



BUILDING AMERICA™

ORISS Material 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 Transentric web interface. The top navigation bar includes 'Home', 'Invoices', 'Invoice Templates', and 'Registrations'. The 'Invoices' tab is highlighted with a red circle. Below the navigation bar, there are two main sections: 'Invoice Search' and 'Create Invoice'. The 'Create Invoice' section is highlighted with a green circle. It contains two options: 'Create a blank Invoice' and 'Create an Invoice from a Template'. The 'Create a blank Invoice' option has a 'Customer' dropdown menu set to 'Union Pacific Railroad' and a 'Create' button. The 'Create an Invoice from a Template' option has a 'Template' dropdown menu set to 'up' and a 'Create' button. The 'Invoice Search' section has several input fields: 'Customer' (set to 'Union Pacific Railroad'), 'Invoice Number', 'Order Number', and 'Invoice Date' (with a date picker). A 'Search' button is located at the bottom of the search section.

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 (PO) exactly as it appears on the PO. A stock PO begins with two alpha characters followed by six digits and two alpha characters (e.g. AB999999CD). A non stock PO is 8 digits followed by two alpha characters. (e.g. 89999990AB).
 - Enter your ship date.
 - 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. If a customer pick up, use the address listed on the PO
 - e. Payment Terms Section
 - Modify items in this section as required
 - Shipment Method: select the shipping method that best describes how the material was delivered to UP.

(Over)

- f. Carrier Information Section
 - Fill in the Carrier's name. If UP picked up the material, list the name of the person.
 - Enter Reference Number and Bill of Lading Number. If you do not have this information, enter "99999" in each field.
- g. Line Items Section (screen shot below)
 - Enter information for all of the required fields and others that you wish to complete.
 - PO Line Number – first item on PO is "001", second is "002", etc. Enter in the same order that items are listed on the PO
 - Purchaser's Item Number – this is the UP item number.
 - If the UP PO starts with a number, then you will enter the same value you entered in PO Line Number.
 - If the UP PO starts with a letter, the field will appear on the UP PO in the Item Number column. This will be an 8 digit number (e.g. 123 4567 8).
 - UOM – Unit of Measure, defaults to EA for Each. Ensure UOM matches to the PO.
 - Price – enter the unit price
 - Quantity – enter the quantity to invoice. The 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. Another section will be added below your last item.
 - If you have other charges such as freight, click 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. The 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. 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: *	<input type="text"/>
Purchaser's Item Number: *	<input type="text"/> UOM: * <input type="text" value="EA"/>
Supplier Part Number:	<input type="text"/>
Product Description:	<input type="text"/>
Price: * \$	<input type="text" value="0.00"/>
Quantity: *	<input type="text" value="0"/>
Total: * \$	<input type="text" value="0.00"/>
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"/>

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 invoice 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, purchase order line number, purchaser's item number and unit of measure match exactly to your PO copy. If these do not match, the invoice will not process. If you are not familiar with where this required information is located on your PO copy, reference the Purchase Order Examples located on following webpage:
<http://www.uprr.com/suppliers/webapp.shtml> .

If you need a copy of your purchase order, logon to the "Supplier Relationship Management Tool (SRMT)". Contact the UP Supply Department if you have questions regarding SRMT.