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RMI
3475 Piedmont Rd NE, Suite 250
Atlanta, Georgia 30305 USA
Phone: 404.355.6734
Fax: 404.352.8814
Internet address: www.rmiondemand.com

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About This Manual

The TMS Guide: Intermodal Operations is an instructional document designed to be used as a reference while using RailConnect, TMS, RMS, ShipperConnect Rail Carrier Interface, and Cash Application applications, products of RMI.

This version of the TMS Guide includes changes made to the system for TMS Release 18.3.

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Intermodal Operations

TMS Intermodal features help you manage trailers and containers while they are in ground inventory and while they are moving on flatcars.

As with railcars, each trailer or container managed in TMS has an accompanying waybill or bill of lading. This waybill/bill of lading conforms to all current EDI guidelines. TMS uses it to determine freight revenue as well as provide movement instructions.

When you trace a trailer or container, you can see the flatcar on which it is riding. Similarly, if you trace a flatcar, you can see the trailers and containers associated with that car.

You can use the TMS Ground Inventory option to keep an inventory of trailers and containers stored on-site at railroad facilities.

⚠️ **TMS Tips:** You can also set up TMS to interface with other computer systems that manage ground inventory for intermodal facilities. This interface includes the ability to move equipment in and out through the gate and feed the TMS ground inventory system.
Trailer and Container Processes

Basic Procedures: Ramping and De-ramping

Ramping in TMS is the means by which trailers or containers are associated with flatcars. Once a trailer or container is “ramped” onto a flatcar, you can trace the equipment either through the flatcar initial and number or by inquiring on the trailer or container.

The ramping process is usually performed by personnel in charge of intermodal facilities. Although procedures vary, the ramping process usually begins when ramp personnel make a physical check of the trailers and containers which have been loaded on flatcars. This physical check results in a list of equipment which to move in a train. This list then becomes the source for entering data into TMS.

Using the load list prepared by ramp personnel, you can enter the flatcars, trailers, and containers in TMS with a ramping consist. As you enter this list, TMS performs several checks to ensure your entry is accurate. Flatcars must be online and at the station where the equipment is being ramped. Trailers and containers are checked for valid bills of lading.

After the list is entered and checked for accuracy, you can then ramp the trailers and containers onto the flatcars. At that point, the trailers and containers become associated with the flatcars for all tracing and car movement functions.

⚠️ **TMS TIPS**: The process involved in “ramping up” intermodal equipment is very similar to manually inbounding cars in interchange for rail operations.

🔥 **TMS TROUBLESHOOTING**: If you are using the ground inventory feature, TMS will not let you ramp a unit at a station unless the unit is in ground inventory.

When intermodal equipment arrives at its destination, you must first spot the flat car on the destination track, then deramp (ground) the trailer or container from its conveying flatcar. At that point the trailer/container is no longer associated with the conveying car. If you are using TMS’s Ground Inventory option, it will move into inventory at the station and location you specify.
Intermodal Operations
Adding a New Ramping Consist

Adding a New Ramping Consist

To ramp trailers and containers onto a flatcar, you must first build a ramping consist. This consist is a list of flatcars and the trailers and containers that will be loaded onto those cars.

To create a ramping consist:

1. Go to the Ramping Consists window.
   TMS Main Menu → 2 Intermodal Operations → 1 Ramp Intermodal
   Fast Path = INR

2. Select Add Consist on the Ramping Consists window to create a new ramping consist.

3. On the Edit Ramping Consist Header window (Figure 1), enter a Consist ID, the Station at which the consist is being ramped, and the estimated Date and Time the trailers and containers were loaded. You can also use the Commentary field to describe the ramping consist.

   **TMS Tips:** If you are ramping equipment moving in a particular train, give the consist ID the same name as the train ID. You could also name the consist for the track where it is being ramped or a particular service to which the equipment is designated.
4. Select **Work with Units** to add cars to the consist.

![Image of Work with Units window]

**Figure 2**

5. Use the ramp or load list provided by ramp personnel to enter the flatcars and trailers or containers on the *Work with Units to be Ramped* window. (Figure 2)

Enter the flatcar first, followed by the equipment loaded onto that car. Continue entering the flatcars followed by their associated trailers or containers. TMS also offers a third field in which you can enter the check digit for international containers.

6. After you enter all equipment, select **OK**. TMS checks the consist for errors.

If there are no errors, the cars and their associated trailers and containers are added to the consist and disappear from the window. To review or edit the equipment you have entered, select **Change Consist**.
If there are errors in the consist, follow the steps below to correct common errors:

<table>
<thead>
<tr>
<th>Error Message</th>
<th>Solution</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Bill Trailers/Containers</td>
<td>Check the initial and number carefully to make sure it is correct. If the number is correct, complete the empty/loaded status and equipment type fields. You will then have to enter waybill information for that unit before the train can depart.</td>
</tr>
<tr>
<td>Conveying Car Not At Station</td>
<td>Check the initial and number carefully to make sure it is correct. If it is correct, the flatcar you entered is not at the station where the ramping is taking place. Exit the consist and move the flatcar to the station where it is being ramped.</td>
</tr>
</tbody>
</table>

7. If necessary, continue adding equipment to the consist or **Exit**.
Reviewing Ramping Consists

The *Ramping Consists* window offers you an overview of all ramp lists on your road. From this window you can drill down to work with equipment on the consists.

**To review equipment in a ramping consist:**

1. Go to the *Ramping Consists* window. (Figure 3)
   
   **TMS Main Menu → 2 Intermodal Operations → 1 Ramp Intermodal**
   
   **Fast Path = INR**

   ![Figure 3](image)

   Consists (ramp lists) appear sorted by station then by consist ID.

<table>
<thead>
<tr>
<th>If you want to</th>
<th>then</th>
</tr>
</thead>
<tbody>
<tr>
<td>review or edit information in a consist header</td>
<td>type 1 next to the consist and select OK.</td>
</tr>
<tr>
<td>enter block to information for equipment on a consist</td>
<td>type 6 next to the consist and select OK.</td>
</tr>
<tr>
<td>move all equipment from one consist to another</td>
<td>type F next to the consist you want to move equipment from and T next to the consist you want to move equipment to, then select OK.</td>
</tr>
<tr>
<td>print a consist</td>
<td>type P next to the consist and select OK. For more information, see the TMS Guide: Transportation.</td>
</tr>
</tbody>
</table>
2. To review the equipment on a ramping consist, type a 5 next to the consist and select OK.

3. Carefully review equipment on the Work with Units to Be Ramped window. (Figure 4) You can resolve incomplete or missing BOL messages at this point. Type B next to any trailer or container unit to review the bill for that unit. In many cases, an incomplete BOL message indicates an incorrect initial and number.
You can also use the following options to manage the equipment on the consist:

<table>
<thead>
<tr>
<th>If you want to</th>
<th>then</th>
</tr>
</thead>
<tbody>
<tr>
<td>add equipment to the consist after a certain point</td>
<td>type A next to the trailer or container to add after and select <strong>OK</strong>.</td>
</tr>
<tr>
<td>delete a trailer or container from the consist</td>
<td>type D next to the trailer or container and select <strong>OK</strong>.</td>
</tr>
<tr>
<td>review equipment history for a trailer or container</td>
<td>type H next to the trailer or container and select <strong>OK</strong>.</td>
</tr>
<tr>
<td>move a trailer or container to another consist</td>
<td>type M next to the trailer or container and select <strong>OK</strong>.</td>
</tr>
<tr>
<td>ramp the trailers and containers onto the flatcars</td>
<td>select <strong>Ramp</strong>.</td>
</tr>
<tr>
<td>print the consist</td>
<td>select <strong>Print</strong>. For more information, see the <strong>TMS Guide: Transportation</strong>.</td>
</tr>
<tr>
<td>toggle between views showing Block To information, Switch To information, and Station/Track/Train ID</td>
<td>select <strong>Alt View</strong>.</td>
</tr>
<tr>
<td>enter blocking for the consist</td>
<td>select <strong>Dest Patrons</strong>.</td>
</tr>
<tr>
<td>add more equipment to the end of the consist</td>
<td>select <strong>Add</strong>.</td>
</tr>
<tr>
<td>resequence a consist</td>
<td>select <strong>Resequence</strong>.</td>
</tr>
<tr>
<td>apply RWCs to equipment in the consist</td>
<td>select <strong>RWCs</strong>.</td>
</tr>
<tr>
<td>enter bill of lading information for the equipment</td>
<td>select <strong>BOL</strong>.</td>
</tr>
</tbody>
</table>
Applying RWCs to a Consist

You can add RWCs to bill trailers or containers in a consist. Consolidators or ramp contractors often use this option to add repetitive billing information for containers being ramped. You will probably not need this option if your railroad enters bills of lading prior to ramping. A record of the transload is written to the movement history file.

To enter RWCs:

1. Go to the Ramping Consists window.
   TMS Main Menu → 2 Intermodal Operations → 1 Ramp Intermodal
   Fast Path = INR

2. Type 5 next to the consist with which you want to work, then select OK.

3. On the Work with Units to be Ramped window, select RWCs.

4. Initially, only trailers or containers without RWCs appear on the Enter RWC for Intermodal Units window. (Figure 5) If you want to view all equipment the consist, select Show Incomplete BOLs/All. You can then review RWCs already applied to equipment in the consist.
5. Enter the correct code in the RWC field for each trailer and container.

You can use the ‘’ to copy an RWC code from unit to unit, or type ‘?’ to view a list of valid RWC codes.

6. After you enter all RWCs, select OK to apply RWCs to the equipment.

TMS applies the RWCs and displays the message NO DATA TO DISPLAY at the bottom left corner of the window. The bills of lading will be updated based on the RWCs entered.
Ramping Trailers and Containers onto Flatcars

Once you have entered the flatcars, trailers, and containers into a ramping consist, the next step is to use the consist to perform the loading or “ramp-up” process. Up to this point, the trailers and containers are only part of a list and have not been loaded onto the flatcars in TMS.

To finalize the ramping process:

1. Go to the Ramping Consists window.
   TMS Main Menu → 2 Intermodal Operations → 1 Ramp Intermodal
   Fast Path = INR

2. Type 5 next to the consist with which you want to work, then select OK.

3. On the Work with Units to be Ramped window, select Ramp.

4. On the Ramp Intermodal Equipment window (Figure 6), enter the track where the cars will move once they are loaded (Location) and the Date and Time the ramping is to occur.

   You should also enter F or B in the Front/Back field to indicate where the cars are to be placed on the track once they are loaded.

⚠️ TMS TROUBLESHOOTING: TMS records the date and time of the ramp-up event to movement history. Make sure the time is the approximate time the last trailer or container was placed on a flatcar.
5. Select **OK**. TMS displays a message indicating that the consist is being ramped.

Once ramping is complete, cars, trailers and containers can be moved and traced together as a unit. During ramping, TMS assigns waybill numbers to bills of lading, and the bills become active waybills.

**TMS Tips:** You can remove a trailer or container that was ramped to a flatcar by mistake using the *4 Unramp Intermodal* option from the *Intermodal Operations* menu.
Transloading Intermodal Equipment

You can use the Transload Intermodal Equipment option to move trailers and containers from one conveying flatcar to another. This usually occurs when loads are mixed or conveying flatcars are bad ordered and trailers or containers must be transferred to another car.

To transload intermodal equipment:

1. Go to the Transload Intermodal window.
   TMS Main Menu → 2 Intermodal Operations → 5 Transload Intermodal
   Fast Path = INTR

2. Enter the trailer or container initial and number to be transloaded in the Trailer/Container to Transload section of the Transload Intermodal window. (Figure 7)

3. Select OK. TMS verifies that the trailer or container is currently on a conveying flatcar. The conveying car now appears in the Flatcar field.

4. Enter the initial and number of the flatcar that the equipment should move to in the Move To Flatcar section of the window.

5. Enter the transload date and time.

6. Select Transload. TMS moves the trailer or container you entered from the original conveying car to the new conveying car and writes a record of the transload to the movement history file.
Spotting Intermodal Flats

The steps to spot flatcars at a track are the same as they are for making any other move type in TMS. For complete instructions on moving railcars in TMS, see the TMS Guide: Transportation.

To spot a block of cars:

1. Go to the Select Station/Track window.
   TMS Main Menu → 1 Rail Operations → 1 Yard Manager
   Fast Path = YARD

2. Enter the Track and Station where the flatcars are located and select Move Cars.

3. Enter the destination Track and Station and the spot Date and Time at the top of the Move Equipment window. (Figure 8)

4. Enter SPOT as the Move Type.

5. Take one of the following options:
   • Type 1 next to each car to spot.
   • Select Move All to spot all cars.

⚠️ TMS TROUBLESHOOTING: The track you enter must be set up as a crane track in the Tracks Master.

6. Select OK. As cars are spotted, TMS checks to make sure that proper moves are made. A record of the SPOT move is written to the car movement history record.
Deramping (Grounding) Intermodal Equipment

Once you have spotted loaded flatcars at a track, you can remove trailers or containers from conveying flatcars. You can choose either to deramp one trailer or container at a time or all trailers and containers spotted at a track.

When you deramp trailers or containers, they are no longer associated with the conveying car on which they were transported. If you are using TMS’s Ground Inventory option, the trailers and containers will move into inventory at the station and location you specify. They will remain at that location until they either move out-gate or are loaded onto another flatcar.

To deramp trailers and containers:

1. Go to the Deramp Intermodal Equipment window. (Figure 9)
   
   TMS Main Menu → 2 Intermodal Operations → 2 Deramp Intermodal
   
   Fast Path = INDR

2. Enter the Track, Zone, and Station in the Work With Track or Equipment section of the Deramp Intermodal Equipment window. (Figure 9) If you do not know where the trailers and containers are, enter the car initial and number in the Find Car field.

3. Enter the deramp Time and Date and the Ground Location to which you are deramping the cars in the Deramp section of the window.

4. Take one of the following options:
   
   • To deramp all trailers and containers, select Deramp All. All intermodal equipment at the location specified will be deramped immediately.
   
   • To deramp specific trailers and containers, select Deramp Individual.
TMS TROUBLESHOOTING: Once the Deramp All procedure begins, you cannot stop the process. Make sure that all cars spotted at a track are to be deramped before you start this procedure. You can use the Display Yard List option to review the track before deramping.

5. If you selected Deramp Individual, the Deramp Intermodal Equipment window appears, showing trailers and containers in conveying car sequence. (Figure 10)

Type 1 next to each trailer or container you want to deramp, then select OK.

A record of the deramp time and location is written to the Car Movement History file for updating TRAIN II and CLM messages. The waybill associated with the trailer or container is written to the Completed Waybill History file.

If you are not using the ground inventory option, the waybill associated with the intermodal equipment is written to the Completed Waybill History file. If you are using TMS to manage the ground inventory equipment, the trailers and containers move into inventory at the station and ground inventory location you enter.

TMS TIPS: If a trailer or container was deramped by mistake, you can ramp it back onto a flatcar using the 5 Reramp Intermodal option from the Intermodal Operations menu.
Ground Inventory

When you deramp (ground) a trailer or container from a flatcar, the equipment is moved into ground inventory at that station. You can use the TMS Ground Inventory option to manage the trailers and containers held on-site at your rail locations. If you use this option, you can also move equipment in and out through the gate and print associated trailer inspection reports.

Turning On the Ground Inventory Option

If you will be using the TMS to manage your ground inventory, you must set the appropriate flags in your railroad profile to turn the system on.

To turn on the TMS ground inventory system:

1. Go to the Client Intermodal Setup window. (Figure 11)
   TMS Main Menu → 36 System Administrator → 1 Railroad Profile Menu → 10 Intermodal
   Fast Path = MIM

2. Set the Use Ground Inventory switch to Y.

3. Set the Print Trailer Inspection to Y if you will be printing J1 inspections.

4. Select OK to update your client profile and confirm.
Viewing Trailers/Containers in Ground Inventory

You can use the TMS ground inventory system to trace and print trailers and containers held inside ramp facilities. Trailers and containers move to these locations as they are grounded or moved in through the gate.

To look at trailers and containers in ground inventory:

1. Go to the Ground Inventory window. (Figure 12)
   - TMS Main Menu → 2 Intermodal Operations → 20 Manage Ground Inventory
   - Fast Path = ING

   ![Figure 12](image)

2. You can enter values in the header fields on this window to filter the information that appears. For example, enter a Station and Location to see only equipment held within the intermodal area at that station.
3. You can perform many intermodal equipment management tasks from the *Ground Inventory* window:

<table>
<thead>
<tr>
<th>If you want to</th>
<th>then</th>
</tr>
</thead>
<tbody>
<tr>
<td>review the history for a trailer or container</td>
<td>type H next to the trailer or container and select <strong>OK</strong>.</td>
</tr>
<tr>
<td>review incidental charges for a trailer or container</td>
<td>type I next to the trailer or container and select <strong>OK</strong>.</td>
</tr>
<tr>
<td>move a trailer or container out of the gate</td>
<td>type O next to the trailer or container and select <strong>OK</strong>.</td>
</tr>
<tr>
<td>review the waybill for a trailer or container</td>
<td>type W next to the trailer or container and select <strong>OK</strong>.</td>
</tr>
<tr>
<td>print J1 inspections for a trailer or container</td>
<td>type J next to the trailer or container and select <strong>OK</strong>.</td>
</tr>
<tr>
<td>bring a trailer or container into the gate</td>
<td>select <strong>Ingate</strong>.</td>
</tr>
</tbody>
</table>
Moving Trailers and Containers In-Gate

The TMS In-Gate option provides a way to bring trailers and containers being driven to your railroad into ground inventory. When you enter an in-gate move, TMS writes an inbound interchange record to movement history. You can print J1 inspection reports and generate incidental billing as the move is being made.

To bring a container into the gate:

1. Go to the Inbound Highway Interchange window. (Figure 13)
   TMS Main Menu → 2 Intermodal Operations → 20 Manage Ground Inventory
   Fast Path = ING

2. Select Ingate.

3. On the Inbound Highway Interchange window, enter the Initial/Number of the equipment being brought in, the Station at which the trailer or container is being driven through the gate, and the Location representing the ground inventory point or area within the intermodal facility.

TMS TROUBLESHOOTING: The Location must be set up in the Location Master as an intermodal off-rail location (type I).
4. Select **OK**.

5. Enter information on the *Inbound Highway Interchange* window to specify details about the interchange. (Figure 14) Complete field definitions are available in “Intermodal Ground Inventory Fields” on page 43.

6. Select **OK** to accept the information and complete the interchange.

7. Either continue entering trailers or containers to come in-gate or **Exit**.
Moving Trailers and Containers Out-Gate

You can use the Outgate option to move trailers and containers out of the gate. After you move equipment out of the gate, TMS removes the equipment from ground inventory, and an outbound interchange record is written to movement history.

To move trailers and containers out of the gate:

1. Go to the Ground Inventory window.
   TMS Main Menu → 2 Intermodal Operations → 20 Manage Ground Inventory
   Fast Path = ING

2. Locate the trailer or container to move out-gate by entering the initial and number in the Equipment Mark field in the header of the Ground Inventory window.

3. Type O next to the trailer or container to outgate and select OK.

4. Enter information on the Outbound Highway Interchange window to specify details about the interchange. (Figure 15) Complete field definitions are available in “Intermodal Ground Inventory Fields” on page 43.

5. Select OK to accept the information and complete the interchange.

   TMS removes the trailer or container from ground inventory. An outbound interchange record is written to movement history.

6. Either continue entering trailers or containers to out-gate or Exit.
Intermodal Operations
Entering Chassis Information

Intermodal Management Functions

Entering Chassis Information

Although TMS does not maintain an inventory of chassis on your railroad, you can enter chassis information to be carried with the waybill associated with containers. You can enter this information when the container moves through the gate (see “Moving Trailers and Containers In-Gate” on page 23 or “Moving Trailers and Containers Out-Gate” on page 25). You can also key in chassis information for all intermodal equipment at a station.

To enter chassis information:

1. Go to the Enter Chassis Selection window.
   TMS Main Menu → 2 Intermodal Operations → 8 Chassis Information
   Fast Path = CHASS

2. Enter the station you want to work with and select OK.

3. The Enter Chassis Information by Station window shows all intermodal equipment online at the destination station in equipment number sequence. (Figure 16)

   Enter information for the associated chassis in given fields.

4. Select OK to accept the information.
Entering Bad Order or Storage Information

You can use a key a list window to enter bad order or storage information for intermodal equipment.

To enter bad order or storage moves:

1. Go to the Enter Intermodal Events window. (Figure 17)
   TMS Main Menu → 2 Intermodal Operations → 7 Enter Bad Order/Storage
   Fast Path = BOS

   ![Figure 17](image)

2. Enter the move type in the Type field.

   To see all available bad order and storage move codes, enter a ? in the field, then select OK. Some commonly used move types are

   STEA    Into Storage
   BLGT    Bad Order Light
   BHVY    Bad Order Heavy

3. Enter the car numbers and initials in the list fields.

4. Select OK to apply the movement to the cars listed, then Exit.
Entering a Certificate of Interchange

Some intermodal ramp facilities print a certificate of interchange for trailers and containers moving in and out of gate. You can use the TMS function described below to produce this document.

To enter a certificate of interchange:

1. Go to the Certificate of Interchange window. (Figure 18)
   TMS Main Menu → 2 Intermodal Operations → 9 Certificate of Interchange
   Fast Path = CERTI

   ![Certificate of Interchange](image)

2. Enter information for the associated chassis in the following fields:

   - **Equipment Mark**: Initial and number of trailer or container being interchanged.
   - **Delivery Date/Time**: Interchange date and time.
   - **Delivered to/Received from**: Carrier with which you are interchanging.
   - **Interchange Type**: D indicates a delivered interchange; R indicates a received interchange.
   - **Station**: Station at which the interchange occurred.

3. Select OK to accept the information.
Entering Notifications

You can create multiple customer notifications at once for intermodal trailers and containers.

To enter a notification for several customers:

1. Go to the Enter Notification - Multi Line window. (Figure 19)
   TMS Main Menu → 22 Billing Menu → 13 Notifications - Customer
   Fast Path = NOTCU

2. Enter the Car initial/number, the Person Notified at the customer, and the Date/Time of the notification.

   Continue typing in this information until all notifications have been entered.

3. Select OK to accept the information.
Conversion between Conveying and Rail

Converting Equipment

TMS allows you to change a flatcar from a conveying car to a railcar equipped to carry loads other than intermodal. For example, you may need to use a conveying flatcar to transport items such as bulldozers or other heavy machinery. You can also use this option to convert a car designated as a railcar to a car for conveying intermodal equipment.

To convert a conveying car to a railroad car:

1. Go to the Convert between Conveying and Rail Car window. (Figure 20)
   TMS Main Menu → 22 Billing Menu → 10 Convert Conveying to Rail
   Fast Path = INCON

2. Type the initial and number of the car to be converted and select OK.

   If a car is currently designated as a conveying car, TMS converts it to a piece of equipment designated to handle non-intermodal loads. If the car was designated for handling non-intermodal loads, TMS converts it to a piece of equipment suitable for carrying trailers or containers.
Billing

Basic Procedures

An intermodal trailer or container has an associated bill of lading or waybill, just like any other railcar handled in TMS. This bill is used both to provide movement instructions and to generate freight revenue.

If the trailer or container is received from another road in interchange, it should be accompanied by its EDI-transmitted waybill. If the trailer or container is loaded and delivered to you through the gate, TMS provides several options you can use to enter the billing:

- You can use the TMS blocking tables to apply billing to intermodal equipment automatically. (See the TMS Guide: Advanced Automation.)
- You can also apply RWCs manually to equipment in a consist. (See “Applying RWCs to a Consist” on page 12.)
- Another quick way to bill a move is to enter an inbound RWC when the trailer or container is inspected through the gate. (See “Moving Trailers and Containers In-Gate” on page 23.) The billing generated in this fashion is usually very simple and is used primarily by railroads handling trailers or containers in switching or haulage service.
- In addition, you can manually create bills of lading directly from the Intermodal Menu.

For complete instructions on entering data into the TMS waybill windows, see the TMS Guide: Customer Service.
Entering Bills of Lading Manually

You can enter billing information for a single car manually using the TMS waybill windows.

To enter a bill of lading:

1. Go to the Waybill Add window. (Figure 21)
   TMS Main Menu → 2 Intermodal Operations → 30 Enter Bills of Lading
   Fast Path = BOLE

2. Enter the Car Initial, Car Number and Load/Empty Status.

   You must also specify the Car Kind: CC for container on chassis, CN for container, or TL for trailer.

   TMS Tips: You can also reach the Waybill Add window using option 7 Enter Bills of Lading from the Billing Menu.
3. Select **OK**.

4. Enter the information required to bill the move on the TMS waybill windows (Figure 22), then select **OK** to apply the bill.

   For complete field by field billing instructions, see the *TMS Guide: Customer Service*.

   **TMS Tips:** You can quickly bill the move by entering an RWC and then selecting **Seed RWC** on *Waybill Screen 1*. 

---

*Figure 22*
Entering Multiple Bills of Lading

You can use this option if you are receiving numerous trailers or containers carrying the same billing information.

To enter multiple bills of lading:

1. Follow the instructions for “Entering Bills of Lading Manually” on page 32 to create the billing for the trailer or container to serve as a “pattern” for the equipment to be billed.

2. Go to the Enter List for BOL Seed window. (Figure 23)

   TMS Main Menu → 2 Intermodal Operations → 31 Multiple Bills of Lading
   Fast Path = BOLM

3. In the Copy from BOL section, enter the initial and number of the trailer or container you are using as a pattern and select OK.

4. Enter the trailers or containers that you want to have the same bill of lading as the pattern Copy from unit. You can also enter a BOL Number, Weights, and Seals for each individual unit.

5. Select OK to apply the bill.
**Entering Trailer Advance Notices**

You can use the advance notice feature to apply supplemental billing instructions to a trailer or container prior to its arrival online. This feature is normally used when the shipper or broker provides additional shipping information after the trailer or container has departed its origin station. TMS matches advance notices with the equipment as it is interchanged online or ramped onto a conveying car.

**To enter an advance notice:**

1. Go to the **Advance Notices Display/Select window**.
   - TMS Main Menu → 2 Intermodal Operations → 32 Advance Notices
   - *Fast Path* = INADV

2. Select **Go to ADD** on the **Advance Notices Display/Select window**.

3. Enter the **Initial** and **Number** of the trailer or container to which the advance notice applies, then select **OK**.

4. Enter information in the fields on the **Advance Notices Page 1** window (Figure 24).

![Figure 24](image-url)
5. Press \texttt{PgDn}.

6. Enter additional customer information as needed on the \textit{Advance Notices Page 2} window. (Figure 25)

7. Select \texttt{OK} to save the notice.

\begin{figure}[h!]
\centering
\includegraphics[width=\textwidth]{figure25.png}
\caption{Figure 25}
\end{figure}

\textbf{TMS Tips:} Once you have created a single advance notice to serve as a pattern, you can apply that notice to multiple other trailers or containers using the \textit{33 Copy Advance Notices} option from the \textit{Intermodal Operations} menu.
## Field Definitions

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Confirmation</td>
<td>Individual who provided the notice and the date and time of the notice.</td>
</tr>
<tr>
<td>Date Shipped</td>
<td>Date the movement was shipped.</td>
</tr>
<tr>
<td>Ramp</td>
<td>Ramping station.</td>
</tr>
<tr>
<td>Reference Bill Number</td>
<td>Reference bill number.</td>
</tr>
<tr>
<td>Number of Pieces</td>
<td>Number of pieces being transported.</td>
</tr>
<tr>
<td>Booking Number</td>
<td>Booking number for the move.</td>
</tr>
<tr>
<td>Vessel</td>
<td>Vessel for water movement.</td>
</tr>
<tr>
<td>Port of Destination</td>
<td>Final port of destination.</td>
</tr>
<tr>
<td>Additional Information</td>
<td>Free-form fields for additional billing information.</td>
</tr>
</tbody>
</table>
Entering Special Instructions

Entering special instructions to be applied to a trailer/container when it is interchanged to your railroad is similar to entering an advance notice. These special instructions print on switch lists and train lists once the equipment is received in interchange.

To enter special instructions:

1. Go to the Special Instructions Display/Select window.  
   TMS Main Menu → 2 Intermodal Operations → 34 Special Instructions  
   Fast Path = MSPEC

2. Select Go to ADD on the Special Instructions Display/Select window.

3. Enter the Initial and Number of the trailer or container to which the special instructions apply, then select OK.

4. Enter information in the fields on the Edit Special Instructions window (Figure 26):

   - Date/Time: Date and time the special instructions are being entered.
   - Copy from Special Instr Code: If you have a repetitive switching code set up in the Special Instruction master, enter that code to copy switching instructions into the record. Otherwise, leave this field blank.
   - Special Instructions: Enter the special instructions to apply to the equipment.

5. Select OK to save and apply the special instructions.
Reviewing the Ramp Billing Hold

You can use the Ramp Billing Hold queue to review waybills when there is not enough information available to ramp the trailer or container. The queue will usually include units received at in-gate with no paper and/or EDI bill.

🔍 **TMS Tips**: A second EDI Billing work queue involves bills that have some data but not enough to qualify for ISS and/or haulage billing. Units in this queue can be ramped but cannot depart on a train.

Moving onto the Queue

Bills move onto the Ramp Billing Hold queue when
- a trailer/container is received in-gate with no billing at all, or
- a trailer/container is received with an intermodal bill that is missing a value for any of the following fields:
  - Shipper/Consignee name
  - Origin/Destination - City and State
  - STCC
  - Route
  - TOFC/COFC indicator.

Movement Restrictions

Equipment with this type of hold
- cannot move out-gate or be ramped, and
- cannot move on a train.

Moving off the Queue

Bills move off this queue when the problems listed above are resolved.
To review ramp billing holds:

1. Go to the *Work with Ramp Billing Hold* window. (Figure 27)
   
   **TMS Main Menu → 26 Work/Hold Queues → 6 Ramp Billing Hold**
   
   **Fast Path = RBHLD**

![Figure 27](image)

For more information about the fields that appear on this window, see “Field Definitions” on page 43.

2. You can enter values in the header fields to filter the records that appear. For example, you can choose to view only cars placed on hold on a given *Date*. 

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*TMS Guide: Intermodal Operations*  
Revised 8/11
Reviewing the Intermodal No Bill Queue

You can use the Intermodal No Bill queue to review trailer or container waybills that are missing information in certain critical fields.

⚠️ **TMS TROUBLESHOOTING:** Records marked as switching/haulage do not appear in this queue.

Moving onto the Queue

Bills move onto the Intermodal No Bills queue when billing is received with the following problems (either via EDI, manual entry in TMS, or as an intermodal):

- Intermodal Service Code is not correct
  - If unit is RR controlled and the Intermodal Service Code is not 20, 22, 25, or 27,
  - If unit is not RR controlled and the Intermodal Service Code is 20, 22, 25, or 27.
- Length is not found.
- Origin/Destination FSAC are invalid.
- AAR car type is invalid.
- Method of payment (MOP) is invalid.
- Shipper/Consignee name is missing.
- STCC is invalid.
- Route does not have at least one entry.

Movement Restrictions

Equipment with this type of problem will have the following movement restrictions:

- Equipment cannot move in a train.
- Equipment cannot be interchanged off-line.

Moving off the Queue

Bills move off this queue when

- they are marked as switch and/or haulage, or
- the problems listed above are resolved.
To review intermodal holds:

1. Go to the *Work with Intermodal No Bills* window. (Figure 28)
   
   **TMS Main Menu → 26 Work/Hold Queues → 8 Intermodal No Bill Queue**
   
   *Fast Path = IMNOB*

   ![Figure 28](image)

   For more information about the fields that appear on this window, see “Field Definitions” on page 43.

2. You can enter values in the header fields to filter the records that appear. For example, you can choose to view only equipment located at a particular *Ramp Station*.
# Field Definitions

## Intermodal Ground Inventory Fields

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Block To</strong></td>
<td>Code representing the customer or off-line junction to receive the trailer or container.</td>
</tr>
<tr>
<td><strong>Chassis Init/Number</strong></td>
<td>If the chassis is going with the container, enter the chassis initial and number. (The equipment type must be CC.)</td>
</tr>
<tr>
<td><strong>Commodity</strong></td>
<td>See STCC.</td>
</tr>
<tr>
<td><strong>Copies</strong></td>
<td>Number of trailer inspections to print.</td>
</tr>
<tr>
<td><strong>Destination Drayman</strong></td>
<td>Company or drayman picking up the trailer or container.</td>
</tr>
<tr>
<td><strong>Destination: Patron</strong></td>
<td>See Block To.</td>
</tr>
<tr>
<td><strong>Destination: Station</strong></td>
<td>See Station.</td>
</tr>
<tr>
<td><strong>Equip Status (L/E)</strong></td>
<td>Loaded or empty status of the trailer or container.</td>
</tr>
<tr>
<td><strong>From Road</strong></td>
<td>Completed by TMS. <strong>NOTE:</strong> TMS reports an in-gate or outgate move to TRAIN II as interchanges to TRUK.</td>
</tr>
<tr>
<td><strong>Interchange Date/Time</strong></td>
<td>Date and time the trailer or container passed through the gate. TMS uses the current date and time as the default.</td>
</tr>
<tr>
<td><strong>Length</strong></td>
<td>Length of the trailer or container in feet/inches.</td>
</tr>
<tr>
<td><strong>Origin Drayman</strong></td>
<td>Company or drayman delivering the trailer or container.</td>
</tr>
<tr>
<td><strong>Parking Slot (optional)</strong></td>
<td>Free-form field used to describe the parking location of the trailer or container.</td>
</tr>
<tr>
<td><strong>Print Trailer Inspection Y/N</strong></td>
<td>Selecting this field instructs TMS to print the inspection record.</td>
</tr>
<tr>
<td><strong>RWC</strong></td>
<td>Repetitive Waybill Code to bill the move. Some roads use the RWC to bill moves if the trailer or container does not have an associated bill of lading or EDI 404 message. You can also use the RWC to generate charges to be billed at interchange.</td>
</tr>
<tr>
<td><strong>Seal 1/Seal 2</strong></td>
<td>Seal number(s) on the trailer or container.</td>
</tr>
</tbody>
</table>
### Field Definitions

#### Intermodal Ground Inventory Fields

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Station</td>
<td>Code representing the station to which the trailer or container is destined. TMS automatically completes this field if you entered a value in the Block To field.</td>
</tr>
<tr>
<td>STCC</td>
<td>Standard Transportation Commodity Code representing the commodity being transported.</td>
</tr>
<tr>
<td>Switch To</td>
<td>Switch To value associated with the move.</td>
</tr>
<tr>
<td>To Road</td>
<td>Completed by TMS.</td>
</tr>
<tr>
<td></td>
<td><strong>NOTE:</strong> TMS reports an in-gate or outgate move to TRAIN II as interchanges to TRUK.</td>
</tr>
<tr>
<td>Tractor Number</td>
<td>Tractor or driver identification number.</td>
</tr>
<tr>
<td>Trailer/Container Type</td>
<td>Intermodal equipment types will include the following:</td>
</tr>
<tr>
<td>CC</td>
<td>Container on Chassis</td>
</tr>
<tr>
<td>CH</td>
<td>Chassis</td>
</tr>
<tr>
<td>CN</td>
<td>Container</td>
</tr>
<tr>
<td>TL</td>
<td>Trailer</td>
</tr>
<tr>
<td>U</td>
<td>Container</td>
</tr>
<tr>
<td>Z</td>
<td>Trailer</td>
</tr>
<tr>
<td>Weight/Qual</td>
<td>Weight in pounds. The qualifier indicates whether the weight is net (N), gross (G), or estimated (E).</td>
</tr>
</tbody>
</table>