

# REN User Guide



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## Learning About the Rate EDI Network (REN)

### Overview

Rate EDI Network (REN)/Price Database (PRDB) are the price management systems for all North American railroads. Working together, these systems allow railroads to transmit price data between participants and with a centralized database.

The REN/PRDB system streamlines existing industry practices and provides significant improvements in efficiency, timing and overall quality of price administration activities. REN/PRDB communicates price information using industry standard EDI messaging.

REN is a web-based application for short lines, regional carriers, and Mexican carriers. It allows users to store, view, update, and publish their private and public prices. The application provides support for the mass expiration of prices and the capability to query prices stored in Railinc's REN Central database (PRDB). The application allows railroads to use existing public groups. It additionally provides access to Industry Reference files, including Shipment Condition codes, all used to validate pricing data.

REN allows users to limit the distribution of pricing data to only the roads participating in their routes, restricting access to private price information.

The Rate EDI Network (REN) consists of the following basic functions:

- **Price Distribution:** A railroad creates, changes or expires a price and forwards it electronically to REN for distribution to the carriers in the route. REN builds and maintains a "footprint" (map to prices) of the price to enable future requests for that price to be routed to the proper source. After the footprint is constructed, the price is forwarded, unchanged, to each carrier that participates in the price. The price distribution function is built around EDI 460, Price Distribution and Response Format.
- **Price Receipt:** Participating railroads receive prices in electronic format and store them with an in-house database for use in rating, settlement and billing.
- **Price Request:** Railroads request prices from other railroads. A requestor constructs a price request EDI transaction and sends it to REN. Using the price request data, REN checks its internal footprint to determine price sources. The request is forwarded, in its original form, to each of the identified sources.
- **Price Response:** Upon receipt of a price request from the central system, internal databases search for matches. These prices are returned to the central system. REN bundles responses from all price sources into a single response and forwards it to the requestor.
- **Price Publication:** Communicate finalized pricing documents through the new publishing features. Send contracts, amendments, tariffs and quotes.

A link to this user guide is located from the main menu of REN.

---

## Rate Docket Status Codes

The status of a rate docket changes during its lifecycle.

Status Codes	Description
<b>Active Transmitted</b>	Once the docket is sent to REN, it is in <b>Active Transmitted</b> status. The transmitted docket has been validated by REN and is active.
<b>Expired on REN</b>	The status of a successfully expired docket.

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## System Requirements

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

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## Accessing the Railinc Customer Success Center

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

## Getting Started

Access the REN application by using Railinc's Single Sign-On (SSO), a web application that provides convenient access to a variety of Railinc products. If you have an SSO login, go to the Railinc portal at <https://public.railinc.com/> and log into SSO by selecting the **Customer Login** link in the top right corner. Enter your user ID and password in the fields and select **Sign In**.

## Register to Use Railinc SSO

Each REN user must register to use Railinc's SSO. If you are not already registered for an SSO login, go to the Railinc portal at <https://public.railinc.com/> and log into SSO by selecting the **Customer Login** link in the top right corner ([Exhibit 4](#)). Select the **Create an account now** link. Once you have completed SSO registration, log into SSO to request access to REN.

## Requesting REN Access

After you receive authorization to use Railinc's SSO, you must request general access to REN by following the instructions in the [Railinc Single Sign-On User Guide](#).

Your level of access and authorization for REN is determined when you request access through Railinc's SSO. Below is the list of REN roles. The user role you choose determines what functions you can perform.

### *Exhibit 1. User Roles and Tasks*

Task	Description
<b>REN Client Access (SCAC)</b>	Allows user to manage rate and group dockets within their SCAC. This role is intended for Railinc customers only.
<b>REN Read Only Access</b>	Allows user read-only access to REN within their SCAC.
<b>REN Company Admin</b>	Allows user to grant REN permissions for users within their company.

Upon receipt of your request in SSO as shown below, user roles are assigned by Railinc.



**Exhibit 2. REN Request Permission**

**REN**  
REN provides non-EDI carriers the ability to manage pricing through REN/PROB, the rail industry's central price management system.

1 Select Roles 2 Confirm 3 Done

☐ REN Web Access ( [MARK required](#) )  
Allows user to manage rate and group dockets.

☐ REN Web Company Admin ( [MARK required](#) )  
Allows user to grant REN Web permissions for users within their company.

☐ REN Web Read Only Access ( [MARK required](#) )  
Allows user read only access to REN Web.

☐ REN Web Resend User ( [MARK required](#) )  
Authorized to resend rates to the users.

Comments...

0/255

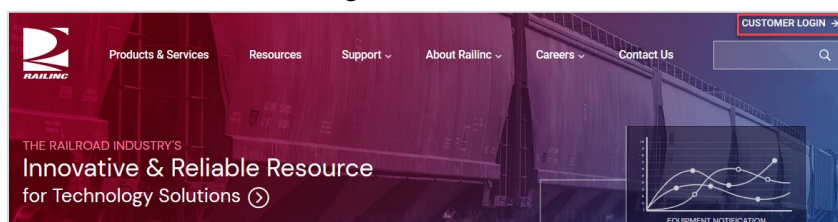
[Return](#) [Next](#)

Once you receive email notification of access to REN, you can log on and begin using REN.

## Logging In

Use the following procedure to log into REN:

1. Open your internet browser and enter <https://public.railinc.com> to open the Railinc website.
2. Select the **Customer Login** link in the upper right of the page. The Account Access page is displayed.

**Exhibit 3. Railinc Welcome Page**

**RAILINC**

ACCOUNT ACCESS

User ID

Password

☐ Remember me

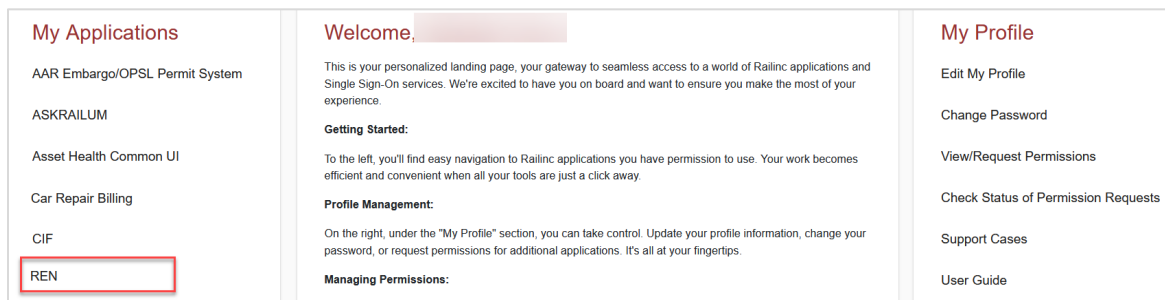
[Sign In](#)

Need help signing in?

OR Sign in with SSO

3. Enter your **User ID** and **Password**. Select **Sign In**. The Railinc Launch Pad is displayed.

**Exhibit 4. Railinc Launch Pad**



4. In **My Applications**, select **REN**. The Search REN Rates page is displayed ([Exhibit 7](#)). The appearance of the home page may differ depending on assigned user access rights.
5. If you work for multiple railroads, select a company from the drop-down list and choose **Select**.

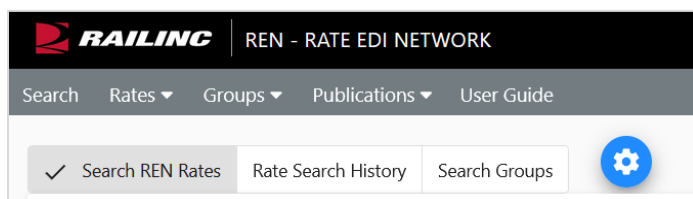
## Logging Out

Select the **Sign Out** link in the top right to end a REN session.

## Navigation Menu

The REN navigational menu is located at the top of each page. It allows you to access and perform all the functions of the application.

**Exhibit 5. Rates Menu**



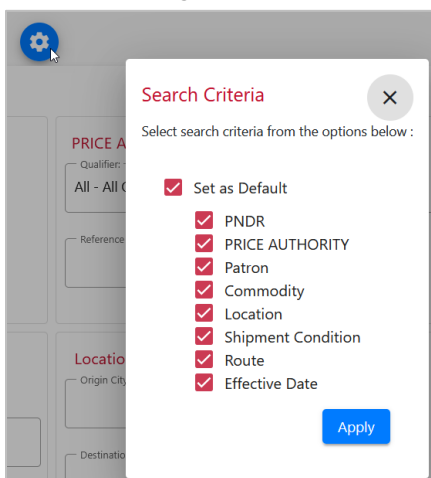
## Search

### Search REN Rates

Use the following procedure to search rates.

1. The Search REN Rates screen automatically displays when you log into REN ([Exhibit 7](#)).
2. To manage search criteria sections:
  - a. Select the blue wheel icon at the top. By default, all sections are available, but you have the option to personalize the Search page by choosing the sections that you want visible on your Search page.
  - b. Select **Set as Default** to automatically default to your chosen sections.
  - c. Select **Apply**.

**Exhibit 6. Manage Search Criteria**



3. Search by one or more of the Search criteria sections.

**Exhibit 7. Search REN Rates**

**Search REN Rates**

✓ Search REN Rates | Rate Search History | Search Groups | ⚙️

**PNDR**

Proposer:  Number:  Docket:

Include Revision: ☒ Latest ☐ All

**PRICE AUTHORITY**

Qualifier:  All - All Qualifi... Publisher:  Issuer ID:

Reference Number:  Item Number:

**Patron**

CIF Number:  Patron Name:

**Commodity**

☒ Individual STCCs ☐ STCC Range

STCC:  Commodity Description:

STCC:  Commodity Description:

STCC:  Commodity Description:

**Location**

Origin City:  Origin State/Province:  Sw. Dist: ☐

Destination City:  Destination State/Province:

**Shipment Condition**

Code:  Title:  Value:  From:  To:

Code:  Title:  Value:  From:  To:

Code:  Title:  Value:  From:  To:

**Route**

☒ Search by Junction or Route Number

Origin:  Dest.:  Junc.:  Route Number:  Route Sequence:

**Effective Date**

Status:  Active ☐ Include Future Effective

Effective as of:  Expires by:

Query Name:  Timestamp: 2025-04-07 12:30:11.929479

Clear Search

- PNDR** section: Enter the **Proposer** (SCAC). This field is the only required field and the **Search** button will not be available until this field is entered. All other fields on the page are optional. Enter either the **Number** or the **Docket**. The **Latest** Revision is selected as the default or select **All**.
- Price Authority** section: **Qualifier** defaults to **All Qualifiers** or select a **Qualifier** from the drop-down list. Enter the **Publisher** (exact SCAC of the Publishing Carrier), **Issuer ID**, **Reference Number**, and/or **Item Number**. The **Reference Number** is the primary key for price authorities and is a “Starts With” search feature (e.g., a search string of “12” returns any results starting with “12”).
- Patron** section: Specify a patron identified by a **CIF Number** or **Patron Name**. As needed, the magnifying glass provides access to the CIF look-up.
- Commodity** section: Choose to provide **Individual STCCs** or a **STCC Range**. In the available fields, you may specify up to 3 STCCs or a range of STCCs.
- Location** section: Specify geographical location for **Origin** and **Destination**, enter **City** and select **State/Province**. If specifying geography, both origin and destination city and state/province are mandatory. When using the magnifying glass to access the City Lookup, entering the **SCAC** is required.
- Shipment Condition** section: Enter up to 3 shipment conditions. Search results will include rates where all specified condition codes and attributes exist. If necessary, select the magnifying glass to access the **Shipment Condition Lookup**.

- g. **Route** section: Use the toggle to search by **Junction** or **Route Number**. Specify the Route (**Origin**, **Destination** and **Route Sequence**).
  - h. **Effective Date** section: The **Status** defaults to **Active** rates and can be changed. The checkbox to **Include Future Effective** is available when **Active** is selected. Use the default dates or change them as needed.
  - a. **Query Name**: Use this field to name your query. When a name is not entered, the system will name the search by the timestamp of the when the search was initiated. See [Rate Search History](#) for the list of your previous searches.
4. Select **Search**.

#### Exhibit 8. Search Results

Search Result:														
Proposer	Number	Docket ID	Revision	Effective Date	Expiration ...	Qualifi...	Agency	Publisher	Price Autho...	Item Num.	Status	Status Date	Patrons	O/D Pairs
<input checked="" type="checkbox"/>	WE	250407	5572	0	2025-04-07	9999-12-31	TS - Ta...	WE	250407		Active Trans...	2025-04-07		GEOB04 To ...
<input type="checkbox"/>	WE	22	5559	0	2025-03-25	9999-12-31	PR - C - ...	WE	22		Active Trans...	2025-03-25	GREIF PACK...	OH To KY
<input type="checkbox"/>	CSXT	PTPRICE	400616927	0	2024-10-01	2025-09-30	CT - C - ...	CSXT	68615	400616927	Active Trans...	2025-03-19	CARGILL AG	OH CLARKS...
<input type="checkbox"/>	CSXT	PTPRICE	400403580	0	2024-10-05	2025-09-30	TS - Ta...	CSXT	4170	400403580	Active Trans...	2025-03-19		IN To OH
<input type="checkbox"/>	CSXT	PTPRICE	400616928	0	2024-10-01	2025-09-30	CT - C - ...	CSXT	68615	400616928	Active Trans...	2025-03-19	CARGILL AG	OH CLARKS...
<input type="checkbox"/>	WE	TARIFF	5557	0	2025-03-19	9999-12-31	TS - Ta...	WE	5557		Active Trans...	2025-03-19		CANGAMBT...
<input type="checkbox"/>	WE	QUOTE	5556	0	2025-03-19	9999-12-31	PR - Q - ...	WE	5556		Active Trans...	2025-03-19	WEOMIDPAT	OH To OK
<input type="checkbox"/>	WE	QUOTE	5555	0	2025-03-19	9999-12-31	PR - C - ...	WE	5555		Active Trans...	2025-03-19	WERCPEPAT	CLEVELAND ...
<input type="checkbox"/>	WE	250319	5553	0	2025-03-19	9999-12-31	CT - C - ...	WE	250319		Active Trans...	2025-03-19	WERCPEPAT	OH To CA
<input type="checkbox"/>	WE	PRCTST	5554	0	2025-03-19	9999-12-31	PR - C - ...	WE	5554		Active Trans...	2025-03-19	TEST PATRO...	CLEVELAND ...
<input type="checkbox"/>	CUOH	0001	27	0	2025-01-01	2025-12-31		CUOH	0001		Active Trans...	2025-03-06	CUOHPATR...	CUOHGEOG...

Page Size: 50 | 1 to 50 of 2,486 | Page 1 of 50

5. The **Search Results** are displayed. The search criteria used is hidden but the page can be expanded by selecting the down arrow in the upper right of the page.
6. REN provides the following options for the data:
  - a. To move a column, select the header title of a column with your mouse and move it to the right or the left and drop it in the place where you want it to be.
  - b. To sort on a column, click on a column header and the Up arrow displays next to the title.
 

Patrons ↑

 The column is sorted in ascending order. Click again on the title and the Down arrow displays. The column is sorted in descending order. Click again and the sort (and arrow) is removed.
  - c. To expand or reduce the width of a column, hover over the vertical divider between the heading titles on the right of the column you want to resize until you see the cross hairs that shows the column has been selected.
 

↔

 Move the column to the right or left to expand or reduce the column width.
  - d. Use the scroll bar on the right to scroll through all the REN rates and use the arrows in the bottom right to click through multiple pages.
7. Select one or more rows to **Export** rates or select one row to use all available action buttons.
  - a. Select **View Rate** to view the selected rate. Select **Expand All Sections** to view all sections of the rate docket. This is screen is read-only, and no editing can be done in these sections.

- b. Select **Revise** to edit the selected rate. See [Exhibit 17](#) for more information about rate docket fields and descriptions.
- c. Select **Expire** to expire the selected rate. See [Expire a Rate Docket](#) for details.
- d. Select **Clone** to create a new rate based on the selected rate. See [Clone a Rate Docket](#) for details.
- e. Select **Export** to choose how you want to save the data. See [Export Rates](#) for details.
  - Select **Export as Excel** to save selected rows to a spreadsheet.
  - Select **Export as Text** to print or copy and paste the text version of the rate to a text file.
  - Select **Export as EDI** to print or copy and paste the EDI version of the rate to a text file.
- f. Select **Transmit to Self** to send an EDI version of the rate to you through RMS. To have access to this feature that sends you rates or groups that you've created in REN, contact Railinc's Product Support team by [Accessing the Railinc Customer Success Center](#) and ask to get set up.
- g. Select **Find Revision Impacts** to perform a check to see if existing rates are affected by revisions. See [Find Revision Impacts](#) for details.

## Rate Search History

Once a rate search has been run in REN, it is added to the **Rate Search History** tab of the **Search** page. Use this to view the results of any of your previously run searches.

1. From the Search menu item, select the **Rate Search History** tab.
2. Select a query from the list by clicking the radio button.

**Exhibit 9. Rate Search History**

Search REN Rates

✓ Rate Search History

Search Groups

Search History

Select Query	Query Name	Status	Count
<input type="radio"/>	Timestamp: 2024-04-22 12:40:02.268686	Results Available	999
<input checked="" type="radio"/>	Timestamp: 2024-03-15 16:37:41.472253	Results Available	169
<input type="radio"/>	Timestamp: 2024-03-15 16:37:41.472253	Results Available	1006
<input type="radio"/>	Timestamp: 2024-03-15 16:37:41.472253	Results Available	0
<input type="radio"/>	Timestamp: 2024-03-15 16:37:41.472253	Results Available	169

View Result

Delete

- When a query is selected, the View Result button becomes available. Select **View Result**.
- The search results from the query are displayed ([Exhibit 8](#)).

## Search Groups

REN allows you to set up Group dockets, which are pre-filled data that can be used for your rates. You can search for group dockets by: Commodity, Geography, Patron, Shipment Condition or Any. Group dockets have the same status codes as rate dockets.

Use the following procedure to search groups:

- Select the **Search** menu item and select the **Search Groups** tab. The Group Search page is displayed.

**Exhibit 10. Group Search**

- Group PNR & Header** section: Enter the **Proposer** (SCAC). This field is the only required field. All other fields on the page are optional. Enter either the **Number** or the **Docket**.

**Group Info** section: Status defaults to **All** which includes both **Active** and **Expired**, but you can filter on one. Use the default **Effective as of**, or the date as needed. The **Latest** Revision is selected as the default or select **All**. **Group Owner** is selected to **Mine** as the default or select **All**. The checkbox to **Include Future Effective** is available.

Group Type defaults to **Any**, but you can filter on four types: **Commodity**, **Geography**, **Patron**, **Shipment Condition**. When a **Group Type** is selected, additional filtering fields become available for each type.

- Group Type - Commodity** section (pictured above): Choose to provide **Individual STCCs** or a **STCC Range**. In the available fields, you may specify up to 3 STCCs or a range of STCCs.
- Group Type - Geography** section: Select the **Origin Type** from the drop-down list and additional fields are available depending on the type selected, or additional filtering.
- Group Type - Patron** section: Specify a patron identified by a **CIF Number** or **Patron Name**. As needed, the magnifying glass provides access to the CIF look-up.

- d. **Group Type - Shipment Condition** section: Enter up to 3 shipment conditions. Search results will include rates where all specified condition codes and attributes exist. If necessary, select the magnifying glass to access the **Shipment Condition Lookup**.

3. Select **Search**.

**Exhibit 11. Group Search Results**

Search REN Rates   Rate Search History   ☒ Search Groups

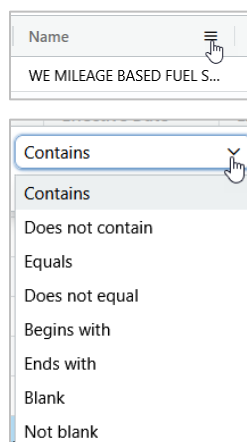
Group Search ▼

Clear Filters   Number of records: 278

Revise   Expire   Clone   Export as EDI   Transmit to Self   Find Revision Impacts   Delete Revision


	Proposer	Number	Docket ID	Rev...	Type	Name	Effective Date	Expiration D...	Status	Status Date	Active Rate
<input checked="" type="checkbox"/>	WE	CHIBLUE	202	0	Geography	CHICAGO, IL & BLUE ISLA...	2015-01-01	2021-03-31	Expired on REN	2021-04-15	N
<input type="checkbox"/>	WE	9RR1282	497	0	Geography	9RR1282	2021-11-15	9999-12-31	Active Transmitted	2022-01-10	Y
<input type="checkbox"/>	WE	WPORD	70	0	Geography	OREGON STEEL DESTINATL...	2008-03-20	2017-04-11	Expired on REN	2017-04-11	N
<input type="checkbox"/>	WE	40664	257	39	Shipment Con...	WE 40664 MILEAGE FSC	2021-08-01	9999-12-31	Active Transmitted	2021-07-26	N
<input type="checkbox"/>	WE	24ABPTS	25	1	Geography	JAS LUMBER AB PTS	2006-08-01	2017-04-11	Expired on REN	2017-04-11	N
<input type="checkbox"/>	WE	40915	120	0	Shipment Con...	WE-NS FSC \$40 PBL TARGET	2011-03-01	2016-03-01	Expired on REN	2016-03-25	N
<input type="checkbox"/>	WE	DILLMIN	287	0	Geography	DILLONVALE, OH & MING...	2018-01-01	9999-12-31	Active Transmitted	2018-10-03	Y
<input type="checkbox"/>	WE	BXBRAK	216	0	Geography	BREWSTER, BRITAIN, AKR...	2015-01-01	2021-03-31	Expired on REN	2021-04-15	N
<input type="checkbox"/>	WE	C85653	582	0	Commodity	COMMODITY20727-19-08...	2022-08-19	9999-12-31	Active Transmitted	2022-08-19	N
<input type="checkbox"/>	WE	0639ABA	192	1	Geography	AKRON AB	2016-05-01	9999-12-31	Active Transmitted	2017-03-16	N

4. The **Group Search** results are displayed. The search criteria used is hidden but the page can be expanded by selecting the down arrow in the upper right of the page.
5. REN provides the following options:
- To move a column, select the header title of a column with your mouse and move it to the right or the left and drop it in the place where you want it to be.
  - To filter on a column, select the three lines to the right of the header title of a column. Then select filtering options from the drop-down list (pictures below).



- To sort on a column, click on a column header and the Up arrow displays next to the title (pictured above). The column is sorted in ascending order. Click again on the title and the Down arrow displays. The column is sorted in descending order. Click again and the sort (and arrow) is removed.
- To expand or reduce the width of a column, hover over the vertical divider between the heading titles on the right of the column you want to resize until you see the cross hairs



that shows the column has been selected.  Move the column to the right or left to expand or reduce the column width.

- e. Use the scroll bar on the right to scroll through all records.
6. Select one or rows to use **Export as EDI** and **Transmit to Self**, or select one row to use the available action buttons:
  - a. Select **Revise** to edit a selected group in the **Active Transmitted** status. See [Revise a Group Docket](#) for details.
  - b. Select **Expire** to expire the selected **Active Transmitted** group. See [Expire Groups](#) for details.
  - c. Select **Clone** to create a new group based on the selected group. See for [Clone a Group Docket](#) details.
  - d. Select **Export as EDI** to print or copy and paste the EDI version of the rate to a text file.
  - e. Select **Transmit to Self** to send an EDI version of the rate to you through RMS. To have access to this feature that sends you rates or groups that you've created in REN, contact Railinc's Product Support team by [Accessing the Railinc Customer Success Center](#) and ask to get set up.
  - f. Select **Find Revision Impacts** to perform a check to see if existing groups are affected by revisions. See [Find Revision Impacts for a Group Docket](#) for details.
  - g. Select **Delete Revision** to delete the selected group. Deleting cannot be undone. See [Delete Groups](#) for details.

---

## View Group Details

Detail views from the Group Search vary depending on the type of group being viewed.

Use the following procedure to view group details:

1. Perform a group search selecting one or all of the group types (see [Search Groups](#)).
2. From the **Group Search** screen, select the **Docket ID** link of the group you want to view. The details view from here is read-only and cannot be edited. To edit group dockets, use the **Revise** button (see [Revise a Group Docket](#)).
3. Use the scroll bar on the right to scroll through all the Group Details in the pop-up window. Below are examples of each type of detail screen.
  - a. Commodity: [Exhibit 12](#)
  - b. Geography: [Exhibit 13](#)
  - c. Patron: [Exhibit 14](#)
  - d. Shipment Condition: [Exhibit 15](#)

Exhibit 12. Group Details – Commodity

Group Details

Group Header

Group Name\*  
COMMODITY44597-01-09-2022

PNDR\*  
WE- C16855

-601  
Rev 0

Effective as of\*  
9/1/2022

Expires by  
12/31/9999

Price Authority

Qualifier  
TS - Tariff Number

Publisher  
WE

Regulatory Agency  
48033

Reference Number  
8419101092

Suffix

Item Number  
1490801092

S...  
24

Commodity

Incl/  
Excl.

In...

From STCC

Code  
012111

Description  
GRAPEFRUIT, FRESH

To STCC

Code  
012221

Description  
APRICOTS, FRESH

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Revised April 2025

**Exhibit 13. Group Details – Geography**

Group Details

Group Header

Group Name\*

JAS LUMBER AB PTS

PNDR\*

WE- 24ABPTS

-25  
Rev 1

Effective as of\*

8/1/2006

Expires by

4/11/2017

Price Authority

Qualifier

Publisher

Regulatory Agency

Reference Number

Suffix

Item Number

Suf...

Geography

Incl./Excl.	Type	Location	Sw. Dist
Include	AC-OPSL City and ...	AKRON	OH-Ohio
Include	AC-OPSL City and ...	KENT	OH-Ohio
Include	AC-OPSL City and ...	BARBERTON	OH-Ohio
Include	AC-OPSL City and ...	RITTMAN	OH-Ohio
Include	AC-OPSL City and ...	WADSWORTH	OH-Ohio
Include	AC-OPSL City and ...	RAVENNA	OH-Ohio

**Exhibit 14. Group Details – Patron**

Group Details

Group Header

Group Name\*  
WECIRRTSTPAT

PNDR\*  
WE- WECIRRP  
-492  
Rev 1

Effective as of\*  
2/1/2022

Expires by  
12/31/9999

Price Authority

Qualifier

Publisher

Regulatory Agency

Reference Number

Suffix

Item Number

S...

Patron

Grouping	RelationshipIncl./Excl.	Patron Type	CIF number	Patron Name	Patron Address	Subsidiary
Gro...	Ri In... ▼	In... ▼	Type PF - Party to R...	CIF* 6116671710000	Patron Name WHEELING & LAKE FRIF RAILWAY CO	Patron Address 100 E 1ST ST

**Exhibit 15. Group Details – Shipment Condition**

Group Details

Group Header

Group Name\*  
TEST CONDITION GROUP 6

PNDR\*  
WE- CONDGRP  
-443  
Rev 1

Effective as of\*  
6/1/2021

Expires by  
12/31/9999

Price Authority

Qualifier

Publisher

Regulatory Agency

Reference Number

Suffix

Item Number

S...

Shipment Condition

Grouping	RelationshipIncl./Excl.	Code	Description	Value	From	To
Gro...	Ri In... ▼	In... ▼	Code GECT Title General Car Type	Value BX	Fr... Fr...	To To
Gro...	Ri In... ▼	In... ▼	Code EQCM Title Equipment Capacity Measure	Value PF	Fr... 00056	To 00

- Select the x in the top right to close the pop-up window.

## Rates

REN provides three different ways to create rates:

- Entering information from scratch – [Create Rate Docket](#)
- Using a pre-filled template – [Create From Template](#)
- Uploading a spreadsheet of rates – [Upload Rate](#)

## Create Rate Docket

Use the following procedure to create a rate docket:

1. From the main menu, select **Rates > Create Rate Docket**. The Rate Docket page is displayed.
2. Select **Expand All Sections** in the top right to expand all sections of the form.

### Exhibit 16. Create Rate Docket

**Rate Docket** Autosave On Expand All Sections

Rate Docket Header

Rate docket header information must be complete before proceeding.

PHD# WE- -5571 Rev 0 Effective as of 4/7/2025 Expires by 12/31/9999

Route Type Interline Columns 1 Conveyance Rail

Qualifier PR-Q - Quote Publisher WE Regulatory Agency

Reference Number Suffix Item Number Suffix

Define Routes Search by Junction or Route Number

Origin Destination Junction Route Number Route Sequence Clear

Origin Destination Junction Route Number Route Sequence Clear

Next

**Patrons**

Grouping	Relationship	Incl./Excl.	Patron Type	CIF number	Patron Name	Patron Address	Subsidiary
Group	Indepen...	Include	Type PF - Party to Receive Freight...	CIF	Patron Name	Patron Address	Sub N
Group	Or	Include	Type PF - Party to Receive Freight...	CIF	Patron Name	Patron Address	Sub N

+ 1 Groups Bulk Add Groups

Previous Next

**Commodities**

Incl./Excl.	From STCC	To STCC
Incl.	Code Description	Code Description

+ 1 Groups Bulk Add Groups

Previous Next

General Shipment Conditions

Column	Grouping	Relationship	Incl./Excl.	Code	Title	Value	From	To
<div>Co...<div></div></div>	<div>Group</div>	<div>Rel...<div>Indepe...</div></div>	<div>Incl...<div>Include</div></div>	<div>Code<div></div></div>	<div>Title</div>	<div>Value</div>	<div>From</div>	<div>To</div>
<div>Co...<div></div></div>	<div>Group</div>	<div>Rel...<div>Indepe...</div></div>	<div>Incl...<div>Include</div></div>	<div>Code<div></div></div>	<div>Title</div>	<div>Value</div>	<div>From</div>	<div>To</div>
<div>Co...<div></div></div>	<div>Group</div>	<div>Rel...<div>Indepe...</div></div>	<div>Incl...<div>Include</div></div>	<div>Code<div></div></div>	<div>Title</div>	<div>Value</div>	<div>From</div>	<div>To</div>
<div>Co...<div></div></div>	<div>Group</div>	<div>Rel...<div>Indepe...</div></div>	<div>Incl...<div>Include</div></div>	<div>Code<div></div></div>	<div>Title</div>	<div>Value</div>	<div>From</div>	<div>To</div>
<div>Co...<div></div></div>	<div>Group</div>	<div>Rel...<div>Indepe...</div></div>	<div>Incl...<div>Include</div></div>	<div>Code<div></div></div>	<div>Title</div>	<div>Value</div>	<div>From</div>	<div>To</div>

+

1

Groups

Bulk Add Groups

Previous

Next

Origin-Destination Pair 1

Origin-Destination Geography

Incl./Excl.	Origin Type	Origin	Sw. Dist
<div>Include</div>	<div>AC-OPS...</div>	<div>City/OPSL Name</div>	<div>State/Province</div>

+

1

Groups

Bulk Add Groups

Incl./Excl.	Dest. Type	Destination	Sw. Dist
<div>Include</div>	<div>AC-OPS...</div>	<div>City/OPSL Name</div>	<div>State/Province</div>

+

1

Groups

Bulk Add Groups

Specific Shipment Conditions

Column	Grouping	Relationship	Incl./Excl.	Code	Title	Value	From	To
<div>C...<div></div></div>	<div>Group</div>	<div>Re...<div>Indep...</div></div>	<div>In...<div>Include</div></div>	<div>Code<div></div></div>	<div>Title</div>	<div>Value</div>	<div>From</div>	<div>To</div>
<div>C...<div></div></div>	<div>Group</div>	<div>Re...<div>Indep...</div></div>	<div>In...<div>Include</div></div>	<div>Code<div></div></div>	<div>Title</div>	<div>Value</div>	<div>From</div>	<div>To</div>
<div>C...<div></div></div>	<div>Group</div>	<div>Re...<div>Indep...</div></div>	<div>In...<div>Include</div></div>	<div>Code<div></div></div>	<div>Title</div>	<div>Value</div>	<div>From</div>	<div>To</div>
<div>C...<div></div></div>	<div>Group</div>	<div>Re...<div>Indep...</div></div>	<div>In...<div>Include</div></div>	<div>Code<div></div></div>	<div>Title</div>	<div>Value</div>	<div>From</div>	<div>To</div>
<div>C...<div></div></div>	<div>Group</div>	<div>Re...<div>Indep...</div></div>	<div>In...<div>Include</div></div>	<div>Code<div></div></div>	<div>Title</div>	<div>Value</div>	<div>From</div>	<div>To</div>

+

1

Groups

Bulk Add Groups

Rates

Column	Base/Excess	Column application	Alternation Code	Freight Amount	Currency	Rate Qualifier	Change	Minimum Qualifier Code	Minimum 1	Minimum 2	Percent Capacity	Minimum Weight Qualifier
1	<div>Ba...</div>	<div>Rate</div>	<div>L</div>	<div>Freight Amount</div>	<div>USD</div>	<div>PC - P...</div>	<div>No Eff...</div>	<div></div>	<div>ML...</div>	<div>ML...</div>	<div>Pe...</div>	<div></div>

Divisions

Previous

Next

Save as Template

Save as Draft

Validate

Transmit

Export


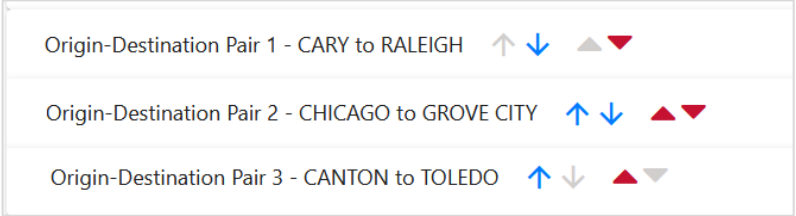
3. The **Autosave On** toggle saves a draft of your entries to [Draft Rates](#) after seven (7) minutes when on. Turning it off removes this feature.
4. Enter all required fields marked with an asterisk (\*). Rate Docket Header and Define Routes (Interline only) must be completed before the other sections are entered.

**Exhibit 17. Rate Docket Fields and Descriptions**

Field	Description
<b>* PNDR</b>	<p>Enter a number that identifies the tariff or circular number.</p> <p>Each rate docket is identified by the PDNR which uses four unique codes:</p> <p><b>P = Proposer</b> – The docket's proposer, provided by REN</p> <p><b>N = Number</b> – The tariff or circular number that you will enter</p> <p><b>D = Docket</b> – A unique number assigned to the docket by REN</p> <p><b>R = Revision</b> – The number of revised versions of this docket, provided by REN</p>
<b>Header</b>	
<b>* Effective as of</b>	Enter the 8-digit field in MM/DD/YYYY format. Defaults to current date and should be current or past date.
<b>* Expires by</b>	Enter the 8-digit field in MM/DD/YYYY format. Defaults to 12/31/9999, which means the rate will remain effective indefinitely.
<b>* Route Type</b>	Select <b>Interline</b> or <b>Local</b> . When <b>Local</b> is selected, the <b>Define Routes</b> section is removed.
<b>* Columns</b>	Specify the number of columns that the rate docket should have. Be sure to consider any excess columns that should refer to any base columns.
<b>* Conveyance</b>	Select the conveyance type, either <b>Rail</b> or <b>Multimodal</b> .
<b>* Qualifier</b>	<p>Select from the following Qualifiers:</p> <p><b>CT</b> – Contract Number</p> <p><b>PR-C</b> – Non-Signatory Contract</p> <p><b>PR-Q</b> – Quote</p> <p><b>TS</b> – Tariff Number (when selected, Patron section is unavailable)</p>
<b>Publisher</b>	<b>Publisher</b> (SCAC) is who will publish the rate. This defaults to the Proposer SCAC but can be changed.
<b>Regulatory Agency Code</b>	This is the code for the State Regulatory Agency governing the contract.
<b>Reference Number</b>	This is the price authority number used to connect the rates. It can be either the Reference identification as defined for a particular Transaction Set, or as specified by the Reference Identification Qualifier.
<b>Reference Number Suffix</b>	This is used to identify the type of reference.
<b>Item Number</b>	The <b>Item Number</b> assigned in the tariff to specify rate or group of rates that apply to one or more items in the shipment.
<b>Item Number Suffix</b>	This is used to identify the type of item.
<b>* Route Code</b>	<p>When <b>Local</b> is selected for <b>Route Type</b>, the Route Code fields are not visible. A Route Code describes the carrier sequence and junctions (Rule 260 Code) on a particular route. A typical Route Code looks like CR-UP-0010. (This particular code describes the route CR-CHGO-CNW-FREMT-UP.)</p> <p>In the <b>Define Routes</b> section, use the toggle to search by <b>Junction</b> or <b>Route Number</b>. Use this section to specify the route by entering the <b>Origin</b> SCAC and the <b>Destination</b> SCAC. Routes can be used within an origin-destination pair. Up to two routes can be defined. Use the <b>Clear</b> link to remove a pair.</p>

Field	Description
<b>Patrons</b> (up to 50)	
<b>Group</b>	1-digit, numeric; enter a Group Number from 1 to 9. Format: Any number from 1 to 9.
<b>Relationship</b>	Determines if this code works if combination with other indicated codes or should be considered independently. Defaults to <b>Independent</b> or change to <b>And</b> or <b>Or</b> .
<b>Include/Exclude</b>	Defaults to <b>Include</b> to indicate to that the item should be included. Select <b>Exclude</b> to indicate that the item should be excluded from the rate docket.
<b>Patron Type</b>	Select from the following types: <b>AP</b> – Account of (Origin Party) <b>AQ</b> – Account of (Destination Party) <b>BN</b> – Beneficial Owner <b>C1</b> – In Car of Party #1 <b>C9</b> – Contract Holder <b>CN</b> – Consignee <b>PF</b> – Party to Receive Freight Bill <b>SF</b> – Ship From <b>SH</b> – Shipper <b>UC</b> – Ultimate Consignee
<b>* CIF</b>	When <b>TS – Tariff Number</b> is selected for <b>Qualifier</b> , the Patron fields are not visible.  The <b>CIF</b> is the Customer Identification Number of the specific customer who qualifies for this rate.
<b>Patron Type</b>	Name of the patron.
<b>Patron Address</b>	Address of the patron.
<b>Subsidiary</b>	Defaults to <b>N</b> for No, but <b>Y</b> for Yes can be selected.
<b>Commodities</b> (up to 200)	
<b>Include/Exclude</b>	Defaults to <b>Include</b> to indicate to that the item should be included. Select <b>Exclude</b> to indicate that the item should be excluded from the rate docket.
<b>From STCC Code</b>	A single <b>STCC</b> or the beginning STCC of a range of STCCs up to 7-digits can be entered in this field. Enter all or part of the STCC and a drop-down list of matching STCCs appears to select from. In most cases when the STCC is selected, the <b>Description</b> will be automatically populated.
<b>To STCC Code</b>	The ending STCC of a range of STCCs up to 7-digits can be entered in this field. Enter all or part of the STCC and a drop-down list of matching STCCs appears to select from. In most cases when the STCC is selected, the <b>Description</b> will be automatically populated.
<b>General/Specific Shipment Conditions</b> (up to 150)	
<b>Column</b>	Available column numbers to select from is dependent on the number of Columns selected in the Header. Select the Number assigned for differentiation within a transaction set.
<b>Group</b>	1-digit, numeric; enter a Group Number from 1 to 9. Format: Any number from 1 to 9.
<b>Relationship</b>	Determines if this code works if combination with other indicated codes or should be considered independently. Defaults to <b>Independent</b> or change to <b>And</b> or <b>Or</b> .
<b>Include/Exclude</b>	Defaults to <b>Include</b> to indicate to that the item should be included. Select <b>Exclude</b> to indicate that the item should be excluded from the rate docket.
<b>Code</b>	This is a four-position Shipment Condition <b>Code</b> . It is set up to be an acronym of the condition description to assist in recognition (e.g., ARCT is the code established for the condition that qualifies AAR Car Types).  Use the magnifying glass icon to display the Condition Code look-up screen. Use the book icon once a shipment condition code has been provided to display condition code reference information for the provided code.



Field	Description
<b>Title</b>	Description of the shipment condition code.
<b>Value</b>	Value appropriate for the selected shipment condition.
<b>From / To</b>	Use to specify a range of values appropriate for the selected shipment condition.
<b>Origin-Destination Pairs</b> (up to 50 pairs on a rate)	
<b>Include/Exclude</b>	Defaults to <b>Include</b> to indicate to that the item should be included. Select <b>Exclude</b> to indicate that the item should be excluded from the rate docket.
<b>Origin/Dest Type</b>	Select the <b>Origin/Dest Type</b> of geography information. The two fields to the right will change depending on the geography type selected.
<b>Sw Dist Checkbox</b>	Selecting the Switch Destination checkbox allows you to specify if switch districts should be included in the geography rate.
	<p>Reorder icons allow you to move origin-destination pairs up and down            Blue arrows move the O-D up/down as many times as you click it            Red arrows move the O-D to the top or bottom</p>  <p>Origin-Destination Pair 1 - CARY to RALEIGH    ↑ ↓ ▲ ▼            Origin-Destination Pair 2 - CHICAGO to GROVE CITY    ↑ ↓ ▲ ▼            Origin-Destination Pair 3 - CANTON to TOLEDO    ↑ ↓ ▲ ▼</p>
<b>Rates</b>	
<b>Column</b>	Number assigned for differentiation within a transaction set.
<b>* Base/Excess</b>	Select either <b>Base</b> or <b>Excess</b> qualifier. When <b>Base</b> is selected, the rate application type must also be specified. When <b>Excess</b> is selected, then the base column that the excess column refers to must be specified.
<b>Column Application</b>	<p>When <b>Base</b> is selected in the previous column, this field allows you to select <b>Min. Charge</b>, <b>No Charge</b>, or <b>Rate</b>.</p> <p>When <b>Excess</b> is selected, then the base column that the excess column refers to must be specified.</p>
<b>Alternation Code</b>	<p>Code identifying the priority of rate application when two or more rates apply to a given movement. When rate application includes two or more rates of the same value for this element, individual carrier rules and procedures shall govern.</p> <p><b>L</b> = Indicates the <b>L</b> value will be applied only in the absence of a rate application by any with this element indicating <b>N</b> or <b>S</b>.</p> <p><b>N</b> = Indicates the <b>N</b> value will be applied to the exclusion of all other rates with this data element indicating other values.</p> <p><b>S</b> = Indicates the <b>S</b> value will be applied to the exclusion of all other rates except those indicated as <b>N</b>. All <b>S</b> values will alternate.</p>
<b>Freight Amount</b>	Allows you to specify a freight rate which is charged at the rate specified by the rate qualifier.
<b>Currency</b>	Allows you to specify the currency for the freight rate ( <b>USD</b> , <b>CAD</b> , or <b>MXF</b> ).
<b>Rate Qualifier</b>	Code qualifying how to extend charges or interpret value.
<b>Change</b>	Allows you to select <b>Increase</b> , <b>Decrease</b> , or <b>No Effect</b> .
<b>Minimum Qualifier Code</b>	Code indicating the type of minimum weight or units applicable to a specific rate. The code also describes the interpretation and/or relationship of minimum weight and car capacity percentage data elements for a specific rate.

Field	Description
<b>Min. 1, Min. 2, % Capacity</b>	Threshold values that quantify the minimum qualification for a rate based on the minimum qualifier weight type.
<b>Min. Weight Qualifier</b>	Used to select the weight type qualifier for an entered minimum weight.
<b>Divisions</b>	
<b>Division Type</b>	Code indicating the method by which a carrier's divisional agreement is applied to a shipment.
<b>* Amount Percent</b>	Number indicating the portion of freight rate revenue to be apportioned to an identified carrier.
<b>Rate/Value Qualifier</b>	Code qualifying how to extend charges or interpret value. This is only required for some division types.

4. Use the **Groups** button in each type (**Patrons**, **Commodities** – pictured below, **Shipment Conditions** and **O-D Geography**) to search for and add saved pre-entered Groups to the rates. See [Create Commodity Group](#) for more information about setting up Groups.

The screenshot shows a 'Groups' button with a magnifying glass icon and the text 'Groups'. Below it is a 'Commodity Group Lookup' dialog box. The dialog box has a 'Group PNDR & Header' section with fields for 'Proposer', 'Number', 'Group Name', and 'Docket'. It also has radio buttons for 'Group Owner' (Mine, All) and 'Include Revision' (Latest, All), and a checkbox for 'Include Future Effective'. To the right is a 'Commodity Filter' section with radio buttons for 'Individual STCCs' (selected) and 'STCC Range', and three rows of 'STCC' and 'Commodity Description' fields. At the bottom right are 'Clear' and 'Search' buttons.

5. To add lines in each type, use the arrow buttons to add or subtract from the amount, then select the plus sign to add the extra lines.
6. Select from the available action buttons:

**Exhibit 18. Action Buttons and Descriptions**

The screenshot shows a row of five buttons: 'Save as Template', 'Save as Draft', 'Validate', 'Transmit', and 'Export'. The 'Transmit' button is highlighted in blue.

Action	Description
<b>Save as Template</b>	Select <b>Save as Template</b> to save the new rate as a template (see <a href="#">Create From Template</a> ).
<b>Save as Draft</b>	Select <b>Save as Draft</b> to save the new rate as a draft (see <a href="#">Draft Rates</a> ).
<b>Validate</b>	Select <b>Validate</b> to validate price data entries (see <a href="#">Validate Rates</a> ).
<b>Transmit</b>	Select <b>Transmit</b> to transmit the created rate (see <a href="#">Transmit a Rate Docket</a> ).
<b>Export</b>	Select <b>Export</b> to export the selected rate(s) (see <a href="#">Export Rates</a> ).

# Create From Template

## Create or Delete Templates

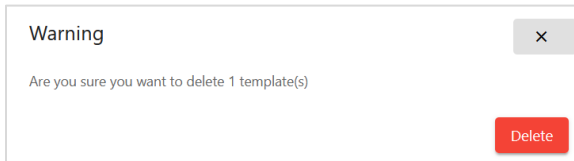
Use the following procedure to create a rate docket or a template from a template, or to delete one or more templates:

1. From the main menu, select **Rates > Create Rate Docket**.
2. Select the **Create From Template** tab. The Rate Templates page is displayed.

### Exhibit 19. Rate Templates

Template Name	Modify Timestamp	Modify By
<input type="checkbox"/> PLASTICS I/F	02/28/2007 15:46:20	RELSTON2
<input checked="" type="checkbox"/> BOX CAR TEMPLATE	01/11/2007 11:33:59	RELSTON2
<input type="checkbox"/> SUNRISEOFFLINE	06/28/2007 15:11:55	RELSTON2
<input type="checkbox"/> BOXCAR WHEY	07/06/2007 10:17:39	JSUNDER
<input type="checkbox"/> SCRAP TEMP	07/13/2007 10:34:14	RELSTON2
<input type="checkbox"/> DN CORN OIL FOOTS	09/11/2007 14:51:17	KRP1490
<input type="checkbox"/> SCRAP W/FSC	07/16/2008 11:23:21	DNELSON
<input type="checkbox"/> BUNGE	09/11/2007 15:18:08	KRP1490
<input type="checkbox"/> WPSX	09/14/2007 16:15:33	KRP1490
<input type="checkbox"/> NATIONAL COVERS	10/09/2007 13:28:53	KRP1490
<input type="checkbox"/> SCRAP W/O FSC	04/04/2008 13:53:26	DNELSON
<input type="checkbox"/> OMNOVA SOLUTIONS	09/17/2007 11:42:33	KRP1490

2. To create rates and templates, select one checkbox and select **Create Rate Using Selected Template** to create a new rate or a new template. The Rate Docket screen is displayed with data pre-filled from the selected rate.
  - a. Make any necessary edits. Verify all required fields marked with an asterisk (\*) are entered.
  - b. Choose from the actions ([Exhibit 18](#)):
    - Templates cannot be edited and saved with the same name. Use an existing template to make a new template and delete the old template. To save this template as a template, select **Save as Template**.
      - Enter a template name with no special characters.
      - Select **Save**.
    - Select **Save as Draft** to save the template as a new draft rate docket (see [Draft Rates](#)).
    - Select **Validate** to validate price data entries (see [Validate Rates](#)).
    - Select **Transmit** to transmit the data inputs from the template into a new created rate (see [Transmit a Rate Docket](#)).
    - Select **Export** to export the selected rate (see [Export Rates](#)).
3. To delete one or more templates, select one or more checkboxes and select **Delete Selected Templates**.

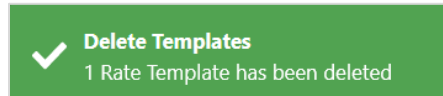
**Exhibit 20. Delete Template Confirmation**


Warning

Are you sure you want to delete 1 template(s)

Delete

- a. A confirmation pop-up box warns that you are about to delete one or more templates. This action cannot be undone. To cancel, select the **x** in the top right to close the box, otherwise, select **Delete** to confirm and the template is deleted.



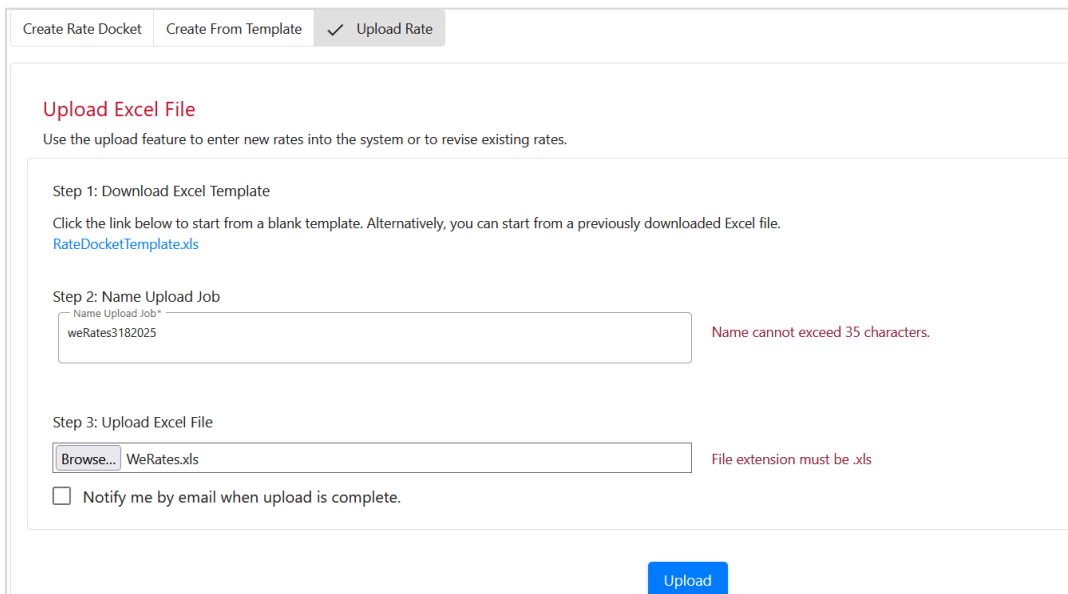
- b. When deleted, you'll receive a confirmation message that the templates are deleted.

---

## Upload Rate

Use the Upload Excel File feature to upload new rates into the system or to revise existing rates:

1. From the main menu, select **Rates > Create Rate Docket**.
2. Select the **Upload Rate** tab. The Upload Excel File page is displayed.

**Exhibit 21. Upload Excel File**


Create Rate Docket   Create From Template   ✓ Upload Rate

### Upload Excel File

Use the upload feature to enter new rates into the system or to revise existing rates.

Step 1: Download Excel Template

Click the link below to start from a blank template. Alternatively, you can start from a previously downloaded Excel file.  
[RateDocketTemplate.xls](#)

Step 2: Name Upload Job

Name Upload Job\*  
 weRates3182025   Name cannot exceed 35 characters.

Step 3: Upload Excel File

Browse... WeRates.xls   File extension must be .xls

☐ Notify me by email when upload is complete.

Upload

3. Use the template: Download the **RateDocketTemplate.xls** file by selecting it, and open or save it to your computer. The template provides sample data in the first set of rows. Start entering your data at line 19 ([Exhibit 22](#)).

Or

Use a previously downloaded rate docket file: Add data in the first white row at the bottom of the existing docket data. Be aware that rate dockets that are uploaded back into REN and do not contain any changes are treated as if they have been changed and new revision numbers will be assigned to them.

**Exhibit 22. Blank Template Excel File**

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1														
2	Action	PI01 Qualifier	SCAC	4567	5678		PI11 Contract Suffix		DK02 Docket Control Number	1234	DK03 Docket Identification (System Generated)	6789	DK04 Revision Number (System Generated)	PR01 Comm Logical Connection
3		TS												
4														
5														
6														
7														
8														
9														
10														
11														
12														
13														
14														
15														
16														
17														
18														
19		TS	WE	4567	5678					1234	6789		0	P
20														
21														
22														
23														
24														

See [Excel Spreadsheet Field Descriptions](#) for an explanation of the spreadsheet field names and expected values. There are two reference documents that provide guidance and examples – the *Rate EDI Network Guidelines* available from [Washington Publishing](#) and the [Shipment Condition Directory](#), available from Railinc.com under Resources > Shipment Conditions File.

The system-generated spreadsheet has been formatted to assist users. The following describes the color indicators on the spreadsheet:

- Roll your mouse over cells with red triangles in the right corner of column headers to view contextual help in the worksheet.
- Required values that must be provided by the user for valid rate dockets are denoted by a **red** line above the cell. The required values can either be populated on the spreadsheet or after uploaded to REN Web.
- Required values with system defaults are denoted by a **purple** line above the field. These values can be entered in on the spreadsheet if desired. If they are not entered, the system will assign the system default upon upload.
- Cells with faded field headers should not be edited within the spreadsheet. These fields are either system generated (e.g., Qualifier defaults to “TS” for Tariff) or can only be edited in the REN application (e.g., group references can only be established in the application, not in the spreadsheet).

The diagram below illustrates the points above:

**Exhibit 23. Rate Spreadsheet with Explanations**

	A	B	C	D	E	F	G	H	I	
1	PRICE AUTHORITY						EFFECTIVE DATE			
2	PI01 Qualifier	PI05 Publishing SCAC	PI02 Reference Number	PI07 Contract Suffix	PI08 Item Number	PI11 Contract Suffix	Effective Date	Expire Date	DK01 Standard Carrier Alpha Code	DK Do Co Nu
3	TS	SCAC	4567		5678		2012-03-01	9999-12-31	SCAC	
4										
5										
6										

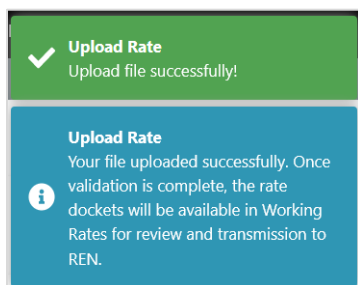
All columns include user help (indicated by a red triangle). Roll over the field to reveal the help.

Column headers with red lines indicate fields that require a user-entered value.

Column headers with purple lines indicate those that the system will assign a default value to if the field is left blank.

Fields with light text indicate those that should not be edited. Any values entered will be ignored at upload.

- Enter a name for the upload job in 35 characters or less in the **Name Upload Job** field.
- Upload the excel file by selecting the **Browse** button. Select the .xls file from your computer.
- Select the checkbox to be notified by email when the upload is complete. The email will be sent to the email address associated with your Railinc Single Sign-On ID and includes a link that takes you directly to the set of dockets to review.
- Once the file to be uploaded appears in the field, select the **Upload** button.
- The system provides a message to confirm the success of the upload.



- Dockets uploaded are available as [Draft Rates](#) until reviewed and validation errors are addressed for each docket. Once validated with no errors, rate dockets can be transmitted to REN.

## Draft Rates

Draft rates are rates that have not been published. Typically, a draft rate is a rate that is in the process of being entered and may have errors that need to be fixed before it can be transmitted to be published. Draft rates can be saved, viewed, edited, saved as a template, deleted, validated, and/or exported to a spreadsheet.

Use the following procedure to view and manage draft rates:

- From the main menu, select **Rates > Draft Rates**. The **Draft Rates** screen is displayed.
- The default **Draft Type filter** for Draft Rates shows **All** types of drafts, but you can select from **Open**, **Open Valid**, **Open Invalid**, **REN Submission Error**.

**Exhibit 24. Draft Rates**

**Draft Rates:**

Draft Type Filter: All

[View/Edit](#) [Clone](#) [Delete](#) [Validate](#) [Transmit to REN](#) [Export](#)


<input type="checkbox"/>	Prop...	Num...	Docket...	Rev...	Stg...	Pu...	Price A...	Item N...	Sta...	Last M...	User ID	Patrons	O/D Pa...
<input type="checkbox"/>	WE	1609	5560	0		WE	5560	0	Open	2025-03-25	BSAXS02		
<input type="checkbox"/>	WE	QUOTE	5555	1		WE	5555	0	Revised	2025-03-19	BSAXS02		OH to SD
<input type="checkbox"/>	WE	40821	5478	1		WE	40821	0	Error	2025-02-07	REN		OH to OH
<input type="checkbox"/>	WE	122TEST	5527	0		WE	122	0	Open	2025-01-27	BSPXH01	APOLLOS ...	PA to OH
<input type="checkbox"/>	WE	250108	5525	0		WE	250108	0	Open	2025-01-08	BSAXS02		OH to IL
<input type="checkbox"/>	WE	241210	5502	0		WE	241210	0	Open	2024-12-23	ITBXM03	CITY OF W...	
<input type="checkbox"/>	WE	CIFTST	5499	0		WE	241204	0	Open	2024-12-04	BSAXS02	DRUMMO...	
<input type="checkbox"/>	WE	241203	5496	0		WE	241203	0	Open	2024-12-03	BSAXS02		
<input checked="" type="checkbox"/>	WE	PREPROD	5495	0		WE	241113	0	Open	2024-11-21	ITBXM03	SLGWPAT...	OH to WV
<input type="checkbox"/>	WE	241113	5492	0		WE	241113	0	Open	2024-11-14	BSAXS02	SLGWPAT...	OH to WV
<input type="checkbox"/>	WE	241114	5491	0		WE	241114	0	Error	2024-11-14	REN	NNTESTP2	BENWOO...
<input type="checkbox"/>	WE	WE1501	5484	0		WE	345345	0	Open	2024-11-11	ITBXM03		
<input type="checkbox"/>	WE	54632	5477	0		WE	241104	0	Error	2024-11-06	REN		OH to OH

3. REN provides the following options for the data:

- To move a column, select the header title of a column with your mouse and move it to the right or the left and drop it in the place where you want it to be.
- To sort on a column, click on a column header and the Up arrow displays next to the title.  

Patrons ↑

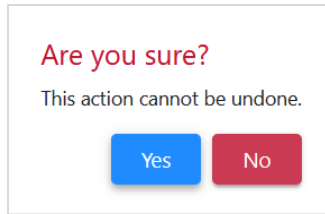
 The column is sorted in ascending order. Click again on the title and the Down arrow displays. The column is sorted in descending order. Click again and the sort (and arrow) is removed.

- To expand or reduce the width of a column, hover over the vertical divider between the heading titles on the right of the column you want to resize until you see the cross hairs that shows the column has been selected.  Move the column to the right or left to expand or reduce the column width.

- Use the scroll bar on the right to scroll through all the REN rates and use the arrows in the bottom right to click through multiple pages.

4. Select one or more rows to **Delete**, **Validate** or **Transmit to REN** rates or select one row to use all available action buttons.

- Select **View/Edit** to view and edit the selected rate.
  - Select **Expand All Sections** to view all sections of the rate docket. Make any necessary updates. See [Exhibit 17](#) for field and description details.
- Select **Clone** to create a new rate based on the selected rate. See [Clone a Rate Docket](#) for details.
- Select **Delete** to delete a draft rate.
  - A pop-up window confirms you want to delete the draft rate. This action cannot be undone. To delete, select **Yes**, otherwise select **No** to cancel.



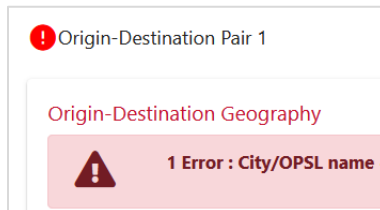
5. Select **Validate** to validate a draft rate as the preliminary step before transmitting a REN rate for publication. A draft rate must be open and valid to transmit to REN.
  - When you receive a validation error:

**Validation Errors on PNDR: WE-20241-4567-1**

Draft Rates:

<input type="checkbox"/>	Proposer	Num...	Docket ID	Revisi...	Eff...
<input type="checkbox"/>	WE	40713	738	1	200
<input type="checkbox"/>	WE	1872	4466	3	202
<input type="checkbox"/>	WE	1971	4520	1	202
<input checked="" type="checkbox"/>	WE	20241	4567	1	202

1. Select **View/Revise** to view the details and fix the errors. Select the section with the red circle icon and REN lists the errors in the section.



2. Find and fix errors. Scroll to the bottom of the page and select **Validate**. Repeat this step until you receive a successful validation.
- When the draft rate successfully validates as pictured below, it can be transmitted (see next step).

**All Selected Rate Dockets are Valid**

Draft Rates:

<input type="checkbox"/>	Proposer	Num...	Docket ID	Rev...
<input type="checkbox"/>	WE	40713	738	1
<input type="checkbox"/>	WE	1872	4466	3
<input type="checkbox"/>	WE	1971	4520	1
<input type="checkbox"/>	WE	20241	4567	1
<input checked="" type="checkbox"/>	WE	1887	4508	1
<input type="checkbox"/>	WE	TEST	4541	1

6. Open draft rates that have been successfully validated can be transmitted. Select **Transmit** to transmit your valid draft rates to REN.



7. Select **Export** to save data from one of the selected rows to a spreadsheet. See [Export Rates](#) for details.

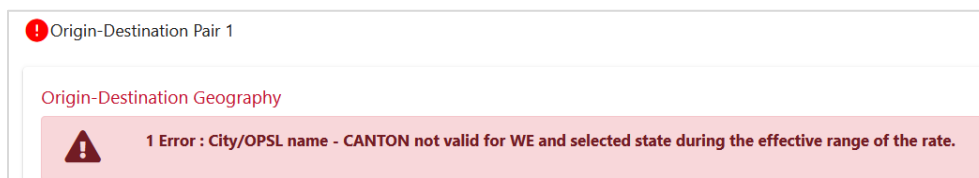
---

## Validate Rates

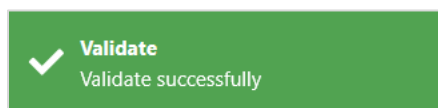
During the creation of a rate docket you can validate the accuracy of the data by using the **Validate** button.

1. Select **Validate** to validate a rate as the preliminary step before transmitting a REN rate for publication. A rate must be open and valid to transmit to REN.

- a. When you receive one or more validation errors:



- Select the section with the red circle icon and REN lists the errors in the section.
  - Fix the error(s).
  - Scroll to the bottom of the page and select **Validate**. Repeat this step until you receive a successful validation.
- b. When the rate successfully validates it can be transmitted (see [Transmit a Rate Docket](#)).



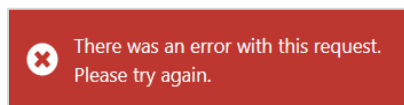

---

## Transmit a Rate Docket

Contact the Railinc CSC at [csc@railinc.com](mailto:csc@railinc.com) if you need to set up an FTP mailbox.

Use the following procedure to transmit rate docket information from any Rate Docket screen (found searching for a rate or a rate template, or by selecting one or more [Draft Rates](#)).

1. All rates should be successfully validated prior to transmitting. See [Validate Rates](#) for details.
2. Select or open the rate(s) to transmit.
3. Select **Transmit**.
  - a. When there are any errors, an error message is displayed.

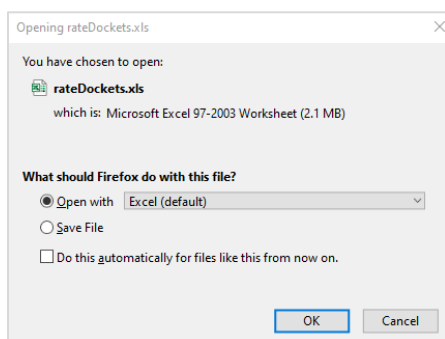


- b. When successfully transmitted, the status of rate docket becomes **Active Transmitted**.

## Export Rates

The **Export** button is available on several Rate screens in REN and allows you to download data on one or more rates to an Excel spreadsheet.

1. Select one or more rates by clicking the checkbox in the first column on the left. Some screens might provide a checkbox at the top of the column to select all rates listed.
2. Select **Export**.
3. Select **Open with** or **Save File** from the pop-up window to open or save the file to your computer.



## Expire a Rate Docket

Only rate dockets in **Active Transmitted** status can be expired. Use the following procedure to expire Active Transmitted rate dockets:

1. See [Search REN Rates](#) to search for REN rates.
2. Select a rate docket with a status of **Active Transmitted** and select the **Expire** button. Only one rate docket can be selected.

### Exhibit 25. Select Rates to Expire

✓

Search REN Rates

Rate Search History

Search Groups

Search REN Rates

Search Result:

View Rate

Revise

Expire

Clone

Export

Export All

Transmit to Self

Find Revision Impacts

	Proposer	Num...	Docket ID	Revisi...	Effective D...	Expiration ...	Qualif...	Agency	Publisher	Price Auth...	Item Num.	Status	Status Date	Patrons	O/D Pai
<input type="checkbox"/>	WE	22	5559	0	2025-03-25	9999-12-31	PR-C ...	WE	22			Active Transmitted	2025-03-25	GREIF PACK...	OH To K
<input type="checkbox"/>	CSXT	PTPRI...	400616927	0	2024-10-01	2025-09-30	CT - C...	CSXT	68615		400616927	Active Transmitted	2025-03-19	CARGILL AG	OH CLA
<input type="checkbox"/>	CSXT	PTPRI...	400403580	0	2024-10-05	2025-09-30	TS - T...	CSXT	4170		400403580	Active Transmitted	2025-03-19		IN To O
<input type="checkbox"/>	CSXT	PTPRI...	400616928	0	2024-10-01	2025-09-30	CT - C...	CSXT	68615		400616928	Active Transmitted	2025-03-19	CARGILL AG	OH CLA
<input type="checkbox"/>	WE	TARIFF	5557	0	2025-03-19	9999-12-31	TS - T...	WE	5557			Active Transmitted	2025-03-19		CANGA
<input type="checkbox"/>	WE	QUOTE	5556	0	2025-03-19	9999-12-31	PR-Q ...	WE	5556			Active Transmitted	2025-03-19	WECMIDPAT	OH To C
<input type="checkbox"/>	WE	QUOTE	5555	0	2025-03-19	9999-12-31	PR-C ...	WE	5555			Active Transmitted	2025-03-19	WERCPEPAT	CLEVEL
<input type="checkbox"/>	WE	250319	5553	0	2025-03-19	9999-12-31	CT - C...	WE	250319			Active Transmitted	2025-03-19	WERCPEPAT	OH To C
<input checked="" type="checkbox"/>	WE	PRCTST	5554	0	2025-03-19	9999-12-31	PR-C ...	WE	5554			Active Transmitted	2025-03-19	TEST PATR...	CLEVEL
<input type="checkbox"/>	CUOH	0001	29	0	2025-01-01	2025-12-31		CUOH	0001			Active Transmitted	2025-03-06	CUOHPATR...	CUOHG
<input type="checkbox"/>	CUOH	0001	28	0	2025-01-01	2025-12-31		CUOH	0001			Active Transmitted	2025-03-06	CUOHPATR...	CUOHG

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3. The Rate Expire pop-up window displays. The **Expires by** date defaults to the current date, but you can change the date using the calendar icon or entering it in MM/DD/YYYY format.

**Exhibit 26. Rate Expire Pop-Up**

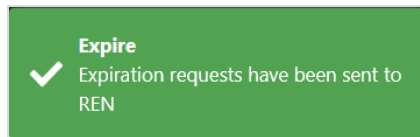
**Rate Expire** ✕

Expires by\*  
4/7/2025 

**Expire**

Prop...	Nu...	Docket...	Re...	Effectiv...	Expirat...	Qu...	Agency	Publisher	Ref. Nu...	Item N...	Status	Status ...	Patrons	O/D Pa...
WE	QU...	5555	0	2025-0...	9999-1...	PR...		WE	5555		Active T...	2025-0...	WERCP...	CLEVEL...

4. Select the **Expire** button. When the rate is successfully expired, REN changes the status to **Expired on REN**.




## Clone a Rate Docket

Use this procedure to clone an existing rate docket, edit its content and save it as a new rate docket:

1. See [Search REN Rates](#) to search for REN rates.
2. Select the REN rate that you want to clone and select **Clone**.

**Exhibit 27. Select a Rate to Clone**

✓ Search REN Rates Rate Search History Search Groups 

**Search REN Rates** ▼

**Search Result:** View Rate Revise Expire **Clone** Export Export All Transmit to Self Find Revision Impacts

	Proposer	Num...	Docket ID	Revisi...	Effective D...	Expiration ...	Qualif...	Agency	Publisher	Price Auth...	Item Num.	Status	Status Date	Patrons	O/D Pa...
<input type="checkbox"/>	WE	22	5559	0	2025-03-25	9999-12-31	PR-C ~...		WE	22		Active Transmitted	2025-03-25	GREIF PACK...	OH To K
<input type="checkbox"/>	CSXT	PTPRI...	400616927	0	2024-10-01	2025-09-30	CT - C...		CSXT	68615	400616927	Active Transmitted	2025-03-19	CARGILL AG	OH CLA
<input type="checkbox"/>	CSXT	PTPRI...	400403580	0	2024-10-05	2025-09-30	TS - T...		CSXT	4170	400403580	Active Transmitted	2025-03-19		IN To O
<input type="checkbox"/>	CSXT	PTPRI...	400616928	0	2024-10-01	2025-09-30	CT - C...		CSXT	68615	400616928	Active Transmitted	2025-03-19	CARGILL AG	OH CLA
<input type="checkbox"/>	WE	TARIFF	5557	0	2025-03-19	9999-12-31	TS - T...		WE	5557		Active Transmitted	2025-03-19		CANGA
<input type="checkbox"/>	WE	QUOTE	5556	0	2025-03-19	9999-12-31	PR-Q ...		WE	5556		Active Transmitted	2025-03-19	WECMIDPAT	OH To C
<input type="checkbox"/>	WE	QUOTE	5555	0	2025-03-19	9999-12-31	PR-C ~...		WE	5555		Active Transmitted	2025-03-19	WERCPAT	CLEVEL
<input type="checkbox"/>	WE	250319	5553	0	2025-03-19	9999-12-31	CT - C...		WE	250319		Active Transmitted	2025-03-19	WERCPAT	OH To C
<input checked="" type="checkbox"/>	WE	PRCTST	5554	0	2025-03-19	9999-12-31	PR-C ~...		WE	5554		Active Transmitted	2025-03-19	TEST PATR...	CLEVEL
<input type="checkbox"/>	CUOH	0001	29	0	2025-01-01	2025-12-31			CUOH	0001		Active Transmitted	2025-03-06	CUOHPATR...	CUOHG
<input type="checkbox"/>	CUOH	0001	28	0	2025-01-01	2025-12-31			CUOH	0001		Active Transmitted	2025-03-06	CUOHPATR...	CUOHG

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3. The Rate Docket screen is displayed with data pre-filled from the selected rate. Fill in the **PNDR** data and verify all required fields marked with an asterisk (\*) have been entered.
4. Select **Save as Draft** to create a new draft rate or select one of the other action buttons ([Exhibit 18](#)).

## Find Revision Impacts

Use this procedure to find revision impacts for a rate docket. This performs a check for affected published price authorities and provides the opportunity to additionally edit any identified affected dockets.

1. See [Search REN Rates](#) to search for REN rates.
2. Select the REN rate that you want to check and select **Find Revision Impacts**.

### Exhibit 28. Select a Rate to Find Revision Impacts

Proposer	Num...	Docket ID	Revis...	Effective D...	Expiration ...	Qualif...	Agency	Publisher	Price Auth...	Item Num.	Status	Status Date	Patrons	O/D Pai
<input type="checkbox"/>	WE	22	5559	0	2025-03-25	9999-12-31	PR-C -...	WE	22		Active Transmitted	2025-03-25	GREIF PACK...	OH To K
<input type="checkbox"/>	CSXT	PTPRI...	400616927	0	2024-10-01	2025-09-30	CT - C...	CSXT	68615	400616927	Active Transmitted	2025-03-19	CARGILL AG	OH CLA
<input type="checkbox"/>	CSXT	PTPRI...	400403580	0	2024-10-05	2025-09-30	TS - T...	CSXT	4170	400403580	Active Transmitted	2025-03-19		IN To O
<input type="checkbox"/>	CSXT	PTPRI...	400616928	0	2024-10-01	2025-09-30	CT - C...	CSXT	68615	400616928	Active Transmitted	2025-03-19	CARGILL AG	OH CLA
<input type="checkbox"/>	WE	TARIFF	5557	0	2025-03-19	9999-12-31	TS - T...	WE	5557		Active Transmitted	2025-03-19		CANGA
<input type="checkbox"/>	WE	QUOTE	5556	0	2025-03-19	9999-12-31	PR-Q ...	WE	5556		Active Transmitted	2025-03-19	WECMIDPAT	OH To C
<input type="checkbox"/>	WE	QUOTE	5555	0	2025-03-19	9999-12-31	PR-C -...	WE	5555		Active Transmitted	2025-03-19	WECPCPAT	CLEVEL
<input type="checkbox"/>	WE	250319	5553	0	2025-03-19	9999-12-31	CT - C...	WE	250319		Active Transmitted	2025-03-19	WECPCPAT	OH To C
<input checked="" type="checkbox"/>	WE	PRCTST	5554	0	2025-03-19	9999-12-31	PR-C -...	WE	5554		Active Transmitted	2025-03-19	TEST PATR...	CLEVEL
<input type="checkbox"/>	CUOH	0001	29	0	2025-01-01	2025-12-31		CUOH	0001		Active Transmitted	2025-03-06	CUOHPATR...	CUOHG
<input type="checkbox"/>	CUOH	0001	28	0	2025-01-01	2025-12-31		CUOH	0001		Active Transmitted	2025-03-06	CUOHPATR...	CUOHG

3. The Rate Revision – Find Impacted Publication Price Authorities pop-up window displays.

### Exhibit 29. Find Revision Impacts Pop-Up

Price Authority	PNDR	Status
5556	WE-QUOTE-5556-0	Published

To publish/republish any affected price authorities you must either (1) expire or (2) revise each rate docket and provide a new price authority suffix for the revision.

Select the x in the top right of the pop-up window to close and return to the Search REN Rates results.

## Print a Rate Docket

Use this procedure to print rate dockets through your browser. Each browser may appear slightly different. See [Publications](#) for details on publishing prices for price authorities intended for soft/hard copy customer/carrier distribution.

1. From any rate screen, select to **Expand All Sections** so that all data is visible and select the print option from your browser.

**Exhibit 30. Complete Rate Docket in a Printable Format**

The screenshot displays the 'Rate Docket' interface with a sidebar on the right for printing. The main content area shows the following information:

**Rate Docket Header**  
 Rate docket header information must be complete before proceeding.  
 PNR: WE-0936 Effective as of: -4178 Rev 0 3/19/2021  
 Expires by: 12/30/9999  
 Route Type: Local Columns: 1 Conveyance: Rail  
 Qualifier: PR-C - Non-Signatory C... Publisher: WE Regulatory Agency  
 Reference Number: 0936 Suf.: 9 Item Number: S...

**Patrons**  
 WE-CELANES-213 / CELANESE PAYEE GROUP

Group	Relation	Patron Type	CIF number	Patron Name	Patron Address	Subsidy
G...	I	PF - Par...	CIF *	Patron Na...	Patron Ad...	
G...	C	PF - Par...	CIF *	Patron Na...	Patron Ad...	

The sidebar on the right is titled 'Print' and shows '5 sheets of paper'. It includes settings for Destination (Adobe PDF), Orientation (Portrait), Pages (All), and Color mode (Color). At the bottom, there are 'Print' and 'Cancel' buttons.

2. In the **Destination** field, either set it to print to a PDF that you can save to your computer and print later (pictured above) or you can select your printer from the drop-down list.
3. Select **Print** and follow the prompts to save or print.

## Groups

REN provides the ability to create pre-filled data that can be reused in rate docket creation for the four types of groups (Commodity, Geography, Patron and Shipment Condition).

## Create Commodity Group

Use the following procedure to create a group with Commodity data that can be reused as pre-filled data in rate dockets:

1. From the main menu, select **Groups > Create Group**.
2. The screen defaults to the **Create Commodity Group** tab.

### Exhibit 31. Create Commodity Group

✓ Create Commodity Group   Create Geography Group   Create Patron Group   Create Shipment Condition Group

**Commodity Group**   Autosave On

**Group Header**

Group Name\* WE\_4812\_Comm   PNDR\* WE- 4812   -1007 Rev 0   Effective as of\* 4/7/2025   Expires by 12/31/9999

**Price Authority**

Qualifier   Publisher WE   Regulatory Agency   Reference Number   Suffix   Item Number   Suffix

**Commodity**

Incl./Excl.	From STCC	To STCC
Incl. Include	Code   Description	Code   Description

+ 1

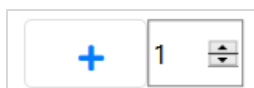
Save   Validate   Transmit

3. Enter all required fields marked with an asterisk (\*).
4. The **Autosave On** toggle saves a draft of your entries to [Draft Groups](#) after seven (7) minutes when on. Turning it off removes this feature.

**Exhibit 32. Commodity Group Fields and Descriptions**

Field	Description
<b>* Group Name</b>	Enter a name for the group.
<b>* PNDR</b>	Enter a number that identifies the tariff or circular number.  Each rate docket is identified by the PDNR which uses four unique codes: <b>P = Proposer</b> – The docket's proposer, provided by REN <b>N = Number</b> – The tariff or circular number that you will enter <b>D = Docket</b> – A unique number assigned to the docket by REN <b>R = Revision</b> – The number of revised versions of this docket, provided by REN
<b>* Effective as of</b>	Enter the 8-digit field in MM/DD/YYYY format. Defaults to current date and should be current or past date.
<b>* Expires by</b>	Enter the 8-digit field in MM/DD/YYYY format. Defaults to 12/31/9999, which means the rate will remain effective indefinitely.
<b>Qualifier</b>	Select from the following Qualifiers: <b>CT</b> – Contract Number <b>PR-C</b> – Non-Signatory Contract <b>PR-Q</b> – Quote <b>TS</b> – Tariff Number (when selected, Patron section is unavailable)
<b>Publisher</b>	<b>Publisher</b> (SCAC) is who will publish the rate. This defaults to the Proposer SCAC but can be changed.
<b>Regulatory Agency Code</b>	This is the code for the State Regulatory Agency governing the contract.
<b>Reference Number</b>	This is the price authority number used to connect the rates. It can be either the Reference identification as defined for a particular Transaction Set, or as specified by the Reference Identification Qualifier.
<b>Reference Number Suffix</b>	This is used to identify the type of reference.
<b>Item Number</b>	The <b>Item Number</b> assigned in the tariff to specify rate or group of rates that apply to one or more items in the shipment.
<b>Item Number Suffix</b>	This is used to identify the type of item.
<b>Commodity (up to 200)</b>	
<b>Include/Exclude</b>	Defaults to <b>Include</b> to indicate to that the item should be included. Select <b>Exclude</b> to indicate that the item should be excluded from the rate docket.
<b>From STCC Code</b>	A single <b>STCC</b> or the beginning STCC of a range of STCCs up to 7-digits can be entered in this field. Enter all or part of the STCC and a drop-down list of matching STCCs appears to select from. In most cases when the STCC is selected, the <b>Description</b> will be automatically populated.
<b>To STCC Code</b>	The ending STCC of a range of STCCs up to 7-digits can be entered in this field. Enter all or part of the STCC and a drop-down list of matching STCCs appears to select from. In most cases when the STCC is selected, the <b>Description</b> will be automatically populated.

- To add lines in each type, use the arrow buttons to add or subtract from the amount, then select the plus sign to add the extra lines.



- Select from the available action buttons:

**Exhibit 33. Group Action Buttons and Descriptions**

Action	Description
<b>Save</b>	Select <b>Save</b> to save the new group as a draft (see <a href="#">Draft Groups</a> ).
<b>Validate</b>	Select <b>Validate</b> to validate price data entries (see <a href="#">Validate Groups</a> ).
<b>Transmit</b>	Select <b>Transmit</b> to transmit the created group (see <a href="#">Transmit a Group</a> ).

## Create Geography Group

Use the following procedure to create a group with data that can be reused as pre-filled data in rate dockets:

1. From the main menu, select **Groups > Create Group**.
2. Select the **Create Geography Group** tab.

**Exhibit 34. Create Geography Group**

Create Commodity Group
☒ Create Geography Group
Create Patron Group
Create Shipment Condition Group

Geography Group
Autosave On

Group Header

Group Name\*  
WE\_GeoGrp

PNDR\*  
WE- 4812
-1008 Rev 0

Effective as of\*  
4/7/2025

Expires by  
12/31/9999

Price Authority

Qualifier

Publisher  
WE

Regulatory Agency

Reference Number

Suffix

Item Number

Suffix

Geography

SCAC for Locations\*  
WE

Incl./Excl.
Type
Location
Sw. Dist

Include
AC-OPSL City and State
City/OPSL Name
State/Province

+ 1

Save
Validate
Transmit

3. Enter all required fields marked with an asterisk (\*).
4. The **Autosave On** toggle saves a draft of your entries to [Draft Groups](#) after seven (7) minutes when on. Turning it off removes this feature.



**Exhibit 35. Geography Group Fields and Descriptions**

Field	Description
<b>* Group Name</b>	Enter a name for the group.
<b>* PNDR</b>	Enter a number that identifies the tariff or circular number.  Each rate docket is identified by the PDNR which uses four unique codes: <b>P = Proposer</b> – The docket's proposer, provided by REN <b>N = Number</b> – The tariff or circular number that you will enter <b>D = Docket</b> – A unique number assigned to the docket by REN <b>R = Revision</b> – The number of revised versions of this docket, provided by REN
<b>* Effective as of</b>	Enter the 8-digit field in MM/DD/YYYY format. Defaults to current date and should be current or past date.
<b>* Expires by</b>	Enter the 8-digit field in MM/DD/YYYY format. Defaults to 12/31/9999, which means the rate will remain effective indefinitely.
<b>Qualifier</b>	Select from the following Qualifiers: <b>CT</b> – Contract Number <b>PR-C</b> – Non-Signatory Contract <b>PR-Q</b> – Quote <b>TS</b> – Tariff Number (when selected, Patron section is unavailable)
<b>Publisher</b>	<b>Publisher</b> (SCAC) is who will publish the rate. This defaults to the Proposer SCAC but can be changed.
<b>Regulatory Agency Code</b>	This is the code for the State Regulatory Agency governing the contract.
<b>Reference Number</b>	This is the price authority number used to connect the rates. It can be either the Reference identification as defined for a particular Transaction Set, or as specified by the Reference Identification Qualifier.
<b>Reference Number Suffix</b>	This is used to identify the type of reference.
<b>Item Number</b>	The <b>Item Number</b> assigned in the tariff to specify rate or group of rates that apply to one or more items in the shipment.
<b>Item Number Suffix</b>	This is used to identify the type of item.
<b>Geography (up to 25)</b>	
<b>* SCAC for Locations</b>	
<b>Include/Exclude</b>	Defaults to <b>Include</b> to indicate to that the item should be included. Select <b>Exclude</b> to indicate that the item should be excluded from the rate docket.
<b>Type</b>	Select the <b>Type</b> of geography information. The two fields to the right will change depending on the geography type selected.
<b>Sw Dist Checkbox</b>	Selecting the Switch Destination checkbox allows you to specify if switch districts should be included in the geography rate.

5. Select from the available action buttons ([Exhibit 33](#)).

## Create Patron Group

Use the following procedure to create a group with data that can be reused as pre-filled data in rate dockets:

1. From the main menu, select **Groups > Create Group**.

2. Select the **Create Patron Group** tab.**Exhibit 36. Create Patron Group**

## 3. Enter all required fields marked with an asterisk (\*).

4. The **Autosave On** toggle saves a draft of your entries to [Draft Groups](#) after seven (7) minutes when on. Turning it off removes this feature.**Exhibit 37. Patron Group Fields and Descriptions**

Field	Description
<b>* Group Name</b>	Enter a name for the group.
<b>* PNDR</b>	Enter a number that identifies the tariff or circular number.  Each rate docket is identified by the PDNR which uses four unique codes: <b>P = Proposer</b> – The docket's proposer, provided by REN <b>N = Number</b> – The tariff or circular number that you will enter <b>D = Docket</b> – A unique number assigned to the docket by REN <b>R = Revision</b> – The number of revised versions of this docket, provided by REN
<b>* Effective as of</b>	Enter the 8-digit field in MM/DD/YYYY format. Defaults to current date and should be current or past date.
<b>* Expires by</b>	Enter the 8-digit field in MM/DD/YYYY format. Defaults to 12/31/9999, which means the rate will remain effective indefinitely.
<b>Qualifier</b>	Select from the following Qualifiers: <b>CT</b> – Contract Number <b>PR-C</b> – Non-Signatory Contract <b>PR-Q</b> – Quote <b>TS</b> – Tariff Number (when selected, Patron section is unavailable)

Field	Description
<b>Publisher</b>	<b>Publisher</b> (SCAC) is who will publish the rate. This defaults to the Proposer SCAC but can be changed.
<b>Regulatory Agency Code</b>	This is the code for the State Regulatory Agency governing the contract.
<b>Reference Number</b>	This is the price authority number used to connect the rates. It can be either the Reference identification as defined for a particular Transaction Set, or as specified by the Reference Identification Qualifier.
<b>Reference Number Suffix</b>	This is used to identify the type of reference.
<b>Item Number</b>	The <b>Item Number</b> assigned in the tariff to specify rate or group of rates that apply to one or more items in the shipment.
<b>Item Number Suffix</b>	This is used to identify the type of item.
<b>Patrons (up to 50)</b>	
<b>Group</b>	1-digit, numeric; enter a Group Number from 1 to 9. Format: Any number from 1 to 9.
<b>Relationship</b>	Determines if this code works if combination with other indicated codes or should be considered independently. Defaults to <b>Independent</b> or change to <b>And</b> or <b>Or</b> .
<b>Include/Exclude</b>	Defaults to <b>Include</b> to indicate to that the item should be included. Select <b>Exclude</b> to indicate that the item should be excluded from the rate docket.
<b>Patron Type</b>	Select from the following types: <b>AP</b> – Account of (Origin Party) <b>AQ</b> – Account of (Destination Party) <b>BN</b> – Beneficial Owner <b>C1</b> – In Car of Party #1 <b>C9</b> – Contract Holder <b>CN</b> – Consignee <b>PF</b> – Party to Receive Freight Bill <b>SF</b> – Ship From <b>SH</b> – Shipper <b>UC</b> – Ultimate Consignee
<b>* CIF</b>	The <b>CIF</b> is the Customer Identification Number of the specific customer who qualifies for this rate.
<b>Patron Type</b>	Name of the patron.
<b>Patron Address</b>	Address of the patron.
<b>Subsidiary</b>	Defaults to <b>N</b> for No, but <b>Y</b> for Yes can be selected.

5. Select from the available action buttons ([Exhibit 33](#)).

## Create Shipment Condition Group

Use the following procedure to create a group with data that can be reused as pre-filled data in rate dockets:

1. From the main menu, select **Groups > Create Group**.
2. Select the **Create Shipment Condition Group** tab.

**Exhibit 38. Create Shipment Condition Group**

3. Enter all required fields marked with an asterisk (\*).
4. The **Autosave On** toggle saves a draft of your entries to [Draft Groups](#) after seven (7) minutes when on. Turning it off removes this feature.

**Exhibit 39. Shipment Condition Group Fields and Descriptions**

Field	Description
<b>* Group Name</b>	Enter a name for the group.
<b>* PNDR</b>	<p>Enter a number that identifies the tariff or circular number.</p> <p>Each rate docket is identified by the PDNR which uses four unique codes:</p> <p><b>P = Proposer</b> – The docket's proposer, provided by REN</p> <p><b>N = Number</b> – The tariff or circular number that you will enter</p> <p><b>D = Docket</b> – A unique number assigned to the docket by REN</p> <p><b>R = Revision</b> – The number of revised versions of this docket, provided by REN</p>
<b>* Effective as of</b>	Enter the 8-digit field in MM/DD/YYYY format. Defaults to current date and should be current or past date.
<b>* Expires by</b>	Enter the 8-digit field in MM/DD/YYYY format. Defaults to 12/31/9999, which means the rate will remain effective indefinitely.

Field	Description
<b>Qualifier</b>	Select from the following Qualifiers: <b>CT</b> – Contract Number <b>PR-C</b> – Non-Signatory Contract <b>PR-Q</b> – Quote <b>TS</b> – Tariff Number (when selected, Patron section is unavailable)
<b>Publisher</b>	<b>Publisher</b> (SCAC) is who will publish the rate. This defaults to the Proposer SCAC but can be changed.
<b>Regulatory Agency Code</b>	This is the code for the State Regulatory Agency governing the contract.
<b>Reference Number</b>	This is the price authority number used to connect the rates. It can be either the Reference identification as defined for a particular Transaction Set, or as specified by the Reference Identification Qualifier.
<b>Reference Number Suffix</b>	This is used to identify the type of reference.
<b>Item Number</b>	The <b>Item Number</b> assigned in the tariff to specify rate or group of rates that apply to one or more items in the shipment.
<b>Item Number Suffix</b>	This is used to identify the type of item.
<b>Shipment Condition (up to 150)</b>	
<b>Group</b>	1-digit, numeric; enter a Group Number from 1 to 9. Format: Any number from 1 to 9.
<b>Relationship</b>	Determines if this code works if combination with other indicated codes or should be considered independently. Defaults to <b>Independent</b> or change to <b>And</b> or <b>Or</b> .
<b>Include/ Exclude</b>	Defaults to <b>Include</b> to indicate to that the item should be included. Select <b>Exclude</b> to indicate that the item should be excluded from the rate docket.
<b>Code</b>	This is a four-position Shipment Condition <b>Code</b> . It is set up to be an acronym of the condition description to assist in recognition (e.g., ARCT is the code established for the condition that qualifies AAR Car Types).  Use the magnifying glass icon to display the Condition Code look-up screen. Use the book icon once a shipment condition code has been provided to display condition code reference information for the provided code.
<b>Title</b>	Description of the shipment condition code.
<b>Value</b>	Value appropriate for the selected shipment condition.
<b>From / To</b>	Use to specify a range of values appropriate for the selected shipment condition.

4. Select from the available action buttons ([Exhibit 33](#)).

## Draft Groups

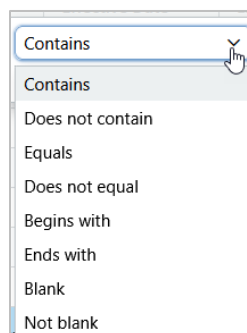
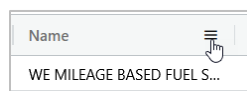
Use the following procedure to manage Draft Groups


1. From the main menu, select **Groups > Draft Groups**.

**Exhibit 40. Draft Groups**

	Proposer	Number	Docket ID	Status	Effective Date	Expiration Date	Status Date	Active Rate
<input type="checkbox"/>	WE	40663	67	Open	2021-06-01	9999-12-31	Revised	2024-02-20
<input type="checkbox"/>	WE	TEST837	837	Open Valid	2024-10-23	9999-12-31	Open	2024-10-23
<input type="checkbox"/>	WE	TEST838	838	Open Invalid	2024-10-23	9999-12-31	Open	2024-10-23
<input type="checkbox"/>	WE	1121	906	Open Invalid	2024-11-21	9999-12-31	Open	2024-11-21
<input type="checkbox"/>	WE	250210	953	Open Invalid	2025-02-10	9999-12-31	Open	2025-02-10
<input type="checkbox"/>	WE	2QA1426	544	REN Submission Error	2022-08-02	9999-12-31	Open	2024-07-17
<input type="checkbox"/>	WE	828	828	REN Submission Error	2024-10-23	9999-12-31	Open	2024-10-23
<input checked="" type="checkbox"/>	WE	G45747	469	Geography	2022-02-28	9999-12-31	Open	2022-02-28
<input type="checkbox"/>	WE	250210	954	Geography	2025-02-10	9999-12-31	Open	2025-02-10
<input type="checkbox"/>	WE	PLAINSM	201	Patron	2015-01-01	9999-12-31	Revised	2024-03-22
<input type="checkbox"/>	WE	GRPGEO	835	Geography	2024-10-23	9999-12-31	Open	2024-10-23
<input type="checkbox"/>	WE	C22969	412	Commodity	2021-09-15	9999-12-31	Open	2021-09-15
<input type="checkbox"/>	WE	10A0228	476	Commodity	2022-02-28	9999-12-31	Revised	2022-02-28

2. The **Draft Groups** are displayed.
3. REN provides the following data options:
  - a. To move a column, select the header title of a column with your mouse and move it to the right or the left and drop it in the place where you want it to be.
  - b. To filter on a column, select the three lines to the right of the header title of a column. Then select filtering options from the drop-down list (pictures below).



- c. To sort on a column, click on a column header and the Up arrow displays next to the title (pictured above). The column is sorted in ascending order. Click again on the title and the Down arrow displays. The column is sorted in descending order. Click again and the sort (and arrow) is removed.
  - d. To expand or reduce the width of a column, hover over the vertical divider between the heading titles on the right of the column you want to resize until you see the cross hairs that shows the column has been selected.  Move the column to the right or left to expand or reduce the column width.
  - e. Use the scroll bar on the right to scroll through all records.
4. Select one row to edit or clone a group:

- a. Select **View/Edit** to view/edit a selected group in the **Active Transmitted** status. See [View/Edit/Revise a Group](#) for details.
- b. Select **Clone** to create a new group based on the selected group. See for [Clone a Group](#) for details.
5. Select one or more rows to delete, validate or transmit groups:
  - a. Select **Delete** to delete one or more groups. See [Delete a Group](#) for details.
  - b. Select **Validate** to validate one or more groups. See [Validate Rates](#) for details.
  - c. Select **Transmit to REN** to transmit one or more groups. See [Transmit a Group](#) for details.

## Validate Groups


During the creation of a group, you can validate the accuracy of the data by using the **Validate** button.


1. Select **Validate** to validate a group as the preliminary step before transmitting a group for publication. From the [Draft Groups](#) page, you can select one or more groups to validate. [Draft Groups](#) and [Search Groups](#) can be validated by opening a group to [View/Edit/Revise a Group](#).

### Exhibit 41. Select Group(s) to Validate


Search Rates Groups Publications											
Draft Groups:						Draft Type Filter : All		View/Edit Clone Delete <b>Validate</b> Transmit to REN			
	Proposer	Number	Docket ID	Revision	Type	Name	Effective Date	Expiration Date	Status	Status Date	Activate Rate
<input type="checkbox"/>	WE	81417PF	266	2		MONTAIRE FARMS CSXT	2017-01-01	9999-12-31	Revised	2021-03-22	
<input type="checkbox"/>	WE	0639PAY	154	4		PAYEE EXX IMP	2015-06-01	9999-12-31	Revised	2021-01-02	
<input type="checkbox"/>	WE	7855791	259	1		UPCOND0007855791CLONE	2017-01-01	9999-12-31	Revised	2021-03-22	
<input checked="" type="checkbox"/>	WE	WESTLAK	299	1		WESTLAKE PF	2015-01-01	9999-12-31	Revised	2021-03-22	
<input checked="" type="checkbox"/>	WE	ANDERPF	241	4		THE ANDERSONS PAYEE	2019-06-19	9999-12-31	Revised	2021-01-15	
<input checked="" type="checkbox"/>	WE	ANCLGLAS	252	1		ANCHOR GLASS PF	2016-01-01	9999-12-31	Revised	2021-01-04	
<input type="checkbox"/>	WE	0639GNV	189	2		GREENWICH & BELLEVUE	2019-01-01	9999-12-31	Revised	2020-12-31	
<input type="checkbox"/>	WE	9500	268	26		WATCO 9500 FSC	2019-07-01	9999-12-31	Revised	2020-08-05	

- a. When you receive one or more validation errors:

 Price Authority


**1 Error : Reference number is required for the issuer WE and reference qualifier PR-C.**

- Select the section with the red circle icon and REN lists the errors in the section.
  - Fix the error(s).
  - Scroll to the bottom of the page and select **Validate**. Repeat this step until you receive a successful validation.
- b. When the group successfully validates it can be transmitted (see [Transmit a Group](#)).


**Validate**  
 Validate successfully

## Transmit a Group

Groups must successfully validate before they can be transmitted.

1. From [Search Groups](#), select the group that you want to transmit.
2. Select **Revise**.
3. Scroll to the bottom and select **Transmit**.

--Or--

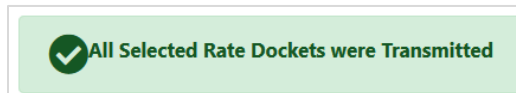
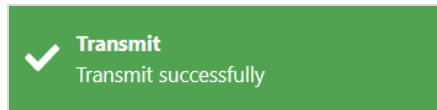
1. From [Draft Groups](#) (pictured below), select one or more groups that you want to transmit.
2. Select **Transmit to REN**.

**Exhibit 42. Select Group(s) to Transmit**

Draft Groups:											
Draft Type Filter: All						View/Edit Clone Delete Validate Transmit to REN					
<input type="checkbox"/>	Proposer	Number	Docket ID	Revision	Type	Name	Effective Date	Expiration Date	Status	Status Date	Activate Rate
<input type="checkbox"/>	WE	81417PF	266	2		MOUNTAIRE FARMS CSXT	2017-01-01	9999-12-31	Revised	2021-03-22	
<input type="checkbox"/>	WE	0639PAY	154	4		PAYEE DXX IMP	2015-06-01	9999-12-31	Revised	2021-01-02	
<input type="checkbox"/>	WE	7855791	259	1		UPCOND0007855791CLONE	2017-01-01	9999-12-31	Revised	2021-03-22	
<input checked="" type="checkbox"/>	WE	WESTLAK	299	1		WESTLAKE PF	2015-01-01	9999-12-31	Revised	2021-03-22	
<input checked="" type="checkbox"/>	WE	ANDERPF	241	4		THE ANDERSONS PAYEE	2019-06-19	9999-12-31	Revised	2021-01-15	
<input checked="" type="checkbox"/>	WE	ANGLAS	252	1		ANCHOR GLASS PF	2016-01-01	9999-12-31	Revised	2021-01-04	
<input type="checkbox"/>	WE	0639GNV	189	2		GREENWICH & BELLEVUE	2019-01-01	9999-12-31	Revised	2020-12-31	

REN validates each group, only allowing those dockets that pass the validation to be transmitted. If the selected group successfully validates then a confirmation screen is displayed.

**Exhibit 43. Group(s) Transmitted Successfully**



When a group is successfully transmitted, REN changes the status of the transmitted group docket to **Active Transmitted**.

## View/Edit/Revise a Group

Only draft groups and groups in **Active Transmitted** status can be revised. See [Find Revision Impacts for a Group](#) to check for impacts that revisions might make to published price authorities. Expired groups cannot be edited.

1. From either [Search Groups](#) or [Draft Groups](#), select the group that you want to view/revise.



**Exhibit 44. Select Group to View/Edit/Revise**

**Draft Groups:**

Draft Type Filter: All

[View/Edit](#) [Clone](#) [Delete](#) [Validate](#) [Transmit to REN](#)

	Proposer	Number	Docket ID	Revision	Type	Name	Effective Date	Expiration Date	Status	Status Date	Activate Rate
<input type="checkbox"/>	WE	81417PF	266	2		MOUNTAIRE FARMS CSKT	2017-01-01	9999-12-31	Revised	2021-03-22	
<input checked="" type="checkbox"/>	WE	0639PAY	154	4		PAYEE EXX IMP	2015-06-01	9999-12-31	Revised	2021-01-02	
<input type="checkbox"/>	WE	7855791	259	1		UPCOND0007855791CLONE	2017-01-01	9999-12-31	Revised	2021-03-22	
<input type="checkbox"/>	WE	WESTLAK	299	1		WESTLAKE PF	2015-01-01	9999-12-31	Revised	2021-03-22	

Search REN Rates Rate Search History ☒ Search Groups

**Group Search**

Clear Filters Number of records: 278

[Revise](#) [Expire](#) [Clone](#) [Export as EDI](#) [Transmit to Self](#) [Find Revision Impacts](#) [Delete Revision](#)

	Proposer	Number	Docket ID	Revis...	Type	Name	Effective Date	Expiration Date	Status	Status Date	Active Rate
<input type="checkbox"/>	WE	CHIBLUE	202	0	Geography	CHICAGO, IL & BLUE ISLAN...	2015-01-01	2021-03-31	Expired on REN	2021-04-15	N
<input type="checkbox"/>	WE	9RR1282	492	0	Geography	9RR1282	2021-11-15	9999-12-31	Active Transmitted	2022-01-10	Y
<input type="checkbox"/>	WE	WPORD	70	0	Geography	OREGON STEEL DESTINATIO...	2008-03-20	2017-04-11	Expired on REN	2017-04-11	N
<input type="checkbox"/>	WE	40664	252	39	Shipment Con...	WE 40664 MILEAGE FSC	2021-08-01	9999-12-31	Active Transmitted	2021-07-26	N
<input checked="" type="checkbox"/>	WE	24ABPTS	25	1	Geography	JAS LUMBER AB PTS	2006-08-01	2017-04-11	Expired on REN	2017-04-11	N
<input type="checkbox"/>	WE	40915	120	0	Shipment Con...	WE-NS FSC \$40 PBL TARGET	2011-03-01	2016-03-01	Expired on REN	2016-03-25	N
<input type="checkbox"/>	WE	DILLMIN	282	0	Geography	DILLONVALE, OH & MINGO ...	2018-01-01	9999-12-31	Active Transmitted	2018-10-03	Y
<input type="checkbox"/>	WE	BXBRK	216	0	Geography	BREWSTER, BRITTAIN, AKRON	2015-01-01	2021-03-31	Expired on REN	2021-04-15	N
<input type="checkbox"/>	WE	CB5653	582	0	Commodity	COMMODITY2027-19-08-2...	2022-08-19	9999-12-31	Active Transmitted	2022-08-19	N
<input type="checkbox"/>	WE	0639ABA	192	1	Geography	AKRON AB	2016-05-01	9999-12-31	Active Transmitted	2017-03-16	N

2. Make any necessary edits. Verify all required fields marked with an asterisk (\*) are entered.

**Exhibit 45. Group Revise Actions**

[Save](#) [Validate](#) [Transmit](#)

3. Select from the available actions:

- Select **Save**. This saves your updates but does not submit the group.
- Select **Validate** to validate your changes.
  - If the data produces errors, REN provides a list of the changes that are needed.



1 Error : City/OPSL name - LONGVIEW not valid for WE and selected state during the effective range of the rate.  
1 Error : Please clear the SCAC for location type AC.

- Find and fix errors and select **Validate** again. Repeat this step until all errors are fixed.
- When the group successfully validates, it can be transmitted.



**Validate**  
Validate successfully

- Select **Transmit** to transmit your changes once they have validated successfully.

## Expire Groups

Groups can only be expired when the status is **Active Transmitted** and there are no impacted published price authorities. See [Find Revision Impacts for a Group](#).

Active Transmitted Groups without revision impacts can be expired from [Search Groups](#). When a group references any active price docket, then the group cannot be expired.

1. From [Search Groups](#), select the group that you want to expire.

**Exhibit 46. Select Group to Expire**

Search REN Rates Rate Search History ☒ Search Groups

Group Search

Clear Filters Number of records: 278 Revise Expire Clone Export as EDI Transmit to Self Find Revision Impacts Delete Revision

	Proposer	Number	Docket ID	Revi...	Type	Name	Effective Date	Expiration D...	Status	Status Date	Active Rate
<input type="checkbox"/>	WE	CHIBLUE	202	0	Geography	CHICAGO, IL & BLUE ISLA...	2015-01-01	2021-03-31	Expired on REN	2021-04-15	N
<input checked="" type="checkbox"/>	WE	9RR1282	497	0	Geography	9RR1282	2021-11-15	9999-12-31	Active Transmitted	2022-01-10	Y
<input type="checkbox"/>	WE	WPORD	70	0	Geography	OREGON STEEL DESTINATL...	2008-03-20	2017-04-11	Expired on REN	2017-04-11	N
<input type="checkbox"/>	WE	40664	257	39	Shipment Con...	WE 40664 MILEAGE FSC	2021-08-01	9999-12-31	Active Transmitted	2021-07-26	N
<input type="checkbox"/>	WE	24ABPTS	25	1	Geography	JAS LUMBER AB PTS	2006-08-01	2017-04-11	Expired on REN	2017-04-11	N
<input type="checkbox"/>	WE	40915	120	0	Shipment Con...	WE-NS FSC \$40 PBL TARGET	2011-03-01	2016-03-01	Expired on REN	2016-03-25	N
<input type="checkbox"/>	WE	DILLMIN	287	0	Geography	DILLONVALE, OH & MING...	2018-01-01	9999-12-31	Active Transmitted	2018-10-03	Y
<input type="checkbox"/>	WE	BXBRAK	216	0	Geography	BREWSTER, BRITTAIN, AKR...	2015-01-01	2021-03-31	Expired on REN	2021-04-15	N
<input type="checkbox"/>	WE	C85653	582	0	Commodity	COMMODITY20727-19-08...	2022-08-19	9999-12-31	Active Transmitted	2022-08-19	N
<input type="checkbox"/>	WE	0639ABA	192	1	Geography	AKRON AB	2016-05-01	9999-12-31	Active Transmitted	2017-03-16	N

2. Select the **Expire** button. The Group Expire screen is displayed.

**Exhibit 47. Group Expire**

Group Expire

Expires by\*  
4/7/2025

Expire

Proposer	Number	Docket ID	Revis...	Type	Name	Effective D...	Expiration ...	Status	Status Date	Active Rate
WE	9RR1282	497	0	Geography	9RR1282	2021-11-15	9999-12-31	Active Transmit...	2022-01-10	Y

3. The **Expires By** date defaults to the current day and can be changed. Select **Expire** to send the expiration request to REN.

Group Expire

The original group has price(s) referring to it so it cannot be expired.

4. If the group has one or more rates using it, you'll receive a message that it cannot be expired. When the group is successfully expired, REN changes the status to **Expired on REN**. See [Find Revision Impacts for a Group](#).

**Expire**  
Expiration requests have been sent to REN

## Clone a Group

Create a new group by cloning an existing group, edit its content and save or transmit it as a new group.

1. From either [Search Groups](#) or [Draft Groups](#), select the group that you want to clone.

**Exhibit 48. Select Groups to Clone**

**Draft Groups:**

Draft Type Filter: All

View/Edit Clone Delete Validate Transmit to REN

	Proposer	Number	Docket ID	Revision	Type	Name	Effective Date	Expiration Date	Status	Status Date	Activate Rate
<input type="checkbox"/>	WE	81417PF	266	2		MOUNTAIRE FARMS CSXT	2017-01-01	9999-12-31	Revised	2021-03-22	
<input type="checkbox"/>	WE	0639PAY	154	4		PAYEE EXX IMP	2015-06-01	9999-12-31	Revised	2021-01-02	
<input type="checkbox"/>	WE	7855791	259	1		UPCOND0007855791CLONE	2017-01-01	9999-12-31	Revised	2021-03-22	
<input checked="" type="checkbox"/>	WE	WESTLAK	299	1		WESTLAKE PF	2015-01-01	9999-12-31	Revised	2021-03-22	
<input type="checkbox"/>	WE	ANDERPF	241	4		THE ANDERSONS PAYEE	2019-06-19	9999-12-31	Revised	2021-01-15	

Search REN Rates Rate Search History ☒ Search Groups

Group Search

Clear Filters Number of records: 278

Revise Expire Clone Export as EDI Transmit to Self Find Revision Impacts Delete Revision

	Proposer	Number	Docket ID	Revis...	Type	Name	Effective Date	Expiration Date	Status	Status Date	Active Rate
<input type="checkbox"/>	WE	CHIBLUE	202	0	Geography	CHICAGO, IL & BLUE ISLAN...	2015-01-01	2021-03-31	Expired on REN	2021-04-15	N
<input type="checkbox"/>	WE	9RR1282	497	0	Geography	9RR1282	2021-11-15	9999-12-31	Active Transmitted	2022-01-10	Y
<input checked="" type="checkbox"/>	WE	WIPORD	70	0	Geography	OREGON STEEL DESTINATIO...	2008-03-20	2017-04-11	Expired on REN	2017-04-11	N
<input type="checkbox"/>	WE	40664	257	39	Shipment Con...	WE 40664 MILEAGE FSC	2021-08-01	9999-12-31	Active Transmitted	2021-07-26	N
<input type="checkbox"/>	WE	24ABPTS	25	1	Geography	JAS LUMBER AB PTS	2006-08-01	2017-04-11	Expired on REN	2017-04-11	N
<input type="checkbox"/>	WE	40915	120	0	Shipment Con...	WE-NS FSC \$40 PBL TARGET	2011-03-01	2016-03-01	Expired on REN	2016-03-25	N

2. Select the **Clone** button. The displayed group screen depends on the type of group docket you selected to clone (Commodity, Geography, Patron or Shipment Condition).
3. Provide a new **PNDR** and a **Group Name**. Modify the pre-filled input fields as needed.
4. Select the appropriate action ([Exhibit 33](#)).

## Find Revision Impacts for a Group

Use this procedure to find what impact revising or expiring a group will have on published price authorities:

1. From [Search Groups](#), select the group that you want to check.
2. Select **Find Revision Impacts**. The **Group Revision - Find Impacted Publication Price Authorities** pop-up window is displayed with a list of any impacted rates.

**Exhibit 49. Group Revision - Find Impacted Publication Price Authorities**

Group Revision - Find Impacted Publication Price Authorities

PNDR : WE- 40664 - 257- 39

Price Authority	PNDR	Status
3000-A	WE-3000-4709-2	Published
3000	WE-3000-4709-0	Published
5485235478	WE-LOCALTE-4923-0	Published

To publish/republish any affected price authorities you must either (1) expire or (2) revise each rate docket and provide a new price authority suffix for the revision.

Select the x in the top right of the pop-up window to close and return to the Group Search results.

## Delete Groups

Groups and draft groups can be deleted, but the action cannot be undone.

1. From either [Search Groups](#) or [Draft Groups](#), select the group(s) that you want to delete.

### Exhibit 50. Select Groups to Delete

The screenshot displays two parts of the application interface. The top part, titled 'Draft Groups', shows a table with columns: Proposer, Number, Docket ID, Revision, Type, Name, Effective Date, Expiration Date, Status, Status Date, and Activate Rate. Several rows are highlighted in blue, and checkboxes in the left margin are checked for three rows. Above the table are buttons for 'View/Edit', 'Clone', 'Delete' (highlighted with a red box), 'Validate', and 'Transmit to REN'. The bottom part, titled 'Group Search', shows a table with similar columns. A 'Delete Revision' button is highlighted with a red box. Above the table are buttons for 'Revise', 'Expire', 'Clone', 'Export as EDI', 'Transmit to Self', 'Find Revision Impacts', and 'Delete Revision'.

2. From the Draft Groups page, select **Delete**. From the Group Search, select **Delete Revision**.

### Exhibit 51. Delete Groups Confirmation

A confirmation dialog box with the text 'Are you sure?' in red. Below it, in smaller text, is 'This action cannot be undone.' At the bottom are two buttons: 'Yes' (blue) and 'No' (red).

3. Confirm your decision to delete the groups by selecting **Yes** or select **No** if you want to cancel the deletion.

A green banner with a checkmark icon and the text 'All Selected Group Dockets have been Deleted'.

4. When one or more groups are successfully deleted, they are removed from REN.

## Publications

Using REN, participating carriers can publish prices that have been entered into the application. Carriers can publish rate dockets for distribution to customers and interline carriers. This allows you to input rates once and publish directly from REN, saving time and money.

Publications are system-generated PDFs that contain REN data and any customizations specified during the publication process.

Keep these in mind regarding publications:

- Publications are visible only within their own carrier. For example, a tariff publication created by a carrier will not be available for another carrier to view/edit/delete/publish.
- When revising a rate docket in order to publish a price authority, all the rate dockets must be revised with the same price authority reference number and suffix as the revising rate docket. The revised rate dockets must specify a new price authority suffix for the reference number.

**Exhibit 52. Publication Types**

Publication Type	PDF				
	Cover Sheet	Price Detail	Division Sheet	Contract	Amendment
<b>Contract</b>		Price Detail	If any Price Authority rate docket specifies at least one interline route, then one Division Sheet PDF per Carrier Sequence within rate dockets	Contract Legal Text	(n/a)
<b>Amendment</b>		Price Detail	If any Price Authority rate docket specifies at least one interline route, then one Division Sheet PDF per Carrier Sequence within rate dockets	Contract Legal Text	One Amendment PDF per revision following the initial publication among Price Authority rate dockets
<b>Non-Signatory Contract</b>		Price Detail	If any Price Authority rate docket specifies at least one interline route, then one Division Sheet PDF per Carrier Sequence within rate dockets	Contract Legal Text	(n/a)
<b>Non-Signatory Amendment</b>		Price Detail	If any Price Authority rate docket specifies at least one interline route, then one Division Sheet PDF per Carrier Sequence within rate dockets	Contract Legal Text	One Amendment PDF per revision following the initial publication among Price Authority rate dockets
<b>Tariff</b>	Cover Sheet	Price Detail	If any Price Authority rate docket specifies at least one interline route, then one Division Sheet PDF per Carrier Sequence within rate dockets	(n/a)	(n/a)

Publication Type	PDF				
	Cover Sheet	Price Detail	Division Sheet	Contract	Amendment
Quote	Cover Sheet	Price Detail	If any Price Authority rate docket specifies at least one interline route, then one Division Sheet PDF per Carrier Sequence within rate dockets	(n/a)	(n/a)

## Current Publications

Use the following procedure to view published price authorities that are currently effective:

**NOTE:** REN provides access to expired publications for only 90 days following the publication expiration date (i.e., the date on which the last rate with the publication's reference number/suffix expires).

1. Select **Publications > Current Publications**. The Current Publications screen is displayed.

### Exhibit 53. Current Publications

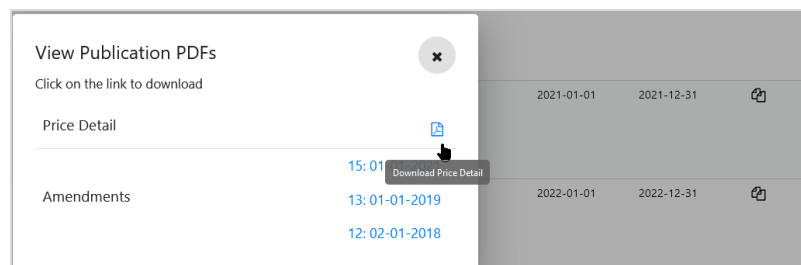
**Current Publications**  
All publications that are current (effective as of today) are listed below.

Reference N...	Reference S...	Publication Type	Commodities	Patrons	Issue Date	Effective Date	Expiration D...	Publication PDFs
<input type="checkbox"/>	40797	Tariff	POTASSIUM CHLORIDE (POTASSIUM MURIATE); POTASSIUM NITRATE (SALT-PETER), OTHER THAN CRUDE; POTASSIUM...		2011-11-01	2011-11-01	9999-12-31	
<input checked="" type="checkbox"/>	0639	15 Non-Signatory Amendment	POLYPROPYLENE, OTHER THAN LIQUID; POLYSTYRENE, OTHER THAN LIQUID; POLYVINYL CHLORIDE, OTHER THAN LIQUID...	IMPERIAL OIL LTD		2021-01-01	2021-12-31	
<input type="checkbox"/>	0639	16 Non-Signatory Amendment	POLYPROPYLENE, OTHER THAN LIQUID; POLYSTYRENE, OTHER THAN LIQUID; POLYVINYL CHLORIDE, OTHER THAN LIQUID...	EXXONMOBIL CHEMICAL CO		2022-01-01	2022-12-31	
<input type="checkbox"/>	0838	D Non-Signatory	CHLORINE GAS	WESTLAKE CHEMICAL CORP		2020-09-01	2021-08-31	

[View Rates](#)

2. To view publications, click on the publication icon in the last column for the desired Reference Number. PDF content varies depending on the type of publication selected. See [Exhibit 52](#) for details about the different types of publications.

### Exhibit 54. View Publication PDFs Pop-Up For Non-Signatory Publication



- a. The View Publication PDFs pop-up box displays. Select from the available PDFs to open or save to your computer.

**Exhibit 55. Partial View of Price Detail – Non-Signatory Contract PDF**

PRICE DETAIL - NON-SIGNATORY CONTRACT AMENDMENT 0639-15			
1			
Item	STCC	Col.	Commodity, Origin-Destination, Route, Conditions, Minimum Weight, and Price
	2821139- 2821245		<p>Effective: 01-01-2021 - Expires: 12-31-2021</p> <p>POLYPROPYLENE, OTHER THAN LIQUID; POLYSTYRENE, OTHER THAN LIQUID; POLYVINYL CHLORIDE, OTHER THAN LIQUID; POLYETHYLENE, OTHER THAN LIQUID; PLASTICS, RESINS OR GUMS, NEC, LIQUID; more...</p> <hr/> <p>FROM: • BELLEVUE, OH • GREENWICH, OH</p> <p>TO: • BREWSTER, OH • BRITAIN, OH</p> <p>ROUTE: WE-WE-00000 (WE-LOCAL-WE)</p> <p>Conditions applying to all prices for these origins-destinations:</p> <ul style="list-style-type: none"> <li>• Subject to WE 40663 Fuel Surcharge.</li> </ul>

3. To display the rates associated to a publication ([Exhibit 53](#)), click the checkbox for the appropriate publication and select the **View Rates** button at the bottom of the screen.

**Exhibit 56. Price Authority Rates For a Selected Publication**

Back

Publications - Price Authority Rates

Reference Number/Suffix:0639-15

This price authority can be published only if all rates have been accepted by REN Central.

Prop.	Num.	Dkt ID.	Rev.	Effective	Expiration	Status	Last Modified	User ID	Published?
<input checked="" type="checkbox"/> WE	0639	3753	0	2021-01-01	2021-12-31	Active Transmitted	04/09/2018 00:00...	REN	Published

View Rate

- a. One or more Price Authority Rates are displayed that are associated with the selected publication.
- b. To display the individual rate details for a publication ([Exhibit 56](#)), click the checkbox for a rate and select the **View Rate** button at the bottom of the screen.
- c. The Rate Docket page displays as view only. See [Exhibit 17](#) for rate fields and descriptions.

## Search Price Authorities

Use the following procedure to search price authorities and view rates:

1. Select **Publications > Search Price Authorities**. The Publications – Search Price Authorities screen is displayed.

**Exhibit 57. Search Price Authorities**

**Publications - Search Price Authorities**

Search

Reference Number  Reference Suffix

Price authorities having any rate that expires within

Qualifier

From Date

Status

To Date

2. Enter (or select) one or more fields for the **Search** button to become available. See below for descriptions of the Search Price Authorities fields.

**Exhibit 58. Search Price Authorities Fields and Descriptions**



Screen Field	Description	
<b>Reference Number</b>	Reference Number is identification as defined for a particular Transaction Set, or as specified by the Reference Identification Qualifier.	
<b>Reference Suffix</b>	Reference Suffix is used to identify the type of reference.	
<b>Qualifier</b>	Select the code qualifying the Reference Identifier. This determines the type of price authority:  <b>CT</b> – Contract Number <b>PR-C</b> – Non-Signatory Contract <b>PR-Q</b> – Quote <b>TS</b> – Tariff Number	
<b>Status</b>	Select the status of the price rate:	
	<b>Published</b>	The draft publication for the price authority and suffix is published and one or more rate dockets for the price authority and suffix is effective.
	<b>Expired</b>	The publication has expired; meaning the latest expiration date among the rates constituting a published price authority has passed. Publications that have expired are available in the system up to 90 days following expiration.
	<b>Publication in Progress</b>	Similar to Draft in Progress, a publication is being completed in the background and is not yet finalized. Publications created in the background are publications that may take additional time to build.
	<b>Publication Draft in Progress</b>	A draft publication is being created in the background and is not yet ready for editing or review. Drafts created in the background are drafts that may take additional time to build.
	<b>Draft Error</b>	If an error is encountered during background processing when creating a draft, the error messages will be shown when returning to a price authority in Draft Error status.
	<b>Unpublished – No Activity</b>	All the rate dockets for the price authority and suffix are accepted by REN and no draft publication is created for the price authority and suffix.



Screen Field	Description	
	<b>Unpublished – Pending Rates</b>	One or more rate dockets for the price authority and suffix are not accepted by or transmitted to REN.
	<b>Unpublished – Draft</b>	All the rate dockets for the price authority and suffix are accepted by REN and a draft publication is created for the price authority and suffix.
	<b>Cannot be Published</b>	Rates cannot be published. Contact support for more information.
	<b>Unpublished – Publish Error</b>	If an error is encountered during background processing when completing a publication, the error messages will be shown when returning to a price authority in Publish Error status.
<b>Create Range</b>	Select the range of the price rate: <b>Any</b> <b>Last Two Weeks</b> <b>Last Three Days</b> <b>Last Day</b> <b>Last Hour</b>	
<b>From Date To Date</b>	Specify a date range to search for price authorities that expire within that range.	

### 3. Select Search.

#### Exhibit 59. Price Authorities Publications Search Results


Publications - Search Price Authorities							
Search <span>▼</span>							
Reference Number	Referenc...	Publication Type	Status	Issue Date	Effective Date	Expiration Date	Publication ...
<input checked="" type="checkbox"/> 0639	15	Non-Signatory Amendment	Published		2021-01-01	2021-12-31	
<input type="checkbox"/> 0639	16	Non-Signatory Amendment	Published		2022-01-01	2022-12-31	
<div> <span>Publish</span> <span>View Rates</span> <span>Delete</span> </div>							

4. The Publications – Search Price Authorities results are displayed. The search criteria used is hidden but the page can be expanded by selecting the down arrow in the upper right of the page.

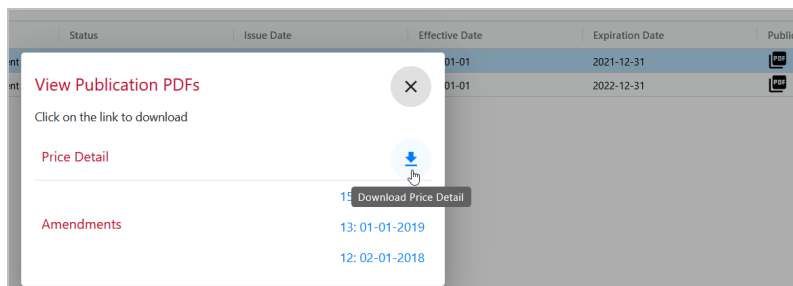
5. REN provides the following options:

- To move a column, select the header title of a column with your mouse and move it to the right or the left and drop it in the place where you want it to be.
- To filter on a column, select the three lines to the right of the header title of a column. Then select filtering options from the drop-down list (pictures below).

Reference Suffix	↑	Publication Type
14		Contains
15		Filter...
16		Non-Signatory Am

- c. To sort on a column, click on a column header and the Up arrow displays next to the title (pictured above). The column is sorted in ascending order. Click again on the title and the Down arrow displays. The column is sorted in descending order. Click again and the sort (and arrow) is removed.
  - f. To expand or reduce the width of a column, hover over the vertical divider between the heading titles on the right of the column you want to resize until you see the cross hairs that shows the column has been selected.  Move the column to the right or left to expand or reduce the column width.
  - g. Use the scroll bar on the right to scroll through all records.
6. Select the icon in the Publication PDFs column on the right to view Publication PDFs. These might include Price Detail, Amendments, Contracts and Divisions. PDFs of publications in Draft status will include a “Draft” watermark.

#### Exhibit 60. View Publication PDFs



7. Select a row to use the available action buttons ([Exhibit 59](#)):
  - a. Select **Publish** to publish a selected rate.
  - b. Select **View Rates** to view the rates that are associated with the selected publication.
  - c. Select a rate from the list to drill down to the rate details and select **View Rate**.

#### Exhibit 61. View Rates Associated With the Publication

Back

Publications - Price Authority Rates

Reference Number/Suffix: 0639-15

This price authority can be published only if all rates have been accepted by REN Central.

Prop.	Num.	Dkt ID.	Rev.	Effective	Expiration	Status	Last Modified	User ID	Published?
<input checked="" type="checkbox"/> WE	0639	3753	0	2021-01-01	2021-12-31	Active Transmitted	04/09/2018 00:00...	REN	Published

View Rate

- The Rate Docket is displayed as read-only.
- d. Select **Delete** to delete the selected publication. The Delete button is visible for publications in **Draft**, **Draft Error** or **Unpublished – Publish Error** status.

## Publications Templates

Keep this in mind when using publication templates:

- Activated custom templates can only be seen and used by your carrier. For example, a custom template created by your carrier will not be visible to another carrier for publication or for creating new custom template.
- Draft custom templates can only be edited by the user that created the draft or the REN Administrator.
- A custom template (Active or Draft) can only be deleted by the user that created the template or the REN Administrator.
- Master templates can be cloned as custom. Likewise, custom templates can be cloned as custom and edited/saved.

## Master Templates

Use the following procedure to view master templates.

1. Select **Publications > Publications Templates**. By default, the Publications – Master Templates screen is displayed.

### *Exhibit 62. Publications – Master Templates*

Publications - Master Templates					
		<input checked="" type="radio"/> Master <input type="radio"/> Custom			
Template Name	Publication Type	Comment	Status	Last Modified	User ID
<input type="checkbox"/> Master Quote 09-21-2011 10:58:21	Quote		Draft	09/21/2011 00:00:00	MMCKEIG
<input type="checkbox"/> Master Non-Signatory Contract A...	Non-Signatory Amendment		Active	07/09/2024 00:00:00	ITBXM03
<input checked="" type="checkbox"/> Master Non-Signatory Contract	Non-Signatory Contract	Base master non-signatory contract te...	Active	07/09/2024 00:00:00	ITBXM03
<input type="checkbox"/> Master Quote	Quote	Base master quote template	Active	11/19/2007 00:00:00	bfrank
<input type="checkbox"/> Master Contract Amendment	Amendment	Base master contract amendment tem...	Active	07/09/2024 00:00:00	ITBXM03
<input type="checkbox"/> Master Contract	Contract	Base master contract template	Active	07/09/2024 00:00:00	ITBXM03
<input type="checkbox"/> Master Tariff	Tariff	Base master tariff template	Active	11/19/2007 00:00:00	bfrank
<input type="button" value="View / Edit"/> <input type="button" value="Clone"/> <input type="button" value="Delete"/>					

2. Select the checkbox next to a template to use the available action buttons listed below. When an action button is selected for a template, the screen displayed will depend on the Publication Type. Only templates in Draft Status can be edited:
  - a. Select **View/Edit** to view, edit, activate or delete Draft publications. Active templates can be viewed or deleted. See [Delete a Template](#), [View/Edit a Draft Template](#) or [Activate a Template](#) for details.
  - b. Select **Clone** to make a new template from the selected template. See [Clone a Template](#) for details.
  - c. Select **Delete** to delete the selected template. See [Delete a Template](#) for details.
3. Once an action button is selected, all templates can be downloaded as a PDF. See [Download a Template](#) for details.

## Custom Templates

Use the following procedure to view custom templates.

1. Select **Publications > Publications Templates**. Select the **Custom** tab. The Publications – Custom Templates screen is displayed.

**Exhibit 63. Publications – Custom Templates**

Publications - Custom Templates					
		Master		✓ Custom	
Template Name	Publication Type	Comment	Status	Last Modified	User ID
<input type="checkbox"/> RJE Non-Signatory Contract temp...	Non-Signatory Contract	RJE non sign template with Governing L...	Active	10/31/2008 00:00:00	ipmal01
<input type="checkbox"/> Master Contract Amendment wit...	Amendment		Draft	07/09/2024 00:00:00	ITBXM03
<input type="checkbox"/> 40561 FSC Non-Signatory Contra...	Non-Signatory Contract	Updated Payment Section	Active	05/05/2021 00:00:00	HAPPYCJ
<input checked="" type="checkbox"/> RJE FSC Non-Signatory Contract L...	Non-Signatory Contract	RJE non signatory contract template w/...	Active	10/31/2008 00:00:00	ipmal01
<input type="checkbox"/> LDW FSC Non-Signatory Contract...	Non-Signatory Contract	non-signatory shingle publication	Active	08/26/2009 00:00:00	cwf5300
<input type="checkbox"/> 40663 FSC Non-Signatory Contra...	Non-Signatory Contract	Updated Payment Section	Active	05/05/2021 00:00:00	HAPPYCJ
<input type="checkbox"/> RJE mileage based FSC Non-Sign...	Non-Signatory Contract		Draft	12/13/2011 00:00:00	relston2
<input type="checkbox"/> RJE Non-Signatory Contract Ame...	Non-Signatory Amendment	RJE Non-Signatory Contract Amendment	Active	11/29/2007 00:00:00	relston2
<input type="checkbox"/> LDW FSC Non-Signatory Contract L...	Non-Signatory Contract	revised with Bol. date	Active	12/13/2011 00:00:00	relston2
<input type="checkbox"/> Master Non-Signatory Contract A...	Non-Signatory Amendment	no	Active	12/07/2022 00:00:00	HAPPYCJ
<input type="checkbox"/> RJE Tariff 12-22-2011 11:22:49	Tariff	Tariff	Active	12/22/2011 00:00:00	relston2
<input type="checkbox"/> JAS Quote 03-11-2008 10:12:37	Quote	Jeff quote template	Active	03/11/2008 00:00:00	jsuander
<input type="checkbox"/> LDW FSC Non-Signatory Contract...	Non-Signatory Contract		Draft	10/31/2008 00:00:00	ipmal01
		View / Edit		Clone	Delete

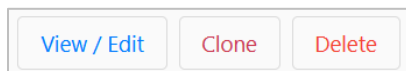
2. Select the checkbox next to a template to use the available action buttons listed below. When an action button is selected for a template, the screen displayed will depend on the Publication Type. Only templates in Draft Status can be edited:
  - a. Select **View/Edit** to view, edit, activate or delete Draft publications. Active templates can be viewed or deleted. See [Delete a Template](#) or [View/Edit a Draft Template](#) for details.
  - b. Select **Clone** to make a new template from the selected template. See [Clone a Template](#) for details.
  - c. Select **Delete** to delete the selected template. See [Delete a Template](#) for details.
3. Once an action button is selected, all templates can be downloaded as a PDF. See [Download a Template](#) for details.

## View/Edit a Draft Template

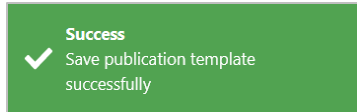
Use the following procedure to delete a master or custom template:

1. Select **Publications > Publications Templates**. Select the **Master** or **Custom** tab. The Publications – Master or Custom Templates screen is displayed.
2. From the list of templates, select the checkbox next to a template with the status of **Draft**.

**Exhibit 64. Action Buttons for Draft Templates**



3. Select **View / Edit**, and make edits as needed.
4. Select **Save Template** at the bottom of the screen to save your edits. A success message is displayed.



5. You also have the options to make the template Active by selecting **Activate Template** or to delete the template by selecting **Delete Template**. See [Activate a Template](#) or [Delete a Template](#) for details.
6. Select the <- **Back** link in the top left corner of the screen to return to the list.

## Clone a Template

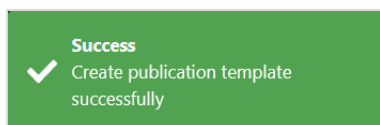
Cloning is an easy way to copy a template that has many of the attributes that you want to use in a new template. REN provides the ability to clone across template types. This means you can clone a master template as a master or a custom template, and you can clone a custom template as a custom or master template.

Use the following procedure to clone a master or custom template:

1. Select **Publications > Publications Templates**. Select the **Master** or **Custom** tab. The Publications – Master or Custom Templates screen is displayed.
2. From the list of templates, select the checkbox next to a template that you want to clone.
3. Select **Clone**. A copy of the template you are cloning opens.

 A screenshot of a web application interface for cloning a template. At the top left is a blue "<- Back" link. Below it is a "Template Name" field containing "Master Non-Signatory Contract 04-07-2025 13:26:39". To the right is a "Clone As\*" dropdown menu with a red border, showing "Master Template" and "Custom Template" options. Below the name field are three tabs: "Non-Signatory Contract" (selected with a checkmark), "Price Details", and "Divisions". The main content area is titled "Contract/Amendment Legal Text" and contains a "Publication Label" field with the text "CONFIDENTIAL TRANSPORTATION". Below this is a "NON-SIGNATORY CONTRACT [SCAC] [PRICE AUTHORITY]" section. The text describes a contract between a carrier and a customer. It includes terms like "1. TERM AND EFFECTIVE DATE: This contract" and "2. APPLICATION DATE: The contract provisions shall be applied to all shipments tendered hereunder on or after [EFFECTIVE DATE]".

4. Use the **Clone As** field to select the type of template, either Master Template or Custom Template. This field is required.
5. Edit the template so that it most closely matches the information you want to use as a template.
6. Rename the template. If you don't rename it, REN will append a timestamp to the name. You can also revise the name after you've created the template, for as long as the template is in Draft status.
7. Scroll to the bottom and select **Create Template**. A success message is displayed.

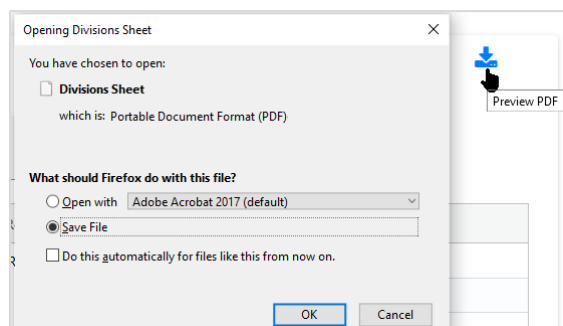


## Download a Template

The download icon appears in the top right of every template and tab within a template. Use this to open and/or save a template as a PDF.

1. Select **Publications > Publications Templates**. Select the **Master** or **Custom** tab. The Publications – Master or Custom Templates screen is displayed.
2. From the list of templates, select the checkbox next to a template and select an action button at the bottom of the page.
3. The download icon appears in the top right of the template. The template content will vary depending on the Publication type. Amendments are one page, but most templates will include three tabs (e.g., **Cover Sheet** or **Non-Signatory Contract, Price Details, Divisions**). Select the tab and select the download icon to open and save as a PDF.

**Exhibit 65. Download Icon**



4. Select Open or Save and select **OK**.

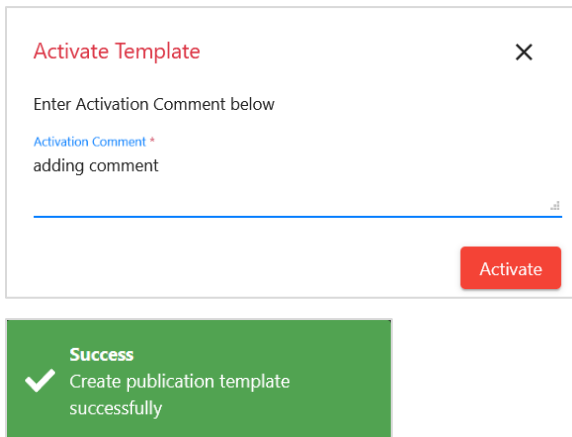
## Activate a Template

Use the following procedure to active a draft master or custom template. This procedure changes the status of the template from Draft to Active. When a template's status is changed to Active it can no longer be edited.

1. Select **Publications > Publications Templates**. Select the **Master** or **Custom** tab. The Publications – Master or Custom Templates screen is displayed.
2. From the list of templates, select the checkbox next to a template with the status of **Draft**.
3. Make any edits needed prior to activation and select **Save Template** at the bottom of the screen to save your edits. A success message is displayed.
4. When you're ready to activate the template, select **Activate Template**.

5. The Activate Template pop-up window displays. Enter the **Activation Comment** (required) and then select **Activate**. A success message is displayed.

**Exhibit 66. Activate Template Pop-Up**



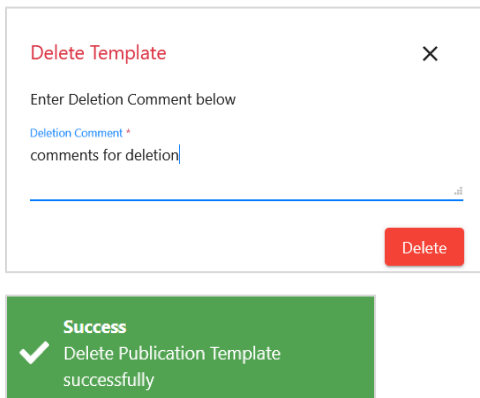
The screenshot shows a pop-up window titled "Activate Template" with a close button (X) in the top right corner. Inside the window, it says "Enter Activation Comment below" followed by a text input field. The input field contains the text "Activation Comment \*" and "adding comment". Below the input field is a red button labeled "Activate". Below the pop-up window is a green success message box with a checkmark icon, stating "Success" and "Create publication template successfully".

## Delete a Template

Use the following procedure to delete a master or custom template. When a template is deleted it is removed from REN and is no longer available to be used.

1. Select **Publications > Publications Templates**. Select the **Master** or **Custom** tab. The Publications – Master or Custom Templates screen is displayed.
2. From the list of templates:
  - a. Select the checkbox next to a template to use the action buttons.
    - To view the template prior to deleting, select the **View/Edit** button. Use the **<- Back** link to return to the list without deleting or delete the template by scrolling to the bottom and selecting **Delete Template**.
    - To delete without viewing the template, select the **Delete** button.
  - b. The Delete Template pop-up window displays. Enter the **Deletion Comment** (required) and then select **Delete**. A success message is displayed.

**Exhibit 67. Delete Template Pop-Up**



The screenshot shows a pop-up window titled "Delete Template" with a close button (X) in the top right corner. Inside the window, it says "Enter Deletion Comment below" followed by a text input field. The input field contains the text "Deletion Comment \*" and "comments for deletion". Below the input field is a red button labeled "Delete". Below the pop-up window is a green success message box with a checkmark icon, stating "Success" and "Delete Publication Template successfully".

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## Carrier Contact

Use the following procedure to maintain your carrier contact information in REN:

1. Select **Publications > Carrier Contact**. The Publications – Contact screen is displayed.

**Exhibit 68. Publications – Contact Information**

**Publications - Contact Information**

Contact Information defined here will be used as to prefill the contact section of publication cover sheets.

If your company has more than one contact person, you might consider specifying generic contact information. (For example: Specifying only the company address).

**SCAC:** WE

**Contact:** Wheeling and Lake Erie Railway  
100 East First Street  
Brewster, OH 44613

Save

2. Update your carrier contact information as needed. Select **Save** to save the changes.

---

## Publish Rates

Use the following procedure to publish the rates for a price authority while either searching, creating or editing a publication.

1. After searching for your publication (see [Search Price Authorities](#) for details), select the checkbox next to the **Reference Number** that you want to publish.
2. Select **Publish**. The Publications – Edit screen is displayed. The content of this screen varies depending on the type of publication.



Exhibit 69. Publications – Edit Non-Signatory Contract Example

← Back

Publications - Edit Non-Signatory Contract

Price Authority Reference Number: 200615

Publication Effective Date  
4/6/2025

✓ Non-Signatory Contract

Price Details

Divisions

Contract/Amendment Legal Text

Publication Label

CONFIDENTIAL TRANSPORTATION

NON-SIGNATORY CONTRACT  
WE 200615

THIS NON-SIGNATORY TRANSPORTATION CONTRACT is between

Carrier parties to the contract  
BNSF RAILWAY COMPANY, having an address of 3100 LOU MENK DR, FORT WORTH, TX, 76131, NORFOLK SOUTHERN RAILWAY COMPANY (NORFOLK SOUTHERN), having an address of THREE COMMERCIAL PL, NORFOLK, VA, 23510-2191, WHEELING

(hereinafter referred to as "Carrier(s)"), and

Patron parties to the contract  
CONCORD MONITOR, having an address of ONE MONITOR DR, CONCORD, NH, 03302

(hereinafter referred to as "Customer").

1. TERM AND EFFECTIVE DATE: This contract

Regulated traffic allowed pursuant to  
is made pursuant to 49 USC 10709 and

shall become effective upon acceptance by Customer either by

written notice of by tender of traffic under the terms of this contract and shall remain in effect until and including 12-31-9999.

2. APPLICATION DATE: The contract provisions shall be applied to all shipments tendered hereunder on or after 04-07-2025.

Legal text preceding contacts

3. TRANSPORTATION: Carrier, acting solely as a contract carrier, agrees to transport Commodity from Origin to Destination in accordance with the Transportation Particulars specified in "Price Exhibit" of this contract.

4. PAYMENT OF FREIGHT CHARGES & EXTENSION OF CREDIT: Payment of all rates and charges that may accrue and become due from Customer to WE in connection with this Contract shall be made within the timeframes set forth in, and subject to the finance charges, late charges, and other provisions of Item 75 of Publication WE 8001 except as may otherwise be set forth in a credit agreement between the parties. Information regarding the establishment of credit with WE and arrangements for electronic payment of rates and charges is available among those same provisions. If Customer fails to pay all rates and charges as required by this paragraph, WE may, without limitation, cancel or suspend its performance under, or terminate this Contract. Customer may not set off or withhold any payment due under this Contract in any dispute with any Carrier.

5. BILL OF LADING AND OTHER RULES: All shipments moving under this contract shall be tendered on a Uniform Straight Bill of Lading and shall allow or cause to be shown on each bill the applicable Contract Number. Except as modified in this contract, all classifications, tariffs, governments, AAR and railroad rules, regulations and provisions, including but not limited to credit, demurrage, loading, Uniform Straight Bill of Lading provisions and its contract terms, etc., will continue to apply as if the contract did not exist, except that no terminal, diversion, reconsignment or transit privileges will be permitted. Carrier weighing service is not included in the provisions of this contract and no weighing charges shall be absorbed by the Carrier on shipments made hereinafter.

6. GOVERNED: Except as otherwise provided herein, by Uniform Freight Classification, UFC 6000-series, National Railroad Freight Committee, Agent, supplements thereto or successive issues thereof, by the Official Open and Prepay Station List, CPSL 6000-series, Station List Publishing Company, Agent, supplements thereto or successive issues thereof, WE 7001-series and WE 8001-series.

7. RENEGOTIATION AND/OR TERMINATION: (a) If any term or condition of this Agreement is changed by order of any regulatory authority with jurisdiction in the matter, the changed term shall be substituted in lieu of the terms set forth herein, provided such changes are mutually agreeable to the parties hereto at any time. If the terms of this Agreement will have adverse effect on either party due to unforeseeable causes beyond that party's control, the affected party may request in writing that the terms of this Agreement be renegotiated. If after renegotiation in good faith, the parties are unable to agree upon new terms within one (1) month of the written request for renegotiation, this Agreement shall automatically terminate.

(b) Termination for any reason shall not release either party from any obligation which may have accrued before termination and shall not preclude either party from exercising any remedies it may have at law or in equity.

8. FORCE MAJEURE: In the event that any party is unable to perform as stated in this contract due to or as a result of one or more of the following causes: act of God, including but not limited to floods, storms, earthquakes, hurricanes, tornadoes, or other severe weather or climatic conditions, acts of public enemy, war, blockade, insurrection, riot, vandalism, or sabotage; fire, accident, wreck, derailment, washout, explosion, strike, lockout or labor dispute; embargoes or AAR service orders; or government laws, orders or regulations, this contract shall be suspended with regard to the effected origin and/or destination only insofar as said origins and/or destinations are affected by the described disability and only for the duration of such disability. The party experiencing the disability will send written notice to the other party(ies), stating the contract number and the location and nature of such disability. This notice shall be sent within ten (10) days of the end of such disability.

9. DEFAULT: If either party to this Agreement fails to correct any default hereunder within thirty (30) days after written notice to do so the other party to this Agreement may terminate this Agreement forthwith.

10. ABANDONMENT: No provision of this Agreement shall preclude Carrier from filing an abandonment application with the Surface Transportation Board and abandoning service to any point or points including such points as may be involved in this Agreement, in accordance with decision issued by the Surface Transportation Board pursuant to such applications. The obligation to provide service under this Agreement on such line(s) shall cease on and after the date said line(s) is abandoned, sold, or otherwise disposed of. Carrier shall endeavor to notify Customer prior to filing, when application is made for regulatory approval to abandon a line that Customer has shipped on in the last twelve (12) months. Customer shall retain all rights to protest any such abandonment by Customer.

11. CONFIDENTIALITY: The provisions of this Agreement are confidential. No party shall disclose said provisions to any third party unless required by law or legal process, or as agreed to in writing by the parties. Nothing contained herein, however, shall prevent any party from disclosing said provisions to its employees, divisions, affiliates, subsidiaries, or to third party auditors hired by such party.

12. ASSIGNMENT: Neither Customer nor Carrier shall assign or transfer this Agreement or any interest arising hereunder without prior written consent of the other party, which permission shall not be unreasonably withheld. Subject to the provisions of this section, this Agreement shall inure to the benefit of and be binding upon the successors and assigns of the parties.

13. NOTICES: Any notice given under this Agreement shall be effective, if sent by mail, the date of placing same in the United States mail, and if by personal delivery, the date of such delivered to the party entitled to receive the same by hand or by U.S. Certified Mail, Return Receipt Requested, except those otherwise provided in this Agreement, addressed as follows, which addresses may change from time to time.

14. FUEL SURCHARGE: In addition to the rates in the publication, a fuel surcharge shall also apply. The amount of the fuel adjustment shall be calculated in accordance with methodology described in Tariff WE 40561-series, GENERAL RULES FUEL COST RECOVERY SURCHARGE. Publication is available on web site [www.wv.com](#).

Legal text following contacts

Carrier Contact  
BNSF RAILWAY COMPANY, having an address of 3100 LOU MENK DR, FORT WORTH, TX, 76131

Patron Contact  
CONCORD MONITOR, having an address of ONE MONITOR DR, CONCORD, NH, 03302

Carrier Contact  
NORFOLK SOUTHERN RAILWAY COMPANY (NORFOLK SOUTHERN), having an address of THREE COMMERCIAL PL, NORFOLK, VA, 23510-2191

Carrier Contact  
WHEELING & LAKE ERIE RAILWAY COMPANY, having an address of 100 EAST FIRST STREET, BREWSTER, OH, 44613

Save As Draft

Delete Draft

Preview and Publish

3. Review and edit the price authority as needed.

4. When any editing is done, select **Preview and Publish** to preview the price authority.

REN User Guide

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Revised April 2025

**Exhibit 70. Preview and Publish Publication**

**Preview** ✕

✓ Non-Signatory Contract Price Details Divisions

Contract/Amendment Legal Text

Publication Label

**CONFIDENTIAL TRANSPORTATION**

**NON-SIGNATORY CONTRACT  
WE 200615**

THIS NON-SIGNATORY TRANSPORTATION CONTRACT is between

Carrier parties to the contract  
BNSF RAILWAY COMPANY, having an address of 3100 LOU MENK DR, FORT WORTH, TX, 76131, NORFOLK SOUTHERN RAILWAY COMPANY (NORFOLK SOUTHERN), having an address of THRI

(hereinafter referred to as "Carriers(s)"), and

To the contract

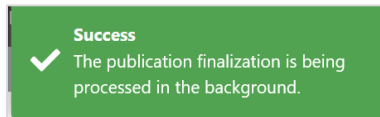
Carrier Contact  
WHEELING & LAKE ERIE RAILWAY COMPANY, having an address of 100 EAST FIRST STREET, BREWSTER, OH, 44613

Legal text following contacts

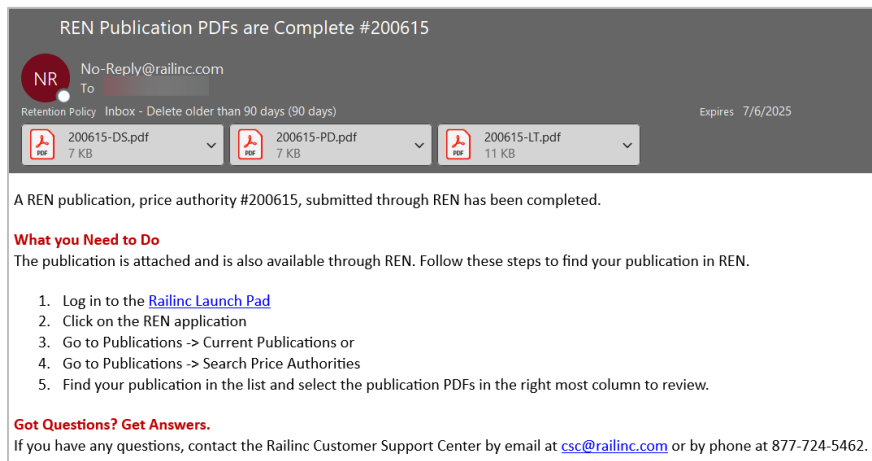
*\*By clicking on Publish, this publication will be finalized. After price authority has been published, changes to any rates for this price authority may require a new publication to be created.*

**Publish**

5. Select **Publish**. A success message is displayed.



6. The publication is processed in the background, allowing you to perform other functions in the system and return later to view the completed publication or refresh your screen to see the publication listed in the Search Results with Published status.
7. Once processing is complete, you'll receive an email with the publication PDFs attached.

**Exhibit 71. Publication Complete Email**

## Excel Spreadsheet Field Descriptions

The following table describes each column header in the spreadsheet and defines the Field Name, EDI 460 Equivalent, and Description. The same description can also be found in the spreadsheet file by rolling over the column headers marked with a red triangle. Use to assist with filling in or editing the spreadsheet.

**NOTE:** Any field values that start with zero must begin with a single quote before the number to prevent undesired conversion by Excel. For example, a CIF number of 0040934760000 must be keyed in as '0040934760000 in order to avoid conversion.

Field	Field Name	EDI 460 Equivalent	Description
<b>Price Authority</b>			
A	Qualifier	PI01	<b>Required.</b> System default is "TS" for Tariff and will be populated as such if left empty in the spreadsheet. Other options are "CT" for Contract, "PR-C" for Non-signatory Contract or "PR-Q" for Quote.
B	Publishing SCAC	PI05	<b>Required.</b> 1-4 numeric characters. This is the Publisher (the Price Authority owner). Enter a valid Standard Carrier Alpha Code.
C	Reference ID	PI02	<b>Required.</b> This is the Price Authority Number. 1-10 numeric characters and may contain a decimal (which counts as a character). The number of positions to the right of the decimal must not exceed four.
D	Contract Suffix	PI07	<b>Optional.</b> 1-2 alphanumeric characters. This is the Price Authority Suffix used to identify a type of contract.
E	Tariff Item Number	PI08	<b>Optional.</b> 1-10 alphanumeric characters. This is the Price Authority Item Number and, if used, must be a numeric value and may contain a decimal. The number of positions to the right of the decimal must not exceed four.
F	Contract Suffix	PI11	<b>Conditional.</b> If used, PI08 is required. 1-2 alphanumeric characters. This is the Price Authority Item Number Suffix, used to identify a type of contract.
<b>Effective Date</b>			
G	Effective Date	DK07	<b>Required.</b> This is the date the docket will become effective. It can be a future date. Date expressed as YYYY-MM-DD. The system default is the current date and will be populated as such if left empty in the spreadsheet.
H	Expiration Date	DK08	<b>Required.</b> This is the date the docket will expire. Date expressed as YYYY-MM-DD (system default is 9999-12-31 and will be populated as such if left empty in the spreadsheet). If there is no expiration date, leave blank - the system default will be applied.
<b>PNDR</b>			
I	Standard Carrier Alpha Code	DK01	<b>Required.</b> This is the mark of the carrier to which the rate belongs.
J	Docket Control Number	DK02	<b>Required.</b> 1-7 alphanumeric characters. A number which, when combined with the SCAC and the Docket Identification, make a unique ID.
K	Docket Identification	DK03	<b>System generated.</b> Do not edit this field. The system assigns a sequence number.
L	Revision Number	DK04	<b>System generated.</b> Do not edit this field. This indicates the chronological sequence of docket revisions. When uploaded, REN will automatically assign the next revision number.

Field	Field Name	EDI 460 Equivalent	Description
<b>Commodities</b>			
M	Commodity Logical Connector	PR01	<b>Required.</b> System default is “P” and will be populated as such if left empty in the spreadsheet. Value must be “P” for Plus or “M” for Minus. “P” indicates rate application requires satisfaction of the restriction stated on at least one of those segments, so indicated. A Minus takes precedence over a Plus.
N	Commodity Code (From)	PR03	<b>Conditional.</b> If present, this must be a 7-digit number. If present and PR04 is not present, this must be a valid STCC to indicate a particular commodity.
O	Commodity Code (To)	PR04	<b>Optional.</b> If present, this indicates a commodity range (used in conjunction with PR03) and must be a 7-digit number. If present, then one valid 7-digit STCC must exist within the range specified in PR03 and PR04.
P-S	Commodity Group	PR06 - PR09	<b>Not editable in spreadsheet.</b> All group-related values must be entered in the REN Web application.
<b>Shipment Conditions</b>			
T	Shipment Condition Logical Connector	CD01	<b>Required.</b> This is a three position field. “PI” (Plus Independent) is the system default and will be populated as such if left empty in the spreadsheet. Position one is Plus or Minus (“P” or “M”). Position two is the Relationship (“I” for Independent, “A” for And, “O” for Or). Position three is the grouping number and can be any single alphanumeric character. If position two is “I”, then position three is optional; otherwise, all three positions must be sent, and none can be blank. If CD08 is used, then position one must be “P”, position two “I” and position three blank.
U	Condition Code	CD02	<b>Conditional.</b> 4 alphanumeric characters. This field is required unless CD08 (group reference) is present. Refer to the <a href="#">Directory of Shipment Conditions</a> to reference condition codes. Condition codes identify the type of restriction or provision applicable to a rate.
V	Condition Value	CD03	<b>Optional.</b> 1-10 alphanumeric characters. When combined with CD02, a specific rate restriction or provision is represented. This is the Condition VALUE Field. Refer to the <a href="#">Directory of Shipment Conditions</a> for valid field values.
W	Condition Value (From)	CD04	<b>Optional.</b> 1-10 alphanumeric characters. This is the Condition VALUE FROM Field. Refer to the <a href="#">Directory of Shipment Conditions</a> for valid field values.
X	Condition Value (To)	CD05	<b>Optional.</b> 1-10 alphanumeric characters. This is the Condition VALUE TO Field. Refer to the <a href="#">Directory of Shipment Conditions</a> for valid field values.
Y	Column Number	CD06	<b>Optional.</b> If the value in this field is zero or empty, the shipment condition (SC) or SC group applies to all columns. If a value is entered, it must match the column number in RD01, to which it relates and applies only to the rate in that column.
Z-AC	Shipment Condition Groups	CD08-11	<b>Not editable in spreadsheet.</b> All group-related values must be entered in the REN Web application.
<b>Patron</b>			
AD	Patron Logical Connector	PT01	<b>Required.</b> This is a three position field. Position one is Plus or Minus (“P” or “M”). Position two is the Relationship (“I” for Independent, “A” for And, “O” for Or). Position three is the group number and can be any single alphanumeric character. If position two is “I”, then position three is optional; otherwise, all three positions must be sent and none can be blank. If PT07 is used, then position one must be “P”, position two “I” and position three blank.

Field	Field Name	EDI 460 Equivalent	Description
AE	Entity ID Code	PT02	<b>Conditional.</b> Required unless PT07 (Patron Group) is present. Refer to Appendix B of the <a href="#">Rate EDI Network Guidelines</a> for full Patron Code definitions. AD - Party to be advised AP - Account of (Origin Party) AQ - Account of (Destination Party) BN - Beneficial Owner C1 - In Care Of Party no. 1 C9 - Contract Party CN - Consignee PF - Party to Receive Freight Bill SF - Ship From SH - Shipper UC - Ultimate Consignee
AF	Patron Name	PT03	<b>System Generated.</b> Do not edit this field. Patron Name will be populated upon upload any time the PT05 (CIF Number) is given.
AG	CIF Number	PT05	<b>Conditional.</b> Required when CIF is mandatory (unless PT07 Patron Group is present). This field should contain the full 13 character CIF format, including leading zeros. This format is defined as either 9 character alphanumeric (CIF ID) or 9 digit numeric (DUNS number) plus the 4 digit sub-location number. When conveying a primary location, the sub-location will be zeros.
AH-AK	Patron Group	PT07-PT10	<b>Not editable in spreadsheet.</b> All group-related values must be entered in the REN Web application.
AL	Customer Hierarchy	PT11	<b>Conditional.</b> Required when CIF is entered in PT05. 2 numeric characters - "67" to indicate Single Customer or "84" to indicate Family. "84" is the suggested value - it indicates the CIF used, including all its subsidiaries as defined in the CIF record. Refer to section 7.1.2.14 in the Rate EDI Network Guidelines.
<b>Docket Level (SB) Loop</b>			
AM	Docket Level Pair ID (SB Loop)	SB01	<b>Required.</b> 1-2 numeric characters. Valid values are 1-50. Assign a value for each of your Origin/Destination pairs. See SB and SC Loops section for examples.
<b>Geography (General Level)</b>			
AN	Geography Qualifier Code	GY01	<b>Required.</b> Enter "F" (From) to indicate a rail origin. Enter "T" (To) to indicate a rail destination. It is recommended to identify origins in this GY and identify the destinations the docket sub level GY.
AO	Location Qualifier	GY03	<b>Conditional.</b> Required unless GY09 (Geography Group) is present. Use one of the two-character codes provided in the <a href="#">Rate EDI Network Guidelines</a> to identify the type of location. For example, use "AC" for City and State.
AP	State or Province Code	GY04	<b>Conditional.</b> Required with use of certain Location Qualifiers (GY03) to identify a specific location. Refer to the GY03 notes in the <a href="#">Rate EDI Network Guidelines</a> .
AQ	Location Identifier	GY05	<b>Conditional.</b> Required with use of certain Location Qualifiers (GY03) to identify a specific location. Refer to the GY03 notes in the <a href="#">Rate EDI Network Guidelines</a> .
AR	Location Identifier	GY06	<b>Conditional.</b> Required with use of certain Location Qualifiers (GY03) to identify a specific location. Refer to the GY03 notes in the <a href="#">Rate EDI Network Guidelines</a> .
AS-AW	Geography Group	GY07-GY12	<b>Not editable in spreadsheet.</b> All group-related values must be entered in the REN Web application.

Field	Field Name	EDI 460 Equivalent	Description
AX	Switching District Indicator	GY15	<b>Required.</b> Enter “Y” for Yes, meaning the location named in GY04-GY07 includes switching districts. Enter “N” for No, meaning exact location is used for origin or destination.
<b>Docket Sub Level (SC Loop)</b>			
AY	Docket Sub Level (SC Loop)	SC01	<b>Required.</b> 1-2 numeric characters. Valid values are 1-50. Identifies the second hierarchical level of a docket which can contain a subset of rates. This provides a link back to the parent Pair ID.
<b>Geography (Sub Level)</b>			
AZ-BJ	Sub Level Geography	GY01-GY15	<b>Required.</b> Enter destinations to define the geographic region which a rate docket applies within the SC Loop. Refer to the GY notes specific to SC Loop in the <a href="#">Rate EDI Network Guidelines</a> .
<b>O-D Specific Shipment Conditions (Sub Level)</b>			
BK-BT	O-D Specific Shipment Condition	CD01-CD11	<b>Optional.</b> To specify condition restrictions or provisions applicable to the rate docket within the SC Loop. Refer to the CD notes specific to SC Loop in the <a href="#">Rate EDI Network Guidelines</a> .
<b>Rate Qualifiers (Sub Level)</b>			
BU	Rate/Value Qualifier	RAB01	<b>Optional.</b> When used at this level, it qualifies the rates at this sub-level and over-rides qualifiers stated at the general level. This field qualifies the Rate Data (RD segment) and Division (R2B/R2C segments), based on the “column number” in RAB02.  Refer to list of valid two-digit codes in the RAB section of the <a href="#">Rate EDI Network Guidelines</a> .
BV	Assigned Number	RAB02	<b>Conditional.</b> To specify the price for this column, it must match the value in the Column Number (RD01).
BW	Alternation Precedence Code	RAB03	<b>Optional.</b> Governs alternation within one publication when more than one price exists. System default is “L” and will be populated as such if left empty in the spreadsheet.  “L” - (system default) the price will be applied only in the absence of price application by any other price with this element indicating “N” or “S”.  “N” - the price will be applied to the exclusion of all other prices.  “S” - the price will be applied to the exclusion of all other prices except those indicated as “N”.  Refer to the “Alternation of Prices” section of the Rate EDI Network Guidelines for more detailed information.
BX	Weight Qualifier	RAB04	<b>Conditional.</b> If RAB05 is 01, 02, 03, 04, 05, 06, 08, 09 or 11, then RAB04 is required. This field describes the minimum weight type, e.g., “LB” is pounds, “KG” is kilograms. Field requirements depend on values specified in the Minimum Weight field (RAB05). For specific value definitions and dependencies, refer to the RAB04 section of the <a href="#">Rate EDI Network Guidelines</a> .
BY	Minimum Qualifier Code	RAB05	<b>Optional.</b> 1-2 alphanumeric characters. Refer to Appendix G, Section 4 of the <a href="#">Rate EDI Network Guidelines</a> for minimum/weight logic and loading restrictions.
BZ	Loading Restriction (Minimum)	RAB06	<b>Optional.</b> Refer to Appendix G, Section IV of the <a href="#">Rate EDI Network Guidelines</a> for minimum/weight logic and loading restrictions.
CA	Loading Restriction (Maximum)	RAB07	<b>Optional.</b> Refer to Appendix G, Section IV of the <a href="#">Rate EDI Network Guidelines</a> for minimum/weight logic and loading restrictions.
<b>Divisions</b>			

Field	Field Name	EDI 460 Equivalent	Description
CB	Column Number	RD01	<b>Required.</b> Valid values are 1-25. Number assigned for differentiation within a transaction set. Other elements linked by this number are CD06 (Shipment Condition Column Number), R2C04 (Division Column Number), and RAB02 (Rate Column Number).
CC	Division Type	RD02	<b>Required.</b> Refer to list of valid one-character codes in the RD section of the <a href="#">Rate EDI Network Guidelines</a> . This code indicates the method by which the rates are applied to a shipment.
CD	Freight Rate	RD03	<b>Required.</b> This is the freight amount that can be divided in the R2B (Junctions and Proportions) and R2C (Divisions) segments.
CE	Currency Code	RD05	<b>Required.</b> System default is “USD” and will be populated as such if left empty in the spreadsheet. This field indicates the code for the country in whose currency the charges are specified.
CF	Route	R9	<b>Optional.</b> 1-13 alphanumeric characters. Define routes for interline rates. Local rates don’t require a route.
CG	Standard Carrier Alpha Code (SCAC)	R2B01	<b>Required.</b> 2-4 alpha characters. The value in this field establishes the divisions in which to apply the Factor Amount (R2C03).
CH	Rule 260 Junction Code	R2B02	<b>Optional.</b> Code indicating railroad interchange locations. This field should not be used when conveying the last carrier in the route.
CI	Division Type Code	R2C01	<p><b>Required.</b> Code indicating the method by which divisions are applied.</p> <p>B - Balance  E - Zero (no charge)  F - Division Formula Factor  H - Maximum  M - Minimum  P - Percent  R - Rate or Division</p> <p>Refer to list of valid one-character codes in the R2C section of the <a href="#">Rate EDI Network Guidelines</a> for full detail.</p>
CJ	Rate/Value Qualifier	R2C02	<p><b>Conditional.</b> If R2C01 is “B”, “E”, or “P”, this field is not allowed. Otherwise it is required.</p> <p>This code qualifies how to extend charges or interpret value. For example, “PC” is for Per Car. Refer to the full list of valid two-character codes in the R2C section of the <a href="#">Rate EDI Network Guidelines</a>.</p>
CK	Factor Amount	R2C03	<b>Optional.</b> Portion of the freight rate to be apportioned to carrier identified in the R2B01 (SCAC).

**For SB and SC loop examples, refer to the REN Front Matter section 7.1.2.16 on Docket Levels, Sub-levels, and Geography.**