



FIAM: Intermodal Network Equipment

Job Aid: Submit the Work Order Invoice for Approval

Submit the Work Order Invoice for Approval

This job aid provides a step-by-step guide for submitting an invoice for IMRAC Work Orders, which include chassis, containers, reefers, and clips. After the work order is marked as Technically Complete, the Vendor Admin should validate the information on each job detail line, add the invoice details, and submit the work order for invoice approval to CN.

Steps

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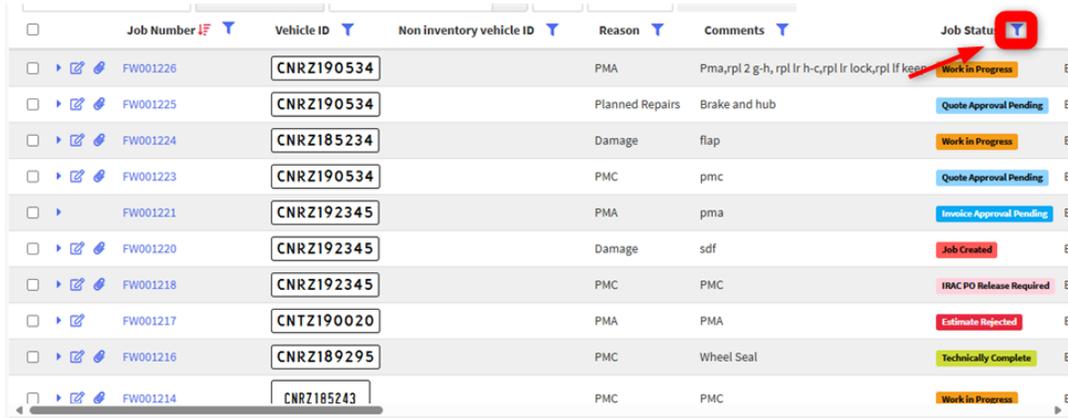
1. Expand the **Maintenance Module** in the main menu.
2. Select **IMRAC Work Order** from the expanded section.

The screenshot displays the 'IMRAC Work Order' interface. On the left is a dark sidebar menu with various options. The 'Maintenance' option is expanded, and 'IMRAC Work Order' is highlighted with a red box and a red arrow labeled '2'. The main content area shows a table of work orders with columns for Job Number, Vehicle ID, Non inventory vehicle ID, Reason, and Com. A red circle with the number '1' points to the 'Maintenance' menu item, and another red circle with the number '2' points to the 'IMRAC Work Order' menu item.

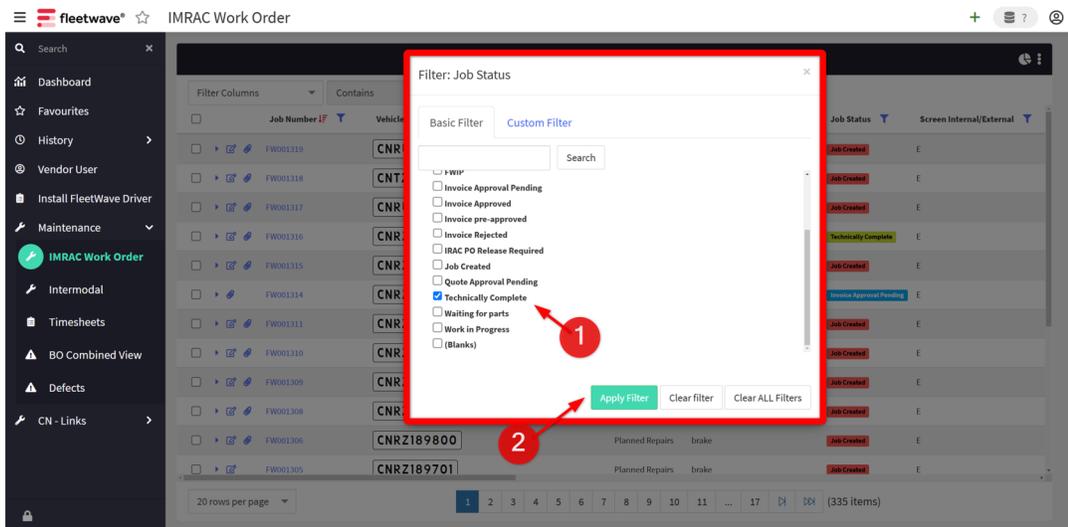
Job Number	Vehicle ID	Non inventory vehicle ID	Reason	Com
FW001226	CNRZ190534		PMA	Pma,
FW001225	CNRZ190534		Planned Repairs	Brake
FW001224	CNRZ185234		Damage	flap
FW001223	CNRZ190534		PMC	pmc
FW001221	CNRZ192345		PMA	pma
FW001220	CNRZ192345		Damage	sdf
FW001218	CNRZ192345		PMC	PMC
FW001217	CNTZ190020		PMA	PMA
FW001216	CNRZ189295		PMC	Whee

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Filter the **Job Status** column to view only the work orders at **Technically Complete**.



Job Number	Vehicle ID	Non inventory vehicle ID	Reason	Comments	Job Status
FW001226	CNRZ190534		PMA	Pma,rpl 2 g-h, rpl lr h-c,rpl lr lock,rpl lf keop	Work in Progress
FW001225	CNRZ190534		Planned Repairs	Brake and hub	Quote Approval Pending
FW001224	CNRZ185234		Damage	flap	Work in Progress
FW001223	CNRZ190534		PMC	pmc	Quote Approval Pending
FW001221	CNRZ192345		PMA	pma	Invoice Approval Pending
FW001220	CNRZ192345		Damage	sdf	Job Created
FW001218	CNRZ192345		PMC	PMC	IRAC PO Release Required
FW001217	CNTZ190020		PMA	PMA	Estimate Rejected
FW001216	CNRZ189295		PMC	Wheel Seal	Technically Complete
FW001214	CNRZ185243		PMC	PMC	Work in Progress



fleetwave IMRAC Work Order

Filter: Job Status

Basic Filter Custom Filter

- Invoice Approval Pending
- Invoice Approved
- Invoice pre-approved
- Invoice Rejected
- IRAC PO Release Required
- Job Created
- Quote Approval Pending
- Technically Complete
- Waiting for parts
- Work in Progress
- (blanks)

Apply Filter Clear filter Clear ALL Filters

20 rows per page 1 2 3 4 5 6 7 8 9 10 11 ... 17 (335 items)

5 • Go to the Uploads tab.

IMRAC Work Order

The screenshot shows the IMRAC Work Order interface. At the top, there are several tabs: Description, Notes, Costs, Warranty, **Uploads** (highlighted with a red box), and Auditing. Below the tabs are buttons for "Order new License Pla", "Order new VIN Plate", and "Submit Invoice" (highlighted with a red arrow). There is also a "Refresh Form" button. The main area contains a form with the following fields:

Job Number	FW001216	Contract ID	CONTRACT000001
Vehicle ID	CNRZ189295	Job Status	Technically Complete
Reason	PMC	Make	MAX ATLAS
Screen Internal/External	External	Model	CCXT64053
Depot	I/M Terminal - Calgary	Model year	2012
Costcentre	Chassis Calgary Terminal	Source Currency	CAD
Warranty	0		
Work Order Estimate	500.00		

6 • Drag and drop the file in the outlined section to upload the invoice or other documentation. Alternatively, click on the Upload button to select the file from your device to upload.

The screenshot shows the IMRAC Work Order interface. At the top, there are buttons for "Operational Status" (AVAILABLE) and "Days Off Road" (0.00). Below these are buttons for "Add Defect or Service" and "Unlock Supplier". The main area contains a form with the following fields:

Supplier Code	46260	Companies	
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Below the form is a red-outlined box containing an "Upload" button and the text "or drop your files here". To the right of the box are two PDF icons labeled "PMB.pdf" and "FM000389.pdf". At the bottom, there are buttons for "Job Details - IMRAC", "Batch Parts", "Model Services", and a plus sign.

7 Go to the **Costs** tab.

IMRAC Work Order

Navigation tabs: Description, Notes, **Costs**, Warranty, Uploads, Auditing

Buttons: Order new License Plate, Order new VIN Plate, Refresh Form, Submit Invoice

Job Number	FW001216	Contract ID	CONTRACT000001
Vehicle ID	CNRZ189295	Job Status	Technically Complete
Reason	PMC	Make	MAX ATLAS
Screen Internal/External	External	Model	CCXT64053
Depot	I/M Terminal - Calgary	Model year	2012
Costcentre	Chassis Calgary Terminal	Source Currency	CAD
Warranty	0		
Work Order Estimate	500.00		

8 Validate that the values set in the **Labor Cost** and **Parts Costs** and update if incorrect.

Original Estimate Labour	198.00	Approved Labour Cost	198.00	Invoice labour	198.00
Original Estimate Parts Cost	0.00	Approved Parts Cost	0.00	Invoice parts	0.00
Original Estimate Total Cost	198.00	Approved Total Cost	198.00	Total Gross	198.00
				Invoice Total Tax	0.00
				Total Cost	198.00

Job Details - IMRAC [Batch Parts] [Model Services] +

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Enter the Invoice Number and the Invoice Date.

Operational Status **AVAILABLE** Days Off Road **0.00**
[Add Defect or Service](#)

Supplier Code **46260** Companies **TEST-IRAC VENDOR** [Unlock Supplier](#)

Invoice **110213** Invoice date **04/02/2025** Invoice Duplicate **11021346260**

 **NOTE:**
Additional job detail lines can be added to the work order by clicking on the “+” icon above the job details table. The IMRAC Agent will be informed that an additional line has been added to the work order.

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Add the relevant Taxes for the work order.

Taxes

Tax State/Province **ONTARIO**

Goods & Services Tax	0.00
Provincial Sales Tax	0.00
Quebec Sales Tax	0.00
Harmonized Sales Tax	25.75
US Sales Tax	0.00

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- Click **Submit Invoice**. The work order status changes to Invoice Approval Pending.

IMRAC Work Order

Description	Notes	Costs	Warranty	Uploads	Auditing	
Order new License Pla				Order new VIN Plate		
				Submit Invoice		
Refresh Form						
Job Number	FW001216			Contract ID	CONTRACT000001	
Vehicle ID	CNRZ189295			Job Status	Technically Complete	
Reason	PMC			Make	MAX ATLAS	
Screen Internal/External	External			Model	CCXT64053	
Depot	I/M Terminal - Calgary			Model year	2012	
Costcentre	Chassis Calgary Terminal			Source Currency	CAD	
Warranty	0					
Work Order Estimate	500.00					

IMRAC Work Order

Description	Notes	Costs	Warranty	Uploads	Auditing	
Order new License Pla				Order new VIN Plate		
				Cannot Authorise as over limit		
Refresh Form						
Job Number	FW001204			Contract ID	CONTRACT000001	
Vehicle ID	CNRZ191999			Job Status	Invoice Approval Pending	
Reason	PMC			Make	INNOVATIVE POWER DESIGN	
Screen Internal/External	External			Model	ICD4053TRI	
Depot	I/M Terminal - Taschereau			Model year	2015	
Costcentre	Chassis Montreal Terminal			Source Currency	CAD	
Warranty	<input type="checkbox"/>					
Work Order Estimate	100.00					

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A pop-up message will appear to confirm that all documents have been uploaded.

fw2.fleetwave.com says

Please ensure the invoice has been uploaded

OK