

Requesting an Intra-Plant switch via Shipper Connect

From the Action Selection Menu, please choose “On Hand” to view the list of railcars at your facility. The screen shot below gives an example of how the screen should appear once ready to “Submit” your request to for an Intra-Plant switch:

The screenshot shows the 'On Hand' interface in a web browser. At the top, there are search fields for Current Station, Track, Car, Shipper, Destination Station, and Spot, along with a 'Search' button and a 'Key A List' button. Below this is a table of railcars with columns: Current Station, Track, Seq, Car, L/E, KD, Commodity, Shipper, NT, Placement Date/Time, Road, AI, WG, Destination Station, Track, SP, Current Spot, H, Track, and Spot. The first row is selected, and its Track and Spot values (055 and 04) are circled in red. Below the table is an 'Action Code' dropdown menu set to 'Intra-Plant', a 'Date' field set to 8/18/2014, and a 'Time' field set to 1500. The 'Apply Track and Spot' button is also circled in red. At the bottom, there are buttons for 'Submit', 'Reset', 'Select All', and 'Export To Excel'.

| Current Station | Track | Seq | Car | L/E | KD | Commodity | Shipper | NT | Placement Date/Time | Road | AI | WG | Destination Station | Track | SP | Current Spot | H | Track | Spot |
|-------------------------------------|--------|-----|-----|------|--------|-----------|-----------------|-----------------------------|---------------------|-----------------|----|----|---------------------|-------|----|--------------|-----|-------|------|
| <input checked="" type="checkbox"/> | SANDSP | 055 | 1 | TEST | 001000 | E G | SCRAP | SAND SPRINGS RAILWAY CO. | 0 | 8/18/2014 13:00 | | AP | SANDSP | | SP | H | 055 | 04 | |
| <input type="checkbox"/> | SANDSP | 056 | 1 | DLRX | 520061 | E G4 | BARS,IORS,NEC | GERDAU AMERISTEEL | 0 | | | PU | TULSA | | | H | | | |
| <input type="checkbox"/> | SANDSP | 056 | 2 | DLRX | 520091 | L G4 | BARS,IORS,NEC | GERDAU AMERISTEEL US INC | 07 | 8/15/2014 13:00 | | AP | SANDSP | | | H | | | |
| <input type="checkbox"/> | SANDSP | 057 | 1 | SS | 033249 | E G4 | SCRAP | GERDAU RECYCLING - OKLAHOMA | 0 | 7/23/2014 09:00 | | AP | | | | H | | | |
| <input type="checkbox"/> | SANDSP | 057 | 2 | UP | 030462 | E M | RR TIES,WD SCRP | AGENT | 0 | 8/15/2014 13:00 | | AP | SANDSP | | | H | | | |
| <input type="checkbox"/> | SANDSP | 057 | 3 | SP | 338373 | E M | WD FIBRE SCRAPS | ECDCENVIRONM | 0 | 8/15/2014 13:00 | | AP | SANDSP | | | H | | | |

To summarize, the following should apply when attempting to release a railcar:

- Check mark the car(s) on the far left hand side you wish to move.
- Enter the Track ID & Spot location for the car on the far right hand side. A list of valid track IDs & spot codes will be provided separately. These fields must be entered exactly to match the list in order for a successful transmission.
- In the Action Code drop down menu, choose “Intra-Plant”.
- Apply the current date and time of the release, in military format.

Finally, once all the above has been completed click on “Submit” to send your request to our database and apply the new switch request to the railcar(s). A confirmation window will display to verify the correct information has been chosen, and once you click “OK”, an email of the confirmation page that follows will be sent to any/all designated email addresses. This will complete the Intra-Plant switch request process through Shipper Connect. For questions, please contact our Customer Service Center at 877-276-3777 or via csacus@omnitrax.com.

Thanks!