

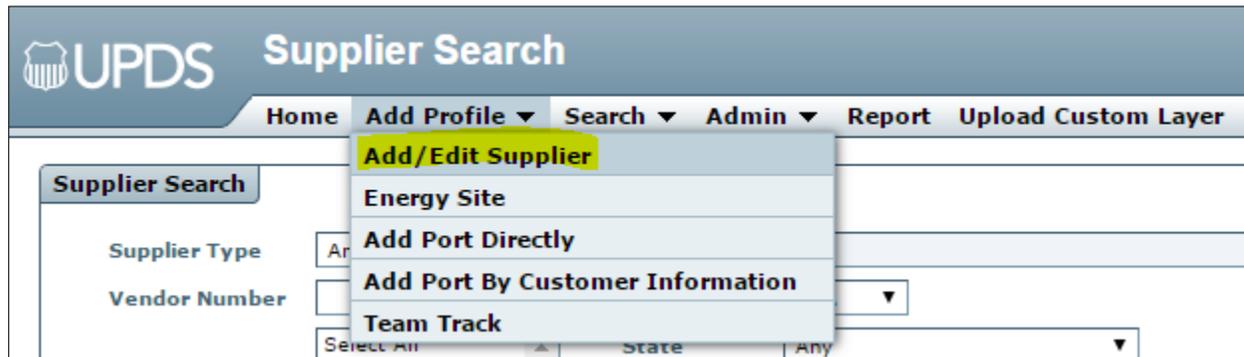
Creating Your SPS Profile

1. Visit UPDS.com and click “Register” under the “Transloaders” or “Transload Pick-Up and Delivery” section on the “Suppliers” page.
2. Login with your UPRR user ID.



The screenshot shows the UPDS 'Log In Page'. At the top left is the UPDS logo and the text 'Union Pacific Distribution Services'. To the right is the title 'Log In Page'. Below this is a sub-header 'User ID/Password Assistance'. The main content area features a 'Login' box with two input fields: 'User ID:' and 'Password:'. A 'Forgot Password?' link is next to the password field. A green 'Log in' button is below the fields. Below the login box, there is a note: 'Login only for UPDS Registered Customers. The User ID and password is the same as you use for UP's MyUPRR Web site. If you need a password, you must first register with Union Pacific Railroad. [Register here](#)'. A '*NOTE:' section follows, stating 'Cookies must be enabled in your browser to log in. [More Info](#)'. At the bottom, it says 'Copyright 1994-2016 UPDS Corp. All rights reserved. [UPDS Privacy Policy](#)'.

3. A new page will open on your browser. Once the page is loaded, click the “Add Profile” dropdown from the top ribbon, then choose “Add/Edit Supplier.”

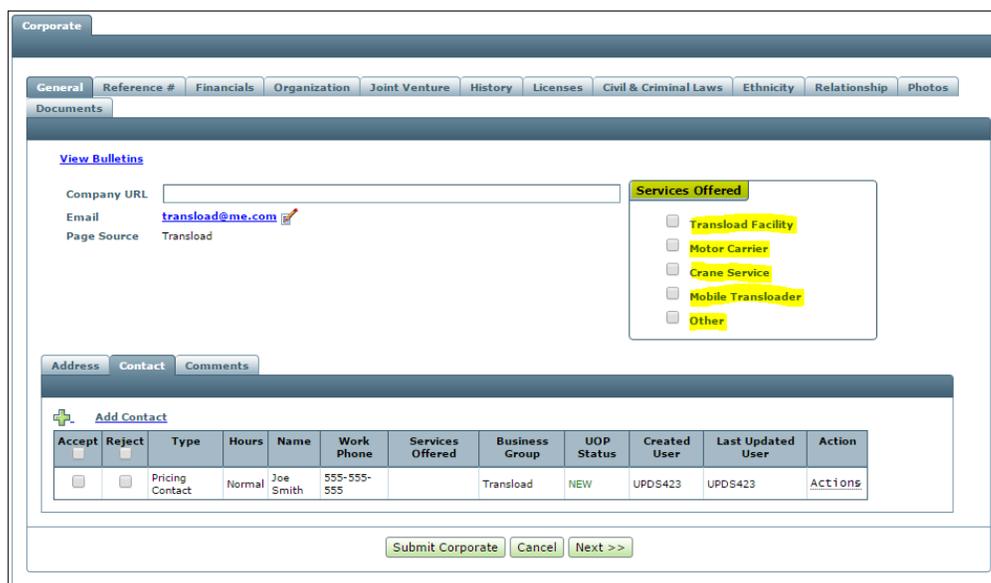


The screenshot shows the 'Supplier Search' page. At the top left is the UPDS logo and the title 'Supplier Search'. Below this is a navigation ribbon with buttons: 'Home', 'Add Profile', 'Search', 'Admin', 'Report', and 'Upload Custom Layer'. The 'Add Profile' button is highlighted, and its dropdown menu is open, showing options: 'Add/Edit Supplier' (highlighted in yellow), 'Energy Site', 'Add Port Directly', 'Add Port By Customer Information', and 'Team Track'. Below the ribbon, there is a 'Supplier Search' section with a search box and a 'Supplier Type' dropdown menu. The search box contains 'Ar' and the dropdown menu is set to 'Any'. Below the search box, there are fields for 'Vendor Number' and 'State'.

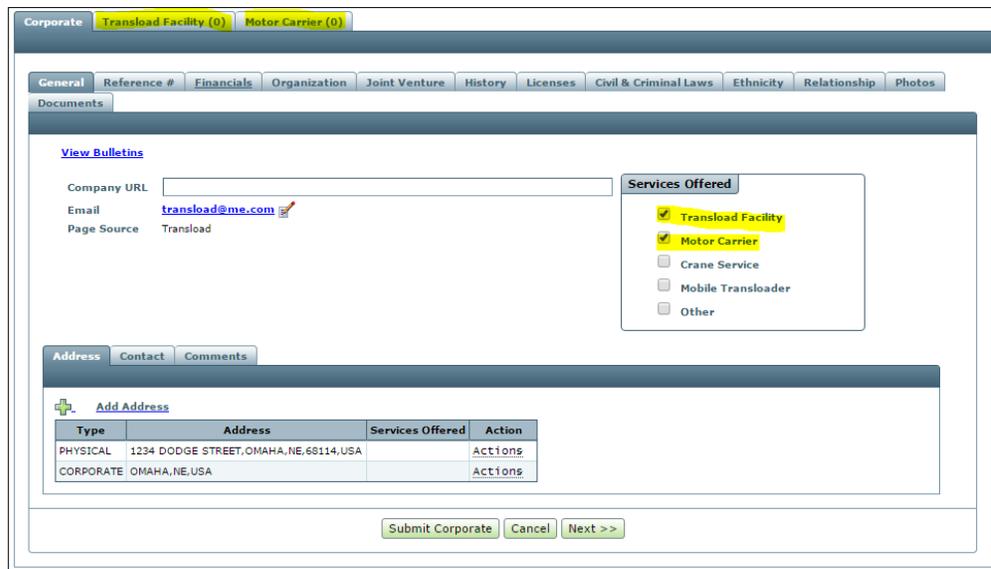
4. Enter the name of your company as it appears on your W-9 and then click next.



5. You will land on the “Corporate” section of your profile. In this section, we ask that you fill out the following:
 - a. General Tab
 - i. Physical and Corporate Address (**Mandatory**)
 - ii. Pricing Contact (**Mandatory**) and any other contacts you would like UPDS to have
 - iii. Company URL
 - iv. Email address of person responsible for maintaining your supplier profile (**Mandatory**)
 - b. Reference # Tab
 - c. Financials Tab (**Mandatory information needed in order to successfully submit for review**)
 - d. Organization Tab
6. Once the above information is completed to the best of your knowledge, on the right side of the page, select the services for which you would like to create a profile.



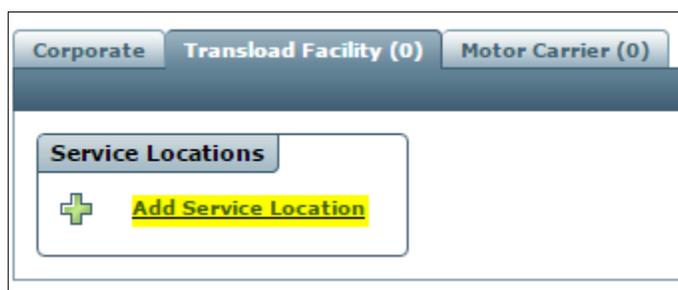
- When you select a service, a new tab will appear at the top of the screen.



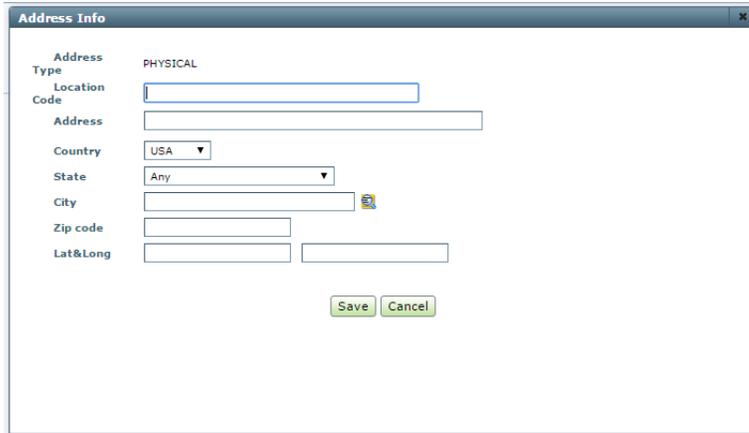
- Click on the new tab (Transload Facility, Motor Carrier, Crane Service, Mobile Transloader or Other). This will take you to the service section of your profile.

Adding Your Transload Facility

- Click the "Add Service Location" button on the left side of the screen to add all your service locations



2. A pop-up box will appear. Enter the physical address of your transload facility. After completing the information, click “Save.”



The image shows a pop-up window titled "Address Info". It contains the following fields:

- Address Type: PHYSICAL
- Location Code:
- Address:
- Country: USA (dropdown)
- State: Any (dropdown)
- City: 
- Zip code:
- Lat&Long:

At the bottom, there are "Save" and "Cancel" buttons.

3. A new screen will appear, which will ask for additional information to be completed.
 - a. Contact Tab - **Mandatory**
 - i. Hours of Operation
 - ii. Contact Sub tab
 1. Primary and Pricing Contact

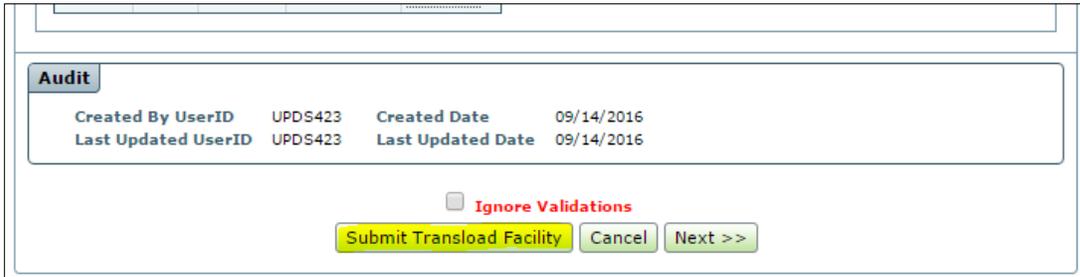


The image shows a screenshot of a software interface with two tabs: "Address" and "Contact". The "Contact" tab is active. Below the tabs, there is a green plus icon and the text "Add Contact". Below that is a table with the following data:

Type	Hours	Name	Work Phone	Action
PRIMARY	Normal	Joe Smith	555-555-555	Actions
PRICING	Normal	Joe Smith	555-555-555	Actions

- b. Commodity Tab - **Mandatory**
- c. Rail Tab - **Mandatory**
- d. Storage Tab - **Mandatory**
- e. Equipment Tab - **Mandatory**
- f. Services Tab - **Mandatory**
- g. Comments - Optional
- h. Photos - Optional

- Once information is entered to the best of your knowledge, select “Submit Transload Facility.”



Audit			
Created By UserID	UPDS423	Created Date	09/14/2016
Last Updated UserID	UPDS423	Last Updated Date	09/14/2016

Ignore Validations

- Once submitted, please send an email to UPDSNetEX@UP.com to notify the team. We will then review your profile to ensure the information is complete and your profile can be approved.

Adding Your Motor Carrier Profile

- Click the “Motor Carrier” tab at the top of your screen. A new screen will appear where you can enter information about your motor carrier.
- Fill out the following tabs to the best of your knowledge:
 - General - **Mandatory**
 - Service Locations - **Mandatory**
 - Operation Info - **Mandatory**
 - Equipment - **Mandatory**
 - Services - **Mandatory**
 - Comments - **Optional**
 - Photos - **Optional**
- Once information is complete, select “Submit Motor Carrier.”
- After submission, the UPDS Supplier Onboarding team will review your profile prior for approval.

NOTE: You will not be able to update your profile while it is under review. If questions arise during the onboarding process, please email UPDSNetEx@up.com.

Updating Your SPS Profile

Keeping information current is the responsibility of the supplier. To update your SPS profile:

1. Visit UPDS.com.
2. Click “LOGIN” in the upper right-hand corner.
3. Once logged in, click the “Maintain Company Profile” icon.
4. A new page will open. Once the page is loaded, select the “Search” dropdown from the top ribbon to search for your profile.
5. Enter the name of your company **as it appears on your W-9**, then click “Search.” If the search returns no results, contact updsnetex@up.com.
6. This will pull up all service locations previously created. On the left side of the listed service location, select the “ACTIONS” dropdown, then select the “Edit” option.

Supplier Search

Supplier Type:

Vendor Number:

Status:

- APPROVED
- REJECTED
- DRAFT
- REVIEW
- UNDER-REVIEW
- UNSECURE REVIEW
- PREFERRED
- EMERGENCY ONLY

Name:

Country:

State:

City:

Postal Code:

Radius:

Data
Google Map
Net Control Map

1 Records	Actions	Name	Port/DBA Name	Supplier Type	Ver #	City	State	Country	Distance in Miles	Postal Code
	Actions	TEST TRANSLOADER		Transload Facility	1	OMAHA	NE	US		68179-0001

- Export as PDF
- Export as Excel
- Export as Docx
- View
- Edit
- Copy
- Delete
- Map

7. Update profile information as needed.
8. When updates are complete, click “Submit” at the bottom of the profile.

NOTE: In order to view changes, you will need to log out and log back in. If questions arise while updating your profile, please email UPDSNetEx@up.com.