



CARTA PORTE BOL FAQ



Carta Porte

How do I submit Carta Porte to Union Pacific?

- There are multiple ways to submit Carta Porte data to Union Pacific
 - Bill of Lading submission using EDI
 - EDI version 5010 or newer
 - Ensure the following segments are added:
 - REF***UNC** (Commodity Code [Clave Producto])
 - N9***MTC** (Customs Tariff Code [Fracción Arancelaria])
 - N9***MPC** (Mexico Unit Packaging Code [Clave Unidad])
 - N9***MMT** (Mexico Material Type ([Tipo Materia])
 - When MMT= “05”, Material Type Description is required (N1*MMT*Material Type Desc)
 - N9***MHC** (UN Identification Code of the hazardous substance [Clave Producto Peligroso]) – *Only Hazmat Shipments*
 - N9***MHP** (Mexico Hazardous Packaging Code [Tipo Embalaje]) – *Only Hazmat Shipments*
 - N10 Segment (Commodity description, package type & quantity, etc.)
 - At least one instance of this segment is required when REF01 is ‘UNC’. Additional instances are required when different package types (N1010) exist for the same commodity within a single shipment
 - N1*IM (Importer Party Loop) - Name and Address are required (*Only Loaded Shipments*)
 - REF*TJ (Importer Taxpayer ID)
 - PER***SP** (Special Program Contact) - Contact name, phone number (TE) and email address (EM) are required
 - N9***UUI** (Universally Unique Identifier) – *Only Northbound shipments (Originating from Mexico)*

Carta Porte

How do I submit Carta Porte to Union Pacific?

- There are multiple ways to submit Carta Porte data to Union Pacific
 - Waybill Management System on MyUPRR

The screenshot shows the MyUPRR Home page. The top navigation bar includes the Union Pacific logo, the text "MyUPRR Home", and a search box. Below the navigation bar is a menu with options: Home, Plan, Ship, Track, Pay, and Popular Resources. A dropdown menu is open under the "Ship" option, listing various services such as Automated Transborder Management, Bill of Lading, Car Order, Chargeable Events, Cutoff Times, Dimensional Clearance, Diversions, Freight Claim, Freight Damage, Private Empty Car Storage, Unit Train Customer Interface, and Waybill History. Two "Waybill Management" options are highlighted with red boxes: one in the "Recents" section and one in the dropdown menu. A red "OR" with arrows points between these two options. The page also features a "Featured News" section with links to "Houston Englewood Yard Transform", "EMP and UMAX Holiday Per Diem", and "Holiday Operating Plan". A "STAY CONNECTED YOUR SHIPMENT" banner encourages users to customize notifications. A "Happy Holidays from Union Pacific" banner is also visible.

[Click here for detailed Instructions](#)



Carta Porte

How do I submit Carta Porte to Union Pacific?

- There are multiple ways to submit Carta Porte data to Union Pacific
 - Hybrid process utilizing EDI and Waybill Management App
 - Enter the Bill of Lading information without Carta Porte using EDI
 - A notification will be sent to state the “waybill was rejected” due to missing Carta Porte information
 - Go to MyUPRR and login to the Waybill Management App
 - The waybill in question will be available for editing in the “Unprocessed Bills of Lading”

Waybill Management

Unprocessed bills of lading (0)

Processed waybills

Waybill ID	Equipment ID	BOL reference	Billing status	Submitted	L / E	Shipper	Origin	Consignee	Destination	Primary commodity	Actions
547947	TEST50	test-weight	Pended	12/27/2021 10:44	Load	UNION PACIFIC RAILROAD	HOUSTON, TX	GRUPO ACERERO	SAN LUIS POTOSI, SL	4021125	

[Click here for detailed Instructions](#)



Carta Porte – Requirements

What do customers need to provide?

- REF*UNC (Commodity Code (Clave Producto))
<http://omawww.sat.gob.mx/tramitesyservicios/Paginas/documentos/CatalogosCartaPorte20.xls>
(reference the c_ClaveProdServCP tab)
- N9*MTC (Customs Tariff Code [Fracción Arancelaria])- must contain 10 digits and should not include punctuation
http://omawww.sat.gob.mx/tramitesyservicios/Paginas/documentos/c_FraccionArancelaria08012021.xls
- N9*MPC (Mexico Unit Packaging Code [Clave Unidad])
http://omawww.sat.gob.mx/tramitesyservicios/Paginas/documentos/catCFDI_V_4_23032023.xls
- N9*MMT (Mexico Material Type ([Tipo Materia])
 - 01 - Materia prima (raw material)
 - 02 - Materia procesada (processed matter)
 - 03 - Materia terminada (producto terminado) (finished material/product)
 - 04 - Materia para la industria manufacturera (material for the manufacturing industry)
 - 05 - Otra (other)
 - SAT material description (Descripcion Materia) required
- N9*MHC (UN Identification Code of the hazardous substance) – *Only for Hazardous Shipments*
- N9*MHP (Mexico Hazardous Packaging Code [Tipo Embalaje]) – *Only Hazmat Shipments*
<http://omawww.sat.gob.mx/tramitesyservicios/Paginas/documentos/CatalogosCartaPorte20.xls> (reference the c_TipoEmbalaje tab)

Carta Porte – Requirements

What do customers need to provide?

- N10 Segment
 - At least one instance of this segment is required when REF01 is 'UNC'. When REF01 is 'UNC', the following are required:
 - N1001, N1002 – Quantity & Description of the Commodity
 - N1007 and N1008 – Weight qualifier (K-Kilograms or L – Pounds) and weight are required on loaded shipments
 - N1011 - Required when ultimate origin country is **outside North America**
 - This field should NOT contain Canada, United States, or Mexico
 - N1012 - Required when ultimate destination country is **outside North America**
 - This field should NOT contain Canada, United States, or Mexico
- N1*IM (Importer)
 - Importer Name, and address are required
 - Only for loaded shipments into Mexico (land and ocean ports)
- REF*TJ (Taxpayer Id)
 - Importer taxpayer Id
 - When Importer information is populated, importer taxpayer id is required
- PER*SP (Special Program Contact)
 - Contact name, phone number (TE) and email address (EM) are required
- N9*UUI (Universally Unique Identifier)
 - Required on all loaded shipments with a **rail origin in Mexico** to a rail destination outside Mexico. Also required on revenue empty shipments with 'A1' Pedimento type.

Waybill Management



Waybill Management

An alternative to providing this information via EDI 404 is UP's web billing tool, Waybill Management (WBM). It is located under the SHIP banner on MyUPRR or access it by clicking the Waybill Management icon.

The screenshot displays the MyUPRR Home page interface. At the top, there is a yellow header with the MyUPRR logo and a search bar. Below the header is a navigation bar with tabs for Home, Plan, Ship, Track, Pay, and Popular Resources. A dropdown menu is open under the 'Ship' tab, listing various shipping-related services. Two 'Waybill Management' options are highlighted with red boxes: one in the 'Recents' section and one in the 'Ship' dropdown menu. A red arrow with the word 'OR' points from the 'Waybill Management' icon in the 'Recents' section to the 'Waybill Management' option in the dropdown menu. The main content area features a grid of service icons, including Case Management, Freight Claim, Freight Damage, Private Empty Car Storage, Unit Train Customer Interface, Waybill History, and Waybill Management. A 'Featured News' section on the right lists recent updates, and a 'Happy Holidays' banner is visible at the bottom right.

Waybill Management

Users can include Carta Porte information on new billing or update it on existing bills. New bills can be entered by selecting previously created PATTERNS or via a blank form found on the NEW WAYBILL option on the navigation rail on the left side of the page.

MyUPRR

Waybill Management

Unprocessed bills of lading (0)

Processed waybills

Waybill ID	Equipment ID	BOL reference	Billing status	Submitted	L / E	Shipper	Origin	Consignee	Destination	Primary commodity	Actions
547947	TEST50	test-weight	Pended	12/27/2021 10:44	Load	UNION PACIFIC RAILROAD	HOUSTON, TX	GRUPO ACERERO	SAN LUIS POTOSI, SL	4021125	



Waybill Management

Whether the bill was created via the web or by EDI you can update Carta Porte:

- Access the **BILLS** option on the navigation rail, then enter Search By criteria (like Equipment ID or Sender ID)
- If the bill is editable, the “Add/Update Carta Porte info” option will be displayed

The screenshot displays the 'Waybill Management' interface. On the left, a navigation rail contains several options: 'BILLS' (highlighted with a red box), 'PATTERNS', 'CONVEYING FLATCAR', 'CCSM EMPTY', 'VIEW WAYBILL', and 'WAYBILL HISTORY'. The main content area is divided into two sections: 'Unprocessed bills of lading (0)' and 'Processed waybills'. The 'Unprocessed bills of lading' section includes a search bar with 'Equipment ID' selected, a search input field containing 'TEST34', and a 'SEARCH' button. Below this is a table with columns: Billing status, BOL reference, Last updated, Equipment ID, Shipper, Origin, Consignee, Destination, Primary commodity, and Actions. The 'Processed waybills' section also features a search bar with 'Equipment ID' selected and 'TEST34' in the input field, along with a 'SEARCH' button. Below the search bar, there are two filter input fields: 'Enter a date range' and 'Enter keyword or number'. A dropdown menu is open on the right side of the 'Processed waybills' section, listing several actions: 'Add / Update weights', 'Add / Update embargo info', 'Add / Update carta porte info' (highlighted with a red box), 'Add / Update seal(s) info', 'Cancel bill', 'Clone this bill', and 'Edit'. At the bottom, a table displays a list of waybills with columns: Waybill ID, BOL reference, Submitted, Equipment ID, L / E, Shipper, Origin, Consignee, Destination, and a final column with a vertical ellipsis. The first row shows: 818690, 2015346594, 03/08/2024 15:59, TEST34, Load, UNION PACIFIC RAILROAD, BLAIR, NE, INDUSTRIALIZADORA OLEOFINOS, LA VENTA DEL ASTILL, JA, and 2093343.

Waybill Management

Carta Porte Page View

Bill info

406039
TEST192

Origin

BALCONES RESOURCES INC
CARROLLTON, TX



Destination

BIO PAPPEL SA DE CV
DURANGO, DG

SINGLE FORM

MULTIPLE FORM

EQUIPMENT WEIGHT

MANUAL WEIGHT

Contact Name
John DOE



Phone Number
19724811400



Email Address



X-XXX-XXX-XXXX

Requires Importer party
Click to add Importer

Federal Taxpayer's Identification Number

Per the Importer Party

UNC - United Nati...
11141604



UNC - United Nations Standard Products and Service Code [UNSPSC]

MTC - Mexico Tar...
4707100100



MTC - Mexico Tariff Rate Code [Fracción Arancelaria]

MPC - Unit Packa...
XBL



MPC - Unit Packaging Code [Clave Unidad]

MHC - Hazar...
!



MHC - Hazardous Code [Mexican Servicio de Administración Tributaria] Required and only allowed for hazardous commodities with a UN #

MHP - Mexic...
!



MHP - Mexican Hazardous Packaging Code [Tipo Embalaje] Required and only allowed for hazardous commodities with a UN #

MMT - Mexica...
v

MMT - Mexican Material Type [Tipo Materia]

Origin and Destination are only required on shipments moving outside North America

Ultimate Ori...
v



ISO-3166 Country Code

Ultimate Des...
v



ISO-3166 Country Code

Quantity
59

Type
Bale
v

Smallest Package

Weight
122525

Weight Unit
Pounds
v

Commodity description

OLD CORRUGATED CONTAINERS/OCC

NOTE : Importer name and address are in the Parties to Bill Page



Waybill Management

When accessing the Carte Porte screen, users can opt to copy the weight entered in the Equipment section or type it in manually. If billing multiple equipment, an option to enter the data once and apply it to all equipment will appear. Select by clicking the toggle buttons.

SINGLE FORM MULTIPLE FORM EQUIPMENT WEIGHT MANUAL WEIGHT

X-XXX-XXX-XXXX

Please add an importer to the party list.

Per the Importer Party

1	Equipment ID TEST34	UNC - United Nations ... 12181600	MTC - Mexico Tariff R... 1512110100	MPC - Unit Packaging ... NC	MHC - Hazardo...	MHP - Mexican ...	MMT - Mexican Ma...
		UNC - United Nations Standard Products and Service Code [UNSPSC]	MTC - Mexico Tariff Rate Code [Fracción Arancelaria]	MPC - Unit Packaging Code [Clave Unidad]	MHC - Hazardous Code [Mexican Servicio de Administración Tributaria] Required for hazardous commodities	MHP - Mexican Hazardous Packaging Code [Tipo Embalaje] Required for hazardous commodities	MMT - Mexican Material Type [Tipo Materia]

CLEAR EQUIPMENT REMOVE EQUIPMENT

COPY TO ALL EQUIPMENT



Waybill Management

SINGLE FORM | **MULTIPLE FORM** | **EQUIPMENT WEIGHT** | **MANUAL WEIGHT**

Contact Name: **SANTHA KRISHNAN** | Phone Number: **+14025441234** | Email Address: **SANTHA_KRISHNAN@UP.COM**

Federal Taxpayer's Identification Number:

UNC - United Nations Standard Products and Service Code [UNSPSC]: **12181600**

MTC - Mexico Tariff Rate Code [Fracción Arancelaria]: **1512110100**

MPC - Unit Packaging Code [Clave Unidad]: **NC**

MHC - Hazardous Code [Mexican Servicio de Administración Tributaria] Required for hazardous commodities

MHP - Mexican Hazardous Packaging Code [Tipo Embalaje] Required for hazardous commodities

MMT - Mexican Material Type [Tipo Materia]: **05 - Other**

Material Description:

Quantity: **1**

Type: **Car Load, Rail**

Weight: **181507**

Weight Unit: **Pounds**

Commodity description: **OIL**

Enter Data as Needed in Each Field

Importer Name & Address

Importer Taxpayer Id

UNSPSC (UNC): Commodity Code [Clave Producto]

Mexico Tariff Rate Code (MTC): The code source is Mexican Tax Authority (SAT by its Spanish acronym)

Unit Packaging Code (MPC): The code source is Mexican Tax Authority (SAT by its Spanish acronym)

UN Number (MHC): Applicable to *Hazardous* commodity

Hazardous Packaging Code (MHP): The code source is Mexican Tax Authority (SAT by its Spanish acronym). *(If UN Number is populated, MHP is required)*

Mexican Material Packaging Code (MMT):

- There are 5 values applicable for this code
- If "05" is chosen, Material Description must be included

Quantity: Enter count of packages per commodity

Type: Select the smallest unit per commodity

Weight: Enter the number of pounds or kilograms

Weight Unit: Select pounds or kilograms

Ultimate Origin: The ultimate origin country is outside North America.

Ultimate Destination: The ultimate destination country is outside North America.

Commodity description: SAT commodity description



Waybill Management FAQ (1)

What happens if I want to document multiple cars and/or multiple commodities?

When multiple cars are listed on a bill, Waybill Management will display each equipment id (and number them). Please enter the required Carta Porte data for each individual equipment. If more than one commodity is being shipped in that equipment, click the “+ more commodity details” to display additional data fields.

Each commodity will be numbered and each package type per commodity will be lettered.

The screenshot displays the Waybill Management interface with several key elements:

- Navigation Tabs:** SINGLE FORM, MULTIPLE FORM (selected), EQUIPMENT WEIGHT, MANUAL WEIGHT.
- Equipment ID:** A dropdown menu showing "1" and "TEST34". A red box highlights the number "1".
- UNC - United Nations Standard Products and Service Code [UNSPSC]:** 12181600.
- MTC - Mexico Tariff Rate Code [Fracción Arancelaria]:** 1512110100.
- MPC - Unit Packaging Code [Clave Unidad]:** NC.
- MHC - Hazardous Code [Mexican Servicio de Administración Tributaria] Required for hazardous commodities:** (Warning icon).
- MHP - Mexican Hazardous Packaging Code [Tipo Embalaje] Required for hazardous commodities:** (Warning icon).
- MMT - Mexican Material Type [Tipo Materia]:** (Dropdown arrow).
- Actions:** CLEAR EQUIPMENT, REMOVE EQUIPMENT, COPY TO ALL EQUIPMENT.
- Commodity Details:**
 - Quantity:** 1
 - Type:** Car Load, Rail (Smallest Package)
 - Weight:** 181507
 - Weight Unit:** Pounds
 - Commodity description:** OIL
 - Ultimate Origin and Destination:** ISO-3166 Country Code (Note: Ultimate Origin and Destination are only required on shipments moving outside North America).
 - Actions:** CLEAR COMMODITY DETAILS.
- + MORE COMMODITY DETAILS:** A button highlighted with a red box and a red arrow pointing from the "1" in the Equipment ID dropdown.

Waybill Management FAQ (1 cont)

What happens if I want to document multiple cars and/or multiple commodities?

WBM gives you the option to fill out one Carta Porte form and apply the same data to all equipment (Single Form option) or display an individual form for each equipment id (Multiple Form). Click the toggle button to change the format.

If more than one commodity is being shipped in that equipment, click the “+ More Carta Porte Equipment Information” link to display additional data fields.

Waybill Management

☰+ Complemento Carta Porte

SINGLE FORM

MULTIPLE FORM

EQUIPMENT WEIGHT

MANUAL WEIGHT

Commodity description *

✕ CLEAR COMMODITY DETAILS

+ MORE COMMODITY DETAILS

+ MORE CARTA PORTE EQUIPMENT INFORMATION



Waybill Management FAQ (2)

Do you have a UNSPSC list that I can check?

- Icons located after fields provide additional information.
- Please be aware that the Mexican Railroad Association developed a mapping for STCC vs. SAT catalogue for the main carload products identified as moved by rail (500-600 products). If your commodity is not in that catalogue you will have to consult the direct SAT Catalogue and determine which Commodity Code(s) corresponds to your shipment(s). Your customs broker may also be able to help you determine this code.

Please add an importer to the party list.

Federal Taxpayer's Identification Number



Per the Importer Party

UNC - United Nations Standard Products and Service Code [UNSPSC] 12181600	MTC - Mexico Tariff Rate Code [Fracción Arancelaria] 1512110100	MPC - Unit Packaging Code [Clave Unidad] NC	MHC - Hazardous Code [Mexican Servicio de Administración Tributaria] Required for hazardous commodities	MHP - Mexican Hazardous Packaging Code [Tipo Embalaje] Required for hazardous commodities	MMT - Mexican Material Type [Tipo Materia]
Origin and Destination are only required on shipments moving outside North America					
Ultimate Origin ISO-3166 Country Code	Ultimate Destination ISO-3166 Country Code	Quantity 1	Type Car Load, Rail Smallest Package	Weight 181507	Weight Unit Pounds
Commodity description OIL					

Use icon to open related file


Waybill Management FAQ (3)







On the Type field, what would be the most appropriate option to choose when shipping bulk commodities?


If the commodity is loaded directly into the rail car without packaging, we recommend using the option of “Car Load, Rail” or “Tank Car” (if applicable).

SINGLE FORM MULTIPLE FORM EQUIPMENT WEIGHT MANUAL WEIGHT





Please add an importer to the party list.

Federal Taxpayer's Identification Number 
Per the Importer Party

UNC - United Nations Standard Products and Service Code [UNSPSC] 12181600 	MTC - Mexico Tariff Rate Code [Fracción Arancelaria] 1512110100 	MPC - Unit Packaging Code [Clave Unidad] NC 	MHC - Hazardous Code [Mexican Servicio de Administración Tributaria] Required for hazardous commodities 	MHP - Mexican Hazardous Packaging Code [Tipo Embalaje] Required for hazardous commodities 	MMT - Mexican Material Type [Tipo Materia] 05 - Other 
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Material Description 
Free Form description for the Material Type

Origin and Destination are only required on shipments moving outside North America

Ultimate Origin  ISO-3166 Country Code	Ultimate Destination  ISO-3166 Country Code	Quantity 1	Type Car Load, Rail  Smallest Package	Weight 181507	Weight Unit Pounds 
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Commodity description
OIL



Waybill Management FAQ (4)

What is the difference between the Quantity and Weight fields?

- Quantity indicates the number of packages. In the case of a bulk shipment where the commodity is not packaged, use one (1) carload (“Car Load, Rail” or “Tank Car”).
- If the commodity has been stored in a mix of package types for shipment, be sure to select the smallest kind of packaging in the corresponding Type field.
- Weight indicates the number of pounds or kilograms of the commodity being shipped.

SINGLE FORM MULTIPLE FORM EQUIPMENT WEIGHT MANUAL WEIGHT

Please add an importer to the party list.

Federal Taxpayer's Identification Number
Per the Importer Party

UNC - United Nations Standard Products and Service Code [UNSPSC]
12181600

MTC - Mexico Tariff Rate Code [Fracción Arancelaria]
1512110100

MPC - Unit Packaging Code [Clave Unidad]
NC

MHC - Hazardous Code [Mexican Servicio de Administración Tributaria]
Required for hazardous commodities

MHP - Mexican Hazardous Packaging Code [Tipo Embalaje]
Required for hazardous commodities

MMT - Mexican Material Type [Tipo Materia]
05 - Other

Material Description
Free Form description for the Material Type

Origin and Destination are only required on shipments moving outside North America

Ultimate Origin
ISO-3166 Country Code

Ultimate Destination
ISO-3166 Country Code

Quantity
1

Type
Car Load, Rail
Smallest Package

Weight
181507

Weight Unit
Pounds

Commodity description
OIL

Waybill Management FAQ (5)

How do I empty the boxes or remove equipment?

The “Clear Carta Porte Equipment” link will remove data from the boxes.

The “Remove Carta Porte Equipment” link will remove all fields for that equipment ID.

SINGLE FORM		MULTIPLE FORM		EQUIPMENT WEIGHT		MANUAL WEIGHT	
1	Equipment ID TEST34	UNC - United Nations ... 12181600	MTC - Mexico Tariff R... 1512110100	MPC - Unit Packaging ... NC	MHC - Hazardo...	MHP - Mexican ...	MMT - Mexican Ma... MMT - Mexican Material Type [Tipo Materia]
		UNC - United Nations Standard Products and Service Code [UNSPSC]	MTC - Mexico Tariff Rate Code [Fracción Arancelaria]	MPC - Unit Packaging Code [Clave Unidad]	MHC - Hazardous Code [Mexican Servicio de Administración Tributaria] Required for hazardous commodities	MHP - Mexican Hazardous Packaging Code [Tipo Embalaje] Required for hazardous commodities	
		X CLEAR EQUIPMENT	REMOVE EQUIPMENT				

Waybill Management FAQ (6)

How do I add another set of boxes to indicate more than one package type per commodity on a single equipment ID? Click the link titled “+ More Commodity Details” to add another set of boxes for quantity, type, weight, unit, and description.

SINGLE FORM MULTIPLE FORM EQUIPMENT WEIGHT MANUAL WEIGHT

1 Equipment ID TEST34 UNC - United Nations ... 12181600 MTC - Mexico Tariff R... 1512110100 MPC - Unit Packaging ... NC MHC - Hazardo... MHP - Mexican ... MMT - Mexican Ma...

UNC - United Nations Standard Products and Service Code [UNSPSC] MTC - Mexico Tariff Rate Code [Fracción Arancelaria] MPC - Unit Packaging Code [Clave Unidad] MHC - Hazardous Code [Mexican Servicio de Administración Tributaria] Required for hazardous commodities MHP - Mexican Hazardous Packaging Code [Tipo Embalaje] Required for hazardous commodities MMT - Mexican Material Type [Tipo Materia]

[X CLEAR EQUIPMENT](#) [REMOVE EQUIPMENT](#)

[COPY TO ALL EQUIPMENT](#)

A Quantity 1 Type Car Load, Rail Weight 181507 Weight Unit Pounds Ultimate Origin Ultimate Destination

Smallest Package ISO-3166 Country Code ISO-3166 Country Code

Commodity description OIL [X CLEAR COMMODITY DETAILS](#)

[+ MORE COMMODITY DETAILS](#)

Ultimate Origin and Destination are only required on shipments moving outside North America



Waybill Management FAQ (7)

How do I add multiple commodities per equipment?

Use the “+ More Carta Porte Equipment Information” link to add another set of fields for Equipment ID, UNSPSC commodity, Tariff rate code, and UN Number. On multi equipment bills, select the equipment that contains the new commodity by clicking the Equipment ID drop down.

SINGLE FORM MULTIPLE FORM EQUIPMENT WEIGHT MANUAL WEIGHT

hazardous commodities

X CLEAR EQUIPMENT REMOVE EQUIPMENT

COPY TO ALL EQUIPMENT

A Quantity 1 Type Car Load, Rail Weight 181507 Weight Unit Pounds Ultimate Origin Ultimate Destination

Smallest Package ISO-3166 Country Code ISO-3166 Country Code

Commodity description OIL X CLEAR COMMODITY DETAILS

+ MORE COMMODITY DETAILS

+ MORE CARTA PORTE EQUIPMENT INFORMATION



Waybill Management FAQ (8)

How do I add the Importer Name and Importer Taxpayer Id?

Click on the “RED” field to access the Importer page. Once completed click the “SAVE” icon to return to the main Carta Porte page

Contact Name John DOE	Person icon	Phone Number 19724811400 X-XXX-XXX-XXXX	Phone icon	Email Address	Email icon
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Requires Importer party
Click to add Importer

Federal Taxpayer's Identification Number

Per the Importer Party

Party:	Importer*	Search icon	Save icon
Name:	COMPANIA ARIZLU		
Address:	VIAS PUBLICAS 07-870-99		
City, State, Country:	GUADALAJARA, JA, MX	Zip:	4507C
Contact Number:	5133519966	Contact Type:	Phone icon

Federal Taxpayer's Identification Number
IGP123456

Per the Importer Party

Waybill Management FAQ (9)

How do I add the 24-hr contact billing details?

Enter the 24-hr contact billing details in the following fields: Contact Name, Phone Number, and Email Address.

SINGLE FORM MULTIPLE FORM EQUIPMENT WEIGHT MANUAL WEIGHT

Contact Name
JOHN SMITH

Phone Number
+14025441234
X-XXX-XXX-XXXX

Email Address
JOHN_SMITH@UP.COM

Please add an importer to the party list.

Federal Taxpayer's Identification Number

Per the Importer Party

Waybill Management FAQ (10)

How do I add Carta Porte information if my BOL submission failed?

- Access the BILLS option on the navigation rail. Under “Unprocessed BOL” enter Search By criteria (like Equipment ID or Sender ID)
- Use the “Edit” Option

The screenshot shows a web interface for managing bills of lading. At the top, it says "Unprocessed bills of lading (1)". Below this are search filters: "Search By Equipment ID" with a dropdown menu, "Equipment ID test192" with a "SEARCH" button, and checkboxes for "Errors only (1)" and "No duplicates". There are also date range and keyword filters. Below the filters is a table with the following columns: Billing status, BOL reference, Last updated, Equipment ID, Shipper, Origin, Consignee, Destination, Primary commodity, and Actions. The table contains one row with the following data: Billing status: Failed to process (with a red error icon), BOL reference: 3546419, Last updated: 03/25/2024 15:40, Equipment ID: TEST192 (with a dropdown arrow), Shipper: BALCONES RESOURCES INC, Origin: CARROLLTON, TX, Consignee: BID PAPPEL SA DE CV, Destination: DURANGO, DG, Primary commodity: 4024115. The Actions column for this row has a menu with "Clone this bill" and "Edit" options. The "Edit" option is highlighted with a red box. At the bottom right of the table, there is a pagination control showing "Items per page: 10" and "1 - 1".

Billing status	BOL reference	Last updated	Equipment ID	Shipper	Origin	Consignee	Destination	Primary commodity	Actions
❗ Failed to process	3546419	03/25/2024 15:40	TEST192	BALCONES RESOURCES INC	CARROLLTON, TX	BID PAPPEL SA DE CV	DURANGO, DG	4024115	⋮ Clone this bill Edit

Waybill Management FAQ (10 con't)

How do I add Carta Porte information if my BOL submission failed?

Utilize the menu on the left to navigate and update Carta Porte information.

Equipment

Shipping route

Reference information

Payment

Parties to the bill

Protective services

Bonded traffic / Customs

Empty pending disposition

Additional details

Complemento Carta Porte

Hide text

Shipment Type
B - Bill of Lading for Individual Shipment

Bill Type
S - Single Shipment Billing

Commodities/STCC ?

Commodity	Description
Commodity 4024115	SCRAP OR WASTE PAPER, NOT SENSITIZED, OR FIBREBOARD OR PULPBOARD SCRAP OR WASTE

Use text box above to search for commodity codes.

Hazmat shipment codes must start with **48 / 49** or use icon for hazardous lookup

[+ MORE COMMODITIES](#) [IMPORT COMMODITIES](#)

Important Links

UP Carta Porte team contact

- Cartaporte@up.com

UP Carta Porte Material

- <https://www.up.com/customers/mexico/>
- [Carta Porte FAQ](#)

EDI 404 Standards:

- [AAR Carta Porte EDI Supplement](#)
- [Interline Service Management \(ISM\) - Rail Carrier Industry Guide to Electronic Data Interchange \(up.com\)](#)