Car Hire Data Exchange (CHDX) User Guide

RAILINC

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List of Exhibits

Learning about CHDX

This document describes how to use the Car Hire Data Exchange (CHDX) through the following major sections:

- [Getting Started](#) describes how to access and log into the system.

- [Uploading CHDX Files](#) describes the process for uploading CHDX files and explains how to view e-mail notifications related to the upload.

- [Viewing the CHDX System Profile](#) describes how to view your current system profile, which contains information about your preferred file formats, etc.

- [Viewing the Inbound History](#) describes how to view historical data and the corresponding Inbound Summary Report.

- [Viewing the Outbound History](#) describes how to view the Outbound Summary Report and how to resend an outbound file via FTP if needed.

- [Accessing Help](#) provides links for online access to this user guide and additional reference information.

- [Index](#) provides links to specific topics in the document.

Overview

CHDX processes information on car hire payables and receivables.

- Participants submit files via FTP or web upload. Files submitted by participants are referred to as *Inbound* files. Railinc merges the submissions and then forwards complete consolidated files to equipment owners. The consolidated files that are sent to equipment owners are referred to as *Outbound* files.

- CHDX is integrated with the Railroad Clearinghouse (RCH), which allows for automatic net settlement each month. Refer to [Railroad Clearinghouse](#) on Railinc.com for more information.

- CHDX is the oldest and largest of all the data exchanges, with over 420 railroads submitting their car hire payable data.

System Requirements

For information about the system requirements of Railinc web applications and for information about downloading compatible web browsers and file viewers, refer to the *[Railinc UI Dictionary](#)*.

Accessing the Railinc Customer Success Center

The Railinc Customer Success Center provides reliable and timely high-level support for Railinc customers. Representatives are available to answer calls and respond to emails from 7:00 a.m. to 7:00 p.m. Eastern time, Monday through Friday, and provide on-call support via pager for all other hours to ensure support 24 hours a day, 7 days a week. Contact us toll-free by phone at 877-RAILINC (1-877-724-5462) or send an email directly to csc@railinc.com.

Getting Started

The CHDX application uses Railinc Single Sign-On (SSO) to manage permissions. To access SSO, view the Railinc portal at https://public.railinc.com/ The SSO log in is located at the upper right of the page.

Registering to Use Railinc SSO

Each CHDX user must register to use Railinc Single Sign-On. If you are not already registered, refer to the *Single Sign-On and Launch Pad User Guide* for more information. Once you have completed SSO registration, request access to CHDX within SSO.

Requesting Access to CHDX

After you receive authorization to use Railinc SSO, you must request general access to CHDX by following instructions in the *Single Sign-On and Launch Pad User Guide*.

Your level of access and authorization for CHDX is determined when you request access through Railinc Single Sign-On. Exhibit 1 shows the requestable CHDX roles as seen in SSO.

Exhibit 1. User Roles and Tasks

Task	Description
CHDX User	User who may submit, update, and view car hire data in the CHDX-application.

Your assigned user role determines what functions you can perform. User roles are assigned by Railinc through the Single Sign-On interface (Exhibit 2).

Exhibit 2. CHDX Request Permission (requestable by user)

Once you receive e-mail notification of access, you can log on and begin using CHDX.

Logging In

To log into CHDX:

1. Open your internet browser and enter https://public.railinc.com to open the Railinc website.

2. Select the **Customer Login** link in the upper right of the page. The Account Access page is displayed.

3. Enter your **User ID** and **Password**. Select **Sign In**. The Railinc Launch Pad is displayed.

   Note: For more information about the Launch Pad, refer to the *Single Sign-On and Launch Pad User Guide*.

4. Select **Railinc Data Exchange**. Select the **User Mark** for the account you want to manage from the drop-down list in the pop-up box.

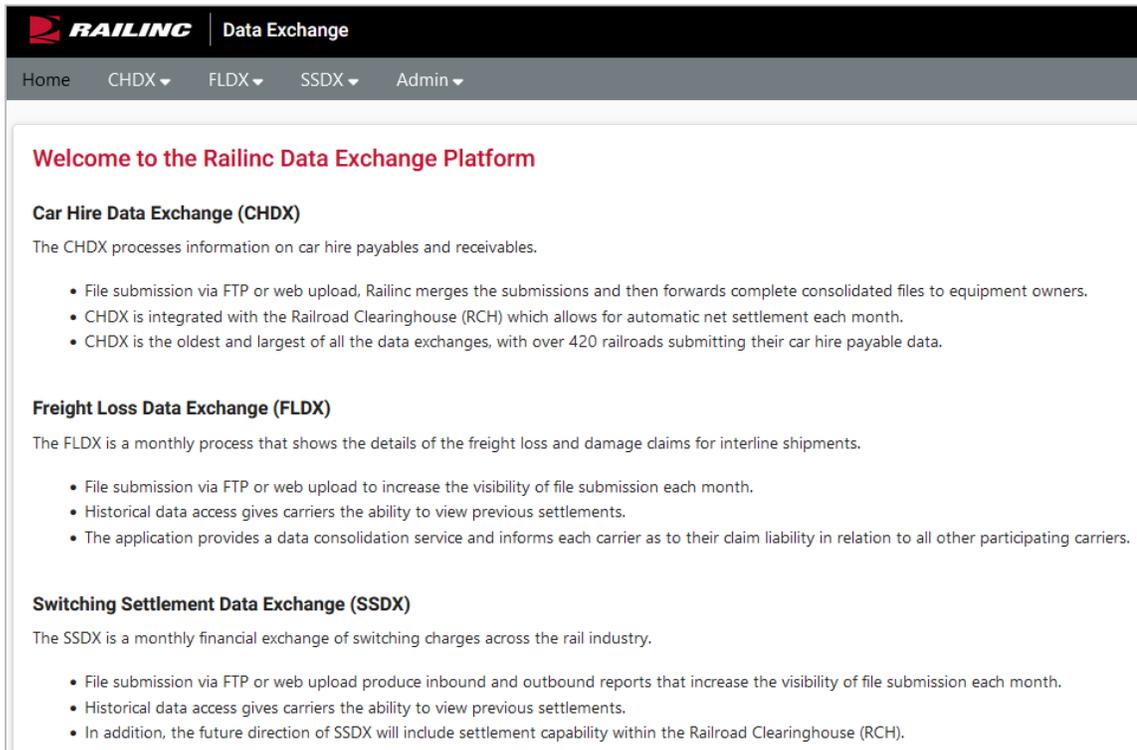*Exhibit 3. User Mark Selection*

5. The Welcome to the Railinc Data Exchange Platform page is displayed (Exhibit 4).

Exhibit 4. Railinc Data Exchange Platform

6. Select the **CHDX** menu list to view the functions of the CHDX application (Exhibit 5).

Exhibit 5. CHDX Menu List
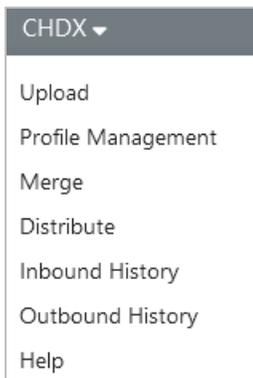
Logging Out

Select the **Sign Out** link to end a CHDX session. You are returned to the Railinc portal.

Uploading CHDX Files

This section describes how to upload CHDX files.

Use the following procedure to upload a CHDX file:

1. From the CHDX menu list (Exhibit 5), select **Upload**. The Upload page is displayed.

Exhibit 6. CHDX Upload Page

2. Select **Browse**. Select the file to be uploaded from the displayed panel that follows the correct formatting.

Note: The filename for the file to be uploaded must contain CHIP or CHDX, and the file extension must be .dat, .txt or .zip.

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3. Once the file to be uploaded appears in the **File Name** field, select the **Upload** button.

4. If successful, a message appears confirming the success of the upload (Exhibit 7).

Exhibit 7. Upload Confirmation Message

Note: If you attempt to upload a file that has already been uploaded with the same name, the system asks if you are sure about replacing the file before it is uploaded. Select **Yes** to continue with the replacement or select **Cancel** to cancel the upload.

Viewing Notification Emails

At the end of processing an uploaded file, Railinc sends an e-mail notification (Exhibit 8) to inform you (the submitter) with regards to whether your inbound file was accepted or rejected. The email includes the Inbound Summary Report (Exhibit 13). A separate email may also be sent during this process that notifies you if the inbound file contains recipients who are not set up to receive CHDX data (Exhibit 9).

Exhibit 8. Inbound Summary Email Notification

Subject: DEV: CHDX Inbound Summary Report: CHIP.AAR.1208.AAR_to_RAIL_demo.txt - ACCEPTED

CHDX User,

We have completed initial pre-processing of your Car Hire data file to be included in the monthly Railinc Data Exchange processing. Your file has been accepted for processing. Please see the attached document for details. To replace the existing file for this accounting period, submit another file with the same file name as the previously submitted file. All processed records will be included in the outbound distribution upon completion of the current Car Hire Data Exchange.

Thank you,
Car Hire Data Exchange Manager
Railinc

Please contact dx@railinc.com for any questions regarding the Car Hire process.

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the system manager. This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail.

Exhibit 9. CHDX Inbound File Contains Data Without a Recipient Email Notification

Subject: DEV: CHDX Inbound File Contains Data Without a Recipient: CHIP.HELD.1303.Ctc02heldData.dat

The following recipients listed in your file are not setup to receive CHDX data.

Recipient:	Number of Instances:
HELD	2

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the system manager. This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail.

Once the processing and extraction of all files for the current submission period is complete, another email is sent (Exhibit 10). It includes the Outbound Summary Report (Exhibit 16).

Exhibit 10. Outbound Summary Email Notification

Subject: DEV: CHDX Outbound Summary Report: CHOP.RAIL.1208.zip

CHDX User,

Processing and extraction of all files for the current submission period is complete. You will be sent the outbound file content via FTP at mailbox qtest21. Attached is a summary report including outbound data of roads for which you are receiving.

Thank you,
Car Hire Data Exchange Manager
Railinc

Please contact dx@railinc.com for any questions regarding the Car Hire process.

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the system manager. This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail.

Viewing the CHDX System Profile

CHDX enables you to see a read-only view of your current system profile. If changes are needed, contact Railinc CHDX administration. Railinc staff can modify a road's profile settings, so that CHDX files can be read properly by the CHDX system and the proper parties are given access to the inbound/outbound functionality.

To view a CHDX profile:

1. From the CHDX menu list, select **Profile Management**. The Profile Management page is displayed.

Exhibit 11. Profile Management

Viewing the Inbound History

You can view CHDX inbound history files in order to view historical data and the corresponding inbound summary report. You can view up to 6 months of historical data.

1. From the CHDX menu list, select **Inbound History**. The Inbound History page is displayed.

Exhibit 12. Inbound History

2. As needed, use the available filters (month, year, or mark) to narrow the number of displayed records.

3. As needed, sort the displayed records table columns, ascending or descending, by clicking the desired header column.

4. In the Actions column, select the **Action** drop down for a row to access the **Download PDF Report** and the **Download Inbound File** functions.

5. Download an inbound history record in one of the following ways:

    a. Select **Download PDF Report** to download the selected row as a PDF. Select to either open or save the file. When opened, the report is displayed as a PDF ([Exhibit 13](#)). Use the controls within Adobe Acrobat to save or print the report.

Exhibit 13. CHDX Inbound Summary Report

RAILINC CHDX Inbound Summary Report

File Name: CHIP.RAILtst.zip

Submitting Profile ID: AAR

Allowed Date: 201411

Date Received: 2015-03-17 14:33 EDT

Date Validated: 2015-03-17 14:33 EDT

Total Records Received: 13

Total Records Validated: 13

Total Records Rejected: 0

Total Summary Records: 3

Total Summary Amount: $287.35

Download CHDX Error Code Details

	CHDX Submitted Total						Railinc Total	
Carrier	Car Owner	Account Type Code	TSP Code	Account Description Code	Earned Date	Summary Amount	Detail Amount	Variance
NYLE	NS	010	31	01	201411	403.20	403.20	0.00
NYLE	NS	400	32	07	201411	403.20	403.20	0.00
NYLE	PDRR	010	31	01	201411	287.35	287.35	0.00
Totals (TSP Code 31 - 32 + 38 - 39)						287.35	287.35	0.00

	CHDX Submitted Total	Railinc Total	
Total	Summary Amount	Detail Amount	Variance
Total Allowance (TSP Code=31)	690.55	690.55	0.00
Total Recovery (TSP Code=32)	403.20	403.20	0.00
Total Amount (Allowance - Recovery)	287.35	287.35	0.00
Total Non-Financial Allowance (TSP Code=38)	0.00	0.00	0.00
Total Non-Financial Recovery (TSP Code=39)	0.00	0.00	0.00
Total Non-Financial Amount (Allowance - Recovery)	0.00	0.00	0.00

No critical errors were found.

The following non-critical warning(s) occurred. Only the first 20 records are listed for each warning code.

EDI CV Line number	Warning code(s)	EDI Data
11	CTC01B, CTC060708	CTC*NYLE*NS*1*010*31*20*14*11*20*14*11*01
23	CTC01B, CTC060708	CTC*NYLE*NS*9*010*31*20*14*11*20*14*11*01
35	CTC01B, CTC060708	CTC*NYLE*NS*1*400*39*20*14*11*20*14*11*07
49	CTC01B, CTC060708	CTC*NYLE*NS*2*400*32*20*14*11*20*14*11*07
53	CTC01B, CTC060708	CTC*NYLE*NS*9*400*32*20*14*11*20*14*11*07
64	CTC01B, CTC060708	CTC*NYLE*PDRR*1*010*31*20*14*11*20*14*11*01
98	CTC01B, CTC060708	CTC*NYLE*PDRR*9*010*31*20*14*11*20*14*11*01

The total number of non-critical warnings of each type is listed below:

Warning Code	Number of Occurrences
CTC01B	7
CTC060708	7

b. Select **Download Outbound File** to download the select row. Select to either open or save the file. When opened the file opens as a .txt file (Exhibit 14).

Exhibit 14. Inbound File (in .txt format)
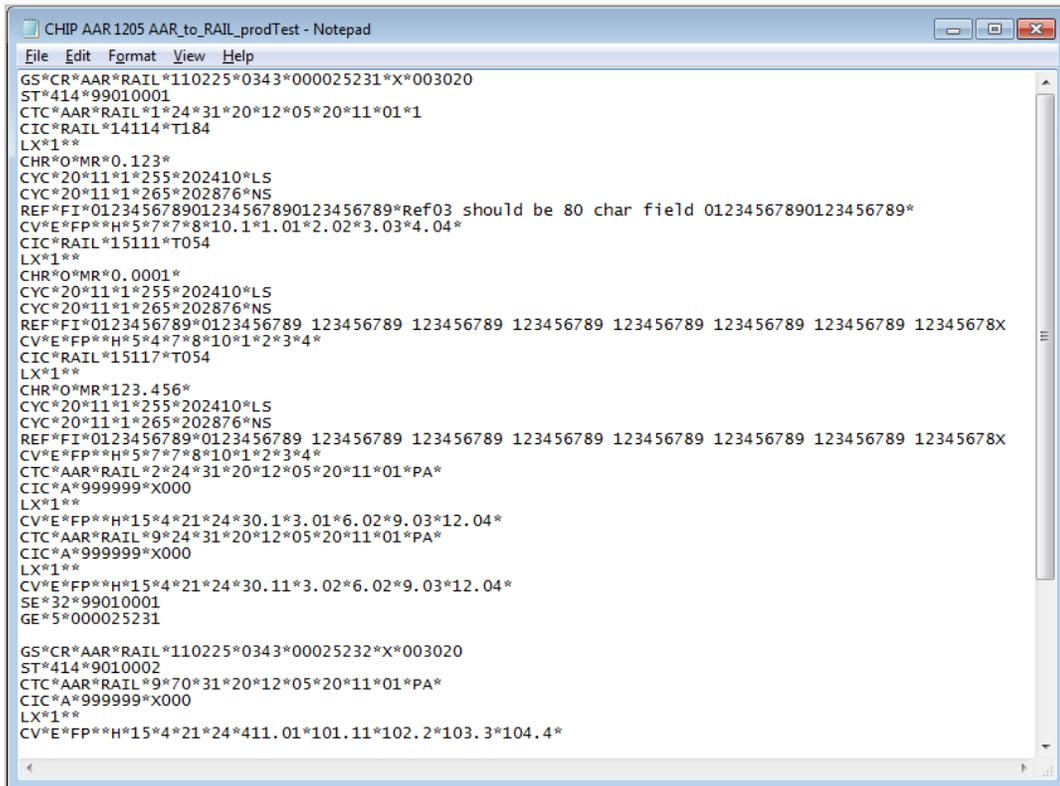

```
CHIP AAR 1205 AAR_to_RAIL_prodTest - Notepad
File   Edit   Format   View   Help
GS*CR*AAR*RAIL*110225*0343*000025231*X*003020
ST*414*99010001
CTC*AAR*RAIL*1*24*31*20*12*05*20*11*01*1
CIC*RAIL*14114*T184
LX*1**
CHR*O*MR*0.123*
CYC*20*11*1*255*202410*LS
CYC*20*11*1*265*202876*NS
REF*FI*01234567890123456789*Ref03 should be 80 char field 01234567890123456789*
CV*E*FP**H*5*7*7*8*10.1*1.01*2.02*3.03*4.04*
CIC*RAIL*15111*T054
LX*1**
CHR*O*MR*0.0001*
CYC*20*11*1*255*202410*LS
CYC*20*11*1*265*202876*NS
REF*FI*0123456789*0123456789 123456789 123456789 123456789 123456789 123456789 123456789 12345678X
CV*E*FP**H*5*4*7*8*10*1*2*3*4*
CIC*RAIL*15117*T054
LX*1**
CHR*O*MR*123.456*
CYC*20*11*1*255*202410*LS
CYC*20*11*1*265*202876*NS
REF*FI*0123456789*0123456789 123456789 123456789 123456789 123456789 123456789 123456789 12345678X
CV*E*FP**H*5*7*7*8*10*1*2*3*4*
CTC*AAR*RAIL*2*24*31*20*12*05*20*11*01*PA*
CIC*A*999999*X000
LX*1**
CV*E*FP**H*15*4*21*24*30.1*3.01*6.02*9.03*12.04*
CTC*AAR*RAIL*9*24*31*20*12*05*20*11*01*PA*
CIC*A*999999*X000
LX*1**
CV*E*FP**H*15*4*21*24*30.11*3.02*6.02*9.03*12.04*
SE*32*99010001
GE*5*000025231

GS*CR*AAR*RAIL*110225*0343*00025232*X*003020
ST*414*9010002
CTC*AAR*RAIL*9*70*31*20*12*05*20*11*01*PA*
CIC*A*999999*X000
LX*1**
CV*E*FP**H*15*4*21*24*411.01*101.11*102.2*103.3*104.4*
```

Viewing the Outbound History

This section describes how to view CHDX outbound history files.

Note: If you need to resend the Outbound File via FTP, see Resending the Outbound File via FTP.

Use the following procedure to view and download outbound history records:

1. From the CHDX menu list, select **Outbound History**. The Outbound History page is displayed.

Exhibit 15. Outbound History

2. As needed, use the available filters (month, year or mark) to narrow the number of displayed records.

3. As needed, sort the displayed records table columns, ascending or descending, by clicking the desired header column.

4. In the Actions column, select the **Action** drop down on your selected row to access the **Download PDF Report**, the **Download Outbound File**, and the **FTP Outbound File** functions.

Note: The selected row must have records associated with it (i.e., more than 0 records).

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5. Download an outbound history record in one of the following ways:

a. Select **Download PDF Report** to download the selected row as a PDF. Select to either open or save the file. When opened, the report is displayed as a PDF (Exhibit 16). Use the controls within Adobe Acrobat to save or print the report.

Exhibit 16. CHDX Outbound Summary Report

	CHDX Outbound Summary Report			
File Name: CHOP.RAIL.1208.zip		**Total Records:** 13		
Receiving Profile ID: RAIL		**Total Summary Records:** 4		
Allowed Date: 201208		**Total Summary Amount:** $365.01		
Date Created: 2012-10-05				

Download CHDX Error Code Details

			CHDX Submitted Total				Railinc Total		
Carrier	Car Owner	Account Type Code	TSP Code	Account Description Code	Earned Date	Summary Amount	Detail Amount	Variance
AAR	RAIL	024	31	PA	201207	30.10	30.10	0.00
AAR	RAIL	070	38	09	201207	411.01	411.01	0.00
AAR	RAIL	111	32	1	201207	30.10	30.10	0.00
AAR	RAIL	800	39		201207	46.00	0.00	46.00
Totals (TSP Code 31 - 32 + 38 - 39)						365.01	411.01	-46.00

CHDX Submitted Total	Railinc Total		
Total	Summary Amount	Detail Amount	Variance
Total Allowance (TSP Code=31)	30.10	30.10	0.00
Total Recovery (TSP Code=32)	30.10	30.10	0.00
Total Amount (Allowance - Recovery)	0.00	0.00	0.00
Total Non-Financial Allowance (TSP Code=38)	411.01	411.01	0.00
Total Non-Financial Recovery (TSP Code=39)	46.00	0.00	46.00
Total Non-Financial Amount (Allowance - Recovery)	365.01	411.01	-46.00

No critical errors were found.

The following non-critical warning(s) occurred. Only the first 50 records are listed for each warning code.

EDI CV Line number	Warning code(s)	EDI Data
84	CTC04	CTC*AAR*RAIL*M*111*32*20*12*08*20*12*07*1
102	CTC04	CTC*AAR*RAIL*N*111*32*20*12*08*20*12*07*1*
106	CTC04	CTC*AAR*RAIL*Y*111*32*20*12*08*20*12*07*1*

b. Select **Download Outbound File** to download the select row. Select to either open or save the file.

c. Select **FTP Outbound File** and select **Yes** to confirm to FTP the file. See Resending the Outbound File via FTP.

Resending the Outbound File via FTP

If you have the appropriate permissions, you can send any historical outbound CHDX file to your FTP mailbox. There is no fee for resending the file.

Note: Contact the Railinc Customer Success Center if you need help with the following requirements.

The requirements for this capability are:

- CHDX User permission for the Mark in question.

- Your account must be associated with a valid FTP Mailbox.

- The Account Profile must be set to a **Receiving Medium Type** of "FTP".

> Receiving Medium Type
>
> FTP ▼

- The **Receiving Medium** must contain a valid FTP Address.

> Receiving Medium *
>
> QRAIL21

Once the above requirements are met, use the following procedure to resend the outbound file via FTP:

1. Select **CHDX** from the menu bar and then select **Outbound History**.

Exhibit 17. Select Outbound History From CHDX Menu List

> CHDX ▾
>
> Upload
> Profile Management
> Merge
> Distribute
> Inbound History
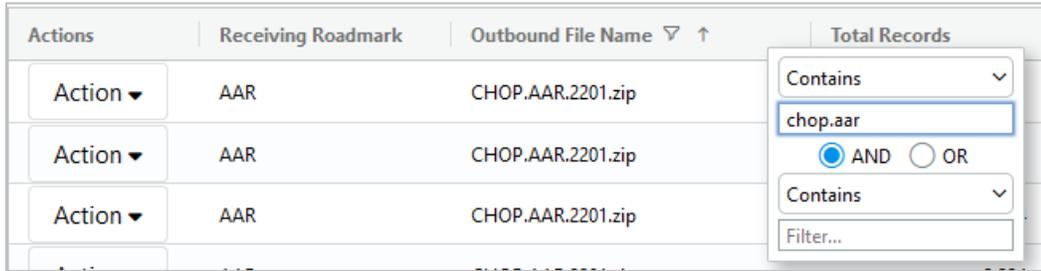> Outbound History
> Help
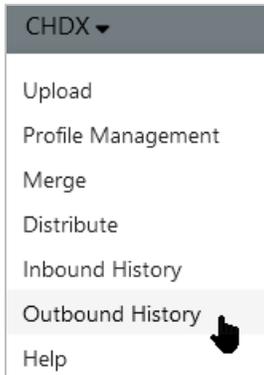
2. On the Outbound History page, locate the file you want to resend.

Exhibit 18. Outbound History Search For File to Resend

3. Select the **Action** drop-down menu and then select **FTP Outbound File**.

Exhibit 19. Action Menu
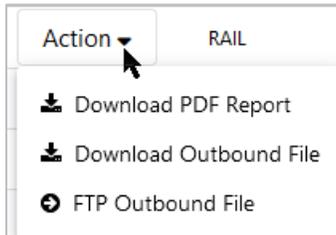
From the confirmation pop-up box, select **Yes** to proceed with the FTP.

Exhibit 20. FTP Confirmation Popup

4. Select **Yes** to proceed.

A message is displayed upon successful completion (Exhibit 21).

Exhibit 21. FTP Success Message

Accessing Help

Use the following procedure to access help for using CHDX:

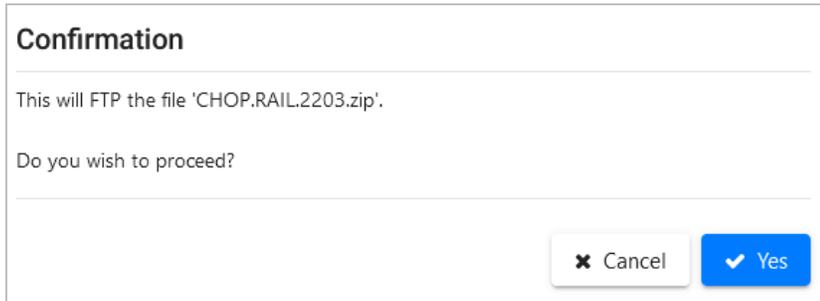From the CHDX menu list, select **Help**. Use the links on the Help page to access a number of useful resources.

Exhibit 22. Help Page

Help

The following user guide will demonstrate the functionality of the Car Hire Data Exchange (CHDX). The guide will walk the user through the following steps:

- Uploading a .txt, .dat, or .zip file
- Browsing inbound and outbound historical data

Download the CHDX User Guide

The following Error/Warning codes guide will contain the error and warning codes that may occur when invalid data is submitted to the CHDX application.

Download the CHDX Error & Warning Codes Guide

The following Summary Report field guide defines fields on the CHDX Summary Report, including calculations.

Download the CHDX Summary Report Field Definitions Guide

Select from these helpful links:

- **CHDX User Guide**: This link opens the latest version of this user guide.

- **CHDX Error & Warning Guide:** This link opens the Error/Warning codes guide which contains the error and warning codes that may occur when invalid data is submitted to the CHDX application.

Exhibit 23. CHDX Error & Warning Guide

	A	B	C	D	E	F	G	H
1								
2	SUB	Submission	GS	GS Segment	ST	ST Segment	CTC	CTC Segment
3	SUB100	.zip documents may only contain one file.	GS01	Group Functional ID field should contain 'CR'.	ST01	Transaction Set ID field should contain '414'.	CTC01A	Equipment User Code field must contain a valid SCAC.
4	SUB101	Railinc Data Exchange is not compatible with the existing file extension. Please submit an FTP file with .dat, .txt, or .zip extension.	GS02	Application Sender Code field must contain a valid SCAC.	ST02	Transaction Set Control Number field should contain a numeric entry.	CTC01B	The submitter is not currently authorized to submit for the specified road mark.
5	SUB102	Zipped file could not be extracted.	GS03	Application Receiver Code field must contain a valid SCAC.			CTC02	Equipment Owner Code field must contain a valid SCAC.
6	SUB103	Submitted file is corrupt and could not be validated.	GS04	Group Date should contain a valid date formatted as YYMMDD.			CTC03	Car Hire Code field mus contain either a 1, 2, or denoting detail, group summary, or summary record.

- **CHDX Summary Report Field Definition Guide**: This link opens the guide that defines fields on the CHDX Summary Report, including calculations.

Exhibit 24. CHDX Summary Report Field Definition Guide

CHDX Inbound Summary Report - field definitions

File Name:	submitted file name and extension
Submitting Profile ID:	Roadmark uploaded through
Allowed Date:	CCYYMM two months in arrears (Allowed Century/Year/Month CTC08CTC07CTC06)
Date Received:	CCYY-MM-DD hh:mm EDT time Railinc received file
Date Validated:	CCYY-MM-DD hh:mm EDT time Railinc validated file

Download CHDX Error Code Details   hyperlink to Excel spreadsheet of CHDX error and warning codes

Total Records Received:	total CV rows received
Total Records Validated:	total CV rows validated
Total Records Rejected:	total CV rows rejected
Total Summary Records:	total CV rows where CTC03 = 9

CHDX Submitted Total							Railinc Total	
Carrier	**Car Owner**	**Account Type Code**	**TSP Code**	**Account Description Code**	**Earned Date**	**Summary Amount**	**Detail Amount**	**Variance**
1	2	3	4	5	6	7	8	9
CTC01	CTC02	CTC04	CTC05	CTC12	CTC11 CTC10 CTC09	total of CV09s where CTC03 = 9	total of CV09s where CTC03 = 1	Summary Amt subtract Detail Amt
CTC where CT03 = 9 (summary row)					*see below	*see below	*see below	*see below

Earned Date

    Column 6 is Earned Century Earned Year Earned Month without spaces as CTC11CTC10CTC09

Summary Amount

    Column 7 is the total of all CV09s - Roadmark submitted

        where CTC03 = 9 (summary row)

        with the same first 5 columns:

Column 1	Carrier CTC01
Column 2	Car Owner CTC02
Column 3	Account Type Code CTC04
Column 4	TST Code CTC05
Column 5	Account Description Code CTC12

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