



## GIER IEP BUSINESS RULES

(Last revised 02/10/2017)

### 1. Initial Registration in GIER

The GIER registration requires the designation of a Company/Organization Master User and a Billing Contact. In order to complete the Company/Organization registration, the Master User must accept the GIER terms of the service, including associated billing requirements and conditions.

Intermodal Equipment Providers (IEPs) must provide their Company/Organization’s USDOT number. Non-IEPs will need to provide either the Company/Organization’s SCAC code or an EIN/Federal ID number. At time of initial registration the GIER will check to ensure that the Company USDOT and SCAC codes are unique. If the code(s) already exist in the GIER, then GIER will generate an error message during company registration that the Master User must correct before the registration is complete. These are the unique IDs that are used to ensure there is no duplication of companies in GIER.

#### 1.1 Add, Edit, Delete Users

After activation of newly registered Companies by GIER Customer Service, the Master User acts as the Company/Organization Administrator for the registered Company/Organization. The Master User can set up secondary users within their Company/Organization and has complete control and management of who has access to the GIER on behalf of the Company / Organization and the class of access (Technical User or Regular User). There can only be one Master User per Company/Organization.

It is the Master User’s responsibility to ensure that users are cancelled in a timely fashion if they leave the organization.

### 2. Overview GIER Equipment Data Transfer

There are three major data flows between the GIER Subscribers and the GIER in order to register, update, and un-register equipment.

#### 2.1 GIER Subscriber – GIER Equipment Registration Information Exchange

Information	Sender	Receiver	Exchange Method
Initial Chassis Fleet File	IEP	IANA (GIER)	EDI (GIER COEDOR), Excel template upload or via online input.
Updated Chassis Fleet File (or corrected file for EDI errors)	IEP	IANA (GIER)	EDI (GIER COEDOR), Excel template upload or via online input.
Initial Container Fleet File	EP	IANA (GIER)	Excel template upload or via online input.
Updated Container Fleet File	EP	IANA (GIER)	Excel template upload or via online input.
Errors and Rejection Notices (EDI errors)	IANA (GIER)	Users (IEP)	Email alerts.

## 2.1. Chassis Registry File Layout Definition

The standard for the GIER will be to receive chassis files electronically in a defined (EDI and Excel) file layout or direct input into a GIER web screen. The file layout is shown on the pages below. See Attachment 1 to the GIER Business Rules for GIER Coedor Mapping instructions.

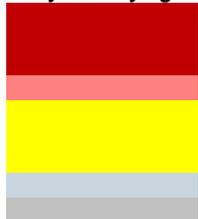
### Global Intermodal Equipment Registry (GIER) IEP Chassis Registration Data Fields

Excel Template Column	Data Field Name	Data Field Description	Mandatory or Optional	Excel Cell Format Category	Length	Comments
<b>A</b>	<b>Reason</b>	<b>Hidden and Reserved for GIER System Use</b>	<b>NOT FOR USER EDIT</b>			<b>Reserved for GIER System Use</b>
<b>B</b>	<b>Equipment ID</b>	<b>Reserved: GIER Automatically Assigns ID on Upload</b>	<b>NOT FOR USER EDIT</b>			<b>Reserved for GIER System Use</b>
<b>C</b>	Equipment Initial	SCAC code (e.g. APLZ, PONZ, KNLZ, etc.)	M	Text	4	If the alpha field is less than 4 characters, the alpha will be left justified and the right most character(s) will be filled with a blank. If the equipment does not have an alpha prefix, the user must provide their SCAC number as the Equipment Initial. All GIER IEPs must have a SCAC.
<b>D</b>	Equipment Number	6 digit chassis number	M	Special (if copying from another file, use the Excel Paste Special function and select Paste Values)	6	If the numeric field is less than 6 characters, the numbers will be right justified and leading zeros inserted.  Check digits will NOT be recorded.
<b>E</b>	Combined Chassis ID	Alpha Prefix (e.g. APLZ, PONZ, etc.) & 6 digit chassis number	O	Text	10	
<b>F</b>	Check Digit	1 digit qualifier	O	Number	1	
<b>G</b>	Current IEP US DOT Number	US DOT Company Number	M	Text	8	The US DOT number for the IEP that is currently responsible for the unit.
<b>H</b>	Equipment Type Code	TBD	TBD	Text	N/A	Will not be implemented until later date. IANA's Ops. Committee is developing an Equipment Code Standard for GIER since there is no ISO or other industry standard for chassis equipment types. Field length currently 20, but will probably be reduced to 4-6 char. when final.
<b>I</b>	Equipment Category Code	Group code of similar Equipment Type Codes	M	Text	4	Group code for summary of similar Equipment Type Codes. For example, 40CH is the category for all 40' chassis.
<b>J</b>	Owner SCAC	SCAC code of owner of equipment in case needed to resolve discrepancies between current IEP. If Owner is not a	M	Text	4	All IEPs must have a single designated SCAC code associated to their USDOT number to participate in the GIER.

Excel Template Column	Data Field Name	Data Field Description	Mandatory or Optional	Excel Cell Format Category	Length	Comments
		GIER Subscriber should use the SCAC of OWN1.				
K	Lessee SCAC	SCAC code of equipment lessor in case needed to resolve discrepancies between current IEP	O	Text	4	
L	VIN	Vehicle Identification Number	O	Text	17	VIN must be 17 characters, if provided
M	Year Built New	Year Number	M	Number	4	yyyy
N	Year Rebuilt	Year Number	O	Number	4	yyyy
O	Outside Length	Length of chassis (e.g. 40, 45, 53)	M	Number	2	in ft.
P	Tare Weight	The weight of the chassis.	O	Number	6	In lbs.
Q	Load Limit	Maximum Load Limit	O	Number	6	Gross Vehicle Weight Registered (GVWR) In lbs.
R	License State/(Province)	State or Province Issuing License Plate	M	Text	2	-
S	License Plate Number	License Plate Number	M	Text	8	
T	License Plate Expiration	Expiration date of License Plate -	O	Text	6	mm/yyyy (if equipment is registered thru web or Excel)  For states that issue permanent or semi-permanent plates, please use date of 12/2099.
U	Other Inspection Type	Type of Inspection (i.e. state)	C	Text	max. 50	If inspection date is entered, then mandatory
V	Other Inspection Date	Date of last inspection (if state inspection)	O	Text	6	Date format is mm/yyyy
W	Remark / Remanufacture Flag	Yes or No flag (Y or N)	M	Text	1	If no Last Inspection Date is entered, then N is mandatory in this field
X	Remark Previous Equipment Initial		C	Text	4	If Remark / Remanufacture Flag = Y, then mandatory.
Y	Remark Previous Equipment Number		C	Special (if copying from another file, use the Excel Paste Special function and select Paste Values)	6	If Remark / Remanufacture Flag = Y, then mandatory.
Z	Remark / Remanufacture Date		C	Text	6	If Remark / Remanufacture Flag = Y, then mandatory. mm/yyyy (if entered online or via Excel)
AA	IEP Transfer of Control Date	The date the equipment was added or removed from IEP control (e.g. on hire date, off hire date, cooped into or out of pool date, etc.).	C	Text	8	Mandatory field to do Transfer of Control  mm/dd/yyyy (if equipment is registered thru web or Excel)
AB	IEP Transfer of	The time the	C	Text	4	Mandatory field to do Transfer of

Excel Template Column	Data Field Name	Data Field Description	Mandatory or Optional	Excel Cell Format Category	Length	Comments
	Control Time	equipment was added or removed from IEP control.				Control  hh/mm - 24 hour clock GIER System is standardized on Eastern Time
AC	New IEP US DOT Number	US DOT Company Number	C	Text	8	The US DOT number for the receiving IEP.  <i>If the equipment is changing control from the current IEP to a different IEP, the current IEP must supply both the new IEP's USDOT number and SCAC. (For online transfer of control, only one of the two identifiers is needed.) (A lookup list will be available in GIER in an upcoming release)</i>
AD	New IEP SCAC	SCAC code of IEP who is receiving the equipment.	C	Text	4	The SCAC code of the receiving IEP.  <i>If the equipment is changing control from the current IEP to a different IEP, the current IEP must supply both the new IEP's USDOT number and SCAC. (For online transfer of control, only one of the two identifiers is needed.) (A lookup list will be available in GIER in an upcoming release).</i>
AE	Chassis Pool ID		O	Text	4	
AF	Status	Equipment Status (i.e. Active/Inactive)	O	Text	10	
AG	FMCSA Annual Last Inspection Date	Date of last inspection.	C	Text		Date format is mm/yyyy
AH	California BIT – Last Inspection Date	Date of last inspection	C	Text		Date format is mm/yyyy
AI	Tire Type	Radial or Bias	O	Text		
AJ	Tire Size	Drop down based on Tire Type selected	O	Text		
AK	Axle Count	2,3, or 4	O	Text		
AL	ABS Brakes	Yes or No flag (Y or N)	O	Text		
AM	Auto Tire Inflation	Yes or No flag (Y or N)	O	Text		
AN	LED Lights	Yes or No flag (Y or N)	O	Text		

**Key Identifying Fields**



- Identifies fields reserved for GIER System use; not for edit by user
- Identifies Mandatory fields
- Identifies fields that are mandatory contingent on another field being provided
- Optional fields
- Future Field

(i.e. fields 18, 19 & 20 must be provided if the Remark/Remanufacture Flag is set to Y)

**2.2. Container Registry Layout Definition**

The standard for the GIER will be to receive container files electronically in a defined Excel file layout or direct input into a GIER web screen. The file layout is shown on the pages below.

**Global Intermodal Equipment Registry (GIER)**

## EP Container Registration Data Fields

Excel Template Column	Data Field Name	Data Field Description	Mandatory or Optional	Excel Cell Format Category	Length	Comments
<b>A</b>	<b>Reason</b>	<b>Hidden and Reserved for GIER System Use</b>	<b>NOT FOR USER EDIT</b>			<b>Reserved for GIER System Use</b>
<b>B</b>	<b>Equipment ID</b>	<b>Reserved: GIER Automatically Assigns ID on Upload</b>	<b>NOT FOR USER EDIT</b>			<b>Reserved for GIER System Use</b>
<b>C</b>	Container Initial	SCAC code (e.g. APLU, CHNU, etc.)	M	Text	4	If the equipment does not have an alpha prefix, the user must provide their SCAC as the Equipment Initial. All GIER IEPs must have a SCAC.
<b>D</b>	Container Number	6 digit chassis number	M	<b>Special</b> (if copying from another file, use the Excel Paste Special function and select Paste Values)	7	Must be 7 digits – 6 digit serial number and 1 check digit. If the numeric field is less than 7 characters, the numbers will be right justified and leading zeros inserted.  Check digits will NOT be recorded.
<b>E</b>	Current EP US DOT Number	US DOT Company Number	M	Text	8	The US DOT number for the IEP that
<b>F</b>	Owner SCAC	SCAC code of owner of container in case needed to resolve discrepancies between current IEP.	M	Text	4	All EPs must have a single designated SCAC code associated to their USDOT number to participate in GIER
<b>G</b>	Lessee SCAC	SCAC code of container lessor in case needed to resolve discrepancies between current IEP	O	Text	4	
<b>H</b>	ISO Size Type	Drop down	MO			Drop down selection
<b>I</b>	Length		O			Use ' for feet and " for inches
<b>J</b>	Width		O			Use ' for feet and " for inches
<b>K</b>	Height		O			Use ' for feet and " for inches
<b>L</b>	Tare Weight	The weight of container	M	Number	6	In lbs.
<b>M</b>	Max Gross Weight	Maximum Gross Weight	O	Number	6	In lbs.
<b>N</b>	Max Payload		O			In lbs.
<b>O</b>	Inside Length		O			Use ' for feet and " for inches
<b>P</b>	Inside Width		O			Use ' for feet and " for inches
<b>Q</b>	Inside Height		O			Use ' for feet and " for inches
<b>R</b>	Capacity		O			In lbs.
<b>S</b>	Door Opening Width		O			Use ' for feet and " for inches
<b>T</b>	Door Opening Height		O			Use ' for feet and " for inches
<b>U</b>	Hire On/Off		O			
<b>V</b>	EP Transfer of Control Date	The date the container was added or removed from EP control	C	Text	8	Mandatory field to do Transfer of Control.  mm/dd/yyyy
<b>W</b>	EP Transfer of Control Time	The time the container was added or removed from EP control	C	Text	4	Mandatory field to do Transfer of Control  hh/mm – 24-hour clock; GIER System is standardized on Eastern Time
<b>X</b>	New EP US	US DOT of EP	C	Text	4	The US DOT number of the receiving

Excel Template Column	Data Field Name	Data Field Description	Mandatory or Optional	Excel Cell Format Category	Length	Comments
Y	DOT Number	who is receiving the container	C	Text	4	EP.  <i>If the container is changing control from the current EP to a different EP, the current EP must supply both the new EP's USDOT number and SCAC.</i> The SCAC code of the receiving EP.  <i>If the container is changing control from the current EP to a different EP, the current EP must supply both the new EP's USDOT number and SCAC.</i>
Z	Status	Container Status (i.e. Active/Inactive)	O	Text	10	

**Key Identifying Fields**

	Identifies fields reserved for GIER System use; not for edit by user
	Identifies Mandatory fields
	Identifies fields that are mandatory contingent on another field being provided
	Optional fields

### 3. Initial Registration of Equipment

Registration of equipment into the GIER can be done via electronic file transmission or through an online web entry screen within the GIER application.

GIER Subscribers are able to provide new equipment registration for current date or dates in advance. If advance dates are provided, they cannot be more than 30 calendar days from the current date.

Updates that are outside the 30-day advance date must be made online, not through EDI, and will require the GIER Subscriber to input a reason before saving the data.

#### 3.1 Batch Equipment Registration

To register or update large numbers of equipment in the GIER, the GIER Subscriber can provide electronic files of their equipment fleet in a GIER defined file layout (COEDOR or Excel template). If the GIER Subscriber is unable to comply with the IANA file layout, IANA will map the subscriber's standard format to the IANA file layout. If the GIER is utilizing the subscriber's existing file, the GIER will be able to accommodate multiple format types (ANSI, Edifact, XML, Excel, .txt, etc.). Note: Container fleet files can only be uploaded via the GIER Excel template or via web interface. There is no EDI or COEDOR capability available for container registration.

IANA has the right to charge GIER Subscribers to convert data sent in formats other than the IANA defined layout.

The electronic data file may be transferred to the GIER by File Transfer Protocol (FTP), Value Added Network (VAN) or uploaded using the GIER standard Excel template. If the electronic files are transferred by a VAN, all charges from the VAN are for the account of the GIER Subscriber.

All equipment registrations must include an effective date for either new registration or date of transfer of control.

EDI files must have unique file names in order to be uploaded.

Units not processed due to errors will be placed in an error log file and an email notification is generated to the Company's master user. The error notification identifies the name of the file with the errors and advises the Master User to log into GIER to access the error file. The GIER Subscriber investigates and corrects data errors as needed, resubmitting corrected files to FTP or correcting online.

### **3.2 Online Equipment Registration**

As an alternative to batch equipment registration, the GIER Subscriber can register his equipment via an online update screen available in the GIER application.

### **3.3 Chassis Registration Validation**

The GIER data validation process is identical for batch data files or online input. Described below are the business rules (required data fields, data formats, etc.) for processing:

- a) During the initial Company/Organization registration in the GIER, all IEP's must provide a list of their valid chassis prefix codes.
- b) Check digits for chassis will be optional. If provided, the GIER will store the chassis check digit but the validation algorithm will not be employed at this time.
- c) All IEPs must have a single designated SCAC code associated to their USDOT number to participate in the GIER. If the IEP does not have an alpha prefix, the IEP SCAC will be entered as the alpha prefix.
- d) If the chassis prefix (alpha field) is less than 4 characters, the alpha will be left justified and the right most character(s) will be filled with a blank. Blanks will not be displayed on user inquiries.
- e) If the chassis numeric field is less than 6 characters, the numbers will be right justified and leading zeros inserted. Leading zeros will not be displayed on user inquiries.
- f) **VIN number is an optional field, however if provided must be 17 characters in length. VIN numbers for vehicles built in 1981 or before will need leading zeros added to the number to meet the 17 character requirement.**
- g) **No special characters (i.e. hyphens) are permitted in the License Plate, VIN Number or Chassis Number fields.**
- h) All mandatory data in the chassis master file table must be supplied in the same record / file.
- i) If mandatory data fields are missing an error message will be generated for online registrations or an error log file for EDI or Excel uploads.
- j) For online chassis registration, users will not be able to save the record until the error(s) has been corrected. The error message will include information on which field(s) caused the error.
- k) For EDI or Excel upload errors, the Sender must respond with a corrected file within 1 business day or log into GIER and use the online chassis registration.
- l) If Unit is already on file, the IEP record will be checked:
  - o If IEP is same, the data record will be updated.
  - o If IEP is different, the Transfer Control process in Section 5 will be followed.
- m) If the User Inquiry finds multiple units that match the search criteria, the GIER will display the potential matching units and additional data elements (i.e. VIN, license state, license number) so that the correct unit can be identified.
- n) Registrations or transfers of control that are outside the advance/arrears system settings must be made online, not through EDI, and will require the initiating IEP to provide a reason before saving the data. The receiving IEP will be able to review and edit the reason prior to acceptance of a TOC that is outside the default advance / arrears time frame.
- o) Entry of a chassis Inspection Type (FMCSA, BIT, Other) and Date is optional.
  - o If entered, the Last Inspection Date cannot be greater than current month and year.
  - o If Other Inspection Date is entered, Other Inspection Type is mandatory.
  - o IEPs have ability to upload inspection forms for FMCSA and CA BIT inspections.

- p) If the Remark/Remanufacture flag is selected or entered as a “Y” in the Excel or EDI designated field, the User also has to provide the following data: Remark/Remanufacture Date, Remark Previous Chassis Prefix and Remark Previous Chassis Number.
- q) License Plates Expiration date field: User should enter 12/2099 (Dec. 2099) as the expiration date for states that issue permanent or semi-permanent license plates.
- r) **NOTE:** Equipment Owner is one of the required fields for chassis registration. The system checks the GIER registry to see if the Owner is also a GIER participant. Users will be allowed to use a default code for Chassis Owners who are not currently registered in GIER. If the Chassis Owner is not already in the GIER registry, an error message is returned instructing the user that “The Owner Code entered is not a current GIER -designated Company. Please use code **OWN1** as the owner code for your transaction. Should the owner later register with GIER, the Owner code can be updated.”

**NOTE:** IEPs will be required to supply all mandatory data fields in a single file. The GIER will not update chassis fields by cross-referencing data from multiple files submitted by the IEP.

### **3.4 Container Registration Validation**

- a) Container registration will be done through the web interface or via the Container Excel template, which is separate and distinct from the chassis registration GIER template.
- b) Mandatory fields must be provided, which include Owner SCAC, Equipment Initial, Equipment Number, ISO Container Size Type and Tare Weight. All other fields are optional.
- c) Equipment Number will be 7 digits – 6 numeric followed by check digit.
- d) GIER Subscribers may perform transfer of control on containers and also may inactivate/activate containers within its inventory.
- e) Any errors encountered with container registration will be communicated to the Subscriber via e-mail if uploading container registrations via the Container GIER GIER Excel Template or onscreen if registering containers via the web interface.
- f) Note all GIER information related to container inventories will be available under the Container component of the GIER application, which is separate from chassis inventory information.

### **3.5 Data Validity Business Rules**

Correct data is updated in the GIER database.

Incorrect data is suspended for further review.

- a) When multiple records are sent via an EDI file or added in the online Equipment Registration screen, and errors occur, only the individual equipment number records with errors are rejected.
- b) Rejected equipment numbers sent via batch EDI or Excel upload will be stored in an error log file and an email notification is sent.
- c) The error log file can be downloaded to the User’s computer where the file can be corrected.
- d) The user would then place the corrected file in their FTP file for re-processing.
- e) If Equipment is registered online, then the system must report any errors on the screen and require the errors be corrected before the data will be saved.

If a file has one or more errors, notification of the file with the errors is sent via email to the sending GIER’s Master User. The error notification identifies the name of the file with the errors and advises the Master User to log into GIER to access the error file. The GIER Subscriber investigates and corrects data errors as needed, resubmitting corrected files to FTP or correcting online.

Upon request, GIER Customer Service will provide assistance on error type, possible causes, and possible corrective actions. However, it is up to the GIER Subscriber to correct any data errors in a timely fashion.

Note: EDI capability is only available for chassis registrations. Container registrations may be done via GIER Excel Template upload or through the web interface.

### ***3.6 IEP Periodic Data Validation***

IEPs will be responsible to confirm their GIER data on regular basis and as required for any external audit of the GIER system. The IEP validation check will be conducted every 90 days for the 1st year; semi-annually the 2nd year, and annually thereafter.

The Equipment Summary report will be used for this process and includes all equipment under the GIER Subscriber's control as of midnight the day before the ending date entered into the report request criteria. GIER Subscribers are responsible to correct any errors, inconsistencies or omissions by utilizing the existing processes for equipment adds, transfers of control, or de-activation of equipment.

No acknowledgement by the GIER Subscriber within 30 days of the issue of the data validation report will be assumed as acceptance.

## **4. Update Equipment Data**

Registration of equipment into the GIER can be done via electronic file transmission or through an online web entry screen within the GIER application.

GIER Subscribers are able to provide updates to equipment currently registered in GIER for dates in advance or in arrears. If advance dates are provided, they cannot be more than 30 calendar days from the current date. If arrears dates are provided, they cannot be more than 2 calendar days from the current date. Updates that are outside the 30-day advance or 2 day arrear dates must be made online, not through EDI.

All equipment registrations (batch EDI, Excel upload, or online) and updates must include the date and time of the transaction for the individual piece of equipment. This is not the date the EDI file is sent but is the date of the actual change of the equipment (added to GIER, update of characteristics, transfer of control, etc.) Any updates that come in out of sequence (earlier than the most recent change of control date and time) will be added in the appropriate sequence in the unit history but not overwrite the more current data.

If there is a date discrepancy between the giving and receiving GIER Subscriber, the GIER will use the giving subscriber's date and time of transfer of control as the time stamp unless the receiving subscriber's date is earlier, in which case the earlier date will be used. The time variation (i.e. 12 hours) is a configurable field that can be adjusted up or down by the GIER System Administrator as experience with the GIER dictates.

Any errors in equipment updates are placed in an error log file and the record will not be updated until the error is corrected. Corrected error files can be placed in the FTP folder and will be reprocessed to determine if additional data has been received which corrects the error. If a file has one or more errors, notification of the file with the errors is sent via email to the sending GIER Subscriber's Master User. The error notification identifies the name of the file with the errors and advises the Master User to log into GIER to access the error file.

Note: EDI and FTP capability is not available for containers.

### ***4.1 Frequency of Updates***

There will be an initial data load into the GIER, which is expected to be done through electronic files from the large chassis and container GIER Subscribers and online web entry for IEPs with smaller fleets. Container EPs should contact the GIER Administrator regarding their initial upload of their container fleet in GIER. For chassis IEPs utilizing EDI, after the initial load of data, there is a scheduled FTP processing of any additional data files. The script will check every five minutes if data is there it will be processed. If there are no new EDI files, then no processing is required until the next scheduled process.

Equipment added/updated through the GIER web front end will be processed at the time the user hits the enter button.

Equipment files will be either: the changes since the previous submission, or the entire fleet file.

GIER Subscribers will be required to update their equipment whenever changes occur and to confirm all equipment registered to their account on an annual basis.

## **5. Transfer GIER Subscriber Control**

**For Chassis:** In order for the GIER to serve as the virtual equipment marking option for compliance with 49 CFR Part 390.21, the accountable IEP must be assigned in the GIER at all times.

Transfer of Control Business Rules (applicable to both chassis and containers): The overall business rules for changing the GIER Subscriber's control from one party to another will be:

Transfer of control requires an electronic or on-line confirmation between the sender (giver) and the receiver. Both the giver and receiver have to notify the GIER. The GIER will not be updated until there is a match between the two parties. Until there is confirmation from both parties, the equipment will remain assigned to the giving GIER Subscriber. All transfers of control (entered via online web page or EDI file (chassis only)) will be held in a suspense file until the corresponding confirmation is received. The suspense file will be processed every hour to check for matches.

**NOTE:** Registration of a unit in the GIER for the first time does NOT require confirmation from a second party.

All mandatory fields in the GIER IEP Data Fields file (See Section 2.1 for chassis) or GIER EP Container Registration fields (See Section 2.2 for containers) must be supplied.

If transfer of control is entered in the on-line screen by either party, the transaction will be held in suspense in the TOC Pending Transactions until the (corresponding) confirmation is received.

On sending, accepting or rejecting a TOC the parties will be notified via email.

### **TOC to Non-GIER Subscriber:**

If the Current GIER Subscriber initiates a TOC online, via Excel, or EDI (for chassis only) and the Receiving GIER Subscriber's SCAC or USDOT number is not in the GIER database, GIER will provide an error message to say:

### **For Chassis TOCs:**

"The Receiving IEP US DOT Number or SCAC Code is not a registered GIER Company. Please contact the Receiving IEP and suggest that they register with GIER, or use SCAC code IEP1 or US DOT number 999999 to transfer equipment to the default Non-GIER Participant Company." A terms and conditions page will be provided stating "The IEP to which you are transferring control is not a GIER participant. By clicking "Save", you are authorizing the transfer of control to a non-GIER participant. IANA assumes no responsibility or liability for this transfer."

## **For Container TOCs:**

“The Receiving Container EP US DOT Number or SCAC Code is not a registered GIER Company. Please contact the Receiving Container EP and suggest that they register with GIER, or use SCAC Code IEP1 or US DOT Number 999999 to transfer equipment to the default Non-GIER Participant Company.” A terms and conditions page will be provided stating, “The Container EP to which you are transferring control is not a GIER participant. By clicking “Save”, you are authorizing the transfer of control to a non-GIER participant. IANA assumes no responsibility or liability for this transfer”.

If the TOC to the IEP1 account is done online and the current GIER Subscriber agrees to the special terms and conditions to transfer to a Non-GIER participant the system will automatically transfer the equipment without a confirmation from the Non-GIER participant. If TOC to IEP 1 account is done by current GIER Subscriber via Excel or EDI, the current GIER Subscriber will be required to go to the Pending Transfer of Control screen and click the Pending T & C button to accept the terms and conditions statement and process the TOC to the non-GIER IEP.

Once a TOC has been submitted, the Equipment is marked as pending and all TOC requests are displayed in TOC Pending Transactions screen that enables the receiving party to either accept or reject the TOC and the giving party to cancel a TOC.

If there is a date/time discrepancy between the giving and receiving GIER Subscribers, the GIER will use the giving subscriber’s date and time of transfer of control as the time stamp unless the receiving subscriber’s date is earlier, in which case the earlier date will be used.

If the TOC is accepted by both parties, the record will remain in the TOC Pending Transactions until the agreed upon date is met. Upon expiration of the agreed upon date, the equipment will be under the control of the new GIER Subscriber and removed from the TOC Pending Transactions and the giving GIER Subscriber’s control. The TOC job runs once per minute and checks if both parties have accepted the transfer and if the accepted date has passed.

If the TOC is rejected by the receiving party, the record will be removed from the TOC Pending Transactions and it will remain under the control of the giving party.

If the receiving party fails to either accept or reject the TOC and the allowed time discrepancy (e.g. 12 hours) between the giving and receiving GIER Subscribers has expired, a notification is sent to the involved subscribers.

Unanswered TOCs are kept pending for a given amount of time (e.g. 168 hours).

GIER Subscribers will be able to perform a TOC in advance or in arrears. If advance dates are provided, they cannot be more than 30 calendar days from the current date. If arrears dates are provided, they cannot be more than 2 calendar days from the current date. Updates that are outside the 30-day advance or 2 day arrear dates must be made online, not through EDI, and will require the initiating GIER Subscriber to input a reason before saving the data. The receiving GIER Subscriber will be able to review and edit the reason prior to acceptance of a TOC that is outside the default advance / arrears time frame.

Pending TOC requests can only be cancelled by the giving party (the initiator of the TOC). Once a TOC has been cancelled, it is automatically removed from the TOC Pending Transactions and it is shown in Equipment Inventory as Not Pending TOC. Users are also notified via email.

### ***5.1 Transfer Equipment Control from GIER Subscriber #1 to GIER Subscriber #2***

There are several scenarios where equipment registered with one GIER Subscriber will need to be transferred to a different IEP:

- Equipment On Hire
- Equipment Off Hire
- Equipment Contributed to a Pool
- Equipment Removed from a Pool
- Equipment Migration from One Pool to Another Pool

In all cases, both the giving and receiving GIER Subscribers, and in some instances the equipment owner, must agree to transfer control. To do so generally involves a combination of phone calls and emails to agree on the transfer terms and conditions. These communications are outside the scope of the GIER. The GIER should only be updated after the transfer terms have been agreed between the giving and receiving GIER Subscribers.

GIER Subscribers are responsible for updating the GIER regarding all equipment transfers within 1 business day of change of control.

### ***5.2 Un-Register Equipment***

Equipment in the GIER must always have a USDOT number assigned to the equipment.

There are two business scenarios where the GIER will have the ability to hold previously registered equipment but with an “inactive” status:

- Equipment is permanently out of service (destroyed, lost, stolen, or moved out of N. America service).
- The chassis IEP or container EP no longer participates in the GIER.

In both cases, only the equipment owner will be able to place a registered unit in inactive status, i.e. the IEP USDOT number must be the same as the Owner SCAC USDOT number.

The inactive status will contain a list of codes for the reason the unit is being made inactive, especially in the case of a lost or stolen unit that may appear at some future date on a DVIR or DVER report.

For these units, the unit must be transferred back to the control of the owner of the unit, following all the previous business rules for giver and receiver confirmation. The owner of the unit is the only party who can make the unit inactive.

**NOTE :** Inactive units will be available for inquiry status but will not be billed once they have been placed in inactive status. Equipment cannot be inactivated if it has a Pending TOC request.

## **6. BOES Y/N Flag**

A new flag will be displayed on the homepage of the Chassis Inventory Screen title “BOES”. This field is linked with IANA’s BOES Application and if the IEP is also a BOES subscriber, the new flag will reflect a “Y” if a unit has been placed in a bad order status and a “N” once the unit has been repaired.

- Functionality of the new BOES Y/N flag will only be applicable to IEPs that are also BOES subscribers.

## **7. Expanded Inspection Date Information**

New inspection date fields have been added to GIER for both the FMCSA and California BIT inspection. In addition, there is also an Other Inspection Type that will provide a drop down for various state inspections. There is also a corresponding date field for Other Inspection. GIER Subscribers that elect to manage their

inspection dates through GIER will receive a 30 day reminder in advance of any upcoming inspection date expirations. Should the inspection date lapse, notification will also be provided to the GIER Master Subscriber.

Note: Identification of equipment with lapsed inspection dates will be available to other IANA program users through GIER's linkage to DVER, BOES, Gate Control and Street Interchange applications.

## **8. Maintenance & Repair Vendor Registration (MRV)**

Maintenance & Repair Vendors (MRVs) can register in GIER to update Inspection Date information for IEPs that have authorized their company. MRV registration requires the designation of a Company/Organization Master User and the selection of the GIER Subscriber (chassis IEP) in which the MRV wishes to be authorized.

A list of registered MRVs will be displayed to the GIER Subscriber based on the MRV's selection during its registration in GIER. The GIER Subscriber will have the ability grant authorization to one or multiple MRVs that can update inspection information on the GIER Subscriber's behalf. The GIER Subscriber will also have the ability to add/remove MRVs at any time as well.

### **8.1. Add, Edit, Delete Users**

After registration new MRVs, the Master User acts as the Company/Organization Administrator for the registered Company/Organization. The Master User can set up secondary users within their Company/Organization and has complete control and management of who has access to the GIER on behalf of the Company / Organization. There can only be one Master User per Company/Organization.

## **9. Inspector Registration**

Inspectors can register in GIER to update Inspection Date information for MRVs that have authorized them to do so. During the Inspector registration process, the individual has the ability to provide the Certification and/or Program that was completed to become an inspector and also upload the inspector certification form. This information will be accessible to both the MRV that has authorized the inspector and the GIER Subscriber as well. In addition, the inspector may also provide a combination of its training and work experience during the registration process.

## **10. New Reporting Features (eff. 2/21/17)**

### **Container Reports**

GIER Subscribers that elect to register containers in the GIER will have the ability to generate the following type of reports:

- 1) Container report by category, date, range
- 2) Container history report
- 3) TOC Report
- 4) Active/Inactive containers report

### **Inspection Date Reports**

1) Last inspection date report – Subscriber has the ability to pull inspection by date range. Information returned on the report will include:

- a. Equipment Alpha Numeric
- b. Equipment Owner

- c. Current Chassis IEP
- d. VIN
- e. License Plate/License State
- f. All inspection date fields (if applicable) and Inspection Type

## **11. New Container Online Inquiry**

In addition to the existing Chassis Inquiry available to GIER Subscribers and also on the public GIER website at [gierregistry.com](http://gierregistry.com), there will now be a separate Container Inquiry screen. This screen will allow GIER Subscribers to look up container registered in GIER by the equipment alpha/numeric container ID.

Information returned will include, Current and Previous Container EP and Registered Owner, ISO Size Type, Tare Weight and Current Container EP Contact Information.

## ATTACHMENT 1 TO GIER BUSINESS RULES

### GIER COEDOR MAPPING

#### 12 Mandatory Segments for Chassis Registration:

One Chassis per transaction

- M UNH+1+COEDOR:D:03A:UN'  
Transaction Header
  
- M BGM+35:1:5++**Transaction Type**'  
2 = Add equipment  
5 = Update or Transfer of Control
  
- M NAD+EO+**Equipment Owner SCAC**'  
Chassis Owner SCAC (must be in GIER)
  
- M EQD+CH+**Chassis Alpha and Numeric**'  
Chassis ID alpha + numeric
  
- M DTM+293:**Year Chassis Built**:602'  
Year in YYYY format
  
- M LOC+ZZZ+**License Plate Country+License Plate State**'  
2 Character Country code e.g. US  
2 Character State Code (from GIER Table)
  
- M COD+**Chassis Category Code**'  
From GIER table e.g. 40CH
  
- M DIM+10+**Chassis Outside Length+Measurement used**'  
+40+FT'
  
- M FTX+ZZZ+**License Plate+IEP DOT**'  
Chassis License Plate  
DOT number of IEP currently in control of equipment
  
- O FTX+ZZZ+VIN+**Chassis VIN Number**'  
17 alphanumeric, VIN must be 17 digits if provided
  
  
- M FTX+ZZZ+**Remanufactured Flag Y/N**'  
IF Yes then additional elements:  
FTX+ZZZ+Y+**Prior ID alpha + Prior ID Numeric +YYYYMM of rmnfctd**'

M UNT+12+1'  
Transaction Trailer

**TOC (Transfer of Control) Segments:**

C DTM+295:TOC **Effective Date** T **Effective Time** :10'  
Date YYYYMMDD  
Time HHMM  
CCYYMMDDTHHMM

C FTX+CHG+**New IEP SCAC**+**New IEP DOT #**'  
SCAC / DOT must be in GIER table

**Optional Segments:**

O DTM+292+**YYYY**:602'  
Chassis Rebuild Year

O NAD+TO+**Chassis Lessee SCAC**'  
Must be in GIER table

O DTM+36+**YYYYMM**:610'  
License Plate Expiration date

O FTX+IT+**Inspection Type**'  
From GIER Table

O DTM+377:**YYYYMM**:610'  
Last Inspection Date

O MEA+AAE+T+LBS:**Tare Weight**'  
Numeric

O MEA+AAE+BL+LBS:**Gross Weight**'  
Numeric

**Sample Minimum for Registration:**

UNH+1+COEDOR:D:03A:UN'  
BGM+35:1:5++2'  
NAD+EO+VJSA'  
EQD+CH+VJSA900101'  
DTM+293:2008:602'  
DIM+10+40+ft'  
LOC+ZZZ+US+NJ'  
COD+40CH'  
FTX+ZZZ+VJSA900101+923456'  
FTX+ZZZ+VIN+VJSA900101V923456'  
FTX+ZZZ+N'  
UNT+12+1