Release & Sequence Process for Customers

- **Overview**
  - The release and sequence function allows a customer to import and release cars 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 bill cars as normal.
  - The UP system will then place the customer billing in pending status until the car is released in Shipment Management.
  - After the cars are physically placed on the designated track, the customer will 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.
  - Select **Release** found on the **At Industry** tab.
  - Enter the equipment in the correct order in the **Equipment ID's** field.

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

Release & Sequence Process for Customers

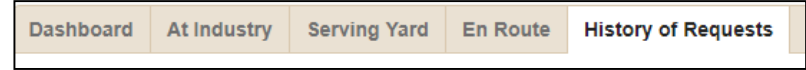- Select **Apply**
- Cars will appear in order on the list below

Seq	Equipment ID	L/E	Owner	Commodity	Release Reason
1	SHMC200	Empty	PC	2082110 -	Normal
2	SHMC201	Empty	FC	2082110 -	Normal
3	SHMC202	Empty	FC	2631117 - PLPBRD	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
>
> **Release**   Cancel

- **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 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.

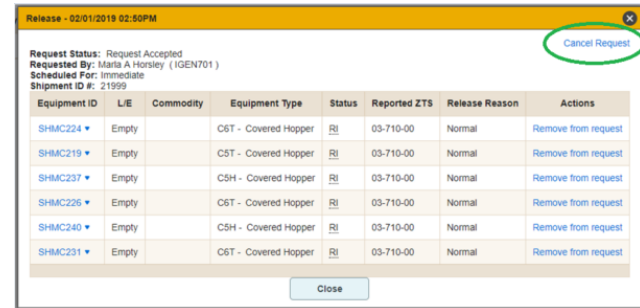| Dashboard	At Industry	Serving Yard	En Route	History of Requests

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

Firm Number: 945214   ☑ Search by Firm Number
Currently Showing: 01/27/2019 - 02/01/2019   21 Pending Request(s)

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(6)	More Information

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

Release - 02/01/2019 02:50PM

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

Cancel Request

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

Close

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