

Car Repair Billing (CRB): Billing Repair Card (BRC) User Guide



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Last Updated: November 2016

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Learning about Car Repair Billing (CRB)

The purpose of this document is to provide step-by-step instructions for using the Billing Repair Card (BRC) component of the Car Repair Billing (CRB) application. Each system function is outlined accordingly with procedures and examples to guide the user through the various features of creating a BRC, preparing BRC for invoicing, and the handling of rebuttal billing through this application.

Overview

Car Repair Billing (CRB) is Railinc's system for managing invoices of car repairs. The Car Repair Billing system has two different methods for submitting invoices: the Car Repair Billing Data Exchange (CRBDX) and the Billing Repair Card (BRC) interface.

- **Car Repair Billing Data Exchange (CRBDX)** is a monthly exchange for receiving and transmitting invoices to registered billed parties. CRBDX utilizes industry rules and requirements to validate received invoices. These industry rules are defined in the [CRB Procedures Manual](#), the *Office Manual of the AAR Interchange Rules*, and the *Field Manual of the AAR Interchange Rules*.
- **Billing Repair Card (BRC)** is a component of the Car Repair Billing system that provides an interface for receiving and transmitting invoices, which are referred to as Billing Repair Cards. The interface ensures that all required fields are populated before the BRC is submitted for pricing and performs basic validation on fields (such as checking that the repair date is not in the future).

The **Car Repair Billing Price Master** is a quarterly electronic publication with AAR-determined freight car repair charges as related to labor and material components. Car Repair Billing system users have the option of purchasing the Price Master directly from Railinc. Refer to the [Car Repair Billing Price Master](#) web page for more information.

Car Repair Billing participants are classified as either submitters or receivers.

- A **submitter** is a railroad, equipment owner, third-party agent, or repair shop that submits billing repair cards (BRC) to CRBDX. The submitter may be the billing party (company that created the invoice) or a third-party agent. The invoices submitted must be in the format defined in the *CRB Procedures Manual*.

Each month, submitters compile BRC's for a particular billed company and create *one invoice for that billed company*. The submitter sends the invoice to CRBDX to be processed and distributed per industry rules. Submitters may transmit data to CRBDX from an internal system or third-party product.

- A **receiver** is a railroad, equipment owner, third-party agent, or repair shop that has registered with CRBDX to receive CRB invoices electronically after the monthly processing cycle. The receiver may be the billed company (company responsible for paying billing road) or a third-party agent. The invoices transmitted to CRB receivers are in the industry-approved format as described in the *CRB Procedures Manual*. The CRB receiver may receive the data in the 500-byte layout or by requesting the PDF version.

CRBDX sends the data received from submitters and only validates the format of the sent data. The payment of the invoice by the billed party is at their discretion.

The CRBDX layout and processing rules are detailed in the [CRB Procedures Manual](#). Submitters and receivers must have an established mailbox and should discuss setup with Railinc via email to csc@railinc.com.

Car Repair Billing Data Exchange

At the end of each month, the Car Repair Billing application gathers all related Billing Repair Cards and assigns a common invoice number after sending all information to the Car Repair Billing Data Exchange.

BRC users are reminded to create invoicing and send for Data Exchange according the Car Repair Billing Data Exchange [schedule](#). Failure to submit your monthly invoicing to the Data Exchange on time will result in your data being excluded from the distribution (i.e., it will be included in the next month's run of the Data Exchange).

BRC users can print a hard copy or paper invoice to send to the invoiced party as well as create and save a PDF copy of the invoice that can be emailed. It is important to discuss with each invoiced party (or billed party) how they want to receive a copy of your invoice (paper or PDF) generated through the BRC system.

Billing Repair Card

The Billing Repair Card component of the Car Repair Billing system provides an interface that users can use to enter, manage, and invoice Billing Repair Cards (BRC). This process starts with creating a Billing Repair Card and submitting it to be priced and saved. A BRC can either be priced successfully or returned with errors. All errors must be corrected and resubmitted (priced and saved) before a BRC can be invoiced or sent for data exchange. A successfully priced and saved BRC can be gathered with other BRCs for a particular car owner or billed road and assigned to a common invoice. Once invoiced, these BRCs are then sent to Railinc's data exchange to be available for the invoiced parties to obtain electronically on a monthly process.

Billing Repair Card Status Codes

A BRC goes through a certain lifecycle as it is created, priced, and invoiced. The following status codes help define that lifecycle.

BRC Status Codes	Description
Entered	The BRC has been entered into the CRB system. The record has not been priced through the pricing logic. BRC Users can make corrections or changes to the BRC. BRC Users can also save a BRC and return to a pending BRC and add lines as needed prior to it being submitted for pricing.

BRC Status Codes	Description
Priced	The BRC has been entered into the CRB system. The BRC record has been priced successfully through the pricing logic and contains no errors. This record is available to be included in an invoice. Priced BRCs can be corrected or changed, however if a user needs to make corrections or add a line to a priced BRC it must be priced again successfully.
Error	The BRC has been entered into the CRB system. The record has failed to process through the pricing logic and is flagged with an indicator of where the error occurred. The record is marked with a status of “Error” for the BRC User to correct. Once corrected, the status is changed to “Entered” and can be priced again.
Invoiced	The BRC invoice has been submitted to the Data Exchange. The BRC record is priced and has been included in an invoice issued by the invoicing party. In addition, once invoiced the record is sent to the data exchange and available for the invoiced party to obtain. No further changes can be made to this data. This record can be retrieved for printing of a paper invoice.

Job Codes

A **job code** is the industry defined code that relates to a particular part of the rail equipment being repaired. Job codes are located in the *Office Manual of AAR Interchange Rules*. Job codes are part of the Price Master/Matrix.

The price of the repair depends on the following criteria noted by the submitter:

- Repair Date
- Job Code
- Why Made Code
- Responsibility Code
- Condition Code

The combination of the above criteria determines which AAR price to apply on the billing repair card.

The list of National Industrial Transportation League (NITL) job codes is located in Appendix D of the *Field Manual of the AAR Interchange Rules*. NITL codes are contracted rates (manual pricing).

System Requirements

For information about the system requirements of Railinc web applications and for information about downloading compatible web browsers and file viewers, refer to the [Railinc UI Dictionary](#).

Accessing the Railinc Customer Success Center

The Railinc Customer Success Center provides reliable, timely, and high-level support for Railinc customers. Representatives are available to answer calls and respond to emails from 7:00 a.m. to 7:00 p.m. Eastern time, Monday through Friday, and provide on-call support via pager for all other hours to ensure support 24 hours a day, 7 days a week. Contact us toll-free by phone at 877-RAILINC (1-877-724-5462) or send an email directly to csc@railinc.com.

Additional Reference Material

Refer to the documents listed in this section for important additional information.

Car Repair Billing Procedures Manual

The CRBDX participation and industry-approved record layout requirements are contained in the *CRB Procedures Manual*. The *CRB Procedures Manual* is regularly updated with information on record layout changes and requirements for billing repair cards for specific detail sources. The *CRB Procedures Manual* is located at:

https://www.railinc.com/rportal/documents/18/260737/CRB_ProceduresManual.pdf

Office Manual of the AAR Interchange Rules

The *Office Manual of the AAR Interchange Rules* (referred to as the *AAR Office Manual*) contains Car Repair Billing rules and published AAR rates (referred to as Price Master or Price Matrix). The *AAR Office Manual* contains job codes which relate to a car part or component. CRBDX submitters utilize the Price Master for AAR priced repairs on a unit. The CRB submitter must identify the repair using the appropriate job code and submit an invoice to CRBDX for distribution to the specified billed road/company.

The price used for a repair is dependent on the repair date. The price should correspond to the Price Master/Matrix valid for the specified repair date. CRBDX handles contract pricing and is referred to as manual pricing (or non-AAR pricing).

The rules for submitting billing repair cards on damaged equipment or destroyed units is located in both the *AAR Office Manual* and *Field Manual of the AAR Interchange Rules*.

Field Manual of the AAR Interchange Rules

The *Field Manual of the AAR Interchange Rules* (referred to as the *AAR Field Manual*) contains the interchange rules and has guidelines on repairs and reporting must occur for repaired, damaged or destroyed equipment. The *Field Manual of the AAR Interchange Rules* is useful in assisting customer with determining the appropriate qualifiers, questions on how to report repairs and other information necessary to complete a repair.

Note: Requests for the *AAR Office Manual* and *AAR Field Manual* are submitted to the AAR. Refer customer to AAR publication site at <http://www.aarpublications.com>.

Getting Started

The Car Repair Billing (CRB) application, which provides access to the Billing Repair Card (BRC) interface, is accessed using the Railinc Single Sign On (SSO). SSO can be accessed from the Railinc portal at [Railinc Single Sign On/Launch Pad User Guide](#). The SSO log in is located at the upper right of the page.

Register to Use Railinc SSO

Each CRB user must register to use Railinc Single Sign On. Refer to the [Railinc Single Sign On/Launch Pad User Guide](#) for more information.

Once SSO registration is complete, the user must request access to CRB within SSO.

Role-Based Application

Access and authorization for CRB is determined when requesting access through Railinc Single Sign On. Refer to [Exhibit 2](#) for a complete list of CRB roles as seen in SSO.

Exhibit 1. User Roles and Descriptions

Role	Description
CRB Billing Repair Card User	Allows the creation of Billing Repair Card data in order to submit invoices and repair records to the Car Repair Billing Data Exchange.
CRB Data Exchange Submitter	CRB Data Exchange Submitter.
CRB Survey Participant	Participates in survey process to enter quotes that will be used in the Car Repair Billing Price Master.

Requesting CRB Access

After authorization to use Railinc SSO is received, the user must request general access to CRB following instructions in the [Railinc Single Sign On/Launch Pad User Guide](#).

Exhibit 2. CRB Request Permission

The screenshot shows the Railinc User Services interface. At the top, there is a header with the Railinc logo, 'User Services', and a user status bar indicating 'signed in as WRITEON' with links for 'Sign Out', 'Launch Pad', 'User Services', and 'Contact Us'. Below the header, a breadcrumb trail reads: 'User Services > Edit User > Manage User Permissions > Request Application Access > Request Permission'. The main content area is titled 'Car Repair Billing' and contains the instruction 'Select a Role for this application.' Under the heading 'Select Role', there are three radio button options, each with a description and a 'Company Id' field with a 'Search' button:

- ☐ **CRB Billing Repair Card User: (company required):**
Allows the creation of Billing Repair Card data in order to submit invoices and repair records to the AAR Data Exchange
Company Id
- ☐ **CRB Data Exchange Submitter: (company required):**
CRB Data Exchange Submitter
Company Id
- ☐ **CRB Survey Participant: (company required):**
Participates in survey process to enter quotes that will be used in AAR/RAC price master.
Company Id

Below the role selection, there is an 'Enter Comment' section with a text input field. At the bottom of the form are two buttons: 'Submit' and 'Done'.

When e-mail notification of access to CRB is received, the user can log on and begin using CRB.

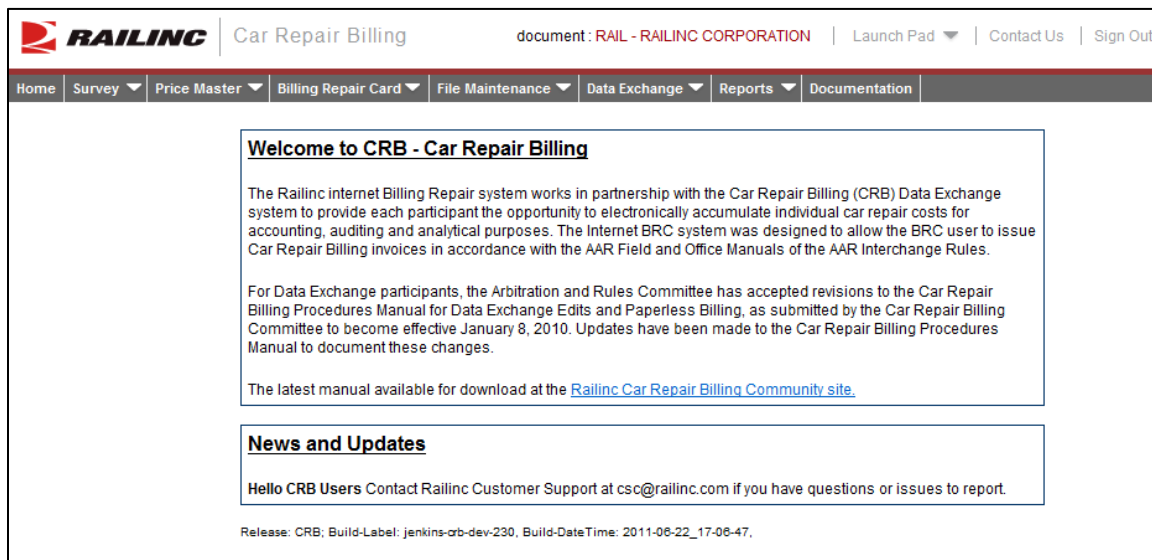
Note: Access to certain functions within CRB is handled by the user's local CRB administrator who has the SSO rights to specify local CRB user's tasks (and menu items).

Logging In

To log into CRB:

1. Open the browser.
2. Open the Railinc portal at <http://www.railinc.com>.
3. Log in to SSO (at upper right).
4. The Launch Pad is displayed. The user's authorized Railinc applications are displayed on the left side of the page.
5. Select **Car Repair Billing**, the CRB Welcome page is displayed ([Exhibit 3](#)).

Exhibit 3. CRB Welcome Page



6. Continue by selecting an application menu item.

Note: Menu content varies based on role-based permissions granted. Refer to [Exhibit 2](#). The ONLY menus that are covered in this manual are the ones for Billing Repair Card and Data Exchange.

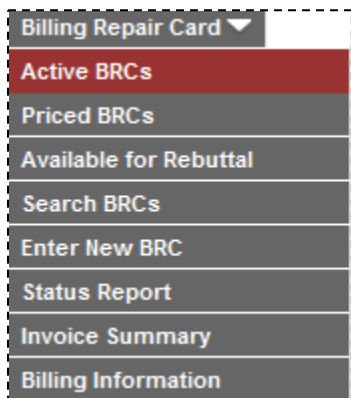
Logging Out

To log out of CRB, select the **User Services** link. The SSO Welcome page is displayed.

Billing Repair Card

When the user selects Billing Repair Card on a CRB page, the Billing Repair Card menu is displayed ([Exhibit 4](#)).

Exhibit 4. Billing Repair Card Menu



Entering Billing Information (New Users)

Before you start creating BRCs you must complete your companies Contact Information page by entering the three contact types for Remit To, Inquiries and Exceptions. This information will appear on your printed paper invoices and you will only have to input this information once. You may update this information as needed.

Note: The Remit To, Inquiries and Exceptions information should reflect your companies contact information should there be any questions on submitted data.

To create new billing information:

1. Log onto CRB as described in [Logging In](#) on page 11. The CRB Welcome page is displayed ([Exhibit 3](#)).
2. Select **Billing Repair Card>Billing Information**. The BRC Contact Information page is displayed ([Exhibit 5](#)).

Exhibit 5. BRC Contact Information

The screenshot displays the RAILINC Car Repair Billing interface. At the top, the RAILINC logo is on the left, and the text "Car Repair Billing" is in the center. To the right of the logo, the document name "document: RAIL - RAILINC CORPORATION" is shown, along with links for "Launch Pad", "Contact Us", and "Sign Out". Below this is a navigation bar with tabs: "Home", "Survey", "Price Master", "Billing Repair Card", "File Maintenance", "Data Exchange", "Reports", and "Documentation". The "Billing Repair Card" tab is active. Below the navigation bar, there are links for "Enter New BRC", "Search BRCs", and "Active Roadmark". The "Active Roadmark" dropdown is set to "BBSI", and the "User" dropdown is set to "document". The main content area is titled "Contact Information". Below this title, a red note states: "Note: All required contact information MUST be filled in for ALL contact types: IQ, RT, EX, IP, BP." The form itself is enclosed in a blue border and contains the following fields: "Tax Id:" (text input), "Contact Type:" (dropdown menu set to "Inquiries"), "Company Name:" (text input), "Name:" (text input), "Title:" (text input), "Phone:" (text input), "Fax:" (text input), "E-Mail:" (text input), "Street Address:" (three stacked text inputs), "City:" (text input), "State/Province:" (text input), "Country:" (dropdown menu), and "Postal Code:" (text input). At the bottom of the form, there are buttons for "Save", "Copy To", and a dropdown menu set to "All".

3. Complete the available input fields for the “Inquiries” contact type.

Note: Red labeling indicates required fields.

4. From the Contact Type drop-down, select “Remit To” and then “Exceptions” repeating the input of appropriate contact information for each. If desired, the **Copy To** button can be used to copy entered contact information from one category to the next.
5. Select **Save**. If all validation passes a message is displayed at the top of the page indicating that the contact information has been successfully saved.
6. Repeat for other contact types of billing/invoicing parties, as needed.

Entering a New BRC

To create new billing repair card information:

1. Log onto CRB as described in [Logging In](#) on page 11. The CRB Welcome page is displayed ([Exhibit 3](#)).

2. Select **Billing Repair Card>Enter New BRC**. The Billing Repair Card - Main page is displayed ([Exhibit 6](#)).

Exhibit 6. Billing Repair Card - Main

RAILINC Car Repair Billing document : RAIL - RAILINC CORPORATION Launch Pad Contact Us Sign Out

Home Survey Price Master Billing Repair Card File Maintenance Data Exchange Reports Documentation

Enter New BRC Search BRCs Active Roadmark BBSI User document

Billing Repair Card - Main

Car Initial: KCS **Car Number:** 720020 **Car Kind:** H
Billed Company: CN **L/E Indicator:** Loaded **Repaired SPLC:** 085618000
Detail Source: BR **Date Repaired (MM-DD-YYYY):** 08-04-2011
Defect Card Party: **Defect Card Date (MM-DD-YYYY):** **Specify the following for Manually Priced Job Codes:**
Repair Facility Type: **Repair Facility Arrival Date (MM-DD-YYYY):** Contract Labor Rate:
Currency to Use: US **Document Reference Number:** Use AAR Time Standard: ☒ Yes ☐ No

This BRC is for a re-submit invoice

☐ Yes ☒ No **Original Invoice Number:** **Original Account Date (MM-DD-YYYY):**

CIF Fields (optional)

Repairing Party CIF: **Invoicing Party CIF:**
Billing Party CIF: **Defect Party CIF:**

Job Codes

Select	App. Job	Rem. Job	Loc.	Why Made	Qty.	Net Charge	Status	EHMS Sent Dt.
Add New Line								

Rebuttal

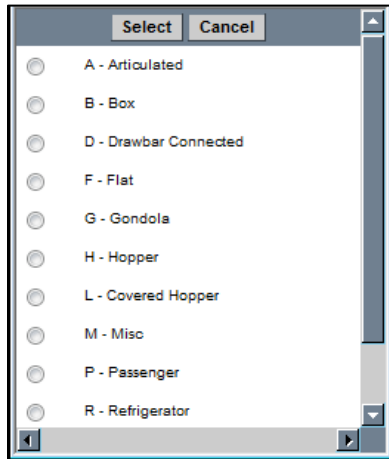
Repairing Party: **Repairing Party Invoice Nbr.:**
Repairing Party Doc. Ref. Nbr.:

Save Draft Price & Save

3. At a minimum complete the mandatory fields which appear in red text and are listed below.


- **Car Initial**
- **Car Number**
- **Car Kind** (not required on group billable); A Car Kind lookup is available by selecting the **Car Kind** field label. Select the appropriate Car Kind and then the **Select** button. The Car Kind field is populated with the selected car kind.

Exhibit 7. Car Kind Look Up



- **Billed Company** (see the following note)

Note: Car Repair Data Exchange distributes information based on the contents of the **Billed Company** field. It is extremely important that you input a valid Billed Company in this field. If you don't input a valid Billed Company the CRBX record will not be delivered to the appropriate billed road.

- **Load / Empty Indicator** (not required on group billable)
- **Repaired SPLC** (9 digit number representing the repair location). The magnifying glass icon  can be used to perform a SPLC lookup (see [Performing a SPLC Lookup](#) on page 21).
- **Detail Source**
- **Date Repaired**
- **Currency to use**

4. As needed or appropriate, complete the other non-mandatory fields.

- Defect Card Party
- Defect Card Date
- Repair Facility Type
- Repair Facility Arrival Date
- Document Reference Number
- For Manually Priced Job Codes
 - Contract Labor
 - Use AAR Time Standard
- For Resubmitted invoices
 - Yes/No
 - Original Invoice Number
 - Original Account Date
- CIF Fields:
 - Repairing Party CIF
 - Invoicing Party CIF
 - Billing Party CIF
 - Defect Party CIF

- Rebuttal
 - Repairing Party
 - Repairing Party Invoice Nbr
 - Repairing Party Doc. Ref. Nbr
5. In the Job Codes section, select the **Add New Line** button. The BRC Job Couplet page is displayed ([Exhibit 8](#)).

Exhibit 8. BRC Job Couplet

RAILINC Car Repair Billing document: RAIL - RAILINC CORPORATION | Launch Pad | Contact Us | Sign Out

Home | Survey | Price Master | Billing Repair Card | File Maintenance | Data Exchange | Reports | Documentation

Enter New BRC | Search BRCs | Active Roadmark: BBSI | User: document

BRC Job Couplet

Note: The EHMS job code and why made code related repairs will be sent to Car Repair History daily.

Car: KCS 720020 Repair Date: 08-04-2011 Repaired At: 085618000

Total Charge: Not Priced Status: Pending

Invoice Number: Not Invoiced Invoice Date: Not Invoiced

Manually Priced ☐

Wrong Repair ☐

Applied Job Code 2009 +

Removed Job Code 2009 +

Continue Cancel

6. As necessary, select the optional check boxes to indicate “Manually Priced” or “Wrong Repair”. See [Entering Manually Priced Repairs](#) (page 19) for full details.
7. Complete the mandatory fields for **Applied Job Code** and **Removed Job Code**.
- a. As needed select the plus sign next to either field to access a Job Codes Search lookup ([Exhibit 9](#)).

Exhibit 9. Job Code Search

Job Codes Search

Job Code

Rule Number 19 - Yokes, Type E

Description

Search Cancel

Total Items: 4

	Job Code	Description	Rule Number
<input type="radio"/>	2314	COUPLER YOKE, Y40AHT OR Y40AC	19
<input type="radio"/>	2315	YOKE, Y40AHT, Y40AE, SY40AE & YS93AE	19
<input type="radio"/>	2317	COUPLER YOKE, Y41AHT OR Y41AC	19
<input type="radio"/>	2318	COUPLER YOKE, Y41AHT OR Y41AE	19

Select

- b. Enter a partial Job Code, select a Rule Number from the drop-down, or enter a partial description. Select **Search**. Select a found Job Code and then the **Select** button. The Job Code field is populated on the BRC Job Couplet page.
8. With the **Applied Job Code** and **Removed Job Code** fields complete, select **Continue**. The second portion of the BRC Job Couplet page is displayed ([Exhibit 10](#)). The available input fields may vary depending on the selected Job Codes. For example, for wheels inputs that appear in [Exhibit 11](#) are displayed.

Exhibit 10. BRC Job Couplet (part 2)

RAILINC Car Repair Billing document: RAIL - RAILINC CORPORATION Launch Pad Contact Us Sign Out

Home Survey Price Master Billing Repair Card File Maintenance Data Exchange Reports Documentation

Enter New BRC Search BRCs Active Roadmark: BBSI User: document

BRC Job Couplet

Car: KCS 720020 Repair Date: 08-04-2011 Repaired At: 085618000
 Total Charge: Not Priced Status: Pending
 Invoice Number: Not Invoiced Invoice Date: Not Invoiced

Repair Information

Location on Car: A Quantity [PM Max: 1]: 1 Condition Code: 2
 Applied Job Code: 2009 Applied Qualifier: Why Made Code: 02
 Component ID:
 Removed Job Code: 2009 Removed Qualifier: Responsibility Code: 1
 Applied Job Code Description: COUPLER BODY, E 60 DC
 Narrative: COUPLER BODY, E 60 DC

Pricing Information

Material Price: Labor Price: Total: 0.00

Done Cancel Add Next

Exhibit 11. BRC Job Couplet (part 2) for Wheels

BRC Job Couplet

Car: KCS 720020 Repair Date: 08-04-2011 Repaired At: 085618000
 Total Charge: 403.13 Status: Priced
 Invoice Number: Not Invoiced Invoice Date: Not Invoiced

Repair Information

Location on Car: L2 Quantity [PM Max: 1]: 1 Condition Code: 7
 Applied Job Code: 3111 Applied Qualifier: 05 Why Made Code: 03
 Component ID:
 Removed Job Code: 3111 Removed Qualifier: 05 Responsibility Code: 2
 Applied Job Code Description: WHEEL 38" 2W HT-CP
 Narrative: WHEEL 38" 2W HT-CP

Wheel Readings (if applicable)

	Illegible/Unknown	Month	Year	Mfr	Cls	Side	Finger
Applied	<input type="checkbox"/>	08	11	SJ	B	20	07
Removed	<input type="checkbox"/>	01	04	SJ	B	00	00

Pricing Information

Material Price: Labor Price: Total: 0.00

Done Cancel Add Next

9. At a minimum complete the mandatory fields which appear in red text and are listed below.

- **Location on Car**
- **Quantity [PM Max 1]**
- **Condition Code**
- **Why Made Code**
- **Component ID**—Uniquely identifiable information that includes 14 characters and is comprised of a company ID or Mark and up to 10-digit serial number. This component ID is the standard “AAR Component ID” that will be physically applied to the component during assembly.
- **Responsibility Code**
- **Applied Qualifier** (may or may not be required depending on the Job Code)
- **Removed Qualifier** (may or may not be required depending on the Job Code)

These additional fields are required for Wheel Readings:

- **Applied/Removed Wheel – Month of Manufacture**
- **Applied/Removed Wheel – Year of Manufacture**
- **Applied/Removed Wheel – Manufacturer Code**
- **Applied/Removed Wheel – Class Code (codes to be applied when selecting a manufacture code)**
- **Applied/Removed Wheel – Side Reading**
- **Applied/Removed Wheel – Finger Reading**

10. As needed or appropriate, complete the other non-mandatory fields.

11. Complete one of the following steps:

- a. If an additional Job Couplet is needed, select **Add Next**.
- b. If finished, select **Done**. The Billing Repair Card – Main page is re-displayed with the Job Code added ([Exhibit 12](#)). Proceed to step 12.
- c. To cancel the entry of the BRC, select **Cancel**.

Exhibit 12. BRC Completed with Job Codes

RAILINC Car Repair Billing document: RAIL - RAILINC CORPORATION | Launch Pad | Contact Us | Sign Out

Home | Survey | Price Master | Billing Repair Card | File Maintenance | Data Exchange | Reports | Documentation

[Enter New BRC](#) | [Search BRCs](#) | Active Roadmark BBSI | User document

Billing Repair Card - Main

Car Initial: KCS **Car Number:** 720020 **Car Kind:** H
Billed Company: CN **L/E Indicator:** Loaded **Repaired SPLC:** 085618000
Detail Source: BR **Date Repaired (MM-DD-YYYY):** 08-04-2011
Defect Card Party: **Defect Card Date (MM-DD-YYYY):** **Repair Facility Type:** **Repair Facility Arrival Date (MM-DD-YYYY):**
Currency to Use: US **Document Reference Number:**

Specify the following for Manually Priced Job Codes:
Contract Labor Rate: **Use AAR Time Standard:** ☒ Yes ☐ No

This BRC is for a re-submit invoice
☐ Yes ☒ No **Original Invoice Number:** **Original Account Date (MM-DD-YYYY):**

CIF Fields (optional)
Repairing Party CIF: **Invoicing Party CIF:**
Billing Party CIF: **Defect Party CIF:**

Job Codes

Select	App. Job	Rem. Job	Loc.	Why Made	Qty.	Net Charge	Status	EHMS Sent Dt.
<input type="checkbox"/>	2009	2009	A	02	1	\$0.00	Entered	

Rebuttal
Repairing Party: **Repairing Party Invoice Nbr.:**
Repairing Party Doc. Ref. Nbr.:

- On the Billing Repair Card – Main page, select **Price & Save**. If all input fields pass validation, a message appears stating that the BRC is successfully saved. The status changes from “Entered” to “Priced”. If necessary, the **Save Draft** button can be used to save a work in progress BRC.

Entering Manually Priced Repairs

For Manually Priced Repairs you are required to input your Contract Labor Rate and select “NO” to use the AAR Time Standard. If you select “Yes” User AAR Time Standard – your repair calculation will use the AAR Time Standard and overwrite your Net Charges.

Note: Shop Billing (Detail Source **SH**) is always used when repair facility is a "Contract Shop" (Repair Facility Type **CS**) or when a repair facility is designated by a car owner to perform repairs for interchange freight cars.

To create new manually priced billing repair card information:

- Log onto CRB as described in [Logging In](#) on page 11. The CRB Welcome page is displayed ([Exhibit 3](#)).

2. Select **Billing Repair Card**>**Enter New BRC**. The Billing Repair Card - Main page is displayed. [Exhibit 13](#) shows a typical manually priced repair.

Exhibit 13. Billing Repair Card – Main (for manually priced repairs)

The screenshot displays the 'Billing Repair Card - Main' form in the RAILINC Car Repair Billing system. The form is organized into several sections:

- Header:** RAILINC logo, 'Car Repair Billing' title, document ID 'RAIL - RAILINC CORPORATION', and navigation links like 'Launch Pad', 'Contact Us', and 'Sign Out'.
- Navigation Bar:** Home, Survey, Price Master, Billing Repair Card, File Maintenance, Data Exchange, Reports, Documentation.
- Form Fields:**
 - Car Initial:** KCS
 - Car Number:** 72002
 - Car Kind:** G
 - Billed Company:** ABCX
 - L/E Indicator:** Loaded
 - Repaired SPLC:** 720000000
 - Detail Source:** BR
 - Date Repaired (MM-DD-YYYY):** 08-12-2011
 - Defect Card Date (MM-DD-YYYY):**
 - Repair Facility Type:**
 - Repair Facility Arrival Date (MM-DD-YYYY):**
 - Currency to Use:** US
 - Document Reference Number:**
- Specify the following for Manually Priced Job Codes:**
 - Contract Labor Rate:** 75.00
 - Use AAR Time Standard:** Yes (selected), No
- This BRC is for a re-submit invoice:**
 - Original Invoice Number:**
 - Original Account Date (MM-DD-YYYY):**
- CIF Fields (optional):**
 - Repairing Party CIF:**
 - Invoicing Party CIF:**
 - Billing Party CIF:**
 - Defect Party CIF:**
- Job Codes:** A table with columns: Select, App. Job, Rem. Job, Loc., Why Made, Qty., Net Charge, Status, EHMS Sent Dt.
- Rebuttal:**
 - Repairing Party:**
 - Repairing Party Invoice Nbr.:**
 - Repairing Party Doc. Ref. Nbr.:**

3. At a minimum complete the mandatory fields which appear in red text and are listed below.

- **Car Initial**
- **Car Number**
- **Car Kind** (not required on group billable); A Car Kind lookup is available by selecting the Car Kind field label. Select the appropriate Car Kind and then the **Select** button. The Car Kind field is populated with the selected car kind.
- **Billed Company** (see the following note)
- **Load / Empty Indicator** (not required on group billable)
- **Repaired SPLC** (9 digit number representing the repair location). The magnifying glass icon can be used to perform a SPLC lookup (see [Performing a SPLC Lookup](#) on page 21).
- **Detail Source**
- **Date Repaired**
- **Currency to use**

Note: Car Repair Data Exchange distributes information based on the contents of the **Billed Company** field. It is extremely important that you input a valid Billed Company in this field. If

you don't input a valid Billed Company the CRBX record will not be delivered to the appropriate billed road.

4. In the "Specify the following for Manually Priced Job Codes" section of the page, enter a **Contract Labor Rate** and select **"No"** for **Use AAE Time Standard**
5. As needed or appropriate, complete the other non-mandatory fields.
6. In the Job Codes section, select the **Add New Line** button. The BRC Job Couplet page is displayed ([Exhibit 8](#)).

Exhibit 14. BRC Job Couplet (for a manually priced repair)

RAILINC Car Repair Billing document: RAIL - RAILINC CORPORATION | Launch Pad | Contact Us | Sign Out

Home | Survey | Price Master | **Billing Repair Card** | File Maintenance | Data Exchange | Reports | Documentation

[Enter New BRC](#) | [Search BRCs](#) | Active Roadmark: BBSI | User: document

BRC Job Couplet

Note: The EHMS job code and why made code related repairs will be sent to Car Repair History daily.

Car: KCS 072002 Repair Date: 08-12-2011 Repaired At: 720000000

Total Charge: Not Priced Status: Pending

Invoice Number: Not Invoiced Invoice Date: Not Invoiced

Manually Priced ☒

Wrong Repair ☐

Applied Job Code 1556


Removed Job Code 1556

Continue Cancel

7. Select the **Manually Priced** check box to indicate manual pricing.
8. Select the optional check box to indicate "Wrong Repair".
9. Complete the remaining steps as described in [Entering a New BRC](#) (page 13) starting at step 7.

Note: On the BRC Job Couplet (part 2) page (see [Exhibit 10](#)), be sure and enter the Narrative Description of your NIT League Job Code, Material Price and Labor Price.

Performing a SPLC Lookup

While entering a new BRC, the repaired SPLC (9 digit number representing the repair location) can be determined using the lookup tool which is accessed by selecting the magnifying glass icon  next to the repaired SPLC field.

To perform a SPLC lookup:


1. Perform the steps in either [Entering a New BRC](#) or [Entering Manually Priced Repairs](#) to get to the Billing Repair Card – Main page ([Exhibit 13](#)).
2. Select the magnifying glass icon  next to the repaired SPLC field. The SPLC Look Up page is displayed ().

Exhibit 15. SPLC Look Up

The screenshot shows the RAILINC Car Repair Billing interface. The top navigation bar includes the RAILINC logo, 'Car Repair Billing', and a document identifier 'document: RAIL - RAILINC CORPORATION'. Below this is a menu bar with options: Home, Survey, Price Master, Billing Repair Card, File Maintenance, Data Exchange, Reports, and Documentation. The main content area is titled 'SPLC Look Up'. It contains a form with the following fields: 'Location' (with a 'Starts With' dropdown menu and a text input containing 'cary'), 'State/Province' (a text input), and 'County Name' (a text input). At the bottom of the form are 'Search' and 'Cancel' buttons.

3. Use the drop down field (Starts With, Contains, Ed With, or Exact Match) in combination with an entry in the **Location** field as the basis for a search.
4. Select **Search** to initiate the search. The

Exhibit 16. SPLC Look Up Results

The screenshot shows the RAILINC Car Repair Billing interface displaying the 'SPLC Look Up Results'. The table lists 7 items. The columns are: Select, SPLC, Location, State/Province, and County Name. The results are as follows:

Select	SPLC	Location	State/Province	County Name
<input type="radio"/>	291617000	CARY	KY	
<input type="radio"/>	382238000	CARY	IL	
<input type="radio"/>	411657000	CARY	NC	
<input type="radio"/>	411657000	CARY	NC	CARYN
<input type="radio"/>	424192000	CARYVILLE	TN	
<input type="radio"/>	494230000	CARYVILLE	FL	
<input type="radio"/>	576817000	CARYTOWN	MO	

At the bottom of the table are 'OK' and 'Cancel' buttons.

5. Select the desired found SPLC and then **OK**. The repaired SPLC field is filled in with the selected SPLC.

Changing BRCs

During the month the BRC User may want to change a BRC or add additional repairs. This entails changing a BRC in Entered, Priced, or Error status. After the changes are made the BRC detail line is updated and returned to Entered status.

Rules:

- The BRC must have been created through the BRC System to be accessed for changes.
- A BRC detail line must be in the Entered, Priced or Error status to be changed through the CRB System.
- After a BRC detail line has already been invoiced through the BRC System it can no longer be changed.

Notes:

- **Active BRCs** contain all the BRCs that are either in Entered or Error status.
- **Priced BRCs** contain all the BRCs that have been Priced (but not yet invoiced and submitted to Data Exchange).

Here is how to Change a BRC:

1. From the **Billing Repair Card** menu, select either **Active BRCs** or **Priced BRCs**. Either the Active BRCs ([Exhibit 17](#)) or the Outstanding BRCs – Priced page is displayed.

Exhibit 17. Active BRCs

RAILINC Car Repair Billing document: RAIL - RAILINC CORPORATION | Launch Pad | Contact Us | Sign Out

Home | Survey | Price Master | Billing Repair Card | File Maintenance | Data Exchange | Reports | Documentation

[Enter New BRC](#) | [Search BRCs](#) | Active Roadmark: BBSI | User: document

Active BRCs

Total Items: 1

	Car ID	Billed Company	Repair Date	SPLC	Total Charge	Status	Owned By	Last Updated By
<input type="checkbox"/>	KCS 720020	CN	08-04-2011	085618000	\$403.13	Pending	document	document

Price Delete Selected Items

2. Select the listed hyperlinked Car ID of the BRC to be changed. The Billing Repair Card - Main page is opened ([Exhibit 6](#)).
3. Complete any needed edits.
4. Select **Save Draft** to save the changed BRC.

Deleting BRCs

During the month the BRC User may want to delete a BRC. This entails deleting a BRC in Entered, Priced or Error status. After the BRC is deleted it is completely removed from the BRC system. It is also possible to just delete one or more detail lines from a BRC.

Rule:

- A BRC must be in Entered, Priced or Error status to be deleted from the CRB System.

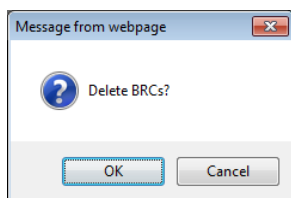
Note:

- **Active BRCs** contain all the BRCs that are either in Entered or Error status.

Here is how to delete an entire BRC:

1. From the **Billing Repair Card** menu, select either **Active BRCs** or **Priced BRCs**. Either the Active BRCs ([Exhibit 17](#)) or the Outstanding BRCs – Priced page is displayed.
2. Select the listed BRC to be deleted.
3. Select the **Delete** button. A message is displayed requesting confirmation ([Exhibit 18](#)).

Exhibit 18. Delete BRCs Confirmation



4. Select **OK** to confirm the deletion. The selected BRC is removed from the list.

Here is how to delete one or more detail lines from a BRC:

1. From the Billing Repair Card menu, select either **Active BRCs** or **Priced BRCs**. Either the Active BRCs ([Exhibit 17](#)) or the Outstanding BRCs – Priced page is displayed.
2. Select the listed hyperlinked Car ID of the BRC with one or more detail lines to be deleted. The Billing Repair Card - Main page is opened ([Exhibit 6](#)).

Exhibit 19. BRC (detail line to be deleted)

Job Codes								
Select	App. Job	Rem. Job	Loc.	Why Made	Qty.	Net Charge	Status	EHMS Sent Dt.
<input type="checkbox"/>	2009	2009	A	02	1.0	\$403.13	Priced	
<input checked="" type="checkbox"/>	1139	1139	A	13	1	\$0.00	Entered	
					<input type="button" value="Delete"/>	<input type="button" value="Add New Line"/>		

3. In the Job Codes section of the BRC, select the line to be deleted ([Exhibit 19](#)) and select the **Delete** button. The selected detail line is removed.

Creating Invoices and Submitting Data

Before the last business day of the month, BRC users may want to create invoices and submit this information to the Railinc Data Exchange. It is important to note the all BRCs created during the current month must be invoiced and submitted to the Data Exchange on or before the last business day of the month. Failure to submit this invoicing to the Data Exchange before this deadline will delay receipt of invoicing (by the Billed Company) until next month when the Data Exchange is run.

The Railinc Data Exchange system is run (approximately) on the fifth business day of each month and will convert BRC transactions into the current 500 byte record format and distribute this information electronically to the appropriate Billed Company.

Rules:

- A BRC must be in Priced status to be included in the invoice.
- Each BRC detail line must be in Priced status to be included in and submitted to Data Exchange.
- Once a BRC has been submitted to Data Exchange and the status is changed to Invoiced, changes and deletions are no longer allowed.

Creation statuses:

- Draft – Creating an invoice and saving it instead of Finalizing and Sending to Data Exchange
- Final - Creating an invoice and then Finalizing and Sending to the Data Exchange
- Final(DE) – After the DX run, the status will change to Final(DE)

Creating Invoices

Here is how to create invoices:

1. Log onto CRB as described in [Logging In](#) on page 11. The CRB Welcome page is displayed ([Exhibit 3](#)).
2. Select **Billing Repair Card>Priced BRCs**. The Outstanding BRCs – Priced page is displayed ([Exhibit 20](#)).

Note: Priced BRCs can also be found and invoiced using the Search function (see [Searching and Viewing BRCs](#) on page 30).

Exhibit 20. Outstanding BRCs - Priced

RAILING Car Repair Billing document: RAIL - RAILING CORPORATION Launch Pad Contact Us Sign Out

Home Survey Price Master Billing Repair Card File Maintenance Data Exchange Reports Documentation

Enter New BRC Search BRCs Active Roadmark BBSI User document

Outstanding BRCs - Priced Total Items: 1

	Car ID	Billed Company	Repair Date	SPLC	Total Charge	Status	Owned By	Last Updated By
<input type="checkbox"/>	KCS 720020	CN	08-04-2011	085618000	\$403.13	Priced	document	document

Delete Create Invoices Selected Items

3. Select one or more BRCs to be invoiced and then select **Create Invoices**. The BRC – Create Invoices page is displayed ([Exhibit 21](#)).

Exhibit 21. BRC - Create Invoices

RAILING Car Repair Billing document: RAIL - RAILING CORPORATION Launch Pad Contact Us Sign Out

Home Survey Price Master Billing Repair Card File Maintenance Data Exchange Reports Documentation

Enter New BRC Search BRCs Active Roadmark BBSI User document

BRC - Create Invoices

As a reminder, please finalize and Submit all BRCs to Data Exchange by the last day of each month to be included in the current month's Data Exchange process.

For Account Month/Year 2011

Select	Invoice Number	Invoice Date (MM-DD-YYYY)	Payment Due Date (MM-DD-YYYY)	Payment Terms	Billed Company	Billed Party Contact	Detail Lines	Total Charge	Misc. Charge	Grand Total
<input type="checkbox"/>					CN		1	403.13	0.00	403.13

Save Selected Finalize and Send For Data Exchange Cancel

4. Place a check mark in the Select column. Input an **Account Month/Year**, Invoice Number, Invoice Date, Payment Due Date, Payment Terms (ex: 30, 45, 60 days). If needed, select the **Edit** button to add miscellaneous (tax) charges (see [Create Tax Records \(Misc. Charge\)](#) on page 29). Select **Finalize and Send for Data Exchange**.
5. If successful, a message is displayed, “Invoices successfully submitted to Data Exchange”. Repeat process as needed.

Printing an Invoice or Creating and Saving a PDF Copy of the Invoice

You may be required to Print a paper copy of this invoice and mail/fax it to the Billed Party or you may be required to email a PDF copy of this invoice to the Billed Party. The decision to provide either (paper or PDF copy) is entirely between the Billing Party and the Billed Party. Please check with each Billed Party to see if they have a preference.

Here is how to print an Invoice and Create and Save a PDF Copy of the Invoice:

1. Log onto CRB as described in [Logging In](#) on page 11. The CRB Welcome page is displayed ([Exhibit 3](#)).
2. Select **Billing Repair Card>Invoice Summary**. The BRC History - Invoicing by Month page is displayed ([Exhibit 22](#)).

Exhibit 22. BRC History - Invoicing by Month

RAILINC Car Repair Billing document: RAIL - RAILINC CORPORATION | Launch Pad | Contact Us | Sign Out

Home | Survey | Price Master | Billing Repair Card | File Maintenance | Data Exchange | Reports | Documentation

Enter New BRC | Search BRCs | Active Roadmark BBSI | User document

BRC History - Invoicing by Month

As a reminder, please finalize and Submit all BRCs to Data Exchange by the last day of each month to be included in the current month's Data Exchange process.

Please Select Date Range

☒ Year To Date

☐ From: [] [] To: [] []

Search

3. Input a date range search criteria then select **Search**. The BRC History – Invoicing by Month page is updated to show search results ([Exhibit 23](#)).

Exhibit 23. BRC History - Invoicing by Month (with results)

RAILINC Car Repair Billing document: RAIL - RAILINC CORPORATION | Launch Pad | Contact Us | Sign Out

Home | Survey | Price Master | Billing Repair Card | File Maintenance | Data Exchange | Reports | Documentation

Enter New BRC | Search BRCs | Active Roadmark BBSI | User document

BRC History - Invoicing by Month

As a reminder, please finalize and Submit all BRCs to Data Exchange by the last day of each month to be included in the current month's Data Exchange process.

Please Select Date Range

☒ Year To Date

☐ From: [] [] To: [] []

Search

Month	Year	Billed Company	Invoice Number	Total Labor	Total Material	Total Miscellaneous	Total Credits	Total Invoiced	Status
Aug	2011	CN	1234	\$114.89	\$288.24	\$0.00	\$0.00	\$403.13	Final

4. Select the hyperlinked total invoiced price to printed or saved. The BRC - Invoice Detail page is displayed ([Exhibit 24](#)).

Exhibit 24. BRC - Invoice Detail

RAILINC Car Repair Billing document: RAIL - RAILINC CORPORATION Launch Pad Contact Us Sign Out

Home Survey Price Master Billing Repair Card File Maintenance Data Exchange Reports Documentation

Enter New BRC Search BRCs Active Roadmark BBSI User document

BRC - Invoice Detail

Invoice Number: 1234 Invoice Date: 08-04-2011 Billed Company: CN
 Currency: US Billed Party Contact: Railinc, Inc - Anthony Will
 Status: Final

Miscellaneous Charges: \$0.00
 Billing Repair Cards: \$403.13 Total Items: 1

Detail Source	Car Initials	Car Number	Date Repaired	Resubmitted	Total Charge
BR	KCS	720020	08-04-2011	No	\$403.13

Export File Create PDF

5. Perform one of the following steps:

- To export the invoice as a 500 byte text file, select **Export File**. A dialogue box is displayed asking if the file should be opened or saved. Take the appropriate action.
- To create a PDF version of the invoice for saving or printing, select the **Create PDF** hyperlink. A dialogue box is displayed asking if the file should be opened or saved. When opened, the invoice PDF appears ([Exhibit 25](#)). Use the tools within the PDF view to save or print the invoice.

Exhibit 25. BRC PDF Invoice

Printed Invoices

BBSI

Bill Month: AUG 2011 Billed Road: CN Payment Date: 08-04-2011
 Invoice #: 1234 Invoice Date: 08-04-2011

FOR REPAIRS TO CARDS UNDER A.A.R RULES PER STATEMENTS ATTACHED

Billing Repair Card (Repair Charges)	\$403.13
TOTAL	\$403.13

PAYABLE IN US FUNDS TOTAL: \$403.13
 PLEASE RETURN A COPY OF INVOICE WITH YOUR PAYMENT AND WRITE THE BILL NUMBER ON YOUR CHECK

Remit To:
 Anthony Will
 Technical Writer
 Railinc, Inc.
 7001 Weston Pkwy, Suite 200
 Cary, NC 27615
 Phone: 919-651-5285
 Fax: 919-651-5285
 Email: anthony.will@railinc.com

Inquiries:
 Anthony Will
 Technical Writer
 Railinc, Inc.
 7001 Weston Pkwy, Suite 200
 Cary, NC 27615
 Phone: 919-651-5285
 Fax: 919-651-5285
 Email: anthony.will@railinc.com

Exceptions:
 Anthony Will
 Technical Writer
 Railinc, Inc.
 7001 Weston Pkwy, Suite 200
 Cary, NC 27615
 Phone: 919-651-5285
 Fax: 919-651-5285
 Email: anthony.will@railinc.com

Invoicing Party:
 Anthony Will
 Technical Writer
 Railinc, Inc.
 7001 Weston Pkwy, Suite 200
 Cary, NC 27615
 Phone: 919-651-5285
 Fax: 919-651-5285
 Email: anthony.will@railinc.com

Billed Party:
 Anthony Will
 Technical Writer
 Railinc, Inc.
 7001 Weston Pkwy, Suite 200
 Cary, NC 27615
 Phone: 919-651-5285
 Fax: 919-651-5285
 Email: anthony.will@railinc.com

Page 1 of 3

Create Tax Records (Misc. Charge)

There are several types of Canadian and Mexican taxes that can be submitted at the time invoicing is being created. All of these records can be summarized by billing repair card or by invoice. These taxes are primarily input by Canadian BRC users (not by US users).

Here is a list of the valid types of taxes:

GT = Goods and Services Tax (Canada)

PT = Provincial Sales Tax (Canada)

HT = Harmonized Sales Tax (Canada)

QT = Quebec Sales Tax (Quebec only)

IV = International Value Added Tax (Mexico)

Here is how to create tax records (misc. charges):

1. Perform the creating invoices process steps 1 through 4 (see [Creating Invoices](#) page 25).
2. On the BRC - Create Invoices page (Exhibit 21), after all the mandatory fields have been completed, select the **Edit** button for the invoice to which miscellaneous (tax) details needs to be added. The Miscellaneous Charge page is displayed ([Exhibit 26](#)).

Exhibit 26. Miscellaneous Charges

Select	Type	Amount

Buttons: Delete, Add, Done, Cancel

3. Select **Add**. The page is refreshed to now allow for miscellaneous input ().

Exhibit 27. Miscellaneous Charges (with values)

Select	Type	Amount
	GT - GST Taxes	12.00

Buttons: Delete, Add, Done, Cancel

4. Use the drop-down to select the type of taxes and then enter the amount. Select **Done**. The BRC - Create Invoices page is redisplayed with the inserted amount showing in the miscellaneous charges field.

Searching and Viewing BRCs

Searching BRCs

The Car Repair Billing system allows you to search for BRCs using various search criteria.

Here is how to search for BRCs:

1. Log onto CRB as described in [Logging In](#) on page 11. The CRB Welcome page is displayed ([Exhibit 3](#)).
2. Select **Billing Repair Card>Search BRCs**. The Search BRCs page is displayed ([Exhibit 28](#)).

Exhibit 28. Search BRCs

The screenshot shows the RAILINC Car Repair Billing interface. The top navigation bar includes links for Home, Survey, Price Master, Billing Repair Card, File Maintenance, Data Exchange, Reports, and Documentation. Below this is a sub-navigation bar with links for Enter New BRC, Search BRCs, Active Roadmark, BBSI, and User. The main content area is titled "Search BRCs" and contains a search form with the following fields:

- From: January 2011 To: August 2011
- Invoice Date: [dropdown]
- Car Initial: [text input]
- Car Number: [text input]
- Billed Company: [text input]
- Status: [dropdown]

A "Search" button is located at the bottom right of the form.

3. Specify search criteria for a date range, a specific invoice date, car initials, car number, billed company, or BRC status. Leave all fields blank to display all BRCs.
4. Select Search to initiate the search. The Search Results page is displayed ([Exhibit 29](#)).

Exhibit 29. Search Results

The screenshot shows the RAILINC Car Repair Billing interface. The top navigation bar includes links for Home, Survey, Price Master, Billing Repair Card, File Maintenance, Data Exchange, Reports, and Documentation. Below this is a sub-navigation bar with links for Enter New BRC, Search BRCs, Active Roadmark, BBSI, and User. The main content area is titled "Search Results" and shows a table with 2 items. The table columns are Car ID, Billed Company, Repair Date, SPLC, Total Charge, Status, Owned By, and Last Updated By. The items are KCS 720020 CSXT and KCS 720020 CN. A "Delete" button and a "Selected Items" dropdown are at the bottom right of the table.

Car ID	Billed Company	Repair Date	SPLC	Total Charge	Status	Owned By	Last Updated By
KCS 720020	CSXT	08-04-2011	085618000	\$403.13	Priced	document	document
KCS 720020	CN	08-04-2011	085618000	\$403.13	Invoiced	document	document

5. From the Search Results, select a listed hyperlinked Car ID to view or edit that CRB or select the check box of a listed CRB and select the **Delete** button to delete it.


Viewing BRC Status Report

The BRC Status Report shows a summary of Priced BRCs by Car Owner. It lists BRCs that have been priced successfully.

Here is how to view the BRC Status Report:

1. Log onto CRB as described in [Logging In](#) on page 11. The CRB Welcome page is displayed ([Exhibit 3](#)).
2. Select **Billing Repair Card>Status Report**. The Summary of Outstanding BRCs - Priced page is displayed ([Exhibit 30](#)).

Exhibit 30. Summary of Outstanding BRCs - Priced

<div>  RAILINC </div> <div> Car Repair Billing document : RAIL - RAILINC CORPORATION Launch Pad ▼ Contact Us Sign Out </div>																			
<div> Home Survey ▼ Price Master ▼ Billing Repair Card ▼ File Maintenance ▼ Data Exchange ▼ Reports ▼ Documentation </div>																			
<div> Enter New BRC Search BRCs Active Roadmark BBSI ▼ User: document ▼ </div>																			
<div> Summary of Outstanding BRCs - Priced </div>																			
<table> <tr> <th>Billed Company</th><th>BRC Lines</th><th>Total Labor</th><th>Total Material</th><th>Total Outstanding</th></tr> <tr> <td>CSXT</td><td>1</td><td>\$114.89</td><td>\$288.24</td><td>\$403.13</td></tr> <tr> <td colspan="2">Total for month</td><td>\$114.89</td><td>\$288.24</td><td>\$403.13</td></tr> </table>					Billed Company	BRC Lines	Total Labor	Total Material	Total Outstanding	CSXT	1	\$114.89	\$288.24	\$403.13	Total for month		\$114.89	\$288.24	\$403.13
Billed Company	BRC Lines	Total Labor	Total Material	Total Outstanding															
CSXT	1	\$114.89	\$288.24	\$403.13															
Total for month		\$114.89	\$288.24	\$403.13															

3. Select a listed hyperlinked Billed Company to view details. The Outstand BRCs – Pricing page is displayed ([Exhibit 20](#)). See [Creating Invoices and Submitting Data](#) on page 25 for more information.

Viewing BRC History - Invoicing by Month

BRC allows past invoices to be viewed by month.

Here is how to view BRC history—invoicing by month:

1. Log onto CRB as described in [Logging In](#) on page 11. The CRB Welcome page is displayed ([Exhibit 3](#)).
2. Select **Billing Repair Card>Invoice Summary**. The BRC History - Invoicing by Month page is displayed ([Exhibit 31](#)).

Exhibit 31. BRC History - Invoicing By Month

RAILINC Car Repair Billing document: RAIL - RAILINC CORPORATION | Launch Pad | Contact Us | Sign Out

Home | Survey | Price Master | Billing Repair Card | File Maintenance | Data Exchange | Reports | Documentation

[Enter New BRC](#) | [Search BRCs](#) | Active Roadmark | BBSI | User | document

BRC History - Invoicing by Month

As a reminder, please finalize and Submit all BRCs to Data Exchange by the last day of each month to be included in the current month's Data Exchange process.

Please Select Date Range

☒ Year To Date

☐ From: [] To: []

Search

3. Either leave the default Year to Date option selected (to view monthly history for the current year) or enter a specific from and to month and year range.
4. Select Search to initiate the search. The BRC History by Month page is redisplayed with search results ([Exhibit 32](#)).

Exhibit 32. BRC History - Invoicing By Month (with search results)

RAILINC Car Repair Billing document: RAIL - RAILINC CORPORATION | Launch Pad | Contact Us | Sign Out

Home | Survey | Price Master | Billing Repair Card | File Maintenance | Data Exchange | Reports | Documentation

[Enter New BRC](#) | [Search BRCs](#) | Active Roadmark | BBSI | User | document

BRC History - Invoicing by Month

As a reminder, please finalize and Submit all BRCs to Data Exchange by the last day of each month to be included in the current month's Data Exchange process.

Please Select Date Range

☒ Year To Date

☐ From: [] To: []

Search

Month	Year	Billed Company	Invoice Number	Total Labor	Total Material	Total Miscellaneous	Total Credits	Total Invoiced	Status
Aug	2011	CN	1234	\$114.89	\$288.24	\$0.00	\$0.00	\$403.13	Final

5. Select the hyperlinked total invoiced price to printed or saved. The BRC - Invoice Detail page is displayed ([Exhibit 24](#)). See [Printing an Invoice or Creating and Saving a PDF Copy of the Invoice](#) on page 26 for details.

Road Administrator Role for Invoicing

Generally, if a company has multiple people inputting repairs, one individual should be designated as the Road Administrator. The Road Administrator is the person who takes responsibility for gathering Priced BRC's (from all the BRC's created by other users within your company) and submits a consolidated invoice to each billed company through the Data Exchange.

If you have no Road Administrator assigned for your company and you have multiple people inputting repairs then each person you can only see and submit BRC's which they have created.

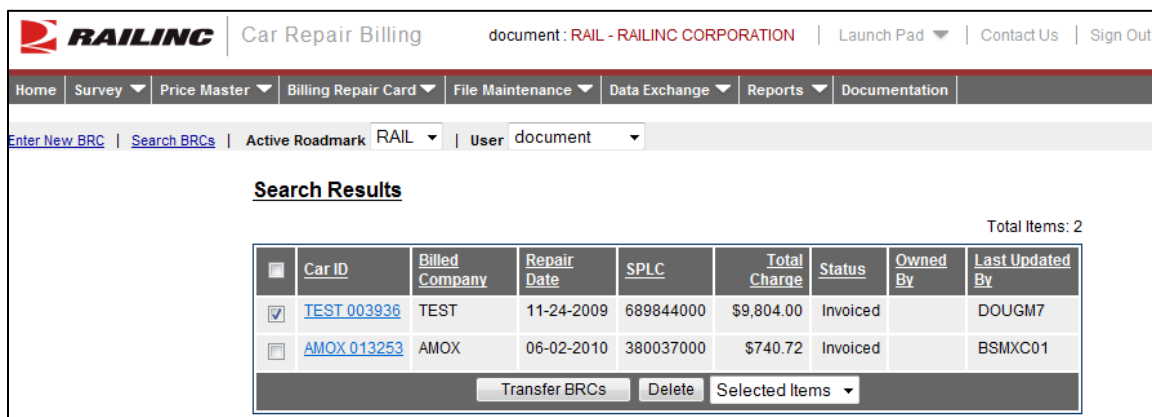
You can become the Road Administrator by simply requesting this permission by emailing csc@railinc.com. Your assigned User Id will be updated to reflect this new permission (Road Admin) has been added to your user profile.

Once you have been granted permission as the Road Administrator you will be able gather Priced BRC from others within your company and transfer them to your user id so you can provide a consolidated invoice to each Billed Company through the Data Exchange.

Here is how to transfer BRCs:

1. Log onto CRB as described in [Logging In](#) on page 11. The CRB Welcome page is displayed ([Exhibit 3](#)).
2. Select **Billing Repair Card>Search BRCs**. The Search BRCs page is displayed ([Exhibit 28](#)).
3. Complete a search for a BRC to be transferred. The Search Results with a transfer BRCs option is displayed ([Exhibit 33](#)).

Exhibit 33. Search Results with Transfer BRCs option

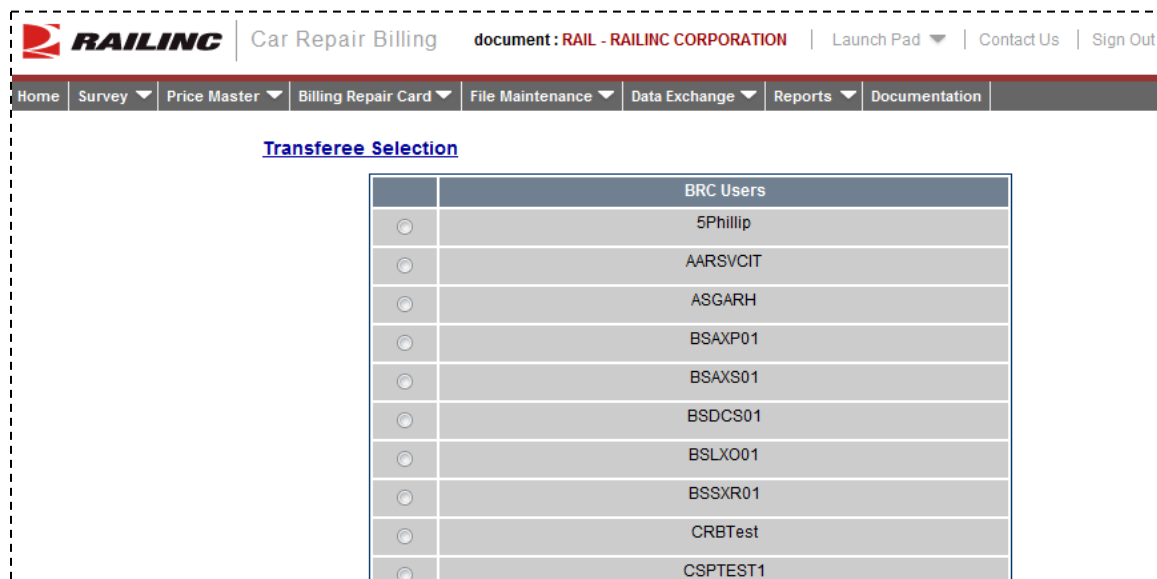


	Car ID	Billed Company	Repair Date	SPLC	Total Charge	Status	Owned By	Last Updated By
<input checked="" type="checkbox"/>	TEST 003936	TEST	11-24-2009	689844000	\$9,804.00	Invoiced		DOUGM7
<input type="checkbox"/>	AMOX 013253	AMOX	06-02-2010	380037000	\$740.72	Invoiced		BSMXC01

Transfer BRCs Delete Selected Items

4. Select the BRC to be transferred and select **Transfer BRCs**. The Transferee Selection page is displayed, listing all the eligible users to whom the BRC can be transferred.

Exhibit 34. BRC Transferee Selection



The screenshot shows the RAILINC Car Repair Billing interface. The top navigation bar includes the RAILINC logo, the text "Car Repair Billing", and a document identifier "document: RAIL - RAILINC CORPORATION". There are links for "Launch Pad", "Contact Us", and "Sign Out". Below this is a menu bar with options: Home, Survey, Price Master, Billing Repair Card, File Maintenance, Data Exchange, Reports, and Documentation. The main content area is titled "Transferee Selection" and contains a table of BRC Users.

	BRC Users
<input type="radio"/>	5Phillip
<input type="radio"/>	AARSVCIT
<input type="radio"/>	ASGARH
<input type="radio"/>	BSAXP01
<input type="radio"/>	BSAXS01
<input type="radio"/>	BSDCS01
<input type="radio"/>	BSLX001
<input type="radio"/>	BSSXR01
<input type="radio"/>	CRBTest
<input type="radio"/>	CSPTEST1

5. Select the BRC User to whom the BRC is to be transferred and then the **Select** button.
6. A message appears asking you to confirm the decision to transfer the BRC. Select **OK**. A message appears confirming the transfer.

BRC Examples

Create Rebuttal BRC

In this scenario the BRC User wants to create a Rebuttal BRC for invoicing. In the case of rebuttal billing the BRC is already priced and the charges are just being reassigned to another invoiced party (or Billed Company).

Here is how to create a rebuttal BRC:

1. Log onto CRB as described in [Logging In](#) on page 11. The CRB Welcome page is displayed ([Exhibit 3](#)).
2. Select **Billing Repair Card>Search BRCs**. The Search BRCs page is displayed.
3. Search for BRCs with a status of "Invoiced."

Exhibit 35. Example (BRCs with status of "Invoiced")

	Car ID	Billed Company	Repair Date	SPLC	Total Charge	Status	Owned By	Last Updated By
<input type="checkbox"/>	GBRX 091193	GBRX	08-17-2006	380000000	\$214.42	Invoiced	scottp	scottp
<input type="checkbox"/>	NS 294174	NS	05-30-2006	125240000	\$14.65	Invoiced	scottp	scottp
<input type="checkbox"/>	BNSF 001234	BBSI	10-01-2004	164222000	\$80.88	Invoiced	scottp	scottp
<input type="checkbox"/>	AMOX 013253	CN	11-15-2006	085618000	\$650.81	Invoiced	scottp	scottp
<input type="checkbox"/>	GBRX 091193	NS	11-09-2006	148230000	\$139.62	Invoiced	scottp	scottp
<input type="checkbox"/>	HRLX 096043	UP	11-15-2006	085618000	\$347.24	Invoiced	scottp	scottp
<input type="checkbox"/>	GBRX 091193	GBRX	11-13-2006	380000000	\$2,054.31	Invoiced	scottp	scottp
<input type="checkbox"/>	GBRX 091194	GBRX	11-07-2006	380000000	\$840.30	Invoiced	scottp	scottp
<input type="checkbox"/>	UP 000100	UP	10-05-2004	380000000	\$316.06	Invoiced	scottp	scottp
<input type="checkbox"/>	BNSF 001234	BBSI	10-01-2004	164222000	\$80.88	Invoiced	scottp	scottp
<input type="checkbox"/>	NW 145430	NS	01-10-2006	125240000	\$16.83	Invoiced	scottp	scottp
<input type="checkbox"/>	NW 145430	NS	01-10-2006	148230000	\$69.77	Invoiced	scottp	scottp
<div> <div>Transfer BRCs</div> <div>Delete</div> <div>Selected Items ▼</div> </div>								

4. Select the BRC that needs to be used for the rebuttal by selecting the appropriate Car ID.
5. At the bottom of the Billing Repair Card – Main page select **Copy as New**.

Exhibit 36. Example (BRC to Copy as New)

Repair Facility Type:	Repair Facility Arrival Date (MM-DD-YYYY):	Date:						
Currency to Use: US	Document Reference Number:	Use AAR Time <input checked="" type="radio"/> Yes <input type="radio"/> No						
Standard:								
CIF Fields (optional)								
Repairing Party CIF:	Invoicing Party CIF:							
Billing Party CIF:	Defect Party CIF:							
Job Codes								
Line No.	App. Job	Rem. Job	Loc.	Why Made	Qty.	Net Charge	Status	EHMS Sent Dt.
1	2037	2037	A	01	1.0	\$150.00	Priced	
2	1224	1224		02	2.0	\$26.82	Priced	
3	5500	5500		44	1.0	\$24.38	Priced	
4	5500	5500		27	1.0	\$13.22	Priced	
Rebuttal								
Repairing Party:			Repairing Party Invoice Nbr.:					
Repairing Party Doc. Ref. Nbr.:								
<input type="button" value="Copy as New"/> <input type="button" value="Print"/> <input type="button" value="Return"/>								

- Enter the additional information into the Rebuttal Fields:
 - Use Detail Source of **RE** (see [Proper Usage of Detail Source Codes](#) on page 59)
 - Repairing Party
 - Repairing Party Invoice Number
 - Update the current Billed Company to the correct Billed Company
- Complete the fields on the Job Couplet page (see [Exhibit 8. BRC Job Couplet](#)).
- In this example the incorrect Billed Company was GBRX. The correct Billed Company is ABCD.

Exhibit 37. Example (Billed Company Corrected)

Car: GBRX 091193	Repair Date: 08-17-2006	Repaired At: 380000000						
Total Charge: 214.42	Status: Priced							
Invoice Number: Not Invoiced	Invoice Date: Not Invoiced							
Car Initial: GBRX	Car Number: 091193	Car Kind: F						
Billed Company: ABCD	L.E Indicator: Loaded	Repaired SPLC: 380000000						
Detail Source: RE	Date Repaired (MM-DD-YYYY): 08-17-2006	Specify the following for Manually Priced Job Codes:						
Defect Card Party:	Defect Card Date (MM-DD-YYYY):							
Repair Facility Type:	Repair Facility Arrival Date (MM-DD-YYYY):	Contract Labor Rate:						
Currency to Use: US	Document Reference Number:	Use AAR Time <input checked="" type="radio"/> Yes <input type="radio"/> No						
Standard:								
CIF Fields (optional)								
Repairing Party CIF:	Invoicing Party CIF:							
Billing Party CIF:	Defect Party CIF:							
Job Codes								
Select	App. Job	Rem. Job	Loc.	Why Made	Qty.	Net Charge	Status	EHMS Sent Dt.
<input type="checkbox"/>	2037	2037	A	01	1.0	\$150.00	Priced	
<input type="checkbox"/>	1224	1224		02	2.0	\$26.82	Priced	
<input type="checkbox"/>	5500	5500		44	1.0	\$24.36	Priced	
<input type="checkbox"/>	5500	5500		27	1.0	\$13.10	Priced	
<input type="button" value="Delete"/> <input type="button" value="Add New Line"/>								
Rebuttal								
Repairing Party: RAIL			Repairing Party Invoice Nbr.: 1234566					
Repairing Party Doc. Ref. Nbr.:								

- Proceed with creating invoicing as normal.

Create Defect Card and Rebuttal Records

There are two types of defect card billings that can be submitted through the Car Repair Billing Data Exchange. The first is the original repairing party submitting the repair records to the car owner. The second is the car owner rebuttal billing the defect road for the repairs.

There are two ways to send the defect card billing through the Car Repair Billing Data Exchange.

- Using Detail Source **DC** (Defect Card)
- Using Detail Source **DR** (Defect Card Rebuttal Billing)

Of the three methods the second and third (DC and DR) are the preferred methods since the detail records will be transmitted.

Here are some of the guidelines for submitting defect card billing:

1. Log onto CRB as described in [Logging In](#) on page 11. The CRB Welcome page is displayed ([Exhibit 3](#)).
2. Select **Billing Repair Card>Search BRCs**. The Search BRCs page is displayed.
3. Search for BRCs with a status of “Invoiced.”
4. Select the BRC that needs to be used for the rebuttal by selecting the appropriate Car ID.
5. At the bottom of the Billing Repair Card – Main page select **Copy as New**.
6. Enter the additional information into the Rebuttal Fields.

Additional required fields for a Defect Card are:

- Use Detail Source of **DC** (see [Proper Usage of Detail Source Codes](#) on page 59)
- Defect Card Party must equal the initial of the party issuing the defect card
- For all Applied Job Codes - Responsibility code must be “3” if the Detail Source specified is DC (or DS)
- Defect Card date must equal the date from the defect card

Exhibit 38. Example (Additional Fields for Defect Card)

Car: GBRX 091193		Repair Date: 08-17-2006	Repaired At: 380000000
Total Charge: 214.42		Status: Priced	
Invoice Number: Not Invoiced		Invoice Date: Not Invoiced	

Car Initial:	GBRX	Car Number:	091193	Car Kind:	F
Billed Company:	GBRX	LE Indicator:	Loaded	Repaired SPLC:	380000000
Detail Source:	DC	Date Repaired (MM-DD-YYYY):	08-17-2006	Specify the following for Manually Priced Job Codes:	
Defect Card Party:	RAIL	Defect Card Date (MM-DD-YYYY):	11-11-2006	Contract Labor Rate:	
Repair Facility Type:		Repair Facility Arrival Date (MM-DD-YYYY):		Use AAR Time Standard:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Currency to Use:	US	Document Reference Number:			

CIF Fields (optional)					
Repairing Party CIF:		Invoicing Party CIF:			
Billing Party CIF:		Defect Party CIF:			

Job Codes								
Select	App. Job	Rem. Job	Loc.	Why Made	Qty.	Net Charge	Status	EHMS Sent Dt.
<input type="checkbox"/>	2037	2037	A	01	1.0	\$150.00	Priced	
<input type="checkbox"/>	1224	1224		02	2.0	\$26.82	Priced	
				Delete	Add New Line			

Rebuttal	
Repairing Party:	
Repairing Party Invoice Nbr.:	
Repairing Party Doc. Ref. Nbr.:	
<input type="button" value="Save"/> <input type="button" value="Price & Save"/> <input type="button" value="Copy as New"/> <input type="button" value="Print"/> <input type="button" value="Return"/>	

Optional fields for a Defect Card are:

- Document Reference Number should be used to hold a file number or some information that would help the billing or billed party
- Repairing Party should be set to the repairing party's initial
- Repairing Party Invoice Number should be set to the repairing party's invoice number
- Repairing Party Document Reference Number should be set to the repairing party's document reference number

7. Proceed with creating Invoicing as normal.

Additional required fields for a Defect Card Rebuttal Billing are:

- Use Detail Source of **DR** (see [Proper Usage of Detail Source Codes](#) on page 59)
- Defect Card Party must equal the initial of the party issuing the defect card
- For all Applied Job Codes - Responsibility code must be "3" if the Detail Source specified is DR
- Defect Card Date must equal the date from the defect card
- Repairing Party should be set to Billing Party value
- Repairing Party Invoice Number should be set to the repairing party's invoice number

Exhibit 39. Example (Defect Card with Rebuttal Information)

Car: GBRX 091193		Repair Date: 08-17-2006		Repaired At: 380000000	
Total Charge: 214.42		Status: Priced			
Invoice Number: Not Invoiced		Invoice Date: Not Invoiced			

Car Initial:	GBRX	Car Number:	091193	Car Kind:	F
Billed Company:	GBRX	L/E Indicator:	Loaded	Repaired SPLC:	380000000
Detail Source:	DR	Date Repaired (MM-DD-YYYY):	08-17-2006	Specify the following for Manually Priced Job Codes:	
Defect Card Party:	RAIL	Defect Card Date (MM-DD-YYYY):	11-11-2006	Contract Labor Rate:	
Repair Facility Type:		Repair Facility Arrival Date (MM-DD-YYYY):		Use AAR Time Standard:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Currency to Use:	US	Document Reference Number:			

CIF Fields (optional)					
Repairing Party CIF:		Invoicing Party CIF:			
Billing Party CIF:		Defect Party CIF:			

Job Codes								
Select	App. Job	Rem. Job	Loc.	Why Made	Qty.	Net Charge	Status	EHMS Sent Dt.
<input type="checkbox"/>	2037	2037	A	01	1.0	\$150.00	Priced	
<input type="checkbox"/>	1224	1224		02	2.0	\$26.82	Priced	
					Delete	Add New Line		

Rebuttal	
Repairing Party:	RAIL
Repairing Party Invoice Nbr.:	987654
Repairing Party Doc. Ref. Nbr.:	
<input type="button" value="Save"/> <input type="button" value="Price & Save"/> <input type="button" value="Copy as New"/> <input type="button" value="Print"/> <input type="button" value="Return"/>	

Optional fields for a Defect Card are:

- Document Reference Number should be used to hold a file number or some information that would help the billing or billed party.
- Repairing Party Document Reference Number should be set to the repairing party's document reference number.
- Proceed with creating Invoicing as normal.

Create Joint Inspection Certificate

There are two types of Joint Inspection Certificate (JIC) billing that can be submitted through the Car Repair Billing Data Exchange. The first is the original repairing party submitting the repair records to the car owner. The second is the car owner rebuttal billing the JIC road for the repairs.

There are two ways to send the defect card billing through the Car Repair Billing Data Exchange.

- Using Detail Source JI (Joint Inspection)
- Using Detail Source JR (Joint Inspection Rebuttal Billing)

Listed here are some of the guidelines for submitting detailed JIC billing.

1. Log onto CRB as described in [Logging In](#) on page 11. The CRB Welcome page is displayed ([Exhibit 3](#)).
2. Select **Billing Repair Card>Search BRCs**. The Search BRCs page is displayed.

3. Search for BRCs with a status of “Invoiced.”
4. Select the BRC that needs to be used for the rebuttal by selecting the appropriate Car ID.
5. At the bottom of the Billing Repair Card – Main page select **Copy as New**.
6. Enter the additional information into the Rebuttal Fields.

Additional required fields for a Joint Inspection are:

- Use Detail Source of **JI** (see [Proper Usage of Detail Source Codes](#) on page 59)
- Defect Card Party must equal the initial of the party issuing the JIC
- For all Applied Job Codes - Responsibility code must be “3” if the Detail Source specified is JI
- Defect Card date must equal the date from the JIC

Exhibit 40. Example (Additional Fields for Joint Inspection)

Car: HRLX 096043		Repair Date: 11-15-2006	Repaired At: 085618000
Total Charge: 347.24		Status: Priced	
Invoice Number: Not Invoiced		Invoice Date: Not Invoiced	

Car Initial:	HRLX	Car Number:	096043	Car Kind:	H
Billed Company:	UP	LE Indicator:	Loaded	Repaired SPLC:	085618000
Detail Source:	JI	Date Repaired (MM-DD-YYYY):	11-15-2006	Specify the following for Manually Priced Job Codes:	
Defect Card Party:	RAIL	Defect Card Date (MM-DD-YYYY):	12-01-2006	Contract Labor Rate:	
Repair Facility Type:	RT	Repair Facility Arrival Date (MM-DD-YYYY):		Use AAR Time Standard:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Currency to Use:	US	Document Reference Number:			

CIF Fields (optional)							
Repairing Party CIF:				Invoicing Party CIF:			
Billing Party CIF:				Defect Party CIF:			

Job Codes								
Select	App. Job	Rem. Job	Loc.	Why Made	Qty.	Net Charge	Status	EHMS Sent Dt.
<input type="checkbox"/>	2828	2828	R1	05	1.0	\$0.00	Priced	
<input type="checkbox"/>	1898	1898	B	12	1.0	\$259.42	Priced	
<input type="checkbox"/>	3004	3004	R4	11	1.0	\$0.00	Priced	
<input type="checkbox"/>	1628	1628		01	1.0	\$1.00	Priced	
					Delete	Add New Line		

Rebuttal	
Repairing Party:	Repairing Party Invoice Nbr.:
Repairing Party Doc. Ref. Nbr.:	

Optional fields for use with JI are:

- Document Reference Number should be used to hold a file number or some information that would help the billing or billed party
- Repairing Party should be set to the repairing party's Mark
- Repairing Party Invoice Number should be set to the repairing party's invoice number
- Repairing Party Document Reference Number should be set to the repairing party's document reference number.

Additional required fields for a Joint Inspection Rebuttal Billing are:

- Use Detail Source of **JR** (see [Proper Usage of Detail Source Codes](#) on page 59)
- Defect Card Party must equal the initial of the party issuing the JIC
- For all Applied Job Codes - Responsibility code must be “3” if the Detail Source specified is JR
- Repairing Party should be set to the billing party’s Mark
- Repairing Party Invoice Number should be set to the repairing party’s invoice number

Optional fields for use with JR are:

- Document Reference Number should be used to hold a file number or some information that would help the billing or billed party
- Repairing Party Document Reference Number should be set to the repairing party’s document reference number

Create Destroyed Unit Records (Rule 107, I.1, I.3, I.4)

Detail Source “DE” – Destroyed Equipment is used only for when a unit is badly damaged or destroyed per Rule 107 guidelines. Detail Source “DE” is used with applied/removed Job Code 5199.

Example: Railroad YYYY destroys in a derailment car owner XXXX's railcar on January 1, 2008. Railroad YYYY sends an authorization letter dated January 3, 2008 to car owner XXXX to invoice railroad YYYY for the depreciated value of the railcar \$25,000. Car Owner XXXX submits the repair records to the data exchange system.

Listed here are some of the guidelines for creating destroyed unit records:

1. Log onto CRB as described in [Logging In](#) on page 11. The CRB Welcome page is displayed ([Exhibit 3](#)).
2. Select **Billing Repair Card>Enter New BRC**. The Billing Repair Card - Main page is displayed.

Additional required fields for a Destroyed Unit are:

- Use Detail Source of **DE**
- Defect Card Party must equal the initial of the destroying party issuing the authorization
- For all Applied Job Codes - Responsibility code must be “3”
- Defect Card Date – set to the date of the authorization letter issued by the destroying party to invoice them for the destroyed unit

Exhibit 41. Example (BRC for Destroyed Unit)

Billing Repair Card - Main			
Car Initial:	KCS	Car Number:	005199
Billed Company:	KCS	L/E Indicator:	Loaded
Detail Source:	DE	Date Repaired (MM-DD-YYYY):	01-03-2008
Defect Card Party:	RAIL	Defect Card Date (MM-DD-YYYY):	01-03-2008
Repair Facility Type:	CS	Repair Facility Arrival Date (MM-DD-YYYY):	
Currency to Use:	US	Document Reference Number:	
<div> <div>Car Kind:</div> <div>F</div> </div> <div> <div>Repaired SPLC:</div> <div>38000000</div> </div> <div> <div>Specify the following for Manually Priced Job Codes:</div> <div> <div>Contract Labor Rate:</div> <div></div> </div> <div> <div>Use AAR Time Standard:</div> <div> <input checked="" type="radio"/> Yes <input type="radio"/> No </div> </div> </div>			
CIF Fields (optional)			
Repairing Party CIF:		Invoicing Party CIF:	
Billing Party CIF:		Defect Party CIF:	
Job Codes			
Select	App. Job	Rem. Job	Loc.
	Why Made	Qty.	Net Charge
	Status	EHMS Sent Dt.	
Add New Line			
Rebuttal			
Repairing Party:		Repairing Party Invoice Nbr.:	
Repairing Party Doc. Ref. Nbr.:			
<div>Save</div> <div>Price & Save</div>			

3. Select **Add New Line**.

Exhibit 42. Example (BRC Job Couplet for Destroyed Unit)

BRC Job Couplet	
Note: The EHMS job code and why made code related repairs will be sent to Car Repair History daily.	
Car: KCS 005199	Repair Date: 01-03-2008
Total Charge: Not Priced	Status: Pending
Invoice Number: Not Invoiced	Invoice Date: Not Invoiced
Manually Priced	<input checked="" type="checkbox"/>
Wrong Repair	<input type="checkbox"/>
Applied Job Code	5199 +
Removed Job Code	5199 +
<div>Continue</div> <div>Cancel</div>	

4. Select **Manually Priced**.
5. Enter Applied and Removed Job Code **5199**.
6. Select **Continue**.

Additional required fields for a Destroyed Unit are:

- Location on Car = "B" (default location)
- Quantity = 1
- Condition Code = 1
- Applied and Removed Qualifier = "ZF"
- Why Made Code = 33 (or other appropriate Why Made Code)

- Component ID
 - Removed Qualifier
 - Responsibility Code = 3
 - Enter Narrative = “Destroyed Unit” (or other meaningful description)
 - Enter Material Price = 25000.00
 - Labor Price = 0.00
7. Select **Done**.
 8. Select **Price & Save**.
 9. Proceed with creating invoicing as normal.

Create Dismantled Unit (Rule 107, I.2, I.4 and Rule 108)

Detail Source “DM” Dismantled Equipment is used only for equipment/units requiring extensive repairs per Rule 108 guidelines. Detail Source “DM” is used with applied/removed Job Code 5299 and can be either of the following scenarios:

- **Debit** – when the car owner decides not to repair the equipment and the cost to dismantle exceeds value of car.
- **Credit** – when the car owner decides not to repair the equipment and the cost to dismantle is less than the value of car

Debit Example

Debit Example: Railroad YYYY is in possession of car owner XXXX's equipment that requires extensive repairs. Car owner XXXX decides not to repair the equipment; cost to dismantle exceeds value of car by \$2000. Authorization to dismantle is provided to Railroad. Railroad YYYY will invoice car owner XXXX for the agreed to settlement value (per Rule 108) of the railcar. Authorization date to Dismantle Equipment is January 3, 2008. Railroad YYYY submits the Job Code 5299 repair record to the data exchange system.

Listed here are some of the guidelines for creating dismantled unit (Debit) records:

1. Log onto CRB as described in [Logging In](#) on page 11. The CRB Welcome page is displayed ([Exhibit 3](#)).
2. Select **Billing Repair Card>Enter New BRC**. The Billing Repair Card - Main page is displayed.

Additional required fields for Dismantled Unit (Debit or Credit) are:

- Use Detail Source of **DM**
- Defect Card Party must equal the initial of the destroying party issuing the authorization
- Defect Card Date – set to the date of the authorization letter issued by the car owner to the dismantling party to invoice for the dismantled equipment.

Exhibit 43. Example (BRC for Dismantled Unit)

Billing Repair Card - Main			
Car Initial:	CSXT	Car Number:	005299
Billed Company:	CSXT	L/E Indicator:	Empty
Detail Source:	DM	Date Repaired (MM-DD-YYYY):	01-22-2008
Defect Card Party:	RAIL	Defect Card Date (MM-DD-YYYY):	01-03-2008
Repair Facility Type:	CS	Repair Facility Arrival Date (MM-DD-YYYY):	
Currency to Use:	US	Document Reference Number:	
Car Kind:	F	Repaired SPLC:	380000000
Specify the following for Manually Priced Job Codes:			
Contract Labor Rate:			
Use AAR Time Standard:	<input checked="" type="radio"/> Yes <input type="radio"/> No		
CIF Fields (optional)			
Repairing Party CIF:		Invoicing Party CIF:	
Billing Party CIF:		Defect Party CIF:	
Job Codes			
Select	App. Job	Rem. Job	Loc. Why Made Qty. Net Charge Status EHMS Sent Dt.
Add New Line			
Rebuttal			
Repairing Party:		Repairing Party Invoice Nbr.:	
Repairing Party Doc. Ref. Nbr.:			
<input type="button" value="Save"/> <input type="button" value="Price & Save"/> <input type="button" value="Return"/>			

3. Select **Add New Line**.

Exhibit 44. Example (BRC Job Couplet for Dismantled Unit)

BRC Job Couplet		
Note: The EHMS job code and why made code related repairs will be sent to Car Repair History daily.		
Car: CSXT 005299	Repair Date: 01-22-2008	Repaired At: 380000000
Total Charge: -5000.00	Status: 0	
Invoice Number: Not Invoiced	Invoice Date: Not Invoiced	
Manually Priced	<input checked="" type="checkbox"/>	
Wrong Repair	<input type="checkbox"/>	
Applied Job Code	5299	+
Removed Job Code	5299	+
<input type="button" value="Continue"/> <input type="button" value="Cancel"/>		

4. Select **Manually Priced**.

5. Enter Applied and Removed Job Code **5299**.

6. Select **Continue**.

Additional required fields for a Dismantled Unit (Debit) are:

- Location on Car = "B" (default location)
- Quantity = 1
- Condition Code = 1
- Applied and Removed Qualifier = "ZF"
- Why Made Code = 25

- Responsibility Code = 3
 - Enter Narrative = “Dismantled Unit - Debit”
 - Enter Material Price = 2000.00
 - Labor Price = 0.00
7. Select **Done**.
 8. Select **Price & Save**.
 9. Proceed with creating invoicing as normal.

Credit Example

Credit Example: Railroad YYYY is in possession of car owner XXXX's equipment that requires extensive repairs. Car owner XXXX decides not to repair the equipment; cost to dismantle is less than the value of car by \$2000. Authorization to dismantle is provided to Railroad. Railroad YYYY will provide credit on an invoice to the car owner XXXX for the agreed to settlement value (per Rule 108) of the railcar. Railroad YYYY submits the Job Code 5299 repair record to the data exchange system.

Listed here are some of the guidelines for creating dismantled unit (Credit) records:

1. Log onto CRB as described in [Logging In](#) on page 11. The CRB Welcome page is displayed ([Exhibit 3](#)).
2. Select **Billing Repair Card>Enter New BRC**. The Billing Repair Card - Main page is displayed.
3. Complete the BRC-Main page similar to dismantled unit for debit (see [Exhibit 43](#)).
4. Select **Add New Line**.
5. Enter Applied and Removed Job Code **5299**.
6. Select **Continue**.

Additional required fields for a Dismantled Unit (Credit) are:

- Location on Car = “B” (default location)
 - Quantity = 1
 - Condition Code = 1
 - Applied and Removed Qualifier = “ZF”
 - Why Made Code = 25
 - Responsibility Code = 3
 - Enter Narrative = “Dismantled Unit - Credit”
 - Enter Material Price = -2000.00 (you must enter a Credit price by first inputting a minus sign “-“ before the first number in the Material Price)
 - Labor Price = 0.00
7. Select **Done**.

8. Select **Price & Save**.**Exhibit 45. Example (BRC for Dismantled Unit showing a Credit)**

Billing Repair Card - Main									
Car: CSXT 005299		Repair Date: 01-22-2008		Repaired At: 380000000					
Total Charge: Not Priced		Status: Priced							
Invoice Number: Not Invoiced		Invoice Date: Not Invoiced							
Car Initial:	CSXT	Car Number:	005299	Car Kind:	F				
Billed Company:	CSXT	L/E Indicator:	Empty	Repaired SPLC:	380000000				
Detail Source:	DM	Date Repaired (MM-DD-YYYY):	01-22-2008	Specify the following for Manually Priced Job Codes:					
Defect Card Party:	RAIL	Defect Card Date (MM-DD-YYYY):	01-03-2008	Contract Labor Rate:					
Repair Facility Type:		Repair Facility Arrival Date (MM-DD-YYYY):		Use AAR Time Standard:	<input checked="" type="radio"/> Yes <input type="radio"/> No				
Currency to Use:	US	Document Reference Number:							
CIF Fields (optional)									
Repairing Party CIF:				Invoicing Party CIF:					
Billing Party CIF:				Defect Party CIF:					
Job Codes									
Select	App. Job	Rem. Job	Loc.	Why Made	Qty.	Net Charge	Status	EHMS Sent Dt.	
<input type="checkbox"/>	5299	5299	B	25	1.0	(\$2,000.00)	Priced		
				Delete	Add New Line				
Rebuttal									
Repairing Party:				Repairing Party Invoice Nbr.:					
Repairing Party Doc. Ref. Nbr.:									

Note: Net Charge shows “(\$2000.00)” which is a credit amount.

9. Proceed with creating invoicing as normal.

Create Settlement Value Adjustment (Rule 107, I.3, I.4)

Settlement Value Adjustment is credit for wrecked unit billing exceeding settlement value. Detail Source “JI” or “DC” is used with applied/removed Job Code 5399. The adjustment is preferred to be listed on the same BRC with Defect Card/JIC repairs however it may be listed on a separate BRC.

Example: Car Owner XXXX repairs their own railcar on January 15, 2008 under authority of Defect Card or endorsed JIC dated January 3, 2008 from Railroad YYYY during Car Owner’s January 2008 account month. AAR Settlement Value is \$56,000. Total Billing Repair Card charges equal \$60,000. AAR Settlement Value is exceeded by \$4,000 and requires credit adjustment to be made within the same accounting month.

Listed here are some of the guidelines for creating Settlement Value Adjustment (Rule 107, I.3, I.4) records:

1. Log onto CRB as described in [Logging In](#) on page 11. The CRB Welcome page is displayed ([Exhibit 3](#)).

2. Select **Billing Repair Card>Enter New BRC**. The Billing Repair Card - Main page is displayed.

Additional required fields for Settlement Value Adjustment are:

- Use Detail Source of **JI** or **DC**
- Defect Card Party must equal the initial of the party issuing the JIC or Defect Card
- For all Applied Job Codes - Responsibility code must be “3”
- Defect Card – must equal the date from the JIC or Defect Card

Exhibit 46. Example (BRC for Settlement Value Adjustment)

Car: BNSF 005399		Repair Date: 01-15-2008	Repaired At: 380000000
Total Charge: -4000.00		Status: Priced	
Invoice Number: Not Invoiced		Invoice Date: Not Invoiced	

Car Initial:	BNSF	Car Number:	005399	Car Kind:	F
Billed Company:	BNSF	L/E Indicator:	Loaded	Repaired SPLC:	380000000
Detail Source:	JI	Date Repaired (MM-DD-YYYY):	01-15-2008	Specify the following for Manually Priced Job Codes:	
Defect Card Party:	RAIL	Defect Card Date (MM-DD-YYYY):	01-03-2008	Contract Labor Rate:	
Repair Facility Type:		Repair Facility Arrival Date (MM-DD-YYYY):		Use AAR Time Standard:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Currency to Use:	US	Document Reference Number:			

CIF Fields (optional)					
Repairing Party CIF:		Invoicing Party CIF:			
Billing Party CIF:		Defect Party CIF:			

Job Codes								
Select	App. Job	Rem. Job	Loc.	Why Made	Qty.	Net Charge	Status	EHMS Sent Dt.
<div style="text-align: center;">Add New Line</div>								

Rebuttal	
Repairing Party:	
Repairing Party Doc. Ref. Nbr.:	
Repairing Party Invoice Nbr.:	

3. Select **Add New Line**.
4. Enter Applied and Removed Job Code **5299**.
5. Select **Continue**.

Additional required fields for Settlement Value Adjustment are:

- Location on Car = “B” (default location)
- Quantity = 1
- Condition Code = 1
- Applied and Removed Qualifier = “ZF”
- Why Made Code = 09
- Component ID
- Removed Qualifier
- Responsibility Code = 3
- Enter Narrative = “Settlement Value Adjustment”

- Enter Material Price = -4000.00 (you must enter a Credit price by first inputting a minus sign “-” before the first number in the Material Price)
- Labor Price = 0.00

6. Enter **Done**.

7. Select **Price & Save**.

Exhibit 47. Example (BRC for a Settlement Value Adjustment showing a Credit)

Car: BNSF 005399		Repair Date: 01-15-2008	Repaired At: 380000000
Total Charge: Not Priced		Status: Priced	
Invoice Number: Not Invoiced		Invoice Date: Not Invoiced	

Car Initial:	BNSF	Car Number:	005399	Car Kind:	F
Billed Company:	BNSF	L/E Indicator:	Loaded	Repaired SPLC:	380000000
Detail Source:	DC	Date Repaired (MM-DD-YYYY):	01-15-2008	Specify the following for Manually Priced Job Codes:	
Defect Card Party:	RAIL	Defect Card Date (MM-DD-YYYY):		Contract Labor Rate:	
Repair Facility Type:	CS	Repair Facility Arrival Date (MM-DD-YYYY):		Use AAR Time Standard:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Currency to Use:	US	Document Reference Number:			

CIF Fields (optional)					
Repairing Party CIF:		Invoicing Party CIF:			
Billing Party CIF:		Defect Party CIF:			

Job Codes								
Select	App. Job	Rem. Job	Loc.	Why Made	Qty.	Net Charge	Status	EHMS Sent Dt.
<input type="checkbox"/>	5399	5399	B	09	1.0	(\$4,000.00)	Priced	
<input type="button" value="Delete"/> <input type="button" value="Add New Line"/>								

Rebuttal	
Repairing Party:	
Repairing Party Invoice Nbr.:	
Repairing Party Doc. Ref. Nbr.:	
<input type="button" value="Save"/> <input type="button" value="Price & Save"/> <input type="button" value="Copy as New"/> <input type="button" value="Print"/>	

Note: Net Charge shows “(\$4000.00)” which is a credit amount.

The adjustment is preferred to be listed on the same BRC with Defect Card/JIC repairs however it may be listed on a separate BRC as in this example.

8. Proceed with creating invoicing as normal.

Create Material Supplied (Rule 85) Records

Material Supplied is used for a Car Owner to bill a railroad for material shipped to repair car owner's car Per Rule 85.

Example: On January 1, 2008, railroad XXXX order's 1 group EOC-8B unit (Job Code 5746) from car owner YYYY to repair a railcar during car owner YYYY's January 2008 account month. This material was shipped on January 3, 2008.

Listed here are some of the guidelines for creating Material Supplied (Rule 85) records:

1. Log onto CRB as described in [Logging In](#) on page 11. The CRB Welcome page is displayed ([Exhibit 3](#)).
2. Select **Billing Repair Card>Enter New BRC**. The Billing Repair Card - Main page is displayed.

Additional required fields for Material Supplied (Rule 85) are:

- Use Detail Source of **MA**
- Defect Card Party set to the ordering party's initials
- For all Applied Job Codes - Responsibility code must be "3"
- Repair Date and Defect Card Date – set to the date the material was shipped
- SPLC set to the location where the material will be shipped
- Input a Document Reference Number such as a purchase order number

Exhibit 48. Example (BRC for Material Supplied (Rule 85))

Billing Repair Card - Main									
Car Initial:	TOE	Car Number:	005999	Car Kind:	F				
Billed Company:	TOE	L/E Indicator:	Loaded	Repaired SPLC:	411657000				
Detail Source:	MA	Date Repaired (MM-DD-YYYY):	01-03-2008	Specify the following for Manually Priced Job Codes:					
Defect Card Party:	RAIL	Defect Card Date (MM-DD-YYYY):	01-03-2008	Contract Labor Rate:					
Repair Facility Type:	CS	Repair Facility Arrival Date (MM-DD-YYYY):		Use AAR Time Standard:	<input checked="" type="radio"/> Yes <input type="radio"/> No				
Currency to Use:	US	Document Reference Number:	PO123456						
CIF Fields (optional)									
Repairing Party CIF:		Invoicing Party CIF:							
Billing Party CIF:		Defect Party CIF:							
Job Codes									
Select	App. Job	Rem. Job	Loc.	Why Made	Qty.	Net Charge	Status	EHMS Sent Dt.	
Add New Line									
Rebuttal									
Repairing Party:		Repairing Party Invoice Nbr.:							
Repairing Party Doc. Ref. Nbr.:									
Save Price & Save									

3. Select **Add New Line**.
4. Enter Applied and Removed Job Code **5999**.
5. Select **Continue**.

Additional required fields for Material Supplied (Rule 85) are:

- Location on Car = "B" (default location)
- Quantity = 1
- Condition Code = 1
- Applied and Removed Qualifier = "GQ"
- Component ID

- Removed Qualifier
 - Why Made Code = 09
 - Responsibility Code = 3
 - Enter Narrative = "MATERIAL SUPPLIED EOC-8B"
 - Enter Material Price = - 1022.23 (Debit charge)
If this were a Credit charge (you enter a Credit Price by first inputting a minus sign "--" before the first number in the Material Price.) Example: -1022.23
 - Labor Price = 0.00
6. Enter **Done**.
 7. Select **Price & Save**.
 8. Proceed with creating Invoicing as normal.

Create Shop Billing

Shop Billing (Detail Source **SH**) is always used when repair facility is a Contract Shop (Repair Facility Type **CS**) or when a repair facility is designated by a car owner to perform repairs to interchange freight cars.

Important Note: Shop Billing as defined in this Section is not intended as a substitute for Running Repair Agents (AAR Office Manual – Appendix H). Shop Billing referenced in this Section is for use in bilateral agreements between contract shops and car owners. For Detail Source "SH", Running Repair Agent mark as defined in AAR Office Manual Appendix H would not be a valid Billing/Invoicing Party.

Example: Shop XXXX repairs car owner YYYY's railcar during shop XXXX's January 2008 account month.

Listed here are some of the guidelines for creating Shop Billing records:

1. Log onto CRB as described in [Logging In](#) on page 11. The CRB Welcome page is displayed ([Exhibit 3](#)).
2. Select **Billing Repair Card>Enter New BRC**. The Billing Repair Card - Main page is displayed.

Additional required fields for Shop Billing are:

- Use Detail Source of **SH**
- Repair Facility Type of **CS** (or other appropriate type: BS, ET, LR, RT)

Exhibit 49. Example (BRC for Material Supplied (Rule 85))

Billing Repair Card - Main			
Car Initial:	TOE	Car Number:	005999
Billed Company:	TOE	L/E Indicator:	Loaded
Detail Source:	MA	Date Repaired (MM-DD-YYYY):	01-03-2008
Defect Card Party:	RAIL	Defect Card Date (MM-DD-YYYY):	01-03-2008
Repair Facility Type:	CS	Repair Facility Arrival Date (MM-DD-YYYY):	
Currency to Use:	US	Document Reference Number:	PO123456
		Car Kind:	F
		Repaired SPLC:	411657000
Specify the following for Manually Priced Job Codes:			
		Contract Labor Rate:	
		Use AAR Time Standard:	<input checked="" type="radio"/> Yes <input type="radio"/> No
CIF Fields (optional)			
Repairing Party CIF:		Invoicing Party CIF:	
Billing Party CIF:		Defect Party CIF:	
Job Codes			
Select	App. Job	Rem. Job	Loc.
	Why Made	Qty.	Net Charge
	Status	EHMS Sent Dt.	
Add New Line			
Rebuttal			
Repairing Party:		Repairing Party Invoice Nbr.:	
Repairing Party Doc. Ref. Nbr.:			
Save		Price & Save	

3. Proceed with creating Invoicing as normal.

AAR Group Billable Repairs

Group Billable is used when repairs are performed (by all signatory's or agents thereof) in accordance with the AAR Office Manual.

Example: Railroad XXXX repairs car owner YYYY's railcar during railroad XXXX's January 2008 account month.

Listed here are some of the guidelines for creating AAR Group Billable Repair records:

1. Log onto CRB as described in [Logging In](#) on page 11. The CRB Welcome page is displayed ([Exhibit 3](#)).
2. Select **Billing Repair Card>Enter New BRC**. The Billing Repair Card - Main page is displayed.

Additional required fields for AAR Group Billable Repairs are:

- Use Detail Source of **GB** (Group Billable)
- Car Kind is optional (but can be input if known)
- Document Reference Number is optional. It could be used to hold a file number or some information that would help the Billing or Billed Party.
- Repairing Party must be set to the repairing party's initial
- Repairing Party Invoice Number must be set to the repairing party's invoice number

- Repairing Party Document Reference Number must be set to the repairing party's document reference number

Exhibit 50. Example (BRC for Group Billable Repairs)

Billing Repair Card - Main					
Car Initial:	CSXT	Car Number:	123456	Car Kind:	F
Billed Company:	CSXT	L/E Indicator:	Loaded	Repaired SPLC:	380000000
Detail Source:	GB	Date Repaired (MM-DD-YYYY):	01-03-2008	Specify the following for Manually Priced Job Codes:	
Defect Card Party:		Defect Card Date (MM-DD-YYYY):		Contract Labor Rate:	
Repair Facility Type:	LR	Repair Facility Arrival Date (MM-DD-YYYY):		Use AAR Time Standard:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Currency to Use:	US	Document Reference Number:			
CIF Fields (optional)					
Repairing Party CIF:		Invoicing Party CIF:			
Billing Party CIF:		Defect Party CIF:			
Job Codes					
Select	App. Job	Rem. Job	Loc.	Why Made	Qty.
Add New Line					
Rebuttal					
Repairing Party:	RAIL	Repairing Party Invoice Nbr.:	27513		
Repairing Party Doc. Ref. Nbr.:	DR27513000				
Save Price & Save					

- Select **Add New Line**.
- On the BRC Job Couplet page, use AAR Pricing (Manually Priced should not be selected for Group Billable).
- Select **Continue**.
- Proceed with creating Invoicing as normal.

Create Counter Billing Authority Records (CBA)

Counter Billing is used when billing for authorization of exceptions, a Document Reference Number must be populated with Authorization document number issued by authorization party.

When submitting Counter Billing Authority (CBA) records, Detail Source "CB" must be used. Since these are summary records most of the "mandatory" fields (in red) will be left blank. One summary record should be submitted per CBA.

Example: On January 1, 2008 railroad YYYY authorizes car owner XXXX to bill them for incorrect repairs identified by car owner XXXX during their audit. Railroad YYYY sends a Counter Billing Authorization letter to car owner XXXX to invoice railroad YYYY for the

amount of the exception letter (\$100). Car Owner XXXX submits the CBA record to the data exchange system and fills in the following fields:

Listed here are some of the guidelines for creating Counter Billing Authority records (CBA):

1. Log onto CRB as described in [Logging In](#) on page 11. The CRB Welcome page is displayed ([Exhibit 3](#)).
2. Select **Billing Repair Card>Enter New BRC**. The Billing Repair Card - Main page is displayed.

Required fields (that can be left blank) for Counter Billing Authority Records:

- Car Initial - blank
- Car Number - blank
- Car Kind - blank
- Billed Company should be filled in with the CBA issuing party's initial
- Load/Empty Indicator - blank
- SPLC - can be left blank
- Detail Source set to "**CB**"
- Date repaired should be set to the CBA date
- Currency must be either US or CA

Required fields (that can be left blank) for Counter Billing Authority Records:

- Document Reference Number should contain the CBA number
- Repairing Party set to the CBA issuing party's initial
- Repairing Party Invoice Number set to the CBA issuing party's original invoice number (if unknown use CBA number)

Exhibit 51. Example (Counter Billing Authority Records (CBA))

Billing Repair Card - Main			
Car Initial:	<input type="text"/>	Car Number:	<input type="text" value="000000"/>
Billed Company:	<input type="text" value="CSXT"/>	L/E Indicator:	<input type="text"/>
Detail Source:	<input type="text" value="CB"/>	Date Repaired (MM-DD-YYYY):	<input type="text" value="01-01-2008"/>
Defect Card Party:	<input type="text"/>	Defect Card Date (MM-DD-YYYY):	<input type="text"/>
Repair Facility Type:	<input type="text"/>	Repair Facility Arrival Date (MM-DD-YYYY):	<input type="text"/>
Currency to Use:	<input type="text" value="US"/>	Document Reference Number:	<input type="text" value="CBA12345"/>
		Car Kind:	<input type="text"/>
		Repaired SPLC:	<input type="text" value="000000"/>
Specify the following for Manually Priced Job Codes:			
		Contract Labor Rate:	<input type="text"/>
		Use AAR Time Standard:	<input checked="" type="radio"/> Yes <input type="radio"/> No
CIF Fields (optional)			
Repairing Party CIF:		Invoicing Party CIF:	
<input type="text"/>		<input type="text"/>	
Billing Party CIF:		Defect Party CIF:	
<input type="text"/>		<input type="text"/>	
Job Codes			
Select	App. Job	Rem. Job	Loc. Why Made Qty. Net Charge Status EHMS Sent Dt.
<input type="button" value="Add New Line"/>			
Rebuttal			
Repairing Party:		Repairing Party Invoice Nbr.:	
<input type="text" value="CSXT"/>		<input type="text" value="CBA12345"/>	
Repairing Party Doc. Ref. Nbr.:		<input type="text"/>	
		<input type="button" value="Save"/> <input type="button" value="Price & Save"/>	

3. Select **Add New Line**.

Exhibit 52. Example (BRC Job Couplet for Counter Billing Authority Records (CBA))

BRC Job Couplet		
Note: The EHMS job code and why made code related repairs will be sent to Car Repair History daily.		
Car: 000000	Repair Date: 01-01-2008	Repaired At: 00000000
Total Charge: Not Priced	Status: Pending	
Invoice Number: Not Invoiced	Invoice Date: Not Invoiced	
Manually Priced	<input checked="" type="checkbox"/>	
Wrong Repair	<input type="checkbox"/>	
Applied Job Code	<input type="text" value="0000"/>	<input type="button" value="+"/>
Removed Job Code	<input type="text" value="0000"/>	<input type="button" value="+"/>
<input type="button" value="Continue"/> <input type="button" value="Cancel"/>		

4. On the BRC Job Couplet page:
 - Manually Priced will be automatically be selected
 - Applied Job Code – can be left as “0000”
 - Removed Job Code – can be left as “0000”
5. Select **Continue**.
 - Location on Car – blank
 - Quantity – blank
 - Condition Code – blank
 - Applied Qualifier – blank

- Why Made Code – blank
 - Component ID
 - Removed Qualifier – blank
 - Responsibility Code – blank
 - Enter Material Price = 100.00 (dollar amount in the CBA Letter). You could optionally enter a Credit Price (or negative price) by first inputting a minus sign “-“ before the first number in the Material Price (ex: -100.00)
 - Labor Price – must be left blank
6. Select **Done**.
 7. Select **Price & Save**.
 8. Proceed with creating Invoicing as normal.

Running Repair Agent Reporting (AAR Office Manual)

This section should only be used if you have been assigned a Running Repair Agent mark and are listed in the AAR Office Manual as an Agent of a Railroad at a specific SPLC location. You must sign into the Car Repair Billing application using your assigned Running Repair Agent mark. (Running Repair Agent mark always starts with an “A” followed by three digits. Ex: A000)

Important Note: Running Repair Agent billing is not intended as a substitute for Shop Billing. Shop Billing is for use in bilateral agreements between contract shops and car owners. For any Detail Source other than “SH”, the Running Repair Agent mark as defined in AAR Office Manual Appendix H would be the only valid Billing/Invoicing Party.

A new Running Repair Agent is required to contact RR.agents@railinc.com to receive the documents required to register as a Railroad Running Repair Agent. Once the Running Repair Agent has been assigned a Running Repair Agent mark (ex: A000) he will need to notify the Railroad (XXXX) he is an agent. It is up to Railroad (XXXX) to notify AAR/Railinc of the new Running Repair Agent at a SPLC location (ex: 380000) so it may be published in Appendix H of the AAR Office Manual. (Running Repair Agent mark always starts with an “A” followed by three digits. Ex: A000)

Before you start creating BRCs as a Running Repair Agent you must complete your companies Contact Information page by entering the three contact types for Remit To, Inquiries and Exceptions. This information will appear on your printed paper invoices and you will only have to input this information once.

Example 1 - for use with Responsibility Code 1:

Running Repair Agent (A000) submits the repair records in the January 2008 account month as the agent of Railroad (XXXX) to Railinc for Billed Party (YYYY) data exchange system and fills in the following fields. (In this Example: Running Repair Agent (A000) is the agent for CSXT at SPLC 380000 as listed in the AAR Office Manual).

Required fields for Running Repair Agent Reporting:

- Use Detail Source set to "BR" (Billing Repair Card)
- Document Reference Number set to "12345" (Running Repair Agent Document Reference Number)
- Repairing Party set to Sponsoring Railroad Mark (in this example input CSXT as the Sponsoring Railroad Mark)
- Repairing Party Invoice Number set to "12345" (Running Repair Agents Invoice Number)
- Repairing Party Document Reference Number set to "12345" (Running Repair Agent Doc.Ref.Number)

Exhibit 53. Example (Running Repair Agent Reporting (Responsibility Code 1))

New BRC | Search BRCs | Active Roadmark: A000 | User: RRA000

Billing Repair Card - Main

Car: BNSF 987654	Repair Date: 01-01-2008	Repaired At: 380000000
Total Charge: Not Priced	Status: Pending	
Invoice Number: Not Invoiced	Invoice Date: Not Invoiced	

Car Initial: BNSF	Car Number: 987654	Car Kind: F
Billed Company: BNSF	L/E Indicator: Empty	Repaired SPLC: 380000000
Detail Source: BR	Date Repaired (MM-DD-YYYY): 01-01-2008	Specify the following for Manually Priced Job Codes: Contract Labor Rate: <input type="text"/> Use AAR Time Standard: <input checked="" type="radio"/> Yes <input type="radio"/> No
Defect Card Party:	Defect Card Date (MM-DD-YYYY):	
Repair Facility Type: LR	Repair Facility Arrival Date (MM-DD-YYYY):	
Currency to Use: US	Document Reference Number: 123450	

CIF Fields (optional)

Repairing Party CIF:	Invoicing Party CIF:
Billing Party CIF:	Defect Party CIF:

Job Codes

Select	App. Job	Rem. Job	Loc.	Why Made	Qty.	Net Charge	Status	EHMS Sent Dt.
Add New Line								

Rebuttal

Repairing Party: CSXT	Repairing Party Invoice Nbr.: 12345
Repairing Party Doc. Ref. Nbr.: 12345	

Save Price & Save Copy as New Return

- On the BRC Job Couplet page, input Applied and Removed Job Code 4458.
- On the BRC Job Couplet (part 2) page, set Responsibility Code to "1"

Example 2 - for use with Responsibility Code 2 (Handling Line responsibility):

Running Repair Agent (A000) submits Handling Line responsibility repair records in the January 2008 account month as the agent of Railroad (XXXX) to Railinc for Billed Party (YYYY) data exchange system and fills in the following fields. (In this Example: Running Repair Agent (A000) is the agent for CSXT at SPLC 380000 as listed in Appendix H of the AAR Office Manual)

Required fields for Running Repair Agent Reporting:

- Use Detail Source set to "BR" (Billing Repair Card)
- Document Reference Number set to "12345" (Running Repair Agent Document Reference Number)
- Repairing Party set to Sponsoring Railroad Mark (in this example input CSXT as the Sponsoring Railroad Mark)
- Repairing Party Invoice Number set to "12345" (Running Repair Agents Invoice Number)
- Repairing Party Document Reference Number set to "12345" (Running Repair Agent Doc.Ref.Number)
- On the BRC Job Couplet (part 2) page, set Responsibility Code to "2"

Example 3 - for use with Responsibility Code 3:

Running Repair Agent (A000) repairs car mark owner YYYY's railcar as the agent of Railroad XXXX on January 1, 2008 during running repair agents January 2008 account month under the authority of a Defect Card from Railroad ZZZZ dated January 1, 2008. (A000) is the agent for CSXT at SPLC 380000 as listed in Appendix H of the AAR Office Manual).

Required fields for Running Repair Agent Reporting:

- Use Detail Source set to "DC" (Defect Card/JIC Party)
- Document Reference Number set to "12345" (Running Repair Agent Document Reference Number)
- Repairing Party set to Sponsoring Railroad Mark (in this example input CSXT as the Sponsoring Railroad Mark)
- Repairing Party Invoice Number set to "12345" (Running Repair Agents Invoice Number)
- Repairing Party Document Reference Number set to "12345" (Running Repair Agent Doc.Ref.Number)
- Defect Card Party set to "ZZZZ" (Defect Card Authority)
- Defect Card Date set to 01-08-2008
- On the BRC Job Couplet (part 2) page, set Responsibility Code to "3"

Exhibit 54. Example (Running Repair Agent Reporting (Responsibility Code 3))

New BRC | Search BRCs | Active Roadmark: A000 | User: RRA000

Billing Repair Card - Main

Car: BNSF 987654	Repair Date: 01-01-2008	Repaired At: 380000000
Total Charge: Not Priced	Status: Priced	
Invoice Number: Not Invoiced	Invoice Date: Not Invoiced	

Car Initial: BNSF	Car Number: 987654	Car Kind: F
Billed Company: BNSF	L/E Indicator: Empty	Repaired SPLC: 380000000
Detail Source: DC	Date Repaired (MM-DD-YYYY): 01-01-2008	Specify the following for Manually Priced Job Codes: Contract Labor Rate: Use AAR Time Standard: <input checked="" type="radio"/> Yes <input type="radio"/> No
Defect Card Party: ZZZZ	Defect Card Date (MM-DD-YYYY): 01-08-2008	
Repair Facility Type: LR	Repair Facility Arrival Date (MM-DD-YYYY):	
Currency to Use: US	Document Reference Number: 12345	

CIF Fields (optional)

Repairing Party CIF:	Invoicing Party CIF:
Billing Party CIF:	Defect Party CIF:

Job Codes

Select	App. Job	Rem. Job	Loc.	Why Made	Qty.	Net Charge	Status	EHMS Sent Dt.
Add New Line								

Rebuttal

Repairing Party: CSXT	Repairing Party Invoice Nbr.: 12345
Repairing Party Doc. Ref. Nbr.: 12345	

[Save](#) [Price & Save](#) [Copy as New](#) [Print](#) [Return](#)

Proper Usage of Detail Source Codes

BR – Billing Repair Card - use when detail record of repairs are prepared (by all signatory's or agents thereof) in accordance with AAR Rule 83.

CB – Counter Billing - use when billing for authorization of exceptions, Data position 33 (Document Reference Number) must be populated with Authorization document number issued by authorization party.

DC – Defect Card- use when repairs are performed on Authority of an Issued Defect Card only.

DE – Destroyed Equipment (Rule 107) - Used only for when unit is badly Damaged or Destroyed per Rule 107 guidelines.

DM – Dismantled Equipment (Rule 108) - Used only for equipment/units requiring Extensive Repairs per Rule 108.

DR – Defect Card Rebuttal Billing - Use when Car Mark Owner rebills Defect Card repairs made from a third-party Repair Facility.

GB – Group Billable- use when repairs are performed (by all signatory's or agents thereof) in accordance with AAR Office Manual Rule 112.A.3.c.3

GT – GST Tax - Used only for repairs performed for car marks that are registered and resident in Canada.

HT – Canadian Harmonized Tax - Used only for repairs performed on marks that are registered and resident in the Canadian Maritimes.

IV – International Valued Added Tax - Used only for repairs performed in Canada.

JI – Joint Inspection - use when repairs are performed on Authority of an Endorsed JIC only.

JR – Joint Inspection Rebuttal Billing - Use when Car Mark Owner rebills JIC repairs made from a third-party Repair Facility.

MA – Material Supplied (Rule 85) - Use for Car Owner to Bill railroad for material shipped to repair car owners car Per Rule 85.

OT – Other - Use only when no other Detail Source Identifies

PT – Canadian Provincial Sales Tax (for future use).

QT – Quebec Sales Tax - Used only for repairs performed on marks that are registered and resident in Quebec, Canada.

RE – Rebuttal Billing – Use to rebill repairs to maintenance responsible party.

SH - Shop Billing - Use when repair facility is a "Contract Shop" or when a repair facility is designated by a car owner to perform repairs to interchange freight cars.

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