

# Street Interchange Application (Web Portal) – User Manual for Equipment Providers

## 1. Login / Authentication

**Equipment Provider users** - can login to SI portal using their SCAC and UIIA application password

**SIA**  
Street Interchange Application

SCAC\*  
SCAC Code

Password\*  
Password

[Login to Secondary User](#)   [Forgot Password?](#)

**SUBMIT** **CANCEL**

[Container Availability by Size, Type](#)

**Link on login page will display Container Availability within the Street Interchange Application by size and type**

**EP Secondary users** – can login to SI portal using EP SCAC and their UIIA username and password as assigned by the EP.

**SIA**  
Street Interchange Application

SCAC\*  
SCAC Code

Username\*  
Username

Password\*  
Password


[Forgot Password?](#)








**SUBMIT** **CANCEL**


[Container Availability by Size, Type](#)

2. **Home Page / Dashboard** – gives information regarding secondary and third party users and shows snapshot of number of street interchange requests have been APPROVED, PUT ON HOLD, PENDING or REJECTED. In addition, the number of street interchange requests received year to date is also displayed.

je/home.html


Welcome cxxx  
Last Login : 06/24/2016 09:07:54 IP Address : 192.168.100.131





**8**  
Secondary Users


[View Details](#)



**1**  
Third Party Users


[View Details](#)

#### Street Interchange Status Information




**4**  
APPROVED

[View Details](#)




**1**  
ONHOLD

[View Details](#)




**16**  
PENDING

[View Details](#)



**2**  
REJECTED

[View Details](#)



**23**  
Interchange requests  
YTD

[View Details](#)

Copyright © 2016 Intermodal Association of North America. All Rights Reserved.

3. **Manage Secondary Users** – gives secondary users listing (only ACTIVE secondary users from UIIA) and EP user can assign permission to the secondary users as shown in the screen shot below, which would be to allow the secondary user to Initiate Street Interchanges or to Initiate and Approve Street Interchanges.

je/home.html

**SIA**  
Street Interchange Application

Welcome CXXX  
Last Login : 06/24/2016 09:07:54 IP Address : 192.168.100.131

Secondary Users List

User Name	Email	Status	Initiate Interchange	Initiate Interchange & Approve	Action
ABC1		ACTIVE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">SET OR MODIFY PERMISSIONS</a>
ABC2		ACTIVE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">SET OR MODIFY PERMISSIONS</a>
SEC1		ACTIVE	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">SET OR MODIFY PERMISSIONS</a>
SEC2		ACTIVE	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">SET OR MODIFY PERMISSIONS</a>
SEC3		ACTIVE	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">SET OR MODIFY PERMISSIONS</a>
SEC4		ACTIVE	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">SET OR MODIFY PERMISSIONS</a>
SEC5		ACTIVE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">SET OR MODIFY PERMISSIONS</a>
SEC6		ACTIVE	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">SET OR MODIFY PERMISSIONS</a>

Copyright © 2016 Intermodal Association of North America. All Rights Reserved.

4. **Method of Communication** – this screen allows users to choose communication method as to how they wish to receive notifications from Street Interchange Portal.

je/home.html

**SIA**  
Street Interchange Application

Welcome CXXX  
Last Login : 06/24/2016 09:07:54 IP Address : 192.168.100.131

Method of Communication

Click here to download samples : EDI | XML | EMAIL

Option to automatically approve interchange requests  YES  NO

Please select the format in which your company wants to receive Street Interchange notifications from IANA:  322(EDI)  XML  EMAIL

Your Identifier\*  Segment Terminator\*  Element Delimiter\*

How does your company want IANA to send notifications?  PUSH  PULL

Server Type\*  Port  URL or IP Address\*

User Name\*  Password\*  Remote Directory\*

Transmission Mode\*  ASCII  BINARY Mode\*  Active  Passive

onfiguration.html

Copyright © 2016 Intermodal Association of North America. All Rights Reserved.

5. **Manage Third Party Users** – EP users may have third party users that are established to manage the interchange process on their behalf. EP will be able to manage these third party users by authorizing their access and abilities under the street interchange application via the screen below. EP may Enable/Disable user, set or modify permissions.

je/home.html

**SIA**  
Street Interchange Application

Welcome CXXX  
Last Login : 06/24/2016 09:07:54 IP Address : 192.168.100.131

Manage Third Party Users


Company Name	User Name	Creation Date	Status	Action
CXXTPU	TPU1	02/26/2016	ACTIVE	<a href="#">DISABLE USER &amp; PERMISSIONS</a> <a href="#">SET OR MODIFY PERMISSIONS</a>

rdPartyUser.html

Copyright © 2016 Intermodal Association of North America. All Rights Reserved.

6. **Search equipment available for interchange** - This screen allows users to search equipment available for street interchange and it also allows users to initiate street interchange request on a unit that has been made available for street interchange. When a Motor Carrier add a piece of equipment to the available pool for street interchange, the specific EPs associated with the equipment will be notified.

je/home.html


Welcome CXXX  
Last Login : 06/24/2016 09:07:54 IP Address : 192.168.100.131

Home
Users
Settings
Profile
Search
Truck

**Q Search Notification of Available Equipment**

**Container Provider's SCAC**

**Motor Carrier's SCAC**

**Load Status**

**Container Number**

**Container Type**

**Container Size**

**DVIR Reported**

**Genset Number**

**Chassis Number**

**Chassis Type**

**Chassis Size**

**Equipment Location Name**

**Equipment Location Zip Code**

**Original Interchange Location Name**

**Start Date**

**End Date**

SEARCH
RESET
ADD NEW AVAILABLE OF EQUIPMENT

**Search Result**

Action	Created Date	Provider SCAC	MC SCAC	Load Status	Container Number	Container Type	Container Size	Chassis Id	Chassis Type	Chassis Size	Genset Number	Equipment Location Na
<a href="#">Initiate Interchange Request</a>	06/24/2016	CMDU	IAAB	LOADED	CMDU8978766	Dry	20	TAXZ223355	Chassis	20		CONTAINER F
<a href="#">Initiate Interchange Request</a>	06/24/2016	APLU	RDSS	LOADED	CMDU1239	Dry	20	ZZZZ9999999				CSXI - TALLEY
<a href="#">Initiate Interchange Request</a>	06/23/2016	CMDU	CPGP	EMPTY	CMDU883399	Refrigerated	40	TAXZ888999	Chassis	40		ROADLINK U:
<a href="#">Initiate Interchange Request</a>	06/23/2016	TRKU	FBPE	LOADED	TKRU222333	Dry	20	TAXZ223344	Chassis	20		CSXI - TALLEY
<a href="#">Initiate Interchange Request</a>	06/23/2016	CMDU	FBPE	EMPTY	CMDU224499	Dry	40	TAXZ223345	Chassis	20		CSXI - TALLEY
<a href="#">Initiate Interchange Request</a>	06/22/2016	CMDU	FBPE	LOADED	CMDU225599	Dry	20	TAXZ223355	Chassis	20		HALE TRANSF

Go to Page:  « < 1 > » Records Per Page:

7. **Initiate Interchange Request** – from this screen users will be able to initiate new street interchange request by entering all mandatory fields (noted w/red asterisk \*). User would search the available equipment pool first and if equipment is not found then they would go to this screen to initiate a new street interchange request.

System would display the fields to be completed. System will validate whether the Chassis ID is registered in GIER to identify the Chassis IEP SCAC. System will check at this point to see whether MC B is valid with the EP SCAC for the container and EP SCAC for the Chassis in the UIIA (if the Chassis EP is a UIIA participant). If Chassis EP SCAC is not a UIIA participant, message will be returned, NON-UIIA EP and validation of the street interchange will only be provided for the Container EP.

If transaction goes through as set by the business rules, the specific EPs would receive notification to either approve or reject the street interchange request. Once approved by EPs, MC B would be notified to identify the condition of the equipment (Exhibit A of UIIA). If no issues noted by MC B on Exhibit A inspection, the street interchange would be automatically approved and all parties would be notified. If MC B notes any issues on the Exhibit A inspection, then MC A is notified and they must either agree or disagree with the equipment condition captured by MC B. All parties would be notified once MC A either agrees or rejects the Exhibit A inspection of MC B. **Please note that the EP, MC A and MC B all must approve of the transaction before the street interchange will be complete.**

je/home.html

**SIA**  
Street Interchange Application

Welcome CXXX  
Last Login : 06/24/2016 09:07:54 IP Address : 192.168.100.131

### Initiate Interchange Request

<b>Container Provider Name*</b> <input type="text" value="Container Provider Name"/>	<b>SCAC*</b> <input type="text" value="SCAC"/>	<b>Export Booking Number*</b> <input type="text" value="Export Booking Number"/>
<b>Motor Carrier A's Name*</b> <input type="text" value="Motor Carrier A's Name"/>	<b>SCAC*</b> <input type="text" value="SCAC"/>	<b>Container Number*</b> <input type="text" value="Container Number"/>
<b>Motor Carrier B's Name*</b> <input type="text" value="Motor Carrier B's Name"/>	<b>SCAC*</b> <input type="text" value="SCAC"/>	<b>Chassis Number</b> <input type="text" value="Chassis Number"/>
<b>Type of Interchange*</b> <input type="text" value="SELECT TYPE OF INTERCHANGE"/>	<b>Chassis IEP SCAC</b> <input type="text" value="Chassis IEP SCAC"/>	<b>Chassis Type**</b> <input type="text" value="SELECT CHASSIS TYPE"/>
<b>Container Type*</b> <input type="text" value="SELECT CONTAINER TYPE"/>	<b>Chassis Size **</b> <input type="text" value="SELECT CHASSIS SIZE"/>	<b>Genset Number</b> <input type="text" value="Genset Number"/>
<b>Container Size*</b> <input type="text" value="SELECT CONTAINER SIZE"/>		
<b>Import Booking Number</b> <input type="text" value="Import Booking Number"/>		

#### Equipment Location

<b>Zip Code *</b> <input type="text" value="Zip Code"/>
<b>Location Name*</b> <input type="text" value="Location Name"/>
<b>Location Address*</b> <input type="text" value="Location Address"/>
<b>City*</b> <input type="text" value="City"/>
<b>State*</b> <input type="text" value="State"/>

#### Original Interchange Location

<b>Zip Code*</b> <input type="text" value="Zip Code"/>
<b>Location Name*</b> <input type="text" value="Location Name"/>
<b>Location Address*</b> <input type="text" value="Location Address"/>
<b>City*</b> <input type="text" value="City"/>
<b>State*</b> <input type="text" value="State"/>

→ NEXT
CANCEL

Note: In case of blank chassis number system will populate 7777999999 to identify MC Provided Chassis

**Note:** If chassis field is left blank once user clicks submit, the system will auto populate the chassis ID field with ZZZZ999999 to identify it was a MC Provided Chassis so street interchange request will be for the container only.

- Initiate Interchange Request – Confirmation Page** - this screen provides confirmation of street interchange request from where user can go back and edit the information if there's typo. If not then user can hit "Confirm" button to submit the request. After confirmation user will not be able to make any modification to the request.

**Once Street Interchange Request is submitted the involved EPs will be notified that a request to Street Interchange the equipment has been initiated. As it is important that responses to the street interchange requests are done timely, EPs will receive a reminder every 30 minutes for any requests that have not been responded to.**

je/home.html

**SIA**  
Street Interchange Application

Welcome cxxx  
Last Login : 06/24/2016 09:07:54 IP Address : 192.168.100.131

### Initiate Interchange Request

Container Provider Name & SCAC	CMA-CGM (AMERICA) LLC : <b>CMDU</b>	Export Booking Number	CMD112314545
Motor Carrier A's Name & SCAC	Acord Testing 2 : <b>IAAB</b>	Container Number	CMDU332255
Motor Carrier B's Name & SCAC	Farruggio's Bristol & Phil. Auto Express : <b>FBPE</b>	Chassis Number	TAX223311
Type of Interchange	<b>LOAD/EMPTY</b>	Chassis IEP SCAC	<b>IEP NOT FOUND IN GIER</b>
Container Type	Dry	Chassis Type	Chassis
Container Size	20	Chassis Size	20
Import Booking Number		Genset Number	

### Equipment Location

Zip Code	21201
Location Name	DUNDALK MARINE TERMINAL
Location Address	LOT 502, 2700 BROENING HIGHWAY
City	BALTIMORE
State	MD

### Original Interchange Location

Zip Code	21222
Location Name	PORTS AMERICA CHESAPEAKE-SEAGIRT TERMINALS
Location Address	2600 BROENING HWY.
City	BALTIMORE
State	MD

[EDIT](#) [CONFIRM](#) [CANCEL](#)



9. **Search Interchange Request** – this screen allows users to search interchange requests by various parameters. User can download the results in excel file as well as perform action on the requests. User can hit “Go” button from the search results and perform various actions.

je/home.html

**SIA**  
Street Interchange Application

Welcome CXXX  
Last Login : 06/24/2016 09:07:54 IP Address : 192.168.100.131

Q Search Interchange Request

Type of Interchange SELECT TYPE OF INTERCHANGE	Chassis Number Chassis Number	Equipment Location Name Equipment Location Name
Container Number Container Number	Chassis Type SELECT CHASSIS TYPE	Equipment Location City Equipment Location City
Container Type SELECT CONTAINER TYPE	Chassis Size SELECT CHASSIS SIZE	Original Interchange Location Name Original Interchange Location Name
Container Size SELECT CONTAINER SIZE	Status SELECT ALL	Original Interchange Location City Original Interchange Location City
Action Required SELECT ACTION REQUIRED	Export Booking Number Export Booking Number	Genset Number Genset Number
Start Date Start Date	End Date End Date	

Q SEARCH RESET

Search Result


No Records Found.


Note: Chassis Number ZZZZ999999 populated in the chassis number field identifies MC Provided Chassis.

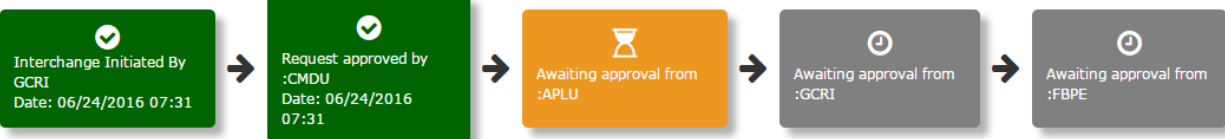
Copyright © 2016 Intermodal Association of North America. All Rights Reserved.

10. **Interchange request work flow** – this screen allows users to perform action as well as it allows user to view the workflow and status. User can download the request information in PDF. User can “Approve”, “Reject”, or place a street interchange request “On Hold” or it can “Reject” a request. In the case of “Reject” or “Hold”, user will be asked to enter remarks. Note: **All parties must approve the transaction before it is completed. The workflow will identify the next step in the process.**

je/home.html


Welcome cxxx  
Last Login : 06/24/2016 09:07:54 IP Address : 192.168.100.131





### Interchange Request Details

Container Provider Name & SCAC: CMA-CGM (AMERICA) LLC : <b>CMDU</b>	Export Booking Number: CM8886767676
Motor Carrier A's Name & SCAC: Farruggio's Bristol & Phil. Auto Express : <b>FBPE</b>	Container Number: CMDU325678
Motor Carrier B's Name & SCAC: Golden Carriers, Inc. : <b>GCRI</b>	Chassis Number: TLXZ512233
Type of Interchange: <b>LOAD/EMPTY</b>	Chassis IEP SCAC: <b>APLU</b>
Import Booking Number:	Genset Number:
Container Type: Dry	Chassis Type: Chassis
Container Size: 20	Chassis Size: 20

Equipment Location		Original Interchange Location	
Zip Code	21222	Zip Code	21222
Location Name	CONTAINER PORT GROUP (CPG) BALTIMORE	Location Name	PORTS AMERICA CHESAPEAKE-SEAGIRT TERMINALS
Location Address	8208 FISHER ROAD	Location Address	2600 BROENING HWY.
City	BALTIMORE	City	BALTIMORE
State	MD	State	MD

Download PDF
CLOSE

Copyright © 2016 Intermodal Association of North America. All Rights Reserved.

## Interchange Request Approver's Work Flow

### 1. Scenario-1 – MC B / Secondary user of MC B or Active Driver of MC B is the initiator of Interchange Request

- 1<sup>st</sup> Approver would be EP / Designated Third party (EP secondary user can also approve if allowed). Note: EP for both the container and chassis would be required to approve interchange request as long as both EPs are UIIA participants.
- Once request approved by EP(s), the system would then notify MC B to enter equipment condition as per UIIA Exhibit A.
- If no conditions noted on Exhibit A by MC, the street interchange request would automatically be approved. If issues noted with the equipment condition by MC B, then MC A would be notified to see if they agreed with condition noted. MC A would have the ability to accept, reject or put the transaction on hold.
- If MC A accepts equipment conditions noted by MC B, then all parties are notified that the street interchange request is completed. In a case of rejection or hold, all parties would be notified of this action by MC A and street interchange would not be completed.
- All the parties involved in the transaction will be notified via EDI/XML/Email once request has been either approved, rejected or put on hold.

### 2. Scenario-2 – MC A / Secondary user of MC A or Active Driver of MC A is the initiator of Interchange Request

- 1<sup>st</sup> Approver would be EP / Designated Third party (EP secondary user can also approve if allowed). Note: EP for both the container and chassis would be required to approve interchange request as long as both EPs are UIIA participants.
- 2<sup>nd</sup> Approver would be MC B and the system would ask MC B to enter equipment condition as per UIIA Exhibit A
- 3<sup>rd</sup> Approver would be MC A unless no conditions noted on Exhibit A inspection by MC B. (MC A can put the request on hold / reject / Accept). Note if no conditions noted on Exhibit A inspection by MC B, street interchange request would be automatically approved.
- All the parties involved in the transaction will be notified via EDI/XML/Email once transaction has been approved, rejected or put on hold.

### 3. Scenario-3 – EP / Secondary user of EP or designated third party of EP is the initiator of Interchange Request

- 1<sup>st</sup> Approver would be MC B and the system would ask MC B to enter equipment condition as per UIIA Exhibit A.
- If issued noted on MC B Exhibit A inspection, then MC A would be notified to confirm it agrees with conditions noted. (MC A can put the request on hold / reject / Accept). Note if no conditions noted on Exhibit A inspection by MC B, street interchange request would be automatically approved.
- All the parties involved in the transaction will be notified via EDI/XML/Email once transaction has been approved, rejected or put on hold.

**Important Note: The system will check pending street interchange transactions and will send notification to the party that is next to take action on the transaction every 30 minutes. A transaction can remain in pending status for 24 hours after which it will automatically get rejected and all the parties will be notified. Also, the system will be capable of accepting inbound EDIs to Street interchange system to approve/reject/On-hold transactions.**