

How to submit invoices through Transentric / Oriss

Go to the website <http://oriss.www.transentric.com/ors/>

Online Rail Industry Supply System - Windows Internet Explorer

https://oriss.www.transentric.com/ors/

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Online Rail Industry Supply System

Transentric. Online Rail Industry Supply System 05/25/2011 15

Online Rail Industry Supply System

Log In | Sign Up | RR Contacts

Welcome to ORISS, the Online Rail Industry Supply System.

Login

Log into Oriss.

User ID and password

*****NEW FEATURE*****
Now you can manage your own password resets - anytime that you need to using P-Synch.

1. SIGN UP FIRST - to begin the registration process for P-Synch click [here](#)
2. Click [here](#), if you are already signed up for P-Synch and you need to reset your password now.

Sign up/Registration

If you are not a current ORISS customer, and want to register [Click here](#)

If you are a current ORISS customer, and want to register with an additional railroad [Click here](#)

******PLEASE NOTE******
As of March 1, 2011, the ORISS Support phone number has changed. For immediate assistance during normal business hours, please dial 1-877-206-2965 or send an email to: oriss.issues@transentric.com.

Request password reset and reference User ID number if password expired.

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Online Rail Industry Supply System - Windows Internet Explorer

https://oriss.www.transentric.com/ors/secure/homeindex.jas

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Online Rail Industry Supply System

Transentric Online Rail Industry Supply System

Home **Invoices** Invoice Templates Registrations

Welcome to ORISS, Staci Winkler

Quick Links

- [Railroad Contacts](#)
- [Recommended Software](#)
- For assistance, contact oriss.issues@transentric.com, or call 1-877-206-2965.
- [Security Agreement](#)

Quick Reports

0 Registration(s) are pending.

User Options

- [Change your password](#)
- [Edit your company contact information](#)

Select to create an invoice.

Home Invoices Invoice Templates Registrations

Create Invoice

* Indicates Required Field

Customer to Invoice: *

BNSF Railway Company

Invoice Information:

Invoice Number: *

Invoice Date: * 05/25/2011 (mm/dd/yyyy)

Invoice Type: * New

Select BNSF Railway Company

Always select "New" for any invoice or "Material Credit" for submitting a credit memo.

Invoice Information:

Invoice Number: *

Invoice Date: *
(mm/dd/yyyy)

Invoice Type: *

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)

All BNSF material PO numbers are only 6 characters. Do not include the revision number /0001.

Example: ST64R9 (not ST64R9/0001)

Also pay close attention to the characters 1, I, 0, O as they are hard to distinguish.

Remittance Address:

Company Name: *

Attention:

Address Line 1: *

Address Line 2:

City State ZIP: * ,

Remittance address designates the name and address of where you want payment to go to.

Shipped From Address:

Use Remittance Address

Company Name: *

Attention:

Address Line 1: *

Address Line 2:

City State ZIP: * ,

Phone Number:
(10 digit number)

Fax Number:
(10 digit number)

If applicable, check this box to fill out duplicate info automatically.

Ship To Address:

Company Name: *

Attention:

Address Line 1: *

Address Line 2:

City State ZIP: * ,

These fields are critical to determine if tax applies. BNSF is tax exempt for the states of ID, IA, KS, MN, MS, NE, ND, SD, TX, WA, WI, and WY. Tax exempt certificates are available at www.bnsf.com under Supplier and then the PAY tabs.

Payment Terms:

Currency: *

Percent Discount:

Discount Days:

Net Days:

Freight Terms:

FOB Point:

Shipment Method: *

Use 1, 2, 3 etc. for % discount if applies.

Use 3, 5, 10 etc. for days allowed for payment to receive a discount.

Currency: *

Percent Discount:

Discount Days:

Net Days:

Freight Terms:

FOB Point:

Shipment Method: *

Read section 3 of the PO contract to follow correct shipping instructions.

FOB Point:

Shipment Method: *

Select the shipping method which applies. If a carrier was not used, select "Motor Carrier" and use the invoice number as the reference number.

Carrier Information:

Carrier Name: *

Reference Number: *

Bill Of Lading Number:

- Air
- Contract Carrier
- Customer Pickup
- Expedited Truck
- Intermodal (Piggyback)
- Motor Carrier
- Private Parcel Service
- Rail

Carrier Information:

Carrier Name: *

Reference Number: *

Bill Of Lading Number:

These fields are required, but the information does not need to be exact. For example, the words Common Carrier and using an invoice number would be ok.

Line Items:

[Add Line Item](#) [Add Additional Charge](#) [Add State Tax](#) [Calculate Totals](#)

remove	PO Line Number: *	<input type="text"/>	UOM: * <input type="text"/>	Price: * \$	<input type="text" value="0.00"/>
	Purchaser's Item Number: *	<input type="text"/>		Quantity: *	<input type="text" value="0"/>
	Supplier Part Number:	<input type="text"/>		Total: * \$	<input type="text" value="0.00"/>
	Product Description:	<input type="text"/>			
Subtotal:				\$	<input type="text" value="0.00"/>
Charges:				\$	<input type="text" value="0.00"/>
Taxes:				\$	<input type="text" value="0.00"/>
Invoice Total: * (calculate)				\$	<input type="text" value="0.00"/>

Invoice line number – must correspond with the PO exactly line by line.

BNSF Part # - match the # exactly.

Unit of Measure – this must match the PO exactly.

Line Items:

[Add Line Item](#) [Add Additional Charge](#) [Add State Tax](#) [Calculate Totals](#)

remove	PO Line Number: *	<input type="text" value="001"/>	UOM: * <input type="text" value="EA"/>	Price: * \$	<input type="text" value="10.00"/>
	Purchaser's Item Number: *	<input type="text" value="245151001"/>		Quantity: *	<input type="text" value="10"/>
	Supplier Part Number:	<input type="text" value="1234STUFF"/>		Total: * \$	<input type="text" value="100.00"/>
	Product Description:	<input type="text" value="Great Stuff"/>			
Subtotal:				\$	<input type="text" value="0.00"/>
Charges:				\$	<input type="text" value="0.00"/>
Taxes:				\$	<input type="text" value="0.00"/>
Invoice Total: * (calculate)				\$	<input type="text" value="0.00"/>

Create invoice line 2 and so on.

Line Items:

		Add Line Item	Add Additional Charge	Add State Tax	Calculate Totals		
remove	PO Line Number: *	001					
	Purchaser's Item Number: *	245151001		UOM: *	EA	Price: * \$	10.00
	Supplier Part Number:	1234STUFF				Quantity: *	10
	Product Description:	Great Stuff				Total: * \$	100.00
remove	PO Line Number: *	002					
	Purchaser's Item Number: *	245151002		UOM: *	EA	Price: * \$	20.00
	Supplier Part Number:	5678STUFF				Quantity: *	5
	Product Description:	Greater Stuff				Total: * \$	100.00
Subtotal:						\$	0.00
Charges:						\$	0.00
Taxes:						\$	0.00
Invoice Total: * (calculate)						\$	0.00

Only for delivery in state where BNSF is not exempt. As noted above, BNSF is tax exempt for the states of ID, IA, KS, MN, MS, NE, ND, SD, TX, WA, WI, and WY. Tax exempt certificates are available at www.bnsf.com under Supplier and then the PAY tabs.

Line Items:

		Add Line Item	Add Additional Charge	Add State Tax	Calculate Totals		
remove	PO Line Number: *	001					
	Purchaser's Item Number: *	245151001		UOM: *	EA	Price: * \$	10.00
	Supplier Part Number:	1234STUFF				Quantity: *	10
	Product Description:	Great Stuff				Total: * \$	100.00
remove	PO Line Number: *	002					
	Purchaser's Item Number: *	245151002		UOM: *	EA	Price: * \$	20.00
	Supplier Part Number:	5678STUFF				Quantity: *	5
	Product Description:	Greater Stuff				Total: * \$	100.00
Subtotal:						\$	0.00
Charges:						\$	0.00
remove	Type: *	GST		State: *	Tx	ZIP: *	76131
	Comment:	GST				Amount: * \$	16.50
						\$	0.00
(calculate)						\$	0.00

Type: * GST

Comment: GST

- Harmonized Sales Tax
- Local Sales Tax
- Other
- State Hazmat Tax
- State Motor Fuel
- State Sales Tax

Select State Tax

Line Items:

[Add Line Item](#) [Add Additional Charge](#) [Add State Tax](#) [Calculate Totals](#)

remove	PO Line Number: *	001				
	Purchaser's Item Number: *	245151001	UOM: *	EA	Price: * \$	10.00
	Supplier Part Number:	1234STUFF			Quantity: *	10
	Product Description:	Great Stuff			Total: * \$	100.00
remove	PO Line Number: *	002				
	Purchaser's Item Number: *	245151002	UOM: *	EA	Price: * \$	20.00
	Supplier Part Number:	5678STUFF			Quantity: *	5
	Product Description:	Greater Stuff			Total: * \$	100.00
	Subtotal:				\$	200.00
	Charges:				\$	0.00
remove	Type: *	State Sales Tax	State: *	Tx	ZIP: *	76131
	Comment:				Amount: * \$	16.50
	Taxes:				\$	16.50
	Invoice Total:				\$	216.50

Click calculate and then select send.

(calculate)

Line Items:

Additional Notes

[Add Line Item](#) [Add Additional Charge](#) [Add State Tax](#) [Calculate Totals](#)

remove	PO Line Number: *	001				
	Purchaser's Item Number: *	245151001	UOM: *	EA	Price: * \$	10.00
	Supplier Part Number:	1234STUFF			Quantity: *	10
	Product Description:	Great Stuff			Total: * \$	100.00
remove	PO Line Number: *	002				
	Purchaser's Item Number: *	245151002	UOM: *	EA	Price: * \$	20.00
	Supplier Part Number:	5678STUFF			Quantity: *	5
	Product Description:	Greater Stuff			Total: * \$	100.00
	Subtotal:				\$	200.00
remove	Type: *	Freight			Amount: * \$	0.00
	Comment:	Freight				
	Charges:	Core Charge			\$	0.00
remove	Type: *	State Sales Tax	State: *	Tx	ZIP: *	76131
	Comment:				Amount: * \$	16.50
	Taxes:				\$	16.50
	Invoice Total:				\$	216.50

Submitting any additional charges that are not on the original PO will cause the invoice to be rejected. (See section 3 on the PO contract.) All invoices should be submitted without freight charges.

Parcel shipments less than 150 lbs. should be routed via UPS using account # 691143.
For all other shipments, contact Logistics at 785-676-3830 and press option 5, and follow the prompts.