

CREATE CARRIER INVOICE USER GUIDE

Click or copy the following link to head to the Ryder Online Web page.

<https://ryderonline.ryder.com/ryderonline/rydertrac/splash>

“Please do not request access until you have attended an onboarding training session”

The screenshot shows a web browser window with the URL https://ryderonline.ryder.com/ryderonline/rydertrac/splash?_ga=1.8038513.2107388040.14640141. The page header includes a navigation bar with 'Help', 'Contact Us', and a '+ TOOLBOX' button. The main content area is titled 'Customer Login' and contains the following elements:

- Input field for 'Login Name'
- Input field for 'Password'
- 'LOGIN' button
- 'Forgot Your Password?' link
- 'First Time User? Enroll Now' link
- 'Track It!' section with an input field for 'Enter a Valid Company Code' and a 'TRACK IT!' button

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Type in the assigned Login Name and Password (logins are case sensitive), provided by Ryder.

Press the Login button.

If this is the first time the user is logging into Ryder Online, the user will be asked to answer 3 security questions. Please remember to write down the answers.

If you do not have a login select the First Time User? Enroll Now button. You will be taken to the follow profile screen to fill out. Please use the below screen shot as an example:



Create Account
Fields marked by * are required fields

User ID*

Choose your relationship with Ryder:
 Client Of Ryder
 Carrier For Ryder
 Vendor or Customer of a Ryder Client
 Ryder Employee

Industry SCAC Code*

First Name*
Middle Name
Last Name*
User's Employer*

Ryder Customer Name*
Address*
City*
State/Province*
Country*
Postal Code*
Locale*
e-mail*
Telephone*
Fax

Comments

Below is a list of applications to which you can request access.

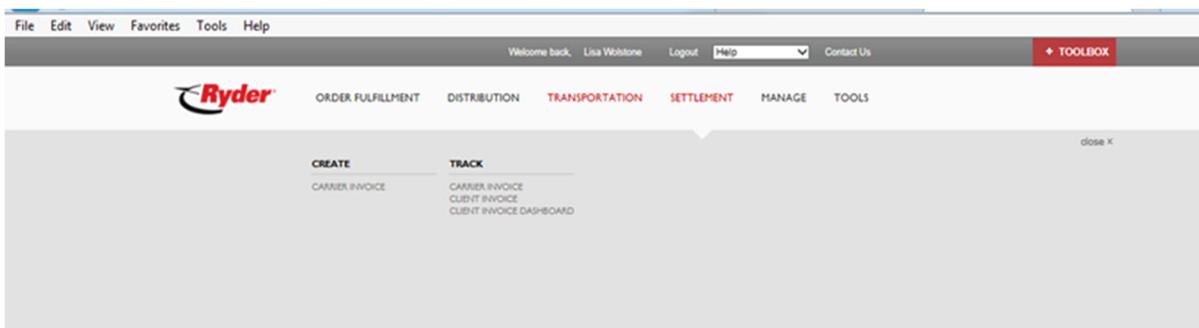
- RyderTrac
- Carrier Portal
- RyderShip
- RyderEntry
- RyderFlow
- RTS
- Dock Scheduler
- RateQuote
- Carrier Invoice

New Account Instructions
To apply for access to the suite of online tools available on Ryder.com, simply fill out the form on the left of the screen.
Be sure to include your full name and at least one way to contact you.
When you have finished, click the 'Save' button below the form. An email will then be sent to the webmaster and your application will be processed. You will then be contacted with your login name and password information.

The User ID and Password will be created within 48 hours and sent back to applicant. Once in receipt of the User ID and Password, please contact the fbapedi@ryder.com to advise in receipt of ID. A representative from Ryder will be in contact to setup training.

Once u have successfully logged in:

From the navigation bar, select Settlement and the following screen will appear.



To create a new carrier invoice click "Carrier Invoice" from the Create menu. This will open up a new carrier Invoice page:

Begin filling out your invoice information starting or verifying with the Customer and Carrier boxes.

Customer: The Ryder customer the invoice is being created for. Select the drop down arrow to switch between customers.

Carrier: Your Company name.

Hint: Users can use the TAB button on your keyboard to go from box to box or use the mouse. Any field with a red "R" is required.

CREATE CARRIER INVOICE INFO:

Transaction Type: Select Air (110), Ground (210), Ocean (310), or Rail (410)

Invoice Number: Your unique invoice number or pro number value, generated on your end. Dashes, spaces or special characters are not allowed.

Tracking Number: Unique number given to packages when they are shipped. Most often used with parcel shipments.

Carrier Account Number: Number assigned or issued by the carrier identifying and/or summarizing account information for payment by shipper.

Ryder Load#/Shipper#: A unique number assigned to a shipper for billing purposes.

Supplemental Indicator: Indicator specifying additional monies are being sought post original billing. Slid the indicator to the right if submitting a supplemental bill (balance due).

Service Type: Type of transportation (mode) used or service guarantee for shipment.

Freight Terms: Payment terms of the shipment found on support documentation such as BOL or Ryder Load Tender.

IncoTerms: Term or rules applied to communicate who is responsible for cost/risk of shipment. Used in international shipping. Specify when submitting an Ocean (310) invoice.

Equipment Type: Type of equipment used when hauling shipment.

Equipment Initial: Prefix or alphabetic part of an equipment unit's identifying number

Equipment Number: Sequencing or serial part of an equipment unit's identifying number.

Equipment Name: Vessel/ship name/Truck ID the goods/product is transporting on.

Route/Voyage Number: Voyage or Truck route number for the shipment.

Ship Date: Date the shipment you are invoicing for occurred on.

Carrier Invoice Date: Date that you are entering the invoice into the web entry system.

Delivery Date: Date the shipment was delivered to the destination.

Receipt Date: Carrier – use the same as carrier invoice date. Ryder – use as the receipt the invoice was received by mail to Ryder.

Weight UOM: UOM (Unit of Measure) Unit of weight for the shipment. (Pounds, Kilograms, etc)

Volume UOM: UOM (Unit of Measure) Unit of volume for the shipment. (Cubic Feet, Cubic Meters, etc) – **PLEASE USE A DEFAULT**

Dimension UOM: UOM (Unit of Measure) Unit of dimension for the shipment. (Feet, Inches, etc) - **PLEASE USE A DEFAULT**

Currency: Funds type the invoice is to be paid and billed in.

NOTE: Service/Equipment Options and Equipment References are not commonly used. If required, your Ryder representative will provide instructions.

Service Options None Selected ▼		Equipment Options None Selected ▼	
Equipment Initial <input type="text"/>	Equipment Number <input type="text"/>	Equipment Name <input type="text"/>	Route / Voyage Number <input type="text"/>

REFERENCE FIELD INFO:

After selecting the currency type and hitting the tab key or using the mouse, the required reference field information boxes for the Ryder client you are billing for will be provided in the drop down. A value must be provided for each Reference Code/Description selected. To add additional Reference Code/Description, click on the "plus" sign next to the Reference Value. To "hide" the Reference section, click on the double arrow sign in the right hand corner.

Reference Code/Description	Reference Value
Select	

A few examples are as follows:

Purchase Order/SA/PO Number (PO)

Ryder Load Number (LO)

Bill of Lading Number (BM)

General Ledger Account Code (TH)

Customer Reference Number (CR) = RYDER LOAD TENDER NUMBER

Carrier Reference Number (CN)

IMPORTANT: These required values are different for each client that Ryder pays invoices for. Therefore it is recommended to speak with your Ryder Client representative to find out what values should be entered into these fields.

ORIGIN/DESTINATION (STOP) ADDRESS INFORMATION:

NOTE: ALL ADDRESS INFO MUST BE FILLED OUT FOR ORIGIN/SHIPPER AND DESTINATION/CONSIGNEE. IF ADDRESS INFO IS NOT AVAILABLE PLEASE USE CLOSEST CITY/STATE/ZIP CODE.

Origin/Destination:

Location ID: Ryder system or vendor ID generated once an invoice has been submitted for the first time. Can be left blank and will populate with the system ID when location name is used in future invoicing.

Location Name: This is the address where you picked your load up from

Latitude: The parallel coordinates of origin or destination point when no physical address is present. Most commonly used when delivering drilling equipment or pickup from well sites.

Longitude: The perpendicular coordinates of origin or destination point when no physical address is present. Most commonly used when delivering drilling equipment or pickup from well sites.

Address: Street number and name

Address 2: Additional information for the delivery such as a dock door number or suite number.

Country: Country for shipment at origin and destination.

City: City for shipment at origin and destination.

State: State code for shipment at origin and destination.

Zip: Zip Code for shipment at origin and destination.

Unit UOM: Used only for an in-transit stop. Type of unit being picked up or dropped off (pallet, drum, barrel, etc.)

Quantity: Number of units being picked up or dropped off

Weight: Weight of shipment at pickup or stop.

Volume: Volume of shipment at pickup or stop.

STOPS
✕

ORIGIN

Location Id	Location Name ^R	Latitude	Longitude
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address ^R		Address2	
<input type="text"/>		<input type="text"/>	
Country ^R	City ^R	State ^R	Zip ^R
<input type="text" value="USA"/>	<input type="text"/>	<input type="text" value="Select"/>	<input type="text"/>
Unit UOM	Quantity	Weight	Volume
<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Reference Code/Description		Reference Value	
<input type="text" value="Select"/>		<input type="text"/>	

DESTINATION

Location Id	Location Name ^R	Latitude	Longitude
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address ^R		Address2	
<input type="text"/>		<input type="text"/>	
Country ^R	City ^R	State ^R	Zip ^R
<input type="text" value="USA"/>	<input type="text"/>	<input type="text" value="Select"/>	<input type="text"/>
Unit UOM	Quantity	Weight	Volume
<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Reference Code/Description		Reference Value	
<input type="text" value="Select"/>		<input type="text"/>	

MULTISTOP: if you have more than one stop along your trip, you will place additional address info in by clicking the Stop button located next to the Volume box. Clicking the stop button will open up a new section called stops.

STOP

Location Id	Location Name ^R	Latitude	Longitude
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address ^R		Address2	
<input type="text"/>		<input type="text"/>	
Country ^R	City ^R	State ^R	Zip ^R
<input type="text" value="USA"/>	<input type="text"/>	<input type="text" value="Select"/>	<input type="text"/>
Unit UOM	Quantity	Weight	Volume
<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Reference Code/Description		Reference Value	
<input type="text" value="Select"/>		<input type="text"/>	

PORTS/TERMINALS

This section is where you will list the port/terminal (airport) information when selecting transaction type of Air (110), or Ocean (310).

The screenshot shows a form titled "PORTS / TERMINALS". It has the following fields:

- Use Code:** A dropdown menu with "Select" as the current value.
- Location Id:** A text input field.
- Location Name:** A text input field.
- Country:** A text input field with a search icon to its right.
- City:** A text input field.
- State:** A text input field.
- Zip:** A text input field with a search icon to its right.

Location ID: ID will auto-populate when Location Name is selected. The ID is the standard identifier for the port or terminal worldwide.

Location Name: The port or terminal name where goods are departing from or arriving to. (Examples: Houston, Newark, Buenos Aires)

Country: Will auto-populate when Location Name is selected.

City: Will auto-populate when Location Name is selected.

State: Will auto-populate when Location Name is selected.

Zip: Will auto-populate when Location Name is selected.

CONTAINER

This section is where you will add charges when transaction type Ocean (310) is selected from above.

The screenshot shows a form titled "CONTAINERS". It has the following fields:

- Equipment Initial:** A text input field.
- Container Number:** A text input field.
- Container Type:** A dropdown menu with "Select" as the current value and a search icon to its right.
- Quantity Code:** A dropdown menu with "Select" as the current value.
- Quantity:** A text input field.
- Weight:** A text input field.
- Volume:** A text input field.
- Charge Code:** A dropdown menu with "Select" as the current value.
- Rate Qualifier:** A dropdown menu with "Select" as the current value.
- Number of containers:** A text input field.
- Rate:** A text input field.
- Charged Amount:** A text input field.
- GL Account Code:** A text input field with a search icon to its right.
- Reference Code/Description:** A dropdown menu with "Select" as the current value.
- Reference Value:** A text input field with a search icon to its right.

Equipment Initial: Prefix or alphabetic part of an equipment unit's identifying number

Container Number: Sequencing or serial part of an equipment unit's identifying number.

Container Type: Code indicating the type of container requested or used.

Quantity Code: Type of unit (pallet, drum, barrel, etc.).

Quantity: Number of units.

Weight: Weight of shipment.

Volume: Volume of shipment.

Charge Code: Billing name/code for the service. Example: (Ocean Freight, Fuel, Handling Fee).

Rate Qualifier: Code used to qualify how to interpret rate value. Example: Hourly, Flat, Cost Per Mile

Number of Containers: Number of shipping containers.

Rate: Rate per billable unit or Flat Charge Rate. (Ex. Charging \$1.25 per mile)

Charged Amount: For each charge line item: freight or special allowance charge, the total amount.

GL Account Code: Grayed out. Cannot enter a value

Reference Code/Description: Code used to qualify the Reference. Ryder representative will advise if Reference Code/Description should be used for billing.

Reference Value: Value (alpha and/or numeric) for the reference. Ryder representative will advise if Reference Code/Description should be used for billing.

CHARGEABLE ITEMS

This section is where you will list your Line Haul Charges and any Accessorial Charges.

NOTE: ALL CHARGE CODES INCLUDING FREIGHT/LINEHAUL MUST BE FILLED OUT.

CHARGEABLE ITEMS						
Type	Commodity Code	Freight Class Code	Dimension Weight			
Select		Select	<input type="text"/>			
Billable Units	Weight	Volume	Description			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
Charge Code	Rate Qualifier	Quantity	Rate	Charged Amount	GL Account Code	
Select	Select	<input type="text"/>				
Reference Code/Description	Reference Value					
Select	<input type="text"/>		<input type="text"/>			

Type: Type of unit (pallet, drum, barrel, etc.).

Commodity Code: Classification numbers for goods assigned by the Harmonized Commodity Description and Coding System.

Freight Class Code: Code indicating generalized classification that applies to one or more items in the shipment, i.e., class 70, 77.5, etc.

Dimension Weight: Or sometimes known as volumetric weight. Uses an estimated weight that is calculated from the length, width and height of a package. Mostly used with air (110) transactions.

Billable Units: Number of units in the shipment.

Weight: Actual weight of shipment.

Description: Description of what was hauled/charge name.

Charge Code: Billing name/code for the service. Example: (Freight, Fuel, Handling Fee, etc).

Rate Qualifier: Code used to qualify how to interpret rate value. Example: Hourly, Flat, Cost Per Mile

Quantity: Quantity of items in the haul.

Rate: Rate per billable unit or Flat Charge Rate. (Ex. Charging \$1.25 per mile)

Charged Amount: For each charge line item: freight or special allowance charge, the total amount.

GL Account Code: Grayed out. Cannot enter a value

Reference Code/Description: Code used to qualify the Reference. Ryder representative will advise if Reference Code/Description should be used for billing.

Reference Value: Value (alpha and/or numeric) for the reference. Ryder representative will advise if Reference Code/Description should be used for billing.

PACKAGE

The package information should be filled out (if available) when transaction type Air (110) is selected. If more than one package, click the "plus" sign and an additional line will become available.

PACKAGE INFORMATION							
Package Type	Quantity(#of pieces)	Weight	Volume	Length	Width	Height	
Select ▼	<input type="text"/>	<input type="button" value="⊕"/>					

Package Type: Type of unit (pallet, drum, barrel, etc.).

Quantity: Quantity or number of packages

Weight: Actual weight of package.

Volume: Or known as the dimensional weight of the package.

Length: Length of package.

Width: Width of package.

Height: Height of package.

SUMMARY

Once you have entered all of your bills information it is time to review the charges for Freight Amount entered (Charge Codes: FT, OF, AF) and Accessorial Amount (all other charge codes). The Charged Amount should equal Freight Amount plus Accessorial Amount. Weight and Volume should be verified from the Chargeable Items section. Weight UOM is populated from the Create Carrier Invoice section at the top.

The screenshot shows a 'SUMMARY' window with a title bar and a close button. The window contains seven input fields arranged in two rows. The first row has 'Freight Amount', 'Accessorial Amount', and 'Charged Amount'. The second row has 'Weight', 'Weight Uom', 'Volume', and 'Volume Uom'. Below the input fields are three buttons: 'Cancel', 'Reset', and 'Continue'.

If the Summary matches your invoice, click the Continue Invoice button to submit the invoice.

If any information is missing it will let you know, otherwise it will open a new page called Carrier Invoice Detail.

Please review your submission one last time. If there is an error, select the BACK button and make your corrections on the Create Invoice page and again click Continue button. Review and correct as necessary. Once the freight bill is accurate, click the Create Invoice button.

The screenshot shows the bottom portion of the 'SUMMARY' window, which is partially obscured by a greyed-out area. At the bottom, there are two buttons: 'Back' and 'Create Invoice'.

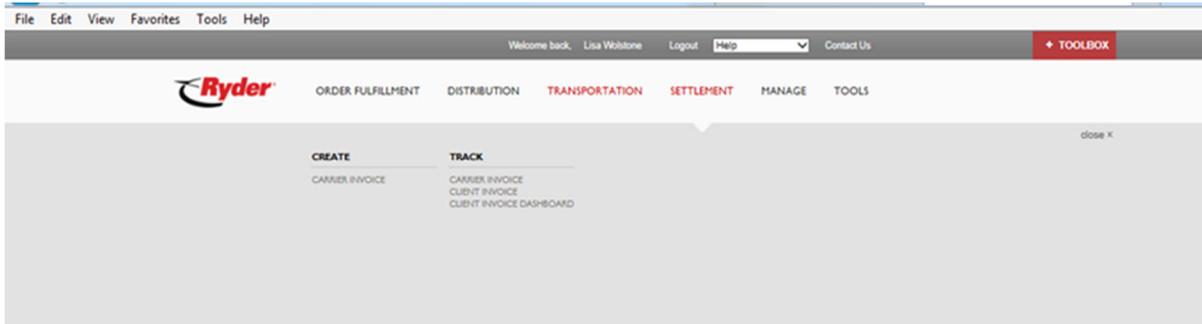
Your invoices submit immediately to Ryder as soon as the Create Invoice button from the Carrier Invoice Detail page is selected.

A “blank” or “new” create invoice screen appears. Begin creating your next invoice or simply log out of the application if complete.

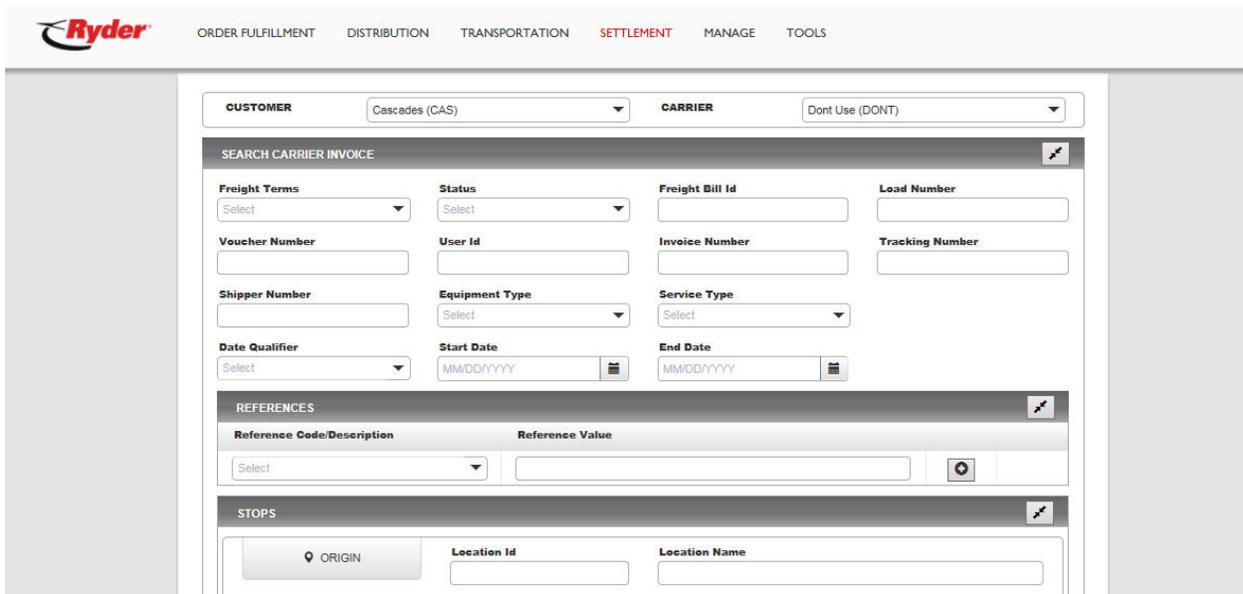
Supplemental or Balance Due Freight Bills

Submitting a supplemental or balance due freight bill for charges not submitted on the original freight bill.

From the navigation bar, select Settlement and the following screen will appear.



To create a supplemental or balance due, click “Carrier Invoice” from the TRACK menu. This will open up a carrier search screen:



Select the Ryder “Customer” and “Carrier” from the dropdown boxes. In the “Invoice Number” box, type in the invoice number and press the SEARCH button below.

CUSTOMER Cascades (CAS) **CARRIER** CASCADES TRANSPORT (CTNP)

SEARCH CARRIER INVOICE

Freight Terms Select **Status** Select **Freight Bill Id** **Load Number** 124234808

Voucher Number **User Id** **Invoice Number** **Tracking Number**

Shipper Number **Equipment Type** Select **Service Type** Select

Date Qualifier Select **Start Date** MM/DD/YYYY **End Date** MM/DD/YYYY

REFERENCES

Reference Code/Description Select **Reference Value**

STOPS

Cancel Search

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The search screen will produce results similar to the below.

Select the CLONE button for the Invoice Number the supplemental or balance due is being created for. The status of the freight bill should be in OPEN in order to use the CLONE function.

ORDER FULFILLMENT DISTRIBUTION TRANSPORTATION **SETTLEMENT** MANAGE TOOLS

CUSTOMER Cascades (CAS) **CARRIER** Dont Use (DONT)

SEARCH CARRIER INVOICE

RESULTS

Total Results : 5 Sorted By : Freight Bill Id Page Size : 5 Export

Freight Bill Id	171	Originating on	12/31/1999 00:00	from	/ BOUL MARIE-VICTORIN, KINGSEY FALLS, QC, J0A1B0, CAN
Create Date	05/02/2016	Delivering on		to	600 RUE JANELLE, DRUMMONDVILLE, QC, J2C5Z3, CAN
References	1	Invoice Number	12423480	Supplemental Flag	N Status OPEN
Charged Amount	222.8	Tracking Number		Equipment Type	2XDV Weight 0 Pounds
Load Number		Voucher Number		Service Type	Volume 0 FT
Shipper Number	12423480	Carrier	Dont Use (DONT)	Customer	Cascades
<input type="button" value="Clone"/>					
Freight Bill Id	175	Originating on	05/02/2016 23:59 ET	from	379 US HWY 1, BRIDGEWATER, ME, 04736, USA
Create Date	05/05/2016	Delivering on	05/04/2016 08:00 ET	to	180 BOUL DE L'INDUSTRIE, CANDIAC, QC, J5R1J3, CAN
References	1	Invoice Number	12432405	Supplemental Flag	N Status OPEN
Charged Amount	99999	Tracking Number		Equipment Type	LTL Weight 4500 Pounds
Load Number		Voucher Number		Service Type	Volume 29.9 FT
Shipper Number	12432405	Carrier	Dont Use (DONT)	Customer	Cascades
<input type="button" value="Clone"/>					
Freight Bill Id	176	Originating on		from	520 RUE COMMERCIALE N, TEMISCOUATA-SUR-LE-LAC, QC, G0L1E0, CAN

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After selecting the specific invoice number to CLONE an "editable" freight bill will appear on screen with information pre-populated except for the References and Chargeable Items. Enter the "charge code, rate qualifier, quantity, and rate" for each additional charge. Preview the summary to ensure correct and submit the freight bill for processing.