



User Manual

for GCU Broker 1.0

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1 About GCU Broker

1.1 What is GCU Broker

The GCU Broker is an important tool as further step towards digitalization in the rail freight sector. It serves as central data broker between railway undertakings (RU) and wagon keepers (Keeper) of the GCU.

The GCU Broker comprises the existing functionality of the current GCU membership portal "GCU Wagon Data Base" and the new functionality of routing data centrally between RUs and Keepers. The routing is based on wagon numbers, which have to be provided by the Keepers, as of today.

Data exchange is possible via file upload on the GCU Broker website (usually suitable for smaller Signatories) or via several system interfaces provided by the Broker. Electronic messages are in TAF TSI format to facilitate a harmonised IT landscape within the sector. Also the TAF TSI Common Interface is supported.

The data and messages to be exchanged are described in this User Manual, also the setup of the GCU Broker. Technical specifications of the available interfaces, setup of the communication channels and description of XML messages/electronic data are available in a separate Interface Manual. That manual is also available on the GCU homepage.

The existing account for the GCU Wagon Data Base will also be used for the Broker.

1.1.1 Keeper Wagon List

The keeper wagon list is a list of wagon numbers kept by the respective Keeper. It can be uploaded as CSV-File through the GUI or transmitted as XML through the system interface to GCU Broker.

The syntax of the files and the instructions on how to upload a keeper wagon list to GCU Broker can be found in the chapter [Use GCU Broker as Wagon Keeper](#).

The GCU Broker manages all registered wagons and uses the information to route messages to the correct Keeper.

1.1.2 Wagon Performance Messages

Wagon Performance Messages (WPM) shall be provided by the RU to the Keeper of the wagon. A Wagon Performance Message contains:

- Wagon Number
- Company Code of the RU who was responsible during the custody period

- Start and End Date of the custody period
- The country code of the custody period
- The kilometers, the RU run the wagon
- The kilogram of load on the wagon during the custody period (0 if empty)

A RU can either upload WPMs as CSV-files to GCU Broker through the GUI or send the messages to the GCU Broker as XML electronically via the system interface.

Based on the wagon number in the WPM the message will be routed to the Keeper who has kept the wagon at the moment of the end of the custody period.

The WPM is pushed as XML from GCU Broker to the Keeper via system interface.

1.1.3 Wagon Damage Reports

Wagon Damage Reports (WDR) shall be provided by the RU to the Keeper of the wagon. A Wagon Damage Report consists of the protocol (WDR) and optional attachments (WDR ATTМ).

The Damage Protocol can be provided electronically in XML format (WDR XML) or as PDF file (WDR PDF).

The GCU Broker allows RUs to:

- send WDR XML messages through SOAP/XML
- upload WDR PDF messages through the GUI
- send WDR ATTМ files through REST
- upload WDR ATTМ files through the GUI

The GCU Broker allows Keepers to:

- receive WDR XML messages through SOAP/XML
- receive WDR PDF via email
- receive WDR ATTМ files through REST
- receive WDR ATTМ files via email

The sequence sending/receiving WDR and WDR ATTМ is irrelevant because the link between both document types takes place via a report ID which is a mandatory part of the filenames.

1.1.4 Rolling Stock Reference Data

Functionality will be added and described in a later version

1.2 How GCU Broker is working

The GCU Broker consists mainly of:

- an interface for RUs and Keepers to transmit information to the GCU Broker
- a communication system to transmit information from the GCU Broker to RU's and Keeper's systems
- a database and rule engine to route the RU information to the responsible Keepers
- a graphical interface to configure the GCU Broker and to upload information to the broker

1.2.1 Interfaces

Please refer to the document **GCU Broker Technical Manual Interfaces**

1.2.2 GUI

The interface to work with the GCU Broker is web-based. It can be used from any type of computer via a browser.

1.3 Users and Roles

In order to work with the GCU Broker you have to log in as authenticated user. GCU Broker knows different types of users:

- RU User
- Keeper User
- Keeper and RU User (combination of RU and Keeper user)
- Company Administrator (Signatory)
- Company Group Administrator
- System Administrator

Each type of user has a different level of functionality available.

Access to the GCU website including signatory and wagon number search is available without login.

1.3.1 User of a Railway Undertaking

A regular RU user can via the GUI:

- upload WPMs contained in a CSV-file
- upload WDR PDF protocol files
- upload WDR ATTM files

How to work as a regular RU user is described in the chapter [Use GCU Broker as Railway Undertaking](#)

1.3.2 User of a Wagon Keeper

A regular Keeper user can upload a Keeper Wagon List (complete list of all kept wagons) or add, change, delete wagons of its own company. How to work as a regular Keeper user is described in the chapter [Use GCU Broker as Wagon Keeper](#).

1.3.3 User of RU/Keeper

A company can be RU and Keeper at the same time. Therefore, it is possible, that a company knows regular users of type RU and of type Keeper. If a regular user can act both as RU and Keeper, there is an additional role available which combines both roles. With that, such user does not have to login/logout to GCU Broker when changing its role.

1.3.4 Signatory Administrator

A Signatory Administrator can configure GCU Broker for its own company. He can change the company settings and add, delete or change users as well as contact information of the company.

How to work as a Company Administrator is described in the chapter [Configure GCU Broker as Signatory Administrator](#).

1.3.5 Signatory Group Administrator

Companies can be grouped into a Company Group. A Signatory Group Administrator can manage all the companies of a group, having the same rights and functions as a Signatory Administrator but for all companies in the group.

How to work as a Signatory Group Administrator is described in the chapter [Configure GCU Broker as Signatory Group Administrator](#)

1.3.6 System Administrator

A System Administrator can configure the GCU Broker in general. He can add, delete and change companies and company groups as well as all settings of the companies itself.

2 Getting Started

2.1 How to Access GCU Broker

2.1.1 Where to find GCU Broker

In order to work with GCU Broker you need a Browser like Internet Explorer (IE10 or higher), Edge, Firefox (V45 or higher), Chrome (V49 or higher), Safari (V8 or higher) or others.

You find GCU Broker by entering the following address:

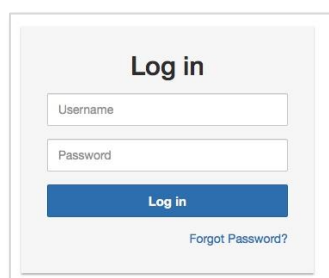
`www.gcubroker.org/login`

2.1.2 To have an Account on GCU Broker

If you want to access GCU Broker, you need an account. Please ask your Signatory Administrator to create an account for you.

2.2 Logon to GCU Broker

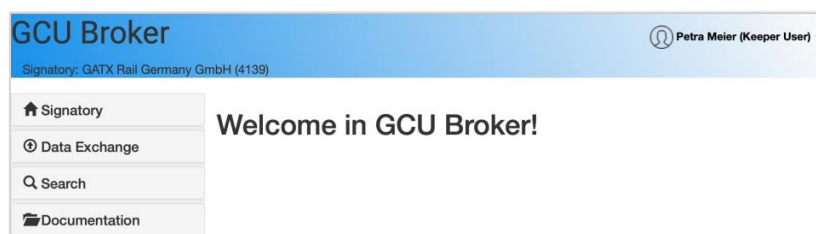
Once you have access to GCU Broker, the following logon screen is visible.



The logon screen is titled "Log in". It contains two input fields: "Username" and "Password". Below these fields is a blue "Log in" button. At the bottom right of the form, there is a link that says "Forgot Password?".

Enter your username or email address that you got from your system administrator as well as your password and press login.

After successful logon you are on the main page of the GCU Broker.



The main page has a blue header with "GCU Broker" on the left and a user profile icon with the name "Petra Meier (Keeper User)" on the right. Below the header, it says "Signatory: GATX Rail Germany GmbH (4139)". On the left side, there is a sidebar menu with four items: "Signatory" (with a house icon), "Data Exchange" (with a circular arrow icon), "Search" (with a magnifying glass icon), and "Documentation" (with a book icon). The main content area displays "Welcome in GCU Broker!"

In the header of the screen, you see the company you are currently logged on to with company name and code.

The entries in the menu vary depending on the role you have. Always visible are the menu entries **Company** and **Search**

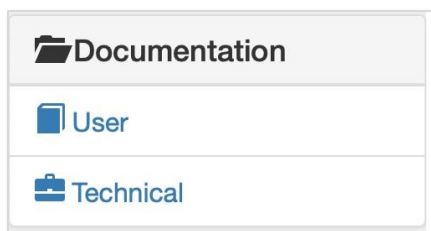
By selecting **Organisation** from the **Signatory** menu you can see the company details as follows:

General Information	
Organisation Name GATX Rail Austria GmbH	Organisation Code 4006
VAT ID ATU56867028	Vehicle Keeper Marking (VKM) GATXA
Language English	Transport Performance [tkm] 0
Association <input type="radio"/> UIC <input checked="" type="radio"/> UIP <input type="radio"/> ERFA	
GCU Category <input checked="" type="radio"/> RU <input type="radio"/> Keeper	
Address	
Street Am Europatz 2, Gebäude G	Address Addition
ZIP 1120	City Wien
Country Austria	
Homepage	
Billing Address	
Department	
Street Am Europatz 2, Gebäude G	Address Addition
ZIP 1120	City Wien
Country Austria	
Firstname GATX Rail	Lastname Austria GmbH
E-Mail fsc-gra@gatx.eu	
Phone +43 1 865 66 85 8776	Fax +43 1 865 66 85 8791
Status	
Wagons 0	Status Activated
Last Signatory Update	Last Wagon Update 09.12.2018 00:26
Date Opting In 01.07.2006 00:00	Date Opting Out

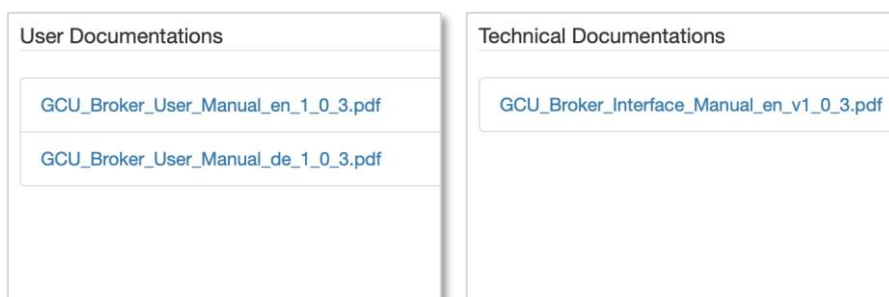
Depending on the role you have, you can only view the details (User) or you can change the details (Signatory, Group or System Administrator).

2.3 Download Documents

By selecting **Documentation** you can choose between technical documents or user documents.



For each of the two categories a list of documents appears, which can be downloaded to your computer.



The content of the two categories may vary over time.

2.4 Change your Profile

by clicking on **your name** in the upper right corner and then selecting **Profile** in the popup menu the screen to modify your profile appears.

 A screenshot of a web form titled 'Edit User Details'. It contains four input fields: 'E-Mail' with the value 'keeper@gatx.gcu', 'Firstname*' with the value 'Petra', 'Lastname*' with the value 'Meier', and 'Language*' with a dropdown menu showing 'English'. There is a blue 'Save' button at the bottom left of the form.

Now you can change your first and last name as well as the language. The email address you cannot change, since this is your unique identification in the system. If you want to change your email address, please contact your Signatory Administrator.

2.5 Change your Password

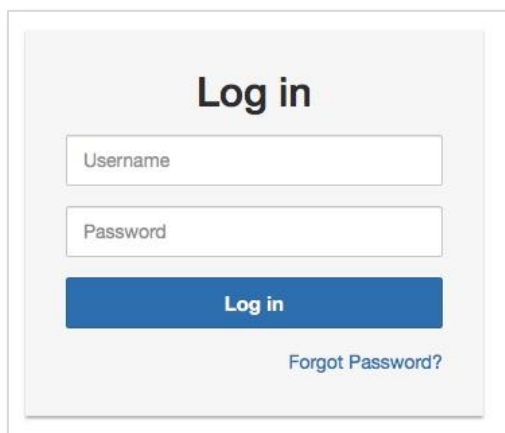
If you still know your password but want to change it, you can login to GCU Broker and then click on **your name** in the upper right corner. By selecting **Change Password** in the popup menu the screen to change the password appears.



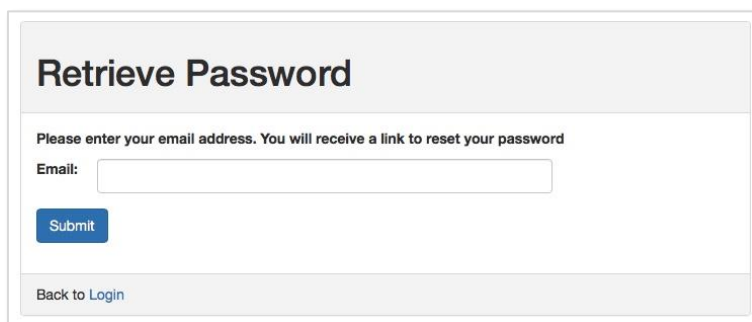
Now you can change your password.

2.6 Forgot your Password

In case you forgot your password contact your Signatory Administrator or press **Forgot Password?** on the login screen



Enter your email address you normally use for login in the appearing dialog



and you will receive an email with a link where you can reset your password.

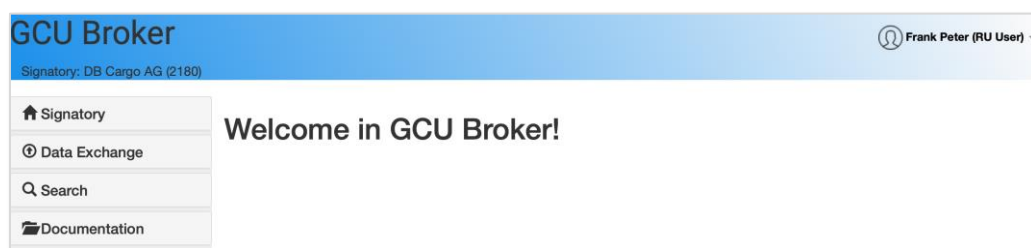
2.7 Logoff from GCU Broker

in order to log off from the GCU Broker, select **your name** in the upper right corner and then select **Logout** in the popup menu that appears.

3 Use GCU Broker as Railway Undertaking

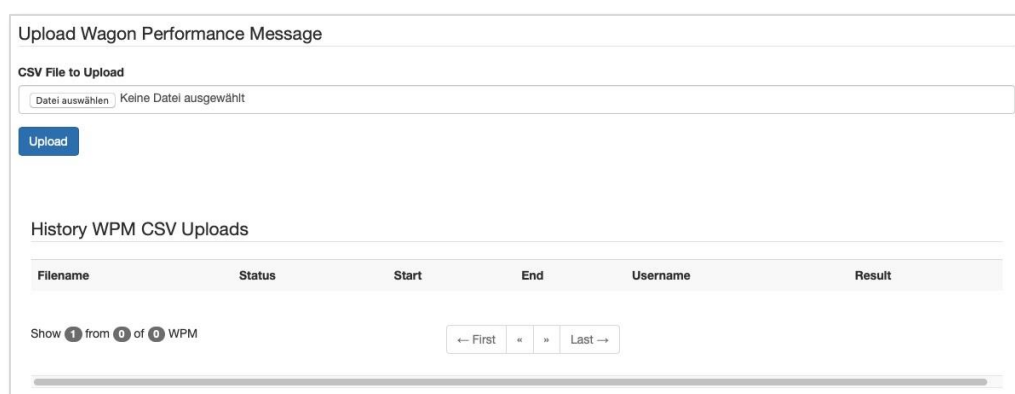
3.1 Main Menu

After successful logon to GCU Broker as user of type RU the main screen of GCU Broker appears and the menu looks as follows



3.2 Upload Wagon Performance Message File (WPM)

By selecting **WPM** from the **Data Exchange** menu, the screen to upload wagon performance message files appears. It looks as follows:



If you have already loaded WPM files in the past, the WPM Upload Jobs table shows the already executed jobs. Otherwise the list is empty.

For each job you see the name of the file that was uploaded, the status of the upload, the name of the user who loaded the file and the total KWL indicates the number of wagons that were uploaded.

In order to upload a list of wagon performance messages to GCU Broker you have to prepare a file with CSV syntax.

3.2.1 WPM Syntax

The syntax looks as follows (example with four wagon performance records):

```
WagonNumberFreight;UserRU;PeriodStart;PeriodEnd;Country;Kilometers;TotalLoadWeight
318049553874;4711;22.07.2018;22.07.2018;DE;551;55554
818545520095;4711;22.07.2018;22.07.2018;DE;552;55553
378045581618;4711;22.07.2018;22.07.2018;BE;553;55552
378049561053;4711;22.07.2018;22.07.2018;NL;554;55551
```

- first value represents the wagon number. Only valid wagon numbers are accepted during upload
- second value is the company code of the user RU
- third value is the start date of the custody period
- fourth value is the end date of the custody period
- fifth value is the country code (ISO 3166-1) where the performance took place
- sixth value indicates the km as integer
- seventh value represents the load weight in kilogram as integer

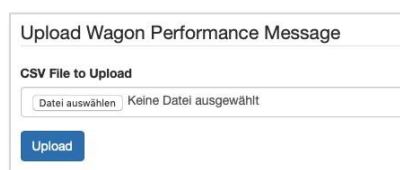
Please be aware that there is no empty space between semicolons and values.

Comma can also be used as delimiter instead of semicolon. GCU Broker also accepts files without the heading row.

Please be aware that the PeriodEnd timestamp will be used by the GCU Broker to assign the record to the Keeper.

3.2.2 Upload the File

First select the file from its location by pressing the **File to upload** button and the press **Upload**



A new entry is created in the job list. GCU Broker fetches the file, checks the syntax and hands the data over for distribution to the responsible Keeper.

The status of the job is shown in the list. By pressing the



button you get additional information about the job.

3.3 Upload Wagon Damage Report as PDF (WDR PDF)

By selecting **WDR PDF** from the **Data Exchange** menu, the screen to upload a wagon damage report in the form of a PDF file appears. It looks as follows:

Upload Wagon Damage Report PDF File

PDF File to Upload

Datei auswählen
Keine Datei ausgewählt

Upload

History WDR PDF Uploads

Wagon No.	Email	Keeper Organisation Code	Status	Start	End	Username	Reason
99999999975	WDR.company1@gmail.com	0101	finished	29.12.2018 20:42:50	29.12.2018 20:42:50	route	
99999999975	WDR.company1@gmail.com	0101	finished	29.12.2018 01:52:00	29.12.2018 01:52:00	route	
99999999975	WDR.company1@gmail.com	0101	finished	29.12.2018 01:44:57	29.12.2018 01:44:57	route	
99999999975	WDR.company1@gmail.com	0101	finished	29.12.2018 01:15:17	29.12.2018 01:15:17	route	
99999999975	WDR.company1@gmail.com	0101	finished	28.12.2018 22:48:10	28.12.2018 22:48:10	route	

3.3.1 WDR PDF Syntax

The link between protocol (WDR PDF) and attachment (WDR ATTM) is guaranteed via file name (defined file name structure). The GCU Broker checks compliance with the file name structure.

```
UserRUID_WDRID_ewdr_WGNO_timestamp.pdf
```

Description of file name parts:

UserRUID	4 digit company code (applicable to all GCU signatories)
WDRID	ID of the damage protocol as stated in the protocol and defined by the User RU
ewdr	specification that the file is a protocol
WGNO	12 digit wagon number (no spaces or hyphen)
Timestamp	time stamp of the creation of the file: "yyyymmddhhmmss"

Please be aware that the GCU Broker uses the actual date (today) in order to find out the corresponding keeper of the wagon.

3.3.2 Upload the File

First select the file from its location by pressing the **file to upload** button and then press **Upload**.

In the job list the result of the upload is presented and to which keeper the WDR was sent to.

3.4 Upload Wagon Damage Report Attachments (WDR ATTM)

By selecting **WDR Attachments** from the **Data Exchange** menu, the screen to upload a wagon damage report attachment file appears. It looks as follows:

3.4.1 WDR ATTM Syntax

The link between protocol (WDR PDF) and attachment (WDR ATTM) is guaranteed via file name (defined file name structure). The GCU Broker checks compliance with the file name structure.

`UserRUID_WDRID_ewdratt_WGNO_timestamp_no.xyz`

Description of file name parts:

UserRUID	4 digit company code (applicable to all GCU signatories)
WDRID	ID of the damage protocol as stated in the protocol and defined by the User RU
ewdratt	specification that the file is an attachment to a protocol
WGNO	12 digit wagon number (no spaces or hyphen)

timestamp	time stamp of the creation of the file in the format "yyyymmddhhmmss"
no	2 digit random number to assure unique file name in case several attachments have to be transmitted
xyz	file extension (e.g. PDF, JPG, TXT,...)

3.4.2 Upload the File

First select the file from its location by pressing the **file to upload** button and then press **Upload**.

Upload Wagon Damage Report Attachments

File(s) to Upload

Dateien auswählen

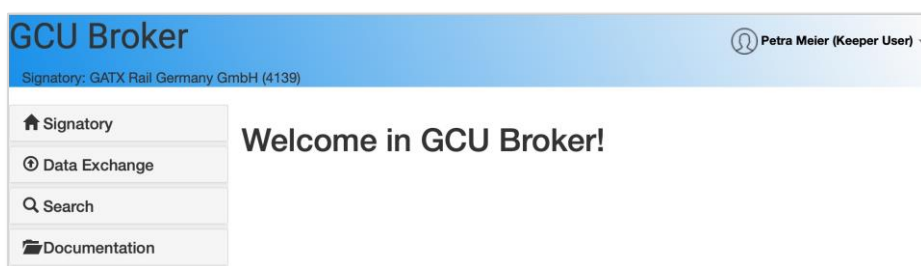
Keine Dateien ausgewählt

Upload

4 Use GCU Broker as Wagon Keeper

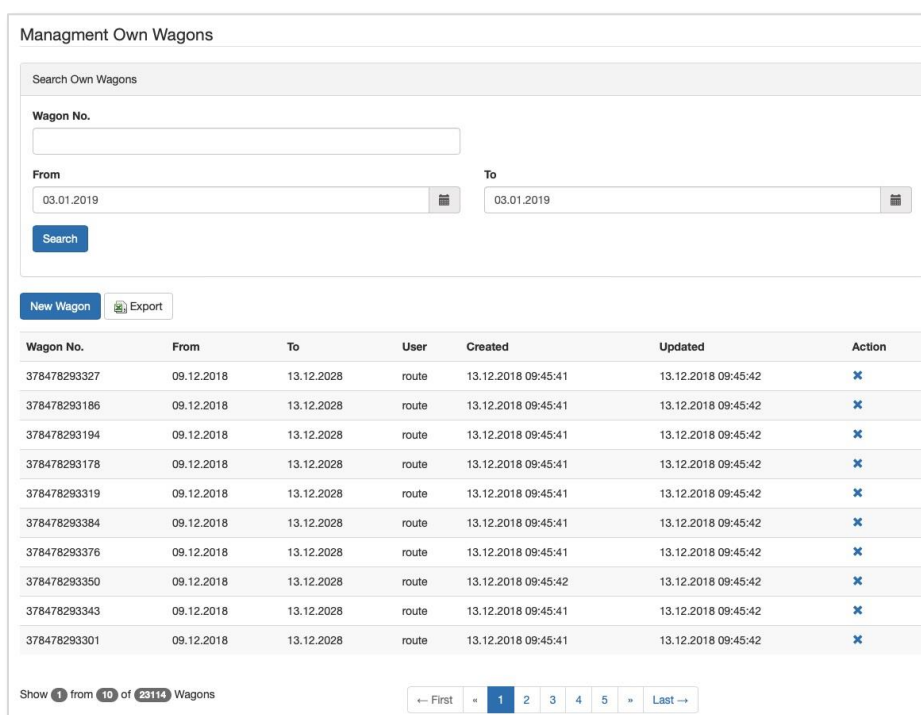
4.1 Main Menu

After successful logon to GCU Broker as user of type Keeper the main screen of GCU Broker appears and the menu looks as follows



4.2 List of Own Wagons

By selecting **Own Wagons** from the **Signatory** menu, the screen with all wagons of the Keeper appears.

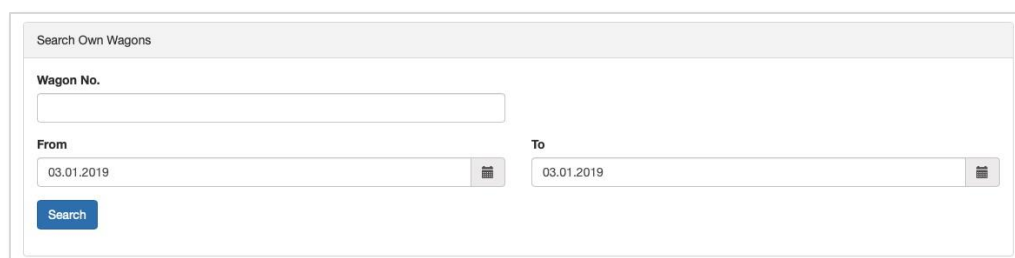


If you have already uploaded a keeper wagon list, the table shows all wagons kept by the Keeper. Otherwise the list is empty.

If you want to add a complete wagon list, please refer to **Wagon List** in the **Data Exchange** menu.

4.3 Search for a Wagon number

In the search field of the **Management Own Wagons** dialog



you can search

- by wagon number
- by from and to date

In the **Wagon No.** field you can use wildcards.

4.4 Add a new Wagon

By using the button **New wagon** the dialog to enter a new wagon into the list of wagons appears




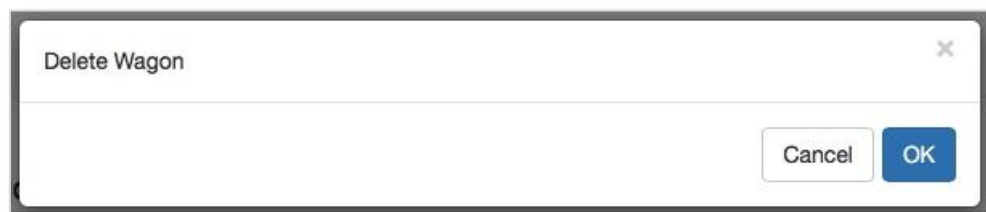
The wagon number has to be a valid number. GCU Broker checks the number and shows an error indication, if the wagon number is not correct.

If the wagon number is filled correctly, the GCU Broker adds the wagon with the corresponding keeping information to the list of wagons. The wagon number becomes valid as of tomorrow. That means that the routing of WDR, WPM and RSRD will work for that wagon number as of tomorrow.

The original keeper will be informed by mail about the change. To activate this service refer to [Change Communication Paths.](#)


4.5 Delete a Wagon

by pressing the  Button for a specific wagon in the list of wagons the GCU Broker asks you, if you really want to delete the wagon



By pressing **OK**, the wagon is removed from the list of wagons. It will become effective as of the following day.

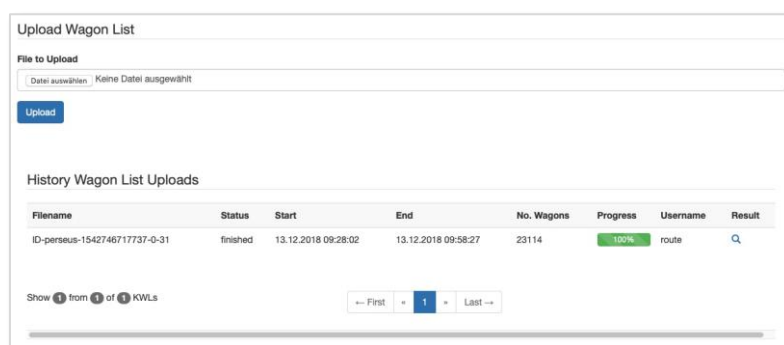
4.6 Export Wagons

After selecting the wagons with the **Search** function, you can export the list of wagons by pressing the  **Export** button.

A CSV-file is generated and downloaded to the Download directory of your computer.

4.7 Upload a Wagon List

By selecting **Wagon List** from the **Data Exchange** menu, the screen to upload keeper wagon list (KWL) files appears.



If you have already uploaded KWL files in the past, the KWL Upload Jobs table shows the already executed jobs. Otherwise the list is empty.

A new KWL replaces all existing wagon numbers in GCU Broker for the Keeper. Therefore, a KWL must always include all wagon numbers of the Keeper.

In order to upload a keeper wagon list to GCU Broker you have to prepare a file with the following CSV syntax.

4.7.1 KWL Syntax

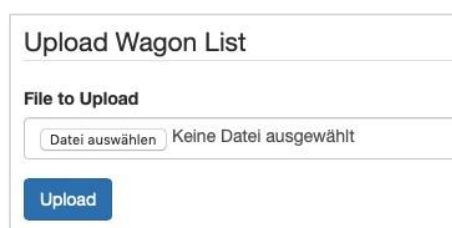
A KWL upload file has to contain the wagon number, each wagon number in one row.

The syntax looks as follows (example with four wagons):


```
WagonNumberFreight
818545520095
818545520087
818545520111
818545520103
```

4.7.2 Upload the KWL File

First select the file from its location by pressing the **File to upload** button and the press **Upload**



A new entry is created in the job list. GCU Broker fetches the file, checks the syntax and stores the data internally.

The status of the job is shown in the list. By pressing the  button you get additional information about the job.

When changing to the wagon list by selecting **Own Wagons** in the **Signatory Menu** you see the new entries there.

5 Searching for Signatories and Wagons

Searching for Signatories and Wagons is available for users of all roles. It helps to find information about a company independent of its type (RU or Keeper) or about a wagon within the GCU Broker independent of its current keeper. A company must be in the status “Active” in order to be visible in the list of companies.

5.1 Signatory Search

By selecting **Signatory Search** from the **Search** menu, the following dialog appears.

Signatory Search

Search

Name

Country

--

Search

Name	Address	Country	Category
RAIpin AG		Switzerland	Keeper
COBRENA Achats		France	Railway Undertaking and Keeper
AWT Rail HU Zrt.		Hungary	Railway Undertaking
Railservice Alexander Neubauer		Germany	Railway Undertaking
Serfer Servizi Ferroviari Srl		Italy	Railway Undertaking
Euronafit Trzebinia Sp. z o.o.		Poland	Railway Undertaking
Swietelsky Vasúttechnika Kft.		Hungary	Railway Undertaking and Keeper
Ostbayerische Verwertungs und Energieerzeugungs GmbH (OVEG)		Germany	Keeper
Bentheimer Eisenbahn AG		Germany	Railway Undertaking and Keeper
BF Logistics s.r.o.		Czech Republic	Railway Undertaking and Keeper

Show 10 of 692 Companies

First
1
2
3
4
5
Last

A list of all companies stored in the GCU Broker is shown including information if it is a RU or Keeper company or both.

You can filter the list by selecting a **Country** out of the list of countries or you can enter the name or parts of the name of a company in the **Name** field. When using parts of a name, wildcards can be used (e.g. Cargo*, *Cargo or *Cargo*).

Signatory Details

1. Details of GCU Contact

GATX Rail Germany GmbH
DE118533851
Keeper
4139
Activated
01.07.2006 00:00:00

1.1 GCU Contact

(fax)

1.3 Keeper Details (VKM)

GATXD

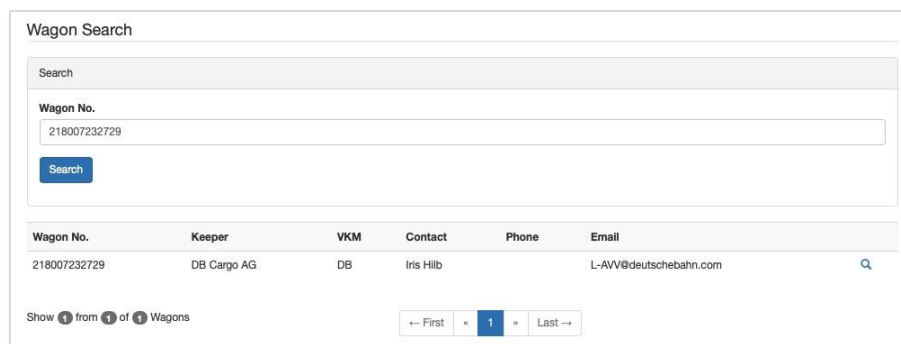
3. Keeper Responsibilities

Back

Pressing **Back** brings you back to the filtered list of signatories.

5.2 Wagon Search

By selecting **Wagon Search** from the **Search** menu, the following dialog appears.



The 'Wagon Search' dialog box contains a search bar with the text '218007232729' and a 'Search' button. Below the search bar is a table with the following data:

Wagon No.	Keeper	VKM	Contact	Phone	Email
218007232729	DB Cargo AG	DB	Iris Hilb		L-AVV@deutschebahn.com

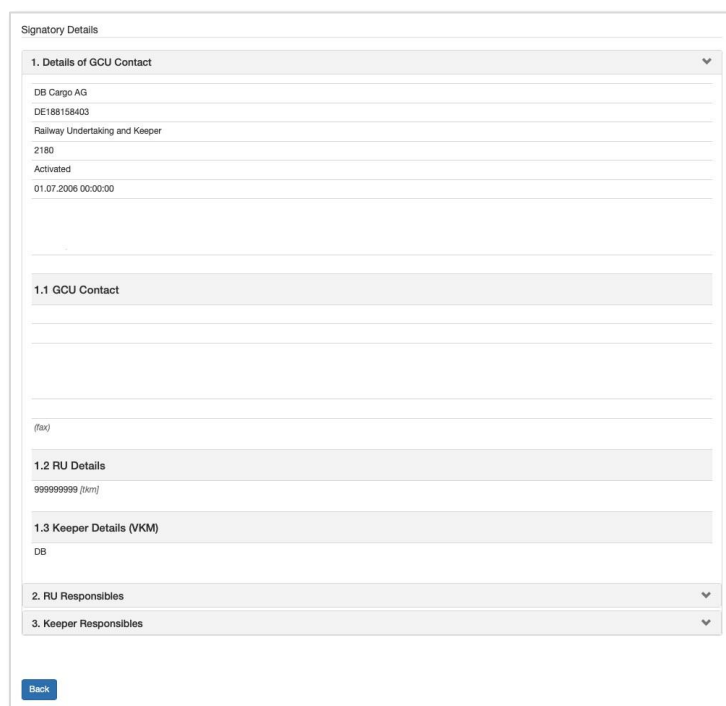
At the bottom of the dialog, there is a pagination bar showing 'Show 1 from 1 of 1 Wagons' and navigation buttons: '← First', '« 1 », 'Last →'.

A list of wagons stored in the GCU Broker is shown including information about the keeper of the wagon. The search incorporates all wagons stored in the GCU Broker.

You can filter the search by entering a number of a wagon or lists of wagon numbers in the **Wagon Number** field.



Pressing the button of one of the wagons shows the details of the keeper company of the wagon.



The 'Signatory Details' dialog box shows the following information:

- 1. Details of GCU Contact**
 - DB Cargo AG
 - DE188158403
 - Railway Undertaking and Keeper
 - 2180
 - Activated
 - 01.07.2006 00:00:00
- 1.1 GCU Contact**
- 1.2 RU Details**
 - 999999999 [km]
- 1.3 Keeper Details (VKM)**
 - DB
- 2. RU Responsibles**
- 3. Keeper Responsibles**

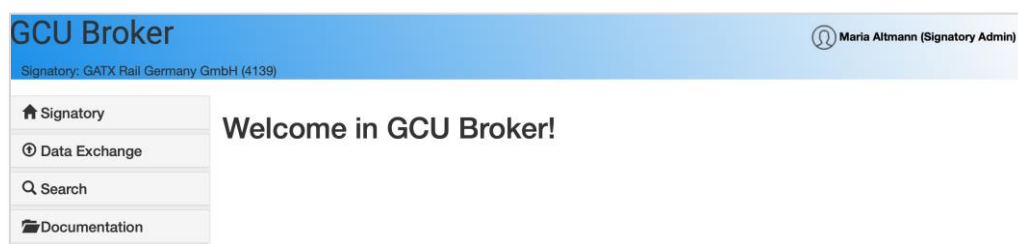
A 'Back' button is located at the bottom left of the dialog.

Pressing **Back** brings you back to the filtered list of wagons.

6 Configure GCU Broker as Signatory Administrator

6.1 Main Menu

After successful logon to GCU Broker as user of type Signatory Administrator the main screen of GCU Broker appears and the menu looks as follows



6.2 Change Company Settings

By selecting **Organisation** from the **Signatory** menu the settings for the company appear

General Information	
Organisation Name GATX Rail Germany GmbH	Organisation Code 4139
VAT ID DE118533651	Vehicle Keeper Marking (VKM) GATXD
Language English	Transport Performance [tkm] 0
Association <input type="radio"/> UIC <input checked="" type="radio"/> UIP <input type="radio"/> ERFA	
GCU Category <input checked="" type="radio"/> RU <input type="radio"/> Keeper	
Address	
Street Valentinskamp 70	Address Addition Emporio-Tower, 9. Etage
ZIP 20355	City Hamburg
Country Germany	
Homepage 	
Edit	
Billing Address	
Department 	
Street Valentinskamp 70	Address Addition Emporio-Tower, 9. Etage
ZIP 20355	City Hamburg
Country Germany	
Firstname GATX Rail	Lastname Germany GmbH
E-Mail fsc-grp@gatx.eu	
Phone +49 40 36804 8214	Fax 4036804114
Edit	
Status	
Wagons 23114	Status Activated
Last Signatory Update 	Last Wagon Update 13.12.2018 09:58
Date Opting In 01.07.2006 00:00	Date Opting Out

The **Signatory Information** is already filled in initially, when the company is created by a System Administrator. The **Billing Address** can be added by clicking on the Edit button.

At the bottom of the dialog some status information about the company is shown.

6.2.1 Change Company Details

By clicking on the **Edit** button below the Signatory Information, the details of the company can be changed and the following dialog that appears.

Edit Signatory Information

Organisation Name*
GATX Rail Germany GmbH

Organisation Code*
4139

VAT ID*
DE118533651

Vehicle Keeper Marking (VKM, keeper only)
GATXD

Transport Performance [tkm]
0

Language*
English

Association

☐ UIC
☒ UIP
☐ ERFA

Address

Street*
Valentinskamp 70

Address Addition
Emporio-Tower, 9. Etage

ZIP*
20355

City*
Hamburg

Country*
Germany

Homepage

GCU Category

☐ RU
☒ Keeper

Save
Cancel

You can change all the settings that were initially entered by the System Administrator when creating the company.

By clicking on the **Edit** button below Billing Address, the details of the billing address can be changed in the following dialog that appears

Edit Billing Address

Department*

Street*

ZIP*

Country*

Firstname*

E-Mail*

Phone*

Address Addition

City*

Lastname*

Fax

Save Cancel

6.3 Change Responsibles

By selecting **Responsibles** from the **Signatory** menu, the various contact addresses of the company can be changed. The number of contacts depends on the type of company.

For a company of type RU, the following contacts can be edited:

Responsible Person or Department					
Contractual Term	Organisation	Phone	E-Mail	Main Contact	Action
Main Contact	DB Cargo Schweiz GmbH				✎
RU Article 7.4, app.16	DB Cargo Schweiz GmbH			✓	✎
Article 13	DB Cargo Schweiz GmbH				✎
Article 14	DB Cargo Schweiz GmbH				✎
RU Article 15, app.15	DB Cargo Schweiz GmbH			✓	✎
RU Invoicing	DB Cargo Schweiz GmbH				✎

For a company of type Keeper, the following contacts can be edited:

Responsible Person or Department					
Contractual Term	Organisation	Phone	E-Mail	Main Contact	Action
Main Contact	GATX Rail Germany GmbH				✎
Keeper Article 7.4, app.16	GATX Rail Germany GmbH			✓	✎
Article 9	GATX Rail Germany GmbH				✎
Keeper Article 15, app.15	GATX Rail Germany GmbH			✓	✎
Article 15 (damage to wagons)					✎
Chapter IV - VI	GATX Rail Germany GmbH				✎
Appendix 7	GATX Rail Germany GmbH				✎
Keeper Invoicing	GATX Rail Germany GmbH				✎



Each of these contacts can be edited by clicking the button.

Edit Responsible Person or Department

Contractual Term Keeper Article 7.4, app.16	Main Contact <input type="checkbox"/>
Organisation*	
Department	
Street*	Address Addition
ZIP Code*	City*
Country*	
First Name	Last Name
E-Mail	
Phone	Fax
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

If your company has only one address, the **Main Contact** can be used for that. For all other contacts simply select the **Same as Main Contact** and the information is taken from the Main Contact

6.4 GCU Signatory Application

As long as the company details and the contacts are not completely filled in correctly, the company remains in the status of **Initial (I)**. This status can be seen at the bottom of the company details:

Status

Wagons 346	Status Initial
Last Signatory Update 13.12.2018 17:21	Last Wagon Update 09.12.2018 00:24
Date Opting In 01.07.2006 00:00	Date Opting Out

As soon as all company details and all necessary contacts are filled out correctly, the status of the company changes to **Activated (A)** and the date of the activation is visible in the **Date Option In** field.

Status

Wagons 23114	Status Activated
Last Signatory Update	Last Wagon Update 13.12.2018 09:58
Date Opting In 01.07.2006 00:00	Date Opting Out

The **Date Opting Out** is filled out, when the System Administrator deactivates the company and the status changes to **Deactivated (D)**

6.5 Change, Add, Delete Users

By clicking on **Users** in **Signatory** menu, the users of the company can be managed. You can add new users or change/delete existing users.

E-Mail	Firstname	Lastname	Role	Created	Status	Action
cadm@gatxde.gcu	Maria	Altmann	Signatory Admin	03.01.2019 11:18:11	Active	✎ ✕
keeper@gatxde.gcu	Petra	Meier	Keeper User	03.01.2019 10:40:26	Active	✎ ✕

Show 1 from 2 of 2 Users

6.5.1 Add new user

By pressing the **New User** button you can add a new user to your company

User Details

E-Mail*

Firstname* Lastname*

Language*


Password* Password (Confirm)*

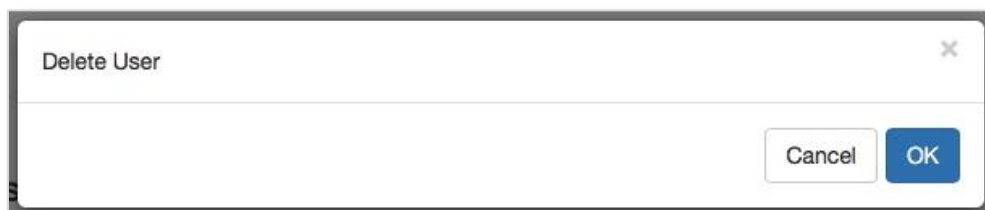
Role Status

Field	Description
Email	Enter the email address of the new user. Please be aware, that the mail address is the unique identifier of the user, with which the user logs in to the broker
Firstname	This information is not mandatory
Lastname	This information is not mandatory
Language	Select the language of the user
Password	Together with the mail address, the user needs the password to log in to the broker
Role	The role defines the functionality of the broker that a user sees when he logs in. The dropdown list shows all the possibilities. If a company is of type RU, only RU and Company Admin can be selected, if a company is of type Keeper, only Keeper and Company Admin can be selected. If a company has both roles RU and keeper you can select RU , Keeper or RU & Keeper besides Company Admin for a new user.
Status	The status of the user indicates if the user is active or disabled. If the user is active he can log in to the broker, if he is disabled login is not possible

By pressing **Save**, the new user is added to the company and the user can login to the system by its mail address and password.


6.5.2 Delete existing user

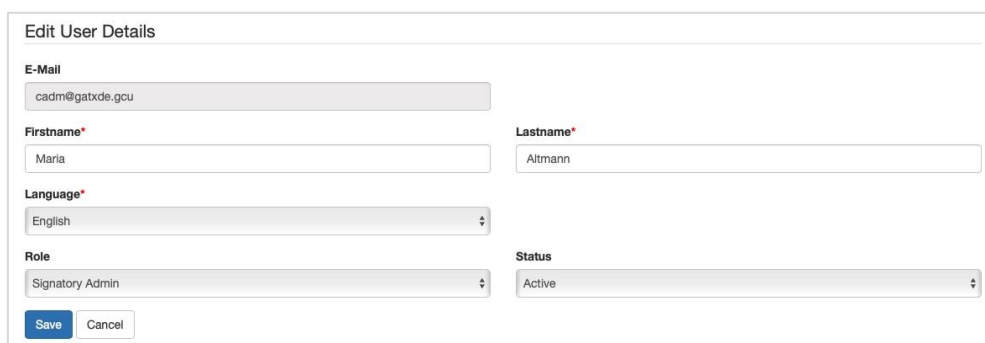
by clicking the  button for a specific user in the list of the users, the broker asks you if you really want to delete the user



By pressing OK, the user will be deleted from the broker and can no longer login to the broker.

6.5.3 Change existing user settings











by clicking on the  button for a specific user in the list of the users, the settings for this user can be changed.



Except for the mail address and the password, all the settings are identical to the case when adding a new user and can be set individually. Especially if you set the status of a user to **disabled**, the user remains in the broker but cannot login anymore.

6.6 Change Communication Paths

by selecting **Communication** from the **Signatory** menu, the various communication paths for the company can be managed.


Type	Output Channel	Output Address	Active	Action
WPM	SOAP			
WDR XML	SOAP			
WDR ATTM	REST			
WDR PDF	SMTP			
RSDS	SOAP			
RU WDR Notify Mail	SMTP			
Keeper WDR Notify Mail	SMTP			
Keeper Notify Mail	SMTP			
WPMerror	SOAP			
WDRerror	SOAP			

The number of entries varies depending on the type of company (RU or Keeper)

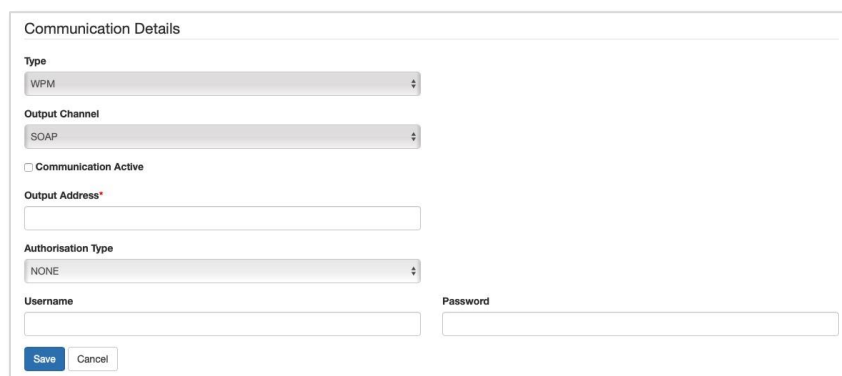
The following communication paths can be managed:

Message Type	Company Type	Communi-cation	Explanation
WPM	Keeper	SOAP	Communication details for reception of WPM messages
WDR XML	Keeper	SOAP	Communication details for reception of electronic WDR messages
WDR ATTM	Keeper	REST	Communication details for reception of WDR attachments
WDR PDF	Keeper	Mail	Communication details for reception of WDR protocol messages as PDF files
RSDS	Keeper	CI	Communication details for reception of RSDS messages
Keeper WDR Notify Mail	Keeper	Mail	Communication details for reception of notifications about new WDR messages
RU WDR Notify Mail	RU	Mail	Communication details for reception of notifications about transmission of WDR messages to GCU Broker
Keeper Notify Mail	Keeper	Mail	Communication details for the reception of notification mails in case the keeping of a wagon of the corresponding company changes
WDRerror	RU	SOAP	Communication details for the reception of transmission errors for asynchronous SOAP communication for WDR ATTM
WPMerror	RU	SOAP	Communication details for the reception of transmission errors for asynchronous SOAP communication for WPM



by clicking on the  button for a specific communication path in the list of communications, the settings for this communication can be changed.

The dialog is identical for all types of communications.



The dialog box titled "Communication Details" contains the following fields and controls:

- Type:** A dropdown menu with "WPM" selected.
- Output Channel:** A dropdown menu with "SOAP" selected.
- Communication Active:** An unchecked checkbox.
- Output Address*:** A text input field.
- Authorisation Type:** A dropdown menu with "NONE" selected.
- Username:** A text input field.
- Password:** A text input field.
- Buttons:** "Save" and "Cancel" buttons at the bottom left.

The **Type** and **Output Channel** of the communication cannot be changed.

If you check the **Communication Active** check box, the communication channel is activated overnight and can be used as of the next day.

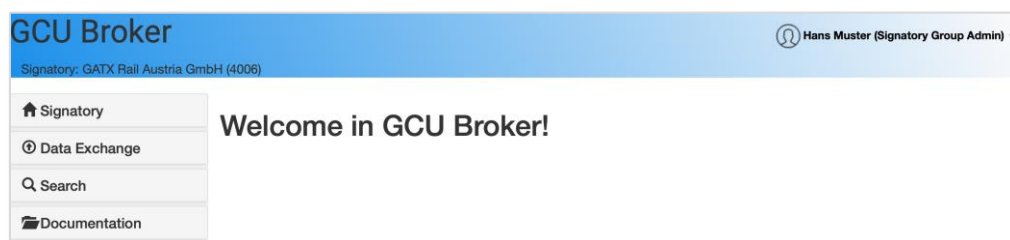
Enter the **Output Address** in the form of an URL or a Mail-Address depending on the type of communication, where the GCU Broker shall send the information to.

Authorisation type set to **None** assumes, that the receiving system does not require authorisation. When setting **Authorisation type** to **Basic**, a **Username** and **Password** can be set, that the receiving system is expecting.

7 Configure GCU Broker as Signatory Group Administrator

7.1 Main Menu

After successful logon to GCU Broker as user of type Signatory Group Administrator the main screen of GCU Broker appears and the menu looks as follows



7.2 List of Companies

When selecting **Group** from the **Signatory** menu, the list of companies of the group becomes visible

Switch Signatory

Group Name: GATX Rail Europe

[Reset to User Company](#)

Organisation Code	Name	VKM	Created	Status	Action
4006	GATX Rail Austria GmbH	GATXA	01.07.2006 00:00:00	Active	🔍 🔗
4139	GATX Rail Germany GmbH	GATXD	01.07.2006 00:00:00	Active	🔍 🔗
4321	GATX Rail Poland Sp. z o.o.	GATXP	01.07.2006 00:00:00	Active	🔍 🔗
4372	Ing. Alica Ovčáriková A.O.s.r.o.	-	01.10.2012 00:00:00	Active	🔍 🔗
4247	GATX Rail France SAS	GATXF	01.07.2016 00:00:00	Active	🔍 🔗

7.3 Change Settings of a Company

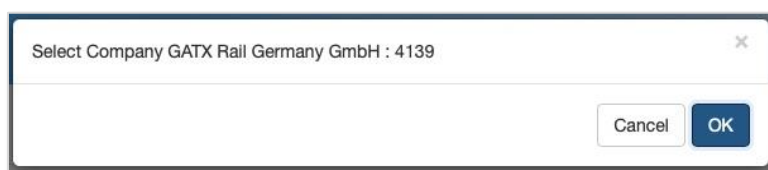
As a Signatory Group Administrator you can change all the settings of all the companies of your group as if you are logged in as Signatory Administrator of this company.

7.3.1 Select a Company

In order to change the settings of one company, you first have to select one of

the companies by pressing the  button.

The broker asks you to confirm the selection



By pressing **OK** the company (in this case GATX Rail Germany GmbH) is selected and all changes you do from now on, will be done for the selected company (e.g. add users, change communication settings, etc.)

In the header of the GCU Broker you can always see, which company you have currently selected



In this case you are logged in as Signatory Group Administrator belonging to company GATX Rail Austria GmbH with company code 4006 and now acting as user of the company GATX Rail Germany GmbH with company code 4139.

By clicking on the ✖ the company is selected to which you belong as logged in user, in this case as user of company GATX Rail Austria GmbH with company code 4006.



7.3.2 Change Settings of the Selected Company

Depending on the type of company (RU, Keeper or both) you see in the main menu all the possibilities as if you are logged in to the company as Signatory Administrator.

Now you can change the settings of the company or add/delete/change users, contacts, communications of this company.

To change all these settings, refer to the chapter [Configure GCU Broker as Signatory Administrator](#)