

	BNSF Disbursements Management Accounts Payable Transentric/ORISS	Document Date: 05/03/2021 Revision No.: <u>6</u> Date Revised: <u>02/07/2018</u> Date Revised: <u>06/23/2017</u> Date Revised: <u>03/11/2017</u> Date Revised: <u>08/02/2012</u>
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How to submit invoices through Transentric / ORISS

Log on to <http://oriss.www.transentric.com/ors/>

Select Log into ORISS



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://pstechnology.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

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

What's New?: If you would like to know more about what was recently added then [Click here](#)

What's Next?: If you would like to know more about what improvements we are currently working on then [Click here](#)



To reset your password if you have been locked out of the site for too many attempts, click the link above to reset password. This link will allow you to send an email with your user ID referenced, which will enable you to have your password and/or access reset. An email will be sent to you with instructions on how to proceed. Enter your user ID and password. **Please Note:** Transentric system only allows 2 failures. On the 3rd failure you will be locked out and will need to contact oriss.issues@transentric.com to have your access reset.



Log In | Sign Up | RR Contacts

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

Enter ORISS ID
example: **XOR0000**
and Password.



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Select "Invoices" to create an invoice

PST **ORI**
 ENTERPRISE DETAILS DONE WELL

Home Purchase Orders Invoices Invoice Templates Registrations

Invoice Search

Leave all criteria blank to search for all records.

Customer: BNSF Railway Company
 Union Pacific Railroad
 Norfolk Southern Railroad

Invoice Number:
Enter all or part of an Invoice number

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

Invoice Date: On or After
(mm/dd/yyyy)

Create Invoice

Create a blank Invoice

Customer: BNSF Railway Company

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

Order Number:

or
 Create an Invoice from a Template

There are no templates defined in the system.

PST **ORI**
 ENTERPRISE DETAILS DONE WELL

Home Purchase Orders Invoices Invoice Templates

Invoice Search

Leave all criteria blank to search for all records.

Customer: BNSF Railway Company
 Union Pacific Railroad
 Norfolk Southern Railroad

Invoice Number: 0044293-IN
Enter all or part of an Invoice number

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

Invoice Date: On or After
(mm/dd/yyyy)

Search

Create Invoice

Create a blank Invoice

Customer: BNSF Railway Company

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

Order Number:

or
 Create an Invoice from a Template

There are no templates defined in the system.

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Invoice Number: *	<input type="text"/>
Invoice Date: *	<input type="text" value="01/10/2017"/>  <small>(mm/dd/yyyy)</small>
Invoice Type: *	<input type="text" value="New"/> 
Original Invoice Number: (if Invoice Type not New)	<input type="text"/>
Original Invoice Date : (if Invoice Type not New)	<input type="text"/>  <small>(mm/dd/yyyy)</small>
Purchase Order Number: *	<input type="text"/>
Ship Date: *	<input type="text"/>  <small>(mm/dd/yyyy)</small>

(* Indicates required field)

Invoice number – use alpha and/or number characters only. Do not use an invoice number that has been previously accepted or the BNSF system will reject with an error rejection notice “Under Review”. Adding a letter to the end of an invoice number to change it is acceptable. If an invoice was previously rejected, choose “Revise/Duplicate” an invoice and resubmit. **DO NOT SEND THE SAME INVOICE NUMBER TWICE IN ONE DAY – the BNSF system will reject the invoice as it thinks it is a duplicate and will not process.** If you must submit the invoice, differentiate it with an alpha or numeric character at the end of the invoice number.

Invoice Date – although this must be completed, the invoice date recorded in the BNSF system is the date the invoice was submitted correctly and accepted. Contact electronicap@bnsf.com for invoices past 60 days.

Invoice Type – always select “New”. Regardless of the number of multiple submissions. The BNSF system will reject “correction”. For credit memos, email with the PO number referenced to electronicAP@BNSF.com.

Original Invoice Number – disregard (This is a generic template and not all features are use by BNSF)

Original Invoice Date – disregard (This is a generic template and not all features are use by BNSF)

Purchase Order Number – BNSF PO numbers are 10-digit numerical – 50xxxxxxx or 55xxxxxxx.

Ship Date – use the day the product was shipped. This section must be complete where there is an asterisk *, but payment will default to the information used to set up the purchase order.



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Remittance Address:

Company Name: *

Attention:

Address Line 1: *

Address Line 2:

City State ZIP: * IL 62959

Phone Number:
(10 digit number)

GST Registration Number:
(Canada Only)

Shipped From Address:

Use Remittance Address

Company Name: *

Attention:

Address Line 1: *

Address Line 2:

City State ZIP: * IL 62959

Phone Number: -8513
(10 digit number)

Fax Number: -8403
(10 digit number)

Check **“Use Remittance Address”** for a quick entry on this section. If not checked, you will need to enter information where there is an asterisk, but this information is already contained in the PO set up.

Ship To Address:

Company Name: * THE BNSF RY CO

Attention:

Address Line 1: *

Address Line 2:

City State ZIP: * IL 61401

Payment Terms:

Only enter information where there is an asterisk **“*”**. The **“Attention”** section does not send a notification to that person, please leave this space blank. The critical line is the **“City State Zip”**; this information is used to determine taxes. Use the postal abbreviation for each state.



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Payment Terms:

Currency: *

Percent Discount:

Discount Days:

Net Days:

Freight Terms:

FOB Point:

Shipment Method: *

Select "US" or "Canada" Use the currency type your company normally receives payment.

Payment Terms:

Currency: *

Percent Discount:

Discount Days:

Net Days:

Freight Terms:

FOB Point:

Shipment Method: *

Carrier Information:

Carrier Name: *

Are you entering a valid UPS, UPS Freight, or FedEx Freight Reference/Tracking Number

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

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Payment Terms:	
Currency: *	<input type="text" value="US"/> <input type="text" value="Canada"/>
Percent Discount:	<input type="text"/>
Discount Days:	<input type="text"/>
Net Days:	<input type="text" value="30"/>
Freight Terms:	<input type="text" value="None or Pre-Paid"/>
FOB Point:	<input type="text" value="Origin"/>
Shipment Method: *	<input type="text"/>

Percent Discount – if there is a discount for early payment, enter the number. (Example: 2 for 2%, .2 for .2%)
This must match what is on the purchase order.

Discount Days – enter the number of days payment is required to take the discount. (Example: 10 for N/10)
This must match what is on the purchase order.

Net Days – enter the number of days payment is required without a discount. (Example: 30 for N/30)
This must match what is on the purchase order.

FREIGHT INFO

Select one of the three choices. Choice is not critical since the freight arrangements are determined by the purchase order. All shipments less the 150 lbs. should ship on the UPS account for BNSF. If the shipment is more than 150 lbs., Logistics will coordinate. Go to <http://www.bnsf.com/suppliers/RoutingGuide.pdf> (found on the purchase order) for instructions on how to route shipment.

Select the correct shipping method. Most likely it would be **“Contract Carrier”**.

Carrier Information:	
Carrier Name: *	<input type="text"/>
Are you entering a valid UPS, UPS Freight, or FedEx Freight Reference/Tracking Number below?: *	<input type="text" value="yes"/>
Reference/Tracking Number:	<input type="text"/>
Bill Of Lading Number:	<input type="text"/>

Carrier Name – enter the name of the carrier or **“Customer Pickup”** if there was no carrier.

Reference Number – enter the reference number or the invoice number if there was no carrier.

(These fields are required but the information in them are not used for EDI invoicing)

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Line Items:

Add Line Item Add Additional Charge Add State Tax Calculate Totals			
PO Line Number: *	001		
remove Purchaser's Item Number:	942531001	UOM: * EA	Price: * \$ 1,060.50
Supplier Part Number:	073945	Quantity: *	1
Product Description:	2N59-1R-200-45 Double Wheel Sensor w/ :	Total: * \$	1,060.50
Subtotal:		\$	1,060.50
Charges:		\$	0.00
Taxes:		\$	0.00
Invoice Total: * (calculate)		\$	1,060.50

PO Line Number – enter the line number of the PO that you want to invoice. (Example: 01 for line 1 of the PO). **DO NOT ENTER THE PO NUMBER**

Purchaser's Item Number – enter the BNSF part number or the stock code. If unknown enter NONCAT

UOM – this is the **unit of measure** listed on the PO. (Example: **EA** for each, **GA** for gallon, **FT** for feet)

Price – enter the price on the PO. It must match to the decimal place. Resolve differences with your buyer first.

Supplier Part Number – enter your part number.

Quantity – enter the quantity to be invoiced. It must be equal to or less than (partial/backorder) the PO quantity.

Product Description – enter your description of the part invoiced.

Add Line Item – select if there are additional lines to invoice and repeat the above process for lines 2, 3, etc

Total – if there are no taxes or other charges, select “**(calculate)**” and Oriss will calculate the total. Wait to calculate total if you have tax or other charges. Instructions for this are on the next page.

Select “**Send**”. The invoice will be submitted to BNSF.

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Tax and other charges (freight, handling, surcharge)

BNSF Railway Company (“BNSF”) has Direct Pay Permits in the states listed below.

- Idaho – Iowa – Kansas – Minnesota – Mississippi – Nebraska - North Dakota - South Dakota – Texas – Washington – Wisconsin - Wyoming

The Direct Pay Permits are for purchases of material referencing a 10 digit material Purchase Order number. Direct Pay Permits allow BNSF to pay use tax directly to the respective state or local jurisdiction rather than paying sales tax to the vendor. Sales tax billed for purchases in the above states will not be paid to the vendor, but instead BNSF will pay the tax directly to the taxing authority. The states of Oregon and Montana do not have state or sales tax. This means suppliers do not need to include taxes for these 14 states. Please click on the link below to print a Direct Pay permit. Please enter your contact information and a PO number to access the system. Please use this direct link to get an exemption certificate on valid PO’s: <http://www.bnsf.com/bnsf.was6/ec/ECCentralController> For assistance with Direct Pay certificates and other tax questions, please contact [Nancy Medina \(Nancy.Medina@BNSF.com\)](mailto:Nancy.Medina@BNSF.com). BNSF will **reject** all invoices with tax for these states.

BNSF will also **rejected any invoice with freight charges**. If items are less than 150 lbs., they should have shipped of the BNSF UPS account. Logistics should have been contacted for items over 150 lbs. The information can be found at <http://www.bnsf.com/suppliers/RoutingGuide.pdf>. Contact William Deters at [817-352-2253](tel:817-352-2253) for possible freight reimbursement if these instructions were not followed.

BNSF will **reject all additional charges (handling, surcharge, etc.)** These costs should be part of the PO price. Contact Sourcing Help SourcingHelp@BNSF.com ([888-703-7727](tel:888-703-7727) **Opt 2 Opt 1**) to resolve before submitting your invoice.



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Line Items:

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

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

Select "Add State Tax" to add taxes

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

remove	PO Line Number: *	<input type="text"/>			
	Purchaser's Item Number: *	<input type="text"/>	UOM: *	<input type="text"/>	Price: * \$ 0.00
	Supplier Part Number:	<input type="text"/>			Quantity: * 0
	Product Description:	<input type="text"/>			Total: * \$ 0.00
Subtotal:					\$ 0.00
Charges:					\$ 0.00
remove	Type: *	<input type="text" value="GST"/>	State: *	<input type="text"/>	ZIP: * <input type="text"/>
	Comment:	<input type="text"/>			Amount: * \$ 0.00

Select drop down menu



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Line Items:

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

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

remove	Type: *	Freight			Amount: * \$	0.00
	Comment:	Freight	<input type="text"/>			
		Inspection Fee			\$	0.00
		Core Charge			\$	0.00
		Demurrage			\$	0.00
		Deposit			\$	0.00
		Federal Excise Tax			\$	0.00
		Federal LUST			\$	0.00
		Handling			\$	0.00
		Other			\$	0.00
		Pallet			\$	0.00
		Scrap Allowance			\$	0.00
		Superfund Excise Tax			\$	0.00
		Surcharge			\$	0.00
		Service Charge			\$	0.00

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Do **not** select "Add Additional Charges" from the menu. **Freight should never be on a PO based invoice.** See **Routing instructions** at <http://www.bnsf.com/suppliers/RoutingGuide.pdf> found on the 1st page of the PO. The other choices will be rejected by BNSF. Any additional charges should be built into the item price. Resolve all differences with the buyer listed on the first page of the PO before invoicing.

remove	Type: *	GST	State: *	<input type="text"/>	ZIP: *	<input type="text"/>	
	Comment:	GST					Amount: * \$
		Harmonized Sales Tax					0.00
		Local Sales Tax					0.00
		Other					0.00
		State Hazmat Tax					0.00
		State Motor Fuel					0.00
		State Sales Tax					0.00

When all the PO lines to be invoiced are completed with taxes (if any), then select **(calculate)** to complete the total.

Select "Send" to complete.

If the invoice is rejected, you will receive an error rejection report by email the following day. It takes 48 hours for an invoice to be matched to the PO. **Review invoice status on the BNSF supplier portal, not in Oriss.** If the invoice is not posted after 48 hours from submission, there is a problem. If you are not able to resolve the problem and resubmit or if you need the instructions for registration and usage of the supplier portal, contact electronicAP@BNSF.com.

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HOW TO REVISE (Modify) AN INVOICE

Click **Invoices** at the top of the screen



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

In the Invoice Search section, enter **Invoice Number** and click **Search**

Invoice Operations

Invoice Search

Leave all criteria blank to search for all records.

Customer:

Invoice Number:
Enter all or part of an Invoice number

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

Invoice Status:

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:

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In the Invoice Summary section, click on the **Invoice** number

Invoice Summary

Invoice Summary

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

Search Filter	
Customer:	Any
Invoice Number:	Starts with 180712
Order Number:	Any
Invoice Date:	Any
Invoice Status:	Any

<	Page 1 of 1	>
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Showing 1 - 1 of 1 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
Sent	BNSF Railway Company	180712	02/07/2018		Original	02/08/2018 11:27:42

This section shows the status of the invoice; since the invoice has previously sent, it shows the status as “Sent.” Click on **Revise/Duplicate this Invoice**. Make necessary corrections and click **Send** when complete. The systems identifies the invoice as a “duplicate.”

Invoice Detail

Invoice Status : Sent

[View Purchase Order](#)
[Revise/Duplicate this Invoice](#)
[Create a Template from this Invoice](#)
[Print this Invoice](#)

Invoice Number	Invoice Date	Invoice Type	Ship Date
180712	02/07/2018	New	02/07/2018

Purchase Order Number

Shipped From

Ship To

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Click **Submit** to send the invoice, which the system will send with updated/corrected information. The ORISS system uses the term “Duplicate” when an invoice has been modified (revised).

<p>Duplicate Invoice found with the same Invoice Number: 180712 and Invoice Date: 02/07/2018</p> <p>Click "Submit" to create a Duplicate Invoice. Click "Cancel" to return to the form.</p> <p><input type="button" value="Submit"/> <input type="button" value="Cancel"/></p>
