



# **FIAM: External Fleet Maintenance Repairs**

Job Aid: Submit a Quote

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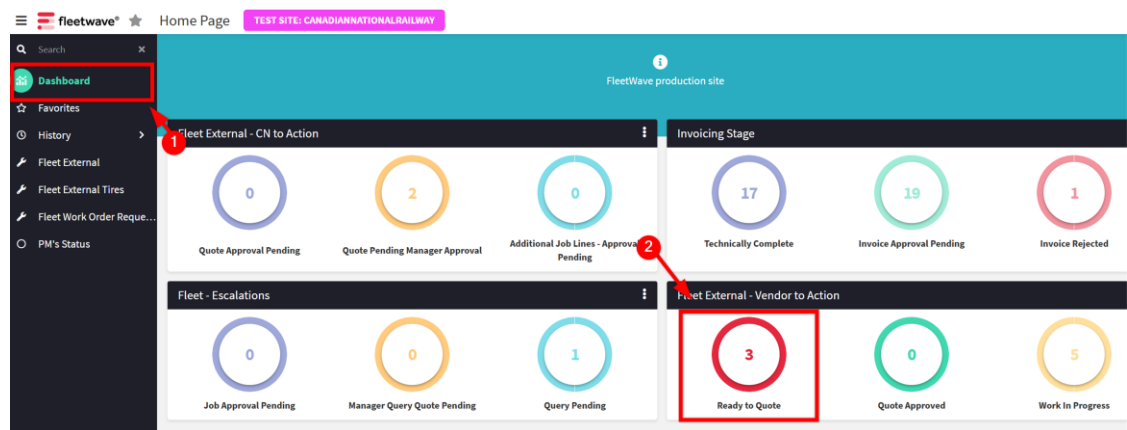
## Submit a Quote

This job aid is a step-by-step guide to submitting a quote for the repair needed. Follow the steps below to submit the work order to the RAC agent with the status **Quote Approval Pending**.

### Steps

# 1

Go to the **Dashboard** Home Page and select the **Ready to Quote** icon to view the list of Work Orders in 'Quote Pending' status.




# 2

Use the search box to find the Work Order or Vehicle ID to review.

The screenshot shows the Fleet External search interface. The search box is highlighted with a red box. Below the search box is a table with search results. A red arrow points to the 'Supplier Code' column in the table.


Job Number	Created Date	Changed Date	Supplier Code	Job Status	Vehicle ID	Reason	Comm
FM001365	08/04/2024	12/04/2024	ACCU-TECH CAR REPAIR LTD.	Quote Pending	CN289027	Breakdown	test


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Open the Work Order in edit mode by selecting the paper-pencil icon .


Fleet External DEV SITE: CANADIANNATIONALRAILWAY

**Fleet External**





Filter Columns Contains 136  Clear f(x) Pivot Query

<input type="checkbox"/>	Job Number IF	Created Date	Changed Date	Supplier Code	Job Status	Vehicle ID	Reason	Comm
<input type="checkbox"/>	 FM001365	08/04/2024	12/04/2024	ACCU-TECH CAR REPAIR LTD.	Quote Pending	CN289027	Breakdown	test


4


On the **Job Details – Fleet External** table, open the detail line in edit mode by selecting the paper-pencil icon .

Edit DEV SITE: CANADIANNATIONALRAILWAY

**Job Details - Fleet External** Batch Parts Model Services    

**Job Details - Fleet External**

Filter Columns Contains  Clear f(x) Report Builder Approve Quote Item


<input type="checkbox"/>	Job Number	Item Number IF	Quote Approved	Approved amount	Job Detail Status	VMRS Desc	Cost Avoidance
<input type="checkbox"/>	 FM001633	000001	No	0.00	Quote Pending		0.00

**ATTENTION**

The first job detail line is automatically created. You must use this as the first line of your estimate by setting the VMRS code and entering the costs (labor and parts). If no costs are added to this line, the system will not enable the 'Submit for Approval' button. If there are no charges for a line, set the line to **No Charge** flag to 'Yes'

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If the work requires the wheel to be removed, set the **Wheel Removed?** field to 'Yes'. Select the positions for the wheels that were removed and click **Validate Selections**. All positions can be selected by clicking on the **All Positions** button.

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★ Job Details - Fleet External

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Summary

Uploads

Submit for Approval

Item No. 000002

Job Detail Status Quote Pending

Wheel Removed? No

No charge

Approved Labour Cost 0

Approved Parts Cost 0.00

Approved Total Cost 0

Invoice

Invoice date / /

Original PO Number

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Validate Selections

Using the fields below, please indicate each tire removed during service.

All Positions

Clear Positions

Retorque defect

Front

Left Front (1st/steer axle)

Left 2nd Axle Outer

Left 3rd Axle Outer

Left 4th Axle Outer

Left 5th Axle Outer

Left 2nd Axle Inner

Left 3rd Axle Inner

Left 4th Axle Inner

Left 5th Axle Inner

Right Front (1st/steer axle)

Right 2nd Axle Inner

Right 3rd Axle Inner

Right 4th Axle Inner

Tire 5th Axle Inner

Right 2nd Axle Outer

Right 3rd Axle Outer

Right 4th Axle Outer

Right 5th Axle Outer

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The **Reason** code is pre-populated based on the header reason. The RAC Agent will adjust the reason, if required.

Supplier Code: 21806-FM

Reason: PMB (Periodic)

Workdone Code: REPLACE

Component Location:

VMRS Header: 031 - CHARGING SYSTEM

VMRS Detail: 031 - BATTERY CHARGER - ELECTRICALLY PROPELLED VEHICLES, ON BOARD

VMRS Component: 031 - BATTERY CHARGER ASSEMBLY - ELECTRICALLY PROPELLED VEHICLES

VMRS Failure Code: Damaged

Labour as sum: Yes

Use this field to quote labor as a sum, not (rate x hours).

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You can enter the **first three digits of the VMRS code (1)** next to the VMRS Header dropdown. **Alternatively**, to provide more detail to the repair, you can use the **VMRS Header dropdown list (2)** then **(3)** and **(4)**.

Workdone Code:

Component Location:

VMRS Header: 031 - CHARGING SYSTEM

VMRS Detail: 031

VMRS Component: 031 - BATTERY CHARGER - ELECTRICALLY PROPELLED VEHICLES, ON BOARD

VMRS Failure Code: 031 - REGULATOR

Labour as sum: Yes

Use this field to quote labor as a sum, not (rate x hours).

Rate 1 Type: Rate 2 Type: Rate 3 Type: Rate 4 Type: Rate 5 Type:

Original Estimates: Current Estimates: Actual Cost:

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- Set the **Workdone Code** and the **VMRS Failure Code**, if applicable.

The screenshot shows a form with the following fields and values:

- Supplier Code: 21806-FM
- Reason: PMB (Periodic)
- Workdone Code: REPLACE (highlighted with a red box and an arrow pointing to it from the right)
- Component Location: (empty)
- VMRS Header: 031 - CHARGING SYSTEM
- Clear VMRS: (button)
- VMRS Detail: 031 - BATTERY CHARGER - ELECTRICALLY PROPELLED VEHICLES, ON BOARD
- VMRS Component: 031 - BATTERY CHARGER ASSEMBLY - ELECTRICALLY PROPELLED VEHICLES
- VMRS Failure Code: Damaged (highlighted with a red box and an arrow pointing to it from the right)
- Labour as sum: Yes
- Use this field to quote labor as a sum, not (rate x hours): (button)

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- Add an explanation of the work required in the **Vendor Comments** field.



The screenshot shows the bottom section of the form with the following fields and values:

- Original Estimate Total Cost: 477.87
- Current Estimate Total Cost: 572.87
- CN Comments: NS MATT SUBLET REPL WNDSHLD
- Vendor Comments: (empty, highlighted with a red box and an arrow pointing to it from the left)
- Description: (empty)



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• Enter the Original Estimate Labour.

  Job Details - Fleet External

Workdone Code	<input type="text" value="Replace"/>	Component Location	<input type="text"/>
VMRS Header	<input type="text" value="031 - CHARGING SYSTEM"/>		
VMRS Detail	<input type="text" value="031 - BATTERY CHARGER - ELECTRICALLY PROPELLED VEHICLES, ON BOARD"/>		
VMRS Component	<input type="text" value="031 - BATTERY CHARGER ASSEMBLY - ELECTRICALLY PROPELLED VEHICLES"/>		
VMRS Failure Code	<input type="text" value="Damaged"/>		
Original Estimate Labour	<input type="text" value="160.00"/>	Current Estimate Labour	<input type="text" value="0.00"/>
Original Estimate Parts Cost	<input type="text" value="0.00"/>	Current Estimate Parts	<input type="text"/>
Original Estimate Total Cost	<input type="text" value="160.00"/>	Current Estimate Total Cost	<input type="text" value="0.00"/>

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- Enter the Original Estimated Parts Cost.

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Reason for Repair

Workdone Code

Replace

Component Location

VMRS Header

031 - CHARGING SYSTEM

Clear

VMRS Detail

031 - BATTERY CHARGER - ELECTRICALLY PROPELLED VEHICLES, ON BOARD

VMRS Component

031 - BATTERY CHARGER ASSEMBLY - ELECTRICALLY PROPELLED VEHICLES

VMRS Failure Code

Damaged

Original Estimate Labour

160.00

Current Estimate Labour

0.00

Total Labour

Original Estimate Parts Cost

55.00

Current Estimate Parts

Parts Cost

Original Estimate Total Cost

215.00

Current Estimate Total Cost

0.00

Actual Total

CN Comments



**NOTE**

The system calculates the **Original Estimated Total Cost** based on the values entered in Steps 10 to 11.



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- Save the job detail line.  
The system will take you back to the main work order screen.

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- Click the add (+) icon above the **Job Details – Fleet External** table to add a new job detail line, then follow steps 5 to 12 for all additional job detail lines.

The screenshot shows the 'Job Details - Fleet External' table. At the top, there is a 'Save Data' button. Below it, there are tabs for 'Batch Parts', 'Model Services', and a '+' icon, which is highlighted with a red box and a red arrow. The table header is 'Job Details - Fleet External'. Below the header, there is a search bar with 'Filter Columns', 'Contains', and a search icon. The table has columns: 'Item No.', 'Job Detail Status', 'Reason', 'VMRS Header', and 'VMRS Desc'. A single row is visible with '000001', 'Quote Approval Pending', 'BR - Driver's Report', '031 - CHARGING SYSTEM', and '031 - BATTERY CHARGER ASSEMBLY'.



**NOTE**


Once you have entered the information for the job detail line, click **Save** to add another line to the work order and **Cancel** once you have added all the needed lines for your estimate.

The screenshot shows a cost estimation table. At the top, there is a dropdown menu for '15 - STEERING GEAR ASSEMBLY' and a dropdown for 'Damaged'. The table has columns for 'Current Estimate Labour', 'Current Estimate Parts', 'Shop Supplies', 'Env. Fees', 'Other Fees', 'Total Labour', 'Parts Cost', 'Inv. Shop Supplies', 'Inv. Env. Fees', 'Inv. Other Fees', 'Current Estimate Total Cost', and 'Actual Total Cost'. The 'Current Estimate Labour' row is highlighted in green. The 'Current Estimate Total Cost' row shows '50.00' and '0.00'. At the bottom, there are 'Save' and 'Cancel' buttons. A green callout box points to the 'Save' button with the text 'Click Save to add new job detail line'. Another green callout box points to the 'Cancel' button with the text 'Click cancel once all job details have been added'.

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- Enter the estimated work complete date in the **Return to Service Date and Time** fields.

Linked WO#	Created Date	1/29/2025	Serviceable Status?	Yes ▾			
Out of Service Date	1/28/2025	Vendor Start Date	//	Vendor End Date	//	Return to Service Date	1/29/2025
Out of Service Time	08:00	Vendor Start Time		Vendor End Time		Return to Service Time	17:00
<div>Add comments here</div>							
<div>Save Data</div>							



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On the work order header, click **Submit for Approval** to update the Work Order status to 'Quote Approval Pending.'

Fleet External TEST SITE: CANADIANNATIONALRAILWAY

Description Invoicing Uploads Auditing

**Submit for Approval** Refresh Form

Job Number FM012661

Vehicle/Asset Type

Job Status Quote Pending

Vehicle Status ACTIVE

2016 FORD F250 (1FT7W2B69GED05181)

OVERDUE PMs: PMB: 27/08/2024, PMC: 10/01/2025

UPCOMING PMs: PMD: 10/01/2026

Work Order Estimate Approved Estimates Approved Total Cost