



Help Document Links:

[Home Page](#)

[Tab Layout](#)
[Quick Reports](#)
[User Options](#)
[Quick Links](#)

[Purchase Orders](#)

[Purchase Order Search](#)
[Purchase Order Summary](#)
[Purchase Order Detail](#)

[Invoices](#)

[Invoice Menu Screen](#)
[Invoice Search Section](#)
[Invoice Summary](#)
[Invoice Detail](#)
[Create Invoice Section](#)
[Create a Blank Invoice](#)
[Create Invoice from Purchase Order](#)
[Create Invoice from a Template](#)
[Create Invoice Window](#)

[Invoice Templates](#)

[Invoice Template Menu Screen](#)
[Invoice Template Search](#)
[Invoice Template Summary](#)
[Invoice Template Detail](#)
[Create Invoice Template](#)
[Create a Blank Template](#)
[Create Template from Existing Invoice](#)
[Create Invoice Template Window](#)

[Registrations](#)

[Login Screen](#)
[If you are a registered ORISS user](#)
[Initial Registration](#)
[If you are not a registered ORISS user](#)
[Initial Sign-Up Registration Form](#)
[Section 1: Application Information](#)
[Section 2: Company Contact Information](#)
[Section 3: Company Information](#)
[Section 4: Default Invoice Remit-to Information](#)
[Section 5: Default Invoice Shipped From Address](#)
[Section 6: ORISS Billing Information](#)
[Additional Registrations](#)

[Change Subscription](#)

[Changing Subscription from Lite to Full version](#)

Home

ORISS Module Tabs

The Home Page is accessed immediately after logging into ORISS. The Home Page is the launching point to all functions in ORISS. It also serves as a dashboard for current system summary information, providing access to the general information about your company that sets parameters for ORISS operations.

The screenshot shows the ORISS Home Page. At the top left is the PST logo with the tagline "ENTERPRISE DETAILS DONE WELL". To the right is the ORISS logo. The top navigation bar includes links for Home, Invoices, Invoice Templates, Registrations, Help, and Logout. A welcome message "Welcome to ORISS, [REDACTED]" is displayed. The main content area is titled "Quick Look" and contains several sections: "Quick Links" (Railroad Contacts, Recommended Software, contact info), "Quick Reports" (summary of invoices created and errored/rejected), "User Options" (Change Subscription, Change your password, Edit your company contact information, Edit billing information), and a promotional banner for "GET PAID FASTER" with a green plus sign icon and a link to find out about accelerating payments.

- **Home Tab:** Click on this tab to get general information about your company that sets parameters for ORISS operations.
- **Purchase Orders Tab (Only visible to Full customers):** Click on this tab and you will be transferred to the Purchase Orders menu screen. From that screen you can search for purchase orders using a number of different selection options.
- **Invoices Tab:** Click on this tab and you will be transferred to the Invoice menu screen. From that screen you can search for invoices using a number of different selection options. Also, you can create and submit invoices to railroads that you're registered with.
- **Invoice Templates Tab:** Click on this tab and you will be transferred to the Invoice Template Menu screen. From that screen you can search for existing Invoice Templates using various search options. Also, you can create an invoice template to invoice from.
- **Registrations Tab:** Click on this tab and you will be transferred to the Registrations Menu screen. From that screen you can do various things such as create a new registration, modify an existing registration, or view a pending registration.

Quick Reports

The Quick Reports section presents a dashboard for commonly used ORISS reports. The Quick Reports are:

Quick Reports

[2 Purchase Order\(s\) have not been invoiced.](#)

[0 Purchase Order\(s\) have not been acknowledged.](#)

[0 Registration\(s\) are pending.](#)

- **# of Purchase Orders(s) have not been invoiced:** If you click on this link, the Purchase Order's window is displayed with a list of only those Purchase Orders that have not yet been invoiced.
- **# of Purchase Order(s) have not been acknowledged:** If you click on this link, the Purchase Order's window is displayed with a list of only those Purchase Orders that have not yet been reviewed. When you review or open a Purchase Order for the first time, an acknowledgement is automatically transmitted to the sending Railroad.
- **# of Registration(s) pending:** If you click on this link, the Registrations window is displayed with a list of your registration requests that have not yet been approved.

User Options

User options allow the user to update their current user information. The User Options are:

User Options

[Change Subscription](#)

[Change your password](#)

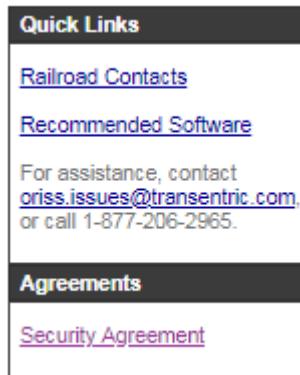
[Edit your company contact information](#)

[Edit billing information](#)

- **Change Subscription:** Click on this link to change your current subscription type (Lite Free or Full Paid Version) For more details click [here](#)
- **Change your password:** Click on this link to change your current ORISS password. The Change Password window is displayed to make the change.

- **Edit your company contact information:** Click on this link to update your ORISS user contact information. The Contact Information window is displayed to make the changes.
- **Edit billing information:** Click on this link to update your ORISS billing information. The Edit Billing Information window is displayed to make changes.

Quick Links



- **Railroad Contacts:** Click on this link to display a list of railroad contacts for all Railroad Companies registered in ORISS.
- **Recommended Software:** Click on this link to display a list of recommended software to use in conjunction with the ORISS website. The list provides links to the various software vendors who provide free downloads of their products.
- **Assistance and Contact Information:** The contact information provides information for ORISS assistance.
- **Security Agreement:** Click on this link to display a PDF copy of the "RIGHT TO ACCESS AND USE WEBSITE AGREEMENT".

Purchase Orders

Purchase Order Search

The following window is used to search for Purchase Orders using a number of different selection options. You can request a single Purchase Order, or you can request a list of Purchase Orders that match certain selection options.



Purchase Order Search

Leave all criteria blank to search for all records.

Customer:

Order Number:
Enter all or part of a Purchase Order number

Status:

Invoice Status:

Date:

(mm/dd/yyyy)

The purchase order selection options and their descriptions are:

- **Customer:** A list of the Railroads with whom you have registered to receive Purchase Orders from is displayed in this text-box. Click on a customer name to limit the search to only Purchase Orders received from that Railroad.
- **Order Number:** To display a specific Purchase Order, enter the P/O number in this field.
- **Status:** Click on this field to display the two Status options:

Acknowledged - Select this option to display only those Purchase Orders for which an acknowledgement message has already been transmitted back to the sending Railroad.

Unacknowledged - Select this option to display only those Purchase Orders that have not yet been reviewed. (When a P/O is reviewed, or opened for the first time, an acknowledgement message is automatically transmitted back to the sending Railroad).

- **Invoice Status:** Click on this field to display the two Invoice Status options:

Invoiced - Select this option to display only those Purchase Orders for which an Invoice has already been transmitted to the sending Railroad.

Not Invoiced - Select this option to display only those Purchase Orders for which you have not yet created an Invoice.

- **Date:** Select this option to limit the search to Purchase Orders received during a specified time period. Click on the first text box to select either the Before or After options. Then, enter the date reference (in mm/dd/yyyy format) in the second field. You can also click on the calendar icon to display a Pop-up Calendar to select a date.
- **Search:** After selecting your search options (if any), click on this button to process your request. A Purchase Order Summary is displayed with a list of any P/O's that matched your selection options.

Purchase Order Summary

The Purchase Order Summary will appear after you click search. It displays a list of Purchase Orders (if any) that match your specified search options.

The Search Filter text box identifies the search options that you selected.

Purchase Order Summary

The following Purchase Orders were retrieved. [Search Again](#)

Search Filter	
Customer:	Any
Order Number:	Any
Status:	Any
Invoice Status:	Any
Date:	Any

When you view a Purchase Order, it will be automatically acknowledged.

This box shows purchase orders that match your search options. To display a Purchase Order, click on the specific Purchase Order Number.

<u>Customer</u>	<u>Number</u>	<u>Date</u> ↓	<u>Acknowledged</u>
Union Pacific Railroad	OM282374CE	09/30/2016	yes
Union Pacific Railroad	OM282358CE	09/30/2016	yes

Purchase Order Detail

The Purchase Order Detail window will appear if you click on a specific Purchase Order number. It displays a specific Purchase Order as received from the sending Railroad Company. You can view the entire Purchase Order by using the browser scroll bars on the side and bottom of the browser window.

Purchase Order Detail

[Create Invoice from this Order](#) [View Invoices for this Order](#) [Print this Order](#)

UNION PACIFIC RAILROAD
 Code: UPRR
 SUPPLY DEPARTMENT
 1400 DOUGLAS ST. STOP 070
 OMAHA, NE 68101-0700
 BUYER NAME: OR DEPARTMENT: TMS SEMI STRZ
 Phone: 4025448304
 FAX: 4025303500

Order Number	Date	Purpose	Type
OM282374CE	09/30/2016	ORIGINAL	STAND-ALONE ORDER

Free Form Description
 In executing this Purchase Order contract, reference UP Terms and Conditions: <http://www.up.com/suppliers/terms/index.htm> Also note UP Supplier Code of Conduct: [T](http://www.up.com/suppliers/code_of_conduct/index.htm)

Ship to: UNION PACIFIC RAILROAD COMPANY
 Code:
 Care of:
 MICHAEL T. MOORE
 4300 W BETHANY RD
 NORTH PLATTE, NE 68007-3302
 RECEIVING DOCK: MICHAEL T. MOORE
 Phone: (501) 373-2240

Bill to: EDI INVOICING SUBMIT 810
 Code:
 Care of:
 OR IRISS DETAILS AT UPRR.COM
 SUPPLIERS, INVOICE SUBMITTAL
 OMAHA, NE 68101-1608

Supplier Name: ORR SAFETY CORPORATION
 Code: 0765638
 ATTN: CINDY SHERROW
 100 NW PLAZA DRIVE
 RIVERSIDE, MO 64150

Route Via:
 MANDATORY ROUTING INSTRUCTIONS VENDOR PLEASE VISIT UPRR ROUTING & INSTRUCTIONS AT [HTTP://WWW.UP.COM/SUPPLIERS/S/UPROUTING/INDEX.HTM](http://WWW.UP.COM/SUPPLIERS/S/UPROUTING/INDEX.HTM)

Transportation Instructions:
 Freight: PREPAID (BY SELLER)
 POB DESTINATION (SHIPPING)
 Description: DESTINATION PREPAID

Payment Terms:
 Percent Discount: 1.00
 Discount Days: 10
 Net Due Date: 10/15/2016
 Type: BASIC DISCOUNT OFFERED
 Based On: INVOICE RECEIPT DATE

PO Line Number	Quantity	Unit	Product	Basis	Unit Price	Total
001	1	EA	Purchaser's Item Number: 38020340 Vendor's Part Number: BG02201 ANTI FOG BG02201 BLUE GOO ANTI FOG, ANTI STEAM GLASS AND LENS TREATMENT PAST FORM, 1/8 OZ CONTAINERS, FOR USE ON GLASS OR PLASTIC Delivery Schedule: REQUEST SHIP NO LATER THAN: 1 EA 10/10/2016	CONTRACT	\$ 4.14	\$ 4.14
002	100	EA	Purchaser's Item Number: 38078410 Vendor's Part Number: ITW60001 ITW60001 SANITIZING WIPES ORR INDIVIDUALLY PACKAGED 100 PER BOX 4 BOXES OF 100 IN A CASE. MUST ORDER A MINIMUM OF 100. Delivery Schedule: REQUEST SHIP NO LATER THAN: 100 EA 10/15/2016	CONTRACT	\$ 0.25	\$ 25.00
003	2	BX	Purchaser's Item Number: 38093550 Vendor's Part Number: ORRAD100 TISSUE, LENZ CLEANING, TOWELETTES, ANTI-STATIC, ANTI-FOG LENS WIPES, CONTAINS NO SILICONE 100 PER BOX Delivery Schedule: REQUEST SHIP NO LATER THAN: 2 BX 10/10/2016	CONTRACT	\$ 3.27	\$ 6.54
004	2	KT	Purchaser's Item Number: 38379720 Vendor's Part Number: OSCUPWINTERKIT OSCUPWINTERKIT, WINTER WATCH KIT SUNSCREEN, CROC PAC, 10ML SPF 30, HANDWARMERS, HOT RODS STD SZ (1PRI) LIP BALM, SPF 30, (1/E) 2 OZ HAND SANITIZER, FLIP CASE, SBS40 HAND CREAM, 30ML TUBE TRAVEL PACK, 10 SHEETS PER UNIT, ELECTROLYTE, ZERO MIXED BERRY QMK STK 10 OZ 5/PK BAG, ZIP LOCK, 1 GALLON Delivery Schedule: REQUEST SHIP NO LATER THAN: 2 KT 10/07/2016	CONTRACT	\$ 10.98	\$ 21.96

Total Value of This Order is \$57.64

The three processing links at the top of the Order are used as follows:

- Create Invoice from this Order:** Click on this link to create an Invoice for this Purchase Order. The Create Invoice Section window is displayed and the Purchase Order information is transferred to the Invoice form.
- View Invoice for this Order:** Click on this link to search the ORISS files for an Invoice associated with this Purchase Order. The Invoice Summary window is displayed with the results of the search.
- Print this Order:** Click on this link to print a copy of the Purchase Order. Subsequent print options depend on your own system settings and are performed outside of ORISS.

Note: If you wish to have a purchase order deleted, contact Transentric. We can delete the purchase order, but only after being granted permission by the railroads first.

Invoices

Invoice Menu Screen

ORISS™

Home Purchase Orders **Invoices** Invoice Templates Registrations [Help](#) | [Logout](#)

Invoice Search

Leave all criteria blank to search for all records.

Customer:

Invoice Number:

Order Number:

Invoice Date: (mm/dd/yyyy)

Create Invoice

Create a blank Invoice

Customer:

or

Enter a Purchase Order number to invoice or [search Purchase Orders](#)

Order Number:

or

Create an Invoice from a Template

Template:

Invoice Search Section

The Invoice Search section of the window is used to search for Invoices using a number of different selection options. You can request a single Invoice, or you can request a list of Invoices that match certain selection options. You may select as many or as few search options as you want. If no search options are selected, a list of all Invoices on file is displayed. Invoices remain in ORISS for approximately 150 days.

Invoice Search

Leave all criteria blank to search for all records.

Customer:	<input type="button" value="Union Pacific Railroad"/>	<input type="button" value="Kansas City Southern"/>	<input type="button" value="BNSF Railway Company"/>
Invoice Number:	<input type="text"/>		
Order Number:	<input type="text"/>		
Invoice Date:	<input type="button" value="On or After"/>	<input type="text"/>	<input type="button" value=""/>
	(mm/dd/yyyy)		
<input type="button" value="Search"/>			

The Invoice selection options are:

- **Customer:** A list of the Railroads you have registered to send Invoices to is displayed in this text-box. Click on a Customer name to limit the search to only Invoices sent to that Railroad.
- **Invoice Number:** To display a specific Invoice, enter your Invoice Number in this field.
- **Order Number:** To display the Invoice for a specific Purchase Order, enter the P/O number in this field.
- **Date:** Select this option to limit the search to Invoices sent during a specified time period. Click on the first text box to select either the Before or After options. Then, enter the date reference (mm/dd/yyyy) in the second field. You can also click on the calendar icon to display a Pop-up Calendar to select a date.
- **Search:** After selecting your search options (if any), click on this button to process your request. An Invoice Summary is displayed with a list of any Invoices that matched your selection options.

Invoice Summary

The Invoice Summary window displays a list of Invoices (if any) that matched your specified search options.

The Search Filter text box identifies the search options that you selected.

Invoice Summary

The following Invoices were retrieved. [Search Again](#)

Search Filter	
Customer:	Union Pacific Railroad
Invoice Number:	Any
Order Number:	Any
Invoice Date:	Any

This box shows invoices that match your search options. To display an invoice, click on the highlighted Invoice Number.

< Page 1 of 1 >
Showing 1 - 2 of 2 records

Payment Status: Please contact the Railroad directly for payment status. Railroad contacts are listed [here](#)

Invoice Status	Customer	Invoice Number	Invoice Date ↓	Order Number	Created Type	Last Submitted Date
	BNSF Railway Company	XCSE1701-01	02/21/2017	46090640LC		02/22/2017 09:49:03
	BNSF Railway Company	lkasdfsdfdsf111	01/31/2017	sfasdfasfsda1		01/31/2017 08:29:34

Invoice Detail

The Invoice Detail window displays a specific invoice as sent to the specific Railroad Company. You can view the entire invoice by using the browser scroll bars on the side and bottom of the browser window.

Invoice Detail

[Modify this Invoice](#) [Create a Template from this Invoice](#) [Print this Invoice](#)

Test Company
Test Street
Test City, NA 00000
Phone: 555-555-5555

Invoice Number	Invoice Date	Invoice Type	Ship Date
12314121	08/22/2016	New	08/22/2016

Purchase Order Number
252522

Shipped From

Test Company
Test Street
Test City, NA 00000
Phone: 555-555-5555

Ship To

Test Company
Test Street
Test City, NA 00000

Carrier
test

Currency Freight Terms FOB Point Shipment Method
US None or Pre-Paid Origin Customer Pickup

PO Line Number	Quantity	Supplier Part Number	Purchaser's Item Number	UOM	Product Description	Price Each	Amount
123	20		123	ea		\$ 20.00	\$ 400.00
						Subtotal:	\$ 400.00
							\$ 40.00
						Charges:	\$ 40.00
					Local Sales Tax EDI: SAC'C'H700***4,440.00*****NE81243	Taxes:	\$ 4,440.00
						Invoice Total:	\$ 4,880.00

The five processing links at the top of the Invoice are used as follows:

- View Purchase Order:** Click on this link to display the Purchase Order associated with this Invoice. The PO is displayed in the Purchase Order Detail window.
- Modify this Invoice:** Click on this link to make corrections to this Invoice. After making the corrections you can re-send the Invoice to the appropriate Railroad.
- Create a template form this Invoice:** Click on this link to create a Template from this Invoice. The Create Invoice Template window is displayed and the information from this Invoice is transferred to the Template form.
- Print this Invoice:** Click on this link to print a copy of the Invoice. Subsequent Print options depend on your own system settings and are performed outside of ORISS.

Note: To delete an invoice the invoiced railroads accounts payable department will need to be contacted and if approved for deletion then the railroad will contact Transentric to delete it.

Create Invoice Section

The Create Invoice section of the window is used to create and submit invoices to the Railroads that your Company has registered with.

If you are a full ORISS user, all of the options identified below are displayed. The "Purchase Order" option is not displayed if you are an "Invoice only" user.

Create Invoice

Create a blank Invoice

Customer:

or

Enter a Purchase Order number to invoice or [search Purchase Orders](#)

Order Number:

or

Create an Invoice from a Template

Template:

Create a Blank Invoice

Select this option if you want to create a "blank" Invoice. When creating a "blank" Invoice you will need to manually enter all of the required Invoice detail.

Create a blank Invoice

Customer:

1. Click on the Customer drop-down box and click the name you wish to invoice.
2. Click on the Create button and then the Create Invoice window is displayed to enter the invoice details.

Create Invoice from Purchase Order

Select this option if you want to create an Invoice from an existing Purchase Order. When you select this option, detailed information from the Purchase Order is transferred to the Invoice form. You will complete the Invoice by adding any additional required fields. You will also have the ability to modify any of the Purchase Order information on the Invoice form.

Enter a Purchase Order number to invoice or [search Purchase Orders](#)

Order Number:

If you know the purchase order number:

1. Enter the PO number in the Order Number field.
2. Click on the Create button and the Create Invoice window will be displayed to enter the Invoice detail.

If you do not know the purchase order number:

1. Click on Search Purchase Orders link, and the Purchase Orders window will be displayed to enter your search options.
2. After finding the desired Purchase Order, you will see the option to "Create Invoice from this Order" on the Purchase Order Detail window.

Create Invoice from a Template

Select this option if you want to create an Invoice using a previously created Invoice Template.

Create an Invoice from a Template

Template:

1. Click on the Template drop-down box, and select the desired Template.
2. Click on the Create button and the Create Invoice window will be displayed to complete the Invoice.

3.

Create Invoice Window

Note: If you are having trouble filling out the Invoice, contact the railroad you are trying to invoice. They, NOT Transentric, will know what information is needed and what goes where. The railroad contact information can be found on the Home page, under Quick Links.

Whether you create a blank invoice, an invoice from a purchase order, or an invoice from a template this Create Invoice window will appear once you click create.



Create Invoice

* Indicates Required Field

Customer to Invoice: *

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)

Remittance Address:

Company Name: *

Attention:

Address Line 1: *

Address Line 2:

City State ZIP: * NA

Phone Number: (10 digit number)

GST Registration Number:
(Canada Only)

Most of the information on the Invoice is "freeform" input. That is, the information you enter is not validated. Before sending the Invoice to the Customer, be sure that you review and verify the complete Invoice.

There are eight sections to the invoice:

1. **Invoice Information:** This section is used to enter detailed information on the invoice. The fields include:
 - *Number:* Enter your Invoice number.
 - *Date:* Enter the Invoice Date in mm/dd/yyyy format, or you can click on the Calendar icon to display the Pop-up Calendar window to select a date.
 - *Type:* Click on this text box to display the Type options. The industry definitions of the Invoice Types are:
 - New: Indicates that this is the original transmission of this Invoice for product or services.
 - Correction: Indicates that this Invoice replaces a previously transmitted Invoice.
 - Credit Memo: Indicates that this is a credit adjustment to a previously transmitted Invoice.
 - Debit Memo: Intended to be used for freight or other special charges that were not included in a previously transmitted Invoice. The Debit Memo is not used to adjust the price of a previously transmitted line item.
 - Material Credit: Indicates that this is a credit that reverses a previously Invoiced quantity.
 - *Original Invoice #(optional):* If you are issuing a correction or adjustment to a previously transmitted Invoice, enter the original Invoice number.
 - *Original Invoice date(optional):* If you are issuing a correction or adjustment to a previously transmitted Invoice, enter the original Invoice date.
 - *Purchase Order Number:* Enter the Railroad's Purchase Order number.
 - *Ship Date:* Enter the date when the material was shipped or when the service was performed in mm/dd/yyyy format. Or, you can click on the Calendar icon to display the Pop-up Calendar window to select a date.
2. **Remittance Address:** This section is generated from the information that you provided on the ORISS Registration form for the selected Railroad. You may change information as necessary for this Invoice, but all required fields must be completed. If this Invoice is for a Canadian Customer, enter your Goods and Services Tax Registration number in the GST Registration Number field.
3. **Shipped from Address:** This section is used to identify the specific location where the material was shipped from. If this is the same as the Remittance Address, you can click on the Use Remittance Address check-box. Otherwise, you must complete at least the required fields in this section.
4. **Ship to Address:** This section of the Invoice is used to identify the location where the material was shipped to. The receiving Company Name, street address, City, State and Zip code are required.

Note: If the invoice is being picked up, fill out this section with the information of the company whos picking up the invoice.

5. **Bill to Address:** This section of the Invoice is only required if the customer being invoiced is Canadian Pacific.

6. **Payment Terms:**

- *Currency:* Click on this text-box and select either US if payment must be in US Dollars, or, click on Canada if payment must be in Canadian Dollars.
- *Percent Discount:* If your payment terms include a discount percentage for early payment, enter the rate here. The rate can be a whole number or a decimal percent. Example: For a 2 percent discount rate you can enter either "2" or "2.0". For a 2 percent discount, enter "2.5".
- *Discount Days:* If a discount percent applies, enter the number of days in the discount period. Invoice must be paid within this time period in order for the discount percent to apply.
- *Net Days:* Number of days until the total invoice amount is due (discount does not apply).
- *Freight Terms:* Click on this text box and select the appropriate Freight Term:
 - None or Pre-Paid: Shipper responsible for freight charges.
 - Collect: Consignee responsible for freight charges.
 - Pre-Pay and Add: Typically means that the shipper advances the freight charges to the carrier and then bills the beneficial owner of the freight for an amount approximating or equal to the actual freight charges.
- *FOB Point:* Click on this text-box and select the Free On Board point:
 - Origin: Title to the merchandise passes at time and place of pick-up.
 - Destination: Title to the merchandise passes at time and place of delivery
- *Shipment Method:* Click on this text box and select the appropriate Shipping Method.

7. **Carrier Information:** This section of the Invoice identifies the Carrier used to ship the material. You must enter the Carrier's name. The associated Reference Number and the Bill of Lading number are options.

8. **Line Items:** This section of the Invoice is the area used to enter detail information about the product or service provided. This section is also used to identify the charges for your product/service.

Invoice Templates

Invoice Template Menu Screen



Invoice Template Search

Leave all criteria blank to search for all records.

Customer:

Template Name:

Enter all or part of a Template name

Creation Date: (mm/dd/yyyy)

Create Invoice Template

Create a blank Template

Customer:

or

Enter an Invoice number to create a Template from or [search Invoices](#)

Invoice Number:

Invoice Template Search

The Invoice Template Search section is used to search for existing Invoice Templates using various search options. You can request a single Template, or you can request a list of Templates that match your selection options. **Note:** You may select as many or as few search options as you want. If no search options are selected, a list of all Templates on file is displayed.

Invoice Template Search

Leave all criteria blank to search for all records.

Customer:	<input type="button" value="Union Pacific Railroad"/>	<input type="button" value="Kansas City Southern"/>	<input type="button" value="BNSF Railway Company"/>
Template Name:	<input type="text"/>		
Creation Date:	On or After	<input type="text"/>	<input type="button" value=""/>
<small>(mm/dd/yyyy)</small>			
<input type="button" value="Search"/>			

The invoice selections and their descriptions are:

- **Customer:** A list of the Railroads with whom you have registered to send Invoices is displayed in this text-box. Click on a Customer name to limit the search to only Invoices sent to that Railroad.
- **Template Name:** To display a specific Template, enter the name or ID that you assigned to the Template in this field.
- **Created Date:** Select this option to limit the search to Templates created during a specified time period. Click on the first text box to select either the Before or After options. Then, enter the date reference (in mm/dd/yyyy format) in the second field. You can also click on the calendar icon to display a Pop-up Calendar to select a date.
- **Search:** After selecting your search options (if any), click on this button to process your request. An Invoice Template Summary is displayed with a list of any Templates that matched your selection options.

Invoice Template Summary

The Invoice Template Summary window displays a list of Templates (if any) that matched your specified search options.

The Search Filter text box identifies the search options that you selected.

Invoice Template Summary

The following Invoice Templates were retrieved. [Search Again](#)

Search Filter	
Customer:	Any
Template Name:	Any
Creation Date:	Any

If any Templates match your search options, they are displayed as in the example below. To display a Template, click on the specific Template Name.

Invoice Template Summary

The following Invoice Templates were retrieved. [Search Again](#)

Search Filter	
Customer:	Any
Template Name:	Any
Creation Date:	Any

[Delete Selected](#)

select all	<u>Customer</u>	<u>Template Name</u>	<u>Creation Date</u>
<input type="checkbox"/>	Union Pacific Railroad	new template	04/29/2013
<input type="checkbox"/>	Union Pacific Railroad	Testing templat	12/14/2012
<input type="checkbox"/>	Union Pacific Railroad	test template	12/06/2012
<input type="checkbox"/>	Union Pacific Railroad	UPRR	04/24/2012
<input type="checkbox"/>	Union Pacific Railroad	UPRR	04/24/2012
<input type="checkbox"/>	Union Pacific Railroad	123456	01/13/2012
<input type="checkbox"/>	Union Pacific Railroad	testit	09/21/2011

Invoice Template Detail

The Invoice Template Detail window shows the repetitive fields that have been saved in the Template.

The screenshot displays the 'Invoice Template Detail' window. At the top, there is a header with the PST logo ('ENTERPRISE DETAILS DONE WELL') and the ORISS logo. Below the header, a navigation bar includes links for Home, Purchase Orders, Invoices, **Invoice Templates** (which is highlighted in red), Registrations, Help, and Logout. The main content area is titled 'Invoice Template Detail' and contains several sections with repetitive data:

- Shipped From:** Displays address information for 'THE BNSF RY CO JONES,STEPHEN G 1501 F St Bakersfield, CA 93301 Phone: 661-395-5126'.
- Ship To:** Displays address information for 'ILLINI CASTINGS C/O RAY JOHNSON 1940 E DANVILLE, IL 618320827'.
- Carrier:** Shows 'Test Carrier' with tracking number '1ZX694W71256487223'.
- Currency:** Shows 'US' with freight terms 'None or Pre-Paid', FOB Point 'Origin', and Shipment Method 'Expedited Truck'.
- Percent Discount:** Shows '0.50' with 'Discount Days' set to '10'.
- PO Line Number:** A table with columns for PO Line Number, Supplier Part Number, Purchaser's Item Number, UOM, and Product Description. It shows one row with 'ne,11111' in the Product Description column.
- State Sales Tax:** Shows 'ne,11111'.

The three processing links at the top of the Invoice Template Detail are used as follows:

- Modify this Template:** Click on this link to modify this Template. When the Template is displayed, you may add or remove repetitive information as necessary. However, you cannot change the Template Name.
- Delete this Template:** Click on this link to permanently delete this Template from the ORISS files. (Caution - the Template is deleted immediately when you click on this link).
- Create an Invoice from this Template:** Click on this link to create an Invoice from this Template. The Create Invoice window is displayed and the information from this Template is transferred to the Invoice form.

Create Invoice Template

The Create Invoice Template section of the window is used to start the Template creation process. The Templates allow you to save repetitive information to use in creating Invoices for the Railroads that your Company has registered with.

Create a Blank Template

Create Invoice Template

Create a blank Template

Customer:

1. Choose a customer name from the Customer drop-down box. They are registered customers only.
2. Click the Create button. The Create Invoice Template window is displayed to enter the Invoice detail.

Create Template from Existing Invoice

Select this option if you want to create an Invoice Template from an existing Invoice. When you select this option, detailed information from the Invoice is transferred to the Template form. You will complete the Template by adding or removing information on the form. You will also have the ability to modify any of the Invoice information on the Template form.

Enter an Invoice number to create a Template from or
[search Invoices](#)

Invoice Number:

If you know the invoice number:

1. Enter the number into the Order Number field.
2. Click on the Create button and the Create Invoice template window will be displayed to enter the Invoice detail.

If you do not know the invoice number:

1. Click on search Invoices link. Then the Purchase Orders window will be displayed to enter your search options.
2. After finding the desired Invoice, click on the option to "**Create a Template from this Invoice**" on the Invoice Detail window.

Create Invoice Template Window

The Create Invoice Template is used to create and save an Invoice form that contains repetitive information that can be used to create actual Invoices. **Note:** There are only two required fields on the Template: the Template Name and the Customer to Invoice.

Create Invoice Template

*Indicates Required Field for the Template
*Indicates Required Field for an Invoice

Template Name: *	<input type="text" value="UP Test Templat"/>
Customer to Invoice: *	<input type="text" value="Union Pacific Railroad"/>

Invoice Information:

Purchase Order Number: *	<input type="text" value="ABCUNME"/>
Ship Date: *	<input type="text" value="10/07/2016"/> <small>(mm/dd/yyyy)</small>

Remittance Address:

Company Name: *	<input type="text" value="Test Company"/>
Attention:	<input type="text"/>
Address Line 1: *	<input type="text" value="Test Street"/>
Address Line 2:	<input type="text"/>
City State ZIP: *	<input type="text" value="Test City"/> <input type="text" value="NA"/> <input type="text" value="00000"/>
Phone Number:	<input type="text" value="555-555-5555"/> <small>(10 digit number)</small>
GST Registration Number: (Canada Only)	<input type="text"/>

Registrations

Login



[Log In](#) | [Sign Up](#) | [RR Contacts](#) |

Welcome to ORISS, the Online Rail Industry Supply System.

Login

[**Log into** ORISS](#)

Reset Password

If you cannot log into ORISS and need a password reset
[Click here](#)

****UPDATE****

We have enhanced the password reset functionality. All password resets can be handled via your email. Please contact Transentric at 1-877-206-2965 if you need any additional support. Thank you.

ORISS is Changing

We would like your help prioritizing our changes. Please take 60 seconds and help direct us.

<http://pstechology.com/oriss-user-survey/>

Sign up/Registration

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

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

For immediate assistance during normal business hours, please dial 1-877-206-2965 or send an email to:
oriss.issues@transentric.com.

If you are a registered ORISS user:

NOTE: You were assigned this user ID and password the first time you registered in ORISS. **It is NOT the same as the "Customer-Assigned ID" which is provided to you by each Railroad Company that you register with.

1. Under Login, click on the "Log into" ORISS link.
2. Enter your assigned User ID.
3. Click the **Log In** button to log in.

Welcome to ORISS, the Online Rail Industry Supply System.

Login

If you are a registered user, enter your ID and password to login.
IDs and passwords are case sensitive.

User ID:

Password:

Note

Passwords expire every 90 days. If you know your ORISS user ID and need a password reset [Click here](#)

For assistance during normal business hours (7 a.m. to 5 p.m. MST), please dial 1-877-206-2965 or send an email to:

Please include your
- Name
- Business Name
- ORISS User ID
- Phone Number
or your assistance maybe delayed.

If your login was successful, the ORISS home page will display.

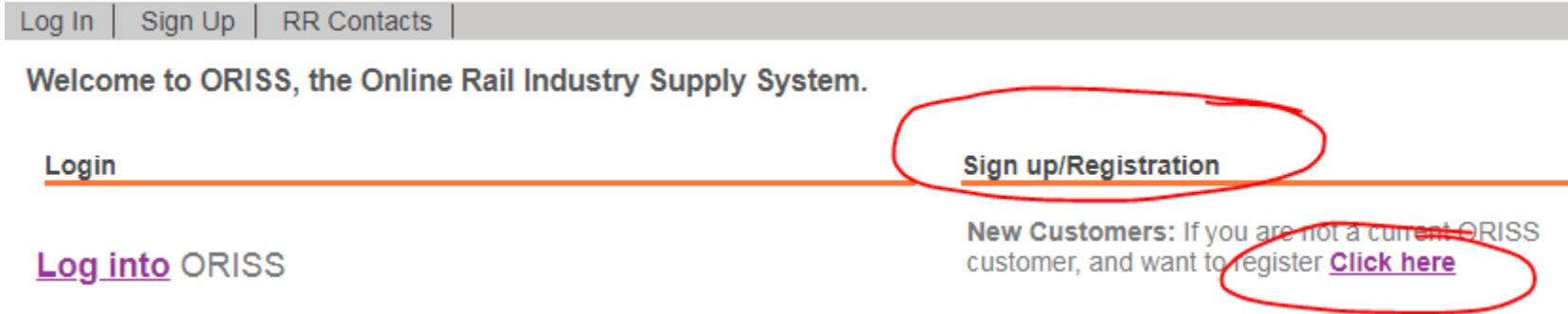
If your login was unsuccessful, check to make sure your User ID and Password are correct. If you are still having trouble, email oriss.support@pstechology.com for assistance.

Initial Registration

Before filling out an ORISS Registration Form, contact the Railroad Company that you intend to do business with to receive a unique "**Customer-Assigned ID**". This "**Customer-Assigned ID**" is different than your assigned ORISS User ID and password. Also, decide which level of service your company wishes to do: Full, Lite, or Fuel.

If you are not a registered ORISS user:

1. On the main page under the "**Sign Up / Registration**" heading, select the "[Click here](#)" to navigate to the "**New User Registration**" module and read the numbered instructions then click the "[registration form](#)" link.



2. On the "**Initial Sign Up Registration**" page, fill out all mandatory fields as marked by an asterisk in the 6-step registration form and the associated EULA/Contract Agreement, as detailed below, for the first railroad company that you wish to register with in ORISS.
3. Click on the "**Create**" button to submit your request to the ORISS Administrator.
4. If you registered for full service, you must enter into a legal agreement with Transentric. Then please read **CONTRACT - ORISS SERVICES AND DISTRIBUTION AGREEMENT**, which is visible after selecting the paid-for version in the registration form and if acceptable check the check-box to agree to the terms and conditions of the Contract, enter your name in to the "User Signature" box and select the "Create" button..
5. Wait for an email from ORISS. When registration is approved by the railroad, you will receive an email containing a confirmation notice, your user ID, and a password reset link that allows for the creation of a temporary password.
6. After logging in for the first time with the temporary password you created, you will be asked to reset your password. During this process it will ask you to enter your "old" password, use the temporary password you created and first logged in with as your old password.

Initial Sign Up Registration Form

AS INFO:

ORIIS LITE offer FREE service options for most railroads for 'Material Invoicing Only' and 'Fuel Invoicing Only' up to 100 invoices per calendar year. All accounts exceeding 100 invoices annually will automatically be changed over to \$400 unlimited service annual service. BNSF's 'Material Invoice Only' service is \$75 annually.

ORIIS FULL offer \$400 annual service options are unlimited 'Purchase Orders and Invoicing' and 'Fuel Unlimited Invoicing Only' requiring a signed contract with PST. ORIIS FULL allows information from the PO to be imported into the invoice creation for improved accuracy.

If you are unsure of which Application Type you need to select, please contact the associated railroad personnel from the RR contacts list link located at the upper left of the ORIIS login page.

Section 1: Application Information

Application Information:

Customer: *

Application Type: *

ORIIS with Purchase Orders and Invoicing
ORIIS with Fuel Invoicing only
ORIIS with Material Invoicing only
ORIIS with Fuel Unlimited Invoicing only

This section is used to select the Railroad Company and the type of ORIIS service to be used with this Company.

1. Click on the Customer field to display a drop-down list of the Railroad Companies. Then, click on the specific Company name to select it.
2. Next, click on the Application Type field to display the list of ORIIS services. Then, click on the service description to select it.

Section 2: Company Contact Information

Company Contact Information:	
First Name: *	<input type="text"/>
Last Name: *	<input type="text"/>
E-Mail Address: *	<input type="text"/>
Phone Number: *	<input type="text"/> (10 digit number)
Fax Number:	<input type="text"/> (10 digit number)
PO notification via Email:	<input type="checkbox"/> Same day

NOTE: This section is used to identify your Company's primary contact for the selected service. The "**E-Mail Address**" entered here is the party who will receive the ORISS registration confirmation.

Section 3: Company Information

Company Information:	
Company Name: *	<input type="text"/>
Customer-Assigned ID: *	<input type="text"/>

1. Enter your company name.
2. Enter the "**Customer-Assigned ID**" that was provided to your Company by the selected Railroad.

Note: "**Customer-Assigned ID**" is also considered your vendor number.

Section 4: Default Invoice Remit-to Information

Default Invoice Remit-To Information:		
Company Name: *	<input type="text"/>	
Attention:	<input type="text"/>	
Address Line 1: *	<input type="text"/>	
Address Line 2:	<input type="text"/>	
City State ZIP: *	<input type="text"/>	<input type="text"/>
Phone Number: *	<input type="text"/> <small>(10 digit number)</small>	
GST Registration Number: <small>(Canada Only)</small>	<input type="text"/>	

NOTE: This section is used to identify the default Remit-To information that you want to appear on Invoices that you send to the selected Railroad. This information will be generated on the Invoice's that you will create in ORISS.

Section 5: Default Invoice Shipped From Address

Default Invoice Shipped From Address:

*Indicates Required Field for the Invoice. These fields are not required for this Registration.

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)

* Indicates what is required for invoicing, but not required for this Registration.

Section 6: ORISS Billing Information

ORISS Billing Information:

If you have chosen "Purchase Orders and Invoicing or Fuel Unlimited Invoicing only" as the Application Type, you are required to enter the following information.

Although either E-Mail or Fax is required, Transentric would like both.

Use Remittance Address

Company Name: *

Attention:

Address Line 1: *

Address Line 2:

City State ZIP: *

,

Phone Number: *

(10 digit number)

E-Mail: *

or

Fax Number:

(10 digit number)

Note: If you have chosen "**Purchase Orders and Invoicing**" as the Application Type, you are required to fill out this field.

EULA, visible after selecting the Lite and Full version:

EULA Agreement:

EULA - ORISS SERVICES AND DISTRIBUTION AGREEMENT

RIGHT TO ACCESS AND USE WEBSITE AGREEMENT

This Right to Use Website Agreement ("Agreement") is by and between you ("Customer" or "you") and Transentric LLC ("Transentric"), and is effective as of the date you first access a Transentric product or service website (the "Website"), including, but not limited to, the Websites for the Online Rail Industry Supply System, Agilink◆◆◆, ShipmentVision◆◆◆, BulkVision, EquipVision, and YardVision.

ACCESS TO AND USE OF ANY WEBSITE IS SUBJECT TO THE TERMS AND CONDITIONS OF THIS AGREEMENT. ANY TRANSENTRIC SOFTWARE USED IN CONNECTION WITH THE OPERATION OF A WEBSITE OR TO ACCESS AND/OR USE A WEBSITE PURSUANT TO THIS

I agree to the terms and conditions of EULA.

Create **Cancel**

Please read **EULA - ORISS SERVICES AND DISTRIBUTION AGREEMENT & RIGHT TO ACCESS AND USE WEBSITE AGREEMENT** and if acceptable check the check-box to agree to the terms and conditions of the EULA and select the "**Create**" button.

CONTRACT AGREEMENT, only visible after selecting the paid-for versions:

Contract Agreement:

CONTRACT - ORISS SERVICES AND DISTRIBUTION AGREEMENT

RECITALS:
Customer desires to obtain from Transentric, Inc., a Delaware corporation with offices located at 1400 Douglas Street, Suite 0840, Omaha, NE 68179-0840, and Transentric desires to provide to Customer, certain electronic data exchange services under the terms and conditions set forth in this Agreement.

AGREEMENT:

1. The Services.
Transentric will provide to Customer online railroad industry supply system electronic data exchange services (the "Services") by giving

I agree to the terms and conditions of CONTRACT.

User Signature :

Create **Cancel**

Please read **CONTRACT - ORISS SERVICES AND DISTRIBUTION AGREEMENT** and if acceptable check the check-box to agree to the terms and conditions of the Contract, enter your name in to the "**User Signature**" box and select the "**Create**" button.

For Lite and Full customers:

After completing all the required fields on the Registration Form for the selected Subscription (Application Type), click on the **Create** button to submit your request to the ORISS Administrator. When your ORISS Registration is processed, a confirmation notice is sent to the E-Mail address included in your registration form. If you click on the Reset button before you submit the registration, all of the fields on the form are "blanked-out" and you can re-enter the required information. NOTE: if any entered registered information changes, please correct ASAP.

Additional Registrations



The screenshot shows a web interface for managing registrations. At the top, there are three sections: 'Create Registration' (Customer dropdown set to 'CSX Bulk Intermodal Distribution Svcs', 'Create' button), 'Modify Registration' (Customer dropdown set to 'BNSF Railway Company', 'Modify' button), and 'Pending Registrations' (Customer dropdown set to 'AMTRAK', 'View' button). A large grey bar is positioned above the registration sections.

Create Registration	Modify Registration	Pending Registrations
Customer: <input type="button" value="CSX Bulk Intermodal Distribution Svcs"/>	Customer: <input type="button" value="BNSF Railway Company"/>	Customer: <input type="button" value="AMTRAK"/>
<input type="button" value="Create"/>	<input type="button" value="Modify"/>	<input type="button" value="View"/>

- **Create Registrations:** To register with another railroad, you can click on the customer dropdown box under create registrations. Then select an additional railroad and click on the create button. You will then be transferred to an additional registration screen. Fill out the required information and you will be notified when the railroad has approved your registration.
- **Modify Registrations:** To modify a registration you have with the railroad, you can click on the customer dropdown box under modify registrations. You will then be transferred to your registration page.
- **Pending Registrations:** To check to see if your registration is still pending, you can select the customer in the dropdown box under pending registrations. You will then be transferred to view your pending registration.

Note: See the [Login and Sign-Up](#) sections for more detailed registration information.

Changing Subscription

From your home screen, in the “**User Options**” sub-module, select this option, “**Change Subscription**” link, if you want to change your subscription from Lite to Full version.

User Options

[Change Subscription](#)

[Change your password](#)

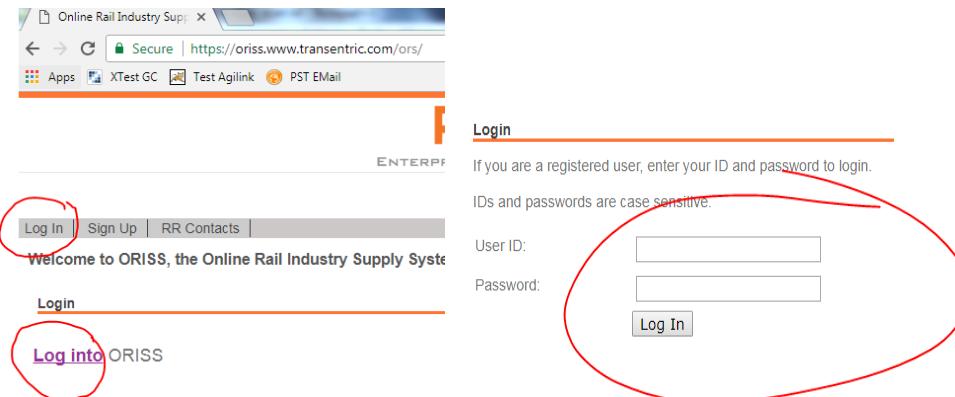
[Edit your company contact information](#)

[Edit billing information](#)

For customers currently utilizing the Full version and wanting to downgrade to the Lite version, the customer must call in or email oriss.support@pstechology.com to begin the process of the application downgrade.

Changing Subscription (Application) Type from Lite to Full Version

To change your application type, that is to go from Lite (free) to Full (paid), you will need to navigate to the ORISS site and select either “**Log In**” option and enter credentials and select the “**Log In**” button:



Once logged in, the “Quick Look” module box is displayed that contains a “**User Options**” sub-module.

The screenshot shows the "Quick Look" module. On the left, there's a sidebar with "Quick Links" (Railroad Contacts, Recommended Software, Agreements, Security Agreement) and "Quick Reports" (which shows 2 invoices created and 0 errors/rejections). The main area has a "User Options" section with links: Change Subscription, Change your password, Edit your company contact information, and Edit billing information. A prominent yellow warning box in the center says "START 2017 FAST" with a large exclamation mark icon and a link to find out about accelerating payments.

Under the “User Options: sub-module heading there is a “**Change Subscription**” link that when selected, will allow navigation to the “**Change Subscription Type**” module page.

The screenshot shows the "Change Subscription Type" module. On the left, under "User Options", the "Change Subscription" link is circled in red. The main area has a "Change Subscription Information:" input field and a "Subscription Type: *" dropdown menu.

Using the “**Subscription Type**” drop down menu box, choose the application type you wish to upgrade to:

Online Rail Industry Sub X

Secure | https://oriss.wixsite.com/oris/secure/UpdateSubscriptionType.jsp

App XTest GC Test Aglink PST Email

PST
ENTERPRISE DETAILS DONE WELL

ORISS

Home Invoices Invoice Templates Registrations Help Logout

Change Subscription Type

Change Subscription Information:

Subscription Type: *

Fill out all fields with an “ * ”, select the “I agree to the terms...” check box, enter customers name in the “**User Signature**” text box and select the “**Update**” button if all information is correct or select the “**Cancel**” button if information needs to be changed.

Once the “**Update**” button is selected the customer’s account will be upgraded and at a yearly cost of \$400.00.