1. The VIP Rail Waybill process is part of the www.vit.org website and is tied to the “IKE” Terminal Operating System for line operators.
   a. This is appropriate as The Virginia Inland Port is still running on the IKE TOS
   b. A user must be registered and have a sign-on for www.vit.org
   c. A user must be associated with a Broker or Line Operator company
   d. Line Operators must be registered on IKE first in order to be registered on www.vit.org. Broker registration is no longer tied to IKE.
   e. These requirements remain the same as they were prior to the introduction of N4.

2. The current DO tab leads to the following message to avoid confusion.

3. The DO process was moved to a new tab and renamed “VIP Rail Waybill”. If a line operator has access to more than one line they can choose which line from the dropdown. If they only have access to one then there is no choice. Click Start.
4. On the next screen enter the container numbers and on which facility the containers are located.

5. There are internal checks done to insure a container is available for processing.
   a. The container must be at the facility declared in the most recent history record.
      i. It takes 1 day for N4 and Express data to make its way over into SQL history during the nightly batch processing.
      ii. This is a change since N4 go live, as the system cannot see live data in N4 like it did with IKE. The NIT process now matches the way APM process has always worked.
      iii. A line operator user can only submit Waybills for their own containers. A Broker user may submit for any line.
The VIT Website Must be used to Enter a Waybill for Containers that are to be Routed to the Virginia Inland Port (VIP)

This page is for creating a RAIL WAYBILL for moving non-hazardous containers to and from Virginia Inland Port at Front Royal. **On-line Delivery Orders are no longer required for NIT gate deliveries.**

**6.** The next step is to enter the consignee information.

**7.** The last step is just a confirmation screen. The user must click finish to process.