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Learning about 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.

Overview

Car Repair Billing (CRB) is Railinc’s system for managing invoices of car repairs. The Car Repair Billing system has two different methods for submitting invoices: the Car Repair Billing Data Exchange (CRBDX) and the Billing Repair Card (BRC) interface.

- **Car Repair Billing Data Exchange (CRBDX)** is a monthly exchange for receiving and transmitting invoices to registered billed parties. CRBDX utilizes industry rules and requirements to validate received invoices. These industry rules are defined in the *CRB Procedures Manual*, the *Office Manual of the AAR Interchange Rules*, and the *Field Manual of the AAR Interchange Rules*.

- **Billing Repair Card (BRC)** is a component of the Car Repair Billing system that provides an interface for receiving and transmitting invoices, which are referred to as Billing Repair Cards. The interface ensures that all required fields are populated before the BRC is submitted for pricing and performs basic validation on fields (such as checking that the repair date is not in the future).

The **Car Repair Billing Price Master** is a quarterly electronic publication with AAR-determined freight car repair charges as related to labor and material components. Car Repair Billing system users have the option of purchasing the Price Master directly from Railinc. Refer to the **Car Repair Billing Price Master** web page for more information.

Car Repair Billing 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.

- 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 as described in the *CRB Procedures Manual*. The CRB receiver may receive the data in the 500-byte layout or by requesting the PDF version.
CRBDX sends the data received from submitters and only validates the format of the sent data. 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. Submitters and receivers must have an established mailbox and should discuss setup with Railinc via email to csc@railinc.com.

**Car Repair Billing Data Exchange**

At the end of each month, the Car Repair Billing application gathers all related Billing Repair Cards and assigns a common invoice number after sending all information to the Car Repair Billing Data Exchange.

BRC users are reminded to create invoicing and send for Data Exchange according the Car Repair Billing Data Exchange schedule. Failure to submit your monthly invoicing to the Data Exchange on time will result in your data being excluded from the distribution (i.e., it will be included in the next month’s run of the Data Exchange).

BRC users can print a hard copy or paper invoice to send to the invoiced party as well as create and 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 want to receive a copy of your invoice (paper or PDF) generated through the BRC system.

**Billing Repair Card**

The Billing Repair Card component of the Car Repair Billing system provides an interface that users can use to 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>
</tbody>
</table>
### BRC Status Codes

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<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>
<tr>
<td>Error</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>Invoiced</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).

### System Requirements

For information about the system requirements of Railinc web applications and for information about downloading compatible web browsers and file viewers, refer to the [Railinc UI Dictionary](#).
Accessing the Railinc Customer Success Center

The Railinc Customer Success Center provides reliable, timely, and high-level support for Railinc customers. Representatives are available to answer calls and respond to emails from 7:00 a.m. to 7:00 p.m. Eastern time, Monday through Friday, and provide on-call support via pager for all other hours to ensure support 24 hours a day, 7 days a week. Contact us toll-free by phone at 877-RAILINC (1-877-724-5462) or send an email directly to csc@railinc.com.

Additional Reference Material

Refer to the documents listed in this section for important additional information.

Car Repair Billing Procedures Manual


Office Manual of the AAR Interchange Rules

The Office Manual of the AAR Interchange Rules (referred to as 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

The Field Manual of the AAR Interchange Rules (referred to as the AAR Field Manual) 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.
Getting Started

The Car Repair Billing (CRB) application, which provides access to the Billing Repair Card (BRC) interface, is accessed using the Railinc Single Sign On (SSO). SSO can be accessed from the Railinc portal at Railinc Single Sign On/Launch Pad User Guide. 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. Refer to the Railinc Single Sign On/Launch Pad User Guide for more information.

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 2 for a complete list of CRB roles as seen in SSO.

Exhibit 1. 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 Car Repair Billing 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 the Car Repair Billing 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/Launch Pad User Guide.

**Exhibit 2. CRB Request Permission**

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 3).

Exhibit 3. CRB Welcome Page

6. Continue by selecting an application menu item.

Note: Menu content varies based on role-based permissions granted. Refer to Exhibit 2. 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 4).

Exhibit 4. Billing Repair Card Menu

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 11. The CRB Welcome page is displayed (Exhibit 3).

2. Select Billing Repair Card>Billing Information. The BRC Contact Information page is displayed (Exhibit 5).
3. Complete the available input fields for the “Inquiries” contact type.  

**Note:** 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 11. The CRB Welcome page is displayed ([Exhibit 3](#)).
2. Select **Billing Repair Card > Enter New BRC**. The Billing Repair Card - Main page is displayed *(Exhibit 6)*.

**Exhibit 6. Billing Repair Card - Main**

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 7. 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 21).
- **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**
- **DDCT ID** (format: XXXX99999999)
- **Repair Facility Arrival Date**
- **Document Reference Number**
- **For Manually Priced Job Codes**
  - **Contract Labor**
  - **Use AAR Time Standard**
- **For Resubmitted invoices**
  - **Yes/No**
  - **Original Invoice Number**
  - **Original Account Date**
- **CIF Fields:**
  - **Reparing Party CIF**
  - **Invoicing Party CIF**
  - **Billing Party CIF**
5. In the Job Codes section, select the **Add New Line** button. The BRC Job Couplet page is displayed (Exhibit 8).

**Exhibit 8. BRC Job Couplet**

6. As necessary, select the optional check boxes to indicate “Manually Priced” or “Wrong Repair”. See Entering Manually Priced Repairs (page 19) for full details.

7. Complete the mandatory fields for **Applied Job Code** and **Removed Job Code**.
   a. As needed select the plus sign next to either field to access a Job Codes Search lookup (Exhibit 9).

**Exhibit 9. Job Code Search**
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 10). The available input fields may vary depending on the selected Job Codes. For example, for wheels inputs that appear in Exhibit 11 are displayed.

**Exhibit 10. BRC Job Couplet (part 2)**

**Exhibit 11. BRC Job Couplet (part 2) for Wheels**
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 12). 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 11. The CRB Welcome page is displayed (Exhibit 3).
2. Select Billing Repair Card>Enter New BRC. The Billing Repair Card - Main page is displayed. Exhibit 13 shows a typical manually priced repair.

Exhibit 13. Billing Repair Card – Main (for manually priced repairs)

Exhibit 13. Billing Repair Card – Main (for manually priced repairs)

3. At a minimum, complete the mandatory fields that 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 21).
- **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 do not 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 Couplet page is displayed (Exhibit 8).

Exhibit 14. BRC Job Couplet (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 13) starting at step 7.

Note: On the BRC Job Couplet (part 2) page (see Exhibit 10), 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 13).

2. Select the magnifying glass icon next to the repaired SPLC field. The SPLC Look Up page is displayed (see Exhibit 15).
Exhibit 15. SPLC Look Up

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 SPLC Look Up Results page is displayed (see Exhibit 16).

Exhibit 16. SPLC Look Up Results

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 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 17**) or the Outstanding BRCs – Priced page is displayed.

**Exhibit 17. Active BRCs**

2. Select the listed hyperlinked Car ID of the BRC to be changed. The Billing Repair Card - Main page is opened (**Exhibit 6**).

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 17) 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 18).

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 17) 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 6).

3. In the Job Codes section of the BRC, select the line to be deleted (Exhibit 19) 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.

Creation statuses:
- Draft – Creating an invoice and saving it instead of Finalizing and Sending to Data Exchange
- Final - Creating an invoice and then Finalizing and Sending to the Data Exchange
- Final(DE) – After the DX run, the status will change to Final(DE)

Creating Invoices

Here is how to create invoices:

1. Log onto CRB as described in Logging In on page 11. The CRB Welcome page is displayed (Exhibit 3).

2. Select Billing Repair Card>Priced BRCs. The Outstanding BRCs – Priced page is displayed (Exhibit 20).

Note: Priced BRCs can also be found and invoiced using the Search function (see Searching and Viewing BRCs on page 30).
3. Select one or more BRCs to be invoiced and then select **Create Invoices**. The BRC – Create Invoices page is displayed (Exhibit 21).

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 29). 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 11. The CRB Welcome page is displayed (Exhibit 3).

2. Select Billing Repair Card>Invoice Summary. The BRC History - Invoicing by Month page is displayed (Exhibit 22).

Exhibit 22. BRC History - Invoicing by Month

3. Input a date range search criteria, and then select Search. The BRC History – Invoicing by Month page is updated to show search results (Exhibit 23).

Exhibit 23. BRC History - Invoicing by Month (with results)

4. Select the hyperlinked total invoiced price to be printed or saved. The BRC - Invoice Detail page is displayed (Exhibit 24).
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 25**). Use the tools within the PDF view to save or print the invoice.

**Exhibit 25. 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 25).

2. On the BRC - Create Invoices page (Exhibit 21), 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 26).

![Exhibit 26. Miscellaneous Charges](image1)

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

![Exhibit 27. Miscellaneous Charges (with values)](image2)

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 11. The CRB Welcome page is displayed (Exhibit 3).

2. Select Billing Repair Card>Search BRCs. The Search BRCs page is displayed (Exhibit 28).

Exhibit 28. 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 29).

Exhibit 29. 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 11. The CRB Welcome page is displayed (Exhibit 3).

2. Select Billing Repair Card> Status Report. The Summary of Outstanding BRCs - Priced page is displayed (Exhibit 30).

Exhibit 30. Summary of Outstanding BRCs - Priced

3. Select a listed hyperlinked Billed Company to view details. The Outstand BRCs – Pricing page is displayed (Exhibit 20). See Creating Invoices and Submitting Data on page 25 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 11. The CRB Welcome page is displayed (Exhibit 3).

2. Select Billing Repair Card> Invoice Summary. The BRC History - Invoicing by Month page is displayed (Exhibit 31).
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 32).

5. Select the hyperlinked total invoiced price to be printed or saved. The BRC - Invoice Detail page is displayed (Exhibit 24). See Printing an Invoice or Creating and Saving a PDF Copy of the Invoice on page 26 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 11. The CRB Welcome page is displayed (Exhibit 3).

2. Select Billing Repair Card>Search BRCs. The Search BRCs page is displayed (Exhibit 28).

3. Complete a search for a BRC to be transferred. The Search Results with a transfer BRCs option is displayed (Exhibit 33).

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 11. The CRB Welcome page is displayed (Exhibit 3).

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

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

Exhibit 35. Example (BRCs with status of “Invoiced”)

<table>
<thead>
<tr>
<th>#</th>
<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>1</td>
<td>GBXX 091-193</td>
<td>GBXX</td>
<td>08-17-2008</td>
<td>380000000</td>
<td>$214.42</td>
<td>Invoiced</td>
<td>scottp</td>
<td>scottp</td>
</tr>
<tr>
<td>2</td>
<td>NS 294174</td>
<td>NS</td>
<td>05-30-2008</td>
<td>125280000</td>
<td>$14.85</td>
<td>Invoiced</td>
<td>scottp</td>
<td>scottp</td>
</tr>
<tr>
<td>3</td>
<td>RNSF 001234</td>
<td>BBSI</td>
<td>10-01-2004</td>
<td>164220000</td>
<td>$80.88</td>
<td>Invoiced</td>
<td>scottp</td>
<td>scottp</td>
</tr>
<tr>
<td>4</td>
<td>AMEX 013253</td>
<td>CN</td>
<td>11-15-2008</td>
<td>085618000</td>
<td>$660.81</td>
<td>Invoiced</td>
<td>scottp</td>
<td>scottp</td>
</tr>
<tr>
<td>5</td>
<td>GBXX 091-193</td>
<td>NS</td>
<td>11-09-2006</td>
<td>148230000</td>
<td>$290.92</td>
<td>Invoiced</td>
<td>scottp</td>
<td>scottp</td>
</tr>
<tr>
<td>6</td>
<td>HFLX 093943</td>
<td>UP</td>
<td>11-15-2008</td>
<td>085618000</td>
<td>$347.24</td>
<td>Invoiced</td>
<td>scottp</td>
<td>scottp</td>
</tr>
<tr>
<td>7</td>
<td>GBXX 091-193</td>
<td>GBXX</td>
<td>11-13-2008</td>
<td>380000000</td>
<td>$2,054.31</td>
<td>Invoiced</td>
<td>scottp</td>
<td>scottp</td>
</tr>
<tr>
<td>8</td>
<td>GBXX 091-194</td>
<td>GBXX</td>
<td>11-07-2008</td>
<td>380000000</td>
<td>$480.30</td>
<td>Invoiced</td>
<td>scottp</td>
<td>scottp</td>
</tr>
<tr>
<td>9</td>
<td>BP 005110</td>
<td>UP</td>
<td>10-05-2004</td>
<td>380000000</td>
<td>$316.08</td>
<td>Invoiced</td>
<td>scottp</td>
<td>scottp</td>
</tr>
<tr>
<td>10</td>
<td>RNEF 001234</td>
<td>BBSI</td>
<td>10-01-2004</td>
<td>164220000</td>
<td>$80.88</td>
<td>Invoiced</td>
<td>scottp</td>
<td>scottp</td>
</tr>
<tr>
<td>11</td>
<td>NVX 145430</td>
<td>NS</td>
<td>01-10-2008</td>
<td>125280000</td>
<td>$163.83</td>
<td>Invoiced</td>
<td>scottp</td>
<td>scottp</td>
</tr>
<tr>
<td>12</td>
<td>NVX 145430</td>
<td>NS</td>
<td>01-10-2008</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 59)
   - 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 8, 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 billings that can be submitted through the Car Repair Billing Data Exchange. 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 Car Repair Billing Data Exchange.

- 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 11. The CRB Welcome page is displayed (Exhibit 3).

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 59)
- 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 38. Example (Additional Fields for Defect Card)

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 59)
- 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
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 types of Joint Inspection Certificate (JIC) billing that can be submitted through the Car Repair Billing Data Exchange. 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 Car Repair Billing Data Exchange.

- 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 11. The CRB Welcome page is displayed (Exhibit 3).
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 59)
- 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 40. Example (Additional Fields for Joint Inspection)**

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 59)
- 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 XXXX’s railcar on January 1, 2008. Railroad YYYYY sends an authorization letter dated January 3, 2008 to car owner XXXX to invoice railroad YYYYY for the depreciated value of the railcar $25,000. Car Owner XXXX 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 11. The CRB Welcome page is displayed (Exhibit 3).
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 41. Example (BRC for Destroyed Unit)

3. Select **Add New Line**.

Exhibit 42. 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 11. The CRB Welcome page is displayed (Exhibit 3).

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 44. 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 11. The CRB Welcome page is displayed (Exhibit 3).

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 43).

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 45. Example (BRC for Dismantled Unit showing a Credit)

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 YYYY 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 11. The CRB Welcome page is displayed (Exhibit 3).
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 46. Example (BRC for Settlement Value Adjustment)**

![Billing Repair Card Example](image)

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 47. Example (BRC for a Settlement Value Adjustment showing a Credit)**

<table>
<thead>
<tr>
<th>Car: BNSF 005399</th>
<th>Repair Date: 01-15-2008</th>
<th>Repaired At: 390000000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Charge: Not Priced</td>
<td>Status: Priced</td>
<td>Invoice Number: Not invoiced</td>
</tr>
<tr>
<td>Car Initial: BSNSF</td>
<td>Car Number: 005399</td>
<td>Car Kind: F</td>
</tr>
<tr>
<td>Billed Company: BNSF</td>
<td>LE Indicator: Loaded</td>
<td>Repair SPC: 390000000</td>
</tr>
<tr>
<td>Billed Source: DC</td>
<td>Date Repaired: 01-15-2008</td>
<td></td>
</tr>
<tr>
<td>Defect Card Party: RAIL</td>
<td>Defect Card Date: 01-15-2008</td>
<td></td>
</tr>
<tr>
<td>Repair Facility: CS</td>
<td>Repair Facility Arrival Date:</td>
<td></td>
</tr>
<tr>
<td>Type:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Currency to Use: US</td>
<td>Document Reference Number:</td>
<td></td>
</tr>
</tbody>
</table>

**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 11. The CRB Welcome page is displayed (Exhibit 3).

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 48. 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
• 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 11. The CRB Welcome page is displayed (Exhibit 3).

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 YYYY'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 11. The CRB Welcome page is displayed
   (Exhibit 3).

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 50. 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 11. The CRB Welcome page is displayed (Exhibit 3).

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)
Exhibit 51. Example (Counter Billing Authority Records (CBA))

3. Select Add New Line.

Exhibit 52. Example (BRC Job Couplet for Counter Billing Authority Records (CBA))

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
BRC Examples

- 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 (XXXXX) 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 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.

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 53. 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 54. 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.
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