



# CARTA PORTE – BILL OF LADING FAQ

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# Carta Porte

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## How do I submit Carta Porte to Union Pacific?

- There are multiple ways to submit Carta Porte data to Union Pacific
  - Bill of Lading submission using EDI
    - EDI version 5010 or newer
    - Ensure the following segments are added:
      - REF\***UNC** (Commodity Code [Clave Producto])
      - N9\***MTC** (Customs Tariff Code [Fracción Arancelaria])
      - N9\***MPC** (Mexico Unit Packaging Code [Clave Unidad])
      - N9\***MHC** (UN Identification Code of the hazardous substance [Clave Producto Peligroso]) – *Only for Hazardous Shipments*
      - N9\***MHP** (Mexico Hazardous Packaging Code [Tipo Embalaje]) – *Only for Hazardous Shipments*
      - N10 Segment (Commodity description, package type & quantity, etc.)
        - At least one instance of this segment is required when REF01 is 'UNC'. Additional instances are required when different package types (N1010) exist for the same commodity within a single shipment
      - PER\***SP** (Special Program Contact)
        - Contact name, phone number (TE) and email address (EM) are required
      - N9\***UUI** (Universally Unique Identifier) – *Only Northbound shipments (Originating from Mexico)*

# Carta Porte

## How do I submit Carta Porte to Union Pacific?

- There are multiple ways to submit Carta Porte data to Union Pacific
  - Waybill Management System on MyUPRR

The screenshot shows the MyUPRR Home page. The top navigation bar includes the Union Pacific logo, the text 'MyUPRR Home', and a search box. Below the navigation bar is a dropdown menu with options: Home, Plan, Ship, Track, Pay, and Popular Resources. The 'Ship' dropdown menu is open, listing various services such as Automated Transborder Management, Bill of Lading, Car Order, Chargeable Events, Cutoff Times, Dimensional Clearance, Diversions, Freight Claim, Freight Damage, Private Empty Car Storage, Unit Train Customer Interface, Waybill History, and Waybill Management. The 'Waybill Management' option is highlighted with a red box. Another red box highlights the 'Waybill Management' icon in the 'Recents' section on the left. A red arrow with the text 'OR' points from the 'Waybill Management' icon in the 'Recents' section to the 'Waybill Management' option in the dropdown menu. The page also features a 'Featured News' section with three items, a 'STAY CONNECTED YOUR SHIPMENT' banner, and a 'Happy Holidays from U' banner with a video player.

[Click here for detailed Instructions](#)



# Carta Porte

## How do I submit Carta Porte to Union Pacific?

- There are multiple ways to submit Carta Porte data to Union Pacific
  - Hybrid process utilizing EDI and Waybill Management App
    - Enter the Bill of Lading information without Carta Porte using EDI
    - A notification will be sent to state the “waybill was rejected” due to missing Carta Porte information
    - Go to MyUPRR and login to the Waybill Management App
    - The waybill in question will be available for editing in the “Unprocessed Bills of Lading”

The screenshot displays the MyUPRR Waybill Management application interface. The top navigation bar includes the MyUPRR logo, a search bar, and user profile icons. The main content area is titled "Waybill Management" and features a "START TOUR" button. Below this, there are two main sections: "Unprocessed bills of lading (0)" and "Processed waybills". The "Unprocessed bills of lading" section includes a search bar with "User Sender ID" selected, a "GO" button, and a date range selector. Below the search bar is a table with columns: Billing status, BOL reference, Last updated, Equipment ID, Shipper, Origin, Consignee, Destination, Primary commodity, and Actions. The "Processed waybills" section also has a search bar with "Equipment ID" selected and a "GO" button. Below this is another table with columns: Waybill ID, Equipment ID, BOL reference, Billing status, Submitted, L / E, Shipper, Origin, Consignee, Destination, Primary commodity, and Actions. A red box highlights the "ATTN" icon in the left sidebar, and another red box highlights the "WAYBILL" icon. The "Processed waybills" table shows a single entry with Waybill ID 547947, Equipment ID TFST50, BOL reference test-weight, Billing status Pending, Submitted 12/27/2021, L / E Load, Shipper UNION PACIFIC, Origin HOUSTON, GRUPO, Destination SAN LUIS, and Primary commodity 4021125.

[Click here for detailed Instructions](#)



# Carta Porte – Requirements

## What do customers need to provide?

- **REF\*UNC** (Commodity Code (Clave Producto))  
<http://omawww.sat.gob.mx/tramitesyservicios/Paginas/documentos/CatalogosCartaPorte20.xls> (reference the c\_ClaveProdServCP tab)
- OR <https://www.kcsouthern.com/pdf/Rail-Resource-Center/STCC-SAT%20Proposed%20Mapping%20.pdf>
- **N9\*MTC** (Customs Tariff Code [Fracción Arancelaria])- must contain 10 digits and should not include punctuation  
[Trámites y Servicios \(sat.gob.mx\)](http://www.sat.gob.mx) • *Catálogo vigente a partir del 12 de diciembre de 2022.*
- **N9\*MPC** (Mexico Unit Packaging Code [Clave Unidad])  
[http://omawww.sat.gob.mx/tramitesyservicios/Paginas/documentos/catCFDI\\_V\\_4\\_23032023.xls](http://omawww.sat.gob.mx/tramitesyservicios/Paginas/documentos/catCFDI_V_4_23032023.xls)
- **N9\*MHC** (UN Identification Code of the hazardous substance) – *Only for Hazardous Shipments*
- **N9\*MHP** (Mexico Hazardous Packaging Code [Tipo Embalaje]) – *Only for Hazardous Shipments*  
<http://omawww.sat.gob.mx/tramitesyservicios/Paginas/documentos/CatalogosCartaPorte20.xls> (reference the c\_TipoEmbalaje tab)
- **N10 Segment**
  - At least one instance of this segment is required when REF01 is 'UNC'. When REF01 is 'UNC', the following are required:
    - N1001, N1002 – Quantity & Description of the Commodity
    - N1007 and N1008 – Weight qualifier (K-Kilograms or L – Pounds) and weight are required on loaded shipments
    - N1011 - Required when ultimate origin country is **outside North America**
      - This field should NOT contain Canada, United States, or Mexico
    - N1012 - Required when ultimate destination country is **outside North America**
      - This field should NOT contain Canada, United States, or Mexico

# Carta Porte – Requirements

## What do customers need to provide?

- **PER\*SP** (Special Program Contact)
  - Contact name, phone number (TE) and email address (EM) are required
- **N9\*UUI** (Universally Unique Identifier)
  - Required on all loaded shipments with a **rail origin in Mexico** to a rail destination outside Mexico. Also required on revenue empty shipments with 'A1' Pedimento type.

# Waybill Management



# Waybill Management

An alternative to providing this information via EDI 404 is UP's web billing tool, Waybill Management (WBM). It is located under the SHIP banner on MyUPRR or access it by clicking the Waybill Management icon.

The screenshot displays the MyUPRR Home page interface. At the top, there is a yellow header with the MyUPRR logo and a search bar. Below the header is a navigation bar with tabs for Home, Plan, Ship, Track, Pay, and Popular Resources. A dropdown menu is open under the 'Ship' tab, listing various services such as Automated Transborder Management, Bill of Lading, Car Order, Chargeable Events, Cutoff Times, Dimensional Clearance, Diversions, Freight Claim, Freight Damage, Private Empty Car Storage, Unit Train Customer Interface, and Waybill History. The 'Waybill Management' option is highlighted with a red box. A red arrow points from the 'Waybill Management' icon in the 'Recents' section to the 'Waybill Management' option in the dropdown menu, with the word 'OR' written in red. The 'Recents' section also shows the 'Waybill Management' icon highlighted with a red box. Other icons for Case Management, Terms & Conditions, Accessorial Charges, Manage Notifications, Get Online Help, Allowable Gross Weight Shipments, Train Inquiry, and Shipment Management are visible. On the right side, there is a 'Featured News' section with links to Houston Englewood Yard Transfer, EMP and UMAX Holiday Per Diem, and Holiday Operating Plan. Below that is a 'STAY CONNECTED YOUR SHIPMENTS' banner with the text 'CUSTOMIZE YOUR NOTIFICATIONS OPTIMIZE YOUR SHIPPING EXPERIENCE'. At the bottom right, there is a 'Happy Holidays from Union Pacific' banner with a photo of a snow-covered tree and the text 'A holiday message from Union Pacific'.



# Waybill Management

Users can include Carta Porte information on new billing or update it on existing bills. New bills can be entered by selecting previously created PATTERNS or via a blank form found on the NEW WAYBILL option on the navigation rail on the left side of the page.

**Waybill Management** START TOUR

Unprocessed bills of lading (0) ?

Search By: User Sender ID | User Sender ID | GO | Enter a date range | Enter keyword or number | Errors only

Filter bills by entering a keyword, number, or ID

Billing status	BOL reference ?	Last updated ↓	Equipment ID	Shipper	Origin	Consignee	Destination	Primary commodity	Actions
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Items per page: 50 | 0 of 0

Processed waybills ?

Search By: Equipment ID | Equipment ID: test50 | GO | Enter a date range | Enter keyword or number | [Icons]

Filter bills by entering a keyword, number, or ID

Waybill ID ?	Equipment ID	BOL reference	Billing status	Submitted ↓	L / E	Shipper	Origin	Consignee	Destination	Primary commodity	Actions
547947	TEST50	test-weight	Pended	12/27/2021	Load	UNION PACIFIC	HOUSTON,	GRUPO	SAN LUIS	4021125	

# Waybill Management

Whether the bill was created via the web or by EDI you can update Carta Porte:

- Access the **BILLS** option on the navigation rail, then enter **Search By** criteria (like **Equipment ID** or **Sender ID**)
- If the bill is editable, the **“Add/Update Carta Porte info”** or **“Edit”** options will be displayed
- Select **“Edit”** when other changes are needed in addition to Carta Porte updates

The screenshot displays the 'Waybill Management' interface. On the left is a navigation rail with icons for 'SUMMARY', 'BILLS', 'WAYBILL HISTORY', 'ATTURNS', 'MOVING FLATCAR', 'SM EMPTY', and 'W WAYBILL'. The 'BILLS' icon is highlighted with a red box. The main content area is divided into two sections: 'Unprocessed bills of lading (0)' and 'Processed waybills'. The 'Processed waybills' section has a search bar with 'Search By' set to 'Equipment ID' and 'test50' entered. A red box highlights this search area. Below the search bar is a table of processed waybills. The table has columns: Waybill ID, Equipment ID, BOL reference, Billing status, Submitted, L / E, Shipper, Origin, Consignee, Destination, Primary commodity, and Actions. Two rows are visible: one for Waybill ID 547947 and another for 330240. The 'Actions' column for the second row is open, showing a dropdown menu with options: 'Add / Update weights', 'Add / Update embargo info', 'Add / Update carta porte info' (highlighted with a red box), 'Cancel bill OR', 'Clone this bill', and 'Edit' (highlighted with a red box). A red arrow points to the 'Add / Update carta porte info' option.




Waybill ID	Equipment ID	BOL reference	Billing status	Submitted	L / E	Shipper	Origin	Consignee	Destination	Primary commodity	Actions
547947	TEST50	test-weight	Pended	12/27/2021 10:44	Load	UNION PACIFIC RAILROAD	HOUSTON, TX	GRUPO ACERERO	SAN LUIS POTOSI, SL	4021125	⋮
330240	TEST50	test-weight	Pended	12/20/2021 12:38	Load	DERICHEBOURG RECYCLING USA	HOUSTON, TX	GRUPO ACERERO	SAN LUIS POTOSI, SL		⋮

# Waybill Management

The Carta Porte page will open up. Users can opt to copy the weight entered in the Equipment section or type it in manually. If billing multiple equipment, an option to enter the data once and apply it to all equipment will appear. Select by clicking the toggle buttons.






SINGLE FORM MULTIPLE FORM EQUIPMENT WEIGHT MANUAL WEIGHT

**24 Hour Carta Porte Contact**  
*These fields must contain the contact information for someone who is available 24 hours a day, 7 days a week and is qualified to give Mexican Carta Porte instructions in the event any questions arise about the Carta Porte information provided for this shipment. A group telephone number and email address may be provided.*



Contact Name  Phone Number  Email Address   
X-XXX-XXX-XXXX

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Ultimate Origin and Destination are only required on shipments moving outside North America

UNSPSC  Tariff rate co...  UN / NA Nu...  Ultimate Orig...  Ultimate Des...  [X CLEAR INFORMATION](#)

Required for hazardous commodities ISO-3166 Country Code ISO-3166 Country Code

Quantity Type  Weight Weight Unit  Commodity description

Smallest Package

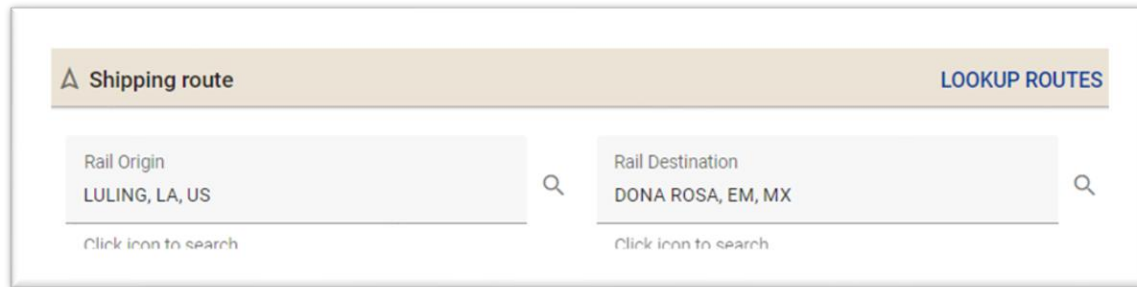
CANCEL SUBMIT



# Waybill Management

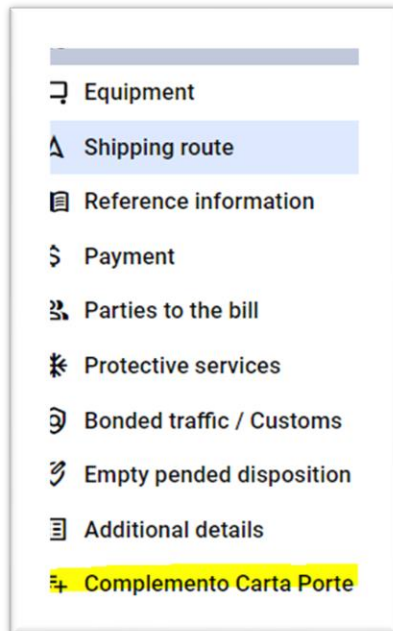
For users that are directly submitting BOL using WBM

1. Customer enters the shipping route, with a Rail Destination of Mexico



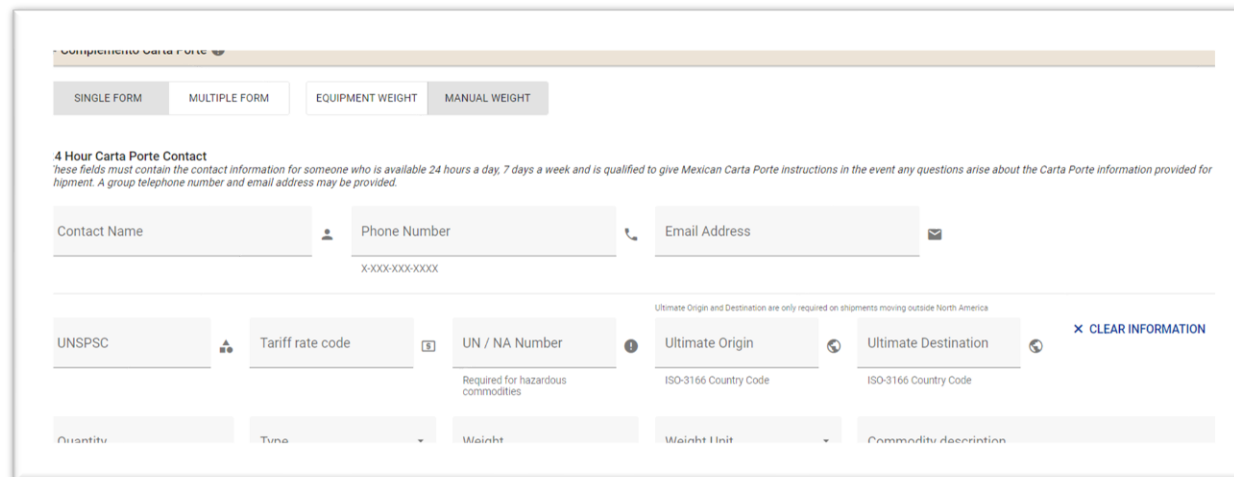
A screenshot of a web form titled "Shipping route" with a "LOOKUP ROUTES" button. It features two input fields: "Rail Origin" with the value "LULING, LA, US" and "Rail Destination" with the value "DONA ROSA, EM, MX". Both fields have a magnifying glass icon and a "Click icon to search" prompt below them.

2. The Carta Porte option will appear on the left, indicating this shipment will require Carta Porte data



A vertical navigation menu with several items. The item "Complemento Carta Porte" is highlighted with a yellow background. Other items include "Equipment", "Shipping route", "Reference information", "Payment", "Parties to the bill", "Protective services", "Bonded traffic / Customs", "Empty pending disposition", and "Additional details".

- a) Customer can either click on the "Complemento Carta Porte"
- b) The Carta Porte Section is at the bottom of the page



A screenshot of the "Complemento Carta Porte" section. It includes tabs for "SINGLE FORM", "MULTIPLE FORM", "EQUIPMENT WEIGHT", and "MANUAL WEIGHT". Below the tabs is a "4 Hour Carta Porte Contact" section with a warning: "These fields must contain the contact information for someone who is available 24 hours a day, 7 days a week and is qualified to give Mexican Carta Porte instructions in the event any questions arise about the Carta Porte information provided for shipment. A group telephone number and email address may be provided." This section contains input fields for "Contact Name", "Phone Number" (with a placeholder "X-XXX-XXX-XXXX"), and "Email Address". Below this is a section for "UNSPSC", "Tariff rate code", "UN / NA Number", "Ultimate Origin", and "Ultimate Destination". A "CLEAR INFORMATION" link is present. At the bottom, there are input fields for "Quantity", "Type", "Weight", "Weight Unit", and "Commodity description".



# Waybill Management

Complemento Carta Porte ?

SINGLE FORM

MULTIPLE FORM

EQUIPMENT WEIGHT

MANUAL WEIGHT

## 24 Hour Carta Porte Contact

These fields must contain the contact information for someone who is available 24 hours a day, 7 days a week and is qualified to give Mexican Carta Porte instructions in the event any questions arise about the Carta Porte information provided for the shipment. A group telephone number and email address may be provided.

Contact Name



Phone Number



Email Address



X-XXX-XXX-XXXX

UNSPSC



Tariff rate code



UN / NA Number



Ultimate Origin



Ultimate Destination



X CLEAR INFORMATION

Ultimate Origin and Destination are only required on shipments moving outside North America

Required for hazardous commodities

ISO-3166 Country Code

ISO-3166 Country Code

Quantity

Type



Weight

Weight Unit



**Should not have numbers**  
Commodity description

## Enter Data as Needed in Each Field

**Equipment ID:** matches equipment previously entered

**UNSPSC:** Commodity Code per the SAT Catalogue (Clave Producto). It is comparable with Rail Transportation STCC but different number and format. Shipments using generic Commodity (ie, FAK, auto parts) will need to provide the actual Commodity Code that describes your commodity

**Tariff rate code:** The Tariff Rate Code is comparable to the Harmonized Schedule Tariff code but different number and format. The code source is Mexican Tax Authority (SAT by its Spanish acronym)

**UN Number:** applicable to the commodity.

**Quantity:** Enter count of packages per commodity (only for loaded shipments)

**Type:** Select the smallest unit per commodity

**Weight:** Enter the number of pounds or kilograms

**Weight Unit:** Select pounds or kilograms

**Ultimate Origin:** Where the product was initially loaded into shipping equipment (i.e., container or car). The ultimate origin country is outside North America.

**Ultimate Destination:** Where the shipping equipment will be delivered for unloading. The ultimate destination country is outside North America.

**Commodity description:** SAT commodity description



# Waybill Management FAQ (1)

## What happens if I want to document multiple cars and/or multiple commodities?

When multiple cars are listed on a bill, WBM will display each equipment id (and number them). Please enter the required Carta Porte data for each individual equipment. If more than one commodity is being shipped in that equipment, click the “+” more commodity details” to display additional data fields.

Each commodity will be numbered and each package type per commodity will be lettered

The screenshot displays the WBM interface for managing waybills. At the top, there are two buttons: "POPULATE CARTA PORTE EQUIPMENT" and "IMPORT CARTA PORTE EQUIPMENT". Below these, a form for equipment details is shown. The "Equipment ID" field is highlighted with a red box and contains the value "TEST352370". Other fields include "UNSPSC", "Tariff rate code", and "UN / NA Number". To the right of the equipment fields are two buttons: "CLEAR EQUIPMENT" and "REMOVE CARTA PORTE EQUIPMENT". Below the equipment fields, there is a "COPY TO ALL EQUIPMENT" button. The commodity details section is shown below, with a red arrow pointing to the "Quantity" field. The "Quantity" field is labeled "A". Other fields include "Type", "Weight", "Weight Unit", "Ultimate Origin", and "Ultimate Destination". Below the commodity fields, there is a "Commodity description" field and a "CLEAR COMMODITY DETAILS" button. At the bottom, a red box highlights the "+ MORE COMMODITY DETAILS" button.

# Waybill Management FAQ (1 cont)

## What happens if I want to document multiple cars and/or multiple commodities?

WBM gives you the option to fill out one Carta Porte form and apply the same data to all equipment (Single Form option) or display an individual form for each equipment id (Multiple Form). Click the toggle button to change the format.

If more than one commodity is being shipped in that equipment, click the “+ More Carta Porte Equipment Information” link to display additional data fields.


The screenshot displays the 'Waybill Management' interface. At the top, there is a header 'Waybill Management' and a sub-header 'Complemento Carta Porte'. Below this, there are two rows of toggle buttons. The first row contains 'SINGLE FORM' and 'MULTIPLE FORM', with 'MULTIPLE FORM' highlighted in blue and circled in red. The second row contains 'EQUIPMENT WEIGHT' and 'MANUAL WEIGHT', with 'MANUAL WEIGHT' highlighted in blue. Below the toggle buttons, there is a text input field labeled 'Commodity description \*' and a 'CLEAR COMMODITY DETAILS' button. Below the input field, there is a '+ MORE COMMODITY DETAILS' link. At the bottom of the interface, there is a '+ MORE CARTA PORTE EQUIPMENT INFORMATION' link, which is also circled in red.

# Waybill Management FAQ (2)

## Do you have a UNSPSC list that I can check?

- Icons located after fields provide additional information.
- Please be aware that the Mexican Railroad Association developed a mapping for STCC vs. SAT catalogue for the main carload products identified as moved by rail (500-600 products). If your commodity is not in that catalogue you will have to consult the direct SAT Catalogue and determine which Commodity Code(s) corresponds to your shipment(s). Your customs broker may also be able to help you determine this code.

Complemento Carta Porte ?

Equipment ID  UNSPSC \*  Tariff rate code \*  UN / NA Number  !

**Use this icon to open the mapping of STCC codes to SAT codes.**

A Quantity \*  Type \*  Smallest Package Weight \*  Weight Unit \*  Ultimate Origin  Ultimate Destinati...   
ISO-3166 Alpha-3 Country Code ISO-3166 Alpha-3 Country Code

Commodity description \*



# Waybill Management FAQ (3)

On the Type field, what would be the most appropriate option to choose when shipping bulk commodities?

If the commodity is loaded directly into the rail car without packaging, we recommend using the option of “Car Load, Rail” or “Tank Car” (if applicable).

The screenshot displays a web interface for managing waybills. At the top, there is a header "Complemento Carta Porte" with a question mark icon. Below this, there is a form with several input fields: "Equipment ID", "UNSPSC \*", "Tariff rate code \*", and "UN / NA Number". The "UN / NA Number" field has a note "Required for hazardous commodities" and a warning icon. To the right of these fields are two buttons: "CLEAR CARTA PORTE EQUIPMENT" and "REMOVE CARTA PORTE EQUIPMENT". Below the "UN / NA Number" field is a "COPY TO ALL EQUIPMENT" button. The main form area contains a table with columns: "Quantity \*", "Type \*", "Weight \*", "Weight Unit \*", "Ultimate Origin", and "Ultimate Destinati...". The "Type \*" dropdown menu is highlighted with a red box and shows the selected option "Car Load, Rail" and a sub-option "Smallest Package". Below the table is a "Commodity description \*" field and a "CLEAR COMMODITY DETAILS" button. At the bottom of the form, there are two expandable sections: "+ MORE COMMODITY DETAILS" and "+ MORE CARTA PORTE EQUIPMENT INFORMATION".

# Waybill Management FAQ (4)

## What is the difference between the Quantity and Weight fields?

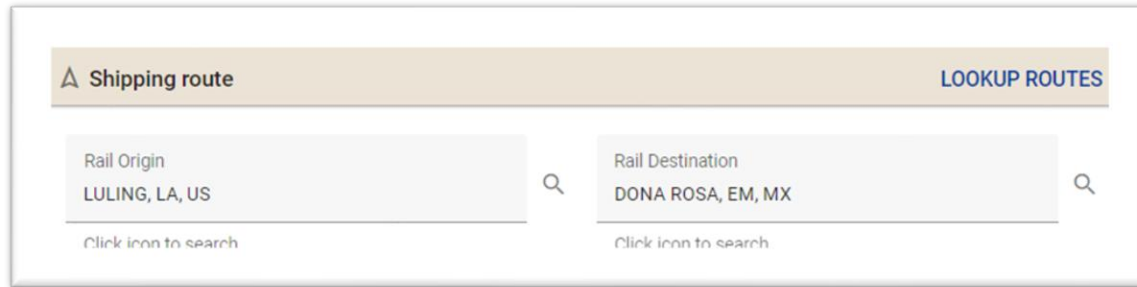
- Quantity indicates the number of packages. In the case of a bulk shipment where the commodity is not packaged, use one (1) carload (“Car Load, Rail” or “Tank Car”).
- If the commodity has been stored in a mix of package types for shipment, be sure to select the smallest kind of packaging in the corresponding Type field.
- Weight indicates the number of pounds or kilograms of the commodity being shipped (applies only to LOAD shipments)

The screenshot displays the 'Complemento Carta Porte' form. At the top, there is a header with a question mark icon. Below the header, there are several input fields: 'Equipment ID' (dropdown), 'UNSPSC \*' (text), 'Tariff rate code \*' (text with a dollar sign icon), and 'UN / NA Number' (text with an information icon). To the right of these fields are two buttons: 'CLEAR CARTA PORTE EQUIPMENT' and 'REMOVE CARTA PORTE EQUIPMENT'. Below these fields is a 'COPY TO ALL EQUIPMENT' button. The main section of the form contains several fields: 'Quantity \*' (text, highlighted with a red box), 'Type \*' (dropdown, highlighted with a red box), 'Weight \*' (text), 'Weight Unit \*' (dropdown, highlighted with a red box), 'Ultimate Origin' (text with 'ISO-3166 Alpha-3 Country Code' below it), and 'Ultimate Destina...' (text with 'ISO-3166 Alpha-3 Country Code' below it). At the bottom of this section is a 'Commodity description \*' (text) and a 'CLEAR COMMODITY DETAILS' button. At the very bottom of the form is a '+ MORE COMMODITY DETAILS' button.

# Waybill Management FAQ (5)

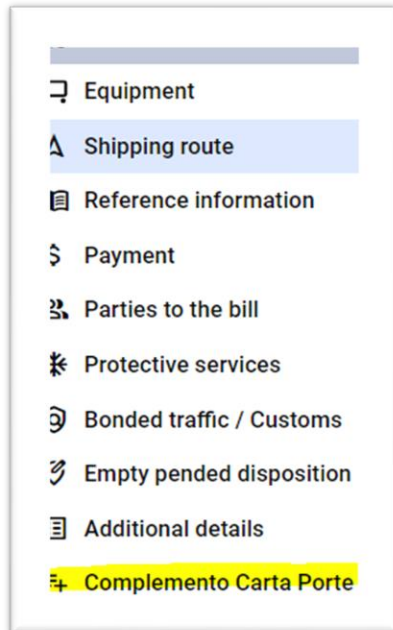
What if I don't have the Carta Porte information available, but need to get the car billed?

1. Customer enters the shipping route, with a Rail Destination of Mexico



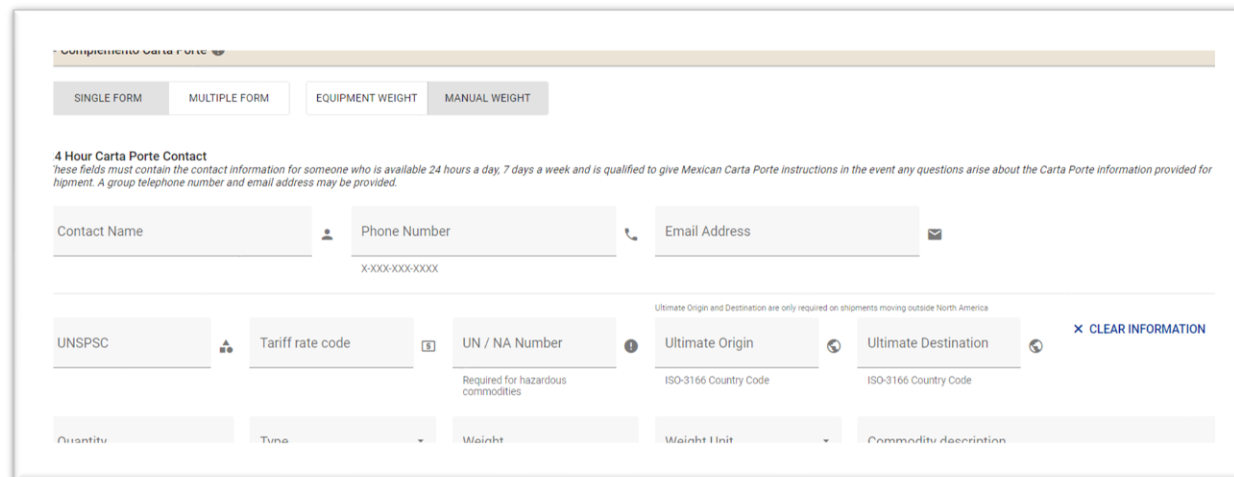
The screenshot shows a web interface for looking up shipping routes. At the top, there is a header with "Shipping route" on the left and "LOOKUP ROUTES" on the right. Below this, there are two search input fields. The first is labeled "Rail Origin" and contains the text "LULING, LA, US". The second is labeled "Rail Destination" and contains the text "DONA ROSA, EM, MX". Both fields have a magnifying glass icon to their right. Below each field is a small text prompt: "Click icon to search".

2. The Carta Porte option will appear on the left, indicating this shipment will require Carta Porte data



The screenshot shows a vertical navigation menu on the left side of the page. The menu items are: "Equipment", "Shipping route", "Reference information", "Payment", "Parties to the bill", "Protective services", "Bonded traffic / Customs", "Empty pending disposition", "Additional details", and "Complemento Carta Porte". The "Complemento Carta Porte" item is highlighted with a yellow background.

- a) Customer can either click on the "Complemento Carta Porte"
- b) The Carta Porte Section is at the bottom of the page
- c) To submit billing without Carta Porte information and add it later, you can bypass this section



The screenshot shows the "Complemento Carta Porte" form. At the top, there are four tabs: "SINGLE FORM", "MULTIPLE FORM", "EQUIPMENT WEIGHT", and "MANUAL WEIGHT". Below the tabs is a section titled "4 Hour Carta Porte Contact" with a note: "These fields must contain the contact information for someone who is available 24 hours a day, 7 days a week and is qualified to give Mexican Carta Porte instructions in the event any questions arise about the Carta Porte information provided for shipment. A group telephone number and email address may be provided." There are three input fields: "Contact Name", "Phone Number" (with a placeholder "X-XXX-XXX-XXXX"), and "Email Address". Below these are several other input fields: "UNSPSC", "Tariff rate code", "UN / NA Number", "Ultimate Origin" (with a note "Ultimate Origin and Destination are only required on shipments moving outside North America"), and "Ultimate Destination". There is a "CLEAR INFORMATION" link. At the bottom, there are fields for "Quantity", "Type", "Weight", "Weight Unit", and "Commodity description".

# Waybill Management FAQ (6)

## How do I empty the boxes or remove equipment?

The “Clear Carta Porte Equipment” link will remove data from the boxes.

The “Remove Carta Porte Equipment” link will remove all fields for that equipment ID.

☰+ Complemento Carta Porte ?

1	Equipment ID BKTY152367	UNSPSC * 11141604	Tariff rate code * 4707300100	UN / NA Number	<a href="#">X CLEAR CARTA PORTE EQUIPMENT</a>	<a href="#">REMOVE CARTA PORTE EQUIPMENT</a>
				<small>Required for hazardous commodities</small>		

[COPY TO ALL EQUIPMENT](#)

A	Quantity * 92	Type * Unit	Weight * 106864	Weight Unit * Pounds	Ultimate Ori... <small>ISO-3166 Country Code</small>	Ultimate De... <small>ISO-3166 Country Code</small>
		<small>Smallest Package</small>				

Commodity description \*  
Paper Wastes

[X CLEAR COMMODITY DETAILS](#)

[+ MORE COMMODITY DETAILS](#)

# Waybill Management FAQ (7)

How do I add another set of boxes to indicate more than one package type per commodity on a single equipment ID? Click the link titled “+ More Commodity Details” to add another set of boxes for quantity, type, weight, unit, and description.

Complemento Carta Porte ?

1 Equipment ID BKTY152367 UNSPSC \* 11141604 Tariff rate code \* 4707300100 UN / NA Number  
Required for hazardous commodities

COPY TO ALL EQUIPMENT

A Quantity \* 92 Type \* Unit Weight \* 106864 Weight Unit \* Pounds Ultimate Ori... Ultimate De...  
Smallest Package ISO-3166 Country Code ISO-3166 Country Code

Commodity description \* Paper Wastes

+ MORE COMMODITY DETAILS

B Quantity \* Type \* Weight \* Weight Unit \* Ultimate Ori... Ultimate De...  
Smallest Package ISO-3166 Country Code ISO-3166 Country Code

Commodity description \*

+ MORE COMMODITY DETAILS

+ MORE CARTA PORTE EQUIPMENT INFORMATION



# Waybill Management FAQ (8)

## How do I add multiple commodities per equipment?

Use the “+ More Carta Porte Equipment Information” link to add another set of fields for Equipment ID, UNSPSC commodity, Tariff rate code, and UN Number. On multi equipment bills, select the equipment that contains the new commodity by clicking the Equipment ID drop down.

### Waybill Management START TOUR

Complemento Carta Porte

**SINGLE FORM** **MULTIPLE FORM** **EQUIPMENT WEIGHT** **MANUAL WEIGHT**

1 Equipment ID: TEST200 | UNSPSC\*: 51171511 | Tariff rate code\*: UPCQ 101253 | UN / NA Number  
Required for hazardous commodities

**X CLEAR CARTA PORTE EQUIPMENT**  
**REMOVE CARTA PORTE EQUIPMENT**

**COPY TO ALL EQUIPMENT**

Ultimate Origin and Destination are only required on shipments moving outside North America

A Quantity\*: | Type\*: Smallest Package | Weight\*: 150000 | Weight Unit\*: Pounds | Ultimate Origin: ISO-3166 Country Code | Ultimate Destination: ISO-3166 Country Code

Commodity description \* **X CLEAR COMMODITY DETAILS**

**+ MORE COMMODITY DETAILS**

**+ MORE CARTA PORTE EQUIPMENT INFORMATION**



# Waybill Management FAQ (9)

## How do I add the 24-hr contact billing details?

Enter the 24-hr contact billing details in the following fields: Contact Name, Phone Number, and Email Address.

Complemento Carta Porte

SINGLE FORM MULTIPLE FORM EQUIPMENT WEIGHT MANUAL WEIGHT

### 24 Hour Carta Porte Contact

*These fields must contain the contact information for someone who is available 24 hours a day, 7 days a week and is qualified to give Mexican Carta Porte instructions in the event any questions arise about the Carta Porte information provided for this shipment. A group telephone number and email address may be provided.*

Contact Name \* Anyone Phone Number 1555555555 Email Address \* anyone@up.com

X-XXX-XXX-XXXX

1 Equipment ID VRBX11009 UNSPSC \* 123456 Tariff rate code \* 1234567890 UN / NA Number CLEAR EQUIPMENT REMOVE CARTA PORTE EQUIPMENT

Required for hazardous commodities

COPY TO ALL EQUIPMENT

Quantity \* 1 Type \* Bag Weight \* 50000 Weight Unit \* Pounds Ultimate Origin Ultimate Destination

Smallest Package ISO-3166 Country Code ISO-3166 Country Code

Commodity description \* test2 CLEAR COMMODITY DETAILS

+ MORE COMMODITY DETAILS

Equipment ID CLEAR EQUIPMENT

BACK CONTINUE

# Important Links

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## UP Carta Porte team contact

- [Cartaporte@up.com](mailto:Cartaporte@up.com)

## UP Carta Porte Material

- <https://www.up.com/customers/mexico/>
- [Carta Porte - Overview and FAQs](#)
- [Carta Porte - Bill of Lading FAQ](#)

## EDI 404 Standards:

- [Washington Publishing House - Rail Industry EDI Guides](#)
- [AAR - Carta Porte EDI Supplement](#)