RyderShare (aka Ryder Online) Web Billing Invoicing Manual

How to submit a freight bill invoice

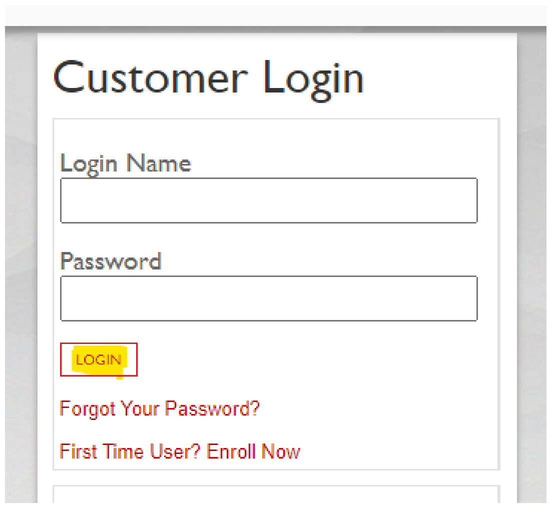
SECTION 1

LOGGING IN & REQUESTING ACCESS

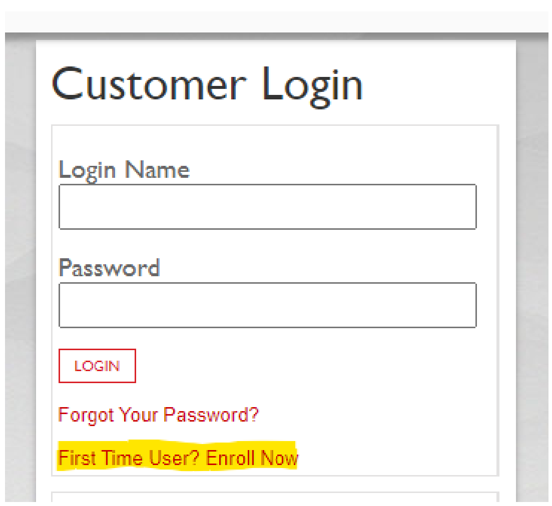
To login: Click the link below or copy the link and enter it into the web browser.

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

Once the Customer Login screen appears, enter your user ID and password then click 'Login'.



To request user ID access: In the Customer Login screen, click the "First Time User? Enroll now" link.

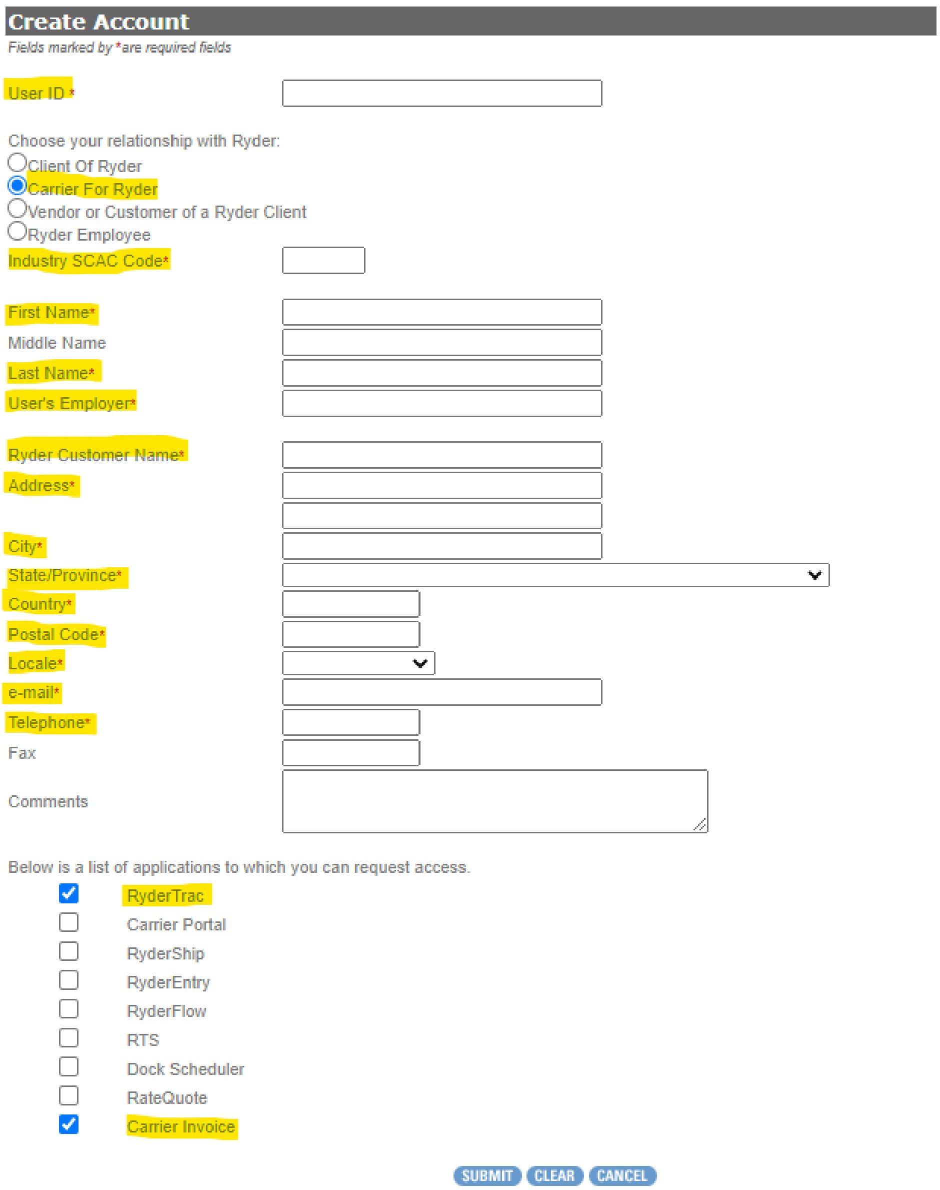


SECTION 2

CREATE ACCOUNT

The "**Create Account**" screen will display. Enter the required information and click the blue submit button at bottom of the page. Allow up to 2 to 3 business days to receive User ID access information. See details for field descriptions below.

*When logging in for the first time, make sure to create security questions for future password resets.



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.

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

SUBMIT CLEAR CANCEL

Details for each field are below.

<u>Creating the account</u>

1. **User ID:** User's first initial and last name
2. **Choose your relation with Ryder**: Select Carrier for Ryder
3. **Industry SCAC:** Enter the Transportation Company SCAC Code

Important Note:
Only 1 SCAC code is accepted in the Industry SCAC Code field. Complete a separate request for each additional SCAC code.

4. **First Name:** Enter your first name
5. **Middle Name:** Optional
6. **Last Name:** Enter your last name
7. **User's Employer:** Enter the name of the Transportation Company
8. **Ryder Customer Name:** Enter the name of the customer that Ryder awarded business to the transportation company
9. **Address:** Enter the transportation company address (city, state/province)
10. **Country**: Enter the transportation company country
11. **Postal Code**: Enter the transportation company postal code/zip code
12. **Locale**: Select your preferred language
13. **Email**: Enter your email address
14. **Telephone**: Enter the transportation company phone number
15. **Fax**: Optional
16. **Comments**: Optional

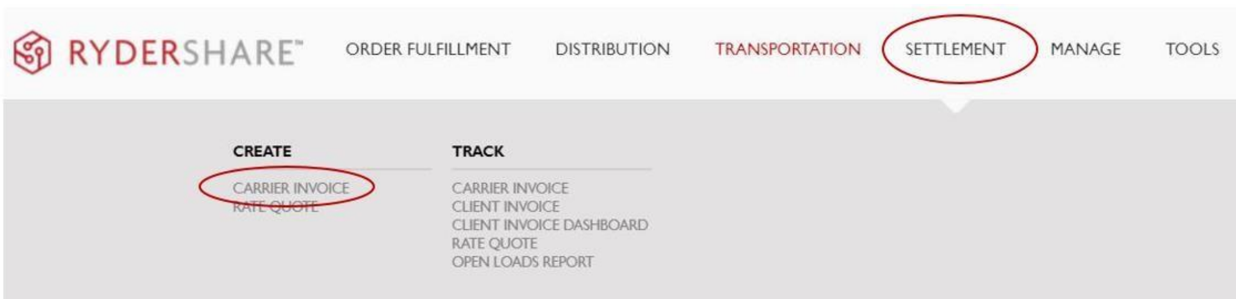
Applications: Select RyderTrac & Carrier Invoice

SECTION 3

CREATE CARRIER INVOICE

Once logged in to Ryder Online:

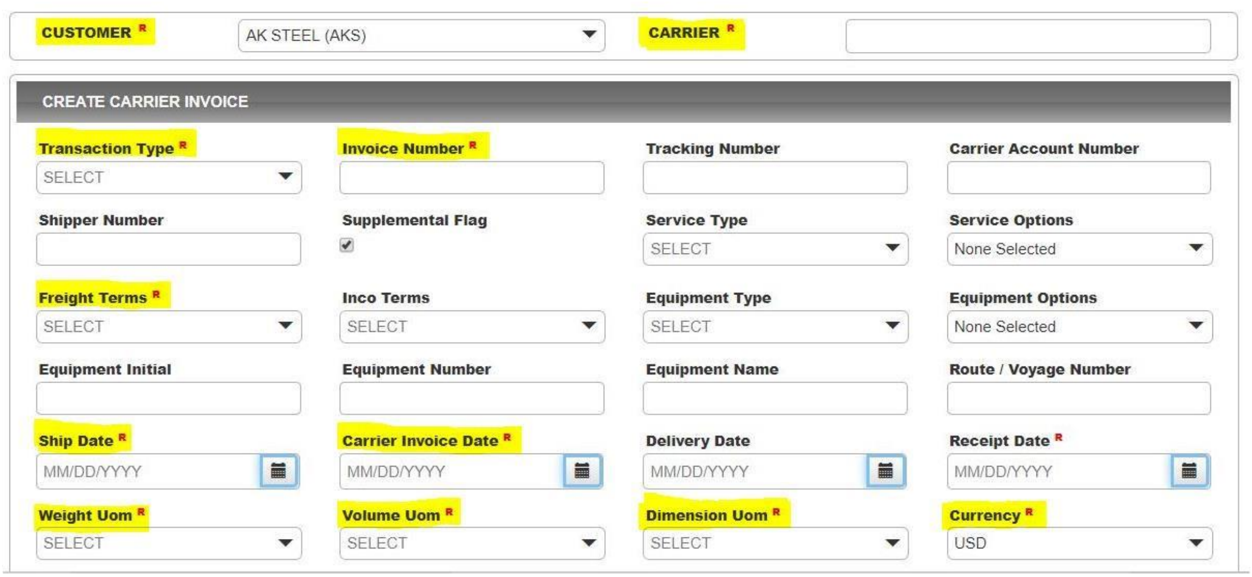
To create an invoice, from the navigation bar select "**Settlement",** under the **Create** heading select "**Carrier Invoice**".



All of the required fields must be completed (notated with a red 'R').

Please use your billing instructions as reference to ensure all the required information is visible in the fields according to the Customers stipulated business rules.

To move between the fields use the tab key.



Details for each field are below.

Create a Freight Bill Invoice

1. **Customer***: Enter the customer name
2. **Carrier*: Enter the Transportation Carrier Name**
3. **Transaction Type*:** Enter Ground (210)
4. **Invoice Number*:** This is the unique Invoice number or Pro number listed on the invoice generated by the transportation company. Please do not enter dashes, spaces or special characters in the fields.
5. **Tracking Number:** Not required
6. **Carrier Account Number:** Not required
7. **Ryder Load Nbr / Shipper Nbr:**
8. **Supplemental Indicator:** Select if the invoice is a balance due /supplemental charge
9. **Service Type:** Not required
10. **Service Options:** Not required
11. **Freight Terms*:** Enter the payment terms (Prepaid, Collect, Third Party)
12. **Inco Terms:** Not required
13. **Equipment Type:** Enter the type of equipment used
14. **Equipment Options:** Not required
15. **Equipment Initial:** Not required
16. **Equipment Number:** Not required
17. **Equipment Name:** Not required
18. **Route / Voyage Number:** Not required
19. **Ship Date*:** Enter the Ship Date
20. **Carrier Invoice Date*:** Enter current date
21. **Delivery Date:** Enter the date the shipment delivered
22. **Receipt Date:** Not required
23. **Weight Uom*:** Enter the weight of the shipment (pounds, kilograms, etc). The **default** is **pounds**.
24. **Volume Upm:** Enter the volume (cubic feet, cubix meters, etc,). The **default** is **cubic feet**.
25. **Dimension Uom:** Enter the dimensions of the shipment (feet, inches, etc). The **default** is **feet**.
26. **Currency*:** Enter the currency listed on the invoice. (USA, CDN, etc)

SECTION 4

REFERENCE VALUES

To add a reference number click the plus (+) sign to the right of the Reference Value field.

In the Reference Code/Description field, enter the applicable information according to the required reference value for the Customer. *One or more references may be required.

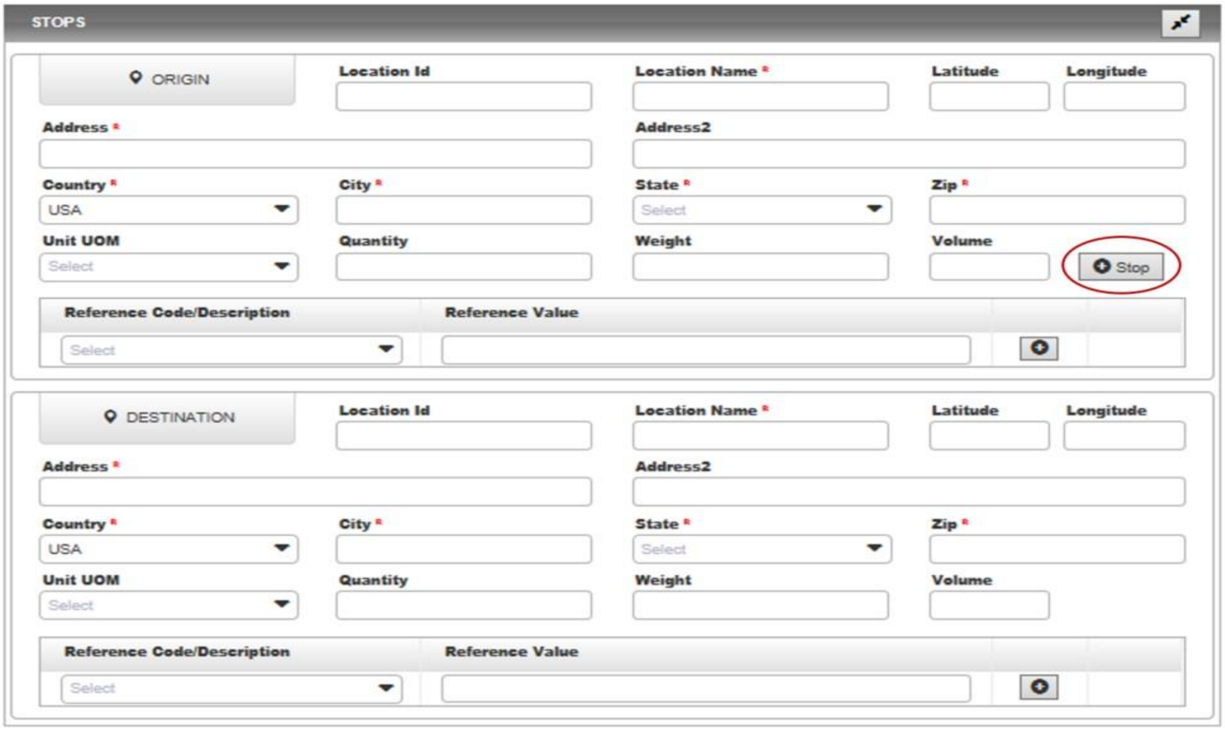
Examples of three Reference Codes / Descriptions:

A. Purchase Order#: PO # or SA#
B. Bill of Lading# or BM#
C. Customer Reference # or CR#. *Also known as the Ryder Load# / Tender Number#

SECTION 5

STOP OFF INFO

Enter the complete address information for each stop. To add **Multiple Stop Detail**, Click the plus (+) sign next to the Volume field.



Details for each field are below.

DETAILS for ENTERING STOP INFORMATION

Complete both the Origin and Destination fields.

ORIGIN

Location Name: Enter the Shipping Address

Address: Enter the Shipping address

Country: Enter the Country the Shipment was picked up

City: Enter the City of the Shipment

State: Enter the State of the Shipment

Zip: Enter the Zip Code or Postal Code of the Shipment

DESTINATION

Location Name: Enter the delivery address

Address: Enter the delivery address

Country: Enter the Country that the shipment was delivered

City: Enter the City name that the shipment was delivered

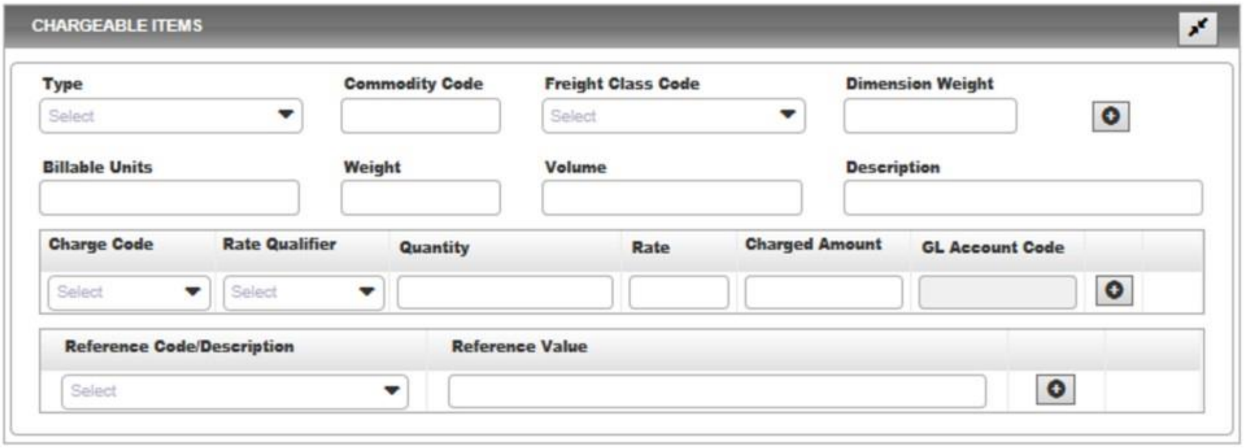
State: Enter the State name that the shipment was delivered

Zip: Enter the Zip Code or Postal Code that the shipment was delivered

SECTION 6

ACCESSORIAL CHARGES
(Freight, Fuel, Lumper, Detention, etc.)

Enter one line item for each accessorial charge. To add additional charges, Click the plus (+) sign next to the Dimension Weight field.



Details for each field are below

ACCESSORIAL CHARGES
Enter one line item for each accessorial charge

Type: Click the drop down arrow to select (Ex. pallet, drum, barrel, etc.)
Commodity Code: Not required
Freight Class Code: Enter the Class Code: 70, 77.5, etc. (70 is the default for TL)
Dimension Weight: Not required
Billable Units: Always use the number 1
Weight: Enter the Actual weight of the shipment.
Volume: Not required
Description: Enter a short description of product being hauled/charge name.
Charge Code: Click the drop down arrow to select (Ex: freight, handling fee, etc.)
Rate Qualifier: Contracted rate/spot quote rate: Hourly, Flat, Cost Per Mile
Quantity: Always enter 1
Rate: Enter the charge amount
Charge Amount: The charge amount is visible. It is based on the data entered.
GL Account Code: Not required
Reference Code/Description: Click the drop down arrow to select
Reference Value: Enter the amount of the accessorial charge

SECTION 7

SUMMARY

Validate the information in each field to ensure accuracy. If no changes are required, click the "**Continue**" button at the bottom right corner.

If updates are required return to the "**Create Carrier Invoice**" section to make the applicable update. Once the update is completed return to the Summary section and re-review the data to ensure the updates were successful.

- **Freight:** The total charge amount should equal the freight charge plus the accessorial(s) charge(s).
- **Weight:** Review the Bill of Lading
- **Volume:** Review the Bill of Lading.

To Submit the Invoice for processing click the "Create Invoice" button. If changes are required, click the "Back" button to go to the previous screen and return to the section that requires the update.

SECTION 8

HOW TO SUBMIT SUPPLEMENTAL INVOICE /BALANCE DUE INVOICE

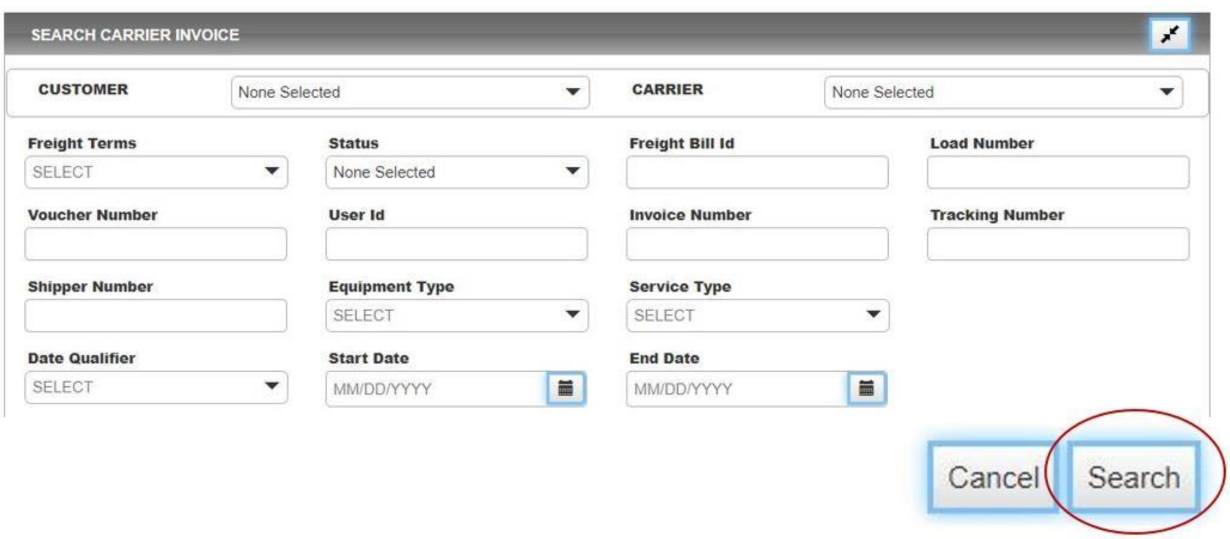
There are two options

Option 1**:** If the original invoice was submitted via Web Billing the "Clone" option can be used. See instructions below.

Once logged in to Ryder Online:

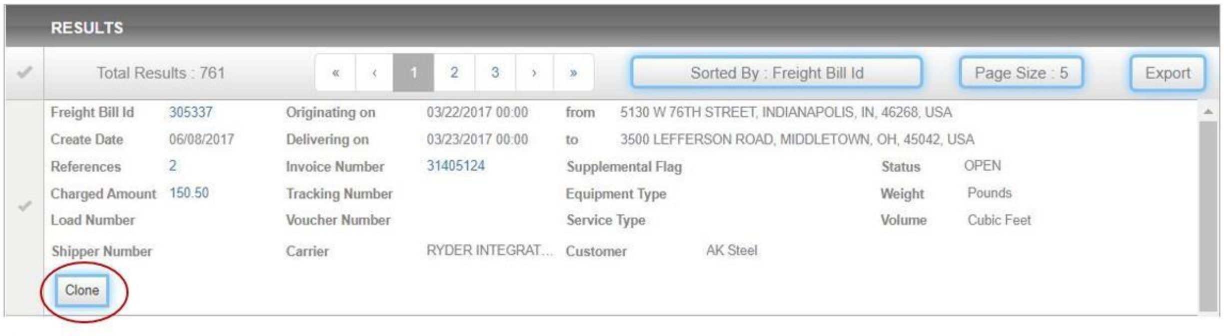
To create a Supplement invoice / Balance Due, from the navigation bar select "**Settlement",** under the **Track** heading select "**Carrier Invoice**".

Use the Search Option. Enter the Ryder Load Number or Carrier Invoice Number and click the "**Search**" button at the bottom right corner. The original invoice submission records data will populate in the fields.

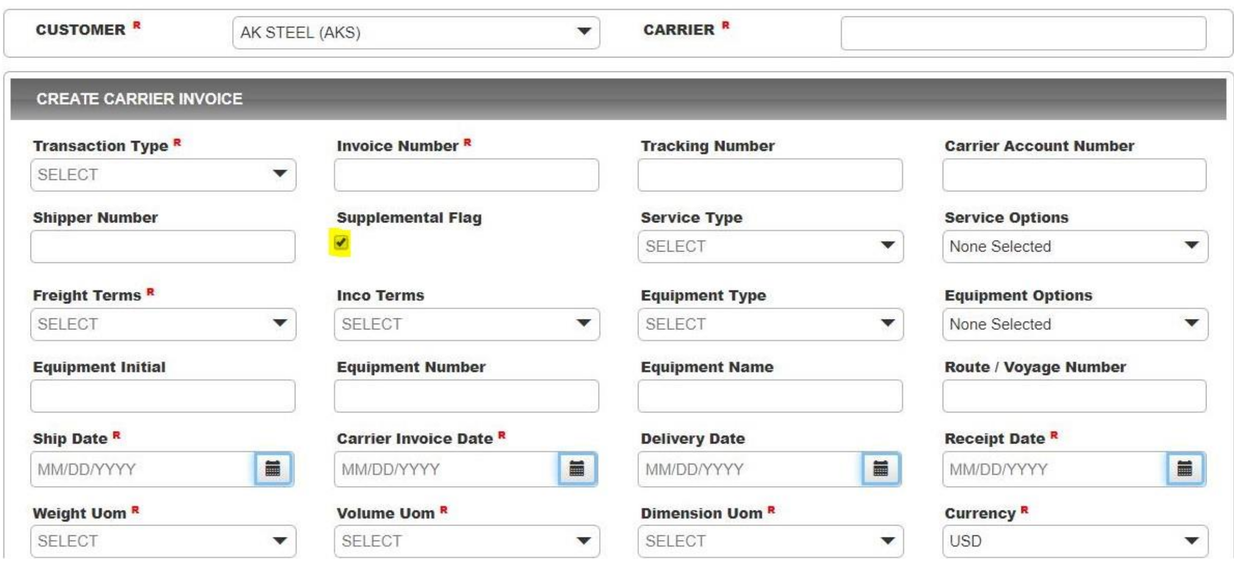


If there are multiple records listed, **use the most recent** submission of the invoice. The Freight Bill id number should be highest number listed. **Example**: Freight Bill ID# below is 305337 the next record you would select would be **305338.**

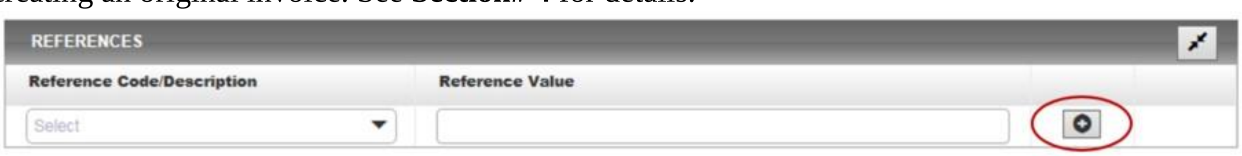
Once the record has been located, click the "**Clone**" button on the bottom left.



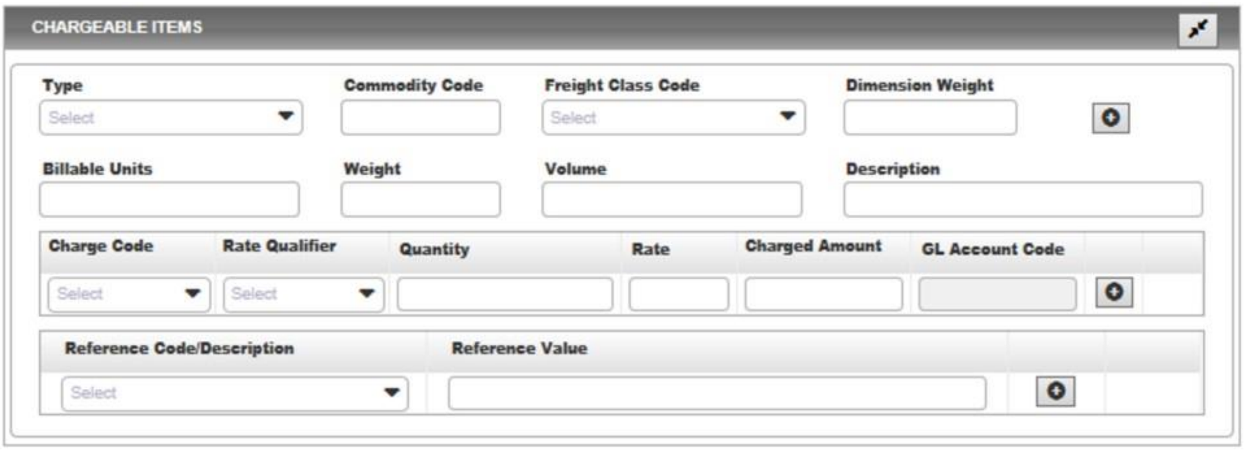
The original invoice data will be visible in the Create Carrier Invoice section.
There should be a check mark in the **Supplemental Flag** box.



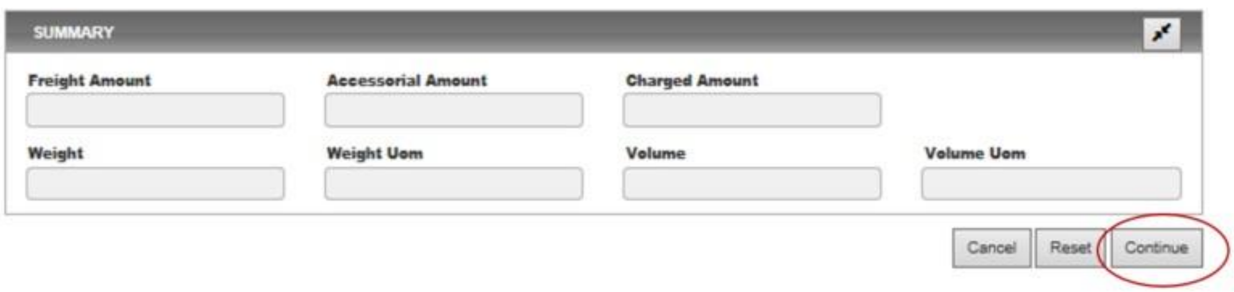
Enter the applicable information in the **Reference field**. This same process as completed when creating an original invoice. See **Section# 4** for details.



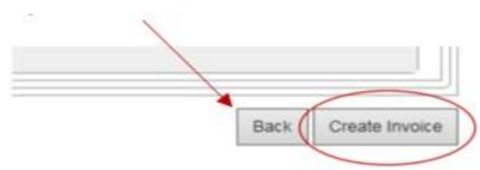
Enter the applicable information in the **Chargeable Items** field. This same process as completed when creating an original invoice. See **Section# 6** for details. Once all the required information is entered move down to the Summary Section. See below.



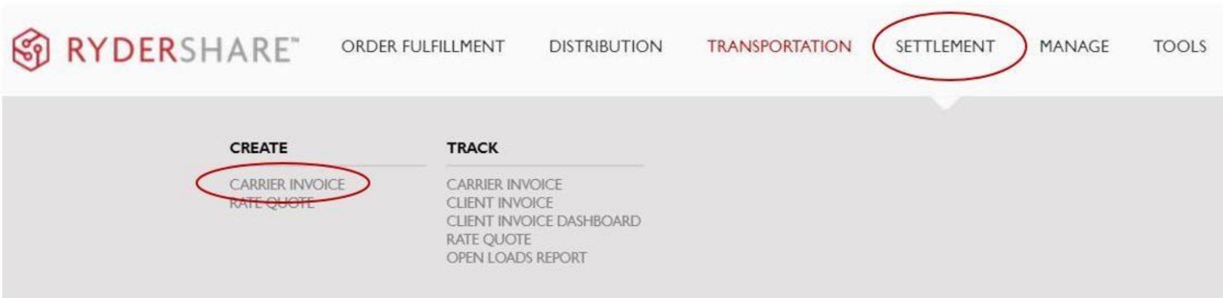
Validate the entered information to ensure accuracy. If no changes are required, click the "**Continue**" button at the bottom right corner.



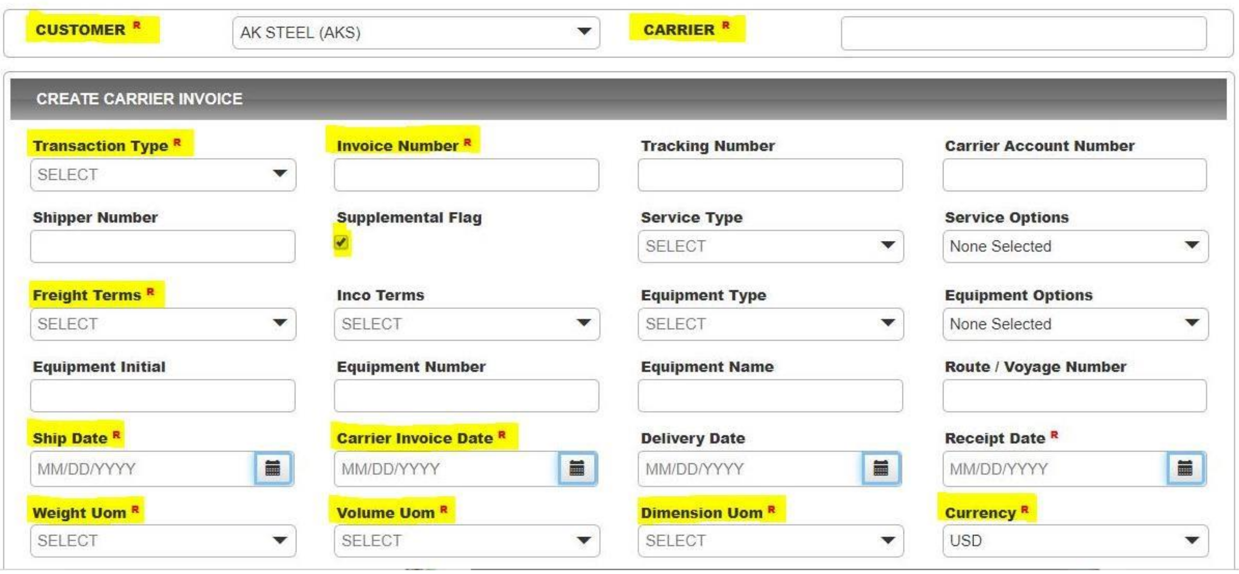
To Submit the Supplemental Invoice / Balance Due for processing click the "Create Invoice" button. If changes are required, click the "Back" button to go to the previous screen and return to the section that requires the update.



Option 2**:** If the original invoice was submitted via **EDI**, a new invoice will need to be created and the Supplement Flag must be checked. See instructions below.



For details on how to **create Carrier Invoice** see **Section# 3**. Please make sure the required (highlighted fields) are completed and the Supplemental Flag box is checked.



Follow the same process as listed in Sections #4 - #7 for details on completing the process for creating and submitting the Supplemental Invoice / Balance Due Invoice.

SECTION 9

FREQUENTLY ASK QUESTIONS

Q: I do not remember my password. How do I rest my Password?

A: On the login page, click 'forgot your password?' Enter your email address and user name then click submit. You will receive an email with detailed instructions.

Q: **I have multiple SCAC Codes; Can I use the same User Name?**

A: No. Each SCAC Code requires a different user name. Please reference Section# 2.

Q: I tried using a user name that has an 'X' at the end of it (example: SUSIE123X) but it is not working.

A: User names with an '**X**' at the end are ID's for the Carrier Payment Inquiry Tool (run aging reports) and you cannot use it to access the Web Billing tool.