

- 1. Access <u>Waybill Management</u> (user ID and password required) application after logging into MyUPRR.com.
 - Locate the menu bar on the left side of the page and click on Bills
 - Scroll to bottom of page for **Processed waybills** section

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- 2. Click on drop down arrow and Search by Equipment ID.
 - Type in Equipment ID
 - Click GO

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- 3. Click on the 3 dots to the far right under Actions.
 - Click on Add/Update embargo info

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- 4. Add Embargo number and Embargo permit (both are required)
- 5. Click **SAVE.**

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od		\rightarrow
	Embargo number	Embargo permit
	ex. UP123456	ex. ABC1234567
	+ MORE EMBARGO NUMBERS	
		CANCEL

How to Add Embargo Permits Via EDI

Per EDI Standards, please enter embargo number and permit number when waybilling your car.

Embargo Number N9*EN*UPXXXXXX

Embargo Permit Number (10 characters) N9*EB*XXXXXXXXX