

Evaluated Receipt (EVR) Invoicing Manual

How to view and edit an EVR invoice

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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.



Sign Up

Please answer the following questions:

USER TYPE

Client	Supplier	Carrier
--------	----------	---------

Cancel Next

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

Sign Up

Please answer the following questions:

USER TYPE

Client	Supplier	Carrier
--------	----------	---------

* PRIMARY SCAC CODE

Cancel Next

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.

Sign Up

Please note, your access may require additional validation. Once validated, your password will be sent to you via email.

* FIRST NAME

* LAST NAME

* EMAIL ADDRESS

* PHONE NUMBER

* PREFERRED LANGUAGE

Select One



Cancel

Sign Up



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

Success!

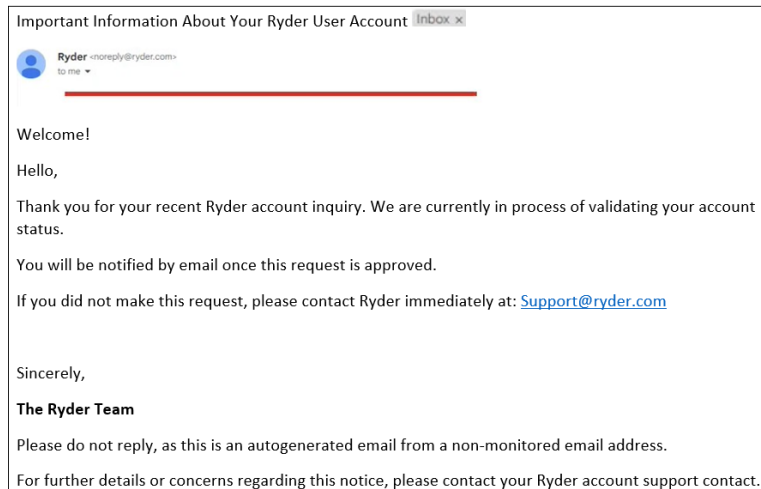
Your request has been received and is being processed. Please check your email for additional instructions.

Back to Login

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 not 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.

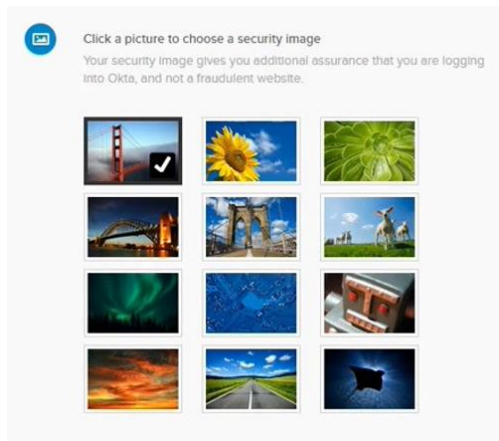
1. **Reset your password.** Follow the listed requirements when creating the new password.

A form titled "Enter new password" with a blue speech bubble icon. It contains a password input field with masked characters. Below it, "Password requirements:" are listed: "At least 8 characters", "A lowercase letter", "An uppercase letter", "A number", "A symbol", "No parts of your username", "Does not include your first name", "Does not include your last name", and "Your password cannot be any of your last 12 passwords". At the bottom, there is a "Repeat new password" section with another masked input field.

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*

A form titled "Add a phone number for resetting your password or unlocking your account using SMS (optional)" with a blue phone icon. Below the title, it says "Okta can send you a text message with a recovery code. This feature is useful when you don't have access to your email." At the bottom, there is a button labeled "Add Phone Number" with a plus sign icon.

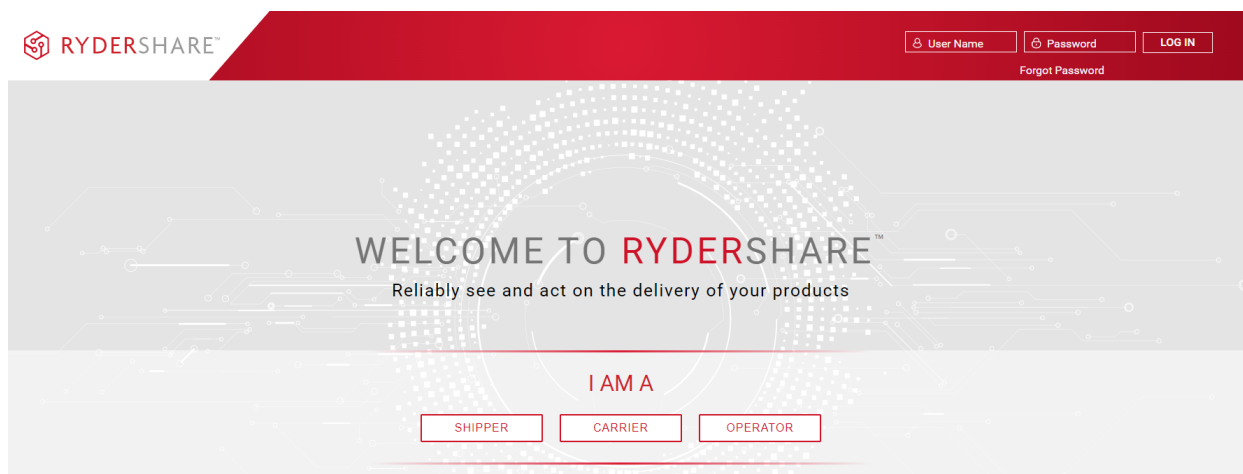
3. Choose a security image.



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

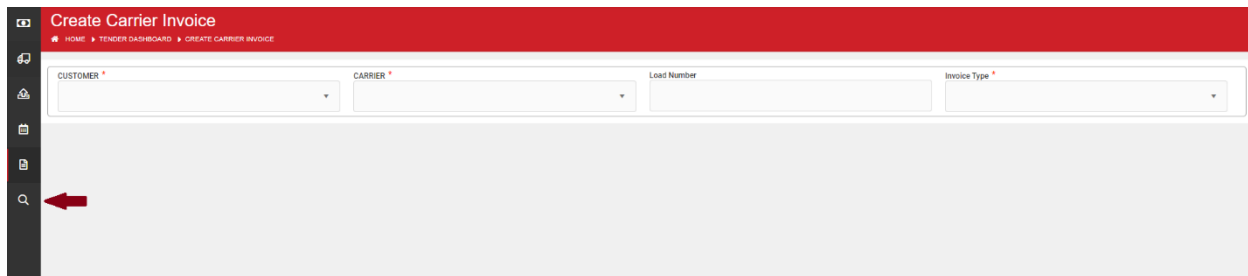
VIEW AN INVOICE

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 hand 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.**

- **Customer:** If there is visibility to multiple customers, select the applicable customers for the invoice search.
***Multiple customers can be selected at one time.*
- **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.
- **Status:** 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.**

[Download](#)

< 1 2 3 4 5 ... 41 >

Cascades (NRMA) PENDING_CARRIER_APPROVAL								Deactivate	Retrigger	Edit
Freight Bill Id	5902847	Originating On	10/06/2023	From	63 BOUL SAINT-JOSEPH, LACHINE, QC, CAN, H8S2K9					
Created Date	02/12/2024	Delivering On	10/08/2023	To	4400 ROYAL AVENUE, NIAGARA FALLS, NY, USA, 143032128					
Invoice Number	75171158	Invoice Type	Original	Status	PENDING_CARRIER_APPROVAL					
Charged Amount		Weight	44000	Load Number	75171158	Submitter Id	RYDERO			
Cascades (NRMA) PENDING_CARRIER_APPROVAL								Deactivate	Retrigger	Edit
Freight Bill Id	5902846	Originating On	10/06/2023	From	63 BOUL SAINT-JOSEPH, LACHINE, QC, CAN, H8S2K9					
Created Date	02/12/2024	Delivering On	10/10/2023	To	4400 ROYAL AVENUE, NIAGARA FALLS, NY, USA, 143032128					
Invoice Number	75171185	Invoice Type	Original	Status	PENDING_CARRIER_APPROVAL					
Charged Amount		Weight	44000	Load Number	75171185	Submitter Id	RYDERO			
Cascades (NRMA) PENDING_CARRIER_APPROVAL								Deactivate	Retrigger	Edit
Freight Bill Id	5902840	Originating On	10/10/2023	From	330 NATIONAL RD, CHATHAM, ON, CAN, N7M5J5					
Created Date	02/12/2024	Delivering On	10/11/2023	To	4001 PACKARD RD, NIAGARA FALLS, NY, USA, 143032297					
Invoice Number	75160741	Invoice Type	Original	Status	PENDING_CARRIER_APPROVAL					
Charged Amount		Weight	44000	Load Number	75160741	Submitter Id	RYDERO			

SECTION 3

EDIT AN INVOICE

Notes to review first:

If any accessorial charges or reference numbers 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 screenshot shows a table of invoice records. The first record is selected and highlighted. The record details are as follows:

Cascades (NRMA) PENDING_CARRIER_APPROVAL						Deactivate		Retrigger		Edit	
Freight Bill Id	5902847	Originating On	10/06/2023	From	63 BOUL SAINT-JOSEPH, LACHINE, QC, CAN, H8S2K9						
Created Date	02/12/2024	Delivering On	10/08/2023	To	4400 ROYAL AVENUE, NIAGARA FALLS, NY, USA, 143032128						
Invoice Number	75171158	Invoice Type	Original	Status	PENDING_CARRIER_APPROVAL						
Charged Amount		Weight	44000	Load Number	75171158	Submitter Id	RYDERO				

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:

- Create Carrier Invoice: Includes main invoice reference dates & numbers. *I.e. Invoice Number, Ship Date, Load number, etc.*
- Stops: Includes location name and address for all stops.
- Chargeable Items: Includes all charges and associated amounts

See example below.

CUSTOMER *	CARRIER *	Load Number	Invoice Type *
CASCADES(44)	WORLD WIDE CARRIERS LTD (WWC)	4422234	Original

CREATE CARRIER INVOICE			
Transaction Type *	Invoice Number *	Freight Terms *	Equipment Type *
GROUND (210)	4422234	Prepaid (No Sales) (PP)	
Ship Date *	Carrier Invoice Date *	Delivery Date *	Receipt Date *
09/01/2022	09/07/2022	09/05/2022	09/07/2022
Weight UOM *	Volume UOM *	Dimension UOM *	Currency *
Pounds (L)	Cubic Feet (CF)	Inches (I)	US DOLLAR (USD)
Account Code	Bill of Lading Number *	Carrier Invoice Number	Load Number or Customer Reference *
Purchase Order Number			

STOPS			
Origin	Location Name/Id *	Location Name 2	
	SPQ INOPAK - BOURNET - 3203		
Address *	Address 2		
3021 RUE POWER			
Country *	City *	State *	Zip *
Canada	SHRAMONVILLE	Quebec	J2C4B8
Destination	Location Name/Id *	Location Name 2	
	SALAD ET CETERA INC - CAD1837		
Address *	Address 2		
2300 CHIFFESS LN			
Country *	City *	State *	Zip *
United States of America	WELLE GLADE	Florida	334307200

CHARGEABLE ITEMS				
Type	Commodity Code	Freight Class Code	Dimensional Weight	
MIXED TYPE PACK (MXE)	MISC	70 (70)		
Billable Units	Weight *	Description *		
0	11330	Mixed Type Pack		
Charge Code *	Rate Qualifiers *	Quantity *	Rate *	Charged Amount
FREIGHT (400)	Per Unit (PU)	1	3750	3750
FUEL SURCHARGE (400)	Per Unit (PU)	1	1731.75	1731.75

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.*

CHARGEABLE ITEMS

Type MIXED TYPE PACK (MXD)	Commodity Code MISC	Freight Class Code 70 (70)	Dimensional Weight
Billable Units 0	Weight * 15000	Description * Mixed Type Pack	

Charge Code *	Rate Qualifiers *	Quantity *	Rate *	Charged Amount	
FREIGHT (400)	Per Unit (PU)	1	928	928	+
FUEL SURCHARGE (405)	Per Unit (PU)	1	412.5	412.5	

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

CHARGEABLE ITEMS

Type MIXED TYPE PACK (MXD)	Commodity Code MISC	Freight Class Code 70 (70)	Dimensional Weight
Billable Units 0	Weight * 15000	Description * Mixed Type Pack	

Charge Code *	Rate Qualifiers *	Quantity *	Rate *	Charged Amount	
FREIGHT (400)	Per Unit (PU)	1	928	928	+
FUEL SURCHARGE (405)	Per Unit (PU)	1	412.5	412.5	
[Empty]	Flat Charge (FC)	[Empty]	[Empty]		+

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**.

SUMMARY			
Fuel Amount	Accessorials Amount	Linehaul Amount	
412.5	375	928	
Weight	Weight UOM	Volume	Volume UOM
15000	Pounds	0	Cubic Feet

EVENT SUMMARY			
Userid	User Type	Event Code	Date
RYDERO	SYSTEM	Invoice Created	09/20/2023 09:06 ET

 **Submit** Reset Cancel

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.

The image shows the 'Create Carrier Invoice' form. At the top, there is a red header with the text 'Create Carrier Invoice' and a breadcrumb trail: 'HOME > TENDER DASHBOARD > CREATE CARRIER INVOICE'. Below the header, there are four input fields: 'CUSTOMER *', 'CARRIER *', 'Load Number', and 'Invoice Type *'. Each field has a dropdown arrow on the right side, indicating they are selection menus.

- **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

Create Carrier Invoice

CUSTOMER *
CASCADES/CAS

CARRIER *
WORLD WIDE CARRIERS LTD (WWC)

Load Number
9462236

Invoice Type *
Balance Due

CREATE CARRIER INVOICE

Transaction Type *
GROUND (210)

Invoice Number *
9462236

Freight Terms *
Prepaid (By Seller) (PFP)

Equipment Type *

Ship Date *
09/01/2022

Carrier Invoice Date *
09/01/2022

Delivery Date *
09/05/2022

Invoice Date *
09/01/2022

Weight UOM *
Pounds (L)

Volume UOM *
Cubic Feet (CF)

Dimension UOM *
Inches (N)

Currency *
Canadian Dollar (CAD)

Account Code

Bill of Lading Number *

Load Number or Customer Reference *
9462236

Purchase Order Number

STOPS

Add Stop

Origin

Location Name/id *
SPQ-ROPAK - BOURBET - 3303

Location Name 2

Address *
3025 RUE POWER

Country *
Canada

City *
DRUMMONDVILLE

State *
Quebec

Zip *
J2C9H8

Destination

Location Name/id *
SALAD ET CETERA INC - 0421857

Location Name 2

Address *
2305 CHERRY LN

Country *
United States of America

City *
WELLS GLADE

State *
Florida

Zip *
334091200

CHARGEABLE ITEMS

Charge Code	Rate Qualifiers	Quantity	Rate	Charged Amount	Freight Bill Id	Invoice Type	Invoice Create Date	Carrier (SCAC)
FREIGHT (400)	Per Unit (PU)	1	3750	3750	4523640		2022-09-07	WWC
FUEL SURCHARGE (405)	Per Unit (PU)	1	1791.75	1791.75	4523640		2022-09-07	WWC

Add Line Item

Type
MIXED TYPE PACK (MKE)

Commodity Code
MSC

Freight Class Code
75 (75)

Dimensional Weight

Billable Units
0

Weight *
11300

Description *
Mixed Type Pack

Charge Code *	Rate Qualifiers *	Quantity *	Rate *	Charged Amount
	Fuel Charge (FC)			

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.

CHARGEABLE ITEMS

PREVIOUS CHARGES

Charge Code	Rate Qualifiers	Quantity	Rate	Charged Amount	Freight Bill Id	Invoice Type	Invoice Create Date	Carrier (SCAC)
FREIGHT (400)	Per Unit (PU)	1	3750	3750	4523640		2022-09-07	WWCI
FUEL SURCHARGE (405)	Per Unit (PU)	1	1731.75	1731.75	4523640		2022-09-07	WWCI

+ Add Line Item

Type: MIXED TYPE PACK (MXD) | Commodity Code: MISC | Freight Class Code: 70 (70) | Dimensional Weight:

Billable Units: 0 | Weight: 11330 | Description: Mixed Type Pack

Charge Code: | Rate Qualifiers: Flat Charge (FC) | Quantity: | Rate: | Charged Amount:

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.

SUMMARY

Fuel Amount: 0 | Accessorial Amount: 450 | Linehaul Amount: 0

Weight: 11329.5 | Weight UOM: Pounds (L) | Volume: 3200 | Volume UOM: Cubic Feet

EVENT SUMMARY

Userid	User Type	Event Code	Date
RYDER0	SYSTEM	Invoice Created	09/07/2022 12:17 ET

→ Continue Reset

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

Confirmation ✕

Are you sure that you want to proceed with creating a Balance Due invoice?

✕ Cancel
Confirm

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

Create Carrier Invoice
HOME > TENDER DASHBOARD > CREATE CARRIER INVOICE

Submit
Back

CUSTOMER Cascades	CARRIER WORLD WIDE CARRIERS LTD (WWCI)	LOAD NUMBER 66622236	INVOICE TYPE Balance Due
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CREATE CARRIER INVOICE

Transaction Type GROUND (210)	Invoice Number 66622236	Freight Terms Prepaid (by Seller) (PP)	Equipment Type 1/2 Truckload (50)
Ship Date 09/01/2022	Carrier Invoice Date 09/07/2022	Delivery Date 09/05/2022	Receipt Date 09/07/2022
Weight UOM Pounds (L)	Volume UOM Cubic Feet	Dimension UOM Inches (N)	Currency Canadian Dollar (CAD)
Account Code	Bill of Lading Number 66622236	Load Number or Customer Reference 66622236	Purchase Order Number

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.

A screenshot of the 'Create Carrier Invoice' form. The form has a red header with the title 'Create Carrier Invoice' and a breadcrumb trail: 'HOME > TENDER DASHBOARD > CREATE CARRIER INVOICE'. Below the header, there are four input fields: 'CUSTOMER *', 'CARRIER *', 'Load Number', and 'Invoice Type *'. The 'CUSTOMER *', 'CARRIER *', and 'Invoice Type *' fields are highlighted with red rectangular borders, indicating they are required for 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.

CREATE CARRIER INVOICE			
Transaction Type *	Invoice Number *	Freight Terms *	Equipment Type
GROUND (210)			
Ship Date *	Carrier Invoice Date *	Delivery Date	Receipt Date *
mm/dd/yyyy	mm/dd/yyyy	mm/dd/yyyy	mm/dd/yyyy
Weight UOM *	Volume UOM *	Dimension UOM *	Currency *
Pounds (L)	Cubic Feet (CF)	Inches (N)	US DOLLAR (USD)
Account Code	Bill of Lading Number *	Load Number or Customer Reference *	Purchase Order Number

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.

The screenshot shows a form titled "STOPS" with two main sections: "Origin" and "Destination". Each section contains the following fields:

- Location Name:** A dropdown menu with a search icon.
- Location Name 2:** A text input field.
- Address:** A text input field.
- Address 2:** A text input field.
- Country:** A dropdown menu.
- City:** A text input field.
- State:** A dropdown menu.
- Zip:** A text input field.

Red asterisks are present next to the Country, City, State, and Zip labels. An "Add Stop" button is located in the top right corner of the form.

Chargeable Items Section

Enter the TONU charge details in the required fields.

The screenshot shows a form titled "CHARGEABLE ITEMS" with the following fields:

- Type:** PALLET (PLT) (dropdown)
- Commodity Code:** (text input)
- Freight Class Code:** 70 (70) (dropdown)
- Dimensional Weight:** (text input)
- Billable Units:** 1 (text input)
- Weight:** (text input)
- Description:** (text input)

Below the main form is a table with the following columns:

Charge Code *	Rate Qualifiers *	Quantity *	Rate *	Charged Amount
(dropdown)	Flat Charge (FC) (dropdown)	(text input)	(text input)	(text input)

Red asterisks are present next to the Charge Code, Rate Qualifiers, Quantity, and Rate labels. An "Add Line Item" button is located in the top right corner of the form.

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.


SUMMARY			
Fuel Amount 0	Accessorial Amount 250	Linehaul Amount 0	
Weight 0	Weight UOM Pounds	Volume 0	Volume UOM Cubic Feet

 [Continue](#) [Reset](#)

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

Create Carrier Invoice

HOME > TENDER DASHBOARD > CREATE CARRIER INVOICE

 [Submit](#) [Back](#)

CUSTOMER ATD	CARRIER ARVY	LOAD NUMBER 77620417	INVOICE TYPE TONU
-----------------	-----------------	-------------------------	----------------------

CREATE CARRIER INVOICE

Transaction Type 210	Invoice Number Test123	Freight Terms Collect (CC)	Equipment Type
Account Code	Bill of Lading Number *	Load Number or Customer Reference *	Purchase Order Number

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 reset 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.