

# Release & Sequence Process for Third Party Switchers



- **Overview**

- The release and sequence function allows a third party switcher to release cars for multiple customers at one time and line the cars up in the proper sequence. This new process will provide the following benefits:

- Reduction in **Not Prepared for Service** charges
- Provides crews with accurate work orders
- Provides accurate reflection of car inventory

- **How it works**

- Customers will need to give access to their third party switcher via a [Letter of Authority](#).
- Customers will bill cars as normal. The UP system will then place the customer billing in pending status until the car is released in the Shipment Management tool by the third party switcher.
- After the third party switcher physically puts the cars on the pull track, they log into MyUPRR.com to line up and release the cars.
- Work order is updated with the correct list of cars. Crew pulls cars from track quickly and safely.

- **Release Steps via MyUPRR.com**

- Go to **Shipment Management** at MyUPRR.com and select **At Industry**.
- Select the proper release location from the location list:
  - Third Party & Single Customer – Customer location
  - Third Party & Multiple Customers – Third party location
- Select **Release** found on the **At Industry** tab.
- Enter the equipment in the correct order in the **Equipment ID's** field.

A screenshot of a web form titled "Manual Entry". At the top, there is a blue information icon and a message: "All equipment being released as a third party must be listed in the physical order it is on the track from head to tail." Below this, there is a text input field labeled "\*Equipment ID's:" with a placeholder text: "Enter Equipment ID's separated by a new line, space, comma, or semicolon." Below the text field is a dropdown menu labeled "\*Pickup Zone-Track:" with the value "03-800" selected. At the bottom right of the form is a blue "Apply" button.

- Select the correct **Pickup Zone-Track**.

A close-up screenshot of the "Pickup Zone-Track" dropdown menu. The label "\*Pickup Zone-Track:" is followed by a dropdown box showing "03-800". Below the dropdown is a blue "Apply" button.

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- Third party releasing for multiple customers should only see one track.
- Third party releasing for a single customer must select the correct **Pickup Zone-Track**.
- Select **Apply**.
- Cars will appear in order on the list below.

Seq	Equipment ID	L/E	Owner	Commodity	Release Reason
1	SHMC200	Empty	FC	2082110 -	Normal
2	SHMC201	Empty	FC	2082110 -	Normal
3	SHMC202	Empty	FC	2631117 - PL19880	Normal

- The Release Reason should remain as **Normal** unless a defect or reject reason needs to be indicated.
- Confirm that the **Email Confirmation** check box is checked.
- Select **Release**.

Email confirmation to : EWSWANSO@up.com

## Additional Info

- **Releases must be performed before the cutoff time.**
- If an error is received and a car(s) is not released, the release on all of the cars will need to be cancelled, the line up corrected and released again.
- Cars that are processed with this new functionality, but not originally billed by customer, will not be released in the system and therefore not show up on the crew's work order.

## • Cancelling Releases

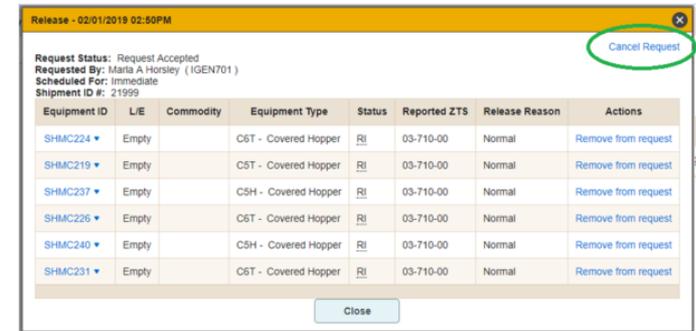
- To cancel a release, navigate to the **History of Request** tab.



- Select the transaction you want to cancel by selecting **More Information**.

Creation Date	Request Type	Status	Equipment IDs	L/E
02/01/2019 02:50 PM	Release	Request Accepted	SHMC219, SHMC224, SHMC226, SHMC231, SHMC237, SHMC240	E(E)

- Cancel entire request by selecting **Cancel Request**.



- You have now cancelled the release. You are now free to make corrections and re-release as needed.