



L.E.A.P.S

Electronic Freight
Billing System
Installation Guide

FAQ:

What is LEAPS?

LEAPS (Logistics Electronic Automated Processing System) is a freight invoicing program that sits locally on a user's PC and allows users to submit invoices bills to Ryder. The program creates an EDI 210 file from the user's data and allows the bills to be automatically entered into Ryder's system without the need of paper documentation.

Why use LEAPS?

LEAPS allows a user to submit their invoices directly to Ryder for processing. This saves the user time as the handling and transportation of paper documentation is eliminated, as well as expedites the payment time for freight invoices.

Who can use LEAPS?

Any user who has a PC (Apple products are not compatible), an internet connection and freight bills that need to be submitted for a Ryder TM Client.

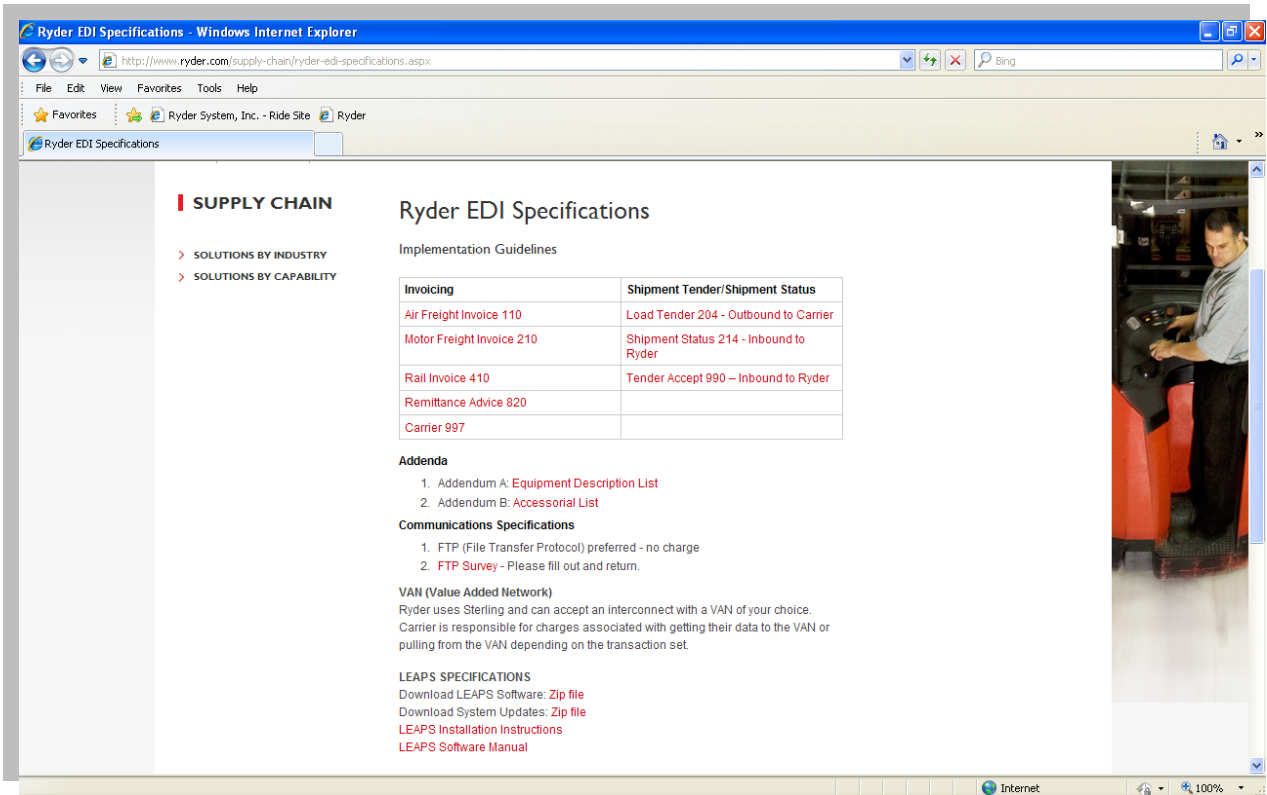
How much does LEAPS Cost?

Absolutely Nothing! LEAPS is completely free to install and use. This makes it the perfect solution for a user who does not have EDI Capability but would still like to submit their invoices electronically.

LEAPS INSTALLATION INSTRUCTIONS

1. Open up your Internet Browser and go to the following website:

<http://www.ryder.com/supply-chain/ryder-edi-specifications.aspx>



2. Download the LEAPS installation files by clicking the **zip file** link next to “Download LEAPS Software”

VAN (Value Added Network)

Ryder uses Sterling and can accept an interconnect with a VAN of your choice. Carrier is responsible for charges associated with getting their data to the VAN or pulling from the VAN depending on the transaction set.

LEAPS SPECIFICATIONS

Download LEAPS Software: [Zip file](#)

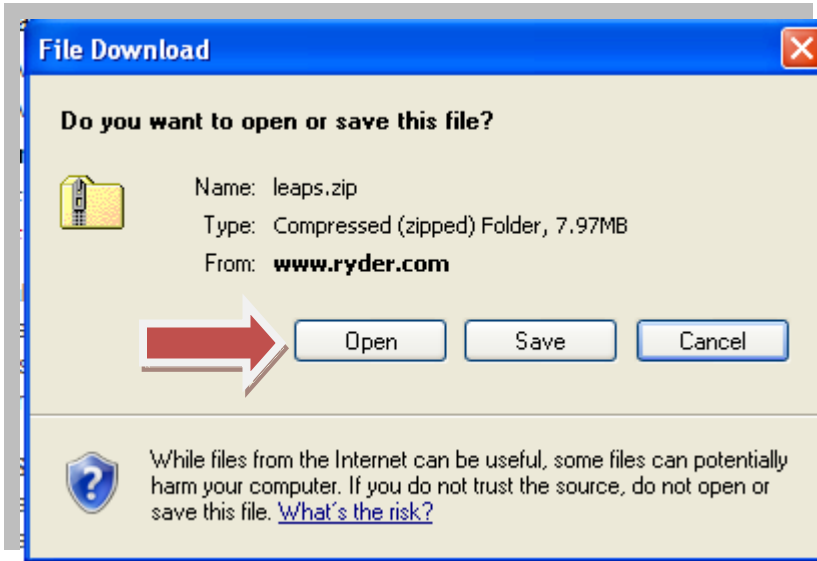
Download System Updates: [Zip file](#)

[LEAPS Installation Instructions](#)

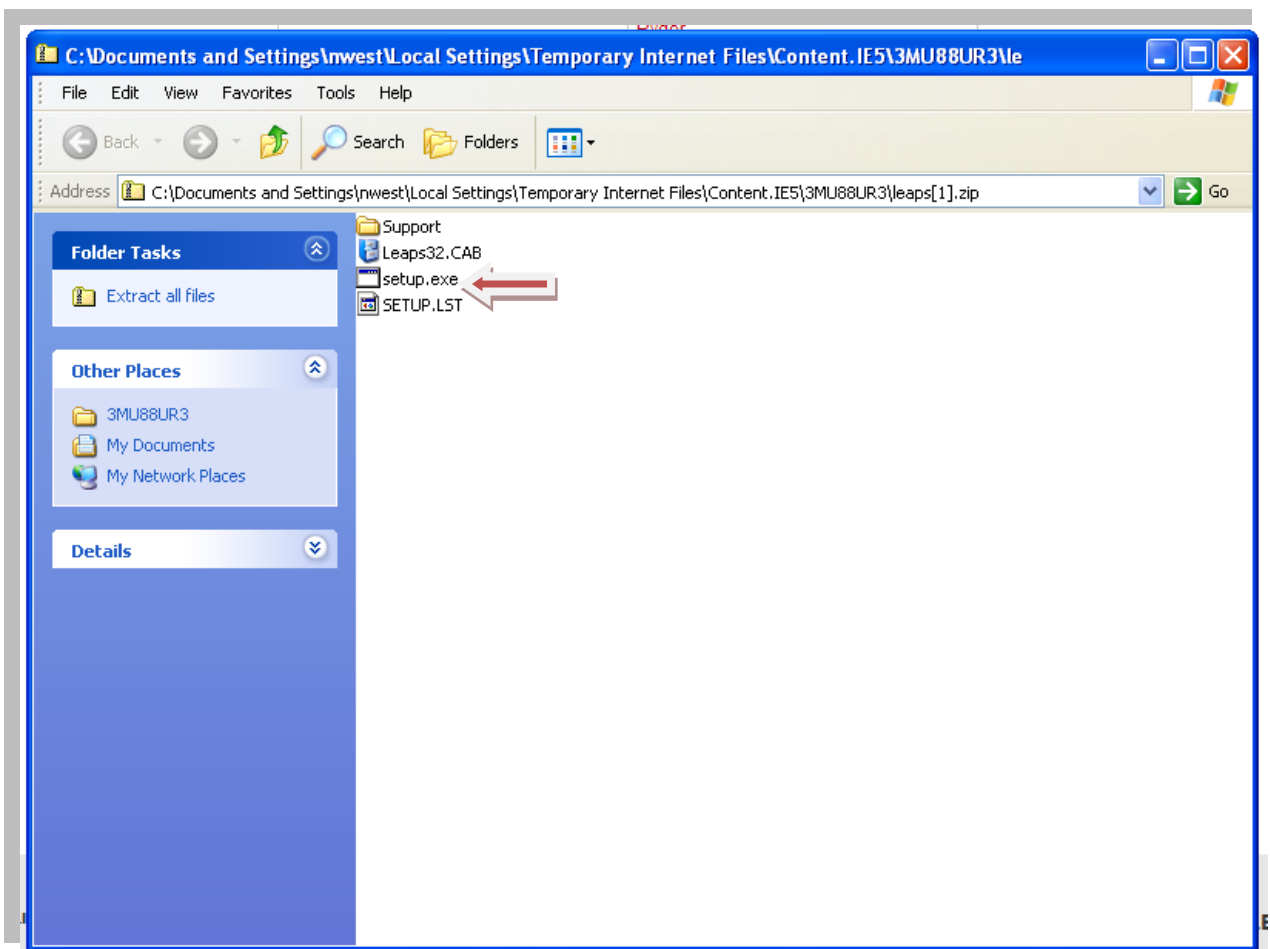
[LEAPS Software Manual](#)



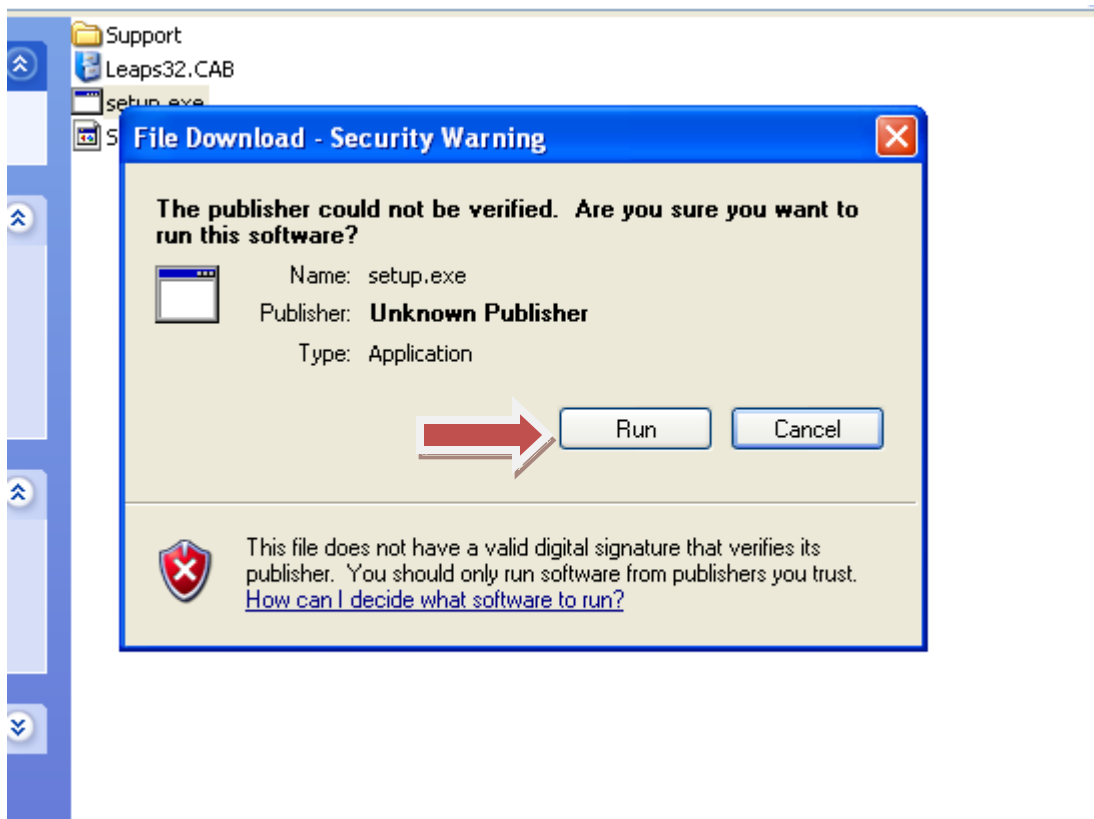
3. You will be presented with a file download dialog. Select “Open”



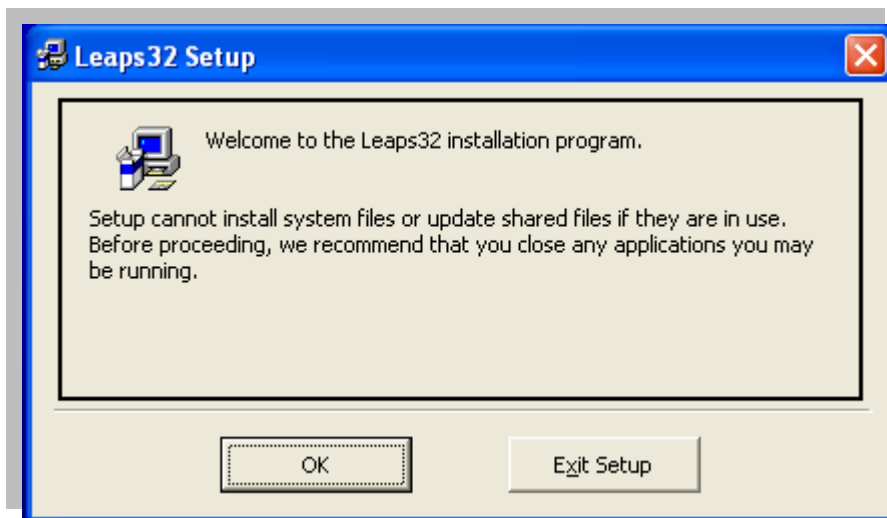
4. Once the download completes you will be presented with a folder with four items in it. Double click the “setup” (not SETUP.LST)



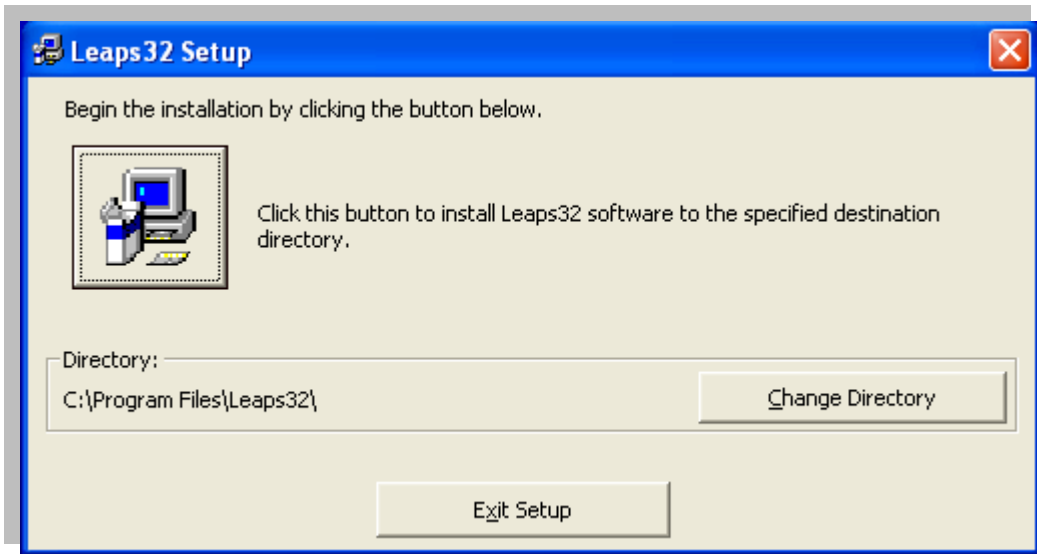
5. You may receive a dialog box stating “the publisher could not be verified” if this occurs, Allow or Run the program.



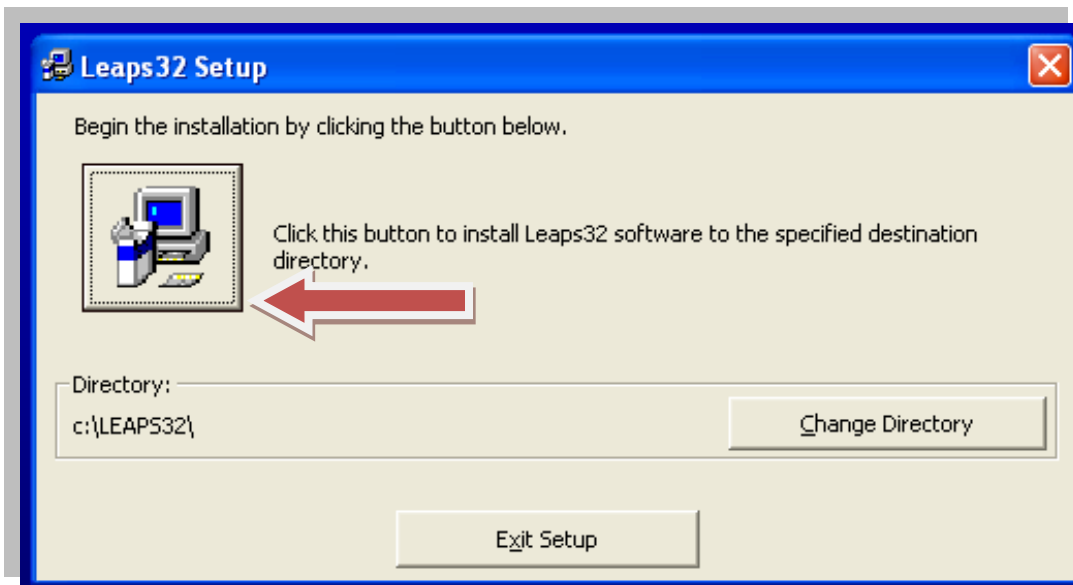
6. The LEAPS program will unpack and you will be greeted with the following box. Click OK.



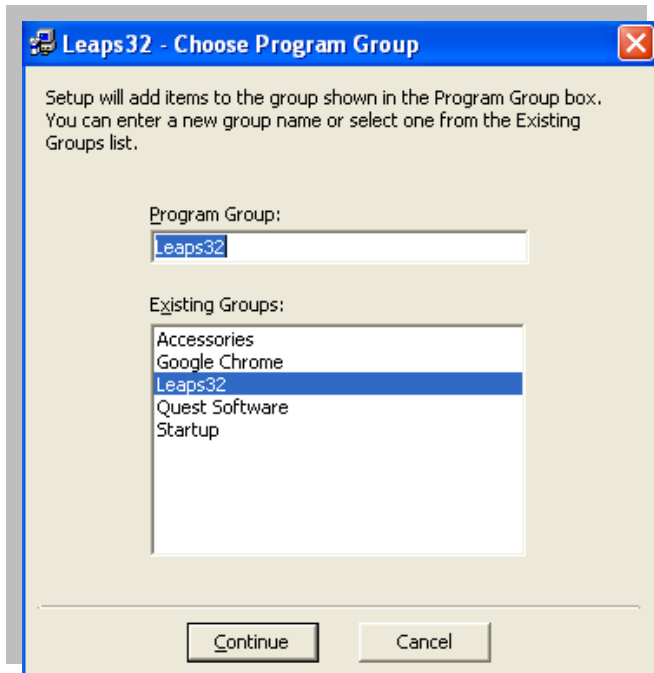
7. The next screen you will see the option to click to install or Change Directory



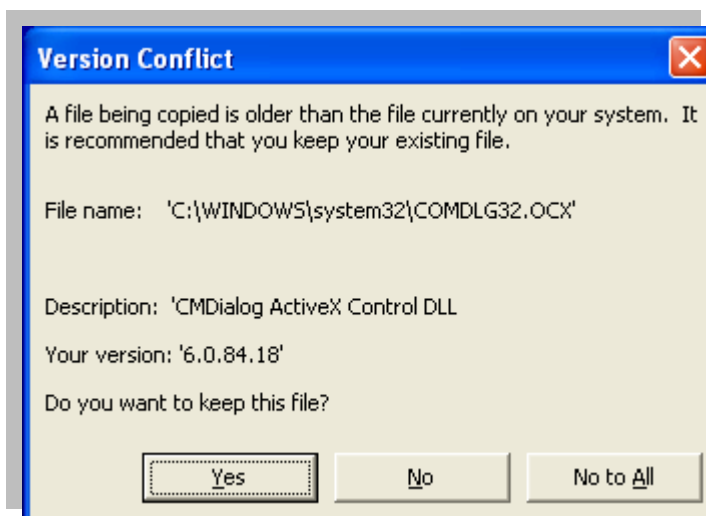
8. Click the installation button to begin installing the LEAPS Program



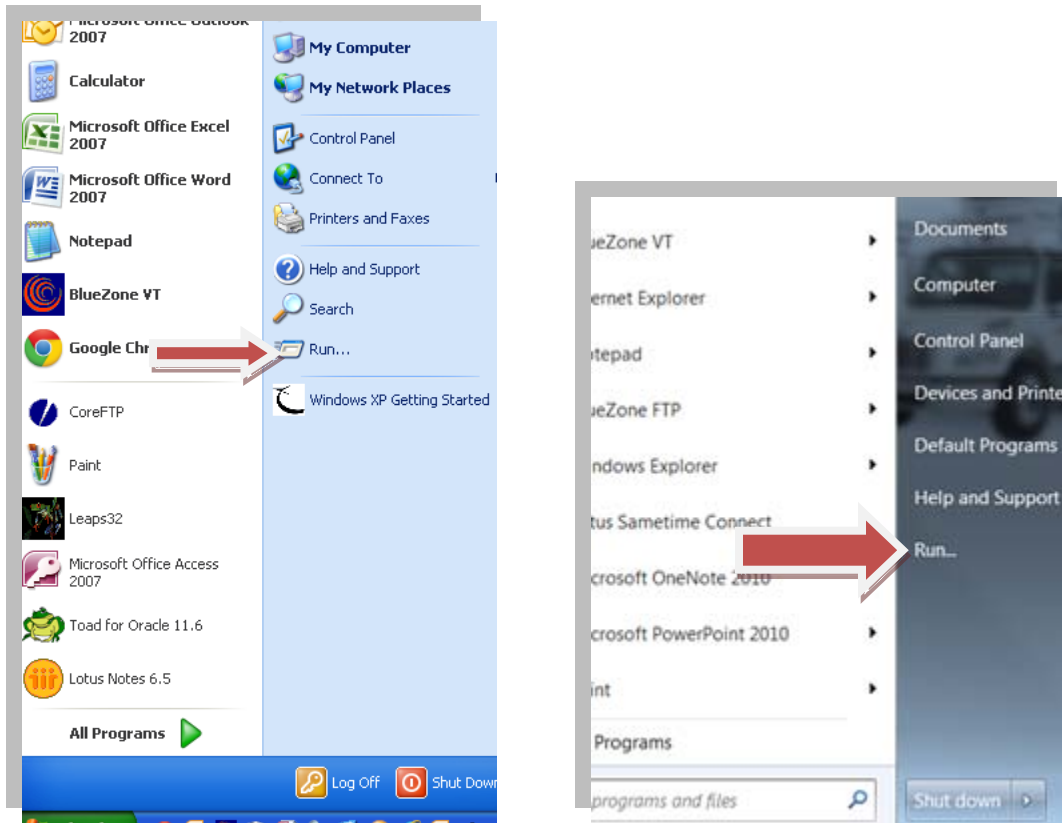
9. You will be asked to choose a Program Group, Leaps32 is highlighted by default, if that is not the case, make sure to select Leaps32. Then press continue.



10. The installation process will then begin. You may receive a few “Version Conflict” messages as shown below...each time that occurs click “yes” to keep the file. If you are presented with a message saying a file is in use select “Ignore”



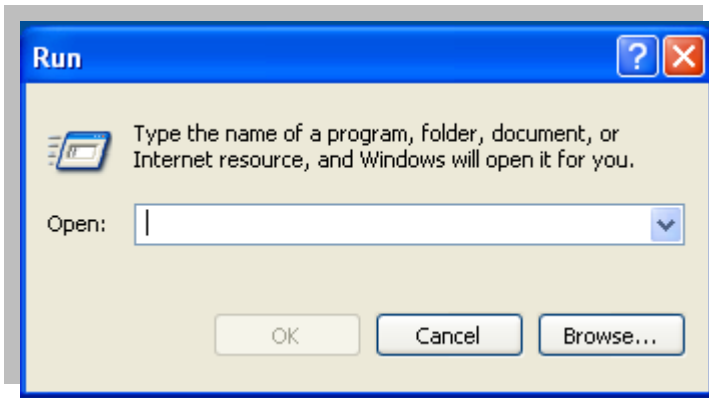
11. The next step is to create a shortcut for the program on your desktop. Click your Start Menu and navigate to or search for run and click it.



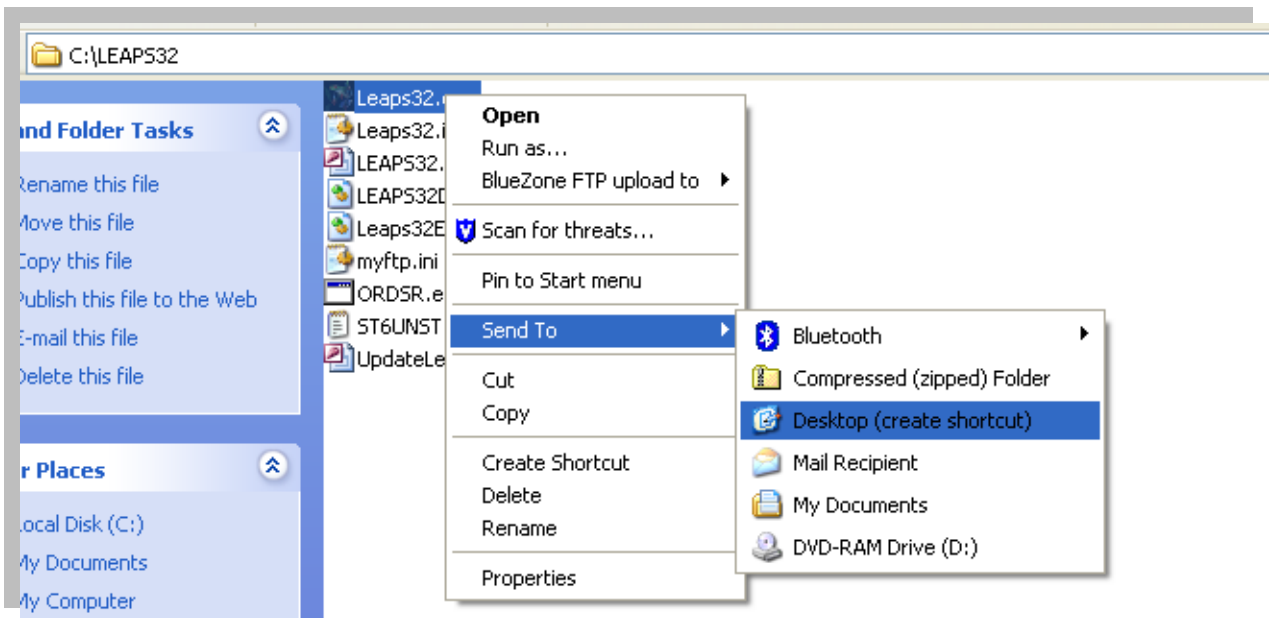
12. At this point you should see a box like the one below. In this box copy the following

C:\LEAPS32

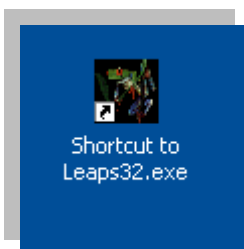
And click Enter.



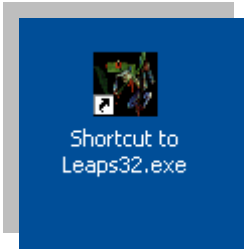
13. This should open up the C:\LEAPS32 folder. You will see several files. Right click on the top file named Leaps32 with a Black Square Icon and select Send To → Desktop to Create Shortcut *do not close this folder we will be using it again shortly*



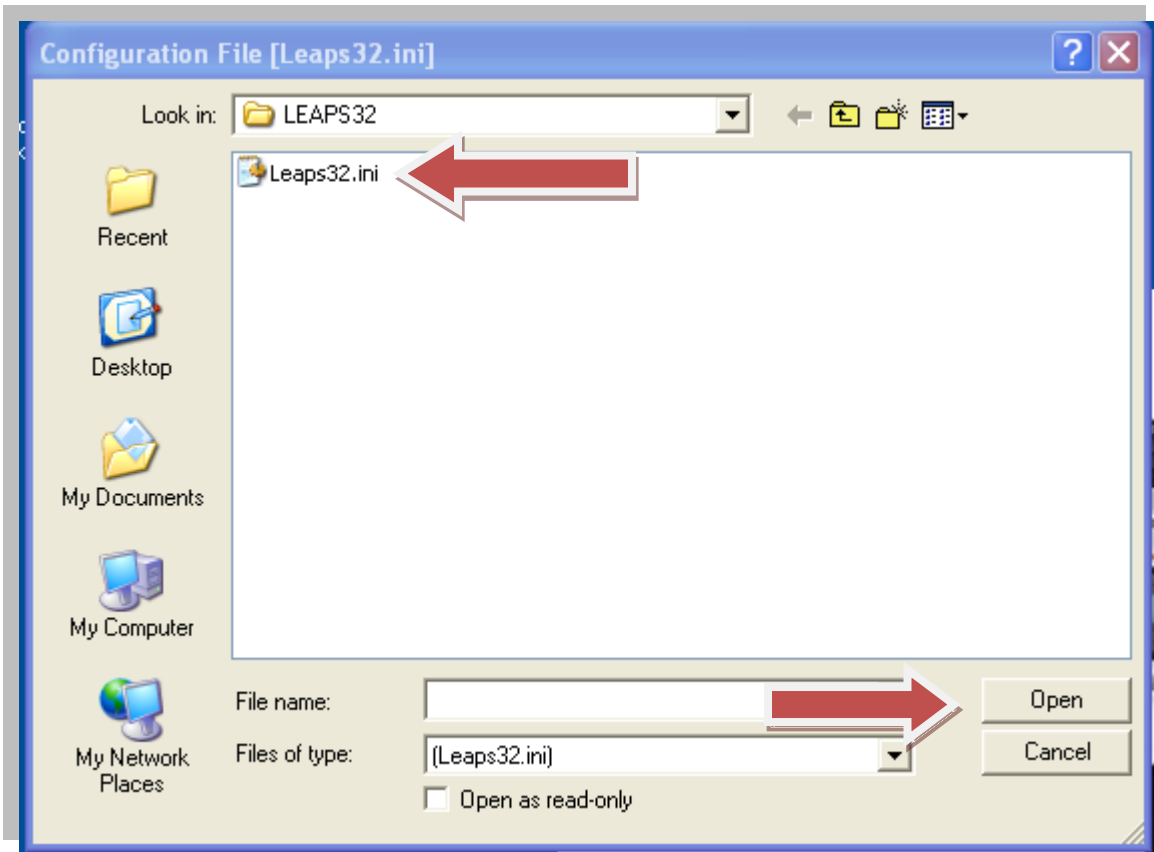
This will create the following shortcut on your PC's desktop.



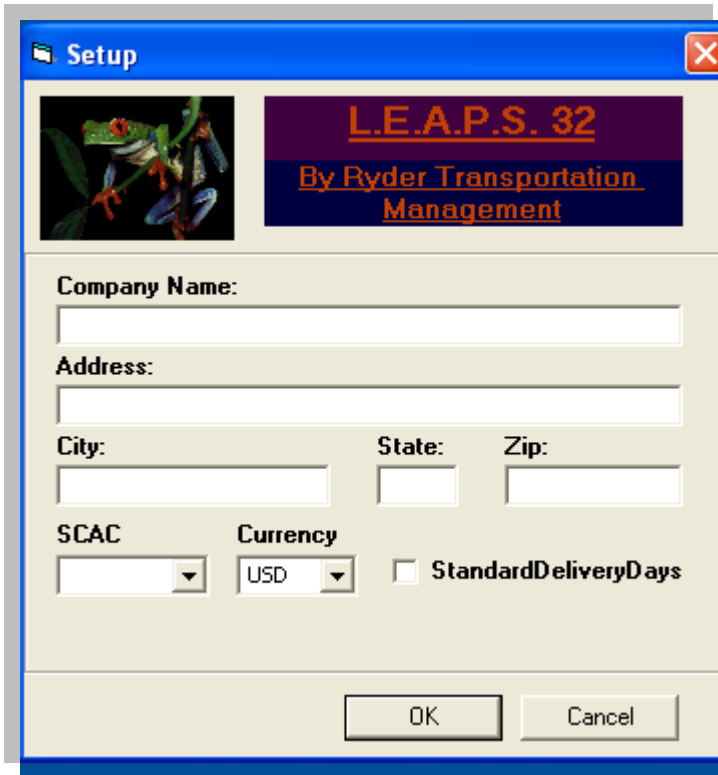
14. Once those files have been copied into the C:\LEAPS32 folder, close all open folders and web pages and double click the LEAPS32 Shortcut



15. The first time this program is installed you will be asked to select a configuration file. You will be presented with the dialog box below. Click the only file shown called LEAPS32.ini and select Open.

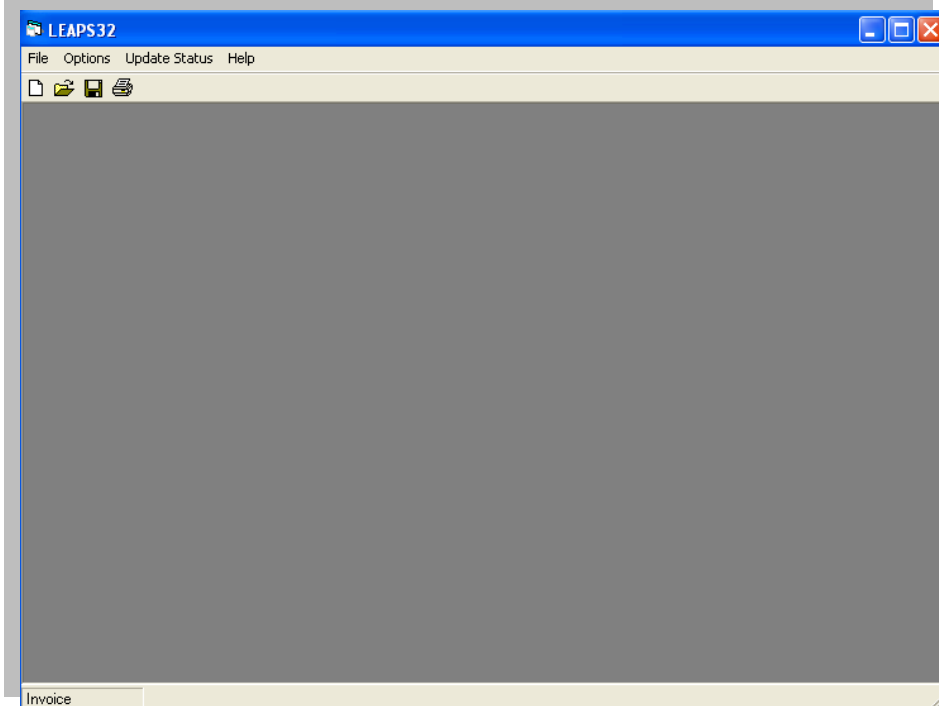


16. You will now be presented with the LEAPS32 Box, Enter your company's information and SCAC code. Currency should be USD and StandardDeliveryDays should be **Unchecked**



The screenshot shows a Windows-style dialog box titled "Setup". At the top left is a small image of a green tree frog. To its right is a purple banner with the text "L.E.A.P.S. 32" in orange, and "By Ryder Transportation Management" in white below it. The main area of the dialog contains several input fields: "Company Name:" with a text box; "Address:" with a text box; "City:", "State:", and "Zip:" each with a text box; "SCAC" with a dropdown menu; "Currency" with a dropdown menu showing "USD"; and a checkbox labeled "StandardDeliveryDays" which is currently unchecked. At the bottom are "OK" and "Cancel" buttons.

17. LEAPS has now been installed. You should see the default LEAPS32 screen as shown



18. To begin a new invoice click File → New and you will be presented with a blank invoice page and you are ready to input your invoice.

The screenshot shows a software window titled "Invoice" with a blue title bar. The window is divided into several sections:

- Invoice Header:** Contains fields for Pro/Invoice No, Bill To, Bill of Lading No, Purchase Order No, Delivery Date (with a date picker set to 6/6/20), Account No, Customer Reference No, and Standard Delivery Days.
- Shipping Information:** Includes Ship Date and Invoice Date (both set to 6/6/20), SCAC (set to RYDD), and Terms. Below this are fields for Shipper Name/Address and Final Consignee Name/Address, each with a dropdown menu for country (USA is selected).
- Equipment & Charges:** A section with tabs for Equipment, Charges, Add'l Charges, Pkg Measurements, Delivery Info, and Add'l Reference. It features a table with columns for Code, Description, Feet, and Inches. To the right of the table are buttons for Add..., Modify..., and Remove....
- Summary:** A section with a Currency dropdown (set to USD) and a Finish button. It contains input fields for Total Weight, Total Quantity, Total Discount, Sub Total, and Add'l Charges. The Grand Total field is highlighted in light blue and has a double arrow button (>>) to its right.