

ORISS:

Online Rail Industry Supply System

Moving to Transentric

UPDATE:

The rail industry web site used by suppliers to receive purchase orders and submit invoices is moving! Transentric has been selected to provide this service to the rail industry. You will be able to perform the same functions you always have – at a lower subscription cost of only \$25 per month. Please follow the instructions below to register for the new site.

Getting Started

Follow these simple steps to change to the ORISS system:



1. Make sure you have your customer-assigned ID. This is issued to you by each railroad you supply. You can use the same ID you have in the current system. If you do not have an ID, please contact the purchasing department at your customer railroad.
2. Follow the instructions below to reach the Transentric website and register for the ORISS system.
3. Suppliers using "ORISS with purchase orders and invoicing" need to sign a contract with Transentric to begin your subscription.
4. After registration, all new purchase orders and invoices should be completed on the new ORISS site. Begin using the new site as soon as you receive your ID and password.
5. Subscription fees will not be charged until March 1, 2005.

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Registration Process:

1. Open your web browser and go <https://secure.transentric.com/ors>
2. Bookmark the site for future use.
3. Click on the ‘Sign Up’ box at the top left of the screen.
4. Application information
 - a. Select your railroad customer. If you supply more than one railroad, you can add customers from the website after you have registered.
 - b. Select application type
 - i. “ORISS with purchase orders and invoicing” is the full service used by most suppliers. It requires a contract with Transentric and a \$25 monthly subscription fee.
 - ii. “ORISS with fuel invoicing only” and “ORISS for material invoicing only” are for suppliers whose customer railroads are issuing purchase orders and simply accept the invoice. Your railroad customer will tell you if they want you to use these basic services. These services do not have a monthly subscription charge.
5. Contact information. Please fill in all fields.
6. Company information
Enter your company name and the ID number that your railroad customer has given you.
7. Default invoice information
Please fill in all fields.
This will update railroad records so they can properly send payment to you.
8. Create button
Click on the create button when you have completed this form.
You will see a “Thank you” screen. Follow the instructions below when you get to this screen.

Transentric Agreement

If you are an "ORISS with purchase orders and invoicing" supplier, please click on the blue words “this agreement”. It will launch the required Transentric agreement for your level of service. “ORISS with purchase orders and invoicing” suppliers need to print the contract, sign it, and FAX it to Transentric at (402) 501-2984. “ORISS with fuel invoicing only” and “ORISS for material invoicing only” will not see a link to this agreement.

Getting Started

Your ORISS user ID and password will be emailed to you after your railroad customer has approved your registration and Transentric has completed setting up your account. Please begin using the ORISS site as soon as you receive the ID and password.