



Locomotive Repair Billing (LRB) User Guide



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Learning about Locomotive Repair Billing

The Locomotive Repair Billing (LRB) system is a web-based application that provides a centralized system for users to price, report, approve, invoice, and distribute repairs on locomotives.

Overview

LRB is the central and official industry source for pricing repairs—ensuring consistent pricing by averaging repair costs among customers using an online survey process. LRB enables automated locomotive repair approval requests, and allows Class I railroads to electronically price, validate, and request approvals for locomotive repairs.

LRB users can:

- Process billing repairs (BR's) for locomotives: (see "[Billing Repairs](#)" on page 4)
 - Create BR's
 - Add/Remove Line Repairs
 - Price BR's (using the standard Locomotive Price Master and pricing logic)
 - Submit BR's for approval
 - Approve/Reject BR's
 - Invoice BR's (includes printable Invoices)
- View BRs by status (see "[Billing Repair Status Report](#)" on page 28)
- Adjust pending invoices (see "[Invoices](#)" on page 29)
- View invoice summaries (see "[Invoice Summary](#)" on page 31)
- Participate in Pricing surveys (authorized users only) (see "[Survey](#)" on page 36)
- Access the Price Master (authorized users only)

Select **Documentation>Help**, to view the Locomotive Repair Billing User Guide.

See "[LRB Quarterly Notifications and Deadlines](#)" on page 45 for details about LRB notifications and deadlines.

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.

Getting Started

Access the LRB application by using Railinc Single Sign On (SSO), which can be accessed from the Railinc portal at <http://www.railinc.com>. The SSO log in is located at the top right of the page.

Register to Use Railinc SSO

Each LRB 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 LRB within SSO.

Requesting LRB Access

After you receive authorization to use Railinc SSO, you must request access to LRB by following the instructions in the [Railinc Single Sign-On/Launch Pad User Guide](#). [Exhibit 1](#) shows a complete list of LRB roles as seen in SSO.

Exhibit 1. LRB Request Permission

The screenshot shows a web interface for "Locomotive Repair Billing". At the top, it states: "The Locomotive Repair Billing (LRB) system provides a centralized system to price, report, approve, invoice and distribute repairs on locomotives." Below this is a progress bar with three steps: "1 Select Roles", "2 Confirm", and "3 Done". The "1 Select Roles" step is active. There are four role options, each with a checkbox and a description:

- LRB - BRC Company Admin (MARK required)
Authorized to manage billing repair data of a company
- LRB - BRC Permissions Company Admin (MARK required)
Authorized to manage permission requests of a company
- LRB Billing Repair User (MARK required)
Allows the creation of Billing Repair data in order to submit invoices and repair records.
- LRB Survey Participant (MARK required)
Participates in survey process to enter quotes that will be used in US/CA/MX price masters.

At the bottom, there is a "Comments..." field and a character count "0/255". Two buttons are visible: a red "Return" button and a grey "Next" button.

For general user access, select **LRB Billing Repair User** and/or **LRB Survey Participant**. You can only request one permission at a time, so you must complete the process twice for general user access. Select **Next** to continue.

Once you receive e-mail notification of access to LRB, you can log on and begin using LRB.

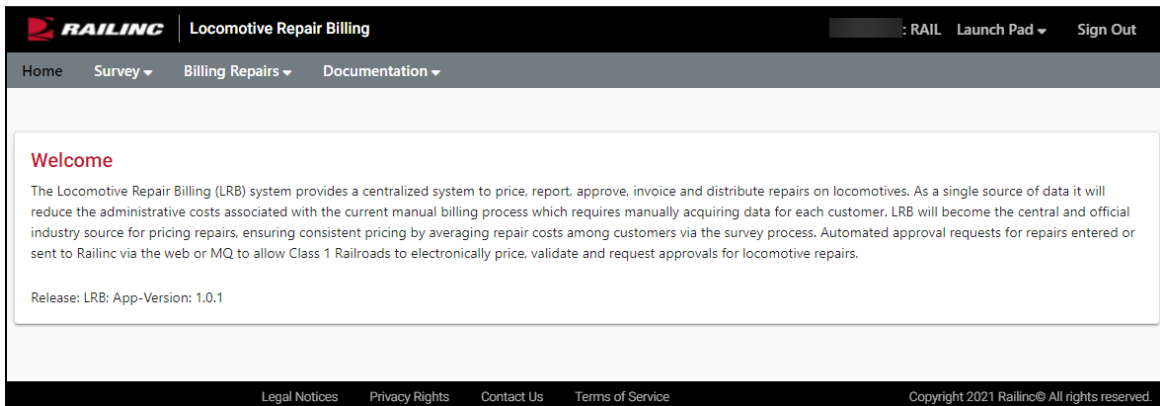
Note: Access to certain functions within LRB are handled by the LRB administrator, who has the ability to specify local LRB user access rights (and menu items).

Logging In

To log into LRB:

1. Open the browser.
2. Open the Railinc portal at <http://www.railinc.com>.
3. Log in to SSO (at upper right). The SSO Launch Pad is displayed (not shown).
4. Select **Locomotive Repair Billing**. The Locomotive Repair Billing Welcome page is displayed ([Exhibit 2](#)).

Exhibit 2. LRB Welcome Page



Continue by selecting an LRB application menu item (see [Exhibit 3](#)).

Exhibit 3. LRB Application Menu Functions

Survey	Opens the Survey menu (Exhibit 45).
Billing Repairs	Opens the Billing Repairs menu (Exhibit 4)
Documentation	Opens the <i>LRB User Guide</i> (this document) in a new browser window.

Note: Menu content varies based on role-based permissions granted. The Survey menu is not shown unless authorized via SSO (see [Exhibit 1](#)).

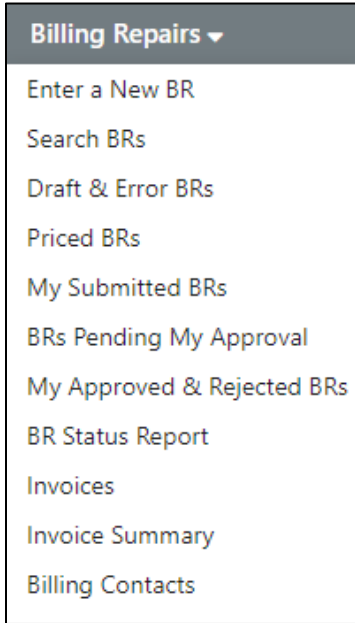
Logging Off

To exit from LRB, select **Sign Out** in the navigation links at the upper right of the page. The Railinc SSO Login page is displayed.

Billing Repairs

When you select **Billing Repairs** on an LRB page, the Billing Repairs menu is displayed ([Exhibit 4](#)).

Exhibit 4. Billing Repairs Menu



[Exhibit 5](#) describes the tasks available on the Billing Repairs menu.

Exhibit 5. Billing Repairs Menu Items and Descriptions

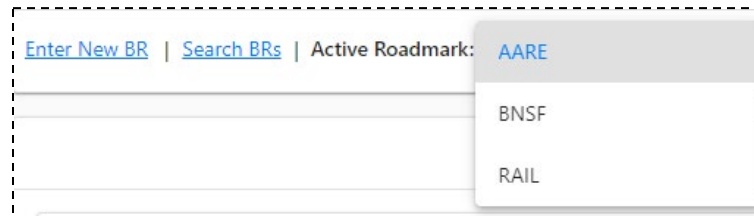
Menu Item	Description
Enter a New BR	Create a new billing repair.
Search BRs	Search for existing billing repairs.
Draft & Error BRs	View or continue work on draft and errored billing repairs.
Priced BRs	View, modify and submit priced billing repairs.
My Submitted BRs	View your submitted billing repairs.
BRs Pending My Approval	View billing repairs pending your approval.
My Approved & Rejected BRs	View your approved and rejected billing repairs.
BR Status Report	View billing repairs through a status report.
Invoices	View, edit, and mark invoices.
Invoice Summary	View invoice summaries and print or display invoices.
Billing Contacts	View billing contact information.

Enter a New Billing Repair

Notes:

- If the billing repair is for an Inspection, the entering user must have permission to update Inspections in Umler to ensure the entered BR data is transmitted successfully to Umler. See your company SSO Administrator to obtain this authorization.
- Some users act as agents for several roads. The Active Roadmark drop-down (see [Exhibit 6](#)) is used to show which road the user ID is representing. This drop-down is modified in the administrative SSO function (see [Requesting LRB Access](#) on page 2).

Exhibit 6. Active Roadmark/User



Whenever locomotive repairs occur, an authorized user can create a billing repair to begin tracking. A BR is entered and saved in two stages:

[Initial BR Entry](#)—General information about the locomotive and facility.

[Adding Repair Lines](#)—Specific repairs performed on the locomotive.

Initial BR Entry

1. Log onto LRB as described in [Logging In](#) on page 3. The LRB Home page is displayed ([Exhibit 2](#)).
2. Select **Billing Repairs>Enter a New BR**. The Billing Repair - Main page is displayed ([Exhibit 7](#)).

Exhibit 7. Billing Repair - Main

Enter New BR | Search BRs | Active Roadmark: RAIL

Billing Repair - Main

Locomotive Initial *	Locomotive Number *	Billed Company *
Repaired SPLC * <input type="text" value="Q"/>	Detail Source * SH - Shop Billing	Date Repaired * <input type="text" value=""/>
Currency * US - US Dollar	Repair Facility Type Select	Repair Facility Arrival Date <input type="text" value=""/>
Document Reference Number	Status Draft	

Specify the following for Manually Priced Job Codes

Contract Labor Rate

Use AAR Time Standard: Yes No

Total records: 0

<input type="checkbox"/>	Deleted Job Code	Location	Why Made Code	Quantity	Net Charge	Status	Manual / Machine Priced	Umler Sent Date	Attachment	Existing Attachments
No Repair Line (s) found.										


3. Type in the following fields:

- a. Locomotive Initial (road mark [2–4 characters])
- b. Locomotive number (equipment number, 1–6 digits)
- c. Billed Company (SCAC). This is who will be invoiced for the service.
- d. Repaired SPLC (Standard Point Location Code, if known) or;
 - Select the lookup icon () to choose the appropriate Repaired SPLC where the locomotive repairs are performed. The SPLC Look Up page opens in a new window ([Exhibit 8](#)).

Exhibit 8. SPLC Look Up

The screenshot shows a window titled "SPLC Look Up" with a search bar and a table. The search bar contains "Number of SPLC(s): 1" and has "Clear Filters" and a download icon. The table has columns for "Select", "SPLC", "Location", and "State/Province". One row is visible with a radio button in the "Select" column, "404534000" in "SPLC", "ROCKY MOUNT" in "Location", and "NC" in "State/Province". At the bottom right are "Close" and "Select" buttons.

Select	SPLC	Location	State/Province
<input type="radio"/>	404534000	ROCKY MOUNT	NC

- Choose or type location criteria and select **Search**.
 - Select the radio button beside the appropriate choice and select **Select**. The window closes and the selected SPLC is displayed in the Repaired SPLC field.
4. Select the Detail Source—Valid values are:
 - SH** = Shop Billing (default)
 - MA** = Material Supplied (Rule 85)
 5. Use the calendar icon () to select the date of the repair.
 6. Select the Currency type. Valid values are:
 - US** = US dollars
 - CA** = Canadian dollars
 - MX** = Mexican pesos
 7. Optionally, select the Repair Facility Type. Valid values are:
 - LO** = Locomotive Facility
 - LR** = Line of Road
 - CS** = Contract Shop
 8. (Optional) Select the Repair Facility Arrival Date.
 9. (Optional) Type a Document Reference Number (road-specific, if used).
 10. (Optional) type a Contract Labor Rate. Labor Rate consists of direct labor, indirect labor, fringe benefits and non-labor overhead costs associated with equipment repair. Refer to AAR Office Manual Rule 111.5 for more information.

11. (Optional) check “No” for Use AAR Time Standards (default is to use the AAR standard for repair jobs).
12. Select **Save**. A draft of the BR is saved ([Exhibit 9](#)).

Exhibit 9. Billing Repair - Main (after initial save)

Enter New BR | Search BRs | Active Roadmark: RAIL

Billing Repair - Main

Locomotive Initial *	Locomotive Number *	Billed Company *
RAIL	107	RAIL
Repaired SPLC *	Detail Source *	Date Repaired *
404534000	SH - Shop Billing	11-05-2021
Currency *	Repair Facility Type	Repair Facility Arrival Date
US - US Dollar	Select	11-02-2021
Document Reference Number	Status	
	Draft	

Specify the following for Manually Priced Job Codes

Contract Labor Rate

Use AAR Time Standard: Yes No

Total records: 0 [Clear Filters](#)

<input type="checkbox"/>	Applied Job Code	Removed Job Code	Location	Why Made Code	Quantity	Net Charge	Status	Manual / Machine Priced	Umler Sent Date	Attachment	Existing Attachments
No Repair Line (s) found.											

[Save BR & Add Repair Lines](#) [Save](#)

13. Continue the BR entry by selecting **Save BR &Add Repair Lines**. See [Adding Repair Lines](#) on page 9.

Adding Repair Lines

Repair lines can be added to a new BR being created (after an initial Save), or to an existing BR located using a search or viewing drafts. See [Search Billing Repairs](#) on page 15.

1. With a BR displayed on the Billing Repair - Main page (similar to [Exhibit 9](#)), select **Save BR & Add Repair Lines**. The BR Job Couplet page is displayed ([Exhibit 10](#)).

Exhibit 10. BR Job Couplet

The screenshot shows the 'BR Job Couplet' page with the following data:

Locomotive:	RAIL 000000341	Total Charge:	0.00	Billing Party:	BNSF
Repaired SPLC:	404534000	Location:	ROCKY MT. NC	Status:	Draft
Date Repaired:	06-05-2021	Invoice Number:	Not Invoiced	Invoice Date:	Not Invoiced

Below the table are checkboxes for Manually Priced and Wrong Repair. At the bottom, there are search fields for 'Applied Job Code *' and 'Removed Job Code *', each with a magnifying glass icon. 'Cancel' and 'Continue' buttons are at the bottom right.

2. Type in a known Job Code or select the lookup icon (🔍) to choose the appropriate Applied Job Code. The Select Job Code popup opens ([Exhibit 11](#)).

Exhibit 11. Select Job Code

The screenshot shows a 'Select Job Code' popup window with the following data:

Job Code/Part	Description
<input type="radio"/> 1095	Federal Inspection Only

The window title is 'No. of records: 1' and it has a close button (X) in the top right corner.

3. Scroll to the applicable job code and select its radio button. The popup closes and the selected code is placed in the field.

Note: If a new repair item, the code is applied to both the Applied Job Code and Removed Job Code fields. If an obsolete part is being replaced with a new item, the Applied and Removed job codes will usually be different.

4. If the job is to be manually priced, check Manually Priced. Otherwise, leave unchecked to use railroad standard material and labor rate prices.
5. As appropriate, check Wrong Repair if an improper or nonpermissible repair was reported through an invalid applied/removed Job Code couplet.
6. Select **Continue**. The BR Job Couplet Detail page is displayed.

For Automatically priced BRs, continue with [Automatically Priced BR Details](#) on page 10.

For Manually priced BRs continue with [Manually Priced BR Details](#) on page 12.

Automatically Priced BR Details

Exhibit 12. BR Job Couplet Detail (auto-pricing)

1. Complete the Applied Qualifier Code field, or select the lookup icon (🔍) to choose the appropriate code ([Exhibit 13](#)).

Exhibit 13. Applied Qualifier

Qualifier	Description
<input type="radio"/> L1	RR standard material

2. Complete the Removed Qualifier Code field, or select the lookup icon (🔍) to choose the appropriate code ([Exhibit 13](#)).
3. Optionally, complete the Applied and Removed Serial Number fields.
4. Complete the Quantity field. No other input is required.
5. Choose one of the following actions:
 - a. Select **Save** to save the detail and return to the Billing Repair - Main page ([Exhibit 14](#)).
 - b. Choose **Add Next**, which saves the first repair line and displays the BR Job Couplet page ([Exhibit 10](#)) where another repair can be entered.

Exhibit 14. Billing Repair - Main (with single line item)

Enter New BR | Search BRs | Active Roadmark: RAIL

BR successfully saved.

Billing Repair - Main

Locomotive Initial *	Locomotive Number *	Billed Company *
RAIL	000000107	RAIL
Repaired SPLC *	Detail Source *	Date Repaired *
404534000	SH - Shop Billing	11-05-2021
Currency *	Repair Facility Type	Repair Facility Arrival Date
US - US Dollar		11-02-2021
Document Reference Number	Status	
	Priced	

Specify the following for Manually Priced Job Codes

Contract Labor Rate
0.00

Use AAR Time Standard: Yes No

Total records: 1 [Clear Filters](#)

<input type="checkbox"/>	Applied Job Code	Removed Job Code	Location	Why Made Code	Quantity	Net Charge	Status	Manual / Machine Priced	Umler Sent Date	Attachment	Existing Attachments
<input type="checkbox"/>	1095	1095		23	1	2109.32	Priced	Machine		Attachments	

10 50 100 250 500 1000

[Delete Repair Lines](#)
[Save BR & Add Repair Lines](#)
[Copy as New](#)
[Save](#)

Optionally, add an attachment to provide additional details. See [Adding Attachments](#) on page 14 for more information.

Note: Job Codes 0001, 0002, and 9008 *require* an attachment in order to save a repair line item.

Choose from the following actions:

Delete Repair Lines—Deletes a selected (checked) repair line item.

Save BR & Add Repair Lines—Opens the BR Job Couplet page ([Exhibit 10](#)).

Save—Saves the BR as displayed.

Copy as New—Clones the current BR for use with another locomotive. See [Copy as New](#) on page 15.

Manually Priced BR Details

Exhibit 15. BR Job Couplet Detail (manual pricing)

Enter: New BR | Search: BRs | Active Roadmark: RAIL

BR Job Couplet Details

Locomotive:	RAIL 000000107	Total Charge:	2109.32	Billing Party:	RAIL
Repaired SPLC:	404534000	Location:	ROCKY MT, NC	Status:	Priced
Date Repaired:	11-05-2021	Invoice Number:	Not Invoiced	Invoice Date:	Not Invoiced

Responsibility Code *	Condition Code *
Select	Select

Applied Job Code Description: Windshield EMD	
Applied Job Code: 3002	Removed Job Code: 3002
Applied Qualifier *	Removed Qualifier *
<input type="text"/>	<input type="text"/>
Applied Serial Number	Removed Serial Number
<input type="text"/>	<input type="text"/>

Locomotive Location *	Why Made Code *
Select	Select

Quantity *	<input type="text"/>
------------	----------------------

Narrative
Windshield EMD

Pricing Information

Material Price *	Labor Price *	Total Price
0.00	0.00	0.00

Cancel Add Next Save

1. Complete the following fields:
 - a. **Responsibility Code.** Select value from the drop-down.
 - b. **Condition Code** (a numerical code used on Billing Repair Cards to indicate grade of material applied or repairs performed). See AAR Rule 83. Select from drop-down.
 - c. **Applied Qualifier.** Type in a known Applied Qualifier or select the lookup icon (🔍) to choose the appropriate Applied Qualifier. The Qualifier window opens ([Exhibit 13](#)).
 - Select the appropriate Qualifier and select **X** to close the window. The qualifier is added to the field.
 - d. **Removed Qualifier.** Type in a known Removed Qualifier or select the lookup icon (🔍) to choose the appropriate Removed Qualifier. The Qualifier window opens (similar to [Exhibit 13](#)).

e. Locomotive Location. Valid values are:

Exhibit 16. Locomotive Location

Select

- 1 - Position 1
- 2 - Position 2
- 3 - Position 3
- 4 - Position 4
- 5 - Position 5
- 8 - Position 8
- 9 - Position 9
- 12 - Position 12
- 13 - Position 13
- 14 - Position 14
- 17 - Position 17
- 18 - Position 18
- 19 - Position 19
- 20 - Position 20
- B - Back
- C - Center
- F - Front
- L - Left
- L1 - Left Position 1
- L10 - Left Position 10
- L2 - Left Position 2
- L3 - Left Position 3
- L4 - Left Position 4
- L5 - Left Position 5
- L6 - Left Position 6
- L7 - Left Position 7
- L8 - Left Position 8
- L9 - Left Position 9
- LF - Left Fixed
- LS - Left Sliding
- R - Right
- R1 - Right Position 1
- R10 - Right Position 10
- R2 - Right Position 2
- R3 - Right Position 3
- R4 - Right Position 4
- R5 - Right Position 5
- R8 - Right Position 8
- R9 - Right Position 9
- RF - Right Fixed
- RS - Right Sliding

f. **Quantity.** Type the appropriate number.

g. **Why Made Code.** Use the drop-down to select the appropriate code used to designate the reason repairs were made or services performed.

h. (optional) Adjust **Narrative** (populated from applied qualifier choice).

i. **Material Price.** Total cost in US dollars.

j. **Labor Price.** Total cost in US dollars.

Note: When tabbing out of Labor Price, the **Total Price** field is automatically calculated.

2. Choose one of the following actions:

Save—Saves the detail and returns to the Billing Repair - Main page ([Exhibit 14](#)).

Add Next—Saves the first repair line and displays the BR Job Couplet page ([Exhibit 10](#)) where another repair can be entered.

Adding Attachments

When adding a repair line, you can select the **Attachments** button to add attachments that provide additional details about the repair. The Attachment Details page is displayed ([Exhibit 17](#)).

Exhibit 17. Attachment Details

The screenshot shows the 'Attachment Details' page. At the top, there is a section for uploading an attachment with a 'Choose File' button and a 'No file chosen' text. To the right is an 'Upload Attachment' button. Below this is a table with columns: Attachment Id, Document Name, Download, Created By, Created Date, and Delete Attachment. The table is currently empty, displaying 'No Attachments found.' At the bottom right, there is a 'Back' button.

Select **Choose File** to locate the file you want to attach.

The file size of each attachment is limited to 6 MB, and you can add up to 25 attachments per repair line item. Accepted file types are: (.docx, .doc, .pdf, .png, .jpeg, .csv, .xlsx, .xls, .jpg, .gif, .pptx, and .ppt).

Next, select **Upload Attachment**.

Exhibit 18. Attachment Details (Showing Uploaded Attachment)

The screenshot shows the 'Attachment Details' page after a successful upload. A green notification banner at the top reads 'Attachment successfully uploaded.' The 'Upload Attachment' button is now disabled. The table below now contains one row with the following data:

Attachment Id	Document Name	Download	Created By	Created Date	Delete Attachment
1695	Repair Pic.jpg	Download	CARYTST	2021-11-05	Delete

At the bottom right, there is a 'Back' button and a pagination control showing '10 50 100 250 500 1000'.

Once the file is attached, you can do any of the following:

- Select **Choose File** to upload another attachment for the same repair line item.

Billing Repairs

- Select **Download** to download the attachment to your device.
- Select **Delete** to remove the attachment.
- Select **Back** to return to the Billing Repair - Main page ([Exhibit 14](#)).

Note: The billing party can view, add, or delete BR attachments in the Draft/Error, Priced, and Rejected statuses. Additionally, the billing and billed parties can view BR attachments in the submitted, approved, and invoiced statuses.

Copy as New

This function uses an existing BR being viewed to create another BR similar to it, but for a different locomotive. This can be used to simplify complex maintenance BRs for a fleet of locomotives.

Warning: After selecting **Copy as New**, immediately modify the locomotive number and select **Save** to ensure modifications will NOT be written to the original BR.

Make adjustments (adding and deleting repair lines) for the copied BR as described in the previous sections.

Search Billing Repairs

This function is used to locate BRs in the system using a variety of criteria.

1. Log onto LRB as described in [Logging In](#) on page 3. The LRB Home page is displayed ([Exhibit 2](#)).
2. Select **Billing Repairs**>**Search BRs**. The Search BRs page is displayed ([Exhibit 19](#)).

Exhibit 19. Search BRs

The screenshot shows the 'Search BRs' interface. At the top, there are links for 'Enter New BR' and 'Search BRs', and a dropdown for 'Active Roadmark: RAIL'. The main search area contains several dropdown menus: 'Search Begin Month', 'Search Begin Year', 'Search End Month', 'Search End Year', 'Invoice Month', and 'Invoice Year'. Below these are text input fields for 'Locomotive Initial', 'Locomotive Number', and 'Billed Company'. There is also a 'Status' dropdown menu. At the bottom, there are two radio buttons: 'Show My BRs' (which is selected) and 'Show Foreign BRs'. A blue 'Search' button is located in the bottom right corner.

3. Set the Search Criteria (at least one):
 - a. Begin and End Month and Year fields as appropriate. Use drop-downs.
 - b. Invoice Month and Year as appropriate. Use drop-downs.
 - c. Type Locomotive Initial (2 to 4-character SCAC).
 - d. Type Locomotive Number (1–6 digits).
 - e. Billed Company (2 to 4-character SCAC).
 - f. Select Status. Valid values are:
 - Select (default)
 - Draft
 - Priced
 - Approved
 - Rejected
 - Error
 - Invoiced
 - Submitted

Note: If left set to “Select”, all statuses are included.

- g. Select radio button to view My BRs or Foreign BRs (defaults to My BRs).

Note: If Show Foreign BRs is selected, only submitted, approved, or rejected BRs can be shown. No actions are available for foreign BRs ([Exhibit 21](#)). Local user BRs allow actions ([Exhibit 20](#))

- Select **Search** or press Enter. The page is redisplayed with search results meeting the criteria in a table at the bottom ([Exhibit 20](#)).

Exhibit 20. Search BRs (with local search results)

The screenshot displays the 'Search BRs' interface. At the top, there are navigation links for 'Enter New BR' and 'Search BRs', and a dropdown for 'Active Roadmark: RAIL'. Below this is a 'Search BRs' section with several filter fields: 'Search Begin Month' and 'Search Begin Year', 'Search End Month' and 'Search End Year', 'Invoice Month' and 'Invoice Year', 'Locomotive Initial', 'Locomotive Number', and 'Billed Company'. There are also radio buttons for 'Show My BRs' (selected) and 'Show Foreign BRs'. A 'Search' button is located on the right side of the filter section.

Below the search filters is the 'Search Results' section. It shows 'Total records: 10 | Export CSV | Clear Filters'. The results are presented in a table with the following columns: Locomotive ID, Billing Party, Billed Company, Date Repaired, SPLC, Material Charge, Labor Charge, Total Charge, Status, Owned By, and Last Updated By. The table contains 10 rows of data. At the bottom right of the table, there is a pagination control with buttons for 10, 50, 100, 250, 500, and 1000 records. A 'Delete' button is located at the bottom right of the search results area.

<input type="checkbox"/>	Locomotive ID	Billing Party	Billed Company	Date Repaired	SPLC	Material Charge	Labor Charge	Total Charge	Status	Owned By	Last Updated By
<input type="checkbox"/>	RAIL 000001001	RAIL	RAIL	10-13-2021	178101000	168.74	48.50	217.24	Submitted		
<input type="checkbox"/>	RAIL 0000008064	RAIL	RAIL	11-03-2021	380000000	358.00	65.00	423.00	Submitted		
<input type="checkbox"/>	RAIL 0000000107	RAIL	RAIL	09-15-2021	404534000	0.00	2060.02	2060.02	Submitted		
<input type="checkbox"/>	RAIL 0000000030	RAIL	RAIL	08-10-2021	404534000	100.00	134.12	234.12	Rejected		
<input type="checkbox"/>	RAIL 0000000100	RAIL	RAIL	09-27-2021	404757000	0.00	2060.02	2060.02	Submitted		
<input type="checkbox"/>	RAIL 0000000002	RAIL	RAIL	07-02-2021	411657000	0.00	2060.02	2060.02	Rejected		
<input type="checkbox"/>	RAIL 0000000100	RAIL	RAIL	08-10-2021	569600000	0.00	215.00	215.00	Approved		
<input type="checkbox"/>	RAIL 0000005968	RAIL	RAIL	09-28-2021	685500000	1240.00	115.00	1355.00	Approved		
<input type="checkbox"/>	RAIL 0000006912	RAIL	RAIL	10-17-2021	693478000	100.00	45.00	145.00	Approved		
<input type="checkbox"/>	RAIL 0000000969	RAIL	RAIL	10-11-2021	809555000	0.00	150.00	150.00	Approved		

To view the details of a listed BR, select its Locomotive ID link. The Billing Repair - Main page is displayed (similar to [Exhibit 14](#) or [Exhibit 23](#)) with details for the BR. Lists longer than 10 records (one page), have a navigation bar (see [Exhibit 22](#)).

If the BR has been invoiced, no actions other than deleting the BR can be done from the search results table. Other statuses open the page with editable fields (as shown in [Exhibit 14](#)) and you can modify repair line items and resubmit the BR for approval again.

To delete a BR on this page, check the BR's checkbox and select **Delete**.

To export results to a CSV file, check the checkbox(es) for the BRs that you want to export, and select **Export CSV**. Note that the export contains additional columns of data that are not displayed in the search results, including Material and Labor Charge by line item.

Exhibit 21. Search BRs (with Foreign results)

The screenshot shows the 'Search BRs' interface. At the top, there are links for 'Enter New BR', 'Search BRs', and 'Active Roadmark: RAIL'. Below this is a 'Search BRs' section with several filters: Search Begin Month, Search End Month, Invoice Month, Locomotive Initial, Locomotive Number, Billed Company, and Status. There are also radio buttons for 'Show My BRs' and 'Show Foreign BRs'. A 'Search' button is located at the bottom right of the filter section.

The 'Search Results' section shows a table with 38 total records. The table has columns for Locomotive ID, Billing Party, Billed Company, Date Repaired, SPLC, Material Charge, Labor Charge, Total Charge, Status, Owned By, and Last Updated By. The table is paginated, showing records 1 through 10 on the first page. A navigation bar at the bottom of the table allows users to set the number of records to view per page (10, 50, 100, 250, 500, 1000).

Locomotive ID	Billing Party	Billed Company	Date Repaired	SPLC	Material Charge	Labor Charge	Total Charge	Status	Owned By	Last Updated By
RAIL	RAIL	RAIL	10-13-2021	178101000	168.74	48.50	217.24	Submitted		
RAIL	RAIL	RAIL	10-26-2021	219202000	0.00	134.12	134.12	Invoiced		
RAIL	RAIL	RAIL	11-03-2021	219202000	500.00	0.00	500.00	Submitted		
RAIL	RAIL	RAIL	08-01-2009	291617000	6.00	7.00	13.00	Invoiced		
RAIL	RAIL	RAIL	02-01-2018	291617000	1896.21	232.94	2129.15	Invoiced		
RAIL	RAIL	RAIL	02-08-2018	291617000	1896.21	232.94	2129.15	Invoiced		
RAIL	RAIL	RAIL	04-19-2010	291617000	0.00	10.28	10.28	Approved		
RAIL	RAIL	RAIL	05-13-2009	291617000	1213.00	21.00	1234.00	Invoiced		
RAIL	RAIL	RAIL	02-01-2018	291617000	1896.21	232.94	2129.15	Invoiced		
RAIL	RAIL	RAIL	02-25-2018	291617000	1896.21	232.94	2129.15	Invoiced		

No actions are available on this page. Select the Locomotive ID link to view the details of the BR ([Exhibit 23](#)). Lists longer than 10 records (one page), have a navigation bar (see [Exhibit 22](#)). You can set the number of records to view per page.

Exhibit 22. Search Results Table Navigation

This screenshot highlights the navigation and filtering options in the search results table. Red callouts point to various elements:

- Total number of records:** Points to 'Total records: 38'.
- Export records to a CSV file:** Points to the 'Export CSV' button.
- Clear any filters that may be set:** Points to the 'Clear Filters' button.
- Navigation bar:** Points to the pagination controls at the bottom of the table.
- Go to the first page:** Points to the first page button.
- Go to the previous page:** Points to the previous page button.
- Go to a specific page:** Points to the page number input field.
- Go to the next page:** Points to the next page button.
- Go to the last page:** Points to the last page button.
- Set the number of records to view per page:** Points to the dropdown menu for selecting the number of records per page.

Exhibit 23. Billing Repair - Main (detail from Foreign Search—no actions possible)

Enter New BR | Search BRs | Active Roadmark: RAIL

Billing Repair - Main

Locomotive:	RAIL 000001001	Total Charge:	217.24	Billing Party:	RAIL
Repaired SPLC:	178101000	Location:	NEW YORK, NY	Status:	Submitted
Date Repaired:	10-13-2021	Invoice Number:	Not Invoiced	Invoice Date:	Not Invoiced

Locomotive Initial:	RAIL	Locomotive Number:	000001001	Billed Company:	RAIL
Repaired SPLC:	178101000	Detail Source:	Shop Billing	Date Repaired:	10-13-2021
Currency:	US	Defect Card Party:		Defect Card Date:	
Repair Facility Type:		Repair Facility Arrival Date:			
Document Reference Number:					

Specify the following for Manually Priced Job Codes

Contract Labor Rate: 0.00

Use AAR Time Standard: Yes No

Total records: 1 [Clear Filters](#)

Applied Job Code	Removed Job Code	Location	Why Made Code	Quantity	Net Charge	Status	Unler Sent Date	Attachment	Existing Attachments
1095	1095	1	23	1	217.24	Priced		Attachments	

10 50 100 250 500 1000

[Back](#)

Job Code links on Foreign BRs are for viewing only. Select **Back** to return to the Search BRs foreign results list.

Draft & Error Billing Repairs

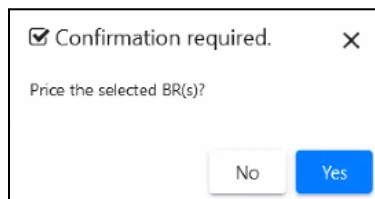
This function is used to display BRs in draft or error status in the system that need to be priced or edited prior to submitting for approval.

1. Log onto LRB as described in [Logging In](#) on page 3. The LRB Home page is displayed ([Exhibit 2](#)).
2. Select **Billing Repairs>Draft & Error BRs**. The Draft & Error BRs page is displayed ([Exhibit 24](#)).

Exhibit 24. Draft & Error BRs

<input type="checkbox"/>	Locomotive ID	Billing Party	Billed Company	Date Repaired	SPLC	Total Charge	Status	Owned By	Last Updated By
<input type="checkbox"/>	RAIL 000001134	RAIL	RAIL	09-15-2021	404940000	0.00	Draft		
<input type="checkbox"/>	RAIL 000000101	RAIL	RAIL	09-18-2021	860136000	0.00	Draft		
<input type="checkbox"/>	RAIL 000000880	RAIL	RAIL	09-21-2021	080094000	0.00	Draft		
<input type="checkbox"/>	RAIL 0000101010	RAIL	RAIL	09-27-2021	496440000	0.00	Draft		
<input type="checkbox"/>	RAIL 0000000101	RAIL	RAIL	09-29-2021	411657000	0.00	Draft		
<input type="checkbox"/>	RAIL 0000090210	RAIL	RAIL	10-08-2021	142000000	0.00	Draft		
<input type="checkbox"/>	RAIL 0000008822	RAIL	RAIL	10-09-2021	663775000	0.00	Draft		
<input type="checkbox"/>	RAIL 0000101707	RAIL	RAIL	10-20-2021	412750000	0.00	Draft		
<input type="checkbox"/>	RAIL 0000000189	RAIL	RAIL	11-02-2021	411700000	0.00	Draft		
<input type="checkbox"/>	RAIL 0000090298	RAIL	RAIL	11-02-2021	417614000	0.00	Draft		

3. (Optional) To review the repair lines for the BR, select the Locomotive ID link. The Billing Repair - Main page is displayed (similar to [Exhibit 14](#)).
 - a. Select the Job Code link to open the BR Job Couplet page ([Exhibit 10](#))
 - b. Select **Continue** to open the BR Job Couplet Detail page ([Exhibit 12](#)).
 - c. Review or modify any details and select **Save**.
4. If all repair lines are satisfactory, check the box beside the BR and select **Price**. A confirmation panel is displayed.



5. Select **Yes** to confirm the pricing. The BR is removed from the list and a success message is displayed.

Priced Billing Repairs

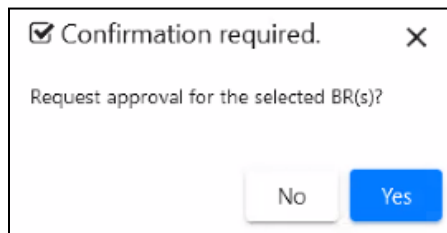
The Priced Billing Repairs function is used to send priced BRs to the billed company/road for approval.

1. Log onto LRB as described in [Logging In](#) on page 3. The LRB Home page is displayed ([Exhibit 2](#)).
2. Select **Billing Repairs>Priced BRs**. The Outstanding BRs page is displayed ([Exhibit 25](#)).

Exhibit 25. Outstanding BRs - Priced

<input type="checkbox"/>	Locomotive ID	Billing Party	Billed Company	Date Repaired	SPLC	Total Charge	Status	Owned By	Last Updated By
<input type="checkbox"/>	RAIL 0000103302	RAIL	RAIL	09-02-2021	234000000	960.00	Priced		
<input type="checkbox"/>	RAIL 0000004424	RAIL	RAIL	10-04-2021	064112000	812.98	Priced		
<input type="checkbox"/>	RAIL 0000020117	RAIL	RAIL	10-09-2021	411657000	895.00	Priced		
<input type="checkbox"/>	RAIL 0000001001	RAIL	RAIL	10-12-2021	404940000	191.45	Priced		
<input type="checkbox"/>	RAIL 0000001000	RAIL	RAIL	10-14-2021	366647000	1823.41	Priced		
<input type="checkbox"/>	RAIL 0000090210	RAIL	RAIL	10-17-2021	411675000	789.43	Priced		
<input type="checkbox"/>	RAIL 0000002005	RAIL	RAIL	11-02-2021	461450000	1372.00	Priced		
<input type="checkbox"/>	RAIL 0000101707	RAIL	RAIL	11-03-2021	411700000	915.00	Priced		
<input type="checkbox"/>	RAIL 0000090299	RAIL	RAIL	11-03-2021	404757000	1397.36	Priced		
<input type="checkbox"/>	RAIL 0000090292	RAIL	RAIL	11-06-2021	141360000	250.00	Priced		

3. (Optional) To review the repair lines for the BR, select the Locomotive ID link. The Billing Repair - Main page is displayed (similar to [Exhibit 14](#)).
 - a. Select the Job Code links to open the BR Job Couplet page ([Exhibit 10](#))
 - b. Select **Continue** to open the BR Job Couplet Detail page ([Exhibit 12](#)).
 - c. Review or modify any details and select **Save**.
4. If all repairs lines are satisfactory, check the box beside the BR and select **Request for Approval**. A confirmation panel is displayed.



5. Select **Yes** to confirm the request. The BR is removed from the list and a success message is displayed. Notification is sent to the billed company/road that approval has been requested. The billed company continues as described in [Billing Repairs Pending My Approval](#) on page 23.

My Submitted Billing Repairs

This function is used to display those BRs that have been submitted to billed companies for approval. This function can be used to modify a BR that had been prematurely submitted and additional repairs possibly executed, or to follow up on unapproved BRs.

1. Log onto LRB as described in [Logging In](#) on page 3. The LRB Home page is displayed ([Exhibit 2](#)).
2. Select **Billing Repairs>My Submitted BRs**. The BRs Submitted for Approval page is displayed ([Exhibit 26](#)).

Exhibit 26. BRs Submitted for Approval

<input type="checkbox"/>	Locomotive ID	Billing Party	Billed Company	Date Repaired	SPLC	Total Charge	Status	Owned By	Last Updated By
<input type="checkbox"/>	RAIL 000000107	RAIL	RAIL	09-15-2021	404534000	2060.02	Submitted		
<input type="checkbox"/>	RAIL 000000100	RAIL	RAIL	09-27-2021	404757000	2060.02	Submitted		
<input type="checkbox"/>	RAIL 0000001001	RAIL	RAIL	10-13-2021	178101000	217.24	Submitted		
<input type="checkbox"/>	RAIL 0000008054	RAIL	RAIL	11-03-2021	380000000	423.00	Submitted		

3. To review the repair lines for the BR, select the Locomotive ID link. The Billing Repair - Main page is displayed (similar to [Exhibit 14](#)).
 - a. To *add* repairs lines, select **Save & Add Repair Lines** as described in [Adding Repair Lines](#) on page 9.
 - b. To *delete* repairs lines, check the box beside the appropriate Job Code and select **Delete Repair Lines**, confirm, and **Save**.
 - c. To clone the current BR for use with another locomotive select **Copy as New**. See [Copy as New](#) on page 15.
 - d. To *change* Job Code information, select the Job Code links to open the BR Job Couplet page ([Exhibit 10](#))
 - Select **Continue** to open the BR Job Couplet Detail page ([Exhibit 12](#)).
 - Review or modify any details and select **Save**.
 - e. If changes have been made, the status is reset to Draft. The BR must be repriced and a new request for approval submitted.

Billing Repairs Pending My Approval

This function is used to display a list of submitted BRs ready to be approved or rejected by the billable company.

1. The billable company (or its representative) logs onto LRB as described in [Logging In](#) on page 3. The LRB Home page is displayed ([Exhibit 2](#)).
2. Select **Billing Repairs > BRs Pending My Approval**. The BRs Pending My Approval page is displayed ([Exhibit 27](#)).

Exhibit 27. BRs - Pending My Approval

<input type="checkbox"/>	Locomotive ID	Billing Party	Billed Company	Date Repaired	SPLC	Total Charge	Status	Owned By	Last Updated By
<input type="checkbox"/>	RAIL 000000107	RAIL	RAIL	09-15-2021	404334000	2060.02	Submitted		
<input type="checkbox"/>	RAIL 000000120	RAIL	RAIL	09-27-2021	404757000	2060.02	Submitted		
<input type="checkbox"/>	RAIL 0000001001	RAIL	RAIL	10-13-2021	178101000	217.24	Submitted		
<input type="checkbox"/>	RAIL 0000008054	RAIL	RAIL	11-03-2021	380000000	423.00	Submitted		
<input type="checkbox"/>	BNSF 000000101	RAIL	RAIL	11-03-2021	219202000	500.00	Submitted		

[Exhibit 27](#) lists several BRs pending approval. The billed company can review the entire BR and job details by selecting the Locomotive ID link.

See the following sections for information about rejecting and approving BRs:

- [Rejecting a BR](#) on page 23.
- [Approving a BR](#) on page 25.

Rejecting a BR

To reject a BR:

1. On the BRs - Pending My Approval page ([Exhibit 28](#)), check the box beside the BR to be rejected.

Exhibit 28. BRs - Pending My Approval (with BR selected and Rejection Reason)

Enter New BR | Search BRs | Active Roadmark: RAIL

BRs - Pending My Approval

Total records: 5 Clear Filters

<input type="checkbox"/>	Locomotive ID	Billing Party	Billed Company	Date Repaired	SPLC	Total Charge	Status	Owned By	Last Updated By
<input checked="" type="checkbox"/>	RAIL 000000107	RAIL	RAIL	09-15-2021	404534000	2060.02	Submitted		
<input type="checkbox"/>	RAIL 000000100	RAIL	RAIL	09-27-2021	404757000	2060.02	Submitted		
<input type="checkbox"/>	RAIL 0000001001	RAIL	RAIL	10-13-2021	178101000	217.24	Submitted		
<input type="checkbox"/>	RAIL 0000008064	RAIL	RAIL	11-03-2021	380000000	423.00	Submitted		
<input type="checkbox"/>	BNSF 0000000101	RAIL	RAIL	11-03-2021	219202000	500.00	Submitted		

10 50 100 250 500 1000

Comment: Reject BR(s) Approve BR(s)

2. Type in a mandatory reason for rejection in the Comment field.
3. Select **Reject BR(s)**. A confirmation panel is displayed.

Confirmation required. ✕

Reject the selected BR(s)?

4. Select **Yes**. A success message is displayed and the BRs - Pending My Approval page is redisplayed with the remaining unprocessed BR ([Exhibit 29](#)).

Exhibit 29. BRs - Pending My Approval (Reject message—one unprocessed BR)

Enter New BR | Search BRs | Active Roadmark: RAIL

✓ 1 BR(s) have been rejected. ✕

BRs - Pending My Approval

Total records: 4 Clear Filters

<input type="checkbox"/>	Locomotive ID	Billing Party	Billed Company	Date Repaired	SPLC	Total Charge	Status	Owned By	Last Updated By
<input type="checkbox"/>	RAIL 000000100	RAIL	RAIL	09-27-2021	404757000	2060.02	Submitted		
<input type="checkbox"/>	RAIL 0000001001	RAIL	RAIL	10-13-2021	178101000	217.24	Submitted		
<input type="checkbox"/>	RAIL 0000008064	RAIL	RAIL	11-03-2021	380000000	423.00	Submitted		
<input type="checkbox"/>	BNSF 0000000101	RAIL	RAIL	11-03-2021	219202000	500.00	Submitted		

10 50 100 250 500 1000

Comment: Reject BR(s) Approve BR(s)

When a rejected BR is viewed, the rejection reason is displayed ([Exhibit 30](#)).

Exhibit 30. Billing Repair - Main (with Rejected BR)

The screenshot shows the 'Billing Repair - Main' interface. At the top, there are navigation links: 'Enter New BR', 'Search BRs', and 'Active Roadmark: RAIL'. The main content area is titled 'Billing Repair - Main' and contains several sections of information:

- Repair Details:** Locomotive: RAIL 000000107, Total Charge: 2060.02, Billing Party: RAIL, Repaired SPLC: 404534000, Location: ROCKY MT, NC, Status: Rejected, Date Repaired: 09-15-2021, Invoice Number: Not Invoiced, Invoice Date: Not Invoiced, Approve/Reject Date: 11-08-2021, Approve/Reject Reason: Not customary fee.
- Additional Details:** Locomotive Initial: RAIL, Locomotive Number: 000000107, Billed Company: RAIL, Repaired SPLC: 404534000, Detail Source: Shop Billing, Date Repaired: 09-15-2021, Currency: US, Defect Card Party: , Defect Card Date: , Repair Facility Type: Contract Shop, Repair Facility Arrival Date: 09-01-2021, Document Reference Number: , Approve/Reject Reason: Not customary fee.
- Manually Priced Job Codes:** Contract Labor Rate: 0.00, Use AAR Time Standard: Yes No.
- Table:** A table with columns: Applied Job Code, Removed Job Code, Location, Why Made Code, Quantity, Net Charge, Status, Umler Sent Date, Attachment, Existing Attachments. One row is visible: Applied Job Code: 1095, Removed Job Code: 1095, Location: 23, Why Made Code: 1, Net Charge: 2060.02, Status: Priced. There is an 'Attachments' button next to the row.

At the bottom right of the table area, there are pagination controls: 'Total records: 1', 'Clear Filters', and a 'Back' button.

An e-mail rejection notification is sent to the submitter.

Approving a BR

To approve a BR:

1. On the BRs - Pending My Approval page ([Exhibit 28](#)), check the box beside the BR to be approved.
2. Select **Approve BR(s)**. A confirmation panel is displayed.

A confirmation dialog box with a title bar that says 'Confirmation required.' and a close button (X). The main text asks 'Approve the selected BR(s)?'. At the bottom, there are two buttons: 'No' and 'Yes'.

3. Select **Yes**. A success message is displayed and the BRs - Pending My Approval page is redisplayed with the remaining unprocessed BR ([Exhibit 31](#)).

Exhibit 31. BRs - Pending My Approval (Approve message–No unprocessed BRs)

<input type="checkbox"/>	Locomotive ID	Billing Party	Billed Company	Date Repaired	SPLC	Total Charge	Status	Owned By	Last Updated By
<input type="checkbox"/>	RAIL 000001001	RAIL	RAIL	10-13-2021	178101000	217.24	Submitted		
<input type="checkbox"/>	RAIL 000008064	RAIL	RAIL	11-03-2021	380000000	423.00	Submitted		
<input type="checkbox"/>	BNSF 000000101	RAIL	RAIL	11-03-2021	219202000	900.00	Submitted		

An e-mail approval notification is sent to the submitter.

My Approved & Rejected Billing Repairs

This function is used to display a list of BRs in the approved or rejected statuses that are ready to be invoiced to the billable company.

1. Log onto LRB as described in [Logging In](#) on page 3. The LRB Home page is displayed ([Exhibit 2](#)).
2. Select **Billing Repairs>My Approved & Rejected BRs**. The My Approved & Rejected BRs page is displayed ([Exhibit 32](#)).

Exhibit 32. My Approved & Rejected BRs

Enter New BR | Search BRs | Active Roadmark: RAIL

My Approved & Rejected BRs

Total records: 8 Clear Filters

<input type="checkbox"/>	Locomotive ID	Billing Party	Billed Company	Date Repaired	SPLC	Total Charge	Status	Owned By	Last Updated By
<input type="checkbox"/>	RAIL 000000002	RAIL	RAIL	07-02-2021	411657000	2060.02	Rejected		
<input type="checkbox"/>	RAIL 000000100	RAIL	RAIL	08-10-2021	566900000	215.00	Approved		
<input type="checkbox"/>	RAIL 000000030	RAIL	RAIL	08-10-2021	404534000	234.12	Rejected		
<input type="checkbox"/>	RAIL 000000107	RAIL	RAIL	09-15-2021	404534000	2060.02	Rejected		
<input type="checkbox"/>	RAIL 000000100	RAIL	RAIL	09-27-2021	404757000	2060.02	Approved		
<input type="checkbox"/>	RAIL 000009556	RAIL	RAIL	09-28-2021	685500000	1355.00	Approved		
<input type="checkbox"/>	RAIL 000000069	RAIL	RAIL	10-11-2021	809055000	150.00	Approved		
<input type="checkbox"/>	RAIL 000006612	RAIL	RAIL	10-17-2021	693478000	145.00	Approved		

10 50 100 250 500 1000 Create Invoices

3. Select the checkboxes beside the BRs to be invoiced and select **Create Invoices**. The BR - Create Invoice page is displayed ([Exhibit 33](#)).

Exhibit 33. BR - Create Invoice

BR - Create Invoice

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

For Account Month Year: November 2021

Select	Invoice Number	Invoice Date	Payment Due Date	Billed Company	Detail Lines	Total Charge
<input checked="" type="checkbox"/>	Nov2021B50017	11-02-2021	11-26-2021	RAIL	1	215.00

Cancel Finalize Save Selected

There is one line for each BR selected for invoicing. BRs being billed to the same company are combined into one invoice.



4. Set the Account Month and Year.
5. For each BR invoice line:
 - a. Type in the Invoice Number to be used.
 - b. Select the Invoice Date (use  icon).
 - c. Select the Payment Due Date (use  icon).
6. Check the box beside each BR invoice and select **Save Selected**. The BR - Create Invoice page is redisplayed with a success message ([Exhibit 34](#)).

Exhibit 34. BR - Create Invoice (with Saved Invoice)

1 Invoice(s) successfully saved.

BR - Create Invoice

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

For Account Month Year: November 2021

Select	Invoice Number	Invoice Date	Payment Due Date	Billed Company	Detail Lines	Total Charge
<input checked="" type="checkbox"/>	Nov2021BS0017	11-02-2021	11-26-2021	RAIL	1	215.00

Buttons: Cancel, Finalize, Save Selected

Notes:

- The status of a saved invoiced BR is “Invoiced” when viewed from a Search BR. The status is “Pending” when viewed using the Invoices task (described in [Invoices](#) on page 29).
- The status of a Finalized and Marked invoice BR is “Invoiced” when viewed from a Search BR. The status is “Final” when viewed using the Invoices task (described in [Invoices](#) on page 29).

7. To obtain a printed or PDF invoice, see [Invoice Summary](#) on page 31.

Billing Repair Status Report

This function is used to view all BRs in the Approved or Rejected status for the logged-on road.

1. Log onto LRB as described in [Logging In](#) on page 3. The LRB Home page is displayed ([Exhibit 2](#)).
2. Select **Billing Repairs>BR Status Reports**. The BR Status Report page is displayed ([Exhibit 35](#)).

Exhibit 35. BR Status Report

Enter New BR | Search BRs | Active Roadmark: RAIL

BR Status Report

Search Begin Month: Select | Search Begin Year: Select

Search End Month: Select | Search End Year: Select

Report

3. Use the drop-downs to select the Begin and End month and the Begin and End year.
4. Select **Report**. The page is redisplayed with Approved or Rejected status BRs for the requested period ([Exhibit 36](#)).

Exhibit 36. BR Status Report (for requested period)

Enter New BR | Search BRs | Active Roadmark: RAIL

BR Status Report

Search Begin Month: Select | Search Begin Year: Select
Search End Month: Select | Search End Year: Select

Report

Report

Export CSV

Period	Billed Company	Locomotive	Status	BR Lines	Total Labor	Total Material	Total Outstanding
03-2010	RAIL	TEST 0000001234	Rejected	1	\$0.00	\$10.28	\$10.28
Total for Month			Rejected	1	\$0.00	\$10.28	\$10.28
Total for Month RAIL			All	1	\$0.00	\$10.28	\$10.28
Total for Month 03-2010				1	\$0.00	\$10.28	\$10.28
11-2021	RAIL		Approved	1	\$0.00	\$14.55	\$14.55
Total for Month			Approved	1	\$0.00	\$14.55	\$14.55
11-2021	RAIL	RAIL 0000000100	Rejected	1	\$0.00	\$134.12	\$134.12
Total for Month			Rejected	1	\$0.00	\$134.12	\$134.12
Total for Month RAIL			All	2	\$0.00	\$148.67	\$148.67
Total for Month 11-2021				2	\$0.00	\$148.67	\$148.67

This page is for viewing only. Selecting any Billed Company link opens the Search BR page with the billed company field populated. See [Search Billing Repairs](#) on page 15.

To export results to a CSV file, select **Export CSV**.

Invoices

This function is used to view and edit all invoiced BRs in the Pending, or Final status for the logged-on road.

1. Log onto LRB as described in [Logging In](#) on page 3. The LRB Home page is displayed ([Exhibit 2](#)).
2. Select **Billing Repairs>Invoices**. The BR Invoice List page is displayed ([Exhibit 37](#)).

Exhibit 37. BR - Invoice List

Enter New BR | Search BRs | Active Roadmark: RAIL

BR - Invoice List

Total records: 14

Invoice Number	Invoice Date	Billed Company	Status
0002	2021-11-01	RAIL	Final
134214	2018-08-01	RAIL	Final
fadd	2019-09-18	RAIL	Final
fdsfdsf	2019-09-18	RAIL	Final
fdsfdsf	2019-09-18	RAIL	Final
Nov2021BS0017	2021-11-02	RAIL	Final
test	2019-09-18	RAIL	Final
test	2019-09-18	RAIL	Final
test	2019-09-18	RAIL	Final
test	2019-09-18	RAIL	Final

10 50 100 250 500 1000

Invoiced statuses can include the following:

Pending—BR has been invoiced, but it is editable.

Final—BR has been invoiced and is not editable.

- To view the details of an invoice, select its Invoice number link. The BR - Edit Invoice page is displayed ([Exhibit 38](#)).

Exhibit 38. BR - Edit Invoice

BR - Edit Invoice

Invoice Number	Invoice Date	Payment Due Date	Billed Company	Detail Lines
0002	11-01-2021	11-30-2021	RAIL	1

Back Save Finalize

- (Optional) Make needed changes to the Invoice Number, Invoice Date, and Payment Due Date.
- Select one of the following:
 - Save**—Saves changes to the Invoice fields and sets the Invoice Status to Pending.
 - Finalize**—Saves changes to the invoice fields and sets the Invoice Status to final. A success message is displayed.
 - Cancel**—Discards all changes and returns to the BR - Invoice list ([Exhibit 37](#)).

Invoice Summary

This function is used to view invoice information for the logged-on road.

1. Log onto LRB as described in [Logging In](#) on page 3. The LRB Home page is displayed ([Exhibit 2](#)).
2. Select **Billing Repairs>Invoice Summary**. The BR History - Invoicing by Month page is displayed ([Exhibit 39](#)).

Exhibit 39. BR History - Invoicing by Month

3. Set criteria:
 - a. Select Year to Date (default) or
 - b. Specify From/To Month and Years fields from the drop-downs.
4. Select **Search**. The page is redisplayed with invoicing meeting the criteria in a sortable table ([Exhibit 40](#)).

Exhibit 40. BR History - Invoicing by Month (with specified month results)

Invoice Number	Invoice Status	Month	Year	Billed Company	Total Labor	Total Material	Total Invoiced
Nov2021BS0017	Final	Nov	2021	RAIL	\$215.00	\$0.00	\$215.00
0002	Final	Nov	2021	RAIL	\$134.12	\$0.00	\$134.12

5. To view the detail of an invoice, select its link. The BR - Invoice Detail page is displayed ([Exhibit 41](#)).

Exhibit 41. BR - Invoice Detail

Enter New BR | Search BRs | Active Roadmark: RAIL

BR - Invoice Detail

Invoice Number: Nov2021BS0017 Invoice Date: 11-02-2021 Billed Company: RAIL
Currency: US Invoice Status: Final
Billing Repairs: 215.00 Total Items: 1

Detail Source	Equipment Initial	Equipment Number	Date Repaired	Total Charge
SH	RAIL	000000100	08-10-2021	215.00

Back Create PDF

Choose from the following tasks:

Finalize—(for draft status invoices only). Invoice status becomes *Final* and the **Create PDF** button is displayed.

Create PDF—Display the Invoice detail suitable for viewing and printing in a new window ([Exhibit 42](#)).

Cancel—Return to the search results page ([Exhibit 40](#)).

Create PDF

While viewing the details of an invoice, select **Create PDF**. The invoice is displayed in a new window. The appearance may vary depending on how your PC is configured for displaying PDF files. Minimally, there are two pages—an invoice ([Exhibit 42](#)), followed by a itemization per locomotive ([Exhibit 43](#)).

Exhibit 42. Invoice Detail (first page)

Printed Invoices	
RAIL	
Bill Month - Nov 2021	Billed Road RAIL
INVOICE NUMBER - Nov2021BS0017	INVOICE DATE - 11-02-2021
Payment Date - 11-26-2021	
REMIT TO:	
Mayuree Chinnari	Mayuree Chinnari
QA	QA
RAILINC CORPORATION	RAILINC CORPORATION
7001 Weston Parkway	YOUR CHECK
Cary, NC 27513	
PHONE: 919.379.7536	
FAX:	
EMAIL: mayuree.chinnari@railinc.com	
Page 1 of 2	

Exhibit 43. Invoice Detail (secondary locomotive itemization page)

Printed Invoices

ASSOCIATION OF AMERICAN RAILROADS - BILLING REPAIR
Railinc

REF:
 Bill Month - Nov 2021

LOCO. INITIAL - RAIL LOCO. NUMBER - 0000000100 Billed Road RAIL

DATE OF REPAIR - 08-10-2021 REPAIRED AT - 566900000

INVOICE NUMBER - INVOICE DATE - 11-02-2021 PAYMENT DUE DATE - 11-26-2021

Nov2021BS0017

LOC	QTY	COND CODE	JC APPLD	AQ	REPAIR DESCRIPTION	WHY MADE	JC REM	RQ	NET CHARGE
2	1	1	1095	L2	Federal Inspection Only	4	1095	L2	\$215.00

Actions that can be taken on these pages include:

- Saving the PDF invoice (select **File>Save**).
- Printing the PDF invoice (select **File>Print** or **Ctrl+P**)
- Close the window.

Billing Contacts

This function is used to view billing contact information for the logged-on road. This information is obtained from FindUs.Rail.com. Refer to the [FindUs.Rail User Guide](#) for more information.

1. Log onto LRB as described in [Logging In](#) on page 3. The LRB Home page is displayed ([Exhibit 2](#)).
2. Select **Billing Repairs>Billing Contacts**. The Billing Contacts page is displayed ([Exhibit 44](#)).

Exhibit 44. Billing Contacts

Enter New BR | Search BRs | Active Roadmark: RAIL

Billing Contacts

NOTE: The contacts below reflect information in FindUs.Rail. This information is used by LRB for sending notifications and may be used as a mechanism for others to contact your company related to Locomotive Repair Billing. To update this information, you will need company admin access or you will need to contact your FindUs.Rail company admin. Click [here](#) to access FindUs.Rail.

Contact Information	Exception	Inquiry	Remit To
Company Name	RAILINC CORPORATION	RAILINC CORPORATION	RAILINC CORPORATION
Name			
Title	QA	QA	QA
Phone			
Fax			
Email Address			
Address Line 1	7001 Weston Parkway	7001 Weston Parkway	7001 Weston Parkway
Address Line 2			
Address Line 3			
City	Cary	Cary	Cary
State/Province	NC	NC	NC
Country	US	US	US

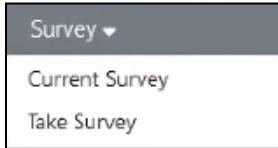
This page is for viewing only.

3. To exit, select another task from the application menu.

Survey

When you select **Survey** on an LRB page, the Survey menu is displayed ([Exhibit 45](#)).

Exhibit 45. Survey Menu



[Exhibit 46](#) describes the tasks available on the Survey menu.

Exhibit 46. Survey Menu Items and Descriptions

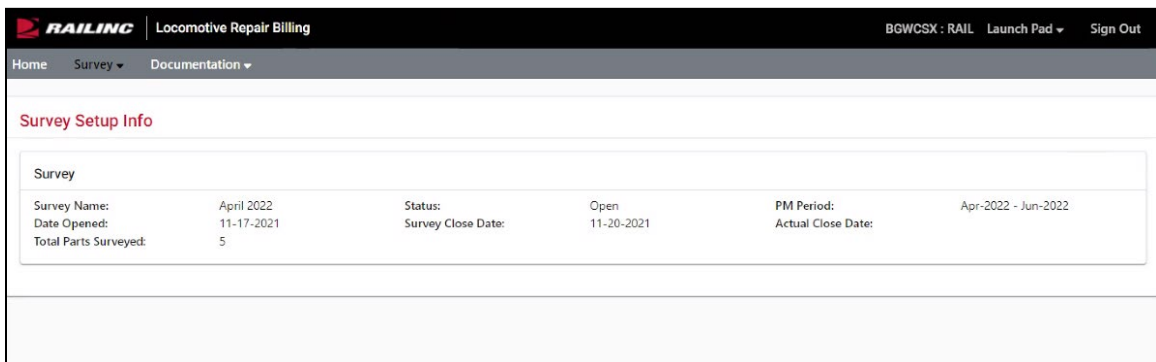
Menu Item	Description
Current Survey	Opens the read only Survey Setup Info page (Exhibit 47).
Take Survey	Opens the Take Survey page (Exhibit 50).

Current Survey

This function is used to view the current survey being conducted.

1. Log onto LRB as described in [Logging In](#) on page 3. The LRB Home page is displayed ([Exhibit 2](#)).
2. Select **Survey>Current Survey**. The Survey Setup Info page is displayed ([Exhibit 47](#)).

Exhibit 47. Survey Setup Info (read only)



This page is for viewing only. In this example, the LRB Administrator is seeking billing information on 5 parts. The survey was opened on 11-17-2021 and must be completed by 11-20-2021 (no Actual Close Date is entered). The PM Period (Price Master applicability period) is for the second quarter of 2021. This is the period for which the new quote would apply.

To exit, select another menu item.

Take Survey

This function is used by an authorized survey participant to provide quotes for parts in the current survey.

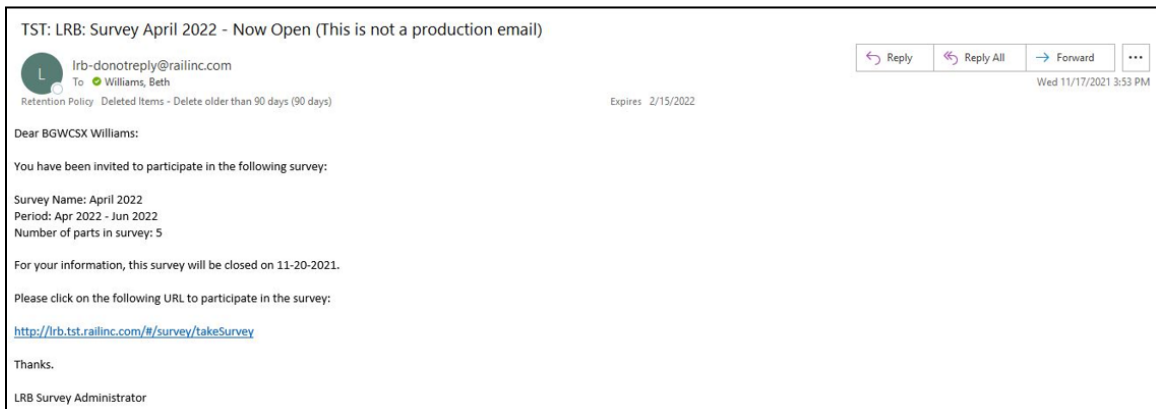
Note: The survey is generally for the next Price Master period (usually a quarter), as specified in the survey. Participants must estimate costing for that period in the quotes.

For each survey, LRB Administrators authorize survey participants from a list of “eligible users” (users granted survey participation role from SSO LRB request). A user might be selected for one survey, but not another. When the LRB Administrator invites a user to be a survey participant, the system generates an e-mail to the selected participants ([Exhibit 48](#)).

Note: It is recommended that ALL quotes requested be provided. This ensures the railroad’s anticipated rates will be included in the development of the blended Price Master to be used for all roads.

From an E-Mail Link

Exhibit 48. E-Mail Invitation to Survey Participant



The LRB administrator can also send reminders to survey participants.

To access the LRB survey from an invitation or reminder e-mail:

1. Select the URL link for the survey. The Railinc Account Access page is displayed ([Exhibit 49](#)).

Exhibit 49. Railinc Account Access (from E-Mail link)

2. Enter your user ID and password, and then select **Sign In**. The Take Survey page is displayed ([Exhibit 50](#)).

Exhibit 50. Take Survey

Participant Name	Job Code/Part	Description	Type	New	Secondhand	Reconditioned	Blended	Active
BGWCSX - BGWCSX Williams	5022	Power Assembly - GE -	Job Code	-	N/A	-	N/A	N
BGWCSX - BGWCSX Williams	9015	Idler Wheel Set	Job Code	N/A	N/A	N/A	-	N
BGWCSX - BGWCSX Williams	2001	Air Brake Valve - 26..	Job Code	N/A	N/A	N/A	-	N
BGWCSX - BGWCSX Williams	9014	Traction Motor combo..	Job Code	N/A	N/A	-	N/A	N
BGWCSX - BGWCSX Williams	2412	MC-31 Control Valve-..	Job Code	N/A	N/A	N/A	-	N

The survey records are in a table format with links to the Job Codes that are to be price quoted for the survey. By default, ten records are shown in the table. Other table navigation links and controls are shown in [Exhibit 22](#).

3. Navigate to the first Job Code to price and select the link. The Quote Detail - Job Code Part page is displayed ([Exhibit 51](#)).

Note: If you are asked to provide a price quote for a particular Job Code/Part, you can type the part number in the AAR Part number field and select **Search** to limit the table to that part number only.

Exhibit 51. Quote Detail - Job Code/Part (New/Secondhand/Reconditioned Quotes expected)

Quote Detail - Job Code/Part

Survey

Survey Name:	April 2022	Status:	Open	PM Period:	Apr-2022 - Jun-2022
Date Opened:	11-17-2021	Survey Close Date:	11-20-2021	Actual Close Date:	
Total Parts Surveyed:	5				

Survey Participant:	BGWCSX Williams	Currency:	US - US Dollar
Rail Road:	CSX CORP		

AAR Job Code: 5022 - Power Assembly - GE Complete

<small>Job Code</small>		<small>Description</small>
-------------------------	--	----------------------------

Unit of Measurement: Each
Instruction: Quote on all material required to complete this repair

	New	Reconditioned
Last Price:	0.00	0.00
Last Final Quote Price:	\$18,940.79	\$10,616.57

	New	Reconditioned
Current Quote:	\$ _____	\$ _____

	New	Reconditioned
Reason if > 10%:	_____ //	_____ //

Back Next Save and Next Save and Close Save

The Quote Detail pages vary. Some identify AAR Parts and others identify AAR Job Codes.

Some pages expect multiple quotes based on part qualifiers (New, Secondhand, or Reconditioned) as shown in [Exhibit 51](#). Other pages expect a single blended quote ([Exhibit 52](#)). Qualified parts (e.g., single part qualifier requested for quote) do not allow blending ([Exhibit 53](#)).

Exhibit 52. Quote Detail - Job Code/Part (Single Blended Quote expected)

Quote Detail - Job Code/Part

Survey

Survey Name:	April 2022	Status:	Open	PM Period:	Apr-2022 - Jun-2022
Date Opened:	11-17-2021	Survey Close Date:	11-20-2021	Actual Close Date:	
Total Parts Surveyed:	5				

Survey Participant:	BGWCSX Williams	Currency:	US - US Dollar
Rail Road:	CSX CORP		

AAR Job Code: 2412 - MC-31 Control Valve-
Fastbrake WFB

Job Code

	Description
--	-------------

Unit of Measurement: Each
Instruction: Quote on ALL material required to complete this repair.

Blended	
Last Price:	0.00
Last Final Quote Price:	\$477.39

Blended	
Current Quote:	\$ <input style="width: 80%;" type="text" value=""/>

Blended	
Reason if > 10%:	<input style="width: 90%;" type="text" value=""/>

Back Previous Save and Close Save

Exhibit 53. Quote Detail - Job Code/Part (Standard Unblended Quote expected)

Quote Detail - Job Code/Part

Survey

Survey Name:	April 2022	Status:	Open	PM Period:	Apr-2022 - Jun-2022
Date Opened:	11-17-2021	Survey Close Date:	11-20-2021	Actual Close Date:	
Total Parts Surveyed:	5				

Survey Participant:	BGWCSX Williams	Currency:	US - US Dollar
Rail Road:	CSX CORP		

AAR Job Code: 9014 - Traction Motor
 combo-GE-AC
 Reconditioned

Job Code		Description
-----------------	--	--------------------

Unit of Measurement: Each
 Instruction: Quote on all material required to complete this repair

Reconditioned	
Last Price:	0.00
Last Final Quote Price:	\$21,324.59

Reconditioned	
Current Quote:	\$ _____

Reconditioned	
Reason if > 10%:	

Back Previous Next Save and Next Save and Close Save

To do a *standard quote* (same part qualifier always used for job), continue with [Standard Quote](#) on page 41.

To do a *blended quote* (multiple part qualifiers used for job), continue with [Blended Quote](#) on page 42. When this option is available, the quote worksheet icon is displayed (📄).

Standard Quote

4. Type in the manufacturer’s part number (or Job Number).
5. Tab and type a part Description.
6. Tab and type the price in the RR Standard Material field.
7. When requested (if the new quote differs by more than 10% from the Last Price field), type a reason.

8. Select a processing option:

Exhibit 54. Quote Detail Command Buttons

Save—Saves the quote and stays on the Quote Detail - Job Code Part page (similar to [Exhibit 51](#)).

Save and Close—Saves the quote and returns to the Take Survey page ([Exhibit 50](#)). Saved quote appears in table.

Save and Next—If shown, saves the quote and moves to the next logical record in the survey on the Quote Detail - Job Code Part page (similar to [Exhibit 51](#)). This is optimal choice for sequentially completing the entire survey from the first record to the last.

Previous—If shown, navigates to the previous logical record in the survey on the Quote Detail - Job Code Part page (similar to [Exhibit 51](#)).

Next—If shown, navigates to the next logical record in the survey on the Quote Detail - Job Code Part page (similar to [Exhibit 51](#)).

Return—Returns to the Take Survey page ([Exhibit 50](#)) without saving.

Blended Quote

4. Select the Open Quote Worksheet icon (📄). The Blended Quote Worksheet is displayed with one blank entry row in a new window (similar to [Exhibit 55](#)).

Exhibit 55. Blended Quote Worksheet (with three rows)

Blended Quote - Worksheet

Average Price: \$456.25

AAR Job Code: 2412 - MC-31 Control Valve-Fastbrake WFB

Row #	<input type="checkbox"/>	Job Code/Part	Condition	Quantity	Price	Description
1	<input type="checkbox"/>		New ▾	1	\$450.00	//
2	<input type="checkbox"/>		Secondhand ▾	1	\$425.00	//
3	<input type="checkbox"/>		Reconditioned ▾	2	\$475.00	//

5. Complete the following fields:
 - a. Job Code/Part

b. Condition (select from):

- New
- Secondhand
- Reconditioned

c. Quantity:

Note: If approximately 25% of parts used are new, 25% are secondhand, and 50% are reconditioned, use 25, 25, and 50 (or 1, 1, and 2) for the quantities respectively in those rows. In [Exhibit 55](#), the quantities used are 1, 1, and 2, which means 25%/25%/50% use of new, secondhand, and reconditioned parts. The system uses the quantity to calculate the blended rate based on “weighted” averages.

d. Price in dollars and cents (numeric–2 decimal places)

e. Description of product to clarify differences.

6. (optional) Select **Save** to save the row.

7. (as needed) Select **Add** to add a new row.

Note: Rows can be removed if the condition listed is no longer being applied (e.g., if "secondhand" parts are not being used currently). Check the box to the left of the row and select **Remove**. The **Remove** button is available only when a row is checked.

8. Complete the fields as described in [Step 5](#).

9. When all comparable parts used for the job have been added, select **Save** to save the rows, or if finished adding rows of comparable parts, select **Save and Close** to save the rows, close the worksheet window, and return to the Quote Detail - Job Code Part page. The calculated "blended" rate is displayed in the Blended column (of the RR Standard Material field as shown in [Exhibit 51](#)).

10. Select a processing option (see [Exhibit 54](#)).

From the Take Survey Menu

Use this function to take the current survey being conducted (or to resume working on a survey previously started).

Note: You must be an authorized participant to do this function.

1. If you are not already logged into LRB, log in as described in [Logging In](#) on page 3. The LRB Home page is displayed ([Exhibit 2](#)).
2. Select **Survey>Take Survey**. The Take Survey page is displayed ([Exhibit 50](#)).

Note: If you are not an authorized survey participant, an error message is displayed. If there is no survey currently open, a message is displayed.

3. Begin pricing the survey records as described in the previous section beginning with Step 3 on page 39.

LRB Quarterly Notifications and Deadlines

[Exhibit 56](#) through [Exhibit 59](#) provide details about quarterly LRB notifications and deadlines for submitting billing repairs within the grace period for automated approval and outside of the grace period for manual approval.

Exhibit 56. First Quarter LRB Notifications and Deadlines

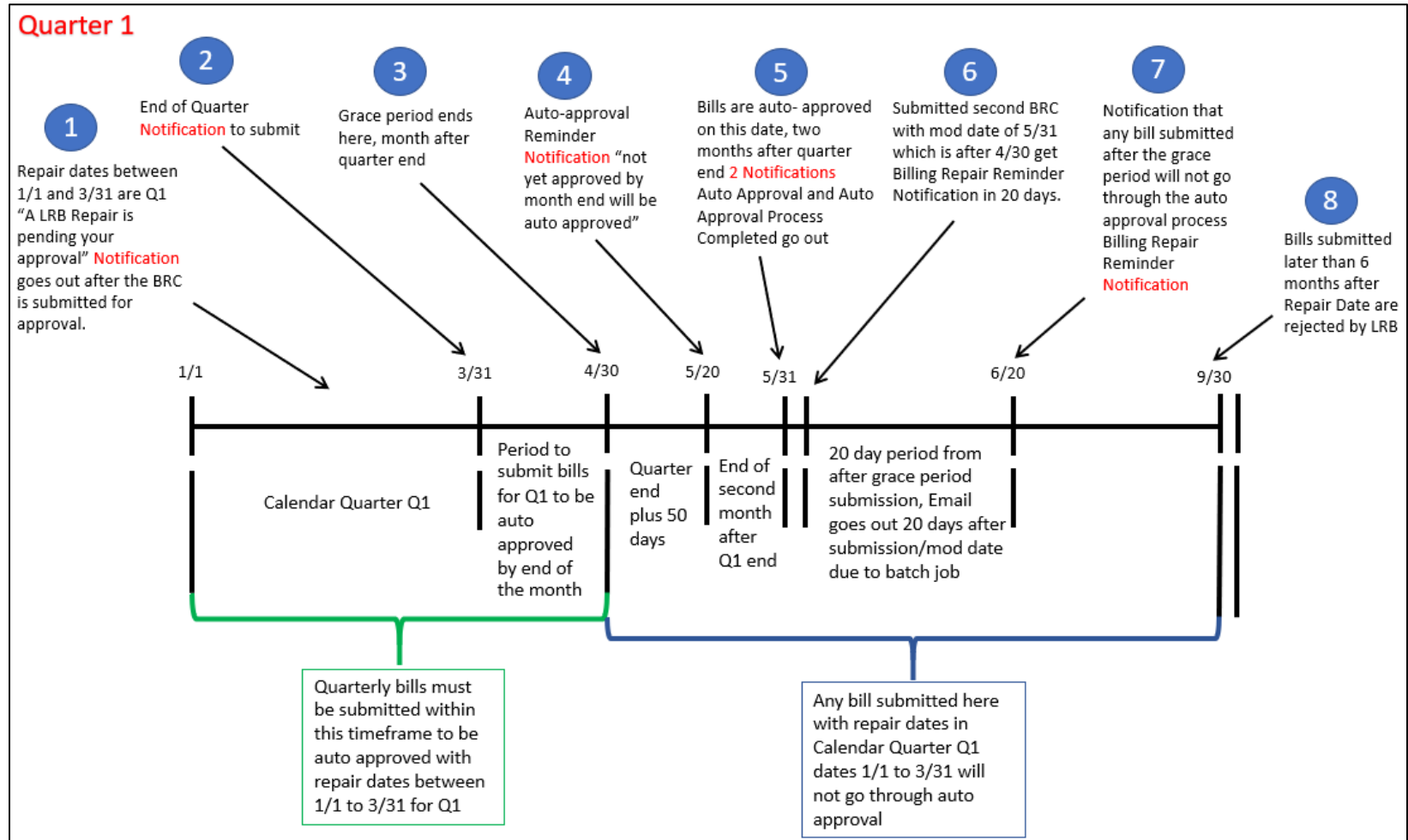


Exhibit 57. Second Quarter LRB Notifications and Deadlines

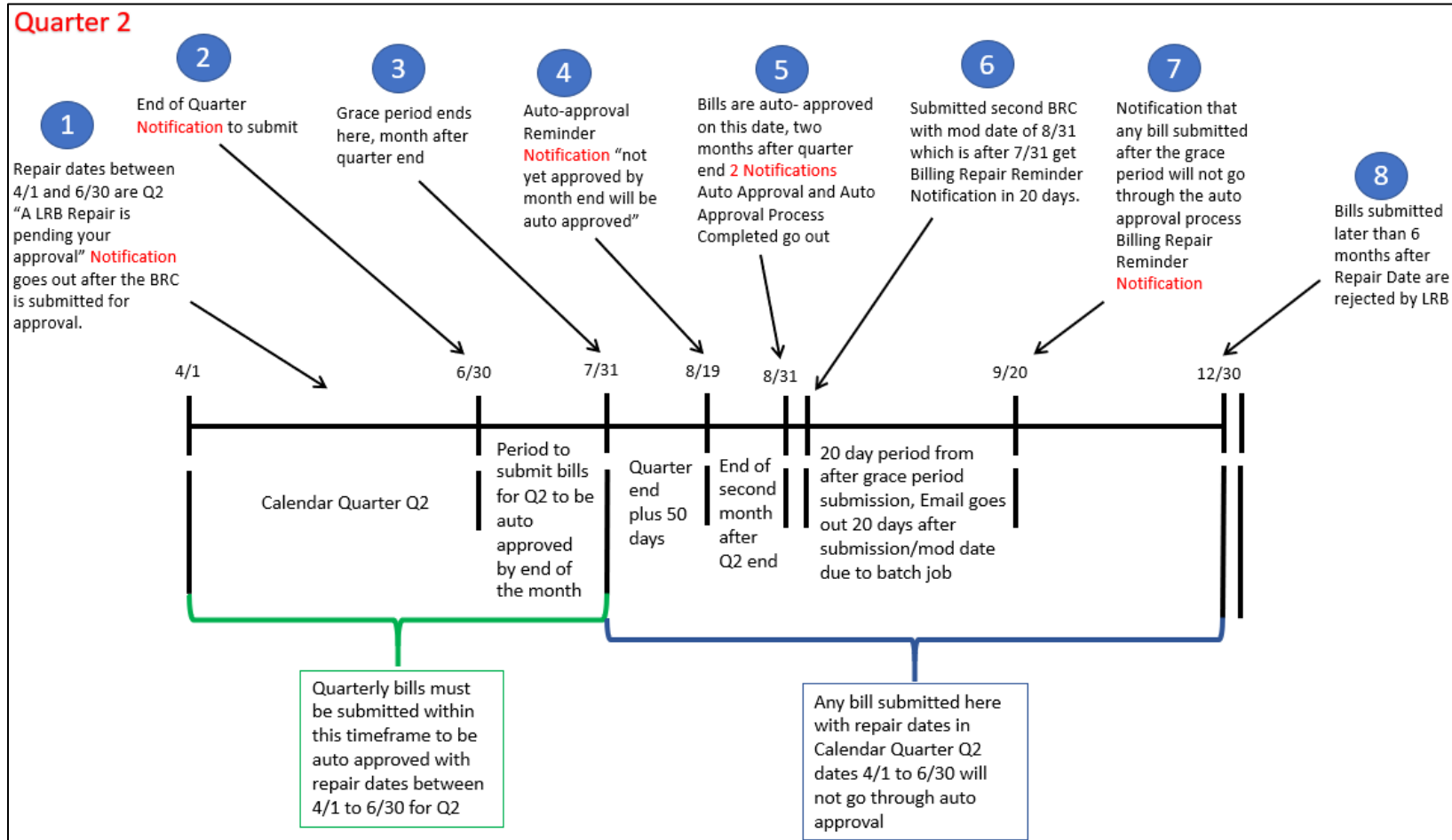


Exhibit 58. Third Quarter LRB Notifications and Deadlines

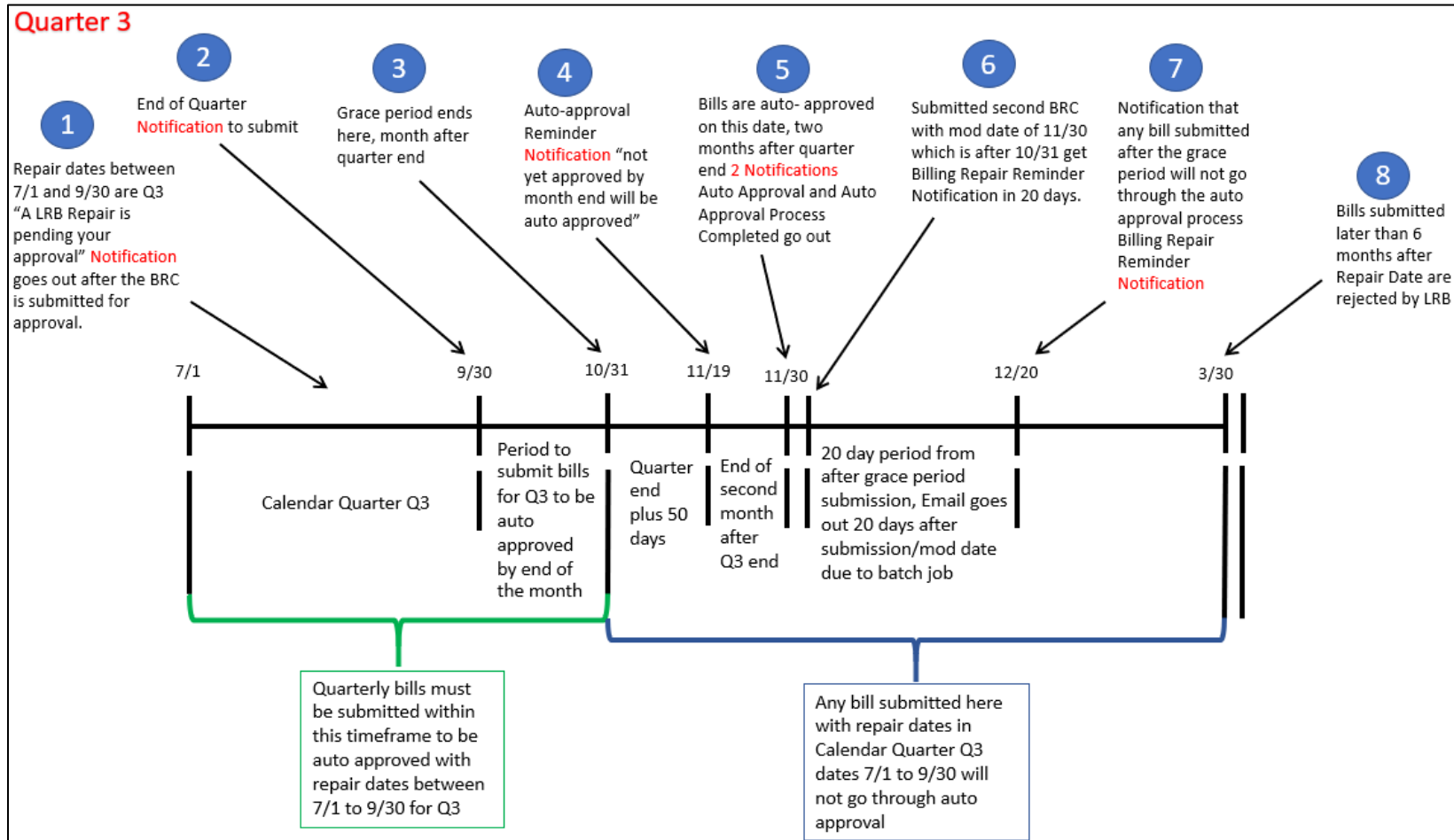
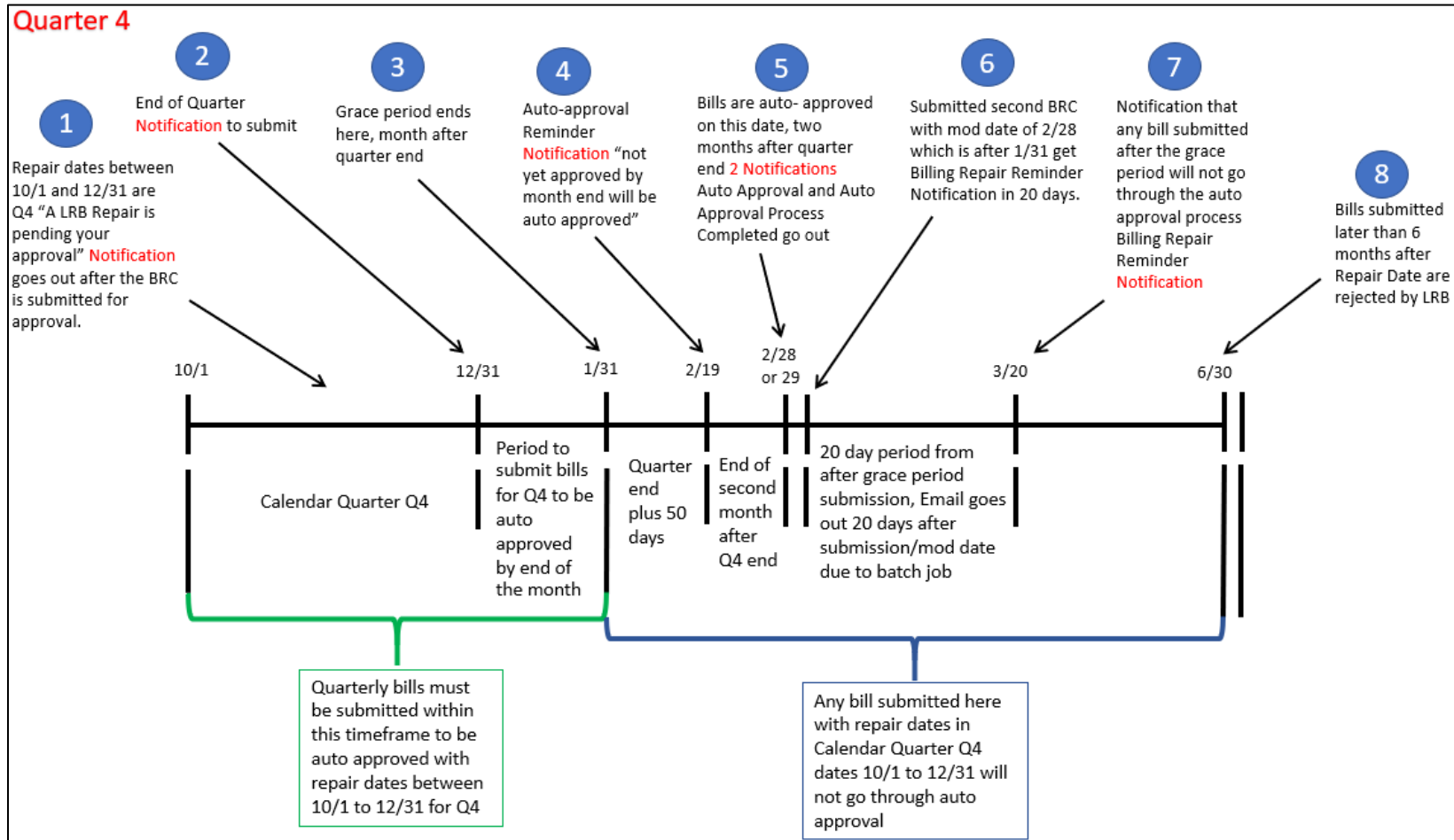


Exhibit 59. Fourth Quarter LRB Notifications and Deadlines



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