Shipping Instructions Training Guide

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The BASICS of sending Shipping Instructions to CN

In order to provide a bill of lading to CN, you will need to provide several pieces of information, such as:

- Car initial
- Car number
- Shipper
- Origin
- Consignee
- Destination
- Route
- Order Reference Number (Grain & Grain products)
- Empty/Load Status

- Commodity/Contents
- Net or Estimated Weight
- Unit of Measure
- Weight Terms
- Equipment Type ordered
- Dangerous Commodity Documentation
- Customer's Reference Number
- Customs Information (Documentation)

- Payer of Freight
- Prepaid or Collect
- Rule 11 or Through Rate
- Tax Code (GST – Goods and Services tax)

Some of this information:

- will **change** for every shipment
- will be **common** to groups of shipments
- will **always be the same** for every shipment

To send Shipping Instructions to CN, complete the following three steps:

1. Select and retrieve one of your Shipping Patterns (Pattern creation covered on page 2)
2. Enter shipment-specific information that is not already included in your pattern.
   - ⊙ Any fields identified with a red asterisk * are mandatory; these fields must be completed. Additional fields may be required to provide complete instructions for your shipment.
3. Send the information to CN by clicking on **Submit Shipping Instructions** button.
   - ⊙ After sending your Shipping Instructions, review the results screen to ensure no modifications are required.
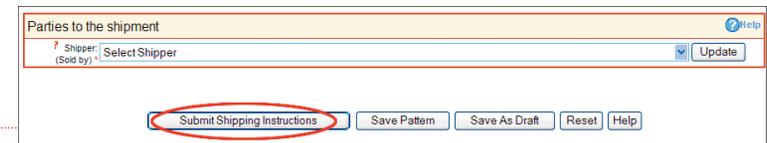
Results Screen seen after submitting a Bill of Lading.

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Creating a Pattern in SI

To make it easier to bill your railcar or unit, and to avoid unnecessary retyping of data, create a PATTERN (template). A pattern will help you to have the maximum amount of information automatically entered on the bill of lading form PRIOR to adding any shipment-specific data. You may create multiple patterns.

First, select the fields or categories of informations that should be included in your pattern.

1. Click **Utilities** at the top of the page.
   - ⊙ At any time, you can click the **Help** button near the top right corner of the screen to get detailed information on filling out and using a pattern (you can also print these documents).

2. Select **Create/Edit Pattern**.
   a Select all fields to include in your pattern.
   b Click on **Save** from time to time. If the application "times out" during your data entry, you will lose your information and have to start over.
      - ⊙ If you ship multiple cars to one destination, select the **Speed Bill** option.
      - ⊙ Many customers find it helpful to have their rail tracks "tied" to SI so that they can simply point and click on the cars that they would like to bill. If you are interested in this feature, send an email to **eBusiness@cn.ca** and request the *Equipment List tie-in*.
      - ⊙ Hover your mouse over the question marks to see a description of each field.
   c When finished, give your Pattern a name, click **Save** and then click **Done**
      - ⊙ If you would like to create multiple patterns at this point, simply repeat step 2 until you have finished creating all your patterns.

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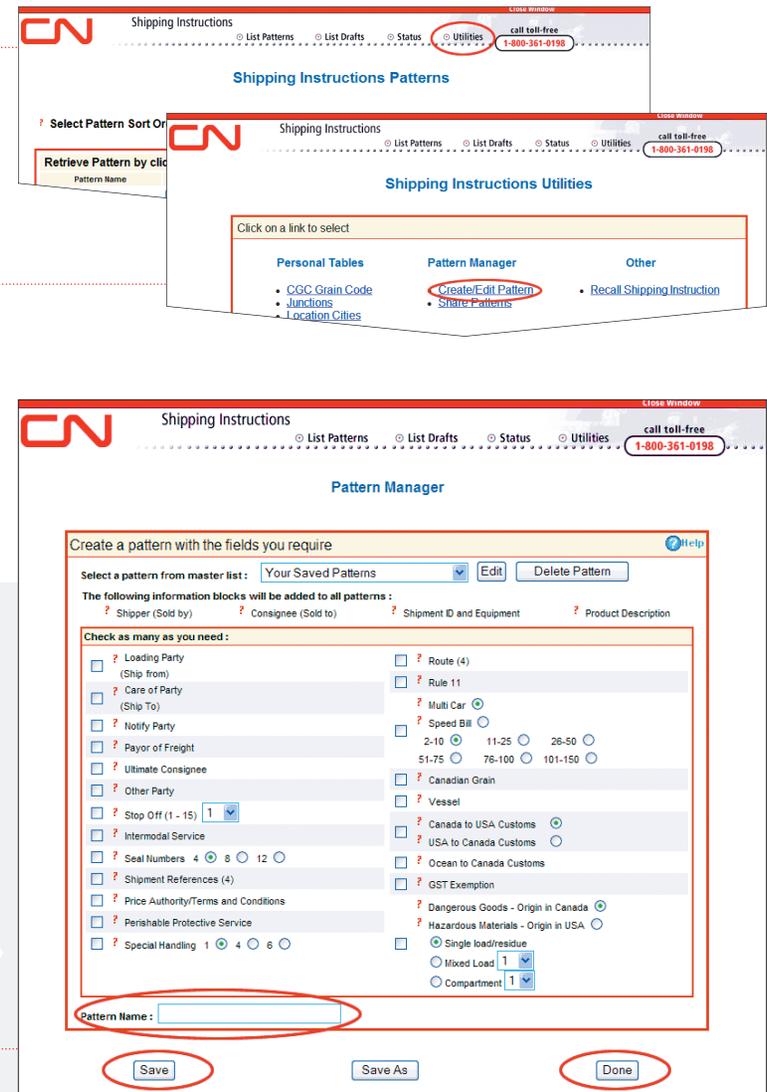
COMPLETING YOUR PATTERN

Now you need to provide us with the information specific to your pattern.

This is information that will remain the same for every shipment billed using this pattern.

When you are ready to bill a car, you will only have to enter minimal information such as car initial and number, weight, bill of lading/unique shipment ID, and so on.

1. Click on **List Patterns**.
2. Select and retrieve the pattern that you would like to complete.

Now complete your pattern with all the information that will remain the same each time the pattern is used…

⊙ All fields identified with a red asterisk * are mandatory; these fields must be completed.

PRODUCTS

3. Click the **Update** button in the *Product Description and Weight* block.

   a Type in a description or STCC# and click the **Search** button.

   b Find the correct product in the *Master List*.

   c Click on the down arrow to add the product to your *Personal List*.

      ⊙ If your product is not a hazardous material, you may change the name of the product in your pattern to fit your needs (for ease of reference).

   d Click the **Save** button. This brings you back to the pattern.

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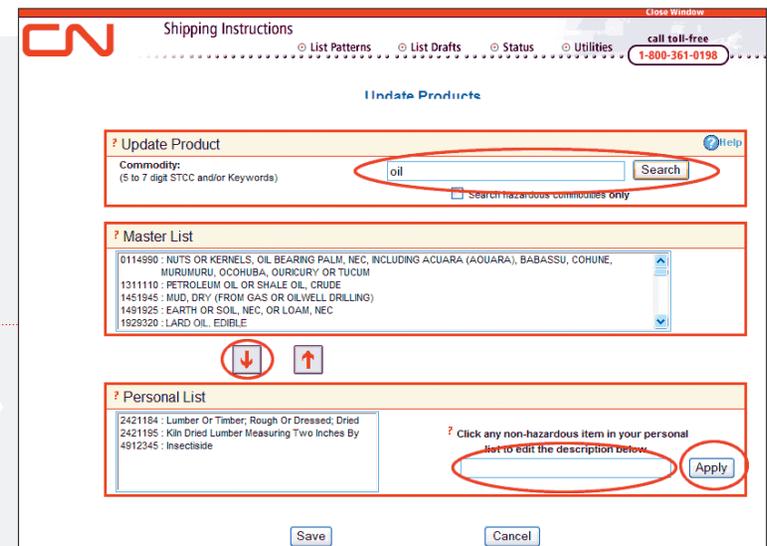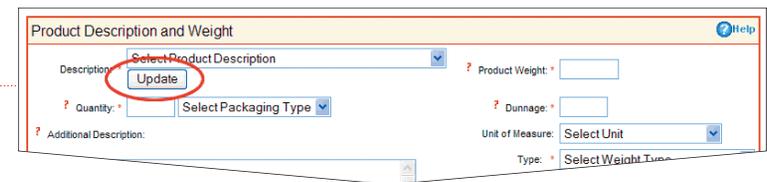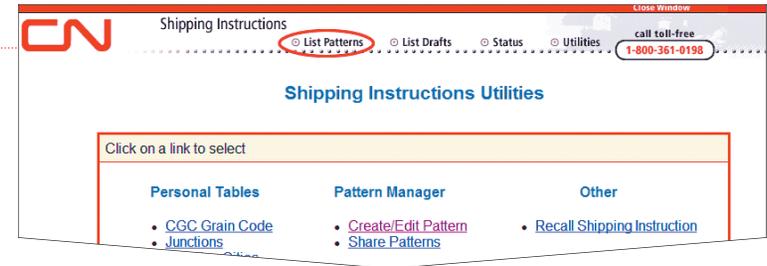
PARTIES, CUSTOMERS

4. Shipper, Consignee, Payer of Freight

   a Click the **Update** button next to the party you wish to change in the *Parties to the shipment* block

   b Type the name of the company and their street or postal address

   ⊙ Do not use punctuation marks or abbreviations.

   c Click the **Edit** button next to *City* to enter the company's city, state/province, and country

   d Click **Save**; then click **Done**.

   ⊙ By typing the first letter of the state/province, you can use your down arrow button to find the exact state/province.
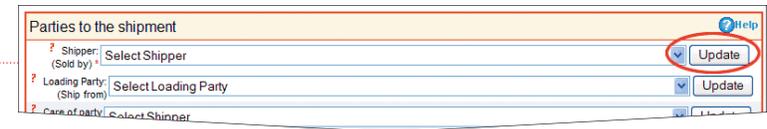
5. Location:

   a Next to *City*, click on the down arrow in the **Select Location** box. Choose the city, state/province, country you just entered.

   b Check all the types of parties that apply for this location (i.e.shipper, consignee, etc.)

   c Click **Save**; then click **Done**.

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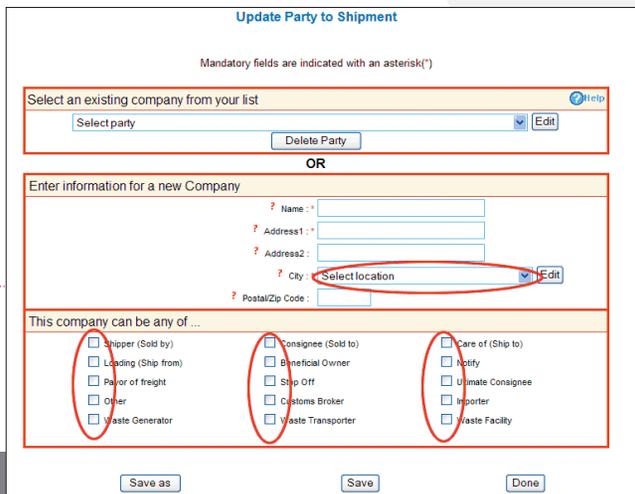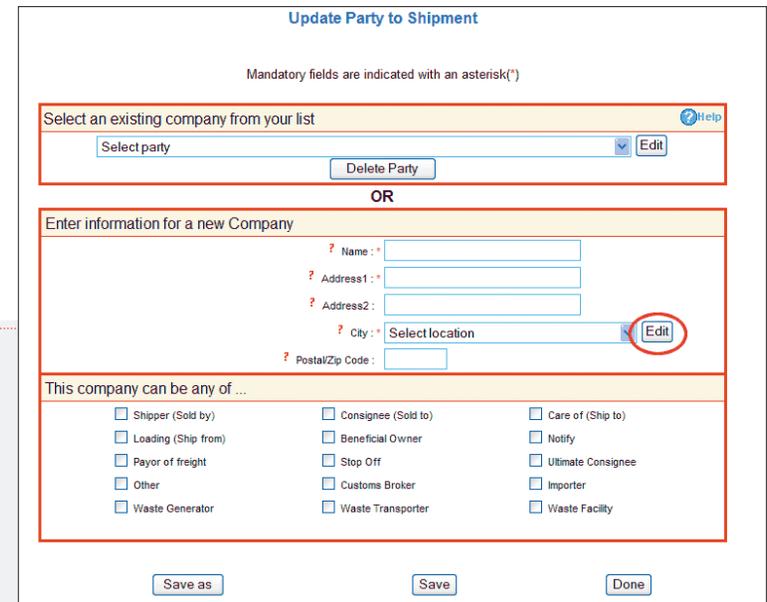
d   Now you are back to your Pattern. Click the arrow in the **Select Shipper** and/or **Select Consignee** drop down boxes. Select the appropriate party to the shipment.

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ADDING ROUTES

6. To enter the appropriate route, you must first choose some railroads and junctions or cities (if the shipment will be traveling on other railroads).

   ⊙ If CN is the only railroad you do not need to specify a route.

   a First, click the **Update Road** button.

   b The *Master List* of all railroads is to the right. Click the first letter of the railroad's name. Find the railroad in the list and use the **<<** button to send it to your *Personal List*. Continue until all railroads uncluded in the route are shown in your *Personal List*.

   c Click **Save/Done**. This brings you back to your pattern.

   d Click the **Update Junction** button.

   e The *Master List* of all junctions is to the right. Click the first letter of the city name. Find the correct station in the list and use the **<<** button to send it to your *Personal List*. Continue until all junctions uncluded in the route are shown in your *Personal List*.

   f Click **Save/Done**. This brings you back to the pattern.

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g   Selecting your route.

   1. Choose the **Origin Road** in the drop down list.

   2. Choose the appropriate **Road Type**.

   ⊙ If you are interchanging or moving on another railroad, repeat this process for the second road, third road and so on. You must always have a **Junction**, a **Road** and a **Type**.

Once all fields are entered, click the **Save Pattern** button either at the top or bottom of the screen.

Now the pattern is ready to use!

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MODIFYING SHIPPING INSTRUCTIONS

1. After your shipping instructions have been sent, certain fields cannot be modified:
   - Car initial and number
   - Route

   Other fields may be modified, but please note that a charge may be applied.
   Please call your CSR to confirm your change or for additional information.

CREATING NEW PATTERNS USING EXISTING PATTERNS

You may need to create a new pattern if your company starts shipping to a new location or begins shipping a new product, for example.

To make creating a new pattern easier, you can:

1. Retrieve the pattern you wish to make a copy of from **List Patterns**
2. Change any fields that do not apply.
3. Re-save the pattern with a new name using the **Save As** button.

WHEN YOU ENCOUNTER ERRORS

Occasionally when you submit the Shipping Instruction you may have missed some information. This will be identified in red at the top of the input page. Correct each one of these and press the **Submit** button when done. If you have any questions call our **eBusiness hotline** at **1-800-361-0198**.

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