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Inventory Management Summary Overview

**Customer Locations & Industry Class Code**
Located in top left corner. Name (Industry Class Code) & City/State.

- If you have access to multiple facilities, use the drop down to choose the location you wish to view. Locations shown are directly related to permissions of user.

Note: All Inventory Management screens are based on the Customer selection within Inventory Management. All other functions are controlled from the AccessNS customer selection at the top right of the page.

**Onsite, Receiving & Shipping**
A quick overview of cars currently at the customer’s facility, in route to the customer and shipped from the customer is listed on the home screen under the following categories.

- **Onsite**: Lists the current railcars at your industry.
- **Receiving**: Lists the current railcars that are Available for Placement, in the Pipeline, and on the Lease Track.
- **Shipping**: Track Outbound shipments.

**Profile Summary**

- **Customer Gate Status** (Order for placement / Placed Upon Arrival).
- **Operating Division**: NS territory is divided into Operating Divisions. This will show the Operating Division where the customer is located.
- **Notification Station**: This is the location where railcars are to be considered available to the Consignee.
- **Lease Track** - If the customer has a signed lease track agreement, it will be noted in this section.
Projected Service Schedule

- This section lists the days of week and projected window when NS will provide service to the customer.

<table>
<thead>
<tr>
<th>Projected Service Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday: 2:00 AM - 10:00 AM</td>
</tr>
<tr>
<td>Wednesday: 2:00 AM - 10:00 AM</td>
</tr>
<tr>
<td>Thursday: 2:00 AM - 10:00 AM</td>
</tr>
<tr>
<td>Friday: 2:00 AM - 10:00 AM</td>
</tr>
<tr>
<td>Saturday: 2:00 AM - 10:00 AM</td>
</tr>
</tbody>
</table>

Cut-Off Time

- To the right of each service day is a cutoff time. This shows the day of week and time of day that is the deadline for switching requests to be submitted in order for NS to execute on the listed service day.

<table>
<thead>
<tr>
<th>Cut-Off Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday: 9:00 PM</td>
</tr>
<tr>
<td>Tuesday: 9:00 PM</td>
</tr>
<tr>
<td>Wednesday: 9:00 PM</td>
</tr>
<tr>
<td>Thursday: 9:00 PM</td>
</tr>
<tr>
<td>Friday: 9:00 PM</td>
</tr>
</tbody>
</table>

Special Instructions

Information only for your NS Train Crew.

From the Home Dashboard screen:

1. Click on the “+” next to Special Instructions.
2. Type your message to the crew in the box.
3. Click the “Submit” button.

Expiration Date

If you know how long you would like the instruction to populate to the crew; set an expiration date by checking the “Expires” box.

Edit/Delete Instruction

- Click “EDIT” to edit.
- Click “DELETE” to delete.

Note: Special Instructions should not be used for specific car orders or planned work instructions. These should be handled through orders, switch requests, and releases.
Order for Placement

Service Request

Steps for how to place an order for a railcar to be placed during the next service window.

1. From the Dashboard Widget, or from the Inventory Management Summary Screen, click on the “Receiving” link.

Note: You can also access the Receiving link from the Inventory Management menu under Equipment, or from the main AccessNS Manage tab.

Available for Placement (AVPL)

When ordering cars, you will have the choice to order through the Available for Placement (AVPL) tab or from the pipeline. We will start with ordering from the AVPL tab.

1. Your screen will default to display the equipment in the AVPL tab.

2. Put a check mark in the box next to the car(s) you would like to order.

3. Click on “Order” at the bottom of the page.

4. Once you select order, a new screen will load that displays your future service windows. Select the appropriate window for which you wish to order the car.

5. Select the box next to the car number; if applicable, choose a track and track spot number.

6. Once everything is selected; click “Submit” at the bottom of the page.
Pipeline

1. Choose the Pipeline tab.

2. Select the car(s) you would like to order by checking box next to the car number (you can choose multiple cars if needed).

3. Once all cars are selected; click on “Order” at bottom of the page.

   Note: An alert will pop up to let you know your order will not be processed until the car has arrived into the serving yard; Click “OK” to acknowledge it and move to the next screen.

4. Select the box next to the car number; if applicable, choose a track and track spot number.

5. Once everything is selected; click “Submit” at the bottom of the page.

How to Edit an Order for Placement

1. From the Dashboard Widget, or from the Inventory Management Summary Screen, click on the “Receiving” link.

   Note: You can also access the Receiving link from the Inventory Management menu under Equipment, or from the main AccessNS Manage tab.
2. Under Available For Placement; Find the car & order you would like to edit and select it by putting a check in the box next to it.

Note 1: The “Request” column will display cars with pending orders.
Note 2: When selecting multiple railcars, the order date/time must be the same.

3. Click on “Edit Order” at the bottom of the page.

4. Check box next to the Car number(s); Change the Track and Spot (if applicable).

Note: If you would like to change the date on the pending order, this can be done as well at the bottom of the page as shown below.

5. At the bottom of the page, Click on the “ ” icon.

6. Click on “Submit” at the bottom of the page.

7. Select your new date and time for your order.

8. Click on “Submit” at the bottom of the page to save your edits.
How to Delete an Order for Placement

1. From the Dashboard Widget, or from the Inventory Management Summary Screen, click on the “Receiving” link.

   Note: You can also access the Receiving link from the Inventory Management menu under Equipment, or from the main AccessNS Manage tab.

2. Find the order you would like to delete and check the box next to the car number.

3. Click on “Delete Order” at the bottom of the page.

4. Choose yes to confirm your deleted order request.

   Note: Orders scheduled where the cutoff time has already past cannot be deleted.

How to Release a Railcar

1. From the Dashboard Widget, or from the Inventory Management Summary Screen, click on the “Onsite” link

   Note: You can also access the Onsite link from the Inventory Management menu under Equipment, or from the main AccessNS Manage tab.

2. Find the car you wish to release; and put a check in the box next to it.

3. Click on “Release Switch” at the bottom of the page.
4. Use the Request Type dropdown to choose the applicable release type.

5. Then Choose the proper date and time and click “Submit” at the bottom of the page.

How to Reject an Empty Railcar

1. From the Dashboard Widget, or from the Inventory Management Summary Screen, click on the “Onsite” link.

   Note: You can also access the Onsite link from the Inventory Management menu under Equipment, or from the main AccessNS Manage tab.

2. Find the car you would like to reject and check the box next to that car number.

   Note: Only one railcar at a time may be rejected.

3. Click on “Release Switch” at the bottom of the page to go to the next screen.

4. In the Request Type dropdown choose Release Rejected Empty. This will create a drop down for you to select a reason that the equipment is being rejected.
5. Once the drop down populates, select the proper Reject Reason from the list.

*Note: You have the option to select multiple reject reasons. Please select all that apply.*

6. Be sure to add any comments that you find are necessary. If you have any questions, you may contact Car Distribution or OSS.

*Note: When rejecting a railcar, one should always take pictures of any damage that pertains to the reason it is being rejected. These pictures can be attached to the original rejection notification in order to help correct the problem expeditiously.*

7. Click “Attach/Remove Images...” to add pictures.

8. Click “Browse” to be taken to your PC File Explorer.

9. Choose the appropriate file to upload and then click “open”.

10. Click “Done”.

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**Track Moves**

1. From the AccessNS Menu Bar, click on “Manage”.

2. Choose “Inventory Management” from the new drop down list that populates and then click “Track Moves” to go to the next screen.

*Note: You can also access the Track Moves link from the Inventory Management menu under Equipment.*
3. Select the Sub Track where the car(s) is located.

4. Select the car(s) you want to move and put a check in the box next to them.

5. Choose the track you would like to move the equipment to from the drop down.
   
   Note: You can also drag highlighted cars from the left and drop them to the proper track on the right.

6. Click “Move” once all information is completed.

Tips and Tricks:
You also can move cars within the same track easily.
1. Select the Sub Track where the car(s) are located that need to be repositioned.
2. Put a checkmark in the box next to the car(s) you wish to move.
3. Use the “↑” and “↓” arrow keys to move the car(s) into the proper position within the track.

Demurrage and Storage Overview

1. From the AccessNS Menu Bar, click on “Manage”.

2. Click on “Billing” to pull up a new drop down. Select the appropriate field for either demurrage (railroad-owned cars) or storage (privately owned cars).

Note: When you select either storage or demurrage, it will default to show you the closed records. The “Closed” section will show all records that will accrue for the current month.
Demurrage and Storage Disputes

1. If you would like to “Approve” a record that reflects the correct dates or “Dispute” a record that reflects incorrect dates, then you may do that here by putting a checkmark in the box next to the car number that denotes either “Approve” or “Dispute”.

2. Once the equipment is selected to be approved or disputed, then click the “Submit” button at the bottom to go to the next step.

Note: Once the equipment you wish to dispute is selected, then you will need to fill out details about the events being disputed by entering the proposed dates from your records. I.e. PACT, PCON, ORPL, or release.

3. Put a checkmark in the box next to car(s) you wish to update records for or by “equipment ID” if you would like to dispute the records on all cars selected from the previous screen at one time.

4. Populate the correct information according to your records in the appropriate columns (i.e. reason code, PACT, release, and comments for this example). Once all the necessary information is entered, click “Submit” at the bottom.

Demurrage and Storage History

Note: You may also look at your historical demurrage and storage charges for up to one year in the past by following the below steps.

1. From the AccessNS Menu Bar, click on “Bill/Invoice”.

2. Select “Demurrage/Storage Billing History”.

3. Choose the proper month to be reviewed from the drop-down.
4. Choose the demurrage/storage type from the tabs.

| Terminating Demurrage | Originating Demurrage | Terminating Storage | Originating Storage | Assigned Car Storage | Empty Private Car Storage |

Note:
- **Terminating Demurrage** is inbound loads in railroad owned equipment.
- **Originating Demurrage** is inbound empties in railroad owned equipment; and outbound loads in railroad owned equipment held on NS tracks awaiting forwarding instructions.
- **Terminating Storage** is inbound loads in private equipment.
- **Originating Storage** is outbound loads in private equipment held on NS tracks awaiting forwarding instructions.
- **Assigned Car Storage** is railroad owned equipment assigned to single customers for loading and billed from NOPA to PACT.
- **Empty Private Car Storage** is inbound empty private equipment.

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**Accessorial Bill History**

Note: You may also look at your historical accessorional charges for up to one year in the past by following the below steps.

1. From the AccessNS Menu Bar, click on “Bill/Invoice”.

2. Select “Accessorial Charge History”.

3. Choose the proper month to be reviewed from the drop-down.

4. Choose the type from the tabs.

| Intra-Plant Switch | Intra-Terminal Switch | Pull-Turn | Pull-Weigh | Order Not Used | Chargeable Reason Code | Late Surrender | Lease Track Overages |

Note:
- **Intra-Plant Switch** is a switching movement from one track to another or between two locations on the same track within the confines of the same (single) plant or industry.
- **Intra-Terminal Switch** is a switching movement of traffic originating at and destined to points located on the tracks of this company within the switching limits of one station or industrial switching district.
- **Pull-Turn** is a requested turn of the equipment for unloading or loading purposes.
- **Pull-Weigh** is a request to weigh a car locally and return it to the plant after.
- **Order Not Used** is a charge associated with empty system equipment placed due to a Car Order request and not used in conjunction with that order.
- **Chargeable Reason Code** is a charge associated with the railroad’s inability to pull or place equipment as part of the planned work due to a condition associated with the customer.
• Late Surrender is a charge associated with cars pulled in accordance with a customer request without proper destination forwarding instructions.
• Lease Track Overage charges include daily accruals of excess cars in lease track status in conjunction with the contractually agreed upon space to be used as part of the lease agreement.

Preferences

Preferences screen can be used to change or add recipients for Email Confirmations, Orders, and Release/Switch Requests.

From any page on AccessNS...

1. Choose the “👤” icon in the top right corner.

2. Choose “Preferences”.

3. Click on “Inventory Management”.

4. Choose the proper Location from the drop-down.

5. Click “Add New Email”.

6. Type the proper email address in the box and click “Submit”.

To Edit an Existing Email

1. Find the email address that needs to be edited and click the “📝”.

2. Type the correct email address and then click “Submit”.

To Delete an Existing Email

1. Find the email address that needs to be deleted.

2. Click the “trash” icon and then click “Yes” to Confirm that you would like to delete the email.