the values in the top row to all equipment in the list by checking the boxes at the top of the columns.
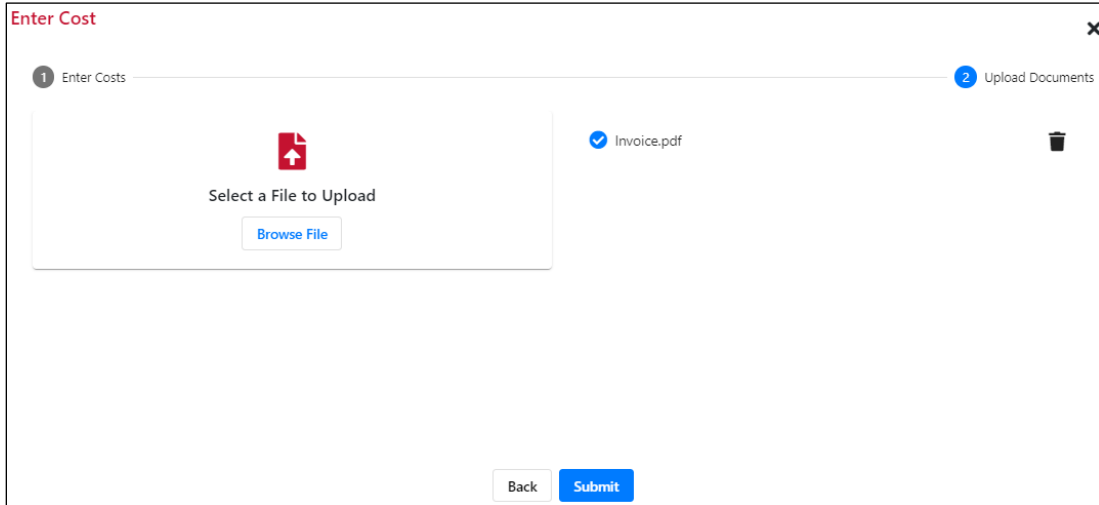
Notes:

- The Rebuilt Cost must be between $4000 and $175,000.

- Select **Delete** to delete a submission that is in pending or rejected status.

- Select **Reset** to return all of the entered values to the values saved in OCSS.

Exhibit 20. Enter Cost Popup (Showing the Upload Documents Section)

Select **Browse File** and locate a file containing invoice information to support the rebuilt cost of the superstructure. PDF is the only supported file type. The Upload Documents section of the Enter Cost popup lists the selected file (Exhibit 21).

Exhibit 21. Enter Cost Popup (Showing the Upload Documents Section Completed)

You can add multiple files if needed. To remove a file, select the Trash Can icon (🗑).

Note: If you selected multiple equipment ID's, you can verify all of the costs for the selected equipment, and then upload one set of supporting documents for all of the equipment.

Select **Submit** to submit the uploaded document(s) as supporting documentation for the rebuilt cost of the superstructure. If successful, a success message is displayed.

A successful update of rebuilt cost information clears the following superstructure A&B fields in Umler: SS Indicator A&B (A296), SS Addition & Betterment (A004), and SS A&B Done Date (B599). The Original Cost is also updated with the Total Costs value.