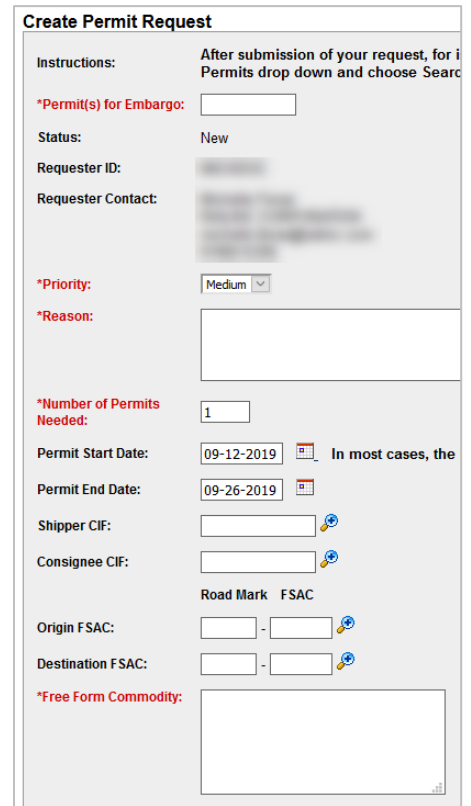


AAR Embargo/OPSL System is used to issue an embargo or OPSL note. When there are active embargoes or OPSL notes that apply to waybills, the AAR Embargo System sends an EDI 824 message, also known as a **Hold Notification**, back to the billing road or sender of the EDI 417 waybill. See [Additional Resources](#) at the bottom for more information.

Use this procedure to search for permits and utilize other services:

1. Sign in to **Launch Pad** and navigate to **AAR Embargo/OPSL Permit System**.
2. From the menu bar, select **Embargo Permits > Request Permits**.
  - To search for an OPSL note permit, select **OPSL Note Permits > Request Permits**.

3. Complete the form. Mandatory fields marked with a **red** asterisk must be entered to submit the form:
  - Enter the embargo number(s) in the **Permit(s) for Embargo** field and select the **Priority**.
  - Enter the **Reason** for the permit and the **Number of Permits Needed**. A permit is needed for **each** waybill.
  - By default, the **Permit Start Date** is the date of the request. This date should be the same as the waybill date. It must be prior to the permit end date and within the embargo start and end dates and cover the entire length of time from origin to destination.
  - By default, the **Permit End Date** is calculated by default as 10 working days after the start date or set as the associated embargo end date, whichever comes first. It must not be the same or prior to the permit start date and it must be within the embargo start and end dates.
  - Only one **Shipper CIF** and one **Consignee CIF** can be entered per permit request. If the shipper and consignee are specified in the embargo, then they must be entered in these fields.
  - Multiple commodities are allowed. Enter one or more STCCs (Standard Transportation Commodity Codes) or descriptions in the **Free Form Commodity** field.



**Create Permit Request**

Instructions: After submission of your request, for i  
Permits drop down and choose Search

\*Permit(s) for Embargo:

Status: New

Requester ID:

Requester Contact:

\*Priority: Medium

\*Reason:

\*Number of Permits Needed:

Permit Start Date: 09-12-2019  In most cases, the

Permit End Date: 09-26-2019

Shipper CIF:

Consignee CIF:

Road Mark FSAC

Origin FSAC:  -

Destination FSAC:  -

\*Free Form Commodity:

4. Once the form is completed, select the **Submit** button.
  - **Request IDs** are generated by the system at the time the Permit request is submitted.
  - New requests remain **Pending** until approved by the issuing road.

### Additional Resources

The following additional resources are available:

- Consult the [AAR Embargo System User Guide](#) for information data field definitions and business rules.
- Consult the [Single Sign On \(SSO\) Administrator Guide](#) for information on how company administrators manage user's permissions in SSO.

Contact the Railinc Customer Success Center at 1-877-RAILINC (1-877-724-5462) or [csc@railinc.com](mailto:csc@railinc.com) if you need assistance.