



# **FIAM: External Fleet Maintenance Repairs**

Job Aid: Submit a Quote for Additional Work Post Initial  
Approval

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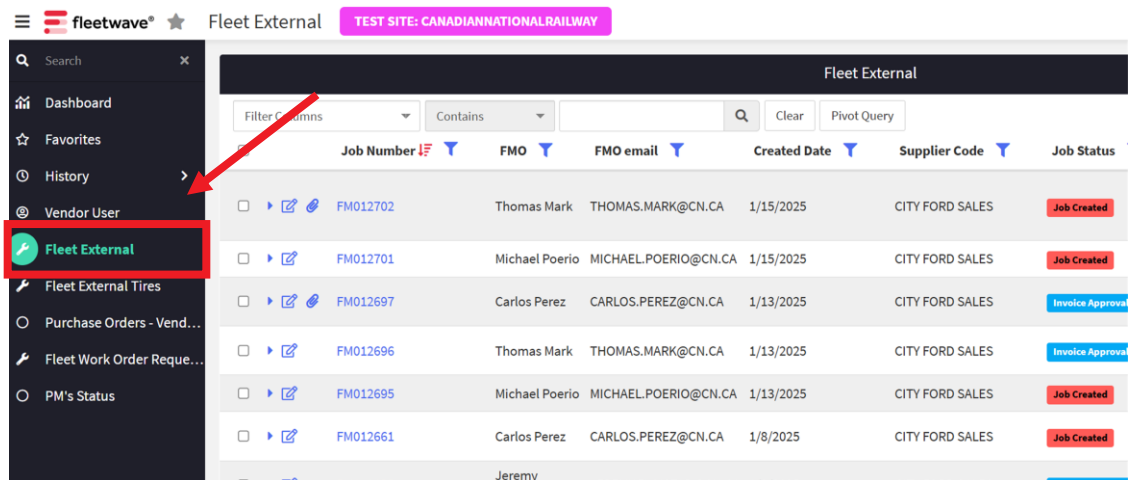
## Submit a Quote for Additional Work Post Initial Approval

This job aid provides a step-by-step guide for adding additional job detail lines after the initial estimate has been approved by CN. Once the additional job details are added, the work order status will update to 'Additional job lines – Approval Pending.' As a FleetWave-enabled vendor, you can follow these steps to update the work order.

### Steps

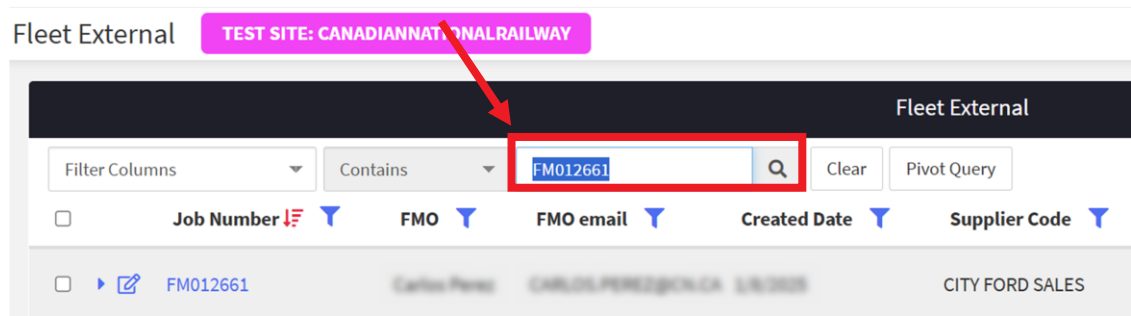
1

- Go to the **Fleet External** module on the menu bar.




2

- Use the search bar to find the **Work Order** or **Vehicle ID** you are looking for.




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

Fleet External **TEST SITE: CANADIANNATIONALRAILWAY**

Fleet External

Filter Columns Contains   Clear Pivot Query

<input type="checkbox"/>	Job Number 	FMO 	FMO email 	Created Date 	Supplier C
<input type="checkbox"/>	 FM012661	Carlos Perez	CARLOS.PEREZ@CN.CA	1/16/2025	CITY FORD S

- 4 • Select the '+' icon to create a new job detail line for the additional work.

fleetwave\* ★ Fleet External **TEST SITE: CANADIANNATIONALRAILWAY**

Linked WU# Created Date 1/28/2025 Serviceable Status? Yes


Out of Service Date 1/28/2025 Vendor Start Date // Vendor End Date // Return to Service Date //

Out of Service Time 08:00 Vendor Start Time Vendor End Time Return to Service Time


Training Material








Comments

Save Data

Job Details - Fleet External Batch Parts Model Services 

Job Details - Fleet External

Filter Columns Contains   Clear

<input type="checkbox"/>	Item No. 	Job Detail Status 	Reason 	VMRS Header 	VMRS Desc 	Original Estimate Total Cost 	Cu
<input type="checkbox"/>	 000001	Work in Progress	PMB (Periodic)			300.00	300

Save Cancel

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Set the **Wheel Removed?** flag to 'Yes' for repairs where wheels were removed. This must be completed to trigger the retorque defect.

**fleetwave** ★ Job Details - Fleet External **TEST SITE: CANADIANNATIONALRAILWAY**

**Summary** **Uploads**

**Submit for Approval**

Item No. 000002

Job Detail Status Quote Pending

Wheel Removed? **No** **Yes**

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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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

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

VMRS Failure Code 031 - REGULATOR

Labour as sum Yes

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**.

Supplier Code: 21806-FM ⓘ

Reason: PMB (Periodic) ▼

Workdone Code: REPLACE ▼

Component Location: ▼

VMRS Header: 031 - CHARGING SYSTEM ▼

Clear VMRS

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).

Rate 1 Time: Rate 2 Time: Rate 3 Time: Rate 4 Time: Rate 5 Time:

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- Add an explanation for the work required in the **Vendor Comment** field.

Original Estimate Total Cost: 477.87

Current Estimate Total Cost: 572.87

CN Comments: NS MATT SUBLET REPL WNDSHLD

Vendor Comments:

Description:

- 9 • Enter the costs for **Current Estimate Labour** and **Current Estimate Parts**.

The screenshot shows a form for entering maintenance costs. At the top, there are three dropdown menus: '031 - CHARGING SYSTEM', '031 - BATTERY CHARGER - ELECTRICALLY PROPELLED VEHICLES, ON BOARD', and '031 - BATTERY CHARGER ASSEMBLY - ELECTRICALLY PROPELLED VEHICLES'. Below these is a 'Worn' dropdown. To the right is a red 'Clear VMRS' button. A red box highlights the 'Current Estimate Labour' and 'Current Estimate Parts' fields, which contain '250.00' and '300.00' respectively. To the right of these fields are 'Total Labour' and 'Parts Cost' fields. Below the highlighted fields is a 'Current Estimate Total Cost' field showing '550.00'. At the bottom left is an 'Actual Total Cost' field. A red arrow points to the 'Clear VMRS' button.

0.00	Current Estimate Labour	250.00	Total Labour	
0.00	Current Estimate Parts	300.00	Parts Cost	
0.00	Current Estimate Total Cost	550.00	Actual Total Cost	

- 10 • Save the Job Detail line.



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The System updates the **Work Order Estimate** field on the Work Order header to be the sum of all the detail lines.

The screenshot shows the 'Fleet External' form in the Fleetwave system. The 'Work Order Estimate' field is highlighted with a red box and contains the value 420.00. Other fields include 'Job Number' (FM012740), 'Vehicle/Asset Type' (2021 FREIGHTLINER 114SD), 'Job Status' (Quote Pending), 'Vehicle Status' (ACTIVE), 'OVERDUE PMs' (PMB: 20/11/2024, PMK: 16/01/2025), 'UPCOMING PMs' (PMC: 15/04/2025, PMD: 06/06/2025, PMH: 15/04/2025), 'Approved Estimates' (300.00), 'Approved Total Cost' (0.00), 'Vehicle ID' (CN271077), 'Telematic Odometer' (91343.30), 'WO Odometer' (91343.30), 'Reason' (PMB (Periodic)), and 'Days Off Road' (0.00).

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Save the Work Order.

**NOTE**

The RAC agent is notified of the new Work Order at **Additional Job Lines - Approval Pending** status via a dashboard KPI & email notification. The Work Order now requires re-approval.