

IEM Quick Reference Guide - Creating a Work Order



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Questions? Contact the Intermodal Call Center at 877-250-1869

<https://employees.www.uprr.com/myup/> Search for IEM

This guide is intended for Mechanical Inspectors using the Intermodal Equipment Maintenance System who need to create a work order for repair of Intermodal Equipment at a Union Pacific facility. Follow these steps to create and submit a work order.

Login to the IEM system

- Open a browser session and go to www.up.com
- Click MyUpr
- Login with your User ID and password
- In the search box, type IEM

From the Menu, select Create Work Order

When in the IEM system and viewing a work list of items, most columns can be sorted or filtered

Create Work Order

Container No : Chassis No : J9 Party :

Job Code	Condition Cod	Why Made	New Life Part	Loc	Qty	UOM	Dim	Action
4613--Sid	8--Stra	02--Be	NewLi	LSF	1	EA		

Comments

- Enter the Container No, Chassis No, and J9 Party (rebillable party), followed by Job Code, Condition Code, Why Made, New Life Part # (if applicable), Location, Quantity
- Click for each defect/job code identified
- Enter comments as needed
- Click to continue to the next screen

Delegation

After clicking Next, the Work Order Delegation screen appears for the user to select the appropriate M&R vendor to delegate the chassis, tire, and container repairs to for repair