Rail Asset Management Process – Exception Disposition (RAMP-ED) User Guide

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Welcome to RAMP-ED

The Rail Asset Management Process – Exception Disposition (RAMP-ED) system enables railroads, equipment owners and leasing companies to send electronic disposition movement instructions. This promotes a more efficient movement of railroad and private freight cars to a contract shop, storage, a new lease, a new assignment or to their home location. Cars moving under RAMP-ED instructions are exception cars – that is empty car movements that fall outside of AAR Car Service Rules or private cars returning empty per tariff authority.

Overview

RAMP-ED is an Internet-based service for the North American rail industry. It enables leasing companies, lessees and railcar owners to use a uniform industry process to submit movement and billing instructions when moving railroad and private freight cars to shop, new lease, next lease or new points of assignment.

Today, many railroads, lessees and leasing companies rely on a manual process of phones and faxes to execute rail car dispositions. These methods often cause considerable delay in completing the disposition process. With the introduction of RAMP-ED, equipment owners, leasing companies and lessees can now be assured that their disposition shipping instructions will be executed correctly the first time. Leasing companies and shippers will benefit from accurate empty freight car routing and billing, while railroads will eliminate freight car re-handling expense.

By providing equipment owners with a single, industry-approved electronic solution, re-work and re-billing of rail cars will be largely eliminated through process standardization and automation. This service enhances the rail industry partnership among car owners, leasing companies, shippers and railroads by promoting ease of doing business.

This manual is for companies who have signed the Rail Asset Management Process – Exception Disposition (RAMP-ED) Multi-Party Agreement; and want to use the internet to create empty freight car disposition instructions for the movement of cars to new lease, from old lease to new lease, into and out of storage to new lease or Umler pool assignments, for shop program work or for repair work under AAR Interchange Rules.

The RAMP-ED software was designed by a team of industry experts both at the railroads and private companies that own or lease rail cars. RAMP-ED is built to specific security standards that protect the confidentiality of the data entered and the output to the railroads that will provide empty railcar transportation to the desired destination.

The RAMP-ED system enables railroads, equipment owners, shippers and leasing companies to send electronic disposition movement instructions using the internet and electronic messaging through a central processing site.

The Internet software (used by car owners and shippers) and TRAIN II messaging (used by railroads) help mediate concurrence and allows for a more cost efficient electronic exchange of movement instructions between railroads and business partners to move freight cars to home, contract shops, storage, new lease, or new assignment locations.

Key Features of RAMP-ED

RAMP-ED is designed to meet the needs of Equipment Owners, Leasing Companies and Railroads. Here is an overview of the primary features of the RAMP-ED system:

Create Disposition (PII) Instructions/Patterns

All disposition instructions are assigned a unique Pending Instruction Identifier (PII) . This assigned PII Number and the details of the movement are transmitted as electronic messages to the involved parties. There are two basic types of instructions – one when equipment is known and one when candidate equipment is elected.

Create Sequences – Capture at Destination or Overflow

RAMP-ED provides the ability to sequence disposition instructions. This ability allows users to specify a group of equipment to move in a sequential manner across multiple instructions. The manner in which equipment is moved to the next instruction is determined by the type of association it has with the instruction – either “Captured at Destination (CAD)" or “Overflow (OF)” .

Manage Patterns

RAMP-ED allows you to create and save patterns to use as templates when creating new instructions. This saves time by eliminating the need to re-key data that is repeated across disposition instructions. Any instruction may be saved as a pattern. New patterns can also be created from scratch by using the Patterns tab.

View Existing Disposition (PII) Instructions

All instruction information can be viewed by participants in that instruction – all roads in the route and the creator of the instruction.

Edit Existing Disposition (PII) Instructions

Depending on your role in the instruction and its status, existing instructions can be edited and resubmitted (See Editing Existing PII(s) for business rules).

Early Expire Disposition (PII) Instructions

RAMP-ED allows you to early expire existing disposition instructions. The PII must not have passed its effective date in order to be early expired.

Associate Equipment

Allows a user to associate equipment with an existing Disposition (PII) Instruction.

Automatic Authorization of Disposition (PII) Instructions

Allows users to approve or deny the movement of empty cars associated with the PII.

Delete Disposition (PII) Instructions

Delete existing Disposition (PII) Instructions prior to the PII effective date. All equipment associated with the deleted instruction will be designated as available for assignment to other PIIs.

Indicate Equipment has Reached Destination

RAMP-ED allows you to manually specify the date when disposition instructions are complete. This allows equipment controllers to enter dates when equipment has arrived at its destination.

Query Disposition (PII) Using Predefined Options

RAMP-ED allows you to enter parameters to find existing PII records to view or modify. Data is available for 18 months after the expiration date or completion date of an instruction.

User Guide Structure

This document has been organized to reflect the application menu order of RAMP-ED. It describes use and interpretation of interface elements in RAMP-ED.

Railinc Single Sign On (SSO) information is included, and references to the Railinc Single Sign On User Guide added. SSO information for RAMP-ED administrators is also in the *Railinc Single Sign On/Launch Pad User Guide*.

Underlined blue links are functional links to go to another location in the user guide.

Mandatory fields are shown in **red** with asterisks.

General Users Interface and System Requirements

General user interface information (typical keyboard selection equivalents and shortcuts), as well as system requirements are available in the Railinc UI Dictionary. Application-specific interface information is described in the next section.

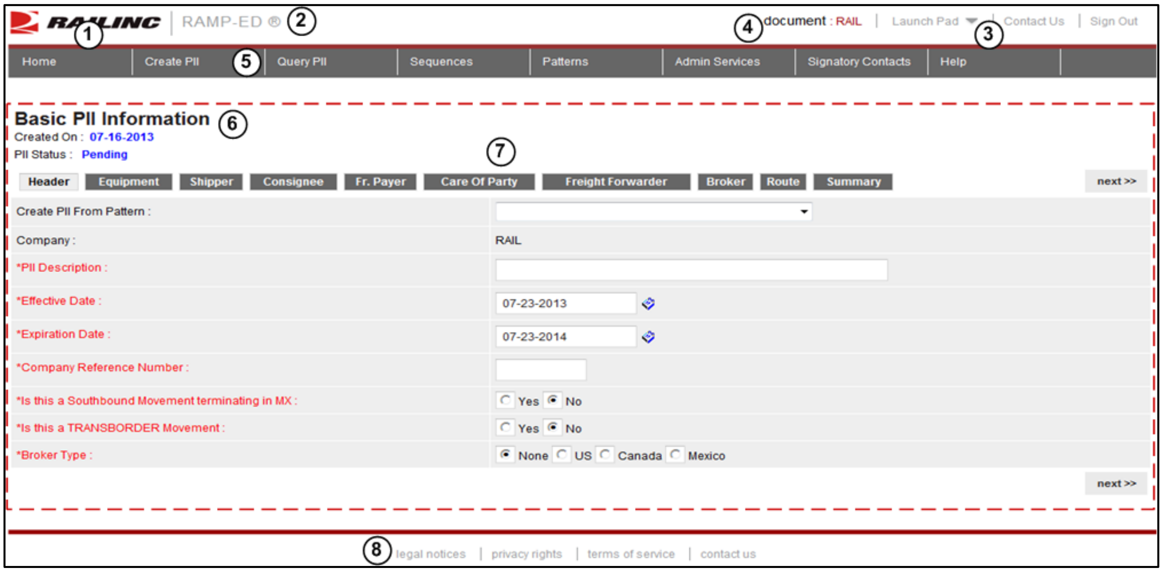
RAMP-ED Interface Elements

This section describes the RAMP-ED specific interface elements.

RAMP-ED Page Layout

Each page in a Railinc web application has the same structure.

Exhibit 1. Railinc Web Application Page Layout



1 **Logo**—Railinc logo. Logo is link to the Railinc corporate website.

2 **Application Title**—Name of the application.

3 **Navigational Links**—Links for the following functions:

- ***Launch Pad***—displays a drop-down allowing user to switch to one of their other Railinc applications or to access the Single Sign-On (SSO) User Services options.
- ***Contact Us***—opens a page of options for contacting the Railinc Customer Success Center.
- ***Sign Out***—logs the user out of SSO and returns to the Railinc home page.

4 **Sign-On Information**—Show the currently logged on user ID and road-specific information for individuals representing several roads.

5 **Application Menu**—The top of the Railinc page displays the application menu options. The options on this menu allow you to perform the various functions of the application. Drop-down arrows reveal the functions of the application.

6 **Page Title**—The title of the specific application task page. In this case, the “Welcome page” is displayed.

7 **Page content area**—The area of the page where tasks are executed (shown outlined with **red dashes**). These vary and may include a number of different elements, which are described in the next sections.

8 **Page footer links**— Links for the following functions:

- ***Legal notices***—details of Railinc’s intellectual property rights.
- ***Privacy rights***—details of Railinc’s privacy notice.
- ***Terms of service***—details of Railinc’s terms of service.
- ***Contact us***— opens a page of options for contacting the Railinc Customer Success Center.

RAMP-ED Application Menu

Exhibit 2 shows the RAMP-ED application menu.

Exhibit 2. RAMP-ED Application Menu

The RAMP-ED application menu provides the functions described in Exhibit 5.

The Railinc Customer Success Center

The Railinc Customer Success Center (CSC) 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

The RAMP-ED application is accessed using the Railinc Single Sign On (SSO), which can be accessed from the Railinc portal at http://www.railinc.com. The SSO log in is located at the upper right of the page.

Register to Use Railinc SSO

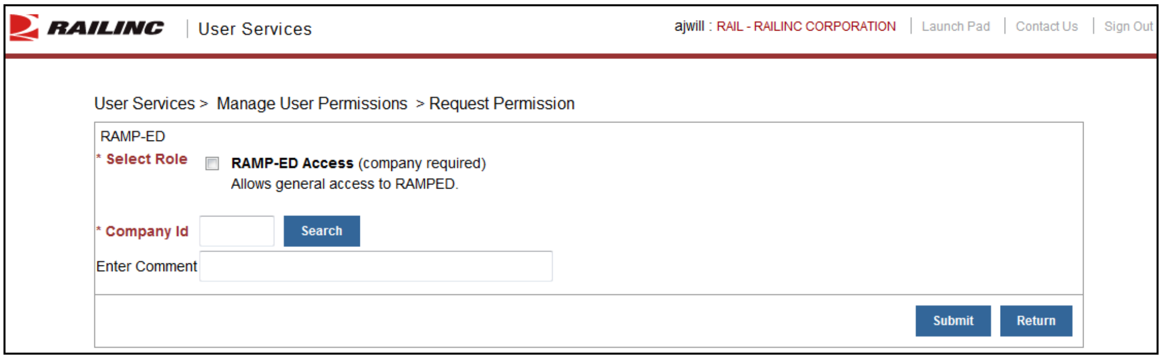
Each RAMP-ED user must register to use Railinc Single Sign On. It is beyond the scope of this document to describe the use of Railinc Single Sign On. Refer to *Railinc Single Sign On Launch Pad User Guide*.

Once SSO registration is complete, the user must request access to RAMP-ED within SSO.

Requesting RAMP-ED Access

After authorization to use Railinc SSO is received, the user must request general access to RAMP-ED following instruction in the *Railinc Single Sign On Launch Pad User Guide*.

Exhibit 3. RAMP-ED Request Permission



When e-mail notification of access to RAMP-ED is received, the user can log on and begin using RAMP-ED.

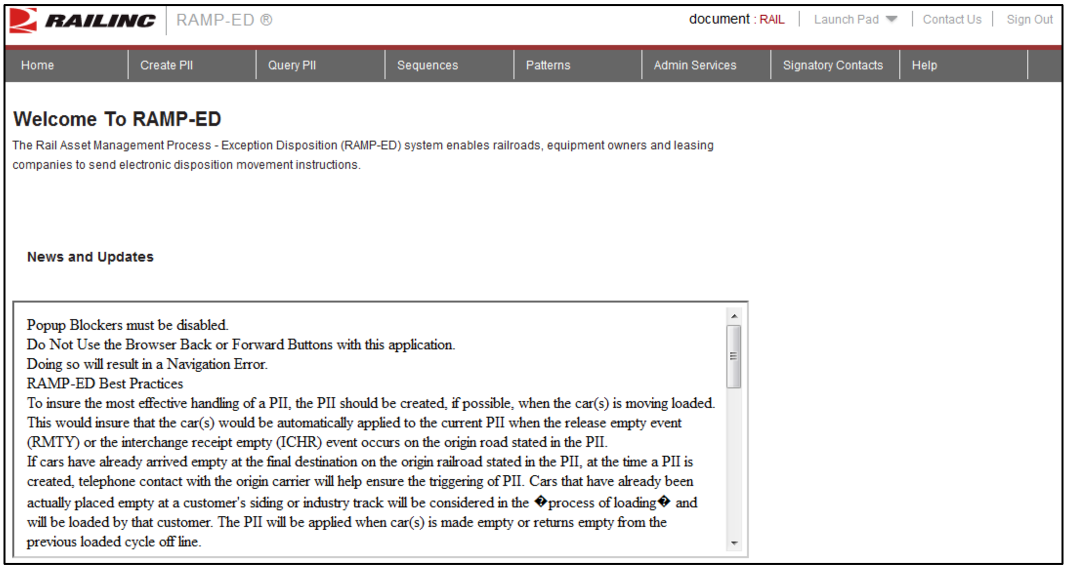
Note: Access to certain functions within RAMP-ED is handled by the user's local RAMP-ED administrator who has the SSO rights to specify local RAMP-ED user's tasks (and menu items).

Logging In

To log into RAMP-ED:

1. Open the browser.
2. Open the Railinc portal at http://www.railinc.com.
3. Log in to SSO (at upper right).
4. Select the **My applications** link. The user's authorized Railinc applications are displayed.
5. Select **RAMP-ED**.
6. The RAMP-ED Welcome page is displayed (Exhibit 4).

Exhibit 4. RAMP-ED Welcome



Continue by selecting a RAMP-ED application menu item (refer to Exhibit 5). The RAMP-ED Welcome page has the following tabs/menus:

Exhibit 5. RAMP-ED Application Menu Functions

Create PII	Initiates the creation of a new PII.
Query PII	Allows users to search for and take actions on existing PIIs.
Sequences	Allows users to specify a group of equipment to move in a sequential manner across multiple instructions.
Patterns	Allows user to create templates to use and save time when creating new instructions.
Admin Services	Allows users with designated access rights the ability to manage contacts and customize settings.
Signatory Contact Information	Allows users to view and manage signatory contact information.

Note: Menu content varies based on role-based permissions granted. Refer to Exhibit 3.

Logging Out

Select the **Sign Out** link to end a RAMP-ED session. The user returns to the SSO Login Page.

If multiple SSO applications are open (in separate browser windows), and the users wants to close only one, close the unwanted session window by **X**ing out or pressing **Alt +F4**. Do NOT select the **Sign Out** link—it ends the entire Single Sign On session (and ***all*** open SSO applications).

If the user session has been idle for more than 30 minutes, a warning message panel is displayed (not shown).

The user must log back in as directed.

Create PII

The RAMP-ED web site allows equipment controllers to create new Pending Instruction Identifiers (PIIs) also known as disposition instructions. The process for creating a new PII begins when you elect the **CREATE PII** option on the main navigation menu. This displays the Basic PII Information screen with the additional PII navigational menu (Exhibit 6).

Exhibit 6. PII Navigational Menu

Creating a new PII is a multi-stepped process that happens across the different screens represented by the titles on the PII navigational menu. You complete one screen of data input at a time, moving from the Header screen to the Equipment, Shipper, Consignee, Freight Payer, Route and Summary screens. Once completed, the application validates the input of all entered data and returns a unique Pending Instruction Identifier (PII). Any validation failures must be corrected prior to saving the instruction.

A **PII number** is created by Railinc. It consists of the following fields:

The first three fields are Railinc's Standard Carrier Alpha Code (993): the next two fields are numeric representing the year a PII was created; the next three fields are numeric and are the Julian Date; and finally the last six fields are numeric with Railinc generating the first PII created that day, and all subsequent ones created that day. The field length is fourteen characters.

Example: 9930600100001 for January 1, 2006 PII Number 1 for that calendar date

All disposition instructions are assigned a unique Pending Instruction Identifier (PII). The assigned PII Number and the details of the movement are transmitted as electronic messages to the involved parties. There are two basic types of instruction types – one when equipment is known and one when candidate equipment is elected:

RAMP-ED allows you to create two basic types of Pending Instructions:

- **Known Equipment**: When specific equipment is needed, the system allows you to enter specific equipment numbers. Upon successful association of cars to the instruction, the system will update the RAMP-ED database and send outbound messages to the Origin Road on the instruction's effective date detailing the creation of the new disposition instruction.

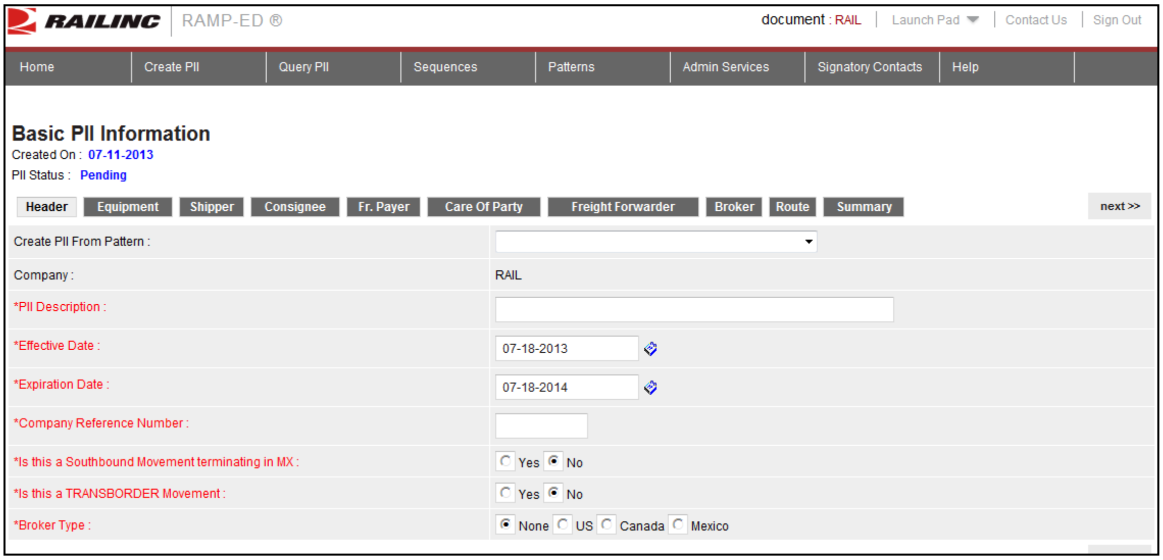
- **Candidate Cars**: When a specific number of cars are needed from several entered or from a range or pool of equipment, you can specify candidate cars for the instruction. In this case, the system will prompt for the quantity of equipment, equipment type, and candidate cars, create a new disposition instruction in the RAMP-ED database and send outbound messages to the Origin Road on the instruction's effective date.

Creating a PII—Basic PII Information

Here are the steps to follow to create a new PII (disposition instruction):

1. Select **Create PII**. The Basic PII Information page is displayed (Exhibit 7).

Exhibit 7. Basic PII Information



2. Complete the following input fields:

Field	Description
Create PII from Pattern	If desired, a drop-down text box allows you to select an existing PII pattern to serve as a template for a new PII.
*** PII Description**	Meaningful free-form textual description of the instruction.
*** Effective Date**	Effective date can be manually entered in any standard mm-dd-yyyy date format or the calendar icon can be selected and the popup calendar can be used to select a date. Effective date defaults to one week in the future from the current date. Effective date must be the current date or a future date. It must be no more than 30 days from the current date. Effective date must be prior to expiration date.
*** Expiration Date**	Effective date can be manually entered in any standard mm-dd-yyyy date format or the calendar icon can be selected and the popup calendar can be used to select a date. Expiration date defaults to one year in the future from the default effective date. Expiration date must be a future date. It must be no more than 1 year after the effective date.

Field	Description
*** Company Reference Number**	Number assigned by the company creating the PII. You might want to use this for a meaningful value for lease transactions to refer to the arrangement of the disposition plan.
Broker/Freight Forwarder	Name of broker/freight forwarder; used on instructions that cross either the Canadian or Mexican borders within the U.S.; select the appropriate country for the broker/freight forwarder. The default is set to None.

3. Perform one of the following steps:

    a. Select the **NEXT** button to continue. The PII Equipment Information screen is displayed. This screen can also be accessed by selecting the Equipment tab (see Creating a PII—Equipment).

    b. Select one of the other available input tabs to input PII data corresponding to the selected tab.

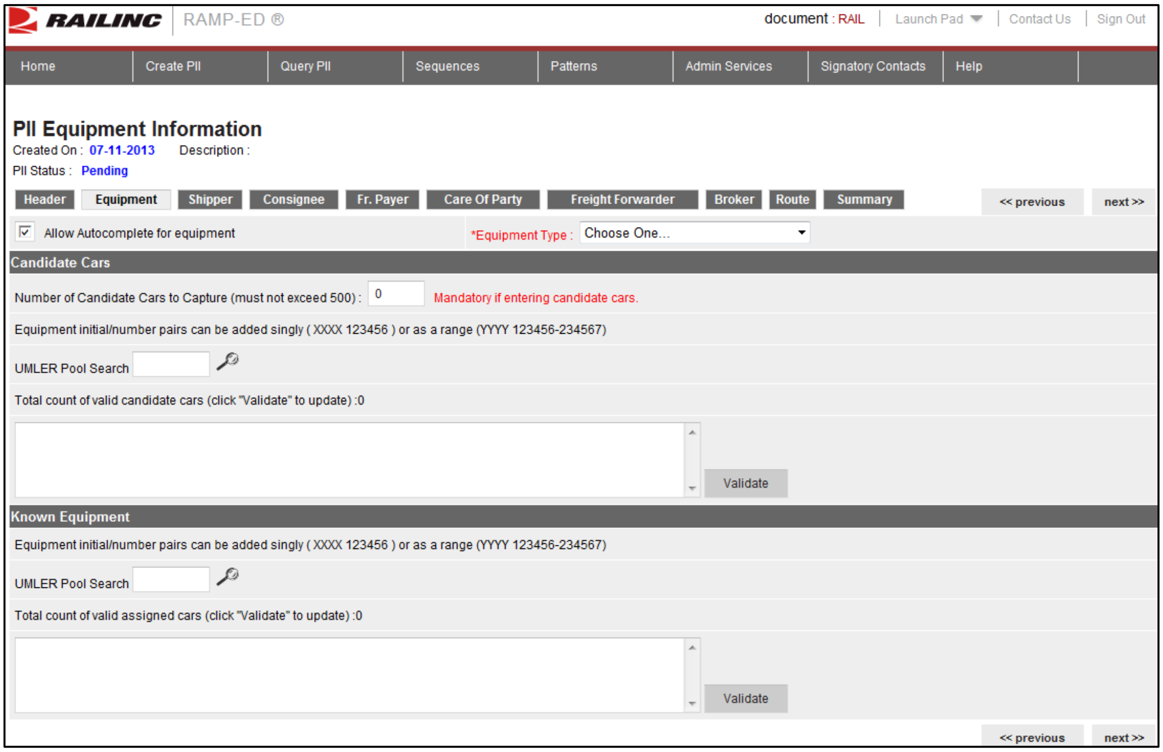
Creating a PII—Equipment

Use the PII Equipment Information screen to specify equipment type and equipment details for PII Instructions. Equipment can be indicated as either candidate cars (when a specific number of cars are needed from several entered or from a range or pool of equipment) or as known equipment (when specific equipment initials/numbers are known).

Here are the steps to follow to complete the equipment portion of a PII:

1. Select the **Equipment** tab on the PII navigational menu (Exhibit 6). The PII Equipment Information page is displayed (Exhibit 8).

Exhibit 8. PII Equipment Information



2. Complete the following input fields:

Field	Description
Allow Auto-Complete for equipment	When “Allow Auto-Complete for equipment” is selected, , all equipment associated with the instruction as “EN ROUTE” will be electronically traced through Railinc’s Steelroad application. Once messaging indicates that a piece of equipment has reached the PII destination, the status of that piece of equipment will be designated as “AUTO COMPLETE”. If a piece of equipment designated for auto-completion cannot be traced to its destination, then the user retains the option to complete that piece of equipment manually. **NOTE:** In order to request auto-complete on a piece of equipment, that equipment must not be “EN ROUTE”, “USER COMPLETE”, “AUTO COMPLETE”, or “EXPIRED COMPLETE” and must currently be associated with that instruction (not deleted) as “”KNOWN”, “RR KNOWN”, or “CONFIRMED”. **IMPORTANT:** Charges are assessed for this tracing service. For more information, please contact Railinc’s Customer Success Center: csc@railinc.com or 877-724-5462.
Equipment Type	This is mandatory when entering candidate cars. Select the equipment type from the drop-down box. You can only specify one equipment type per instruction.

Field	Description
Number of Candidate Cars to Capture	If specifying candidate cars, you must enter the number of cars in this field. The number of cars to be assigned must not exceed 500 cars. As an example: you may specify that you want to capture 5 candidate cars and you may input a total list of 10 candidate cars. The first 5 available candidate cars will be captured and the remaining 5 candidate cars not captured will be deleted from the PII.
UMLER Pool Search	Valid seven-digit pool ID. Positions 1 through 3 are the pool operator's AAR Accounting Code (or Rule 260 Code), positions 4 through 7 are pool IDs assigned by the pool operator. Input the specific Pool ID and select the magnifying glass icon to display the equipment in that pool. Used for either candidate or known equipment.
Candidate Cars	Use this field in combination with the Requested Number of Candidate Cars field when specifying a group or range of equipment initials/numbers. Equipment initial/number pairs can be added (ex., XXXX 123456) or as a range of cars (ex., YYYY 123456-234567, ABCD 200001, RBCD 15462, CRDX 1905, etc). The user can copy and paste car initials and numbers from other source documents like Excel Spreadsheets, WORD Pad, etc.
Validate	You may select the Validate button to validate that the Candidate Cars that were input are of the Equipment Type selected, they are valid in UMLER (or a valid UMLER Pool) and the Requested Number of Candidate Cars are equal to or less than the number specified.
Known Equipment	Use this field when requesting specific equipment. Equipment initial/number pairs can be added (ex., XXXX 123456) or as a range of cars (ex., YYYY 123456-234567). An option to perform an UMLER Pool Search also exists here.
Validate	You may select the Validate button to validate that the Known Equipment input are of the Equipment Type selected and they are valid in UMLER (or a valid UMLER Pool).

3. Perform one of the following steps:

   a. Select the **NEXT** button to continue. The Contact Details - Shipper screen is displayed. This screen can also be accessed by selecting the Shipper tab (see Creating a PII—Contact Details–Shipper).

   b. Select one of the other available input tabs to input PII data corresponding to the selected tab.

   c. Select the **PREVIOUS** button to return to the Basic PII Information screen (see Creating a PII—Basic PII Information).

Creating a PII—Contact Details–Shipper

The Contact Details – Shipper screen allows you to specify required contact information for the shipper. The fields on the screen default to the author of the PII.

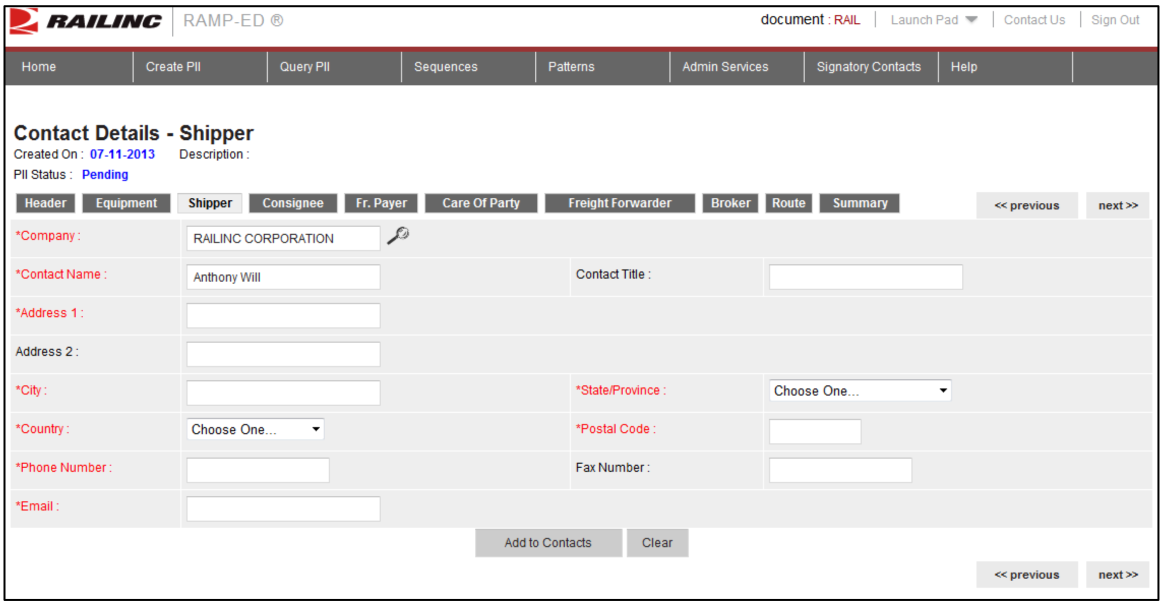
Entered information can be added to your list of contacts for future use by selecting the **ADD TO CONTACTS** button. This eliminates the need to specify the same contact information for regular disposition instructions (see Signatory Contact Information on page 61).

NOTE: Shipper information is required for all PIIs.

Here are the steps to specify shipper contact information for a new PII:

1. Select the **Shipper** tab on the PII navigational menu (Exhibit 6). The Contact Details-Shipper page is displayed (Exhibit 9).

Exhibit 9. Contact Details - Shipper



2. Complete the following input fields:

Field	Description
*** Company**	The company name of the railroad to be contacted for this shipment. Unless the default value is desired, select inside the field and type company name. Select the **Clear** button then select the magnifying glass icon to search for a company in your contacts.
*** Contact Name**	Name of the railroad official to be contacted regarding this authorization. Select inside the field and enter the contact name.
Contact Title	Job title of the railroad official to be contacted regarding this authorization. If desired, provide the optional title information for specified contact.
*** Address 1**	Primary street address information for the shipper.
Address 2	Optional secondary street address information for the shipper.

Field	Description
*** City, State/Province, Country, Postal Code, Phone Number, Email**	Additional required shipper address and phone contact information. Phone number and/or email must be specified.
Fax Number	Optional fax number for the shipper.

3. Perform one of the following steps:

    a. Select the **NEXT** button to continue. The Contact Details - Consignee screen is displayed. This screen can also be accessed by selecting the Consignee tab (see Creating a PII—Contact Details–Consignee).

    b. Select one of the other available input tabs to input PII data corresponding to the selected tab.

    c. Select the **PREVIOUS** button to return to the PII Equipment Information screen (see Creating a PII—Equipment).

Creating a PII—Contact Details–Consignee

The Contact Details – Consignee screen allows you to specify required contact information for the consignee.

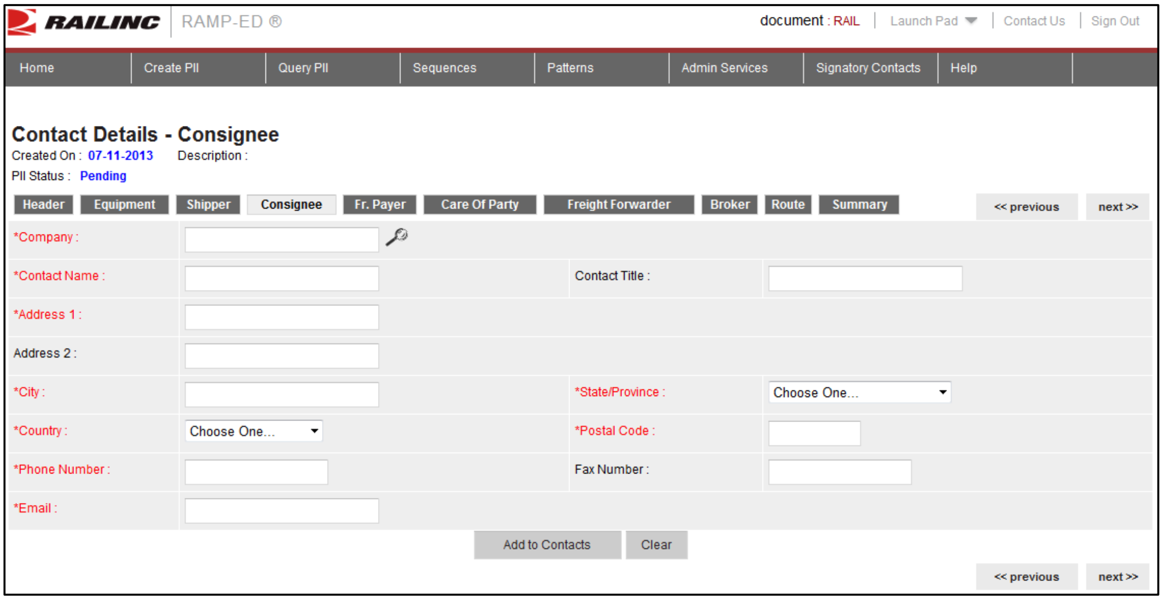
Entered information can be added to your list of contacts for future use by selecting the ADD TO CONTACTS button. This eliminates the need to specify the same contact information for regular disposition instructions (see Signatory Contact Information on page 61).

NOTE: Consignee information is required for all PIIs.

Here are the steps to specify shipper contact information for a new PII:

1. Select the **Consignee** tab on the PII navigational menu (Exhibit 6). The Contact Details-Consignee page is displayed (Exhibit 10).

Exhibit 10. Contact Details - Consignee



2. Complete the following input fields:

Field	Description
*** Company**	The company name of the consignee. Select inside the field and type company name. Select the magnifying glass icon to search for a company in your contacts.
*** Contact Name**	Name of the consignee official to be contacted for this shipment. Select inside the field and enter the contact name.
Contact Title	Job title of the consignee to be contacted for this shipment. If desired, provide the optional title information for specified contact.
*** Address 1**	Primary street address information for the consignee.
Address 2	Optional secondary street address information for the consignee.
*** City, State/Province, Country, Postal Code, Phone Number, Email**	Additional required consignee address and phone contact information. Phone number and/or email must be specified.
Fax Number	Optional fax number for the consignee.

3. Perform one of the following steps:

   a. Select the **NEXT** button to continue. The Contact Details – Freight Payer screen is displayed. This screen can also be accessed by selecting the Fr. Payer tab (see Creating a PII—Contact Details–Freight Payer).

   b. Select one of the other available input tabs to input PII data corresponding to the selected tab.

c. Select the **PREVIOUS** button to return to the Contact Details - Shipper screen (see Creating a PII—Contact Details–Shipper).

Creating a PII—Contact Details–Freight Payer

The Contact Details – Freight Payer screen allows you to specify required contact information for the freight payer.

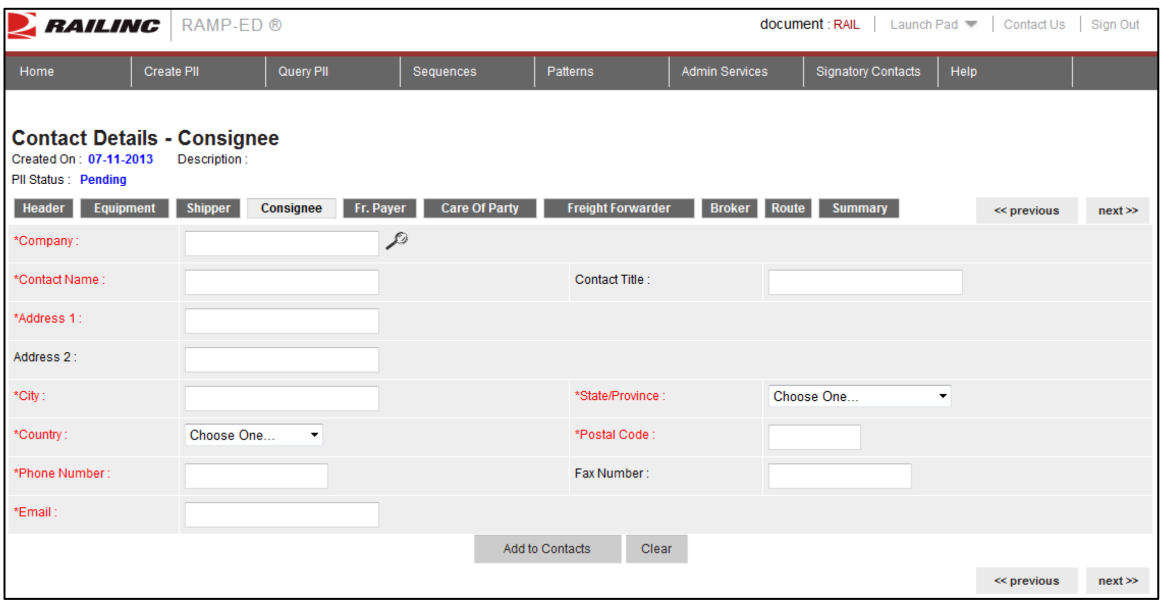
Entered information can be added to your list of contacts for future use by selecting the ADD TO CONTACTS button. This eliminates the need to specify the same contact information for regular disposition instructions (see Signatory Contact Information on page 61).

NOTE: Freight payer company and contact are required if any segment in a route is a revenue move.

Here are the steps to specify shipper contact information for a new PII:

1. Select the **Fr. Payer** tab on the PII navigational menu (Exhibit 6). The Contact Details-Freight Payer page is displayed (Exhibit 11).

Exhibit 11. Contact Details - Freight Payer



2. Complete the following input fields:

Field	Description
*** Company**	The company name of the freight payer. Select inside the field and type company name. Select the magnifying glass icon to search for a company in your contacts.

Field	Description
*** Contact Name**	Name of the freight payer for this shipment. Select inside the field and enter the contact name.
Contact Title	Job title of the freight payer for this shipment. If desired, provide the optional title information for specified contact.
*** Address 1**	Primary street address information for the freight payer.
Address 2	Optional secondary street address information for the freight payer.
*** City, State/Province, Country, Postal Code, Phone Number, Email**	Additional required freight payer address and phone contact information. Phone number and/or email must be specified..
Fax Number	Optional fax number for the freight payer.

3. Perform one of the following steps:

   a. Select the **NEXT** button to continue. The Contact Details – Care of Party screen is displayed. This screen can also be accessed by selecting the Care of Party tab (see Creating a PII—Contact Details–Care of Party).

   b. Select one of the other available input tabs to input PII data corresponding to the selected tab.

   c. Select the **PREVIOUS** button to return to the Contact Details - Consignee screen (see Creating a PII—Contact Details–Consignee).

Creating a PII—Contact Details–Care of Party

The Contact Details – Care of Party screen allows you to specify required contact information for the care of party.

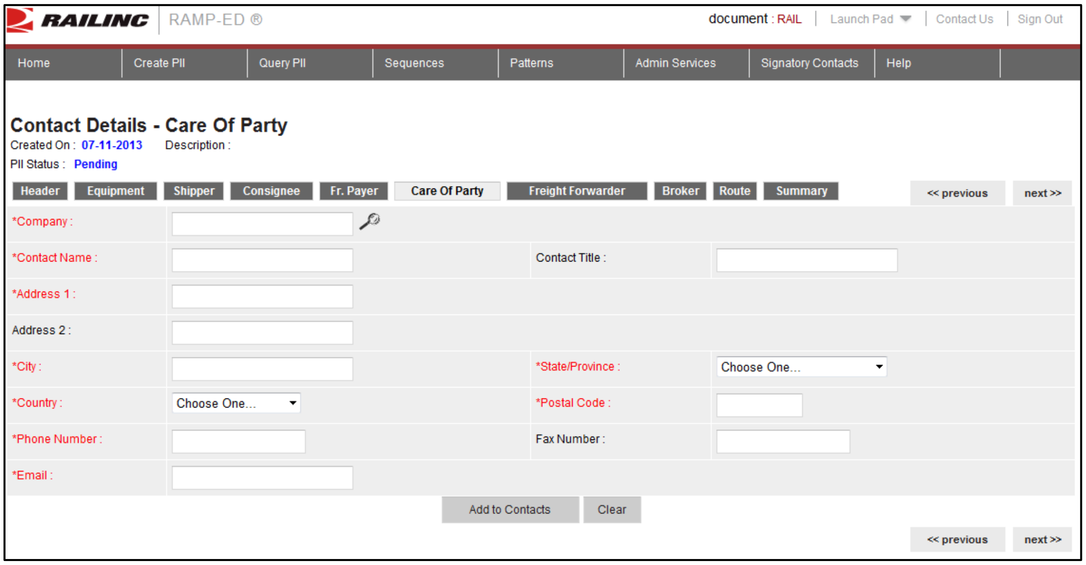
Entered information can be added to your list of contacts for future use by selecting the **ADD TO CONTACTS** button. This eliminates the need to specify the same contact information for regular disposition instructions (see Signatory Contact Information on page 61).

NOTE: Care of party company and contact are required if any segment in a route is a revenue move.

Here are the steps to specify care of party contact information for a new PII:

1. Select the **Care of Party** tab on the PII navigational menu (Exhibit 6). The Contact Details-Care of Party page is displayed (Exhibit 12).

Exhibit 12. Contact Details - Care of Party



2. Complete the following input fields:

Field	Description
*** Company**	The company name of the care of party. Select inside the field and type company name. Select the magnifying glass icon to search for a company in your contacts.
*** Contact Name**	Name of the care of party for this shipment. Select inside the field and enter the contact name.
Contact Title	Job title of the care of party for this shipment. If desired, provide the optional title information for specified contact.
*** Address 1**	Primary street address information for the care of party.
Address 2	Optional secondary street address information for the care of party.
*** City, State/Province, Country, Postal Code, Phone Number, Email**	Additional required care of party address and phone contact information. Phone number and/or email must be specified..
Fax Number	Optional fax number for the care of party.

3. Perform one of the following steps:

   a. Select the **NEXT** button to continue. The Contact Details – Freight Forwarder screen is displayed. This screen can also be accessed by selecting the Freight Forwarder tab (see Creating a PII—Contact Details–Freight Forwarder).

   b. Select one of the other available input tabs to input PII data corresponding to the selected tab.

   c. Select the **PREVIOUS** button to return to the Contact Details - Freight Payer screen (see Creating a PII—Contact Details–Freight Payer).

Creating a PII—Contact Details–Freight Forwarder

The Contact Details – Freight Forwarder screen allows you to specify required contact information for the freight forwarder.

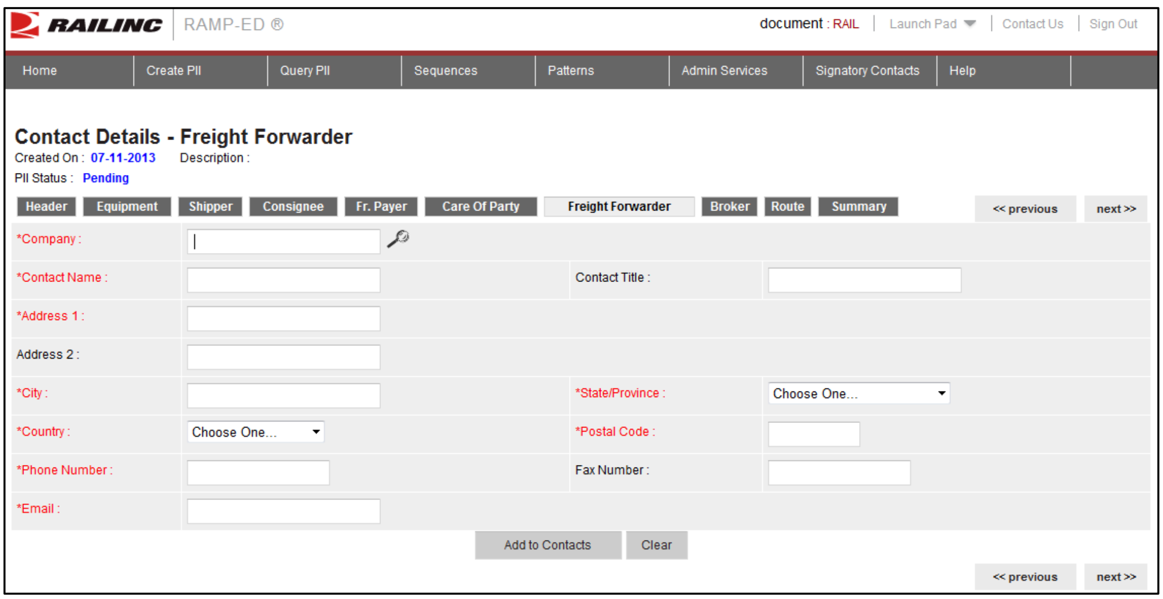
Entered information can be added to your list of contacts for future use by selecting the **ADD TO CONTACTS** button. This eliminates the need to specify the same contact information for regular disposition instructions (see Signatory Contact Information on page 61).

NOTE: Freight forwarder company and contact are required if any segment in a route is a revenue move.

Here are the steps to specify freight forwarder contact information for a new PII:

1. Select the **Freight Forwarder** tab on the PII navigational menu (Exhibit 6). The Contact Details-Freight Forwarder page is displayed (Exhibit 13).

Exhibit 13. Contact Details - Freight Forwarder



2. Complete the following input fields:

Field	Description
* Company	The company name of the freight forwarder. Select inside the field and type company name. Select the magnifying glass icon to search for a company in your contacts.
* Contact Name	Name of the freight forwarder for this shipment. Select inside the field and enter the contact name.
Contact Title	Job title of the freight forwarder for this shipment. If desired, provide the optional title information for specified contact.
* Address 1	Primary street address information for the freight forwarder.

Field	Description
Address 2	Optional secondary street address information for the freight forwarder.
*** City, State/Province, Country, Postal Code, Phone Number, Email**	Additional required freight forwarder address and phone contact information. Phone number and/or email must be specified..
Fax Number	Optional fax number for the freight forwarder.

3. Perform one of the following steps:

   a. Select the **NEXT** button to continue. The Contact Details – Broker screen is displayed. This screen can also be accessed by selecting the Broker tab (see Creating a PII—Contact Details–Broker).

   b. Select one of the other available input tabs to input PII data corresponding to the selected tab.

   c. Select the **PREVIOUS** button to return to the Contact Details - Care of Party screen (Creating a PII—Contact Details–Care of Party).

Creating a PII—Contact Details–Broker

The Contact Details – Broker screen allows you to specify required contact information for the broker.

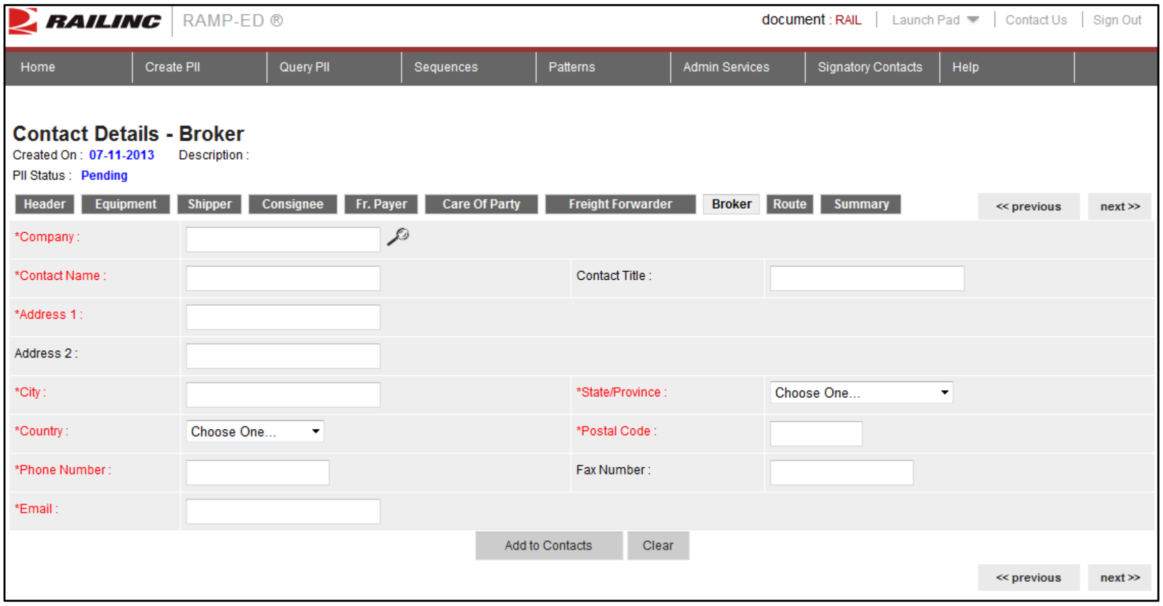
Entered information can be added to your list of contacts for future use by selecting the **ADD TO CONTACTS** button. This eliminates the need to specify the same contact information for regular disposition instructions (see Signatory Contact Information on page 61).

NOTE: Broker company and contact are required if any segment in a route is a revenue move.

Here are the steps to specify broker contact information for a new PII:

1. Select the **Broker** tab on the PII navigational menu (Exhibit 6). The Contact Details-Broker page is displayed (Exhibit 14).

Exhibit 14. Contact Details - Broker



2. Complete the following input fields:

Field	Description
*** Company**	The company name of the broker. Select inside the field and type company name. Select the magnifying glass icon to search for a company in your contacts.
*** Contact Name**	Name of the broker for this shipment. Select inside the field and enter the contact name.
Contact Title	Job title of the broker for this shipment. If desired, provide the optional title information for specified contact.
*** Address 1**	Primary street address information for the broker.
Address 2	Optional secondary street address information for the broker.
*** City, State/Province, Country, Postal Code, Phone Number, Email**	Additional required broker address and phone contact information. Phone number and/or email must be specified..
Fax Number	Optional fax number for the broker.

3. Perform one of the following steps:

   a. Select the **NEXT** button to continue. The Contact Details – Route Information screen is displayed. This screen can also be accessed by selecting the Route tab (see Creating a PII—Route Information).

   b. Select one of the other available input tabs to input PII data corresponding to the selected tab.

c. Select the **PREVIOUS** button to return to the Contact Details - Freight Forwarder screen (Creating a PII—Contact Details–Freight Forwarder).

Creating a PII—Route Information

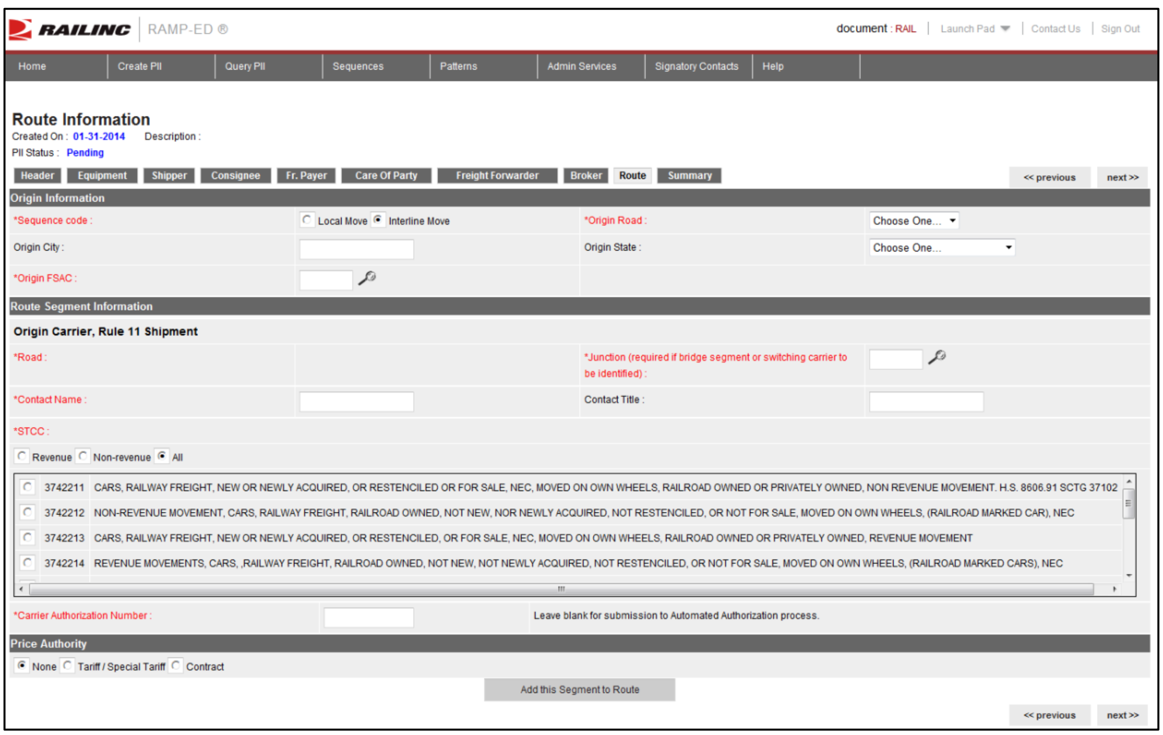
Interline Move

The Route Information screen allows you to specify the route and route segment information for shipments. The process for creating local moves and interline moves is slightly different.

Here are the steps to specify route information for an interline move for a new PII:

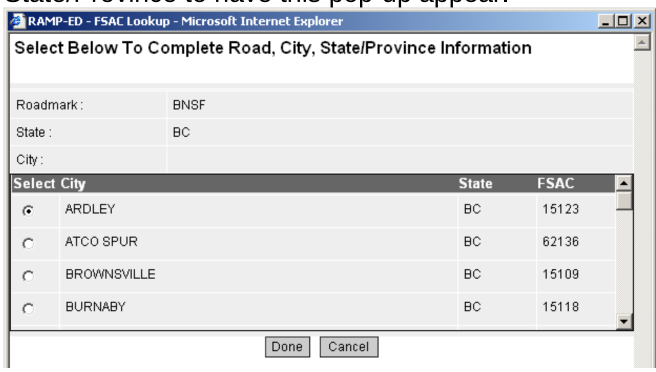
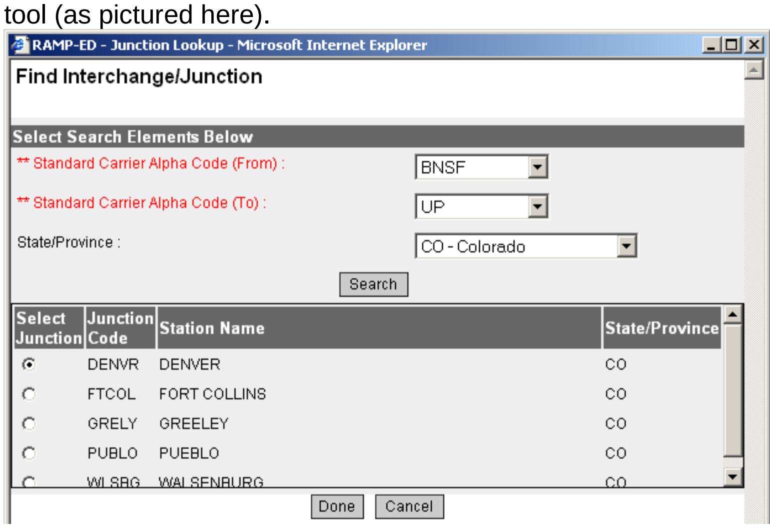
1. Select the **Route** tab on the PII navigational menu (Exhibit 6). The Route Information page is displayed with the Sequence Code of Interline Move selected by default (Exhibit 15).

Exhibit 15. Route Information



2. Complete the following input fields:

Field	Description
* Sequence Code	Indicate if the shipment is a local or interline move. Retain the pre-selected interline option if the shipment requires movement across two or more interline railroads.
* Origin Road	Use drop-down to select road mark for origin carrier. Wait for the screen to refresh before proceeding.

Field	Description
Origin City	Enter the origin carrier city (optional)
Origin State	Use drop-down to select state/province of origin carrier (optional)
Origin FSAC	The 5-digit Freight Station Accounting Code of the origin road (optional) If unknown, select the magnifying glass icon to bring up the FSAC search tool (as pictured here). You must first have entered a Road and State/Province to have this pop-up appear.  Select the FSAC needed from the available list and select the **DONE** button. Selecting an FSAC automatically populates the corresponding values for the City (if not already specified) and FSAC
* Junction (required for bridge segments)	Indicate the Rule 260 interchange junction abbreviation. For Interline moves, a valid Junction 260 code must be entered for the next road in the route. If unknown, select the magnifying icon to bring up the Junction search tool (as pictured here).  Use the available drop-down lists to select a Standard Carrier Alpha Code (From/To) and a State/Province. Select the **SEARCH** button. Select the desired found junction and select the **DONE** button. See Using the Junction Look Up Tool on page 32 for more information.
*** Contact Name**	Indicate the contact name for the railroad assigned to specific route segment.
Contact Title	Indicate the contact title for the railroad assigned to specific route segment.

Field	Description
* STCC	Select one of the available listed STCC codes. The available STCC codes can be restricted by type by selecting Revenue, Non-revenue or ALL. **NOTE:** Only TTX users will see the option to input a TTX STCC in addition to Revenue, Non-revenue or ALL.
*Carrier Authorization Number	Used to represent the roads in a route and to indicate revenue status. This number is comprised of the following information: ▪ The origin railroad's 3-digit Rule 260 code ▪ Revenue Code (R - revenue, N- non-revenue) ▪ A 10 digit sequential number for each portion of the route **NOTE:** If your Company Preferences are set up to auto-apply carrier authorization number then this is completed automatically for revenue moves.
Automated Authorization	Allows the creator of an instruction to request authorization of a route segment via an automatically generated email. This requires that the carriers in the route have their preferences set to receive automated authorization email by equipment type. A carrier receiving an authorization request can either supply an authorization number or deny the request. Emails are sent to carriers in a sequential manner; the first carrier in the route for which authorization is required will need to authorize a segment before the next carrier in the route if they have not already provided authorization. (See Authorizing PII's on page 36 for more information)
Tariff Number, Special Tariff Number, Contract Number	Used for the revenue portion of a move. The customer/railroad will supply pertinent contract, tariff, and/or special tariff numbers when creating a PII. Railinc will transmit this information in the Bill of Lading message created by the RAMP-ED process. The contract, tariff and/or special tariff information should be supplied in the Transportation Waybill data for the proper handling by the railroad(s). Railroad(s) will handle the rating process the same as any other Rule 11 notifications within their systems. The process is not different for RAMP-ED data or in creating the Rule 11 Transportation Waybill notifications. Optionally, PI segment information may be supplied in the Rule 11 notifications. The tariff/contract information, if known by the PII submitter, must be supplied in the proper Bill of Lading format. The railroad approving a Rule 11 segment must validate the accuracy of the number supplied by the submitter for that revenue segment and correct it if necessary. Non-revenue segments do not require a tariff and/or contract number. The entry must be numeric. The field length is 10 characters one of which may be a decimal.

3. Select the **ADD this SEGMENT to Route** button to add the completed segment information.

If all validation rules pass, the input screen reappears allowing you to view the completed route. If a JUNC was provided, the input screen allows you to specify the second road in the route or a bridge/switch move. Use the available radio buttons to indicate if the next segment is either a bridge segment or the destination carrier. If needed, use the ADD this SEGMENT to Route button to continue adding segments. With each added segment, the screen will update to reflect the segment number after the route (e.g., 2nd Carrier after the Origin Carriers). Once the interline route has been established, including the optional switching or bridge move information, the details of the route appear at the bottom of the screen.

4. If you need to edit the route, select the **EDIT** button that corresponds to the route segment that you wish to edit.

   NOTE: If you need to edit a segment in the middle of a route, you must delete all route segments produced after it first. This is accomplished by selecting the **DELETE** button.

5. Perform one of the following steps:

   a. Select the **NEXT** button to continue. The PII Summary screen is displayed. This screen can also be accessed by selecting the Summary tab (see PII Summary).

   b. Select one of the other available input tabs to input PII data corresponding to the selected tab.

   c. Select the **PREVIOUS** button to return to the Contact Details – Broker screen (see Creating a PII—Contact Details–Broker).

Local Move

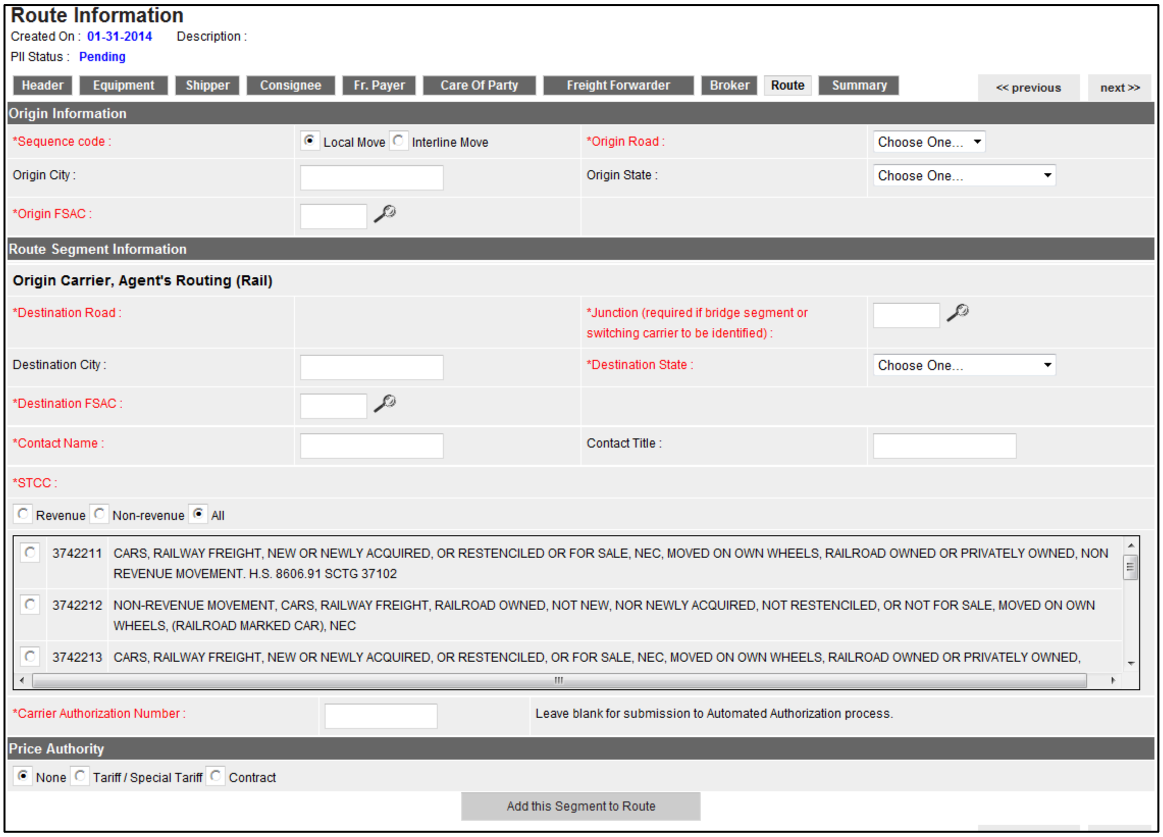
The Route Information screen allows you to specify the route and route segment information for shipments. The process for creating local moves and interline moves is slightly different. Use local move if the shipment is to take place on a single road.

Here are the steps to specify route information for a local move for a new PII:

1. Select the **Route** tab on the PII navigational menu (Exhibit 6). The Route Information page is displayed (Exhibit 15).

2. Select **Interline Move** for the Sequence Code. The Route Information screen is redisplayed with inputs for a local move (Exhibit 16).

Exhibit 16. Route Information (for a local move)



3. Complete the following input fields:

Field	Description
*** Origin Road**	Use drop-down to select road mark for origin carrier.
Origin City	Enter the origin carrier city.
Origin State	Use drop-down to select state/province of origin carrier.
Origin FSAC	The 5-digit Freight Station Accounting Code for the origin location. If unknown, select the magnifying glass icon to bring up the FSAC search tool. You must first have entered an origin road and state/province to have this pop-up appear. Select the FSAC needed from the available list and select the **DONE** button. Selecting an FSAC automatically populates the corresponding values for the City (if not already specified) and FSAC.

Field	Description
*** Junction (required for bridge segments)**	Indicate the Rule 260 interchange junction abbreviation. **IMPORTANT:** For local moves, use this field if there is going to be a destination switch carrier in the route. If unknown, select the magnifying glass icon to bring up the Junction search tool. Use the available drop-down lists to select a Standard Carrier Alpha Code (From/To) and a State/Province. Select the **SEARCH** button. Select the desired found junction and select the **DONE** button. See Using the Junction Look Up Tool on page 32 for more information.
Destination City	Enter the destination city.
*** Destination State**	Enter the destination state/province.
*** Destination FSAC**	The 5-digit Freight Station Accounting Code for the destination road. If unknown, select the magnifying glass icon to bring up the FSAC search tool. Selecting an FSAC automatically populates the corresponding values for the Origin Road, City, and State/Province fields.
*** Contact Name**	Indicate the contact name for the railroad assigned to specific route segment.
Contact Title	Indicate the contact title for the railroad assigned to specific route segment.
*** STCC**	Select one of the available listed STCC codes. The available STCC codes can be restricted by type by selecting Revenue, Non-revenue or ALL. **NOTE:** Only TTX users will see the option to input a TTX STCC in addition to Revenue, Non-revenue or ALL.
***Carrier Authorization Number**	Used to represent the roads in a route and to indicate revenue status. This number is comprised of the following information: • The origin railroad's 3-digit Rule 260 code • Revenue Code (R - Revenue, N- Non-revenue) • A 10 digit sequential number for each portion of the route **NOTE:** If your Company Preferences are set up to auto-apply carrier authorization number then this is completed automatically for revenue moves.

Field	Description
Automated Authorization	Railroads that are signatories to the RAMP-ED Multi-Party Agreement can authorize (approve) or deny the movement of empty cars associated with a PII for route segments where transportation charges are to be collected using AAR Freight Mandatory Rule 11 - Through Waybilling of Shipments Which Require More than One Carrier to Collect Revenue Charges. Allows the creator of an instruction to request authorization of a route segment via an automatically generated email. This requires that the carriers in the route have their preferences set to receive automated authorization email by equipment type. A carrier receiving an authorization request can either supply an authorization number or deny the request. Emails are sent to carriers in a sequential manner; the first carrier in the route for which authorization is required will need to authorize a segment before the next carrier in the route if they have not already provided authorization. (See Authorizing PII's on page 36 for more information)
Tariff Number, Special Tariff Number, Contract Number	Used for the revenue portion of a move. The customer/railroad will supply pertinent contract, tariff, and/or special tariff numbers when creating a PII. Railinc will transmit this information in the Bill of Lading message created by RAMP-ED. The contract, tariff and/or special tariff information should be supplied in the Transportation Waybill data for the proper handling by the railroad(s). Railroad(s) should handle the rating process the same as any other Rule 11 notifications within their systems. The process should not be different for RAMP-ED data or in creating the EDI 426 Rule 11 notifications. Optionally, PI segment information may be supplied in Rule 11 notifications. The tariff/contract information, if known by the PII submitter, must be supplied in the proper Bill of Lading format. The railroad approving a Rule 11 segment must validate the accuracy of the number supplied by the submitter for that revenue segment and correct it if necessary. Non-revenue segments do not require a tariff and/or contract number. The Tariff Number must be numeric. The field length is 10 characters one of which may be a decimal.

4. Select the **ADD this SEGMENT to Route** button to add the completed segment information. If all validation rules pass, the input screen reappears allowing you to view the completed route. If a bridge or switch move was indicated, by providing a JUNC value, additional input fields appear allowing you to provide details on the bridge or switch move. Once the local route has been established, including the optional switching or bridge move information, the details of the route appear at the bottom of the screen.

5. Perform one of the following steps:

   a. Select the **NEXT** button to continue. The PII Summary screen is displayed. This screen can also be accessed by selecting the Summary tab (see PII Summary).

b. Select one of the other available input tabs to input PII data corresponding to the selected tab.

c. Select the **PREVIOUS** button to return to the Contact Details – Broker screen (Creating a PII—Contact Details–Broker).

Using the Junction Look Up Tool

It is important to understand the following rules when using the Junction look up tool.

The current Junction look-up only supports Interchange Junction Flags C, N, and V all of which support back-end revenue billing from a created EDI 417 and ultimately EDI 426 Revenue Waybills.

As most users know “O” type (Operating) Junction/Interchanges are not permitted (or shown in the Junction Look Up) in RAMP-ED. A valid Junction/Interchange has to be of the types “C” (Indirect Haulage) and or “N” (for Normal) and or “V” (for Revenue) to be used in RAMP-ED or shown in the look up tool. Railroad’s revenue systems only support these three codes.

If an invalid Junction (Operating Type) in manually typed in (without using the Junction look up tool) the following error code will be returned: “The junction selected is not a valid Revenue junction/interchange. It is suggested that you choose one of the following options: end this route on the Class I carrier, use the Class I station equivalent of Delivery Switch as the destination or contact the destination Class I carrier for assistance.”

If no valid Junction/Interchanges are returned in the lookup search between the “To Road” and “From Road” the following message should be returned “No valid Revenue junction/interchanges exist. It is suggested that you choose one of the following options: end this route on the Class I carrier, use the Class I station equivalent of Delivery Switch as the destination or contact the destination Class I carrier for assistance.”

Price Authority Business Rules

- Contract, Special Contract Number and Tariff Number can be saved as part of a pattern.
- PI segment is editable at any time by creator.
- If authorizing railroad does not agree with contract, special contract or tariff number specified, the authorizing railroad can deny the segment and with a reason why.
- Can only edit for those PII’s that are not in active status.
- Rules only apply to Revenue segments.
- Non-revenue segments do not require a tariff and/or contract number.
- Contract Suffix is required if a Tariff Item Number is entered.

When creating a PII – Price Authority default is None. To input Price Authority information selects Tariff/Special Tariff or Contract. Additional input fields appear (Exhibit 17).

Exhibit 17. Price Authority Information (as part of Route details)

Tariff/Contract Information

For the revenue portion of a move, the customer/railroad will supply pertinent contract, tariff and/or special tariff numbers when creating the PII. Railinc will transmit this information in the EDI 404 message created by the RAMP-ED process. The contract, tariff and/or special tariff information should be supplied in the EDI 417 data for proper handling by the railroad(s).

Railroad(s) should handle the rating process the same as any other Rule 11 notifications within their systems. The process should not be different for RAMP-ED data or in creating the EDI 426 Rule 11 notifications. Optionally, PI segment information may be supplied in Rule 11 notifications.

The Tariff/Contract Information, if known, by the PII submitter must be supplied in the EDI Guideline format as described in the EDI 404. The railroad approving a Rule 11 segment must validate the accuracy of the number supplied by the submitter for that revenue segment, and correct it if necessary.

PII Summary

The PII Summary screen displayed the complete details of the created disposition instruction. This is where you review and save created PII records.

Here are the steps for completing the creation of a PII

1. Select the **Summary** tab on the PII navigational menu (Exhibit 6). The PII Summary page is displayed (Exhibit 18).

Exhibit 18. PII Summary (top and bottom of screen)

2. Review the details of the PII Summary screen. If a change is required, select the appropriate tab and make the needed edit.

3. If the information on the PII Summary screen is correct, perform one of the following steps.

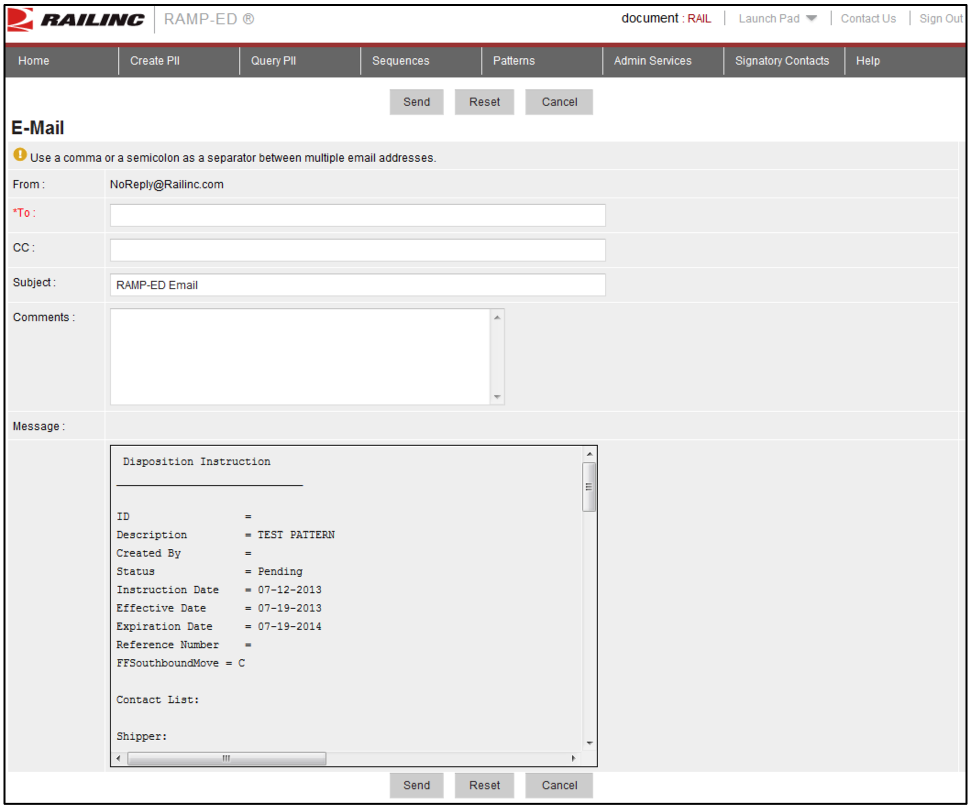
   a. Select the **SAVE** button. If there any validation errors, they will be displayed at the top of the screen. These errors will need to be corrected before a PII Number can be assigned. Once all errors are corrected, a PII Number is created and is displayed at the top of the screen. It consists of a 3 digit company code, a 5 digit Julian date and a 6 digit sequential number. You should make note of this number for future reference.

   b. Select the **SAVE AS PATTERN** button. This allows you to save the created disposition instruction as a pattern. This allows you to use this instruction as a template for future similar shipments (see Patterns).

c. Select the **PRINT** button. The print dialogue box is displayed, allowing you to select a local printer to print the PII details.

d. Select the **EMAIL** button. An email input screen is displayed allowing you to specify email addresses to send the PII details (Exhibit 19). Select **Send** to send the email.

Exhibit 19. Email (for pending PII)



Authorizing PII's

Only railroads that are signatories to the RAMP-ED Multi-Party Agreement can and must authorize (approve) the movement of empty cars associated with a PII for route segments where transportation charges are to be collected using AAR Freight Mandatory Rule 11 - Through Waybilling of Shipments Which Require More than One Carrier to Collect Revenue Charges.

The need to authorize a PII is indicated when an e-mail like this one below has been received.

-----Original Message-----
From: RAMPED
Sent: Tuesday, July 16, 2013 12:14 PM
To: RAMP-ED User
Subject: URGENT: ACTION REQUIRED - RAMP-ED PII route segment requires approval.

PII # 99306038000005 has been created by GBRX that includes your carrier in a Route Segment. Please click the link below or visit: http://ramped.railinc.com/ to review this route segment and provide an authorization status. If this link does not redirect you to the website, please cut and paste this URL into your browser.

NOTE: Railroad administrators can establish automatic authorization of PII segment(s). This is done through the Company Preference settings (see Company Preferences on page 64).

Authorization Business Rules

- Carrier authorization numbers for each route segment are required to activate an instruction.
- Carrier authorization numbers must be supplied by the carriers.
- A system generated approval timestamp (date and time) will be shown on each authorized route segment.
- When denying approval for a segment, carrier must provide a reason and contact information.
- Authorization of segments is done in a sequential manner. Unless it is the first segment in a route, a carrier will not receive an email (according to preferences) and will not see the instruction in a pending approval list until all segments prior to the one in question have received approval.
- Once an authorization number is supplied, it may not be edited.
- If a segment is denied, the originator has the option of contacting the denying carrier and resolving any problems.
- If contact with a denying carrier results in a verbal approval, the originator may edit the instruction and manually enter requested information. The instruction may then be resubmitted for automated authorization.

- If a segment is denied, the originator has the additional options of deleting or early expiring the instruction, or performing an edit of the segment and resubmitting it, or manually entering authorization numbers that were received from the carrier on this and any subsequent segments.
- Only route segments with missing authorization numbers will be submitted for approval. For example, on a given instruction segment 1 may require an authorization; however, segment 2 has an authorization number in place, and segment 3 also requires authorization. In this case, only segments 1 and 3 will be submitted for authorization.
- Carriers will have 24 hours to either authorize or deny a segment after a request has been made. When an authorization is pending and a weekend or holiday is involved the twenty four hours is considered the first business day. If authorization or denial has not been provided by that time, the carrier will receive an additional email (every 24 hours until carrier action has been completed) indicating that urgent action is needed on the route segment.

Activate Authorization

- If a PII receives all of its authorizations prior to its effective date, the “Activate” button will not show up – the PII will automatically have status set to “Pending”
- If a PII receives all of its authorizations and the current date is equal to or later than its effective date and the originator company has not enabled auto-activation, the “Activate” button will be shown only to users from the originator’s company. When selected, the only change will be in the status of the PII – it will be set to “Pending”. Once the PII is saved in the database, the backend process will immediately set the status to “Active”.
- If a PII receives all of its authorizations and the current date is equal to or later than its effective date and the originator company has enabled auto-activation, the “Activate” button will not be shown. Upon receipt of the final authorization, the status of the PII will be set to “Pending”. Once the PII is saved in the database, the backend process will immediately set the status to “Active”.

Query PII

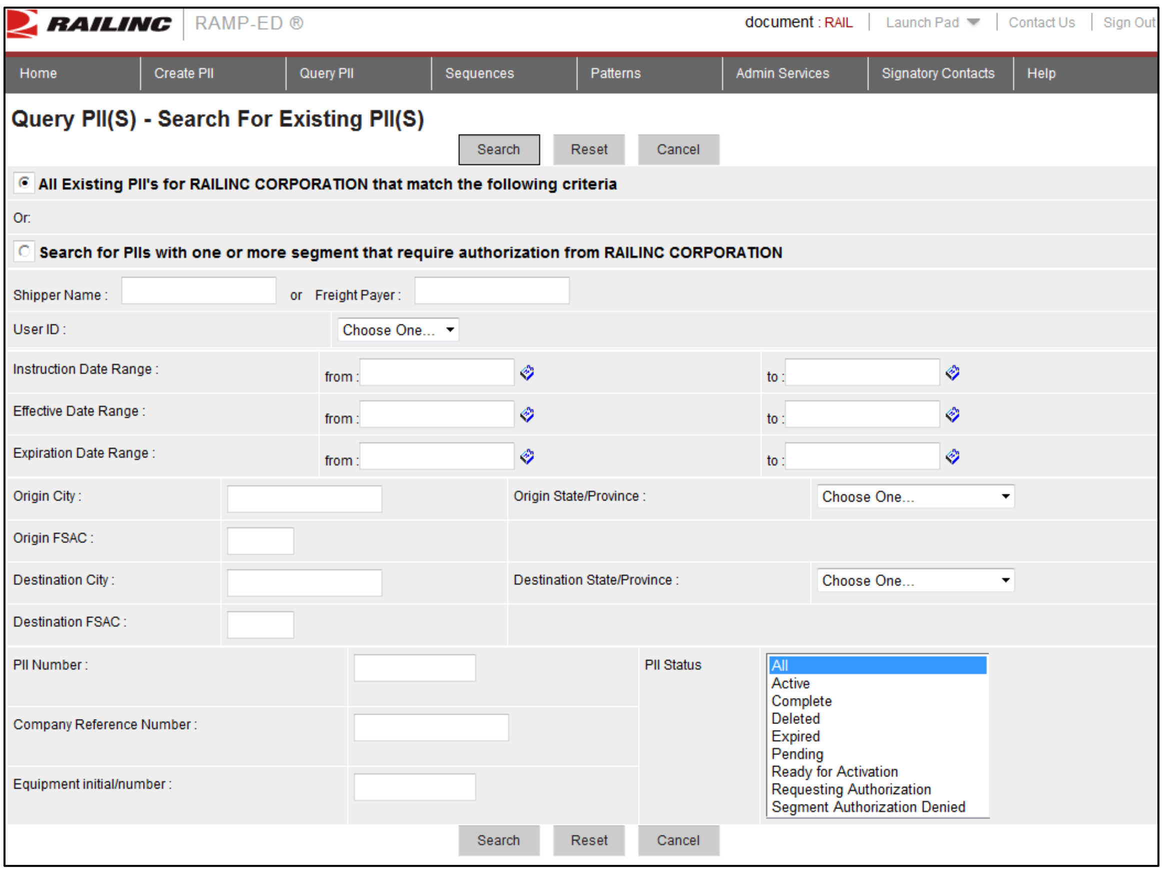
Querying PIIs

The query option allows you to enter parameters to find an existing PII record to view or modify. Data will be available for 180 days after the expiration date or completion date of an instruction.

Here are the general steps to search for existing PII(s):

1. Select the **Query PII** tab on the PII navigational menu (Exhibit 6). The Query PII(s) - Search for Existing PII(s) page is displayed (Exhibit 20).

Exhibit 20. Query PII(s) - Search for Existing PII(s)



2. Enter information into the available fields to help narrow down your search. All screen fields are optional. To view all available PII records leave all search fields blank.

3. Select **Search**. Search results are displayed (Exhibit 21).

Exhibit 21. Search Results

RAILINC | RAMP-ED ®

document : RAIL | Launch Pad | Contact Us | Sign Out

Home | Create PII | Query PII | Sequences | Patterns | Admin Services | Signatory Contacts | Help

Query PII(S) - Search Results

Return to Search

Note: "OF#" indicates the sequence ID if the PII is associated with an Overflow sequence, "CAD#" if the PII is associated with a Captured at Destination sequence.

								Equipment							
Number	Instruction Date	Effective Date	Expiration Date	Equip Controller Ref #	Originator SCAC	Origin SCAC	Status	Known	Can.	En Route	Auto Cmplt	User Cmplt	Deleted	Expired	
993 13065 000000 SEPT162011_002	03-06-2013	03-13-2013	03-13-2014		RAIL	CN	Active	9	0	0	0	0	0	0	Edit Delete
993 11271 000000 PiiSept	09-28-2011	09-28-2011	09-26-2012	007	RAIL	NS	Active	1	0	0	0	0	0	0	Edit Delete

4. Perform one of the following steps:

   a. Select the details of a listed PII by selecting its number hyperlink. The PII Summary screen is displayed (Exhibit 18).

   b. To view details of the PII equipment, select the hyperlinked Equipment column data. Selecting this number reveals the candidate cars specified (Exhibit 22).

Exhibit 22. Cars for a selected PII

Cars For PII

Equipment Id	Type	Status
PTTX0000602174	Flat Car	Railroad Known
FTTX0000961170	Flat Car	Railroad Known
FTTX0000961353	Flat Car	Railroad Known
FTTX0000970004	Flat Car	Railroad Known
FTTX0000972120	Flat Car	Railroad Known
FTTX0000972224	Flat Car	Railroad Known
FTTX0000975052	Flat Car	Railroad Known
FTTX0000975057	Flat Car	Railroad Known
FTTX0000975112	Flat Car	Railroad Known

   c. Select the **RETURN TO SEARCH** button to return to the search input screen.

PII Status Descriptions

This list explains the various states possible for PII records. The descriptions correspond to the columns on the PII Search Results screen.

PII STATUS	DESCRIPTION
Active	Instructions for which carrier(s) have input an Authorization number, the effective date has been reached, but not all of the equipment is completed or for which the expiration date has not yet been reached. For PII Instructions with an "Active" status, additional buttons are available to trace equipment (see Exhibit 23) and view EDI (see Exhibit 26).
Authorization Denied	A carrier in the route has denied authorization for their segment.
Complete	Instruction for which all associated equipment has been completed by auto-completion or user completion.
Delete	PII deleted prior to its effective date.
Expired	Instruction for which the expiration date has been reached but not all of the associated equipment has been completed.
Pending	Instructions for which the effective date has not yet been reached but for which each route segment has an authorization number.
Ready for Activation	PII for which automated authorization has been requested, all segments authorization number has been received, the users company preferences was set to not enable auto activation and a user from that company has not yet activated that instruction.
Requesting Authorization	PII for which one or more segments in the route haven't been authorized.

Equipment Status Descriptions

This list explains the various states possible for equipment.

EQUIPMENT STATUS	DESCRIPTION
Auto Complete	Equipment units which the system has determined to be at the destination and a completion date has been assigned.
Candidate	Equipment units which are designated by the PII creator as a list from which some equipment will be specified. The expectation is that not all of the "CANDIDATE" equipment will become "KNOWN" Equipment.

EQUIPMENT STATUS	DESCRIPTION
Captured	For equipment on a Captured at Destination instruction. As a car is captured by a road at the origin of the first instruction in the group, the road will send messages to Railinc that marks the status of that piece of equipment as “CAPTURED”. Car moves on the instruction to the destination. Upon reaching destination, system will determine if the car is to be sequenced to another instruction. System will assign the car to next instruction as “CAPTURED AT DESTINATION”. Next instruction reaches effective date. Process repeats on the next instruction in the group until the car reaches the final destination on the last instruction in the sequence or the instruction(s) expires. Sequence is repeated for each car on an instruction with initial status of “CAPTURED AT DESTINATION”.
Captured at Destination	A Captured at Destination car will move from the origin to destination on one instruction. Upon reaching its destination, the system will automatically assign the car to the next instruction in the sequence as “Captured at Destination”. The destination of the first PII becomes the origin of the second PII and the destination of the second PII becomes the origin of the third PII etc. Messaging continues in the normal flow. The Assigned Equipment will move through the list of instructions to the destination of the final instruction in the sequence. Although more than one instruction within the group may be active at the same time, equipment is only associated with one instruction at a time. The equipment type must be the same for all PII’s in the sequence. Only the first PII in the sequence can contain the Assigned (Known) Equipment list. The second or subsequent PII’s in the sequence will not have any equipment associated with them – only the equipment type.
Confirmed	Equipment units for which a message has been received confirming assignment to an instruction that has reached the effective date. This equipment can no longer be deleted from a PII, but must be completed instead.
En Route	Equipment units associated with an instruction that has reached the effective date and for which movement has occurred.
Expired Complete	Equipment units for which the expiration date of the associated instruction is reached, but has not been completed either by the system or the user.
Known	Equipment units for which a message has not yet been sent, but which are associated as “Known” cars via the internet application.
Overflow	An Overflow is a group of cars associated with the first instruction in the group. As each of the cars in the group is captured by the road at the origin of this instruction, they move on the instruction. The system will keep track of how many cars have been associated with the instruction as “Captured”. Once the requested number of cars is satisfied, the system will send delete messages for all remaining “Overflow” cars on the instruction and will then associate these remaining cars with the next instruction in the group as “Overflow”. This process is repeated until all of the instructions have had the requested number of cars satisfied. The original group of “Overflow” cars must be at least adequate to satisfy all of the requested number of cars in the group of instructions. As with “Captured at Destination” cars, although more than one instruction within the group may be active at the same time, equipment is only associated with one instruction at a time. The equipment type must be the same for all PII’s in the sequence. Only the first PII in the sequence can contain the Candidate Equipment list. The second and third PII in the sequence will not have any equipment associated with them – only the equipment type.

EQUIPMENT STATUS	DESCRIPTION
User Complete	Equipment units which the user determines have arrived and for which a completion date has been entered.

Editing an Existing PII

1. Perform a search for the existing PII that you want to edit (see Querying PIIs on page 38).

2. Either select the hyperlinked PII Number or select the **EDIT** button that corresponds to the record that you wish to edit. The PII Summary screen is displayed with the tabs of the PII Navigational Menu available. This allows you to edit the PII information.

   Here are some rules to keep in mind about editing a PII:

   - Cars associated with the PII that have received electronic movement instructions from an origin road cannot be removed from the PII.
   - Carriers specified in the PII route can change the junction specified as long as the update does not change the Revenue/Non-Revenue status for the movement segment.
   - The expiration date can be extended up to twelve months as long as no electronic movement instructions have from an origin road.

3. Once finished editing the PII, access the PII Summary screen and select the **SAVE** button.

Deleting an Existing PII

1. Perform a search for the existing PII that you want to delete (see Querying PIIs on page 38).

2. Select the **DELETE** button that corresponds to the record that you wish to delete. A pop-up box appears asking for confirmation of this request. Select **OK** to proceed with the deletion.

   NOTE: The DELETE button only appears for PII records that can be deleted.

   - Here are some considerations before deleting PII records:
   - The deletion of an instruction will result in all of the associated equipment being in an “unassigned” state.
   - The selected instruction must be "Pending".
   - The effective date of the instruction must be later than the current date.
   - This process occurs prior to the instruction’s effective date. For this reason, an instruction is deleted prior to any messages are sent and no additional messaging is required.

Removing and Adding Known Equipment from a PII

Here is the process for removing and adding known equipment from a PII. Please remember you can remove as much equipment from the original equipment list as you like but you cannot add more equipment to the original list than was specified. Equipment being added must be of the same equipment type.

As an example: My Pending PII has a list of six known covered hoppers. I can select to remove two of the known covered hopper pieces of equipment on my list but I cannot add more than two additional known covered hopper pieces of equipment on my list. I cannot exceed my total of six covered hoppers.

1. Perform a search for the existing PII that you want to edit (see Querying PIIs on page 38).
2. Select the **EDIT** button that corresponds to the PII that you wish to remove or add equipment. The PII Summary screen is displayed.
3. Select the known pieces of equipment that you want to delete from the PII.
4. Enter the new known pieces of equipment that you want to add to the PII.
5. Select the **VALIDATE** button to verify this equipment being added is of the correct Equipment Type, you are not exceeding the total cars originally specified on this PII and the equipment is available to be added to this PII (not already associated with another PII).
6. Select the Summary tab. The PII Summary screen is redisplayed.
7. Select the **SAVE** button. You will receive a confirmation message: Any edits made to this PII have been successfully saved.

Early Expire a PII

Here is the process to early expire a PII. The PII must not have passed its effective date in order to be early expired. Other conditions that apply for early expiration are situations where the equipment has arrived at destination or are en route.

1. Perform a search for the existing PII that you want to early expire (see Querying PIIs on page 38).
2. Select the **EDIT** button that corresponds to the PII that you wish to early expire. The PII Summary screen is displayed.
3. Select the Header tab. The Basic PII Information screen is displayed.
4. Modify the Expiration Date to a day before today's date.
5. Select the Summary tab. Select the **SAVE** button to complete the early expire process.

Completing Equipment

RAMP-ED allows you to manually specify the date when disposition instructions are complete. This allows equipment controllers to enter dates when equipment has arrived at its destination.

1. Perform a search for the existing PII with the equipment that you want to complete (see Querying PIIs on page 38).

2. Select the PII number hyperlink corresponding to the desired PII record. The PII Summary screen is displayed. Select Edit and go the Equipment page.

3. Scroll down to the list of current equipment. Enter a complete date in the Complete Date field for the appropriate equipment.

4. Go to the Summary page and select the **SAVE** button to save modifications to the PII. The status for the indicated equipment is changed to “User Complete.”

Tracing Equipment through Steelroads

The Trace Equipment screen allows you to trace selected equipment assigned to a disposition instruction in order to determine the location of equipment. The Trace Equipment screen is accessed by clicking the TRACE button on the PII Information Summary screen for Active PIIs.

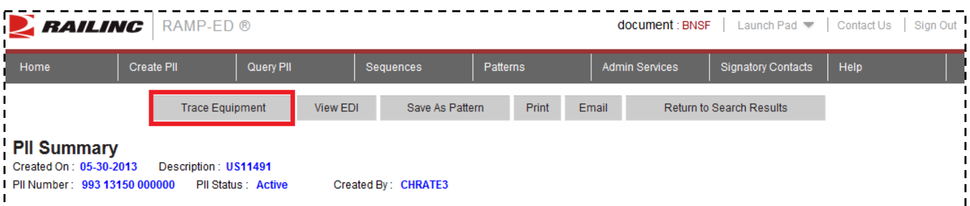
IMPORTANT: You may only run equipment traces if you are a member of Steelroads. Charges are assessed for this tracing service. For more information, please contact Railinc’s Customer Success Center: csc@railinc.com or call 877.724.5462.

Here is how to trace equipment for an active PII:

1. Perform a search for the existing active PII that you want to trace (see Querying PIIs on page 38).

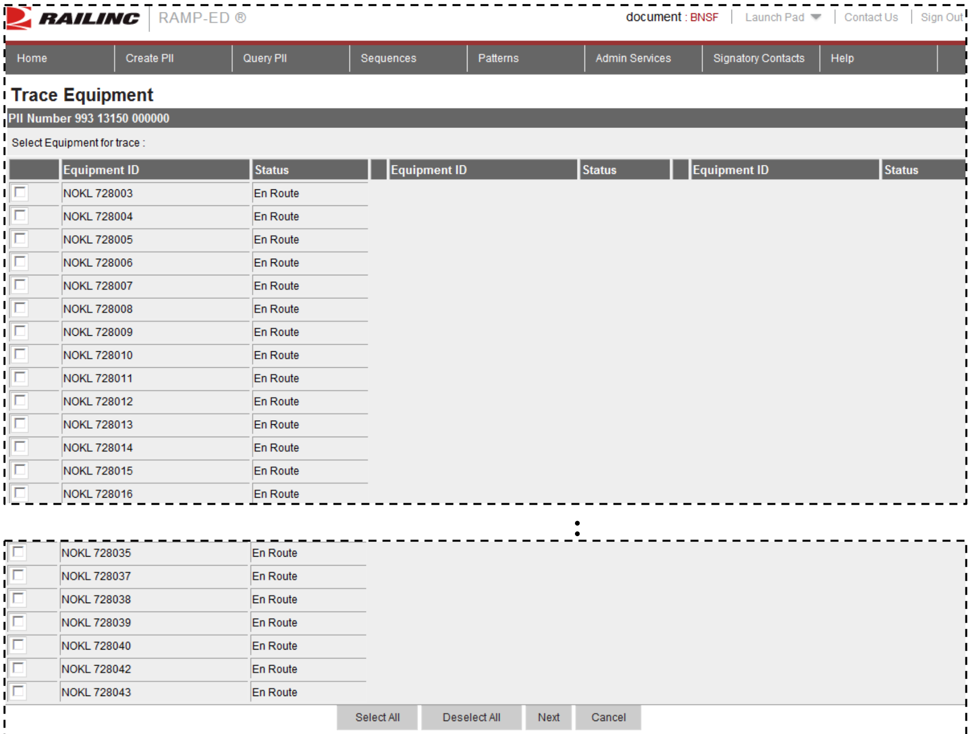
2. Select the PII number hyperlink corresponding to the desired PII record. The PII Summary screen is displayed with an option to trace equipment (Exhibit 23).

Exhibit 23. PII Summary (with Trace Equipment button)



3. Select the **TRACE EQUIPMENT** button. The Trace Equipment screen is displayed ().

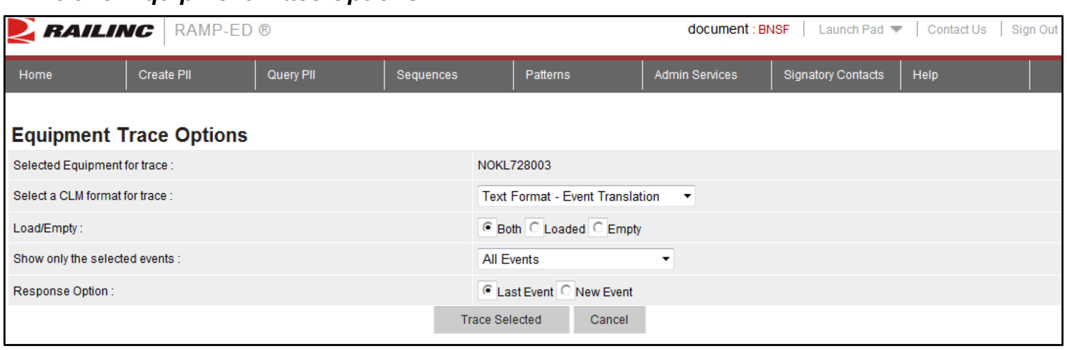
Exhibit 24. Trace Equipment (top and bottom)



4. Select the equipment that you want to trace by clicking inside the check box for that equipment. You can click **SELECT ALL** to select all listed equipment for the trace. Or click **DESELECT ALL** to deselect all listed equipment previously selected for a trace.

5. Select **NEXT** to proceed. The Equipment Trace Options screen is displayed (Exhibit 25).

Exhibit 25. Equipment Trace Options



6. Select a CLM format for the trace using the available drop-down box.

7. Specify the load/empty status: Loaded, Empty or Both.

8. Use the Show Only the Selected Events drop-down box to determine which event types you want to trace.

9. Use the Response Option to determine which type of event to trace: New Event or Last Event.

10. Select **TRACE SELCTED** to proceed with the trace. The Track and Trace Results screen displays the results of a completed trace.

11. Perform one of the following options:

    a. Select the **RETURN TO TRACE EQUIPMENT** button to return the Trace Equipment screen in order to perform another trace.

    b. Select the **EMAIL** button to email the trace results.

    c. Select the **DONE** button to exit the track and trace option.

Viewing EDI

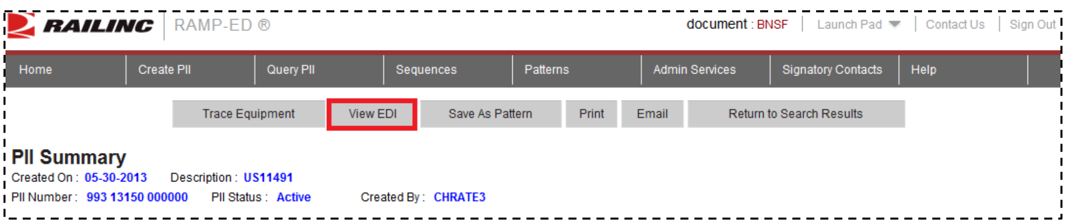
EDI transaction sets are used to transmit rail-carrier-specific information, including bill of lading information (EDI404). It is the initial tender of a shipment between a consignor and a rail carrier and can be used as notification of equipment release and/or a legal bill of lading. One EDI 404 message will be sent to the origin road for each piece of equipment associated with a Disposition Instruction as “CONFIRMED”. For each EDI 404, a return EDI 997 will be received. If the original EDI 404 message contained content errors, an EDI 824 will also be received. The View EDI screen allows you to view the EDI coding for equipment on PII records. There are options to view EDI 404, 997 and 824 data.

EDI TYPE	DESCRIPTION
404	A 404 is a Bill of Lading (used to communicate the movement of equipment).
997	Upon receipt of an EDI 404 message (used to communicate movement of equipment), messaging will produce an EDI 997.
824	An EDI 824 is generated in response to errors in EDI 404 content.

Here is how to view EDI for an active PII:

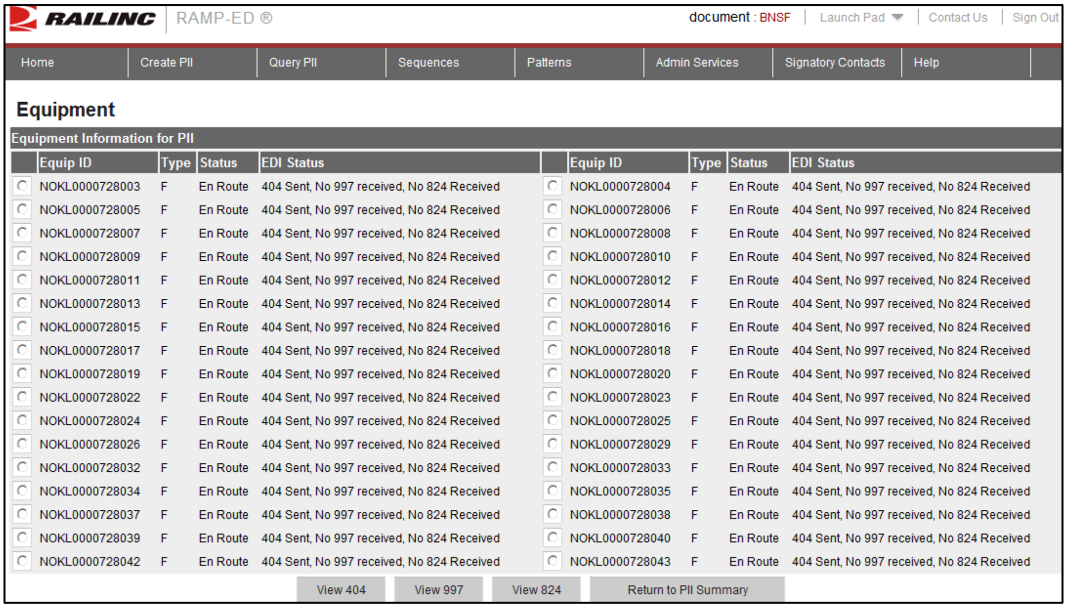
1. Perform a search for an existing active PII (see Querying PIIs on page 38).
2. Select the PII number hyperlink corresponding to the desired PII record. The PII Summary screen is displayed with an option to view EDI (Exhibit 26).

Exhibit 26. PII Summary (with View EDI button)



3. Select the **VIEW EDI** button. The Equipment screen is displayed (Exhibit 27).

Exhibit 27. Equipment

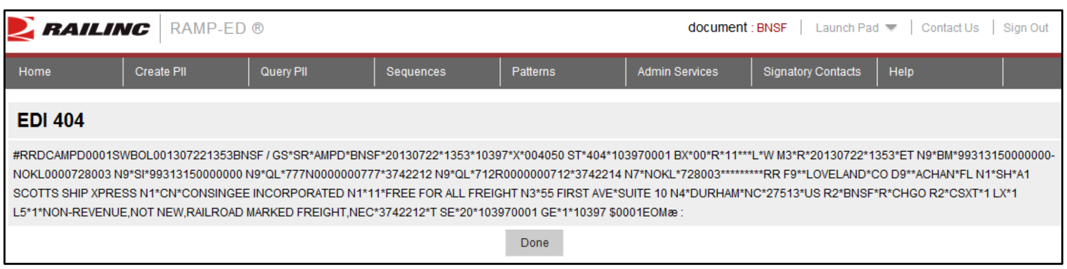


Equip ID	Type	Status	EDI Status	Equip ID	Type	Status	EDI Status
NOKL0000728003	F	En Route	404 Sent, No 997 received, No 824 Received	NOKL0000728004	F	En Route	404 Sent, No 997 received, No 824 Received
NOKL0000728005	F	En Route	404 Sent, No 997 received, No 824 Received	NOKL0000728006	F	En Route	404 Sent, No 997 received, No 824 Received
NOKL0000728007	F	En Route	404 Sent, No 997 received, No 824 Received	NOKL0000728008	F	En Route	404 Sent, No 997 received, No 824 Received
NOKL0000728009	F	En Route	404 Sent, No 997 received, No 824 Received	NOKL0000728010	F	En Route	404 Sent, No 997 received, No 824 Received
NOKL0000728011	F	En Route	404 Sent, No 997 received, No 824 Received	NOKL0000728012	F	En Route	404 Sent, No 997 received, No 824 Received
NOKL0000728013	F	En Route	404 Sent, No 997 received, No 824 Received	NOKL0000728014	F	En Route	404 Sent, No 997 received, No 824 Received
NOKL0000728015	F	En Route	404 Sent, No 997 received, No 824 Received	NOKL0000728016	F	En Route	404 Sent, No 997 received, No 824 Received
NOKL0000728017	F	En Route	404 Sent, No 997 received, No 824 Received	NOKL0000728018	F	En Route	404 Sent, No 997 received, No 824 Received
NOKL0000728019	F	En Route	404 Sent, No 997 received, No 824 Received	NOKL0000728020	F	En Route	404 Sent, No 997 received, No 824 Received
NOKL0000728022	F	En Route	404 Sent, No 997 received, No 824 Received	NOKL0000728023	F	En Route	404 Sent, No 997 received, No 824 Received
NOKL0000728024	F	En Route	404 Sent, No 997 received, No 824 Received	NOKL0000728025	F	En Route	404 Sent, No 997 received, No 824 Received
NOKL0000728026	F	En Route	404 Sent, No 997 received, No 824 Received	NOKL0000728029	F	En Route	404 Sent, No 997 received, No 824 Received
NOKL0000728032	F	En Route	404 Sent, No 997 received, No 824 Received	NOKL0000728033	F	En Route	404 Sent, No 997 received, No 824 Received
NOKL0000728034	F	En Route	404 Sent, No 997 received, No 824 Received	NOKL0000728035	F	En Route	404 Sent, No 997 received, No 824 Received
NOKL0000728037	F	En Route	404 Sent, No 997 received, No 824 Received	NOKL0000728038	F	En Route	404 Sent, No 997 received, No 824 Received
NOKL0000728039	F	En Route	404 Sent, No 997 received, No 824 Received	NOKL0000728040	F	En Route	404 Sent, No 997 received, No 824 Received
NOKL0000728042	F	En Route	404 Sent, No 997 received, No 824 Received	NOKL0000728043	F	En Route	404 Sent, No 997 received, No 824 Received

4. Select the radio button that corresponds to the equipment that you wish to view EDI data.

5. Depending on the type of EDI data available and the type that you wish to view, select the **VIEW 404**, **VIEW 997** or **VIEW 824** button. The EDI data is displayed (Exhibit 28).

Exhibit 28. View EDI (EDI 404)



6. When finished viewing the EDI, select the **DONE** button.

Sequences

Overview

RAMP-ED provides the ability to sequence disposition instructions. This ability allows users to specify a group of equipment to move in a sequential manner across multiple instructions. The manner in which equipment is moved to the next instruction is determined by the type of association it has with the instruction – either “Captured at Destination" or “Overflow”.

A **Captured at Destination (Stacking)** car will move from the origin to destination on one instruction. Upon reaching its destination, the system will automatically assign the car to the next instruction in the sequence as “Captured at Destination”. The destination of the first PII becomes the origin of the second PII and the destination of the second PII becomes the origin of the third PII etc. Messaging continues in the normal flow. The Assigned Equipment will move through the list of instructions to the destination of the final instruction in the sequence. Although more than one instruction within the group may be active at the same time, equipment is only associated with one instruction at a time. **The equipment type must be the same for all PII’s in the sequence. Only the first PII in the sequence can contain the Assigned (Known) Equipment list. The second or subsequent PII’s in the sequence will not have any equipment associated with them – only the equipment type.**

An example of a sequence using Capture at Destination would be if you had 10 pieces of (known) equipment that needed to be moved to a cleaning facility then on to a repair shop and finally into storage. The first PII would contain 10 pieces of equipment moving to the cleaning facility. Once the 10 pieces of equipment on the first PII completed the second PII would capture this equipment from the cleaning facility and move them to the repair facility. Once the 10 pieces of equipment on the second PII completed the third PII would capture this equipment from the repair facility and move it into storage.

An **Overflow** is a group of cars associated with the first instruction in the group. As each of the cars in the group is captured by the road at the origin of this instruction, they move on the instruction. The system will keep track of how many cars have been associated with the instruction as “Captured”. Once the requested number of cars is satisfied, the system will send delete messages for all remaining “Overflow” cars on the instruction and will then associate these remaining cars with the next instruction in the group as “Overflow”. This process is repeated until all of the instructions have had the requested number of cars satisfied. The original group of “Overflow” cars must be at least adequate to satisfy all of the requested number of cars in the group of instructions. As with “Captured at Destination” cars, although more than one instruction within the group may be active at the same time, equipment is only associated with one instruction at a time. **The equipment type must be the same for all PII’s in the sequence. Only the first PII in the sequence can contain the Candidate Equipment list. The second and third PII in the sequence will not have any equipment associated with them – only the equipment type.**

An example of a sequence using Overflow would be if you had 30 pieces of (candidate) equipment that needed to move to three different repair shops but each repair facility could only accept 10 cars at a time. The first PII would contain the 30 candidate pieces of equipment requesting the first available 10 cars captured to be moved to repair facility A. The second PII would contain the remaining 20 candidate pieces of equipment requesting the first available 10 cars captured to be moved to repair facility B. The third PII would contain the remaining 10 candidate pieces of equipment to be moved to repair facility C.

Business Rules

For Sequencing – Capture at Destination and Overflow the end date for the entire transaction will be one year and a week from the effective date of the first PII in the sequence.

- Sequences of instructions can be created using existing or new instructions.
- PII's must have all Route segments authorized before they can become part of a sequence.
- Sequences can contain 2 or more PII's.
- Instructions may be added to or removed from the sequence.
- Editing of instructions within the sequence will follow the standard rules for editing.
- One instruction may have equipment that is linked to other instructions in either or both of the two ways – either as a "Captured at Destination" or an "Overflow". The equipment will move as determined by the business rules for the type of association.
- Caution should be used in the following situations: Sequences do not work well involving equipment being restencilled and situations where carriers have different names for the same location.

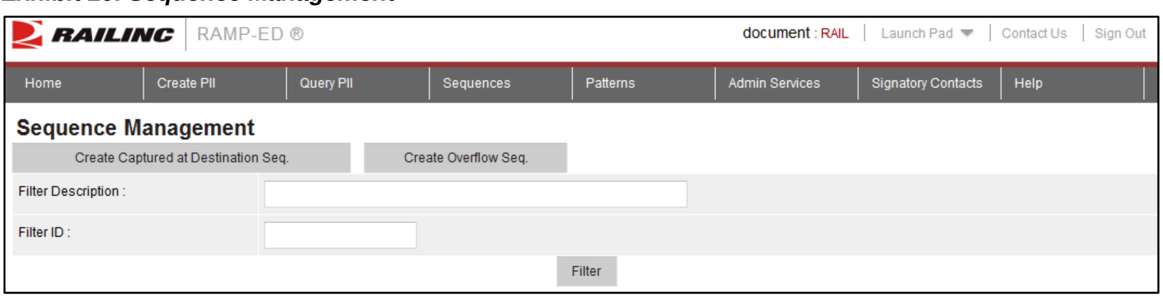
IMPORTANT: Authorization for Sequences – Capture at Destination or Overflow **-** It is strongly suggested that authorization for Capture at Destination or Overflow must happen via phone for approval since they are more complicated and involve more than one PII that are linked in a sequence.

Sequence - Capture at Destination

Here are the steps to establish a Capture at Destination type sequence.

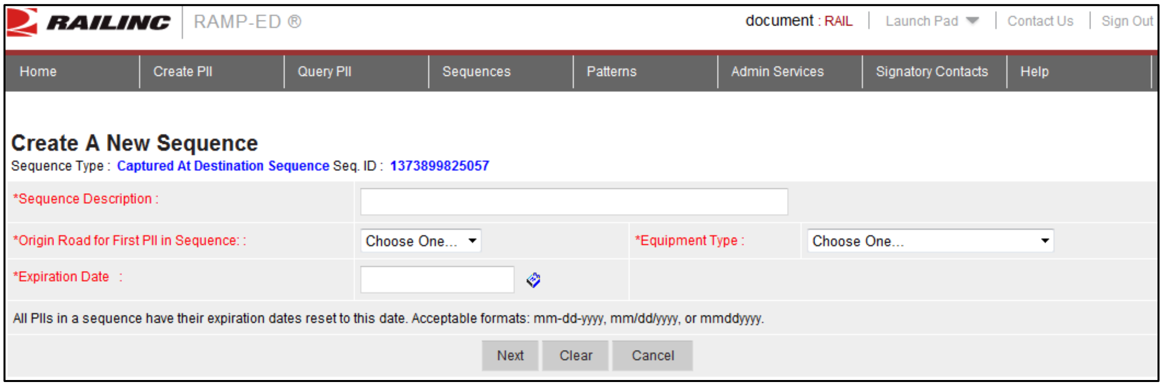
1. Select the Sequences tab from the main RAMP-ED navigation menu. The Sequence Management screen is displayed (Exhibit 29).

Exhibit 29. Sequence Management



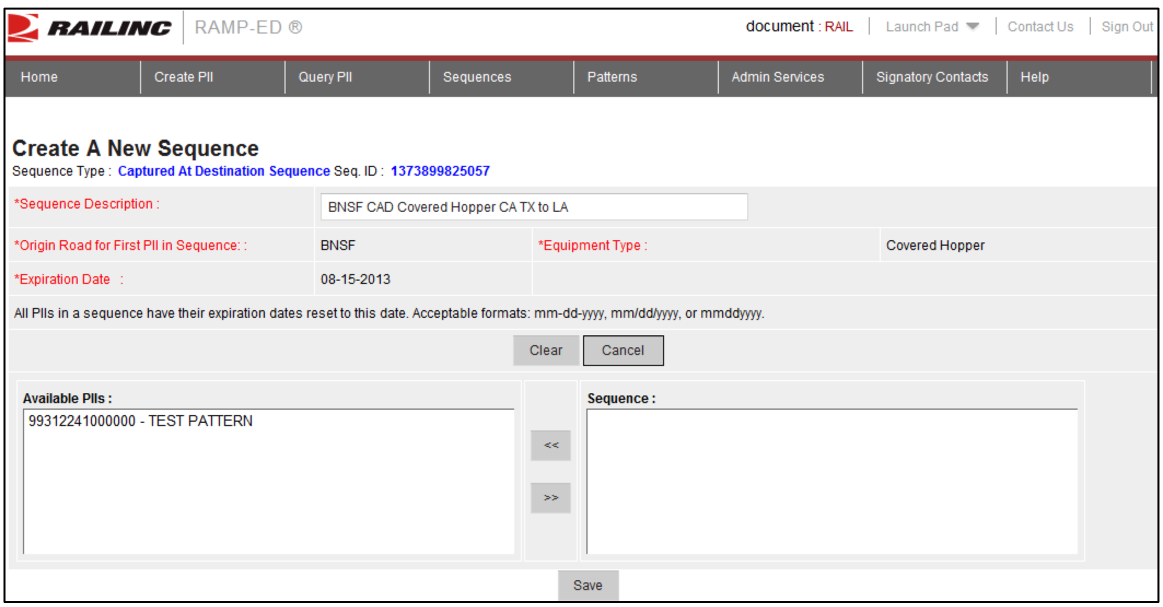
2. Select the **CREATE CAPTURED AT DESTINATION SEQ** button. The Create a New Sequence – Capture at Destination sequence screen is displayed (Exhibit 30).

Exhibit 30. Create a New Captured at Destination Sequence



3. Provide a **Sequence Description**, **Origin Road for First PII in Sequence**, **Equipment Type** and **Expiration Date**. Select **NEXT**. Two columns appear at the bottom of the screen: one listing your available PIIs and the other allowing you to arrange the sequence of the PIIs (Exhibit 31).

Exhibit 31. Create a New Captured at Destination Sequence (with available and sequence options)



4. Select the first PII that you want in the sequence from the Available PIIs list and select the right arrow >> to move the PII to the Sequence column.

5. Continue selecting and moving available PIIs in the desired order to the Sequence column. Use the left arrow << if you would like to remove a placed PII from the sequence list or if you want to rearrange the order.

6. After you have completed the desired sequence order, select the **SAVE** button to save the captured at destination sequence.

Sequence - Overflow

When you want to create PIIs for an overflow sequence you must specify the group of equipment that will act as candidate cars for all the PIIs in the sequence. When you save the PII, the application then moves all of the equipment to the first PII in the sequence as “Candidate”.

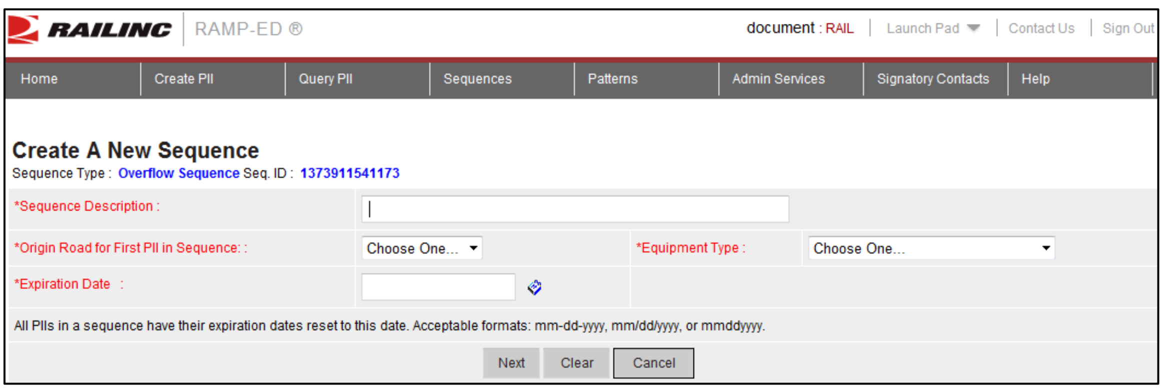
NOTE: When editing, the equipment is on the first PII and not in the sequence summary.”

Depending on where the equipment is in its ‘status life-cycle’ you may need to look at the PIIs to find the piece of equipment since the sequence itself does not track the equipment. This is done at the PII level.”

1. Select the Sequences tab from the main RAMP-ED navigation menu. The Sequence Management screen is displayed (Exhibit 29).

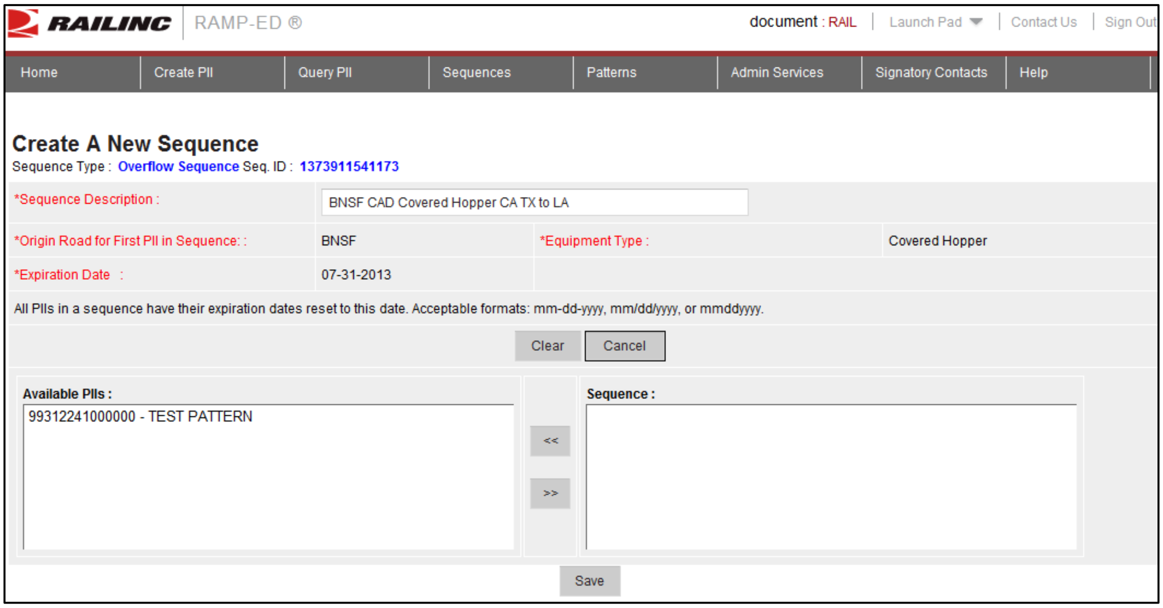
2. Select the **CREATE OVERFLOW SEQ** button. The Create a New Sequence – Overflow screen is displayed (Exhibit 32).

Exhibit 32. Create a New Overflow Sequence

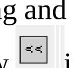


3. Provide a **Sequence Description**, **Origin Road for First PII in Sequence**, **Equipment Type** and **Expiration Date**. Select **NEXT**. Two columns appear at the bottom of the screen: one listing your available PIIs and the other allowing you to arrange the sequence of the PIIs (Exhibit 33).

Exhibit 33. Create a New Overflow Sequence (with available and sequence options)



4. Select the first PII that you want in the sequence from the Available PIIs list and select the right arrow  to move the PII to the Sequence column.

5. Continue selecting and moving available PIIs in the desired order to the Sequence column. Use the left arrow  if you would like to remove a placed PII from the sequence list or if you want to rearrange the order.

6. After you have completed the desired sequence order, select the **SAVE** button to save the overflow sequence.

Filtering Sequences

Here are the steps to filter your saved sequences.

1. Select the Sequences tab from the main RAMP-ED navigation menu. The Sequence Management screen is displayed (Exhibit 29).

2. Enter a description in the Filter Description field and/or an ID in the Filter ID field. Select the **FILTER** button. The search results are displayed.

3. Perform one of the following actions:

   a. To **Edit the PII**, either select the **hyperlinked PII Number** or select the **EDIT** button that corresponds to the record that you wish to edit. The PII Summary screen is displayed with the tabs of the PII Navigational Menu available. This allows you to edit the PII information.

b. To **Delete a listed PII**, select the **DELETE** button that corresponds to the record that you wish to delete. A pop-up box appears asking for confirmation of this request. Select **OK** to proceed with the deletion.

NOTE: The DELETE button only appears for pending PII records that can be deleted.

- Here are some considerations before deleting PII records:
- The deletion of an instruction will result in all of the associated equipment being in an unassigned state.
- The selected instruction must be "Pending".
- The effective date of the instruction must be later than the current date.
- This process occurs prior to the instruction's effective date. For this reason, an instruction is deleted prior to any messages are sent and no additional messaging is required.

Patterns

RAMP-ED allows you to create and save patterns to use as templates when creating new instructions. This saves time by eliminating the need to re-key data that is repeated across disposition instructions. Any instruction may be saved as a pattern. New patterns can also be created from scratch by using the Patterns tab.

In Creating or Saving a Pattern - What Fields Are Not Included?

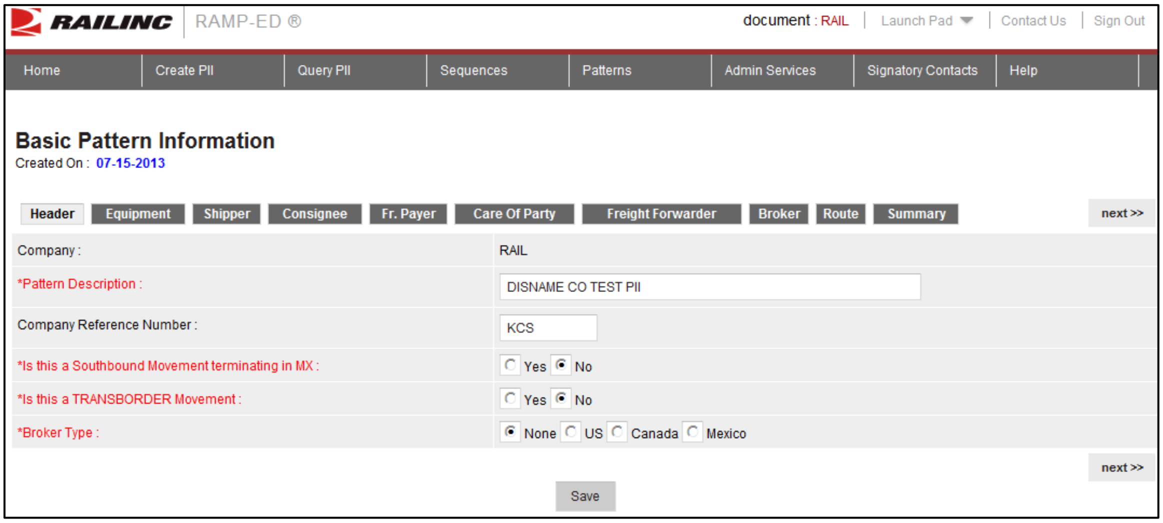
All fields are included except the following, which will not be saved as part of a pattern:

- Effective Date
- Expiration Date
- Candidate Cars or Known Equipment list
- Carrier Authorization Number(s)

Creating a Pattern from an Existing PII

1. Navigate to the summary page of an existing instruction (see Querying PIIs).
2. Select the **SAVE AS PATTERN** button to save the instruction as a pattern. The Basic Pattern Information screen is displayed (Exhibit 34).

Exhibit 34. Basic Pattern Information



3. Enter or modify the description for the pattern. Patterns descriptions must be unique for the company creating a pattern.

4. The pattern creation screens are accessed by using the same tab navigation that is used when creating a regular PII. Complete the following additional input fields to create a pattern, which are found in the various tab navigation options (Header, Equipment, Shipper, Consignee, Freight Payer, Route, Summary):
   Description
   Company reference number
   Equipment Type
   Origin FSAC, city and state
   Destination FSAC, city and state
   Allow Auto-complete for equipment
   Bill to party - Lessee or Car owner
   Sequencing information - next instruction to sequence to but not the equipment IDs
   Route information
   Tariff/Special Tariff

5. Enter or edit any additional information for the pattern.

6. From the Pattern Summary screen, select the **SAVE** button. The system performs validation and saves the pattern. The saved pattern now appears when the Patterns link under the Admin. Services tab. From here the pattern can be modified as needed or applied to PII.

Creating a New PII from a Pattern

1. Select the Create PII tab on the RAMP-ED Navigation Bar. The Basic PII Information screen is displayed (Exhibit 7).

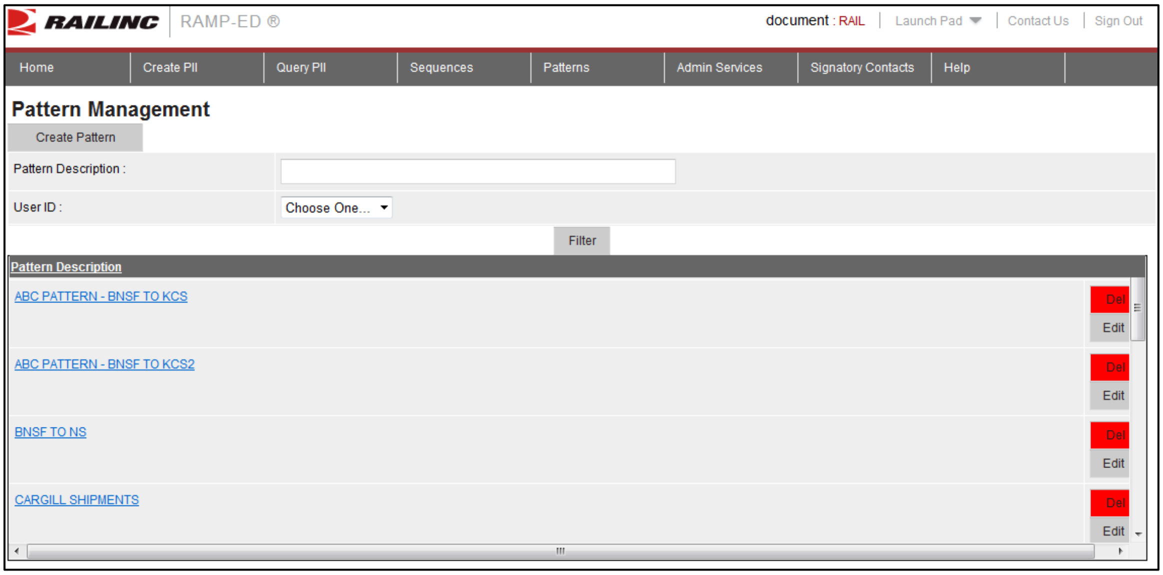
2. Select an existing pattern from the Create PII From Pattern drop-down text box. The fields of the instruction are pre-filled with details from the selected pattern. Complete/update the fields of the PII Instruction as needed (See Create PII on page 11). When a user requests a PII

be created from a pattern, system will check to see if each carrier specified in the Route has an “Enable auto-concur for revenue segments with this number” that can be populated.

Searching and Viewing Patterns

1. Select the Patterns tab from the main RAMP-ED navigation menu. The Pattern Management screen is displayed (Exhibit 35).

Exhibit 35. Pattern Management



2. Enter the full or partial pattern description in the labeled text box and select the **FILTER** button.

3. Select the pattern description hyperlink of the pattern that you want to view. The Pattern Summary screen is displayed. This screen allows you to print, email or edit the pattern.

Editing a Pattern

This process can be used to create a new pattern based on an existing pattern by editing the PII description field.

1. Select the Patterns tab from the main RAMP-ED navigation menu. The Pattern Management screen is displayed (Exhibit 35).

2. Filter for the Pattern that you want to edit (see Searching and Viewing Patterns).

3. Select the **EDIT** button to the right of the Pattern that you want to edit. The Pattern Summary screen is displayed.

4. Select one of the other available input tabs to edit PII data corresponding to the selected tab.

5. Edit the pattern as desired. Select the Summary tab to return to the PII Summary display. Select the **SAVE** button to save an edits.

Deleting a Pattern

1. Select the Patterns tab from the main RAMP-ED navigation menu. The Pattern Management screen is displayed (Exhibit 35).

2. Filter for the Pattern that you want to delete (see Searching and Viewing Patterns).

3. Select the **DELETE** button to the right of the Pattern that you want to delete. A pop-up box is displayed asking you to confirm your decision to delete the selected PII pattern.

4. Select **OK** to proceed with the deletion of the PII pattern. A message is displayed informing you that the pattern has been deleted. The deleted pattern is removed from the list.

Creating a Pattern from another Pattern

1. Select the Patterns tab from the main RAMP-ED navigation menu. The Pattern Management screen is displayed (Exhibit 35).

2. Filter for the Pattern that you want to use as the basis for the new pattern (see Searching and Viewing Patterns).

3. Select the hyperlink of an existing pattern. The Pattern Summary screen is displayed (Exhibit 35).

4. Select **CREATE A NEW PATTERN FROM THIS ONE** and change the pattern name. Continue to input data to complete the Pattern creation process.

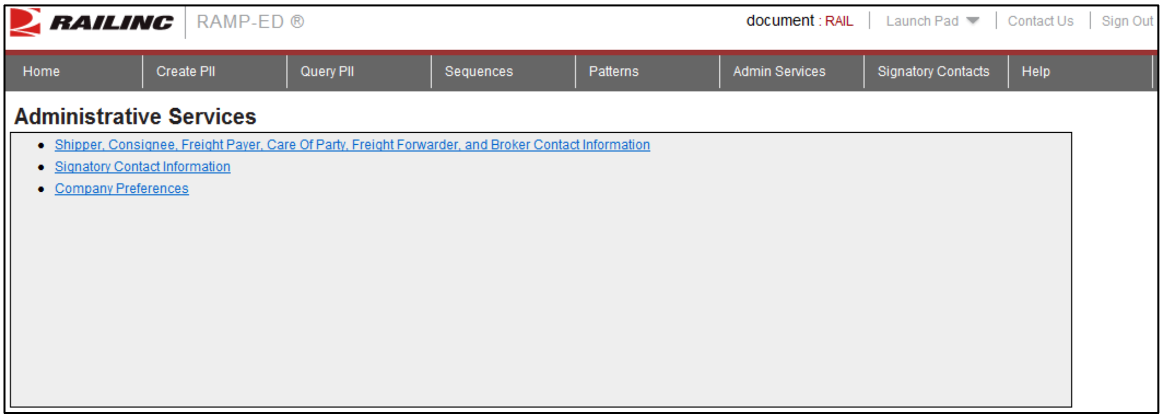
5. Once you have changed the Pattern Description you may select SAVE at this point or continue navigating through all the screens by selecting Next until you get to the Summary page where you can select **SAVE**. A message is displayed: Pattern Saved Successfully.

Admin Services

RAMP-ED enables users with designated access rights the ability to customize RAMP-ED settings. Each option discussed in this chapter is available in the RAMP-ED application under the Admin. Services tab. These options include: maintaining Shipper, Consignee and Freight Payer contact information; maintaining Signatory contact information; and customizing company preferences.

The Administrative services screen (Exhibit 36) is displayed when the Admin. Services tab on the main RAMP-ED navigational menu is selected.

Exhibit 36. Administrative Services



Shipper, Consignee, Freight Payer, Freight Forwarder and Broker Contact Information

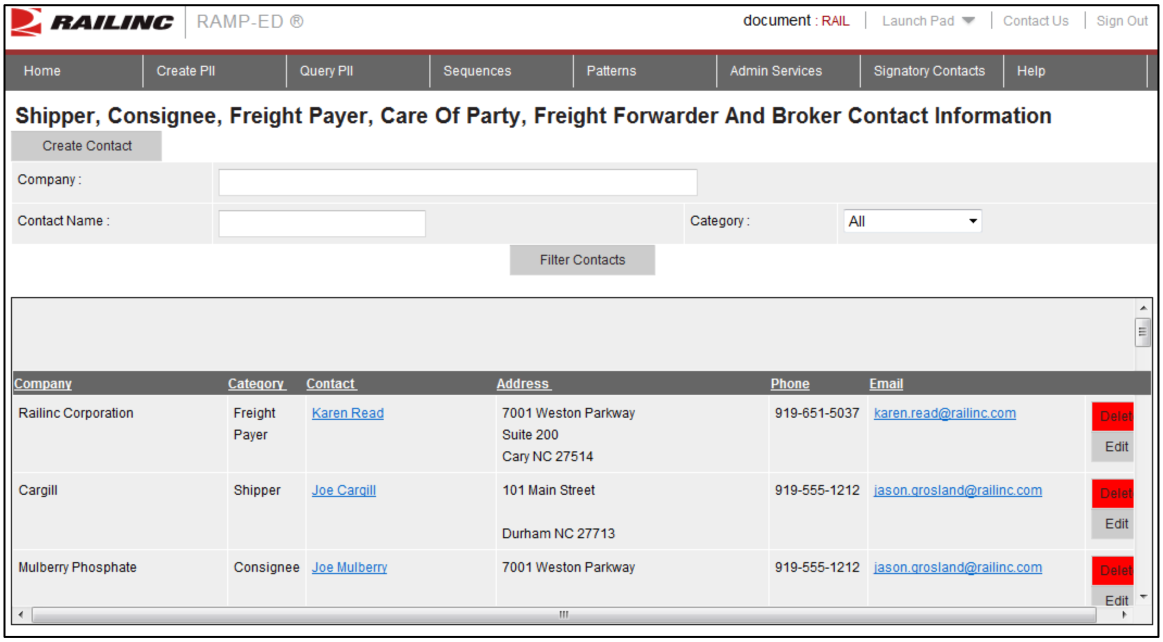
Create a Contact

NOTE: Here are the steps to create a new contact from the Administrative Services tab. This can also be done while creating or viewing a PII record by selecting the ADD TO CONTACTS button on the corresponding PII creation screen.

1. Select the Admin Services tab from the main RAMP-ED navigation menu. The Administrative Services screen is displayed (Exhibit 36).

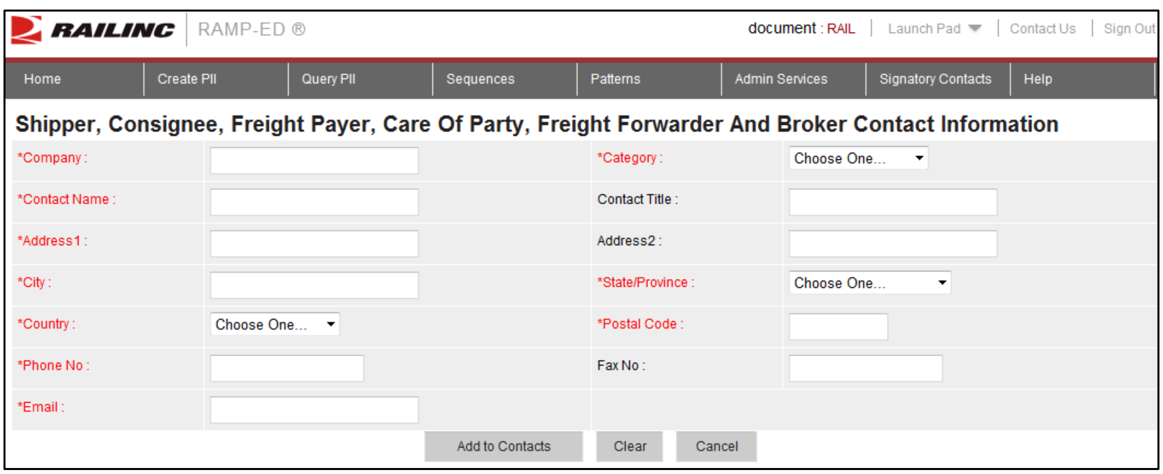
2. Select the Shipper, Consignee, Freight Payer, Care Of Party, Freight Forwarder, and Broker Contact Information link. The Shipper, Consignee, Freight Payer, Care Of Party, Freight Forwarder and Broker Contact Information screen is displayed (Exhibit 37).

Exhibit 37. Shipper, Consignee, Freight Payer, Care Of Party, Freight Forwarder and Broker Contact Information



3. Select the **CREATE CONTACT** button. The Shipper, Consignee, Freight Payer, Care Of Party, Freight Forwarder and Broker Contact Information screen is displayed with blank fields available for input (Exhibit 38).

Exhibit 38. Shipper, Consignee, Freight Payer, Care Of Party, Freight Forwarder and Broker Contact Information (for new contact input)



4. Complete the available input fields and select the **ADD TO CONTACTS** button. If all fields are validated correctly, the Edit Contacts screen is displayed with the new contact record. Review the record for accuracy and select the **SAVE** button to save the new contact record; select the **CANCEL** button to cancel.

Search and View Contacts

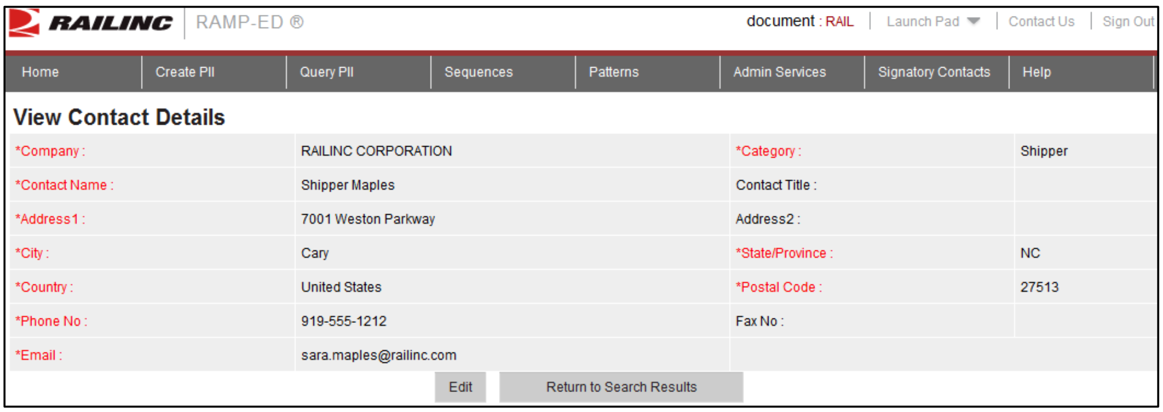
1. Select the Admin Services tab from the main RAMP-ED navigation menu. The Administrative Services screen is displayed (Exhibit 36).

2. Select the Shipper, Consignee, Freight Payer, Care Of Party, Freight Forwarder, and Broker Contact Information link. The Shipper, Consignee, Freight Payer, Care Of Party, Freight Forwarder and Broker Contact Information screen is displayed (Exhibit 37).

3. Filter the displayed contacts by entering a specific Company, Contact Name, or select a type of contact from the Category drop-down menu and select the **FILTER CONTACTS** button. The displayed contacts are restricted based on your provided search.

4. View details of the displayed contact record by selecting on the Contact Name hyperlink of the contact that you wish displayed. The View Contact Details screen is displayed (Exhibit 39).

Exhibit 39. View Contact Details



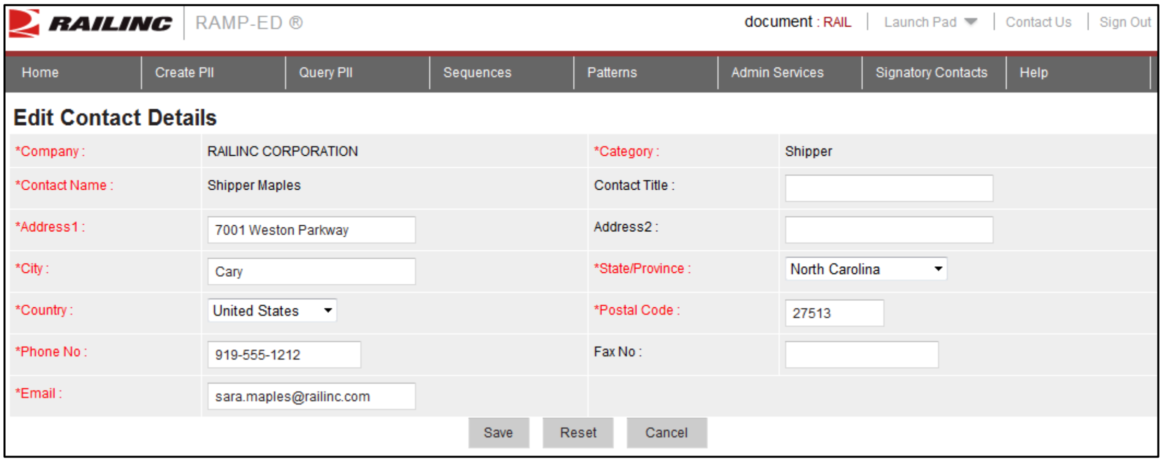
Edit Contacts

1. Select the Admin Services tab from the main RAMP-ED navigation menu. The Administrative Services screen is displayed (Exhibit 36).

2. Select the Shipper, Consignee, Freight Payer, Care Of Party, Freight Forwarder, and Broker Contact Information link. The Shipper, Consignee, Freight Payer, Care Of Party, Freight Forwarder and Broker Contact Information screen is displayed (Exhibit 37).

3. Select the **EDIT** button that corresponds with the contact record that you wish to edit. This can also be done from the Contact Detail screen. The Edit Contact Details screen is displayed (Exhibit 40).

Exhibit 40. Edit Contact Details



4. Update the displayed contact details as needed. Select the **SAVE** button to save the changes; select the **CANCEL** button to discard changes.

Delete Contacts

1. Select the Admin Services tab from the main RAMP-ED navigation menu. The Administrative Services screen is displayed (Exhibit 36).

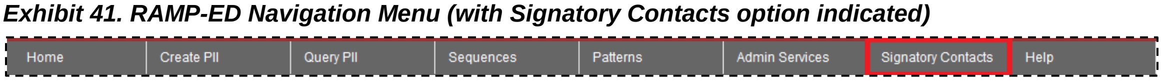
2. Select the Shipper, Consignee, Freight Payer, Care Of Party, Freight Forwarder, and Broker Contact Information link. The Shipper, Consignee, Freight Payer, Care Of Party, Freight Forwarder and Broker Contact Information screen is displayed (Exhibit 37).

3. Select the **DELETE** button that corresponds with the contact record that you wish to delete. A pop-up message appears asking you to confirm your decision to delete the selected contact. Select **OK** to proceed with the deletion; select **CANCEL** to cancel.

Signatory Contact Information

NOTE: Signatory Contact information can be managed either through the Admin Services menu item or directly through the Signatory Contact option (see Exhibit 41).

Exhibit 41. RAMP-ED Navigation Menu (with Signatory Contacts option indicated)

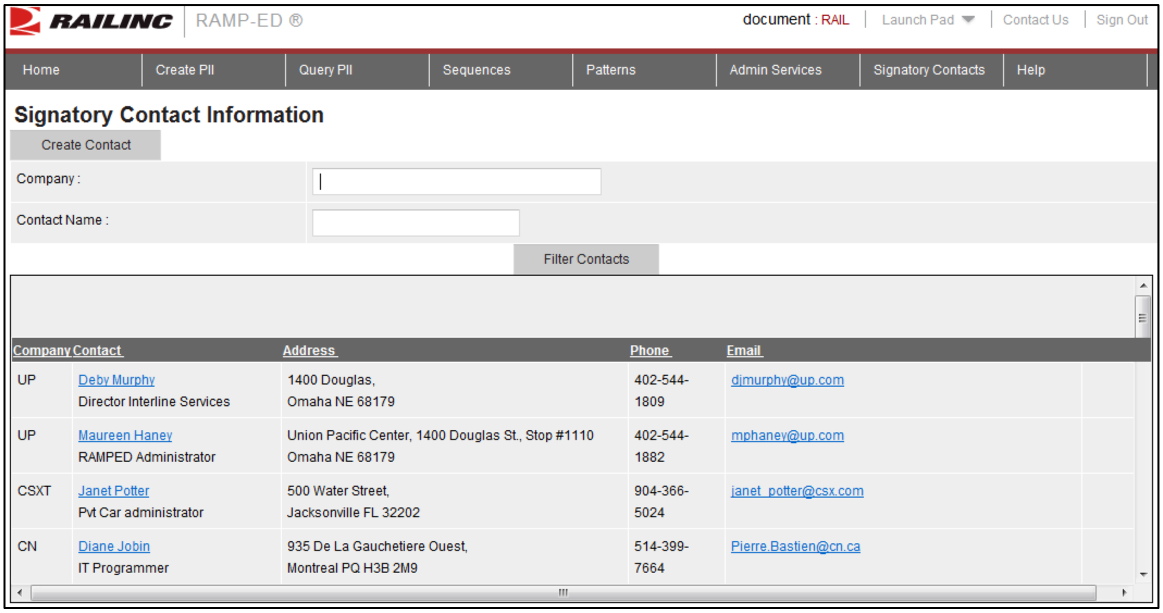


Create a Signatory Contact

1. Select the Admin Services tab from the main RAMP-ED navigation menu. The Administrative Services screen is displayed (Exhibit 36).

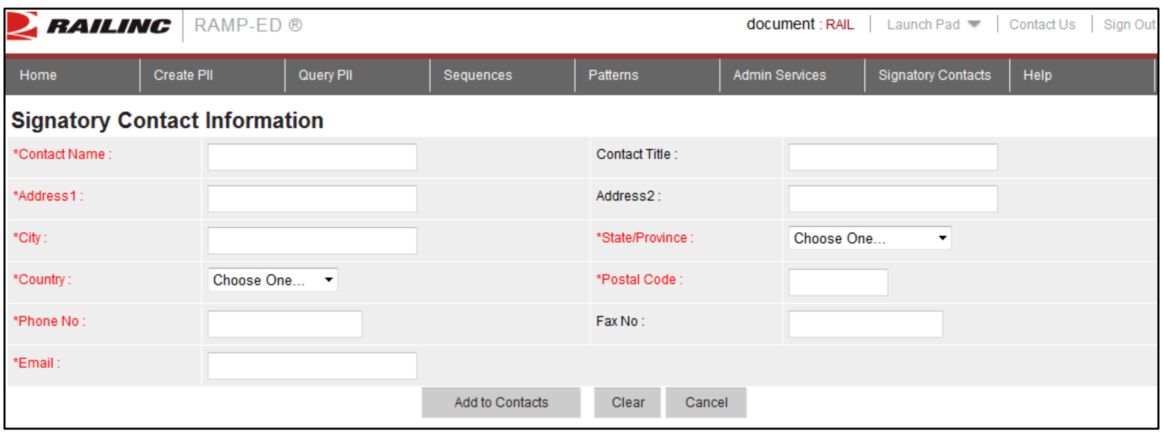
2. Select the Signatory Contact Information link. The Signatory Contact Information screen is displayed. (Exhibit 42).

Exhibit 42. Signatory Contact Information



3. Select the **CREATE CONTACT** button. The Signatory Contact Information screen with blank fields available for input is displayed (Exhibit 43).

Exhibit 43. Signatory Contact Information (for new contact input)



4. Complete the available input fields and select the **ADD TO CONTACTS** button. If all fields are validated correctly, the Edit Contacts screen is displayed with the new contact record. Review the record for accuracy and select the **SAVE** button to save the new contact record; select the **CANCEL** button to cancel.

Search and View Signatory Contacts

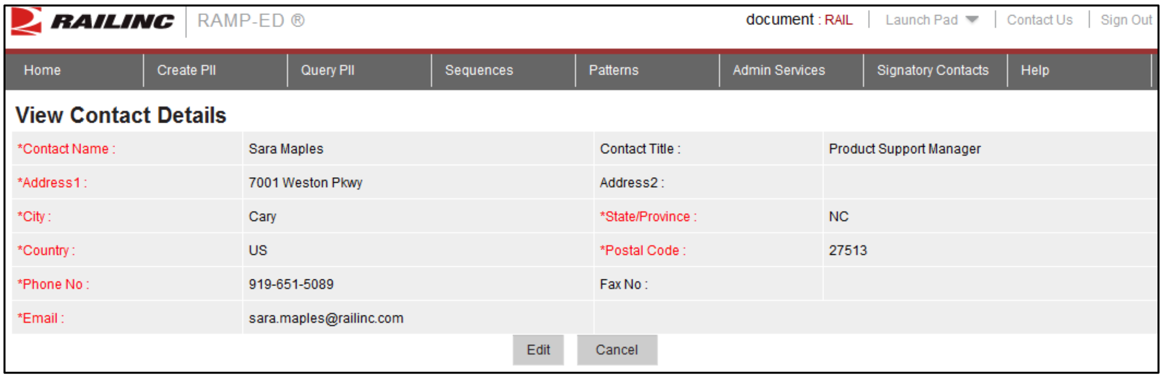
1. Select the Admin Services tab from the main RAMP-ED navigation menu. The Administrative Services screen is displayed (Exhibit 36).

2. Select the Signatory Contact Information link. The Signatory Contact Information screen is displayed. (Exhibit 42).

3. Filter the displayed contacts by entering a specific Company and/or Contact Name and select the **FILTER CONTACTS** button. The displayed contacts are restricted based on your provided search.

4. View details of the displayed contact record by selecting the Contact Name hyperlink of the contact that you wish displayed. The View Signatory Contact Details screen is displayed (Exhibit 44).

Exhibit 44. View Signatory Contact Details



Edit Signatory Contacts

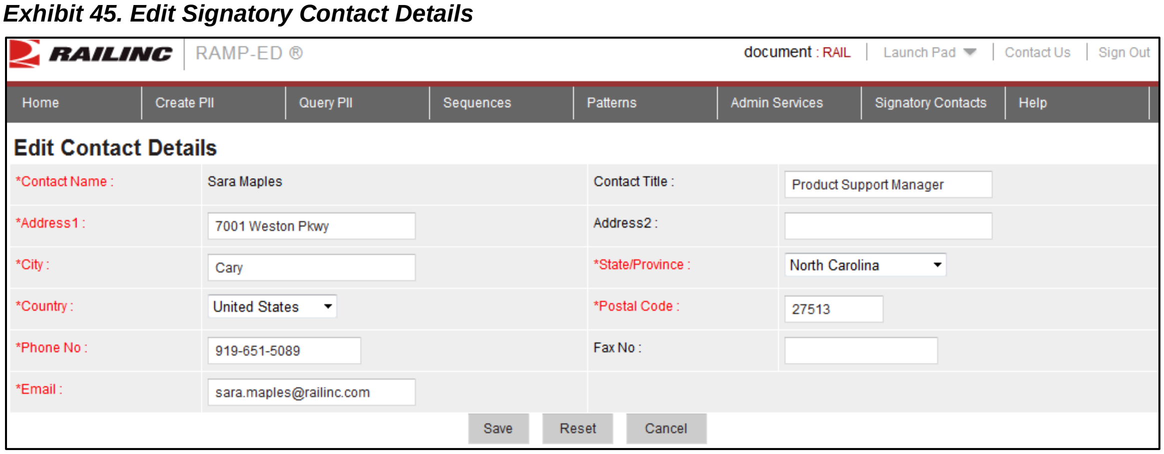
NOTE: You can only edit signatory contacts associated with your company.

1. Select the Admin Services tab from the main RAMP-ED navigation menu. The Administrative Services screen is displayed (Exhibit 36).

2. Select the Signatory Contact Information link. The Signatory Contact Information screen is displayed. (Exhibit 42).

3. Select the **EDIT** button that corresponds with the contact record that you wish to edit. This can also be done from the Contact Detail screen. The Edit Signatory Contact Details screen is displayed (Exhibit 45).

Exhibit 45. Edit Signatory Contact Details



4. Update the displayed contact details as needed. Select the **SAVE** button to save the changes; select the **CANCEL** button to discard changes.

Delete Signatory Contacts

1. Select the Admin Services tab from the main RAMP-ED navigation menu. The Administrative Services screen is displayed (Exhibit 36).

2. Select the Signatory Contact Information link. The Signatory Contact Information screen is displayed. (Exhibit 42).

3. Select the **DELETE** button that corresponds with the contact record that you wish to delete. A pop-up message appears asking you to confirm your decision to delete the selected contact. Select **OK** to proceed with the deletion; select **CANCEL** to cancel.

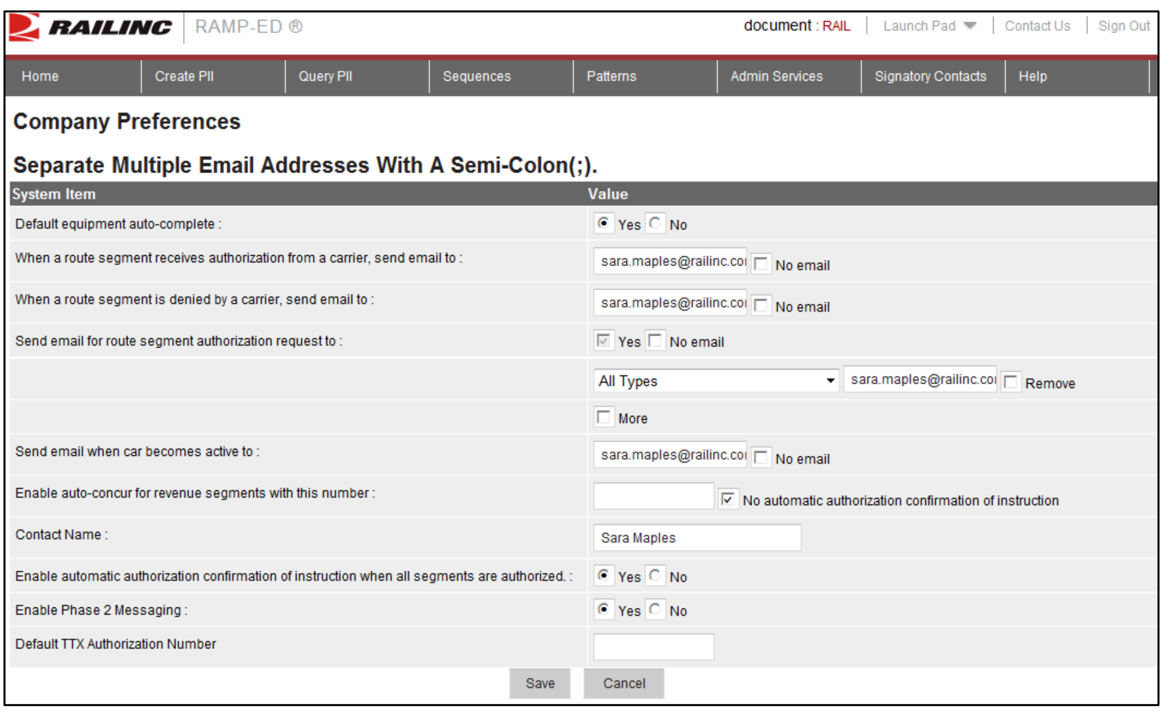
Company Preferences

RAMP-ED provides the ability for a company to set default preferences for certain system features. These preferences are set at a company level. Although a user may change the value of a preference for a single instruction, only changes made from the Company Preference option will reset the default preference values for the entire company.

1. Select the Admin Services tab from the main RAMP-ED navigation menu. The Administrative Services screen is displayed (Exhibit 36).

2. Select the Company Preferences link. The Company Preferences screen is displayed (Exhibit 46).

Exhibit 46. Company Preferences



3. If you have been assigned the necessary access rights, complete or modify the following available input fields as necessary:

Field	Description
Default equipment auto-complete	Determines if the Allow Auto-Complete option is selected by default on newly created PIIs. When Allows Auto-Complete for equipment is selected, all equipment associated with the instruction as “EN ROUTE” will be traced via electronic messages. Once messaging indicates that a piece of equipment has reached the PII destination, the status of that piece of equipment will be designated as “Auto-Completed”. If a piece of equipment designated for auto-completion cannot be traced to its destination, then the user retains the option to complete that piece of equipment manually. **NOTE:** In order to request auto-complete on a piece of equipment, that equipment must not be “EN ROUTE”, “USER COMPLETE”, “AUTO COMPLETE”, or “EXPIRED COMPLETE” and must currently be associated with that instruction (not deleted) as “”KNOWN”, “RR KNOWN”, or “CONFIRMED”.
When a route segment receives authorization from a carrier, send email to	Preference to receive approval emails when a carrier has approved their route segment. This requires that the carriers in the route have their preferences set to receive automated authorization email. A carrier receiving an authorization request can either supply an authorization number or deny the request. Emails are sent to carriers in a sequential manner; the first carrier in the route for which authorization is required will need to authorize a segment before the next carrier in the route. Separate multiple email addresses with a semi-colon (;).
When a route segment is denied by a carrier, send email to	Preference to receive deny emails when a carrier has denied a route segment. Separate multiple email addresses with a semi-colon (;).
Send email for route segment authorization request to	Preference to receive or deny email for route segment authorization request. This option allows you to specify different email addresses for different equipment types. Separate multiple email addresses with a semi-colon (;). **NOTE:** This option is only appropriate for rail carriers. Equipment owners should leave this option on NO.
Send email when car becomes active to	Preference to receive email when a car on a PII becomes active (Instructions for which the effective date has been reached, but not all of the equipment has completed or the expiration date has not yet been reached). Separate multiple email addresses with a semi-colon (;).

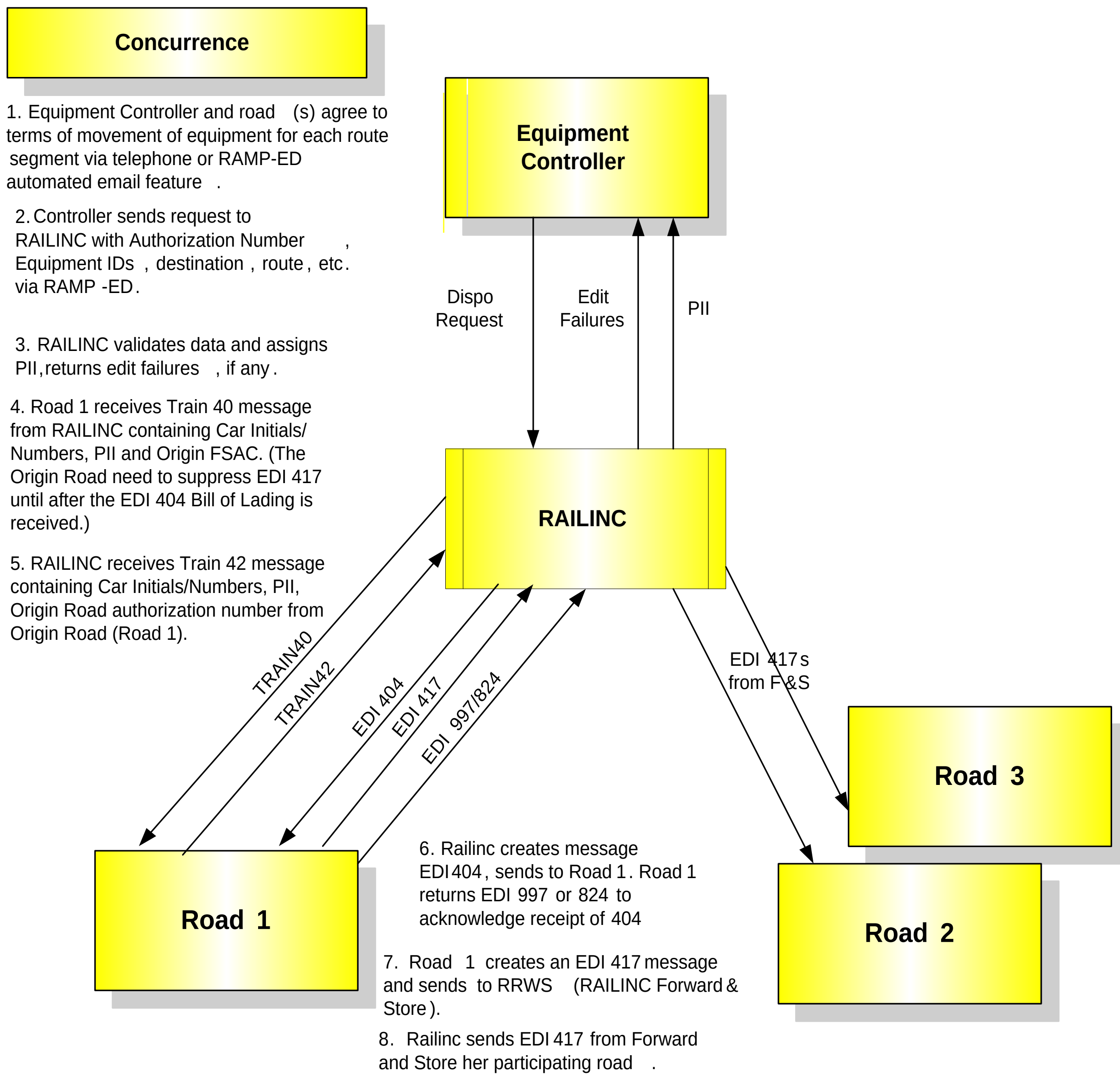
Field	Description
Enable auto-concur for revenue segments with this number	Input to allow auto-concur for specified revenue segment numbers. **NOTE:** This option is only appropriate for rail carriers. Equipment owners should leave this option blank.
Enable auto-activation of instruction when all segments are authorized and effective date is reached	Preference to specify company default setting for auto-activation of instructions when all segments on the PII are authorized and have reached their specified effective date.
Enable Phase 2 Messaging	Enables the delivery of messages specific to Phase 2 of RAMP-ED. **NOTE:** This option is only appropriate for rail carriers only.
Default TTX Authorization Number	Input to allow auto-concur for specified TTX non-revenue segment numbers. **NOTE:** This option is only appropriate for rail carriers. Equipment owners should leave this option blank.

4. Select the **SAVE** button to save updates; select **CANCEL** to cancel updates.

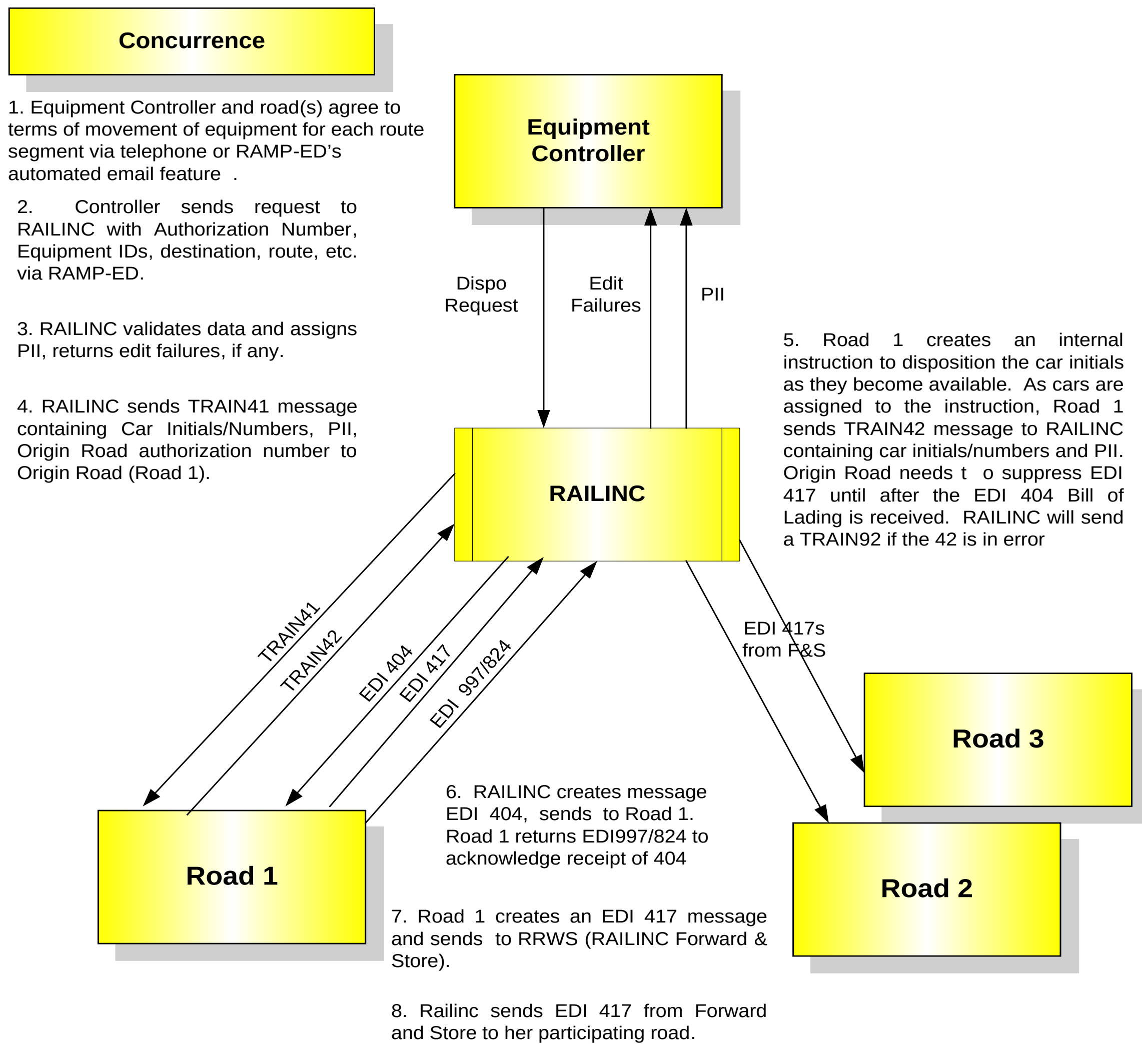
RAMP-ED Message Flows

The Rail Asset Management Process – Exception Disposition (RAMP-ED) system sends electronic messages to each appropriate party based on actions completed in the application. Following are models which illustrate the flow of these messages.

Current Business Model
(When Car Initials and Numbers are Known)



Current Business Model
(When Car Initials and Numbers are not Known)



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