

eCash Invoicing Instructions

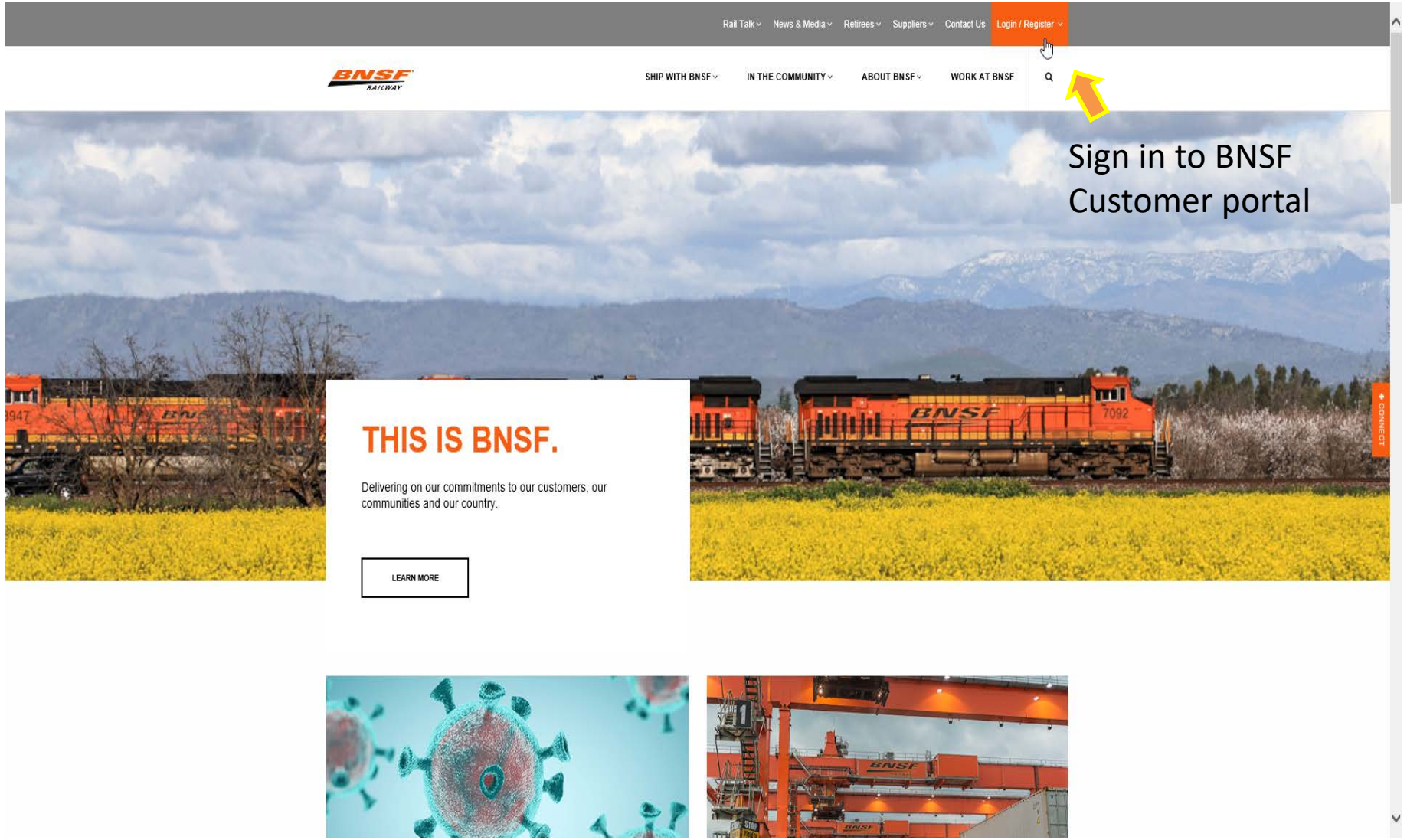
Liability Rating & Haulage Management

Logging Into eCash

BNSF.com

- If you are not a user of a BNSF Web Application, you will need to register at bnsf.com and when presented with a list of available applications request access to “eCash Invoicing System.”
- If you have a user ID for access to a BNSF Web Application simply sign onto [BNSF.com](https://bnsf.com) and select the “Other Applications” icon to request access to “eCash Invoicing System.”

Logging Into eCash



Sign in to BNSF
Customer portal

THIS IS BNSF.

Delivering on our commitments to our customers, our communities and our country.

LEARN MORE

Logging Into eCash



My Apps

Track Your Shipment

Request tracking information, trip plans and waybill data on up to 300 units at a time by entering the train or unit ID.

Try the New Version

Track Your Shipment

By Unit By Train Preferences

You can enter up to 300 units, Grain Shuttle Permit Numbers, or Automotive VINs (last 8 characters) For Intermodal Units, do not use leading zeroes. (Example: BNS2002384)

Select Previous Tracking ▾

Track By:

- Unit
- Unit with Prior Commodity
- Automotive Vin(last 8 characters)
- Grain Shuttle Permit Number

Options:

Normal ▾

Output Type:

Normal ▾

Include:

- Basic Information
- Check For Waybill
- Check For Scale Weight
- Foreign Line Information

Track As:

- Equipment Owner

RESET Track

Learn more about our BNSF COVID-19 response

My Frequent Apps

Quick access to your frequently used applications

Serving Carrier Reciprocal Switch (SCRS) >

Price & Planning Tools

Access and Find: Rates, Facilities, & Transloaders

Get a Freight Rate Planning Tools Get Notifications

News & Updates

Get the latest news on BNSF services, prices, facilities and customer tools.

BNSF Network Update

View the latest update covering the current state of the BNSF network.

LEARN MORE

BNSF Network Update Weekly Track Maintenance BNSF Customer Notifications

Actions >

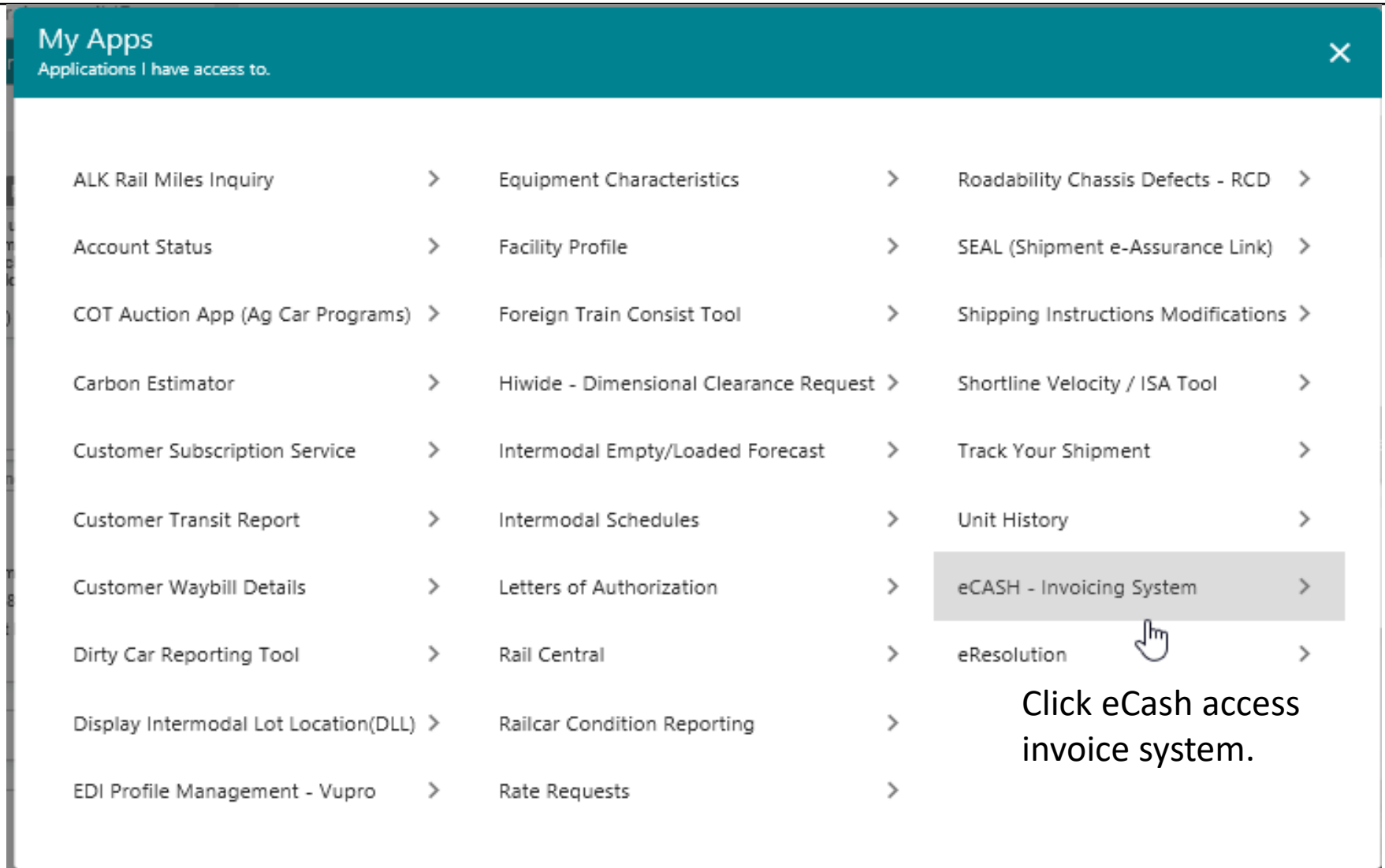
Access the most commonly used tools for BNSF customers.

Intermodal Carload Automotive Unit Train



Click *My Apps* to access eCash.

Logging Into eCash



My Apps
Applications I have access to. ✕

ALK Rail Miles Inquiry >	Equipment Characteristics >	Roadability Chassis Defects - RCD >
Account Status >	Facility Profile >	SEAL (Shipment e-Assurance Link) >
COT Auction App (Ag Car Programs) >	Foreign Train Consist Tool >	Shipping Instructions Modifications >
Carbon Estimator >	Hiwide - Dimensional Clearance Request >	Shortline Velocity / ISA Tool >
Customer Subscription Service >	Intermodal Empty/Loaded Forecast >	Track Your Shipment >
Customer Transit Report >	Intermodal Schedules >	Unit History >
Customer Waybill Details >	Letters of Authorization >	eCASH - Invoicing System >
Dirty Car Reporting Tool >	Rail Central >	eResolution >
Display Intermodal Lot Location(DLL) >	Railcar Condition Reporting >	
EDI Profile Management - Vupro >	Rate Requests >	

Click eCash access invoice system.

Getting Started

Address <http://www.bnsf.com/bnsf.was6/ecash/EcashCentralController?LSID=3DC00586-CB ED-D568-89AC-7AD16CC35BE7>

BNSF RAILWAY The Engine that **Connects Us**

eCASH

To make a selection choose from one of the options listed below.
First select a Contract and then select an Action.

Contract (Typically your Shortline Initials)

➤ **Shortline** ▼

➤ **Reports/ Inquiry** ▼

Select Action..... ▼

- Select Action.....
- New Invoice
- List Invoices
- List Payments

[Help - Shortline](#)

Three actions can be performed

[Link to request EET Payments form](#)
[Terms and Conditions of use](#)

Questions, comments, or suggestions? Send to webmaster@bnsf.com

If you do not find your contract(s) in the list, send email to [CARD](#)

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Report Railroad Emergencies: 800.832.5452 | General Inquiries
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Creating Invoice for Upload

Shortline [Main Menu](#) [List Invoices](#) [Help](#)
New Invoice [Upload History](#) [List Payments](#)

Contract List: TEST Contract Nbr: TEST Provision: []

Invoice Nbr: ABCD 10-8-2014

* Invoice Number and Invoice Date are mandatory fields.
* When uploading, select the file to be uploaded and the date option.

Invoice Date: 10-8-2014

[Search](#) [Multicar Waybill Add](#)

Upload File Path: [Browse...] Interchange Date: [] Waybill Date: [] [Upload](#) [Download CSV Template](#)

Click hyperlink to download csv template

The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	WB DATE	WB NBR	CAR INIT	CAR NBR	ORIGIN	DESTINAT	L/E CODE	STCC	RATE	UOM	UNITS	CLAIM AMT				
2	10/7/2014	123456	ATSF	123456	KALISPELL	SEATTLE	L	2818446	\$11.00	PC	5	\$55.00				
3																
4																
5																
6	Note: Required fields are those populated above (waybill date, car init, car number, L/E code and either: (1) Claim Amount or (2) Rate, UOM and units claimed.															
7																
8	Field explanations:															
9	L/E	Loaded/Empty code														
10	Rate	Claim amount per unit														
11	UOM	Unit of measure - PC for per car, CWT for per hundred weight, NT for net tons														
12																

Creating Invoice for Upload

Shortline [Main Menu](#) [List Invoices](#) [Help](#)
 New Invoice [Upload History](#) [List Payments](#)

Contract List TEST Contract Nbr TEST Provision

Invoice Nbr ABCD 10-8-2014

* Invoice Number and Invoice Date are mandatory fields.
 * When uploading, select the file to be uploaded and the date option.

Invoice Date 10-8-2014

[Search](#) [Multicar Waybill Add](#)

Upload File Path Browse... Interchange Date: Waybill Date: [Upload](#) [Download CSV Template](#)

Use downloaded csv template to create invoice

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	WB DATE	WB NBR	CAR INIT	CAR NBR	ORIGIN	DESTINAT	L/E CODE	STCC	RATE	UOM	UNITS	CLAIM AMT				
2	10/7/2014	123456	ATSF	123456	KALISPELL	SEATTLE	L	2818446	\$11.00	PC	5	\$55.00				
3																
4																
5																
6	Note: Required fields are those populated above (waybill date, car init, car number, L/E code and either: (1) Claim Amount or (2) Rate, UOM and units claimed.															
7																
8	Field explanations:															
9	L/E	Loaded/Empty code														
10	Rate	Claim amount per unit														
11	UOM	Unit of measure - PC for per car, CWT for per hundred weight, NT for net tons														
12																

CSV File Hints

- Format of the csv template should remain unchanged
- 1st row of data should be immediately under the column headings
- Omit leading zeroes on car numbers
- Only one worksheet (tab) allowed in the csv file
- All columns do not need to be populated (see previous slides)
- L/E Code is L for loads and E for empties
- Save the template file on your computer with a Comma Delimited “.csv” extension
- Use this newly created csv file for future invoices

Uploading Invoice

Shortline • Main Menu • List Invoices • Help
New Invoice • Upload History • List Payments

Contract List Contract Nbr TEST Provision

Invoice Nbr

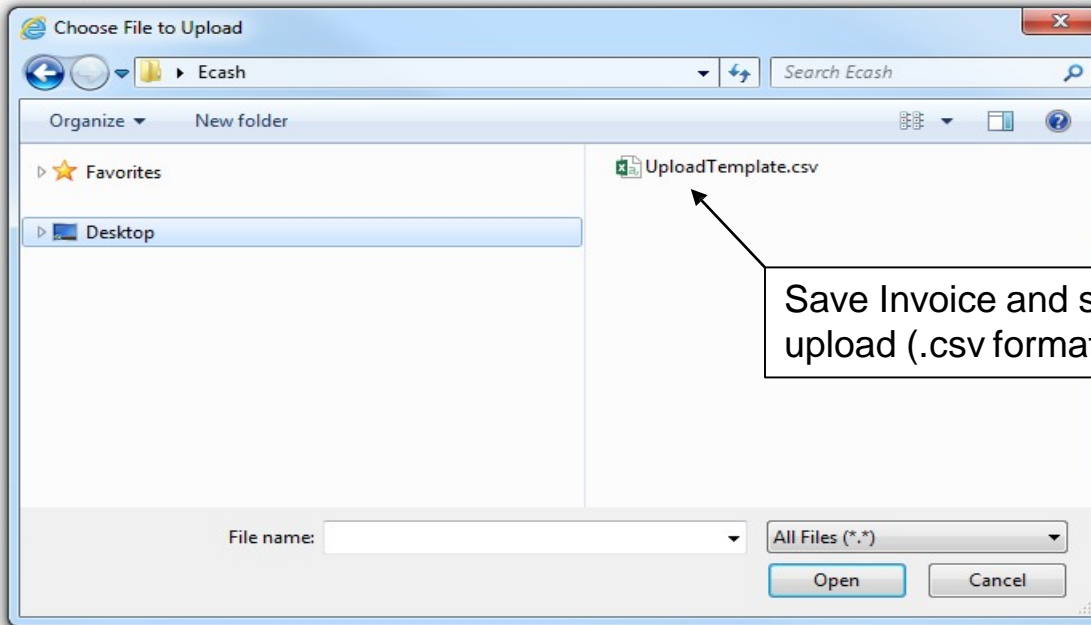
* Invoice Number and Invoice Date are mandatory fields.
* When uploading, select the file to be uploaded and the date option.

Invoice Date

Search

Multicar Waybill Add

Upload File Path Browse... Interchange Date : Waybill Date : **Upload** Download CSV Template



Save Invoice and select for upload (.csv format)

Adding Invoice

Shortline [Main Menu](#) [List Invoices](#) [Help](#)
New Invoice [Upload History](#) [List Payments](#)

Contract List TEST

Invoice Nbr

* Invoice Number and Invoice Date are mandatory fields.
* When uploading, select the file to be uploaded and the date option.

Invoice Date

Upload File Path

Interchange Date : Waybill Date : [Download CSV Template](#)

Enter Invoice Number and Date

Select whether cars invoiced are dated using the Waybill or Interchange Date

Browse to select newly created invoice template for upload

Invoice Upload Results

Address: <http://www.bnsf.com/bnsf.was6/each/MarketingController?FormName=ShortLineProgress>



Upload Status Page [Main Menu](#)

Upload Status

Number of Good Rows 0

Number of Bad Rows 83

[Upload History](#)

[Correct Upload Error](#)

[Submit Invoice](#)

Correct upload error if necessary.

Reviewing Upload Results

Shortline

[Main Menu](#) [List Payments](#)

List Invoices

[New Invoice](#) [Help](#)

Contract List



Contract Number

TEST

Enter one of the search criteria to find the invoice:

Date Range

Select range

OR From



To



[Search](#)

OR

Car Initial

Car Number

Waybill Date



OR

Customer Invoice Number

[View Printable Version](#)

[Combined Details](#)

Page:(1 of 1)

Invoice Number	Invoice Date	Finalized Date	Estimated Payment Date	Status
TEST1234	10-07-14			INWORK
123456789	10-07-14			INWORK

Click to review upload results.

Reviewing Upload Results

Shortline [Main Menu](#) [List Invoices](#) [HELP](#)
Submit Invoice [New Invoice](#) [List Payments](#)

Contract Nbr TEST **Invoice Nbr** 123456789 **Invoice Date** 10-07-14

Check All Actions **Rate** **UOM** **Apply to All** Page: 1 of 1

Action	Car Init	Car No	Waybill Date	W/B No	STCC	Origin	Destination	L/E	Rate	UOM	Units	Total
<input type="checkbox"/>	ATSF	123456	10-07-14	123456	2818446	KALISPELL	SEATTLE	L	11.00	PC-Railcar	1	11.00

Save **Calculate Totals**

Invoice Total\$

When finished select Finalize.

Finalize **Remove** **To New Invoice** **Printable Version** **CSV Download** **Add more cars** **Delete Invoice** **MultiCar Waybill Add**

Finalizing the Invoice

Shortline [Main Menu](#) [List Invoices](#) [Help](#)
New Invoice [Upload History](#) [List Payments](#)

Contract List **Contract Nbr** TEST **Provision**

Invoice Nbr

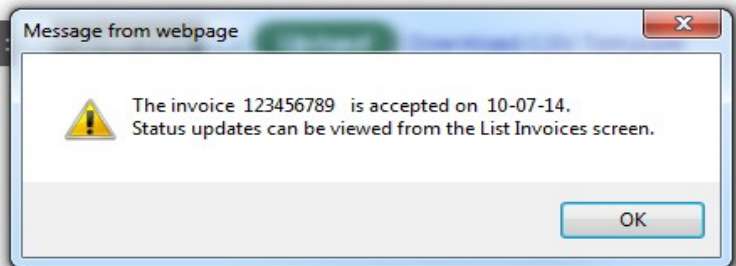
* Invoice Number and Invoice Date are mandatory fields.
* When uploading, select the file to be uploaded and the date option.

Invoice Date

Search

Multicar Waybill Add

Upload File Path **Interchange Date**



Return message stating
Invoice has been accepted

Reviewing Invoices

The screenshot shows the BNSF eCASH web application interface. At the top, there is a navigation bar with the BNSF logo and several menu items: BNSF.com, Departments, Employee Tools, Employee Services, Employee Online, Training Resources, Policies, Site Map, and Search. Below the navigation bar, there is a 'General News' section with a dropdown arrow. The main content area is titled 'eCASH' and contains a section for 'LIABILITY RATING & HAULAGE MANAGEMENT CONTACTS:'. Below this, there is a instruction: 'To make a selection choose from one of the options listed below. First select a Contract and then select an Action.' There are several rows of options, each with a category name, a contract selection dropdown, an action selection dropdown, and a help link. The 'Shortline' row has a contract dropdown with 'TEST' selected, and its action dropdown is open, showing 'Select Action.....', 'New Invoice', 'List Invoices', and 'List Payments'. An arrow points from a text box labeled 'Select List Invoices' to the 'List Invoices' option in the dropdown menu. At the bottom of the page, there is a footer with a link to request EFT Payments form, Terms and Conditions of use, contact information for questions, and a note about finding contract(s) in the list.

General News

eCASH

LIABILITY RATING & HAULAGE MANAGEMENT CONTACTS:

To make a selection choose from one of the options listed below.
First select a Contract and then select an Action.

Ag Efficiency Enter contract Select Action..... Help - Ag Efficiency

Work Disputes

Crossdock Enter contract Select Action..... Help - Crossdock

Allowance Enter contract Select Action..... Help - Allowance

Shortline TEST Select Action..... Help - Shortline

Haulage Enter contract

Reports/ Inquiry Select Report.....

Invoice Maintenance Select Action.....

Table Maintenance Select Table.....

Link to request EFT Payments form
Terms and Conditions of use.

Questions, comments, or suggestions? Send to webmaster@bnsf.com

If you do not find your contract(s) in the list, send email to CARD

rwy.bnsf.com
Internet access

Reviewing Submitted Invoices

Shortline [Main Menu](#) [List Payments](#)
[New Invoice](#) [Help](#)

Contract List: Contract Number: TEST

Enter one of the search criteria to find the invoice:

Date Range: OR From: 10-01-2014 To: 10-08-2014

OR

Car Initial: Car Number: Waybill Date:

OR

Customer Invoice Number:

Page (1 of 1)

Invoice Number	Invoice Date	Finalized Date	Estimated Payment Date	Status
TEST1234	10-07-14			INWORK
123456789	10-07-14	10-08-14		ERROR

Select Date Range

Status Options:
In Work: Customer in process of revising invoice
Finalized: Liability Rating Reviewing
Paid: Closed and Paid by Liability Rating
Closed: Click for Payment Status or to view invoice
Error: Invoice contains errors that must be corrected before processing

Reviewing Invoice After LR Review

Shortline [Main Menu](#) [List Payments](#)
List Invoices [New Invoice](#) [Help](#)

Contract List **Contract Number** TEST

Enter one of the search criteria to find the invoice:

Date Range
 OR From To

Search

OR

Car Initial **Car Number** **Waybill Date**

OR

Customer Invoice Number

[View Printable Version](#) [Combined Details](#)

Page:(1 of 1)

Invoice Number	Invoice Date	Finalized Date	Estimated Payment Date	Status
TEST1234	10-07-14			CLOSED
123456789	10-07-14	10-08-14		ERROR

Invoice status shows Closed. Clicking on status will show paid or reasons for rejection.

Reviewing Invoice Results

Shortline [Main Menu](#) [List Invoices](#) [Help](#)
Display Details [New Invoice](#) [List Payments](#)

Contract Number	Invoice Number	Invoice Date	Estimated Pay Date	Status	Claim Number	Draft Number	Draft Date	Paid Amount
TEST	TEST1234	10-07-14		CLOSED				

No details available for the selected invoice.

Email to CARD/Liability
Rating Team
View Exception Report and
reasons for rejections

Email to CARD

Previous

Create CSV File

View Printable Version

Exception Report

BNSF
RAILWAY

BNSF
RAILWAY