

Document Date: 05/03/2021
Revision No.: 6
Date Revised: 02/07/2018
Date Revised: 06/23/2017
Date Revised: 03/11/2017
Date Revised: 08/02/2012

How to submit invoices through Transentric / ORISS Logon to http://oriss.www.transentric.com/ors/ Select Log into ORISS





Log In | Sign Up | RR Contacts |

Welcome to ORISS, the Online Rail Industry Supply System.

Sign up/Registration New Customers: If you are not a current ORISS customer, and want to register Click here What's New?: If you would like to know more about what was recently added then Click here Log into ORISS Existing Customers: If you are a current What's Next?: If you would like to know more about nt to register with an Reset Password what improvements we are currently working on then additional railroad Click here Click here If you cannot log into ORISS and need a password reset Click here For immediate assistance during normal business hours, please dial 1-877-206-2965 or We have enhanced the password reset functionality. All password resets can send an email to: oriss.issues@transentric.com. be handled via your email. Please contact Transentric at 1-877-206-2965 if you need any additional support. Thank you. Payment Status: Please contact the Railroad directly for payment status. Railroad contacts are listed here ***ORISS is Changing*** We would like your help prioritizing our changes. Please take 60 seconds and help direct us http://pstechnology.com/oriss-user-survey/

To reset your password if you have been locked out of the site for too many attempts, click the link above to reset password. This link will allow you to send an email with your user ID referenced, which will enable you to have your password and/or access reset. An email will be sent to you with instructions on how to proceed. Enter your user ID and password. Please Note: Transentric system only allows 2 failures. On the 3rd failure you will be locked out and will need to contact oriss.issues@transentric.com to have your access reset.



Welcome to ORISS, the Online Rail Industry Supply System.

Login

If you are a registered user, enter your ID and password to login.

IDs and passwords are case sensitive.

User ID:

Password:

Note

Passwords expire every 90 days. If you know your ORISS user ID and need a password reset Click here

For immediate assistance during normal business hours, please dial 1-877-206-2965 or send an email to: oriss.issues@transentric.com.

Enter ORISS ID

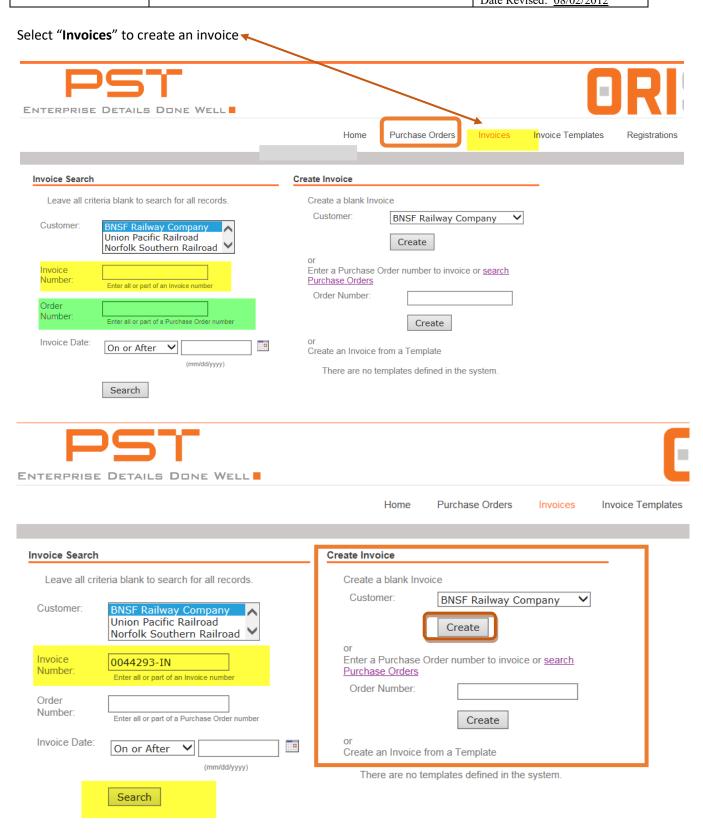
Enter ORISS ID

Example: XOR0000

and Password.



Document Date: 05/03/2021
Revision No.: 6
Date Revised: 02/07/2018
Date Revised: 06/23/2017
Date Revised: 03/11/2017
Date Revised: 08/02/2012





Document Date: 05/03/2021
Revision No.: 6
Date Revised: 02/07/2018
Date Revised: 06/23/2017
Date Revised: 03/11/2017
Date Revised: 08/02/2012

Invoice Date: *	01/10/2017
	(mm/dd/yyyy)
Invoice Type: *	New V
Original Invoice Number: (if Invoice Type not New)	
Original Invoice Date : (if Invoice Type not New)	(mm/dd/yyyy)
Purchase Order Number: *	
Ship Date: *	(mm/dd/yyyy)

(* Indicates required field)

Invoice number — use alpha and/or number characters only. <u>Do not use an invoice number that has been previously accepted or the BNSF system will reject</u> with an error rejection notice "Under Review". Adding a letter to the end of an invoice number to change it is acceptable. If an invoice was previously rejected, choose "Revise/Duplicate" an invoice and resubmit. <u>DO NOT SEND THE SAME INVOICE NUMBER TWICE IN ONE DAY — the BNSF system will reject the invoice as it thinks it is a duplicate and will not process.</u> If you must submit the invoice, differentiate it with an alpha or numeric character at the end of the invoice number.

Invoice Date – although this must be completed, the invoice date recorded in the BNSF system is the date the invoice was submitted correctly and accepted. Contact <u>electronicap@bnsf.com</u> for invoices past 60 days.

Invoice Type – always select "New". Regardless of the number of multiple submissions. The BNSF system will reject "correction". For credit memos, email with the PO number referenced to <u>electronicAP@BNSF.com</u>.

Original Invoice Number – disregard (This is a generic template and not all features are use by BNSF)

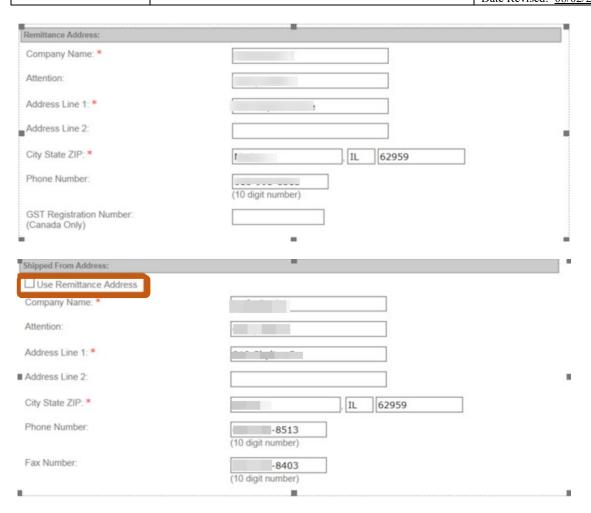
Original Invoice Date – disregard (This is a generic template and not all features are use by BNSF)

Purchase Order Number – BNSF PO numbers are 10-digit numerical – 50xxxxxxxx or 55xxxxxxxx.

Ship Date – use the day the product was shipped. This section must be complete where there is an asterisk *, but payment will default to the information used to set up the purchase order.



Document Date: 05/03/2021
Revision No.: 6
Date Revised: 02/07/2018
Date Revised: 06/23/2017
Date Revised: 03/11/2017
Date Revised: 08/02/2012



Check "Use Remittance Address" for a quick entry on this section. If not checked, you will need to enter information where there is an asterisk, but this information is already contained in the PO set up.



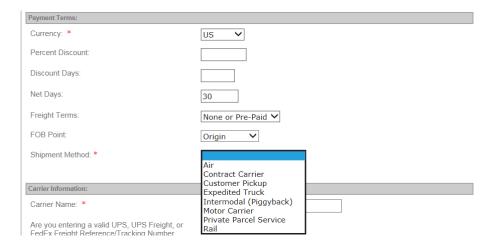
Only enter information where there is an asterisk "*". The "Attention" section does not send a notification to that person, please leave this space blank. The critical line is the "City State Zip"; this information is used to determine taxes. Use the postal abreviation for each state.



Document Date: 05/03/2021
Revision No.: 6
Date Revised: 02/07/2018
Date Revised: 06/23/2017
Date Revised: 03/11/2017
Date Revised: 08/02/2012



Select "US" or "Canada" Use the currency type your company normally receives payment.





Document Date: 05/03/2021
Revision No.: 6
Date Revised: 02/07/2018
Date Revised: 06/23/2017
Date Revised: 03/11/2017
Date Revised: 08/02/2012



Percent Discount – if there is a discount for early payment, enter the number. (Example: 2 for 2%, .2 for .2%) This must match what is on the purchase order.

Discount Days – enter the number of days payment is required to take the discount. (Example: 10 for N/10) This must match what is on the purchase order.

Net Days – enter the number of days payment is required without a discount. (Example: 30 for N/30) This must match what is on the purchase order.

FREIGHT INFO

Select one of the three choices. Choice is not critical since the freight arrangements are determined by the purchase order. All shipments less the 150 lbs. should ship on the UPS account for BNSF. If the shipment is more than 150 lbs., Logistics will coordinate. Go to http://www.bnsf.com/suppliers/RoutingGuide.pdf (found on the purchase order) for instructions on how to route shipment.

Select the correct shipping method. Most likely it would be "Contract Carrier".



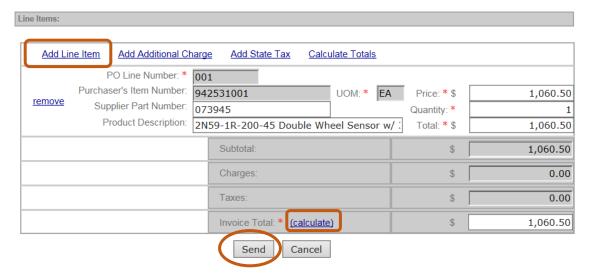
Carrier Name – enter the name of the carrier or "Customer Pickup" if there was no carrier.

Reference Number – enter the reference number or the invoice number if there was no carrier.

(These fields are required but the information in them are not used for EDI invoicing)



Document Date: 05/03/2021
Revision No.: 6
Date Revised: 02/07/2018
Date Revised: 06/23/2017
Date Revised: 03/11/2017
Date Revised: 08/02/2012



PO Line Number – enter the line number of the PO that you want to invoice. (Example: 01 for line 1 of the PO). DO NOT ENTER THE PO NUMBER

Purchaser's Item Number – enter the BNSF part number or the stock code. If unknown enter NONCAT

UOM – this is the unit of measure listed on the PO. (Example: EA for each, GA for gallon, FT for feet)

Price – enter the price on the PO. It must match to the decimal place. Resolve differences with your buyer first.

Supplier Part Number – enter your part number.

Quantity – enter the quantity to be invoiced. It must be equal to or less than (partial/backorder) the PO quantity.

Product Description – enter your description of the part invoiced.

Add Line Item – select if there are additional lines to invoice and repeat the above process for lines 2, 3, etc

Total – if there are no taxes or other charges, select "(calculate)" and Oriss will calculate the total. Wait to calculate total if you have tax or other charges. Instructions for this are on the next page.

Select "Send". The invoice will be submitted to BNSF.



Document Date: 05/03/2021
Revision No.: <u>6</u>
Date Revised: <u>02/07/2018</u>
Date Revised: <u>06/23/2017</u>
Date Revised: <u>03/11/2017</u>
Date Revised: <u>08/02/2012</u>

Tax and other charges (freight, handling, surcharge)

BNSF Railway Company ("BNSF") has Direct Pay Permits in the states listed below.

Idaho – Iowa – Kansas – Minnesota – Mississippi – Nebraska - North Dakota - South Dakota – Texas – Washington – Wisconsin - Wyoming

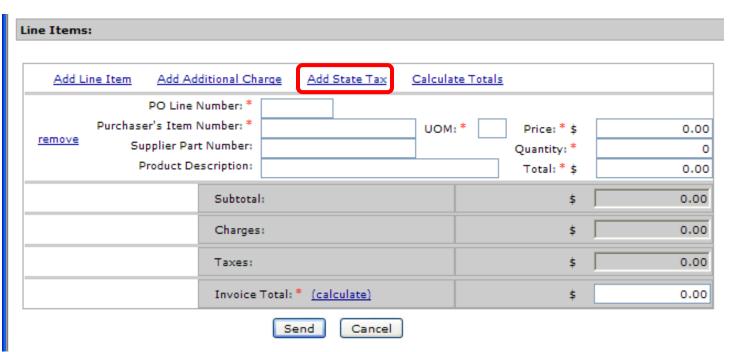
The Direct Pay Permits are for purchases of material referencing a 10 digit material Purchase Order number. Direct Pay Permits allow BNSF to pay use tax directly to the respective state or local jurisdiction rather than paying sales tax to the vendor. Sales tax billed for purchases in the above states will not be paid to the vendor, but instead BNSF will pay the tax directly to the taxing authority. The states of Oregon and Montana do not have state or sales tax. This means suppliers do not need to include taxes for these 14 states. Please click on the link below to print a Direct Pay permit. Please enter your contact information and a PO number to access the system. Please use this direct link to get an exemption certificate on valid PO's: http://www.bnsf.com/bnsf.was6/ec/ECCentralController For assistance with Direct Pay certificates and other tax questions, please contact Nancy Medina@BNSF.com. BNSF will reject all invoices with tax for these states.

BNSF will also rejected any invoice with freight charges. If items are less than 150 lbs., they should have shipped of the BNSF UPS account. Logistics should have been contacted for items over 150 lbs. The information can be found at http://www.bnsf.com/suppliers/RoutingGuide.pdf. Contact William Deters at 817-352-2253 for possible freight reimbursement if these instructions were not followed.

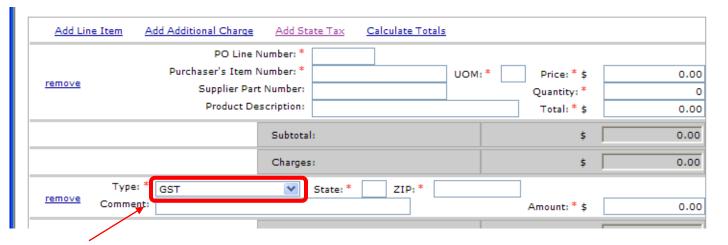
BNSF will reject all additional charges (handling, surcharge, etc.) These costs should be part of the PO price. Contact Sourcing Help <u>SourcingHelp@BNSF.com</u> (888-703-7727 Opt 2 Opt 1) to resolve before submiting your invoice.



Document Date: 05/03/2021
Revision No.: <u>6</u>
Date Revised: <u>02/07/2018</u>
Date Revised: <u>06/23/2017</u>
Date Revised: <u>03/11/2017</u>
Date Revised: <u>08/02/2012</u>



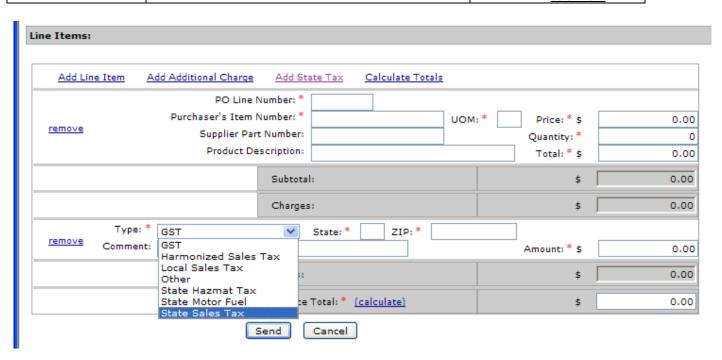
Select "Add State Tax" to add taxes



Select drop down menu



Document Date: 05/03/2021
Revision No.: 6
Date Revised: 02/07/2018
Date Revised: 06/23/2017
Date Revised: 03/11/2017
Date Revised: 08/02/2012



Enter each tax description type and amount one at a time. It is better to sum all like tax types onto one entry instead of individual tax entries per line item. (Example: There are 3 lines on the PO. The state sales tax on line 1 is \$1.50, line 2 is \$.50, and line 3 is \$5.05. It is better to enter the total of all three, \$7.05, then to enter each of these taxes separately.

GST – use for all Canadian Sales tax, even if it is not GST

Local Sales Tax – use for city, county, or local specialized tax

State Hazmat Tax – for hazardous chemical fees

State Sales Tax - use for US state sales tax

State * - use the "ship to" two letter postal abbreviation for US or Canadian state/province/territory

Zip * - use the "ship to" zip code

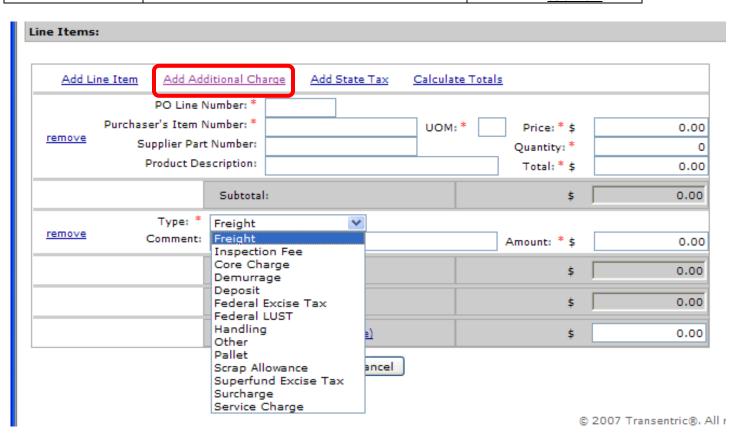
Amount * - enter the tax amount

If there is another tax type, select "Add State Tax" and another entry will appear. It is ok to select "Local Sales Tax" multiple times for various local taxes (county tax, city tax). Sum each tax type per entry, (Example: Sum City taxes together, then on the next entry sum county taxes).

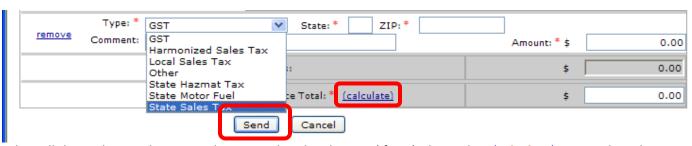
Repeat the process above for each new entry.



Document Date: 05/03/2021
Revision No.: 6
Date Revised: 02/07/2018
Date Revised: 06/23/2017
Date Revised: 03/11/2017
Date Revised: 08/02/2012



Do not select "Add Additional Charges" from the menu. Freight should never be on a PO based invoice. See Routing instructions at http://www.bnsf.com/suppliers/RoutingGuide.pdf found on the 1st page of the PO. The other choices will be rejected by BNSF. Any additional charges should be built into the item price. Resolve all differences with the buyer listed on the first page of the PO before invoicng.



When all the PO lines to be invoiced are completed with taxes (if any), then select (calculate) to complete the total.

Select "Send" to complete.

If the invoice is rejected, you will receive an error rejection report by email the following day. It takes 48 hours for an invoice to be matched to the PO. Review invoice status on the BNSF supplier portal, not in Oriss. If the invoice is not posted after 48 hours from submission, there is a problem. If you are not able to resolve the problem and resubmit or if you need the instructions for registration and usage of the supplier portal, contact electronicAP@BNSF.com.



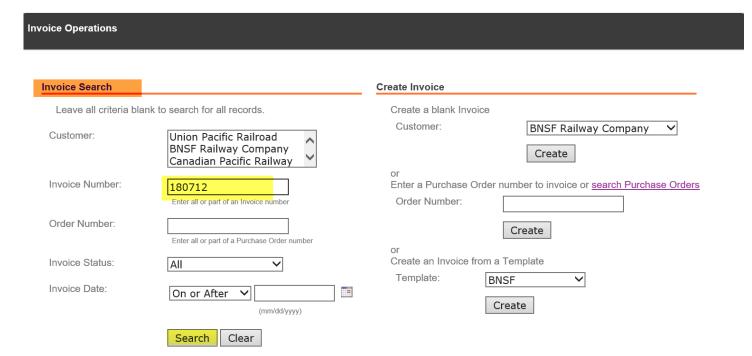
Document Date: 05/03/2021
Revision No.: 6
Date Revised: 02/07/2018
Date Revised: 06/23/2017
Date Revised: 03/11/2017
Date Revised: 08/02/2012

HOW TO REVISE (Modify) AN INVOICE

Click Invoices at the top of the screen



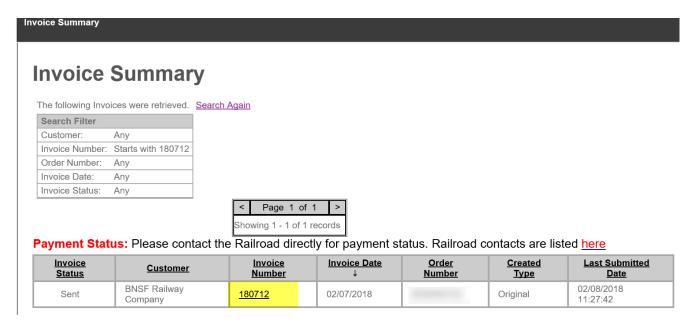
In the Invoice Search section, enter Invoice Number and click Search





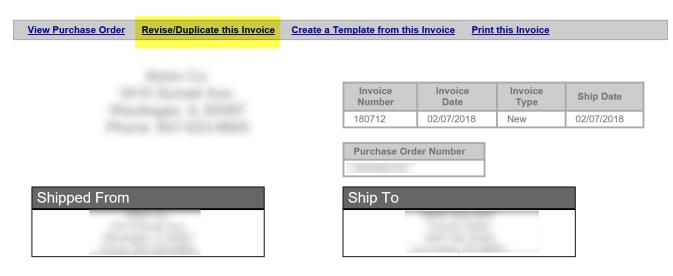
Document Date: 05/03/2021
Revision No.: 6
Date Revised: 02/07/2018
Date Revised: 06/23/2017
Date Revised: 03/11/2017
Date Revised: 08/02/2012

In the Invoice Summary section, click on the Invoice number



This section shows the status of the invoice; since the invoice has previously sent, it shows the status as "Sent." Click on **Revise/Duplicate this Invoice**. Make necessary corrections and click **Send** when complete. The systems identifies the invoice as a "duplicate."

Invoice Detail Invoice Status : Sent





Document Date: 05/03/2021
Revision No.: 6
Date Revised: 02/07/2018
Date Revised: 06/23/2017
Date Revised: 03/11/2017
Date Revised: 08/02/2012

Click **Submit** to send the invoice, which the system will send with updated/corrected information. The ORISS system uses the term "Duplicate" when an invoice has been modified (revised).

cate Invoice found v	with the same Invoice Number: 180712 and Invoice
02/07/2018	
	a Duplicate Invoice.
"Cancel" to return t	to the form.
	Submit Cancel