

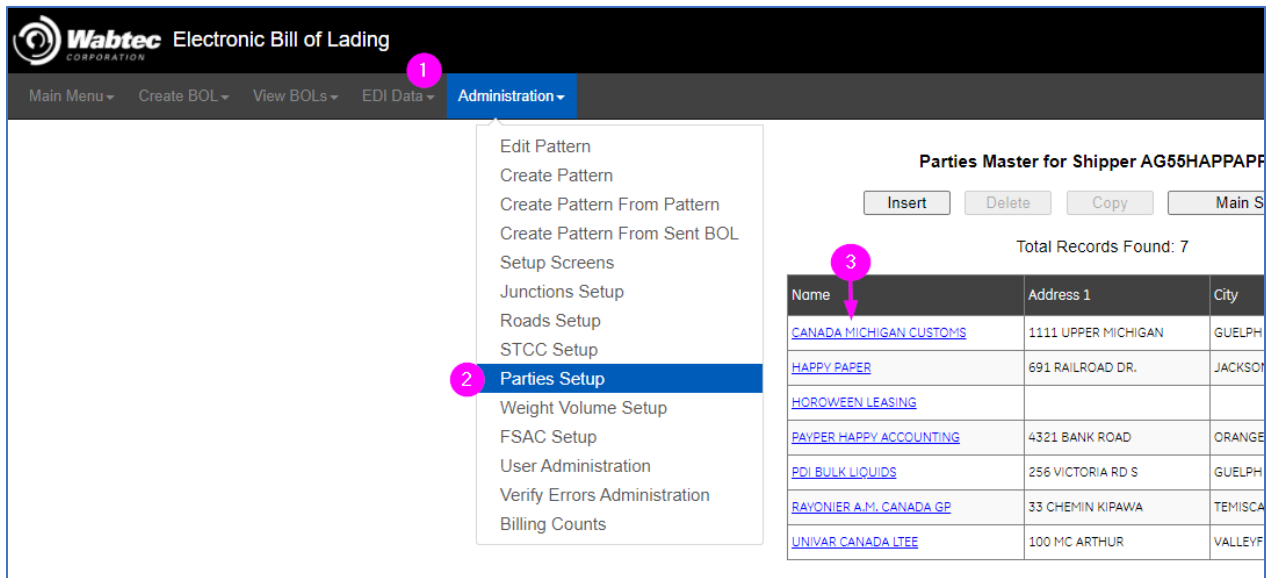
# RailConnect - EBOL

## Adding a CIF # to a Party

Go to **Administration > Parties Setup > Click on the Party you would like to edit**

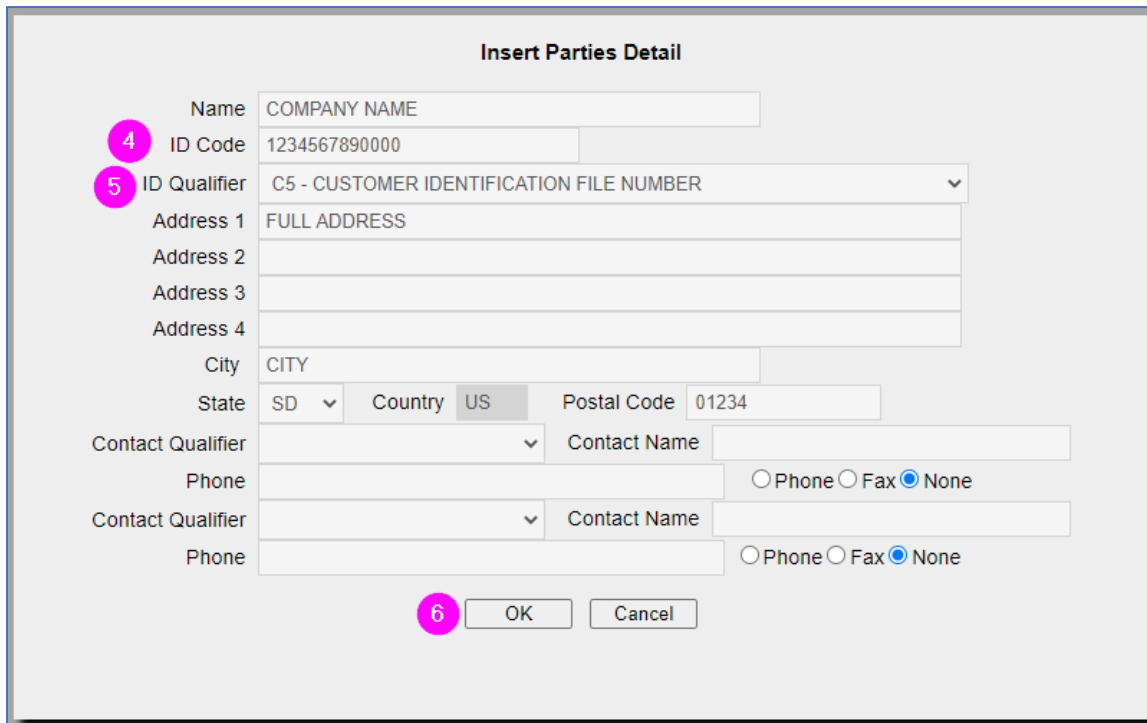
**Enter the CIF in the ID Code Field – must be 13 numbers.** (Add 0's to the END if you only have a 9 digit CIF)

**Then use ID Qualifier C5 – Customer Identification File Number**



The screenshot shows the Wabtec Electronic Bill of Lading Administration interface. The 'Administration' menu is open, and 'Parties Setup' is highlighted with a pink circle 2. A table titled 'Parties Master for Shipper AG55HAPPAPP' is visible on the right, with a pink circle 3 pointing to the 'Name' column. The table contains the following data:

Name	Address 1	City
<a href="#">CANADA MICHIGAN CUSTOMS</a>	1111 UPPER MICHIGAN	GUELPH
<a href="#">HAPPY PAPER</a>	691 RAILROAD DR.	JACKSON
<a href="#">HOROWEEN LEASING</a>		
<a href="#">PAYPER HAPPY ACCOUNTING</a>	4321 BANK ROAD	ORANGE
<a href="#">PDI BULK LIQUIDS</a>	256 VICTORIA RD S	GUELPH
<a href="#">RAYONIER A.M. CANADA GP</a>	33 CHEMIN KIPAWA	TEMISCA
<a href="#">UNIVAR CANADA LTEE</a>	100 MC ARTHUR	VALLEYF



The screenshot shows the 'Insert Parties Detail' form. The fields are as follows:

- Name: COMPANY NAME
- ID Code: 1234567890000 (pink circle 4)
- ID Qualifier: C5 - CUSTOMER IDENTIFICATION FILE NUMBER (pink circle 5)
- Address 1: FULL ADDRESS
- Address 2:
- Address 3:
- Address 4:
- City: CITY
- State: SD
- Country: US
- Postal Code: 01234
- Contact Qualifier:
- Contact Name:
- Phone:
- Contact Qualifier:
- Contact Name:
- Phone:

Buttons: OK (pink circle 6), Cancel

**Please note** – If this Party is already being used in a pattern, you will need to go to the pattern and reselect this party for the newly entered CIF to populate.