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 MyUprr
- 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

- 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