

Releasing Railcars via ShipperConnect™

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

The screenshot shows the ShipperConnect On Hand interface in a Windows Internet Explorer browser. The page title is "ShipperConnect On Hand - Windows Internet Explorer". The URL is "http://sc2.railconnect.com/CI.aspx?PageType=OnHand". The page features a navigation menu with options like "Main Menu", "Current Shipments", "Reports", "Utilities", "Bill of Lading", "Demurrage", "Administration", "Instructions", "Help", and "Diagnostics". The user is identified as "User : GFRDJS" and the shipper as "Shipper : COAPLA QUI".

The main section is titled "On Hand" and contains a search form with fields for "Current Station", "Track", "Car", "Shipper", "Destination Station", "Track", "Spot", "KD", "L/E", and "AI". There are "Search" and "Key A List" buttons.

Below the search form is a table with the following data:

Total Records: 1		Loaded: 1		Empty: 0		Total Weight: 0 Nt. Tons														
Current Station	Track	Seq	Car	L/E	KL	Commodity	Shipper	NT	Placement Date/Time	Road	AI	WG	Destination Station	Track	SP	Current Spot	H	Track	Spot	
<input checked="" type="checkbox"/>	QITM	COASTAL	1	TEST	0010	L	C	PTSM CHLORIDE		0	4/26/2011 08:30		AP		WG	QUITM		H		

Below the table is an "Action Code" dropdown menu set to "Release Empty", a "Date" field set to "4/26/2011", and a "Time" field set to "1000". There are "Apply Track and Spot" and "Submit" buttons.

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 release.
- Ensure the car is in “L” (loaded) status. This is the “L/E” column to the right of the car number.
- In the Action Code drop down menu, choose “Release Empty”.
- 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 release 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 release process through Shipper Connect. For questions, please contact our Customer Service Center at 877-276-3777 or via cscus@omnitrax.com.

Thanks!