UNION PACIFIC

BUILDING AMERICA®

Shipment Management Tool

Order In

Shipment Management
Where to Access

- Available from MyUPRR screen

- Located under **Ship** tab

- Alternatively available in **My Favorites** and **Recent** if previously accessed

Shipment Management
Dashboard Features

- Consolidates multiple functions into one system

- Summary view of equipment inventory (empties and loads) for your location(s)

- Snapshot saves you time managing your daily rail operations

| Dashboard | At Industry | Serving Yard | En Route | Request History |

Location: ABC Company – Omaha, NE

At Industry 68
Rail cars at your facility.

Serving Yard 356
Rail cars being held in the serving yard.

En Route 235 - Inbound
Rail cars in transit to the serving yard.

En Route 149 - Outbound
Rail cars recently departed from your facility.

Request History 29 - Pending Requests
Five day history.

View your different locations.

Select a blue box to view detail.

At Industry Screen

- Screen most commonly used to **Release** empty cars and **Waybill** loaded cars

- Use **Correct ZTS** feature to update equipment that has been moved by the customer at industry

Dashboard	**At Industry**	Serving Yard	En Route	Request History				

Sort column by selecting heading text.

Location: ABC Company – Omaha, NE

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Select **Release** to choose Equipment ID to release.

Release	Switch	Cancel Request	Dismantle	Reload	Correct ZTS	Waybill

Filter results...

31 Cars At Industry

Equipment ID	L/E	Owner	Equipment Type	Commodity	ZTS	Status	Event Time
MP641645	L	SC	G5L	4021125 - SCRAP	01-731-00	AP	11/30 11:45 AM
MP650185	L	SC	G6L	4021125 - SCRAP	01-731-00	AP	11/30 11:45 AM
DJJX1630	L	PC	G4F	4021125 - SCRAP	01-731-00	AP	11/30 11:45 AM
DJJX1152	L	PC	G4F	4021125 - SCRAP	01-731-00	AP	11/30 11:45 AM

Select an Equipment ID at any time to initiate a trace.

Track	Capacity Used / Capacity Available
Total Industry Capacity	35 / 200
01-731	35 / 200 +

+ Indicates track is spot on arrival

Select a Track number to see the full list of equipment on the track.

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Track Capacity Chart

- **Track Capacity Chart** illustrates the capacity already used and what is available at the facility

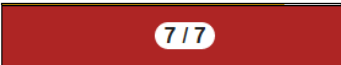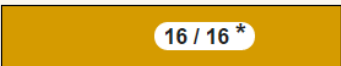| Track	Capacity Used / Capacity Available
Total Industry Capacity	50 / 116
01-052 **Non-Industry Track**	0 / 0
01-848	10 / 10 *
01-849	2 / 4 *
01-850	7 / 7
01-851	16 / 16 *

Select a Track number to see the full list of equipment on the track.

- Capacity Used
- Capacity Available
- Request in Process
- Scheduled to Industry
- Track At/Exceeds Capacity

Serving Yard Screen

- Gives you visibility to equipment in your Serving Yard
- **Change ZTS** feature allows you to update a ZTS for an Equipment ID
- Select **Order to Industry** to order cars to your industry by equipment id

Dashboard	At Industry	**Serving Yard**	En Route	Request History

Location: ABC COMPANY - OMAHA, NE ▾   🖨 Printer Friendly   📊 Export to Excel

Select **Order to Industry** from the **Serving Yard** tab.

Order to Industry	Cancel Request	Change ZTS

Filter results...

21 Cars In Serving Yard

Equipment ID	L/E	Owner	Equipment Type	Commodity	Yard Track	Sequence	Dest. ZTS	Status
TEST401	Empty	PC	C3L - Covered Hopper	1441313 - INDSND	06-206-00	E 27/42	06-822-00	ISA
TEST402	Empty	PC	C3L - Covered Hopper	1441330 - SAND		E 16/23	06-822-00	ISA
TEST403	Empty	PC	C3L - Covered Hopper	1441313 - INDSND		E 9/42	06-822-00	ISA

Bold text commodity info denotes current load, gray text denotes last contained commodity.

Based on the customer's business profile, some users will use this screen to order equipment to industry by Equipment ID.

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Order to Industry Screen
Ordering Cars by Equipment ID

| Select From: | Serving Yard by Equip ▾ | | | Select **Serving Yard by Equip ID.** |
| Serving Yard by Equip ID | En Route | | | |

Equipment Group:
0 Selected / 59 Authorized for Order to Industry

Add More Equipment   Filter results...

	Equipment ID	Owner	Equipment Type	L/E	Dest. ZTS / Switch Road	Commodity	Yard Track / Seq.
☐	TEST401	PC	C3L - Covered Hopper	E	06-822-00	1441330 - SAND	06-204-00 E 16/21
☐	TEST402	PC	C3L - Covered Hopper	E	06-822-00	1441330 - SAND	06-204-00 E 13/21
☐	TEST403	PC	C3L - Covered Hopper	E	06-822-00	1441313 - INDSND	06-204-00 E 7/21

Track	Capacity Used / Capacity Available
Total Industry Capacity	17 / 46
13-401	0 / 7
13-402	0 / 7
13-403	2 / 7

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Order to Industry Screen
Ordering Cars by Equipment ID

Select the equipment you would like to ordered to industry and input the ZTS information.

Track capacity charts will appear as you enter the track data to help you determine tracks with available space.

Order to Industry Screen
Schedule Order & Request Email Confirmation

Schedule Request

○ Immediate Order to Industry

● Schedule Order to Industry

03/09/2017   📅 | 10 ▾ | 00 ▾ | A.M. ▾ | CST

☑ **Email confirmation to:** jdoe@customer.com

Email Comment:

Enter comments to be attached to the email here.

A detailed email confirmation will be sent to your email address if you check the box.

Email comments are for your personal use and will not send a notification to Union Pacific.

Select **Immediate** order or **Schedule** your order up to 7 days in advance.

Submit   **Cancel**

Order by Quantity/Type Request Received on 03/02/2017 at 3:44 PM CST
Archer Daniels Midland - Mankato, MN
Order Deadline Selected: 03/09/2017 at 10:00 AM CST

A request to order equipment by quantity with the following criteria to your location has been received. Your request will be processed prior to the date and time selected.

L/E	Owner	Equipment Type	Commodity	Dest. ZTS	Requested Quantity
Empty	PC	ANY	ANY	01-849-00	2

Shipment ID: 12223
Email Comments:

Order to Industry Screen
Order Acknowledgement

Request Received

✓ **Submitted: Order to Industry Request Received**
 Request to deliver car(s) to industry has been submitted for processing.
EBZX17, EBZX67
Your request is being processed. Orders will be fulfilled on the requested date/time subject to equipment availability and track capacity.

Close

Once your request has been submitted, you will receive an acknowledgement on the screen of your order.

Future Order

⚠ **Future Order Over Capacity**
The following tracks will be over capacity unless equipment is released from your industry prior to the order deadline. Please release from the following tracks prior to order deadline:
   06-822

Close

Error pop-up will display if industry will be over capacity based on the amount of cars ordered.

Cancelling a Request

Dashboard | At Industry | **Serving Yard** | En Route | Request History

Location: ABC COMPANY - OMAHA, NE

Order to Industry | Cancel Request | Change ZTS

Select the **Cancel Request** button.

Printer Friendly   Export to Excel

Filter results...

You will receive a confirmation email on the cancelled order.

21 Cars In Serving Yard

Equipment ID	L/E	Owner	Eq
TEST401	Empty	PC	C3L -
TEST402	Empty	PC	C3L - Hopp
TEST403	Empty	PC	C3L -

ⓘ **Please select the equipment you wish to cancel.** ✕
Canceled equipment will return to hold status.

Cancel Request at   ABC COMPANY - OMAHA, NE

11 Selected / 11 Authorized for Cancel Request

Filter results...

	Equipment ID	L/E	Equipment Type	Commodity	Dest. ZTS	Status	Request Type
☑	AOKX493699	E	C3L - Covered Hopper	Unknown - Unknown	06-822-00	PC	Placement by Quantity
☑	AOKX494048	E	C3L - Covered Hopper	Unknown - Unknown	06-822-00	PC	Placement by Quantity
☑	CBFX315114	E	C3L - Covered Hopper	1441330 - SAND	06-822-00	PC	Placement by Quantity

Place a check mark next to the car numbers you would like to cancel and click **Submit**.

Submit   **Back**

En Route Screen

- Shows equipment on the way to the Serving Yard (seven days out and later)

Divert allows you to change a destination.

Inbound and Outbound view available.

Select criteria to create a report view.

Select number to view detail.

ETA Later = More than 7 days
ETA Other = No current ETA

Request History Screen

- Shows summary and status of your requests

Select date range to change view. Maximum display range is 30 days.

Select **More Information** for additional request details.

Creation Date	Request Type	Status	Equipment IDs	L/E	
07/27/2016	Cancel Switch	Rejected	⚠ EBZX30, EBZX31	E(2)	More Information
07/27/2016	Intra Plant Switch	Requested	EBZX30, EBZX31	E(2)	More Information
07/27/2016	Cancel Release	Canceled	EBZX132	E(1)	More Information
07/27/2016	Release	Pending Request Deadline	EBZX132	L(1)	More Information
07/27/2016	Cancel Release	Completed	EBZX125		

Location: ABC Company – Omaha, NE

Currently Showing: 30 Pending Requests
07/22/2016 - 07/27/2016

Printer Friendly | Export to Excel

Filter results...

Dashboard | At Industry | Serving Yard | En Route | Request History

Intra Plant Switch - 07/27/2016 10:09am

Request Status: Completed
Requested By: Sarath B Bodepudi (IGEN179)
Scheduled For: 07/29/2016 07:30PM
Shipment ID #: 10143

Equipment ID	L/E	Commodity	Equipment Type	Status	Reported ZTS	New Dest. ZTS	Actions
EBZX30	Empty		C6T - Covered Hopper	SE	01-850-01	01-854-01	
EBZX31	Empty		C6T - Covered Hopper	SE	01-854-00	01-852-00	

HAZ Shipment containing hazardous product or residue   🚩 Shipment with service issue

Close

✓ EBZX34, EBZX121, EBZX122, EBZX609
⚠ EBZX306

Successfully processed

Error

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Acronym & Definition List

Label	What It Means
ZTS	Zone, Track, Spot
SC	UP Owned Equipment
FC	Foreign Owned Equipment
PC	Private Owned Equipment
Serving Yard	A rail yard used for storing and sorting rail cars
At Industry	A customer's facility
Correct ZTS	Feature to update equipment that has been moved by the customer at industry
Change ZTS	Allows user to update ZTS informing the railroad crew where to place it at industry