Evaluated Receipt (EVR) Invoicing Manual

How to view and edit an EVR invoice

SECTION 1

LOGGING IN & REQUESTING ACCESS

All users are required to register for RyderShare.

Please visit the registration page at https://rscs.ryder.com/#!/signup/rydershare to start the **process.**

Three users types will be available to select, click on **Carrier**.

Type your transportation company SCAC into the '**Primary SCAC Code**' field. Then click **Next**.

Additional information will be required to complete registration. Fill out all required fields marked with an *. Once finished, click **Sign Up.**

**Important Note: Confirm the email address is accurate before submitting, as it will be used when logging in and for all future RyderShare communication related to your account.

Once completed, a 'Success!' message will appear stating the request has been received and additional access instructions will be sent via email.
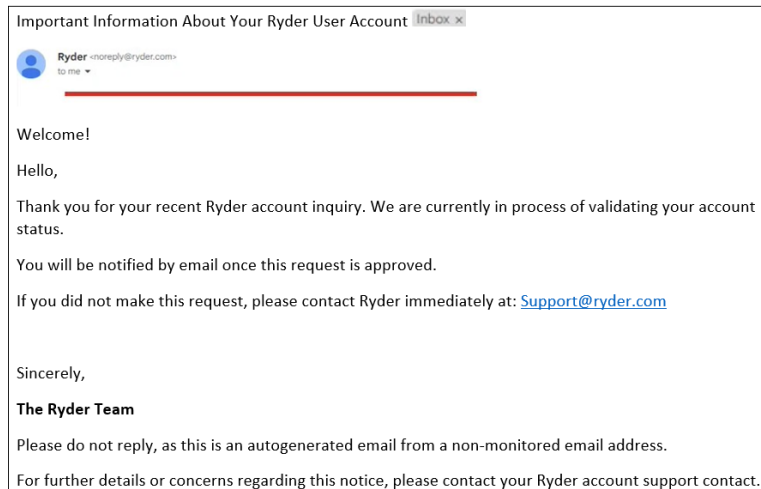
Two separate emails will be sent after completing registration.

First:
- An informational email advising the registration request is in process of being validated will be sent. No action is required at this time.

Second:
- Once the registration request has been validated, an email containing your RyderShare login credentials and link to activate your account will be sent. *Activation of your RyderShare account must be done within 7 days of receipt of this email.*

**The validation process can take up to 24 hours. If the second email is <u>not</u> received prior to 24 hours from submission of your registration, contact the customer specific Ryder Command & Control Team your transportation company supports for assistance.

If the customer your transportation company supports does not have Ryder Command & Control Team support, please contact VisibilityTeam@ryder.com for assistance.

Click on the link located in the email. You will be navigated to an account activation page. There are **three steps** that must be completed before your RyderShare account can be activated.
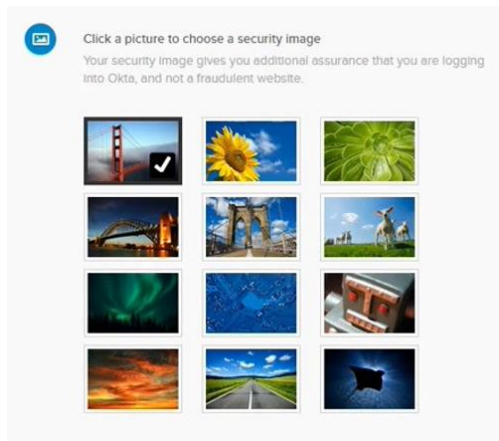
1. **Reset your password**. Follow the listed requirements when creating the new password.

2. **Add a phone number.** This will assist with resetting your password in the future. A recovery code will be sent to your phone number instead of receiving an email. **This is optional*
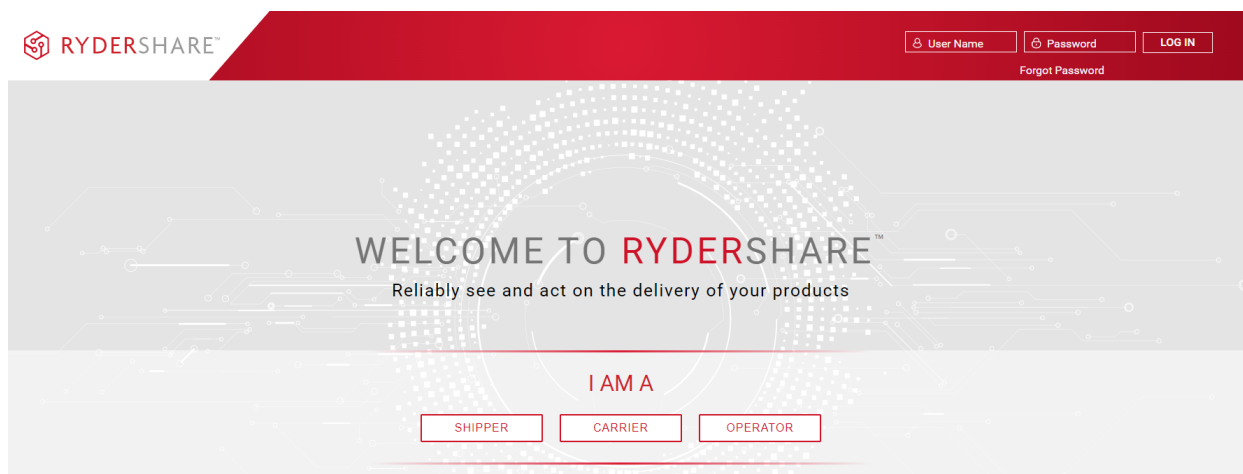
3. **Choose a security image.**

Once done. Click on **Create My Account** located in the bottom right corner.

Once your account **is activated**, navigate to https://www.rydershare.com/home and login with the username and password created during the account setup process.

> *****Please note:*** *When logging in for the first time Terms of Use must be reviewed and accepted*

If you have any issues resetting you password for www.rydershare.com, please reach out to the customer specific **Ryder Command & Control Team your transportation company supports.

If the customer your transportation company supports does not have Ryder Command & Control Team support, please contact VisibilityTeam@ryder.com for assistance.
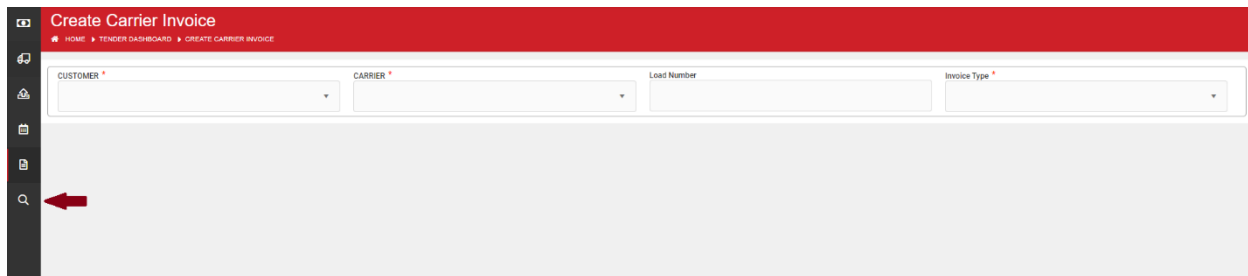
SECTION 2

VIEW AN INVOICE

Once logged in to RyderShare:

Click on **Carrier Invoice** in the RyderShare widget dashboard.

The **Create Carrier Invoice** screen will display. Click on the eyeglass icon in the black bar on the left had side. This will navigate to the **Search Carrier Invoice** screen.

In the displayed filter menu, select the below fields.

**If looking for specific results, additional information can be entered in the search fields. Example: Load Number or Create Date From/To fields.

- <u>Customer</u>: If there is visibility to multiple customers, select the applicable customers for the invoice search.
  **Multiple customers can be selected at one time.
- <u>Carrier</u>: Carrier name will already be fill out based on access. *If there is visibility to multiple SCACs, select the applicable SCAC in the dropdown.*
- <u>Status:</u> Select **Pending Carrier Approval**

Then click the **Apply** button. All EVR invoices pending approval will display. Examples listed below.

**An option to download the search results is available by clicking on the Download button in the top right corner.

SECTION 3

EDIT AN INVOICE

Notes to review first:

If any <u>accessorial charges or reference numbers</u> need to be added to the EVR invoice, then changes must be made within five business days after creation of the invoice. Invoices will be submitted to Ryder for processing automatically after the review window. Once submitted, no further changes can be made to the invoice.

Some Ryder customers, such as Cascades, require pre-approval from the customer before the EVR invoice will be visible in RyderShare.

Select **Edit** in the upper right corner for the selected invoice record.

The invoice record will open up in the **Create Carrier Invoice** screen. All fields will be pre-populated with details pulled from the EVR invoice.

Details are separated by three sections:
- <u>Create Carrier Invoice</u>: Includes main invoice reference dates & numbers. *I.e. Invoice Number, Ship Date, Load number, etc.*
- <u>Stops</u>: Includes location name and address for all stops.
- <u>Chargeable Items</u>: Includes all charges and associated amounts

See example below.

SECTION 4

ADDING ACCESSORIAL CHARGES

Ryder has calculated freight, fuel and any applicable taxes. These charges were added automatically when the EVR invoice was created.

To add additional charges, click the plus (+) sign next to the **Charged Amount** column. *If multiple charges need to be added, click the plus sign the applicable number of times.*

If additional freight or fuel is required use charge codes
- **CFT** for Carrier Additional Freight Charge
- **FCA** for Carrier Additional Fuel Charge.

Fill out each required field (noted with *)
- Charge code: Click drop down arrow to select applicable accessorial charge code
- Quantity: Always enter 1
- Rate: Enter the charge amount

SECTION 5

SUMMARY

Validate the information in each field to ensure accuracy. A summary of all charges is listed in the Summary section, totaling the values for Freight and Accessorials.

- If accurate, click the **Submit** button.
- If incorrect, re-review and make any applicable required edits. Once correct, click **Submit**.

Once submitted, the EVR invoice status will change to open in the search results page. Keep this in mind when searching again for the invoice.

SECTION 6

HOW TO SUBMIT SUPPLEMENTAL / BALANCE DUE INVOICE

If you missed the review window to add accessorial charges to the EVR invoice, a balance due invoice will need to be submitted. (See Section #3).

Once logged in to RyderShare:

To create a Supplement invoice / Balance Due, click on **Carrier Invoice** in the RyderShare widget dashboard.

The **Create Carrier Invoice** screen will display. The below four fields must be selected before moving forward with the balance due invoice submission.

- Customer: Select the applicable customer from the drop down
- Carrier: Carrier name will already be fill out based on access. *If there is visibility to multiple SCACs, select the applicable SCAC in the dropdown.*
- Load Number: Enter the load number of the specified EVR invoice related to the balance due invoice.
- Invoice Type: Select **Balance Due**

All data elements related to the EVR invoice will pre-populate, including: *Load number, Ship date, Currency, Stop details, Previous Charges, etc.*

Some fields may be blank, please ensure all required fields (marked with *) are filled out. See below for an example. Highlighted fields require data.

- Equipment Type
- Bill of Lading

Enter all applicable balance due charges in the **Chargeable Items** field. Same process as previously completed when editing an EVR invoice. See **Section #4** for details.

Once all the required information is entered move down to the Summary Section. **Validate the entered information to ensure accuracy**. If no changes are required, click the **Continue** button at the bottom right corner.

A confirmation notice will appear asking if it is ok to proceed with creating the balance due invoice. If yes, then click **Confirm**.

A full summary of the balance due invoice will display. Validate all details to ensure accuracy. If everything is correct, click **Submit**.

SECTION 7

HOW TO SUBMIT TONU (TRUCK ORDER NOT USED) INVOICE

Once logged in to RyderShare:

To create a TONU invoice, click on **Carrier Invoice** in the RyderShare widget dashboard.

The **Create Carrier Invoice** screen will display. The below three fields must be selected before moving forward with the TONU invoice submission.

- Customer: Select the applicable customer from the drop down
- Carrier: Carrier name will already be fill out based on access. *If there is visibility to multiple SCACs, select the applicable SCAC in the dropdown.*
- Invoice Type: Select **TONU**

Note: Please use your customer specific billing instructions as reference to ensure all the required information is visible in the fields according to the customers stipulated business rules

Create Carrier Invoice Section

All required fields must be completed (marked with *). The highlighted fields need to be filled out.
To move between the fields use the tab key.

Details of each field is listed below.

Invoice Number: Unique invoice number or pro number listed on the invoice generated by the transportation company. **Please do not enter dashes, spaces or special characters*

Freight Terms: Enter the payment terms (Prepaid, Collect or Third Party) **Do not use Miscellaneous*

Ship Date: Enter date the load shipped

Carrier Invoice Date: Enter date invoice is created.

Bill of Lading Number: Enter BOL number

Load Number/Customer Reference Number: Enter Ryder load number or customer reference number

Stops Section

Search the location name for both Origin and Destination by selecting the dropdown or typing into the **Location Name** field.

Once selected: Address, Country, City, State and Zip will automatically populate.

Chargeable Items Section

Enter the TONU charge details in the required fields.

Charge code: Enter Vehicle Order Not Used (VOR)

Quantity: Always enter 1

Rate: Enter the charge amount. ***Please review the customer contract for applicable accessorial rate.*

Summary Section

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

A full summary of the TONU invoice will display. Validate all details to ensure accuracy. If everything is correct, click **Submit**.

SECTION 8
GLOSSARY OF TERMS

Customer: The Ryder customer the invoice is being created for. Select the drop down arrow to switch between customers.
Carrier: Your company name.
Invoice Type: Type of invoice submission

CREATE CARRIER INVOICE INFO SECTION:
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.
Carrier Account Number: Number assigned or issued by the carrier identifying and/or summarizing account information for payment by shipper.
Ryder Load Number/Shipper Number: 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.
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: Same as carrier invoice date.
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.)
Dimension UOM: UOM (Unit of Measure) Unit of dimension for the shipment. (Feet, Inches, etc.)
Currency: Funds type the invoice is to be paid and billed in.

ORIGIN/DESTINATION & STOP OFF SECTIONS:
Origin/Destination: Customer location shipment was picked up/delivered.
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
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.

CHARGEABLE ITEMS SECTION:
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. Use 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.
Reference Value: Value (alpha and/or numeric) for the reference.

SECTION 9

FREQUENTLY ASKED QUESTIONS

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

A: On the login page (www.rydershare.com), click 'Forgot Password'. Enter your email address and 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: Yes, visibility to all applicable SCACs can be accessed under one login. If there is any issues, please reach out RyderAcademy@ryder.com.

Q: Will an EVR invoice generate without adding all of the required event updates?

A: No, an EVR invoice will only generate when the required delivery updates are added to a load.

Q: Will an Evaluated Receipt Invoice automatically generate for a Truck Ordered Not Used Charge?

A: No, TONU & other accessorial only invoices will need to be entered and submitted manually via EDI or Ryder Web Billing.

Q: What if I miss the five day window to review and add accessorial charges?

A: A balance due invoice needs to be created via Ryder Web Billing to add any supplemental charges.

Q: How can I reconcile payments if I wanted to use a number other than the Ryder Load Number as the pro number?

A: During the five business day window, carriers can add another reference number in the 'Carrier Invoice Number' field that will be displayed on remittances.