

MARK User Guide



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Welcome to MARK Overview

Welcome to MARK

Overview

Reporting Marks are stenciled on owned and leased equipment. Marks are used as equipment IDs for all electronic interfaces between railroads, their customers, and RAILINC systems and files. Equipment Marks identify the names of railroads or private companies, junction points, stations, and interchange points. In addition, they are used for revenue accounting purposes like car hire and car repair billing.

Railroad Standard Carrier Alpha Codes (SCACs) are assigned based on operating authority approved by the Surface Transportation Board, Canadian Transportation Authority, or the Mexican Government and code availability with the National Motor Freight Traffic Association (NMFTA). All SCAC codes issued for railroads must have the first letter of the mark be the same as the company or road name and have two to four alpha characters (for example, Union Pacific Railroad Company's mark is UP and Burlington Northern and Santa Fe Railway Company's mark is BNSF).

Private Marks are assigned based on the type of equipment. These marks are four letter alpha characters ending in X or Z. All privately owned railcars end in X (for example, General American Marks Company, mark GATX). All Trailer/chassis equipment marks end in Z (for example, Transport International Pool Inc's mark is TIPZ). All container marks (ending in U) are coordinated by the NMFTA.

This User Guide covers the steps that internal Railinc staff needs to follow in order to support the Mark file. This includes the following topics:

- How to navigate the Mark application
- A file layout with field definitions
- An overview of the NMFTA feed

Getting Started

The MARK application uses Railinc Single Sign On (SSO) to manage permissions. It can be accessed from the Railinc portal at http://public.railinc.com. The Customer Login link is located at the upper right of the page.

Register to Use Railinc SSO

To use MARK, you must register to use Railinc SSO. Refer to the <u>Railinc Single Sign-On User Guide</u> for details. Once you have access to Railinc SSO, you must request access to MARK within SSO.

System Requirements

For information about the system requirements of Railinc web applications and for information about downloading compatible web browsers and file viewers, refer to the *Railinc UI Dictionary*.

Accessing the Railinc Customer Success Center

The Railinc Customer Success Center provides reliable and timely 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.

Learning about User Roles

Your assigned user role determines what functions you can perform. User roles are assigned by Railinc or by your company administrator through the SSO interface.

Exhibit 1. User Roles and Tasks

Task	Description	
MRIRF Application Admin	Allows Railinc personnel to manage MRIRF (MARK) permissions for users.	
MRIRF Read Only	Allows users to have read-only access to MARK.	
MRIRF MARK Maintainer	For Railinc personnel only. Allows internal Railinc users (Interline and Umler Product Support) with maintenance capability in MARK to add, update, and expire MARKs.	

Getting Started Logging In

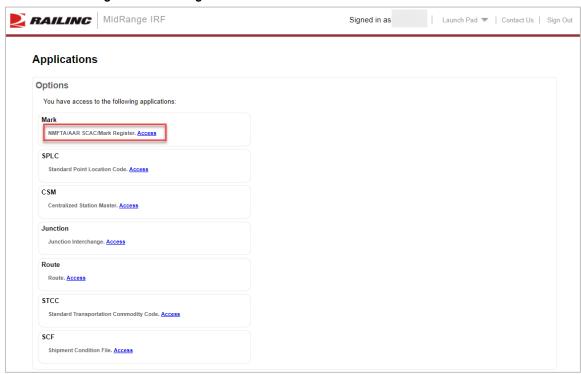
Logging In

To log into MARK:

1. Open your internet browser and enter https://public.railinc.com to open the Railinc website.

- 2. Select the **Customer Login** link in the upper right of the page. The Account Access page is displayed.
- 3. Enter your User ID and Password. Select Sign in. The Railinc Launch Pad is displayed.
- 4. Under My Applications, select **MRIRF**. The MRIRF Home page is displayed.

Exhibit 2. MidRange IRF Home Page



5. Select the Access link for MARK. The Browse Mark Register page is displayed (Exhibit 3).

Logging Out

Select the Sign Out link to end a MARK session and return to the SSO Login Page.

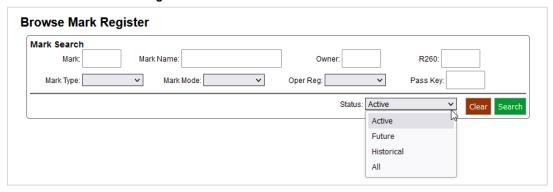
Mark Register

Browsing Mark Register

Use the following procedure to browse for Marks:

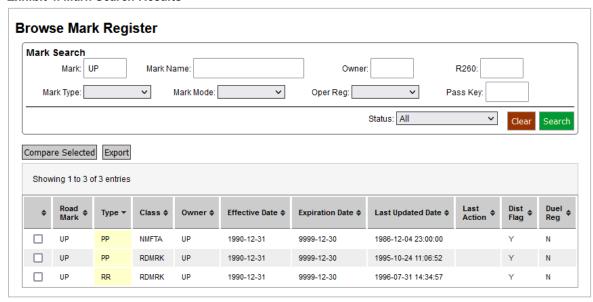
1. Log into the Mark application. The Browse Mark Register page is displayed.

Exhibit 3. Browse Mark Register



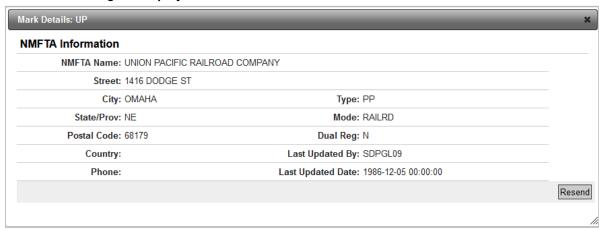
- 2. Enter the Mark.
- 3. Select to browse by Mark or Owner.
- 4. From the Status drop-down list, select **Active**, **Future**, **Historical**, or **All**. Status is set to **Active** by default.
- 5. Select **Search** to initiate the search for Mark records. All found records are displayed.

Exhibit 4. Mark Search Results



- 6. As needed, the heading above the column heading can be selected to sort columns ascending or descending.
- 7. Perform one of the following additional actions:
 - a. To clear the results and begin a new search, select **Query** from the main menu (upper left corner).
 - b. Double-click on a record to view full details of that record. The Mark Details page is displayed.

Exhibit 5. Mark Register Inquiry Details



- c. Use the **Compare** function to compare two marks (see Comparing Marks).
- d. Use the **Export** function to export the search results all the records to a csv file (see Exporting Mark Search Results).

Comparing Marks

Use the following procedure to compare two Mark records to determine differences.

- 1. Log into the Mark application. The Browse Mark Register page is displayed (Exhibit 3).
- 2. Search for the Mark that you want to compare.
- 3. From the search results, select two Mark and then select **Compare**. The Compare Mark page is displayed.

Exhibit 6. Compare Marks



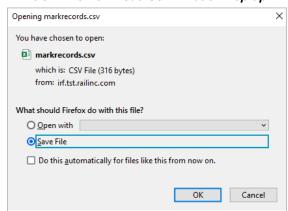
4. As needed, scroll down to view NMFTA information.

Exporting Mark Search Results

Use the following procedure to export Mark search results to a csv file.

- 1. Log into the Mark application. The Browse Mark Register page is displayed (Exhibit 3).
- 2. Search for the Mark that you want to export.
- 3. From the search results, select **Export**. The File Download confirmation pop-up is displayed.

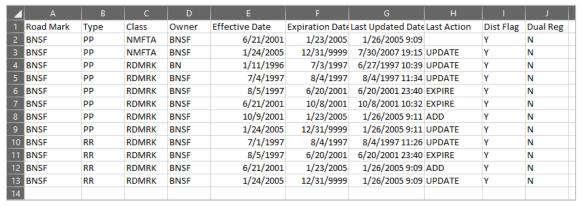
Exhibit 7. File Download Confirmation Pop-up



4. Select to either **Save** or **Open** the downloaded results. If opened, the results appear (see Exhibit 8).

Mark Register Adding a New Mark

Exhibit 8. Downloaded and Opened Mark Search Results



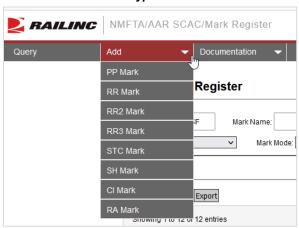
5. Use the tools within your spreadsheet to manage or save the search results.

Adding a New Mark

Use the following procedure to add a new Mark.

- 1. Log into the Mark application. The Browse Mark Register page is displayed (Exhibit 3).
- 2. Select **Add** from the main menu and the Mark Type that you want to add.

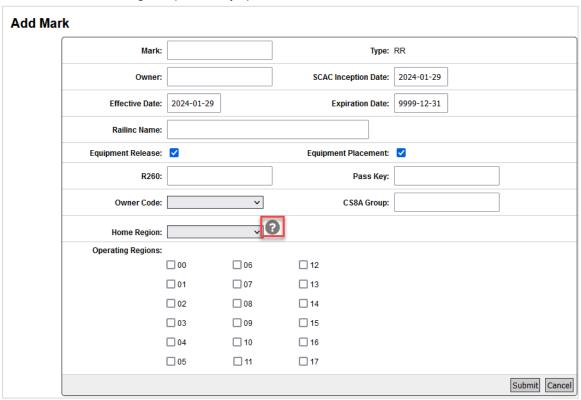
Exhibit 9. Select Mark Type



3. The Add Mark Register page is displayed.

Mark Register Adding a New Mark





- 4. Complete the available input fields. As needed consult the field descriptions (Mark File Field Definitions) in this guide for details.
- 5. If assistance is needed determining a **Home** or **Operating Region**, select the question mark icon next to the field (as seen in the picture above). The Home and Operating Regions PDF opens in a separate browser tab (<u>Exhibit 11</u>). When finished, return to adding the new Mark.

Mark Register Adding a New Mark

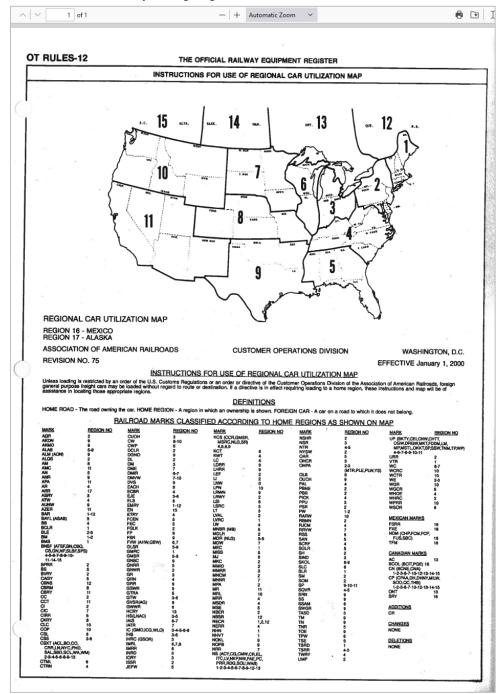


Exhibit 11. Home and Operating Regions

- 6. Once all required fields are entered, select **Submit** to submit the new Mark entry.
- 7. If errors occur, an error message will appear at the top of the page. Fix your entries and resubmit the form. When the mark is added successfully, a green success message is displayed.

Mark Register Documentation

Exhibit 12. Confirm Addition of New Mark



Documentation

Use the following procedure to access the MARK User Guide.

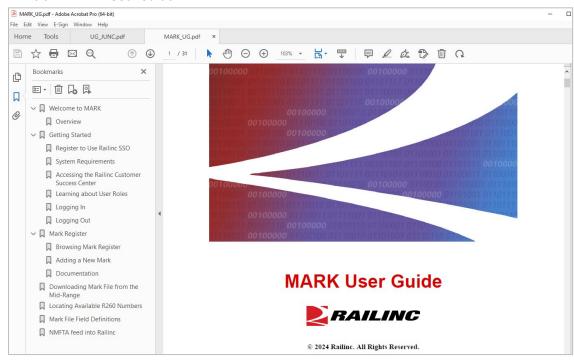
- 1. Log into the Mark application. The Browse Mark Register page is displayed (Exhibit 3).
- 2. Select the Documentation tab and then the Help option (Exhibit 13).

Exhibit 13. Documentation Tab with Help Option



3. The User Guide is then displayed (see Exhibit 14).

Exhibit 14. MARK User Guide



4. Use the PDF tools to search or save the Guide.

Locating Available Accounting Rule 260 Numbers

For internal Railinc personnel only:

Please reference the below program to run which will return available Accounting Rule 260 Numbers:.

http://10.3.98.94:8888/notebooks/notebooks/Hight%20Team%20Reports/Interline/Pull%20R260s .ipynbNote: In order to assign a Accounting Rule 260 Number, the number itself can no longer be assigned to an active mark within the Mark Register. The mark must be expired for a minimum of 90 days before its Accounting Rule 260 # may be reasigned to a new mark.

Mark File Field Definitions

RAILROAD MARK REGISTER (6020 Release/Version Effective September 13, 2010) 200-byte Distribution File Record Layout

FIELD			DATA	COLUMN
NUMBER	FIELD DATA DESCRIPTION	FIELD LENGTH	FORM	NUMBERS
1	Road Mark	4	Α	1-4
2	Owner Identifier	4	Α	5-8
3	Filler	2	Α	9-10
4	Equipment Release Indicator	1	Α	11
5	Equipment Placement Indicator	1	Α	12
6	Road Mark Type	3	Α	13-15
7	Filler	5	Α	16-20
8	Expiration Date	10	D	21-30
9	Road Mark Name	105	Α	31-135
10	Filler	1	Α	136
11	Rule 260 Number	3	N	137-139
12	Effective Date	10	D	140-149
13	CIF-ID of Road Mark Owner	13	Α	150-162
14	Last Maintenance Timestamp	26	D	163-188
15	Filler Area for Expansion	12	Α	189-200

- 1. **Road Mark** A two (2), three (3), or four (4) character abbreviation used to uniquely identify rail carrier, rail equipment and other rail entities. All rail carrier road marks are also Standard Carrier Alpha Code (SCAC) assigned by the National Motor Freight Traffic Association (NMFTA) through the Association of American Railroads (AAR) Railinc Business Services Division. This field cannot be left blank.
 - ** NOTE ** There are road marks currently found in the railroad mark register that were assigned without consultation with the NMFTA. This has resulted in road marks that utilize SCACs that have been assigned by NMFTA to another carrier. This situation is being addressed, and procedures are being put into place to ensure that this does not occur in the future.
- 2. **Owner Identifier** A two (2), three (3), or four (4) character abbreviation which indicates the owner of the road mark. The owner identifier may be the same as the road mark. Parent and child mark relationships can be implied from this and the road mark fields. This field cannot be left blank.
- 3. **Filler** two (2) characters.
- 4. **Equipment Release Indicator** A one (1) character Yes/No condition which indicates if an entity reports equipment releases. "N" is the default.
- 5. **Equipment Placement Indicator** A one (1) character Yes/No condition indicates if entity reports equipment placements "N" is the default.
- 6. **Road Mark Type** A two (2) or three (3) character code used to identify the type of transportation company. The currently acceptable road mark types are:

- **RR** Class I Railroad (non-exempt) A railroad with operating revenues at or above a dollar amount as classified by the Interstate Commerce Commission. <u>This includes all subsidiary Class I</u> equipment MARKS.
- **RR2** Regional Railroad (non-exempt) A non-Class I line-haul railroad which operates 350 or more miles of road, and/or which earns revenues of at least \$40 million. This includes all subsidiary Regional railroad equipment MARKS.
- **STC** Switching & Terminal Railroad (non-exempt) A non-Class I railroad primarily engaged in providing switching service in a terminal area, or which receives a switching charge from a line-haul carrier. This includes all subsidiary Switching and Terminal railroad equipment MARKS.
- **RR3** Local Railroad (exempt) A railroad which is neither a Class I nor Regional railroad, and which is primarily engaged in providing line-haul service. <u>This includes all subsidiary Local railroad equipment MARKS</u>.
- **AC** Air Carrier The Standard Carrier Alpha Code of an air carrier.
- MC Motor Carrier The Standard Carrier Alpha Code of a motor carrier.
- **PP** Equipment Provider All equipment MARKS (SCACs) not assigned to (via a child-parent relationship) a railroad (RR, RR2, RR3 or STCC) Standard Carrier Alpha Code (SCAC).
- **SS** Water Carrier The Standard Carrier Alpha Code of a water carrier (e.g., inland, intercoastal, ocean, etc.).
- 7. **Filler** five (5) characters.
- 8. **Expiration Date** A ten (10) character representation of the date that the data in this road mark record expires in the format CCYY-MM-DD.
- 9. **Road Mark Name** A one hundred and five (105) maximum character corporate name as recorded by the Association of American Railroads for which the road mark stands. This field cannot be blank.
- 10. **Filler** one (1) character.
- 11. **Rule 260 Number** A three (3) digit numeric code assigned through the Railinc Business Services Division of the AAR to identify a rail carrier. If blank, this road mark is owned by a non-railroad.
- 12. **Effective Date** A ten (10) character representation of the date that the data in this road mark record is to go into effect in the format CCYY-MM-DD. This field cannot be left blank.
- 13. **CIF-ID of the Road Mark Owner** A thirteen (13) character code as stored in IRF Customer Information File (CIF) for the owner of the Road Mark. This code consists of a nine (9) character DUNS Number and a four (4) character Sub-Location Id. If blank, CIF-Id is currently unknown.

- 14. **Last Maintenance Timestamp** A twenty-six Character (26) date and time stamp indicating when the update was applied to the central site IRF MARK system. This field cannot be left blank.
- 15. Filler A twelve (12) character filler area for expansion.

EDI Version 6020 Effective 09/27/10

NMFTA feed into Railinc

Here is an overview of the nightly feed from the NMFTA (National Motor Freight Traffic Association) and what to do if records fail.

- Each evening at 11:40pm Eastern there is a nightly feed via FTP from the NMFTA
 (National Motor Freight Traffic Association) to Railinc. The file that is sent from NMFTA
 to Railinc contains any SCACs (MARKS) that were added/modified/expired by Debra
 Edwards at the NMFTA. These records are distributed via EDI 434 to carriers and also will
 appear in the MARK ALL file extract.
- In the event there are any records within this file that fail, the below email will be distributed to the Interline team at interline_business@railinc.com distribution lists. The email notification will contain the record(s) that failed, and the details associated with the record(s). Once received, Railinc Business support can review and notify Debra Edwards via email at debra.edwards@nmfta.org with the records that failed, and how we should handle these. Depending on her feedback, Railinc IT can reprocess the failed record so that it gets added to the MARK database accordingly.
- Examples of records that fail:
 - 1) Record that the NMFTA attempted to add, but the record already exists in our database, so it is considered a duplicate.
 - 2) Record that was sent as a modify, but we do not have the record in our database to modify.

```
----Original Message----
From: NoReply@railinc.com <NoReply@railinc.com>
Sent: Friday, November 10, 2023 11:40 PM
To: Interline_Support <Interline_Support@railinc.com>; Interline Business
<interline_business@railinc.com>
Subject: MRIRF NMFTA INBOUND ERRORS

These are failures in nmfta inbound processing at 2023-11-10 23:40:19 EST
NO NMFTA MARK TO UPDATE

APJX,1595078,APEX COMMERCIAL TRANSPORTATION LLC,17350 STATE HIGHWAY 249STE
220 PMB 19849,HOUSTON,TX,77064-
1132,,3463135327,,,,4AZWO,4144362,<null>,<null>,,11102023,1,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<null>,<nu
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