How To Submit An Invoice in ORISS

1. Click on the "Invoices" tab
2. Select UP Railroad
3. Select "Create" to create a blank invoice

4. Enter your invoice number. ***Do not include special characters or leading zeros. ***

5. Enter invoice date. ***Date must be less than 13 months old and cannot be greater than submittal date.***

6. Leave Invoice Type as "New". ***Note that a credit memo can be entered here as well by selecting "Credit Memo" as the Type.***

7. Enter Purchase Order Number. ***A stock PO begins with two alpha characters followed by six digits and two alpha characters (e.g. NP123456CE). A non stock PO is 8 digits followed by two alpha characters. (e.g. 12345670CX). An SAP purchase order starts with "45" and has 10 total digits. (e.g. 4512345678). ***

8. Complete remaining required fields in the invoice information and remittance address sections.

PST
ENTERPRISE DETAILS DONE WELL ∎

Create Invoice

* Indicates Required Field

Customer to Invoice: * | Union Pacific Railroad ▾

Invoice Information:

Invoice Number: * | 123456798

Invoice Date: * | 10/07/2016 📅
(mm/dd/yyyy)

Invoice Type: * | New ▾

Original Invoice Number:
(if Invoice Type not New) |

Original Invoice Date :
(if Invoice Type not New) | 📅
(mm/dd/yyyy)

Purchase Order Number: * | 12

Ship Date: * | 10/03/2016 📅
(mm/dd/yyyy)

Remittance Address:

Company Name: * | Test Company

Attention: |

Address Line 1: * | Test Street

Address Line 2: |

City State ZIP: * | Test City , NA 00000

Phone Number: | 555-555-5555
(10 digit number)

GST Registration Number:
(Canada Only) |

Line Items:

Add Line Item	Add Additional Charge	Add State Tax	Calculate Totals

remove	PO Line Number: *	[ ]		
	Purchaser's Item Number: *	[ ]	UOM: * [ ]	Price: * $ [0.00]
	Supplier Part Number:	[ ]		Quantity: * [0]
	Product Description:	[ ]		Total: * $ [0.00]

	Subtotal:	$	0.00
	Charges:	$	0.00
	Taxes:	$	0.00
	Invoice Total: * (calculate)	$	0.00

Send   Cancel

9. Enter PO Line Number

10. Enter the Purchaser's Item Number (same as UP item number)
If the UP PO format is 8 digits and two alpha characters (ex. 55555550AB), enter 001 for the first purchaser's item number, 002 for the second purchaser's item number, and so on. If the UP PO format is two alpha characters, six digits, and two alpha characters (ex. PV123456AB) the purchaser's item number is the 8 digit number (ex. 123 4567 8) in the Item Number column on the UP PO. If the UP PO format is numbers starting with "45"(SAP PO), then you will enter a "10" for Purchaser's Item Number for line 1, "20" for line item 2, and so on.

11. Enter UOM (Unit of Measure). ***THIS MUST MATCH THE PURCHASE ORDER EXACTLY***

12. Enter Price * **THIS MUST MATCH THE PURCHASE ORDER EXACTLY***

13. Enter Quantity in whole numbers. ***THIS MUST MATCH THE PURCHASE ORDER EXACTLY***

14. To add more than 1 item on an invoice, click the "Add Line Item" link. Another section will be added below your last item.

15. To add tax to your invoice, click the "Add State Tax" link. A section will be added above the "Taxes" line for you to complete. You can add multiple tax lines.   Additional information about Sales Tax is available by following this link
https://www.up.com/suppliers/order_inv/tax_permits/

14. Click (calculate) next to "Invoice Total" and Invoice Total field will populate.

15. Click Send.

*Transentric delivers invoices to UP nightly. Invoice status can be checked the following business day using the below link:

http://www.uprr.com/suppliers/account/inv-trace.shtml

If you need a copy of your purchase order, log on to the "Supplier Relationship Management Tool (SRMT)"
https://suppliers.www.uprr.com/srmt/secure/index.cfm

For questions about SRMT, please contact the UP Supplier Management Group at (402) 544-0025 or smg@up.com