



# Locomotive Repair Billing (LRB) User Guide



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## Learning about Locomotive Repair Billing

The Locomotive Repair Billing (LRB) system is a web-based application that provides a centralized system for users to price, report, approve, invoice, and distribute repairs on locomotives.

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## Overview

LRB is the central and official industry source for pricing repairs—ensuring consistent pricing by averaging repair costs among customers using an online survey process. LRB enables automated locomotive repair approval requests, and allows Class I railroads to electronically price, validate, and request approvals for locomotive repairs.

LRB users can:

- Process billing repairs (BRs) for locomotives: (see [Billing Repairs](#))
  - Create BRs
  - Add/Remove Line Repairs
  - Price BRs (using the standard Locomotive Price Master and pricing logic)
  - Submit BRs for approval
  - Approve/Reject BRs
  - Invoice BRs (includes printable Invoices)
- View BRs by status (see [Billing Repair Status Report](#))
- Adjust pending invoices (see [Invoices](#))
- View invoice summaries (see [Invoice Summary](#))
- Participate in Pricing surveys (authorized users only) (see [Survey](#))
- Access the Price Master (authorized users only)

Select **Documentation > Help**, to view the Locomotive Repair Billing User Guide.

See [LRB Quarterly Notifications and Deadlines](#) for details about LRB notifications and deadlines.

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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 LRB application by using Railinc Single Sign On (SSO), which can be accessed from the Railinc portal at <http://www.railinc.com>. The SSO log in is located at the top right of the page.

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## Register to Use Railinc SSO

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

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

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## Requesting LRB Access

After you receive authorization to use Railinc SSO, you must request access to LRB by following the instructions in the [Railinc Single Sign-On/Launch Pad User Guide](#). [Exhibit 1](#) shows a complete list of LRB roles as seen in SSO.

### ***Exhibit 1. LRB Request Permission***

The screenshot shows a web form titled "Locomotive Repair Billing" with a subtitle: "The Locomotive Repair Billing (LRB) system provides a centralized system to price, report, approve, invoice and distribute repairs on locomotives." The form is divided into three steps: "1 Select Roles", "2 Confirm", and "3 Done". Under "1 Select Roles", there are four roles listed, each with a checkbox and a description:

- ☐ LRB - BRC Company Admin ( MARK required )  
Authorized to manage billing repair data of a company
- ☐ LRB - BRC Permissions Company Admin ( MARK required )  
Authorized to manage permission requests of a company
- ☐ LRB Billing Repair User ( MARK required )  
Allows the creation of Billing Repair data in order to submit invoices and repair records.
- ☐ LRB Survey Participant ( MARK required )  
Participates in survey process to enter quotes that will be used in US/CA/MX price masters.

Below the roles is a "Comments..." field with a text area and a character count "0/255". At the bottom right, there are two buttons: "Return" (red) and "Next" (gray).

For general user access, select **LRB Billing Repair User** and/or **LRB Survey Participant**. You can only request one permission at a time, so you must complete the process twice for general user access. Select **Next** to continue.

Once you receive e-mail notification of access to LRB, you can log on and begin using LRB.

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**Note:** Access to certain functions within LRB are handled by the LRB administrator, who has the ability to specify local LRB user access rights (and menu items).

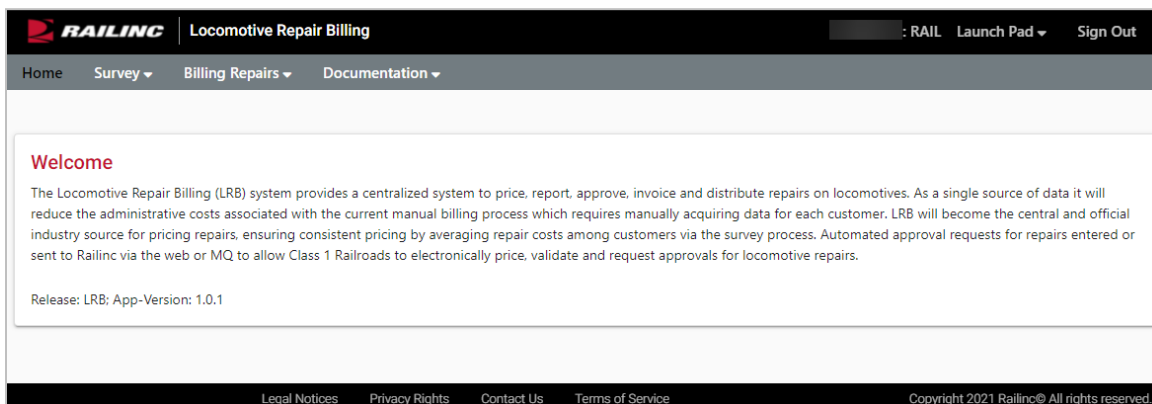
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## Logging In

To log into LRB:

1. Open the browser.
2. Open the Railinc portal at <http://www.railinc.com>.
3. Log in to SSO (at upper right). The SSO Launch Pad is displayed (not shown).
4. Select **Locomotive Repair Billing**. The Locomotive Repair Billing Welcome page is displayed ([Exhibit 2](#)).

**Exhibit 2. LRB Welcome Page**



Continue by selecting an LRB application menu item (see [Exhibit 3](#)).

**Exhibit 3. LRB Application Menu Functions**

<a href="#">Survey</a>	Opens the Survey menu ( <a href="#">Exhibit 45</a> ).
<a href="#">Billing Repairs</a>	Opens the Billing Repairs menu ( <a href="#">Exhibit 4</a> )
<b>Documentation</b>	Opens the <i>LRB User Guide</i> (this document) in a new browser window.

**Note:** Menu content varies based on role-based permissions granted. The Survey menu is not shown unless authorized via SSO (see [Exhibit 1](#)).

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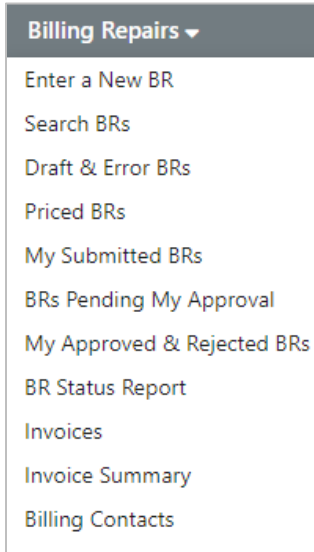
## Logging Off

To exit from LRB, select **Sign Out** in the navigation links at the upper right of the page. The Railinc SSO Login page is displayed.

## Billing Repairs

When you select **Billing Repairs** on an LRB page, the Billing Repairs menu is displayed ([Exhibit 4](#)).

**Exhibit 4. Billing Repairs Menu**



[Exhibit 5](#) describes the tasks available on the Billing Repairs menu.

**Exhibit 5. Billing Repairs Menu Items and Descriptions**

Menu Item	Description
<a href="#">Enter a New BR</a>	Create a new billing repair.
<a href="#">Search BRs</a>	Search for existing billing repairs.
<a href="#">Draft &amp; Error BRs</a>	View or continue work on draft and errored billing repairs.
<a href="#">Priced BRs</a>	View, modify and submit priced billing repairs.
<a href="#">My Submitted BRs</a>	View your submitted billing repairs.
<a href="#">BRs Pending My Approval</a>	View billing repairs pending your approval.
<a href="#">My Approved &amp; Rejected BRs</a>	View your approved and rejected billing repairs.
<a href="#">BR Status Report</a>	View billing repairs through a status report.
<a href="#">Invoices</a>	View, edit, and mark invoices.
<a href="#">Invoice Summary</a>	View invoice summaries and print or display invoices.
<a href="#">Billing Contacts</a>	View billing contact information.

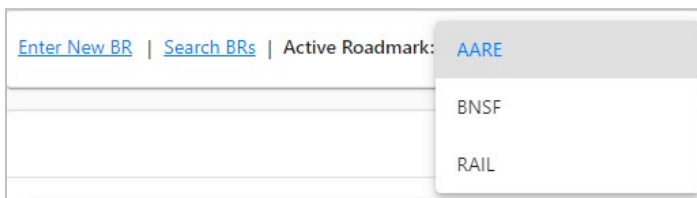


## Enter a New Billing Repair

If the billing repair is for an Inspection, the entering user must have permission to update Inspections in Umler to ensure the entered BR data is transmitted successfully to Umler. See your company SSO Administrator to obtain this authorization.

Some users act as agents for several roads. The Active Roadmark drop-down (see [Exhibit 6](#)) is used to show which road the user ID is representing. This drop-down is modified in the administrative SSO function (see [Requesting LRB Access](#)).

**Exhibit 6. Active Roadmark/User**

The image shows a web interface with a navigation bar containing links for 'Enter New BR', 'Search BRs', and 'Active Roadmark:'. The 'Active Roadmark:' label is followed by a dropdown menu. The dropdown menu is currently open, showing three options: 'AARE' (highlighted in grey), 'BNSF', and 'RAIL'. Below the navigation bar, there is a table with several empty rows, suggesting a list of billing repairs.

Whenever locomotive repairs occur, an authorized user can create a billing repair to begin tracking. A BR is entered and saved in two stages:

[Initial BR Entry](#)—General information about the locomotive and facility.

[Adding Repair Lines](#)—Specific repairs performed on the locomotive.

## Initial BR Entry

1. Log onto LRB as described in [Logging In](#). The LRB Home page is displayed ([Exhibit 2](#)).
2. Select **Billing Repairs > Enter a New BR**. The Billing Repair - Main page is displayed ([Exhibit 7](#)).

### Exhibit 7. Billing Repair - Main

[Enter New BR](#) | [Search BRs](#) | Active Roadmark: RAIL

#### Billing Repair - Main

Locomotive Initial \*

Locomotive Number \*

Billed Company \*

Repaired SPLC \*

Detail Source \*  
SH - Shop Billing

Date Repaired \*

Currency \*  
US - US Dollar

Repair Facility Type  
Select

Repair Facility Arrival Date

Document Reference Number

Status  
Draft

Specify the following for Manually Priced Job Codes

Contract Labor Rate

Use AAR Time Standard: ☒ Yes ☐ No

Total records: 0
Clear Filters

<input type="checkbox"/>	Prepared Job Code	Removed Job Code	Location	Why Made Code	Quantity	Net Charge	Status	Manual / Machine Priced	Umler Sent Date	Attachment	Existing Attachments
No Repair Line (s) found.											


Save BR & Add Repair Lines
Save

### 3. Enter the following fields:

- Locomotive Initial (road mark [2–4 characters])
- Locomotive number (equipment number, 1–6 digits)
- Billed Company (SCAC). This is who will be invoiced for the service.
- Repaired SPLC (Standard Point Location Code, if known) or;
  - Select the lookup icon (🔍) to choose the appropriate Repaired SPLC where the locomotive repairs are performed. The SPLC Look Up page opens in a new window ([Exhibit 8](#)).

**Exhibit 8. SPLC Look Up**

Select	SPLC	Location	State/Province
<input type="radio"/>	404534000	ROCKY MOUNT	NC

- Choose or enter location criteria and select **Search**.
  - Select the radio button beside the appropriate choice and select **Select**. The window closes and the selected SPLC is displayed in the Repaired SPLC field.
4. Select the Detail Source—Valid values are:  
**SH** = Shop Billing (default)  
**MA** = Material Supplied (Rule 85)
  5. Use the calendar icon () to select the date of the repair.
  6. Select the Currency Type. Valid values are:  
**US** = US dollars  
**CA** = Canadian dollars  
**MX** = Mexican pesos
  7. Optionally, select the Repair Facility Type. Valid values are:  
**LO** = Locomotive Facility  
**LR** = Line of Road  
**CS** = Contract Shop
  8. (Optional) Select the Repair Facility Arrival Date.
  9. (Optional) Enter a Document Reference Number (road-specific, if used).
  10. (Optional) Enter a Contract Labor Rate. Labor Rate consists of direct labor, indirect labor, fringe benefits and non-labor overhead costs associated with equipment repair. Refer to AAR Office Manual Rule 111.5 for more information.

11. (Optional) Select **No** for Use AAR Time Standards (default is to use the AAR standard for repair jobs).
12. Select **Save**. A draft of the BR is saved ([Exhibit 9](#)).

### Exhibit 9. Billing Repair - Main (after initial save)

[Enter New BR](#) | [Search BRs](#) | Active Roadmark: RAIL

---

#### Billing Repair - Main

Locomotive Initial \*  
RAIL

Locomotive Number \*  
107

Billed Company \*  
RAIL

Repaired SPLC \*  
404534000

Detail Source \*  
SH - Shop Billing

Date Repaired \*  
11-05-2021

Currency \*  
US - US Dollar

Repair Facility Type  
Select

Repair Facility Arrival Date  
11-02-2021

Document Reference Number

Status  
Draft

Specify the following for Manually Priced Job Codes

Contract Labor Rate

Use AAR Time Standard: ☒ Yes ☐ No

Total records: 0
Clear Filters

<input type="checkbox"/>	Applied Job Code	Removed Job Code	Location	Why Made Code	Quantity	Net Charge	Status	Manual / Machine Priced	Umler Sent Date	Attachment	Existing Attachments
No Repair Line (s) found.											

Save BR &amp; Add Repair Lines
Save

13. Continue the BR entry by selecting **Save BR &Add Repair Lines**. See [Adding Repair Lines](#).

## Adding Repair Lines

Repair lines can be added to a new BR being created (after an initial Save), or to an existing BR located using a search or viewing drafts. See [Search Billing Repairs](#).

1. With a BR displayed on the Billing Repair - Main page (similar to [Exhibit 9](#)), select **Save BR & Add Repair Lines**. The BR Job Couplet page is displayed ([Exhibit 10](#)).

**Exhibit 10. BR Job Couplet**

Enter New BR | Search BRs | Active Roadmark: BNSF

**BR Job Couplet**

Locomotive:	RAIL 000000341	Total Charge:	0.00	Billing Party:	BNSF
Repaired SPLC:	404534000	Location:	ROCKY MT, NC	Status:	Draft
Date Repaired:	06-05-2021	Invoice Number:	Not Invoiced	Invoice Date:	Not Invoiced

☐ Manually Priced ☐ Wrong Repair

Applied Job Code \*  Q Removed Job Code \*  Q

Cancel Continue

2. Enter a known Job Code or select the lookup icon (🔍) to choose the appropriate Applied Job Code. The Select Job Code popup opens ([Exhibit 11](#)).

**Exhibit 11. Select Job Code**

No. of records: 1

	Job Code/Part	Description
<input type="radio"/>	1095	Federal Inspection Only

3. Scroll to the applicable job code and select its radio button. The popup closes and the selected code is placed in the field.

**Note:** If a new repair item, the code is applied to both the Applied Job Code and Removed Job Code fields. If an obsolete part is being replaced with a new item, the Applied and Removed job codes will usually be different.

4. If the job is to be manually priced, check Manually Priced. Otherwise, leave unchecked to use railroad standard material and labor rate prices.
5. As appropriate, check Wrong Repair if an improper or nonpermissible repair was reported through an invalid applied/removed Job Code couplet.
6. Select **Continue**. The BR Job Couplet Detail page is displayed.

*For Automatically priced BRs*, continue with [Automatically Priced BR Details](#).

For Manually priced BRs continue with [Manually Priced BR Details](#).

## Automatically Priced BR Details

**Exhibit 12. BR Job Couplet Detail (auto-pricing)**

Enter New BR | Search BRs | Active Roadmark: RAIL

**BR Job Couplet Details**

Locomotive:	RAIL 0000000107	Total Charge:	0.00	Billing Party:	RAIL
Repaired SPLC:	404534000	Location:	ROCKY MT, NC	Status:	Draft
Date Repaired:	11-05-2021	Invoice Number:	Not Invoiced	Invoice Date:	Not Invoiced

Responsibility Code \*  
1 - Owner Responsibility

Condition Code: 7 - Periodic or service attention

Applied Job Code Description: Federal Inspection Only

Applied Job Code: 1095

Removed Job Code: 1095

Applied Qualifier \*  
L1

Removed Qualifier \*  
L1

Applied Serial Number

Removed Serial Number

Quantity \*  
1

Why Made Code \*  
23 - Due FRA

Narrative  
Federal Inspection Only

Cancel Add Next Save

1. Complete the Applied Qualifier Code field or select the lookup icon (🔍) to choose the appropriate code ([Exhibit 13](#)).

**Exhibit 13. Applied Qualifier**

No. of records: 1


Qualifier	Description
L1	RR standard material

2. Complete the Removed Qualifier Code field, or select the lookup icon (🔍) to choose the appropriate code ([Exhibit 13](#)).
3. Optionally, complete the Applied and Removed Serial Number fields.
4. Complete the Quantity field. No other input is required.
5. Choose one of the following actions:
  - a. Select **Save** to save the detail and return to the Billing Repair - Main page ([Exhibit 14](#)).

- b. Choose **Add Next**, which saves the first repair line and displays the BR Job Couplet page ([Exhibit 10](#)) where another repair can be entered.

**Exhibit 14. Billing Repair - Main (with single line item)**

[Enter New BR](#) | [Search BRs](#) | Active Roadmark: RAIL

 BR successfully saved.

### Billing Repair - Main

Locomotive Initial *	Locomotive Number *	Billed Company *
RAIL	0000000107	RAIL
Repaired SPLC *	Detail Source *	Date Repaired *
404534000	SH - Shop Billing	11-05-2021
Currency *	Repair Facility Type	Repair Facility Arrival Date
US - US Dollar		11-02-2021
Document Reference Number	Status	
	Priced	

Specify the following for Manually Priced Job Codes
 

Contract Labor Rate  
 0.00

 Use AAR Time Standard: ☒ Yes ☐ No

Total records: 1 [Clear Filters](#)

<input type="checkbox"/>	Applied Job Code	Removed Job Code	Location	Why Made Code	Quantity	Net Charge	Status	Manual / Machine Priced	Umler Sent Date	Attachment	Existing Attachments
<input type="checkbox"/>	1095	1095		23	1	2109.32	Priced	Machine		<a href="#">Attachments</a>	

10 50 100 250 500 1000

[Delete Repair Lines](#)
[Save BR & Add Repair Lines](#)
[Copy as New](#)
[Save](#)

Optionally, add an attachment to provide additional details. See [Adding Attachments](#) for more information.

**Note:** Job Codes 0001, 0002, and 9008 *require* an attachment in order to save a repair line item.

Choose from the following actions:

- **Delete Repair Lines**—Deletes a selected (checked) repair line item.
- **Save BR & Add Repair Lines**—Opens the BR Job Couplet page ([Exhibit 10](#)).
- **Save**—Saves the BR as displayed.
- **Copy as New**—Clones the current BR for use with another locomotive. See [Copy as New](#).

## Manually Priced BR Details

**Exhibit 15. BR Job Couplet Detail (manual pricing)**

Enter New BR | Search BRs | Active Roadmark: RAIL

---

**BR Job Couplet Details**

Locomotive:	RAIL 0000000107	Total Charge:	2109.32	Billing Party:	RAIL
Repaired SPLC:	404534000	Location:	ROCKY MT, NC	Status:	Priced
Date Repaired:	11-05-2021	Invoice Number:	Not Invoiced	Invoice Date:	Not Invoiced

Responsibility Code \*  
Select

Condition Code \*  
Select

Applied Job Code Description: Windshield EMD  
Applied Job Code: 3002  
Removed Job Code: 3002

Applied Qualifier \*  
Removed Qualifier \*

Applied Serial Number  
Removed Serial Number

Locomotive Location \*  
Select

Quantity \*  
Why Made Code \*  
Select

Narrative  
Windshield EMD

**Pricing Information**

Material Price *	Labor Price *	Total Price
0.00	0.00	0.00

Cancel Add Next Save

1. Complete the following fields:

- Responsibility Code.** Select value from the drop-down.
- Condition Code** (a numerical code used on Billing Repair Cards to indicate grade of material applied or repairs performed). See AAR Rule 83. Select from drop-down.
- Applied Qualifier.** Enter a known Applied Qualifier or select the lookup icon (🔍) to choose the appropriate Applied Qualifier. The Qualifier window opens ([Exhibit 13](#)).
  - Select the appropriate Qualifier and select **X** to close the window. The qualifier is added to the field.
- Removed Qualifier.** Enter a known Removed Qualifier or select the lookup icon (🔍) to choose the appropriate Removed Qualifier. The Qualifier window opens (similar to [Exhibit 13](#)).



- e. Locomotive Location. Valid values are:

**Exhibit 16. Locomotive Location**

Select		
1 - Position 1		
2 - Position 2		
3 - Position 3		
4 - Position 4		
5 - Position 5		
8 - Position 8		
9 - Position 9		
12 - Position 12		
13 - Position 13		
14 - Position 14		
17 - Position 17		
18 - Position 18		
19 - Position 19		
20 - Position 20		
B - Back		
C - Center		
F - Front		
L - Left		
L1 - Left Position 1		
L10 - Left Position 10		
L2 - Left Position 2		
L3 - Left Position 3		
	...	
		L4 - Left Position 4
		L5 - Left Position 5
		L6 - Left Position 6
		L7 - Left Position 7
		L8 - Left Position 8
		L9 - Left Position 9
		LF - Left Fixed
		LS - Left Sliding
		R - Right
		R1 - Right Position 1
		R10 - Right Position 10
		R2 - Right Position 2
		R3 - Right Position 3
		R4 - Right Position 4
		R5 - Right Position 5
		R8 - Right Position 8
		R9 - Right Position 9
		RF - Right Fixed
		RS - Right Sliding

- f. **Quantity.** Enter the appropriate number.
- g. **Why Made Code.** Use the drop-down to select the appropriate code used to designate the reason repairs were made or services performed.
- h. (optional) Adjust **Narrative** (populated from applied qualifier choice).
- i. **Material Price.** Total cost in US dollars.
- j. **Labor Price.** Total cost in US dollars.

---

**Note:** When tabbing out of Labor Price, the **Total Price** field is automatically calculated.

---

2. Choose one of the following actions:

**Save**—Saves the detail and returns to the Billing Repair - Main page ([Exhibit 14](#)).

**Add Next**—Saves the first repair line and displays the BR Job Couplet page ([Exhibit 10](#)) where another repair can be entered.

## Adding Attachments

When adding a repair line, you can select the **Attachments** button to add attachments that provide additional details about the repair. The Attachment Details page is displayed ([Exhibit 17](#)).

**Exhibit 17. Attachment Details**

Attachment Details

Upload attachment: \*  No file chosen

Total records: 0

Attachment Id	Document Name	Download	Created By	Created Date	Delete Attachment
No Attachments found.					

Select **Choose File** to locate the file you want to attach.

The file size of each attachment is limited to 6 MB, and you can add up to 25 attachments per repair line item. Accepted file types are: (.docx, .doc, .pdf, .png, .jpeg, .csv, .xlsx, .xls, .jpg, .gif, .pptx, and .ppt).

Next, select **Upload Attachment**.

### Exhibit 18. Attachment Details (Showing Uploaded Attachment)

The screenshot shows a web interface for managing attachments. At the top, a green notification bar states "Attachment successfully uploaded." Below this, the section is titled "Attachment Details". There is an "Upload attachment: \*" label next to a file selection box that says "Choose File" and "No file chosen". To the right of this box is an "Upload Attachment" button. Below the upload section is a table listing attachments. The table has columns for Attachment Id, Document Name, Download, Created By, Created Date, and Delete Attachment. One attachment is listed with Id 1695, Document Name Repair Pic.jpg, a Download button, Created By CARYTST, Created Date 2021-11-05, and a Delete button. To the right of the table, it says "Total records: 1" and "Clear Filters". Below the table is a pagination bar with options 10, 50, 100, 250, 500, and 1000. At the bottom right is a "Back" button.

Attachment Id	Document Name	Download	Created By	Created Date	Delete Attachment
1695	Repair Pic.jpg	<a href="#">Download</a>	CARYTST	2021-11-05	<a href="#">Delete</a>

Once the file is attached, you can do any of the following:

- Select **Choose File** to upload another attachment for the same repair line item.
- Select **Download** to download the attachment to your device.
- Select **Delete** to remove the attachment.
- Select **Back** to return to the Billing Repair - Main page ([Exhibit 14](#)).

---

**Note:** The billing party can view, add, or delete BR attachments in the Draft/Error, Priced, and Rejected statuses. Additionally, the billing and billed parties can view BR attachments in the submitted, approved, and invoiced statuses.

---

## Copy as New

This function uses an existing BR being viewed to create another BR similar to it, but for a different locomotive. This can be used to simplify complex maintenance BRs for a fleet of locomotives.

---

**Warning:** After selecting **Copy as New**, immediately modify the locomotive number and select **Save** to ensure modifications will NOT be written to the original BR.

---

Make adjustments (adding and deleting repair lines) for the copied BR as described in the previous sections.

---

## Search Billing Repairs

This function is used to locate BRs in the system using a variety of criteria.

1. Log onto LRB as described in [Logging In](#). The LRB Home page is displayed ([Exhibit 2](#)).

2. Select **Billing Repairs > Search BRs**. The Search BRs page is displayed ([Exhibit 19](#)).

**Exhibit 19. Search BRs**

Enter New BR | Search BRs | Active Roadmark: RAIL

**Search BRs**

Search Begin Month: Select | Search Begin Year: Select

Search End Month: Select | Search End Year: Select

Invoice Month: Select | Invoice Year: Select

Locomotive Initial: | Locomotive Number: | Billed Company:

Status: Select | ☒ Show My BRs | ☐ Show Foreign BRs

Search

3. Set the Search Criteria (at least one):
- Begin and End Month and Year fields as appropriate. Use drop-downs.
  - Invoice Month and Year as appropriate. Use drop-downs.
  - Enter the Locomotive Initial (2 to 4-character SCAC).
  - Enter the Locomotive Number (1–6 digits).
  - Enter the Billed Company (2 to 4-character SCAC).
  - Select Status. Valid values are:
    - Select (default)
    - Draft
    - Priced
    - Approved
    - Rejected
    - Error
    - Invoiced
    - Submitted

---

**Note:** If left set to “Select”, all statuses are included.

---

- g. Select radio button to view My BRs or Foreign BRs (defaults to My BRs).

---

**Note:** If Show Foreign BRs is selected, only submitted, approved, or rejected BRs can be shown. No actions are available for foreign BRs ([Exhibit 21](#)). Local user BRs allow actions ([Exhibit 20](#))

---

4. Select **Search** or press Enter. The page is redisplayed with search results meeting the criteria in a table at the bottom ([Exhibit 20](#)).

**Exhibit 20. Search BRs (with local search results)**

[Enter New BR](#) | [Search BRs](#) | Active Roadmark: RAIL

### Search BRs

Search Begin Month  
Select

Search Begin Year  
Select

Search End Month  
Select

Search End Year  
Select

Invoice Month  
Select

Invoice Year  
Select

Locomotive Initial

Locomotive Number

Billed Company

Status  
Select

☒ Show My BRs
 ☐ Show Foreign BRs

Search

### Search Results

Total records: 10 | [Export CSV](#) | [Clear Filters](#)

<input type="checkbox"/>	Locomotive ID	Billing Party	Billed Company	Date Repaired	SPLC	Material Charge	Labor Charge	Total Charge	Status	Owned By	Last Updated By
<input type="checkbox"/>	RAIL 0000001001	RAIL	RAIL	10-13-2021	178101000	168.74	48.50	217.24	Submitted		
<input type="checkbox"/>	RAIL 0000000864	RAIL	RAIL	11-03-2021	380000000	358.00	65.00	423.00	Submitted		
<input type="checkbox"/>	RAIL 0000000107	RAIL	RAIL	09-15-2021	404534000	0.00	2060.02	2060.02	Submitted		
<input type="checkbox"/>	RAIL 0000000030	RAIL	RAIL	08-10-2021	404534000	100.00	134.12	234.12	Rejected		
<input type="checkbox"/>	RAIL 0000000100	RAIL	RAIL	09-27-2021	404757000	0.00	2060.02	2060.02	Submitted		
<input type="checkbox"/>	RAIL 0000000002	RAIL	RAIL	07-02-2021	411657000	0.00	2060.02	2060.02	Rejected		
<input type="checkbox"/>	RAIL 0000000100	RAIL	RAIL	08-10-2021	569600000	0.00	215.00	215.00	Approved		
<input type="checkbox"/>	RAIL 0000000568	RAIL	RAIL	09-28-2021	685500000	1240.00	115.00	1355.00	Approved		
<input type="checkbox"/>	RAIL 0000000612	RAIL	RAIL	10-17-2021	693478000	100.00	45.00	145.00	Approved		
<input type="checkbox"/>	RAIL 0000000269	RAIL	RAIL	10-11-2021	809555000	0.00	150.00	150.00	Approved		

10 50 100 250 500 1000

Delete

To view the details of a listed BR, select its Locomotive ID link. The Billing Repair - Main page is displayed (similar to [Exhibit 14](#) or [Exhibit 23](#)) with details for the BR. Lists longer than 10 records (one page), have a navigation bar (see [Exhibit 22](#)).

If the BR has been invoiced, no actions other than deleting the BR can be done from the search results table. Other statuses open the page with editable fields (as shown in [Exhibit 14](#)) and you can modify repair line items and resubmit the BR for approval again.

To delete a BR on this page, check the BRs checkbox and select **Delete**.

To export results to a CSV file, check the checkbox(es) for the BRs that you want to export, and select **Export CSV**. Note that the export contains additional columns of data that are not displayed in the search results, including Material and Labor Charge by line item.

**Exhibit 21. Search BRs (with Foreign results)**

Enter New BR | Search BRs | Active Roadmark: RAIL

**Search BRs**

Search Begin Month: Select | Search Begin Year: Select

Search End Month: Select | Search End Year: Select

Invoice Month: Select | Invoice Year: Select

Locomotive Initial: | Locomotive Number: | Billed Company:

Status: Select | ☐ Show My BRs | ☒ Show Foreign BRs

Search

**Search Results**

Total records: 38 | Export CSV | Clear Filters

Locomotive ID	Billing Party	Billed Company	Date Repaired	SPIC	Material Charge	Labor Charge	Total Charge	Status	Owned By	Last Updated By
RAIL	RAIL	RAIL	10-13-2021	178101000	168.74	48.50	217.24	Submitted		
RAIL	RAIL	RAIL	10-26-2021	219202000	0.00	134.12	134.12	Invoiced		
RAIL	RAIL	RAIL	11-03-2021	219202000	500.00	0.00	500.00	Submitted		
RAIL	RAIL	RAIL	08-01-2009	291617000	6.00	7.00	13.00	Invoiced		
RAIL	RAIL	RAIL	02-01-2018	291617000	1896.21	232.94	2129.15	Invoiced		
RAIL	RAIL	RAIL	02-08-2018	291617000	1896.21	232.94	2129.15	Invoiced		
RAIL	RAIL	RAIL	04-19-2010	291617000	0.00	10.28	10.28	Approved		
RAIL	RAIL	RAIL	05-13-2009	291617000	1213.00	21.00	1234.00	Invoiced		
RAIL	RAIL	RAIL	02-01-2018	291617000	1896.21	232.94	2129.15	Invoiced		
RAIL	RAIL	RAIL	02-25-2018	291617000	1896.21	232.94	2129.15	Invoiced		

10 50 100 250 500 1000

No actions are available on this page. Select the Locomotive ID link to view the details of the BR ([Exhibit 23](#)). Lists longer than 10 records (one page), have a navigation bar (see [Exhibit 22](#)). You can set the number of records to view per page.

**Exhibit 22. Search Results Table Navigation**

**Search Results**

Total records: 38 | Export CSV | Clear Filters

Locomotive ID	Billing Party	Billed Company	Date Repaired	SPIC	Material Charge	Labor Charge	Total Charge	Status	Owned By	Last Updated By
RAIL	RAIL	RAIL	10-13-2021	178101000	168.74	48.50	217.24	Submitted		
RAIL	RAIL	RAIL	10-26-2021	219202000	0.00	134.12	134.12	Invoiced		
RAIL	RAIL	RAIL	11-03-2021	219202000	500.00	0.00	500.00	Submitted		
RAIL	RAIL	RAIL	08-01-2009	291617000	6.00	7.00	13.00	Invoiced		
RAIL	RAIL	RAIL	02-01-2018	291617000	1896.21	232.94	2129.15	Invoiced		
RAIL	RAIL	RAIL	02-08-2018	291617000	1896.21	232.94	2129.15	Invoiced		
RAIL	RAIL	RAIL	04-19-2010	291617000	0.00	10.28	10.28	Approved		
RAIL	RAIL	RAIL	05-13-2009	291617000	1213.00	21.00	1234.00	Invoiced		
RAIL	RAIL	RAIL	02-01-2018	291617000	1896.21	232.94	2129.15	Invoiced		
RAIL	RAIL	RAIL	02-25-2018	291617000	1896.21	232.94	2129.15	Invoiced		

10 50 100 250 500 1000

Go to the first page | Go to the previous page | Go to a specific page | Go to the next page | Go to the last page | Set the number of records to view per page | Total number of records | Export records to a CSV file | Clear any filters that may be set | Navigation bar

### Exhibit 23. Billing Repair - Main (detail from Foreign Search—no actions possible)

[Enter New BR](#) | [Search BRs](#) | Active Roadmark: RAIL

#### Billing Repair - Main

Locomotive:	RAIL 0000001001	Total Charge:	217.24	Billing Party:	RAIL
Repaired SPLC:	178101000	Location:	NEW YORK, NY	Status:	Submitted
Date Repaired:	10-13-2021	Invoice Number:	Not Invoiced	Invoice Date:	Not Invoiced

Locomotive Initial:	RAIL	Locomotive Number:	0000001001	Billed Company:	RAIL
Repaired SPLC:	178101000	Detail Source:	Shop Billing	Date Repaired:	10-13-2021
Currency:	US	Defect Card Party:		Defect Card Date:	
Repair Facility Type:		Repair Facility Arrival Date:			
Document Reference Number:					

Specify the following for Manually Priced Job Codes

Contract Labor Rate:	0.00
Use AAR Time Standard:	<input checked="" type="radio"/> Yes <input type="radio"/> No

Total records: 1 [Clear Filters](#)

Applied Job Code	Removed Job Code	Location	Why Made Code	Quantity	Net Charge	Status	Unler Sent Date	Attachment	Excloding Attachments
1095	1095	1	23	1	217.24	Priced		<a href="#">Attachments</a>	

10 50 100 250 500 1000

[Back](#)

Job Code links on Foreign BRs are for viewing only. Select **Back** to return to the Search BRs foreign results list.

## Draft & Error Billing Repairs

This function is used to display BRs in draft or error status in the system that need to be priced or edited prior to submitting for approval.

1. Log onto LRB as described in [Logging In](#). The LRB Home page is displayed ([Exhibit 2](#)).
2. Select **Billing Repairs > Draft & Error BRs**. The Draft & Error BRs page is displayed ([Exhibit 24](#)).

### Exhibit 24. Draft & Error BRs

Enter New BR | Search BRs | Active Roadmark: RAIL

**Draft & Error BRs**

Total records: 10 [Clear Filters](#)

<input type="checkbox"/>	Locomotive ID	Billing Party	Billed Company	Date Repaired	SPLC	Total Charge	Status	Owned By	Last Updated By
<input type="checkbox"/>	<a href="#">RAIL 000001134</a>	RAIL	RAIL	09-15-2021	404940000	0.00	Draft		
<input type="checkbox"/>	<a href="#">RAIL 000000101</a>	RAIL	RAIL	09-18-2021	860136000	0.00	Draft		
<input type="checkbox"/>	<a href="#">RAIL 000000689</a>	RAIL	RAIL	09-21-2021	080094000	0.00	Draft		
<input type="checkbox"/>	<a href="#">RAIL 0000101010</a>	RAIL	RAIL	09-27-2021	496440000	0.00	Draft		
<input type="checkbox"/>	<a href="#">RAIL 0000000101</a>	RAIL	RAIL	09-29-2021	411657000	0.00	Draft		
<input type="checkbox"/>	<a href="#">RAIL 000090210</a>	RAIL	RAIL	10-06-2021	142000000	0.00	Draft		
<input type="checkbox"/>	<a href="#">RAIL 000000822</a>	RAIL	RAIL	10-09-2021	663775000	0.00	Draft		
<input type="checkbox"/>	<a href="#">RAIL 0000101707</a>	RAIL	RAIL	10-20-2021	412750000	0.00	Draft		
<input type="checkbox"/>	<a href="#">RAIL 0000000189</a>	RAIL	RAIL	11-02-2021	411700000	0.00	Draft		
<input type="checkbox"/>	<a href="#">RAIL 000090298</a>	RAIL	RAIL	11-02-2021	417614000	0.00	Draft		

10 50 100 250 500 1000

Delete Price

3. (Optional) To review the repair lines for the BR, select the Locomotive ID link. The Billing Repair - Main page is displayed (similar to [Exhibit 14](#)).
  - a. Select the Job Code link to open the BR Job Couplet page ([Exhibit 10](#))
  - b. Select **Continue** to open the BR Job Couplet Detail page ([Exhibit 12](#)).
  - c. Review or modify any details and select **Save**.
4. If all repair lines are satisfactory, check the box beside the BR and select **Price**. A confirmation panel is displayed.

☒ Confirmation required.

Price the selected BR(s)?

No Yes

5. Select **Yes** to confirm the pricing. The BR is removed from the list and a success message is displayed.



## Priced Billing Repairs

The Priced Billing Repairs function is used to send priced BRs to the billed company/road for approval.

1. Log onto LRB as described in [Logging In](#). The LRB Home page is displayed ([Exhibit 2](#)).
2. Select **Billing Repairs > Priced BRs**. The Outstanding BRs page is displayed ([Exhibit 25](#)).

### Exhibit 25. Outstanding BRs - Priced

Enter New BR | Search BRs | Active Roadmark: RAIL

**Outstanding BRs - Priced**

Total records: 10 [Clear Filters](#)

<input type="checkbox"/>	Locomotive ID	Billing Party	Billed Company	Date Repaired	SPLC	Total Charge	Status	Owned By	Last Updated By
<input type="checkbox"/>	<a href="#">RAIL 0000103302</a>	RAIL	RAIL	09-02-2021	234000000	960.00	Priced		
<input type="checkbox"/>	<a href="#">RAIL 0000004424</a>	RAIL	RAIL	10-04-2021	064112000	812.98	Priced		
<input type="checkbox"/>	<a href="#">RAIL 0000020117</a>	RAIL	RAIL	10-09-2021	411657000	895.00	Priced		
<input type="checkbox"/>	<a href="#">RAIL 0000001001</a>	RAIL	RAIL	10-12-2021	404940000	191.45	Priced		
<input type="checkbox"/>	<a href="#">RAIL 0000001000</a>	RAIL	RAIL	10-14-2021	366647000	1823.41	Priced		
<input type="checkbox"/>	<a href="#">RAIL 0000090210</a>	RAIL	RAIL	10-17-2021	411675000	789.43	Priced		
<input type="checkbox"/>	<a href="#">RAIL 0000002005</a>	RAIL	RAIL	11-02-2021	461450000	1372.00	Priced		
<input type="checkbox"/>	<a href="#">RAIL 0000101707</a>	RAIL	RAIL	11-03-2021	411700000	915.00	Priced		
<input type="checkbox"/>	<a href="#">RAIL 0000090299</a>	RAIL	RAIL	11-03-2021	404757000	1397.36	Priced		
<input type="checkbox"/>	<a href="#">RAIL 0000090292</a>	RAIL	RAIL	11-06-2021	141360000	250.00	Priced		

10 50 100 250 500 1000

Delete Request for Approval

3. (Optional) To review the repair lines for the BR, select the Locomotive ID link. The Billing Repair - Main page is displayed (similar to [Exhibit 14](#)).
  - a. Select the Job Code links to open the BR Job Couplet page ([Exhibit 10](#))
  - b. Select **Continue** to open the BR Job Couplet Detail page ([Exhibit 12](#)).
  - c. Review or modify any details and select **Save**.
4. If all repairs lines are satisfactory, check the box beside the BR and select **Request for Approval**. A confirmation panel is displayed.

☒ Confirmation required.

Request approval for the selected BR(s)?

No Yes

5. Select **Yes** to confirm the request. The BR is removed from the list and a success message is displayed. Notification is sent to the billed company/road that approval has been requested. The billed company continues as described in [Billing Repairs Pending My Approval](#).

## My Submitted Billing Repairs

This function is used to display those BRs that have been submitted to billed companies for approval. This function can be used to modify a BR that had been prematurely submitted and additional repairs possibly executed, or to follow up on unapproved BRs.

1. Log onto LRB as described in [Logging In](#). The LRB Home page is displayed ([Exhibit 2](#)).
2. Select **Billing Repairs > My Submitted BRs**. The BRs Submitted for Approval page is displayed ([Exhibit 26](#)).

### Exhibit 26. BRs Submitted for Approval

[Enter New BR](#)
[Search BRs](#)

Active Roadmark: RAIL

BRs - Submitted for Approval

Total records: 4

Clear Filters

<input type="checkbox"/>	Locomotive ID	Billing Party	Billed Company	Date Repaired	SPLC	Total Charge	Status	Owned By	Last Updated By
<input type="checkbox"/>	<a href="#">RAIL 0000000107</a>	RAIL	RAIL	09-15-2021	404534000	2060.02	Submitted		
<input type="checkbox"/>	<a href="#">RAIL 0000000100</a>	RAIL	RAIL	09-27-2021	404757000	2060.02	Submitted		
<input type="checkbox"/>	<a href="#">RAIL 00000001001</a>	RAIL	RAIL	10-13-2021	178101000	217.24	Submitted		
<input type="checkbox"/>	<a href="#">RAIL 00000008064</a>	RAIL	RAIL	11-03-2021	380000000	423.00	Submitted		

10501002505001000

Delete

3. To review the repair lines for the BR, select the Locomotive ID link. The Billing Repair - Main page is displayed (similar to [Exhibit 14](#)).
  - a. To *add* repairs lines, select **Save & Add Repair Lines** as described in [Adding Repair Lines](#).
  - b. To *delete* repairs lines, check the box beside the appropriate Job Code and select **Delete Repair Lines**, confirm, and **Save**.
  - c. To clone the current BR for use with another locomotive select **Copy as New**. See [Copy as New](#).
  - d. To *change* Job Code information, select the Job Code links to open the BR Job Couplet page ([Exhibit 10](#))
    - Select **Continue** to open the BR Job Couplet Detail page ([Exhibit 12](#)).
    - Review or modify any details and select **Save**.
  - e. If changes have been made, the status is reset to Draft. The BR must be repriced and a new request for approval submitted.

## Billing Repairs Pending My Approval

This function is used to display a list of submitted BRs ready to be approved or rejected by the billable company.

1. The billable company (or its representative) logs onto LRB as described in [Logging In](#). The LRB Home page is displayed ([Exhibit 2](#)).
2. Select **Billing Repairs > BRs Pending My Approval**. The BRs Pending My Approval page is displayed ([Exhibit 27](#)).

**Exhibit 27. BRs - Pending My Approval**

[Enter New BR](#) | [Search BRs](#) | Active Roadmark: RAIL

---

**BRs - Pending My Approval**

Total records: 5 [Clear Filters](#)

<input type="checkbox"/>	Locomotive ID	Billing Party	Billed Company	Date Repaired	SPLC	Total Charge	Status	Owned By	Last Updated By
<input type="checkbox"/>	<a href="#">RAIL 000000107</a>	RAIL	RAIL	09-15-2021	404334000	2060.02	Submitted		
<input type="checkbox"/>	<a href="#">RAIL 000000100</a>	RAIL	RAIL	09-27-2021	404757000	2060.02	Submitted		
<input type="checkbox"/>	<a href="#">RAIL 0000001001</a>	RAIL	RAIL	10-13-2021	178101000	217.24	Submitted		
<input type="checkbox"/>	<a href="#">RAIL 0000008054</a>	RAIL	RAIL	11-03-2021	380000000	423.00	Submitted		
<input type="checkbox"/>	<a href="#">BNSF 000000101</a>	RAIL	RAIL	11-03-2021	219202000	500.00	Submitted		

10 50 100 250 500 1000

Comment:

[Exhibit 27](#) lists several BRs pending approval. The billed company can review the entire BR and job details by selecting the Locomotive ID link.

See the following sections for information about rejecting and approving BRs:

- [Rejecting a BR](#)
- [Approving a BR](#)

## Rejecting a BR

To reject a BR:

1. On the BRs - Pending My Approval page ([Exhibit 28](#)), check the box beside the BR to be rejected.

**Exhibit 28. BRs - Pending My Approval (with BR selected and Rejection Reason)**

Enter New BR | Search BRs | Active Roadmark: RAIL

**BRs - Pending My Approval**

Total records: 5 [Clear Filters](#)

<input type="checkbox"/>	Locomotive ID	Billing Party	Billed Company	Date Repaired	SPLC	Total Charge	Status	Owned By	Last Updated By
<input checked="" type="checkbox"/>	RAIL 0000000107	RAIL	RAIL	09-15-2021	404534000	2060.02	Submitted		
<input type="checkbox"/>	RAIL 0000000100	RAIL	RAIL	09-27-2021	404757000	2060.02	Submitted		
<input type="checkbox"/>	RAIL 00000001001	RAIL	RAIL	10-13-2021	178101000	217.24	Submitted		
<input type="checkbox"/>	RAIL 0000008064	RAIL	RAIL	11-03-2021	380000000	423.00	Submitted		
<input type="checkbox"/>	BNSF 0000000101	RAIL	RAIL	11-03-2021	219202000	500.00	Submitted		

10 50 100 250 500 1000

Comment: Not customary fee [Reject BR\(s\)](#) [Approve BR\(s\)](#)

2. Enter a mandatory reason for rejection in the Comment field.
3. Select **Reject BR(s)**. A confirmation panel is displayed.

☒ Confirmation required. [X](#)


Reject the selected BR(s)?

[No](#) [Yes](#)

4. Select **Yes**. A success message is displayed and the BRs - Pending My Approval page is redisplayed with the remaining unprocessed BR ([Exhibit 29](#)).

**Exhibit 29. BRs - Pending My Approval (Reject message—one unprocessed BR)**

Enter New BR | Search BRs | Active Roadmark: RAIL

 1 BR(s) have been rejected. [X](#)

**BRs - Pending My Approval**

Total records: 4 [Clear Filters](#)

<input type="checkbox"/>	Locomotive ID	Billing Party	Billed Company	Date Repaired	SPLC	Total Charge	Status	Owned By	Last Updated By
<input type="checkbox"/>	RAIL 0000000100	RAIL	RAIL	09-27-2021	404757000	2060.02	Submitted		
<input type="checkbox"/>	RAIL 00000001001	RAIL	RAIL	10-13-2021	178101000	217.24	Submitted		
<input type="checkbox"/>	RAIL 0000008064	RAIL	RAIL	11-03-2021	380000000	423.00	Submitted		
<input type="checkbox"/>	BNSF 0000000101	RAIL	RAIL	11-03-2021	219202000	500.00	Submitted		

10 50 100 250 500 1000

Comment: [Reject BR\(s\)](#) [Approve BR\(s\)](#)

When a rejected BR is viewed, the rejection reason is displayed ([Exhibit 30](#)).

### Exhibit 30. Billing Repair - Main (with Rejected BR)

[Enter New BR](#) | [Search BRs](#) | Active Roadmark: RAIL

---

**Billing Repair - Main**

Locomotive:	RAIL 0000000107	Total Charge:	2060.02	Billing Party:	RAIL
Repaired SPLC:	404534000	Location:	ROCKY MT, NC	Status:	Rejected
Date Repaired:	09-15-2021	Invoice Number:	Not Invoiced	Invoice Date:	Not Invoiced
Approve/Reject Date:	11-08-2021				
Approve/Reject Reason:	Not customary fee				

Locomotive Initial:	RAIL	Locomotive Number:	0000000107	Billed Company:	RAIL
Repaired SPLC:	404534000	Detail Source:	Shop Billing	Date Repaired:	09-15-2021
Currency:	US	Defect Card Party:		Defect Card Date:	
Repair Facility Type:	Contract Shop	Repair Facility Arrival Date:	09-01-2021		
Document Reference Number:		Approve/Reject Reason:	Not customary fee		

Specify the following for Manually Priced Job Codes

Contract Labor Rate: 0.00

Use AAR Time Standard: ☒ Yes ☐ No

Total records: 1 [Clear Filters](#)

Applied Job Code	Removed Job Code	Location	Why Made Code	Quantity	Net Charge	Status	Umler Sent Date	Attachment	Existing Attachments
1095	1095		23	1	2060.02	Priced		<a href="#">Attachments</a>	

10 50 100 250 500 1000

[Back](#)

An e-mail rejection notification is sent to the submitter.

## Approving a BR

To approve a BR:

1. On the BRs - Pending My Approval page ([Exhibit 28](#)), check the box beside the BR to be approved.
2. Select **Approve BR(s)**. A confirmation panel is displayed.

☒ Confirmation required.

Approve the selected BR(s)?

No Yes

3. Select **Yes**. A success message is displayed and the BRs - Pending My Approval page is redisplayed with the remaining unprocessed BR ([Exhibit 31](#)).

### **Exhibit 31. BRs - Pending My Approval (Approve message–No unprocessed BRs)**

The screenshot shows a web interface for 'BRs - Pending My Approval'. At the top, there's a navigation bar with links 'Enter New BR' and 'Search BRs', and a dropdown for 'Active Roadmark: RAIL'. Below this is a green success message: '1 BR(s) have been approved.' with a checkmark icon. The main section is titled 'BRs - Pending My Approval' and contains a table with 3 records. The table has columns: Locomotive ID, Billing Party, Billed Company, Date Repaired, SPLC, Total Charge, Status, Owned By, and Last Updated By. The records are for RAIL locomotives. At the bottom right, there are pagination controls (10, 50, 100, 250, 500, 1000) and buttons for 'Reject BR(s)' and 'Approve BR(s)'. A 'Comment:' field is also present.

<input type="checkbox"/>	Locomotive ID	Billing Party	Billed Company	Date Repaired	SPLC	Total Charge	Status	Owned By	Last Updated By
<input type="checkbox"/>	<a href="#">RAIL 0000001001</a>	RAIL	RAIL	10-13-2021	178101000	217.24	Submitted		
<input type="checkbox"/>	<a href="#">RAIL 0000006064</a>	RAIL	RAIL	11-03-2021	380000000	423.00	Submitted		
<input type="checkbox"/>	<a href="#">BNSF 0000000101</a>	RAIL	RAIL	11-03-2021	219202000	500.00	Submitted		

An e-mail approval notification is sent to the submitter.

## My Approved & Rejected Billing Repairs

This function is used to display a list of BRs in the approved or rejected statuses that are ready to be invoiced to the billable company.

1. Log onto LRB as described in [Logging In](#). The LRB Home page is displayed ([Exhibit 2](#)).
2. Select **Billing Repairs > My Approved & Rejected BRs**. The My Approved & Rejected BRs page is displayed ([Exhibit 32](#)).

**Exhibit 32. My Approved & Rejected BRs**

Enter New BR | Search BRs | Active Roadmark: RAIL

**My Approved & Rejected BRs**

Total records: 8 [Clear Filters](#)

<input type="checkbox"/>	Locomotive ID	Billing Party	Billed Company	Date Repaired	SPLC	Total Charge	Status	Owned By	Last Updated By
<input type="checkbox"/>	RAIL 0000000002	RAIL	RAIL	07-02-2021	411657000	2060.02	Rejected		
<input type="checkbox"/>	RAIL 0000000100	RAIL	RAIL	06-10-2021	566900000	215.00	Approved		
<input type="checkbox"/>	RAIL 0000000030	RAIL	RAIL	06-10-2021	404534000	234.12	Rejected		
<input type="checkbox"/>	RAIL 0000000107	RAIL	RAIL	09-15-2021	404534000	2060.02	Rejected		
<input type="checkbox"/>	RAIL 0000000100	RAIL	RAIL	09-27-2021	404757000	2060.02	Approved		
<input type="checkbox"/>	RAIL 0000009568	RAIL	RAIL	09-28-2021	685500000	1355.00	Approved		
<input type="checkbox"/>	RAIL 0000000069	RAIL	RAIL	10-11-2021	809055000	150.00	Approved		
<input type="checkbox"/>	RAIL 0000006612	RAIL	RAIL	10-17-2021	693478000	145.00	Approved		

10 50 100 250 500 1000

[Create Invoices](#)

3. Select the checkboxes beside the BRs to be invoiced and select **Create Invoices**. The BR - Create Invoice page is displayed ([Exhibit 33](#)).

**Exhibit 33. BR - Create Invoice**

**BR - Create Invoice**



As a reminder, please finalize and Submit all BRs to Data Exchange by the last day of each month to be included in the current month's Data Exchange process.

For Account Month Year: November 2021


Select	Invoice Number	Invoice Date	Payment Due Date	Billed Company	Detail Lines	Total Charge
<input checked="" type="checkbox"/>	Nov2021BS0017	11-02-2021	11-26-2021	RAIL	1	215.00

[Cancel](#) [Finalize](#) [Save Selected](#)

There is one line for each BR selected for invoicing. BRs being billed to the same company are combined into one invoice.

4. Set the Account Month and Year.
5. For each BR invoice line:
  - a. Enter the Invoice Number to be used.
  - b. Select the Invoice Date (use  icon).
  - c. Select the Payment Due Date (use  icon).
6. Check the box beside each BR invoice and select **Save Selected**. The BR - Create Invoice page is redisplayed with a success message ([Exhibit 34](#)).

### Exhibit 34. BR - Create Invoice (with Saved Invoice)

 1 Invoice(s) successfully saved.

**BR - Create Invoice**

As a reminder, please finalize and Submit all BRs to Data Exchange by the last day of each month to be included in the current months Data Exchange process.

For Account Month Year: November 2021

Select	Invoice Number	Invoice Date	Payment Due Date	Billed Company	Detail Lines	Total Charge
<input checked="" type="checkbox"/>	Nov2021BS0017	11-02-2021	11-26-2021	RAIL	1	215.00

Cancel Finalize Save Selected

#### Notes:

- The status of a saved invoiced BR is “Invoiced” when viewed from a Search BR. The status is “Pending” when viewed using the Invoices task (described in [Invoices](#)).
- The status of a Finalized and Marked invoice BR is “Invoiced” when viewed from a Search BR. The status is “Final” when viewed using the Invoices task (described in [Invoices](#)).

7. To obtain a printed or PDF invoice, see [Invoice Summary](#).

## Billing Repair Status Report

This function is used to view all BRs in the Approved or Rejected status for the logged-on road.

1. Log onto LRB as described in [Logging In](#). The LRB Home page is displayed ([Exhibit 2](#)).
2. Select **Billing Repairs > BR Status Reports**. The BR Status Report page is displayed ([Exhibit 35](#)).

### Exhibit 35. BR Status Report

[Enter New BR](#) | [Search BRs](#) | Active Roadmark: RAIL

**BR Status Report**

Search Begin Month  
Select

Search End Month  
Select

Search Begin Year  
Select

Search End Year  
Select

Report

3. Use the drop-downs to select the Begin and End month and the Begin and End year.



4. Select **Report**. The page is redisplayed with Approved or Rejected status BRs for the requested period ([Exhibit 36](#)).

**Exhibit 36. BR Status Report (for requested period)**

[Enter New BR](#) | [Search BRs](#) | Active Roadmark: RAIL ▼

**BR Status Report**

Search Begin Month  
Select ▼

Search Begin Year  
Select ▼

Search End Month  
Select ▼

Search End Year  
Select ▼

[Report](#)

**Report**

[Export CSV](#)

Period	Billed Company	Locomotive	Status	BR Lines	Total Labor	Total Material	Total Outstanding
03-2010	<a href="#">RAIL</a>	TEST 0000001234	Rejected	1	\$0.00	\$10.28	\$10.28
Total for Month			Rejected	1	\$0.00	\$10.28	\$10.28
Total for Month RAIL			All	1	\$0.00	\$10.28	\$10.28
Total for Month 03-2010				1	\$0.00	\$10.28	\$10.28
11-2021	<a href="#">RAIL</a>		Approved	1	\$0.00	\$14.55	\$14.55
Total for Month			Approved	1	\$0.00	\$14.55	\$14.55
11-2021	<a href="#">RAIL</a>	RAIL 0000000100	Rejected	1	\$0.00	\$134.12	\$134.12
Total for Month			Rejected	1	\$0.00	\$134.12	\$134.12
Total for Month RAIL			All	2	\$0.00	\$148.67	\$148.67
Total for Month 11-2021				2	\$0.00	\$148.67	\$148.67

This page is for viewing only. Selecting any Billed Company link opens the Search BR page with the billed company field populated. See [Search Billing Repairs](#).

To export results to a CSV file, select **Export CSV**.

## Invoices

This function is used to view and edit all invoiced BRs in the Pending, or Final status for the logged-on road.

1. Log onto LRB as described in [Logging In](#). The LRB Home page is displayed ([Exhibit 2](#)).
2. Select **Billing Repairs > Invoices**. The BR Invoice List page is displayed ([Exhibit 37](#)).

**Exhibit 37. BR - Invoice List**

Enter New BR | Search BRs | Active Roadmark: RAIL

**BR - Invoice List**

Total records: 14 [Clear Filters](#)

Invoice Number	Invoice Date	Billed Company	Status
<a href="#">0002</a>	2021-11-01	RAIL	Final
<a href="#">134214</a>	2018-08-01	RAIL	Final
<a href="#">fadd</a>	2019-09-18	RAIL	Final
<a href="#">fdfdfdsf</a>	2019-09-18	RAIL	Final
<a href="#">fdfdfdsf</a>	2019-09-18	RAIL	Final
<a href="#">Nov2021BS0017</a>	2021-11-02	RAIL	Final
<a href="#">test</a>	2019-09-18	RAIL	Final
<a href="#">test</a>	2019-09-18	RAIL	Final
<a href="#">test</a>	2019-09-18	RAIL	Final
<a href="#">test</a>	2019-09-18	RAIL	Final

10 50 100 250 500 1000

Invoiced statuses can include the following:

**Pending**—BR has been invoiced, but it is editable.

**Final**—BR has been invoiced and is not editable.

- To view the details of an invoice, select its Invoice number link. The BR - Edit Invoice page is displayed ([Exhibit 38](#)).

**Exhibit 38. BR - Edit Invoice**

**BR - Edit Invoice**

Invoice Number	Invoice Date	Payment Due Date	Billed Company	Detail Lines
<a href="#">0002</a>	11-01-2021	11-30-2021	RAIL	1

Back Save Finalize

- (Optional) Make needed changes to the Invoice Number, Invoice Date, and Payment Due Date.
- Select one of the following:
  - Save**—Saves changes to the Invoice fields and sets the Invoice Status to Pending.
  - Finalize**—Saves changes to the invoice fields and sets the Invoice Status to final. A success message is displayed.
  - Cancel**—Discards all changes and returns to the BR - Invoice list ([Exhibit 37](#)).

# Invoice Summary

This function is used to view invoice information for the logged-on road.

1. Log onto LRB as described in [Logging In](#). The LRB Home page is displayed ([Exhibit 2](#)).
2. Select **Billing Repairs > Invoice Summary**. The BR History - Invoicing by Month page is displayed ([Exhibit 39](#)).

## Exhibit 39. BR History - Invoicing by Month

Enter New BR | Search BRs | Active Roadmark: RAIL

**BR History - Invoicing by Month**

☒ Year to Date  
☐ From: Select Select To: Select Select

Search

3. Set criteria:
  - a. Select Year to Date (default) or
  - b. Specify From/To Month and Years fields from the drop-downs.
4. Select **Search**. The page is redisplayed with invoicing meeting the criteria in a sortable table ([Exhibit 40](#)).

## Exhibit 40. BR History - Invoicing by Month (with specified month results)

Enter New BR | Search BRs | Active Roadmark: RAIL

**BR History - Invoicing by Month**

☒ Year to Date  
☐ From: Select Select To: Select Select

Search

**Search Results**

Total records: 2 [Clear Filters](#)

Invoice Number	Invoice Status	Month	Year	Billed Company	Total Labor	Total Material	Total Invoiced
<a href="#">Nov2021BS0017</a>	Final	Nov	2021	RAIL	\$215.00	\$0.00	\$215.00
0002	Final	Nov	2021	RAIL	\$134.12	\$0.00	\$134.12

10 50 100 250 500 1000

5. To view the detail of an invoice, select its link. The BR - Invoice Detail page is displayed ([Exhibit 41](#)).

### Exhibit 41. BR - Invoice Detail

Enter New BR | Search BRs | Active Roadmark: RAIL

---

**BR - Invoice Detail**

Invoice Number:	Nov2021BS0017	Invoice Date:	11-02-2021	Billed Company:	RAIL
Currency:	US			Invoice Status:	Final
Billing Repairs:	215.00			Total Items:	1

Detail Source	Equipment Initial	Equipment Number	Date Repaired	Total Charge
SH	RAIL	0000000100	08-10-2021	215.00

Back Create PDF

Choose from the following tasks:

**Finalize**—(for draft status invoices only). Invoice status becomes *Final* and the **Create PDF** button is displayed.

**Create PDF**—Display the Invoice detail suitable for viewing and printing in a new window ([Exhibit 42](#)).

**Cancel**—Return to the search results page ([Exhibit 40](#)).

## Create PDF

While viewing the details of an invoice, select **Create PDF**. The invoice is displayed in a new window. The appearance may vary depending on how your PC is configured for displaying PDF files. Minimally, there are two pages—an invoice ([Exhibit 42](#)), followed by a itemization per locomotive ([Exhibit 43](#)).

**Exhibit 42. Invoice Detail (first page)**

Printed Invoices	
RAIL	
Bill Month - Nov 2021	Billed Road RAIL
INVOICE NUMBER - Nov2021BS0017	INVOICE DATE - 11-02-2021
Payment Date - 11-26-2021	
REMIT TO:	
Mayuree Chinnari	Mayuree Chinnari
QA	QA
RAILINC CORPORATION	RAILINC CORPORATION
7001 Weston Parkway	YOUR CHECK
Cary, NC 27513	
PHONE: 919.379.7536	
FAX:	
EMAIL: mayuree.chinnari@railinc.com	

Page 1 of 2

*Exhibit 43. Invoice Detail (secondary locomotive itemization page)*

**Printed Invoices**

**ASSOCIATION OF AMERICAN RAILROADS - BILLING REPAIR**  
**Railinc**

REF:  
 Bill Month - Nov 2021  
 LOCO. INITIAL - RAIL      LOCO. NUMBER - 0000000100      Billed Road RAIL  
 DATE OF REPAIR - 08-10-2021      REPAIRED AT - 566900000  
 INVOICE NUMBER -      INVOICE DATE - 11-02-2021      PAYMENT DUE DATE - 11-26-2021  
 Nov2021BS0017

LOC	QTY	COND CODE	JC APPLD	AQ	REPAIR DESCRIPTION	WHY MADE	JC REM	RQ	NET CHARGE
2	1	1	1095	L2	Federal Inspection Only	4	1095	L2	\$215.00

Actions that can be taken on these pages include:

- Saving the PDF invoice (select **File > Save**).
- Printing the PDF invoice (select **File > Print** or **Ctrl+P**)
- Close the window.

## Billing Contacts

This function is used to view billing contact information for the logged-on road. This information is obtained from FindUs.Rail.com. Refer to the [FindUs.Rail User Guide](#) for more information.

1. Log onto LRB as described in [Logging In](#). The LRB Home page is displayed ([Exhibit 2](#)).
2. Select **Billing Repairs > Billing Contacts**. The Billing Contacts page is displayed ([Exhibit 44](#)).

### Exhibit 44. Billing Contacts

[Enter New BR](#) | [Search BRs](#) | Active Roadmark: RAIL

---

#### Billing Contacts

**NOTE:** The contacts below reflect information in FindUs.Rail. This information is used by LRB for sending notifications and may be used as a mechanism for others to contact your company related to Locomotive Repair Billing. To update this information, you will need company admin access or you will need to contact your FindUs.Rail company admin. Click [here](#) to access FindUs.Rail.

Contact Information	Exception	Inquiry	Remit To
<a href="#">Company Name</a>	RAILINC CORPORATION	RAILINC CORPORATION	RAILINC CORPORATION
<a href="#">Name</a>			
<a href="#">Title</a>	QA	QA	QA
<a href="#">Phone</a>			
<a href="#">Fax</a>			
<a href="#">Email Address</a>			
<a href="#">Address Line 1</a>	7001 Weston Parkway	7001 Weston Parkway	7001 Weston Parkway
<a href="#">Address Line 2</a>			
<a href="#">Address Line 3</a>			
<a href="#">City</a>	Cary	Cary	Cary
<a href="#">State/Province</a>	NC	NC	NC
<a href="#">Country</a>	US	US	US

This page is for viewing only.

3. To exit, select another task from the application menu.

## Survey

When you select **Survey** on an LRB page, the Survey menu is displayed ([Exhibit 45](#)).

**Exhibit 45. Survey Menu**



[Exhibit 46](#) describes the tasks available on the Survey menu.

**Exhibit 46. Survey Menu Items and Descriptions**

Menu Item	Description
<a href="#">Current Survey</a>	Opens the read only Survey Setup Info page ( <a href="#">Exhibit 47</a> ).
<a href="#">Take Survey</a>	Opens the Take Survey page ( <a href="#">Exhibit 50</a> ).

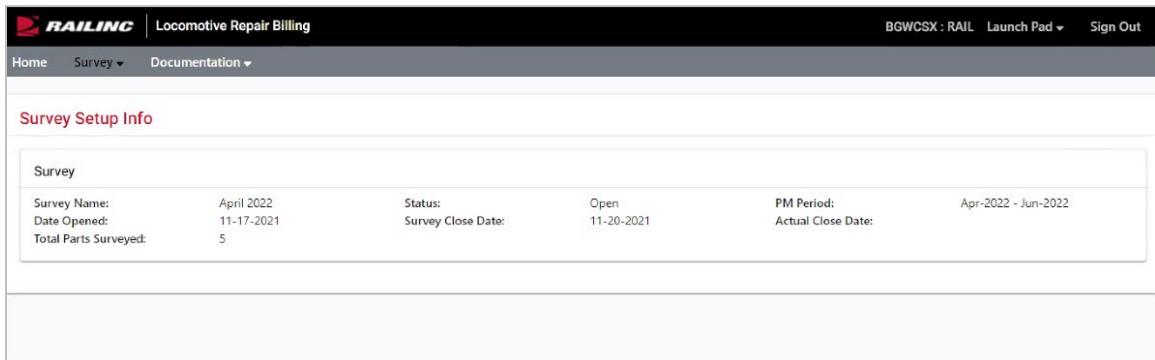
---

## Current Survey

This function is used to view the current survey being conducted.

1. Log onto LRB as described in [Logging In](#). The LRB Home page is displayed ([Exhibit 2](#)).
2. Select **Survey > Current Survey**. The Survey Setup Info page is displayed ([Exhibit 47](#)).

**Exhibit 47. Survey Setup Info (read only)**

A screenshot of a web application interface. At the top is a header bar with the 'RAILINC' logo, 'Locomotive Repair Billing', and user information 'BGWCSX : RAIL' with 'Launch Pad' and 'Sign Out' links. Below the header is a navigation bar with 'Home', 'Survey' (selected), and 'Documentation'. The main content area is titled 'Survey Setup Info' in red. It contains a table with survey details.

Survey					
Survey Name:	April 2022	Status:	Open	PM Period:	Apr-2022 - Jun-2022
Date Opened:	11-17-2021	Survey Close Date:	11-20-2021	Actual Close Date:	
Total Parts Surveyed:	5				

This page is for viewing only. In this example, the LRB Administrator is seeking billing information on 5 parts. The survey was opened on 11-17-2021 and must be completed by 11-20-2021 (no Actual Close Date is entered). The PM Period (Price Master applicability period) is for the second quarter of 2021. This is the period for which the new quote would apply.

To exit, select another menu item.



## Take Survey

This function is used by an authorized survey participant to provide quotes for parts in the current survey.

---

**Note:** The survey is generally for the next Price Master period (usually a quarter), as specified in the survey. Participants must estimate costing for that period in the quotes.

---

For each survey, LRB Administrators authorize survey participants from a list of “eligible users” (users granted survey participation role from SSO LRB request). A user might be selected for one survey, but not another. When the LRB Administrator invites a user to be a survey participant, the system generates an e-mail to the selected participants ([Exhibit 48](#)).

---

**Note:** It is recommended that ALL quotes requested be provided. This ensures the railroad’s anticipated rates will be included in the development of the blended Price Master to be used for all roads.

---

## From an E-Mail Link

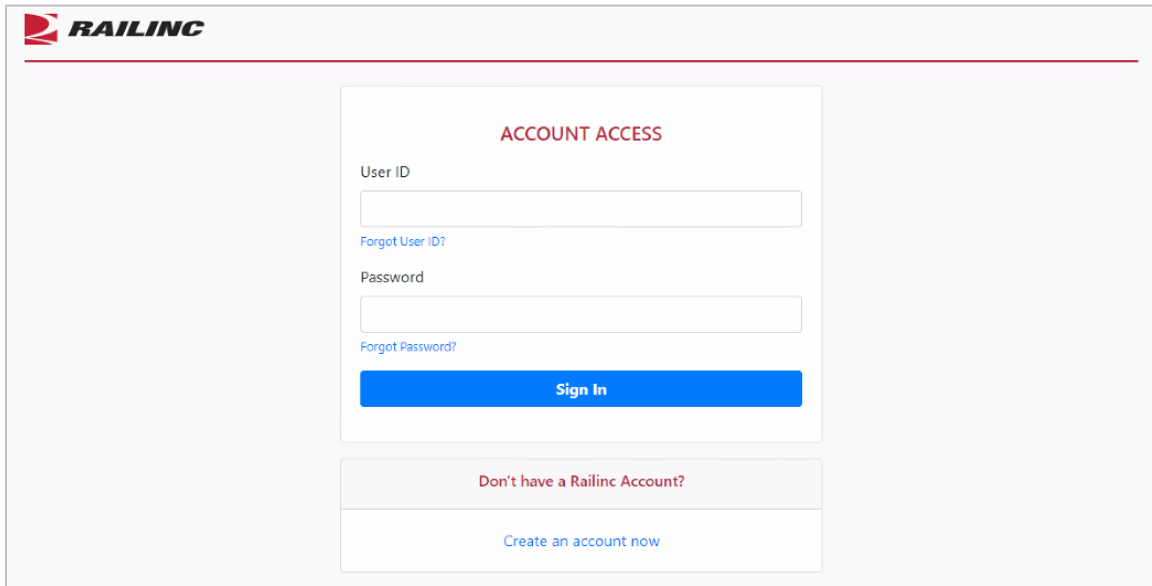
### *Exhibit 48. E-Mail Invitation to Survey Participant*



The LRB administrator can also send reminders to survey participants.

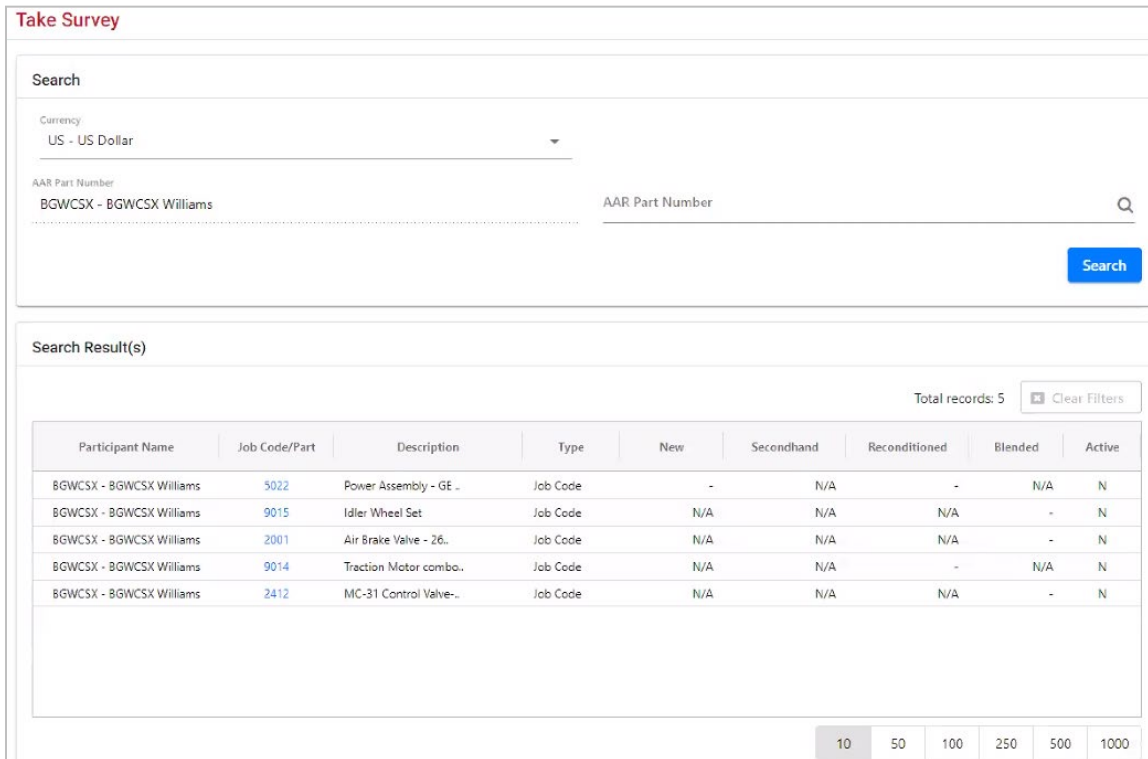
To access the LRB survey from an invitation or reminder e-mail:

1. Select the URL link for the survey. The Railinc Account Access page is displayed ([Exhibit 49](#)).

**Exhibit 49. Railinc Account Access (from E-Mail link)**


The screenshot shows the Railinc Account Access login page. At the top left is the Railinc logo. The main heading is "ACCOUNT ACCESS". Below this, there are two input fields: "User ID" and "Password". Each field has a "Forgot" link below it: "Forgot User ID?" and "Forgot Password?". A blue "Sign In" button is positioned below the password field. At the bottom, there is a link "Create an account now" and a heading "Don't have a Railinc Account?".

2. Enter your user ID and password, and then select **Sign In**. The Take Survey page is displayed ([Exhibit 50](#)).

**Exhibit 50. Take Survey**


The screenshot shows the "Take Survey" page. At the top, there is a "Search" section with a "Currency" dropdown set to "US - US Dollar". Below this, there are two search fields: "AAR Part Number" and "AAR Part Number", both containing the text "BGWCSX - BGWCSX Williams". A blue "Search" button is on the right. Below the search section, there is a "Search Result(s)" section. It shows "Total records: 5" and a "Clear Filters" button. A table displays the search results with columns: Participant Name, Job Code/Part, Description, Type, New, Secondhand, Reconditioned, Blended, and Active. The table contains five rows of data. At the bottom right, there are pagination controls with buttons for 10, 50, 100, 250, 500, and 1000 records.

Participant Name	Job Code/Part	Description	Type	New	Secondhand	Reconditioned	Blended	Active
BGWCSX - BGWCSX Williams	5022	Power Assembly - GE	Job Code	-	N/A	-	N/A	N
BGWCSX - BGWCSX Williams	9015	Idler Wheel Set	Job Code	N/A	N/A	N/A	-	N
BGWCSX - BGWCSX Williams	2001	Air Brake Valve - 26.	Job Code	N/A	N/A	N/A	-	N
BGWCSX - BGWCSX Williams	9014	Traction Motor combo.	Job Code	N/A	N/A	-	N/A	N
BGWCSX - BGWCSX Williams	2412	MC-31 Control Valve-	Job Code	N/A	N/A	N/A	-	N

The survey records are in a table format with links to the Job Codes that are to be price quoted for the survey. By default, ten records are shown in the table. Other table navigation links and controls are shown in [Exhibit 22](#).

3. Navigate to the first Job Code to price and select the link. The Quote Detail - Job Code Part page is displayed ([Exhibit 51](#)).

**Note:** If you are asked to provide a price quote for a particular Job Code/Part, you can enter the part number in the AAR Part number field and select **Search** to limit the table to that part number only.

**Exhibit 51. Quote Detail - Job Code/Part (New/Secondhand/Reconditioned Quotes expected)**

Quote Detail - Job Code/Part					
Survey					
Survey Name:	April 2022	Status:	Open	PM Period:	Apr-2022 - Jun-2022
Date Opened:	11-17-2021	Survey Close Date:	11-20-2021	Actual Close Date:	
Total Parts Surveyed:	5				
Survey Participant: BGWCSX Williams      Currency: US - US Dollar					
Rail Road: CSX CORP					
AAR Job Code: 5022 - Power Assembly - GE Complete					
Job Code		Description			
Unit of Measurement: Each					
Instruction: Quote on all material required to complete this repair					
		New		Reconditioned	
Last Price:		0.00		0.00	
Last Final Quote Price:		\$18,940.79		\$10,616.57	
		New		Reconditioned	
Current Quote:	\$		\$		
		New		Reconditioned	
Reason if > 10%:					
<div> <span>Back</span> <span>Next</span> <span>Save and Next</span> <span>Save and Close</span> <span>Save</span> </div>					

The Quote Detail pages vary. Some identify AAR Parts and others identify AAR Job Codes.

Some pages expect multiple quotes based on part qualifiers (New, Secondhand, or Reconditioned) as shown in [Exhibit 51](#). Other pages expect a single blended quote ([Exhibit 52](#)). Qualified parts (e.g., single part qualifier requested for quote) do not allow blending ([Exhibit 53](#)).

**Exhibit 52. Quote Detail - Job Code/Part (Single Blended Quote expected)**

Quote Detail - Job Code/Part			
Survey			
Survey Name:	April 2022	Status:	Open
Date Opened:	11-17-2021	Survey Close Date:	11-20-2021
Total Parts Surveyed:	5	PM Period:	Apr-2022 - Jun-2022
Actual Close Date:			
Survey Participant: BGWCSX Williams			
Rail Road:	CSX CORP	Currency:	US - US Dollar
AAR Job Code: 2412 - MC-31 Control Valve- Fastbrake WFB			
Job Code		Description	
Unit of Measurement: Each			
Instruction: Quote on ALL material required to complete this repair.			
Blended			
Last Price:	0.00		
Last Final Quote Price:	\$477.39		
Blended			
Current Quote:	\$ <input type="text"/>		
Blended			
Reason if > 10%:	<input type="text"/>		
Back Previous Save and Close Save			

**Exhibit 53. Quote Detail - Job Code/Part (Standard Unblended Quote expected)**

Quote Detail - Job Code/Part					
Survey					
Survey Name:	April 2022	Status:	Open	PM Period:	Apr-2022 - Jun-2022
Date Opened:	11-17-2021	Survey Close Date:	11-20-2021	Actual Close Date:	
Total Parts Surveyed:	5				
Survey Participant: BGWCSX Williams					
Rail Road:	CSX CORP	Currency:	US - US Dollar		
AAR Job Code:	9014 - Traction Motor combo-GE-AC Reconditioned				
Job Code	Description				
Unit of Measurement:	Each				
Instruction:	Quote on all material required to complete this repair				
Reconditioned					
Last Price:	0.00				
Last Final Quote Price:	\$21,324.59				
Reconditioned					
Current Quote:	\$				
Reconditioned					
Reason if > 10%:					
<div> Back Previous Next Save and Next Save and Close Save </div>					

To do a *standard quote* (same part qualifier always used for job), continue with [Standard Quote](#).

To do a *blended quote* (multiple part qualifiers used for job), continue with [Blended Quote](#). When this option is available, the quote worksheet icon is displayed (📊).

## Standard Quote

4. Enter the manufacturer's part number (or Job Number).
5. Enter a part Description.
6. Enter the price in the RR Standard Material field.
7. When requested (if the new quote differs by more than 10% from the Last Price field), enter a reason.

8. Select a processing option:

**Exhibit 54. Quote Detail Command Buttons**

**Save**—Saves the quote and stays on the Quote Detail - Job Code Part page (similar to [Exhibit 51](#)).

**Save and Close**—Saves the quote and returns to the Take Survey page ([Exhibit 50](#)). Saved quote appears in table.


**Save and Next**—If shown, saves the quote and moves to the next logical record in the survey on the Quote Detail - Job Code Part page (similar to [Exhibit 51](#)). This is optimal choice for sequentially completing the entire survey from the first record to the last.

**Previous**—If shown, navigates to the previous logical record in the survey on the Quote Detail - Job Code Part page (similar to [Exhibit 51](#)).

**Next**—If shown, navigates to the next logical record in the survey on the Quote Detail - Job Code Part page (similar to [Exhibit 51](#)).

**Return**—Returns to the Take Survey page ([Exhibit 50](#)) without saving.

## Blended Quote

4. Select the Open Quote Worksheet icon (). The Blended Quote Worksheet is displayed with one blank entry row in a new window (similar to [Exhibit 55](#)).

**Exhibit 55. Blended Quote Worksheet (with three rows)**

**Blended Quote - Worksheet**

Average Price: **\$456.25**

AAR Job Code: 2412 - MC-31 Control Valve-Fastbrake WFB

Row #	<input type="checkbox"/>	Job Code/Part	Condition	Quantity	Price	Description
1	<input type="checkbox"/>		New ▼	1	\$450.00	//
2	<input type="checkbox"/>		Secondhand ▼	1	\$425.00	//
3	<input type="checkbox"/>		Reconditioned ▼	2	\$475.00	//

Remove

Add

Close

Save and Close

Save

5. Complete the following fields:

- a. Job Code/Part

b. Condition (select from):

- New
- Secondhand
- Reconditioned

c. Quantity:

---

**Note:** If approximately 25% of parts used are new, 25% are secondhand, and 50% are reconditioned, use 25, 25, and 50 (or 1, 1, and 2) for the quantities respectively in those rows. In [Exhibit 55](#), the quantities used are 1, 1, and 2, which means 25%/25%/50% use of new, secondhand, and reconditioned parts. The system uses the quantity to calculate the blended rate based on “weighted” averages.

---

d. Price in dollars and cents (numeric–2 decimal places)

e. Description of product to clarify differences.

6. (optional) Select **Save** to save the row.

7. (as needed) Select **Add** to add a new row.

---

**Note:** Rows can be removed if the condition listed is no longer being applied (e.g., if "secondhand" parts are not being used currently). Check the box to the left of the row and select **Remove**. The **Remove** button is available only when a row is checked.

---

8. Complete the fields as described in [Step 5](#).

9. When all comparable parts used for the job have been added, select **Save** to save the rows, or if finished adding rows of comparable parts, select **Save and Close** to save the rows, close the worksheet window, and return to the Quote Detail - Job Code Part page. The calculated "blended" rate is displayed in the Blended column (of the RR Standard Material field as shown in [Exhibit 51](#)).

10. Select a processing option (see [Exhibit 54](#)).

## From the Take Survey Menu

Use this function to take the current survey being conducted (or to resume working on a survey previously started).

---

**Note:** You must be an authorized participant to do this function.

---

1. If you are not already logged into LRB, log in as described in [Logging In](#). The LRB Home page is displayed ([Exhibit 2](#)).
2. Select **Survey > Take Survey**. The Take Survey page is displayed ([Exhibit 50](#)).

---

**Note:** If you are not an authorized survey participant, an error message is displayed. If there is no survey currently open, a message is displayed.

---

3. Begin pricing the survey records as described in the previous section beginning with Step 3 on page 39.



## LRB Quarterly Notifications and Deadlines

[Exhibit 56](#) through [Exhibit 59](#) provide details about quarterly LRB notifications and deadlines for submitting billing repairs within the grace period for automated approval and outside of the grace period for manual approval.

**Exhibit 56. First Quarter LRB Notifications and Deadlines**

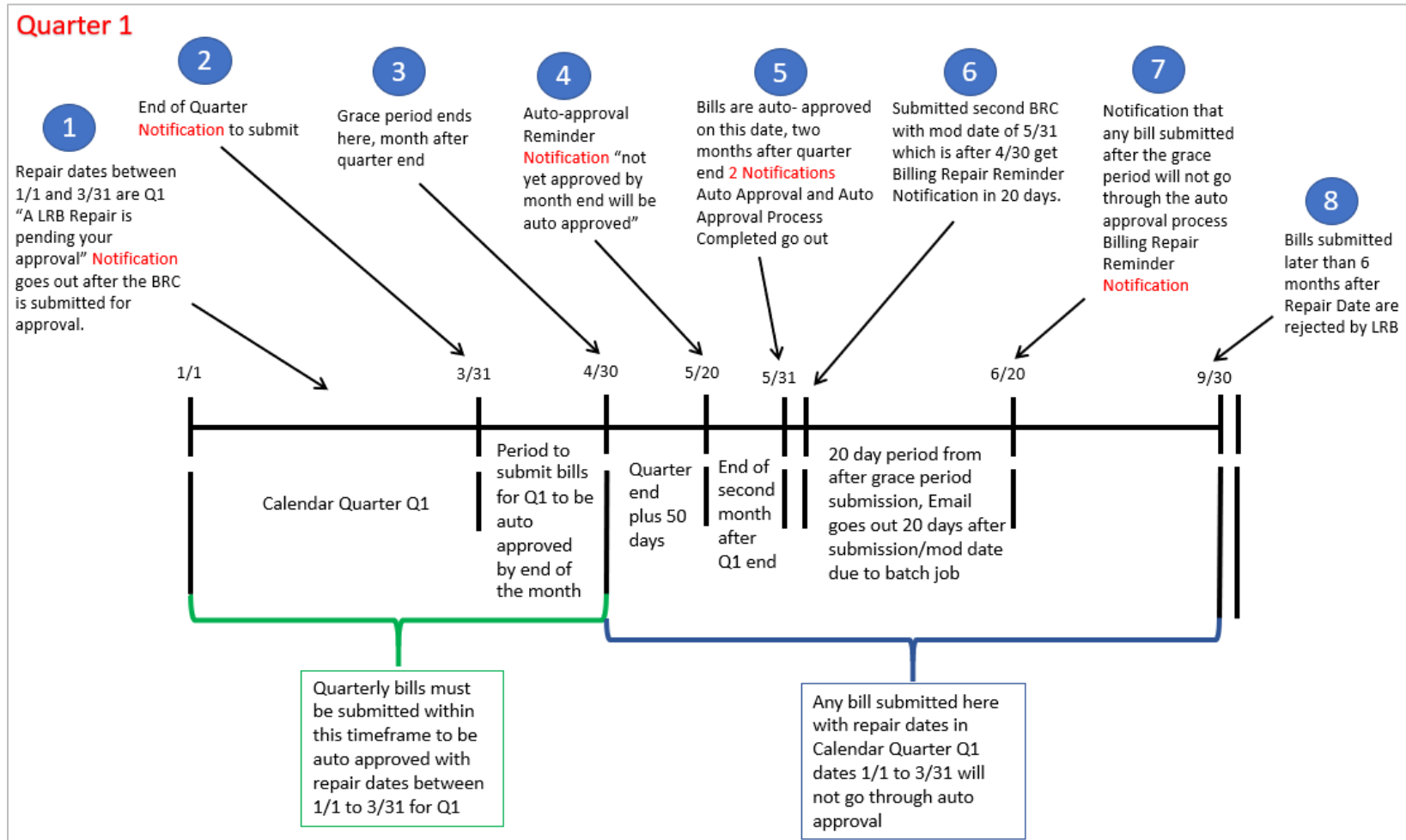


Exhibit 57. Second Quarter LRB Notifications and Deadlines

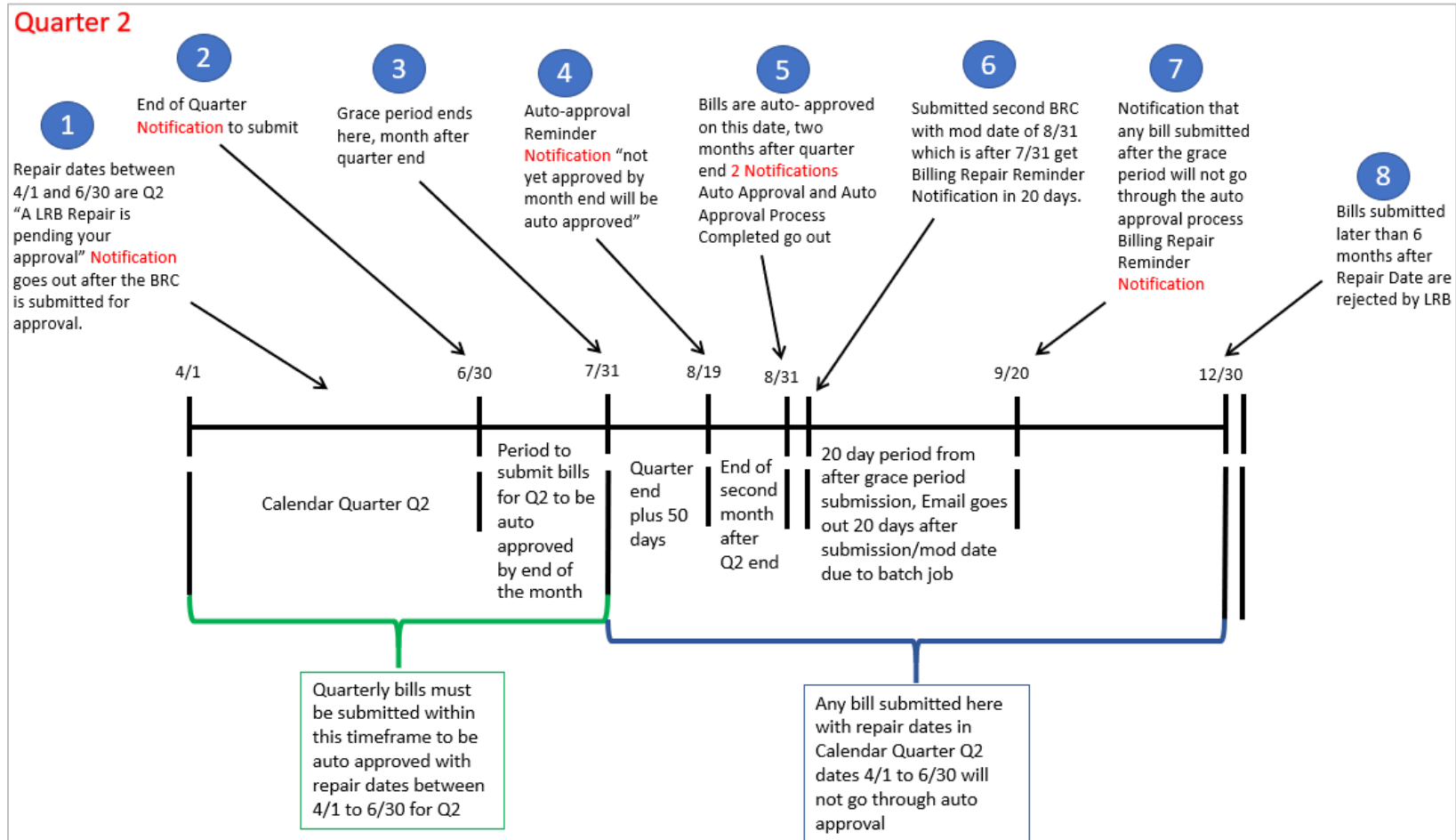


Exhibit 58. Third Quarter LRB Notifications and Deadlines

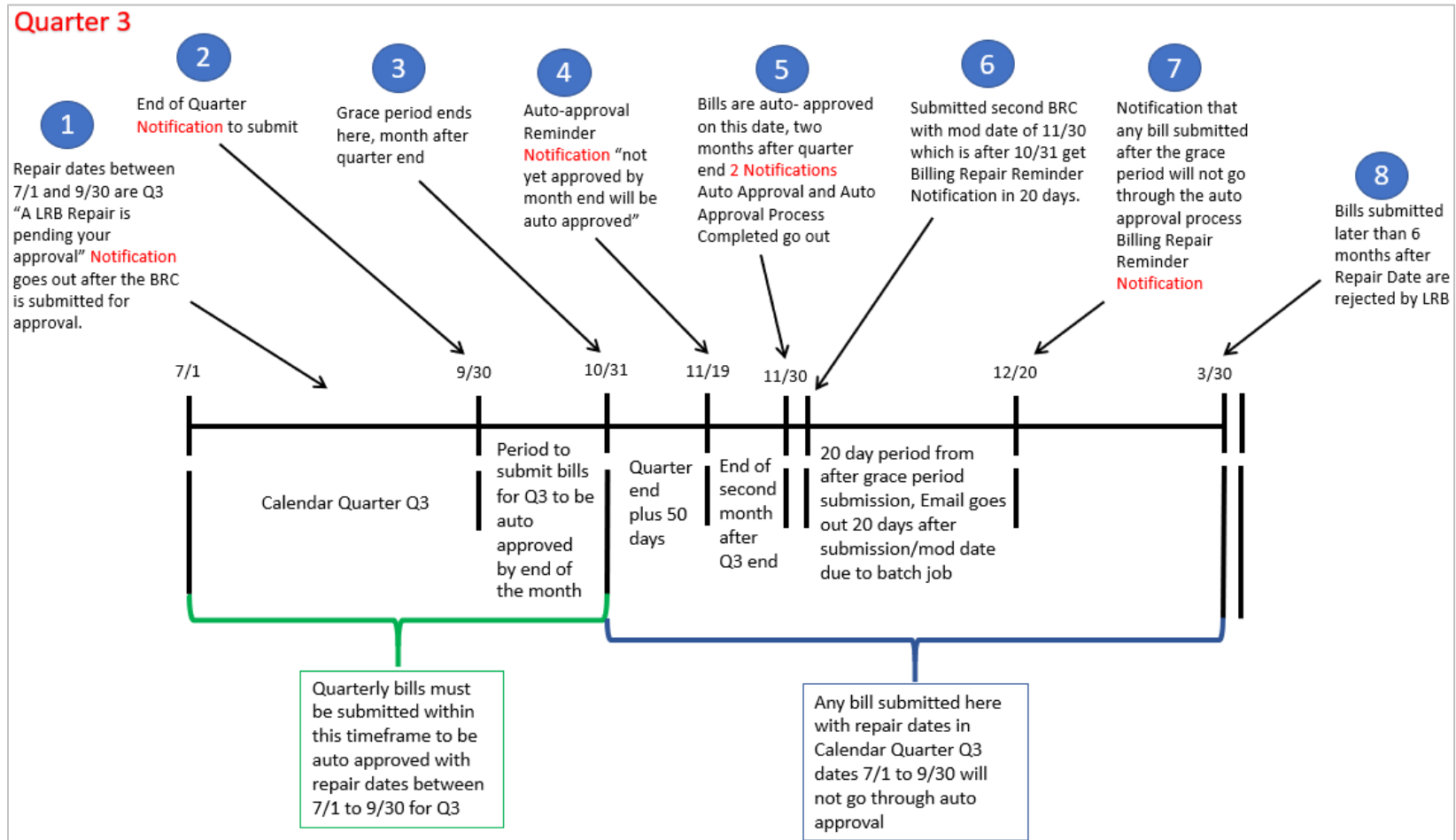
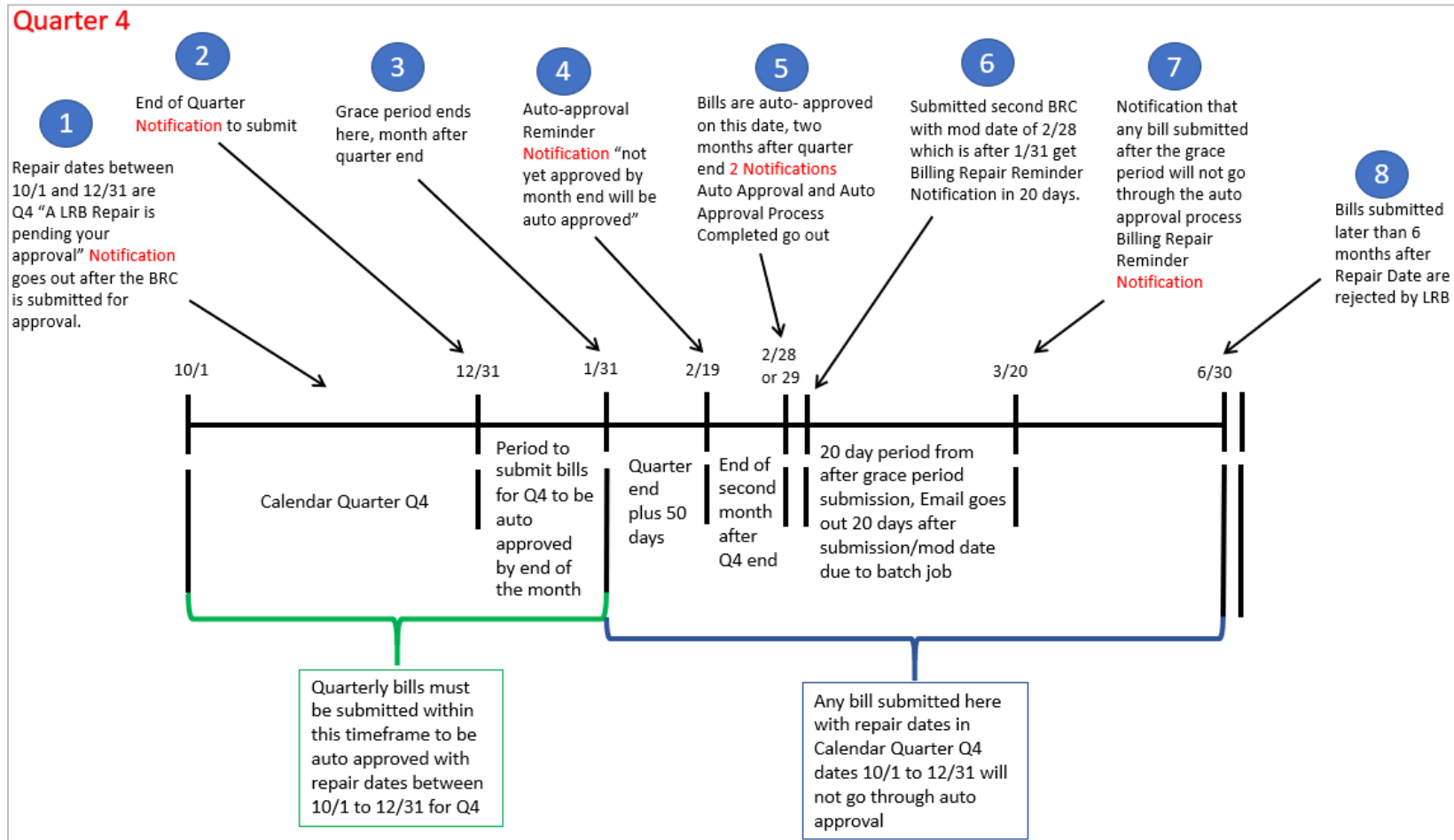


Exhibit 59. Fourth Quarter LRB Notifications and Deadlines



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