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## ORISS Fuel Invoice Help

### ORISS Web Link

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

### Additional Help

<http://www.transentric.com/products/oriss/index.shtml>

### ORISS Invoice Process

1. Sign in to the ORISS web page using the user name and password Transentric emailed to you. If this is your first time signing in you will be asked to change your password.
2. Bring up a blank invoice form to fill out. First click on the “Invoices” tab in the upper left corner as shown below. Next ensure that Union Pacific Railroad is in the customer drop down box as shown below. Then click the “Create” button.

The screenshot shows the 'Online Rail Industry Supply System' interface in Microsoft Internet Explorer. The browser address bar shows the URL <https://secure.transentric.com/ors/secure/invoice/index.js>. The page title is 'Transentric Online Rail Industry Supply System' with a timestamp of '04/30/2007 09:21'. The navigation menu includes 'Home', 'Invoices', 'Invoice Templates', and 'Registrations'. The 'Invoices' tab is highlighted with a red circle. The main content area is divided into 'Invoice Search' and 'Create Invoice' sections. The 'Create Invoice' section has two options: 'Create a blank Invoice' and 'Create an Invoice from a Template'. The 'Create a blank Invoice' option is highlighted with a green circle. It includes a 'Customer' dropdown menu set to 'Union Pacific Railroad', a 'Create' button, and an 'or' section for creating from a template with a 'Template' dropdown set to 'uprr' and another 'Create' button. The 'Invoice Search' section has fields for 'Customer', 'Invoice Number', 'Order Number', and 'Invoice Date', along with a 'Search' button. The footer contains the copyright notice '© 2007 Transentric®. All rights reserved.'

3. Complete the web form.
  - a. Invoice Information Section
    - Enter your invoice number. Do not include leading zeros, spaces or special characters in your invoice number.
    - Enter the invoice date. The date must be less than 10 months old and cannot be greater than the invoice submittal date. If you have an invoice older than 10 months, change the date to a more recent date when entering the invoice in ORISS.
    - Leave Invoice Type as New
    - Enter your purchase order number exactly as it appears on the PO. The number begins with four numeric digits followed by four alpha characters (e.g. 1234ABCD).
  - b. Remittance Address Section
    - This section should already be filled in
  - c. Shipped From Address Section
    - Fields will pre-populate with information included on the registration form. Otherwise you can click the “Use Remittance Address” check box in this section or fill in the required fields.

- d. Ship To Address Section
  - Fill in the required fields.
- e. Payment Terms Section
  - Modify items in this section as required
  - Shipment Method: select the shipping method that describes how the material was delivered to UP.
- f. Carrier Information Section
  - Fill in the Carrier's name. If UP picked up the fuel, list the name of the person.
  - Reference Number – type "9999"
- g. Line Items Section (screen shot below)
  - PO Line Number – type "001"
  - Purchaser's Item Number – type "001"
  - UOM – Unit of Measure defaults to GA for Gallons. Must match to PO.
  - Locomotive Number – This field is required if you are invoicing for the same delivery ticket on multiple lines.
  - Delivery Ticket – Enter your bill of lading number.
  - Delivery Date – enter the date the fuel was delivered
  - Price – enter the unit price
  - Quantity – must be entered as a whole number
  - If you have more than 1 item on an invoice you can click the "Add Line Item" link as shown below and another section will be added below your last item.
  - If you have other charges such as federal lust, do not add this amount to the fuel price. This will result in a price error. The additional charges need to be added separately to the invoice by clicking on the "Add Additional Charge" link as shown below. A section will be added above the "Charges" for you to complete. You can add multiple additional charge lines. These charges must be listed on the PO.
  - If you need to add a tax to your invoice click the "Add State Tax" link as shown below and a section will be added above the "Taxes" line for you to complete. You can add multiple tax lines.

Line Items:

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

PO Line Number: \*   
 Purchaser's Item Number: \*  UOM: \*   
 Product Description:   
[remove](#) Locomotive Number:   
 Delivery Ticket: \*   
 Delivery Date: \*    
(mm/dd/yyyy)

Price: \* \$   
 Quantity: \*   
 Total: \* \$

|  |  |                                      |
|--|--|--------------------------------------|
|  | Subtotal:                                  | \$ <input type="text" value="0.00"/> |
|  | Charges:                                   | \$ <input type="text" value="0.00"/> |
|  | Taxes:                                     | \$ <input type="text" value="0.00"/> |
|  | Invoice Total: * <a href="#">calculate</a> | \$ <input type="text" value="0.00"/> |

4. When your line items, other charges and taxes have been entered click on "calculate" next to "Invoice Total" and your totals will be filled in.
5. Once the form is complete click the "Send" button. If the invoices is submitted you will receive a message that the invoice was sent. Otherwise an error message will be displayed with a list of fields that need to be corrected.
6. Transentric delivers the invoices to UP nightly. You can check the status of your invoice the next day at the following web site. If there is an error you will receive a fax at the number listed on your registration.  
<http://www.uprr.com/suppliers/account/inv-trace.shtml>

**Important:** Before submitting the invoice, verify that the purchase order number and unit of measure match exactly to your PO copy. Also ensure that the purchase order line number and purchaser's item number are entered as "001" and that the quantity is a whole number. This will help prevent the invoice from having a processing error.