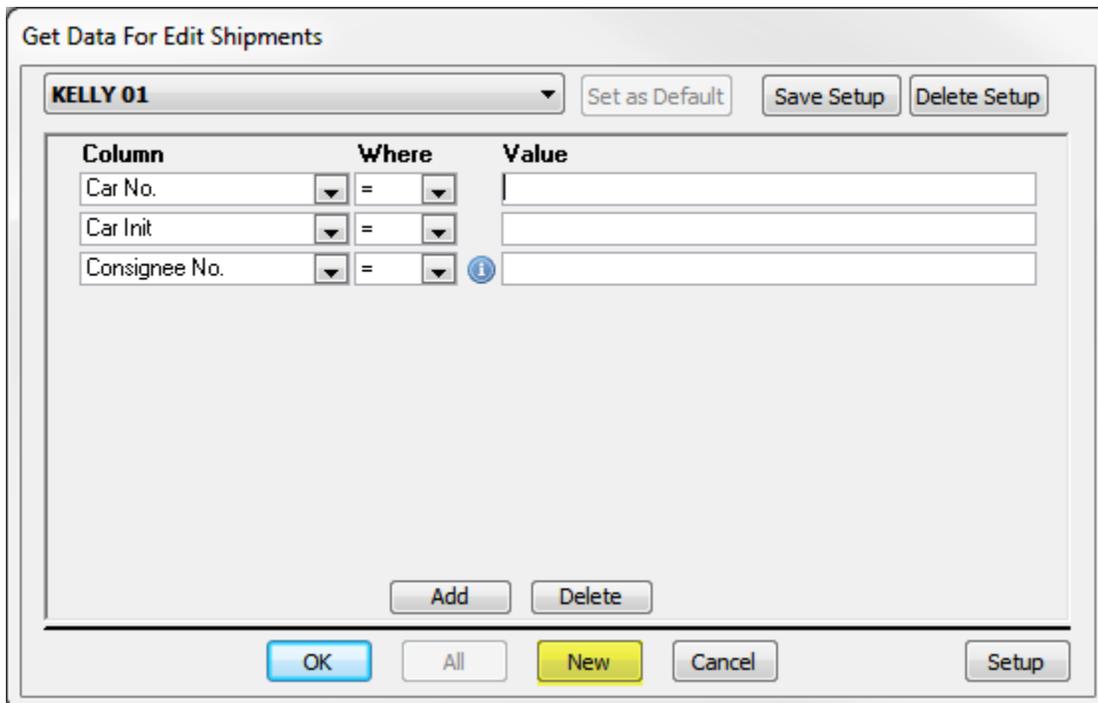


Once logged into RAILTRAC, click on the Main tab. Select Shipments and then, Edit Shipments.



A Get Data For Edit Shipments box will appear. On this screen, select New.

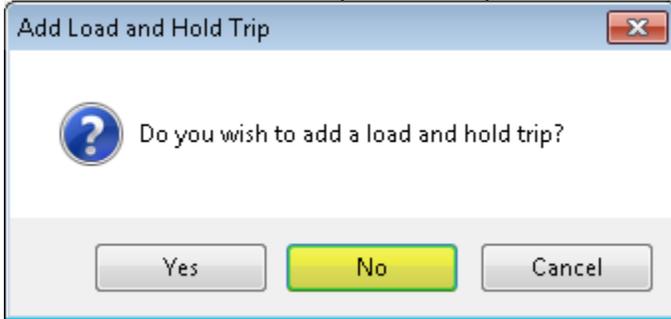


The screenshot shows the 'Get Data For Edit Shipments' dialog box. At the top, there is a dropdown menu with 'KELLY 01' selected, and three buttons: 'Set as Default', 'Save Setup', and 'Delete Setup'. Below this is a table with three columns: 'Column', 'Where', and 'Value'. The table contains three rows of data:

Column	Where	Value
Car No.	=	
Car Init	=	
Consignee No.	=	

At the bottom of the dialog box, there are buttons for 'Add', 'Delete', 'OK', 'All', 'New', 'Cancel', and 'Setup'. The 'New' button is highlighted in yellow.

An Add Load and Hold Trip box will open. Select No when entering a standard trip.



The following fields are required for entry of a new trip:

- Car ID
- Ship Date
- Consignee Number
- Route Code

Type in the Car ID and ship date. To find a consignee, right click the Consignee No. field or click on the Find Consignee button to search for a customer number.

**RT New Shipment**

Car ID: ACFX 069411  
 Ship Date: 02/20/17 00:00  
 Consignee No.:  

Origin:   
 Destination:   
 Release:   
 Return:   
 Consign Notification:  E  
 Consign Delivery:  E  
 Consign Release:  E  
 Trip Close:  E  
 Previous Trip Close:   
 Current Location:   
 Site Code: Q - Start of Trip  
 CLM Date/Time:  Road:   
 ETA Consignee:   
 ETA Origin:   
 DIVERSION:   
 OPERATIONS:   
 Sales Rep:   
 Car Condition: Good  Bad Order Days:  0  
 Diverted: No  Free Runner: No  Extracted: No

Consignee Nm:   
 Route Code:   
 Route Desc:   
 Shipment Type: 01 - Plant to Customer  
 Order Number:  BOL No.:   
 Shipper No.:  Cust PO:   
 Trip Status: Open  Car Status: 1 - To Consignee   
 Fleet: LLDPE  Group: MBLL   
 Supplier Code:  Supplier Name:   
 CSR No.:   
 Unit Train ID:   
 LOT #:   
 THIS IS 20 BYTE   
 Requested Dlv: 00/00/00 00:00  
 Frt Pmt Code: Prepaid  One Way/Round: Round Trip   
 Bill Detention: Yes  L/E: L   
 Shop Move: No  Supplier Shipment: No

Find Consignee Find Route Code Find Supplier OK Cancel  Multi-Shipment Entry

A Find Customer box will appear. On this screen, a customer number can be searched by using all or part of a known Customer Number, Customer Name, City, State, Customer Type, Active status, or combination of known values. The Consignee Number can then be chosen from the results by highlighting the correct Customer Number and clicking OK.

**RT Find Customer**

Cust No.	Customer Name	City	State	Customer Type	Active
2820BD5684800	BAMBERGER POLYMERS INC	HOUSTON	TX	CUSTOMER	Y
2158D5684800	BAMBERGER POLYMERS INC	HOUSTON	TX	CUSTOMER	Y
234BD5979999	BAMBERGER POLYMERS INC	HOUSTON	TX	CUSTOMER	Y

Set Filter

Cust No.	Customer Name	City	State	Customer Type	Active
2	BAM	HOU	TX	C	Y

Ok Cancel

The Consignee Number will now be populated on your trip.

Next, right click the Route Code field or click on the Find Route Code option to search for a route code.

The screenshot shows the 'RT New Shipment' window with various fields for shipment details. A red arrow points to the 'Route Code' field. The 'Find Route Code' button is highlighted in yellow.

A Find Route Code box will appear. On this screen, a route code can be searched for by using all or part of a known Route Code, Route Description, Origin City and/or State, Destination City and/or State, Delivery Carrier, One-Way or Round trip, or initiating car status of the route. The Route Code can then be chosen from the results by highlighting the correct Route Code and clicking OK.

The screenshot shows the 'RT Find Route Code' window. It contains a table with the following data:

Route Code	Route Description	Origin	Destination	Delivery Carrier	Assign	One-Way/Round	Car Status
A2-667232-10803	UP	AMELIA	TX CARROLLTO	TX DGNO		ROUND	1
A2-667232-12877	UP	AMELIA	TX CARROLLTO	TX FWWR		ROUND	1

Below the table is a 'Set Filter' section with input fields for each column header:

Route Code	Route Description	Origin	Destination	Delivery Carrier	Assign	One-Way/Round	Car Status
A	UP	A	TX CA			R	1

The Route Code will now be populated on your trip.

Multi-Shipment Entry can be checked if shipments for more than one car need to be entered for the same ship date, customer number, and route code. This option can also be used for a manual Unit Train entry in RAILTRAC.

More information may be entered, such as Order Number, Customer PO Number, BOL Number, etc. Once all desired fields are populated, select OK.

An Add Commodity Information box will appear. On this screen, a commodity can be entered if the Commodity Code is known, or searched for by selecting the Find Commodity option.

RT New Shipment

Car ID: ACFX 069411  
 Ship Date: 02/20/17 00:00  
 Consignee No.: 2820805684800  
 Consignee Nm: BAMBERGER POLYMERS INC  
 Route Code: A2-667232-10803  
 Route Desc: LIP  
 Shipment Type: 01 - Plant to Customer  
 Order Number: 123456 BOL No.: 789010  
 Shipper No.: Cust PO: 10803  
 Trip Status: Open Car Status: 1 - To Consigner  
 Fleet: LLDPE Group: MELL  
 Supplier Code: Supplier Name:  
 CSR No.:  
 Unit Train ID:  
 LOT #

Origin:  
 Destination:  
 Release:  
 Return:  
 Consign Notification: E  
 Consign Delivery: E  
 Consign Release: E  
 Trip Close: E  
 Previous Trip Close:  
 Current Location:  
 Site Code: Q - Start of Trip  
 CLM Date/Time:  
 ETA Consignee:  
 ETA Origin:  
 DIVERSION  
 OPERATIONS

Row 1 of 8

Box open for user filtering

Extracted?	Order #	BOL #
TX No	49105262230010	00028119
TX No	49103504090010	00018237
GA No	00015499130010	00017715
AL No	49103340710010	00017392

Add Commodity Information

Compant	Code	Qty	Units	15 BYTE FOR 1,2	Reference name 2	Reference name 3	20 BYTES AVAIL 3 + 4
1							

Find Commodity Add Cancel Commodity Fact

Find Consignee Find Route Code Find Supplier OK Cancel Multi-Shipment Entry

The Find Commodity Box will appear. Enter all or part of the commodity name and choose Search. Highlight the appropriate commodity and choose OK.

**Find Commodity**

Comm Code	Commodity Name	Commodity Class
0001052488	CARB DSL ULS 15 D	
0001059087	CARB DSL ULS 15 DW	
0005000004	CARBON MONOXIDE VL	NS
0005000424	CAT FRAC BOTTOMS SRN VL	48
0005000514	CARBOWAX 8000	NS
0005001271	CATALYST TOHO THC-134	NS
0005001417	CAOH FROM BTRF	48
0005001714	CAUSTIC REG 5	
0005001773	CA1003 DEFOAMANT STOCK1017 10% SILICO	NS
0005001776	CA1007 DOW 550 SILICONE	NS

Find Comm Name:

After the commodity has been chosen, the Quantity and Units should be entered in the corresponding fields. Then, click Add.

Add Commodity Information

Compant	Code	Qty	Units	15 BYTE FOR 1,2	Reference name 2	Reference name 3	20 BYTES AVAIL 3 + 4
1	0005000137	25000	LBS				

Once you're done adding commodities, Click Cancel.

If Multi-Shipment Entry was selected all data will stay and only the Car ID will become blank to allow for multiple trip entries.

RT New Shipment

Car ID:	<input type="text"/>	Origin:	<input type="text"/>
Ship Date:	02/19/17 00:00	Destination:	<input type="text"/>
Consignee No.:	1942BD5684800	Release:	<input type="text"/>
Consignee Nm:	BAMBERGER POLYMERS INC	Return:	<input type="text"/>
Route Code:	A2-684800-10000	Consign Notification:	<input type="text"/> E
Route Desc:	BNSF	Consign Delivery:	<input type="text"/> E
Shipment Type:	01 - Plant to Customer	Consign Release:	<input type="text"/> E
Order Number:	<input type="text"/>	Trip Close:	<input type="text"/> E
Shipper No.:	<input type="text"/>	Previous Trip Close:	<input type="text"/>
Trip Status:	Open	Current Location:	<input type="text"/>
Fleet:	<input type="text"/>	Site Code:	Q - Start of Trip
Supplier Code:	<input type="text"/>	CLM Date/Time:	<input type="text"/>
Supplier Name:	<input type="text"/>	ETA Consignee:	<input type="text"/>
CSR No.:	<input type="text"/>	ETA Origin:	<input type="text"/>
Unit Train ID:	<input type="text"/>	DIVERSION:	<input type="text"/>
LOT #	<input type="text"/>	OPERATIONS:	<input type="text"/>
THIS IS 20 BYTE	<input type="text"/>	Sales Rep:	<input type="text"/>
Requested Dlv	00/00/00 00:00	Car Condition:	Good
Frt Pmt Code:	Prepaid	Bad Order Days:	0
One Way/Round:	Round Trip	Diverted:	No
Bill Detention:	Yes	Free Runner:	No
L/E:	L	Extracted:	No
Shop Move:	No	Supplier Shipment:	No

Multi-Shipment Entry