



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



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Last Updated: July 2022

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## Learning about Car Repair Billing (CRB)

The purpose of this document is to provide step-by-step instructions for using the Billing Repair Card (BRC) component of the Car Repair Billing (CRB) application. Each system function is outlined with procedures and examples to guide you through the application features, including creating a BRC, preparing BRC for invoicing, and handling rebuttal billing.

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## Overview

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

- **Car Repair Billing Data Exchange (CRBDX)** is a monthly exchange for receiving and transmitting invoices to registered billed parties. CRBDX utilizes industry rules and requirements to validate received invoices. These industry rules are defined in the [CRB Procedures Manual](#), the *Office Manual of the AAR Interchange Rules*, and the *Field Manual of the AAR Interchange Rules*.
- **Billing Repair Card (BRC)** is a component of the Car Repair Billing system that provides an interface for receiving and transmitting invoices, which are referred to as Billing Repair Cards. The interface ensures that all required fields are populated before the BRC is submitted for pricing and performs basic validation on fields (such as checking that the repair date is not in the future).

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

Car Repair Billing participants are classified as either submitters or receivers.

- A **submitter** is a railroad, equipment owner, third-party agent, or repair shop that submits billing repair cards (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 road) or a third-party agent. The invoices transmitted to CRB receivers are in the industry-approved format as described in the *CRB Procedures Manual*. The CRB receiver may receive the data in the 500-byte layout or by requesting the PDF version. CRBDX sends the data received from submitters and only validates the format of the sent data. The payment of the invoice by the billed party is at their discretion.

The CRBDX layout and processing rules are detailed in the [CRB Procedures Manual](#). Submitters and receivers must have an established mailbox and should discuss setup with Railinc via email to [csc@railinc.com](mailto:csc@railinc.com).

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## 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.

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## Billing Repair Card

The Billing Repair Card component of the Car Repair Billing system provides an interface that users can use to enter, manage, and invoice Billing Repair Cards (BRC). This process starts with creating a Billing Repair Card and submitting it to be priced and saved. A BRC can either be priced successfully or returned with errors. All errors must be corrected and resubmitted (priced and saved) before a BRC can be invoiced or sent for data exchange. A successfully priced and saved BRC can be gathered with other BRCs for a particular car owner or billed road and assigned to a common invoice. Once invoiced, these BRCs are then sent to Railinc's data exchange to be available for the invoiced parties to obtain electronically on a monthly process.

## Billing Repair Card Status Codes

A BRC goes through a certain lifecycle as it is created, priced, and invoiced. The following status codes help define that lifecycle.

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).

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## 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).

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## 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. The *CRB Procedures Manual* is located at:

[https://public.railinc.com/sites/default/files/documents/CRB\\_ProceduresManual.pdf](https://public.railinc.com/sites/default/files/documents/CRB_ProceduresManual.pdf)

### 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 road/company.

The price used for a repair is dependent on the repair date. The price should correspond to the Price Master/Matrix valid for the specified repair date. CRBDX handles contract pricing and is referred to as manual pricing (or non-AAR pricing).

The rules for submitting billing repair cards on damaged equipment or destroyed units is located in both the *AAR Office Manual* and *Field Manual of the AAR Interchange Rules*.

### Field Manual of the AAR Interchange Rules

The *Field Manual of the AAR Interchange Rules* (referred to as the *AAR Field Manual*) contains the interchange rules and has guidelines on repairs and reporting must occur for repaired, damaged or destroyed equipment. The *Field Manual of the AAR Interchange Rules* is useful in assisting customer with determining the appropriate qualifiers, questions on how to report repairs and other information necessary to complete a repair.

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**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.

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## 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.
<b>CRB Data Exchange Submitter</b>	CRB Data Exchange Submitter.
<b>CRB Survey Participant</b>	Participates in survey process to enter quotes that will be used in the Car Repair Billing Price Master.

**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 AAR and RAC pricemaster using quotes from quarterly price survey. It also provides online screens for repair shops and contract shops to submit invoices to responsible parties through 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.

☐ 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...

Return

Next

0/255

When e-mail notification of access to CRB is received, you can log on and begin using CRB.

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**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).

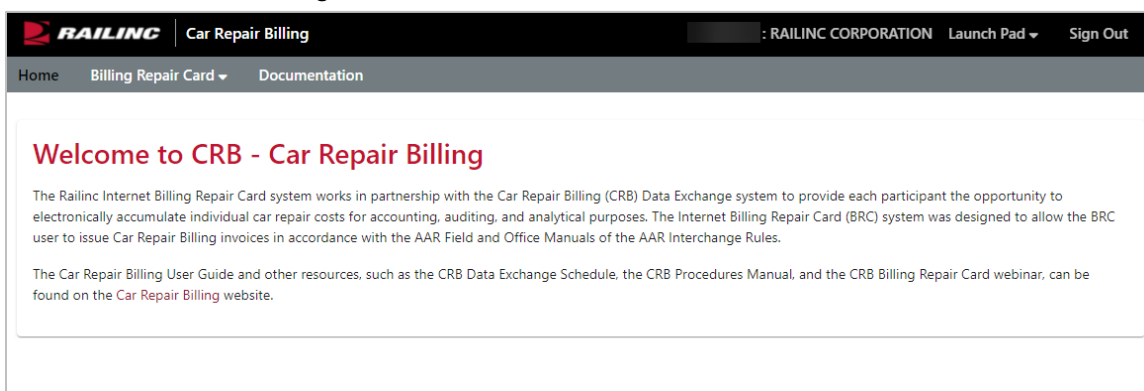
---

## 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 menu ([Exhibit 4](#)) is the only menu that is described in this user guide.

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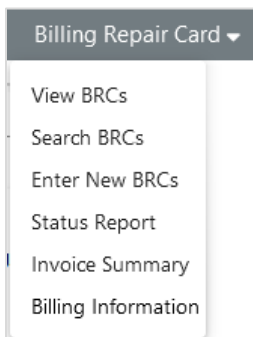
## Logging Out

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 ([Exhibit 4](#)).

### *Exhibit 4. Billing Repair Card Menu*



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## Verifying Billing Information

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

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

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## 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](#) on page 7. 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

Billing/Invoicing Party Tax ID \* 123456789 [Save Tax ID](#)

Billed Party Contacts

Company Name	Name	Title	Email
<a href="#">Railinc2</a>	John Doe	Product Support Specialist	john.doe@railinc.com
<a href="#">Railinc3</a>	John Doe	Sr Business Analyst	john.doe@railinc.com
<a href="#">GATX</a>	John Doe		john.doe@railinc.com
<a href="#">CEEX</a>	John Doe		john.doe@railinc.com
<a href="#">RAIL</a>	John Doe	CRB Billing	john.doe@railinc.com
<a href="#">A026</a>	John Doe	A026	john.doe@railinc.com

10 25 50 100 [Add New Contact](#)

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](#) on page 7. 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 \* 123456789

Add/Edit Billed Party Contact Information

Company Name *	Name	Title	Phone
RAIL	John Doe	CRB Billing	1234567890
Fax	Email	Street Address *	Address Line 1
	noreply@railinc.com	123 Anystreet	
Address Line 2	Address Line 3	City *	State/Province *
		Cary	NC
Country *	Postal Code *		
United States	2751333333		

[Cancel](#) [Save](#)

## Entering a New BRC

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

1. Log into CRB as described in [Logging In](#) on page 7. 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 7](#)).

### Exhibit 7. Billing Repair Card - Main

Active Roadmark  
RAIL

User  
CARYDOC

Bill Repair Card - Main

Car Initial \*  
KCS

Car Number \*  
720020

Car Kind \*  
H - Hopper

Billed Company \*  
CN

L/E/U Indicator \*  
Loaded

Repaired SPLC \*  
085618000

Detail Source \*  
BR-Billing Repair Card

Date Repaired \*  
9/4/2021

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

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

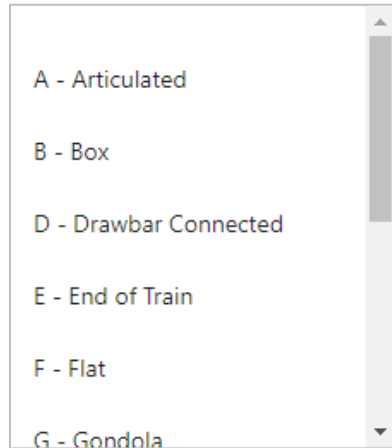
Save Draft

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 8](#)). The Car Kind field is populated with the selected car kind.

**Exhibit 8. Car Kind Look Up**




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

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**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 road.

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- **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](#) on page 18).
- **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
  - 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 9](#)).

**Exhibit 9. BRC Job Couplet Fields**


**BRC Job Couplet**

☐ Manually Priced☐ Wrong Repair

Applied Job Code \*  
2009

Removed Job Code \*  
2009

CancelContinue

6. As necessary, select the optional check boxes to indicate “Manually Priced” or “Wrong Repair”. See [Entering Manually Priced Repairs](#) (page 16) 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 10](#)).



**Exhibit 10. 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
<input type="checkbox"/> 2013	COUPLER BODY, E 60 DE OR E 60 EE	16
<input type="checkbox"/> 2017	COUPLER BODY, E 60 CHT OR E 60 CC	16
<input type="checkbox"/> 2018	COUPLER BODY, SBE 60 CC	16
<input type="checkbox"/> 2019	COUPLER BODY, SBE 60 CE	16
<input type="checkbox"/> 2021	COUPLER BODY, SE 60 CHT OR SE 60 CC	16

Navigation: [First] [Previous] **1** 2 [Next] [Last] | 10 25 50 100

**Buttons:** Cancel, Select

- 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 11](#)). 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 12](#).

**Exhibit 11. BRC Job Couplet (part 2)**

**BRC Job Couplet**

Applied Job Code \* 2009 Removed Job Code \* 2009

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 \_\_\_\_\_

**Buttons:** Cancel, Done

**Exhibit 12. BRC Job Couplet (part 2) 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-Periodic or service att...	
Applied Qualifier		Removed Qualifier		Why Made Code *		Responsibility Code *	
				48-Rim thickness of 16/...		2-Handling Line Respon...	
Applied Job Code Description				Narrative			
WHEEL 38" 2W HT-CP				WHEEL 38" 2W HT-CP			
Wheel Readings (if applicable)							
	Illegible / Unknown	Month	Year	Mfr	Cls	Side	Finger
Applied <input type="checkbox"/>		08	21	EW-Edgewater	C-Heat Treated Wheels	22	1
Removed <input type="checkbox"/>		02	16	EW-Edgewater	C-Heat Treated Wheels	23	0
Pricing Information							
Material Price		Labor Price		Total			
0		0		0			
				<input type="button" value="Cancel"/> <input type="button" value="Done"/>			

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.

11. Complete one of the following steps:

- a. If an additional Job Couplet is needed, select **Add Next**.
- b. If finished, select **Done**. The Billing Repair Card – Main page is redisplayed with the Job Code added ([Exhibit 13](#)). Proceed to step 12.
- c. To cancel the entry of the BRC, select **Cancel**.

**Exhibit 13. BRC Entered with Job Codes**

**Bill 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 \*  
KCS

Car Number \*  
013780

Car Kind \*  
B - Box

Billed Company \*  
KCS

L/E/U Indicator \*  
Loaded

Repaired SPLC \*  
381380000

Detail Source \*  
BR-Billing Repair Card

Date Repaired \*  
9/12/2021

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

**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"/> 1603	1603	1	01	1	445.95	Entered	
<input type="checkbox"/> 1210	1210		01	2	15.85	Entered	

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 are deleted.

## Entering Manually Priced Repairs

For Manually Priced Repairs, you are required to input your Contract Labor Rate and select “NO” in the “Use AAR Time Standard field”. If you select “Yes” in the “Use AAR Time Standard” field, 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](#) on page 7. 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 14](#) shows a typical manually priced repair.

**Exhibit 14. Billing Repair Card – Main (for manually priced repairs)**

**Bill 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 Da...
Currency to use *	Doc. Ref. Number	DOCT ID(XXXX9999999)	
US			

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

Use AAR Time Standard	Contract Labor Rate
<input type="radio"/> Yes <input checked="" type="radio"/> No	150

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

<input type="radio"/> Yes <input checked="" type="radio"/> 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. 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](#) on page 18).
  - **Detail Source**
  - **Date Repaired**
  - **Currency to use**

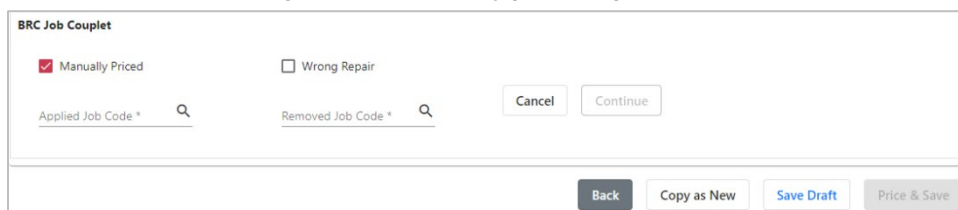
---

**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 road.

---

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 15](#)).

**Exhibit 15. BRC Job Couplet (for a manually priced repair)**



The screenshot shows the 'BRC Job Couplet' form. At the top, there are two checkboxes: 'Manually Priced' (checked) and 'Wrong Repair' (unchecked). Below these are two input fields: 'Applied Job Code \*' and 'Removed Job Code \*', each with a magnifying glass icon. To the right of these fields are 'Cancel' and 'Continue' buttons. At the bottom of the form, there are four buttons: 'Back', 'Copy as New', 'Save Draft', and 'Price & Save'.


7. Select the **Manually Priced** check box to indicate manual pricing.
8. Optionally, select the **Wrong Repair** check box to indicate a wrong repair.
9. Complete the remaining steps as described in [Entering a New BRC](#) (page 10) starting at step 7.

---


**Note:** On the BRC Job Couplet (part 2) page (see [Exhibit 11](#)), you must enter the Narrative Description of your NIT League Job Code, and either the Material Price or Labor Price (or both).

---

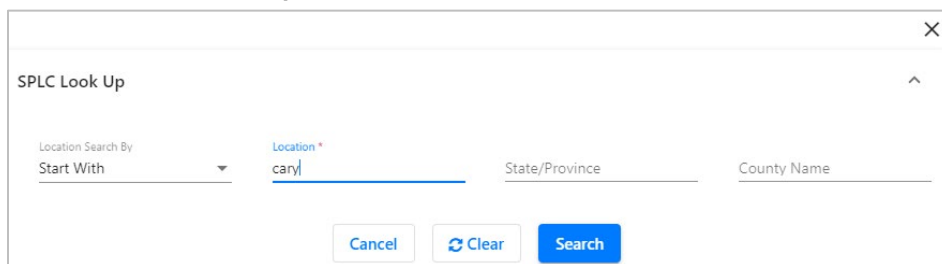
## Performing a SPLC Lookup

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:

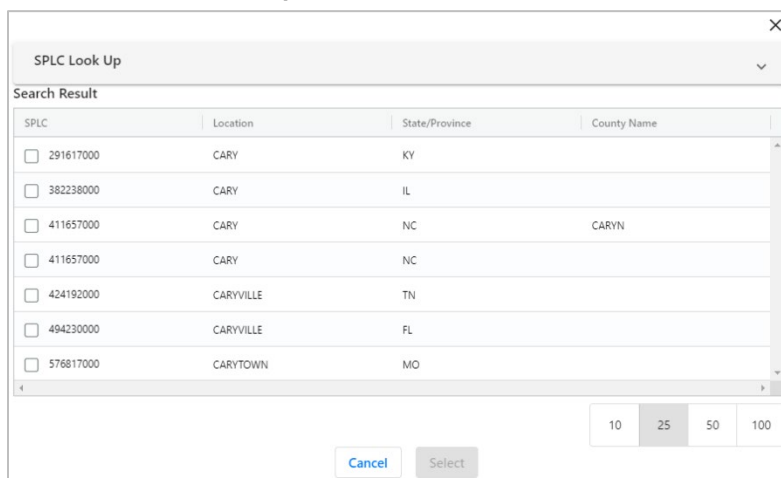
1. Perform the steps in either [Entering a New BRC](#) or [Entering Manually Priced Repairs](#) to get to the Billing Repair Card – Main page ([Exhibit 14](#)).
2. Select the magnifying glass icon  next to the repaired SPLC field. The SPLC Look Up page is displayed (see [Exhibit 16](#)).

**Exhibit 16. 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 (see [Exhibit 17](#)).

**Exhibit 17. 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. From the **Billing Repair Card** menu, select **View BRCs**. The View BRCs page – Active BRCs tab ([Exhibit 18](#)) is displayed.

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

### **Exhibit 18. View BRCs Page – Active BRCs Tab**

Active BRCs      Priced BRCs      Available for Rebuttal							
Total Items: 1							
<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	09-13-2021	381380000	\$461.8	Pending	CARYTST	BGUNDER
<div> <div>10   25   50   100</div> <div>Delete Selected Items   Price</div> </div>							

2. Select the listed hyperlinked Car ID of the BRC to be changed. The Billing Repair Card - Main page is opened ([Exhibit 7](#)).
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.

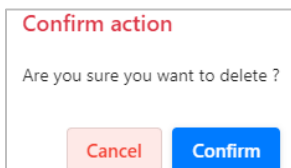
Use the following procedure to delete an entire BRC:

1. From the **Billing Repair Card** menu, select **View BRCs**. The View BRCs page – Active BRCs tab is displayed ([Exhibit 18](#)).

**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 19](#)).

**Exhibit 19. Delete BRCs Confirmation**



Confirm action

Are you sure you want to delete ?

Cancel Confirm

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

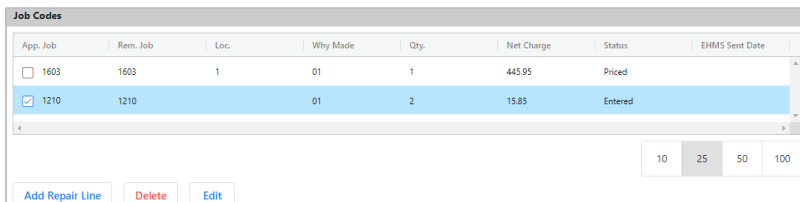
Use the following procedure to delete one or more detail lines from a BRC:

1. From the Billing Repair Card menu, select **View BRCs**. The View BRCs page – Active BRCs tab is displayed ([Exhibit 18](#)).

**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 7](#)).

**Exhibit 20. BRC (detail line to be deleted)**



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

Add Repair Line Delete Edit

3. In the Job Codes section of the BRC, select the line to be deleted ([Exhibit 20](#)) and select the **Delete** button. The selected detail line is removed.



## Creating Invoices and Submitting Data

Before the last business day of the month, BRC users may want to create invoices and submit this information to the Railinc Data Exchange. It is important to note the all BRCs created during the current month must be invoiced and submitted to the Data Exchange on or before the last business day of the month. Failure to submit this invoicing to the Data Exchange before this deadline will delay receipt of invoicing (by the Billed Company) until next month when the Data Exchange is run.

The Railinc Data Exchange system is run (approximately) on the fifth business day of each month and will convert BRC transactions into the current 500-byte record format and distribute this information electronically to the appropriate Billed Company.

### Rules:

- A BRC must be in Priced status to be included in the invoice.
- Each BRC detail line must be in Priced status to be included in and submitted to 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](#) on page 7. 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 21](#)).

---

**Note:** You can also use the Search function to find and invoice Priced BRCs (see [Searching and Viewing BRCs](#) on page 26).

---

**Exhibit 21. View BRCs Page – Priced BRCs Tab**

Active BRCs      Priced BRCs      Available for Rebuttal							
Total Items: 2							
<input type="checkbox"/> Car ID	Billed company	Repair Date	SPLC	Total Charge	Status	Owned By	Last Updated By
<input checked="" type="checkbox"/> <a href="#">KCS 013780</a>	KCS	08-31-2021	381380000	\$445.95	Priced	CARYTST	BGUNDER
<input type="checkbox"/> <a href="#">RAIL 004561</a>	KCS	09-10-2021	411657000	\$0	Priced	CARYTST	BGUNDER
<div> <div>10</div> <div>25</div> <div>50</div> <div>100</div> </div> <div> <div>Delete Selected Items</div> <div>Create Invoice</div> </div>							

- Select one or more BRCs to be invoiced and then select **Create Invoice**. The BRC – Create Invoice page is displayed ([Exhibit 22](#)).

**Exhibit 22. 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 (MM-DD-YYYY)	Payment Due Date (MM-DD-YYYY)	Payment Terms	Billed Company	Billed Party Contact	Detail Lines	Total Charge	Misc. Charge	Grand Total
<input type="checkbox"/>				KCS		1	445.95	0	445.95

Cancel
Save as Draft
Finalize and Send For Data Exchange

- Place a check mark to the left of 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 \(Misc. Charge\)](#) on page 25). 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**.

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

## Printing an Invoice or Creating and Saving a PDF Copy of 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](#) on page 7. 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 23](#)).

### Exhibit 23. 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. Select or input a date range and then select **Search**. The BRC History – Invoicing by Month page is updated to show search results ([Exhibit 24](#)).

### Exhibit 24. 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-34u0_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)

4. Select the hyperlinked Invoice Number to be printed or saved. The BRC - Invoice Detail page is displayed ([Exhibit 25](#)).

## Exhibit 25. BRC - Invoice Detail

BRC - Invoice Detail

For Account Month  
August

For Account Year  
2021

Invoice Number  
12345678

Invoice Date  
08-01-2021

Billed Company  
RAIL

Currency  
US

Billed Party Contact  
Railinc2

Status  
Final(DE)

Miscellaneous Charges  
\$0.00

Billing Repair Cards  
\$1,325.37

Total Items: 1

Detail Source	Car Initials	Car Number	Date Repaired	Resubmitted	Total Charge
BR	RAIL	000022	05-02-2021	No	\$1,325.37

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. Depending on your system, a dialogue box may be displayed asking if the file should be opened or saved. When opened, the invoice PDF is displayed ([Exhibit 26](#)). Use the tools within the PDF view to save or print the invoice.

## Exhibit 26. BRC PDF Invoice

Printed Invoices

RAIL

Bill Month: AUG 2021  
Invoice #: 12345678

Billed Road: RAIL  
Invoice Date: 08-01-2021

Payment Date: 08-30-2021

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

Billing Repair Card (Repair Charges)

TOTAL

\$1,325.37

\$1,325.37

PAYABLE IN US FUNDS

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

TOTAL : \$1,325.37

Remit To:

Business Analyst  
Railinc Corporation  
7001 Weston Pkwy  
Suite 200  
Cary, NC 27513  
Phone:  
Fax:  
Email:

Exceptions:

Business Analyst  
Railinc Corporation  
7001 Weston Pkwy  
Suite 200  
Cary, NC 27513  
Phone:  
Fax:  
Email:

Billed Party:

Product Support Specialist  
Railinc2  
7001 Weston Parkway  
Suite 200  
Cary, NC 27513  
Phone:  
Fax:  
Email:

Inquiries:

Business Analyst  
Railinc Corporation  
7001 Weston Pkwy  
Suite 200  
Cary, NC 27513  
Phone:  
Fax:  
Email:

Invoicing Party:

Business Analyst  
Railinc Corporation  
7001 Weston Pkwy  
Suite 200  
Cary, NC 27513  
Phone:  
Fax:  
Email:

Page 1 of 3

## Create Tax Records (Misc. Charge)

There are several types of Canadian and Mexican taxes that can be submitted at the time invoicing is being created. All of these records can be summarized by billing repair card or by invoice. These taxes are primarily input by Canadian BRC users (not by US users).

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](#) page 21).
2. On the BRC - Create Invoices page ([Exhibit 22](#)), 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 27](#)).

**Exhibit 27. Miscellaneous Charges (with values)**

Miscellaneous Charges

Amount

Type Amount

☐ 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 28](#)).

**Exhibit 28. 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 (MM-DD-YYYY)	Payment Due Date (MM-DD-YYYY)	Payment Terms	Billed Company	Billed Party Contact	Detail 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](#) on page 7. The CRB Welcome page is displayed ([Exhibit 3](#)).
2. Select **Billing Repair Card > Search BRCs**. The Search BRCs page is displayed ([Exhibit 29](#)).

**Exhibit 29. Search BRCs**

**Search BRC**

From Date: 1/1/2021 To Date: 9/29/2021 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 30](#)).

**Exhibit 30. 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 check box 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](#) on page 7. 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 31](#)).

### *Exhibit 31. 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 21](#)). See [Creating Invoices and Submitting Data](#) on page 21 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](#) on page 7. 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 32](#)).

### Exhibit 32. 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 33](#)).

### Exhibit 33. 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 Invol...	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-34u0_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 25](#)). See [Printing an Invoice or Creating and Saving a PDF Copy of an Invoice](#) on page 22 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.



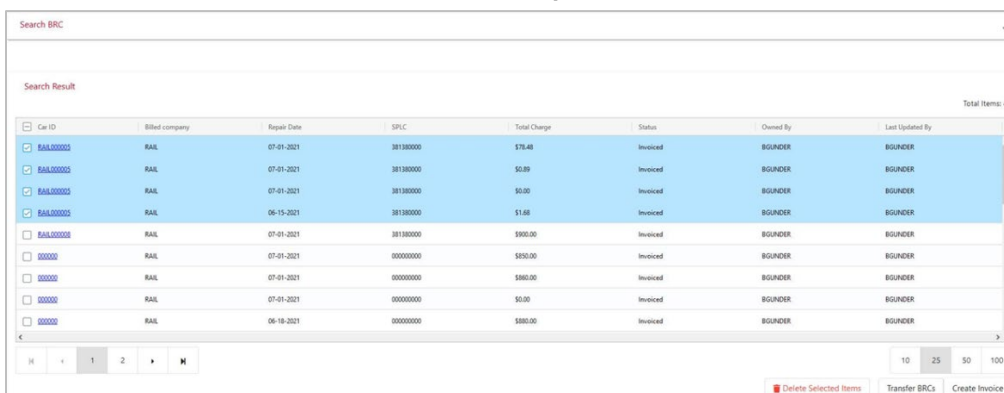
You can become the BRC Company Admin by simply requesting this permission by emailing [csc@railinc.com](mailto:csc@railinc.com). Your assigned user ID will be updated to reflect this new permission (BRC Company Admin) has been added to your user profile.

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](#) on page 7. The CRB Welcome page is displayed ([Exhibit 3](#)).
2. Select **Billing Repair Card > Search BRCs**. The Search BRCs page is displayed ([Exhibit 29](#)).
3. Complete a search for a BRC to be transferred. The Search Results with a transfer BRCs option is displayed ([Exhibit 34](#)).

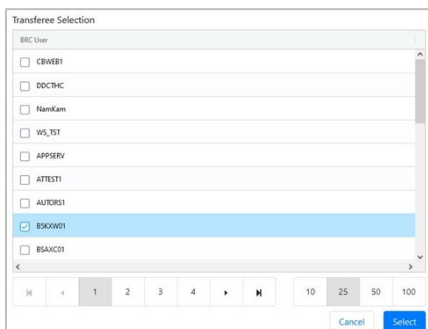
**Exhibit 34. Search Results with Transfer BRCs option**



Car ID	Billed company	Repair Date	SPIC	Total Charge	Status	Owned By	Last Updated By
<input checked="" type="checkbox"/> RAAL00005	RAAL	07-01-2021	381380000	\$78.48	Invoice	BGUNDER	BGUNDER
<input checked="" type="checkbox"/> RAAL00005	RAAL	07-01-2021	381380000	\$0.89	Invoice	BGUNDER	BGUNDER
<input checked="" type="checkbox"/> RAAL00005	RAAL	07-01-2021	381380000	\$0.00	Invoice	BGUNDER	BGUNDER
<input checked="" type="checkbox"/> RAAL00005	RAAL	06-15-2021	381380000	\$1.68	Invoice	BGUNDER	BGUNDER
<input type="checkbox"/> RAAL00005	RAAL	07-01-2021	381380000	\$900.00	Invoice	BGUNDER	BGUNDER
<input type="checkbox"/> 000000	RAAL	07-01-2021	000000000	\$920.00	Invoice	BGUNDER	BGUNDER
<input type="checkbox"/> 000000	RAAL	07-01-2021	000000000	\$460.00	Invoice	BGUNDER	BGUNDER
<input type="checkbox"/> 000000	RAAL	07-01-2021	000000000	\$0.00	Invoice	BGUNDER	BGUNDER
<input type="checkbox"/> 000000	RAAL	06-18-2021	000000000	\$480.00	Invoice	BGUNDER	BGUNDER

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 35. BRC Transferee Selection**



BRC User
<input type="checkbox"/> CBWEB1
<input type="checkbox"/> DDCTHC
<input type="checkbox"/> NamKan
<input type="checkbox"/> W5, T5T
<input type="checkbox"/> APPSERV
<input type="checkbox"/> ATTST1
<input type="checkbox"/> AUTORS1
<input checked="" type="checkbox"/> BSC00001
<input type="checkbox"/> BSC0001

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](#) on page 7. The CRB Welcome page is displayed ([Exhibit 3](#)).
2. Select **Billing Repair Card > View BRCs**. The View BRCs page is displayed.
3. Search for BRCs with a status of “Available for Rebuttal.”

**Exhibit 36. Example (BRCs with status of "Invoiced")**

Active BRCs      Priced BRCs      Available for Rebuttal							
Total Items: 1							
<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	CARYTST	B5KXW01
<div> <div>10</div> <div>25</div> <div>50</div> <div>100</div> </div> <div>Create Rebuttal</div>							

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**.

**Exhibit 37. Example (BRC to Copy as New)**

**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:	TEST 003936	Repair Date:	2021-10-01	Repaired At:	689844000
Total Charge:	\$133.53	Status:	Priced		
Invoice Number:	Not Invoiced	Invoice Date:	Not Invoiced		

Car Initial *	Car Number *	Car Kind *	Billed Company *
TEST	003936	B - Box	RAIL
L/EU 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

Add Repair Line Delete Edit

Back Print Copy as New Save Draft Price & Save

6. Change the Detail Source to **RE** (see [Proper Usage of Detail Source Codes](#) on page 59).
7. Update the current Billed Company to the correct company.
8. In the Rebuttal section, enter:
  - the Repairing Party
  - the Repairing Party Invoice Number
  - optionally, enter the Repairing Party Document Reference Number
7. Complete the fields on the Job Couplet page (see [Exhibit 9. BRC Job Couplet](#)).
8. In this example the incorrect Billed Company was RAIL. The correct Billed Company is AARE.

**Exhibit 38. Example (Billed Company Corrected)**

**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

9. Proceed with creating an invoice as described in [Creating Invoices and Submitting Data](#) on page 21.

---

## Create Defect Card and Rebuttal Records

There are two types of defect card billings that can be submitted through the Car Repair Billing Data Exchange. The first is the original repairing party submitting the repair records to the car owner. The second is the car owner rebuttal billing the defect road for the repairs.

There are two ways to send the defect card billing through the Car Repair Billing Data Exchange.

- Using Detail Source **DC** (Defect Card)
- Using Detail Source **DR** (Defect Card Rebuttal Billing)

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

1. Log into CRB as described in [Logging In](#) on page 7. The CRB Welcome page is displayed ([Exhibit 3](#)).
2. Select **Billing Repair Card > Search BRCs**. The Search BRCs page is displayed.
3. Search for BRCs with a status of “Invoiced.”
4. Select the BRC that needs to be used for the rebuttal by selecting the appropriate Car ID.
5. At the bottom of the Billing Repair Card – Main page select **Copy as New**.
6. Enter the additional information into the Rebuttal Fields.

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

- Use Detail Source of **DC** (see [Proper Usage of Detail Source Codes](#) on page 59)
- Defect Card Party must equal the initial of the party issuing the defect card
- For all Applied Job Codes - Responsibility code must be “3” if the Detail Source specified is DC (or DS)
- Defect Card date must equal the date from the defect card

**Exhibit 39. Example (Additional Fields for Defect Card)**

**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

L/E/U 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](#) on page 21.

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

- Use Detail Source of **DR** (see [Proper Usage of Detail Source Codes](#) on page 59)
- Defect Card Party must equal the initial of the party issuing the defect card
- For all Applied Job Codes - Responsibility code must be “3” if the Detail Source specified is DR
- Defect Card Date must equal the date from the defect card
- Repairing Party should be set to Billing Party value
- Repairing Party Invoice Number should be set to the repairing party’s invoice number

**Exhibit 40. Example (Defect Card with Rebuttal Information)**

**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	Repairing Party Doc. Refere...	Repairing Party Invoice Nbr.
RAIL		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](#) on page 21.

---

## Create Joint Inspection Certificate

There are two types of Joint Inspection Certificate (JIC) billing that can be submitted through the Car Repair Billing Data Exchange. The first is the original repairing party submitting the repair records to the car owner. The second is the car owner rebuttal billing the JIC road for the repairs.

There are two ways to send the defect card billing through the Car Repair Billing Data Exchange.

- Using Detail Source JI (Joint Inspection)
- Using Detail Source JR (Joint Inspection Rebuttal Billing)

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

1. Log into CRB as described in [Logging In](#) on page 7. The CRB Welcome page is displayed ([Exhibit 3](#)).
2. Select **Billing Repair Card > Search BRCs**. The Search BRCs page is displayed.
3. Search for BRCs with a status of "Invoiced."
4. Select the BRC that needs to be used for the rebuttal by selecting the appropriate Car ID.
5. At the bottom of the Billing Repair Card – Main page select **Copy as New**.
6. Enter the additional information into the Rebuttal Fields.

### Additional required fields for a Joint Inspection are:

- Use Detail Source of **JI** (see [Proper Usage of Detail Source Codes](#) on page 59)
- Defect Card Party must equal the initial of the party issuing the JIC
- For all Applied Job Codes - Responsibility code must be "3" if the Detail Source specified is JI
- Defect Card date must equal the date from the JIC



**Exhibit 41. Example (Additional Fields for Joint Inspection)**

**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
U/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](#) on page 59)
- Defect Card Party must equal the initial of the party issuing the JIC
- For all Applied Job Codes - Responsibility code must be “3” if the Detail Source specified is JR
- Repairing Party should be set to the billing party’s Mark
- Repairing Party Invoice Number should be set to the repairing party’s invoice number

### **Optional fields for use with JR are:**

- Document Reference Number should be used to hold a file number or some information that would help the billing or billed party
- Repairing Party Document Reference Number should be set to the repairing party’s document reference number

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## **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](#) on page 7. 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 42. Example (BRC for Destroyed Unit)**

**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 * DE-Destroyed Car	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 (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**

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 43. Example (BRC Job Couplet for Destroyed Unit)**

**BRC Job Couplet**

Applied Job Code * 5199	Removed Job Code * 5199		
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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
-------------------------	-------------	----------------

Cancel Done

Back Save Draft Price & Save

**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](#) on page 21.

---

## 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](#) on page 7. 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 44. Example (BRC for Dismantled Unit)**

**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**

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

**3. Select Add Repair Line.**

**Exhibit 45. Example (BRC Job Couplet for Dismantled Unit)**

**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](#) on page 21.

## 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](#) on page 7. 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 44](#)).
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 46. Example (BRC for Dismantled Unit showing a Credit)**

**Bill Repair Card - Main**

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

Car Initial *	RAIL	Car Number *	007711	Car Kind *	F - Flat	Billed Company *	CSXT
U/E/J 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	CS - Contract Shop	Repair Facility Arrival Da...	
Currency to use *	US	Doc. Ref. Number		DOCT (0000000000000000)	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.

- Proceed with creating an invoice as described in [Creating Invoices and Submitting Data](#) on page 21.

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

Settlement Value Adjustment is credit for wrecked unit billing exceeding settlement value. Detail Source “JI” or “DC” is used with applied/removed Job Code 5399. The adjustment is preferred to be listed on the same BRC with Defect Card/JIC repairs however it may be listed on a separate BRC.

Example: Car Owner XXXX repairs their own railcar on 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](#) on page 7. The CRB Welcome page is displayed ([Exhibit 3](#)).
2. Select **Billing Repair Card > Enter New BRC**. The Billing Repair Card - Main page is displayed.

**Additional required fields for Settlement Value Adjustment are:**

- Use Detail Source of **JI** or **DC**
- Defect Card Party must equal the initial of the party issuing the JIC or Defect Card
- For all Applied Job Codes - Responsibility code must be “3”
- Defect Card – must equal the date from the JIC or Defect Card

**Exhibit 47. Example (BRC for Settlement Value Adjustment)**

**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
L/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	DOCT (0000009999999)	
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 48. Example (BRC for a Settlement Value Adjustment showing a Credit)**

**Bill Repair Card - Main**

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

Car Initial *	Car Number *	Car Kind *	Billed Company *
RAIL	007711	F - Flat	CSXT
LEO Indicator *	Received SRC *	Detail Source *	Date Received *
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	DOCT (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"/> 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.

- Proceed with creating an invoice as described in [Creating Invoices and Submitting Data](#) on page 21.

## 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](#) on page 7. 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 49. Example (BRC for Material Supplied (Rule 85))**

**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 *
RAIL	007711	F - Flat	CSXT
USE Indicator *	Received SRC *	Detail Source *	Date Received *
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 (00000000000000000000)	
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](#) on page 21.

---

## 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](#) on page 7. 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 50. Example (BRC for Material Supplied (Rule 85))**

**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
LEAD Indicator *	Loaded	Repaired SPC *	411657000	Detail Source *	SH-Shop Billing	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(00000000000000000000)	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](#) on page 21.

## AAR Group Billable Repairs

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

Example: Railroad XXXX repairs car owner YYYY's railcar during railroad XXXX's 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](#) on page 7. 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 51. Example (BRC for Group Billable Repairs)**

**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 *
RAIL	007711	F - Flat	CSXT

U/E/V Indicator *	Repaired SPIC *	Detail Source *	Date Repaired *
Loaded	411657000	GB-Group Billable	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 (0000000000000000)
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: CSXT Repairing Party Doc. Reference Nbr: ABC12345 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**.
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](#) on page 21.

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## 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](#) on page 7. The CRB Welcome page is displayed ([Exhibit 3](#)).
2. Select **Billing Repair Card > Enter New BRC**. The Billing Repair Card - Main page is displayed.

### **Required fields (that can be left blank) for Counter Billing Authority Records:**

- Car Initial - blank
- Car Number - blank
- Car Kind - blank
- Billed Company should be filled in with the CBA issuing party's initial
- Load/Empty Indicator - blank
- SPLC - can be left blank
- Detail Source set to "CB"
- Date repaired should be set to the CBA date
- Currency must be either US or CA

### **Required fields (that can be left blank) for Counter Billing Authority Records:**

- Document Reference Number should contain the CBA number
- Repairing Party set to the CBA issuing party's initial
- Repairing Party Invoice Number set to the CBA issuing party's original invoice number (if unknown use CBA number)



**Exhibit 52. Example (Counter Billing Authority Records (CBA))**

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

**BRC Job Couplet**

☒ Manually Priced
 ☐ Wrong Repair

Applied Job Code \*  
 0000

Removed Job Code \*  
 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](#) on page 21.

## 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 five functions: Billed Party (BP), Inquiries (IQ), Remit To (RT), Exceptions (EX), and Billing/Invoicing Party (IP). This information must be verified every 3 months in [FindUs.Rail](#). The information for functions IQ, RT, EX 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 54. Example (Running Repair Agent Reporting (Responsibility Code 1))**

**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 *
RAIL	007711	F - Flat	CSXT

L/E/U Indicator *	Repaired SPLC *	Detail Source *	Date Repaired *
Loaded	411657000	BR-Billing Repair Card	7/3/2021

Defect Card Party	Defect Card Date	Repair Facility Type	Repair Facility Arrival Da...
		LR - Line of Road	

Currency to use *	Doc. Ref. Number	DDCT ID(XXXX9999999)
US	12345	

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

**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 *
RAIL	007711	F - Flat	CSXT

U/E/U Indicator *	Repaired SPLC *	Detail Source *	Date Repaired *
Loaded	380000	DC-Defect Card	7/3/2021

Defect Card Party	Defect Card Date	Repair Facility Type	Repair Facility Arrival Da...
ZZZZ	7/1/2021	LR - Line of Road	

Currency to use *	Doc. Ref. Number	DDCT ID(XXXX9999999)
US	12345	

**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 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](#)

## Proper Usage of Detail Source Codes

**BR – Billing Repair Card** - use when detail record of repairs are prepared (by all signatory's or agents thereof) in accordance with AAR Rule 83.

**CB – Counter Billing** - use when billing for authorization of exceptions, Data position 33 (Document Reference Number) must be populated with Authorization document number issued by authorization party.

**DC – Defect Card** - use when repairs are performed on Authority of an Issued Defect Card only.

**DE – Destroyed Equipment (Rule 107)** - used only for when unit is badly Damaged or Destroyed per Rule 107 guidelines.

**DM – Dismantled Equipment (Rule 108)** - used only for equipment/units requiring Extensive Repairs per Rule 108.

**DR – Defect Card Rebuttal Billing** - use when Car Mark Owner rebills Defect Card repairs made from a third-party Repair Facility.

**GB – Group Billable** - use when repairs are performed (by all signatory's or agents thereof) in accordance with AAR Office Manual Rule 112.A.3.c.3.

**GT – GST Tax** - used only for repairs performed for car marks that are registered and resident in Canada.

**HT – Canadian Harmonized Tax** - used only for repairs performed on marks that are registered and resident in the Canadian Maritimes.

**IV – International Valued Added Tax** - used only for repairs performed in Canada.

**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.

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