Shipping Instructions Modifications

Frequently Asked Questions

The term **"Diversion"** means any request for change to a critical field in the bill of lading, waybill, service order, or shipping document applicable to carload traffic applicable to cars that are in BNSF's possession as a line haul carrier as described by tariff in **BNSF Diversion Book 6200-A.**

ENHANCEMENTS TO SIMS

In an effort to make doing business with BNSF easier, we have enhanced Shipping Instructions Modifications (SIMS) to include more information and additional options that may help you select a more optimum choice for your diversion.

Current Destination:	Shows the destination where the car is currently billed to BEFORE the diversion.
Diverted At:	Location where BNSF will schedule execution of the change request.
Diverted Transit Days:	Displays an estimated range in transit time from the current location to the scheduled diversion location plus the time to the new destination or interchange junction if going offline.
Out of Route Miles:	Will be displayed only for Private EMPTY equipment.
Current Location:	This is the actual physical location of the equipment.

GENERAL QUESTIONS

Q) WHAT IS THE SORTING DEFAULT IN THE SEARCH RESULTS?

A) The default sort is based on OUT OF ROUTE in ascending order for EMPTIES and DIVERTED TRANSIT DAYS for LOADS. Each column header is clickable to re-sort the data. Click the column header once to sort ascending and click again to sort descending.

Q) WHEN ARE NEW TEMPLATES CREATED?

A) Templates are only available when performing a Diversion. Templates are automatically created when a unique diversion is performed. Meaning that if you have never diverted equipment to Alliance, TX then a new template will be created for you and assigned a new Template Number. For each customer SIMs supports up to 20 templates. Any time a new diversion happens the oldest template is replaced with the new one.

Q) WHO RECEIVES THE INVOICE FOR THE DIVERSION?

A) The Business Party that requested the diversion will receive the diversion invoice as of June 2013. Until then it is sent out as part of the Freight Invoice and the party that requested the diversion is responsible for paying those charges.

UPDATE QUESTIONS:

Q) ARE THE FIELDS IN UPDATE SECTION OF SIMS CHARGEABLE?

A) Selections made in the UPDATE section are not chargeable if done through the SIMS tool.

Q) WHAT FIELDS ARE EDITABLE?

A) The following fields are editable under these circumstances:

CARLOAD:
BOL Number
Net Weight *(unless car has been scaled by BNSF)*
COT Number
Contract ID
Payer of Freight *(Quick Finish is enabled if available)*
Special Grade Condition Codes

INTERMODAL:
BOL Number
Net Weight *(unless car has been scaled by BNSF)*
Measurement Type
Vessel Booking #
Seal Change
Hold for Pull Out *(radial button allows customer to request this – pends for manual review for CS Intermodal Team)*

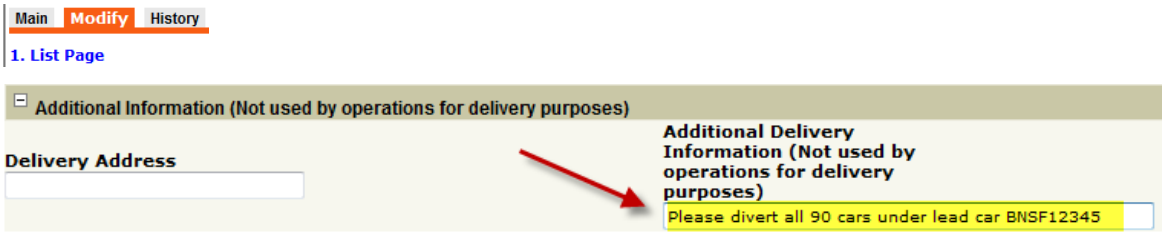
DIVERSION QUESTIONS:

Q) FOR A LOADED MULTI-CAR WAYBILL CAN I DIVERT THE LEAD CAR ONLY AND HAVE IT DIVERT ALL EQUIPMENT ON THE WAYBILL?

A) First, all multi-unit waybills that are diverted will pend-out for approval. Only select the cars you wish to divert. If you choose to only divert certain units and the diversion is approved the Diversion Desk will manually process the diversion. The diverted units will be removed from the original waybill and a new waybill will be created for the diverted units.

***Unit Train Diversions** – You only have to select the lead car if it is moving on a Unit Train - Use tip below to help communicate that.

***NOTE:** Use the FREE FORM field in the *"Additional Information (Not used by operations for delivery purposes)"* in the Modify tab after *"Parties"* to alert the Diversion Team to help clarify your intentions:



Q) WHAT PARTIES ARE AVAILABLE TO ADD TO THE WAYBILL?

A) The available parties differ for Intermodal and Carload. However, not all parties can be added/modified after the equipment has reached a certain point in the shipping cycle. For a listing of which fields are editable see **'WHAT TYPES OF DIVERSIONS WILL PEND FOR APPROVAL?'**

Intermodal

- Consignee – Destination
- Account of – Location
- Release to – Location
- Shipper – Origin
- Notify – Location
- Notify Crosstown Switch (Highway) – Location
- Beneficial Owner – Location

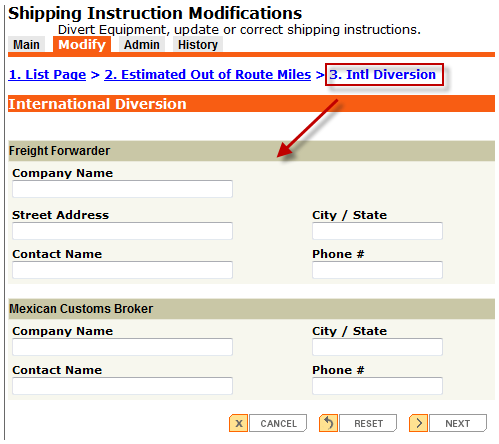
Carload

- Care Of – Location
- See **'HOW DO I PERFORM AN INTERNATIONAL DIVERSION'** for additional party options.

Q) HOW DO I PERFORM AN INTERNATIONAL DIVERSION?

A) International Diversions are only available for Carload Diversions. To perform an International Diversion uses the following steps:

1) Enter Equipment Initial(s) and Number(s) in the Unit Number text box (i.e., BNSF1234, BNSF2345)
2) Click **SEARCH**
3) Select ACTIONS - DIVERSION and provide the NEW DESTINATION and ROUTE details and click **SEARCH**.
4) Select the equipment(s) you wish to divert and click **NEXT**
5) Enter diversion information; use the quick finish feature to select an International location and click the **NEXT** Button
6) The second page of the Diversion Wizard is the Intl Diversion page. Enter Canadian or Mexican Customs Broker information and Importer information and click **NEXT**.



7) The third page is the SSI information. Review the information and click **NEXT**.
8) The fourth page is the Verification page. You will see a message in red text informing you that International Diversion require review and approval before proceeding. Review the information and click SUBMIT.
9) The last page is the Confirmation page. You will receive an email showing the pending approval. Once the diversion is reviewed you will receive another email detailing the decision made on the diversion.

***These will PEND OUT for manual review by the CS Customs and Diversion Team**.

Q) HOW DO I DIVERT AN EMPTY THAT I AM NOT A PARTY TO ON THE WAYBILL?

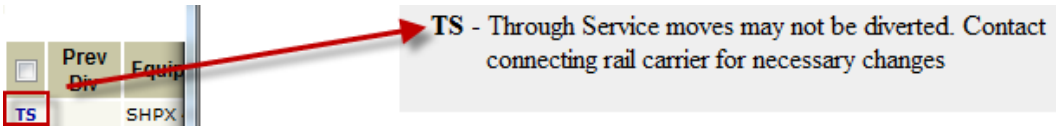
A) To divert an empty railcar that you are not a party to on the waybill uses the following steps:

1) Select appropriate Customer and the **"Any/No Party"** option from the Business Partner drop-down
2) Enter Equipment Initial(s) and Number(s) in the Unit Number text box (i.e., BNSF1234, BNSF2345)
3) Click **SEARCH**
4) Select **ACTIONS - DIVERSION** and provide the NEW DESTINATION and ROUTE details and click **SEARCH**.
5) Review the "Estimated Out of Route Miles" and "Diverted Transit Time" columns to help you determine optimum choice (s)
6) Select the equipment(s) you wish to divert and click **NEXT**
7) Review the SSI - Diversion information and click **NEXT**
8) On the Verification page an additional section will be at the end to prompt for accepting responsibility for any applicable charges. To accept, click the checkbox and click **SUBMIT**.
9) The last page is the confirmation page and a confirmation email will be sent as well.

Q) WHAT HAPPENS IF I TRY TO DIVERT EQUIPMENT THAT IS NOT DIVERTABLE?

A) Cars that are **NOT divertible** will not allow you to select them and will display edit codes. You can click on the code to give you a description of the edit. *(see list of Return Codes below)*

EX: "**TS** – *Through Service Moves blocked for other carriers*", "**PL** – *Placed at Industry*", or "**RR** *Interchange Receipt Traffic or non BNSF originated equipment cannot be diverted using SIMS – It must be in BNSF inventory"*



Return Codes

AM -	Diversion not allowed for auto moves ('M' type cars)
CO -	Company Abbreviation must be BNSF
DD -	Scheduled for offline delivery. Contact connecting rail carrier for necessary changes
DO -	Diversion not allowed for delivery order bills
ER -	Waybill is in Error status and cannot be modified
HZ -	Equipment has Hazardous error and might not be diverted
I5 -	Diversion not allowed for I5 shipments
NA -	Customer not authorized to divert Haz bills
ND -	The car is designated as ineligible for diversion
NP -	Customer is Not a Party to the billing information
PL -	Equipment may not be diverted after it has been placed at industry
RC -	Rail Controlled equipment may not be diverted with this process Contact BNSF Equipment Distribution Group at **MKTDLCarloadEqpt@BNSF.com**
RP -	Equipment must be Private. Contact BNSF Equipment Distribution Group at **MKTDLCarloadEqpt@BNSF.com**
RR -	Interchange Receipt Traffic or non BNSF originated equipment cannot be diverted
SB -	Diversion not allowed for shipper's order bills
SP -	Equipment cannot be diverted after it has been spotted for delivery
TS -	Through Service moves may not be diverted. Contact connecting rail carrier for necessary changes
XP -	Customer is Not a Party to the billing information

Q) HOW CAN I SEND DIVERSION CONFIRMATIONS TO ADDITIONAL EMAIL ADDRESSES?

A) From the Confirmation screen, select **Print** **E-mail** from the upper right-hand corner. You can view the Diversion in the History tab by clicking on the Transaction Number, but there is not a Print or Email function from History.

Q) WHAT TYPES OF DIVERSIONS WILL PEND FOR APPROVAL?

A) The following types of diversions will pend for approval:

CARLOAD:

- **International Shipments**
- **Overloaded Equipment**
- **Hi-Wide Equipment**
- **LOADED Multi-Unit**
- **AG & Crude Unit Trains**

*INTERMODAL EQUIPMENT – *Depending on the stage of the shipping cycle – see chart below:*

Event Code Definition

IG - Unit is now In-Gate
RR - Interchange Received
AS - Unit has been Assigned to a flat car
DR - Unit De-Ramped from flat car
TA - Train Arrival at location
PN - Notification has been sent
OG - Out-Gate
DD - Interchange Delivery
RM - Unit has been Ramped on flat car
PS - Passing Event at location
TD - Train departure from location

Field Modification Definition

You may change these

	Prior to IG	IG	RR	AS	RM	TD	PS	TA	DR	PN	RN	OG	DD
Origin													
Shipper													
Consignee									*	*	*		
STCC		*											
Destination		*	*	*	*								
EQ Removal		*	*										
In Bond		*	*										
Notify Party									*	*	*		
Release To									*	*	*		
Account Of									*	*	*		
Price Authority													
Route		*	*	*	*	*	*						
Vessel Info									*	*	*		
TOFC/COFC		*											
Service Code		*	*	*	*	*	*	*	*	*			
Service Level		*	*										
Booking									*	*	*		
Tare Weight													
Coiled Metal Certification													
Seal Change													
Net/Gross Weight				*									
Care Of Party										*	*		

**Changes may require review and approval*