

# EP Notification of Outstanding Interchanged Equipment

## UIIA Enhancement

### Notification of Outstanding Equipment

- Feature enables UIIA EPs to notify Motor Carriers of interchange equipment that is outstanding via the UIIA web interface.
- EP uploads simple Excel file to identify equipment that has not been returned by specific Motor Carrier.
- Motor Carrier receives an e-mail with an Excel file attached identifying outstanding interchanged equipment by a specific EP. The e-mail message will also provide EP contact to call with any questions.
- Benefits the MC by making them aware of equipment that is on the EP's books as not being returned, which in turn will assist in preventing unnecessary per diem billings.
- Benefits the EP by providing an efficient method to notify the MC of outstanding interchange equipment, which in turn should assist in reconciling equipment that has not been returned.

## UIIA Enhancement

### Notification of Outstanding Equipment – How it Works

- Two Excel templates are available for use in uploading this information to the UIIA system.
  - **Multiple MCs Notified** – Template contains the SCAC Code in the first column of file. This will allow EPs to notify multiple UIIA MCs of outstanding interchange equipment in one file. No specific file name required when using this template.
  - **Single MC Notified** – Template should be used if EP wishes to notify a single Motor Carrier of outstanding interchanged equipment. File name must be today's date followed by four letter SCAC Code of MC. **(ex. 01162019ABCD)**.
- On a daily basis a batch job will take the Excel files received and send notifications via e-mail to the main UIIA contact or a contact that the MC has designated to receive these types of notices. Email will include the Excel file attachment that includes only the equipment associated with that MC's SCAC Code.
- Batch job to process these requests polls for new Excel files every 10 minutes. Files are processed in the order they are received.

## UIIA Enhancement

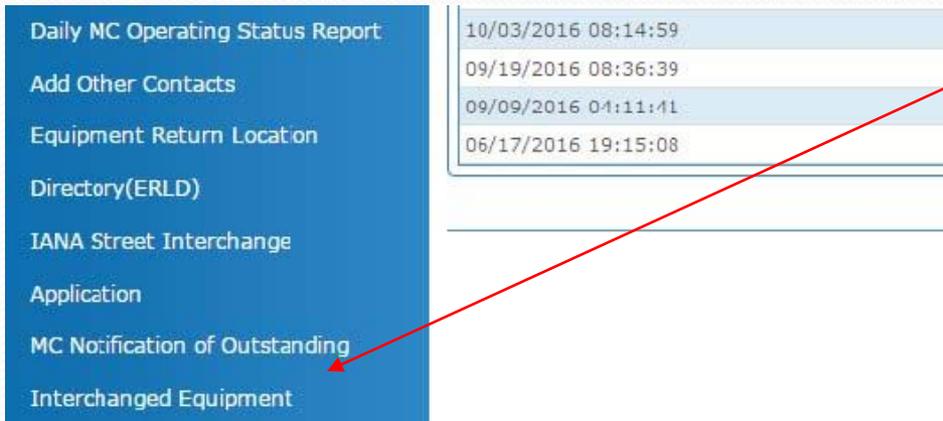
### Notification of Outstanding Equipment – How it Works

- Excel file needs to include the following in order to furnish the MC the necessary information needed for research purposes:
  - **Equipment Alpha/Numeric ID**
  - **Outgate Date**
  - **Location/Facility**
  - **Booking/Bill of Lading**
  - **Number of Days Equipment Has Been Out**
  - **EP Contact** (should include the person, email and/or phone number that MCs may call regarding questions on the outstanding interchange equipment.)
- Status screen available for EPs to view status of notification being sent and history of uploaded files.

# UIIA Enhancement

## Notification of Outstanding Equipment – Overview:

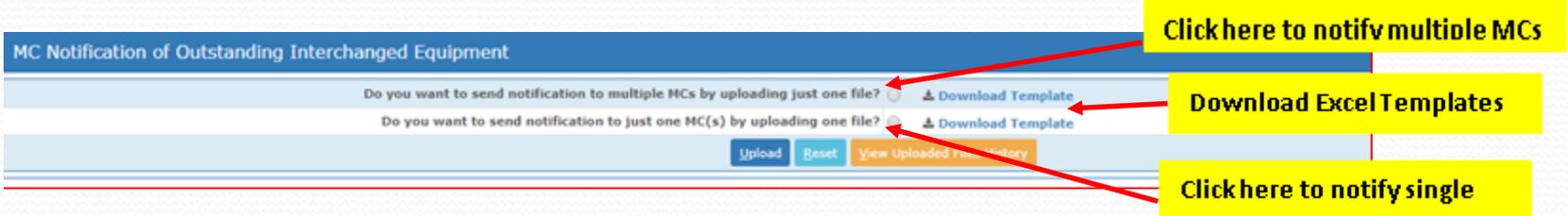
### 1. Click on new link – **MC Notification of Outstanding Interchanged Equipment**



Daily MC Operating Status Report	10/03/2016 08:14:59
Add Other Contacts	09/19/2016 08:36:39
Equipment Return Location	09/09/2016 04:11:41
Directory(ERLD)	06/17/2016 19:15:08
IANA Street Interchange	
Application	
MC Notification of Outstanding Interchanged Equipment	

## Notification of Outstanding Equipment – Overview:

2. Download the appropriate Excel template depending if the file you will be uploading contains multiple Motor Carriers or is for a single Motor Carrier. Once Excel Template is prepared, you will select the appropriate option based on if the file is for multiple MCs or the file is only for one MC. Please make sure if the file is for only one MC that the file name is that day's followed by the MC SCAC:



MC Notification of Outstanding Interchanged Equipment

Do you want to send notification to multiple MCs by uploading just one file?  Download Template

Do you want to send notification to just one MC(s) by uploading one file?  Download Template

Upload Reset View Uploaded File History

Click here to notify multiple MCs

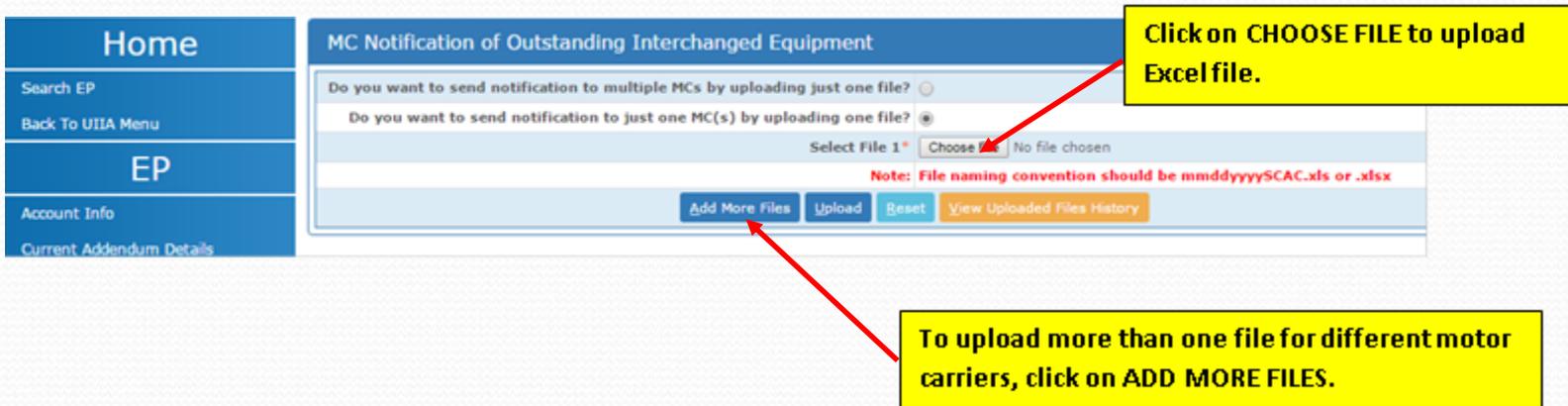
Download Excel Templates

Click here to notify single

## UIIA Enhancement

### Notification of Outstanding Equipment – Overview:

3. Click on CHOOSE FILE to upload the Excel file. If uploading files for a single Motor Carrier SCAC in separate files, you will have the ability to upload five files at a time. If you want to add more than one file, click on ADD MORE FILES.



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MC Notification of Outstanding Interchanged Equipment

Do you want to send notification to multiple MCs by uploading just one file?

Do you want to send notification to just one MC(s) by uploading one file?

Select File 1\* Choose No file chosen

Note: File naming convention should be mmdyyyyySCAC.xls or .xlsx

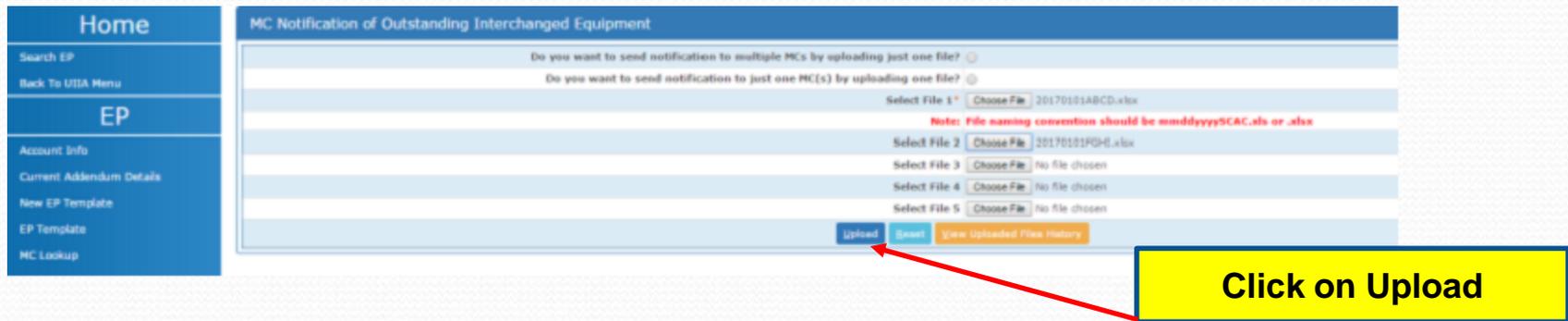
Add More Files Upload Reset View Uploaded Files History

Click on CHOOSE FILE to upload Excel file.

To upload more than one file for different motor carriers, click on ADD MORE FILES.

## Notification of Outstanding Equipment – Overview:

4. Below screenshot shows an example if more than one Excel file is uploaded for single Motor Carriers. Once ready to submit the file click on **UPLOAD**.

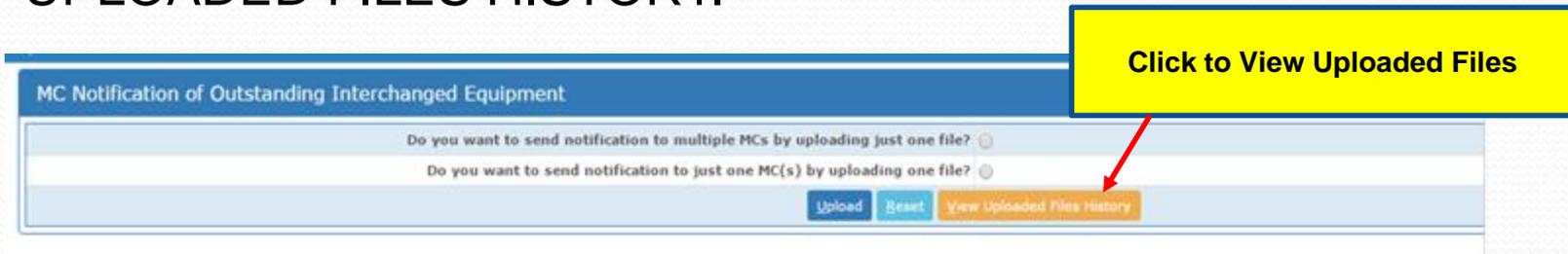


5. When files are uploaded successfully you will see a message at the top of the screen that states: **Files uploaded successfully and notification will be sent to MC soon.**



## Notification of Outstanding Equipment – Overview:

6. An EP may review files it has uploaded by clicking on VIEW UPLOADED FILES HISTORY.



7. See below for VIEW UPLOADED FILES HISTORY screen. The Notification Sent Status will show a check mark if the notice has been sent to the MC.

