



# Serving Carrier Reciprocal Switch (SCRS) User Guide



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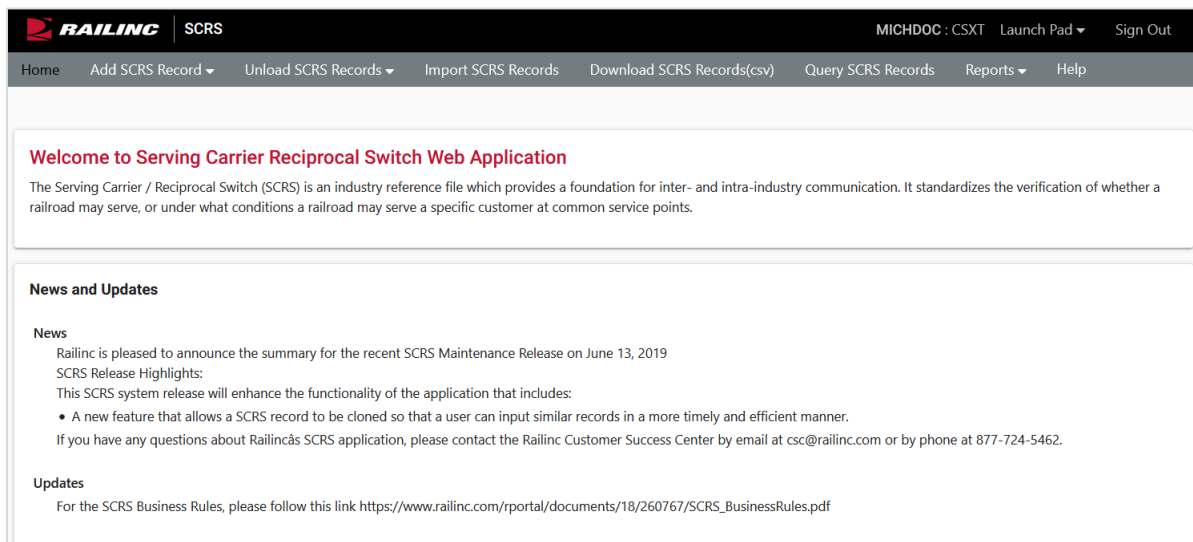
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# Welcome to Serving Carrier Reciprocal Switch (SCRS)

The Serving Carrier Reciprocal Switch (SCRS) system is a web application that provides a standardized verification process of determining whether a railroad may serve, or under what conditions a railroad may serve, a specific customer at common service points. SCRS is an industry reference file which provides a foundation for inter- and intra-industry communication.

### Exhibit 1. SCRS Home Page



The screenshot shows the SCRS Home Page. At the top, there is a navigation bar with the Railinc logo and 'SCRS' on the left, and 'MICHDOC : CSXT Launch Pad Sign Out' on the right. Below the navigation bar is a menu with items: Home, Add SCRS Record, Unload SCRS Records, Import SCRS Records, Download SCRS Records(csv), Query SCRS Records, Reports, and Help. The main content area has a red heading 'Welcome to Serving Carrier Reciprocal Switch Web Application' followed by a paragraph explaining the system. Below that is a 'News and Updates' section with a 'News' subsection containing a paragraph about a recent SCRS Maintenance Release on June 13, 2019, and a list of highlights. The 'Updates' subsection contains a link to SCRS Business Rules.

This is the SCRS Home page. From here you can perform the following actions as described in this guide:

- [Add a New SCRS Record](#)
- [View Partial Records](#)
- [Download SCRS Records](#)
- [Import SCRS Record](#)
- [Query SCRS Records](#)
- [Clone a SCRS Record](#)
- [View Duplicate CIF Report](#)
- [View Referential Integrity Report](#)
- [View SCRS with Old CIF Report](#)
- [View Pending Records Report](#)

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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).

## Getting Started

Access SCRS by using Railinc's Single Sign-On (SSO), a web application that provides convenient access to a variety of Railinc products. If you have an SSO login, go to the Railinc portal at <https://public.railinc.com/> and log into SSO by selecting the **Customer Login** link in the top right corner. Enter your **User ID** and **Password** in the fields and select **Sign In**.

## Registering to Use Railinc SSO

Each SCRS user must register to use Railinc's SSO. If you are not already registered for an SSO login, go to the Railinc portal at <https://public.railinc.com/> and log into SSO by selecting the **Customer Login** link in the top right corner ([Exhibit 3](#)). Select the **Create an account now** link. Once you have completed SSO registration, log into SSO to request access to Reciprocal Switch Web.

## Requesting Access to SCRS

After you receive authorization to use Railinc's SSO, you must request access to Reciprocal Switch Web by following the instructions in the [Railinc Single Sign-On User Guide](#).

Your level of access and authorization for SCRS is determined when you request access through Railinc's SSO. Below is the list of SCRS roles. The user role you choose determines what functions you can perform.

- **SCRS Application User** - Generic user; has the ability to launch SCRS Web application and view public SCRS records and private records associated to own railroad.
- **SCRS Maintenance User** - An authorized SCRS Maintenance user; authorized to launch SCRS Web application and view public SCRS records and private records associated to user railroad and has the ability to add and expire SCRS records associated to own railroad.

### Exhibit 2. Reciprocal Switch Web Permission Request

The screenshot shows a web interface for requesting access to the Reciprocal Switch Web application. At the top, there is a header with the Railinc logo, "Launch Pad", and user information "(MICHDOC) : RAILINC CORPORATION | Sign Out". Below the header, the page title is "Request Application Access by Role". The user's name "(MICHDOC)" and status "ACTIVE" are displayed. The main content area is titled "Reciprocal Switch Web" and includes a brief description: "The Serving Carrier/Reciprocal Switch (SCRS) industry reference file standardizes the verifications of under what conditions a railroad may serve a specific customer at common service points. This app provides a Web interface to view and edit SCRS data." A progress bar shows three steps: "1 Select Roles", "2 Confirm", and "3 Done". Two roles are listed with checkboxes and descriptions: "SCRS Application User ( MARK required )" and "SCRS Maintenance User ( MARK required )". A "Comments..." field is present at the bottom, and a "Return" button is visible in the bottom right corner.

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Once you receive email notification of access to Reciprocal Switch Web, you can login and begin using the application.

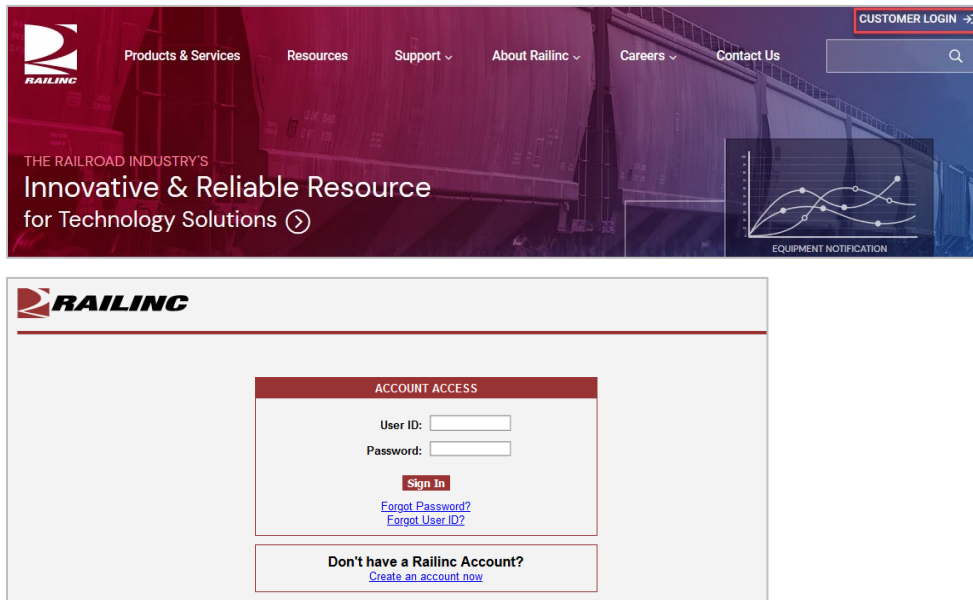
---

## Logging In

Use the following procedure to log into SCRS:

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.

### Exhibit 3. Railinc Login



3. Enter your **User ID** and **Password**. Select **Sign In**. The Railinc Launch Pad is displayed.
4. In **My Applications**, select **SCRS**.

---

## Logging Out

Select the **Sign Out** link in the top right to end a SCRS session.

---

## System Notes

All items in **red** are mandatory. Items that do not have an entry box next to them are display only and will be populated as the mandatory data is entered.

Throughout the application you'll see magnifying glasses next to certain fields. Select the magnifying glass to search for valid data for the corresponding field.

## Manage Multiple Railroads

The SCRS application allows users to manage more than one railroad.

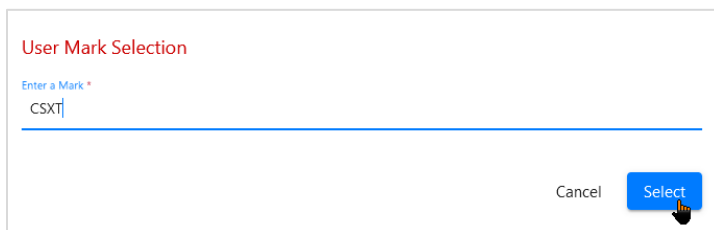
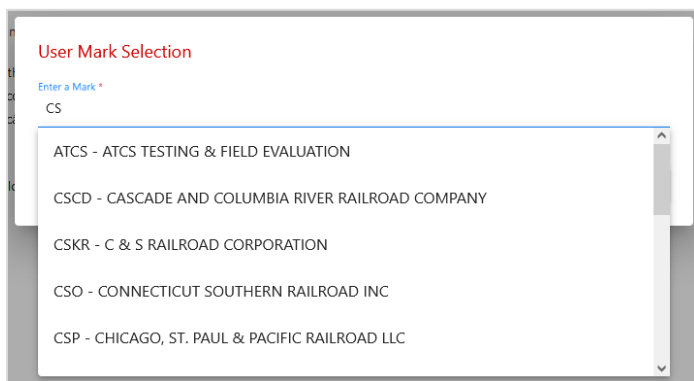
### Select a Railroad to Manage

Once you have access to Railinc's Single Sign-On and have the appropriate role assigned, you may use the system to manage more than one railroad by selecting the railroad that you want to manage when you log in. If you manage a single railroad, you may request access rights based on your role. If you manage more than one railroad, you may request access based on the role for each separate railroad.

Use the following procedure to select the railroad that you want to manage.

1. Log into the SCRS application. The User Mark Selection pop-up is displayed.

#### **Exhibit 4. Select a Railroad**



2. Start typing the mark and select the railroad that you want to manage from the list.
3. Select the **Select** button. The Home page for the selected railroad is displayed ([Exhibit 1](#)) allowing you to manage that railroad.

### Change the Railroad to Manage

You can change the railroad that you are managing at any point while logged into the SCRS application.

1. Select the company link as indicated in [Exhibit 1](#). The User Mark Selection pop-up is displayed ([Exhibit 4](#)).
2. Perform the steps to select a company (see [Select a Railroad to Manage](#)).



## Add a SCRS Record

### Add a New SCRS Record

Use the following procedure to add a New SCRS Record.

1. From the application menu, select **Add SCRS Record > Add New Record**. The Add SCRS Record – SCRS Details page is displayed.

**Exhibit 5. Add SCRS Record – SCRS Details**

The screenshot shows the 'Add SCRS Record' form with the following fields and values:

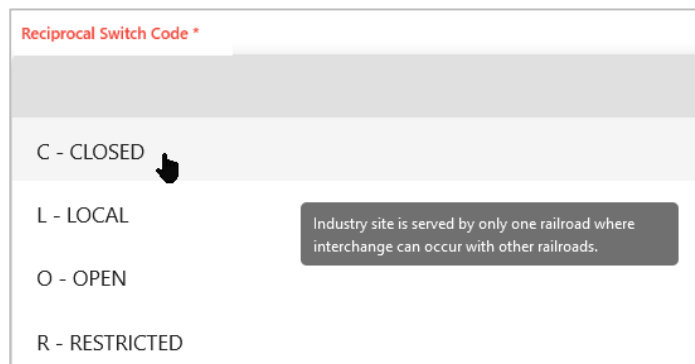
- SCAC \***: (Empty)
- FSAC \***: (Empty)
- CIF ID \***: (Empty)
- Sub Location id \***: 0000
- Location Name**: (Empty)
- State/Province**: (Empty)
- OPSL Name**: (Empty)
- CIF Name**: (Empty)
- DBA Name (if applicable)**: (Empty)
- Effective Date \***: 07-21-2021
- Expiration Date \***: 12-31-9999
- Reciprocal Switch Code \***: (Empty)
- Response Code \***: (Empty)
- Switch Type Code**: (Empty)
- Absorbed/Unabsorbed Flag**: (Empty)
- Absorbed/Unabsorbed Amount**: (Empty)
- Comment**: (Empty)
- \*Please do not exceed 120 characters**: (Note)
- Characters Used**: 0 out of 120

2. Complete the available described **required** fields.
  - a. **SCAC** — a two (2) to four (4) alphabetical character Standard Carrier Alpha Code (SCAC) for the rail carrier as registered in the IRF MARK file. This information is used to uniquely identify the rail carrier.
  - b. **FSAC** — the five (5) numeric digit Freight Station Accounting Code (FSAC) that uniquely identifies this particular station among others belonging to the same rail carrier (Railroad SCAC above) as is in the Centralized Station Master (CSM).
  - c. **CIF ID** — Customer Identification; a unique identifier for the customer and customer location as provided in the CIF; one of the Industry Reference Files. The first nine (9) characters of the CIF ID are numeric in nature and represent the customer’s name as identified through Dun & Bradstreet.

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**Sub-location Identification** – the four (4) character extension of the CIF used to uniquely identify the specific location of a customer. The extension may be a combination of alphabetic and numeric characters.

- d. **Effective Date** — earliest date for the reciprocal switch information for this customer. The effective date of any publication containing reciprocal switching information for this customer take precedence over any date recorded in the SCRS file. Records become effective at 12:00:01 AM (eastern) on their effective dates. Effective Date can be 1 day prior to the current date, the current date or a future date.
- e. **Expiration Date** — the date after which the reciprocal switch information is no longer valid for this customer. When the record has not been expired, a value of 9999-12-31 will appear in this field. A record expires at 11:59:59 PM (eastern) on its expiration date.
- f. **Reciprocal Switch Code** — Hovering over over each selection in this drop-down list provides a definition of each status code.



Reciprocal Switch Code \*

- C - CLOSED
- L - LOCAL
- O - OPEN
- R - RESTRICTED

Industry site is served by only one railroad where interchange can occur with other railroads.



In Windows, to increase the font size on the screen, hold down **Ctrl** and press the **+** key (**Ctrl** and **-** to decrease the font size)

**C-Closed** = Closed to reciprocal switching. Select when the industry site is served by only one railroad where interchange can occur with other railroads.

**L-Local.** Select when only one carrier serves a location that is not within the (reciprocal) switch limits of another station served by multiple carriers.

**O-Open** = Open to reciprocal switching. Select when the location where the industry is sited is served by more than one railroad where interchange can occur. With this code, tabs are available for **Price Authority** and **Junctions**.

**R-Restricted** = Restricted or conditionally open to reciprocal switching. Select when the location where the industry is sited is served by more than one railroad where interchange can occur. The customer is accessible to another carrier(s), but only under specified conditions. When this code is selected, at least one (1) and up to twenty (150) conditions describing the restriction(s) will be delineated and tabs are available for **Price Authority**, **Junctions** and **Shipment Conditions**.

- g. **Response Code** — indicates if the industry is physically served by the Railroad SCAC.
3. Complete any of the remaining optional fields on the SCRS Detail tab.

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- a. **Switch Type Code** – indicates the switch type. Hovering over over each selection in this drop-down list provides a definition of each code. Use **Ctrl** and + to increase the font size of your screen.

**MA-Multiple Access:** Select when two or more carriers have separate tracks and independent access into the same customer facility.

**TP-Third Party:** Select when a rail operator is anonymously serving an industry for a railroad(s); the railroad acts as the industry serving road even though the third-party switcher physically switches the industry on the railroad’s behalf.

**HA-Haulage:** Select when there is a private agreement between two or more carriers. The industry serving road provides the locomotive power and crew to haul cars over its tracks for the line haul railroad as if interchange had not taken place.

**HC-Handling Carrier:** Select when a rail carrier is performing rail service for another rail carrier under an operating agreement for a portion of a rail move but does not participate in interline or switching settlement.

**JF-Joint Facility:** Select when there is a private Joint Facility agreement between two or more carriers. A Joint Facility agreement exists in SCRS when two or more carriers have agreed to use the same lead track into the facility.

4. For SCRS records with a Reciprocal Switch Code of either an **O – Open** or **R– Restricted**, continue to step [5](#). For **C – Closed** or **L – Local**, go to step [13](#).
5. Select the **Price Authority** tab. The Add SCRS Record (Price Authority) page is displayed.

### Exhibit 6. Add SCRS Record – Price Authority

The screenshot shows the 'Add SCRS Record' form with the 'Price Authority' tab selected. The form is divided into two columns of input fields. The left column contains: Reference Identification Qualifier (dropdown menu with 'TS - Tariff Supplement' selected), Tariff Agency Code (text input with 'CSXT'), Publication Authority (dropdown menu), Issuing Carrier Identifier (text input), and Reference Identification (text input with '999999999'). The right column contains: Price Authority Suffix (text input), Tariff Item Number (text input), Tariff Supplement Identifier (text input), Tariff Section Number (text input), and Price Authority Item Number Suffix (text input). At the top right of the form are two buttons: 'Save Partial Record' (blue) and 'Add New Record' (green). The tabs at the top are 'SCRS Details', 'Price Authority' (active), 'Junctions', and 'Shipment Conditions'.

6. Complete the available optional input fields (some described below).
  - a. **Reference Information Qualifier** — This code identifies the type of publication in which this customer’s reciprocal switching status is identified. The acceptable values are:

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**CT — Contract:** Used when the type of publication in which this customer’s reciprocal switching status is identified as a contract.

**PR — Price Quote Number:** Used when the type of publication in which this customer’s reciprocal switching status is identified as a price quote.

**TS — Tariff Supplement:** Used when the type of publication in which this customer’s reciprocal switching status is identified as a tariff.

b. **Reference Identification** — Depending on the Reference Information Qualifier, this will be a tariff number, contract number or price quote number.

c. **Price Authority Suffix** — Identifier of tariff supplement.

7. Select the **Junctions** tab. The Junctions form is displayed.

### Exhibit 7. Add SCRS Record – Junctions

The screenshot shows the 'Add SCRS Record' form with the 'Junctions' tab selected. The form has four tabs: 'SCRS Details', 'Price Authority', 'Junctions', and 'Shipment Conditions'. The 'Junctions' tab is active, showing a table with columns: 'Row', 'Code', 'SCAC (Carrier in Route)', and 'select'. The table is currently empty. Above the table, there is a 'Rule260' label. At the top right of the form, there are two buttons: 'Save Partial Record' (blue) and 'Add New Record' (green). At the bottom left, there are three buttons: 'Delete' (grey), 'Copy A row' (blue), and 'Add' (green).

8. Select **Add** to add a junction record. A new line is available to add junction information. This is required if the record is **Open** or **Restricted**.

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### Exhibit 8. Add a Junction/Tariff to a SCRS Record

**Add SCRS Record**

SCRS Details Price Authority **Junctions** Shipment Conditions

Save Partial Record Add New Record

Row	Rule260 Code	SCAC (Carrier in Route)	select	Junction/Tariff	Product Commodities	Shipment Conditions
1				Rate/Value Qualifier		Switch Rate Amount
				Minimum Rate Charge		Maximum Rate Charge
				Switching Settlement Code		SPLC
				Zone		Additional Mileage
				Location Id(From)		Location Id(To)

Delete + Copy A row + Add

- When added and selected, additional tabs to specify Junction/Tariff, Product Commodities, and Shipment Conditions are displayed ([Exhibit 8](#)). Start by adding information in the Junction/Tariffs tab ([Exhibit 9](#)).

### Exhibit 9. Junction Details—Junction/Tariff

Junction/Tariff Product Commodities Shipment Conditions

Rate/Value Qualifier

Switch Rate Amount

Minimum Rate Charge

Maximum Rate Charge

Switching Settlement Code

SPLC

Zone

Additional Mileage

Location Id(From)

Location Id(To)

Currency

USD

Additional Charge Details

Rate/Value Qualifier

Switch Rate Amount

- Complete the available input fields for Junction/Tariff. As needed, select the Product Commodities tab to input commodity details regarding the junction. Select **Add** to add a record. A new line is available to add commodity information ([Exhibit 10](#)).

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**Exhibit 10. Junction Details—Product Commodities**

Row	STCC Start	STCC End	CommGeoLogicalConnector	Code Qualifier
1	<input type="text"/>	<input type="text"/>	P - Plus	T

- b. Complete the available input fields for Product Commodities. As needed, select the Shipment Conditions tab to input shipment conditions details regarding the junction. Select **Add** to add a record. A new line is available to add commodity information ([Exhibit 11](#)).

**Exhibit 11. Junction Details—Shipment Conditions**

Row	Connection	Relationship	Group Number	Condition Code
<input type="checkbox"/> 1	P - Plus	I - Independent	<input type="text"/>	<input type="text"/>

- c. Complete the available input fields for Shipment Conditions.
10. For SCRS records with a Reciprocal Switch Code of R- Restricted, select the **Shipment Conditions** tab. Otherwise, go to step [13](#).
  11. Select **Add** to add a shipment condition record. A new line is available to add shipment condition information. This is required if the record is Restricted.

### Exhibit 12. Add SCRS Record – Shipment Conditions

**Add SCRS Record**

Save Partial Record
Add New Record

SCRS Details
Price Authority
Junctions
Shipment Conditions

Row	Connection	Relationship	Group Number	Condition Code	Condition Value	From	To	Description
1	P - Plus	I - Independent						

Delete
+ Add


12. Complete the available input fields:

**Connection** — This code indicates which interpretation of the Shipment Condition Code is being applied as described in the [SCF Directory](#). For full description and rules for use with each condition code, see the [SCF Directory](#). This field indicates that either the P – The PLUS interpretation of this condition code or the M – The MINUS interpretation of this condition code is being applied to this industry.

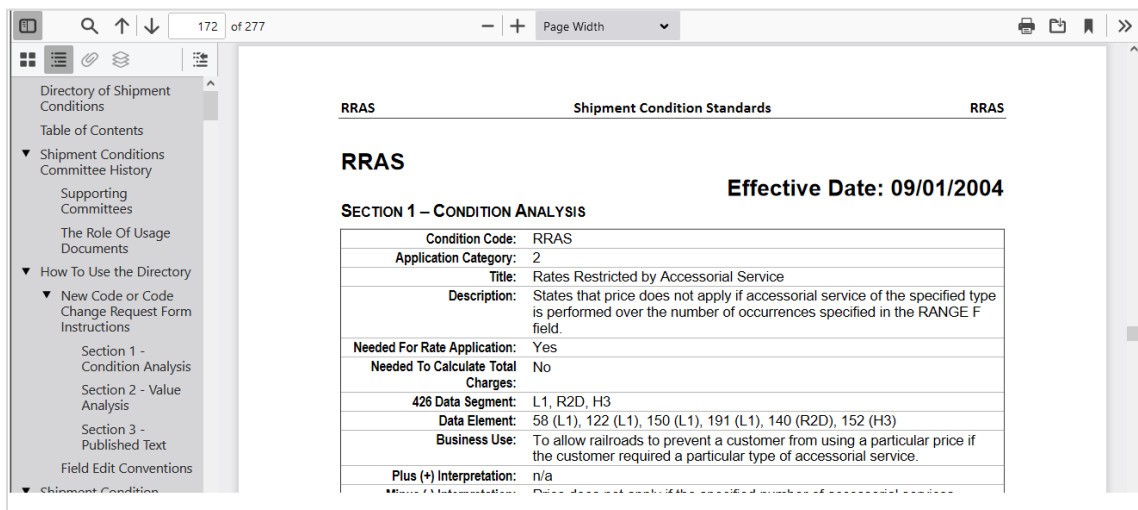
**Relationship** — This indicates the logic to be applied to this condition code in relation to others in the same group (if any).

- **A – And:** All the conditions in the group must be met before the restriction applies.
- **O – Or:** The restriction is applicable if any one condition in this group applies.
- **I – Independent:** In certain situations, it is necessary to group conditions together in such a way that there exist two or more sets of **And** groups that must all be met in order for the restriction to apply.

**Condition Code** — Four (4) character alpha code established in the SCF for use in SCRS records when the Status of an industry is described as restricted (R). As many as 20 Condition Codes can be used.

Select a condition code from the drop-down list. To review information on a condition code, select the book icon  to open the Condition Code reference tool.

**Exhibit 13. Shipment Condition Code Reference Tool**



- **Condition Value** — Enter a condition code specific value.
- **From/To** — Use this to indicate a range of values that may apply to the condition code.

13. When you have completed all the necessary input fields, select **Add New Record**. You can also save a partial record by selecting **Save Partial Record** at any time.

---

**Note:** At a minimum you must provide a valid SCAC, FSAC and CIF in order to save a partial record.

---

## View Partial Records

Use the following procedure to view and complete partial SCRS records.

1. From the application menu, select **Add SCRS Record > View Partial Records**. The Saved Partial SCRS Records page is displayed.

**Exhibit 14. Saved Partial SCRS Records**

Saved Partial SCRS Records										
CIF	Sublocation	SCAC	FSAC	Customer Name	Station Name	State	Last Modified	Added By	SCRS Record	SCRS Record
00096027842	0000	KCS	01222		JACKSON	MS	2015-01-06 13:35:28	kzbls01	<a href="#">edit</a>	<a href="#">delete</a>
00A00079327	0000	KCS	00001		KANSAS CITY	MO	2015-01-06 13:45:43	kzbls01	<a href="#">edit</a>	<a href="#">delete</a>
00137648838	9000	KCS	54780		INDEPENDENCE	MO	2021-07-22 15:46:38	MICHDOC	<a href="#">edit</a>	<a href="#">delete</a>

2. Perform one of the following actions:
  - a. Select the **edit** link next to a record that you want to resume working on. The Add SCRS Record page is displayed ([Exhibit 5](#)) allowing you to resume work on it.



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- b. Select the **delete** link next to a record that you want to delete. A Confirmation pop-up is displayed. Select **Yes** to confirm your decision to delete that record or select **Cancel** to keep the record.

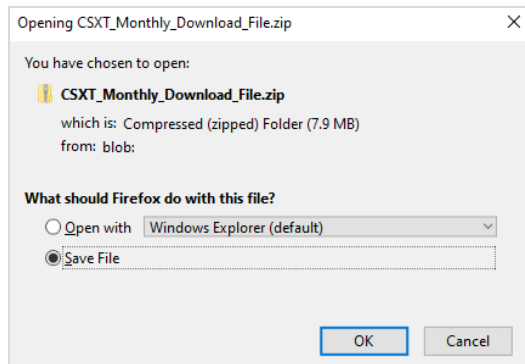
## Unload/Download SCRS Records

### Download SCRS Records (ZIP)

Use the following procedure to download the monthly SCRS records file for your SCAC as a .ZIP file.

1. From the application menu, select **Unload SCRS Records > Download SCRS Records**. A dialog box is displayed, which may differ in appearance depending on your web browser.

**Exhibit 15. Download SCRS Records – Dialog Box**



2. Open or save the download file to your local machine.

### Download SCRS Records (CSV)

Use the following procedure to download public and private SCRS records file for your SCAC as a .CSV file.

1. From the application menu, select **Download SCRS Records(csv)**. The Download SCRS Records page is displayed.

**Exhibit 16. Download SCRS Records (CSV)**

**Download SCRS Records**

**Record Type**

Public Records

Private Records (Note: Private Records are records that my SCAC is a party to)

Both Public & Private Records (Note: Private Records are records that my SCAC is a party to)

**File Type/Format**

Comma Separated Values (.csv) file

EDI 433 file/format

NOTE: Upon selecting the download button, you will be directed to the SCRS landing page. Please allow approximately 2 hours for the csv file to be generated and choose the Download SCRS Records (csv) option and, when the file is available for download, a button will appear below Download Status where the csv file can be retrieved.

[Download](#)

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2. Select the **Download** link. You'll be redirected to the Home page while the system prepares the download.
3. When the download is ready, the **CSV Ready for Download** button appears on the Download SCRS Records (CSV) page. Return to this page, select it, and open or save the .CSV file to your local machine. File format for this activity is the same file format that's accepted for the import feature. For more information see Import SCRS Records in the section below.

### Exhibit 17. Download SCRS Records – CSV Ready for Download

The screenshot displays the 'Download SCRS Records' web interface. Under 'Record Type', the 'Both Public & Private Records' option is selected. Under 'File Type/Format', the 'Comma Separated Values (.csv) file' option is selected. A 'Download' link is visible. A 'Download Status' section contains a blue button labeled 'CSV Ready For Download'. A Firefox file dialog box is overlaid on the interface, titled 'Opening KCS\_File.csv'. The dialog shows the file 'KCS\_File.csv' (10.7 MB) and asks 'What should Firefox do with this file?'. The 'Save File' option is selected, and the 'Do this automatically for files like this from now on.' checkbox is unchecked. 'OK' and 'Cancel' buttons are at the bottom of the dialog.

## Import SCRS Records

SCRS allows you to import .CSV saved versions of SCRS records into the system. Prior to import, prepare the .CSV file by verifying the first column (Action Code) contains an A, C or E. A is for adding a new record, C is for changing an existing record and E is for expiring a record. For a sample template, open the [SCRS Import Sample Template](#) and save it to your computer.

---

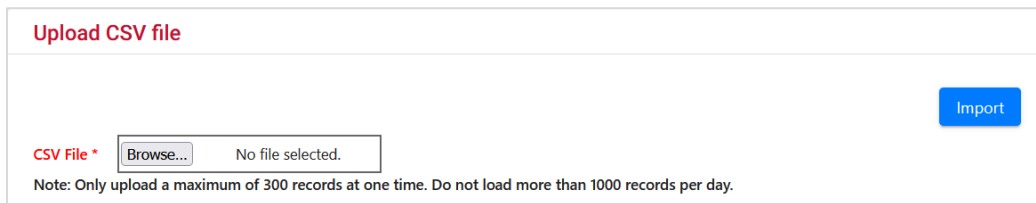
**Note:** The maximum number of records that can be imported per day is 1,000 records. The maximum number of records that can be imported per file is 300 records. After file(s) are uploaded, the records will be added to the system three times per day between outbound jobs.

---

Use the following procedure to import SCRS Records.

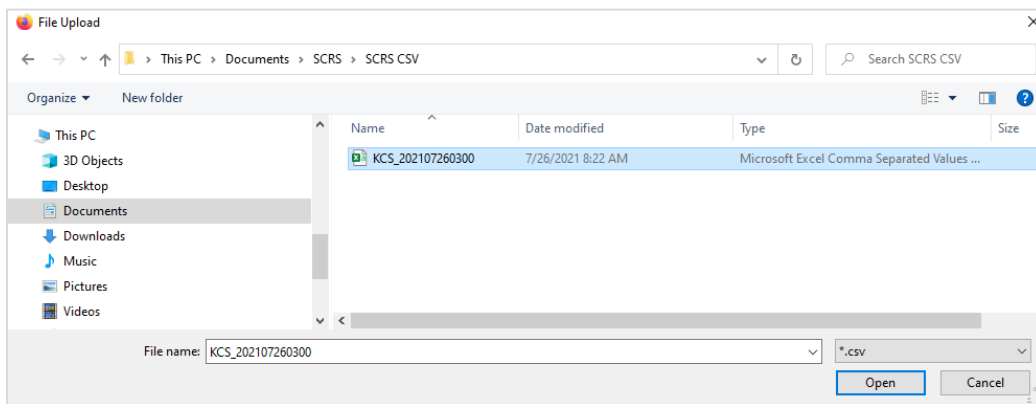
1. From the application menu, select **Import SCRS Records**. The Upload CSV File page is displayed.

**Exhibit 18. Upload a CSV File**



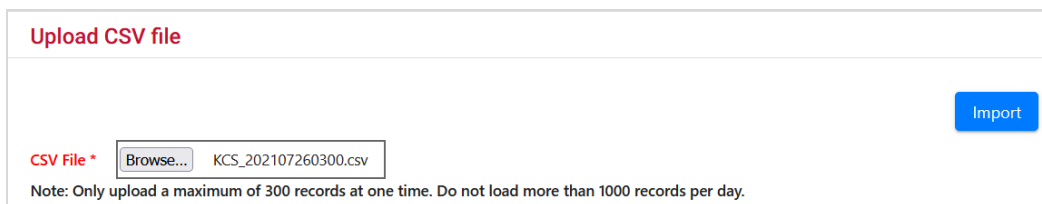
2. Select **Browse**. A dialog box is displayed with options to browse for the file location. Find the file that you want to upload, select it, and select **Open**.

**Exhibit 19. Select a CSV File**



3. The selected filename appears in the **CSV File** field of the Upload CSV File page.

**Exhibit 20. CSV File Populated**



## Serving Carrier Reciprocal Switch (SCRS) User Guide

4. Select **Import**. A message is displayed informing you of the results of the upload attempt.

### Query SCRS Records

SCRS Query contains multiple ways to query the SCRS database. The Record Type defaults to **Active** to return only active records. You can change this to search **Expired**, **Future** and **All** records.

When a SCAC is entered, then the search returns records only for the SCAC entered. When no SCAC is entered, the search returns records for all SCACs.

There are two options for setting switch limits:

- Enter **SCAC**, **FSAC** and select the **Switch Limits by Rule260** Junction Code. This will return all the SCRS records within the switch limits for the entered SCAC/FSAC.

OR

- Enter the **Switch Limits by Rule 260**. This will return all SCRS records within the switch limits for the entered R260 Junction Code.

Use the following procedure to query SCRS Records.

1. From the application menu, select **Query SCRS Records**. The SCRS Query page is displayed.

#### Exhibit 21. SCRS Query

The screenshot displays the 'SCRS Query' form with the following fields and options:

- Serving Carrier(SCAC)**: Text input field.
- Private Party SCAC**: Text input field.
- FSAC**: Text input field with a search icon.
- Station Name**: Text input field.
- Switch Limits by Rule260**: Text input field with a search icon.
- Switch Type Code**: Dropdown menu.
- Reciprocal Switch Code**: Dropdown menu.
- Carrier Interchanged with**: Text input field.
- Commodity Code**: Text input field with a search icon.
- Record Type**: Dropdown menu, currently set to 'ACTIVE'.
- Effective Date**: Text input field with a dropdown menu set to 'Equal' and a calendar icon.
- Expiration Date**: Text input field with a dropdown menu set to 'Equal' and a calendar icon.
- Switch Limits by SCAC/FSAC**: Radio button option.
- State/Province**: Dropdown menu.
- Type of Deal**: Dropdown menu, currently set to 'ALL'.
- Customer CIF**: Text input field with a search icon.
- Zone**: Dropdown menu.
- Rule260 Junction Code**: Text input field with a search icon.
- Condition Code**: Three dropdown menus.

At the bottom right, there are 'Clear' and 'Search' buttons.

2. Complete the available input fields.
3. Select **Search**. The SCRS Query Results page is displayed.

## Serving Carrier Reciprocal Switch (SCRS) User Guide

### Exhibit 22. SCRS Query Results

SCRS Query

Results

950 Records Found [Mass Update](#) [Export Public](#) [Export Private](#)

Effective Date	Expire Date	Private SCAC	CIF	Merge CIF	Name	DBA Name(if applicable)	Reciprocal Switch Code	SCAC	FSAC	Station Name	State/Provin...	<input type="checkbox"/>	View
12-16-2004	12-31-9999		<a href="#">A000016970...</a>		MATX INC		C (closed)	KCS	00001	KANSAS CITY	MO	<input type="checkbox"/>	View
09-01-2006	12-31-9999		<a href="#">0071370290...</a>		FOLGER COFFEE		C (closed)	KCS	00001	KANSAS CITY	MO	<input type="checkbox"/>	View
12-16-2004	12-31-9999		<a href="#">0158279000...</a>		DEANGELO BROTHERS INC		C (closed)	KCS	00001	KANSAS CITY	MO	<input type="checkbox"/>	View
12-16-2004	12-31-9999		<a href="#">0247513690...</a>		IOWA CHICAGO & EASTERN RAILROAD		C (closed)	KCS	00001	KANSAS CITY	MO	<input type="checkbox"/>	View
05-27-2005	12-31-9999		<a href="#">0523082440...</a>		LANGLEY RECYCLING INC		C (closed)	KCS	00001	KANSAS CITY	MO	<input type="checkbox"/>	View
09-14-2006	12-31-9999		<a href="#">0848983298...</a>		CENTRAL MISSOURI RELOAD INC		C (closed)	KCS	00001	KANSAS CITY	MO	<input type="checkbox"/>	View
12-16-2004	12-31-9999		<a href="#">1239231410...</a>		MOLY-COP USA LLC		O (open)	KCS	00001	KANSAS CITY	MO	<input type="checkbox"/>	View
09-14-2006	12-31-9999		<a href="#">7809904748...</a>		SILOCAF OF NEW ORLEANS INC		C (closed)	KCS	00001	KANSAS CITY	MO	<input type="checkbox"/>	View
07-12-2006	12-31-9999		<a href="#">7999564460...</a>		MIDWEST LOCOMOTIVE SERVICE INC		C (closed)	KCS	00001	KANSAS CITY	MO	<input type="checkbox"/>	View
12-16-2004	12-31-9999		<a href="#">9500703360...</a>		KANSAS CITY SOUTHERN		C (closed)	KCS	00001	KANSAS CITY	MO	<input type="checkbox"/>	View

1 2 3 4 5 ... 38

10 25 50 100 500 2000

4. The following options are available from the SCRS Query Results:

- Select a **CIF** number link to view the SCRS Customer Details for a specific company.

### Exhibit 23. SCRS Customer Details

SCRS Customer Details 1239231410000

Customer Name: MOLY-COP USA LLC

DBA Name:

CIF: 1239231410000

Merge CIF:

Address: 8116 WILSON RD

City: KANSAS CITY

State: MO

Country: US

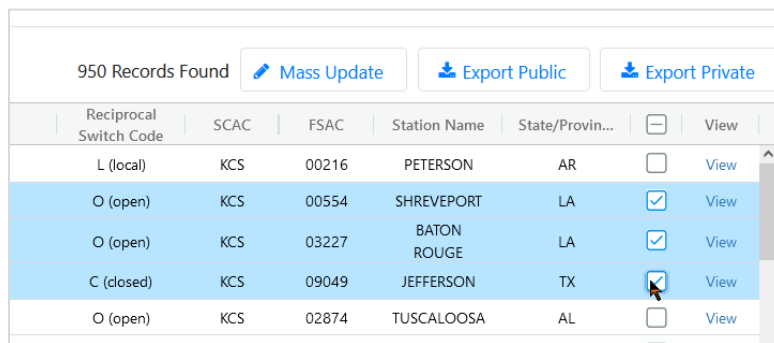
ZIP: 64125

Phone: 8162319191

- Select a **View** link to view and manage the full charge details for a specific company (see [Manage SCRS Details](#)).
- Select the **Merge CIF** number link to perform a search for active SCRS records with that CIF number.
- Select one or more listed records and select **Mass Update** to perform an update to all selected records at once (see [Perform a Mass Update](#)).

## Serving Carrier Reciprocal Switch (SCRS) User Guide

**Exhibit 24. Select Records From Query Results**



Reciprocal Switch Code	SCAC	FSAC	Station Name	State/Provin...		View
L (local)	KCS	00216	PETERSON	AR	<input type="checkbox"/>	View
O (open)	KCS	00554	SHREVEPORT	LA	<input checked="" type="checkbox"/>	View
O (open)	KCS	03227	BATON ROUGE	LA	<input checked="" type="checkbox"/>	View
C (closed)	KCS	09049	JEFFERSON	TX	<input checked="" type="checkbox"/>	View
O (open)	KCS	02874	TUSCALOOSA	AL	<input type="checkbox"/>	View

- Select one or more public records and select **Export Public** to export the selected records. A pop-up box is displayed allowing you to open or save the records in .CSV format.
- Select one or more private records and select **Export Private** to export the selected records. A pop-up box is displayed allowing you to open or save the records in .CSV format.
- Change the number of records that appear on the page by selecting the number of records per page below the search results on the right. Use the scroll bar to scroll down and view all records in each page of the query.

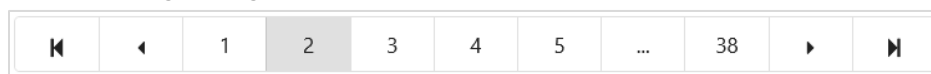
**Exhibit 25. Number of Records Per Page**



10 25 50 100 500 2000

- Navigate through the pages of records by using the page navigation tool in the bottom left. Use the scroll bar to scroll down and view all records in each page of the query.

**Exhibit 26. Page Navigation**



⏪ ⏩ 1 2 3 4 5 ... 38 ⏪ ⏩

- Select the down arrow in the top right section of SCRS Query to return to your SCRS Query criteria. Select **Clear** to clear your query criteria for a new query.

---

## Manage SCRS Details

Use the following procedure to manage the details of a SCRS record:

- See [Query SCRS Records](#) to run a SCRS query.
- From the SCRS Query Results page, select a **View** link to view and manage the full charge details for a specific company.

# Serving Carrier Reciprocal Switch (SCRS) User Guide

## Exhibit 27. Manage SCRS Details

**SCRS Details**

Change/Expire
Add Private Deal
Resend
Query Results
History Page
Clone

SCRS Details	Price Authority	Charges/Junctions	
SCAC:	KCS		Auth SCAC: MNA
			Location Name: HARWOOD
			State/Province: MO
FSAC:	04085		OPSL Name: HARWOOD
CIF ID:	00806617189	0000	CIF Name: METZ GRAIN INC
SPLC:	573818000		DBA Name (if applicable):
Effective Date:	12-09-2004		Expiration Date: 12-31-9999
Reciprocal Switch Code:	O - OPEN		Response Code: YES - Physically Served
Switch Type Code:			Absorbed/Unabsorbed Flag:
Absorbed/Unabsorbed Amount:			
Shipment Condition Description:			
Comment:			
Source:	KCS		Last Timestamp: 12-09-2004 16:07:21

\*\*You are viewing a Restricted record with a Private Deal

3. The following actions are available:
  - a. Select **Change/Expire** to change/expire the displayed Charge Details (see [Change/Expire a SCRS Record](#)).
  - b. Select **Add Private Deal** to add a private deal. This process is the same as adding a new SCRS record except that **Reciprocal Switch Code** field must indicate **O-Open** and **R-Restricted** (see [Add a New SCRS Record](#)).
  - c. Select **Resend** to resend the charge record. A message is displayed informing you of the status of the resend request.
  - d. Select **Query Results** to return to the SCRS Query Results page (see [Exhibit 22](#)).
  - e. Select **History Page** to view the history of the displayed charge details. The SCRS History View page is displayed. Select the **View** links of a history record to display their associated SCRS Charge Details. Select the **Back** button to return to the SCRS Details record.

## Exhibit 28. SCRS History View

**SCRS History View** [← Back](#)

Number of record: 1

Effective Date	Expire Date	Switch Code	View
12-09-2004	12-31-9999	C	<a href="#">View</a>



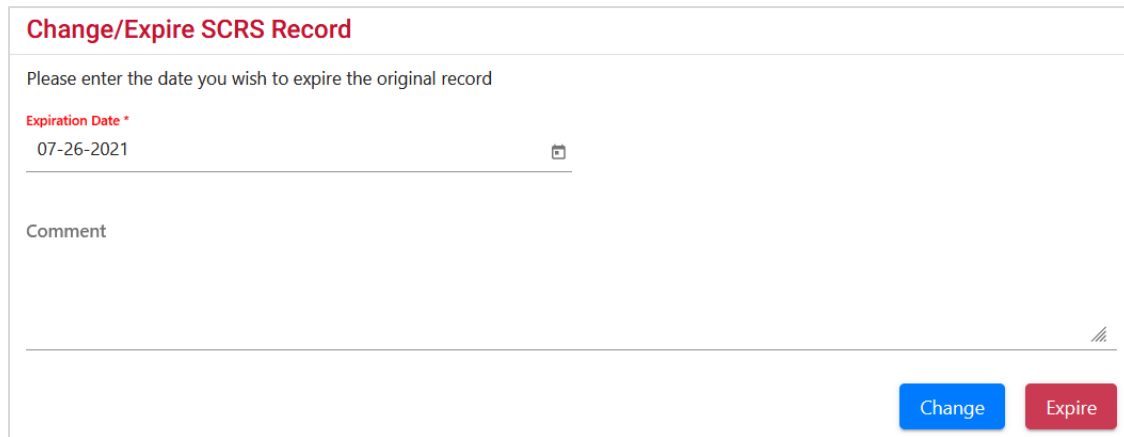
- f. Select **Clone** to clone an existing record that can be edited and saved as a new record. (see [Clone a SCRS Record](#)).

## Change/Expire a SCRS Record

Use the following procedure to change/expire a SCRS Record.

1. See [Query SCRS Records](#) to run a SCRS query.
2. From the SCRS Query Results page, select a **View** link to view and manage the full charge details for a specific company. The SCRS Details page is displayed.
3. Select the **Change/Expire** button. The Change/Expire SCRS Record page is displayed.

### *Exhibit 29. Change/Expire SCRS Record*



**Change/Expire SCRS Record**

Please enter the date you wish to expire the original record

**Expiration Date \***  
07-26-2021

Comment

**Change** **Expire**

4. The **Expiration Date** defaults to the current date and can be changed. This is the date you wish to expire the original record and is required.
5. Add a **Comment** (optional).
6. Perform one of the following actions:
  - a. Select **Change** to make changes to the displayed record. The original record will be expired. You will be directed to edit the page to make changes and to re-add.
  - b. Select **Expire** to expire the selected record.

## Clone a SCRS Record

Use the following procedure to clone a SCRS record:

1. See [Query SCRS Records](#) to run a SCRS query.
2. From the SCRS Query Results page, select a **View** link to view and manage the full charge details for a specific company. The SCRS Details page is displayed.
3. Select the **Clone** button. The record is copied.
4. Enter the **Effective Date** and follow the steps for adding a SCRS record (see [Add a SCRS Record](#)). Effective Date can be 1 day prior to the current date, the current date or a future date.

---

## Perform a Mass Update

Use the following procedure to perform a mass update to multiple SCRS Charge Details.

1. From the SCRS Query Results page ([Exhibit 24](#)), select one or more listed records and select **Mass Update**. The SCRS Mass Update page is displayed.

### Exhibit 30. SCRS Mass Update

The Following Records will be affected.					
CIF	SCAC	FSAC	Fuel Surcharge	Hazardous Surcharge	Rate Charged
8287692080000	KCS	01158			
0343144430000	KCS	01161			
0028770820000	KCS	01162			

2. Enter a **Charge Value**. This field is required.
3. From the available drop-down, select the qualifier associated with the entered charge (**Fuel Surcharge, Hazardous Surcharge, or Charge Amount**).
4. Select **Save** to apply the entered charge to all the listed records.

## Reports

### View Duplicate CIF Report

Use the following procedure to view duplicate CIF Reports:

1. From the application menu, select **Reports > Duplicate CIF Report**. The SCRS Duplicate CIF Reports page is displayed.

**Exhibit 31. SCRS Duplicate CIF Reports Page**

Customer Id	Sub Location Id	Railroad Scac	Reciprocal Switch Code	Effective Date	SCRS Record
00004000782	0000	CAGY	O	1997-03-15	<a href="#">View</a>
00004000782	0000	KCS	C	2004-12-16	<a href="#">View</a>
00007859630	0000	KCS	O	2007-12-04	<a href="#">View</a>
00007859630	0000	UP	C	2007-04-05	<a href="#">View</a>
00007862824	0000	BNSF	O	2015-01-23	<a href="#">View</a>
00007862824	0000	CPRS	C	2004-09-30	<a href="#">View</a>
00008019473	0000	BNSF	O	2015-01-27	<a href="#">View</a>
00008019473	0000	BNSF	O	2015-01-27	<a href="#">View</a>
00008019473	0000	UP	C	2007-04-05	<a href="#">View</a>
00008019473	0000	UP	C	2007-04-05	<a href="#">View</a>
00008213191	0000	CN	L	2007-06-16	<a href="#">View</a>
00008213191	0000	KCS	C	2004-12-09	<a href="#">View</a>
00008903791	0000	BNSF	O	2015-01-28	<a href="#">View</a>

2. Select the download icon in the top right to export the displayed report in a .CSV format. A dialogue box displays to open or save the report to your local machine.
3. Select a **View** link associated with a Duplicate CIF Report to view full details of that SCRS record. The SCRS Details page is displayed (see [Manage SCRS Details](#)).


### View Referential Integrity Report

Use the following procedure to view Referential Integrity Reports.

1. From the application menu, select **Reports > Referential Integrity Report**. The SCRS Referential Integrity Reports page is displayed.

**Exhibit 32. SCRS Referential Integrity Reports**

**SCRS Referential Integrity Reports**

Number of records: 1153 Clear Filters 

SCAC	FSAC	Auth SCAC	Effective Dt	CSM	CIF	Sub Loc	SCF	Error/SCF	Error/CIF	Error/CSM	New CIF	Error/Inter change	View
AM	92333		1-23-2021	AM/92333	0012218...	0000			CIF				View
AM	92415		6-12-2014	AM/92415	0019636...	0000			CIF				View
AM	92290		1-23-2021	AM/92290	0002409...	0000			CIF				View
AM	92415		6-11-2012	AM/92415	0087286...	0000			CIF				View
AM	92415		6-11-2012	AM/92415	0082928...	0000			CIF				View
AM	92410		6-11-2012	AM/92410	0008379...	0000			CIF				View
AM	92343		1-5-2021	AM/92343	0095819...	0000			CIF				View
AM	92415		6-11-2012	AM/92415	0061675...	0000			CIF				View
AM	92343		1-5-2021	AM/92343	0000780...	0000			CIF				View
AM	92343		1-5-2021	AM/92343	0001323...	0000			CIF				View
AM	92415		6-11-2012	AM/92415	0008493...	0000			CIF				View
AM	92410		6-11-2012	AM/92410	0005807...	0000			CIF				View
AM	92410		10-8-2020	AM/92410	0079347...	0000			CIF				View

Navigation: 1 2 3 4 5 ... 47 | 10 25 50 100 500 2000

2. Review the listed reports.
3. Select the download icon in the top right to export the displayed report in a .CSV format. A dialogue box displays to open or save the report to your local machine.
4. Select a **View** link associated with a Referential Integrity Report to view the full details of that SCRS record. The SCRS Details page is displayed (see [Manage SCRS Details](#)).

---

## View SCRS with Old CIF Report

Use the following procedure to view SCRS with Old CIF Reports:

1. From the application menu, select **Reports > SCRS with Old CIF Report**. The SCRS with Old CIF Reports page is displayed.

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**Exhibit 33. SCRS with Old CIF Reports**

### SCRS With Old CIF Reports

#### SCRS Records With Expired CIF

Month, Year
Jan2010
Feb2010
Mar2010
Apr2010
May2010
Jun2010
Jul2010
Aug2010
Sep2010
Oct2010
Nov2010
Feb2011
Mar2011
Apr2011
May2011

#### SCRS Records With Missing CIF

No SCRS Records Found with missing CIFs

2. Select a listed month and year to view associated SCRS record details with expired CIFs. The SCRS with Expired CIF Report Details page is displayed.

**Exhibit 34. SCRS With Expired CIF Report Details**

### SCRS With Expired CIF Report Details

Number of records: 4

SCAC	FSAC	Customer Id	Sub Location ID	Effective Date	Expiration Date	SCRS Record
BSVY	00001	00A00072625	0000	02/02/2011	02/01/2011	<a href="#">View</a>
CN	23592	00A00060854	8000	05/16/2012	05/25/2012	<a href="#">View</a>
UP	52628	00086302895	0000	04/04/2007	05/25/2012	<a href="#">View</a>
UP	27555	00A00072625	0000	02/02/2011	02/01/2011	<a href="#">View</a>

10 25 50 100 500 2000

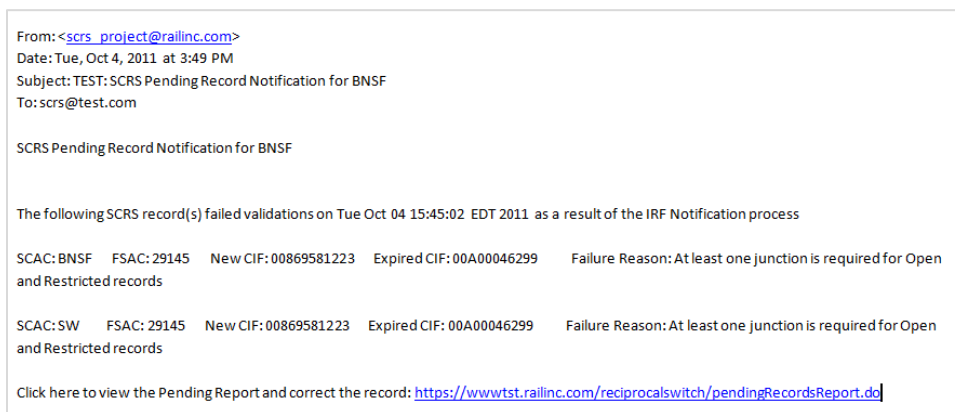
3. Select the download icon in the top right to export the displayed report in a .CSV format. A dialogue box displays to open or save the report to your local machine.
4. The full SCRS record can be viewed by selecting the corresponding **View** link (see [Manage SCRS Details](#)).

## View Pending Records Report

The SCRS Pending Records Report lists submitted SCRS records that failed validation during a backend process to update the CIF number. When a record fails this process, it is placed in a pending status and displayed in the Pending Records report. It allows users to review these records and take corrective action if necessary.

Users will receive an email with a direct link to the SCRS Pending Records Report when one of their SCRS records fails this validation (see below for an example).

### Exhibit 35. SCRS Pending Record Notification Email



Use the following procedure to view SCRS Pending Records Reports from within the SCRS application:

1. From the application menu, select **Reports > Pending Records Report**. The SCRS Pending Records Report page is displayed ([Exhibit 36](#)).

### Exhibit 36. SCRS Pending Records Report

SCRS Pending Records Report										
SCAC	FSAC	CIF	CIF Name	Expired CIF	Expired CIF Name	Reciprocal Switch Code	Switch Type Code	Date Failed	Failure Reason	Correct Record
KCS	06710	00A00094...		00045196...		O		2013-12-02	No public record for effecti...	<a href="#">Edit Record</a>
KCS	04010	009686639...		00A00075...		O		2013-06-06	At least one junction is req...	<a href="#">Edit Record</a>
KCS	40649	000444901...	ALABAMA STATE PORT A...	00094473...		O		2013-05-13	At least one junction is req...	<a href="#">Edit Record</a>
KCS	40649	000444901...	ALABAMA STATE PORT A...	00094473...		C		2013-05-13	Duplicate CIF requires a sw...	<a href="#">Edit Record</a>
KCS	08197	00A00084...		00782870...		O		2012-10-29	At least one junction is req...	<a href="#">Edit Record</a>
KCS	08197	00A00084...		00782870...		C		2012-10-29	Duplicate CIF requires a sw...	<a href="#">Edit Record</a>
KCS	06454	00A00083...		00131058...	BERRY GLOBAL INC	O		2012-09-24	At least one junction is req...	<a href="#">Edit Record</a>
KCS	22810	009639713...		00A00076...		C		2012-07-16	PI07 Contract Suffix not va...	<a href="#">Edit Record</a>
KCS	06466	00A00081...	WOOD LUMBER COMP...	00066372...		O		2012-05-30	At least one junction is req...	<a href="#">Edit Record</a>
KCTL	00001	00A00081...	FRANK PAXTON LUMBE...	00044565...		O		2012-05-30	At least one junction is req...	<a href="#">Edit Record</a>
KCS	06480	00A00081...		00113397...		O		2012-04-30	At least one junction is req...	<a href="#">Edit Record</a>
KCTL	00006	00A00079...		00860136...		O		2012-01-30	At least one junction is req...	<a href="#">Edit Record</a>
KCS	00769	00A00079...		00074180...	ARKEMA INC	C		2012-01-30	PI07 Contract Suffix not va...	<a href="#">Edit Record</a>

Number of records: 63

Navigation: 1 2 3 10 25 50 100 500 2000

2. Select the download icon in the top right to export the displayed report in a .CSV format. A dialogue box displays to open or save the report to your local machine.

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- To correct a listed record, select its corresponding **Edit Record** link. The Add SCRS Record page is displayed for the selected record with buttons for **Remove Record** and **Back** (see [Exhibit 37](#)).

### Exhibit 37. Add SCRS Record with Remove Record and Back Buttons

#### Add SCRS Record

[Save Partial Record](#) [Add New Record](#) [Remove Record](#) [← Back](#)

---

SCRS Details

<b>SCAC *</b> KCS					
<b>FSAC *</b> 02742			<b>Location Name:</b>	LAKE CHARLES	
			<b>State/Province:</b>	LA	
<b>CIF ID *</b> 00017277917	<b>Sub Location Id *</b> 0000		<b>OPSL Name:</b>	LAKE CHARLES	
			<b>CIF Name:</b>	HALLIBURTON CO	
<b>SPLC:</b>	658660000		<b>DBA Name (if applicable):</b>		
<b>Effective Date *</b> 11-09-2019			<b>Expiration Date *</b> 12-31-9999		
<b>Reciprocal Switch Code *</b> C - CLOSED			<b>Response Code *</b> YES - Physically Served		
<b>Switch Type Code</b>			<b>Absorbed/Unabsorbed Flag</b>		
<b>Absorbed/Unabsorbed Amount</b>					
<b>Comment</b>			*Please do not exceed 120 characters		

Characters Used: 0 out of 120

- The following actions are available:
  - Edit the record as necessary to correct errors. Save as a partial record or add a new record (see [Add a SCRS Record](#) for details).
  - Select **Remove Record** to remove the displayed record from the SCRS Pending Records Report. A confirmation message appears. Select **Yes** to continue. The SCRS Pending Records Report screen is re-displayed with a confirmation that it has been removed.
  - Select **Return** to return to the SCRS Pending Records Report.