Overview of Car Repair Billing (CRB) Webinar

Presenter: David Lawrence

June 2022

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Agenda

- CRB & FindUs.Rail
- CRB Overview
- Billing Repair Card (BRC) Walkthrough
- Invoicing Process
- CRB Data Exchange (DX) Process
  - Outbound Reporting
  - Error Codes
  - Understanding Your PDF Report
- Procedures Manual/Price Master/AAR Manuals/User Guide
- Upcoming CRB Changes
- Tips and Tricks

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What is the CRB Application?

- Car Repair Billing (CRB) is Railinc's system for managing car repair invoices.
- Railinc receives invoices containing specific car repair data throughout each month, then distributes the invoices each month during the CRB Data Exchange (DX).
- Inbound data (to Railinc) is received in one of two ways:
  - A 500-byte file sent via FTP.
  - Invoices created through the CRB Billing Repair Card application.

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AAR Rules Regarding CRB

- Rule 112 of the Office Manual governs the CRB process.
- Rule 113 of the Office Manual specifies that participation in the CRBDX is mandatory and provides information on how to submit your billing data.
- Rule 114 of the Office Manual mandates the usage of FindUs.Rail by parties involved in the billing of car repairs.
- For the complete rules, please reference your copy of the Office and Field Manual.
- These publications can be purchased through www.AAR.org.

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CRB and FindUs.Rail

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Requesting CRB Access

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 Data Exchange Submitter (MARK required)

Ability to view CRB Data Exchange submitter and receiver marks in the web based Billing Repair Card application.

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Requirements To Participate

- **Submitter Requirements:**
  - MARK or Company ID.
  - FTP Mailbox & CRB security setup OR Billing Repair Card permission.
  - FindUs.Rail contact information for CRB.
  - If submitting data via FTP, software to create and format 500-byte CRIP files.

- **Receiver Requirements:**
  - MARK or Company ID.
  - FTP Mailbox & CRB security setup.
  - FindUs.Rail contact information for CRB.
  - Software to parse 500-byte CROP files.

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What is a Billing Party? Billed Party?

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Billing Party

- A Billing Party is the party that is sending invoices to the Billed Party (for repairs they did on equipment controlled by the Billed Party).
  - Synonymous with “submitter”

Billed Party

- A Billed Party is a MARK that is being charged for repairs done on equipment. Typically the controlling entity, meaning car owner or lessee.
  - Synonymous with “receiver”

Please note: Submitters and receivers are either railroads, equipment owners, third party agents, and/or repair shops.

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Submission Methods

There are two ways to submit data to the CRBDX:

1. Submitting data in 500-byte format via FTP.
2. Submitting data using the Billing Repair Card (BRC) function in the CRB application.

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Receiving Methods

There are two ways that CRB participants can receive data from the CRBDX:

1. Receiving data in 500-byte format via FTP.
2. Subscribing to the “Detailed PDF” report which contains invoices in a user-friendly format.

Please Note: CRB participants can submit, receive, or both.

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BRC Process

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Billing Information

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Contact Information

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Enter New BRC

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BRC - Main

Active Roadmark: RAIL
User: BSLXF01

Billing Repair Card - Main

Car Initial * RAIL	Car Number * 001011	Car Kind * T - Tank	Billed Company * RAIL
L/E/U Indicator * Unknown	Repaired SPLC * 411657000	Detail Source * BR-Billing Repair Card	Date Repaired * 11/19/2021
Defect Card Party	Defect Card Date	Repair Facility Type	Repair Facility Arrival Da...
Currency to use * 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

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BRC - Main

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BRC Job Couplet

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Job Codes Search

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BRC Job Couplet

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BRC Job Couplet

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Price & Save

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Success!

Car:	RAIL 001011	Repair Date:	2021-11-19	Repaired At:	411657000
Total Charge:	$303.75	Status:	Priced		
Invoice Number:	Not Invoiced	Invoice Date:	Not Invoiced		

Car Initial *: RAIL
Car Number *: 001011
Car Kind *: T - Tank
Billed Company *: RAIL
L/E/U Indicator *: Unknown
Repaired SPLC *: 411657000
Detail Source *: BR-Billing Repair Card
Date Repaired *: 11/19/2021
Defect Card Party
Defect Card Date
Repair Facility Type: CS - Contract Shop
Repair Facility Arrival Da...
Currency to use *: 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. Refere...
Repairing Party Invoice Nbr.

Job Codes

App. Job	Rem. Job	Loc.	Why Made	Qty.	Net Charge	Status	EHMS Sent Date
1142	1142	1	13	1	303.75	Priced	

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BRC Invoice Creation

- Click the checkboxes next to all BRCs you wish to bill, then click the “Create Invoices” button at the bottom of the screen.

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BRC – Create Invoices

- Enter information into the required fields and select “Finalize and Send For Data Exchange.”

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Invoice History

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Invoice History

- The Invoice Summary feature displays a list of historical BRCs that you have sent to the Data Exchange.

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Invoice History by Month

Search Result

Total Items: 9

M. 2	Y... 1	Owne...	Invoic...	Total ...	Total ...	Total ...	T..	Total Invoi...	Invoic...
Nov	2021	RAIL	test123123	$0.00	$0.00	$0.00	$0.00	$0.00	Draft
Nov	2021	RAIL	TEST00001	$456.00	$123.00	$0.00	$0.00	$579.00	Draft
Nov	2021	RAIL	test12313	$512.17	$0.00	$0.00	$0.00	$512.17	Draft
Nov	2021	RAIL	test12444	$512.17	$0.00	$0.00	$0.00	$512.17	Draft
Nov	2021	RAIL	testtest	$512.17	$0.00	$0.00	$0.00	$512.17	Draft
Nov	2021	RAIL	testtest1	$512.17	$0.00	$0.00	$0.00	$512.17	Final
Nov	2021	RAIL	MAINTEST	$9.48	$0.00	$0.00	$0.00	$9.48	Final
Nov	2021	RAIL	12345	$303.37	$0.38	$0.00	$0.00	$303.75	Final
Oct	2021	RAIL	Test	$512.17	$0.00	$77.00	$0.00	$589.17	Final(DE)

10 25 50 100

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Invoice Detail

- Click the “Create PDF” link to download a PDF to be sent to the Billed Party.
- Click the “Export File” button to generate a 500-byte file.

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Questions?

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CRBDX Process

- The CRBDX is a monthly cycle where invoices are sent to Railinc and then distributed on the 4th business day of every month.
- Repair data can be submitted to Railinc via FTP or by using the BRC function of CRB.
- FTP Submitters will receive an “Inbound Data Exchange Report” upon submission of a 500-byte file, known as a Car Repair Inbound File (CRIP file).
- Each Billed Party will receive one Car Repair Outbound File, also known as a CROP file, containing all invoices billed to your company.
- As part of the Data Exchange, the following outbound reports will be transmitted via email:
  - Each Billing Party will receive a “Billing Road Log” showing all distributed invoices and any held invoices.
  - Each Billed Party will receive an “Outbound Data Exchange Log Report” specifying details of repair data they received.

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Data Exchange File Process Status Report

Reply | Reply All | Forward | IM

D

Sun 11/3/2019 1:12 PM

dx@railinc.com

CRB: Data Exchange File Process Status Report

To DX; [redacted]; [redacted]

Cc DX

[redacted]1032019_0111_PM.pdf

4 KB

Railinc CRB Data Exchange File Status: ACCEPTED

We have processed your car repair data file to be included in the monthly Railinc Data Exchange processing. All accepted records will be included in the outbound distribution (to participating receivers) upon completion of the current Car Repair Billing Data Exchange.
Note: If you make any changes to your file for this accounting period, you MUST resubmit the entire file with the exact same filename (inside the zip file) to Railinc. (Our system will overwrite the previously submitted file with the same name).

Thanks,
CRB Data Exchange Manager, Railinc
Reply to: dx@railinc.com

Error Code reference: https://www.railinc.com/rportal/documents/18/260737/CRBDX_ErrorCodes.pdf

- The File Process Status Report is distributed upon submission of a CRIP file. The possible statuses of the submitted file include: accepted, partially accepted and rejected.

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File Process Status Report Continued

Inbound Data Exchange Report

File Name:	RAIL_CRIP1909_1P_1_TE		
Submitting Road Mark:	RAIL	Processed Date:	2019-10-11 07:08 PM
Inbound Status:	Partially Accepted	Received Date:	2019-10-11 07:08 PM

Click here for Error Codes Reference

Road Total							AAR Total		
Billing Road	Billed Road	DTL SRC	Account Date	Record Count	Labor Dollar	Misc Dollar	Record Count	Labor Dollar	Misc. Dollar
RAIL	BNSF	GB	2019-09	1	12.81	1.93	1	12.81	1.93

Records Received:	18	Invoices Received:	2
Format 1 Records Rcvd:	3	Accepted Invoices:	1
Format 1 Records Proc:	1	Rejected Invoices:	1
Total Material Charge:	1.93	Total Labor Charge:	12.81

The following critical error(s) were found that resulted in one or more invoices being rejected (identified by line number): (Line Number, Car Init/Num, Billing Party, Billed Party, Repair Date, App. Job Code, Why Made Code, Error Codes)

000001, BCNE900020, RAIL, CTRR, 190910, 2482, 06 1P

000002, BCNE900020, RAIL, CTRR, 190910, 4410, 10 1P

The following non-critical error(s) were found: (Line Number, Car Init/Num, Billing Party, Billed Party, Repair Date, App. Job Code, Why Made Code, Error Codes)

000001, BCNE900020, RAIL, CTRR, 190910, 2482, 06 Z7

000002, BCNE900020, RAIL, CTRR, 190910, 4410, 10 Z7

000010, BCNE900020, RAIL, BNSF, 190910, 2076, 02 Z7

The following Billed Road(s) do not participate in Car Repair Data Exchange as a data receiver:
CTRR

Error Codes and Descriptions

This document lists error codes and descriptions for the Car Repair Billing Data Exchange (CRBDX). For additional information, refer to the Car Repair Billing Data Exchange web page.

Error Code	Description
0	Quantity - Must not be greater than the quantity specified in the Price Master.
3	Repair Facility Arrival Date (YYMMDD) – If present, must not be greater than Repair Date.
5	SPLC - Must be numeric and greater than zero. Tax codes, DE, DM and CB will be excluded.
6	Repair Date (YYMMDD) - Must be numeric and a valid date (00-99 (Year-YY), 01-12 (Month-MM), and 01-31 (Day-DD)). Must be within 13 months of Accounting Month and must not be in the future. If a resubmitted invoice, then must not be older than 24 months from the current Accounting Month and not be in the future.
8	Material Charge - Must be Numeric.

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Billing Party Report

Billing Road Log for Data Distributed by Railinc

Submitter: CRB
Inbound File Name: C[redacted]

Billing Road	Billed Road	DTL SRC	Sent Date	Record Count	Labor Dollar	Misc Dollar	Invoice Number
C[redacted]	C[redacted]	BR	2019-10-02	6	101.22	38.7	378805

Total Items: 1

Total Material 38.70 Total Labor Charge: 101.22

Reply Reply All Forward IM

Wed 11/6/2019 12:28 PM

D

dx@railinc.com

CRB: Data Exchange Billing Party Report

To DX; [redacted]

Cc DX

[redacted]11062019_1228_PM.pdf
3 KB

Hi

Attached is the Invoice Summary by Billing Road Report from the Car Repair Billing System.

Thank You,
CRB Data Exchange Manager, Railinc
crbdx@railinc.com

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Outbound Data Exchange Log Report

Outbound Data Exchange Log Report

File Name: C[redacted]CROP1909.ZIP Date Sent: 10-04-2019 10:14 AM

Billed RoadMark: C[redacted] Total Charge: $11,687.24

Billing Road	Billed Road	DTL SRC	Date	Record Count	Labor Dollar	Misc Dollar
B[redacted]	[redacted]X	BR	2019-10-01	12	574.61	1827.51
B[redacted]	[redacted]X	GB	2019-10-01	9	154.74	55.38
C[redacted]	[redacted]X	BR	2019-10-01	1	16.87	6.45
C[redacted]	[redacted]X	GB	2019-09-01	1	15.89	3.41
I[redacted]	[redacted]X	BR	2019-10-01	1	13.8	1.63
K[redacted]	[redacted]X	BR	2019-10-01	8	491	402.99
K[redacted]	[redacted]X	GB	2019-10-01	4	60.91	5.77
N[redacted]	[redacted]X	BR	2019-09-01	4	98.16	27.15
N[redacted]	[redacted]X	GB	2019-09-01	2	31.78	6.82
U[redacted]	[redacted]X	BR	2019-10-01	42	2056.99	4996.14
U[redacted]	[redacted]X	GB	2019-10-01	35	684.44	154.8

Total Records : 173 Total Items: 11

Total Material Charge: 7488.05 Total Labor Charge: 4199.19

Reply Reply All Forward IM

D

Wed 11/6/2019 11:41 AM

dx@railinc.com

CRB: Data Exchange Extract Complete

To DX; [redacted]

Cc DX

[redacted]1910.pdf

3 KB

Hi

The outbound invoice file has been sent through FTP mailbox and is available at qzzzz21 .

Thanks,

CRB Data Exchange Manager, Railinc

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Detail PDF Report

Reply Reply All Forward IM

Mon 5/6/2019 12:17 PM

CM csc@railinc.com

April 2019 CRB Invoice Detail - [redacted]X

To [redacted].com; [redacted].com; [redacted].com; [redacted].com

Cc DX

We removed extra line breaks from this message.

[redacted]X CROP1904 DAT.zip
568 KB

Hello Car Repair Billing Data Exchange Receiver,

Attached you will find the Car Repair Billing invoice detail for April 2019 If you have any questions feel free to contact me using the contact information below.

Thanks,

Railinc Data Exchange
CSC@railinc.com
1-877-RAILINC

3

NS

Car Initial: [redacted]X
Car Number: 000113
Date of Repair: 190407
Defect Card Party:

Kind: G
SPLC: 4[redacted]
Repair Facility Type: LR
Defect Card Date: 000000

Loaded/Empty: E
Detail Source: BR
Month: 1904

Loc	Qty	CC	Job Code Applied	QFR	Description of Repairs Made	Why Made Code	Job Code Removed	QFR	Resp Code	AAR Component ID	Labor Charge	Material Charge	Net Charge	Price Master Currency Indicator
A	1	1	1630		AIR BRAKE HOSE 33" OR OVER	04	1630		1		$18.73	$26.95	$45.68	U

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Procedures Manual

Car Repair Billing

Car Repair Billing (CRB) enables users to manage billing. Within CRB there are two 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.
- **Billing Repair Card** (BRC) is a component of the Car Repair Billing system that provides an interface for receiving and transmitting invoices. 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 for labor and material components. CRB users have the option of purchasing the Price Master directly from Railinc.

The **Car Repair Billing Webinar**, shown below, provides an overview of the Car Repair Billing process, including walk-throughs of the Billing Repair Card interface, the Car Repair Billing invoicing process, the Car Repair Billing Data Exchange process, and the Car Repair Billing Procedures Manual. Turn on/up your speakers to hear the presentation.

Related Support Documents

- Car Repair Billing Procedures Manual
- Rule 83 FAQs
- Car Repair Billing: Billing Repair Card FAQs
- Car Repair Billing: Billing Repair Card User Guide
- Car Repair Billing: Data Exchange Error Codes
- Car Repair Billing: Data Exchange FAQs
- Car Repair Billing Input (CRIP) File Upload Instructions
- Car Repair Billing Output (CROP) File Download Instructions

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CRB Data Exchange Edits Comparison Chart—Record Format 1

Global Edit:	All "Alphabetic" and "Alphanumeric" codes MUST be Left-Justified. All "Numeric" fields MUST be Right-Justified. "Alphanumeric" fields may include special characters unless otherwise specified. "Must be Present" must be greater than spaces.				
(Sorted in position order)				Jan 2019 – Jun 2019	Jul 2019 – Dec 2019
Item	**Positions**	**Edit**	**Error Code**	**DX Error Type**	**DX Error Type**
30	135–136	**Removed Qualifier**—If Machine Priceable="Y", must be blank, alphabetic or numeric-alphanumeric is invalid. The input value must adhere to one of the following: • If Price Master Qualifier is numeric, may not exceed highest numeric qualifier applicable to the Job Code. • If first character of qualifier="Z", no edit. (Note: If Price Master qualifier = '00', no Price Master edit) (Note: Removed Qualifier and Car Part Code are mutually exclusive and share the same field within the 500-byte record. See field 30A below.)	U	Information Only	Information Only
30A	135-137	**Car Part Code (Removed Qualifier)**—If Price Master Qualifier="VZ", must be a valid Car Part Code per Rule 83 in the Field Manual. (Note: Removed Qualifier and Car Part Code are mutually exclusive and share the same field within the 500-byte record. See field 30 above.)	U	Information Only	Information Only
32	138	**Responsibility Code**—Must be numeric; If Machine Priceable="Y", must be **1**, **2** or **3**. Detail source CB will be excluded.	V	Information Only	Information Only
33	139–142	**Defect Card/JIC Party**— If Responsibility Code = 3, must be present and alphanumeric.	W	Mandatory Reject	Mandatory Reject

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CRB Price Master

- The AAR Price Master file is the machine-readable, binary version of the Price Matrices located in the AAR Office Manual. This is only available via FTP.
- The Price Master is distributed quarterly to subscribers and is only available via FTP.
- Subscribers must have a valid MARK or Company ID and also be an active CRB participant.

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AAR Office Manual

ASSOCIATION OF AMERICAN RAILROADS

2022 Office Manual

OF THE

AAR Interchange Rules

- Rule 111— Car Repair Pricing
- Rule 112— Car Repair Billing
- Rule 113— Car Repair Billing Data Exchange Procedures
- Rule 114— Mandatory Contact List Requirements

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AAR Field Manual

RAILINC

2022

FIELD MANUAL

OF THE

A A R

INTERCHANGE RULES

Rule 83— Preparation of Original Record of Repair and Billing Repair Data

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CRB User Guide

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

RAILINC

7001 Weston Parkway, Suite 200
Cary, North Carolina 27513

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- Procedures Manual/Price Master/AAR Manuals/User Guide
- **Upcoming CRB Changes**
- Tips and Tricks

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Integration with FindUs.Rail

- July 2022
  - FindUs.Rail will be the single source of contacts for CRB.
  - Edit 8P will go mandatory
    - Billing/Invoicing Party Initial — Must exist in FindUs.Rail for contact types BP, RT, IQ, EX, and IP. RTUSA, RTMEX and RTCAN can be used in place of RT.
  - Edit 8R will go mandatory
    - Billing/Invoicing Party Initial—Contact types BP, RT, IQ, EX, and IP must be verified in FindUs.Rail every 3 months. RTUSA, RTMEX and RTCAN can be used in place of RT.

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Contact Record Type 6 Changes – Inbound

Current

- Required to submit Contact Records for all Types:
  - BP = Billed Party
  - IP = Billing/Invoicing Party
  - RT = Remit To
  - IQ = Inquires
  - EX = Exceptions

July 2022

- Required to submit Contact Records for:
  - BP = Billed Party
- Optional to submit Contact Records for:
  - IP = Billing/Invoicing Party
  - RT = Remit To
  - IQ = Inquires
  - EX = Exceptions
- Railinc will only edit and process the BP Contact Records.
- Optional contact records will not be used.

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Contact Record Type 6 Changes – Outbound

Current

- Customer submitted Contact Types:
  - BP = Billed Party
  - IP = Billing/Invoicing Party
  - RT = Remit To
  - IQ = Inquires
  - EX = Exceptions

July 2022

- Customer submitted:
  - BP - Billed Party sourced from Inbound File
- FindUs.Rail supplied:
  - IP = Billing/Invoicing Party
  - RT = Remit To
  - IQ = Inquires
  - EX = Exceptions
- CRBDX will use the Primary Contact or Secondary Contact if the primary doesn't exist.

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Changes To Edit 1X and Repair Facility Type

- Edit 1X will use the Repair Date instead of the Submit Date to determine the Active status of equipment in Umler.
- Current description

Item	Positions	Edit	Error Code	Error Type
9,10	48-57	**Car Initial/Car Number**—Combination must be registered in Umler. Tax Codes Detail Sources CB, DE, DM and JD are excluded.	1X	Information Only

- New description

Item	Positions	Edit	Error Code	Error Type
9,10	48-57	**Car Initial/Car Number**—Combination must be registered in Umler at time of repair. Tax Codes Detail Sources CB, DE, DM and JD are excluded.	1X	Information Only

- ‘YD’ for Yard Repair will be a valid value for Repair Facility Type

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Agenda

- CRB & FindUs.Rail
- CRB Overview
- Billing Repair Card (BRC) Walkthrough
- Invoicing Process
- CRB Data Exchange (DX) Process
  - Outbound Reporting
  - Error Codes
  - Understanding Your PDF Report
- Procedures Manual/Price Master/AAR Manuals/User Guide
- Upcoming CRB Changes
- **Tips and Tricks**

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Common Issue: BRC SPLC

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LOAs For CRB

- The Railinc Letter of Authorization (LOA) System allows users to grant CRB submitter and receiver rights to another company for them to manage.
- When a new LOA is submitted and approved, the CRB Product Support team will determine who is submitting and receiving data on behalf of the requested MARK.
- If you submit an LOA, please be prepared to correspond to CRB Product Support if it is found that another company already submits and/or receives CRB data for the MARK that was requested.

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Missing Invoice

- Whenever a CRB participant contacts Railinc CSC about a missing invoice number, Railinc Product Support reviews the outbound file and the inbound file from the submitter to determine if the invoice in question was transmitted that month.
- “Missing” invoices are almost always due to not having been transmitted to the data exchange in the current month, or the MARK entered as the Billed Party is received by another company.

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Duplicate Files

- If your file is partially accepted, submitting a corrected file of the same name will overwrite the previously rejected file.
- If you submit a corrected file under a new file name, both the partially rejected file and the new file will be distributed during the monthly Data Exchange.

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Changing Email Addresses

- The outbound reports distributed by the CRB System are sent to the email addresses in the CRB security setup of the MARK in question.
- If you should need to change the email addresses that receive outbound reports, contact CSC@Railinc.com or 877-RAILINC and be prepared to provide your Company ID or MARK, the email addresses that should be added or removed, and whether or not your company receives the detailed PDF report.

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Need A File Resent?

- If you did not download your 500-byte file within the 14-day window, Railinc can resend your file for no cost prior to the following Data Exchange.
- Please contact CSC@Railinc.com or 877-RAILINC should you need your CROP file retransmitted.
- Be prepared to provide your MARK, the month the file was originally transmitted, and the file name if applicable.
- Please be advised that if the next Data Exchange has already taken place, a retransmission fee may apply. See Railinc Price List for details.

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Links To CRB Documentation

- Procedures Manual
- CRB User Guide
- CRB BRC FAQ
- CRBDX Error Codes
- Subscribe to the AAR Manuals

- These documents can be found on www.Railinc.com

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Railinc Keeps You Moving.

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