Fill this on a computer, then upload it at railparts.ai/request. More than 10 lines: use the spreadsheet.

Your request # (optional, for your records)

Requesting railroad

Railroad or company

Reporting mark

Division or subdivision

Department

Requester

Name

Title

Email

Phone

Alternate contact name

Alternate phone

Contractor, if ordering on behalf of the railroad

Contractor company

Contact name

Email

Phone

Billing and accounts payable

Bill-to company

AP contact

AP email

Tax-exempt

Railroad PO number, if known

PO required before ordering

Budget, approval code, AFE, or work order

Attach the tax-exempt certificate if it is not already on file with RailParts.ai.

Ship to and delivery

Site name

Street address or location description

City

State

ZIP

Milepost

Subdivision

Crossing DOT inventory number

GPS (optional)

On-site receiving contact

Receiving phone

Delivery hours or restrictions

Liftgate or forklift on site

Shipping method

Partial shipment OK

Timing

Date needed (YYYY-MM-DD)

Urgency

Reason

Notes for the desk

Attachments included with this request

- [ ] Photos
- [ ] Nameplate photo
- [ ] Drawings
- [ ] Spec sheets
- [ ] Existing quote

Authorization

Requested by (print name)

Signature

Date

Approved by (print name)

Title

Signature

Date

Out of service means the part is safety-critical. Upload the completed form at railparts.ai/request.

Line items — leave unused lines blank

Quantity and a description or part number are required on each line you use. Unit examples: EA, FT, BOX, SET.

	Qty	Unit	Part description	Manufacturer	Condition
1					

Mfr part #	RR stock #	Drawing / spec #	Application / equipment	Equal OK	Certs	Line notes

	Qty	Unit	Part description	Manufacturer	Condition
2					

Mfr part #	RR stock #	Drawing / spec #	Application / equipment	Equal OK	Certs	Line notes

	Qty	Unit	Part description	Manufacturer	Condition
3					

Mfr part #	RR stock #	Drawing / spec #	Application / equipment	Equal OK	Certs	Line notes

	Qty	Unit	Part description	Manufacturer	Condition
4					

Mfr part #	RR stock #	Drawing / spec #	Application / equipment	Equal OK	Certs	Line notes

	Qty	Unit	Part description	Manufacturer	Condition
5					

Mfr part #	RR stock #	Drawing / spec #	Application / equipment	Equal OK	Certs	Line notes

	Qty	Unit	Part description	Manufacturer	Condition
6					

Mfr part #	RR stock #	Drawing / spec #	Application / equipment	Equal OK	Certs	Line notes

	Qty	Unit	Part description	Manufacturer	Condition
7					

Mfr part #	RR stock #	Drawing / spec #	Application / equipment	Equal OK	Certs	Line notes

	Qty	Unit	Part description	Manufacturer	Condition
8					

Mfr part #	RR stock #	Drawing / spec #	Application / equipment	Equal OK	Certs	Line notes

	Qty	Unit	Part description	Manufacturer	Condition
9					

Mfr part #	RR stock #	Drawing / spec #	Application / equipment	Equal OK	Certs	Line notes

	Qty	Unit	Part description	Manufacturer	Condition
10					

Mfr part #	RR stock #	Drawing / spec #	Application / equipment	Equal OK	Certs	Line notes