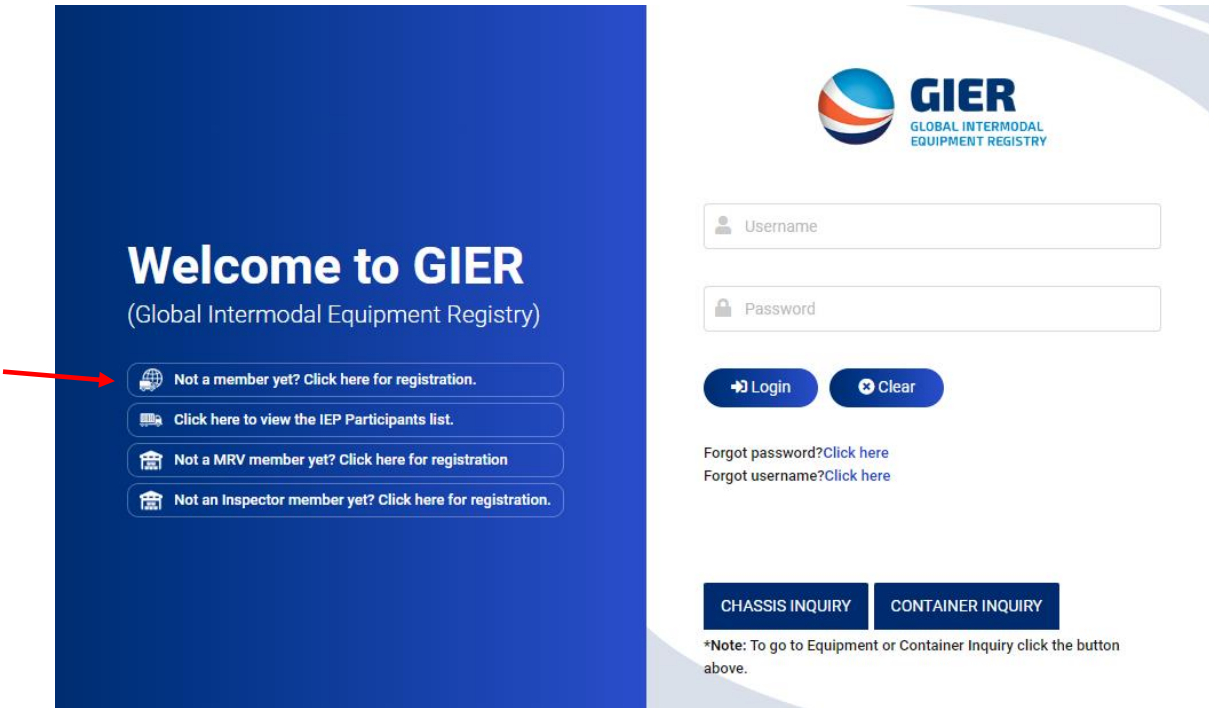# GIER Web Portal – Intermodal Equipment Provider Quick Reference Guide

Registration

1. Visit https://gier-prod.gierregistry.com/GIER_WEB/login and click on the link "Not a member yet? Click Here for registration."

2. Complete the Company/Organization Information, User Type (select Private), Master User Information, Mailing Information and Billing Information (if different) and Click Next.

3. Read the Terms and Conditions, download a copy of the GIER Master Agreement by clicking on the link (complete the signature page of the Master Agreement and email to admin@gierregistry.com), check the "I Accept" box and click Finish.

4. You will receive an e-mail confirmation of your registration. Once the GIER System Administrator receives and reviews the completed GIER Master Agreement they will activate your account. Once your account is activated, you will receive an e-mail advising that you can login and begin using the system.

Registering Equipment Using the GIER Excel Template

To register new equipment in GIER, you will need to utilize the GIER Excel Template. Please note that if you plan to cut and paste information into the GIER template, you will need to use the "paste special" feature in Excel and select Text. This will maintain the formatting features in the template.

Once you have the GIER Excel Template complete, follow instructions below:

1. Visit https://gier-prod.gierregistry.com/GIER_WEB/login and login with your username and password.

2. Click on Chassis Inventory under the Important Links at the top of the screen, hover over the Add/Edit Chassis button and select Import XLS. This will enable you to drag or search for your saved GIER Excel Template. This will enable you to drag or search for the saved GIER Excel Template that you generated. Once your file has been added, click Upload.

3. You will receive an e-mail once the file has been processed. Once processed, to check to see if all records were uploaded, log back into your account, click on Chassis Logs under the Important Links at the top of screen.
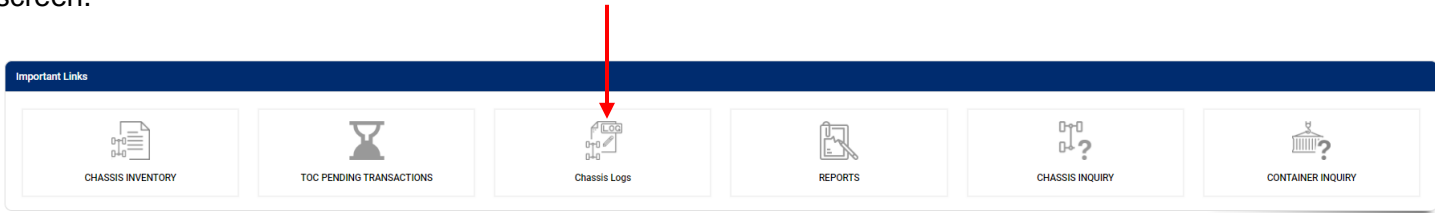
4. Your file should be the first one listed. To the right of the file, you can view the total records in the file, the Business Logic Errors, EDI Syntax Errors, Successful Inserted Records and Successful Updated Records.

	File Name	Uploaded Date	Uploaded By	Total Records	Operation Type	Business Logic Errors	EDI Syntax Errors	Successful Inserted Records	Successful Updated Records
⬇	ITCO_IANA_ProdENV2[100410FIX].edi	10/04/2010 09:38	itco	1	update	0	0	0	1
⬇	ITCO_ERAT100410.xlsx	10/04/2010 09:34	itco	15		0	0	15	0
⬇	ITCO_IANA_ProdENV2[100410].edi	10/04/2010 08:16	itco	3	update	2	0	0	2

If there are any Business Logic Errors, please click on the file name to open the Log Details and click on the Error File button to download the Error File. Column A of the Error File will give you the reason the unit was not inserted.

Search for a Chassis - Click on Chassis Inventory under the Important Links at the top of the screen.

Click "Filter Search?" button then enter unit number alphabet prefix and numeric values separately or in the Combined Chassis ID field and click "Search" to retrieve the information. In order to search multiple units, follow thru steps mentioned previously and instead of clicking "Search", click "Add" then repeat the process until you enter all the units you wish to search (you can search for up to 20 units at one time). Then click "Search" button to yield the info. You can also add an excel file with just the Combined Chassis IDs into the Custom File Upload box and then click Search to return only the units on the file.

In-Activate Units - Search the chassis. Then click blank box on the left and hover over "Chassis Status Update" and click on "In-activate". It will give you a prompt asking whether you want to proceed with process. Click "OK" then the "Inactivate Equipment" screen will pop up, choose the reason, enter any comments then click save. Once a unit is inactivated it will not count towards your inventory thus you will not pay fees on these units.

Activate Units – To "Activate" any previously "Inactivated" unit, click "Filter Search?", enter the Combined Chassis ID, change the "Equipment Status" to Inactive and click "Search" button. Once the unit is found, click the blank box on the left of the unit, hover over "Chassis Status Update" and click on "Activate". A "Warning" screen will pop up, click "OK". The unit will now be moved back to your active inventory and will be included in your quarterly fee invoice.

Initiate a Transfer of Control (TOC) Transaction – if you no longer have possession of a unit, the unit will need to be transferred to the controlling IEP.

Single Unit Transfer or Multiple Units Transfer to the Same IEP:

Search for chassis, click the blank box(es) to the left of the unit and hover over "TOC Transactions" and click "TOC Online Web Only".

		Chassis Prefix	Chassis Number	Chassis ID	Pool ID	Eq Cat. Cd	Owner SCAC	Lessee SCAC	VIN	Lic. State	Lic Plate#
☑	TOC	A	308042	A308042		53CH	IEP1			ME	2726397
☑	TOC	ABCD	000001	ABCD000001		40CH	TAXZ			ME	2239198A

This will bring up the "Equipment – Transfer of Control" box. Click in the "New IEP SCAC" field to search for the correct party to whom you wish to transfer the unit to. Another screen will pop up containing list of members to choose from. Type in the Company/Organization Name, US DOT No. or Company SCAC and click enter. Once the Company information comes up, click on the Company/Organization Name, US DOT No. or Company SCAC to select the party and then click "Save" to send TOC to the other party.

EQUIPMENT - TRANSFER OF CONTROL ⊗

Equipment Prefix
> FLXZ

Equipment Number
> 200129

IEP Transfer of Control Date
> 11/03/2020

IEP Transfer of Control Time
> 13:05

*Current IEP US DOT Number
> 1965593

*Current IEP SCAC
> YMLU

New IEP US DOT Number
> New IEP US DOT Number 🔍

New IEP SCAC
> New IEP SCAC 🔍

Chassis Pool ID
> Select ⌄

CHOOSE SCAC/US DOT ⊗

Page: 1 ⌄   Records Per Page: 10 ⌄

Company/Organization Name	US Dot No.	Company SCAC
Aerologic Incorporation	2644142	AINC
Allstar Trucking Inc.	1402046	ASRK
ALPHA TOTAL SOLUTIONS INC	1935969	APJH
American Chassis Leasing, Inc.	2252454	AMRZ
American Intermodal Management, LLC	2878837	AIMA
American President Lines, Ltd.	199023	APLU
ARROWLINK USA INC	1412209	ARWK
B-H Transfer Co	092690	BHTF

CHOOSE SCAC/US DOT ⊗

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Company/Organization Name	US Dot No.	Company SCAC
		flxc
Flexi-Van Leasing Inc.	1977624	FLXC

TOCs will remain pending for a period of 14 days. If the receiving IEP does not accept the transfer within this timeframe, the TOC will expire and will need to be initiated again.

Transfer of Control to a Non-GIER Subscriber – If you wish to transfer equipment to a party that is not currently registered in GIER, you must use the default Non-GIER subscriber details in the TOC Fields.

Search for chassis, click the blank box(es) to the left of the unit and hover over "TOC Transactions" and click "TOC Online Web Only".

This will bring up the "Equipment – Transfer of Control" box. Click in the "New IEP SCAC" field to search for the correct party to whom you wish to transfer the unit to. Another screen will pop up containing list of members to choose from. Type in IEP1 into the Company SCAC and click enter. Once the Company information comes up, click on the Company/Organization Name, US DOT No. or Company SCAC to select the party and then click "Save" to send TOC to the Non-GIER Subscriber account.

CHOOSE SCAC/US DOT ⊗

Page: 1 ⌄   Records Per Page: 10 ⌄

Company/Organization Name	US Dot No.	Company SCAC
		iep1
Non-GIER Participant for TOC	999999	IEP1

⊗ Close

Because there is no party to accept the transfer, the initiating IEP will need to log into their GIER account and click on TOC Pending Transactions under the Important Links at the top of the screen.The user will click on the transfers to the IEP1 account and then click on Accept T&C. A pop box will appear with the terms and conditions for transferring to the IEP1 account. After accepting the TOCs, the units will be removed from the initiating IEP's inventory and will be moved to the IEP1 account.

Should you have further questions on GIER, please contact the Info Services Help Desk at 877-523-0225 or send an e-mail to admin@gierregistry.com.