

Releasing and Reloading Railcars via Shipper Connect

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 and reload a railcar:

The screenshot shows the 'On Hand' interface in a web browser. The browser address bar shows 'https://sc2.railconnect.co...' and the page title is 'ShipperConnect On Hand'. The interface has a navigation menu with options: Main Menu, Current Shipments, Reports, Utilities, Bill of Lading, Administration, Instructions, and RTT. Below the menu is 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 of railcars. The table has 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 highlighted with a red circle around the checkbox in the 'Current Station Track Seq' column. The 'L' in the 'L/E/KD' column is also circled in red. Below the table is an action selection form with a dropdown menu for 'Action Code' set to 'Release and Reload', a date field set to '9/22/2015', and a time field set to '1100'. The 'Apply Track and Spot' button is also circled in red. At the bottom 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"/> PELHAM 6SWGEETH 1	TEST 001000	L C	CORN	NORFOLK SOUTHER RAILWAY	90	9/22/2015 10:05		AP		PELHAM	SP	H		

To summarize, the following should apply when attempting to release and reload 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 and Reload”.
- 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 and reload 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!