

Price Documents Job Aid

•Getting Started	p. 2
•Price Documents Main Page	p. 3
•Search for Documents	p. 5
•My Documents View	p. 6
•PDF Documents View	p. 7
•PDF Document View Details	p. 8
•Download Information	p. 9
•Station Group Search	p. 11
•Station Groups Found	p. 12
•Station Group Search Result	p. 13
•Station Group Download	p. 14
•Approve Documents	p. 15

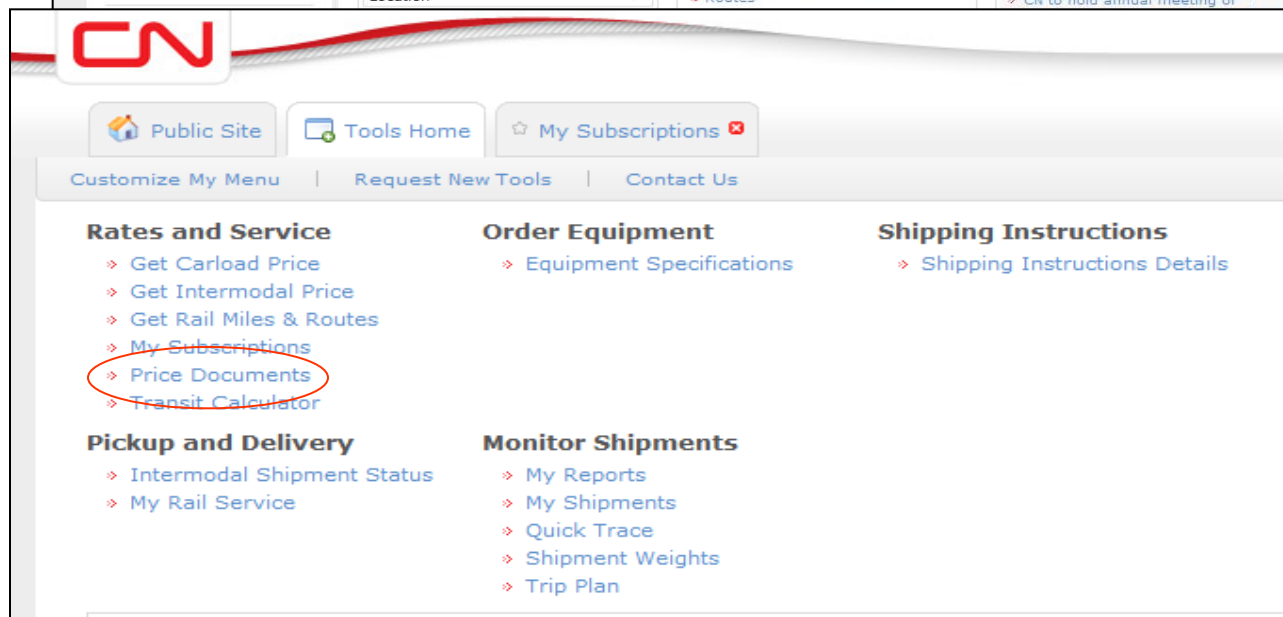
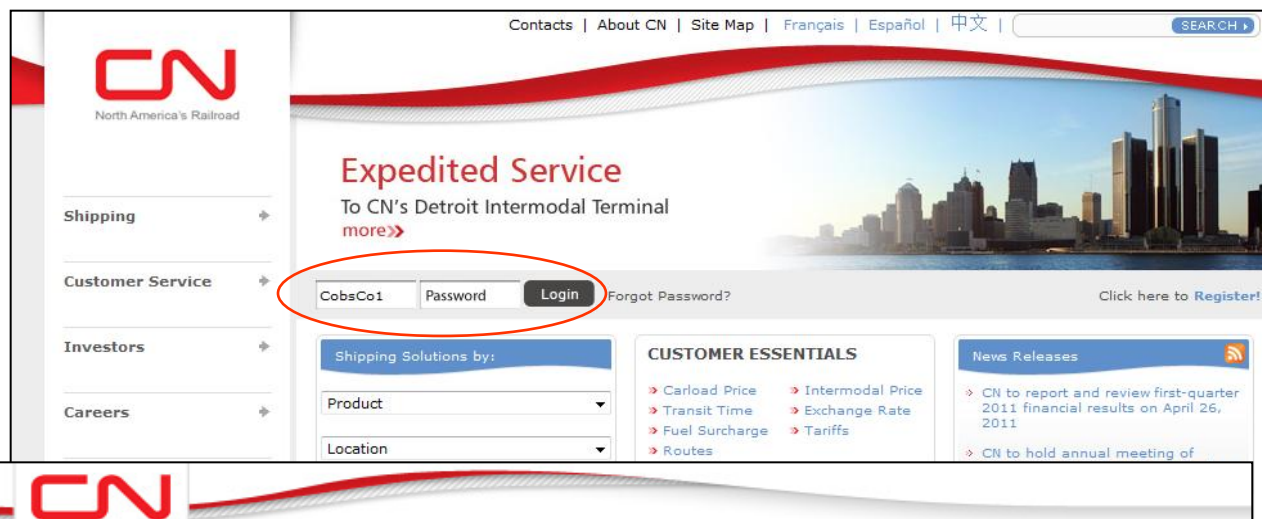
Getting Started

1. From the CN homepage Login to eBusiness using your Velocity ID and password. A new window will open to the **eBusiness main menu**.

- *You must be registered on the CN eBusiness website and have been granted access by a CN account manager to view customer-specific publications.*

2. Select **Price Documents** under the Get Rates and Service section.

- You will be on the **Price Documents** main page.



Price Documents Main Page

- This is the main page of the Price Documents application. When you access the application for the 1st time you will get the “Public Documents” view with a list of CN’s commodity groups that link to their corresponding public price documents.
- The sub-navigation links at the top will allow you to easily navigate between the various sections of price documents. For example you can download your rates into an excel spreadsheet, approve contracts electronically or do a station group search by clicking on the options at the top.

Price Documents

Price Documents

My Documents Public Documents

Automobiles	Intermodal
Coal	Metals and Minerals
Fertilizer	Optional Services
Forest Products	Petroleum and Chemicals
Fuel Surcharge	Rules & Regulations
Grain	

Search documents by Authority Number:

Search documents by keywords:

Effective on:

Price Documents Main Page Continued

Searching for a specific document can be done in any one of the following 3 ways:

1. Clicking on “My Documents” will bring you to a new page that will display a list of all documents that you have permission to view including your private contracts and any other documents that you subscribed to

2. Clicking on a commodity link like “Forest Products” will bring you to a page that lists all the public forest products price documents known as open tariffs

3. Type your company name, commodity name or a document number in the **Keywords** box and click on the **Search** button.

Example: Type “General Motors”. This will bring up a list of documents that contain your search criteria.

Price Documents

My Downloads My Documents for Approval Advanced Search Station Group Search My Station Group Downloads

Price Documents

Show: My Documents Public Documents

Automobiles	Intermodal
Coal	Metals and Minerals
Fertilizer	Optional Services
Forest Products	Petroleum and Chemicals
Fuel Surcharge	Rules & Regulations
Grain	

Search documents by Authority Number:

Search documents by keywords:

Effective on: 2011-03-29

Search

NOTE:

- The search is case insensitive.
- The search will look for **both** public and private documents
- The effective date of your search... (if you are looking for a publication that is effective in the future you will have to change the date to the future date)

Search Results

- By clicking on “Forest Products” (1) from the Public Documents (2) view, going to “My Documents” or doing a “Key Word Search” (3) you will get a list of documents.
- Click on the document number link under the “Reference” column to view the details of the document.
- The other options available from this page include:

- ✓ All Versions

Allows you to view the history of the document shown

- ✓ Subscribed

Allows you to subscribe or unsubscribe to a document. Subscribing to a document will add it to your “My Documents” view and add you to the email list for updates/changes. Simply select the document(s) and click “Update”

- ✓ Download

Allows you to download any document into an excel spreadsheet

Search Results

Reference	Description	All Versions	Subscribed	Download
CN T 002002-AN	(1) FOREST PRODUCTS/Lumber/Tariff		<input type="checkbox"/>	<input type="checkbox"/>
CN T 002421-AH	FOREST PRODUCTS/Lumber/Tariff		<input type="checkbox"/>	<input type="checkbox"/>
CN T 003001-AN	FOREST PRODUCTS/Panels/Tariff		<input type="checkbox"/>	<input type="checkbox"/>
CN T 004250-AK	FOREST PRODUCTS/Panels/Tariff		<input type="checkbox"/>	<input type="checkbox"/>
CN T 510215-AD	FOREST PRODUCTS/Lumber/Tariff		<input type="checkbox"/>	<input type="checkbox"/>
CN T 510486-AB	FOREST PRODUCTS/Lumber/Tariff		<input type="checkbox"/>	<input type="checkbox"/>

Price Documents (2)

Show: My Documents Public Documents

Reference	Description	All Versions	Subscribed	Download
CN T 002002-AN	FOREST PRODUCTS/Lumber/Tariff		<input checked="" type="checkbox"/>	<input type="checkbox"/>
CN T 002421-AH	FOREST PRODUCTS/Lumber/Tariff		<input checked="" type="checkbox"/>	<input type="checkbox"/>
CN T 003001-AN	FOREST PRODUCTS/Panels/Tariff		<input checked="" type="checkbox"/>	<input type="checkbox"/>
CN T 004250-AK	FOREST PRODUCTS/Panels/Tariff		<input checked="" type="checkbox"/>	<input type="checkbox"/>
CN T 510591-AA	FOREST PRODUCTS/Lumber/Tariff		<input checked="" type="checkbox"/>	<input type="checkbox"/>
CN T 9100-AU (En)	Intermodal Supplemental Services Tariff		<input checked="" type="checkbox"/>	<input type="checkbox"/>

Search Results (3)

All Documents Keywords Search: 510300, Effective on October 30, 2006.

View Item Sched	Reference	Description	All Versions	Subscribed	Download
<input checked="" type="checkbox"/> New	CN T 510300-AD	FOREST PRODUCTS/Fibers/Tariff		<input type="checkbox"/>	<input type="checkbox"/>

My Documents View

- When in My Documents... Click on the + to view the corresponding items if they exist in that price document.
- You can download specific items/schedules or the entire publication.
- The Keywords search is no longer case-sensitive. You can type any combination of UPPER case and lower case.
- Tip: You can do a multiple keywords search as well by using "AND" or "OR" when you type in your keywords. Read more about it in the Help Section.

Price Documents

Price Documents

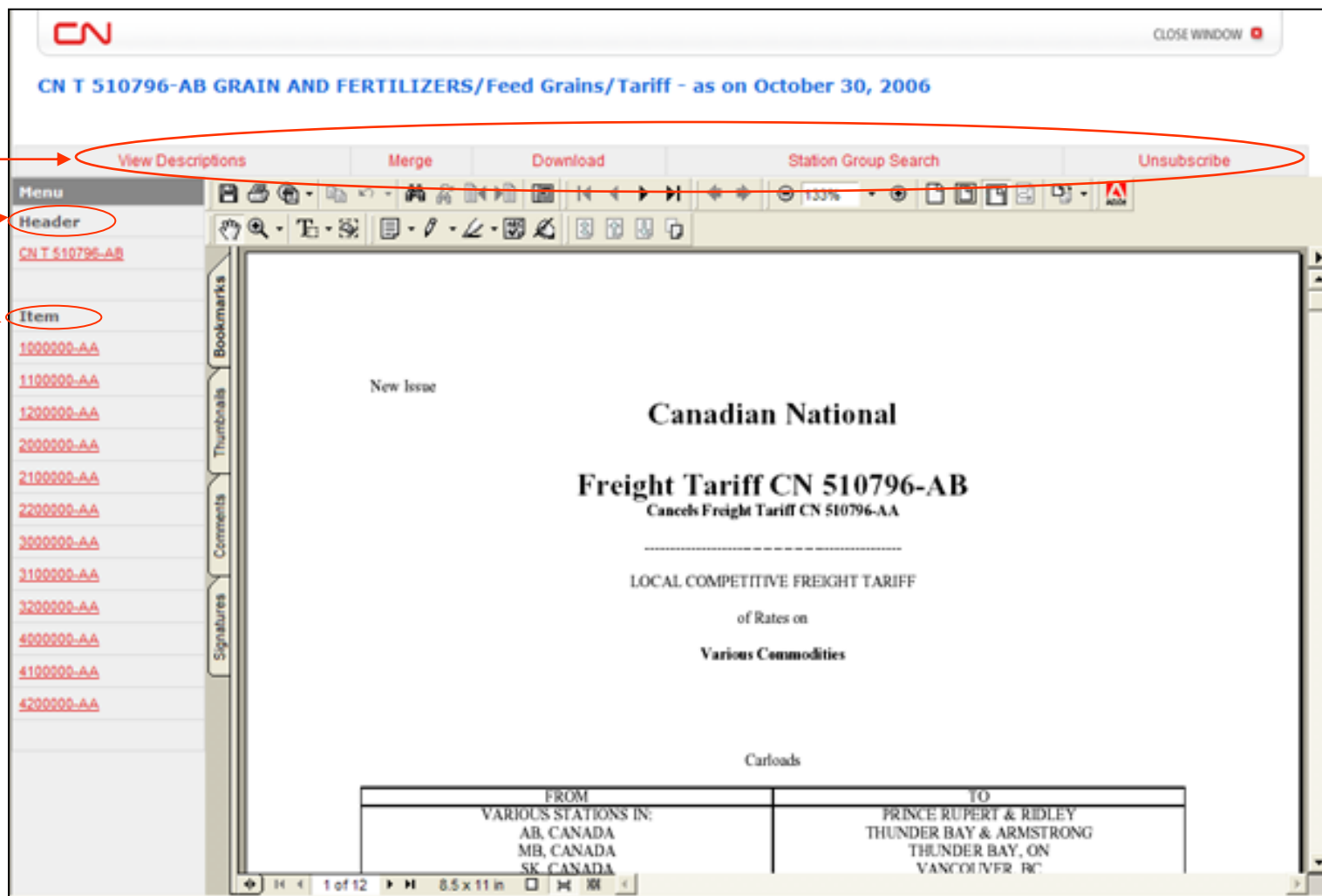
Show: My Documents Public Documents

View Item Sched	Reference	Description	All Versions	Subscribed	Download
<input type="checkbox"/>	CN T 001243-AU	GRAIN AND FERTILIZERS/Feed Grains/Tariff		<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	CN T 001556-AL	GRAIN AND FERTILIZERS/Feed Grains/Tariff		<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	CN T 001747-AO	GRAIN AND FERTILIZERS/Oil Seeds/Tariff		<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	CN T 001747-AO (12) Item 1100000-AE	GRAIN AND FERTILIZERS/Oil Seeds/Tariff			<input type="checkbox"/>
<input type="checkbox"/>	CN T 001747-AO (6) Item 1110000-AB	GRAIN AND FERTILIZERS/Oil Seeds/Tariff			<input checked="" type="checkbox"/>
<input type="checkbox"/>	CN T 001747-AO (11) Item 1140000-AH	GRAIN AND FERTILIZERS/Oil Seeds/Tariff			<input type="checkbox"/>
<input type="checkbox"/>	CN T 001747-AO (12) Item 1140000-AI	GRAIN AND FERTILIZERS/Oil Seeds/Tariff			<input checked="" type="checkbox"/>
<input type="checkbox"/>	CN T 001747-AO (6) Item 1142000-AE	GRAIN AND FERTILIZERS/Oil Seeds/Tariff			<input type="checkbox"/>
<input type="checkbox"/>	CN T 005586-AJ	GRAIN AND FERTILIZERS/Food Grains/Tariff		<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	CN T 005659-AJ	GRAIN AND FERTILIZERS/Feed Grains/Tariff		<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	CN T 007589-BB	INTERMODAL/Containers & Trailers/Tariff		<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	CN T 7500-AB (En)	Manual Transactions Fee Tariff		<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	CN T 7500-AB (Fr)	Frais pour transactions manuelles		<input checked="" type="checkbox"/>	<input type="checkbox"/>

Search documents by keywords: Keywords: Effective on: 2006-08-08

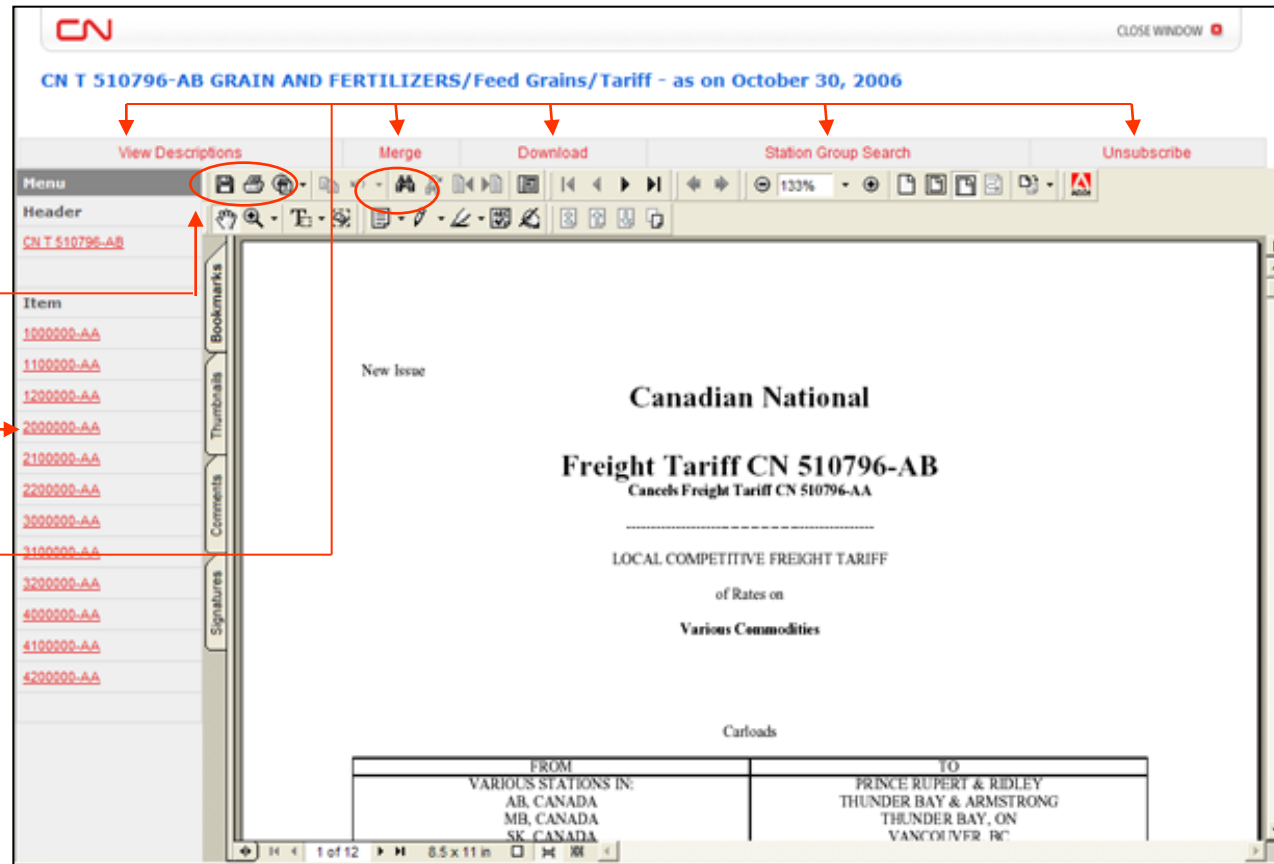
PDF Document View

- When you click on the reference number and your price document opens, the page now has a new look:
- From the top you can view the price document and item/schedule descriptions, merge the document into one, download prices or subscribe/unsubscribe to a document.
- The side menu is split into two sections: a header section and a section listing items or schedules within the price document.



PDF Document View Details

- Clicking on the reference number opens a new window and the document that you selected is displayed.
- The title at the top of the page gives the document number and the date on which the rates are effective (today's date, by default).
- You can print, save (download) or search through the document using the Adobe Acrobat icons.
- You can navigate to different items of the tariff by clicking on the **Item** link in the left margin.
- You can **subscribe** or **unsubscribe** to the tariff. If you subscribe, you will receive an email notification whenever there is a change to the tariff. If you unsubscribe, you will stop receiving this notification.
- You can **merge** the document. The header section and each of the items listed are saved as individual documents. By merging all the items into a single document, you will be able to print, save or search the entire document, without having to navigate through each individual item.
- You can View Detailed Item Descriptions that have been put in to help identify a document.



As the PDF file opens up, you should select "Yes" if a dialogue box pops up with the message "This page contains both secure and non-secure information. Do you want to display the non-secure items?"

Downloading a Document

- When you want to look at your prices in a spreadsheet, you can do this by using the download functionality built into the Price Documents tool by selecting the document(s) or individual items/schedules you want to download from the main document display page and clicking “Download”.
- This will trigger the download process; and open up the “My Downloads” page.
- The “Reference” column will show you the document name. The “Description” column will list the document or documents that you are downloading.
- Under the “Status” you will see “In progress”. Once the download completes this status will turn to “Completed” (if the file is too big it will be broken down into a documents). Click on the “Completed” link to open up the excel spreadsheet.

My Downloads

You will receive email notification for completed documents.

Reference	Description	Status
CNDocument111330.xls	CN T 831254	In Progress
CNDocument111203.xls	CN T 510010	Completed

Send me an email notification upon completion

Update Status

- Click on the “Update Status” to refresh the page
- To get notified by email once the download is complete check off the box

Download Rules:

- You can download only 1 open tariff at a time due to their size
- All other documents like contracts can be downloaded many at a time
- Downloads are available on the site for 2 days

Download Spreadsheet

- From the download page if you click on the “Completed” link an excel sheet will open up with your O/D information
- Key information in the spreadsheet includes:
 - ✓ Effective/Expiry dates
 - ✓ Origin/Destination waybill and actual
 - ✓ Rates
 - ✓ Rate Currency
 - ✓ Rate Unit of Measure
 - ✓ Publication #
 - ✓ STCC and Note descriptions

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	effective date	expiry date	rate currency	rate	rate UOM	minimum weight	carrier type	authority type	authority	item	sche dule	waybill origin	waybill destination
2	2006-02-20	2006-08-21	USD	o	PC	0.0	CN	T	002002	1055000		CN AB CENTRAL GRP, **	BELLINGHAM, WA
3	2006-02-20	2006-08-21	USD	o	PC	0.0	CN	T	002002	1055000		CN AB CENTRAL GRP, **	BELLINGHAM, WA
4	2006-02-20	2006-08-21	USD	o	PC	0.0	CN	T	002002	1055000		CN AB CENTRAL GRP, **	BELLINGHAM, WA
31	2006-02-20	2006-08-21	USD	o	PC	0.0	CN	T	002002	1055000		CN AB CENTRAL GRP, **	BNSF AMARILLO GRP, **
32	2006-02-20	2006-08-21	USD	o	PC	0.0	CN	T	002002	1055000		CN AB CENTRAL GRP, **	BNSF ASHDOWN GRP, **

	A	B	C	D	E	F	G	H	I	J	K
1	Condition	SCAC	Description								
2	032709	CN	Applicable in box cars with a cubic capacity not exceeding 5600 cubic feet.								
3											
4											
5	098563	CN	Rate is exclusive of all handling and trucking charges at origin.								
6											

	A	B	C	D	E	F	G	H	I	J	K	L
1	STCC	Description										
2	2421110	FLITCHES, FOREIGN WOOD, NEC										
3	2421150	LUMBER, NEC, NATIVE WOOD, CANADIAN WOOD, BRAZILIAN PINE, EUROPEAN PINE, HONDURAS PINE, MEXICAN PINE, MEXICAN PINE										
4	2421160	LUMBER, CANADIAN WOOD, NEC, OR LUMBER, NATIVE WOOD, NEC, MORE THAN 1/4 INCH IN THICKNESS										
5	2421170	LUMBER, GREEN, NATIVE WOOD, NEC										

Station Group Search

- Clicking on the link will bring up the “Station Group Search” page.

- The search can be done in one of two ways:

- ✓ Fill in the province/state and the city and click submit
- ✓ Fill in the station group and click submit

Tips:

- For the city, you can start typing the name of the city, or click on the icon next to the box to open a pick list to search.

Note: A minimum of 3 characters must be used for a city search. If there are multiple cities that contain the characters entered all are displayed and you must pick the correct one. If the province/state is not filled in but the city is, and that city is unique then the province state will automatically be filled in. If the city is not unique, pick the correct one and the information will be filled in.

- For the station group search, you can start typing the name of the group, or click on the icon next to this box to open a pick list on which you can search.

- If you want to search for groups and stations by specific date: fill in step 1, specify your date in step 2 (the default is the current date) and click submit. If you are searching within the publication the default date is the publication or specific item/schedule effective date which you can change at any time.

Station Groups Found

- Once you click “submit” the “Station Groups Found” page is displayed.

- The results show all the groups that contain your search criteria.

- In order to view the stations within each group click on the station group name.

- If there are more than 25 groups, use the next link at the top of the table to navigate.

- If there are no results that match your criteria an error message “No results found” will be displayed below the title of the page.

Click on the station group name to view a list of cities in the group.

Station Group Name	Effective Date	Expiry Date
ALB AB2 LOC	2004-12-22	9999-12-31
ALBERTA	2003-05-29	9999-12-31
ALBERTA CN	2003-05-29	9999-12-31
CALGARY IM AREA	2001-01-01	9999-12-31
CAN AB CALGARY	1-01-01	9999-12-31
CAN AB CALGARY L	1-01-01	9999-12-31
CANADA	1-01-01	9999-12-31
CANADA & USA	1-01-01	9999-12-31
CN AB SOUTH GRP	2005-06-02	9999-12-31
CN ALBERTA	2006-01-01	9999-12-31
SOUTHERN AB	2002-07-10	9999-12-31

page 1 of 1

Station Group Search Result

- Clicking on the station group name will display a new page “Station Group Search Results” with a list of cities contained in the group.
- To download all the cities in the group into an excel spreadsheet click on the download button at the bottom of the page.
- Please Note: If there are more than 500 cities in a group you are asked to do a download automatically.
- To get notified by email once the download is complete check off the box.
- Each page displays 25 cities at a time, use the next link at the top of the table to navigate through the results.

Station Group Search Result

Station group CN AB SOUTH GRP contains the following cities

State/Province	City	SPLC
Alberta	ACHESON	085021000
Alberta	CALGARY	082400000
Alberta	CAMROSE	083878000
Alberta	CLOVER BAR	083932000
Alberta	EAST EDMONTON	085610000
Alberta	EDMONTON	085618000
Alberta	SPRUCE GROVE	085024000

Download

Send me an email notification upon completion

Station Group Download

- Clicking the download button will trigger the download process; and open up the “My Station Group Downloads” page.
- The “Reference” column will show you the document name. The “Description” column will show the group that you are downloading.
- Under the “Status” you will see “In progress”. Once the download completes this status will turn to “Completed” (if the file is too big it will be broken down into several documents). Click on the “Completed” link to open up the excel spreadsheet.

The screenshot displays the 'My Station Group Downloads' page. At the top, there is a navigation bar with links for 'CN NETWORK MAP', 'SITE GUIDE', and 'LOG OUT'. Below this, there are tabs for 'MY HOME PAGE', 'VELOCITY HOME', and 'PRICE DOCUMENTS'. The main navigation bar includes 'Price Documents', 'My Downloads', 'My Documents for Approval', 'Station Group Search', and 'My Station Group Downloads' (circled in red). The page title is 'My Station Group Downloads'. Below the title, there is a table with the following data:

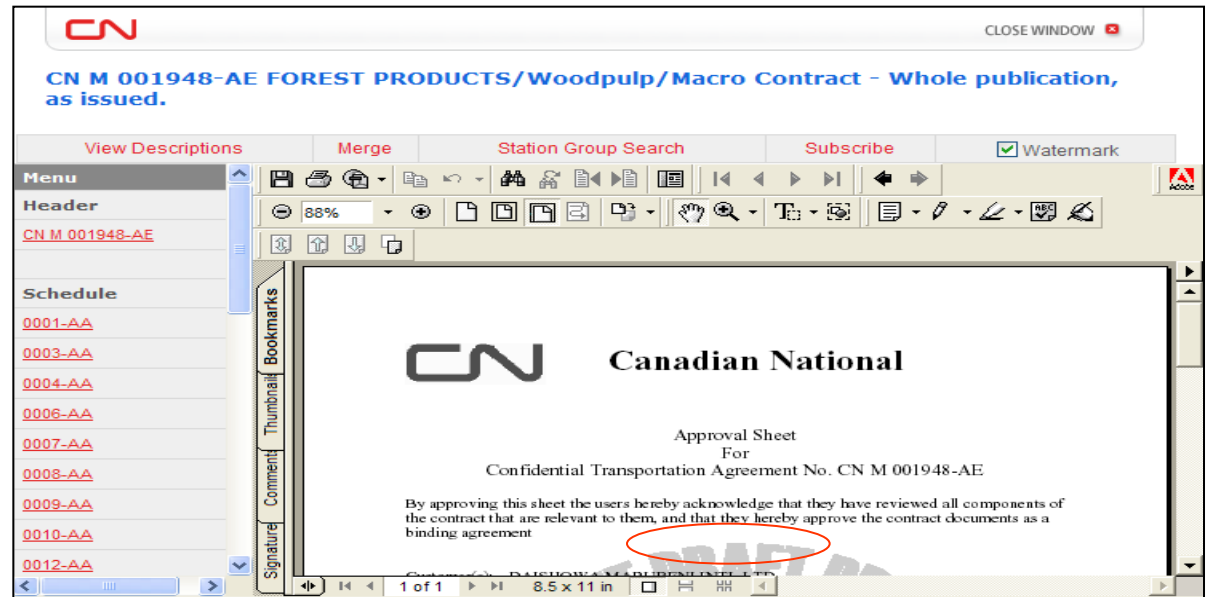
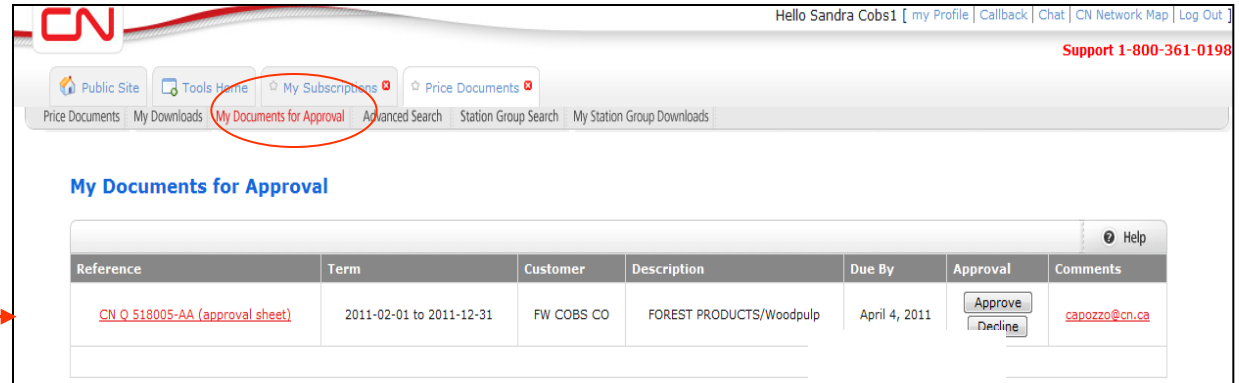
Reference	Description	Status
CNDocument090759.xls	ALBERTA	In Progress
CNDocument085609.xls	USA	Completed Completed part 1/4 Completed part 2/4 Completed part 3/4 Completed part 4/4
CNDocument085513.xls	DENVER - CO	Completed Update Status

- Click on the “**Update Status**” to refresh the page
- You can also access your list of downloads via the “My Station Group Downloads” link from the sub navigation bar at the top
- Downloads are available on the site for 2 days

Steps for approving a regular contract (or a macro contract)

1. From your email, click on the hyperlink to approve or decline the document. (You will have to login using your eBusiness ID and password). Or from the Price Documents sub navigation menu click on "My Documents for Approval".
2. On the **My Documents for Approval** page, locate the contract number under the **Reference** column (if you have more than one contract to approve).
3. Click on the **Reference** hyperlink to review the document.

- The **PENDING APPROVAL** watermark appears on all pages of the document until approval is completed by you and/or CN partners. The document has already been approved by a CN executive.



Steps for approving a regular contract (or a macro contract) continued

4. You can either approve or decline the document.
- If you are not ready to do either, you can instead send comments to the Account Manager by clicking on the hyperlink in the **Comments** column.
 - Click on the **Approve** button if you are ready to approve the document.
 - A warning message will pop up. Click **Okay** if you wish to approve or click on the **Decline** button if you do not want to approve the document.
 - If you decline, a message window will pop up. Type in the reason why you are declining to approve and click on the **Send** button.
 - This action **sends an email to the Account Manager** who must address your issues (reasons).
 - The document will no longer appear in your list of documents for approval. *If you take no action on the document by the **Due By date**, you will receive a weekly email reminder.*

My Documents for Approval

Reference	Term	Customer	Description	Due By	Approval	Comments
CN Q 518005-AA (approval sheet)	2011-02-01 to 2011-12-31	FW COBS CO	FOREST PRODUCTS/Woodpulp	April 4, 2011	<input type="button" value="Approve"/> <input type="button" value="Decline"/>	caponazzo@cn.ca

Email Notification through Price Documents

1. Updated Price Document Notification
 - if any changes are made to a document that you are subscribed to you will get notified via email that changes have been made.
2. Document Expiry Notification
 - if documents that you are subscribed to are coming to the expiry point you will also get notified via email when the document will expire.
3. Document Download notification
 - If you downloaded your rates you will receive notification that the download is complete
4. Station Group Download notification
 - If you downloaded your station groups you will receive notification that the download is complete

CN eBusiness <tecommer@cn.ca>
 2006/10/30 03:20
 Please respond to do_not_reply

To: testcustomer@cn.ca
 cc:
 bcc:
 Subject: Updated Price Document(s) from CN

CN has updated the following price document(s) to which you subscribe on <http://www.cn.ca>.

Reference:	Description:	Effective / Expiry Date:	To Unsubscribe:
CN D 510201-AC	FOREST PRODUCTS/Paper/Test Customer	2006-11-01/2007-10-31	Unsubscribe

Addresses are provided to display and unsubscribe from each document. If these addresses are not displayed as links, copy and paste the address in your internet browser and press enter to view or unsubscribe from the document.

If you have any questions or need assistance, please contact your CN Account Manager or call 1-800-361-0198.

Thank you for shipping with CN.

CN eBusiness <tecommer@cn.ca>
 2006/10/31 03:14
 Please respond to do_not_reply

To: testcustomer@cn.ca
 cc:
 bcc:
 Subject: Expiry Notification for CN Price Document

The following CN price document(s) to which you subscribe on <http://www.cn.ca>, will be expiring on the day(s) shown below. To view the document(s) please click on the link provided. If you are unable to view the document, please copy and paste the link into your internet browser and press enter.

Reference:	Description:	Expiry Date:	To Unsubscribe:
1 - CN C 001481-AG	AUTOMOTIVE/Finished Vehicles/TEST CUSTOMER	Expires 2007-03-31.	Unsubscribe

If you have any questions or need assistance, please contact your CN Account Manager or call 1-800-361-0198.

Thank you for shipping with CN.