

RyderShare Web Billing Invoicing Manual

How to submit a freight bill 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!

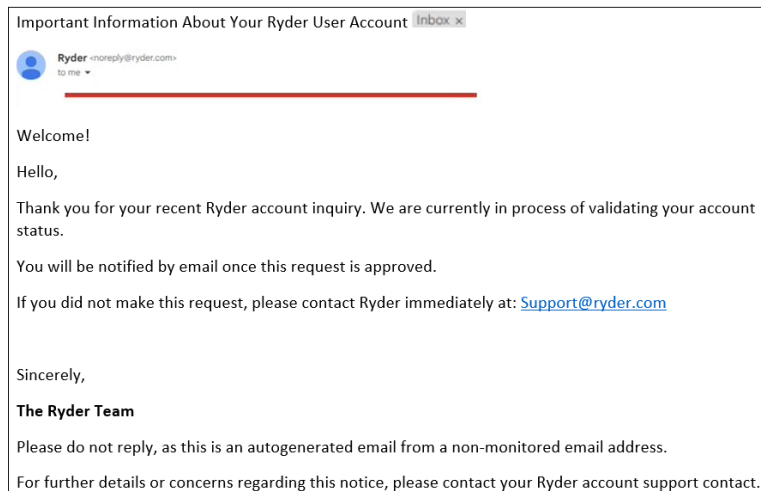
Your request has been received and is being processed. Please check your email for additional instructions.

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.

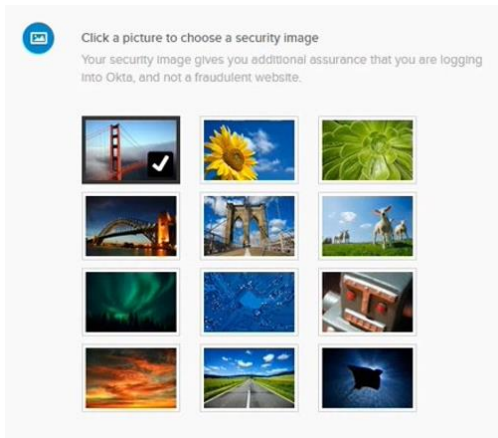
1. **Reset your password.** Follow the listed requirements when creating the new password.

A form titled "Enter new password" with a blue speech bubble icon. It contains a password input field with a masked password "*****". Below the field, the text "Password requirements:" is followed by a list of requirements: "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". Below the list is a "Repeat new password" section with another masked password 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*

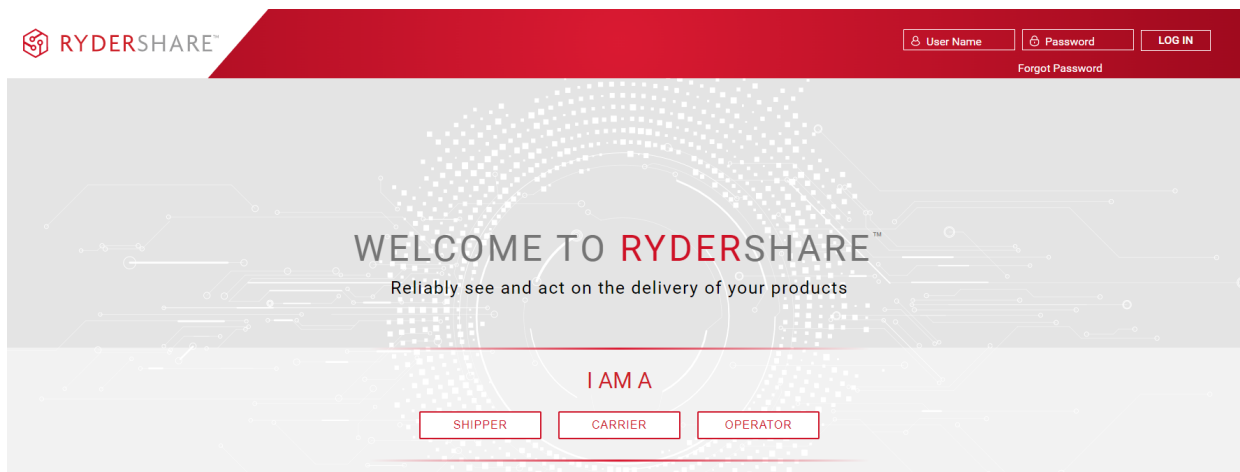
A form with a blue phone icon. The text reads: "Add a phone number for resetting your password or unlocking your account using SMS (optional)". Below this, it says: "Okta can send you a text message with a recovery code. This feature is useful when you don't have access to your email." At the bottom,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

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 your 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

CREATE CARRIER INVOICE

Once logged into RyderShare:

To create an 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 invoice submission.

A screenshot of the 'Create Carrier Invoice' form. The top navigation bar is red with the title 'Create Carrier Invoice' and a breadcrumb trail: 'HOME > TENDER DASHBOARD > CREATE CARRIER INVOICE'. The form contains four input fields: 'CUSTOMER *' (a dropdown menu), 'CARRIER *' (a dropdown menu), 'Load Number' (a text input field), and 'Invoice Type *' (a dropdown menu). The 'CUSTOMER *', 'CARRIER *', and 'Invoice Type *' fields are highlighted with red rectangular borders.

- **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 **Original**

All of the required fields must be completed (marked with *).

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.

Use the tab key to move between the fields.

Details for each field are 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*

Equipment Type: Enter the type of equipment used

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

SECTION 3

STOPS

Enter the complete address information for each stop.

- Search the location name for both Origin and Destination by selecting the dropdown or typing into the **Location Name** field.
- Once selected the Address, Country, City, State and Zip will automatically populate.

To add additional stop off detail, click the **Add Stop (+)** located the top of the section.

The screenshot shows a web interface for managing stops. At the top, there's a header 'STOPS' with a plus sign. Below it, there are two main sections: 'Origin' and 'Destination'. Each section has a 'Location Name' dropdown menu, an 'Address' field, a 'Country' dropdown, a 'City' field, a 'State' dropdown, and a 'Zip' field. A red circle highlights the 'Add Stop (+)' button in the top right corner of the form.

SECTION 4
CHARGEABLE ITEMS
(Freight, Fuel, Lumper, Detention, etc.)

Enter one line item for each charge.

Example: If entering freight, fuel, and detention, then three separate charges will need to be entered.

To add additional charges, click the plus (+) sign next to the **Charge Amount** column.

The screenshot shows a web form titled "CHARGEABLE ITEMS". At the top right, there is a red plus sign icon and the text "Add Line Item". The form is divided into several sections:

- Type:** A dropdown menu with "PALLET (PLT)" selected.
- Commodity Code:** An empty text input field.
- Freight Class Code:** A dropdown menu with "70 (70)" selected.
- Dimensional Weight:** An empty text input field.
- Billable Units:** A text input field containing the number "1".
- Weight:** A text input field with a red asterisk next to it.
- Description:** A text input field with a red asterisk next to it.
- Charge Code:** A dropdown menu with a red asterisk next to it.
- Rate Qualifiers:** A dropdown menu with "Flat Charge (FC)" selected and a red asterisk next to it.
- Quantity:** A text input field with a red asterisk next to it.
- Rate:** A text input field with a red asterisk next to it.
- Charged Amount:** A text input field.

At the bottom right of the form, there is a red circle around a plus sign icon, which is the "Add Line Item" button mentioned in the text.

Details for each field are below

Weight: Enter the actual weight of the shipment. ***If there is no weight listed on the BOL, enter 1*

Description: Enter a short description of the product being hauled

Charge code: Click on the drop down to search for applicable charge or type into the field

Quantity: **Always** enter 1


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

SECTION 5

SUMMARY

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


SUMMARY			
Fuel Amount 260	Accessorial Amount 300	Linehaul Amount 800	
Weight 1	Weight UOM Pounds	Volume 0	Volume UOM Cubic Feet

 **Continue** [Reset](#)

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.

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

SUMMARY			
Fuel Amount 260	Accessorial Amount 300	Linehaul Amount 800	Weight 1
Weight UOM Pounds	Volume 0	Volume UOM Cubic Feet	

 **Submit** [Back](#)

SECTION 6

HOW TO SUBMIT SUPPLEMENTAL / BALANCE DUE INVOICE

There are two options

Option 1: Utilized when a **Ryder load number** was submitted on the original invoice.

See instructions below.

Once logged into 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.

A screenshot of the 'Create Carrier Invoice' form. The title bar is red and says 'Create Carrier Invoice'. Below the title bar, there is a breadcrumb trail: 'HOME > TENDER DASHBOARD > CREATE CARRIER INVOICE'. The form itself is a white box with four input fields. The first field is labeled 'CUSTOMER *' and has a dropdown arrow. The second field is labeled 'CARRIER *' and has a dropdown arrow. The third field is labeled 'Load Number' and is a text input. The fourth field is labeled 'Invoice Type *' and has a dropdown arrow. The asterisks indicate that these fields are required.

- **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 original invoice
- **Invoice Type:** Select **Balance Due**

All data elements related to the original 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

Transaction Type * GROUND (210)	Invoice Number * 77625725	Freight Terms * Prepaid (by Seller) (PP)	Equipment Type * <input type="text"/>
Ship Date * 02/06/2024	Carrier Invoice Date * 02/07/2024	Delivery Date * 02/07/2024	Receipt Date * 02/07/2024
Weight UOM * Pounds (L)	Volume UOM * Cubic Feet (CF)	Dimension UOM * Inches (N)	Currency * US DOLLAR (USD)
Account Code	Bill of Lading Number * <input type="text"/>	Load Number or Customer Reference * 77625725	Purchase Order Number

STOPS

Add Stop

Origin	Location Name/Id * KEURIG GREEN MOUNTAIN GEORGIA - 1046	Location Name 2	
Address * 6000 STUDIO WAY	Address 2		
Country * United States of America	City * UNION CITY	State * Georgia	Zip * 30291

Destination	Location Name/Id * KROGER (KRG LLC) - 6000032374	Location Name 2	
Address * 26090 23 MILE RD	Address 2		
Country * United States of America	City * NEW BALTIMORE	State * Michigan	Zip * 48051

CHARGEABLE ITEMS

PREVIOUS CHARGES									
Charge Code	Rate Qualifiers	Quantity	Rate	Charged Amount	Freight Bill Id	Invoice Type	Invoice Create Date	Carrier (SCAC)	
LUMPER SERVICE - EXTRA HELPER (LAB) (LAB)	Flat Rate (FR)	1	190	190	5908750		2024-02-07	BHDR	
FREIGHT (400) (400)	Per Unit (PU)	1	968.94	968.94	5891962		2024-02-07	BHDR	
FUEL SURCHARGE (40S) (40S)	Per Unit (PU)	1	415.8	415.8	5891962		2024-02-07	BHDR	

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

Chargeable Items form showing fields for Type, Commodity Code, Freight Class Code, Dimensional Weight, Billable Units, Weight, Description, Charge Code, Rate Qualifiers, Quantity, Rate, and 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	Accessorial Amount	Linehaul Amount
0	450	0
Weight	Weight UOM	Volume
11329.5	Pounds (L)	3200
		Volume UOM
		Cubic Feet

EVENT SUMMARY

Userid	User Type	Event Code	Date
RYDERO	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**.

SUMMARY

Fuel Amount	Accessorial Amount	Linehaul Amount	Weight
250	300	800	1
Weight UOM	Volume	Volume UOM	
Pounds	0	Cubic Feet	

Submit Back

Option 2: Utilized when a **Ryder load number** was **not** submitted on the original invoice. A new invoice will need to be created.

Once logged into RyderShare:

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 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.*
- **Invoice Type:** Select **Balance due**

For details on how to fill out all **required fields** for creating and submitting the balance due invoice see **Sections #2 - #5**. Please make sure the required (highlighted fields) are completed.

SECTION 7

INVOICE RESUBMISSION

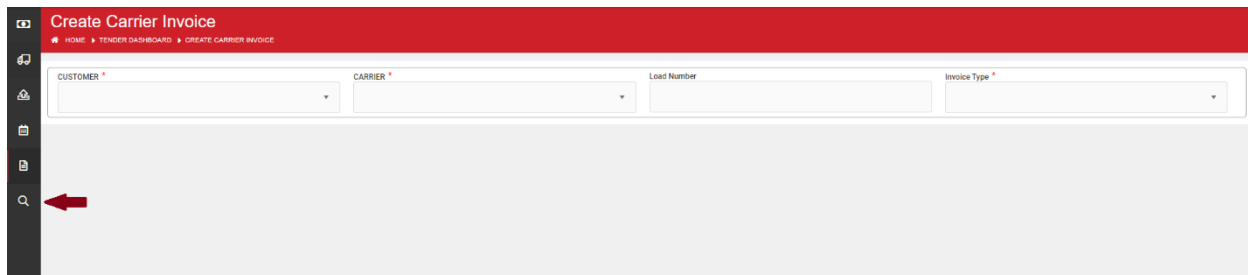
If an invoice was rejected due to missing or incorrect information, then this option can be utilized instead of re-creating the invoice.

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.

- **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.
- **Invoice Number:** Enter specific invoice number that needs to be resubmitted.

Then click the **Apply** button. The invoice record will display. Click on the **Resubmit** button.

In the invoice record, some fields will be blank and require information to be entered. See highlighted fields to notate which fields require updates prior to resubmitting the invoice.

CREATE CARRIER INVOICE

Transaction Type: GROUND (210) | Invoice Number: 85728 | Freight Terms: Collect (CC) | **Equipment Type**

Ship Date: 02/06/2024 | Carrier Invoice Date: 02/07/2024 | **Delivery Date** | Receipt Date

Weight UOM: Pounds (L) | Volume UOM: Cubic Feet (CF) | Dimension UOM: Inches (IN) | Currency: US DOLLAR (USD)

Account Code | **Bill of Lading Number** | **Load Number or Customer Reference** | Purchase Order Number

STOPS

Origin

Location Name/Id: A1 STONE - R1010606780 | Location Name 2

Address: 1280 W ROAD | Address 2

Country: United States of America | City: KINTA | State: Oklahoma | Zip: 74552

Destination

Location Name/Id: #93 ATWOODS TYLER DC - #9375701 TYLER | Location Name 2

Address: 2900 ROBERTSON RD | Address 2

Country: United States of America | City: TYLER | State: Texas | Zip: 75701

CHARGEABLE ITEMS

Type: PIECES (PCS) | Commodity Code | Freight Class Code: 70 (70) | Dimensional Weight

Billable Units: 1 | Weight: 45000 | Description: FAK

Charge Code	Rate Qualifiers	Quantity	Rate	Charged Amount
FREIGHT (400) (400)	Flat Rate (FR)	1	759.15	759.15
FUEL SURCHARGE (405) (405)	Flat Rate (FR)	1	112.8	112.8

Detail breakdown below of what fields can be and need to be updated.

Required Fields (blank)

- ❖ Equipment Type
- ❖ Delivery Date
- ❖ Bill of Lading Number
- ❖ Load Number/Customer Reference Number


Optional Fields

- ❖ Add stop off
- ❖ Add any additional charges


Once all fields are updated, click the **Continue** button in the bottom right corner.

SUMMARY			
Fuel Amount	Accessorial Amount	Linehaul Amount	
112.8	0	759.15	
Weight	Weight UOM	Volume	Volume UOM
1	Pounds	0	Cubic Feet

EVENT SUMMARY			
UserId	User Type	Event Code	Date
vbowen1	SYSTEM	Invoice Created	02/07/2024 13:34 ET

 **Continue** Reset Cancel

A full summary of the 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 Altwoods	CARRIER ANDERSON PRODUCE LOGISTICS LLC (APO5)	LOAD NUMBER	INVOICE TYPE Original

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 ASK 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.