



BUILDING AMERICA™

ORISS Registration Help

ORISS Web Link

<https://oriss.www.transentric.com/ors/>

Additional Help

<http://www.transentric.com/products/oriss/index.shtml>

Registration Process

1. Pull ORISS web page up in an internet browser.
2. When the page comes up you will need to click on the link to “fill out a registration form” that is on the right hand side of the web page and circled on the image below.

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:

[Forgot](#) your password?

For assistance, contact support@transentric.com, or call 800.877.0328 Option 3.

Sign Up

If you are not a registered user, you must [fill out a registration form](#). When the railroad has approved your registration, you will receive an e-mail with your user ID and password.

If you plan to register with more than one railroad, please follow this process:

1. Complete this registration process for your first railroad
2. WAIT until you receive your user ID and password from Transentric
3. Use your new user ID to log into the ORISS system
4. Click on registration on the menu bar
5. Go to customers and select an additional railroad
6. Click on the create button
7. You will be transferred to an additional registration screen. Please fill out the required information.
8. You will be notified when the additional railroad has approved your registration.

View the [legal agreement](#) for ORISS full customers.

(OVER)

3. You will need to complete the registration form.
 - a. Application Information
 - Customer: Select Union Pacific Railroad
 - Application Type: Select the version of ORISS you wish to use.
 - ORISS with Purchase Orders and Invoicing: In this version, your purchase orders (POs) will be delivered to the ORISS web site and you can easily submit invoices by selecting the PO that needs to be invoiced. This option can be used only for material POs and invoices. There is a monthly fee for this version charged by Transentric. Vendors that invoice Union Pacific for multiple POs in a given month, generally identify benefit using this option.
 - ORISS with Material Invoicing Only: In this version you will continue to receive your POs as you are today, but you will use the ORISS web page to submit your invoices. The invoice is submitted by filling out invoice information on a web form. This version is only for material POs. There is no charge for this version.
 - ORISS with Fuel Invoicing Only: In this version you will continue to receive your POs as you are today, but you will use the ORISS web page to submit your invoices. The invoice is submitted by filling out invoice information on a web form. This version is only for fuel POs. There is no charge for this version.
 - b. Company Contact Information
 - Enter your contact information in all fields. A couple notes on 2 fields
 - Email Address: Your ORISS user name and password will be sent to this email address from Transentric. Double check this field to make sure it is correct.
 - Fax Number: Any errors on invoices will be sent to this fax number.
 - c. Company Information
 - Company Name: enter your company name
 - Customer-Assigned ID: This number is listed as the vendor code on your PO copy. The number is six digits and generally begins with a zero. If you do not have a copy of a PO, contact Union Pacific at 402-544-2729 to obtain your id.
 - d. Default Invoice Remit-To Information
 - Complete the required fields. This is used to confirm address currently on file.
 - e. Default Invoice Shipped From Address
 - This section is not required, but if completed the "Shipped from Address" section will pre-populate when you create an invoice.
 - f. ORISS Billing Information
 - Complete this section ONLY if you are selecting ORISS with Purchase Orders and Invoicing.
4. Once the web form is complete click on the "Create" button.
5. You will receive a message indicating the registration has been submitted.
6. At this point Transentric and Union Pacific are notified. Once both companies have completed set up, you will receive an email with your user name and password. After receiving this information, you can invoice in ORISS.

If you do not receive your user name and password in a reasonable amount of time or have trouble logging into ORISS, please contact Transentric at 800-877-0328.

If your Company provides material and fuel (diesel, refrigeration and off-road fuel) to Union Pacific, you will need to register for ORISS twice. You will then receive two user ids to use when invoicing (one for material and one for fuel).