



UMLER RESTENCIL-REQUEST TO TRANSFER EQUIPMENT

The Umler Restencil process may be completed by the customer in Umler. Customers who decide to restencil unit(s) in Umler should refer to Single or Multiple Restencil in the [Umler User Guide](#) located on the [Umler](#) page of www.railinc.com.

Railinc recommends customers who wish to proceed with Railinc completing the request, read the guidelines and procedures in this document prior to submitting an Umler restencil request. Following the guidelines and procedures noted in this document will allow our staff to process an Umler restencil with the proper information and minimize delays in fulfilling a request.

Legal Disclaimer: Any actions taken in reliance on or pursuant to this document are subject to Railinc's Terms of Use, as set forth in <https://public.railinc.com/terms-use>, and all AAR rules.

Guidelines

1. Umler restencil requests must be submitted with the required form and/or information in an email including invoicing information to csc@railinc.com. Customer ticket(s) will be opened to track the request at Railinc.
2. Umler restencil requests received by Railinc will be processed in the order received after the proper documentation and approvals have been received.
3. Once an Umler restencil request has been received by Railinc, approvals from the prior mark owner, new mark owner and/or car owner must be submitted via the Umler Security Management module with Confidential Data Rights granted to the buyer. The Confidential Data Rights must be accepted before Railinc may proceed with the restencil request. For assistance with granting/Accepting these Rights, see the [Umler Managing Access Rights Quick Guide](#).
4. If the Rights have not been granted or accepted by the appropriate parties within 10 business days, the Umler restencil request will be cancelled. A new request must be resubmitted to csc@railinc.com with proper documentation as noted in this document.
5. Railinc will not process an Umler restencil request until one or more of the following forms of approval has been received:
 - a. Confidential Data Rights must be granted by the prior mark owner and accepted by the new mark owner indicating Railinc can proceed with restencil.
 - b. If unit(s) were sold, the signed bill of sale by both parties, (legal document) must include the list of unit(s) sold.
 - c. Customers are recommended to maintain contact information in FindUs.Rail. FindUs.Rail will be used as a source to verify contacts and agency relationships for industry functions and roles.
6. Each request for restencil will be assessed \$150.00 for the restencil of 1-25 unit(s) and \$1.50 per car for each additional unit(s). These charges may be subject to change on thirty (30) days notice. Also, you may refer to [Railinc's Price List](#).
7. Request for restencils must be received by 5:00 p.m. Eastern Time on the 25th day of the month to be processed prior to the first day of the subsequent month to be included in the CHARM file.



Procedures

1. Umler restencil requests must be separated by equipment group in the spreadsheet submitted to Railinc.
2. Umler restencil requests must be from one Prior Mark Owner to the New Mark Owner. If there is more than one New Mark Owner, customers should submit a separate Umler Restencil Request and will be charged appropriately.
3. Umler restencil requests must be submitted to csc@railinc.com with the following mandatory information.
(a) New Owner Mark, (b) Lessee's Mark (if applicable), (c) Bill To Contact, Company Name, Mailing Address, Telephone and Email to be invoiced.
4. The list of unit(s) must be in the Excel spreadsheet format below. For example, the Excel spreadsheet must be two columns A-B with data elements – Old initial and number; New initial and number.
5. Prior equipment with conflicts must be resolved in Umler before the restencil can be completed.
6. **The Prior Mark Owner or Agent is responsible for deleting unit(s) once the unit(s) has been restenciled. The new owner must notify the prior owner once the restencils have been completed.**
7. Umler will automatically change the status of the old unit(s) to 'Inactive' once three qualified movements have been detected on the new equipment.

**Old Cars (From)**

Mark: _____

Total # of units: _____

Owner Field: _____

Lessee Field: _____

Are units in the spreadsheet for the same equipment group? ☐**New Cars (To)**

Mark: _____

Bill to: _____

Company: _____

Contact: _____

Address: _____

City, State: _____

Zip Code/Country: _____

Telephone: _____

Email: _____

EXCEL SPREADSHEET:

4 COLUMNS-OLD MARK/OLD NUMBER/NEW MARK/NEW NUMBER

Example:

OLD MARK	OLD NUMBER	NEW MARK	NEW NUMBER
ABCD	100000	DEFG	100000
ABCD	100001	DEFG	100001
ABCD	100002	DEFG	100002
ABCD	100003	DEFG	100003