



UMLER RESTENCIL-REQUEST TO TRANSFER EQUIPMENT

The Umler Restencil process may be completed by the customer in Umler. Customers who decide to restencil unit(s) in Umler should refer to Single or Multiple Restencil in the Umler user's guide located at www.railinc.com.

Railinc will continue to complete Umler restencil requests. Railinc recommends customers who wish to proceed with Railinc completing the request read the guidelines and procedures in this document prior to submitting an Umler restencil request. Following the guidelines and procedures noted in this document will allow our staff to process an Umler restencil with the proper information and minimize delays in fulfilling a request.

Guidelines

1. Umler restencil requests must be submitted with the required form and/or information in an email including invoicing information to csc@railinc.com. Customer case(s) will be opened to track the request at Railinc.
2. Umler restencil requests received by Railinc will be processed in the order received after the proper documentation and approvals have been received.
3. Once an Umler restencil request has been received by Railinc, approvals from the prior mark owner, new mark owner and/or car owner must be submitted to csc@railinc.com. *Requests for Umler restencils will be time stamped and if not approved by the appropriate parties within 10 business days, the request will be considered null and void. Cancelled requests must be resubmitted with proper documentation as noted in this document.*
4. Railinc will not process an Umler restencil request until one or more of the following forms of approval has been received:
 - a) Email to csc@railinc.com from the prior mark owner, new mark owner and/or car owner indicating Railinc is to proceed with restencil;
 - b) If unit(s) were sold, the signed bill of sale (legal document) including the list of unit(s) sold;
 - c) An executed Form 88-C which must be filed with the AAR. Form 88-C information can be obtained via email to Form88C@aar.org or fax (202) 639-2179.
5. Customers are recommended to maintain contact information in FindUs.Rail. FindUs.Rail will be used as a source to confirm email approvals from mark owners.
6. Each request for restencil will be assessed \$150.00 for the restencil of 1-25 unit(s) and \$1.50 per car for each additional unit(s). These charges may be subject to change on thirty (30) days notice. Also, you may refer to Railinc's price list at www.railinc.com.
7. Request for restencils must be received by 5:00 p. m. Eastern Time on the 25th day of the month to be processed prior to the first day of the subsequent month in order to be included in the CHARM file.

Procedures

1. Umler restencil requests must be submitted by equipment group. Umler restencils with multiple equipment groups should be separated by equipment group in the spreadsheet submitted to Railinc. Multiple equipment



groups within an Umler Restencil submission from customer will be considered as separate Umler Restencil requests and charged appropriately.

2. Umler restencil requests must be to one New Mark (see Umler Restencil Form). If there is more than one New Mark, customers should submit a separate Umler Restencil request to csc@railinc.com.

3. Umler restencil requests must be submitted via e-mail to csc@railinc.com with the following information as listed on the Umler Restencil Form: (a) Owner's Mark, (b) Lessee's Mark (if applicable), (c) Name of Contact, Company, mailing address, telephone, fax and e-mail to be invoiced, (d) Subject line for email to be listed: "Umler Restencil -From Mark: ___ ___ ___ ___ To Mark: ___ ___ ___ ___ ." Approval emails should contain the same subject line information noted in (d).

4. The list of unit(s) must be in the format as the example on the Umler Restencil Form and submitted as an attachment with the e-mail. The file **must be** in spreadsheet format and attached in Excel (.xls) or Text (.txt) format. For example, the Excel format must be two columns A-B with data elements – prior initial and prior number; new initial and number. We have provided an example of the spreadsheet on the Umler Restencil Form.

5. Prior equipment with conflicts on the Umler file will be transferred with Umler conflicts. The New Mark owner is responsible for correcting conflicts in Umler.

6. The Prior Mark Owner or Prior Mark Owner's agent is the responsible for deleting unit(s) once the unit(s) has been restenciled. *Caution should be exercised to ensure that the cars being restenciled have been stenciled to their new reporting marks.*

7. Umler will automatically change the status of the unit(s) to Inactive once movement has been detected. However, the prior unit(s) **will not** be deleted.

Note:

The e-mail address for Umler Restencils is csc@railinc.com.

Customers may use FindUs.Rail to locate Umler contacts in the industry. This application is accessible at <http://www.railinc.com>.



Old Cars (From)

New Cars (To)

Mark: _____

Mark: _____

Bill to: _____

Company: _____

Contact: _____

Address: _____

City, State: _____

Zip/Country: _____

Telephone: _____

Fax: _____

E-Mail: _____

Total # of units: _____

Owner Field: _____

Lessee Field: _____

Are units in the spreadsheet same equip group?

EXCEL SPREADSHEET:

4 COLUMNS-OLD MARK/OLD NUMBER/NEW MARK/NEW NUMBER

Example:

OLD MARK	OLD NUMBER	NEW MARK	NEW NUMBER
ABCD	10000	DEFG	10000
ABCD	10001	DEFG	10001
ABCD	10002	DEFG	10002
ABCD	10003	DEFG	10003

RAILINC USE ONLY

Rapid Case (s) # _____

Notes

Data Transfer Completed By:

Initials: _____

Date: _____

Invoice:

Invoice Amount: _____

Date: _____

Customer #: _____

Ship to/Bill to#: _____

Validated Equipment via?

Webscreen

Query

Notice Management Email