

USING YOUR ORRBIT PROGRAM

A Tutorial

6.22.2017


WHAT IS ORRbit?

ORRbit is a PPE program developed by Union Pacific Railroad and ORR Safety, designed to provide a wide variety of personal protection equipment for you to order at regular intervals.

Each UPRR employee is eligible to receive a set amount of equipment based on their job type and the season. Rather than requiring payment from you, ORRbit provides “vouchers” for each product type. A voucher is like **a coupon good for one free high visibility belt per year, or six pairs of safety glasses a quarter, etc.**


Cooling Products - Miracool Cooling Neck Wrap: Select up to 2 each every 3 months — CLOSE

Cooling Products - Miracool Cooling Neck Wrap: Select up to 2 each every 3 months

	Part Number	Description
	OMI930BL	Miracool® Cooling Neck Wrap, 4" x 4", Helps Reduce Heat, Reusable
Limit: 2		

Insect Repellent: Select up to 6 packs every 3 months — CLOSE

Insect Repellent: Select up to 6 packs every 3 months

	Part Number	Description	UOM	Size	
	TDR00067085 38066960	Repellent Towelettes, 30% DEET, 12/BX	BX	N/A	<input type="text" value="0"/>
Limit: 6				Selected:	0/6

LOGGING IN

Login

WELCOME TO YOUR COMPANY'S SAFETY ECATALOG.

WELCOME to the UPRR Safety eCatalog Login Screen!
Enter your 7 digit employee number
Your default password is **safety**

If you have trouble logging in, contact our eCatalog Administrator or send your email address with a message to ORR Safety Customer Service at orrcskc@orrcorp.com, or call us at 800-488-3553.

Video Overview
UPRR Program Over...

REGISTERED USER LOGIN

If you do not have a password, contact your company's eCatalog Administrator.

Employee ID*
1009000

Password*
.....

Remember me between visits:

* Required Fields

Open your web browser and go to <http://www.orrsafety.com/customer/Login/UPRRSafetyPrograms>


Log in using your employee ID number and, if it's your first time, a default password of **safety**

After logging in, you'll see a list of UPRR programs you're eligible to use.

Find the ORRbit program and click the orange button to access it.

Change eCatalog Programs - Select One


UPRR ORRBIT CATALOGS

 ORRbit allows employees to easily order safety products online and offers more options than ever before. Once a quarter, you will be able to order your supply of safety products that will be delivered to your home.

If you have any questions, please contact our Customer Service Team from 7am to 7pm Central Time via phone: 800-488-3553 or email: orrcskc@orrcorp.com

UPRR SHOES CATALOGS

ORR Safety's Shoe Program provides the highest quality brands and styles to Union Pacific employees, taking the guess work out for you as every shoe meets Union Pacific requirements.



HOW TO SHOP



You'll be taken to the ORRbit home page. The Eligibility menu on the left side of your screen will have an option called Choose Your Products.

The “Choose Your Products” page has all the products you’re eligible to receive. Click the “Open” or “Expand All” buttons to see pictures and product names.


CHOOSE YOUR PRODUCTS	
	+ Expand All
Radio Holster/Radio Chest Pack: Select 1 of the following every 6 months	+ OPEN
Limit: 1	Selected: 0/1
Headlamp - Select up to 2 each every 12 months	+ OPEN
Limit: 2	Selected: 0/2
Hearing Protection - 1 every Quarter	+ OPEN
Limit: 1	Selected: 1/1
Clorox Disinfectant Wipes: Select up to 3 each every 3 months	+ OPEN
Limit: 4	Selected: 3/4

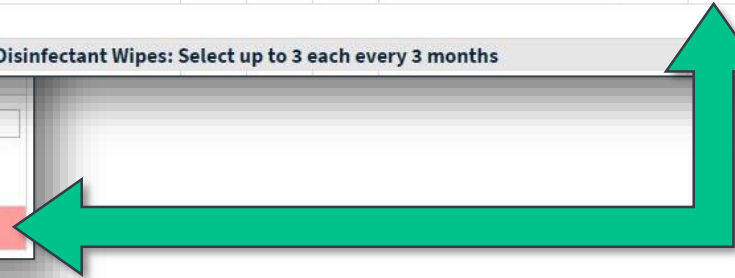
HOW TO SHOP

Each product group has a quantity limit for the quarter. This limit is displayed in the name of the product group as well as the bottom corners.

Going over the limit generates an error and highlights the bottom of the section red.

Hi Vis Belt - Select 1 per year					
Hi Vis Belt - Select 1 per year					
	Part Number	Description	UOM	Size	
	DJE3121BY	Holster Belt, Adjustable, Black with Hi Vis Yellow, TO ORDER THE RADIO HOLSTER, PLEASE REFERENCE PART NUMBER DJEKN210BK	EA	N/A	<input type="text" value="20"/>
Limit: 1			Selected: 20/1		

CHOOSE YOUR PRODUCTS					
					+ Expand All
Radio Holster/Radio Chest Pack: Select 1 of the following every 6 months + OPEN					
Limit: 1			Selected: 0/1		
Headlamp - Select up to 2 each every 12 months - CLOSE					
Headlamp - Select up to 2 each every 12 months					
	Part Number	Description	UOM	Size	
	RHDKEFC115 38362600	Focus Control Headlamp with 140 Lumens of Output, Motion Sensor Technology, Tilt Adjustment, High - Low - and Reading Modes	EA	N/A	<input type="text" value="0"/>
Limit: 2			Selected: 0/2		
Hearing Protection - 1 every Quarter + OPEN					
Limit: 1			Selected: 1/1		
Clorox Disinfectant Wipes: Select up to 3 each every 3 months + OPEN					



In order for your order to process, all product groups must be within the limit. Exceeding the limit on even one item will invalidate your voucher and delay your order.

HOW TO SHOP

Hi Vis Belt - Select 1 per year					+ OPEN
Limit: 1				Selected: 1/1	
Batteries - C: Select up to 2 cases every 3 months					- CLOSE
Batteries - C: Select up to 2 cases every 3 months					
	Part Number	Description	UOM	Size	
	RAYALC6JCS 02005600	Rayovac UltraPro C Alkaline Battery, 72 Each/Case	CA	C	<input type="text" value="2"/>
Limit: 2				Selected: 2/2	

[Add to Cart](#) +

Work your way down the list, filling in quantities. When you're done, click Add To Cart.

This will automatically fill your Shopping Cart with those items in those quantities.

You'll be taken to a cart review page. Make sure your quantities are within the limits and click Proceed to Checkout.

	TDR00067085 38066960	Ben's Tick and Insect Repellent Wipes Repellent Towelettes, 30% DEET, 12/BX - LIMIT 6 EVERY 3 MONTHS	<input type="text" value="6"/>	\$23.94	⊗
Item Note <input type="text" value="50"/>					
Continue Shopping Email this Cart to me Save as Template View Order Templates		Update Shopping Cart			
Order Note <input type="text" value="80"/>		Applicable taxes and shipping charges will be calculated during checkout.		Subtotal \$327.19 Grand Total \$327.19	
				Proceed to Checkout	

CHECKING OUT

Checkout — Shipping Information

Shipping to a PO Box? Do not proceed! Call Customer Service at 800.669.1677
UPS will not ship to Post Office Boxes.

First Name*	Last Name*
Becky	Welch
Company	Email Address for Pkg Tracking Info*
Orr Safety	bwelch@orrcorp.com
Address*	
11601 Interchange Drive	

During checkout, provide your shipping address first.

Since your login uses your employee ID, provide a valid personal email address where you'd like to receive your order tracking information.

Select Freight Collect as your shipping method (unless you want to come by our Kansas City Office and say hi!)

Checkout — Shipping Method

Please select one of the following shipping methods:

- Freight Collect
- Will Call To pickup in Kansas City Warehouse (\$0.00)


CHECKING OUT

Checkout — Payment Method

✔ Vouchers have been applied to your order.

TOTALS AND ADJUSTMENTS

Subtotal	\$327.19	Enter Coupon <input type="text"/>
Shipping	\$0.00	
Freight Tax	\$0.00	
*Estimated Sales Tax	\$0.00	
<i>*Actual Sales Tax is calculated at the time of shipment.</i>		
Grand Total	\$327.19	
Paid by Voucher:	-\$327.19	
Balance Due:	\$0.00	



If you selected all items within your quantity limits, you should see a zero balance due on the Payment page. **If the balance due is not zero, go back to Choose Your Products and adjust whichever quantity is highlighted in red.**

CHECKING OUT

Subtotal	\$327.19
Shipping	\$0.00
Freight Tax	\$0.00
*Estimated Sales Tax	\$0.00
<i>*Actual Sales Tax is calculated at the time of shipment.</i>	
Grand Total	\$327.19
Paid by Voucher:	-\$327.19
Balance:	\$0.00

[Submit Order](#)

Finally, review your order and click **Submit** to place it. Again, make sure your balance due is **\$0.00**. Failure to do so will invalidate your order.

You will be taken to a receipt page with your order number on it. Save this number in case you have questions about this order later.

[eCatalog Order eReceipt - www.orrsecurity.com](http://www.orrsecurity.com)

Thank you for your order!

Your order number is E145619. Please print or save this page for your records. You will also receive a receipt via email.

Purchasing Information:

Bill To:

Ship To:

MORE INFORMATION

ELIGIBILITY

- Choose Your Products
- View Eligibility**
- Orders & Returns

To see what product groups you have access to, click View Eligibility on the home page.

Batteries - C: Select up to 2 cases every 3 months

Description
Batteries - C: Select up to 2 cases every 3 months

Details

Status	✔ Available
Remaining Quantity	2
Valid as of	5/1/2017
Valid through	7/31/2017

Eye Protection Accessories - Lens Cleaner: Select up to 1 box every 3 months

Description
Eye Protection Accessories - Lens Cleaner: Select up to 1 box every 3 months

Details

- ✘ Voucher is not available for use.
- ✘ Voucher is not available until 8/1/2017.
- ✘ Next Available: 11/1/2017

Vouchers that are available for you to use are highlighted in green. Vouchers that have been used up will be highlighted in red.

MORE INFORMATION

FREQUENTLY ASKED QUESTIONS

(Click for answer)

How do I order my PPE?

What happens if I run out of something?

I'm having trouble finding info online.

Further down on the home page is a list of Frequently Asked Questions. Click on them to reveal the answers.

You can also contact ORR Safety directly with questions or comments.

NEED HELP?

Call us!

ORR Safety Customer Service phone 800-488-3553
Representatives are available Monday - Friday 8am-5pm from anywhere in the lower 48 states.

For AFTER HOURS assistance, leave a message and we'll call you.

eMail: orrskc@orrcorp.com

HELP US IMPROVE

HELP US IMPROVE!

You're part of a brand new pilot program. Take this 2 minute survey and help us make it work for you.

[Click Here to Take the Short Survey](#)



1. Rate the ORRbit program

Ease of Use

Availability of Products

Effective communication

Other (please specify)

5. Other comments? (be honest; we can take it!)

This is the greatest piece of software I have ever used in my life.

You're part of a select group of UPRR employees chosen to help guide the development of the ORRbit platform.

Please take the short survey located on the home page and tell us what works for you, and more importantly, what doesn't.

THANK YOU FOR LETTING US PARTNER WITH YOU



800.488.3553 | orrsafety.com | orrcskc@orrcorp.com