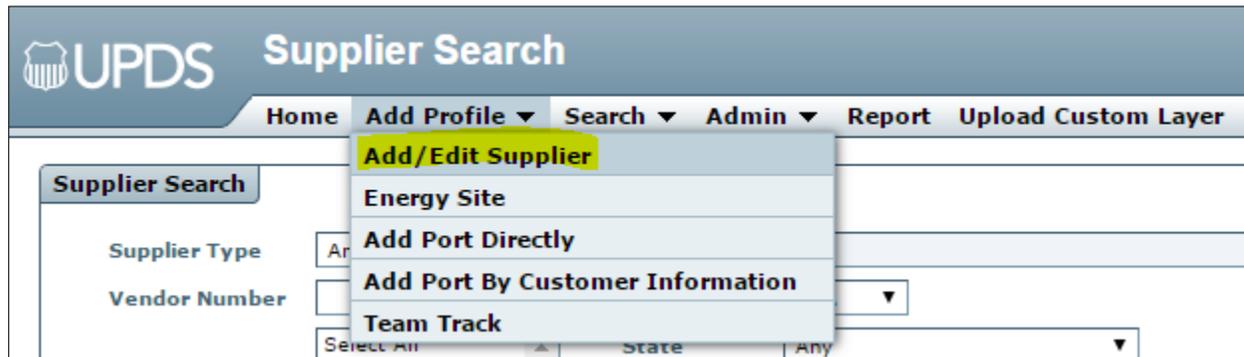# Creating Your SPS Profile

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.

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."

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.
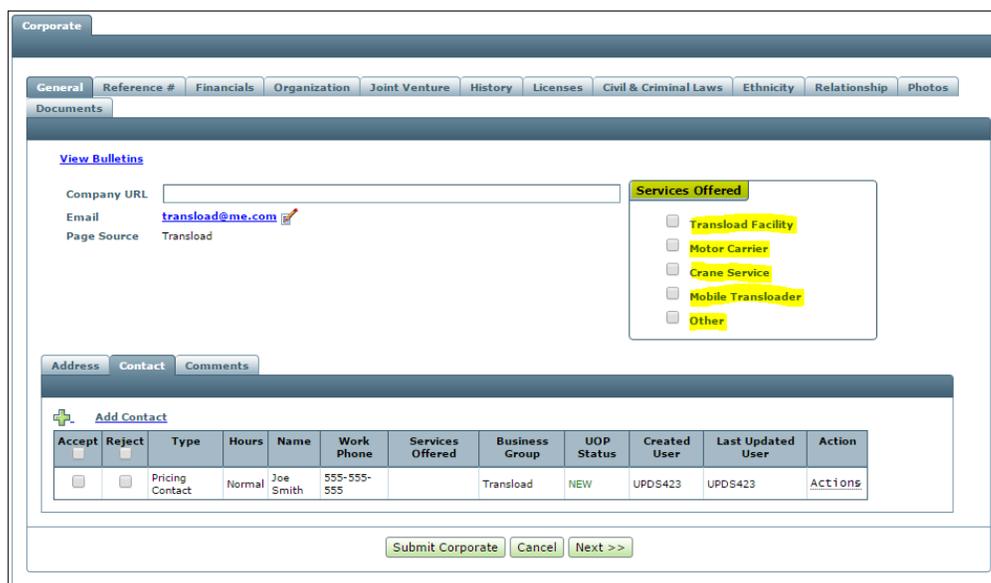
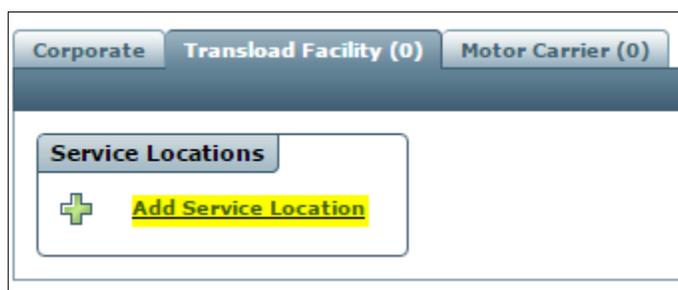7. When you select a service, a new tab will appear at the top of the screen.
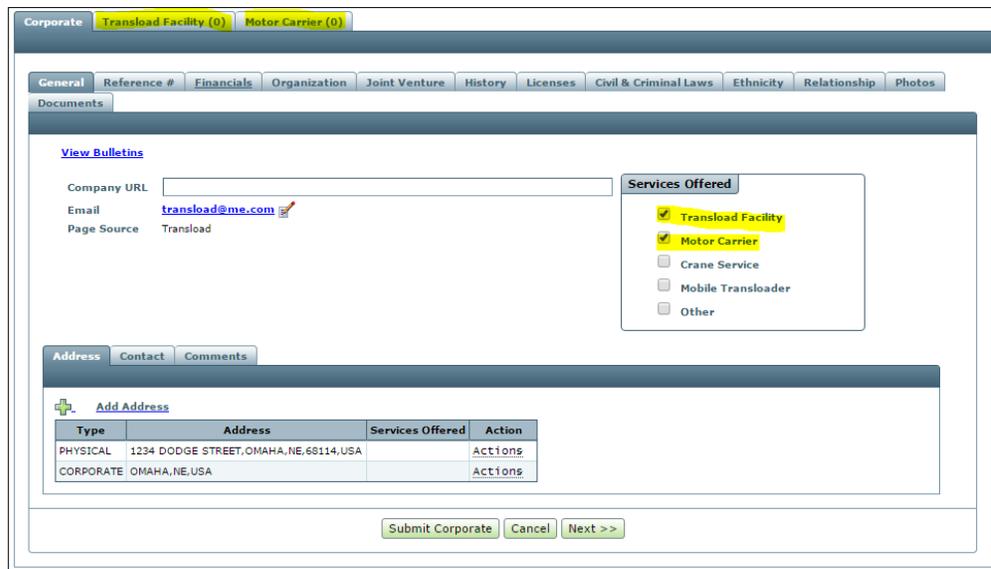
8. Click on the new tab (Transload Facility, Motor Carrier, Crane Service, Mobile Transloader or Other). This will take you to the service section of your profile.

Adding Your Transload Facility

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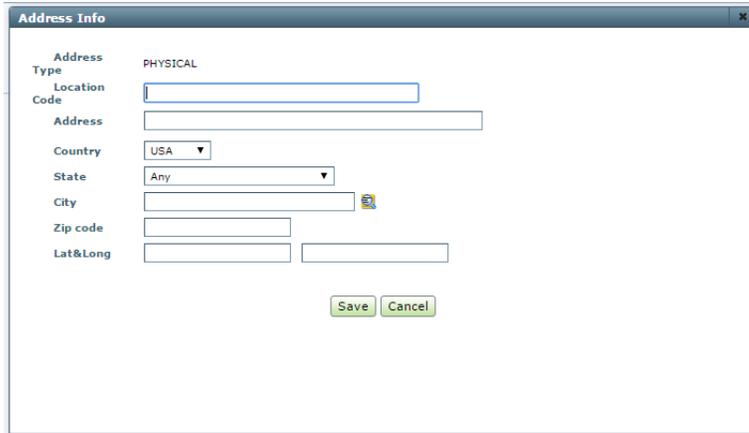
3. A new screen will appear, which will ask for additional information to be completed.
    a. Contact Tab - **Mandatory**
        i. Hours of Operation
        ii. Contact Sub tab
            1. Primary and Pricing Contact
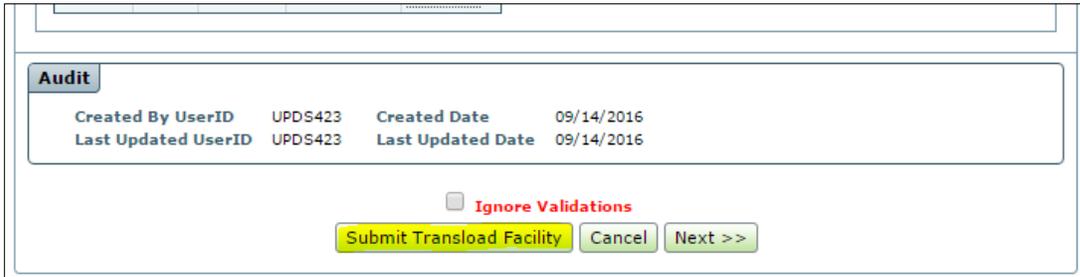

    b. Commodity Tab - **Mandatory**
    c. Rail Tab - **Mandatory**
    d. Storage Tab - **Mandatory**
    e. Equipment Tab - **Mandatory**
    f. Services Tab - **Mandatory**
    g. Comments - Optional
    h. Photos - Optional

4. Once information is entered to the best of your knowledge, select "Submit Transload Facility."

5. 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

1. 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.

2. Fill out the following tabs to the best of your knowledge:
   a. General - **Mandatory**
   b. Service Locations - **Mandatory**
   c. Operation Info - **Mandatory**
   d. Equipment - **Mandatory**
   e. Services - **Mandatory**
   f. Comments - **Optional**
   g. Photos - **Optional**

3. Once information is complete, select "Submit Motor Carrier."

4. 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.

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.