EP Notification to Motor Carrier of Outstanding Equipment

A new feature was implemented in the UIIA application in February 2017 that provides a mechanism for EPs to notify Motor Carriers of interchange equipment that is outstanding.   EPs can upload an Excel file using the specified template available in the UIIA application that identifies interchanged equipment that has not been returned by a specific Motor Carrier company. The naming convention of the file would be the date file is uploaded followed by the MC SCAC (i.e. 01012017ABCD.xls).   Alternatively, EPs may 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 in the Excel file is the SCAC Code for the Motor Carrier. There is also a specific Excel template available for uploading outstanding interchanged equipment for multiple companies in a single file.

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.

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
EP Contact (should include the person, email and/or phone number that MCs may call regarding questions on the outstanding interchanged equipment).

EPs that currently do not have a process in place for notifying Motor Carriers of outstanding interchanged equipment are encouraged to use this functionality available to them through their UIIA account.

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

1. Click on new link – **MC Notification of Outstanding Interchanged Equipment**
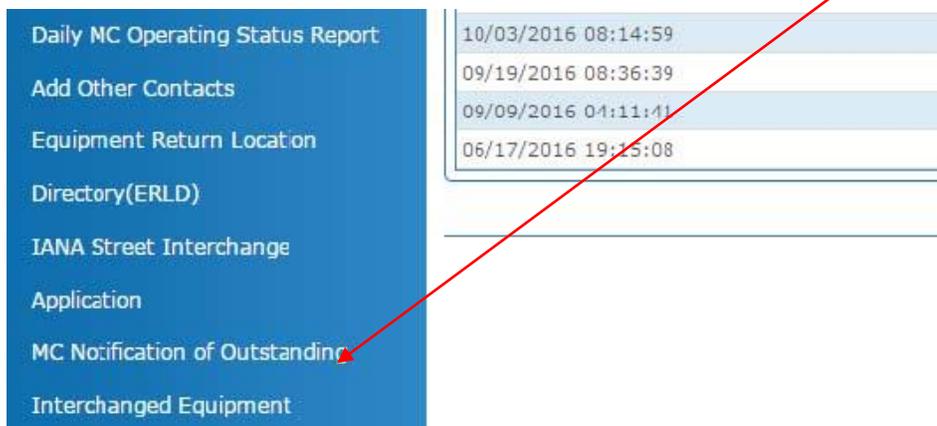
2.   Download the appropriate Excel template depending if the file you will be uploading contains multiple motor carriers or is specific a single motor carrier.   Once Excel Template is prepared, you will select the appropriate option based on if the file is for multiple MCs or the file is only for one MC.   Please make sure if the file is for only one MC that the file name is that day's date followed by the MC SCAC.
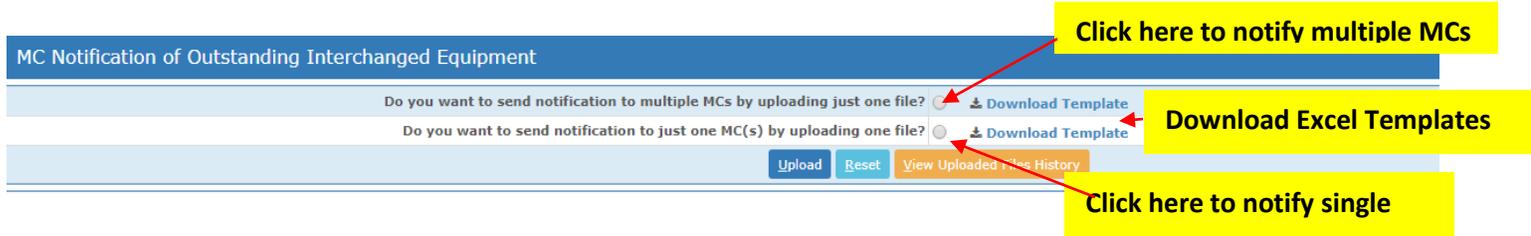

3.   Click on UPLOAD to submit the Excel file.

4. 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.
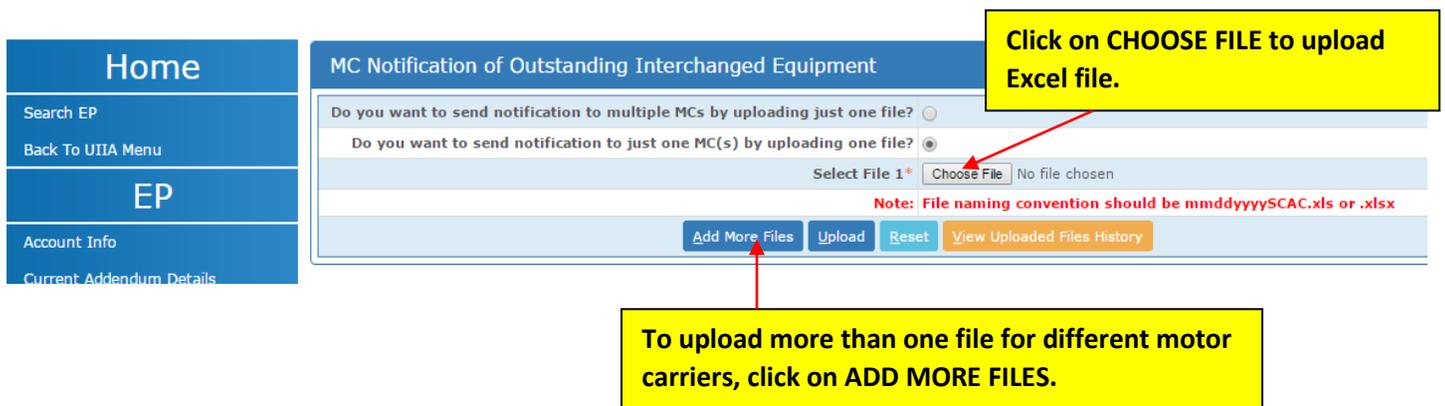
5.   Below screenshot shows an example if more than one Excel file is uploaded for multiple Motor Carriers.   Once ready to submit the file click on UPLOAD.
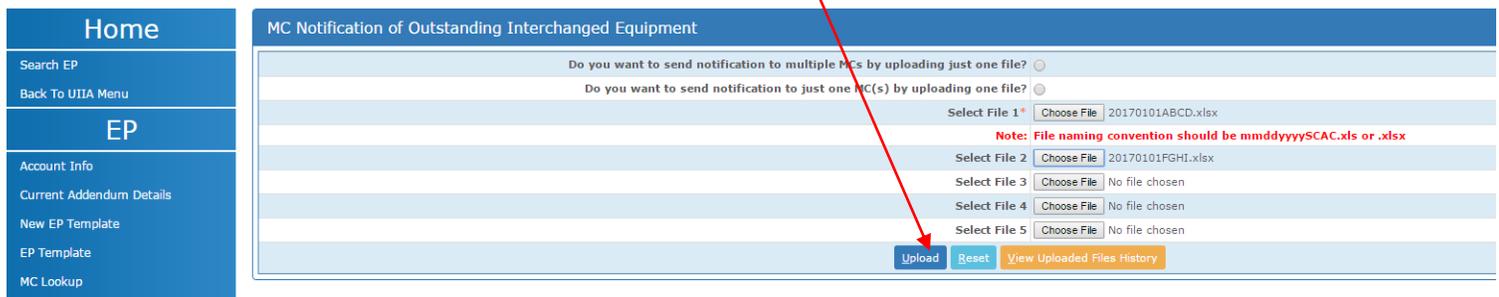
6. When files are uploaded successfully you will see a message at the top of the screen that states: **Files uploaded successfully and notification will be sent to MC soon.**

7. An EP may review 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.