

| CRB CROP File Download Instructions

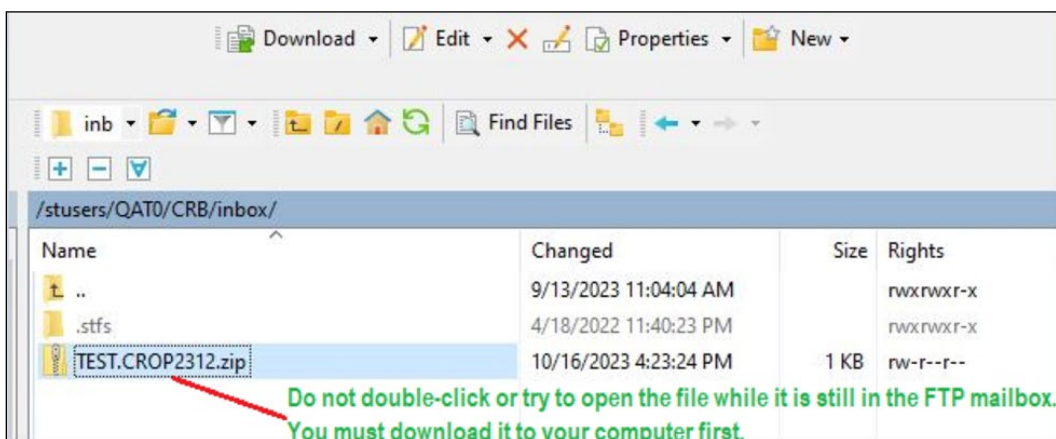
Legal Disclaimer: Any actions taken in reliance on or pursuant to this document are subject to Railinc's Terms of Use, as set forth in <https://public.railinc.com/terms-use>, and all AAR rules.

Once per month, Railinc sends Car Repair Billing (CRB) CROP output files containing billing information from billed parties to Car Repair Billing Data Exchange (CRBDX) participants. These compressed binary files (ZIP files) contain monthly data for exchange of car repair bills for foreign freight equipment.

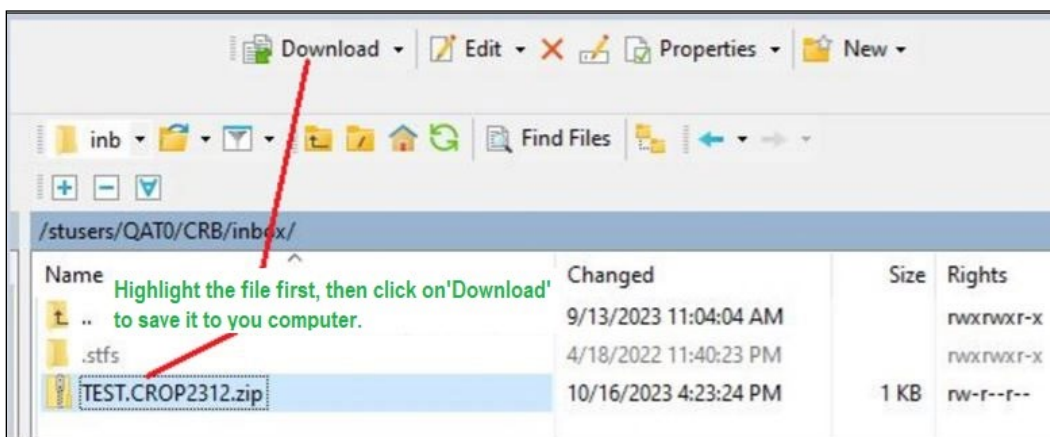
Note: To log in to your mailbox and retrieve your files, Railinc recommends the use of an FTP Client, such as the free applications [Core FTP](#) and [WinSCP](#). Consult with your internal IT team on what other programs you may be able to utilize if these are not available to you.

Use the following procedure to download CROP files from your File Transfer Protocol (FTP) mailbox:

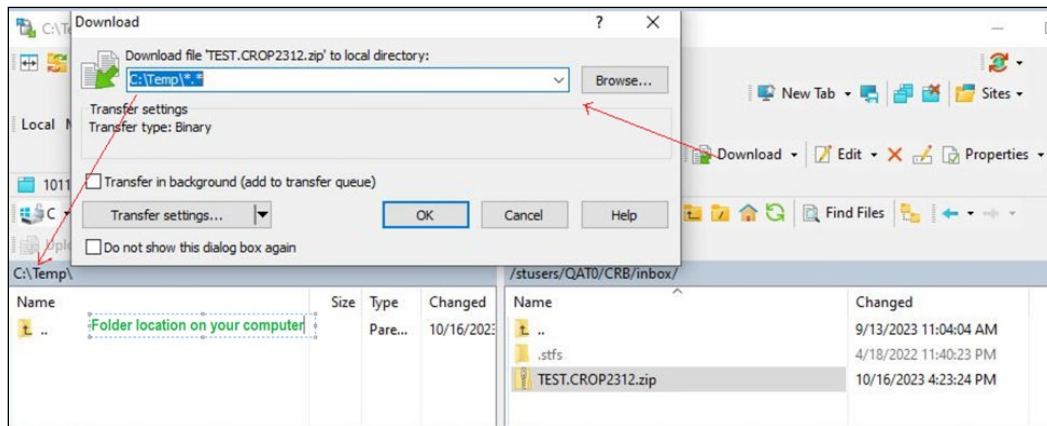
1. Connect to your FTP mailbox (credentials provided by Railinc support), navigate to the /CRB/inbox folder, and highlight the file. **Do not double-click on the file or try to access the contents while it is still in the mailbox. You must download it to your own computer first.**



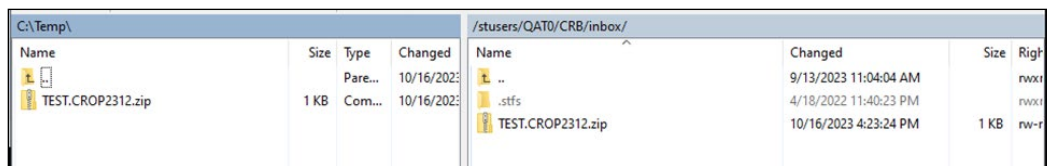
2. Highlight the file in the right panel, select the **Download** button (see below).



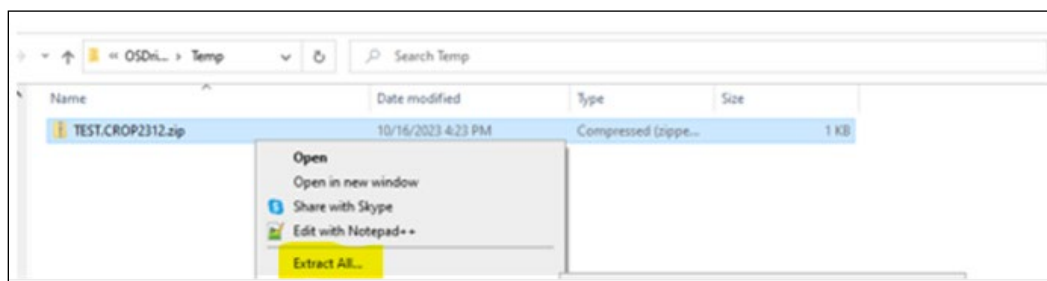
- Make sure that the correct download location on your own computer is displayed. In the example below, it is C:/Temp. If that is the location, select **OK** to start the download to your computer.



- Once the download is complete, you should see the file in a folder on your computer. In the example below, it is C:/Temp. You may have a different folder location for downloaded files.



- Open File Explorer and navigate to the folder that contains your downloaded .zip file. Right-click on the zip file and select **Extract All**. This example uses "7-Zip". Your computer may be set up with a different tool or process to un-zip files. (see below).



Once the file is unzipped/extracted, you should see a .dat file. For example, the TEST.CROP2312.dat file is extracted from the TEST.CROP2312.zip.

- Right-click the .dat file and select **Open** (or Open with Notepad++ or any other text-based editor). The content of the file is displayed (see below).

