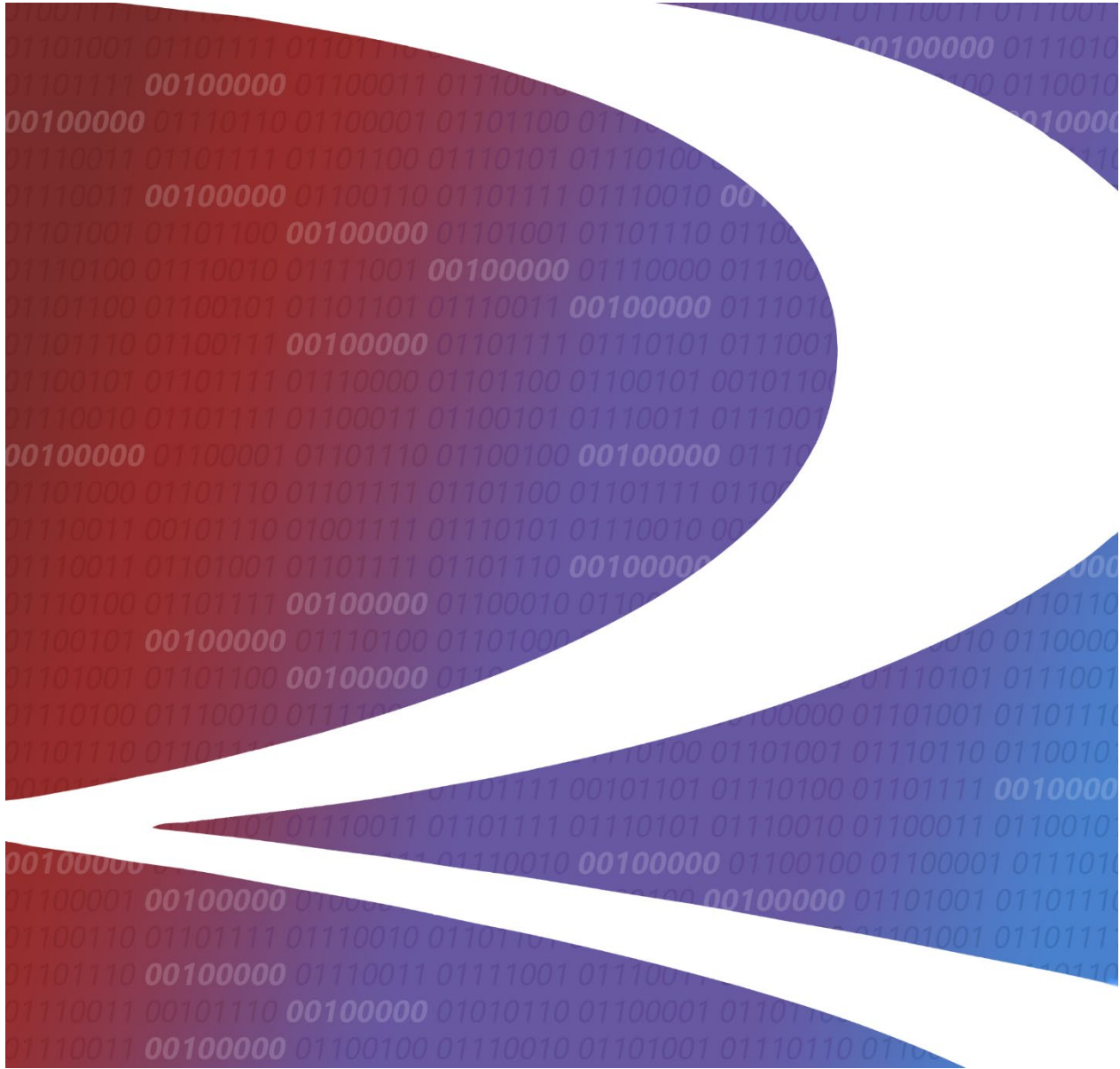




# Car Repair Billing (CRB): Billing Repair Card (BRC) User Guide



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## Table of Contents

|                                                                     |           |
|---------------------------------------------------------------------|-----------|
| <b>Learning about Car Repair Billing (CRB)</b>                      | <b>4</b>  |
| Overview                                                            | 4         |
| Car Repair Billing Data Exchange                                    | 5         |
| Billing Repair Card                                                 | 5         |
| Billing Repair Card Status Codes                                    | 5         |
| Job Codes                                                           | 6         |
| System Requirements                                                 | 6         |
| Accessing the Railinc Customer Success Center                       | 7         |
| Additional Reference Material                                       | 7         |
| Car Repair Billing Procedures Manual                                | 7         |
| Office Manual of the AAR Interchange Rules                          | 7         |
| Field Manual of the AAR Interchange Rules                           | 7         |
| <b>Getting Started</b>                                              | <b>8</b>  |
| Register to Use Railinc SSO                                         | 8         |
| Role-Based Application                                              | 8         |
| Requesting CRB Access                                               | 9         |
| Logging In                                                          | 10        |
| Logging Out                                                         | 10        |
| <b>Billing Repair Card</b>                                          | <b>11</b> |
| Verifying Billing Information in FindUs.Rail                        | 11        |
| Entering Tax ID and Billed Party Contact Information                | 11        |
| Deleting Billed Party Contacts                                      | 13        |
| Entering a New BRC                                                  | 15        |
| Entering Manually Priced Repairs                                    | 21        |
| Performing a SPLC Lookup                                            | 23        |
| Changing BRCs                                                       | 24        |
| Deleting BRCs                                                       | 25        |
| <b>Creating Invoices and Submitting Data</b>                        | <b>26</b> |
| Creating Invoices                                                   | 26        |
| Editing a Draft Invoice                                             | 27        |
| Printing an Invoice or Creating and Saving a PDF Copy of an Invoice | 28        |
| Create Tax Records (Misc Charge)                                    | 31        |
| <b>Searching and Viewing BRCs</b>                                   | <b>33</b> |
| Searching BRCs                                                      | 33        |
| Viewing BRC Status Report                                           | 34        |
| Viewing BRC History - Invoicing by Month                            | 34        |
| BRC Company Admin Role for Invoicing                                | 35        |
| <b>BRC Examples</b>                                                 | <b>38</b> |
| Create Rebuttal BRC                                                 | 38        |
| Create Defect Card and Rebuttal Records                             | 43        |
| Create Joint Inspection Certificate                                 | 47        |
| Create Destroyed Unit Records (Rule 107, I.1, I.3, I.4)             | 49        |
| Create Dismantled Unit (Rule 107, I.2, I.4 and Rule 108)            | 52        |
| Debit Example                                                       | 52        |
| Credit Example                                                      | 55        |
| Create Settlement Value Adjustment (Rule 107, I.3, I.4)             | 57        |
| Create Material Supplied (Rule 85) Records                          | 61        |

|                                                                                     |           |
|-------------------------------------------------------------------------------------|-----------|
| Create Shop Billing.....                                                            | 63        |
| AAR Group Billable Repairs .....                                                    | 65        |
| Create Counter Billing Authority Records (CBA).....                                 | 67        |
| Running Repair Agent Reporting (AAR Office Manual) .....                            | 70        |
| Example 1 - for use with Responsibility Code 1: .....                               | 70        |
| Example 2 - for use with Responsibility Code 2 (Handling Line responsibility):..... | 72        |
| Example 3 - for use with Responsibility Code 3: .....                               | 72        |
| <b>Exceptions.....</b>                                                              | <b>74</b> |
| View Invoice Exception and CBA Files .....                                          | 74        |
| Exceptions Taken.....                                                               | 75        |
| Exceptions Received.....                                                            | 76        |
| MI/CL CBAs Issued .....                                                             | 77        |
| MI/CL CBAs Received.....                                                            | 78        |
| Upload Exception and CBA Files.....                                                 | 79        |
| Change Roadmark.....                                                                | 79        |
| Upload Exception Files.....                                                         | 79        |
| Upload CBA Files.....                                                               | 81        |
| Download Message Templates .....                                                    | 82        |
| <b>Data Exchange.....</b>                                                           | <b>83</b> |
| View Data Exchange Submitters .....                                                 | 83        |
| View Data Exchange Receivers.....                                                   | 84        |
| Uploading Inbound Files.....                                                        | 85        |
| BRC/DX Error Codes .....                                                            | 86        |
| Contact Admin .....                                                                 | 87        |
| <b>Proper Usage of Detail Source Codes.....</b>                                     | <b>89</b> |

## List of Exhibits

|                                                                          |    |
|--------------------------------------------------------------------------|----|
| Exhibit 1. User Roles and Descriptions.....                              | 8  |
| Exhibit 2. CRB Request Permission.....                                   | 9  |
| Exhibit 3. CRB Welcome Page .....                                        | 10 |
| Exhibit 4. Billing Repair Card Menu .....                                | 11 |
| Exhibit 5. Billed Party Contacts .....                                   | 12 |
| Exhibit 6. Add/Edit Billed Party Contact Information .....               | 13 |
| Exhibit 7. Billed Party Contacts .....                                   | 14 |
| Exhibit 8. Billing Repair Card - Main .....                              | 15 |
| Exhibit 9. Car Kind Look Up .....                                        | 16 |
| Exhibit 10. BRC Job Couplet Fields .....                                 | 17 |
| Exhibit 11. Job Code Search .....                                        | 18 |
| Exhibit 12. BRC Job Couplet (Part 2).....                                | 18 |
| Exhibit 13. BRC Job Couplet for Wheels.....                              | 19 |
| Exhibit 14. BRC Entered with Job Codes .....                             | 20 |
| Exhibit 15. Billing Repair Card – Main for Manually Priced Repairs ..... | 21 |
| Exhibit 16. BRC Job Couplet for a Manually Priced Repair.....            | 22 |
| Exhibit 17. SPLC Look Up .....                                           | 23 |
| Exhibit 18. SPLC Look Up Results.....                                    | 23 |
| Exhibit 19. View BRCs Page – Active BRCs Tab .....                       | 24 |
| Exhibit 20. Delete BRCs Confirmation.....                                | 25 |
| Exhibit 21. Delete Job Codes Repair Line .....                           | 25 |
| Exhibit 22. View BRCs Page – Priced BRCs Tab.....                        | 27 |
| Exhibit 23. BRC - Create Invoices .....                                  | 27 |
| Exhibit 24. BRC History - Invoicing by Month .....                       | 29 |
| Exhibit 25. BRC History - Invoicing by Month with Results .....          | 29 |

|                                                                                       |    |
|---------------------------------------------------------------------------------------|----|
| Exhibit 26. BRC - Invoice Detail .....                                                | 30 |
| Exhibit 27. BRC PDF Invoice .....                                                     | 30 |
| Exhibit 28. Miscellaneous Charges with Values .....                                   | 31 |
| Exhibit 29. BRC - Create Invoices Page with Miscellaneous Charges Added .....         | 32 |
| Exhibit 30. Search BRCs .....                                                         | 33 |
| Exhibit 31. Search Results .....                                                      | 33 |
| Exhibit 32. Summary of Outstanding BRCs - Priced .....                                | 34 |
| Exhibit 33. BRC History - Invoicing By Month .....                                    | 35 |
| Exhibit 34. BRC History - Invoicing By Month with Search Results .....                | 35 |
| Exhibit 35. Search Results with Transfer BRCs option .....                            | 36 |
| Exhibit 36. BRC Transferee Selection .....                                            | 37 |
| Exhibit 37. Available for Rebuttal Page .....                                         | 38 |
| Exhibit 38. View Billing Repair Card – Main Page .....                                | 39 |
| Exhibit 39. Billing Repair Card – Main Page .....                                     | 40 |
| Exhibit 40. Billed Company Corrected Example .....                                    | 42 |
| Exhibit 41. Additional Fields for Defect Card Example .....                           | 44 |
| Exhibit 42. Defect Card with Rebuttal Information Example .....                       | 46 |
| Exhibit 43. Additional Fields for Joint Inspection Example .....                      | 48 |
| Exhibit 44. BRC for Destroyed Unit Example .....                                      | 50 |
| Exhibit 45. BRC Job Couplet for Destroyed Unit Example .....                          | 51 |
| Exhibit 46. BRC for Dismantled Unit Example .....                                     | 53 |
| Exhibit 47. BRC Job Couplet for Dismantled Unit Example .....                         | 54 |
| Exhibit 48. BRC for Dismantled Unit with a Credit Example .....                       | 56 |
| Exhibit 49. BRC for Settlement Value Adjustment Example .....                         | 58 |
| Exhibit 50. BRC for a Settlement Value Adjustment with a Credit Example .....         | 60 |
| Exhibit 51. BRC for Material Supplied (Rule 85) Example .....                         | 62 |
| Exhibit 52. BRC for Material Supplied (Rule 85) Example .....                         | 64 |
| Exhibit 53. BRC for Group Billable Repairs Example .....                              | 66 |
| Exhibit 54. Counter Billing Authority Records (CBA) Example .....                     | 68 |
| Exhibit 55. BRC Job Couplet for Counter Billing Authority Records (CBA) Example ..... | 68 |
| Exhibit 56. Running Repair Agent Reporting (Responsibility Code 1) Example .....      | 71 |
| Exhibit 57. Running Repair Agent Reporting (Responsibility Code 3) Example .....      | 73 |
| Exhibit 58. Exceptions Menu .....                                                     | 74 |
| Exhibit 59. Search Exceptions Taken .....                                             | 75 |
| Exhibit 60. Exceptions Taken Search Results .....                                     | 75 |
| Exhibit 61. Search Exceptions Received .....                                          | 76 |
| Exhibit 62. Exceptions Received Search Results .....                                  | 76 |
| Exhibit 63. Search MI/CL CBAs Issued .....                                            | 77 |
| Exhibit 64. MI/CL CBAs Issued Search Results .....                                    | 77 |
| Exhibit 65. Search MI/CL CBAs Received .....                                          | 78 |
| Exhibit 66. MI/CL CBAs Received Search Results .....                                  | 78 |
| Exhibit 67. Upload Exception File .....                                               | 80 |
| Exhibit 68. Upload MI/CL CBA File .....                                               | 81 |
| Exhibit 69. Download Message Templates – Exceptions Template Example .....            | 82 |
| Exhibit 70. Data Exchange Menu .....                                                  | 83 |
| Exhibit 71. View DX Submitters .....                                                  | 83 |
| Exhibit 72. View DX Recipients .....                                                  | 84 |
| Exhibit 73. Upload Inbound DX Files .....                                             | 85 |
| Exhibit 74. BRC/DX Error Codes .....                                                  | 86 |
| Exhibit 75. Contact Admin .....                                                       | 87 |
| Exhibit 76. Delete Contact Confirmation Pop-up .....                                  | 88 |
| Exhibit 77. Add New Contact .....                                                     | 88 |

## 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 with procedures and examples to guide you through the application features, including creating a BRC, preparing BRC for invoicing, and handling rebuttal billing.

---

## 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](#) 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 (BRCs) 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 BRCs 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 party) 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](mailto: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 party 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.

| BRC Status Codes | Description                                                                                                                                                                                                                                                                              |
|------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Entered          | 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. |

| BRC Status Codes | Description                                                                                                                                                                                                                                                                                                                                                                        |
|------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Priced</b>    | 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.                        |
| <b>Error</b>     | 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.                                                          |
| <b>Invoiced</b>  | 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. |

## 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](mailto:csc@railinc.com).

---

## Additional Reference Material

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

### 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.

### 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 that 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 party.

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 customers 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>.

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## 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, you 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**

| Role                                      | Description                                                                                                                                                                                |
|-------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>CRB Billing Repair Card User</b>       | Allows the creation of Billing Repair Card data in order to submit invoices and repair records to the Car Repair Billing Data Exchange (CRBDX).                                            |
| <b>CRB Data Exchange Report Viewer</b>    | Provides the ability to view and download CRB Data Exchange reports in the web-based Billing Repair Card application.                                                                      |
| <b>CRB Data Exchange Submitter</b>        | Provides the ability to view CRB Data Exchange submitter and receiver marks as well as the ability to upload inbound data exchange files in the web-based Billing Repair Card application. |
| <b>CRB Survey Participant</b>             | Provides the ability to participate in the survey process to enter quotes for use in the Car Repair Billing Price Master.                                                                  |
| <b>CRB Exceptions General</b>             | Provides the ability to view exception data applicable to their mark or marks for which they have an LOA.                                                                                  |
| <b>CRB Exceptions Submitter/Responder</b> | Provides the ability to submit and download exception data applicable to their mark or marks for which they have an LOA.                                                                   |
| <b>CRB Contact Admin</b>                  | Provides the ability to maintain system contact information applicable to their mark or marks for which they have an LOA.                                                                  |

**Note:** The **BRC Company Admin** role is available, but it is not requestable through SSO. Contact the Railinc Customer Success Center for more information.

## Requesting CRB Access

After authorization to use Railinc SSO is received, you must request general access to CRB following instructions in the [Railinc Single Sign-On/Launch Pad User Guide](#).

### Exhibit 2. CRB Request Permission

#### Car Repair Billing

CRB system provides functionality to create US, CA and MX pricemasters using quotes from quarterly price survey. It also provides online screens for repair shops and contract shops to submit invoices to responsible parties thru Data Exchange.

1 Select Roles

2 Confirm

3 Done

☐ CRB Billing Repair Card User ( MARK required )  
Allows user to create Billing Repair Cards and invoices to submit to the CRB Data Exchange process.

☐ CRB Contact Admin ( MARK required )  
This role allows CRB Users the ability to maintain system contact information for data exchange, exception, and Price Master notifications that are applicable to their Mark.

☐ CRB Data Exchange Report Viewer ( MARK required )  
CRB Data Exchange Report Viewer

☐ CRB Data Exchange Submitter ( MARK required )  
Ability to view CRB Data Exchange submitter and receiver marks in the web based Billing Repair Card application.

☐ CRB Exceptions General ( MARK required )  
This role allows CRB users the ability to view exception data applicable to their mark, or marks for which they have an LOA.

☐ CRB Exceptions Submitter/Responder ( MARK required )  
This role allows CRB users the ability to submit and download exception data applicable to their mark, or marks for which they have an LOA.

☐ CRB Survey Participant ( MARK required )  
Participates in the survey process to enter quotes that will be used in AAR/RAC Price Master. Participation must be approved by the AAR.

Comments

0/255

Return

Next

Once you receive email notification of access to CRB, you can login and begin using CRB.

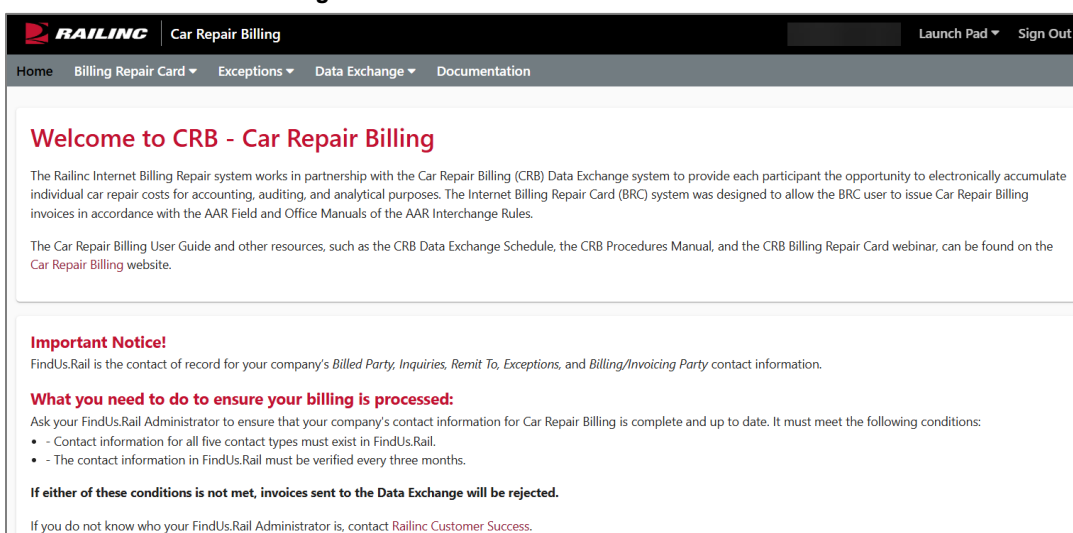
**Note:** Access to certain functions within CRB is handled by your local CRB administrator who has the SSO rights to grant access to local CRB user tasks (and menu items).

# Logging In

Use the following procedure to log into CRB:

1. Open your internet browser and enter <https://public.railinc.com> to open the Railinc website.
2. Select the **Customer Login** link in the upper right of the page. The Account Access page is displayed.
3. Enter your **User ID** and **Password**. Select **Sign In**. The Railinc Launch Pad is displayed.
4. In **My Applications**, select **Car Repair Billing**. The CRB Welcome page is displayed ([Exhibit 3](#)).

**Exhibit 3. CRB Welcome Page**



5. Continue by selecting an application menu item.

---

**Note:** Menu content varies based on role-based permissions granted (see [Exhibit 2](#)). The Billing Repair Card, Exceptions and Data Exchange menu items are the only functions covered in this guide.

---

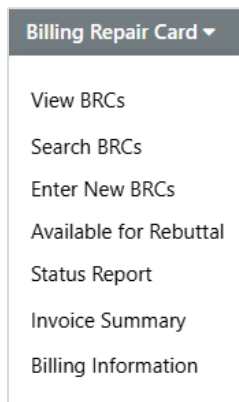
# Logging Out

To log out of CRB, select the **Sign Out** link. The SSO Welcome page is displayed.

## Billing Repair Card

Select **Billing Repair Card** from the CRB menu to see the Billing Repair Card menu and find these functions:

**Exhibit 4. Billing Repair Card Menu**



- [Searching and Viewing BRCs](#)
- [Entering a New BRC](#)
- [Create Rebuttal BRC](#)
- [Viewing BRC Status Report](#)
- [Creating Invoices and Submitting Data](#)
- [Verifying Billing Information in FindUs.Rail](#)

---

## Verifying Billing Information in FindUs.Rail

Before you start creating BRCs, verify your company's billing information exists in [FindUs.Rail](#) for all six functions: Billed Party (BP), Billing or Invoicing Party (IP), Counter Billing (CB), Inquiries (IQ), Invoice Exceptions (EX), and Remit To (RT). This information must be verified every 3 months in [FindUs.Rail](#). The information for functions IQ, RT, EX, CB, and IP will appear on your printed paper invoices.

---

**Note:** Contact information may be entered in [FindUs.Rail](#) for RTUSA, RTMEX, or RTCAN in addition to or in place of RT.

---

## Entering Tax ID and Billed Party Contact Information

In addition to verifying your company's contact information exists in FindUs.Rail, before you start creating BRCs, you must enter your company's Tax ID. You must also enter Billed Party Contact Information for each individual company that you invoice through the BRC.

Use the following procedure to enter a Tax ID:

1. Log into CRB as described in [Logging In](#). The CRB Welcome page is displayed ([Exhibit 3](#)).
2. Select **Billing Repair Card** > **Billing Information**. The Billed Party Contacts page is displayed.

### Exhibit 5. Billed Party Contacts

Active Roadmark: RAIL

User: [Redacted]

Billing/Invoicing Party Tax ID\*: [Redacted] [Save Tax ID](#)

**Billed Party Contacts**

|                          | Company Name                           | Name       | Title            | Email      |
|--------------------------|----------------------------------------|------------|------------------|------------|
| <input type="checkbox"/> | <a href="#">RAILINC</a>                | [Redacted] | BA               | [Redacted] |
| <input type="checkbox"/> | <a href="#">Railinc</a>                | [Redacted] | BA               | [Redacted] |
| <input type="checkbox"/> | <a href="#">Railinc</a>                | [Redacted] | Business Analyst | [Redacted] |
| <input type="checkbox"/> | <a href="#">GATX</a>                   | [Redacted] |                  | [Redacted] |
| <input type="checkbox"/> | <a href="#">A026</a>                   | [Redacted] | A026             | [Redacted] |
| <input type="checkbox"/> | <a href="#">A033</a>                   | [Redacted] | A033             | [Redacted] |
| <input type="checkbox"/> | <a href="#">BOUR</a>                   | [Redacted] | BOUR             | [Redacted] |
| <input type="checkbox"/> | <a href="#">Railinc_Test</a>           | [Redacted] |                  | [Redacted] |
| <input type="checkbox"/> | <a href="#">Railinc Corp</a>           | [Redacted] | Brown            | [Redacted] |
| <input type="checkbox"/> | <a href="#">Invalid Character Test</a> | [Redacted] |                  | [Redacted] |

10 25 50 100

[Add New Contact](#) [Delete Contacts](#) [Clear Checkboxes](#)

3. Enter *your* company's Tax Identification Number in the **Billing/Invoicing Party Tax ID** field and select **Save Tax ID**.

Use the following procedure to update or add Billed Party contacts:

1. Log into CRB as described in [Logging In](#). The CRB Welcome page is displayed ([Exhibit 3](#)).
2. Select **Billing Repair Card** > **Billing Information**. The Billed Party Contacts page is displayed ([Exhibit 5](#)).
  - a. To update an existing Billed Party contact, select the contact's hyperlinked **Company Name**. The Add/Edit Billed Party Contact Information page is displayed. Make the required edits and select **Save**.
  - b. To add a new Billed Party contact, select **Add New Contact**. The Add/Edit Billed Party Contact Information page is displayed. Required fields are marked with an asterisk (\*). Enter the new contact information and select **Save**.

### Exhibit 6. Add/Edit Billed Party Contact Information

|                                           |                 |                     |                     |
|-------------------------------------------|-----------------|---------------------|---------------------|
| Billing/Invoicing Party Tax ID*           |                 |                     |                     |
|                                           |                 |                     |                     |
| Add/Edit Billed Party Contact Information |                 |                     |                     |
| Company Name*                             | Name            | Title               | Phone               |
| Railinc                                   | John Doe        | Business Analyst    | 9196515000          |
| Fax                                       | Email           | Street Address*     | Address Line 1      |
|                                           | crb@railinc.com | 7001 Weston Parkway | 7001 Weston Parkway |
| Address Line 2                            | Address Line 3  | City*               | State/Province*     |
|                                           |                 | Cary                | NC                  |
| Country*                                  | Postal Code*    |                     |                     |
| United States                             | 27513           |                     |                     |
| <div>CancelSave</div>                     |                 |                     |                     |

## Deleting Billed Party Contacts

Use the following procedure to delete unneeded Billed Party contacts:

1. Log into CRB as described in [Logging In](#).

The CRB Welcome page is displayed ([Exhibit 3](#)).

2. Select **Billing Repair Card > Billing Information**. The Billed Party Contacts page is displayed ([Exhibit 5](#)).
3. Select the checkbox(es) to the left of the Billed Parties to be deleted. The **Delete Contacts** button is enabled.

### Exhibit 7. Billed Party Contacts

Active Roadmark  
RAIL

User

Billing/Invoicing Party Tax ID\*  
[Input Field]

Save Tax ID

**Billed Party Contacts**

|                                     | Company Name                           | Name | Title            | Email |
|-------------------------------------|----------------------------------------|------|------------------|-------|
| <input type="checkbox"/>            | <a href="#">Railinc</a>                |      | BA               |       |
| <input type="checkbox"/>            | <a href="#">Railinc</a>                |      | Business Analyst |       |
| <input type="checkbox"/>            | <a href="#">GATX</a>                   |      |                  |       |
| <input type="checkbox"/>            | <a href="#">A026</a>                   |      | A026             |       |
| <input checked="" type="checkbox"/> | <a href="#">A033</a>                   |      | A033             |       |
| <input type="checkbox"/>            | <a href="#">BOUR</a>                   |      | BOUR             |       |
| <input type="checkbox"/>            | <a href="#">Railinc Test</a>           |      |                  |       |
| <input type="checkbox"/>            | <a href="#">Railinc Corp</a>           |      | Brown            |       |
| <input type="checkbox"/>            | <a href="#">Invalid Character Test</a> |      |                  |       |
| <input type="checkbox"/>            | <a href="#">BA TEST</a>                |      | Business Analyst |       |

10 25 50 100

Add New Contact Delete Contacts Clear Checkboxes

4. Select the **Delete Contacts** button. A confirmation message is displayed.

5. Select **OK** to confirm your decision.

---

**Note:** Deleted contacts cannot be recovered. To reenter a deleted contact, use the process described in [Entering Tax ID and Billed Party Contact Information](#).

---

## Entering a New BRC

Use the following procedure to create new billing repair card information:

1. Log into CRB as described in [Logging In](#). The CRB Welcome page is displayed ([Exhibit 3](#)).
2. Select **Billing Repair Card > Enter New BRCs**. The Billing Repair Card - Main page is displayed ([Exhibit 8](#)).

**Exhibit 8. Billing Repair Card - Main**

Active Roadmark  
RAIL
User

### Billing Repair Card - Main

|                            |                             |                                            |                              |
|----------------------------|-----------------------------|--------------------------------------------|------------------------------|
| Car Initial*<br>KCS        | Car Number*<br>720020       | Car Kind*<br>H - Hopper                    | Billed Company*<br>CN        |
| L/E/U Indicator*<br>Loaded | Repaired SPLC*<br>085618000 | Detail Source*<br>BR-Billing Repair Card   | Date Repaired*<br>11/4/2024  |
| Defect Card Party          | Defect Card Date            | Repair Facility Type*<br>RT - Repair Track | Repair Facility Arrival Date |
| Currency to use*<br>US     | Doc. Ref. Number            | DDCT ID(XXXX9999999)                       |                              |

Specify the following for Manually Priced Job Codes

Use AAR Time Standard  
☒ Yes ☐ No
Contract Labor Rate

This BRC is for a re-submit invoice

☐ Yes ☒ No
Original Invoice Number
Original Account Date

CIF Fields(optional)

|                     |                   |                     |                  |
|---------------------|-------------------|---------------------|------------------|
| Repairing Party CIF | Billing Party CIF | Invoicing Party CIF | Defect Party CIF |
|---------------------|-------------------|---------------------|------------------|

Rebuttal

|                 |                                     |                              |
|-----------------|-------------------------------------|------------------------------|
| Repairing Party | Repairing Party Doc. Reference Nbr. | Repairing Party Invoice Nbr. |
|-----------------|-------------------------------------|------------------------------|

Job Codes

| App. Job        | Rem. Job | Loc. | Why Made | Qty. | Net Charge | Status | EHMS Sent Date |
|-----------------|----------|------|----------|------|------------|--------|----------------|
| No Rows To Show |          |      |          |      |            |        |                |

Add Repair Line
Delete
Edit

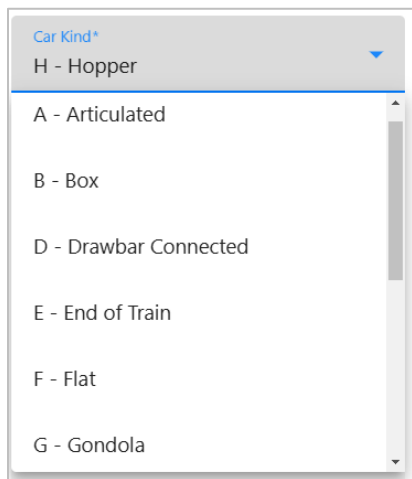
Back
Save Draft
Price & Save



3. At a minimum, complete the mandatory fields, which are appended with an asterisk (\*) and are listed below.

- **Car Initial**
- **Car Number**
- **Car Kind** (not required on group billable). Select the appropriate car kind from the Car Kind drop-down list ([Exhibit 9](#)). The Car Kind field is populated with the selected car kind.

**Exhibit 9. Car Kind Look Up**



The image shows a screenshot of a web-based dropdown menu for 'Car Kind\*'. The menu is currently open, displaying a list of car types. The top option is 'H - Hopper', which is highlighted with a blue bar. Below it are 'A - Articulated', 'B - Box', 'D - Drawbar Connected', 'E - End of Train', 'F - Flat', and 'G - Gondola'. A vertical scrollbar is visible on the right side of the list, indicating that there may be more options than are currently visible.

- **Billed Company** (see the following note)

---

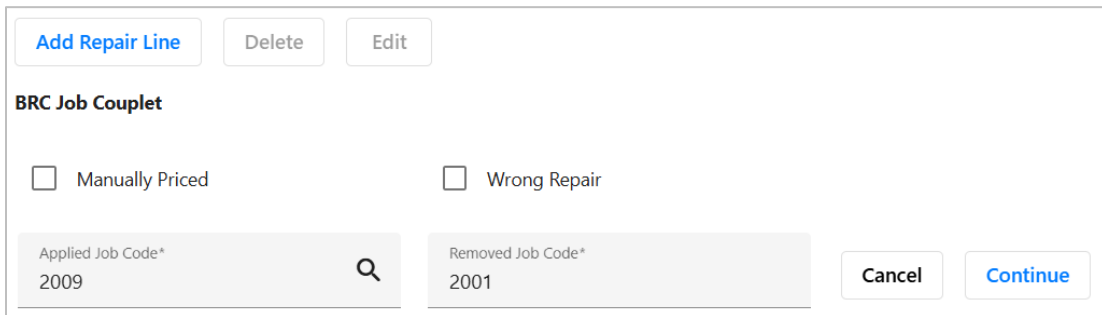
**Note:** Car Repair Data Exchange distributes information based on the contents of the **Billed Company** field. It is extremely important that you input a valid Billed Company in this field. If you do not input a valid Billed Company, the CRBDX record will not be delivered to the appropriate billed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

---

- **Load/Empty/Unknown Indicator** (not required on group billable)
  - **Repaired SPLC** (9-digit number representing the repair location). You can use the magnifying glass icon  to perform a SPLC lookup (see [Performing a SPLC Lookup](#)).
  - **Detail Source**
  - **Date Repaired**
  - **Currency to use**
4. As needed or appropriate, complete the non-mandatory fields.
- Defect Card Party
  - Defect Card Date
  - Repair Facility Type
  - Repair Facility Arrival Date
  - Document Reference Number
  - DDCT ID (format: XXXX99999999)

- For Manually Priced Job Codes
    - Use AAR Time Standard
    - Contract Labor Rate
  - For Resubmitted Invoices
    - Yes/No
    - Original Invoice Number
    - Original Account Date
  - CIF Fields:
    - Repairing Party CIF
    - Billing Party CIF
    - Invoicing Party CIF
    - Defect Party CIF
  - Rebuttal
    - Repairing Party
    - Repairing Party Doc. Ref. Nbr
    - Repairing Party Invoice Nbr
5. In the Job Codes section, select the **Add Repair Line** button. The BRC Job Couplet fields are displayed ([Exhibit 10](#)).

**Exhibit 10. BRC Job Couplet Fields**



**Add Repair Line**   **Delete**   **Edit**

**BRC Job Couplet**

☐ Manually Priced      ☐ Wrong Repair

Applied Job Code\*  
2009      

Removed Job Code\*  
2001

**Cancel**      **Continue**

6. As needed, select the optional checkboxes to indicate **Manually Priced** or **Wrong Repair**. See [Entering Manually Priced Repairs](#) for full details.
7. Complete the mandatory fields for **Applied Job Code** and **Removed Job Code**.
- a. As needed, select the magnifying glass icon  next to either field to access the Job Codes Search lookup ([Exhibit 11](#)).

**Exhibit 11. Job Code Search**

**Job Codes Search**

Job Code:

Rule Number: 16 - Couplers Type E an... ▼

Description:

**Search Result**

| Job Code                      | Description                          | Rule Number |
|-------------------------------|--------------------------------------|-------------|
| <input type="checkbox"/> 2009 | COUPLER BODY, E 60 DC                | 16          |
| <input type="checkbox"/> 2010 | COUPLER BODY, SBE 60 DC              | 16          |
| <input type="checkbox"/> 2011 | COUPLER BODY, SBE 60 DE OR SBE 60 EE | 16          |
| <input type="checkbox"/> 2012 | COUPLER BODY, SE 60 DC               | 16          |

- 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 12](#)). The available input fields may vary depending on the selected Job Codes. For example, entering Job Code 3111 enables the Wheel Readings input section as shown in [Exhibit 13](#).

**Exhibit 12. BRC Job Couplet (Part 2)**

**BRC Job Couplet**

Applied Job Code\*  
2009

Removed Job Code\*  
2001

Component Id\*

Location on Car ▼

Quantity [PM Max: 1]\*

Condition Code\* ▼

Applied Qualifier

Removed Qualifier

Why Made Code\* ▼

Responsibility Code\* ▼

Applied Job Code Description  
COUPLER BODY, E 60 DC

Narrative  
COUPLER BODY, E 60 DC

**Pricing Information**

\$ Material Price

\$ Labor Price

\$ Total

**Exhibit 13. BRC Job Couplet for Wheels**

| BRC Job Couplet                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                   |                   |       |                                 |                       |                                |         |                   |                   |          |      |     |     |      |        |                                  |  |        |       |              |                       |       |         |  |   |    |  |  |  |    |   |                                  |  |        |       |              |                       |       |         |  |   |    |  |  |  |    |   |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-------------------|-------|---------------------------------|-----------------------|--------------------------------|---------|-------------------|-------------------|----------|------|-----|-----|------|--------|----------------------------------|--|--------|-------|--------------|-----------------------|-------|---------|--|---|----|--|--|--|----|---|----------------------------------|--|--------|-------|--------------|-----------------------|-------|---------|--|---|----|--|--|--|----|---|
| Applied Job Code*                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                   | Removed Job Code* |       |                                 |                       |                                |         |                   |                   |          |      |     |     |      |        |                                  |  |        |       |              |                       |       |         |  |   |    |  |  |  |    |   |                                  |  |        |       |              |                       |       |         |  |   |    |  |  |  |    |   |
| 3111                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                   | 3111              |       |                                 |                       |                                |         |                   |                   |          |      |     |     |      |        |                                  |  |        |       |              |                       |       |         |  |   |    |  |  |  |    |   |                                  |  |        |       |              |                       |       |         |  |   |    |  |  |  |    |   |
| Component Id                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                   | Location on Car   |       | Quantity [PM Max 1]*            |                       | Condition Code*                |         |                   |                   |          |      |     |     |      |        |                                  |  |        |       |              |                       |       |         |  |   |    |  |  |  |    |   |                                  |  |        |       |              |                       |       |         |  |   |    |  |  |  |    |   |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                   | L2-L2             |       | 1                               |                       | 7-                             |         |                   |                   |          |      |     |     |      |        |                                  |  |        |       |              |                       |       |         |  |   |    |  |  |  |    |   |                                  |  |        |       |              |                       |       |         |  |   |    |  |  |  |    |   |
| Applied Qualifier                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                   | Removed Qualifier |       | Why Made Code*                  |                       | Responsibility Code*           |         |                   |                   |          |      |     |     |      |        |                                  |  |        |       |              |                       |       |         |  |   |    |  |  |  |    |   |                                  |  |        |       |              |                       |       |         |  |   |    |  |  |  |    |   |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                   |                   |       | 48-Thin rim with dynamic impact |                       | 2-Handling Line Responsibility |         |                   |                   |          |      |     |     |      |        |                                  |  |        |       |              |                       |       |         |  |   |    |  |  |  |    |   |                                  |  |        |       |              |                       |       |         |  |   |    |  |  |  |    |   |
| Applied Job Code Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                   |                   |       | Narrative                       |                       |                                |         |                   |                   |          |      |     |     |      |        |                                  |  |        |       |              |                       |       |         |  |   |    |  |  |  |    |   |                                  |  |        |       |              |                       |       |         |  |   |    |  |  |  |    |   |
| WHEEL 38" 2W HT-CP                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                   |                   |       | WHEEL 38" 2W HT-CP              |                       |                                |         |                   |                   |          |      |     |     |      |        |                                  |  |        |       |              |                       |       |         |  |   |    |  |  |  |    |   |                                  |  |        |       |              |                       |       |         |  |   |    |  |  |  |    |   |
| <b>Wheel Readings (if applicable)</b> <table border="1"> <thead> <tr> <th></th> <th>legible / Unknown</th> <th>Month</th> <th>Year</th> <th>Mfr</th> <th>Cls</th> <th>Side</th> <th>Finger</th> </tr> </thead> <tbody> <tr> <td>Applied <input type="checkbox"/></td> <td></td> <td>Month*</td> <td>Year*</td> <td>EW-Edgewater</td> <td>C-Heat Treated Wheels</td> <td>Side*</td> <td>Finger*</td> </tr> <tr> <td></td> <td>8</td> <td>21</td> <td></td> <td></td> <td></td> <td>22</td> <td>1</td> </tr> <tr> <td>Removed <input type="checkbox"/></td> <td></td> <td>Month*</td> <td>Year*</td> <td>EW-Edgewater</td> <td>C-Heat Treated Wheels</td> <td>Side*</td> <td>Finger*</td> </tr> <tr> <td></td> <td>2</td> <td>16</td> <td></td> <td></td> <td></td> <td>23</td> <td>0</td> </tr> </tbody> </table> |                   |                   |       |                                 |                       |                                |         |                   | legible / Unknown | Month    | Year | Mfr | Cls | Side | Finger | Applied <input type="checkbox"/> |  | Month* | Year* | EW-Edgewater | C-Heat Treated Wheels | Side* | Finger* |  | 8 | 21 |  |  |  | 22 | 1 | Removed <input type="checkbox"/> |  | Month* | Year* | EW-Edgewater | C-Heat Treated Wheels | Side* | Finger* |  | 2 | 16 |  |  |  | 23 | 0 |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | legible / Unknown | Month             | Year  | Mfr                             | Cls                   | Side                           | Finger  |                   |                   |          |      |     |     |      |        |                                  |  |        |       |              |                       |       |         |  |   |    |  |  |  |    |   |                                  |  |        |       |              |                       |       |         |  |   |    |  |  |  |    |   |
| Applied <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                   | Month*            | Year* | EW-Edgewater                    | C-Heat Treated Wheels | Side*                          | Finger* |                   |                   |          |      |     |     |      |        |                                  |  |        |       |              |                       |       |         |  |   |    |  |  |  |    |   |                                  |  |        |       |              |                       |       |         |  |   |    |  |  |  |    |   |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 8                 | 21                |       |                                 |                       | 22                             | 1       |                   |                   |          |      |     |     |      |        |                                  |  |        |       |              |                       |       |         |  |   |    |  |  |  |    |   |                                  |  |        |       |              |                       |       |         |  |   |    |  |  |  |    |   |
| Removed <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                   | Month*            | Year* | EW-Edgewater                    | C-Heat Treated Wheels | Side*                          | Finger* |                   |                   |          |      |     |     |      |        |                                  |  |        |       |              |                       |       |         |  |   |    |  |  |  |    |   |                                  |  |        |       |              |                       |       |         |  |   |    |  |  |  |    |   |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 2                 | 16                |       |                                 |                       | 23                             | 0       |                   |                   |          |      |     |     |      |        |                                  |  |        |       |              |                       |       |         |  |   |    |  |  |  |    |   |                                  |  |        |       |              |                       |       |         |  |   |    |  |  |  |    |   |
| <b>Pricing Information</b> <table border="1"> <tr> <td>\$ Material Price</td> <td>\$ Labor Price</td> <td>\$ Total</td> </tr> </table>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                   |                   |       |                                 |                       |                                |         | \$ Material Price | \$ Labor Price    | \$ Total |      |     |     |      |        |                                  |  |        |       |              |                       |       |         |  |   |    |  |  |  |    |   |                                  |  |        |       |              |                       |       |         |  |   |    |  |  |  |    |   |
| \$ Material Price                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | \$ Labor Price    | \$ Total          |       |                                 |                       |                                |         |                   |                   |          |      |     |     |      |        |                                  |  |        |       |              |                       |       |         |  |   |    |  |  |  |    |   |                                  |  |        |       |              |                       |       |         |  |   |    |  |  |  |    |   |
| <div> <input type="button" value="Cancel"/> <input type="button" value="Done"/> </div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                   |                   |       |                                 |                       |                                |         |                   |                   |          |      |     |     |      |        |                                  |  |        |       |              |                       |       |         |  |   |    |  |  |  |    |   |                                  |  |        |       |              |                       |       |         |  |   |    |  |  |  |    |   |

9. At a minimum, complete the mandatory fields, which are appended with an asterisk and are listed below.

- **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. (Component ID may or may not be required depending on the Job Code.)
- **Location on Car** (may or may not be required depending on the Job Code)
- **Quantity [PM Max 1]**
- **Condition Code**
- **Why Made Code**
- **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**

**Note:** If Manually Priced is checked in the BRC Job Couplet section, **Material Price** and/or **Labor Price** must be entered.

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

## Billing Repair Card

11. Complete one of the following steps:

- If an additional Job Couplet is needed, select **Add Next**.
- If finished, select **Done**. The Billing Repair Card – Main page is redisplayed with the Job Code added ([Exhibit 14](#)). Proceed to step 12.
- To cancel the entry of the BRC, select **Cancel**.

**Exhibit 14. BRC Entered with Job Codes**

**Billing Repair Card - Main**

|                 |              |               |              |              |           |
|-----------------|--------------|---------------|--------------|--------------|-----------|
| Car:            | KCS 013780   | Repair Date:  | 2021-09-12   | Repaired At: | 381380000 |
| Total Charge:   | \$461.80     | Status:       | Pending      |              |           |
| Invoice Number: | Not Invoiced | Invoice Date: | Not Invoiced |              |           |

|              |             |           |                 |
|--------------|-------------|-----------|-----------------|
| Car Initial* | Car Number* | Car Kind* | Billed Company* |
| KCS          | 013780      | B - Box   | KCS             |

|                  |                |                        |                |
|------------------|----------------|------------------------|----------------|
| USEFI Indicator* | Repaired SPIC* | Detail Source*         | Date Repaired* |
| Loaded           | 381380000      | BR-Billing Repair Card | 9/12/2021      |

|                   |                  |                       |                              |
|-------------------|------------------|-----------------------|------------------------------|
| Defect Card Party | Defect Card Date | Repair Facility Type* | Repair Facility Arrival Date |
|                   |                  |                       |                              |

|                  |                  |                       |
|------------------|------------------|-----------------------|
| Currency to use* | Doc. Ref. Number | DDCT ID(000009999999) |
| US               |                  |                       |

**Specify the following for Manually Priced Job Codes**

Use AAR Time Standard  
☒ Yes ☐ No

Contract Labor Rate

**This BRC is for a re-submit invoice**

☐ Yes ☒ No

Original Invoice Number

Original Account Date

**CIF Fields(optional)**

|                     |                   |                     |                  |
|---------------------|-------------------|---------------------|------------------|
| Repairing Party CIF | Billing Party CIF | Invoicing Party CIF | Defect Party CIF |
|                     |                   |                     |                  |

**Rebuttal**

|                 |                                     |                              |
|-----------------|-------------------------------------|------------------------------|
| Repairing Party | Repairing Party Doc. Reference Nbr. | Repairing Party Invoice Nbr. |
|                 |                                     |                              |

**Job Codes**

| App. Job                      | Rem. Job | Loc. | Why Made | Qty. | Net Charge | Status  | EHMS Sent Date |
|-------------------------------|----------|------|----------|------|------------|---------|----------------|
| <input type="checkbox"/> 1603 | 1603     | 1    | 01       | 1    | 445.95     | Entered |                |
| <input type="checkbox"/> 1210 | 1210     |      | 01       | 2    | 15.85      | Entered |                |

10 25 50 100

Add Repair Line Delete Edit

Back Copy as New Save Draft **Price & Save**

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, you can select the **Save Draft** button to save a work in progress BRC.

**Note:** Selecting **Back** displays the View BRCs page. If **Back** is selected before **Price & Save** or **Save Draft**, all data entered is deleted.

## Entering Manually Priced Repairs

For Manually Priced Repairs, you are required to input your Contract Labor Rate and select **No** for the **Use AAR Time Standard** section. If you select **Yes** for **Use 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.

Use the following procedure to create new manually priced billing repair card information:

1. Log into CRB as described in [Logging In](#). 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 15](#) shows a typical manually priced repair.

### Exhibit 15. Billing Repair Card – Main for Manually Priced Repairs

**Billing Repair Card - Main**

|                 |                     |               |                     |              |                  |
|-----------------|---------------------|---------------|---------------------|--------------|------------------|
| Car:            | <b>BNSF 712500</b>  | Repair Date:  | <b>2021-09-13</b>   | Repaired At: | <b>411657000</b> |
| Total Charge:   | <b>\$3,800.00</b>   | Status:       | <b>Pending</b>      |              |                  |
| Invoice Number: | <b>Not Invoiced</b> | Invoice Date: | <b>Not Invoiced</b> |              |                  |

|              |             |           |                 |
|--------------|-------------|-----------|-----------------|
| Car Initial* | Car Number* | Car Kind* | Billed Company* |
| BNSF         | 712500      | B - Box   | CN              |

|                  |                |                        |                |
|------------------|----------------|------------------------|----------------|
| L/E/U Indicator* | Repaired SPLC* | Detail Source*         | Date Repaired* |
| Empty            | 411657000      | BR-Billing Repair Card | 9/13/2021      |

|                   |                  |                       |                              |
|-------------------|------------------|-----------------------|------------------------------|
| Defect Card Party | Defect Card Date | Repair Facility Type* | Repair Facility Arrival Date |
|                   |                  | RT - Repair Track     |                              |

|                  |                  |                      |
|------------------|------------------|----------------------|
| Currency to use* | Doc. Ref. Number | DDCT ID(XXXX9999999) |
| US               |                  |                      |

**Specify the following for Manually Priced Job Codes**

Use AAR Time Standard  
☐ Yes ☒ No
 Contract Labor Rate  
150

**This BRC is for a re-submit invoice**

☐ Yes ☒ No
 Original Invoice Number
Original Account Date

**CIF Fields(optional)**

|                     |                   |                     |                  |
|---------------------|-------------------|---------------------|------------------|
| Repairing Party CIF | Billing Party CIF | Invoicing Party CIF | Defect Party CIF |
|                     |                   |                     |                  |

**Rebuttal**

|                 |                                     |                              |
|-----------------|-------------------------------------|------------------------------|
| Repairing Party | Repairing Party Doc. Reference Nbr. | Repairing Party Invoice Nbr. |
|                 |                                     |                              |

**Job Codes**

| App. Job        | Rem. Job | Loc. | Why Made | Qty. | Net Charge | Status | EHMS Sent Date |
|-----------------|----------|------|----------|------|------------|--------|----------------|
| No Rows To Show |          |      |          |      |            |        |                |

[Add Repair Line](#)
[Delete](#)
[Edit](#)

[Back](#)
[Copy as New](#)
[Save Draft](#)
[Price & Save](#)

3. At a minimum, complete the mandatory fields, which are appended with an asterisk (\*) and are listed below.
  - **Car Initial**
  - **Car Number**
  - **Car Kind** (not required on group billable). Select the appropriate car kind from the Car Kind drop-down list. 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). You can use the magnifying glass icon  to perform a SPLC lookup (see [Performing a SPLC Lookup](#)).
  - **Detail Source**
  - **Date Repaired**
  - **Currency to use**

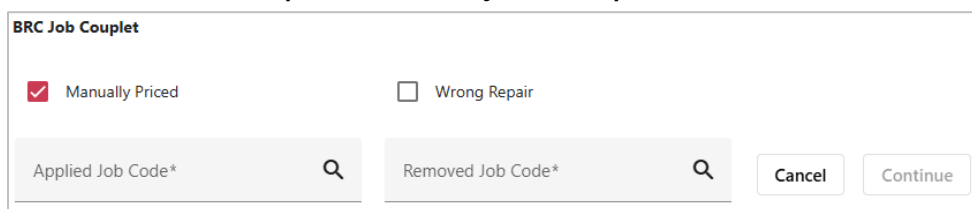
---

**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 CRBDX record will not be delivered to the appropriate billed party.

---

4. Optionally, in the **Specify the following for Manually Priced Job Codes** section of the page, enter a **Contract Labor Rate** and select **No** for **Use AAR Time Standard**.
5. As needed or appropriate, complete the other non-mandatory fields.
6. In the Job Codes section, select the **Add Repair Line** button. The BRC Job Couplet section is displayed ([Exhibit 16](#)).

**Exhibit 16. BRC Job Couplet for a Manually Priced Repair**



The screenshot shows a form titled "BRC Job Couplet". At the top, there are two checkboxes: "Manually Priced" (which is checked with a red checkmark) and "Wrong Repair" (which is unchecked). Below these checkboxes are two input fields: "Applied Job Code\*" and "Removed Job Code\*", each followed by a magnifying glass icon. To the right of these fields are two buttons: "Cancel" and "Continue".

7. Select the **Manually Priced** checkbox to indicate manual pricing.
8. Optionally, select the **Wrong Repair** checkbox to indicate a wrong repair.
9. Complete the remaining steps as described in [Entering a New BRC](#) starting at step 7.

---

**Note:** On the BRC Job Couplet (Part 2) page (see [Exhibit 12](#)), you must enter the Narrative Description of your NIT League Job Code, and either the Material Price or Labor Price (or both).

---

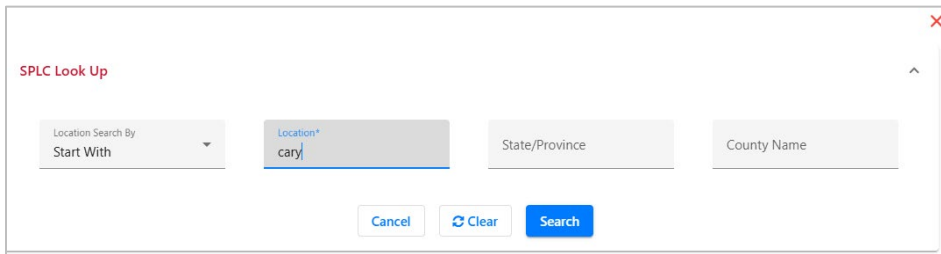
## Performing a SPLC Lookup

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.

Use the following procedure to perform a SPLC lookup:

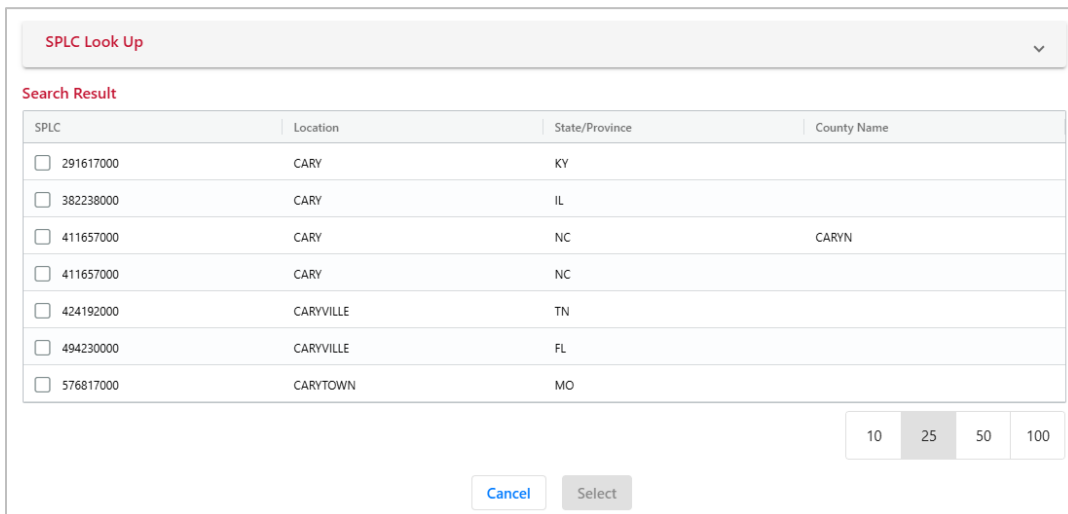
1. Perform the steps in either [Entering a New BRC](#) or [Entering Manually Priced Repairs](#) to get to the Billing Repair Card – Main page ([Exhibit 15](#)).
2. Select the magnifying glass icon  next to the repaired SPLC field. The SPLC Look Up page is displayed ([Exhibit 17](#)).

**Exhibit 17. SPLC Look Up**



3. Use the drop-down field (Starts With, Contains, Ends 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 popup is displayed ([Exhibit 18](#)).

**Exhibit 18. SPLC Look Up Results**



| SPLC                               | Location  | State/Province | County Name |
|------------------------------------|-----------|----------------|-------------|
| <input type="checkbox"/> 291617000 | CARY      | KY             |             |
| <input type="checkbox"/> 382238000 | CARY      | IL             |             |
| <input type="checkbox"/> 411657000 | CARY      | NC             | CARYN       |
| <input type="checkbox"/> 411657000 | CARY      | NC             |             |
| <input type="checkbox"/> 424192000 | CARYVILLE | TN             |             |
| <input type="checkbox"/> 494230000 | CARYVILLE | FL             |             |
| <input type="checkbox"/> 576817000 | CARYTOWN  | MO             |             |

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, you 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).

Use the following procedure to change a BRC:

1. Select **Billing Repair Card > View BRCs**. The View BRCs page – Active BRCs tab ([Exhibit 19](#)) is displayed.

**Note:** Select the **Priced BRCs** tab if you need to change a Priced BRC.

### **Exhibit 19. View BRCs Page – Active BRCs Tab**

| Active BRCs      Priced BRCs                         |                |             |           |              |         |                                                      |                                                                                   |
|------------------------------------------------------|----------------|-------------|-----------|--------------|---------|------------------------------------------------------|-----------------------------------------------------------------------------------|
| Total Items: 4                                       |                |             |           |              |         |                                                      |                                                                                   |
| <input type="checkbox"/> Car ID                      | Billed company | Repair Date | SPLC      | Total Charge | Status  | Owned By                                             | Last Updated By                                                                   |
| <input type="checkbox"/> <a href="#">KCS 013780</a>  | KCS            | 09-12-2021  | 381380000 | \$461.8      | Pending |                                                      |                                                                                   |
| <input type="checkbox"/> <a href="#">RAIL 007711</a> | CSXT           | 07-01-2021  | 411657000 | \$-4,000     | Error   |                                                      |                                                                                   |
| <input type="checkbox"/> <a href="#">BNSF 712500</a> | CN             | 09-13-2021  | 411657000 | \$3,800      | Pending |                                                      |                                                                                   |
| <input type="checkbox"/> <a href="#">RAIL 007711</a> | CSXT           | 07-03-2021  | 411657000 | \$0          | Pending |                                                      |                                                                                   |
|                                                      |                |             |           |              |         | 10   25   50   100                                   |                                                                                   |
|                                                      |                |             |           |              |         | <input type="button" value="Delete Selected Items"/> | <input type="button" value="Transfer BRCs"/> <input type="button" value="Price"/> |

2. Select the listed hyperlinked Car ID of the BRC to be changed. The Billing Repair Card - Main page is opened ([Exhibit 8](#)).
3. Complete any needed edits.
4. Select **Save Draft** to save the changed BRC.

## Deleting BRCs

During the month, you 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 BRC System.

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

Use the following procedure to delete an entire BRC:

1. Select **Billing Repair Card** > **View BRCs**. The View BRCs page – Active BRCs tab is displayed ([Exhibit 19](#)).

**Note:** Select the **Priced BRCs** tab if you need to delete an entire Priced BRC.

2. Select the listed BRC to be deleted.
3. Select the **Delete Selected Items** button. A confirmation message is displayed ([Exhibit 20](#)).

**Exhibit 20. Delete BRCs Confirmation**

**Confirm action**

Are you sure you want to delete ?

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

Use the following procedure to delete one or more detail lines from a BRC:

1. From the Billing Repair Card menu, select **View BRCs**. The View BRCs page – Active BRCs tab is displayed ([Exhibit 19](#)).

**Note:** Select the **Priced BRCs** tab if you need to delete detail lines from Priced BRCs.

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 8](#)).

**Exhibit 21. Delete Job Codes Repair Line**

| <b>Job Codes</b>                         |          |      |          |      |            |         |                |
|------------------------------------------|----------|------|----------|------|------------|---------|----------------|
| App. Job                                 | Rem. Job | Loc. | Why Made | Qty. | Net Charge | Status  | EHMS Sent Date |
| <input type="checkbox"/> 1603            | 1603     | 1    | 01       | 1    | 445.95     | Entered |                |
| <input checked="" type="checkbox"/> 1210 | 1210     |      | 01       | 2    | 15.85      | Entered |                |

10 25 50 100

3. In the Job Codes section of the BRC, select the line to be deleted ([Exhibit 21](#)) 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 that 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 third 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 the Data Exchange.
- Once a BRC has been submitted to the 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 the Data Exchange
- Final - Creating an invoice and then Finalizing and Sending to the Data Exchange
- Final (DE) – After the Data Exchange (DX) run, the status will change to Final (DE)

---

## Creating Invoices

Use the following procedure to create invoices:

1. Log into CRB as described in [Logging In](#). The CRB Welcome page is displayed ([Exhibit 3](#)).
2. Select **Billing Repair Card > View BRCs**. The View BRCs page – Active BRCs tab is displayed.
3. Select the **Priced BRCs** tab. The View BRCs page – Priced BRCs tab is displayed ([Exhibit 22](#)).

---

**Note:** You can also use the Search function to find and invoice Priced BRCs (see [Searching and Viewing BRCs](#)).

---

## Creating Invoices and Submitting Data

### Exhibit 22. View BRCs Page – Priced BRCs Tab

| Active BRCs <u>Priced BRCs</u>                 |                |             |           |                                                      |                                              |                                               |                 |
|------------------------------------------------|----------------|-------------|-----------|------------------------------------------------------|----------------------------------------------|-----------------------------------------------|-----------------|
| Total Items: 4                                 |                |             |           |                                                      |                                              |                                               |                 |
| <input type="checkbox"/> Car ID                | Billed company | Repair Date | SPLC      | Total Charge                                         | Status                                       | Owned By                                      | Last Updated By |
| <input checked="" type="checkbox"/> KCS 013780 | KCS            | 08-31-2021  | 381380000 | \$445.95                                             | Priced                                       |                                               |                 |
| <input type="checkbox"/> RAIL 004561           | KCS            | 09-10-2021  | 411657000 | \$0                                                  | Priced                                       |                                               |                 |
| <input type="checkbox"/> TEST 003936           | AARE           | 10-01-2021  | 689844000 | \$133.53                                             | Priced                                       |                                               |                 |
| <input type="checkbox"/> RAIL 007711           | CSXT           | 10-01-2021  | 689844000 | \$128.29                                             | Priced                                       |                                               |                 |
|                                                |                |             |           | 10                                                   | 25                                           | 50                                            | 100             |
|                                                |                |             |           | <input type="button" value="Delete Selected Items"/> | <input type="button" value="Transfer BRCs"/> | <input type="button" value="Create Invoice"/> |                 |

4. Select one or more BRCs to be invoiced and then select **Create Invoice**. The BRC – Create Invoice page is displayed ([Exhibit 23](#)).

### Exhibit 23. BRC - Create Invoices

**Create Invoices**

As a reminder, please finalize and Submit all BRCs to Data Exchange by the last day of each month to be included in the current month's Data Exchange process.

For Account Month \*

For Account Year \*  
2021

| Invoice Number           | Invoice Date<br>(MM-DD-YYYY) | Payment Due<br>Date (MM-DD-<br>YYYY) | Payment<br>Terms | Billed<br>Company | Billed Party Contact | Detail<br>Lines | Total Charge | Misc. Charge | Grand Total |
|--------------------------|------------------------------|--------------------------------------|------------------|-------------------|----------------------|-----------------|--------------|--------------|-------------|
| <input type="checkbox"/> |                              |                                      |                  | KCS               |                      | 1               | 445.95       | 0            | 445.95      |

5. Select the checkbox next to the Invoice Number field. Input an Account Month/Year, Invoice Number, Invoice Date, Payment Due Date, Payment Terms (ex: 30, 45, 60 days). If needed, select the Edit icon (+) to add miscellaneous (tax) charges (see [Create Tax Records \(Misc Charge\)](#)). Select **Finalize and Send for Data Exchange**.

**Note:** You can save the invoice as a draft that can be edited and finalized and sent to the Data Exchange later by selecting **Save as Draft**. Draft invoices are accessed by selecting **Billing Repair Card** from the menu and then selecting **Invoice Summary**.

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

## Editing a Draft Invoice

This section contains several procedures for editing a Draft invoice.

To edit an invoice in Draft status:

1. From the main menu, select **Billing Repair Card > Invoice Summary**. The Invoice Summary page is displayed.

2. Select **Year To Date** to see all of your invoice submissions for the current year or select **Custom Date Range** and enter a date range to search for your invoice submission history.
3. Select the Invoice Number hyperlink to open the BRC - Invoice Detail page (be sure that the invoice you select is in Draft status). This page has the following options for the actions you can take to edit a Draft invoice:

To remove a Billing Repair Card line:

1. Select the checkbox next to a Billing Repair Card line item you want to remove.
2. Select the **Remove** button.

To add a new Billing Repair Card line:

1. Select the plus sign next to the Miscellaneous Charges field.
2. Enter the charge type and amount and then select **Add**.

To make additional Billing Repair Card changes:

1. Change the Account Month and Account Year fields by using the drop-down options.
2. Change the Invoice Number by selecting the **Invoice Number** field.

To submit a Draft invoice:

1. Once you have made the necessary edits and are satisfied, select **Save** to save your changes.
2. Select **Finalize and Send For Data Exchange** to submit the invoice to CRBDX.

---

## Printing an Invoice or Creating and Saving a PDF Copy of an Invoice

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

Use the following procedure to print an invoice and create and save a PDF copy of an invoice:

1. Log into CRB as described in [Logging In](#). 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 24](#)).

## Creating Invoices and Submitting Data

### Exhibit 24. BRC History - Invoicing by Month

**BRC History - Invoicing by Month**

As a reminder, please finalize and Submit all BRCs to Data Exchange by the last day of each month to be included in the current month's Data Exchange process.

☒ Year To Date ☐ Custom Date Range

[Clear](#) [Search](#)

3. Select or input a date range and then select **Search**. The BRC History – Invoicing by Month page is updated to show search results ([Exhibit 25](#)).

### Exhibit 25. BRC History - Invoicing by Month with Results

**BRC History - Invoicing by Month**

Search Result

Total Items: 42

| Month 2 ↓ | Year 1 ↓ | Owner Init... | Invoice N...                   | Total Labor | Total Mat... | Total Misc... | Total Cred... | Total Invoi... | Invoice St... |
|-----------|----------|---------------|--------------------------------|-------------|--------------|---------------|---------------|----------------|---------------|
| Sep       | 2021     | KCS           | <a href="#">Test-01</a>        | \$0.00      | \$0.00       | \$0.00        | \$0.00        | \$0.00         | Draft         |
| Aug       | 2021     | RAIL          | <a href="#">1010101</a>        | \$186.10    | \$628.32     | \$0.00        | \$0.00        | \$814.42       | Final(DE)     |
| Aug       | 2021     | RAIL          | <a href="#">12345678</a>       | \$83.70     | \$1,241.67   | \$0.00        | \$0.00        | \$1,325.37     | Final(DE)     |
| Aug       | 2021     | RAIL          | <a href="#">testing</a>        | \$34.93     | \$98.60      | \$0.00        | \$0.00        | \$133.53       | Draft         |
| Aug       | 2021     | RAIL          | <a href="#">5lk-34u0jk-sag</a> | \$0.00      | \$0.00       | \$0.00        | \$0.00        | \$0.00         | Final(DE)     |
| Aug       | 2021     | RAIL          | <a href="#">BA Test Inving</a> | \$34.80     | \$3.41       | \$0.00        | \$0.00        | \$38.21        | Final(DE)     |
| Jul       | 2021     | RAIL          | <a href="#">5T-BRC and DX</a>  | \$57.43     | \$115.50     | \$0.00        | \$0.00        | \$172.93       | Final(DE)     |
| Jul       | 2021     | RAIL          | <a href="#">8T-BRC and DX</a>  | \$80.00     | \$5,910.00   | \$0.00        | \$0.00        | \$5,990.00     | Final(DE)     |
| Jul       | 2021     | RAIL          | <a href="#">7T-BRC and DX</a>  | \$191.28    | \$1,861.48   | \$0.00        | \$0.00        | \$2,052.76     | Final(DE)     |

10 25 50 100

4. Select the hyperlinked Invoice Number to be printed or saved. The BRC - Invoice Detail page is displayed ([Exhibit 26](#)).

### Exhibit 26. BRC - Invoice Detail

BRC - Invoice Detail

For Account Month

For Account Year

Invoice Number

Invoice Date

Billed Company

Currency

Billed Party Contact

Status

Miscellaneous Charges

Billing Repair Cards

Total Items: 1

| Detail Source | Car Initials | Car Number | Date Repaired | Resubmitted | Total Charge |
|---------------|--------------|------------|---------------|-------------|--------------|
| SH            | RAIL         | 003290     | 03-21-2022    | No          | \$2,403.48   |

10

25

50

100

Back

Export File

Create PDF

### 5. Perform one of the following steps:

- 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.
- To create a PDF version of the invoice for saving or printing, select the **Create PDF** hyperlink. The invoice PDF is displayed ([Exhibit 27](#)). Use the tools within the PDF view to save or print the invoice.

### Exhibit 27. BRC PDF Invoice

Printed Invoices

RAIL

Bill Month: APR 2023

Billed Road: RAIL

Invoice #: Tset msg

Invoice Date: 04-20-2023

Payment Date: 04-20-2023

FOR REPAIRS TO CARS UNDER A.A.R RULES PER STATEMENTS ATTACHED

Shop

TOTAL

\$2,403.48

\$2,403.48

PAYABLE IN US FUNDS

PLEASE RETURN A COPY OF INVOICE WITH YOUR PAYMENT AND WRITE THE BILL NUMBER ON YOUR CHECK

TOTAL : \$2,403.48

Remit To:

Manager - Central Services

RAILINC CORPORATION

Cary, NC 27513

Exceptions:

Manager - Central Services

RAILINC CORPORATION

Cary, NC 27513

Billed Party:

TEST

TEST

TESTING

Inquiries:

Manager - Central Services

RAILINC CORPORATION

Cary, NC 27513

Invoicing Party:

Product Manager

RAILINC CORPORATION

Page 1 of 2

## 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 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).

The following list indicates 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)

Use the following procedure to create tax records (misc. charges):

1. Perform the creating invoices process steps 1 through 5 (see [Creating Invoices](#)).
2. On the BRC - Create Invoices page ([Exhibit 23](#)), after all the mandatory fields have been completed, select the Edit icon (⊕) for the invoice to which miscellaneous (tax) details need to be added. The Miscellaneous Charges popup is displayed.
3. Use the drop-down to select the type of taxes, enter the amount, and then select **Add**. The popup is refreshed with the miscellaneous charges ([Exhibit 28](#)).

**Exhibit 28. Miscellaneous Charges with Values**

Miscellaneous Charges

Amount

Delete Edit + Add

| Type                        | Amount |
|-----------------------------|--------|
| <input type="checkbox"/> GT | 20.00  |

10 25 50 100

Cancel Done

4. Select **Done**. The BRC - Create Invoices page is redisplayed with the inserted amount shown in the Miscellaneous Charges field (see [Exhibit 29](#)).



## Creating Invoices and Submitting Data

**Exhibit 29. BRC - Create Invoices Page with Miscellaneous Charges Added**

**Create Invoices**

As a reminder, please finalize and Submit all BRCs to Data Exchange by the last day of each month to be included in the current month's Data Exchange process.

For Account Month \*

October

For Account Year \*

2021

| Invoice Number                   | Invoice Date<br>(MM-DD-YYYY) | Payment Due<br>Date (MM-DD-<br>YYYY) | Payment<br>Terms | Billed<br>Company | Billed Party Contact | Detail<br>Lines | Total Charge | Misc. Charge | Grand Total |
|----------------------------------|------------------------------|--------------------------------------|------------------|-------------------|----------------------|-----------------|--------------|--------------|-------------|
| <input type="checkbox"/> ABC1234 | 10/4/2021                    | 11/4/2021                            | 30               | KCS               | TESTING - TEST       | 1               | 445.95       | 20.00        | 465.95      |

Cancel

Save as Draft

Finalize and Send For Data Exchange

## Searching and Viewing BRCs

### Searching BRCs

The Billing Repair Card system enables you to search for BRCs using various search criteria.

Use the following procedure to search for BRCs:

1. Log into CRB as described in [Logging In](#). The CRB Welcome page is displayed ([Exhibit 3](#)).
2. Select **Billing Repair Card** > **Search BRCs**. The Search BRCs page is displayed ([Exhibit 30](#)).

#### Exhibit 30. Search BRCs

Search BRC

From Date To Date Invoice Date Car Initial

Car Number Billed Company Status

Clear Search

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 31](#)).

#### Exhibit 31. Search Results

Search Result

Total Items: 5

| <input type="checkbox"/> | Car ID                     | Billed company | Repair Date | SPLC      | Total Charge | Status  | Owned By | Last Updated By |
|--------------------------|----------------------------|----------------|-------------|-----------|--------------|---------|----------|-----------------|
| <input type="checkbox"/> | <a href="#">KCS013780</a>  | KCS            | 08-31-2021  | 381380000 | \$445.95     | Priced  | CARYTST  | BGUNDER         |
| <input type="checkbox"/> | <a href="#">KCS013780</a>  | KCS            | 09-13-2021  | 381380000 | \$461.80     | Pending | CARYTST  | BGUNDER         |
| <input type="checkbox"/> | <a href="#">CSXT129706</a> | KCS            | 09-15-2021  | 381380000 | \$0.00       | Pending | CARYTST  | BGUNDER         |
| <input type="checkbox"/> | <a href="#">RAIL004561</a> | KCS            | 09-10-2021  | 411657000 | \$0.00       | Priced  | CARYTST  | BGUNDER         |
| <input type="checkbox"/> | <a href="#">BNSF712500</a> | CN             | 09-13-2021  | 411657000 | \$3,800.00   | Priced  | CARYTST  | BGUNDER         |

10 25 50 100

Delete Selected Items Transfer BRCs Create Invoice

5. From the Search Results, select a listed hyperlinked Car ID to view or edit that BRC, or select the checkbox of a listed BRC and select the **Delete Selected Items** 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.

Use the following procedure to view the BRC Status Report:

1. Log into CRB as described in [Logging In](#). 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 32](#)).

### **Exhibit 32. Summary of Outstanding BRCs - Priced**

| Summary Of Outstanding BRCs - Priced |           |             |                |                   |
|--------------------------------------|-----------|-------------|----------------|-------------------|
|                                      |           |             |                | Total Items: 22   |
| Billed Company                       | BRC Lines | Total Labor | Total Material | Total Outstanding |
| <a href="#">AAR</a>                  | 2         | \$0.00      | \$320.00       | \$320.00          |
| <a href="#">AARE</a>                 | 1         | \$37.16     | \$1.49         | \$38.65           |
| <a href="#">AERC</a>                 | 1         | \$150.00    | \$0.00         | \$150.00          |
| <a href="#">AEX</a>                  | 3         | \$133.82    | \$1,833.83     | \$1,967.65        |
| <a href="#">AMOX</a>                 | 7         | \$1,113.44  | \$623.52       | \$1,736.96        |
| <a href="#">BNSF</a>                 | 3         | \$13,980.00 | \$112.00       | \$14,092.00       |
| <a href="#">CEPX</a>                 | 1         | \$34.89     | \$90.63        | \$125.52          |
| <a href="#">CN</a>                   | 2         | \$1,517.45  | \$2,327.28     | \$3,844.73        |
| <a href="#">CSXT</a>                 | 13        | \$134.23    | \$25,194.68    | \$25,328.91       |

3. Select a listed hyperlinked Billed Company to view details. The Summary of Outstanding BRCs – Priced page is displayed ([Exhibit 22](#)). See [Creating Invoices and Submitting Data](#) for more information.

## Viewing BRC History - Invoicing by Month

BRC allows past invoices to be viewed by month.

Use the following procedure to view BRC past invoices by month:

1. Log into CRB as described in [Logging In](#). 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 33](#)).

### Exhibit 33. BRC History - Invoicing By Month

**BRC History - Invoicing by Month**

As a reminder, please finalize and Submit all BRCs to Data Exchange by the last day of each month to be included in the current month's Data Exchange process.

☒ Year To Date
 ☐ Custom Date Range

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 – Invoicing by Month page is redisplayed with search results ([Exhibit 34](#)).

### Exhibit 34. BRC History - Invoicing By Month with Search Results

**BRC History - Invoicing by Month**

**Search Result**

Total Items: 42

| Month 2 ↓ | Year 1 ↓ | Owner Init... | Invoice N...                   | Total Labor | Total Mat... | Total Misc... | Total Cred... | Total Invoi... | Invoice St... |
|-----------|----------|---------------|--------------------------------|-------------|--------------|---------------|---------------|----------------|---------------|
| Sep       | 2021     | KCS           | <a href="#">Test-01</a>        | \$0.00      | \$0.00       | \$0.00        | \$0.00        | \$0.00         | Draft         |
| Aug       | 2021     | RAIL          | <a href="#">1010101</a>        | \$186.10    | \$628.32     | \$0.00        | \$0.00        | \$814.42       | Final(DE)     |
| Aug       | 2021     | RAIL          | <a href="#">12345678</a>       | \$83.70     | \$1,241.67   | \$0.00        | \$0.00        | \$1,325.37     | Final(DE)     |
| Aug       | 2021     | RAIL          | <a href="#">testing</a>        | \$34.93     | \$98.60      | \$0.00        | \$0.00        | \$133.53       | Draft         |
| Aug       | 2021     | RAIL          | <a href="#">5lk34u0 ik-sag</a> | \$0.00      | \$0.00       | \$0.00        | \$0.00        | \$0.00         | Final(DE)     |
| Aug       | 2021     | RAIL          | <a href="#">BA-Test-Inving</a> | \$34.80     | \$3.41       | \$0.00        | \$0.00        | \$38.21        | Final(DE)     |
| Jul       | 2021     | RAIL          | <a href="#">5T-BRC and DX</a>  | \$57.43     | \$115.50     | \$0.00        | \$0.00        | \$172.93       | Final(DE)     |
| Jul       | 2021     | RAIL          | <a href="#">8T-BRC and DX</a>  | \$80.00     | \$5,910.00   | \$0.00        | \$0.00        | \$5,990.00     | Final(DE)     |
| Jul       | 2021     | RAIL          | <a href="#">7T-BRC and DX</a>  | \$191.28    | \$1,861.48   | \$0.00        | \$0.00        | \$2,052.76     | Final(DE)     |

5. Select the hyperlinked Invoice Number to be printed or saved. The BRC - Invoice Detail page is displayed ([Exhibit 26](#)). See [Printing an Invoice or Creating and Saving a PDF Copy of an Invoice](#) for details.

## BRC Company Admin Role for Invoicing

Generally, if a company has multiple people inputting repairs, one individual should be designated as the BRC Company Admin. The BRC Company Admin is the person who takes responsibility for gathering Priced BRCs (from all the BRCs created by other users within your company) and submits a consolidated invoice to each billed company through the Data Exchange.

If you have no BRC Company Admin assigned for your company and you have multiple people inputting repairs, then each person can only see and submit BRCs that they have created.

## Searching and Viewing BRCs

You can become the BRC Company Admin by simply requesting this permission by emailing [csc@railinc.com](mailto:csc@railinc.com). Your assigned user ID will be updated to reflect this new permission (BRC Company Admin) has been added to your user profile.

Once you have been granted permission as the BRC Company Admin, you will be able gather Priced BRCs 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.

Use the following procedure to transfer BRCs:

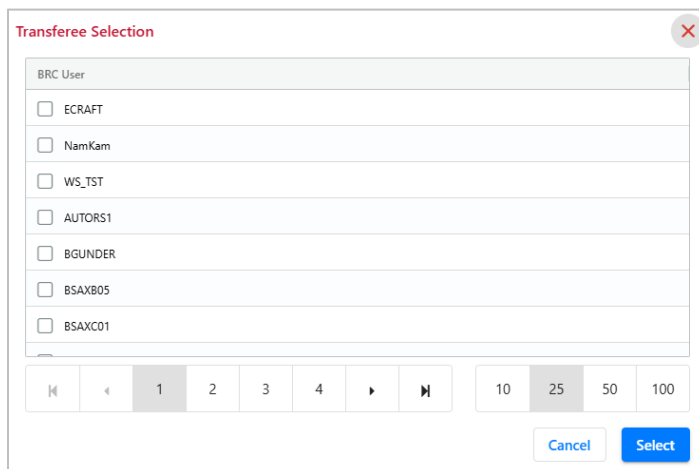
1. Log into CRB as described in [Logging In](#). The CRB Welcome page is displayed ([Exhibit 3](#)).
2. Select **Billing Repair Card > Search BRCs**. The Search BRCs page is displayed ([Exhibit 30](#)).
3. Complete a search for a BRC to be transferred. The Search Results with a transfer BRCs option is displayed ([Exhibit 35](#)).

**Exhibit 35. Search Results with Transfer BRCs option**

| Search BRC                                                     |                |             |           |              |          |                                       |                 |
|----------------------------------------------------------------|----------------|-------------|-----------|--------------|----------|---------------------------------------|-----------------|
| Search Result                                                  |                |             |           |              |          |                                       |                 |
| Total Items: 11                                                |                |             |           |              |          |                                       |                 |
| <input type="checkbox"/> Car ID                                | Billed company | Repair Date | SPLC      | Total Charge | Status   | Owned By                              | Last Updated By |
| <input checked="" type="checkbox"/> <a href="#">KCS013780</a>  | KCS            | 09-12-2021  | 381380000 | \$461.80     | Pending  |                                       |                 |
| <input checked="" type="checkbox"/> <a href="#">RAIL007711</a> | CSXT           | 07-01-2021  | 411657000 | -\$4,000.00  | Error    |                                       |                 |
| <input checked="" type="checkbox"/> <a href="#">RAIL004561</a> | KCS            | 09-10-2021  | 411657000 | \$0.00       | Priced   |                                       |                 |
| <input checked="" type="checkbox"/> <a href="#">BNSF712500</a> | CN             | 09-13-2021  | 411657000 | \$3,800.00   | Pending  |                                       |                 |
| <input type="checkbox"/> <a href="#">TEST003936</a>            | AARE           | 10-01-2021  | 689844000 | \$133.53     | Priced   |                                       |                 |
| <input type="checkbox"/> <a href="#">RAIL007711</a>            | CSXT           | 10-01-2021  | 689844000 | \$128.29     | Priced   |                                       |                 |
| <input type="checkbox"/> <a href="#">RAIL007711</a>            | CSXT           | 07-03-2021  | 411657000 | \$0.00       | Pending  |                                       |                 |
| <input type="checkbox"/> <a href="#">TEST003936</a>            | RAIL           | 10-01-2021  | 689844000 | \$133.53     | Invoiced |                                       |                 |
| <input type="checkbox"/> <a href="#">ATSU067321</a>            | RAIL           | 02-07-2022  | 404940000 | \$0.00       | Invoiced |                                       |                 |
| <input type="checkbox"/> <a href="#">ATSU067321</a>            | RAIL           | 05-17-2022  | 404940000 | \$0.00       | Invoiced |                                       |                 |
|                                                                |                |             |           |              |          | 10                                    | 25              |
|                                                                |                |             |           |              |          | 50                                    | 100             |
|                                                                |                |             |           |              |          | <a href="#">Delete Selected Items</a> |                 |
|                                                                |                |             |           |              |          | <a href="#">Transfer BRCs</a>         |                 |
|                                                                |                |             |           |              |          | <a href="#">Create Invoice</a>        |                 |

4. Select the BRCs 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.

**Exhibit 36. BRC Transferee Selection**



The screenshot shows a dialog box titled "Transferee Selection" with a red close button in the top right corner. Inside the dialog, there is a table with the header "BRC User" and eight rows, each with a checkbox and a user name: ECRAFT, NamKam, WS\_TST, AUTORS1, BGUNDER, BSAXB05, and BSAXC01. Below the table is a pagination control with buttons for first, previous, next, and last, and a set of page numbers (1, 2, 3, 4) where "1" is selected. To the right of the pagination are filters for 10, 25, 50, and 100 items, with "25" selected. At the bottom right are "Cancel" and "Select" buttons.

| BRC User                         |
|----------------------------------|
| <input type="checkbox"/> ECRAFT  |
| <input type="checkbox"/> NamKam  |
| <input type="checkbox"/> WS_TST  |
| <input type="checkbox"/> AUTORS1 |
| <input type="checkbox"/> BGUNDER |
| <input type="checkbox"/> BSAXB05 |
| <input type="checkbox"/> BSAXC01 |

Navigation: [First] [Previous] [1] [2] [3] [4] [Next] [Last]

Filters: 10 [25] 50 100

Buttons: Cancel Select

5. Select the BRC Users to whom the BRC is to be transferred and then the **Select** button.
6. A message is displayed asking you to confirm the decision to transfer the BRC. Select **OK**. Another message confirms the transfer.

## BRC Examples

### 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).

Use the following procedure for guidance in creating a rebuttal BRC:

1. Log into CRB as described in [Logging In](#). The CRB Welcome page is displayed ([Exhibit 3](#)).
2. Select **Billing Repair Card > Available for Rebuttal**. The Available for Rebuttal page is displayed, which shows BRCs with a status of **Available for Rebuttal** ([Exhibit 37](#)).

#### **Exhibit 37. Available for Rebuttal Page**

Active Roadmark: RAIL User: [Redacted]

[Available for Rebuttal](#)

Total Items: 3

| <input type="checkbox"/> | Car ID                      | Billed company | Repair Date | SPLC      | Total Charge | Status   | Owned By   | Last Updated By |
|--------------------------|-----------------------------|----------------|-------------|-----------|--------------|----------|------------|-----------------|
| <input type="checkbox"/> | <a href="#">TEST 003936</a> | RAIL           | 10-01-2021  | 689844000 | \$133.53     | Invoiced | [Redacted] | [Redacted]      |
| <input type="checkbox"/> | <a href="#">ATSU 067321</a> | RAIL           | 02-07-2022  | 404940000 | \$0          | Invoiced | [Redacted] | [Redacted]      |
| <input type="checkbox"/> | <a href="#">ATSU 067321</a> | RAIL           | 05-17-2022  | 404940000 | \$0          | Invoiced | [Redacted] | [Redacted]      |

10 25 50 100

Transfer BRCs

3. Select the BRC to be used for the rebuttal by selecting the appropriate Car ID link. The View Billing Repair Card – Main page is displayed ([Exhibit 38](#)).

## Exhibit 38. View Billing Repair Card – Main Page

View Bill Repair Card - Main

|                 |           |               |            |              |           |
|-----------------|-----------|---------------|------------|--------------|-----------|
| Car:            | TEST 3936 | Repair Date:  | 2021-10-01 | Repaired At: | 689844000 |
| Total Charge:   | \$133.53  | Status:       | Invoiced   |              |           |
| Invoice Number: | 123456    | Invoice Date: | 2021-10-22 |              |           |

|                    |      |                            |            |                              |                     |
|--------------------|------|----------------------------|------------|------------------------------|---------------------|
| Car Initial:       | TEST | Car Number:                | 3936       | Car Kind:                    | B                   |
| L/E/U Indicator:   | E    | Repaired SPLC:             | 689844000  | Detail Source:               | Billing Repair Card |
| Invoice Number:    |      | Defect Card Date:          |            | Repair Facility Type:        | Contract Shop       |
| Defect Card Party: | RAIL | Document Reference Number: |            | DDCT ID:                     |                     |
| Currency to Use:   | US   | Date Repaired              | 2021-10-01 | Repair Facility Arrival Date |                     |
| Billed Company:    | RAIL |                            |            |                              |                     |

Specify the following for Manually Priced Job Codes

|                           |                              |
|---------------------------|------------------------------|
| Use AAR Time Standard Yes | Contract Labour Rate:\$34.93 |
|---------------------------|------------------------------|

This BRC is for a re-submit invoice

|     |                          |                        |
|-----|--------------------------|------------------------|
| Yes | Original Invoice Number: | Original Account Date: |
|-----|--------------------------|------------------------|

CIF Fields(optional)

|                                        |                                       |
|----------------------------------------|---------------------------------------|
| Repairing Party CIF:Billing Party CIF: | Invoicing Party CIF:Defect Party CIF: |
|----------------------------------------|---------------------------------------|

Job Codes

| App. Job             | Rem. Job | Loc. | Why Made | Qty. | Net Charge | Status | EHMS Sent Date |
|----------------------|----------|------|----------|------|------------|--------|----------------|
| <a href="#">1270</a> | 1270     | 1    | 02       | 1    | \$133.53   | Priced |                |

10 25 50 100

Rebuttal

|                  |                               |                                 |
|------------------|-------------------------------|---------------------------------|
| Repairing Party: | Repairing Party Invoice Nbr.: | Repairing Party Doc. Ref. Nbr.: |
|------------------|-------------------------------|---------------------------------|

Back
Copy as New
Print

- At the bottom of the View Billing Repair Card – Main page select **Copy as New**. The Billing Repair Card – Main page is displayed with an editable version of the Billing Repair Card ([Exhibit 39](#)).



**Exhibit 39. Billing Repair Card – Main Page**

**Bill Repair Card - Main**

- Car Initial/Car Number - Combination is not registered in Umler at time of billing. You may proceed with your action but note that nobody will receive your invoice until a proper receiver is setup in CRB DX.

|                 |                     |               |                     |              |                  |
|-----------------|---------------------|---------------|---------------------|--------------|------------------|
| Car:            | <b>TEST 003936</b>  | Repair Date:  | <b>2021-10-01</b>   | Repaired At: | <b>689844000</b> |
| Total Charge:   | <b>\$133.53</b>     | Status:       | <b>Priced</b>       |              |                  |
| Invoice Number: | <b>Not Invoiced</b> | Invoice Date: | <b>Not Invoiced</b> |              |                  |

|               |              |            |                  |
|---------------|--------------|------------|------------------|
| Car Initial * | Car Number * | Car Kind * | Billed Company * |
| TEST          | 003936       | B - Box    | RAIL             |

|                   |                 |                        |                 |
|-------------------|-----------------|------------------------|-----------------|
| L/E/U Indicator * | Repaired SPLC * | Detail Source *        | Date Repaired * |
| Empty             | 689844000       | BR-Billing Repair Card | 10/1/2021       |

|                   |                  |                      |                               |
|-------------------|------------------|----------------------|-------------------------------|
| Defect Card Party | Defect Card Date | Repair Facility Type | Repair Facility Arrival Da... |
| RAIL              |                  | CS - Contract Shop   |                               |

|                   |                  |                      |
|-------------------|------------------|----------------------|
| Currency to use * | Doc. Ref. Number | DDCT ID(XXXX9999999) |
| US                |                  |                      |

**Specify the following for Manually Priced Job Codes**

Use AAR Time Standard  
☒ Yes ☐ No
 Contract Labor Rate

**This BRC is for a re-submit invoice**

☐ Yes ☒ No
 Original Invoice Number
Original Account Date

**CIF Fields(optional)**

Repairing Party CIF Billing Party CIF
Invoicing Party CIF
Defect Party CIF

**Rebuttal**

Repairing Party Repairing Party Doc. Refere...
Repairing Party Invoice Nbr.

**Job Codes**

| App. Job                      | Rem. Job | Loc. | Why Made | Qty. | Net Charge | Status | EHMS Sent Date |
|-------------------------------|----------|------|----------|------|------------|--------|----------------|
| <input type="checkbox"/> 1270 | 1270     | 1    | 02       | 1    | 133.53     | Priced |                |

10 25 50 100

5. Change the Detail Source to **RE** (see [Proper Usage of Detail Source Codes](#)).
6. Update the current Billed Company to the correct company.
7. In the Rebuttal section, enter:

## BRC Examples

---

- the Repairing Party
  - the Repairing Party Invoice Number
  - optionally, enter the Repairing Party Document Reference Number
8. Complete the fields on the Job Couplet page (see [Exhibit 10. BRC Job Couplet](#)).
  9. In this example the incorrect Billed Company was RAIL. The correct Billed Company is AARE.

**Exhibit 40. Billed Company Corrected Example**

**Bill Repair Card - Main**

- Car Initial/Car Number - Combination is not registered in Umler at time of billing. You may proceed with your action but note that nobody will receive your invoice until a proper receiver is setup in CRB DX.
- AARE does not have any valid receiver for the CRB DX. You may proceed with your action but note that nobody will receive your invoice until a proper receiver is setup in CRB DX.

|                 |                     |               |                     |              |                  |
|-----------------|---------------------|---------------|---------------------|--------------|------------------|
| Car:            | <b>TEST 003936</b>  | Repair Date:  | <b>2021-10-01</b>   | Repaired At: | <b>689844000</b> |
| Total Charge:   | <b>\$133.53</b>     | Status:       | <b>Priced</b>       |              |                  |
| Invoice Number: | <b>Not Invoiced</b> | Invoice Date: | <b>Not Invoiced</b> |              |                  |

|                   |                  |                      |                               |
|-------------------|------------------|----------------------|-------------------------------|
| Car Initial *     | Car Number *     | Car Kind             | Billed Company *              |
| TEST              | 003936           | B - Box              | AARE                          |
| L/E/U Indicator * | Repaired SPLC *  | Detail Source *      | Date Repaired *               |
| Empty             | 689844000        | RE-Rebuttal Billing  | 10/1/2021                     |
| Defect Card Party | Defect Card Date | Repair Facility Type | Repair Facility Arrival Da... |
| RAIL              |                  | CS - Contract Shop   |                               |
| Currency to use * | Doc. Ref. Number | DDCT ID(XXXX9999999) |                               |
| US                |                  |                      |                               |

**Specify the following for Manually Priced Job Codes**

Use AAR Time Standard  
☒ Yes ☐ No Contract Labor Rate

**This BRC is for a re-submit invoice**

☐ Yes ☒ No Original Invoice Number Original Account Date

**CIF Fields(optional)**

Repairing Party CIF Billing Party CIF Invoicing Party CIF Defect Party CIF

**Rebuttal**

Repairing Party Repairing Party Doc. Refere... Repairing Party Invoice Nbr.

RAIL  123456

**Job Codes**

| App. Job                      | Rem. Job | Loc. | Why Made | Qty. | Net Charge | Status | EHMS Sent Date |
|-------------------------------|----------|------|----------|------|------------|--------|----------------|
| <input type="checkbox"/> 1270 | 1270     | 1    | 02       | 1    | 133.53     | Priced |                |

10 25 50 100

Add Repair Line Delete Edit

Back Print Copy as New Save Draft Price & Save

10. Proceed with creating an invoice as described in [Creating Invoices and Submitting Data](#).

---

## 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 party 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)

Use the following procedure for guidance in submitting defect card billing:

1. Log into CRB as described in [Logging In](#). 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](#))
- 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 41. Additional Fields for Defect Card Example**

**Bill Repair Card - Main**

◦ AARE does not have any valid receiver for the CRB DX. You may proceed with your action but note that nobody will receive your invoice until a proper receiver is setup in CRB DX.

|                 |                     |               |                     |              |                  |
|-----------------|---------------------|---------------|---------------------|--------------|------------------|
| Car:            | <b>RAIL 007711</b>  | Repair Date:  | <b>2021-10-01</b>   | Repaired At: | <b>689844000</b> |
| Total Charge:   | <b>\$128.29</b>     | Status:       | <b>Priced</b>       |              |                  |
| Invoice Number: | <b>Not Invoiced</b> | Invoice Date: | <b>Not Invoiced</b> |              |                  |

|                   |                  |                      |                               |
|-------------------|------------------|----------------------|-------------------------------|
| Car Initial *     | Car Number *     | Car Kind *           | Billed Company *              |
| RAIL              | 007711           | F - Flat             | AARE                          |
| LEU Indicator *   | Repaired SPLC *  | Detail Source *      | Date Repaired *               |
| Empty             | 689844000        | DC-Defect Card       | 10/1/2021                     |
| Defect Card Party | Defect Card Date | Repair Facility Type | Repair Facility Arrival Da... |
| AARE              | 9/4/2021         | CS - Contract Shop   |                               |
| Currency to use * | Doc. Ref. Number | DDCT ID(XXXX9999999) |                               |
| US                |                  |                      |                               |

**Specify the following for Manually Priced Job Codes**

Use AAR Time Standard  
☒ Yes ☐ No Contract Labor Rate

**This BRC is for a re-submit invoice**

☐ Yes ☒ No Original Invoice Number Original Account Date

**CIF Fields(optional)**

Repairing Party CIF Billing Party CIF Invoicing Party CIF Defect Party CIF

**Rebuttal**

Repairing Party Repairing Party Doc. Refere... Repairing Party Invoice Nbr.

**Job Codes**

| App. Job                      | Rem. Job | Loc. | Why Made | Qty. | Net Charge | Status | EHMS Sent Date |
|-------------------------------|----------|------|----------|------|------------|--------|----------------|
| <input type="checkbox"/> 1248 | 1224     |      | 02       | 1    | 128.29     | Priced |                |

10 25 50 100

Add Repair Line Delete Edit

Back Print Copy as New Save Draft Price & Save

**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 an invoice as described in [Creating Invoices and Submitting Data](#).

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

- Use Detail Source of **DR** (see [Proper Usage of Detail Source Codes](#))
- 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 42. Defect Card with Rebuttal Information Example**

**Bill Repair Card - Main**

◦ AARE does not have any valid receiver for the CRB DX. You may proceed with your action but note that nobody will receive your invoice until a proper receiver is setup in CRB DX.

|                 |              |               |              |              |           |
|-----------------|--------------|---------------|--------------|--------------|-----------|
| Car:            | RAIL 007711  | Repair Date:  | 2021-10-01   | Repaired At: | 689844000 |
| Total Charge:   | \$128.29     | Status:       | Priced       |              |           |
| Invoice Number: | Not Invoiced | Invoice Date: | Not Invoiced |              |           |

|                    |                  |                           |                               |
|--------------------|------------------|---------------------------|-------------------------------|
| Car Initial *      | Car Number *     | Car Kind *                | Billed Company *              |
| RAIL               | 007711           | F - Flat                  | AARE                          |
| L/E/U Indicator *  | Repaired SPLC *  | Detail Source *           | Date Repaired *               |
| Empty              | 689844000        | DR-Defect Card Rebutta... | 10/1/2021                     |
| Defect Card Party: | Defect Card Date | Repair Facility Type      | Repair Facility Arrival Da... |
| CSXT               | 9/4/2021         | CS - Contract Shop        |                               |
| Currency to use *  | Doc. Ref. Number | DDCT ID(XXXX9999999)      |                               |
| US                 |                  |                           |                               |

**Specify the following for Manually Priced Job Codes**

Use AAR Time Standard  
☒ Yes ☐ No Contract Labor Rate

**This BRC is for a re-submit invoice**

☐ Yes ☒ No Original Invoice Number Original Account Date

**CIF Fields(optional)**

Repairing Party CIF Billing Party CIF Invoicing Party CIF Defect Party CIF

**Rebuttal**

Repairing Party RAIL Repairing Party Doc. Refere... Repairing Party Invoice Nbr. 12345678

**Job Codes**

| App. Job                      | Rem. Job | Loc. | Why Made | Qty. | Net Charge | Status | EHMS Sent Date |
|-------------------------------|----------|------|----------|------|------------|--------|----------------|
| <input type="checkbox"/> 1248 | 1224     |      | 02       | 1    | 128.29     | Priced |                |

10 25 50 100

Add Repair Line Delete Edit

Back Print Copy as New Save Draft Price & Save

**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 an invoice as described in [Creating Invoices and Submitting Data](#).

## 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 party 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)

Use the following procedure for guidance in submitting detailed JIC billing:

1. Log into CRB as described in [Logging In](#). 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](#))
- 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 43. Additional Fields for Joint Inspection Example**

**Bill Repair Card - Main**

|                 |                     |               |                     |              |                  |
|-----------------|---------------------|---------------|---------------------|--------------|------------------|
| Car:            | <b>RAIL 007711</b>  | Repair Date:  | <b>2021-10-01</b>   | Repaired At: | <b>689844000</b> |
| Total Charge:   | <b>\$128.29</b>     | Status:       | <b>Priced</b>       |              |                  |
| Invoice Number: | <b>Not Invoiced</b> | Invoice Date: | <b>Not Invoiced</b> |              |                  |

|                   |                  |                      |                               |
|-------------------|------------------|----------------------|-------------------------------|
| Car Initial *     | Car Number *     | Car Kind *           | Billed Company *              |
| RAIL              | 007711           | F - Flat             | CSXT                          |
| L/E/U Indicator * | Repaired SPLC *  | Detail Source *      | Date Repaired *               |
| Empty             | 689844000        | JI-Joint Inspection  | 10/1/2021                     |
| Defect Card Party | Defect Card Date | Repair Facility Type | Repair Facility Arrival Da... |
| CSXT              | 9/4/2021         | CS - Contract Shop   |                               |
| Currency to use * | Doc. Ref. Number | DDCT ID(XXXX9999999) |                               |
| US                |                  |                      |                               |

**Specify the following for Manually Priced Job Codes**

Use AAR Time Standard  
☒ Yes ☐ No Contract Labor Rate

**This BRC is for a re-submit invoice**

☐ Yes ☒ No Original Invoice Number Original Account Date

**CIF Fields(optional)**

Repairing Party CIF Billing Party CIF Invoicing Party CIF Defect Party CIF

**Rebuttal**

Repairing Party Repairing Party Doc. Refere... Repairing Party Invoice Nbr.

**Job Codes**

| App. Job                      | Rem. Job | Loc. | Why Made | Qty. | Net Charge | Status | EHMS Sent Date |
|-------------------------------|----------|------|----------|------|------------|--------|----------------|
| <input type="checkbox"/> 1248 | 1224     |      | 02       | 1    | 128.29     | Priced |                |

10 25 50 100

Add Repair Line Delete Edit

Back Print Copy as New Save Draft Price & Save

**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](#))
- 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 YYYY destroys in a derailment car owner XXXX's railcar on June 15, 2021. Railroad YYYY sends an authorization letter dated July 1, 2021, to car owner XXXX to invoice railroad YYYY for the depreciated value of the railcar \$25,000. Car Owner XXXX submits the repair records to the data exchange system.

Use the following procedure for guidance in creating destroyed unit records:

1. Log into CRB as described in [Logging In](#). 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 44. BRC for Destroyed Unit Example

**Bill Repair Card - Main**

Car Initial \*  
RAIL

Car Number \*  
007711

Car Kind \*  
F - Flat

Billed Company \*  
CSXT

U/E/U Indicator \*  
Loaded

Repaired SPLC \*  
411657000

Detail Source \*  
DE-Destroyed Car

Date Required \*  
7/1/2021

Defect Card Party  
CSXT

Defect Card Date  
6/15/2021

Repair Facility Type

Repair Facility Arrival Da...

Currency to use \*  
US

Doc. Ref. Number

DDCT (D000009999999)  
CSXT12345678

Specify the following for Manually Priced Job Codes

Use AAR Time Standard  
☒ Yes
☐ No

Contract Labor Rate

This BRC is for a re-submit invoice

☐ Yes
☒ No

Original Invoice Number

Original Account Date

CIF Fields(optional)

Repairing Party CIF

Billing Party CIF

Invoicing Party CIF

Defect Party CIF

Rebuttal

Repairing Party

Repairing Party Doc. Refere...

Repairing Party Invoice Nbr.

Job Codes

| App. Job        | Rem. Job | Loc. | Why Made | Qty. | Net Charge | Status | EHMS Sent Date |
|-----------------|----------|------|----------|------|------------|--------|----------------|
| No Rows To Show |          |      |          |      |            |        |                |

Add Repair Line
Delete
Edit

3. Select **Add Repair Line**.

### Exhibit 45. BRC Job Couplet for Destroyed Unit Example

**BRC Job Couplet**

Applied Job Code \* 5199      Removed Job Code \* 5199

◦ 5199 is not a valid Job Code. For 99 job codes or NIT League job codes you may want to set the Manually Priced indicator.

Component Id \_\_\_\_\_      Location on Car B-B      Quantity (PM Max) \* 1      Condition Code \* 1-New material applied

Applied Qualifier zf      Removed Qualifier zf      Why Made Code \* 33-Derailment damage ...      Responsibility Code \* 3-Defect Card or Joint In...

Applied Job Code Description Destroyed      Narrative Destroyed

**Pricing Information**

Material Price 25000      Labor Price \_\_\_\_\_      Total 25000

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
- 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 an invoice as described in [Creating Invoices and Submitting Data](#).

## 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 July 1, 2021. Railroad YYYY submits the Job Code 5299 repair record to the data exchange system.

Use the following procedure for guidance in creating dismantled unit (Debit) records:

1. Log into CRB as described in [Logging In](#). 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.

## Exhibit 46. BRC for Dismantled Unit Example

**Bill Repair Card - Main**

Car Initial \*  
RAIL

Car Number \*  
007711

Car Kind \*  
F - Flat

Billed Company \*  
CSXT

L/E/U Indicator \*  
Loaded

Repaired SPLC \*  
411657000

Detail Source \*  
DM-Dismantled Equipm...

Date Repaired \*  
7/1/2021

Defect Card Party  
CSXT

Defect Card Date  
6/15/2021

Repair Facility Type

Repair Facility Arrival Da...

Currency to use \*  
US

Doc. Ref. Number

DOCT ID(000009999999)  
CSXT12345678

Specify the following for Manually Priced Job Codes

Use AAR Time Standard  
☒ Yes ☐ No

Contract Labor Rate

This BRC is for a re-submit invoice

☐ Yes ☒ No

Original Invoice Number

Original Account Date

CIF Fields(optional)

Repairing Party CIF

Billing Party CIF

Invoicing Party CIF

Defect Party CIF

Rebuttal

Repairing Party

Repairing Party Doc. Refere...

Repairing Party Invoice Nbr.

Job Codes

Add Repair Line
Delete
Edit

Back
Save Draft
Price &amp; Save

3. Select **Add Repair Line**.

**Exhibit 47. BRC Job Couplet for Dismantled Unit Example**

**BRC Job Couplet**

Applied Job Code \* 5299 Removed Job Code \* 5299

• 5299 is not a valid Job Code. For 99 job codes or NIT League job codes you may want to set the Manually Priced indicator.

Component Id Location on Car B-B Quantity (PM Max) \* 1 Condition Code \* 1-New material applied

Applied Qualifier zf Removed Qualifier zf Why Made Code \* 25-Owner's request Responsibility Code \* 3-Defect Card or Joint In...

Applied Job Code Description Narrative Dismantled Unit-Debit

**Pricing Information**

Material Price 2000 Labor Price Total 2000

Cancel Done

Back Save Draft Price & Save

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 an invoice as described in [Creating Invoices and Submitting Data](#).

## Credit Example

Credit 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 is less than the value of car by \$2000. Authorization to dismantle is provided to Railroad. Railroad YYYY will provide credit on an invoice to the car owner XXXX for the agreed to settlement value (per Rule 108) of the railcar. Railroad YYYY submits the Job Code 5299 repair record to the data exchange system.

Use the following procedure for guidance in creating dismantled unit (Credit) records:

1. Log into CRB as described in [Logging In](#). 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 46](#)).
4. Select **Add Repair 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 48. BRC for Dismantled Unit with a Credit Example**

**Bill Repair Card - Main**

|                 |                     |               |                     |              |                  |
|-----------------|---------------------|---------------|---------------------|--------------|------------------|
| Car:            | <b>RAIL 007711</b>  | Repair Date:  | <b>2021-07-01</b>   | Repaired At: | <b>411657000</b> |
| Total Charge:   | <b>-\$2,000.00</b>  | Status:       | <b>Priced</b>       |              |                  |
| Invoice Number: | <b>Not Invoiced</b> | Invoice Date: | <b>Not Invoiced</b> |              |                  |

|                   |                  |                         |                               |
|-------------------|------------------|-------------------------|-------------------------------|
| Car Initial *     | Car Number *     | Car Kind *              | Billed Company *              |
| RAIL              | 007711           | F - Flat                | CSXT                          |
| U/E/U Indicator * | Repaired SPLC *  | Detail Source *         | Date Repaired *               |
| Loaded            | 411657000        | DM-Dismantled Equipm... | 7/1/2021                      |
| Defect Card Party | Defect Card Date | Repair Facility Type    | Repair Facility Arrival Da... |
| CSXT              | 6/15/2021        | CS - Contract Shop      |                               |
| Currency to use * | Doc. Ref. Number | DDCT ID(00000999999)    |                               |
| US                |                  | CSXT12345678            |                               |

**Specify the following for Manually Priced Job Codes**

Use AAR Time Standard  
☒ Yes ☐ No Contract Labor Rate

**This BRC is for a re-submit invoice**

☐ Yes ☒ No Original Invoice Number Original Account Date

**CIF Fields(optional)**

Repairing Party CIF Billing Party CIF Invoicing Party CIF Defect Party CIF

**Rebuttal**

Repairing Party Repairing Party Doc. Refere... Repairing Party Invoice Nbr.

**Job Codes**

| App. Job                      | Rem. Job | Loc. | Why Made | Qty. | Net Charge | Status | EHMS Sent Date |
|-------------------------------|----------|------|----------|------|------------|--------|----------------|
| <input type="checkbox"/> 5299 | 5299     | 8    | 25       | 1    | -2000.00   | Priced |                |

10 25 50 100

Add Repair Line Delete Edit

Back Print Copy as New Save Draft Price & Save

**Note:** Net Charge shows -\$2000.00 which is a credit amount.

9. Proceed with creating an invoice as described in [Creating Invoices and Submitting Data](#).

---

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

Settlement Value Adjustment is credit for wrecked unit billing exceeding settlement value. Detail Source **JJ** 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 July 1, 2021, under authority of Defect Card or endorsed JIC dated June 15, 2021, from Railroad YYYY during Car Owner's July 2021 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.

Use the following procedure for guidance in creating Settlement Value Adjustment (Rule 107, I.3, I.4) records:

1. Log into CRB as described in [Logging In](#). 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 **JJ** 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 49. BRC for Settlement Value Adjustment Example

**Bill Repair Card - Main**

|                 |              |               |              |              |           |
|-----------------|--------------|---------------|--------------|--------------|-----------|
| Car:            | RAIL 007711  | Repair Date:  | 2021-07-01   | Repaired At: | 411657000 |
| Total Charge:   | \$0.00       | Status:       | Pending      |              |           |
| Invoice Number: | Not Invoiced | Invoice Date: | Not Invoiced |              |           |

|                   |                  |                       |                               |
|-------------------|------------------|-----------------------|-------------------------------|
| Car Initial *     | Car Number *     | Car Kind *            | Billed Company *              |
| RAIL              | 007711           | F - Flat              | CSXT                          |
| U/E/U Indicator * | Repaired SPLC *  | Detail Source *       | Date Repaired *               |
| Loaded            | 411657000        | JI-Joint Inspection   | 7/1/2021                      |
| Defect Card Party | Defect Card Date | Repair Facility Type  | Repair Facility Arrival Da... |
| CSXT              | 6/15/2021        | CS - Contract Shop    |                               |
| Currency to use * | Doc. Ref. Number | DDCT ID(000009999999) |                               |
| US                |                  | CSXT12345678          |                               |

**Specify the following for Manually Priced Job Codes**

Use AAR Time Standard  
☒ Yes ☐ No Contract Labor Rate

**This BRC is for a re-submit invoice**

☐ Yes ☒ No Original Invoice Number Original Account Date

**CIF Fields(optional)**

Repairing Party CIF Billing Party CIF Invoicing Party CIF Defect Party CIF

**Rebuttal**

Repairing Party Repairing Party Doc. Refere... Repairing Party Invoice Nbr.

**Job Codes**

| App. Job        | Rem. Job | Loc. | Why Made | Qty. | Net Charge | Status | EHMS Sent Date |
|-----------------|----------|------|----------|------|------------|--------|----------------|
| No Rows To Show |          |      |          |      |            |        |                |

[Add Repair Line](#)
[Delete](#)
[Edit](#)

[Back](#)
[Copy as New](#)
[Save Draft](#)
[Price & Save](#)

3. Select **Add Repair Line**.
4. Enter Applied and Removed Job Code **5399**.
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
  - 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 50. BRC for a Settlement Value Adjustment with a Credit Example**

**Bill Repair Card - Main**

|                 |                     |               |                     |              |                  |
|-----------------|---------------------|---------------|---------------------|--------------|------------------|
| Car:            | <b>RAIL 007711</b>  | Repair Date:  | <b>2021-07-01</b>   | Repaired At: | <b>411657000</b> |
| Total Charge:   | <b>-\$4,000.00</b>  | Status:       | <b>Error</b>        |              |                  |
| Invoice Number: | <b>Not Invoiced</b> | Invoice Date: | <b>Not Invoiced</b> |              |                  |

|                   |                  |                      |                               |
|-------------------|------------------|----------------------|-------------------------------|
| Car Initial *     | Car Number *     | Car Kind *           | Billed Company *              |
| RAIL              | 007711           | F - Flat             | CSXT                          |
| U/E/U Indicator * | Repaired SPLC *  | Detail Source *      | Date Repaired *               |
| Loaded            | 411657000        | Jl-Joint Inspection  | 7/1/2021                      |
| Defect Card Party | Defect Card Date | Repair Facility Type | Repair Facility Arrival Da... |
| CSXT              | 6/15/2021        | CS - Contract Shop   |                               |
| Currency to use * | Doc. Ref. Number | DDCT (D000009999999) |                               |
| US                |                  | CSXT12345678         |                               |

**Specify the following for Manually Priced Job Codes**

Use AAR Time Standard  
☒ Yes ☐ No Contract Labor Rate

**This BRC is for a re-submit invoice**

☐ Yes ☒ No Original Invoice Number Original Account Date

**CIF Fields(optional)**

Repairing Party CIF Billing Party CIF Invoicing Party CIF Defect Party CIF

**Rebuttal**

Repairing Party Repairing Party Doc. Refere... Repairing Party Invoice Nbr.

**Job Codes**

| App. Job                      | Rem. Job | Loc. | Why Made | Qty. | Net Charge | Status | EHMS Sent Date |
|-------------------------------|----------|------|----------|------|------------|--------|----------------|
| <input type="checkbox"/> 5399 | 5399     | 8    | 09       | 1    | -4000.00   | Priced |                |

10 25 50 100

Add Repair Line Delete Edit

Back Copy as New Save Draft Price & Save

**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 an invoice as described in [Creating Invoices and Submitting Data](#).

---

## 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 July 1, 2021, 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 July 2021 account month. This material was shipped on July 3, 2021.

Use the following procedure for guidance in creating Material Supplied (Rule 85) records:

1. Log into CRB as described in [Logging In](#). 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 51. BRC for Material Supplied (Rule 85) Example**

**Bill Repair Card - Main**

|                 |                     |               |                     |              |                  |
|-----------------|---------------------|---------------|---------------------|--------------|------------------|
| Car:            | <b>RAIL 007711</b>  | Repair Date:  | <b>2021-07-03</b>   | Repaired At: | <b>411657000</b> |
| Total Charge:   | <b>\$0.00</b>       | Status:       | <b>Pending</b>      |              |                  |
| Invoice Number: | <b>Not Invoiced</b> | Invoice Date: | <b>Not Invoiced</b> |              |                  |

|                   |                  |                            |                               |
|-------------------|------------------|----------------------------|-------------------------------|
| Car Initial *     | Car Number *     | Car Kind *                 | Billed Company *              |
| RAIL              | 007711           | F - Flat                   | CSXT                          |
| U/E/U Indicator * | Repaired SPLC *  | Detail Source *            | Date Repaired *               |
| Loaded            | 411657000        | MA-Material Supplied (...) | 7/3/2021                      |
| Defect Card Party | Defect Card Date | Repair Facility Type       | Repair Facility Arrival Da... |
| CSXT              | 7/3/2021         | CS - Contract Shop         |                               |
| Currency to use * | Doc. Ref. Number | DOCT ID(0000X9999999)      |                               |
| US                | PO123456         | CSXT12345678               |                               |

**Specify the following for Manually Priced Job Codes**

Use AAR Time Standard  
☒ Yes ☐ No Contract Labor Rate

**This BRC is for a re-submit invoice**

☐ Yes ☒ No Original Invoice Number Original Account Date

**CIF Fields(optional)**

Repairing Party CIF Billing Party CIF Invoicing Party CIF Defect Party CIF

**Rebuttal**

Repairing Party Repairing Party Doc. Refere... Repairing Party Invoice Nbr.

**Job Codes**

| App. Job        | Rem. Job | Loc. | Why Made | Qty. | Net Charge | Status | EHMS Sent Date |
|-----------------|----------|------|----------|------|------------|--------|----------------|
| No Rows To Show |          |      |          |      |            |        |                |

[Add Repair Line](#)
[Delete](#)
[Edit](#)

[Back](#)
[Copy as New](#)
[Save Draft](#)
[Price & Save](#)

3. Select **Add Repair 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
  - 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 an invoice as described in [Creating Invoices and Submitting Data](#).

---

## 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 July 2021 account month.

Use the following procedure for guidance in creating Shop Billing records:

1. Log into CRB as described in [Logging In](#). 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, YD**)



**Exhibit 52. BRC for Material Supplied (Rule 85) Example**

**Bill Repair Card - Main**

|                 |                     |               |                     |              |                  |
|-----------------|---------------------|---------------|---------------------|--------------|------------------|
| Car:            | <b>RAIL 007711</b>  | Repair Date:  | <b>2021-07-03</b>   | Repaired At: | <b>411657000</b> |
| Total Charge:   | <b>\$0.00</b>       | Status:       | <b>Pending</b>      |              |                  |
| Invoice Number: | <b>Not Invoiced</b> | Invoice Date: | <b>Not Invoiced</b> |              |                  |

|                    |                  |                      |                               |
|--------------------|------------------|----------------------|-------------------------------|
| Car Initial *      | Car Number *     | Car Kind *           | Billed Company *              |
| RAIL               | 007711           | F - Flat             | CSXT                          |
| Li/E/U Indicator * | Repaired SPLC *  | Detail Source *      | Date Repaired *               |
| Loaded             | 411657000        | SH-Shop Billing      | 7/3/2021                      |
| Defect Card Party  | Defect Card Date | Repair Facility Type | Repair Facility Arrival Da... |
| CSXT               | 7/3/2021         | CS - Contract Shop   |                               |
| Currency to use *  | Doc. Ref. Number | DDCT ID(00000999999) |                               |
| US                 | PO123456         | CSXT12345678         |                               |

**Specify the following for Manually Priced Job Codes**

Use AAR Time Standard  
☒ Yes ☐ No Contract Labor Rate

**This BRC is for a re-submit invoice**

☐ Yes ☒ No Original Invoice Number Original Account Date

**CIF Fields(optional)**

Repairing Party CIF Billing Party CIF Invoicing Party CIF Defect Party CIF

**Rebuttal**

Repairing Party Repairing Party Doc. Refere... Repairing Party Invoice Nbr.

**Job Codes**

| App. Job        | Rem. Job | Loc. | Why Made | Qty. | Net Charge | Status | EHMS Sent Date |
|-----------------|----------|------|----------|------|------------|--------|----------------|
| No Rows To Show |          |      |          |      |            |        |                |

[Add Repair Line](#)
[Delete](#)
[Edit](#)

[Back](#)
[Copy as New](#)
[Save Draft](#)
[Price & Save](#)

3. Proceed with creating an invoice as described in [Creating Invoices and Submitting Data](#).

---

## AAR Group Billable Repairs

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

Example: Railroad XXXX repairs car owner YYYY's railcar during railroad XXXX's July 2021 account month.

Use the following procedure for guidance in creating AAR Group Billable Repair records:

1. Log into CRB as described in [Logging In](#). 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 53. BRC for Group Billable Repairs Example**

**Bill Repair Card - Main**

|                 |              |               |              |              |           |
|-----------------|--------------|---------------|--------------|--------------|-----------|
| Car:            | RAIL 007711  | Repair Date:  | 2021-07-03   | Repaired At: | 411657000 |
| Total Charge:   | \$0.00       | Status:       | Pending      |              |           |
| Invoice Number: | Not Invoiced | Invoice Date: | Not Invoiced |              |           |

|                   |        |                  |           |                      |                    |                               |          |
|-------------------|--------|------------------|-----------|----------------------|--------------------|-------------------------------|----------|
| Car Initial *     | RAIL   | Car Number *     | 007711    | Car Kind             | F - Flat           | Billed Company *              | CSXT     |
| L/E/U Indicator * | Loaded | Repaired SPLC *  | 411657000 | Detail Source *      | GB-Group Billable  | Date Repaired *               | 7/3/2021 |
| Defect Card Party | CSXT   | Defect Card Date | 7/3/2021  | Repair Facility Type | CS - Contract Shop | Repair Facility Arrival Da... |          |
| Currency to use * | US     | Doc. Ref. Number | PO123456  | DDCT ID(0000999999)  | CSXT12345678       |                               |          |

**Specify the following for Manually Priced Job Codes**

Use AAR Time Standard  
☒ Yes ☐ No Contract Labor Rate

**This BRC is for a re-submit invoice**

☐ Yes ☒ No Original Invoice Number Original Account Date

**CIF Fields(optional)**

Repairing Party CIF Billing Party CIF Invoicing Party CIF Defect Party CIF

**Rebuttal**

Repairing Party Repairing Party Doc. Reference Nbr. Repairing Party Invoice Nbr.  
 CSXT ABC12345 008123456

**Job Codes**

| App. Job        | Rem. Job | Loc. | Why Made | Qty. | Net Charge | Status | EHMS Sent Date |
|-----------------|----------|------|----------|------|------------|--------|----------------|
| No Rows To Show |          |      |          |      |            |        |                |

3. Select **Add Repair 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 an invoice as described in [Creating Invoices and Submitting Data](#).

---

## 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 submitted per CBA.

Example: On July 1, 2021, 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:

Use the following procedure for guidance in creating Counter Billing Authority records (CBA):

1. Log into CRB as described in [Logging In](#). 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
- Car Number
- Car Kind
- Load/Empty Indicator
- SPLC
- Currency must be either US or CA

**Required fields that cannot be left blank for Counter Billing Authority Records:**

- Detail Source set to **CB**
- Billed Company should be filled in with the CBA issuing party's initial
- Date repaired should be set to the CBA date
- 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 54. Counter Billing Authority Records (CBA) Example**

**Bill Repair Card - Main**

|                 |              |               |              |              |           |
|-----------------|--------------|---------------|--------------|--------------|-----------|
| Car:            | RAIL 007711  | Repair Date:  | 2021-07-03   | Repaired At: | 411657000 |
| Total Charge:   | \$0.00       | Status:       | Pending      |              |           |
| Invoice Number: | Not Invoiced | Invoice Date: | Not Invoiced |              |           |

|                   |                    |                            |                               |
|-------------------|--------------------|----------------------------|-------------------------------|
| Car Initial       | Car Number *       | Car Kind                   | Billed Company *              |
|                   | 000000             |                            | CSXT                          |
| I/E/U Indicator   | Repaired SPLC *    | Detail Source *            | Date Repaired *               |
|                   | 000000000          | CB-Counter Billing Auth... | 7/3/2021                      |
| Defect Card Party | Defect Card Date   | Repair Facility Type       | Repair Facility Arrival Da... |
|                   |                    | CS - Contract Shop         |                               |
| Currency to use * | Doc. Ref. Number * | DDCT ID(XXXX9999999)       |                               |
| US                | PO123456           |                            |                               |

Specify the following for Manually Priced Job Codes

Use AAR Time Standard  
☒ Yes ☐ No
 Contract Labor Rate

This BRC is for a re-submit invoice

☐ Yes ☒ No
 Original Invoice Number
 Original Account Date

CIF Fields(optional)

Repairing Party CIF
 Billing Party CIF
 Invoicing Party CIF
 Defect Party CIF

Rebuttal

Repairing Party
 CSXT
 Repairing Party Doc. Refere...
 Repairing Party Invoice Nbr.
 008123456

Job Codes

| App. Job        | Rem. Job | Loc. | Why Made | Qty. | Net Charge | Status | EHMS Sent Date |
|-----------------|----------|------|----------|------|------------|--------|----------------|
| No Rows To Show |          |      |          |      |            |        |                |

[Add Repair Line](#)
[Delete](#)
[Edit](#)

[Back](#)
[Copy as New](#)
[Save Draft](#)
[Price & Save](#)

3. Select **Add Repair Line**.

**Exhibit 55. BRC Job Couplet for Counter Billing Authority Records (CBA) Example**

**BRC Job Couplet**

☒ Manually Priced
 ☐ Wrong Repair

Applied Job Code \*
 Removed Job Code \*

0000
 0000

[Cancel](#)
[Continue](#)

4. On the BRC Job Couplet page:
  - Manually Priced is automatically 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 an invoice as described in [Creating Invoices and Submitting Data](#).

## 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.*

In order to become a new Running Repair Agent, a Sponsoring Railroad must complete a Sponsorship application within Railinc's Mechanical Reference Repository application. Once the Sponsoring Railroad initiates the sponsorship, an email will be sent to the Running Repair Agent contact. The Running Repair Agent contact must then complete Railinc's Onboarding process to establish a new Running Repair Agent mark. Once the Running Repair Agent has been assigned a Running Repair Agent mark (e.g., A000) and the AAR has approved the Running Repair Agent application, the Sponsoring Railroad (XXXX) will be notified that the Running Repair Agent is approved. The AAR will then add the new Running Repair Agent and authorized SPLC location (e.g., 380000) to FindUs.Rail as noted in Appendix H of the AAR Office Manual. (A Running Repair Agent mark always starts with an "A" followed by three digits (e.g., 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.

Before you start creating BRCs as a Running Repair Agent, verify your company's billing information exists in [FindUs.Rail](#) for all six functions: Billed Party (BP), Billing or Invoicing Party (IP), Counter Billing (CB), Inquiries (IQ), Invoice Exceptions (EX), and Remit To (RT). This information must be verified every 3 months in [FindUs.Rail](#). The information for functions IQ, RT, EX, CB and IP will appear on your printed paper invoices.

---

**Note:** Contact information may be entered in [FindUs.Rail](#) for RTUSA, RTMEX or RTCAN in addition to or in place of RT.

---

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

Running Repair Agent (A000) submits the repair records in the July 2021 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 56. Running Repair Agent Reporting (Responsibility Code 1) Example

**Bill Repair Card - Main**

|                 |              |               |              |              |           |
|-----------------|--------------|---------------|--------------|--------------|-----------|
| Car:            | RAIL 007711  | Repair Date:  | 2021-07-03   | Repaired At: | 411657000 |
| Total Charge:   | \$0.00       | Status:       | Pending      |              |           |
| Invoice Number: | Not Invoiced | Invoice Date: | Not Invoiced |              |           |

|                   |        |                  |           |                      |                        |                               |          |
|-------------------|--------|------------------|-----------|----------------------|------------------------|-------------------------------|----------|
| Car Initial *     | RAIL   | Car Number *     | 007711    | Car Kind *           | F - Flat               | Billed Company *              | CSXT     |
| L/E/U Indicator * | Loaded | Repaired SPLC *  | 411657000 | Detail Source *      | BR-Billing Repair Card | Date Repaired *               | 7/3/2021 |
| Defect Card Party |        | Defect Card Date |           | Repair Facility Type | LR - Line of Road      | Repair Facility Arrival Da... |          |
| Currency to use * | US     | Doc. Ref. Number | 12345     | DDCT ID(XXXX9999999) |                        |                               |          |

**Specify the following for Manually Priced Job Codes**

Use AAR Time Standard  
☒ Yes ☐ No Contract Labor Rate

**This BRC is for a re-submit invoice**

☐ Yes ☒ No Original Invoice Number Original Account Date

**CIF Fields(optional)**

Repairing Party CIF Billing Party CIF Invoicing Party CIF Defect Party CIF

**Rebuttal**

Repairing Party Repairing Party Doc. Reference Nbr. Repairing Party Invoice Nbr.  
 CSXT 12345 008123456

**Job Codes**

| App. Job        | Rem. Job | Loc. | Why Made | Qty. | Net Charge | Status | EHMS Sent Date |
|-----------------|----------|------|----------|------|------------|--------|----------------|
| No Rows To Show |          |      |          |      |            |        |                |

[Add Repair Line](#) [Delete](#) [Edit](#)

[Back](#)
[Copy as New](#)
[Save Draft](#)
[Price & Save](#)

- On the BRC Job Couplet page, input Applied and Removed Job Code 4458
- 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 July 2021 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 YYYY's railcar as the agent of Railroad XXXX on July 1, 2021, during running repair agent's July 2021 account month under the authority of a Defect Card from Railroad ZZZZ dated July 1, 2021. (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 07-01-2021
- On the BRC Job Couplet (part 2) page, set Responsibility Code to **3**

**Exhibit 57. Running Repair Agent Reporting (Responsibility Code 3) Example**

**Bill Repair Card - Main**

Car: **RAIL 007711**

Repair Date: **2021-07-03**

Repaired At: **411657000**

Total Charge: **\$0.00**

Status: **Pending**

Invoice Number: **Not Invoiced**

Invoice Date: **Not Invoiced**

Car Initial \*  
RAIL

Car Number \*  
007711

Car Kind \*  
F - Flat

Billed Company \*  
CSXT

U/E/U Indicator \*  
Loaded

Repaired SPLC \*  
380000

Detail Source \*  
DC-Defect Card

Date Repaired \*  
7/3/2021

Defect Card Party  
ZZZZ

Defect Card Date  
7/1/2021

Repair Facility Type  
LR - Line of Road

Repair Facility Arrival Da...

Currency to use \*  
US

Doc. Ref. Number  
12345

DDCT ID(XXXX9999999)

**Specify the following for Manually Priced Job Codes**

Use AAR Time Standard  
☒ Yes ☐ No

Contract Labor Rate

**This BRC is for a re-submit invoice**

☐ Yes ☒ No

Original Invoice Number

Original Account Date

**CIF Fields(optional)**

Repairing Party CIF

Billing Party CIF

Invoicing Party CIF

Defect Party CIF

**Rebuttal**

Repairing Party  
CSXT

Repairing Party Doc. Reference Nbr.  
12345

Repairing Party Invoice Nbr.  
12345

**Job Codes**

| App. Job        | Rem. Job | Loc. | Why Made | Qty. | Net Charge | Status | EHMS Sent Date |
|-----------------|----------|------|----------|------|------------|--------|----------------|
| No Rows To Show |          |      |          |      |            |        |                |

Add Repair Line

Delete

Edit

Back

Copy as New

Save Draft

Price & Save

# Exceptions

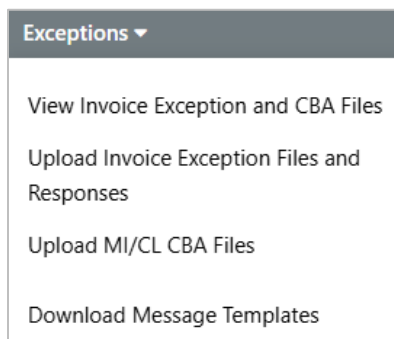
Exceptions are a disagreement with a BRC (Billing Repair Card, as defined in Rule 83 exhibit “A”) line item, or to an entire BRC, that is brought to the attention of the Billing Party by the Billed Party. For detailed guidelines, see Appendix Y in the [CRB Procedure Manual](#).

Exception messages are typically submitted to Railinc for processing through FTP, but if your company needs to submit exception messages to Railinc outside of FTP, you can submit them through the Exceptions menu of the CRB application. For access to this menu item, you’ll need to be assigned to one of these CRB Exceptions roles:

- **CRB Exceptions General:** To view exception data applicable to your mark or marks for which you have an LOA.
- **CRB Exceptions Submitter/Responder:** To download and/or submit exception data messages for your mark or marks for which you have an LOA.

Select **Exceptions** from the CRB menu to see the Exceptions menu and find these functions:

### *Exhibit 58. Exceptions Menu*



- [View Invoice Exception and CBA Files](#)
- [Upload Exception and CBA Files](#)
- [Download Message Templates](#)

---

## View Invoice Exception and CBA Files

These Exceptions and CBA (Counter Billing Authority) tabs provide the ability to search for and download sent and received exception and CBA messages, including CL (Circular Letter) and MI (Mechanical Inspection) CBAs.

- Exceptions taken are exceptions that you have submitted to a billing party.
- Exceptions received are exceptions that you have received from a billed party.
- CL and MI CBAs issued are CBAs that you have issued to a receiving party.
- CL and MI CBAs received are CBAs where your company is the receiving party.

# Exceptions Taken

Use the following procedure to view exceptions taken:

1. Log into CRB as described in [Logging In](#). The CRB Welcome page is displayed ([Exhibit 3](#)).
2. Select **Exceptions > View Invoice Exception and CBA Files**. The Search Exception File page is displayed with the **Exceptions Taken** tab selected.

**Exhibit 59. Search Exceptions Taken**

3. You can filter the data by entering a **From Date** and **To Date**, and **File Name**. You can select to display data for **All** or only the last 30, 60, 90 or 120 days.
4. Select **Search**. The Search Results are displayed.

**Exhibit 60. Exceptions Taken Search Results**

| Exception File                   | File Name                                           | Submit Timestamp    | Detail Source     | Billed Party | Billing Party |
|----------------------------------|-----------------------------------------------------|---------------------|-------------------|--------------|---------------|
| TTX_A127_A127PGR2411TTX_2502 (4) |                                                     |                     |                   |              |               |
|                                  | <a href="#">TTX_A127_A127PGR2411TTX_2502_01.zip</a> | 2025-05-19 15:29:41 | Invoice Exception | TTX          | A127          |
|                                  | <a href="#">A127_TTX_A127PGR2411TTX_2502_01.zip</a> | 2025-05-21 08:10:43 | Response          | TTX          | A127          |
|                                  | <a href="#">TTX_A127_A127PGR2411TTX_2502_02.zip</a> | 2025-05-22 08:28:40 | Invoice Exception | TTX          | A127          |
|                                  | <a href="#">A127_TTX_A127PGR2411TTX_2502_02.zip</a> | 2025-06-11 09:15:57 | Response          | TTX          | A127          |
| + TTX_NCRC_NCR250237_2502 (2)    |                                                     |                     |                   |              |               |
| + TTX_A099_MPTS002538_2502 (2)   |                                                     |                     |                   |              |               |
| + TTX_LSRC_7934_2502 (2)         |                                                     |                     |                   |              |               |
| + TTX_ALS_UQ2501TTX_2501 (2)     |                                                     |                     |                   |              |               |

5. Select the + next to the exception to expand the row and view related files.
6. Click on file links in the File Name column to download the exception file.

# Exceptions Received

Use the following procedure to view exceptions received:

1. Log into CRB as described in [Logging In](#). The CRB Welcome page is displayed ([Exhibit 3](#)).
2. Select **Exceptions > View Invoice Exception and CBA Files**. The Search Exception File page is displayed.
3. Select the **Exceptions Received** tab.

## Exhibit 61. Search Exceptions Received

Exceptions Taken **Exceptions Received** MI/CL CBA's Issued MI/CL CBA's Received

**Search Exception File**

Please enter below the month and year and name of the Exceptions file.

From Date To Date File Name

Displaying data for the last: All

4. You can filter the data by entering a **From Date** and **To Date**, and **File Name**. You can select to display data for **All** or only the last 30, 60, 90 or 120 days.
5. Select **Search**. The Search Results are displayed.

## Exhibit 62. Exceptions Received Search Results

Exceptions Taken **Exceptions Received** MI/CL CBA's Issued MI/CL CBA's Received

**Search Exception File**

**Exception Search Results**

| Exception File                  | File Name                                        | Submit Timestamp     | Detail Source     | Billed Party | Billing Party |
|---------------------------------|--------------------------------------------------|----------------------|-------------------|--------------|---------------|
| + NS_TTX_WR2503NS_2503 (1)      |                                                  |                      |                   |              |               |
| + CSXT_TTX_WR2501CSXT_2501 (1)  |                                                  |                      |                   |              |               |
| - CSXT_TTX_INV_0929-01_2509 (2) |                                                  |                      |                   |              |               |
|                                 | <a href="#">CSXT TTX INV 0929-01_2509_01.zip</a> | 2025-09-29 15:07:... | Invoice Exception | CSXT         | TTX           |
|                                 | <a href="#">TTX CSXT INV 0929-01_2509_01.zip</a> | 2025-09-29 15:13:... | Response          | CSXT         | TTX           |

10 25 50 100

7. Select the + next to the exception to expand the row and view related files.
8. Click on file links in the File Name column to download the exception file.

## MI/CL CBAs Issued

Use the following procedure to view MI/CL CBAs Issued:

1. Log into CRB as described in [Logging In](#). The CRB Welcome page is displayed ([Exhibit 3](#)).
2. Select **Exceptions > View Invoice Exception and CBA Files**. The Search Exception File page is displayed.
3. Select the **MI/CL CBAs Issued** tab.

**Exhibit 63. Search MI/CL CBAs Issued**

4. You can filter the data by entering a **From Date** and **To Date**, and **File Name**. You can select to display data for **All** (includes both MI and CL) or only **MI** or **CL**.
5. Select **Search**. The Search Results are displayed.

**Exhibit 64. MI/CL CBAs Issued Search Results**

Exceptions Taken

Exceptions Received

MI/CL CBA's Issued

MI/CL CBA's Received

Search MI/CL CBA Files

Search Results

| File Name                                        | Submit Timestamp    | Detail Source | Issuing Party | Receiving Party |
|--------------------------------------------------|---------------------|---------------|---------------|-----------------|
| <a href="#">RAIL BNSF MI TEST123875_2510.zip</a> | 2025-10-06 16:41:59 | MI            | RAIL          | BNSF            |
|                                                  |                     |               |               |                 |

10

25

50

100

6. Click on file links in the File Name column to download the exception file.

## MI/CL CBAs Received

Use the following procedure to view MI/CL CBAs Issued:

1. Log into CRB as described in [Logging In](#). The CRB Welcome page is displayed ([Exhibit 3](#)).
2. Select **Exceptions > View Invoice Exception and CBA Files**. The Search Exception File page is displayed.
3. Select the **MI/CL CBAs Received** tab.

### Exhibit 65. Search MI/CL CBAs Received

Exceptions Taken   Exceptions Received   MI/CL CBA's Issued   **MI/CL CBA's Received**

**Search MI/CL CBA Files**

Please enter below the month and year and name of the Exceptions file.

From Date   To Date   File Name   Search for CL or MI CBA: All

Clear   Search

4. You can filter the data by entering a **From Date** and **To Date**, and **File Name**. You can select to display data for **All** (includes both MI and CL) or only **MI** or **CL**.
5. Select **Search**. The Search Results are displayed.

### Exhibit 66. MI/CL CBAs Received Search Results

Exceptions Taken   Exceptions Received   MI/CL CBA's Issued   **MI/CL CBA's Received**

**Search MI/CL CBA Files**

**Search Results**

| File Name                                          | Submit Timestamp    | Detail Source | Issuing Party | Receiving Party |
|----------------------------------------------------|---------------------|---------------|---------------|-----------------|
| <a href="#">GBRX TTX CL CBA 4588Test4 2510.zip</a> | 2025-10-09 09:53:22 | CL            | GBRX          | TTX             |
| <a href="#">GBRX TTX MI CBA 4587Test4 2510.zip</a> | 2025-10-09 09:53:08 | MI            | GBRX          | TTX             |

10   25   50   100

6. Click on file links in the File Name column to download the exception file.

# Upload Exception and CBA Files

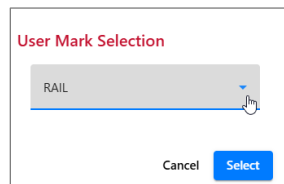
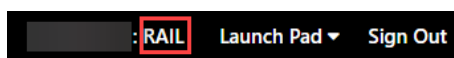
Railinc provides template spreadsheets to help you prepare your exception and CBA files prior to upload. See [Download Message Templates](#) to learn how to download templates and see Appendix Y of the [CRB Procedures Manual](#) for file formatting details for each type of file.

The exception or CBA file for upload must be a compressed ZIP file that includes the exception or CBA spreadsheet to successfully upload the file. The file may also contain any supporting PDF attachments.

Prior to uploading your file, be sure to enter your email address on the [Contact Admin](#) page to receive an email confirmation to let you know whether the file is accepted or rejected.

## Change Roadmark

For exception and CBA uploads, the Submit Roadmark field is pre-populated with the mark used to log into CRB. If you have access to more than one mark, you can change the **Submit Roadmark** by selecting your current mark in the top right of the CRB application next to your SSO ID (pictured below). The User Mark Selection pop-up is displayed. Select the appropriate mark for uploading from the drop-down list and click **Select**. If you only have access to one mark, then only one mark will be available.



## Upload Exception Files

See Appendix Y of the [CRB Procedures Manual](#) for file formatting details. Use the following procedure to upload 500-byte exception files:

1. Log into CRB as described in [Logging In](#). The CRB Welcome page is displayed ([Exhibit 3](#)).
2. Select **Exceptions > Upload Invoice Exception Files and Responses**. The Upload Electronic Billing Exception File page is displayed.
3. If you need to change the Submit Roadmark, see [Change Roadmark](#).
4. Select the **Choose File** button and select a file to upload. The file must be a ZIP file to successfully upload the file. When you select your file, the file name appears next to the button. Select **Clear Exception File** to clear the existing file shown and upload a different file.



### ***Exhibit 67. Upload Exception File***

**Upload Electronic Billing Exception File**

Submit Roadmark\*  
RAIL

Choose File

RAIL\_RAIL\_TESTRUNDX\_2411\_01.zip

Clear Exception File

Upload Exception File

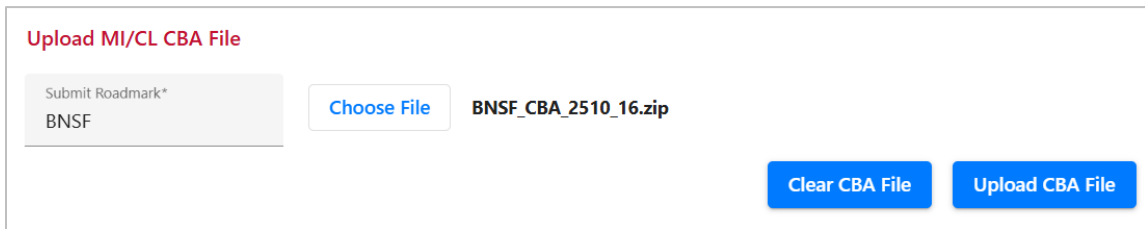
5. Once you have chosen the file to upload, select **Upload Exception File**.
6. A confirmation email will be sent to you letting you know if the file has been accepted or rejected. When a file is accepted, Railinc processes it and sends it to the receiver, and the email includes a link to the report.

## Upload CBA Files

See Appendix Y of the [CRB Procedures Manual](#) for file formatting details. Use the following procedure to upload 500-byte CBA files:

1. Log into CRB as described in [Logging In](#). The CRB Welcome page is displayed ([Exhibit 3](#)).
2. Select **Exceptions > Upload MI/CL CBA Files**. The Upload MI/CL CBA File page is displayed.
3. If you need to change the Submit Roadmark, see [Change Roadmark](#).
4. Select the **Choose File** button and select a file to upload. The file must be a ZIP file to successfully upload the file. When you select your file, the file name appears next to the button. Select **Clear CBA File** to clear the existing file shown and upload a different file.

### ***Exhibit 68. Upload MI/CL CBA File***



Upload MI/CL CBA File

Submit Roadmark\*  
BNSF

Choose File BNSF\_CBA\_2510\_16.zip

Clear CBA File Upload CBA File

5. Once you have chosen the file to upload, select **Upload CBA File**.
6. A confirmation email will be sent to you letting you know if the file has been accepted or rejected. When a file is accepted, Railinc processes it and sends it to the receiver, and the email includes a link to the report.

# Download Message Templates

These templates provide a blank spreadsheet with the appropriate fields listed at the top.

Use the following procedure to download a template:

1. Log into CRB as described in [Logging In](#). The CRB Welcome page is displayed ([Exhibit 3](#)).
2. Select **Exceptions > Download Message Templates**. The Download Message Templates page is displayed.
3. Select the appropriate template from the **Template** drop-down list.

## Exhibit 69. Download Message Templates with Exceptions Template Example

**Download Message Templates**

Select a Template

Template ▼

Exceptions Template

Exception Response with CBA Template

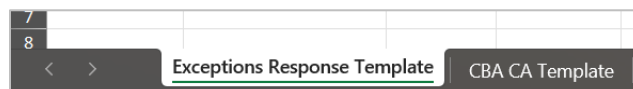
Mechanical Inspection CBA Template

Circular Letter CBA Template

Download Template

|   | A             | B                       | C            | D            | E                    | F              | G                                            | H       |
|---|---------------|-------------------------|--------------|--------------|----------------------|----------------|----------------------------------------------|---------|
|   | Record Format | Billing/Invoicing Party | Billed Party | Account Date | Total Invoice Amount | Invoice Number | DX Outbound Date<br>(Produced by<br>Railinc) | Car Ini |
| 1 |               |                         |              |              |                      |                |                                              |         |
| 2 |               |                         |              |              |                      |                |                                              |         |
| 3 |               |                         |              |              |                      |                |                                              |         |
| 4 |               |                         |              |              |                      |                |                                              |         |
| 5 |               |                         |              |              |                      |                |                                              |         |
| 6 |               |                         |              |              |                      |                |                                              |         |

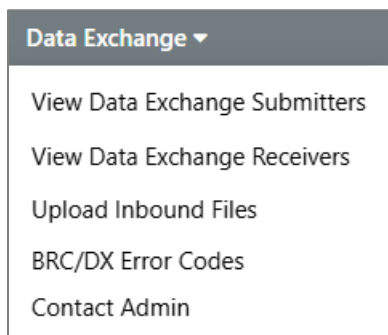
4. Select **Download Template** and follow the prompts to save the template to your system.
5. Columns with **red titles** should remain blank when you're ready to upload it with your data. Railinc will supply the data for these columns.
6. The Exceptions Response with CBA Template includes two worksheets (tabs at the bottom of the workbook), one for Exceptions Response Template and one for the CBA CA Template.



## Data Exchange

Select **Data Exchange** from the CRB menu to see the Data Exchange menu and find these functions:

### Exhibit 70. Data Exchange Menu



- [View Data Exchange Submitters](#)
- [View Data Exchange Receivers](#)
- [Uploading Inbound Files](#)
- [BRC/DX Error Codes](#)
- [Contact Admin](#)

## View Data Exchange Submitters

The Data Exchange Submitters page helps you verify the appropriate submitter mark for the company submitting the bill. For details regarding submitters and receivers, see the [Overview](#).

Use the following procedure to view submitter marks:

7. Log into CRB as described in [Logging In](#). The CRB Welcome page is displayed ([Exhibit 3](#)).
8. Select **Data Exchange > View Data Exchange Submitters**. The View All Submitter Awareness Data page ([Exhibit 71](#)) is displayed.

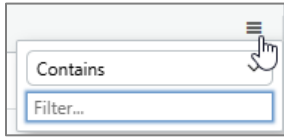
### Exhibit 71. View DX Submitters

View All Submitter Awareness Data Total Items: 1849

| Submitted By | Submitter Mark |
|--------------|----------------|
| A004         | A004           |
| A012         | A012           |
| A012         | RNRX           |
| A021         | A021           |
| A026         | A026           |
| A027         | A027           |
| A033         | A033           |
| A037         | A037           |
| A037         | TFVM           |
| A039         | A039           |

10 25 50 100

- Page through the list of marks using the numbers at the bottom, or hover over the title of each column to select the icon and filter the data to narrow your search.



## View Data Exchange Receivers

The Data Exchange Recipient page helps you verify the appropriate receiving mark for the company receiving the bill. For details defining submitters and receivers, see the [Overview](#).

Use the following procedure to view recipient marks:

- Log into CRB as described in [Logging In](#). The CRB Welcome page is displayed ([Exhibit 3](#)).
- Select **Data Exchange > View Data Exchange Receivers**. The View All Recipient Awareness Data page ([Exhibit 72](#)) is displayed.

### Exhibit 72. View DX Recipients

View All Recipient Awareness Data

Total Items: 2131

| Received By | Recipient Mark |
|-------------|----------------|
| A012        | RNRX           |
| A021        | A021           |
| A033        | A033           |
| A040        | A040           |
| A047        | A047           |
| A050        | A050           |
| A065        | A065           |
| A072        | A072           |
| A081        | A081           |
| A084        | A084           |

1

2

3

4

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...

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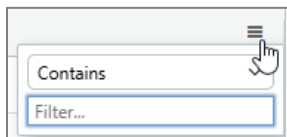
10

25

50

100

- Page through the list of marks using the numbers at the bottom, or hover over the title of each column to select the icon and filter the data to narrow your search.



## Uploading Inbound Files

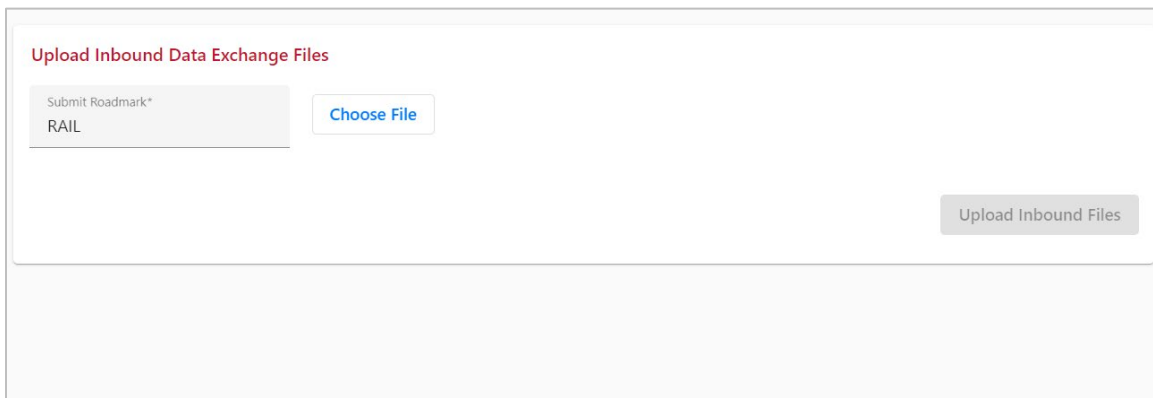
Use the following procedure to upload a 500-byte file, which is also known as an Inbound File or a BRC:

**Note:** You must have the CRB Data Exchange Submitter role to access this functionality.

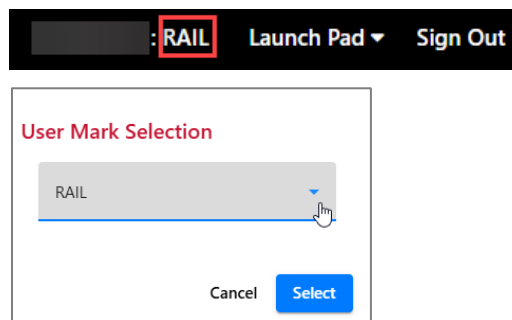
1. Log into CRB as described in [Logging In](#). The CRB Welcome page is displayed ([Exhibit 3](#)).
2. Select **Data Exchange > Upload Inbound Files**. The Billing Repair Card – Upload Inbound Files page is displayed ([Exhibit 73](#)).

**Note:** Files to be uploaded must be in a .ZIP container to be accepted by the system.

**Exhibit 73. Upload Inbound DX Files**



3. If you have access to more than one mark, you can change the **Submit Roadmark** by selecting your current mark in the top right of the CRB application next to your SSO ID (pictured below). Select the mark you want to use to upload an Inbound file from the drop-down list and click **Select**. If you only have access to one mark, then only one mark will be available.



4. Select the **Choose File** button to select the file you want to upload.
5. Select the **Upload Inbound Files** button to send your file to the CRB Data Exchange.

## BRC/DX Error Codes

The BRD/DX Error Codes page provides CRB error codes and their corresponding descriptions to help you understand the reason for an error.

Use the following procedure to view error codes:

1. Log into CRB as described in [Logging In](#). The CRB Welcome page is displayed ([Exhibit 3](#)).
2. Select **Data Exchange > BRD/DX Error Codes**. The BRC/DX Error Codes page ([Exhibit 74](#)) is displayed.

### Exhibit 74. BRC/DX Error Codes

BRC/DX Error Codes

Total Items: 165

| Error Code ↑ | Error Description                                                                                                                                                                                                                                                                            |
|--------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| %            | Applied and Removed Job Code 5399 valid only with Detail Source JI or DC, Why Made Code 09 and Material Sign C.                                                                                                                                                                              |
| &            | No active job couplet found for given repair date. Check for validity of repairs; if proper repair, bill per Rule 72.                                                                                                                                                                        |
| -            | Repair Period - Unable to find proper pricing period on Price Master.                                                                                                                                                                                                                        |
| 0V           | Cannot validate component ID.                                                                                                                                                                                                                                                                |
| 1            | Currency Indicator - Must be 'U' (US) or 'C' (Canada).                                                                                                                                                                                                                                       |
| 1B           | Billing/Invoicing Party Initial - Must be present and alphanumeric. This should be a Railinc registered identifier of the Billing/Invoicing Party.                                                                                                                                           |
| 1C           | Billed Party - Must be present and alphanumeric. This should be a Railinc registered identifier of the Billed/Invoiced Party.                                                                                                                                                                |
| 1D           | Account Date (YYMM) - Must be present and valid numeric date format (YYMM). Must not be older than one year from the current year/month and must not be in the future. If a resubmitted invoice, then must not be older than 24 months from the current year/month and not be in the future. |
| 1E           | Invoice Number - Must be present and alphanumeric.                                                                                                                                                                                                                                           |

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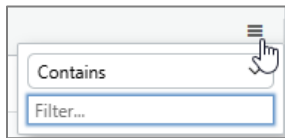
10

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3. Page through the list of errors using the numbers at the bottom, or hover over the title of each column to select the icon and filter the data to narrow your search.



## Contact Admin

The CRB system provides the following notifications:

- **Data Exchange System Notifications:** This includes all data exchange and basic CRB notifications. For example, when an inbound file comes in, a notification of accepted or rejected is sent to notify you of the file's status.
- **Exceptions System Notifications:** This includes all notifications related to uploads of Inbound Exceptions files. For example, when an inbound exception file comes in, a notification of accepted or rejected is sent to notify you of the file's status.
- **Price Master Notifications:** This includes all notifications related to the Price Master, including when it is distributed quarterly so that you know it's ready to be picked up.

Use the following procedure to view, edit, add or delete a contact:

1. Log into CRB as described in [Logging In](#). The CRB Welcome page is displayed ([Exhibit 3](#)).
2. Select **Data Exchange > Contact Admin**. The Contact Admin page ([Exhibit 75](#)) is displayed.

**Exhibit 75. Contact Admin**

The screenshot shows the 'Contact Admin Page' with a table of contacts. Each contact row includes a checkbox for selection, an 'Email Address\*' field, and three checkboxes for notification preferences: 'Data Exchange System Notifications', 'Exceptions System Notifications', and 'Price Master Notifications'. The third contact is selected, and its 'Price Master Notifications' checkbox is also checked. At the bottom, there are buttons for '+ Add New Contact', 'Back', 'Delete Selected Items', and 'Save'.

| Select                              | Email Address*  | Data Exchange System Notifications  | Exceptions System Notifications     | Price Master Notifications          |
|-------------------------------------|-----------------|-------------------------------------|-------------------------------------|-------------------------------------|
| <input type="checkbox"/>            | ...@railinc.com | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="checkbox"/>            | ...@railinc.com | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input checked="" type="checkbox"/> | ...@railinc.com | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| <input type="checkbox"/>            | ...@railinc.com | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |

+ Add New Contact      Back      Delete Selected Items      Save

**Note:** An email address can only be listed once.

- a. To edit an existing contact, make your updates and select **Save**.
- b. To delete an existing contact, select the checkbox for one or more contacts and select the **Delete Selected Items** button. A confirmation pop-up is displayed to verify you want to delete the contacts. Select **Yes** to remove the contacts.



### Exhibit 76. Delete Contact Confirmation Pop-up

**Confirmation**

Delete the selected records? All unsaved data will be lost.

- c. To add a new contact, select the **Add New Contact** button, enter a valid email address and choose the appropriate types of notification. Select **Save** and the contact is saved.

### Exhibit 77. Add New Contact

☐

Email Address\*

john.smith@railinc.com

☒ Data Exchange System Notifications

☒ Exceptions System Notifications

☒ Price Master Notifications

## Proper Usage of Detail Source Codes

**BR – Billing Repair Card** - use when detail record of repairs is 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.

**JD – Joint Inspection/Defect Card Billing for Retired/Dismantled Unit** - use for JIC or Defect Card billing for a retired/dismantled unit not actually repaired.

**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 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.