### **Carrier Payment Inquiry Tool Manual**

Welcome to **Ryder's Carrier Payment Inquiry (PI Tool)** Reporting Application. The PI Tool is a self-service website and reporting tool designed to aide carriers in managing their receivables. The tool enables carriers to look up the payment status of a single invoice number or multiple invoice numbers at one time.

#### Key features include:

- 24 hours, 7 days a week access
- Single pro/invoice number lookup or upload up to 65,000 characters at one time
- Easy copy and paste of pro numbers function to upload pros into the P.I. Tool
- Storage of uploaded invoice numbers to assist in rechecking statuses or running quick analysis
- Export to Excel function
- Overview pivot for all statuses with filtering
- Dollar amount summary of invoices in each status with drilling capabilities to review individual invoices in greater detail
- Invoice reject messages which identify the reason for the rejection and assist in the re-submission
- Payment reduction messages which identify the reason for short payment
- Remittance detail

#### **Ryder Teams Contact Information:**

Any questions or issues pertaining to access & training requests, tool navigation and/or errors, email RyderAcademy@ryder.com

Any questions or issues pertaining to freight bill invoices email carriersupportteam@ryder.com

Carrier Payment Inquiry Tool Manual Issue Date: 6/03/2019

#### How to access the P.I. Tool

- Type https://www.ryder.com/en-us/carriers in your internet web browser.
- Access "Click Here" under the Ryder Carrier Payment Inquiry section (See image below)
  - This will take you to the Ryder Insights Login page
  - o If you do not already have access or require a password reset, send an email to RyderAcademy@ryder.com to request a username and password or a password reset
    - Access and reset requests are usual granted within 72 hours of the request. You will receive an email containing access /reset instructions.

### **Ryder Carrier Payment Inquiry**

Ryder's Freight Bill Audit and Payment Carrier Payment Status application can be accessed by utilizing our Transportation Intelligence System (TIS).

- 24/7 Access
- . Single pro number or upload up to 65,000 characters at a time
- · Simple copy and paste to upload pro numbers
- Storage of uploaded invoice numbers to assist in rechecking statuses or running quick analysis
- · Export results to Excel
- · Overview pivot for all statuses with filtering
- Dollar amount summary of invoices in each status with drilling capabilities to review individual invoices in greater detail
- · Invoice reject messages which identify the reason for the rejection and assist in the re-submission
- Payment reduction messages which identify the reason for short payment
- · Carrier check detail

RyderAcademy@ryder.com

For payment status, use the template below and upload your invoices to get a status update on them. Check out our new web tool, click here

Questions and or issues pertaining to: setup access, password resets, training, tool navigation and or technical support, email:

Questions pertaining to freight bill invoice status, after running and reviewing a current again report, email: CarrierSupportTeam@ryder.com.

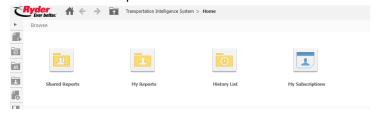
Login to Ryder Insights using the provided username and password



Click on "Transportation Intelligence System"



Click on "Shared Reports"



Select "Carrier Payment Inquiry" folder



Select "Carrier Payment Inquiry Tool" folder



Note: If you click on the Transportation Intelligence System link (as noted above) and you don't see the "Carrier Payment Inquiry Folder", then click on the "Shared" folder and you will now be able to select "Carrier Payment Inquiry".

### **Pro Number Upload (Step 1)**

Select "Carrier Payment Inquiry-Pro Number Upload (Step-1)"

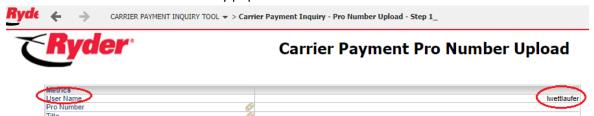
# CARRIER PAYMENT INQUIRY - PRO NUMBER UPLOAD (STEP I)



Owner: Administrator Modified: 11/12/15 3:38:08 PM

Paste list of pros separated by commas to retrieve current status. (<Ryder Carrier Payment Inquiry Template > available to assist in formatting.) \*Approximate upload time could take up to 10 minutes to process.

- Carrier Payment Pro Number Upload Screen
  - User Name will automatically populate



- o Pro Number and Title fields must be filled out for every upload created
- There are two ways to upload pro numbers
  - 1. Manual insertion
  - 2. Utilization of Comma Delimited Tool used for mass pro upload

#### **Manual Insertion**

- Enter Pro Numbers in the pro number field separated by commas
  - o (Example: 1234, 5678, 4321, 8765)
- o Enter a name for the file in the "Title" field
- Click "Submit" and the tool will automatically refresh

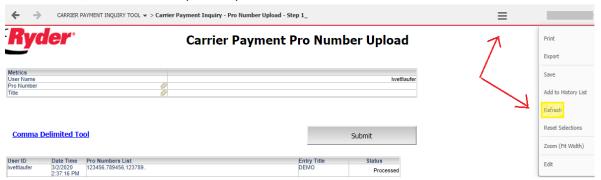


# **Carrier Payment Pro Number Upload**

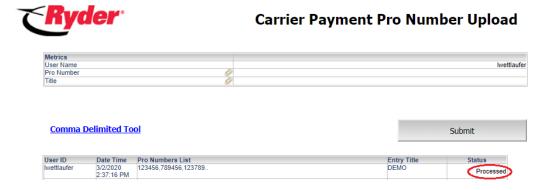


Carrier Payment Inquiry Tool Manual Issue Date: 6/03/2019

- The list of pro numbers will now show in the Pro Numbers Stage field.
- The pro number upload will process within a few seconds. If the status says "Not Processed", additional time is needed to process the data submitted via the upload.
- o If a status of 'Not Processed' display: Click the refresh button, located in the drop down menu at the top of the screen, to check if the upload is processed.



o Bills that have been successfully uploaded will return with the status as "Processed". Uploads must have a status of 'Processed' before the uploads are visible in Step 2.



 You are now ready for step 2 of the payment inquiry process (skip to page 10 for step 2 or continue for mass pro upload instructions).

#### **Utilizing the Comma Delimited Tool for Multiple Pro Upload**

- The comma delimited tool can be used to upload up to 32,000 characters at one time
- o From the Carrier Payment Pro Number Upload screen, click the "Comma Delimited Tool" link

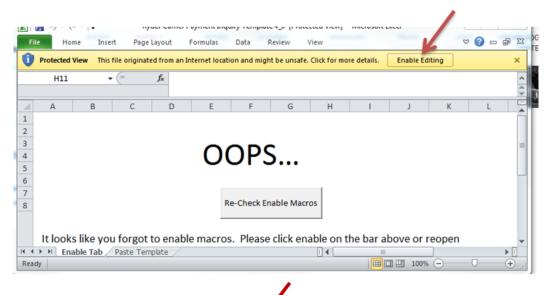


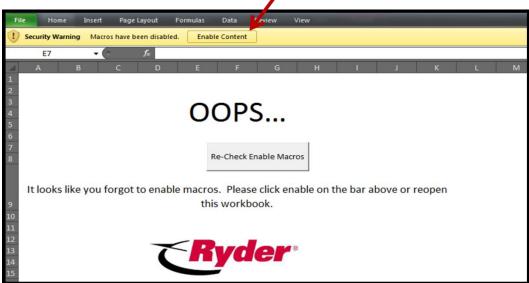
This will redirect you back to <a href="https://www.ryder.com/en-us/carriers">https://www.ryder.com/en-us/carriers</a> homepage. Scroll down to the "Ryder Carrier Resources" section and click download button next to "Carrier Payment Inquiry Tool Template"

#### **Ryder Carrier Resources**

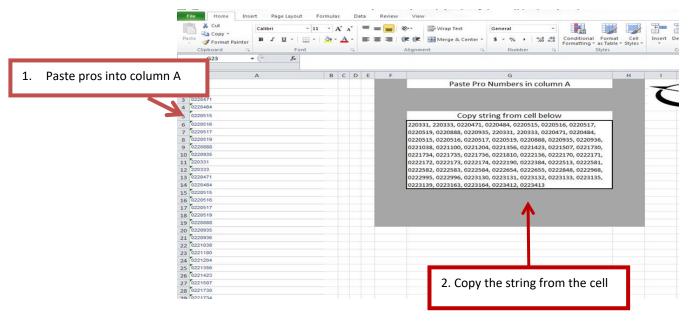


- Document will download to your browser. Access the recent downloads on your browser and double click on the 'Carrier Payment Inquiry Tool Template' document to open it.
- An Excel Template will open, be sure to enable the Macros by selecting "Enable Editing" and then by selecting "Enable Content". This will allow you to copy and paste pro numbers into the template.

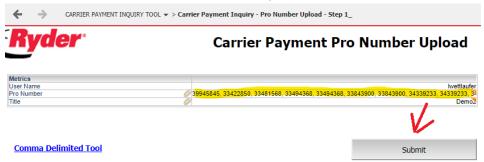




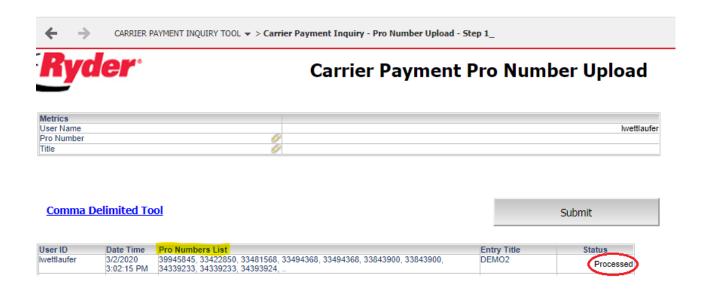
- The Comma Delimited Tool is now ready for your pros. Follow the instructions indicated in cell G1 "Paste Pro Numbers in column A".
  - Copy your pro/invoice numbers from your document and paste them in column A of the template
    - The pro numbers will populate into the large cell in column G
  - 2. Copy the string of pros from the cell in column G



- Return to Carrier Payment Pro Number Upload screen and paste the copied string into "Pro Number"
   field
- o Enter a name for the file in the "Title" field
- Click "Submit" and the tool will automatically refresh



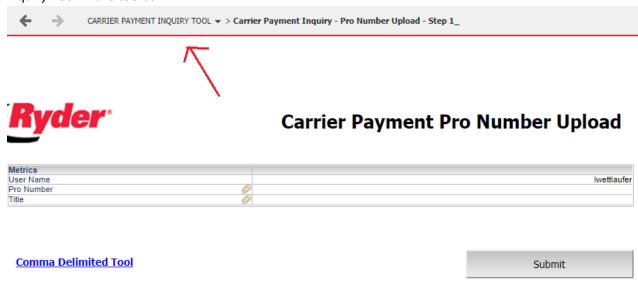
- The list of pro numbers will now show in the Pro Numbers Stage field.
- The pro number upload will process within a few seconds. If the status says "Not Processed", additional time is needed to process the data submitted via the upload.
- Bills that successfully uploaded will return with the status as "Processed". Uploads must have a status of 'Processed' before the uploads are visible in Step 2.



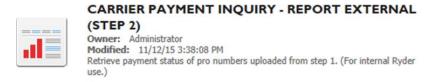
o You are now ready for step 2 of the payment inquiry process

### **Payment Inquiry Report (Step 2)**

From the Carrier Payment Pro Number Upload screen, return to the previous folder by selecting *Carrier Payment Inquiry Tool* in the toolbar.



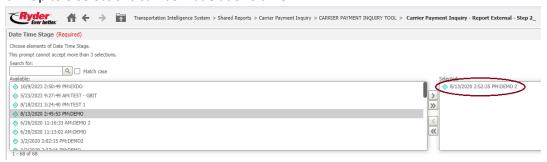
Select "Carrier Payment Inquiry – Report External (step 2)"



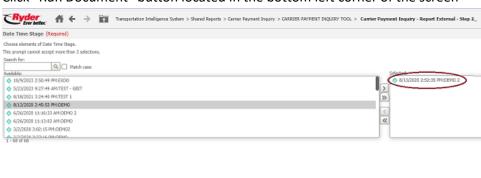
- The file you just uploaded and other previously uploaded files will be available for selection
  - Uploaded files will be stored for approximately 90 days from the date of upload. May be stored for longer until purged out.



- Select the file you would like to run a payment inquiry on by double clicking the file or by selecting the file then clicking the right arrow to move the file to the "Selected" field
  - Up to 3 selections can be made at one time



Click "Run Document" button located in the bottom left corner of the screen



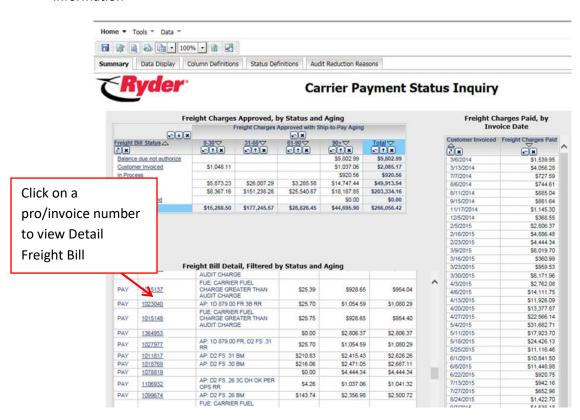
The Carrier Payment Status Inquiry will open and default to the Summary tab. There are 9 pre-set tabs available to view in the report.

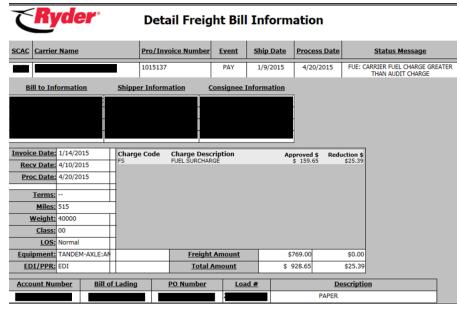


- 1. **Summary** An overview of payment status categorized into three pivot tables (Freight Charges Approved by Status and Age, Freight Bill Detail by Status and Age, and Freight Charges Paid by Invoice Date.
- 2. **Data Display** Detailed payment status including, comments, expected process date, freight bill detail and remittance information.
- 3. **Carrier** Invoices in the carriers bucket, with Detailed payment status including, comments, expected process date, freight bill detail and remittance information.
- 4. **Ryder** Invoices in Ryder's bucket.
- 5. Cut/Reject Reason Codes Description of the codes used to describe audit cut reasons/short pays.
- 6. Standard Abbreviations Description of abbreviations used to describe audit cut reasons/short pays.
- 7. Column Definitions Description of each column found within the "Data Display" tab.
- 8. **Status Definitions** Description of the phrases used to define payment status.
- 9. **"Carrier To Correct" Definitions** Common reject reasons with actions needed by the carrier.

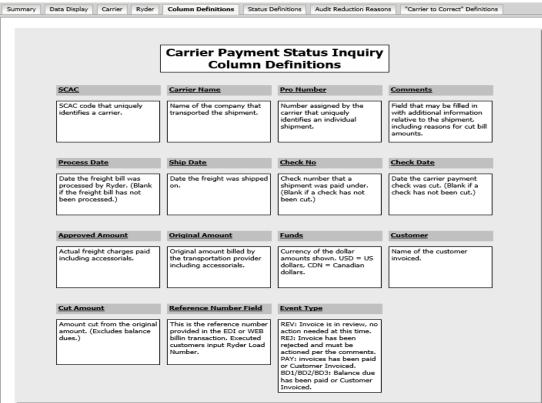
Carrier Payment Inquiry Tool Manual Issue Date: 6/03/2019

The Summary and Data Display tabs allow users to click directly on pro/invoice numbers to view detailed freight bill information

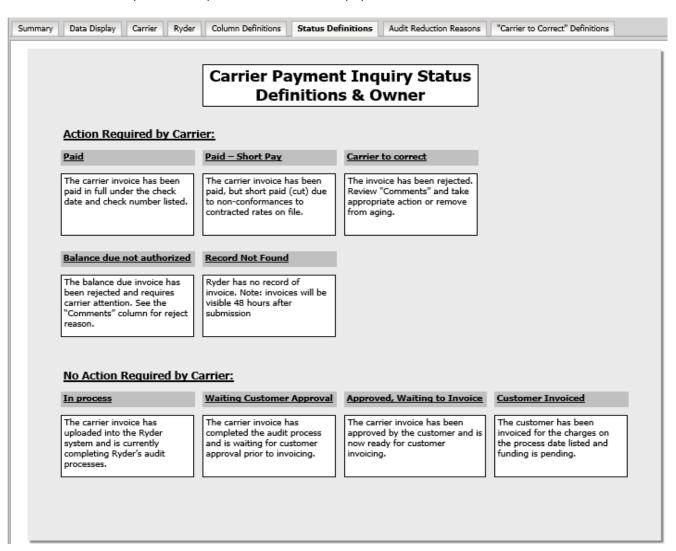




Column Definitions - Description of each column found within the "Data Display" tab



Status Definition – Description of the phrases used to define payment status



Cut/Reject Reason Codes – Description of the codes used to describe audit cut reasons/short pays

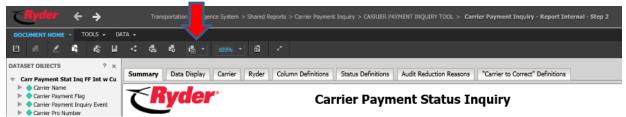
# Cut/Reject Reason Codes

<u>Code</u>	<u>Description</u>	Code	<u>Description</u>
A01 A02 A03 A04 A05 A06 B01 B02 B03 B07 B08 B10 B11 C01 C02 C03 C04 C05 C06 C10 C12 C13 C15 C16 C15 C16 C22 C24 C25	Accessorial charge not contracted Accessorial paid to contract No supporting docs received (Accessorial) Recv'd docs do not support billed charges (Accessorial) Accessorial Charge requires Ops/CFT approval Load shipped prior Ryder effective date Rebill to Ryder brokerage -FMG Freight bill cost exceeds specified threshold Rebill Direct to Ryder Client Incorrect Ryder client billed Rebill as per BOL Incorrect air acct number Load shipped after Ryder contract cancellation Rebill with Ship Date Incorrect or invalid taxes Incorrect or invalid taxes Incorrect class/FAK Incorrect equipment code Incorrect currency (resend in CAD) Incorrect currency (resend in USD) Charges not equal to net amount due Invalid EDI accessorial code in transmission Resend charges as BD under Orig Inv# Resend charges as Orig Invoice instead of BD Duplicate invoice No currency transmitted on invoice Rejected per carrier request Quantity Error Weight Error Paper invoices not accepted Invalid unit of measure TONU and Linehaul on Orig invoice	C26 C27 C28 C29 CA1 D01 D02 E01 E02 E03 E04 E05 E06 E07 E08 E09 E10 E11 E12 E13 E14 E15 E16 E17 F01 L01 L01 L02 L03 L04 L05 L06 M02 M03 M05 M06 MF2 PM1	Piece count missing No EDI Data Received NULL OR 0 WEIGHT IS INVALID Invalid Pro Length PRO# LENGTH IS GREATER THAN 15 PRO # Invalid Characters/Format Invalid or incorrect fuel charges Incorrect Linehaul (Contracted) Incorrect Spot Quote Linehaul paid correctly on Original invoice Itemized Charges Required No supporting docs received (Spot Quote) Recv'd docs do not support billed charges (Spot BOL# Invalid Missing

**Standard Abbreviations - Description of abbreviations used to describe audit cut reasons/short pays.** 

<u>Abbreviation</u>	<u>Description</u>	
AMT APP CARR CHRG CONST CS CNTRCTD CX DH DC DMRG DEST DET DV DR DOC EFF EQUP ERR FRT FS FUMG HZ ID LOS LH LP MERCH MIN OVR PK PROT PROT PROT PROT SC SERV S/B SYS WGT ZN	Document Effective Equipment Error Freight Fuel Surcharge Fumigation Hazardous Inside Delivery Level of Service Linehaul Lumper Merchandise Minimum	

❖ Tabs can be exported into Excel for further analysis. To export to Excel, click the Excel icon located in the tool bar above the tabs.



o In the Export pop-up box, select whether to export "All layouts" (all tabs) or "Current layout" (current tab selected). Click OK.

## **Detailed Cut Report**

### Click Transportation Intelligence System



#### TRANSPORTATION INTELLIGENCE SYSTEM

The Transportation Intelligence System (TIS) provides visibility, reporting & analysis FOR customers. TIS leverages DATA across Ryder's managed transportation network and its core functions.

## > Carrier Payment Inquiry



# CARRIER PAYMENT INQUIRY

Owner: Administrator Modified: 4/11/19 3:51:13 PM Payments to Carriers.

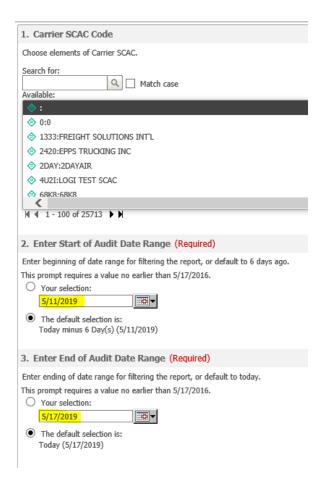
# Cut Bill Report



#### CUT BILL REPORT

Owner: Administrator Modified: 3/15/19 3:06:47 PM

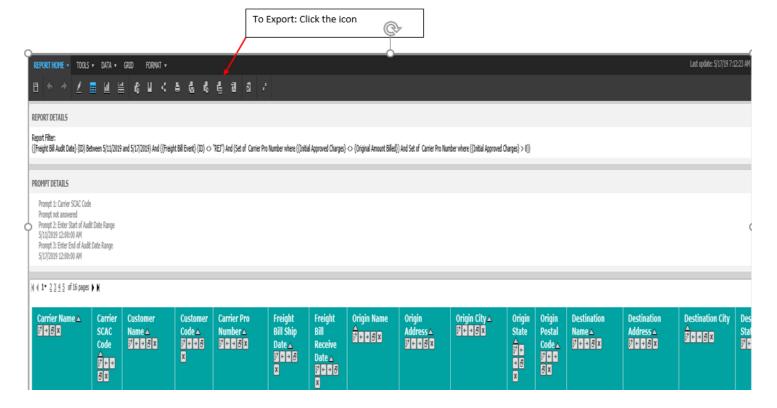
# > Select a To and From date then click run report



#### \*\*Lower Left hand Corner



The report can be exported into Excel for further analysis. To export to Excel, click the Excel icon located in the tool bar above the tabs.



## **Detailed Rejected Report**

#### Click Transportation Intelligence System



#### TRANSPORTATION INTELLIGENCE SYSTEM

The Transportation Intelligence System (TIS) provides visibility, reporting & analysis FOR customers. TIS leverages DATA across Ryder's managed transportation network and its core functions.

## > Carrier Payment Inquiry



### **CARRIER PAYMENT INQUIRY**

Owner: Administrator Modified: 4/11/19 3:51:13 PM Payments to Carriers.

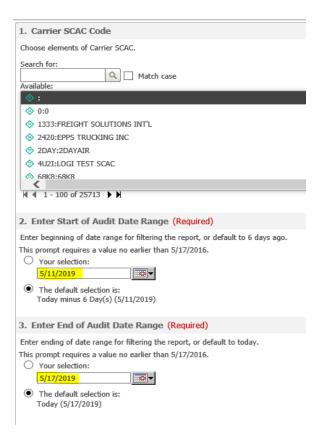
# > Rejected Bill Report



#### REJECTED BILL REPORT

Owner: Administrator Modified: 4/11/19 3:51:13 PM

# > Select a To and From date then click run report



#### \*\*Lower Left hand Corner



The report can be exported into Excel for further analysis. To export to Excel, click the Excel icon located in the tool bar above the tabs.

