

## New UIIA Enhancements

### EP Notification to Motor Carrier of Outstanding Equipment

A new feature has been added within the UIIA application for EPs to notify Motor Carriers of interchange equipment that is outstanding. EPs can upload an Excel file at whatever frequency the EP would determine that would identify interchanged equipment that had not been returned. The file naming convention would include the date was being sent followed by the MC SCAC (i.e. 20170101ABCD.xls). Alternatively, EPs will have the ability to upload a single Excel file that contains information for multiple companies as long as all outstanding equipment is listed for each Motor Carrier together in the file and the first column is the SCAC Code for the Motor Carrier.

On a daily basis a batch job will take the Excel files received and send notification via e-mail to the main UIIA contact or a contact designated by the Motor Carrier to receive these types of notifications. The e-mail will include an Excel file of the outstanding equipment as an attachment. EP contact information would be included in the e-mail notice. The main EP contact would be used as the person the MC would contact with questions, unless the EP had provided a specific individual within its organizations that these types of inquiries should be directed to under the ADD OTHER CONTACTS feature within the UIIA application.

Each Excel file uploaded would need to include at least the following information in order to furnish the Motor Carrier with the necessary information needed for research purposes:

**Equipment Alpha/Numeric ID**

**Outgate Date**

**Location/Facility**

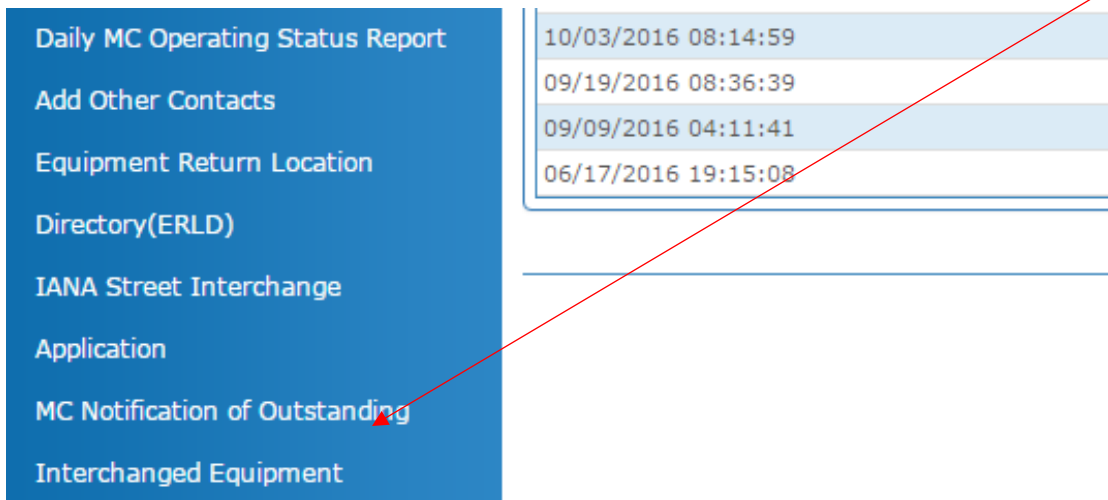
**Booking/BL**

**Number of Days Equipment has been out**

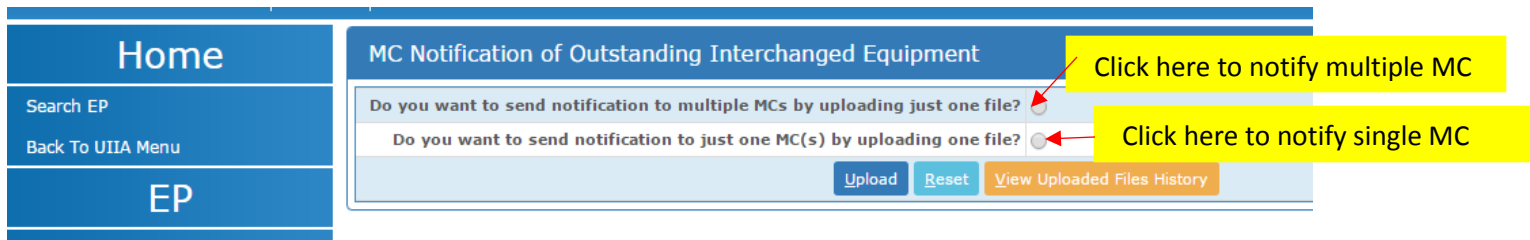
This new feature is available to all EPs, but is not mandatory to use. However, EPs that currently do not have a process in place for notifying Motor Carriers of outstanding interchanged equipment are encouraged to use this new functionality.

**Please see screen shots below on how to use the new feature:**

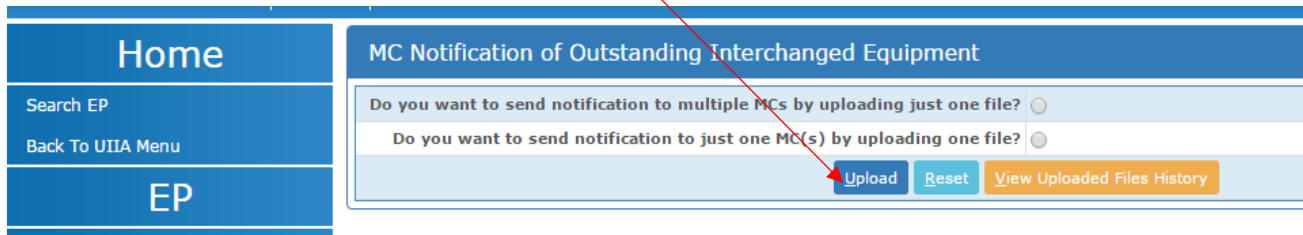
1. Click on new link – **MC Notification of Outstanding Interchanged Equipment**



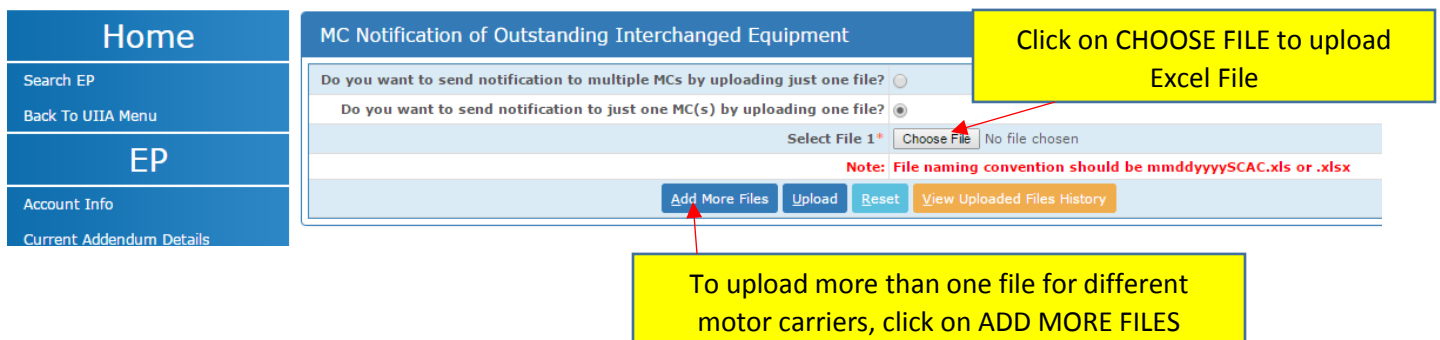
- Select whether the file you are uploading contains multiple motor carriers that you wish to notify or if the file you are uploading is specific to a single motor carrier.



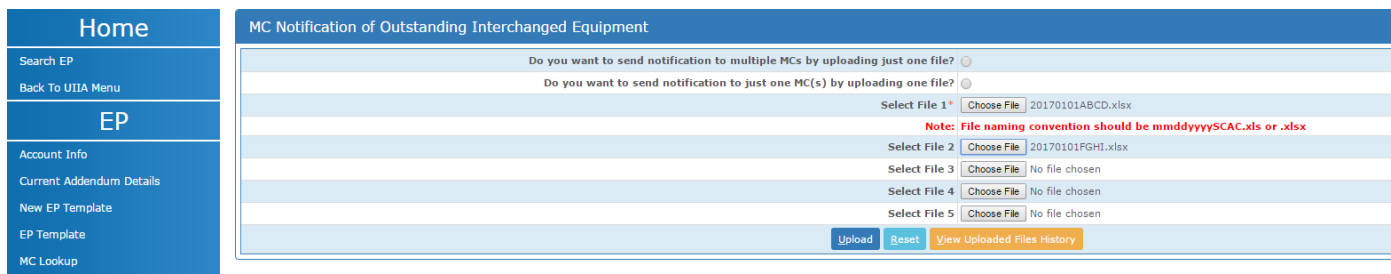
- Click on UPLOAD to submit the Excel file.



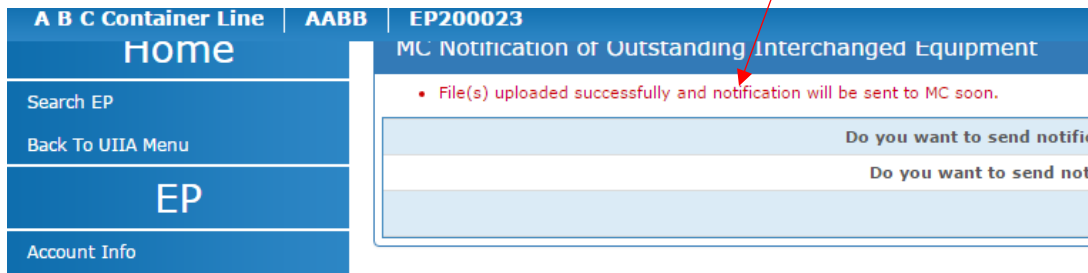
- Click on CHOOSE FILE to upload the Excel file. If uploading files for a single Motor Carrier SCAC in separate files, you will have the ability to upload five files at a time. If you want to add more than one file, click on ADD MORE FILES.



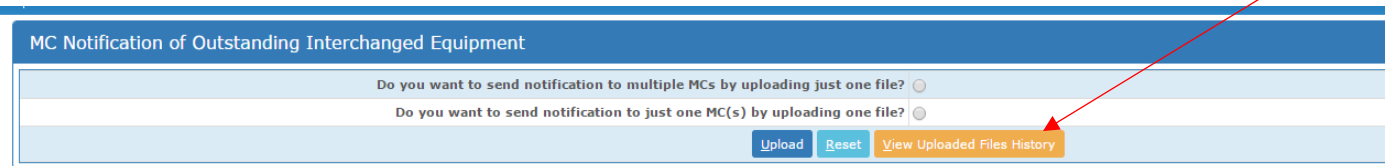
- Below screenshot shows an example if more than one Excel file is uploaded for multiple Motor Carriers: Once ready to submit the file click on UPLOAD.



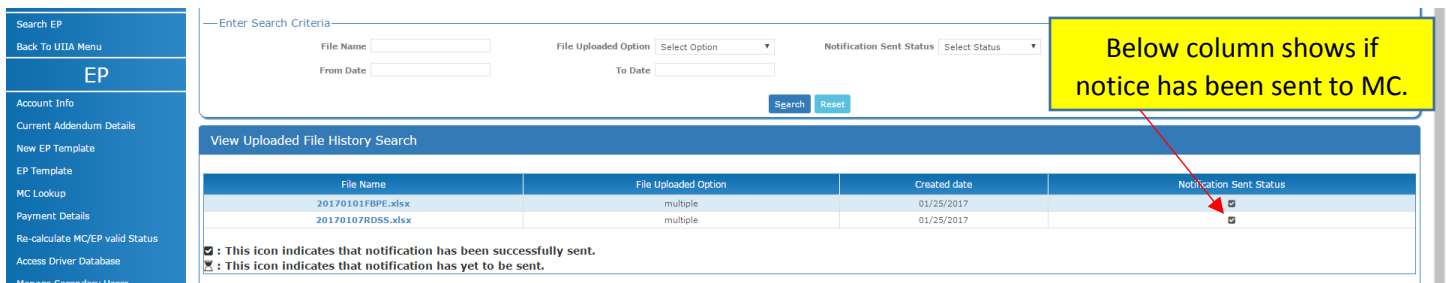
6. When files are uploaded successfully you will see a message at the top of the screen that states: **File(s) uploaded successfully and notification will be sent to MC soon.**



7. An EP may review any files it has uploaded, by clicking on the **VIEW UPLOADED FILES HISTORY**



8. 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.



## UIIA Enhancement

### Additional Types of UIIA MC Contacts

A new feature has been added for UIIA Motor Carriers that will enable them to identify additional types of contacts within their organization and direct specific UIIA communications to these individuals. A new link has been added to the Motor Carrier navigation bar once logged in – **ADD OTHER CONTACTS**. Motor Carriers would click here should they wish to add any of the following types of contacts for their company:

**Primary Contact (Individual that would receive UIIA agreement and EP addenda notifications)**

**Safety**

**Per Diem Billing**

**Maintenance & Repair Billing**

**Interchange Suspension Contact**

**IDD (Intermodal Driver Database)**

**Dispatch Contact for Equipment Terminations**

**President/Owner/General Manager of the Company**

**Legal**

**Outstanding Interchanged Equipment Contact**

When each contact is added, the main UIIA contact would need to identify what types of notifications it would like for this individual to receive. UIIA notifications are categorized as follows:

UIAGEN – UIIA General notices regarding revisions to the UIIA & general information on UIIA account.

UIABILL – UIIA Annual Billing – notices re: annual UIIA participation fee

UIAINS – Insurance – any notes related to insurance.

EPADDM – EP Addenda Revisions – any notices regarding revisions to an EP 's UIIA addendum

EPCAN – EP Cancellations – courtesy notice sent from UIIA system when an EP cancels a MC's interchange.

EQPRET– Notifications regarding EP updates to the Equipment Return Location Directory

IDDNOT - IDD – notices regarding drivers registered in the IDD.

OUTINT – Notifications regarding outstanding interchanged equipment that has not been returned. (Notice uploaded by EP through the UIIA system)

Note: This new feature is only applicable to notices issued by the UIIA. EPs will have the ability to view the additional contact information, if provided, and will also have the ability to elect to receive this information on any electronic data transmission they receive from our office regarding UIIA updates.

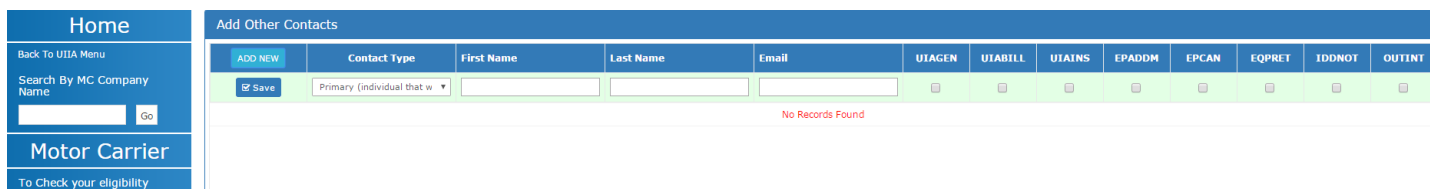
Please note that the UIIA Main Contact for the account will continue to receive UIIA notifications as they do today as well as any secondary e-mail address they have on file to make sure the master contact is aware of what is transpiring with its account. The new feature however will afford Motor Carriers the flexibility to also direct communications to the appropriate individual within their company as well.

See screenshots below on how to use the new feature:

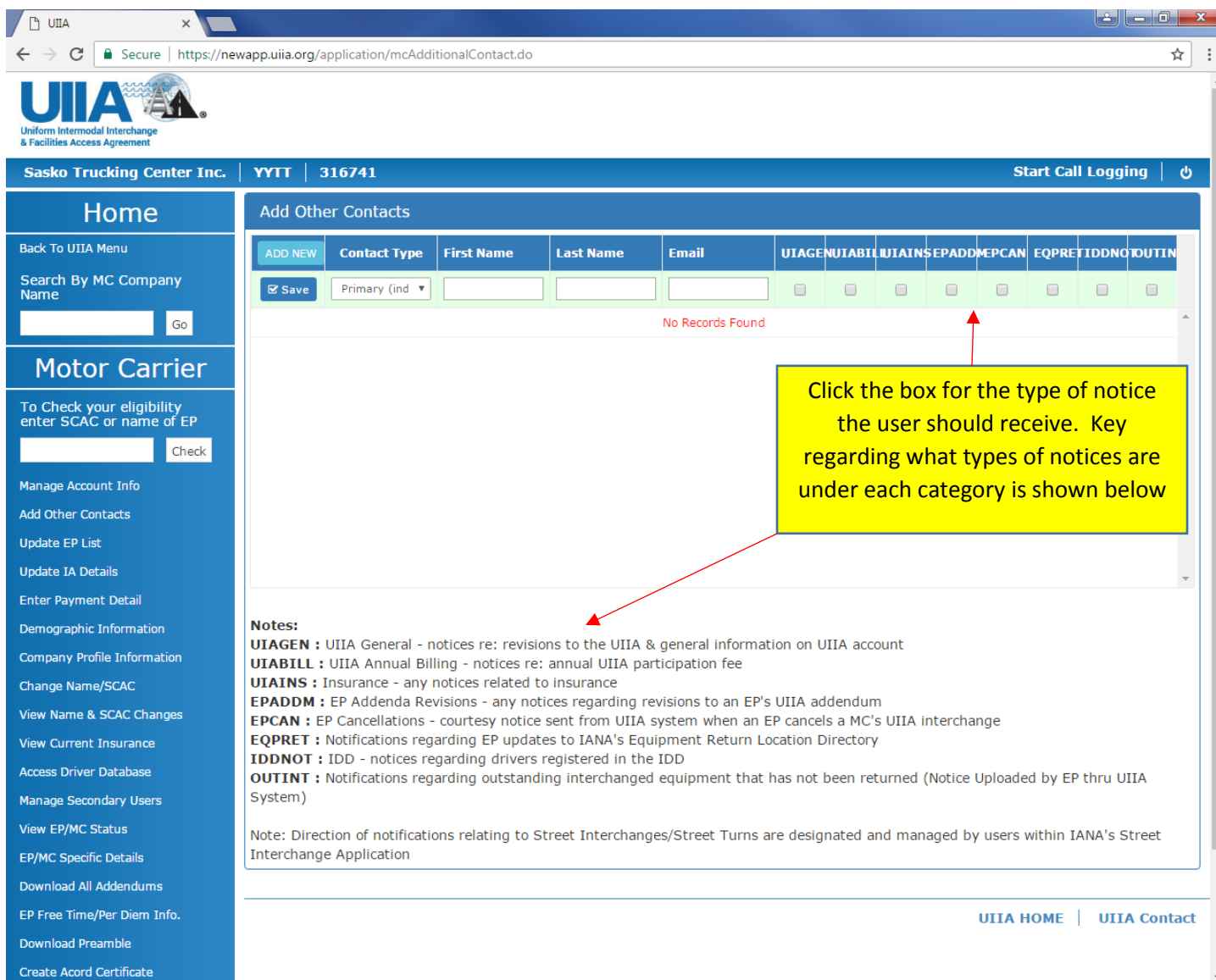
1. From the Motor Carrier home page once logged into the UIIA, click on **ADD OTHER CONTACTS**.

The screenshot shows the UIIA Motor Carrier home page. On the left side, there is a navigation menu with several options: 'Back To UIIA Menu', 'Search By MC Company Name' (with a search box and 'Go' button), 'Motor Carrier', 'To Check your eligibility enter SCAC or name of EP' (with a search box and 'Check' button), 'Manage Account Info', and 'Add Other Contacts'. A red arrow points to the 'Add Other Contacts' link. On the right side, there is a profile card for 'Sasko Trucking Center Inc.' with contact information for Debbie Sasko: phone numbers (301)982-3400 and (253)322-9985, email address debbie.sasko@intermodal.org, and address 11785 Beltsville Drive, BELTSVILLE MD 20705-1000. Below the profile card, there is a 'DOT/MC SAFER Lookup :111111' and a 'View All Equipment Providers' link. At the bottom, there is a section for 'Approved Equipment Providers' with a green checkmark icon.

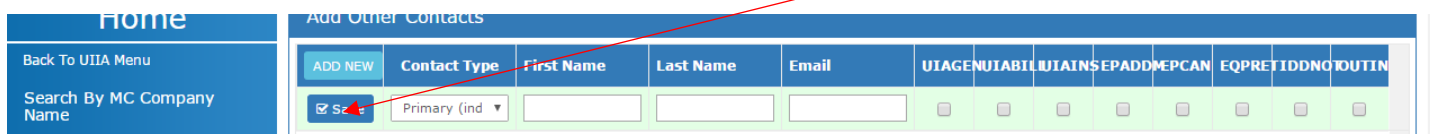
- This will take user to the screen where additional types of contacts can be added as well as designation of the type of notification each contact should receive.



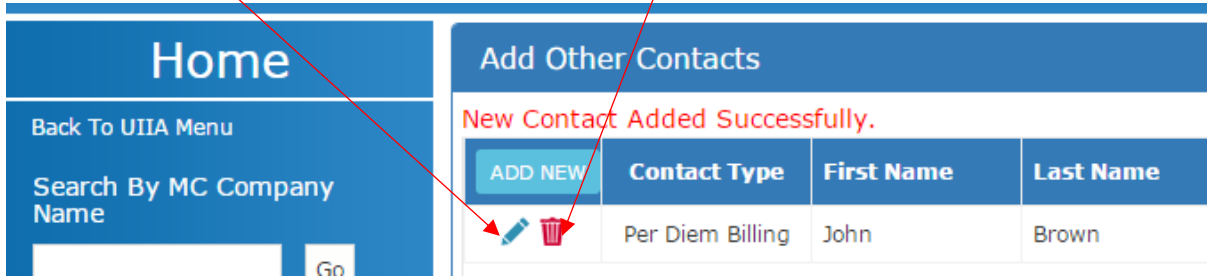
- Click on ADD NEW to add a contact. User will need to select the type of contact from the Drop Down Menu and then enter First Name, Last Name and E-mail. In addition, the user will need to check the box for the types of UIIA notification the user should receive.



- Click SAVE once all information has been entered for the contact.



- To EDIT or DELETE a contact from the list, the user would simply go to the list of contacts and to edit click on the pencil icon or to delete click on the trash can icon.



**UIIA EQUIPMENT PROVIDERS – VIEW OF MC OTHER CONTACTS FROM EP SIDE:**

- Equipment Providers will be able to view if a Motor Carrier has added any additional contacts to their account when the EP is on the detailed record of the Motor Carrier. There will be a link displayed next to the UIIA Master contact’s information that the EP would click to view any additional contacts for the MC:



- View of other contact information after clicking on link –



- EPs can click on the BACK TO MC DETAIL PAGE button at the bottom of the page to go back to the UIIA detailed record for that specific MC company.

