Getting Started
Click your LEAPS shortcut icon on the desktop. You will be taken to the LEAPS home screen (see below)
To create an invoice click “File” and then “New”. This will open up a new Invoice page:

Begin filling out your invoice information starting in the PRO/Invoice No. Box.

**IMPORTANT**: please use the TAB button on your keyboard to go from box to box.

**INVOICE INFO**:

**PRO/Invoice #**: Your unique pro or invoice number value, generated on your end.

**Ship Date**: Date that the shipment you are invoicing occurred.

**Invoice Date**: Date that you are entering the invoice into the LEAPS System.

**Bill To**: Name of the company you are billing.

**SCAC**: 4 Character Unique identifier for your company. Should be already populated in LEAPS.

**Terms**: Terms of the shipment found on support documentation such as BOL or Ryder Load Tende
REFERENCE FIELD INFO:

After selecting the load tender's terms and hitting the tab key you should unlock the required reference number boxes for the particular client you are billing for. A value must be present for each box.

Bill of Lading
Purchase Order
Account Number
Customer Reference

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.

NOTE: Delivery Date and Standard Delivery days are not commonly used.

SHIPPER/CONSIGNEE ADDRESS INFORMATION:

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

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

FINAL CONSIGNEE: this is the FINAL stop location on your trip

MULTISTOP: if you have more than one stop along your trip, you will place additional address info in by checking the MultiStop box located next to the final consignee address box.
Clicking multistop will open up a new section called stops. Click ADD to enter your stop’s information.

**Special Reference Values**

- **Stop Sequence #**: what stop this is on the route
- **Reference #**: use value from Customer Reference of BOL

**EQUIPMENT AND CHARGES**

This section is where you will list your equipment type used for the haul, your Line Haul Charges and any Accessorial Charges. You will use your mouse to select the appropriate tab and then click ADD to enter your invoice information.

**EQUIPMENT**: Select the equipment type that was used on the haul. Codes are 2 digits long and can be selected thru the selection button or typed in (press Tab to enter code after typing it in)

**NOTE**: Size of equipment must be entered in feet and inches
CHARGES:

This tab is used to enter your Line Haul charges ONLY no Accessorial should be included such as Fuel and Stop Offs.

**Description:** Description of what was hauled/charge name.

**Class Code:** Usually 70 unless noted on your tender

**Quantity:** Quantity of items in the haul.

**Billable Units:** Value in which your rate is multiplied by unless FLAT RATE is selected (Distance/Mileage, Gallons, Hours, etc...)

**Weight Unit Code:** Unit of weight for shipment

**Weight:** Shipment weight

**DimWeight:** Dimensional Weight (not used often, can usually be left at 0)

**Calculate Rate By:** How the value in RATE is calculated in relation to billable units.

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

**Package code:** Leave as Pieces

After you have entered all information, click the calculate button to total your charge and press okay to add your Line Haul.
ADDITIONAL CHARGES

This section is where you will put any Accessorial charges such as Fuel, Stop off charges and more. Your Ryder client representative will be able to give you a list of Additional charges that can be used when billing a client.

You can also click the “Enable Line” Checkbox to enter Additional information such as Fuel Rate and Units.

**NOTE:** Rate per Unit and Quantity must match your Charge amount.

![Additional Charge](image)

SUMMARY

Once you have entered all of you bills information it is time to finish the invoice and save it to be sent.

Click FINISH to total and summarize your invoice. Your Grand Total in Blue should match your invoice amount.

![Summary](image)

If your grand total matches your invoice, click the Arrowed button to save the invoice, if any information is missing it will let you know, otherwise it will open up a new invoice.
SENDING YOUR INVOICES

To send your completed invoices, close the invoice box to enter back into the main LEAPS Screen. Click file and select “Send”

You will receive a prompt asking if you wish to send all unsent bills in one batch. Click OK to send your invoices.
BALANCE DUES

If you need to submit a balance due bill, these can be submitted via LEAPS.

At the Main LEAPS screen, click file and then “Open”

Select the invoice that you need to submit a balance due for and it will open that invoice in LEAPS. Check the “Balance Due” box next to final consignee. Doing so will add a “-BD” to your PRO/Invoice # and clear all charges from your invoice. All reference and Address information will stay the same.
Enter all balance due charges, then save and resubmit as you would a normal LEAPS bill.