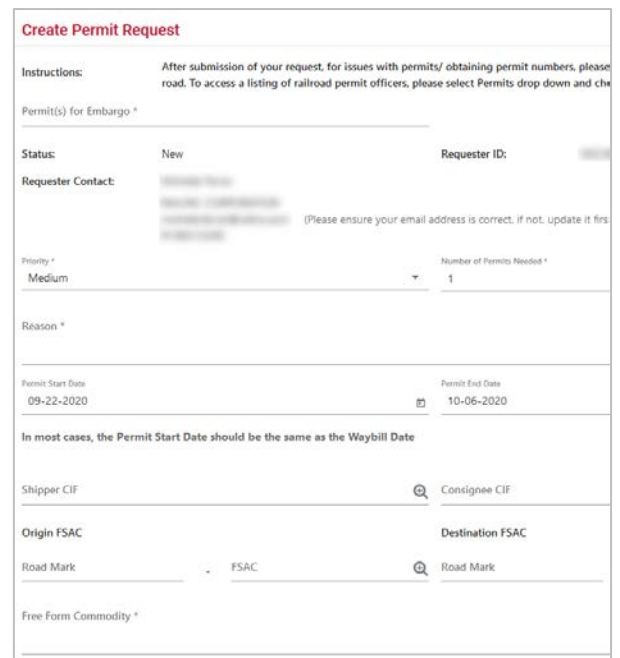


AAR Embargo/OPSL System is used to issue an embargo or OPSL note. When there are active embargoes or OPSL notes that apply to waybills, the AAR Embargo System sends an EDI 824 message, also known as a **Hold Notification**, back to the billing road or sender of the EDI 417 waybill. See [Additional Resources](#) at the bottom for more information.

Use this procedure to search for permits and utilize other services:

1. Sign in to **Launch Pad** and navigate to **AAR Embargo/OPSL Permit System**.
2. From the menu bar, select **Embargo Permits > Request Permit**.
 - To search for an OPSL note permit, select **OPSL Note Permits > Request Permit**.
3. Complete the form. Mandatory fields marked with an asterisk (*) must be entered to submit the form:

- Enter the embargo number(s) in the **Permit(s) for Embargo** field and select the **Priority**.
- Enter the **Reason** for the permit and the **Number of Permits Needed**. A permit is needed for **each** waybill.
- By default, the **Permit Start Date** is the date of the request. This date should be the same as the waybill date. It must be prior to the permit end date and within the embargo start and end dates and cover the entire length of time from origin to destination.
- By default, the **Permit End Date** is calculated by default as 10 working days after the start date or set as the associated embargo end date, whichever comes first. It must not be the same or prior to the permit start date and it must be within the embargo start and end dates.



Create Permit Request

Instructions: After submission of your request, for issues with permits/ obtaining permit numbers, please contact the issuing road. To access a listing of railroad permit officers, please select Permits drop down and click on the road.

Permit(s) for Embargo *

Status: New Requester ID: [Redacted]

Requester Contact: [Redacted] (Please ensure your email address is correct. If not, update it first.)

Priority * Medium Number of Permits Needed * 1

Reason *

Permit Start Date 09-22-2020 Permit End Date 10-06-2020

In most cases, the Permit Start Date should be the same as the Waybill Date

Shipper CIF Consignee CIF

Origin FSAC Destination FSAC

Road Mark FSAC Road Mark

Free Form Commodity *

- Only one **Shipper CIF** and one **Consignee CIF** can be entered per permit request. If the shipper and consignee are specified in the embargo, then they must be entered in these fields.
- Multiple commodities are allowed. Enter one or more STCCs (Standard Transportation Commodity Codes) or descriptions in the **Free Form Commodity** field.

4. Once the form is completed, select the **Submit** button.
 - **Request IDs** are generated by the system at the time the Permit request is submitted.
 - New requests remain **Pending** until approved by the issuing road.

Additional Resources

The following additional resources are available:

- Consult the [AAR Embargo System User Guide](#) for information data field definitions and business rules.
- Consult the [Single Sign On \(SSO\) Administrator Guide](#) for information on how company administrators manage user's permissions in SSO.

Contact the Railinc Customer Success Center at 1-877-RAILINC (1-877-724-5462) or csc@railinc.com if you need assistance.