How to submit invoices through Transnetric / Oriss

Go to the website http://oriss.www.transentric.com/ors/

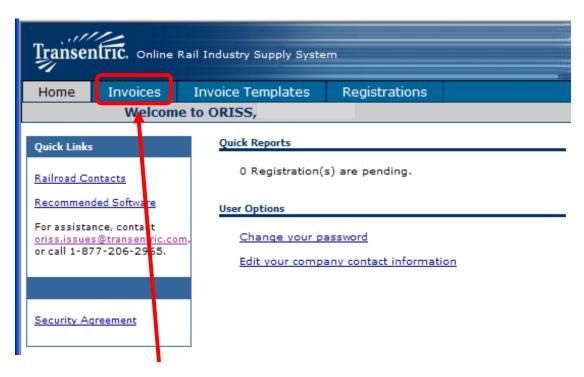Select "Log into" to enter the website.

If you need to have your password reset or have been locked out of the site for too many attempts, select the link "oriss.issues" and send an email with your user ID referenced to have your password and/or access reset. An email will be sent to you with instructions on how to proceed.
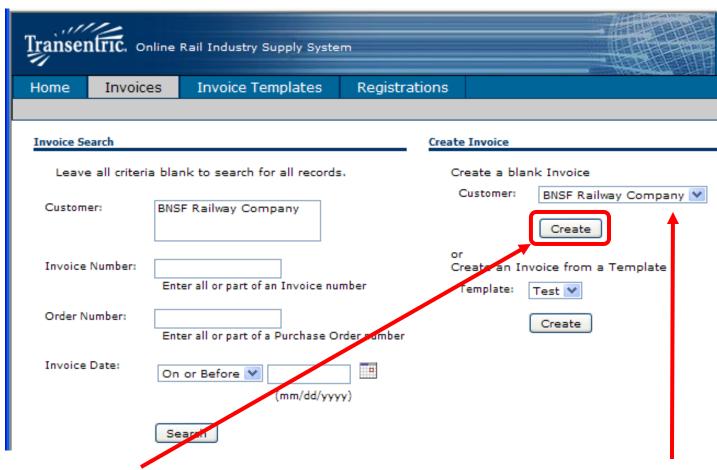
Enter your user ID and password. Be careful as the Transentric system only allows 2 failures. On the 3rd failure you will be locked out and will need to contact oriss.issues@transentric.com to have your access reset.
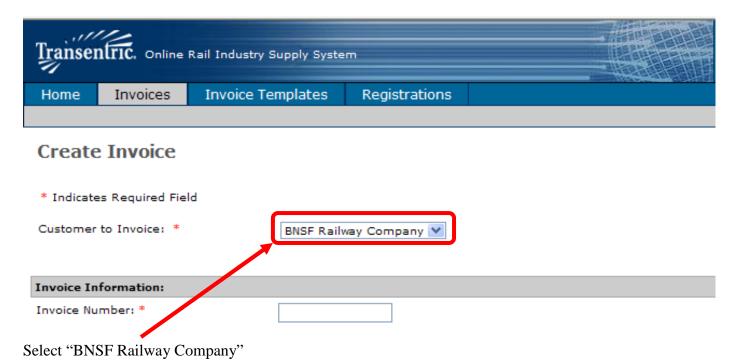

Select "Invoices" to create an invoice

Select "Create" to build a new invoice. Make sure "BNSF Railway Company" is listed in the drop down.

Select "BNSF Railway Company"

Invoice Information:

Invoice Number: *

Invoice Date: *

(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: *

Ship Date: *

(mm/dd/yyyy)

(* 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 to change is acceptable. If an invoice was previously rejected, you can modify and resubmit.

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". Even if there were multiple submissions. The BNSF system will reject "correction". For credit memos, email with the PO number referenced to robert.rodecap@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 only 6 characters. The /0001 or -001 are revision numbers and not part of the PO number. (Example: STA5T6, not STA5T6/0001)

Ship Date – use the day the product was shipped

Remittance Address:

Company Name: *

Attention:

Address Line 1: *

Address Line 2:

City State ZIP: *

Phone Number:

(10 digit number)

GST Registration Number:
(Canada Only)

This section must be complete where there is an asterisk *****, but payment will default to the information used to set up the purchase order.

Shipped From Address:

☐ 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)

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: *

Attention:

Address Line 1: *

Address Line 2:

City State ZIP: *

You only need to enter information where there is an asterisk. The "Attention" section does not send a notification to that person, so leave blank. The critical line is the "City State Zip", as this information is used to determine taxes. Use the postal abreviation for each state.

Payment Terms:

Currency: *

US
US
Canada

Select "US" or "Canada" for the currency you are to be paid in.

Percent Discount:

Discount Days:

Net Days:

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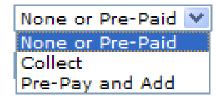
Discount Days – enter the number of days payment is required to take the discount. (Example: 10 for N/10) This must match what is on the purchase order.

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 Terms:

None or Pre-Paid ▼
None or Pre-Paid
Collect
Pre-Pay and Add
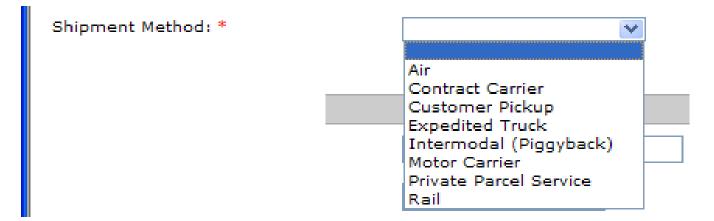
Select one of the three choices. Choice is not critical since the freight arrangements are determined by the purchase order. All shipments less the 150 lbs. should ship on the UPS account for BNSF. If the shipment is more than 150 lbs., Logistics will coordinate. Go to http://www.bnsf.com/suppliers/RoutingGuide.pdf (found on the purchase order) for instructions on how to route shipment.

FOB Point:

Origin ▼
Origin
Destination

Shipment Method: * ▼

Select the correct shipping point. "Origin" for freight collect or "Destination" for freight prepaid.

Shipment Method: * ▼

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

Select the correct shipping method. Most likely it would be "Contract Carrier".

Carrier Information:

Carrier Name: *

Reference Number: *

Bill Of Lading Number:

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

PO Line Number – enter the line number of the PO that you want to invoice. (Example: 1 for line 1 of the PO)

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

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.

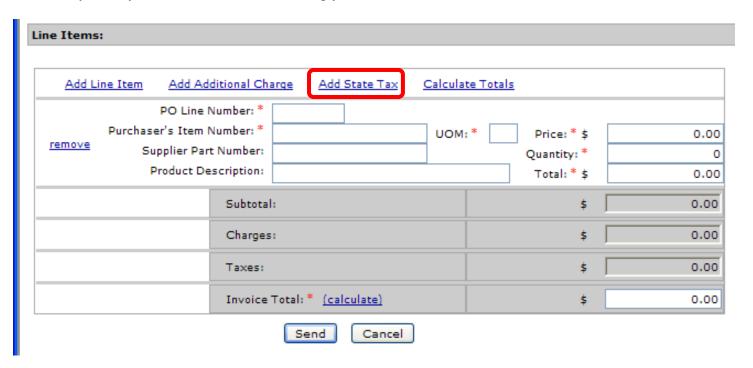**The following section will address tax and other charges (freight, handling, surcharge)**

_____

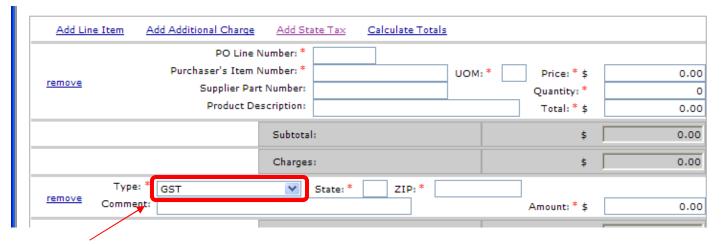**BNSF is tax exempt in ID, IA, KS, MN, MS, NE, ND, SD, TX, WA, WI, and WY.**
OR and MT do not have state sales tax. BNSF will reject all invoices with tax for these states.

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 Claven Williams at 817-352-2265 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 your buyer to resolve before submiting your invoice.

Select "Add State Tax" to add taxes

Select drop down menu

You will be entering each tax description type and amount one at a time. It is better to sum all like tax types onto one entry instead of individual tax entries per line item. (Example: There are 3 lines on the PO. The state sales tax on line 1 is $1.50, line 2 is $.50, and line 3 is $5.05. It is better to enter the total of all three, $7.05, then to enter each of these taxes separately.

GST – use for all Canadian Sales tax, even if it is not GST

Local Sales Tax – use for city, county, or local specialized tax

State Hazmat Tax – for hazardous chemical fees

State Sales Tax - use for US state sales tax

State * - use the "ship to" two letter postal abbreviation for US or Canadian state/province/territory

ZIP * - use the "ship to" zip code

Amount * - enter the tax amount

If there is another tax type, select "Add State Tax" and another entry will appear. It is ok to select "Local Sales Tax" multiple times for various local taxes (count tax, city tax). Sum each tax type per entry, (Example: Sum City taxes together, then on the next entry sum county taxes).
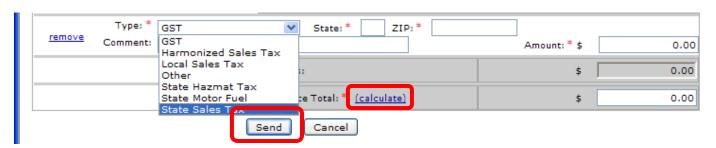
Repeat the process above for each new entry.

Line Items:

Add Line Item   Add Additional Charge   Add State Tax   Calculate Totals

PO Line Number: *

Purchaser's Item Number: *   UOM: *   Price: * $ 0.00

Supplier Part Number: Quantity: *   0

remove   Product Description: Total: * $ 0.00

Subtotal: $ 0.00

Type: *   Freight

remove   Comment: Freight   Amount: * $ 0.00
Inspection Fee
Core Charge $ 0.00
Demurrage
Deposit
Federal Excise Tax $ 0.00
Federal LUST
Handling
Other   e) $ 0.00
Pallet
Scrap Allowance   ancel
Superfund Excise Tax
Surcharge
Service Charge

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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 have been built into the item price. Resolve all differences with the buyer listed on the 1st page of the PO before invoicng.

Type: *   GST   State: *   ZIP: *

remove   Comment: GST   Amount: * $ 0.00
Harmonized Sales Tax
Local Sales Tax   : $ 0.00
Other
State Hazmat Tax
State Motor Fuel   e Total: *   (calculate) $ 0.00
State Sales Tax

Send   Cancel

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 fax 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.