



BUILDING AMERICA®

2019

Shipment Management

Release &
Sequence Process

Release & Sequence Process



- Union Pacific has developed a simple way to import, line up, and release rail cars to a track.
- Utilizing this new process may help reduce the impact of **Not Prepared for Service** tariff charges.
- Additionally, it provides crews with accurate work orders, which enables the work do be done more efficiently.



Release & Sequence Option

Optional Process



CUSTOMER



Cars billed via
EDI or
MyUPRR.com

UP SYSTEM



Customer billing
placed in pending
status until car is
released

THIRD PARTY OR CUSTOMER



After cars are physically
placed on the pull track,
user logs into **Shipment
Management** to line up
and release the cars

UP CREW



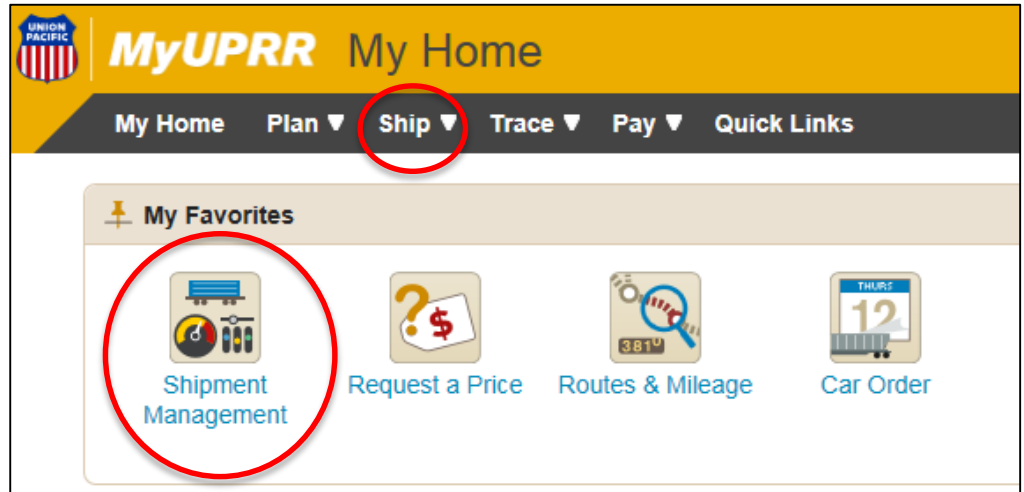
Cars pulled from track
quickly and safely

Shipment Management

Where to Access



- Available from MyUPRR.com home screen
- Located under **Ship** tab
- Alternatively available in **My Favorites** and **Recent** if previously accessed



Shipment Management Dashboard Features



- Dashboard provides a summary view of equipment inventory (empties and loads) for your location(s)
- To access Release and Sequence screen, click on **At Industry** box

The screenshot shows a dashboard with a navigation bar at the top containing tabs: **Dashboard**, **At Industry**, **Serving Yard**, **En Route**, and **Request History**. Below the navigation bar is a **Location:** dropdown menu currently set to **ABC Company – Omaha, NE**. The main content area is divided into five summary boxes:

- At Industry:** 68 Rail cars at your facility. (Callout: Select **At Industry** box to access Release and Sequence screen)
- Serving Yard:** 356 Rail cars being held in the serving yard.
- En Route - Inbound:** 235 - Inbound Rail cars in transit to the serving yard.
- En Route - Outbound:** 149 - Outbound Rail cars recently departed from your facility.
- Request History:** 29 - Pending Requests Five day history.

(Callout: View your different locations.)

Shipment Management At Industry



Dashboard | **At Industry** | Serving Yard | En Route | History of Requests

Location: ABC COMPANY - OMAHA, NE

Select the proper **Location** (see below)

Select Release

Release | Switch | Cancel Request | Reload | Report ZTS Change | Waybill

47 Cars At Industry

Equipment ID	L/E	Owner	Equipment Type	Commodity	ZTS	Status	Event Time
SHMC10 ▾	E	SC	C4S - Covered Hopper		01-848-00	AP	02/04 12:44 PM
SHMC4 ▾	E	FC	C4S - Covered Hopper		01-848-00	AP	02/04 12:44 PM

Location Information:

- **Customer Switched** select the switch location
- **3rd Party with Single Customer** utilize the customer's location
- **3rd Party with Multiple Customers** select the 3rd Party location

Shipment Management Release



1 Enter cars in order, designate track and select **Apply**.

3 Email confirmation will notify user of release success or failure.

Release

*Pickup Location: ABC Company – Omaha, NE

Manual Entry

i All equipment being released as a third party must be listed in the physical order it is on the track from head to tail.

*Equipment IDs:

*Pickup Zone-Track: 03-800-

Seq	Equipment ID	L/E	Owner	Commodity	Release Reason
1	SHMC280	Empty	PC		Normal
2	SHMC281	Empty	FC		Normal
3	SHMC282	Empty	FC		Normal
4	SHMC283	Empty	FC		Normal

Email confirmation to: EWSWANSO@up.com

2 Selecting **Apply** will add to list below, if mistake is made the lineup can be deleted and redone above.

4 Select **Release** to release and lineup the cars on the designated track.

Shipment Management

Review History



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

Dashboard | En Route | Request History

Location: [Location dropdown]

Currently Showing: 30 Pending Requests
03/22/2019 – 03/27/2019

Printer Friendly | Export to Excel

Filter results...

Creation Date	Request Type	Status	Equipment IDs	L/E	
03/27/2019	Cancel Switch	Rejected	⚠ EBZX30, EBZX31	E(2)	More Information
03/27/2019	Intra Plant Switch	Requested	EBZX30, EBZX31	E(2)	More Information
03/24/2019	Cancel Release	Canceled	EBZX132	E(1)	More Information
03/23/2019	Release	Pending Request Deadline	EBZX132	L(1)	More Information
03/22/2019	Cancel Release	Completed	EBZX125		

To cancel requests Select **More Information** then Select **Cancel Request**

✓ EBZX34, EBZX121, EBZX122, EBZX609
⚠ EBZX306

Error

Successfully processed

Release - 02/01/2019 02:50PM

Request Status: Request Accepted
Requested By: Maria A Horsley (IGEN701)
Scheduled For: Immediate
Shipment ID #: 21999

Equipment ID	L/E	Commodity	Equipment Type	Status	Reported ZTS	Release Reason	Actions
SHMC224	Empty		C6T - Covered Hopper	RI	03-710-00	Normal	Remove from request
SHMC219	Empty		C5T - Covered Hopper	RI	03-710-00	Normal	Remove from request
SHMC237	Empty		C5H - Covered Hopper	RI	03-710-00	Normal	Remove from request
SHMC226	Empty		C6T - Covered Hopper	RI	03-710-00	Normal	Remove from request
SHMC240	Empty		C5H - Covered Hopper	RI	03-710-00	Normal	Remove from request
SHMC231	Empty		C6T - Covered Hopper	RI	03-710-00	Normal	Remove from request

Cancel Request

Close