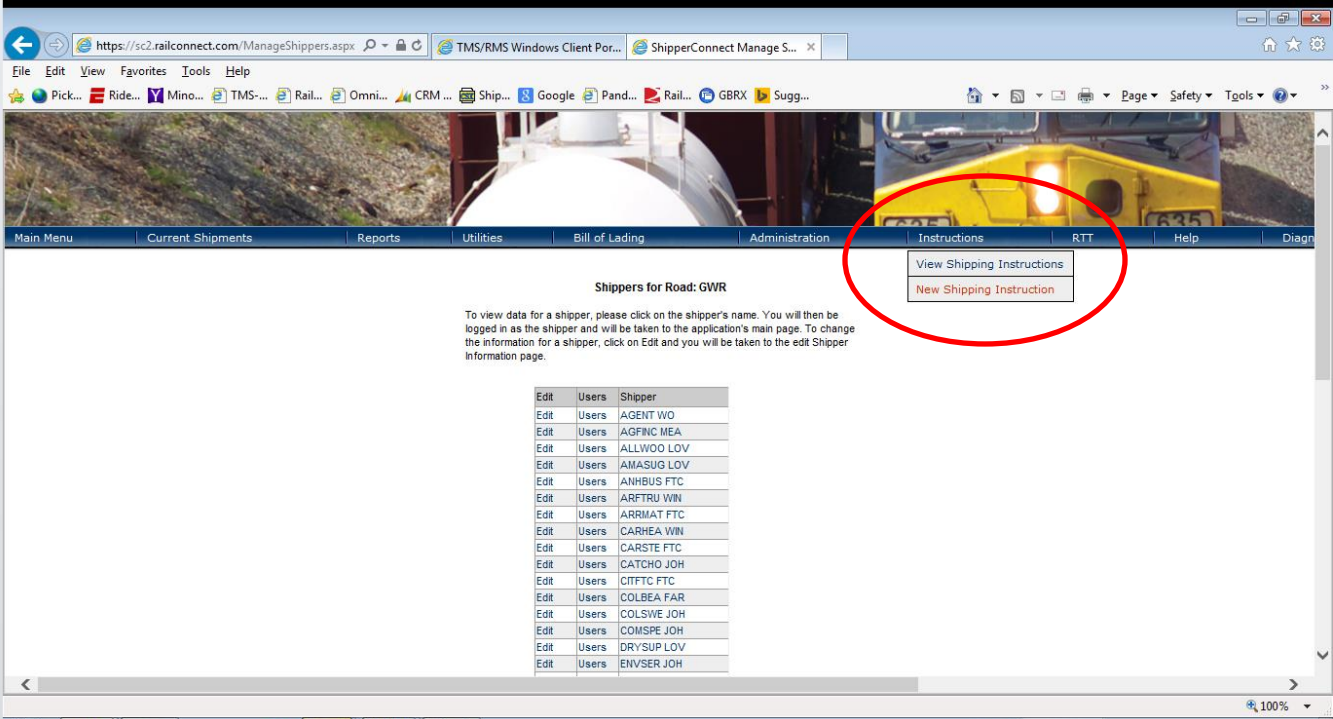


Shipping Instructions via Shipper Connect

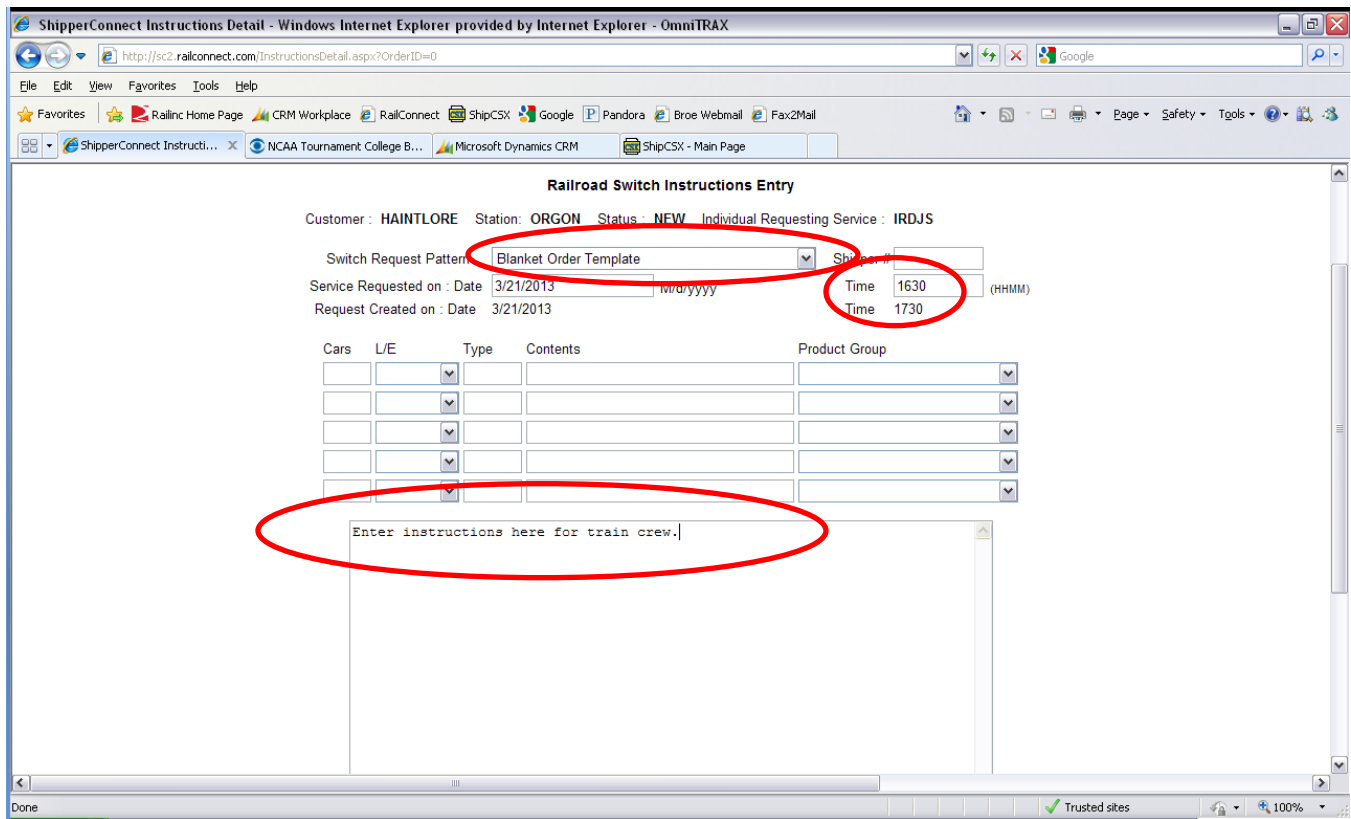
From the “Instructions” tab at the top right hand corner of your Shipper Connect screen, mouse over the tab to open up the “New Shipping Instruction” option and click on the link.



The screenshot shows the Shipper Connect web application interface. The browser address bar displays <https://sc2.railconnect.com/ManageShippers.aspx>. The navigation menu at the top includes: Main Menu, Current Shipments, Reports, Utilities, Bill of Lading, Administration, **Instructions**, RTT, Help, and Diagnostics. The 'Instructions' tab is highlighted with a red circle, and a dropdown menu is visible showing two options: 'View Shipping Instructions' and 'New Shipping Instruction'. Below the navigation menu, the page title is 'Shippers for Road: GWR'. A message states: 'To view data for a shipper, please click on the shipper's name. You will then be logged in as the shipper and will be taken to the application's main page. To change the information for a shipper, click on Edit and you will be taken to the edit Shipper Information page.' Below this message is a table with columns 'Edit', 'Users', and 'Shipper'.

Edit	Users	Shipper
Edit	Users	AGENT WO
Edit	Users	AGFNC MEA
Edit	Users	ALLWOO LOV
Edit	Users	AMASUG LOV
Edit	Users	ANHBUS FTC
Edit	Users	ARFTRU WIN
Edit	Users	ARRMAT FTC
Edit	Users	CARHEA WIN
Edit	Users	CARSTE FTC
Edit	Users	CATCHO JOH
Edit	Users	GTFTC FTC
Edit	Users	COLBEA FAR
Edit	Users	COLSWE JOH
Edit	Users	COMSPE JOH
Edit	Users	DRYSUP LOV
Edit	Users	ENVSER JOH

The screen shot below gives an example of how the screen should appear once ready to “Submit” your instructions to the Railroad:



To summarize, the following should apply when attempting to submit Instructions:

- Choose from the drop down list: “Blanket Order Template”.
- Enter the time of the request, in military format. (**Note: always use time of the request, not the time of the switch**)
- In the text box at the bottom half of the screen, enter the instructions you wish to give to the crew similar to that if you were sending an email.

Finally, once all the above has been completed click on “Submit” to send the instructions to our database for processing. A confirmation window will display to ensure you wish to submit, 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 Shipping Instructions process. To view prior instructions, go back to the “Instructions” tab and choose “View Instructions” from the drop down menu. From there, by referencing the date in question, click on the corresponding “Order Number” on the left had side of the screen to review the instructions sent for the switch. For questions, please contact our Customer Service Center at 877-276-3777 or via csus@omnitrax.com.

Thanks!