

## Ordering Railcars via Shipper Connect

From the Action Selection Menu, please choose “Inbound” when you are ready to order in your railcars. The screen shot below gives an example of how the screen should appear once ready to “Submit” your request to order in a railcar:

The screenshot shows the ShipperConnect Inbound web application interface. At the top, it displays 'Total Records: 11', 'Loaded: 11', 'Empty: 0', and 'Total Weight: 975 Nt. Tons'. Below this is a table with columns: Current Station Track Seq, Car, L/E, Commodity, Shipper, Origination Date/Time, Road, AI, Destination Station Track SP, Track, and Spot. The table contains 11 rows of railcar data. The third row is selected, with a red circle around the checkbox in the 'Current Station Track Seq' column. The 'Track' and 'Spot' columns for this row contain '6445' and 'SP' respectively, also circled in red. Below the table is an 'Action Code' dropdown menu set to 'Place', a 'Date' field set to '5/20/2011', and a 'Time' field set to '1200'. A red circle highlights the 'Action Code' dropdown, the 'Date' field, and the 'Time' field. Below these fields is an 'Apply Track and Spot' button. At the bottom of the page are buttons for 'Submit', 'Reset', 'Select All', and 'Export To Excel'.

Current Station Track Seq	Car	L/E	Commodity	Shipper	Origination Date/Time	Road	AI	Destination Station Track SP	Track	Spot
<input type="checkbox"/>	FULCO 3401 20	ETCX 252018	L PLYETHIN TRPHT	DAK AMERICAS LLC	5/11/2011 14:01	CSXT	PL	FULCO 3545 8		
<input type="checkbox"/>	FULCO 3401 21	ACFX 058650	L PLYETHIN TRPHT	DAK AMERICAS LLC	5/11/2011 14:01	CSXT	PL	FULCO 3545 6		
<input checked="" type="checkbox"/>	FULJC 2101 2	TEST 001000	L PLYETHIN TRPHT		5/20/2011 10:00	SHOP	CP	FULCO	6445	SP
<input type="checkbox"/>	FULJC 2110 1	PLCX 047648	L PLYETHIN TRPHT	DAK AMERICAS LLC	5/13/2011 12:45	CSXT	PL	FULCO 3545 3		
<input type="checkbox"/>	FULJC 2110 3	UTCX 046069	L PLASTIC	ALPHAPET INC	5/16/2011 14:10	CSXT	PL	FULCO 3545 1		
<input type="checkbox"/>	FULJC 2110 7	UTCX 058890	L PLASTIC	ALPHAPET INC	5/13/2011 12:45	CSXT	PL	FULCO 3545 5		
<input type="checkbox"/>	FULJC 2110 8	UTCX 059517	L PLASTIC	ALPHAPET INC	5/13/2011 12:45	CSXT	PL	FULCO 3545 4		
<input type="checkbox"/>	FULJC 2111 2	UTCX 049044	L PLASTIC	ALPHAPET INC	5/19/2011 13:41	CSXT	CP	FULCO		
<input type="checkbox"/>	FULJC 2111 3	UTCX 047186	L PLASTIC	ALPHAPET INC	5/19/2011 13:41	CSXT	CP	FULCO		
<input type="checkbox"/>	FULJC 2113 2	ACFX 038961	L PLYETHIN TRPHT	DAK AMERICAS LLC	5/9/2011 13:11	CSXT	PL	FULCO 3545 4		
<input type="checkbox"/>	FULJC 0FULJC 1	UTCX 047639	L PLASTIC	ALPHAPET INC	5/13/2011 12:45	CSXT	PL	FULCO 6445 1		

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

- Check mark the car(s) on the far left hand side you wish to order.
- Enter the track ID and spot location on the right hand side of the screen. For tracks that do not have the spot locations numbered, use “SP” to designate a generic spot.
- In the Action Code drop down menu, choose “Place”.
- Apply the current date and time of the request, in military format.

Finally, once all the above has been completed click on “Submit” to send your request to our database and order in the car. 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 railcar ordering process through Shipper Connect. For questions, please contact our Customer Service Center at 877-276-3777 or via [cscus@omnitrax.com](mailto:cscus@omnitrax.com).

Thanks!