



# GATX



## GATX Corporation

NARMO

Kansas City

March 18<sup>th</sup> thru 20<sup>th</sup>, 2014

*Unless otherwise noted, GATX is the source for data provided*

# AAR Office Manual Rule

## 112.G.1 – Invoice Preparation



**ABC123 Railcar  
ORIGINAL INVOICE**

INVOICE NUMBER	INVOICE DATE	DATE DUE
1234	11/30/2013	12/30/2013

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**CUSTOMER:**  
General American Marks Co.  
222 W. Adams St.  
Chicago, IL 60606

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**SUMMARY OF CHARGES:**

BILLING REPAIR CARD	\$3,056.50
GROUP BILLABLE	\$91.87
<b>TOTAL:</b>	<b>\$3,148.37</b>

PLEASE REMIT THIS AMOUNT ----->

**\$3,148.37**

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**INVOICE REMITTANCE SLIP**

**CUSTOMER**  
GATX

**TO RECEIVE PROPER CREDIT**  
PLEASE DETACH THIS PORTION OF THE INVOICE  
AND MAIL IT WITH YOUR CHECK TO:

ABC 123 Railcar  
Wile E. Coyote  
123 Roadrunner Dr  
ACME, IL 11111

**INVOICE NUMBER**  
1234

**DATE DUE**  
12/30/2013

**AMOUNT DUE**  
\$3,148.37

**INVOICE DATE**  
11/30/2013

**CHECK NO.**

**CHECK DATE**

**AMOUNT PAID ON THIS BILL**

# AAR Office Manual Rule 112.H

## Invoice Processing & Auditing



- Receipt of invoice for payment and auditing is the date in the month that supporting data from the invoice is available from CRB Data Exchange.
- Invoice shall be passed for payment unless errors/questionable charges exceed 10% of invoice less than \$10,000.00, 7.5% of invoice \$10,001.00 - \$200,000.00 or 5% on invoice greater than \$200,00.00.
- Unpaid invoices must be returned to Billing Party no later than 60 days from date of data availability.



# AAR Office Manual Rule

## 112.H.4 Invoice Exceptions



- Exceptions to paid invoices must be submitted to Billing Party no later than 7 months from receipt of invoice.
- Exception letters with supporting documentation may be mailed or emailed to Billing Party.
- Repair data must match original data and be in BRC format as shown in Rule 83, Exhibit A.

**GATX**EXHIBIT A

## RULE 83

# AAR Office Manual Rule

## 112.H.4 Invoice Exceptions



- Exceptions must total \$50.00 or no exceptions may be taken. However, incorrect car numbers, reporting marks, price master values or time limit guaranteed repairs may be taken regardless of amount.
- All exceptions must be taken at the same time.
- Exception letter must reference invoice number, date of invoice and accounting month.
- Exceptions must be fully detailed and supported by data in BRC form and using original line numbers as submitted by Billing Party.



# AAR Office Manual Rule

## 112.H.4 Invoice Exceptions



GATX Corporation  
222 West Adams Street  
Chicago, IL 60606

ABC123 Railway  
W.E. Coyote  
Manager Billing  
123 Roadrunner Dr  
Acme, IL 12345  
wecoy@abc.com

John Kunst  
BRC Auditor  
AAR Services

Tel: 312.621.6312  
eFax: 312.499.7805

john.kunst@gatx.com

April 1, 2013 File:  
ABC1GATX

Dear Car Owner or Billing Repair Agent:

Attached are the exceptions that are being taken to your January 2013 invoice, numbered 000001 and dated 02/06/13 in the amount of \$14,581.37.

Exceptions are summarized below for your convenience, and detailed on the attached Billing Repair Card reproductions per AAR Office Manual Rule 112.4.h. We ask that you please return this form with your resolution of each exception and explanation should you disagree with our exception.

CAR MARK/NUMBER	Line #	EXCEPTION AMOUNT	ALLOW	DISALLOW/EXPLANATION
GATX023283	276	\$135.46		
KCS 287125	904	\$71.20		
TOTAL		\$206.66		

Please provide your CBA in the amount of \$206.66

Sincerely,

John Kunst  
BRC Auditor  
Tel: 312.621.6312  
Fax: 312.499.7805

# AAR Office Manual Rule

## 112.H.4 Invoice Exceptions



### ASSOCIATION OF AMERICAN RAILROADS - BILLING REPAIR CARD

Repairing Party  
ABC1  
Repair Date  
Dec 19, 2012

Invoice No.  
000001  
Repair Facility Type  
RT

Document Reference No.  
Defect Card Date

Car Initial  
GATX  
Defect Card Party

Car Number  
023283  
Exception File No.  
ABC1GATX

Car Kind  
T  
Load/Empty  
E

SPLC  
111900

							Wheel Reporting Information																	
							Applied Wheel						Removed Wheel											
Line#	Location	QTY	CC	Job Code Applied	App QFR	Description Of Repairs Made	Component Id	MO	YR	MFR	CLS	Side	Fng	MO	YR	MFR	CLS	Side	Fng	Why Made Code	Job Code Removed	Rem QFR	Resp	Net Charge
276		1	7	1146		SCT USE AN AUTOMATIC SCT DEVICE, 1 SET														21	1146		1	\$135.46
277		1	1	1838		BRAKE SHOE-COMP. HI-FRCT 1-1/2 IN.														01	1838		1	\$19.92
278	A	1	9	1165		AIR HOSE SUPPORT-COMPLETE														19	1165		1	\$9.78
279	B	1	9	1165		AIR HOSE SUPPORT-COMPLETE														19	1165		1	\$9.78
Total Charges																							\$174.94	

Line #	Exception Message	Exception Amount
276	SCT not out of date as indicated by attached UMLER report. Please cancel charge.	\$135.46



# AAR Office Manual Rule

## 112.H.4 Invoice Exceptions



### ASSOCIATION OF AMERICAN RAILROADS - BILLING REPAIR CARD

Repairing Party  
ABC1  
Repair Date  
Dec 18, 2012

Invoice No.  
000001  
Repair Facility Type

Document Reference No.  
Defect Card Date

Car Initial  
GATX  
Defect Card Party

Car Number  
017044  
Exception File No.  
ABC1GATX

Car Kind  
T  
Load/Empty  
E

SPLC  
111900

								Wheel Reporting Information																
								Applied Wheel						Removed Wheel										
Line#	Location	QTY	CC	Job Code Applied	App QFR	Description Of Repairs Made	Component Id	MO	YR	MFR	CLS	Side	Fng	MO	YR	MFR	CLS	Side	Fng	Why Made Code	Job Code Removed	Rem QFR	Resp	Net Charge
1		1	7	1146		SCT USE AN AUTOMATIC SCT DEVICE, 1 SET														21	1146		1	\$135.46
2	C	2	0	4450	ZF	TIGHTEN BOLTS ON OUTLET COVER														09	4450	ZF	1	\$22.23
3	A	1	8	2480		UNCOUPLING LEVER NON-TELESCOPING														05	2480		1	\$44.50
Total Charges																							\$202.19	

Line #	Exception Message	Exception Amount
2	No charge permitted for tightening bolts per Rule 74.E.2.a. Please cancel charge.	\$22.23

# AAR Office Manual Rule

## 112.H.4 Invoice Exceptions



- Billing Party shall within 90 days handle exceptions, make proper adjustment of charges, and issue a Counter Billing Authority, if in order.
- Billing Party must notify car owner of the disposition of each exception. Replies may be in letter form or by legible notation on the face of the document provided.

# AAR Office Manual Rule 112.H.4 Invoice Exceptions



ZZZ789 Rail  
111 Hit  
Wonder, US 111111

GATX  
222 W Adams St  
Chicago, IL 60606

Jenny Jennifer  
Auditor  
Billing Dept  
Tel: 555.867.5309  
tutone@tommy.com

May 7, 2012  
File: EXGATX0412

Dear Car Owner:

Attached are the exceptions that are being taken to your April 2012 invoice, numbered 123456789 and dated 03/31/12 in the amount of \$16,290.03.

Exceptions are summarized below for your convenience, and detailed on the attached Billing Repair Card reproductions per AAR Office Manual Rule 112.4.h. We ask that you please return this form with your resolution of each exception and explanation should you disagree with our exception.

CAR MARK/NUMBER	Line #	EXCEPTION AMOUNT	ALLOW	DISALLOW/EXPLANATION
CGLX002386	4488	\$140.89	\$140.89	
CGLX005655	4596	\$1,441.03	\$1441.03	
CGTX023502	4732	\$318.11	\$318.11	
CGTX031131	4976	\$8.84	\$8.84	
CGTX065133	5109	\$306.96	\$306.96	
CGTX070616	5178	\$168.60	\$0.00	Input error. Correct qualifier is RN "Tank Jacket
CGTX070667	5192	\$13.92	\$13.92	
TOTAL		\$2,398.35	\$2,229.75	CBA XXXXXX is attached

Please provide your CBA in the amount of \$2,398.35

Sincerely,

Jenny Jennifer  
Auditor  
Tel: 555.867.5309



# AAR Office Manual Rule

## 112.H.4 Invoice Exceptions



<u>Repairing Party</u> GATX	<u>Invoice No.</u> 000001	<u>Document Reference No.</u>	<u>Car Initial</u> GATX	<u>Car Number</u> 023283	<u>Car Kind</u> T	<u>Load/Empty</u> E	<u>SPLC</u> 111900
<u>Repair Date</u> Dec 19, 2012	<u>Repair Facility Type</u> RT	<u>Defect Card Date</u>	<u>Defect Card Party</u>	<u>Exception File No.</u> EXGATX			

								Wheel Reporting Information																
								Applied Wheel						Removed Wheel										
Line#	Location	QTY	CC	Job Code Applied	App QFR	Description Of Repairs Made	Component Id	MO	YR	MFR	CLS	Side	Fng	MO	YR	MFR	CLS	Side	Fng	Why Made Code	Job Code Removed	Rem QFR	Resp	Net Charge
276		1	7	1146		SCT USE AN AUTOMATIC SCT DEVICE, 1 SET														21	1146		1	\$135.46
277		1	1	1838		BRAKE SHOE-COMP. HI-FRCT 1-1/2 IN.														01	1838		1	\$19.92
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279	B	1	9	1165		AIR HOSE SUPPORT-COMPLETE														19	1165		1	\$9.78
Total Charges																							\$174.94	

Line #	Exception Message	Exception Amount
276	SCT not out of date as indicated by attached UMLER report. Please cancel charge.	\$135.46

Reply : This was an input error, original BRC shows WM 20. We apologize for the error.

\$0.00

# AAR Office Manual Rule

## 112.H.4 Invoice Exceptions



GATX Corp  
222 West Adams  
Chicago, IL 60661

CBA # XXXXXXX

Name of Company GATX Corp

Place Chicago Date 6/16/2012

This will authorize the ZZZ789 Rail Company

to counterbill GATX Corp \$ 2,229.75 dollars

as adjustment to invoice number 123456789

file EXGATX0412

John Kunst  
Signature of person issuing

# AAR Office Manual Rule

## 112.H.4 Invoice Exceptions



GATX Corporation  
222 West Adams Street  
Chicago, IL 60606-5314

John Kunst  
*BRC Auditor*  
*AAR Services*

Tel: 312.621.6312  
eFax: 312.499.7805  
john.kunst@gatx.com

December 20, 2012  
File: ZX1GATX1112

ZXY Rail LLC  
1234 Main St  
Metropolis, IL 11111

Dear Car Owner or Billing Repair Agent:

We are writing in regards to your November 26, 2012 reply to our exception letter of your September 2012 invoice, numbered 123456.

We thank you for your response. Please reference your copy of your aforementioned reply letter, as we continue to have the following exceptions based on your replies:

### **GATX 190232**

Line 1 – You replied, “Correct qualifier is NH - Handhold”.

**GATX response:** No charge is permitted for SOC of handholds per Rule 79.E.1.a. Please cancel charge.

Please provide your CBA in the amount of \$111.08.

Sincerely,

John Kunst  
BRC Auditor



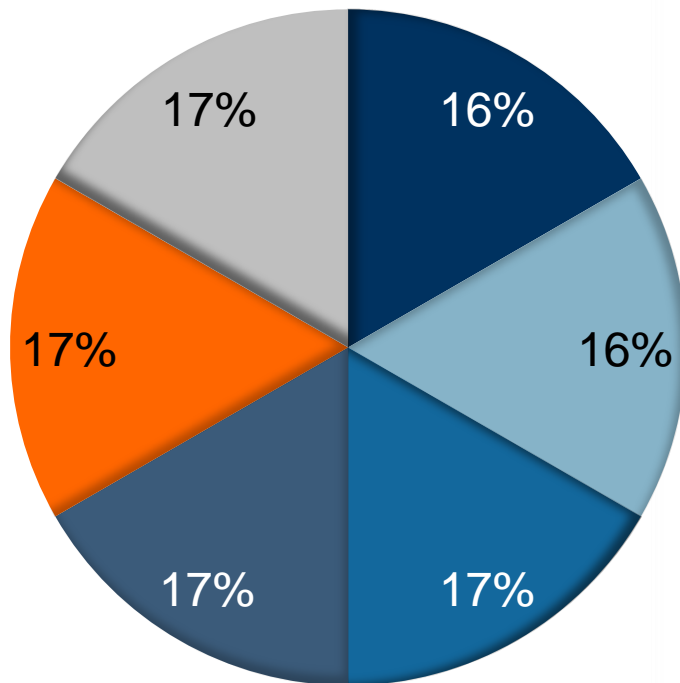
# AAR Office Manual Rule

## 112.H.4 Invoice Exceptions



- Questions?
- Comments?

# Chart slide



■ Color 1

■ Color 2

■ Color 3

■ Color 4

■ Color 5

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