# Table of Contents

**Welcome to Car Repair Billing (CRB)** ................................................................. 5
  What is Car Repair Billing (CRB)? ........................................................................ 5
  Car Repair Billing Procedures Manual ................................................................. 6
  Office Manual of the AAR Interchange Rules (Referred to as AAR Office Manual) ............................................................................................................ 6
  Field Manual of the AAR Interchange Rules (Referred to as AAR Field Manual) ......................................................................................................................... 7

**Billing Repair Card** .......................................................................................... 7
  Billing Repair Card Status Codes ........................................................................ 7
  Job Codes ............................................................................................................ 8

**User Guide Structure** ..................................................................................... 8

**System Requirements** ................................................................................... 9
  Web Browser ....................................................................................................... 9
  PDF Viewer ......................................................................................................... 9
  CSV Format ......................................................................................................... 9

**Web Interface** ................................................................................................. 10
  Railinc Web Page Layout ................................................................................... 10
  Railinc Interface Elements .................................................................................. 11

**Getting Started** ............................................................................................ 15
  Register to Use Railline SSO ............................................................................. 15
  Role-Based Application ...................................................................................... 15
  Requesting CRB Access ................................................................................... 16
  Logging In .......................................................................................................... 17
  Logging Out ....................................................................................................... 17

**Billing Repair Card** ....................................................................................... 18
  Entering Billing Information (New Users) ......................................................... 18
  Entering a New BRC ........................................................................................... 19
  Entering Manually Priced Repairs ................................................................... 25
    Performing a SPLC Lookup ............................................................................ 27
  Changing BRCs ................................................................................................. 28
  Deleting BRCs ................................................................................................. 30

**Creating Invoices and Submitting Data** ....................................................... 31
  Creating Invoices .............................................................................................. 31
  Printing an Invoice or Creating and Saving a PDF Copy of the Invoice ............ 32
    Create Tax Records (Misc. Charge) .............................................................. 35

**Searching and Viewing BRCs** ....................................................................... 36
  Searching BRCs ............................................................................................... 36
  Viewing BRC Status Report .............................................................................. 37
  Viewing BRC History - Invoicing by Month ..................................................... 37
  Road Administrator Role for Invoicing .............................................................. 38

**BRC Examples** .............................................................................................. 41
  Create Rebuttal BRC ......................................................................................... 41
  Create Defect Card and Rebuttal Records ...................................................... 43
  Create Joint Inspection Certificate .................................................................. 45
  Create Destroyed Unit Records (Rule 107, I.1, I.3, I.4) .................................. 47
  Create Dismantled Unit (Rule 107, I.2, I.4 and Rule 108) ............................... 49
  Debit Example .................................................................................................. 49
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit Example</td>
<td>51</td>
</tr>
<tr>
<td>Create Settlement Value Adjustment (Rule 107, I.3, I.4)</td>
<td>52</td>
</tr>
<tr>
<td>Create Material Supplied (Rule 85) Records</td>
<td>54</td>
</tr>
<tr>
<td>Create Shop Billing</td>
<td>56</td>
</tr>
<tr>
<td>AAR Group Billable Repairs</td>
<td>57</td>
</tr>
<tr>
<td>Create Counter Billing Authority Records (CBA)</td>
<td>58</td>
</tr>
<tr>
<td>Running Repair Agent Reporting (AAR Office Manual)</td>
<td>61</td>
</tr>
<tr>
<td>Example 1 - for use with Responsibility Code 1:</td>
<td>61</td>
</tr>
<tr>
<td>Example 2 - for use with Responsibility Code 2 (Handling Line responsibility):</td>
<td>62</td>
</tr>
<tr>
<td>Example 3 - for use with Responsibility Code 3:</td>
<td>63</td>
</tr>
<tr>
<td>Proper Usage of Detail Source Codes</td>
<td>65</td>
</tr>
<tr>
<td>Index</td>
<td>66</td>
</tr>
</tbody>
</table>
Exhibit 1. CRB Computer Requirements ........................................ 1
Exhibit 2. Railwire Web Application Page Layout .............................. 10
Exhibit 3. Application Menu (for CRB) ........................................... 11
Exhibit 4. Drop-Down Menu .......................................................... 11
Exhibit 5. Hyperlink ....................................................................... 11
Exhibit 6. Text Boxes ...................................................................... 12
Exhibit 7. Drop-Down Text Box ......................................................... 12
Exhibit 8. Checked Check Boxes ...................................................... 12
Exhibit 9. Radio Button (date range selection) .................................. 13
Exhibit 10. Scroll Bar/Button and Usage .......................................... 13
Exhibit 11. Command Button (with focus) ...................................... 13
Exhibit 12. Back and Forward Buttons ............................................ 14
Exhibit 13. Calendar ....................................................................... 14
Exhibit 14. User Roles and Descriptions ......................................... 15
Exhibit 15. CRB Request Permission ............................................... 16
Exhibit 16. CRB Welcome Page ....................................................... 17
Exhibit 17. Billing Repair Card Menu ............................................. 18
Exhibit 18. BRC Contact Information ............................................. 19
Exhibit 20. Car Kind Look Up ........................................................ 20
Exhibit 21. BRC Job Couplet .......................................................... 22
Exhibit 22. Job Code Search ........................................................... 22
Exhibit 23. BRC Job Couplet (part 2) .............................................. 23
Exhibit 24. BRC Job Couplet (part 2) for Wheels ............................. 23
Exhibit 25. BRC Completed with Job Codes ..................................... 25
Exhibit 26. Billing Repair Card – Main (for manually priced repairs) .................................................. 26
Exhibit 27. BRC Job Couplet (for a manually priced repair) .............. 27
Exhibit 28. SPLC Look Up ............................................................. 28
Exhibit 29. SPLC Look Up Results ................................................ 28
Exhibit 30. Active BRCs ............................................................... 29
Exhibit 31. Delete BRCs Confirmation ............................................ 30
Exhibit 32. BRC (detail line to be deleted) ...................................... 30
Exhibit 33. Outstanding BRCs - Priced .......................................... 31
Exhibit 34. BRC - Create Invoices ................................................ 32
Exhibit 35. BRC History - Invoicing by Month ................................. 33
Exhibit 36. BRC History - Invoicing by Month (with results) ............. 33
Exhibit 37. BRC - Invoice Detail ..................................................... 34
Exhibit 38. BRC PDF Invoice ......................................................... 34
Exhibit 39. Miscellaneous Charges .............................................. 35
Exhibit 40. Miscellaneous Charges (with values) ........................... 35
Exhibit 41. Search BRCs ............................................................... 36
Exhibit 42. Search Results ............................................................ 36
Exhibit 43. Summary of Outstanding BRCs - Priced ....................... 37
Exhibit 44. BRC History - Invoicing By Month ............................... 38
Exhibit 45. BRC History - Invoicing By Month (with search results) .... 38
Exhibit 46. Search Results with Transfer BRCs option .................... 39
Exhibit 47. BRC Transferee Selection ............................................. 40
Exhibit 48. Example (BRCs with status of "Invoiced") ................. 41
<table>
<thead>
<tr>
<th>Exhibit</th>
<th>Example Description</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>49</td>
<td>(BRC to Copy as New)</td>
<td>42</td>
</tr>
<tr>
<td>50</td>
<td>(Billed Company Corrected)</td>
<td>42</td>
</tr>
<tr>
<td>51</td>
<td>(Additional Fields for Defect Card)</td>
<td>44</td>
</tr>
<tr>
<td>52</td>
<td>(Defect Card with Rebuttal Information)</td>
<td>45</td>
</tr>
<tr>
<td>53</td>
<td>(Additional Fields for Joint Inspection)</td>
<td>46</td>
</tr>
<tr>
<td>54</td>
<td>(BRC for Destroyed Unit)</td>
<td>48</td>
</tr>
<tr>
<td>55</td>
<td>(BRC Job Couplet for Destroyed Unit)</td>
<td>48</td>
</tr>
<tr>
<td>56</td>
<td>(BRC for Dismantled Unit)</td>
<td>50</td>
</tr>
<tr>
<td>57</td>
<td>(BRC Job Couplet for Dismantled Unit)</td>
<td>50</td>
</tr>
<tr>
<td>58</td>
<td>(BRC for Dismantled Unit showing a Credit)</td>
<td>52</td>
</tr>
<tr>
<td>59</td>
<td>(BRC for Settlement Value Adjustment)</td>
<td>53</td>
</tr>
<tr>
<td>60</td>
<td>(BRC for a Settlement Value Adjustment showing a Credit)</td>
<td>54</td>
</tr>
<tr>
<td>61</td>
<td>(BRC for Material Supplied (Rule 85))</td>
<td>55</td>
</tr>
<tr>
<td>62</td>
<td>(BRC for Material Supplied (Rule 85))</td>
<td>57</td>
</tr>
<tr>
<td>63</td>
<td>(BRC for Group Billable Repairs)</td>
<td>58</td>
</tr>
<tr>
<td>64</td>
<td>(Counter Billing Authority Records (CBA))</td>
<td>60</td>
</tr>
<tr>
<td>65</td>
<td>(BRC Job Couplet for Counter Billing Authority Records (CBA))</td>
<td>60</td>
</tr>
<tr>
<td>66</td>
<td>(Running Repair Agent Reporting (Responsibility Code 1))</td>
<td>62</td>
</tr>
<tr>
<td>67</td>
<td>(Running Repair Agent Reporting (Responsibility Code 3))</td>
<td>64</td>
</tr>
</tbody>
</table>
Welcome to Car Repair Billing (CRB)

The purpose of this document is to provide step-by-step instructions for using the Billing Repair Card (BRC) component of the Car Repair Billing (CRB) application. Each system function is outlined accordingly with procedures and examples to guide the user through the various features of creating a BRC, preparing BRC for invoicing, and the handling of rebuttal billing through this application.

Billing Repair Cards is an online system that provides an interface to the pricing programs. The CRB system ensures that all required fields are populated before the BRC is submitted for pricing as well as basic edits on fields are done (such as validating repair date is not in the future).

What is Car Repair Billing (CRB)?

**Car Repair Billing (CRB)** is the process railroad, equipment owners, third party agents and repair shops report and invoice railroads or car owners for repairs on equipment such as car hoppers, gondolas, boxcars, etc. The invoice is created by the billing/invoicing party which will include the job codes related to the repairs completed. The billing party will note the billed party on the invoice. The billed party is the company responsible for paying the billing party for the repairs.

**Car Repair Billing Data Exchange (CRBDX)** is the centralized process for receipt and transmission of invoices (AAR and non-AAR repairs) to registered billed parties. CRBDX utilizes industry rules and requirements defined in the *CRB Procedures Manual*, *Office Manual of the AAR Interchange Rules* and *Field Manual of the AAR Interchange Rules* to validate received invoices.

CRBDX participants are classified as either submitters or receivers. A **submitter** is a railroad, equipment owner, third party agent or repair shop that submits billing repair cards (BRC) to CRBDX. The submitter may be the billing party (company that created the invoice) or a third party agent. The invoices submitted must be in the format defined in the *CRB Procedures Manual*.

Each month submitters compile BRC’s for a particular billed company and create *one invoice for that billed company*. The submitter sends the invoice to CRBDX to be processed and distributed per industry rules. Submitters may transmit data to CRBDX from an internal system or third party product such as Railinc’s Internet Billing Repair Card system (referred to as CRB Web).

A **receiver** is a railroad, equipment owner, third party agent or repair shop that has registered with CRBDX to receive CRB invoices electronically after the monthly processing cycle. The receiver may be the billed company (company responsible for paying billing road) or a third party agent. The invoices transmitted to CRB receivers are in the industry approved format in the *CRB Procedures Manual*. The CRB receiver may receive the data in the 500 byte layout or by request of the PDF version. CRBDX sends the data received from submitters and only validates the format of data sent. The payment of the invoice by the billed party is at their discretion.

The CRBDX layout and processing rules are detailed in the *CRB Procedures Manual* located on CRB Pricing on Railinc’s community site. Submitters and receivers must have an established mailbox and should discuss set up with Railinc via email to csc@railinc.com.
Car Repair Billing Data Exchange

An end-of-month process is provided through the CRB internet application to gather all related Billing Repair Cards and assign a common invoice number after sending all information to the Car Repair Billing Data Exchange.

Internet BRC users are reminded to create invoicing and send for Data Exchange on or before the last business day of the month. Failure to submit your monthly invoicing to the Data Exchange on or before the last day of the month will result in your data being excluded in the distribution—rather, it will be included in the next months run of the Data Exchange. The Car Repair Billing Data Exchange is the process which will transmit your invoice information (in a 500 byte electronic data exchange format) to the appropriate Billed Party. The Car Repair Billing Data Exchange system streamlines the audit process for the invoiced party since they will not have to manually re-key your repair information into their system.

This process also allows the Internet BRC user to print a hard copy or paper invoice to send to the invoiced party as well as create a save a PDF copy of the invoice that can be emailed. It is important to discuss with each invoiced party (or billed party) how they will want to receive a copy of your invoice (paper or PDF) generated through the Internet BRC system.

The Internet BRC system was designed to allow the BRC User to issue Car Repair Billing invoices in accordance with the AAR Field and Office Manuals of the AAR Interchange Rules. All the rules that govern Car Repair Billing are contained in the AAR Office Manual under Rule 112. Please refer to the current AAR Office Manual for an explanation of those rules.

Additional Reference Material

Car Repair Billing Procedures Manual

The CRBDX participation and industry-approved record layout requirements are contained in the CRB Procedures Manual. The CRB Procedures Manual is regularly updated with information on record layout changes and requirements for billing repair cards for specific detail sources. The CRB Procedures Manual is located at:


Office Manual of the AAR Interchange Rules (Referred to as AAR Office Manual)

The AAR Office Manual contains Car Repair Billing rules and published AAR rates (referred to as Price Master or Price Matrix). The AAR Office Manual contains job codes which relate to a car part or component. CRBDX submitters utilize the Price Master for AAR priced repairs on a unit. The CRB submitter must identify the repair using the appropriate job code and submit an invoice to CRBDX for distribution to the specified billed road/company.

The price used for a repair is dependent on the repair date. The price should correspond to the Price Master/Matrix valid for the specified repair date. CRBDX handles contract pricing and is referred to as manual pricing (or non-AAR pricing).
The rules for submitting billing repair cards on damaged equipment or destroyed units is located in both the *AAR Office Manual* and *Field Manual of the AAR Interchange Rules*.

**Field Manual of the AAR Interchange Rules (Referred to as AAR Field Manual)**

The *Field Manual of the AAR Interchange Rules* contains the interchange rules and has guidelines on repairs and reporting must occur for repaired, damaged or destroyed equipment. The *Field Manual of the AAR Interchange Rules* is useful in assisting customer with determining the appropriate qualifiers, questions on how to report repairs and other information necessary to complete a repair.

**Note:** Requests for the *AAR Office Manual* and *AAR Field Manual* are submitted to the AAR. Refer customer to AAR publication site at [http://www.aarpublications.com](http://www.aarpublications.com).

---

**Billing Repair Card**

The CRB System provides an interface where users can enter, manage and invoice Billing Repair Cards (BRC). This process starts with creating a Billing Repair Card and submitting it to be priced and saved. A BRC can either be priced successfully or returned with errors. All errors must be corrected and resubmitted (priced and saved) before a BRC can be invoiced or sent for data exchange. A successfully priced and saved BRC can be gathered with other BRCs for a particular car owner or billed road and assigned to a common invoice. Once invoiced these BRCs are then sent to Railinc’s data exchange to be available for the invoiced parties to obtain electronically on a monthly process.

**Billing Repair Card Status Codes**

A BRC goes through a certain lifecycle as it is created, priced and invoiced. The following status codes help define that lifecycle.

<table>
<thead>
<tr>
<th>BRC Status Codes</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entered</td>
<td>The BRC has been entered into the CRB system. The record has not been priced through the pricing logic. BRC Users can make corrections or changes to the BRC. BRC Users can also save a BRC and return to a pending BRC and add lines as needed prior to it being submitted for pricing.</td>
</tr>
<tr>
<td>Priced</td>
<td>The BRC has been entered into the CRB system. The BRC record has been priced successfully through the pricing logic and contains no errors. This record is available to be included in an invoice. Priced BRCs can be corrected or changed, however if a user needs to make corrections or add a line to a priced BRC it must be priced again successfully.</td>
</tr>
</tbody>
</table>
### BRC Status Codes

<table>
<thead>
<tr>
<th>BRC Status Codes</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Error</strong></td>
<td>The BRC has been entered into the CRB system. The record has failed to process through the pricing logic and is flagged with an indicator of where the error occurred. The record is marked with a status of “Error” for the BRC User to correct. Once corrected, the status is changed to “Entered” and can be priced again.</td>
</tr>
<tr>
<td><strong>Invoiced</strong></td>
<td>The BRC invoice has been submitted to the Data Exchange. The BRC record is priced and has been included in an invoice issued by the invoicing party. In addition, once invoiced the record is sent to the data exchange and available for the invoiced party to obtain. No further changes can be made to this data. This record can be retrieved for printing of a paper invoice.</td>
</tr>
</tbody>
</table>

### Job Codes

A **job code** is the industry defined code that relates to a particular part of the rail equipment being repaired. Job codes are located in the *Office Manual of AAR Interchange Rules*. Job codes are part of the Price Master/Matrix.

The price of the repair depends on the following criteria noted by the submitter:

- Repair Date
- Job Code
- Why Made Code
- Responsibility Code
- Condition Code

The combination of the above criteria determines which AAR price to apply on the billing repair card.

The list of National Industrial Transportation League (NITL) job codes is located in Appendix D of the *Field Manual of the AAR Interchange Rules*. NITL codes are contracted rates (manual pricing).

### User Guide Structure

This document has been organized to reflect the application menu order of CRB. It describes use and interpretation of interface elements in CRB.

Railinc Single Sign On (SSO) information is included, and references to the Railinc Single Sign On User Guide added. SSO information for CRB administrators is also in the *Railinc Single Sign On User Guide*.

Whenever possible the term “select” is used to indicate making a choice using either the mouse or keyboard. Left-clicking generally activates a control or selects an item. Where a double-click is required, it is specified. Typical keyboard selection equivalents are described in *Railinc Interface Elements* starting on page 11.

Underlined blue links are functional links to go to another location in the user guide.
System Requirements

Here are some basic computer requirements for CRB.

Exhibit 1. CRB Computer Requirements

<table>
<thead>
<tr>
<th>Supported Operating Systems:</th>
<th>Windows, Macintosh, Linux, UNIX</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supported Browser Types:</td>
<td>Internet Explorer and Mozilla Firefox</td>
</tr>
<tr>
<td>Browser Versions:</td>
<td>Internet Explorer 8.0 and Firefox 3.6</td>
</tr>
<tr>
<td>Screen Resolution:</td>
<td>1024 × 768 or larger (optimal)</td>
</tr>
<tr>
<td>PC Processor:</td>
<td>Pentium III running Windows 98 2nd Ed. or higher</td>
</tr>
<tr>
<td>Supported Connections:</td>
<td>T1, ISDN, DSL, Cable, Dial up</td>
</tr>
</tbody>
</table>

Web Browser

CRB requires a web browser to display its data. Most computers have Internet Explorer or Mozilla Firefox installed. To ensure optimum performance of CRB, use a recommended version of Internet Explorer or Firefox. Here are the two download sites:

- Internet Explorer:  

- Firefox:  

PDF Viewer

Some functions of CRB require Adobe Acrobat Viewer to view Portable Document Format (PDF) documents. For example, updates to this manual are available in PDF. Here is the download site for a free and current version of Acrobat Reader:


CSV Format

Many CRB download functions use Comma Separated Value (CSV) file format. This format is supported by Microsoft Excel versions 97 and higher. Users that do not have Excel 97 or higher installed on their machine or have a compatible spreadsheet application may download a free Microsoft Excel Viewer from Microsoft Corporation:

Web Interface

The CRB interface provides the same navigational tools found in most Windows applications and Internet sites. This section provides basic explanations of the elements and components that assist in moving through the various pages of the application to complete tasks. Mouse and keyboard equivalents are discussed for each element.

Railinc Web Page Layout

Each page in a Railinc web application has the same structure.

*Exhibit 2. Railinc Web Application Page Layout*

1. **Logo**—Railinc logo. Logo is link to the Railinc corporate website.
2. **Application Title**—Name of the application.
3. **Sign-On Information**—Show the currently logged on user ID, and road-specific information for individuals representing several roads.
4. **Navigational Links**—Links for the following functions:
   - **Launch Pad**—selecting this link pulls up the Railinc Launch Pad, which allows users to switch between various Railinc applications. Options are also available for **User Services**, which controls access rights. Hovering over the downward arrow to the right of this link displays hyperlinked shortcuts to Launch Pad and User Services options.
   - **Contact Us**—opens a page of contact information (Railinc support).
   - **Sign Out**—logs out of SSO and returns to the Railinc SSO login page.
5. **Application Menu**—The top of the Railinc page displays the application menu options. The options on this menu allow you to perform the various functions of the application.
6 **Page Title**—The title of the specific application task page.

7 **Page content area**—The area of the page where tasks are executed (shown outlined with red dashes). These vary and may include a number of different elements, which are described in the next sections.

8 **Page footer links**—Available links to Railinc’s legal notices, privacy rights, terms of service and contact information.

**Railinc Interface Elements**

**Application Menu**

*Exhibit 3. Application Menu (for CRB)*

Each application menu item can be a specific single task or open a pull-down menu. When no menu exists, the task begins immediately after selecting. Otherwise, a drop-down menu is displayed (*Exhibit 4*). Tabbing allows the user to visit each menu, right-to-left, and top to bottom sequentially. For this reason, the mouse is the method of choice for menu navigation and selection of tasks.

**Pull-Down Menu**

*Note:* Tasks shown on pull-down menus and submenus can vary by user, based upon the user’s permissions set in SSO. See the local application SSO Administrator to request additional menu items.

*Exhibit 4. Drop-Down Menu*

Drop-down menus represent tasks that can be selected by left clicking with the mouse (or pressing **Enter** when the item is highlighted).

**Hyperlinks**

Hyperlinks appear in the application as underlined text. Selecting a hyperlink displays a page related to that subject (frequently additional details) or a tool to perform the indicated task.

*Exhibit 5. Hyperlink*

[Search BRCs](#)
To select a hyperlink, left-click with the mouse, or press **Enter** when the link is focused.

**Text Boxes**
Text boxes are simply empty fields that allow you to enter text. For example, the fields that allow you to enter your User ID and password are text boxes (Exhibit 6). When entering a password the characters are encrypted and appears as a series of asterisks (*).

*Exhibit 6. Text Boxes*

```
| User ID: |                     |
|         |                     |
| Password: |                     |
```

Text boxes may have limits for the type of data to be entered (i.e., alpha, numeric, special characters), and/or the amounts of input, and the formatting allowed (e.g., date and time, use of hyphens/slashes).

**Drop-Down Text Boxes**
Some text boxes have arrows located on the right side. These arrows indicate that predetermined input options are available for that text box. Selecting the arrow displays a list of the available data entry options. Select one of the available choices by clicking it, or pressing Enter when the item is highlighted.

*Exhibit 7. Drop-Down Text Box*

```
<table>
<thead>
<tr>
<th>Status:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pending</td>
</tr>
<tr>
<td>Submitted</td>
</tr>
<tr>
<td>Priced</td>
</tr>
<tr>
<td>Error</td>
</tr>
<tr>
<td>Invoiced</td>
</tr>
</tbody>
</table>
```

**Check Boxes**
Check boxes appear under the Select heading on the far-left side of many results lists/tables. Select the empty check box beside the item wanted (click with mouse or press the spacebar when the check box is focused). A selected check box contains a check mark. Select as many check boxes as applicable. To uncheck, select again.

**Note:** Use the upper check box to select ALL items in the list. To unselect everything in the list, uncheck this check box.
To perform an action on records, first check them and then select the desired command button, such as **Delete**.

**Radio Buttons**

Radio buttons are similar to check boxes, except only one selection can be made. When a radio button is selected, a dot appears in the marked circle. Selecting one radio button unselects any other that may have been selected previously.

*Exhibit 9. Radio Button (date range selection)*

**Scroll Bars/Buttons**

Many Railinc applications have scroll bars and buttons. Some pages may have multiple scroll bars (page scroll bars and list scroll bars). These can be very close, so make sure to navigate using the correct scroll bar.

*Exhibit 10. Scroll Bar/Button and Usage*

- Click here to go up one line
- Click here to scroll up one display screen
- Click here to scroll down one display screen
- Click here to go down one line

**Command Buttons**

Command buttons are used to execute tasks on web pages. Command buttons are generally at both the top and bottom of web pages. To activate a command button, select the button with a left mouse click, or press **Enter** or **spacebar** when the button has focus (see *Exhibit 11*).

*Exhibit 11. Command Button (with focus)*

**Back and Forward Buttons**

The back and forward buttons (*Exhibit 12*) in the Internet browser’s toolbar can be used to move between pages when no navigation is provided. Caution should be observed when trying to
navigate back to a screen viewed several screens previously. Once a transaction has been submitted to the system, it is not possible to reverse or undo the transaction through the use of the back button.

**Exhibit 12. Back and Forward Buttons**

![Back and Forward Buttons](image)

**Note:** It is recommended that the Back button **NOT** be used, since it would not dynamically update a cached page.

**Calendar**

Most Railinc calendars operate in the same way to select a date needed in the field. The default date is usually today. Using the calendar automates correct date formatting (slashes vs. hyphens, etc.).

**Exhibit 13. Calendar**

![Calendar](image)

Use the < and > buttons to move backward or forward by month (or use the month pull-down). Use the << and >> buttons to move backward or forward by year.

When on the correct month, select the appropriate date (left-click with mouse or tab to day and press Enter). The calendar panel closes and the picked date shows in the “Date” field.

**Mandatory Fields**

Mandatory fields are shown in **red**.
Getting Started

The CRB application is accessed using the Railinc Single Sign On (SSO), which can be accessed from the Railinc portal at http://www.railinc.com. The SSO log in is located at the upper right of the page.

Register to Use Railinc SSO

Each CRB user must register to use Railinc Single Sign On. It is beyond the scope of this document to describe the use of Railinc Single Sign On. Refer to Railinc Single Sign On User Guide. The SSO User Guide is available as a PDF download at www.railinc.com. Click the icon in the Account Access window.

Once SSO registration is complete, the user must request access to CRB within SSO.

Role-Based Application

Access and authorization for CRB is determined when requesting access through Railinc Single Sign On. Refer to Exhibit 15 for a complete list of CRB roles as seen in SSO.

Exhibit 14. User Roles and Descriptions

<table>
<thead>
<tr>
<th>Role</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRB Billing Repair Card User</td>
<td>Allows the creation of Billing Repair Card data in order to submit invoices and repair records to the AAR Data Exchange.</td>
</tr>
<tr>
<td>CRB Data Exchange Submitter</td>
<td>CRB Data Exchange Submitter.</td>
</tr>
<tr>
<td>CRB Survey Participant</td>
<td>Participates in survey process to enter quotes that will be used in AAR/RAC price master.</td>
</tr>
</tbody>
</table>
Requesting CRB Access

After authorization to use Railinc SSO is received, the user must request general access to CRB following instructions in the *Railinc Single Sign On User Guide*.

**Exhibit 15. CRB Request Permission**

![CRB Request Permission](image)

When e-mail notification of access to CRB is received, the user can log on and begin using CRB.

**Note:** Access to certain functions within CRB is handled by the user’s local CRB administrator who has the SSO rights to specify local CRB user’s tasks (and menu items).
Logging In

To log into CRB:

1. Open the browser.
3. Log in to SSO (at upper right).
4. The Launch Pad is displayed. The user’s authorized Railinc applications are displayed on the left side of the page.
5. Select **Car Repair Billing**, the CRB Welcome page is displayed (Exhibit 16).

*Exhibit 16. CRB Welcome Page*

6. Continue by selecting an application menu item.

**Note:** Menu content varies based on role-based permissions granted. Refer to Exhibit 15. The ONLY menus that are covered in this manual are the ones for Billing Repair Card and Data Exchange.

Logging Out

To log out of CRB, select the **User Services** link. The SSO Welcome page is displayed.
**Billing Repair Card**

When the user selects Billing Repair Card on a CRB page, the Billing Repair Card menu is displayed (Exhibit 17).

**Exhibit 17. Billing Repair Card Menu**

![Billing Repair Card Menu Diagram]

**Entering Billing Information (New Users)**

Before you start creating BRCs you must complete your company's Contact Information page by entering the three contact types for Remit To, Inquiries and Exceptions. This information will appear on your printed paper invoices and you will only have to input this information once. You may update this information as needed.

**Note:** The Remit To, Inquiries and Exceptions information should reflect your company's contact information should there be any questions on submitted data.

**To create new billing information:**

1. Log onto CRB as described in Logging In on page 17. The CRB Welcome page is displayed (Exhibit 16).

2. Select **Billing Repair Card>Billing Information**. The BRC Contact Information page is displayed (Exhibit 18).
3. Complete the available input fields for the “Inquiries” contact type. Red labeling indicates required fields.

4. From the Contact Type drop-down, select “Remit To” and then “Exceptions” repeating the input of appropriate contact information for each. If desired, the Copy To button can be used to copy entered contact information from one category to the next.

5. Select Save. If all validation passes a message is displayed at the top of the page indicating that the contact information has been successfully saved.

6. Repeat for other contact types of billing/invoicing parties, as needed.

**Entering a New BRC**

To create new billing repair card information:

1. Log onto CRB as described in Logging In on page 17. The CRB Welcome page is displayed (Exhibit 16).

2. Select Billing Repair Card>Enter New BRC. The Billing Repair Card - Main page is displayed (Exhibit 19).
3. At a minimum complete the mandatory fields which appear in red text and are listed below.
   - **Car Initial**
   - **Car Number**
   - **Car Kind** (not required on group billable); A Car Kind lookup is available by selecting the **Car Kind** field label. Select the appropriate Car Kind and then the **Select** button. The Car Kind field is populated with the selected car kind.

**Exhibit 20. Car Kind Look Up**
• **Billed Company** (see the following note)

**Note:** Car Repair Data Exchange distributes information based on the contents of the **Billed Company** field. It is extremely important that you input a valid Billed Company in this field. If you don’t input a valid Billed Company the CRBX record will not be delivered to the appropriate billed road.

• **Load / Empty Indicator** (not required on group billable)
• **Repaired SPLC** (9 digit number representing the repair location). The magnifying glass icon can be used to perform a SPLC lookup (see [Performing a SPLC Lookup](#) on page 27).
• **Detail Source**
• **Date Repaired**
• **Currency to use**

4. As needed or appropriate, complete the other non-mandatory fields.

• Defect Card Party
• Defect Card Date
• Repair Facility Type
• Repair Facility Arrival Date
• Document Reference Number
• For Manually Priced Job Codes
  o Contract Labor
  o Use AAR Time Standard
• For Resubmitted invoices
  o Yes/No
  o Original Invoice Number
  o Original Account Date
• CIF Fields:
  o Repairing Party CIF
  o Invoicing Party CIF
  o Billing Party CIF
  o Defect Party CIF
• Rebuttal
  o Repairing Party
  o Repairing Party Invoice Nbr
  o Repairing Party Doc. Ref. Nbr

5. In the Job Codes section, select the **Add New Line** button. The BRC Job Couplet page is displayed ([Exhibit 21](#)).
6. As necessary, select the optional check boxes to indicate “Manually Priced” or “Wrong Repair”. See Entering Manually Priced Repairs (page 25) for full details.

   a. As needed select the plus sign next to either field to access a Job Codes Search lookup (Exhibit 22).
   b. Enter a partial Job Code, select a Rule Number from the drop-down, or enter a partial description. Select Search. Select a found Job Code and then the Select button. The Job Code field is populated on the BRC Job Couplet page.

8. With the Applied Job Code and Removed Job Code fields complete, select Continue. The second portion of the BRC Job Couplet page is displayed (Exhibit 23). The available input fields may vary depending on the selected Job Codes. For example, for wheels inputs that appear in Exhibit 24 are displayed.
9. At a minimum complete the mandatory fields which appear in red text and are listed below.

- Location on Car
- Quantity [PM Max 1]
- Condition Code
- Why Made Code
- Component ID—Uniquely identifiable information that includes 14 characters and is comprised of a company ID or Mark and up to 10-digit serial number. This
component ID is the standard “AAR Component ID” that will be physically applied to the component during assembly.

- **Responsibility Code**
- **Applied Qualifier** (may or may not be required depending on the Job Code)
- **Removed Qualifier** (may or may not be required depending on the Job Code)

These additional fields are required for Wheel Readings:

- **Applied/Removed Wheel – Month of Manufacture**
- **Applied/Removed Wheel – Year of Manufacture**
- **Applied/Removed Wheel – Manufacturer Code**
- **Applied/Removed Wheel – Class Code** (codes to be applied when selecting a manufacture code)
- **Applied/Removed Wheel – Side Reading**
- **Applied/Removed Wheel – Finger Reading**

10. As needed or appropriate, complete the other non-mandatory fields.

11. Complete one of the following steps:

   a. If an additional Job Couplet is needed, select **Add Next**.

   b. If finished, select **Done**. The Billing Repair Card – Main page is re-displayed with the Job Code added (**Exhibit 25**). Proceed to step 12.

   c. To cancel the entry of the BRC, select **Cancel**.
12. On the Billing Repair Card – Main page, select **Price & Save**. If all input fields pass validation, a message appears stating that the BRC is successfully saved. The status changes from “Entered” to “Priced”. If necessary, the **Save Draft** button can be used to save a work in progress BRC.

### Entering Manually Priced Repairs

For Manually Priced Repairs you are required to input your Contract Labor Rate and select “NO” to use the AAR Time Standard. If you select “Yes” User AAR Time Standard – your repair calculation will use the AAR Time Standard and overwrite your Net Charges.

**Note:** Shop Billing (Detail Source **SH**) is always used when repair facility is a "Contract Shop" (Repair Facility Type **CS**) or when a repair facility is designated by a car owner to perform repairs for interchange freight cars.

To create new manually priced billing repair card information:

1. Log onto CRB as described in **Logging In** on page 17. The CRB Welcome page is displayed (Exhibit 16).
2. Select **Billing Repair Card**>**Enter New BRC**. The Billing Repair Card - Main page is displayed. Exhibit 26 shows a typical manually priced repair.

**Exhibit 26. Billing Repair Card – Main (for manually priced repairs)**

![Billing Repair Card - Main](image)

3. At a minimum complete the mandatory fields which appear in red text and are listed below.

- **Car Initial**
- **Car Number**
- **Car Kind** (not required on group billable); A Car Kind lookup is available by selecting the Car Kind field label. Select the appropriate Car Kind and then the Select button. The Car Kind field is populated with the selected car kind.
- **Billed Company** (see the following note)
- **Load / Empty Indicator** (not required on group billable)
- **Repaired SPLC** (9 digit number representing the repair location). The magnifying glass icon can be used to perform a SPLC lookup (see Performing a SPLC Lookup on page 27).
- **Detail Source**
- **Date Repaired**
- **Currency to use**

**Note:** Car Repair Data Exchange distributes information based on the contents of the **Billed Company** field. It is extremely important that you input a valid Billed Company in this field. If
you don’t input a valid Billed Company the CRBX record will not be delivered to the appropriate billed road.

4. In the “Specify the following for Manually Priced Job Codes” section of the page, enter a Contract Labor Rate and select “No” for Use AAE Time Standard

5. As needed or appropriate, complete the other non-mandatory fields.

6. In the Job Codes section, select the Add New Line button. The BRC Job Couple page is displayed (Exhibit 21).

Exhibit 27. BRC Job Couple (for a manually priced repair)

7. Select the Manually Priced check box to indicate manual pricing.

8. Select the optional check box to indicate “Wrong Repair”.

9. Complete the remaining steps as described in Entering a New BRC (page 19) starting at step 7.

   Note: On the BRC Job Couple (part 2) page (see Exhibit 23), be sure and enter the Narrative Description of your NIT League Job Code, Material Price and Labor Price.

Performing a SPLC Lookup

While entering a new BRC, the repaired SPLC (9 digit number representing the repair location) can be determined using the lookup tool which is accessed by selecting the magnifying glass icon next to the repaired SPLC field.

To perform a SPLC lookup:

1. Perform the steps in either Entering a New BRC or Entering Manually Priced Repairs to get to the Billing Repair Card – Main page (Exhibit 26).

2. Select the magnifying glass icon next to the repaired SPLC field. The SPLC Look Up page is displayed().
3. Use the drop down field (Starts With, Contains, Ed With, or Exact Match) in combination with an entry in the **Location** field as the basis for a search.

4. Select **Search** to initiate the search. The

5. Select the desired found SPLC and then **OK**. The repaired SPLC field is filled in with the selected SPLC.

**Changing BRCs**

During the month the BRC User may want to change a BRC or add additional repairs. This entails changing a BRC in Entered, Priced, or Error status. After the changes are made the BRC detail line is updated and returned to Entered status.

**Rules:**
- The BRC must have been created through the Internet BRC System to be accessed for changes.
- A BRC detail line must be in the Entered, Priced or Error status to be changed through the CRB System.
- After a BRC detail line has already been invoiced through the BRC System it can no longer be changed.
Notes:
- **Active BRCs** contain all the BRCs that are either in Entered or Error status.
- **Priced BRCs** contain all the BRCs that have been Priced (but not yet invoiced and submitted to Data Exchange).

Here is how to Change a BRC:

1. From the **Billing Repair Card** menu, select either **Active BRCs** or **Priced BRCs**. Either the Active BRCs (Exhibit 30) or the Outstanding BRCs – Priced page is displayed.

*Exhibit 30. Active BRCs*

2. Select the listed hyperlinked Car ID of the BRC to be changed. The Billing Repair Card - Main page is opened (Exhibit 19).

3. Complete any needed edits.

4. Select **Save Draft** to save the changed BRC.
Deleting BRCs

During the month the BRC User may want to delete a BRC. This entails deleting a BRC in Entered, Priced or Error status. After the BRC is deleted it is completely removed from the BRC system. It is also possible to just delete one or more detail lines from a BRC.

Rule:
- A BRC must be in Entered, Priced or Error status to be deleted from the CRB System.

Note:
- Active BRCs contain all the BRCs that are either in Entered or Error status.

Here is how to delete an entire BRC:

1. From the Billing Repair Card menu, select either Active BRCs or Priced BRCs. Either the Active BRCs (Exhibit 30) or the Outstanding BRCs – Priced page is displayed.
2. Select the listed BRC to be deleted.
3. Select the Delete button. A message is displayed requesting confirmation (Exhibit 31).

4. Select OK to confirm the deletion. The selected BRC is removed from the list.

Here is how to delete one or more detail lines from a BRC:

1. From the Billing Repair Card menu, select either Active BRCs or Priced BRCs. Either the Active BRCs (Exhibit 30) or the Outstanding BRCs – Priced page is displayed.
2. Select the listed hyperlinked Car ID of the BRC with one or more detail lines to be deleted. The Billing Repair Card - Main page is opened (Exhibit 19).

3. In the Job Codes section of the BRC, select the line to be deleted (Error! Reference source not found.) and select the Delete button. The selected detail line is removed.
Creating Invoices and Submitting Data

Before the last business day of the month, BRC users may want to create invoices and submit this information to the Railinc Data Exchange. It is important to note the all BRCs created during the current month must be invoiced and submitted to the Data Exchange on or before the last business day of the month. Failure to submit this invoicing to the Data Exchange before this deadline will delay receipt of invoicing (by the Billed Company) until next month when the Data Exchange is run.

The Railinc Data Exchange system is run (approximately) on the fifth business day of each month and will convert BRC transactions into the current 500 byte record format and distribute this information electronically to the appropriate Billed Company.

Rules:
- A BRC must be in Priced status to be included in the invoice.
- Each BRC detail line must be in Priced status to be included in and submitted to Data Exchange.
- Once a BRC has been submitted to Data Exchange and the status is changed to Invoiced, changes and deletions are no longer allowed.

Creating Invoices

Here is how to create invoices:

1. Log onto CRB as described in Logging In on page 17. The CRB Welcome page is displayed (Exhibit 16).
2. Select Billing Repair Card>Priced BRCs. The Outstanding BRCs – Priced page is displayed (Exhibit 33).

Note: Priced BRCs can also be found and invoiced using the Search function (see Searching and Viewing BRCs on page 36).
3. Select one or more BRCs to be invoiced and then select **Create Invoices**. The BRC – Create Invoices page is displayed (Exhibit 34).

   **Exhibit 34. BRC - Create Invoices**

4. Place a check mark in the Select column. Input an **Account Month/Year**, **Invoice Number**, **Invoice Date**, **Payment Due Date**, **Payment Terms** (ex: 30, 45, 60 days). If needed, select the **Edit** button to add miscellaneous (tax) charges (see **Create Tax Records (Misc. Charge)** on page 35). Select **Finalize and Send for Data Exchange**.

5. If successful, a message is displayed, “Invoices successfully submitted to Data Exchange”. Repeat process as needed.

---

**Printing an Invoice or Creating and Saving a PDF Copy of the Invoice**

You may be required to Print a paper copy of this invoice and mail/fax it to the Billed Party or you may be required to email a PDF copy of this invoice to the Billed Party. The decision to provide either (paper or PDF copy) is entirely between the Billing Party and the Billed Party. Please check with each Billed Party to see if they have a preference.

**Here is how to print an Invoice and Create and Save a PDF Copy of the Invoice:**

1. Log onto CRB as described in **Logging In** on page 17. The CRB Welcome page is displayed (Exhibit 16).

2. Select **Billing Repair Card>Invoice Summary**. The BRC History - Invoicing by Month page is displayed (Exhibit 35).
3. Input a date range search criteria then select **Search**. The BRC History – Invoicing by Month page is updated to show search results (Exhibit 36).

4. Select the hyperlinked total invoiced price to printed or saved. The BRC - Invoice Detail page is displayed (Exhibit 37).
Creating Invoices and Submitting Data

Exhibit 37. BRC - Invoice Detail

5. Perform one of the following steps:

a. To export the invoice as a 500 byte text file, select **Export File**. A dialogue box is displayed asking if the file should be opened or saved. Take the appropriate action.

b. To create a PDF version of the invoice for saving or printing, select the **Create PDF** hyperlink. A dialogue box is displayed asking if the file should be opened or saved. When opened, the invoice PDF appears (Exhibit 38). Use the tools within the PDF view to save or print the invoice.

Exhibit 38. BRC PDF Invoice
Create Tax Records (Misc. Charge)

There are several types of Canadian and Mexican taxes that can be submitted at the time invoicing is being created. All of these records can be summarized by billing repair card or by invoice. These taxes are primarily input by Canadian BRC users (not by US users).

Here is a list of the valid types of taxes:

GT = Goods and Services Tax (Canada)
PT = Provincial Sales Tax (Canada)
HT = Harmonized Sales Tax (Canada)
QT = Quebec Sales Tax (Quebec only)
IV = International Value Added Tax (Mexico)

Here is how to create tax records (misc. charges):

1. Perform the creating invoices process steps 1 through 4 (see Creating Invoices page 31).

2. On the BRC - Create Invoices page (Exhibit 34), after all the mandatory fields have been completed, select the Edit button for the invoice to which miscellaneous (tax) details needs to be added. The Miscellaneous Charge page is displayed (Exhibit 39).

3. Select Add. The page is refreshed to now allow for miscellaneous input (Exhibit 40).

4. Use the drop-down to select the type of taxes and then enter the amount. Select Done. The BRC - Create Invoices page is redisplayed with the inserted amount showing in the miscellaneous charges field.
Searching and Viewing BRCs

Searching BRCs

The Car Repair Billing system allows you to search for BRCs using various search criteria.

Here is how to search for BRCs:

1. Log onto CRB as described in Logging In on page 17. The CRB Welcome page is displayed (Exhibit 16).

2. Select Billing Repair Card>Search BRCs. The Search BRCs page is displayed (Exhibit 41).

   Exhibit 41. Search BRCs

3. Specify search criteria for a date range, a specific invoice date, car initials, car number, billed company, or BRC status. Leave all fields blank to display all BRCs.

4. Select Search to initiate the search. The Search Results page is displayed (Exhibit 42).

   Exhibit 42. Search Results

5. From the Search Results, select a listed hyperlinked Car ID to view or edit that CRB or select the check box of a listed CRB and select the Delete button to delete it.
**Viewing BRC Status Report**

The BRC Status Report shows a summary of Priced BRCs by Car Owner. It lists BRCs that have been priced successfully.

**Here is how to view the BRC Status Report:**

1. Log onto CRB as described in [Logging In](#) on page 17. The CRB Welcome page is displayed (Exhibit 16).

2. Select **Billing Repair Card>Status Report**. The Summary of Outstanding BRCs - Priced page is displayed (Exhibit 43).

   ![Exhibit 43. Summary of Outstanding BRCs - Priced](#)

3. Select a listed hyperlinked Billed Company to view details. The Outstand BRCs – Pricing page is displayed (Exhibit 33). See [Creating Invoices and Submitting Data](#) on page 31 for more information.

**Viewing BRC History - Invoicing by Month**

BRC allows past invoices to be viewed by month.

**Here is how to view BRC history— invoicing by month:**

1. Log onto CRB as described in [Logging In](#) on page 17. The CRB Welcome page is displayed (Exhibit 16).

2. Select **Billing Repair Card>Invoice Summary**. The BRC History - Invoicing by Month page is displayed (Exhibit 44).
3. Either leave the default Year to Date option selected (to view monthly history for the current year) or enter a specific from and to month and year range.

4. Select Search to initiate the search. The BRC History by Month page is redisplayed with search results (Exhibit 45).

Exhibit 45. BRC History - Invoicing By Month (with search results)

5. Select the hyperlinked total invoiced price to printed or saved. The BRC - Invoice Detail page is displayed (Exhibit 37). See Printing an Invoice or Creating and Saving a PDF Copy of the Invoice on page 32 for details.

Road Administrator Role for Invoicing

Generally, if a company has multiple people inputting repairs, one individual should be designated as the Road Administrator. The Road Administrator is the person who takes responsibility for gathering Priced BRC’s (from all the BRC’s created by other users within your company) and submits a consolidated invoice to each billed company through the Data Exchange.
If you have no Road Administrator assigned for your company and you have multiple people inputting repairs then each person you can only see and submit BRC’s which they have created.

You can become the Road Administrator by simply requesting this permission by emailing esc@railinc.com. Your assigned User Id will be updated to reflect this new permission (Road Admin) has been added to your user profile.

Once you have been granted permission as the Road Administrator you will be able gather Priced BRC from others within your company and transfer them to your user id so you can provide a consolidated invoice to each Billed Company through the Data Exchange.

**Here is how to transfer BRCs:**

1. Log onto CRB as described in [Logging In](#) on page 17. The CRB Welcome page is displayed ([Exhibit 16](#)).

2. Select **Billing Repair Card>Search BRCs**. The Search BRCs page is displayed ([Exhibit 41](#)).

3. Complete a search for a BRC to be transferred. The Search Results with a transfer BRCs option is displayed ([Exhibit 46](#)).

**Exhibit 46. Search Results with Transfer BRCs option**

4. Select the BRC to be transferred and select **Transfer BRCs**. The Transferee Selection page is displayed, listing all the eligible users to whom the BRC can be transferred.
5. Select the BRC User to whom the BRC is to be transferred and then the Select button.

6. A message appears asking you to confirm the decision to transfer the BRC. Select OK. A message appears confirming the transfer.
Create Rebuttal BRC

In this scenario the BRC User wants to create a Rebuttal BRC for invoicing. In the case of rebuttal billing the BRC is already priced and the charges are just being reassigned to another invoiced party (or Billed Company).

Here is how to create a rebuttal BRC:

1. Log onto CRB as described in Logging In on page 17. The CRB Welcome page is displayed (Exhibit 16).

2. Select Billing Repair Card>Search BRCs. The Search BRCs page is displayed.

3. Search for BRCs with a status of “Invoiced.”

Exhibit 48. Example (BRCs with status of ”Invoiced“)

<table>
<thead>
<tr>
<th>Car ID</th>
<th>Billed Company</th>
<th>Repair Date</th>
<th>SPLC</th>
<th>Total Charge</th>
<th>Status</th>
<th>Owned By</th>
<th>Last Updated By</th>
</tr>
</thead>
<tbody>
<tr>
<td>GBRX 091-193</td>
<td>GBRX</td>
<td>08-17-2008</td>
<td>3800000000</td>
<td>214.42</td>
<td>Invoiced</td>
<td>scottp</td>
<td>scottp</td>
</tr>
<tr>
<td>NS 224174</td>
<td>NS</td>
<td>05-30-2008</td>
<td>1252400000</td>
<td>14.85</td>
<td>Invoiced</td>
<td>scottp</td>
<td>scottp</td>
</tr>
<tr>
<td>BNSF 001234</td>
<td>EBBI</td>
<td>10-01-2004</td>
<td>164222000</td>
<td>80.88</td>
<td>Invoiced</td>
<td>scottp</td>
<td>scottp</td>
</tr>
<tr>
<td>AMXO 013253</td>
<td>CN</td>
<td>11-15-2018</td>
<td>085618000</td>
<td>660.81</td>
<td>Invoiced</td>
<td>scottp</td>
<td>scottp</td>
</tr>
<tr>
<td>GBRX 091-193</td>
<td>NS</td>
<td>11-09-2018</td>
<td>148230000</td>
<td>81.82</td>
<td>Invoiced</td>
<td>scottp</td>
<td>scottp</td>
</tr>
<tr>
<td>HFLX 099043</td>
<td>UP</td>
<td>11-15-2018</td>
<td>085618000</td>
<td>347.24</td>
<td>Invoiced</td>
<td>scottp</td>
<td>scottp</td>
</tr>
<tr>
<td>GBRX 091-193</td>
<td>GBRX</td>
<td>11-13-2018</td>
<td>3800000000</td>
<td>2,054.31</td>
<td>Invoiced</td>
<td>scottp</td>
<td>scottp</td>
</tr>
<tr>
<td>GBRX 091-194</td>
<td>GBRX</td>
<td>11-07-2018</td>
<td>3800000000</td>
<td>840.30</td>
<td>Invoiced</td>
<td>scottp</td>
<td>scottp</td>
</tr>
<tr>
<td>MP 000100</td>
<td>UP</td>
<td>10-05-2004</td>
<td>3800000000</td>
<td>316.06</td>
<td>Invoiced</td>
<td>scottp</td>
<td>scottp</td>
</tr>
<tr>
<td>RNF 001234</td>
<td>EBBI</td>
<td>10-01-2018</td>
<td>164222000</td>
<td>880.88</td>
<td>Invoiced</td>
<td>scottp</td>
<td>scottp</td>
</tr>
<tr>
<td>NWF 145430</td>
<td>NS</td>
<td>01-10-2018</td>
<td>125240000</td>
<td>176.83</td>
<td>Invoiced</td>
<td>scottp</td>
<td>scottp</td>
</tr>
<tr>
<td>NWF 145430</td>
<td>NS</td>
<td>01-10-2018</td>
<td>148230000</td>
<td>689.77</td>
<td>Invoiced</td>
<td>scottp</td>
<td>scottp</td>
</tr>
</tbody>
</table>

4. Select the BRC that needs to be used for the rebuttal by selecting the appropriate Car ID.

5. At the bottom of the Billing Repair Card – Main page select Copy as New.
6. Enter the additional information into the Rebuttal Fields:
   - Use Detail Source of RE (see Proper Usage of Detail Source Codes on page 65)
   - Repairing Party
   - Repairing Party Invoice Number
   - Update the current Billed Company to the correct Billed Company

7. Complete the fields on the Job Couplet page (see Exhibit 21, BRC Job Couplet).

8. In this example the incorrect Billed Company was GBRX. The correct Billed Company is ABCD.

9. Proceed with creating invoicing as normal.
Create Defect Card and Rebuttal Records

There are two types of defect card billing that can be submitted through the Internet BRC/AAR data exchange system. The first is the original repairing party submitting the repair records to the car owner. The second is the car owner rebuttal billing the defect road for the repairs.

There are two ways to send the defect card billing through the AAR data exchange system.

- Using Detail Source **DC** (Defect Card)
- Using Detail Source **DR** (Defect Card Rebuttal Billing)

Of the three methods the second and third (DC and DR) are the preferred methods since the detail records will be transmitted.

Here are some of the guidelines for submitting defect card billing:

1. Log onto CRB as described in **Logging In** on page 17. The CRB Welcome page is displayed **(Exhibit 16).**
2. Select **Billing Repair Card>Search BRCs.** The Search BRCs page is displayed.
3. Search for BRCs with a status of “Invoiced.”
4. Select the BRC that needs to be used for the rebuttal by selecting the appropriate Car ID.
5. At the bottom of the Billing Repair Card – Main page select **Copy as New.**
6. Enter the additional information into the Rebuttal Fields.

**Additional required fields for a Defect Card are:**

- Use Detail Source of **DC** (see **Proper Usage of Detail Source Codes** on page 65)
- Defect Card Party must equal the initial of the party issuing the defect card
- For all Applied Job Codes - Responsibility code must be “3” if the Detail Source specified is DC (or DS)
- Defect Card date must equal the date from the defect card
### Exhibit 51. Example (Additional Fields for Defect Card)

<table>
<thead>
<tr>
<th>Car</th>
<th>Repair Date</th>
<th>Repaired At</th>
</tr>
</thead>
<tbody>
<tr>
<td>0900</td>
<td>09/17/2006</td>
<td>30/000003</td>
</tr>
</tbody>
</table>

**Total Charge: 24.42**  
**Status: Priced**  
**Invoice Number: Not Invoiced**  
**Invoice Date: Not Invoiced**

**Optional fields for a Defect Card are:**

- Document Reference Number should be used to hold a file number or some information that would help the billing or billed party.
- Repairing Party should be set to the repairing party’s initial.
- Repairing Party Invoice Number should be set to the repairing party’s invoice number.
- Repairing Party Document Reference Number should be set to the repairing party’s document reference number.

7. Proceed with creating Invoicing as normal.

**Additional required fields for a Defect Card Rebuttal Billing are:**

- Use Detail Source of DR (see Proper Usage of Detail Source Codes on page 65).
- Defect Card Party must equal the initial of the party issuing the defect card.
- For all Applied Job Codes - Responsibility code must be “3” if the Detail Source specified is DR.
- Defect Card Date must equal the date from the defect card.
- Repairing Party should be set to Billing Party value.
- Repairing Party Invoice Number should be set to the repairing party’s invoice number.
Exhibit 52. Example (Defect Card with Rebuttal Information)

Optional fields for a Defect Card are:

- Document Reference Number should be used to hold a file number or some information that would help the billing or billed party.
- Repairing Party Document Reference Number should be set to the repairing party’s document reference number.
- Proceed with creating Invoicing as normal.

Create Joint Inspection Certificate

There are two type of JIC billing that can be submitted through the Internet BRC/AAR data exchange system. The first is the original repairing party submitting the repair records to the car owner. The second is the car owner rebuttal billing the JIC road for the repairs.

There are two ways to send the defect card billing through the AAR data exchange system.

- Using Detail Source JI (Joint Inspection)
- Using Detail Source JR (Joint Inspection Rebuttal Billing)

Listed here are some of the guidelines for submitting detailed JIC billing.

1. Log onto CRB as described in Logging In on page 17. The CRB Welcome page is displayed (Exhibit 16).
2. Select Billing Repair Card>Search BRCs. The Search BRCs page is displayed.
3. Search for BRCs with a status of “Invoiced.”

4. Select the BRC that needs to be used for the rebuttal by selecting the appropriate Car ID.

5. At the bottom of the Billing Repair Card – Main page select Copy as New.

6. Enter the additional information into the Rebuttal Fields.

**Additional required fields for a Joint Inspection are:**

- Use Detail Source of JI (see Proper Usage of Detail Source Codes on page 65)
- Defect Card Party must equal the initial of the party issuing the JIC
- For all Applied Job Codes - Responsibility code must be “3” if the Detail Source specified is JI
- Defect Card date must equal the date from the JIC

**Exhibit 53. Example (Additional Fields for Joint Inspection)**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Car Initial: HRLX</td>
<td>Car Number: 088043</td>
<td>Car Kind: H</td>
<td>Repair Date:</td>
</tr>
<tr>
<td>Billed Company: JI</td>
<td>LT Indicator: Loaded</td>
<td></td>
<td>Repair SPLC:</td>
</tr>
<tr>
<td>Detail Source: JI</td>
<td>Date Repaired: 11-15-2006</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Defect Card Party: RAIL</td>
<td>Defect Card Rate:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Repair Facility: RT</td>
<td>Repair Facility Arrival Date:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Currency to Use: US</td>
<td>Document Reference Number:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CIF Fields (optional)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Repairing Party CIF:</td>
<td></td>
<td>Invoicing Party CIF:</td>
<td></td>
</tr>
<tr>
<td>Billing Party CIF:</td>
<td></td>
<td>Defect Party CIF:</td>
<td></td>
</tr>
<tr>
<td>Job Codes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2020</td>
<td>2020</td>
<td>R1</td>
<td>05</td>
</tr>
<tr>
<td>1998</td>
<td>1888</td>
<td>B</td>
<td>12</td>
</tr>
<tr>
<td>2014</td>
<td>3004</td>
<td>R4</td>
<td>11</td>
</tr>
<tr>
<td>1928</td>
<td>1828</td>
<td>01</td>
<td>1.0</td>
</tr>
<tr>
<td>Delete</td>
<td>Add New Line</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Optional fields for use with JI are:**

- Document Reference Number should be used to hold a file number or some information that would help the billing or billed party
- Repairing Party should be set to the repairing party’s Mark
- Repairing Party Invoice Number should be set to the repairing party’s invoice number
- Repairing Party Document Reference Number should be set to the repairing party’s document reference number.
Additional required fields for a Joint Inspection Rebuttal Billing are:

- Use Detail Source of JR (see Proper Usage of Detail Source Codes on page 65)
- Defect Card Party must equal the initial of the party issuing the JIC
- For all Applied Job Codes - Responsibility code must be “3” if the Detail Source specified is JR
- Repairing Party should be set to the billing party’s Mark
- Repairing Party Invoice Number should be set to the repairing party’s invoice number

Optional fields for use with JR are:

- Document Reference Number should be used to hold a file number or some information that would help the billing or billed party
- Repairing Party Document Reference Number should be set to the repairing party’s document reference number

Create Destroyed Unit Records (Rule 107, I.1, I.3, I.4)

Detail Source “DE” – Destroyed Equipment is used only for when a unit is badly damaged or destroyed per Rule 107 guidelines. Detail Source “DE” is used with applied/removed Job Code 5199.

Example: Railroad YYYYY destroys in a derailment car owner XXXXX's railcar on January 1, 2008. Railroad YYYYY sends an authorization letter dated January 3, 2008 to car owner XXXXX to invoice railroad YYYYY for the depreciated value of the railcar $25,000. Car Owner XXXXX submits the repair records to the data exchange system.

Listed here are some of the guidelines for creating destroyed unit records:

1. Log onto CRB as described in Logging In on page 17. The CRB Welcome page is displayed (Exhibit 16).
2. Select Billing Repair Card>Enter New BRC. The Billing Repair Card - Main page is displayed.

Additional required fields for a Destroyed Unit are:

- Use Detail Source of DE
- Defect Card Party must equal the initial of the destroying party issuing the authorization
- For all Applied Job Codes - Responsibility code must be “3”
- Defect Card Date – set to the date of the authorization letter issued by the destroying party to invoice them for the destroyed unit
Exhibit 54. Example (BRC for Destroyed Unit)

3. Select Add New Line.

Exhibit 55. Example (BRC Job Couplet for Destroyed Unit)

4. Select Manually Priced.
5. Enter Applied and Removed Job Code 5199.
6. Select Continue.

Additional required fields for a Destroyed Unit are:
- Location on Car = “B” (default location)
- Quantity = 1
- Condition Code = 1
- Applied and Removed Qualifier = “ZF”
- Why Made Code = 33 (or other appropriate Why Made Code)
• Component ID
• Removed Qualifier
• Responsibility Code = 3
• Enter Narrative = “Destroyed Unit” (or other meaningful description)
• Enter Material Price = 25000.00
• Labor Price = 0.00

7. Select **Done**.

8. Select **Price & Save**.

9. Proceed with creating invoicing as normal.

---

**Create Dismantled Unit (Rule 107, I.2, I.4 and Rule 108)**

Detail Source “DM” Dismantled Equipment is used only for equipment/units requiring extensive repairs per Rule 108 guidelines. Detail Source “DM” is used with applied/removed Job Code 5299 and can be either of the following scenarios:

- **Debit** – when the car owner decides not to repair the equipment and the cost to dismantle exceeds value of car.
- **Credit** – when the car owner decides not to repair the equipment and the cost to dismantle is less than the value of car

**Debit Example**

Debit Example: Railroad YYYY is in possession of car owner XXXX's equipment that requires extensive repairs. Car owner XXXX decides not to repair the equipment; cost to dismantle exceeds value of car by $2000. Authorization to dismantle is provided to Railroad. Railroad YYYY will invoice car owner XXXX for the agreed to settlement value (per Rule 108) of the railcar. Authorization date to Dismantle Equipment is January 3, 2008. Railroad YYYY submits the Job Code 5299 repair record to the data exchange system.

**Listed here are some of the guidelines for creating dismantled unit (Debit) records:**

1. Log onto CRB as described in **Logging In** on page 17. The CRB Welcome page is displayed **(Exhibit 16)**.

2. Select **Billing Repair Card>Enter New BRC**. The Billing Repair Card - Main page is displayed.

**Additional required fields for Dismantled Unit (Debit or Credit) are:**

- Use Detail Source of **DM**
- Defect Card Party must equal the initial of the destroying party issuing the authorization
- Defect Card Date – set to the date of the authorization letter issued by the car owner to the dismantling party to invoice for the dismantled equipment.
3. Select **Add New Line**.

**Exhibit 57. Example (BRC Job Couplet for Dismantled Unit)**

4. Select **Manually Priced**.

5. Enter Applied and Removed Job Code **5299**.

6. Select **Continue**.

Additional required fields for a Dismantled Unit (Debit) are:

- Location on Car = “B” (default location)
- Quantity = 1
- Condition Code = 1
- Applied and Removed Qualifier = “ZF”
- Why Made Code = 25
• Responsibility Code = 3
• Enter Narrative = “Dismantled Unit - Debit”
• Enter Material Price = 2000.00
• Labor Price = 0.00

7. Select **Done**.

8. Select **Price & Save**.

9. Proceed with creating invoicing as normal.

**Credit Example**

Credit Example: Railroad YYYYY is in possession of car owner XXXX’s equipment that requires extensive repairs. Car owner XXXX decides not to repair the equipment; cost to dismantle is less than the value of car by $2000. Authorization to dismantle is provided to Railroad. Railroad YYYYY will provide credit on an invoice to the car owner XXXX for the agreed to settlement value (per Rule 108) of the railcar. Railroad YYYYY submits the Job Code 5299 repair record to the data exchange system.

**Listed here are some of the guidelines for creating dismantled unit (Credit) records:**

1. Log onto CRB as described in [Logging In](#) on page 17. The CRB Welcome page is displayed (**Exhibit 16**).

2. Select **Billing Repair Card>Enter New BRC**. The Billing Repair Card - Main page is displayed.

3. Complete the BRC-Main page similar to dismantled unit for debit (see **Exhibit 56**).

4. Select **Add New Line**.

5. Enter Applied and Removed Job Code **5299**.

6. Select **Continue**.

**Additional required fields for a Dismantled Unit (Credit) are:**

- Location on Car = “B” (default location)
- Quantity = 1
- Condition Code = 1
- Applied and Removed Qualifier = “ZF”
- Why Made Code = 25
- Responsibility Code = 3
- Enter Narrative = “Dismantled Unit - Credit”
- Enter Material Price = -2000.00 (you must enter a Credit price by first inputting a minus sign “-“ before the first number in the Material Price)
- Labor Price = 0.00

7. Select **Done**.
8. Select **Price & Save**.

**Exhibit 58. Example (BRC for Dismantled Unit showing a Credit)**

<table>
<thead>
<tr>
<th>Car Initial:</th>
<th>CSX</th>
<th>Car Number:</th>
<th>005298</th>
</tr>
</thead>
<tbody>
<tr>
<td>Billed Company:</td>
<td>CSX</td>
<td>LE Indicator:</td>
<td>Empty</td>
</tr>
<tr>
<td>Defect Card Party:</td>
<td>RAIL</td>
<td>Defect Card Date (MM-DD-YYYY):</td>
<td>01-22-2008</td>
</tr>
<tr>
<td>Repair Facility:</td>
<td></td>
<td>Repair Facility Arrival Date (MM-DD-YYYY):</td>
<td>01-03-2008</td>
</tr>
<tr>
<td>Currency to Use:</td>
<td>US</td>
<td>Document Reference Number:</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** Net Charge shows “($2000.00)” which is a credit amount.

9. Proceed with creating invoicing as normal.

**Create Settlement Value Adjustment (Rule 107, I.3, I.4)**

Settlement Value Adjustment is credit for wrecked unit billing exceeding settlement value. Detail Source “JI” or “DC” is used with applied/removed Job Code 5399. The adjustment is preferred to be listed on the same BRC with Defect Card/JIC repairs however it may be listed on a separate BRC.

Example: Car Owner XXXX repairs their own railcar on January 15, 2008 under authority of Defect Card or endorsed JIC dated January 3, 2008 from Railroad YYYYY during Car Owner’s January 2008 account month. AAR Settlement Value is $56,000. Total Billing Repair Card charges equal $60,000. AAR Settlement Value is exceeded by $4,000 and requires credit adjustment to be made within the same accounting month.

Listed here are some of the guidelines for creating Settlement Value Adjustment (Rule 107, I.3, I.4) records:

1. Log onto CRB as described in **Logging In** on page 17. The CRB Welcome page is displayed (**Exhibit 16**).
2. Select **Billing Repair Card>Enter New BRC**. The Billing Repair Card - Main page is displayed.

**Additional required fields for Settlement Value Adjustment are:**
- Use Detail Source of **JI** or **DC**
- Defect Card Party must equal the initial of the party issuing the JIC or Defect Card
- For all Applied Job Codes - Responsibility code must be “3”
- Defect Card – must equal the date from the JIC or Defect Card

**Exhibit 59. Example (BRC for Settlement Value Adjustment)**

3. Select **Add New Line**.

4. Enter Applied and Removed Job Code **5299**.

5. Select **Continue**.

**Additional required fields for Settlement Value Adjustment are:**
- Location on Car = “B” (default location)
- Quantity = 1
- Condition Code = 1
- Applied and Removed Qualifier = “ZF”
- Why Made Code = 09
- Component ID
- Removed Qualifier
- Responsibility Code = 3
- Enter Narrative = “Settlement Value Adjustment”
• Enter Material Price = -4000.00 (you must enter a Credit price by first inputting a minus sign “-” before the first number in the Material Price)
• Labor Price = 0.00

6. Enter **Done**.

7. Select **Price & Save**.

### Exhibit 60. Example (BRC for a Settlement Value Adjustment showing a Credit)

**Note:** Net Charge shows “($4000.00)” which is a credit amount.

The adjustment is preferred to be listed on the same BRC with Defect Card/JIC repairs however it may be listed on a separate BRC as in this example.

8. Proceed with creating invoicing as normal.

## Create Material Supplied (Rule 85) Records

Material Supplied is used for a Car Owner to bill a railroad for material shipped to repair car owner’s car Per Rule 85.

Example: On January 1, 2008, railroad XXXX order’s 1 group EOC-8B unit (Job Code 5746) from car owner YYYY to repair a railcar during car owner YYYY’s January 2008 account month. This material was shipped on January 3, 2008.

Listed here are some of the guidelines for creating Material Supplied (Rule 85) records:
1. Log onto CRB as described in Logging In on page 17. The CRB Welcome page is displayed (Exhibit 16).

2. Select **Billing Repair Card>Enter New BRC**. The Billing Repair Card - Main page is displayed.

   **Additional required fields for Material Supplied (Rule 85) are:**
   
   - Use Detail Source of **MA**
   - Defect Card Party set to the ordering party’s initials
   - For all Applied Job Codes - Responsibility code must be “3”
   - Repair Date and Defect Card Date – set to the date the material was shipped
   - SPLC set to the location where the material will be shipped
   - Input a Document Reference Number such as a purchase order number

   *Exhibit 61. Example (BRC for Material Supplied (Rule 85))*

3. Select **Add New Line**.

4. Enter Applied and Removed Job Code **5999**.

5. Select **Continue**.

   **Additional required fields for Material Supplied (Rule 85) are:**
   
   - Location on Car = “B” (default location)
   - Quantity = 1
   - Condition Code = 1
   - Applied and Removed Qualifier = “GQ”
   - Component ID
**BRC Examples**

- Removed Qualifier
- Why Made Code = 09
- Responsibility Code = 3
- Enter Narrative = “MATERIAL SUPPLIED EOC-8B”
- Enter Material Price = -1022.23 (Debit charge)
  
  If this were a Credit charge (you enter a Credit Price by first inputting a minus sign “-“ before the first number in the Material Price.) Example: -1022.23
- Labor Price = 0.00

6. Enter **Done**.

7. Select **Price & Save**.

8. Proceed with creating Invoicing as normal.

---

**Create Shop Billing**

Shop Billing (Detail Source **SH**) is always used when repair facility is a Contract Shop (Repair Facility Type **CS**) or when a repair facility is designated by a car owner to perform repairs to interchange freight cars.

**Important Note:** Shop Billing as defined in this Section is not intended as a substitute for Running Repair Agents (AAR Office Manual – Appendix H). Shop Billing referenced in this Section is for use in bilateral agreements between contract shops and car owners. For Detail Source “SH”, Running Repair Agent mark as defined in AAR Office Manual Appendix H would not be a valid Billing/Invoicing Party.

Example: Shop XXXX repairs car owner YYYY's railcar during shop XXXX's January 2008 account month.

**Listed here are some of the guidelines for creating Shop Billing records:**

1. Log onto CRB as described in [Logging In](#) on page 17. The CRB Welcome page is displayed (Exhibit 16).

2. Select **Billing Repair Card>Enter New BRC**. The Billing Repair Card - Main page is displayed.

**Additional required fields for Shop Billing are:**

- Use Detail Source of **SH**
- Repair Facility Type of **CS** (or other appropriate type: BS, ET, LR, RT)
3. Proceed with creating Invoicing as normal.

**AAR Group Billable Repairs**

Group Billable is used when repairs are performed (by all signatory's or agents thereof) in accordance with the AAR Office Manual.

Example: Railroad XXXX repairs car owner YYY’s railcar during railroad XXXX’s January 2008 account month.

Listed here are some of the guidelines for creating AAR Group Billable Repair records:

1. Log onto CRB as described in [Logging In](#) on page 17. The CRB Welcome page is displayed (Exhibit 16).

2. Select **Billing Repair Card>Enter New BRC**. The Billing Repair Card - Main page is displayed.

Additional required fields for AAR Group Billable Repairs are:

- Use Detail Source of **GB** (Group Billable)
- Car Kind is optional (but can be input if known)
- Document Reference Number is optional. It could be used to hold a file number or some information that would help the Billing or Billed Party.
- Repairing Party must be set to the repairing party’s initial
- Repairing Party Invoice Number must be set to the repairing party’s invoice number
• Repairing Party Document Reference Number must be set to the repairing party’s document reference number

Exhibit 63. Example (BRC for Group Billable Repairs)

3. Select Add New Line.

4. On the BRC Job Couplet page, use AAR Pricing (Manually Priced should not be selected for Group Billable).

5. Select Continue.

6. Proceed with creating Invoicing as normal.

Create Counter Billing Authority Records (CBA)

Counter Billing is used when billing for authorization of exceptions, a Document Reference Number must be populated with Authorization document number issued by authorization party.

When submitting Counter Billing Authority (CBA) records, Detail Source “CB” must be used. Since these are summary records most of the “mandatory” fields (in red) will be left blank. One summary record should be submitter per CBA.

Example: On January 1, 2008 railroad YYYY authorizes car owner XXXX to bill them for incorrect repairs identified by car owner XXXX during their audit. Railroad YYYY sends a Counter Billing Authorization letter to car owner XXXX to invoice railroad YYYY for the
amount of the exception letter ($100). Car Owner XXXX submits the CBA record to the data exchange system and fills in the following fields:

Listed here are some of the guidelines for creating Counter Billing Authority records (CBA):

1. Log onto CRB as described in Logging In on page 17. The CRB Welcome page is displayed (Exhibit 16).

2. Select Billing Repair Card>Enter New BRC. The Billing Repair Card - Main page is displayed.

   **Required fields (that can be left blank) for Counter Billing Authority Records:**
   - Car Initial - blank
   - Car Number - blank
   - Car Kind - blank
   - Billed Company should be filled in with the CBA issuing party’s initial
   - Load/Empty Indicator - blank
   - SPLC - can be left blank
   - Detail Source set to "CB"
   - Date repaired should be set to the CBA date
   - Currency must be either US or CA

   **Required fields (that can be left blank) for Counter Billing Authority Records:**
   - Document Reference Number should contain the CBA number
   - Repairing Party set to the CBA issuing party’s initial
   - Repairing Party Invoice Number set to the CBA issuing party’s original invoice number (if unknown use CBA number)
3. Select **Add New Line**.

4. On the BRC Job Couplet page:
   - Manually Priced will be automatically be selected
   - Applied Job Code – can be left as “0000”
   - Removed Job Code – can be left as “0000”

5. Select **Continue**.
   - Location on Car – blank
   - Quantity – blank
   - Condition Code – blank
   - Applied Qualifier – blank
• Why Made Code – blank
• Component ID
• Removed Qualifier – blank
• Responsibility Code – blank
• Enter Material Price = 100.00 (dollar amount in the CBA Letter). You could optionally enter a Credit Price (or negative price) by first inputting a minus sign “-“ before the first number in the Material Price (ex: -100.00)
• Labor Price – must be left blank

6. Select Done.

7. Select Price & Save.

8. Proceed with creating Invoicing as normal.

---

**Running Repair Agent Reporting (AAR Office Manual)**

_This section should only be used if you have been assigned a Running Repair Agent mark and are listed in the AAR Office Manual as an Agent of a Railroad at a specific SPLC location. You must sign into the Car Repair Billing application using your assigned Running Repair Agent mark._ (Running Repair Agent mark always starts with an “A” followed by three digits. Ex: A000)

**Important Note:** Running Repair Agent billing is not intended as a substitute for Shop Billing. Shop Billing is for use in bilateral agreements between contract shops and car owners. For any Detail Source other than “SH”, the Running Repair Agent mark as defined in AAR Office Manual Appendix H would be the only valid Billing/Invoicing Party.

A new Running Repair Agent is required to contact RR.agents@railinc.com%20 to receive the documents required to register as a Railroad Running Repair Agent. Once the Running Repair Agent has been assigned a Running Repair Agent mark (ex: A000) he will need to notify the Railroad (XXXX) he is an agent. It is up to Railroad (XXXX) to notify AAR/Railinc of the new Running Repair Agent at a SPLC location (ex: 380000) so it may be published in Appendix H of the AAR Office Manual. (Running Repair Agent mark always starts with an “A” followed by three digits. Ex: A000)

Before you start creating BRCs as a Running Repair Agent you must complete your companies Contact Information page by entering the three contact types for Remit To, Inquiries and Exceptions. This information will appear on your printed paper invoices and you will only have to input this information once.

**Example 1 - for use with Responsibility Code 1:**

Running Repair Agent (A000) submits the repair records in the January 2008 account month as the agent of Railroad (XXXX) to Railinc for Billed Party (YYYY) data exchange system and fills in the following fields. (In this Example: Running Repair Agent (A000) is the agent for CSXT at SPLC 380000 as listed in the AAR Office Manual).
Required fields for Running Repair Agent Reporting:

- Use Detail Source set to "BR" (Billing Repair Card)
- Document Reference Number set to “12345” (Running Repair Agent Document Reference Number)
- Repairing Party set to Sponsoring Railroad Mark (in this example input CSXT as the Sponsoring Railroad Mark)
- Repairing Party Invoice Number set to "12345" (Running Repair Agents Invoice Number)
- Repairing Party Document Reference Number set to “12345” (Running Repair Agent Doc.Ref.Number)

**Exhibit 66. Example (Running Repair Agent Reporting (Responsibility Code 1))**

- On the BRC Job Couplet (part 2) page, set Responsibility Code to “1”

**Example 2 - for use with Responsibility Code 2 (Handling Line responsibility):**

Running Repair Agent (A000) submits Handling Line responsibility repair records in the January 2008 account month as the agent of Railroad (XXXX) to Railinc for Billed Party (YYYY) data exchange system and fills in the following fields. (In this Example: Running Repair Agent (A000) is the agent for CSXT at SPLC 380000 as listed in Appendix H of the AAR Office Manual)
Required fields for Running Repair Agent Reporting:

- Use Detail Source set to "BR" (Billing Repair Card)
- Document Reference Number set to “12345” (Running Repair Agent Document Reference Number)
- Repairing Party set to Sponsoring Railroad Mark (in this example input CSXT as the Sponsoring Railroad Mark)
- Repairing Party Invoice Number set to "12345" (Running Repair Agents Invoice Number)
- Repairing Party Document Reference Number set to “12345” (Running Repair Agent Doc.Ref.Number)
- On the BRC Job Couplet (part 2) page, set Responsibility Code to “2”

Example 3 - for use with Responsibility Code 3:

Running Repair Agent (A000) repairs car mark owner YYY’s railcar as the agent of Railroad XXXX on January 1, 2008 during running repair agents January 2008 account month under the authority of a Defect Card from Railroad ZZZZ dated January 1, 2008. (A000) is the agent for CSXT at SPLC 380000 as listed in Appendix H of the AAR Office Manual).

Required fields for Running Repair Agent Reporting:

- Use Detail Source set to "DC" (Defect Card/JIC Party)
- Document Reference Number set to “12345” (Running Repair Agent Document Reference Number)
- Repairing Party set to Sponsoring Railroad Mark (in this example input CSXT as the Sponsoring Railroad Mark)
- Repairing Party Invoice Number set to "12345" (Running Repair Agents Invoice Number)
- Repairing Party Document Reference Number set to “12345” (Running Repair Agent Doc.Ref.Number)
- Defect Card Party set to “ZZZZ” (Defect Card Authority)
- Defect Card Date set to 01-08-2008
- On the BRC Job Couplet (part 2) page, set Responsibility Code to “3”
Exhibit 67. Example (Running Repair Agent Reporting (Responsibility Code 3))
**Proper Usage of Detail Source Codes**

**BR – Billing Repair Card** - use when detail record of repairs are prepared (by all signatory's or agents thereof) in accordance with AAR Rule 83.

**CB – Counter Billing** - use when billing for authorization of exceptions, Data position 33 (Document Reference Number) must be populated with Authorization document number issued by authorization party.

**DC – Defect Card** - use when repairs are performed on Authority of an Issued Defect Card only.

**DE – Destroyed Equipment (Rule 107)** - Used only for when unit is badly Damaged or Destroyed per Rule 107 guidelines.

**DM – Dismantled Equipment (Rule 108)** - Used only for equipment/units requiring Extensive Repairs per Rule 108.

**DR – Defect Card Rebuttal Billing** - Use when Car Mark Owner rebills Defect Card repairs made from a third party Repair Facility.

**GB – Group Billable** - use when repairs are performed (by all signatory's or agents thereof) in accordance with AAR Office Manual Rule 112.A.3.c.3

**GT – GST Tax** - Used only for repairs performed for car marks that are registered and resident in Canada.

**HT – Canadian Harmonized Tax** - Used only for repairs performed on marks that are registered and resident in the Canadian Maritimes.

**IV – International Valued Added Tax** - Used only for repairs performed in Canada.

**JI – Joint Inspection** - use when repairs are performed on Authority of an Endorsed JIC only.

**JR – Joint Inspection Rebuttal Billing** - Use when Car Mark Owner rebills JIC repairs made from a third party Repair Facility.

**MA – Material Supplied (Rule 85)** - Use for Car Owner to Bill railroad for material shipped to repair car owners car Per Rule 85.

**OT – Other** - Use only when no other Detail Source Identifies

**PT – Canadian Provincial Sales Tax** (for future use).

**QT – Quebec Sales Tax** - Used only for repairs performed on marks that are registered and resident in Quebec, Canada.

**RE – Rebuttal Billing** – Use to rebill repairs to maintenance responsible party.

**SH - Shop Billing** - Use when repair facility is a "Contract Shop" or when a repair facility is designated by a car owner to perform repairs to interchange freight cars.
Index

AAR Field Manual, 7
AAR Office Manual, 6
Adobe Acrobat Viewer, 9
application title, 10
Back button, 13
Billing Repair Card, 7
Billing Repair Card menu, 18
BRC Status Codes, 7
browser, 9
button
  Back, 13
  command, 13
  radio, 13
  scroll, 13
calendar, 14
Car Repair Billing Data Exchange, 6
check box
  select all, 12
  selection, 12
computer requirements, 9
calendar, 10
CRB
  log in, 17
CRB
  access, 15
  computer requirements, 9
  roles, 15
  SSO permissions, 16
CRB
  Welcome page, 17
CRB
  log, 17
CRB Procedures Manual, 6
CSV format, 9
drop-down
  menu, 11
text box, 12
Field Manual of the AAR Interchange Rules, 7
hyperlink
  appearance, 11
  selecting, 12
Internet Explorer, 9
job codes, 8
Launch Pad, 10
link
  navigational, 10
log in, 17
log out, 17
log, Railinc, 10
menu
  application, 10, 11
  drop-down, 11
  incidents, 18
Microsoft Excel Viewer, 9
Mozilla Firefox, 9
navigational link, 10
Office Manual of the AAR Interchange Rules, 6
Page footer links, 11
page title, 11
PDF
  viewer, 9
  radio button, 13
  Railinc logo, 10
  receiver, 5
  scroll
    bar, 13
    button, 13
Sign-On Information, 10
Single Sign On, 15
SSO
  CRB permissions, 16
  registration, 15
submitter, 5
system requirements, 9
terminology, 8
text box
  drop-down, 12
  simple, 12
title
  application, 10
User Services, 10
viewer
  CSV, 9
  PDF, 9
web browser, 9
web interface
  page layout, 10
  Railinc elements, 11
Welcome page, 17

=================================