

# **ONE NA Operations**

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# **Service Provider Portal**

#### Attention Ocean Network Express (ONE) truckers.

Ocean Network Express (ONE) has developed an on-line Rail Billing and Street Turn Portal that will enable ONE truckers to automatically Street Turn and/or Rail bill both Full Export (Incl DG and reefer) and empty containers directly with the Rail Road.

#### **Registration and access:**

- Truckers are first requested to first register to use the Street Turn / Rail Billing Portal using the <u>www.ONE-LINE.COM</u> email link. From the ONE web page, please select the 'Service Provider' option.
- 2. To register, from the Service Provider option click on the 'New User' button and populate the required items within the registration page.
- 3. Upon input of all required fields, please select 'Register' and your application will be sent to ONE and reviewed.
- 4. Upon a successful review an email will sent inviting you to use the application.

## Using the application:

- Pre-Rail Billing Submission option.
  - 1. Input your Export Booking Number or Empty Plan No and Hit search.
  - 2. If you have input a Full Export Booking number, then:
  - 3. Click on either 'Without Street turn' or 'With Street turn'
  - 4. Input Container number
  - 5. Input Gross Cargo weight and select LBS or KGS.
  - 6. Input Seal Number
  - 7. If cargo is US to Canada please enter in both Piece Count and AES numbers.
  - 8. Hit Validate
  - 9. If any errors the application will advise you immediately in order to correct
  - 10. If no errors the application will show a summary of the billing where you can review. Hit 'Submit' to issue the billing automatically to the Rail Road.
  - 11. Non DG, DG and Reefer cargo may be booked via the Pre-Rail Billing application.

## If an Empty Plan Number was used

- 1. Input Empty Plan Number that was supplied from the dispatch.
- 2. Input empty Container Number

- 3. Hit 'Validate'
- 4. If any errors the application will advise you immediately in order to correct.
- 5. If no errors the application will show a summary of the billing where you can review. Hit 'Submit' to issue the billing automatically to the Rail Road.

## Pre-Rail Status Enquiry.

Input either the Billing Period, Container Number, booking Number or Empty Plan number and after hitting 'Search' you will see containers that have already been billed against Full Booking numbers or empty plan numbers.

#### Street turn

Select Submission type – Submission or Possibility Inquiry. The Possibility Inquiry will advise if a Street Turn is possible without committing to the transaction.

- 1. Enter Booking Number
- 2. Enter the Container Number and hit Validate.
- 3. Any errors will be advised immediately and successfully registered Street Turn will be automatically processed.

Thank you.

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