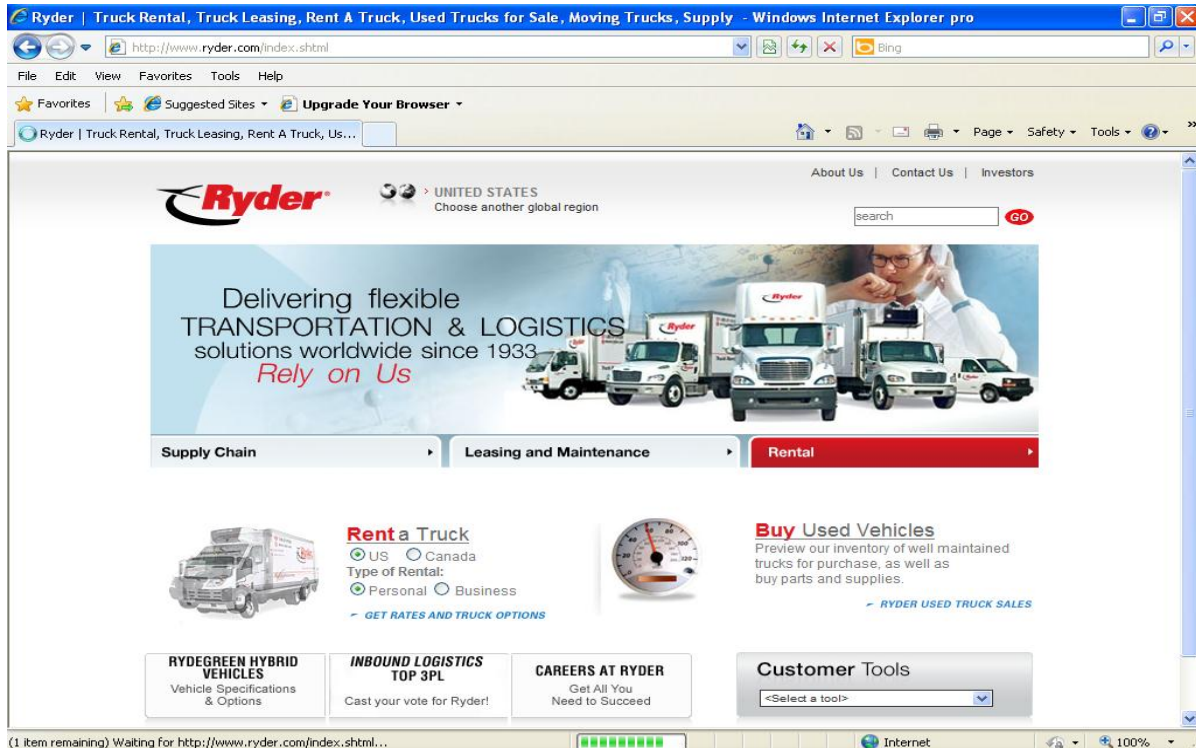


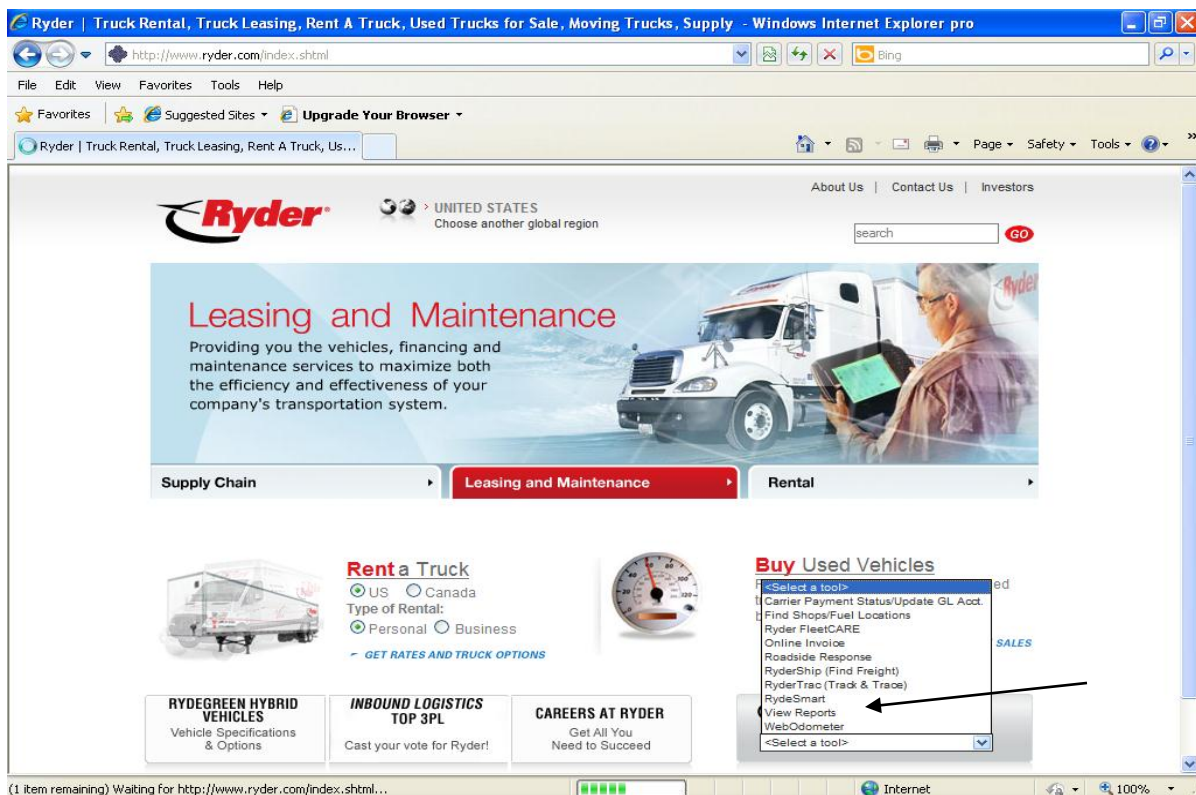
Entering Pro/Invoice Numbers using Ryder Carrier Inquiry

Accessing Carrier Inquiry:

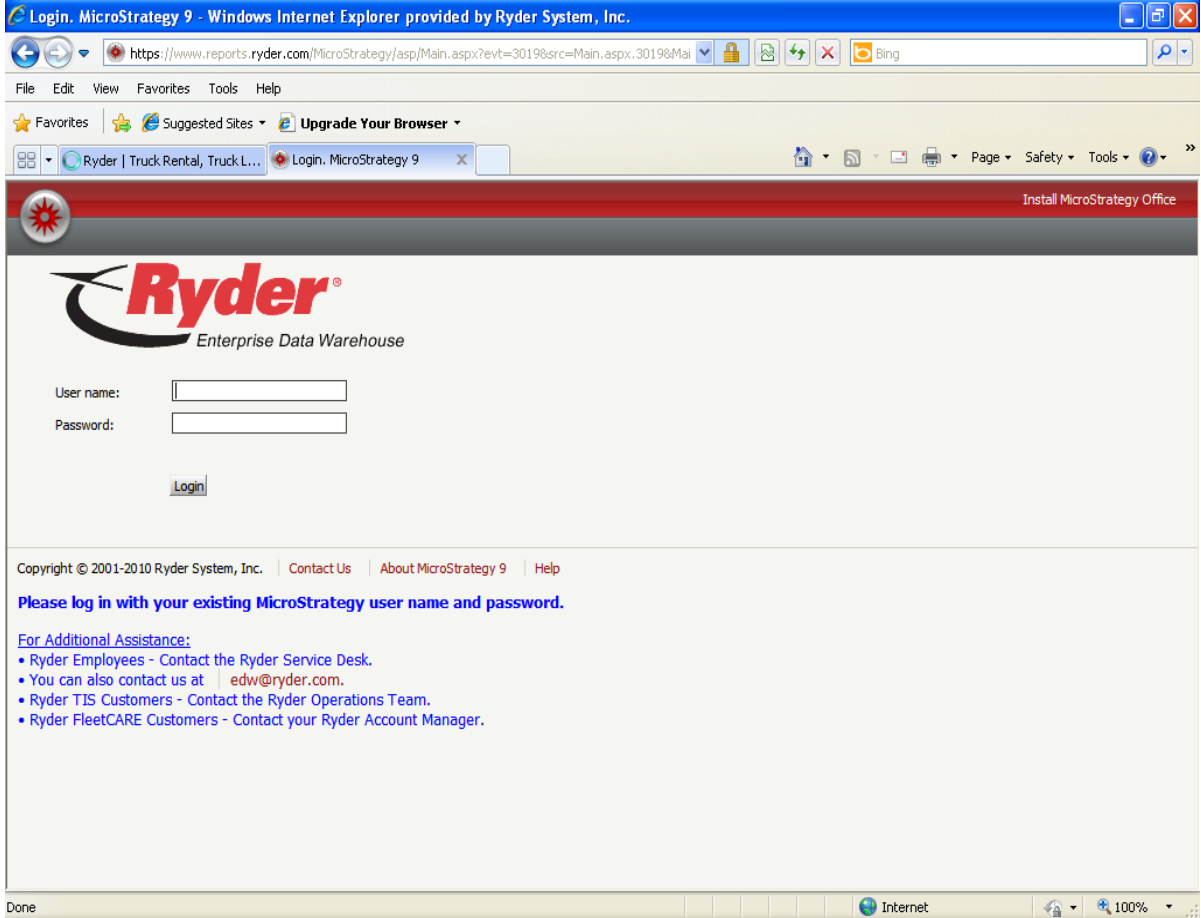
To access the Ryder website use the web address ryder.com.



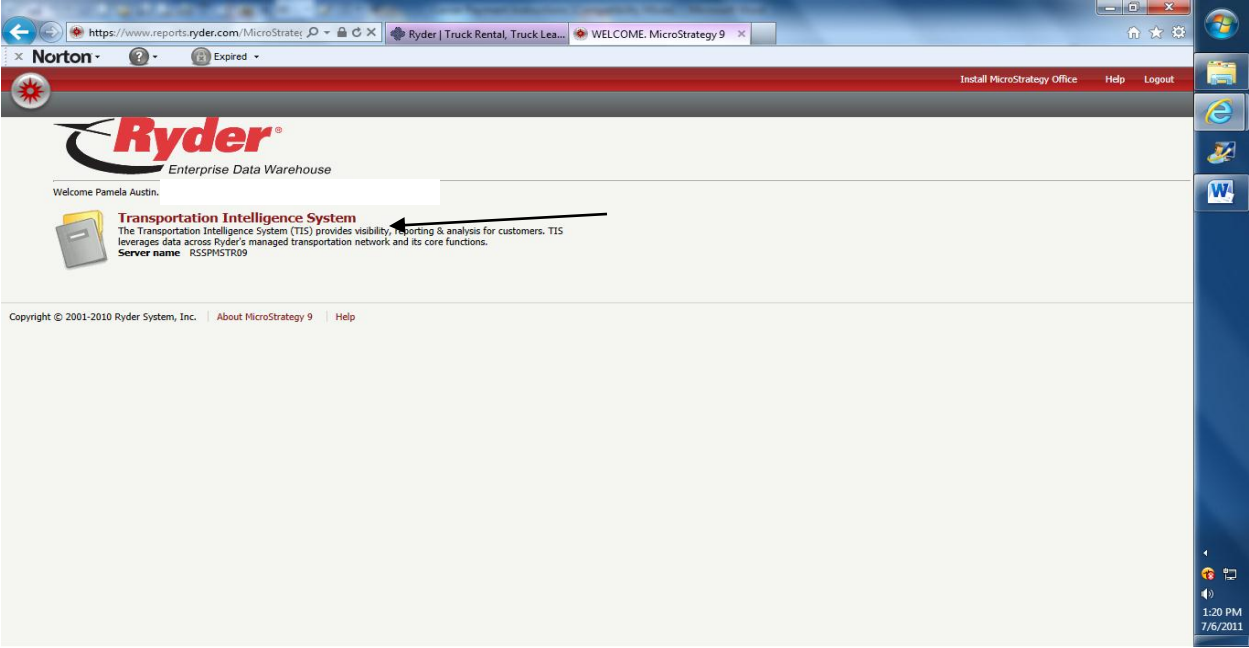
Select the drop-down arrow for view reports



Log into the system using user id and password provided.



Click on Transportation Intelligence System folder



Click Shared Reports

The screenshot shows the MicroStrategy 9 Transportation Intelligence System interface. The browser address bar displays <https://www.reports.nyder.com/MicroStrategy9>. The Norton browser toolbar is visible at the top. The application header includes a navigation menu with 'Shared Reports', 'My Reports', 'History List', 'Preferences', 'Help', and 'Logout'. The main content area is titled 'Transportation Intelligence System' and includes a welcome message for Pamela Austin. Below this, there are four main sections: 'Shared Reports' (Run reports and share reports with others), 'My Reports' (Run your own reports and access favorites via shortcuts), 'History List' (View reports you have run previously or which have been run for you via schedules), and 'Preferences' (General, Grid display, Graph display, Export Reports, Print Reports (PDF), Drill mode, Prompts, Report Services, Security). Annotations with arrows point to each of these sections, and a text box explains that 'My Reports' are reports designed or modified by the user and saved in their personal folder.

Shared Reports
Run reports and share reports with others.

My Reports
Run your own reports and access favorites via shortcuts.

History List
View reports you have run previously or which have been run for you via schedules.

History List – view status of reports

Preferences
General, Grid display, Graph display, Export Reports, Print Reports (PDF), Drill mode, Prompts, Report Services, Security

Preferences allows the user to customize the look and feel based on personal preferences

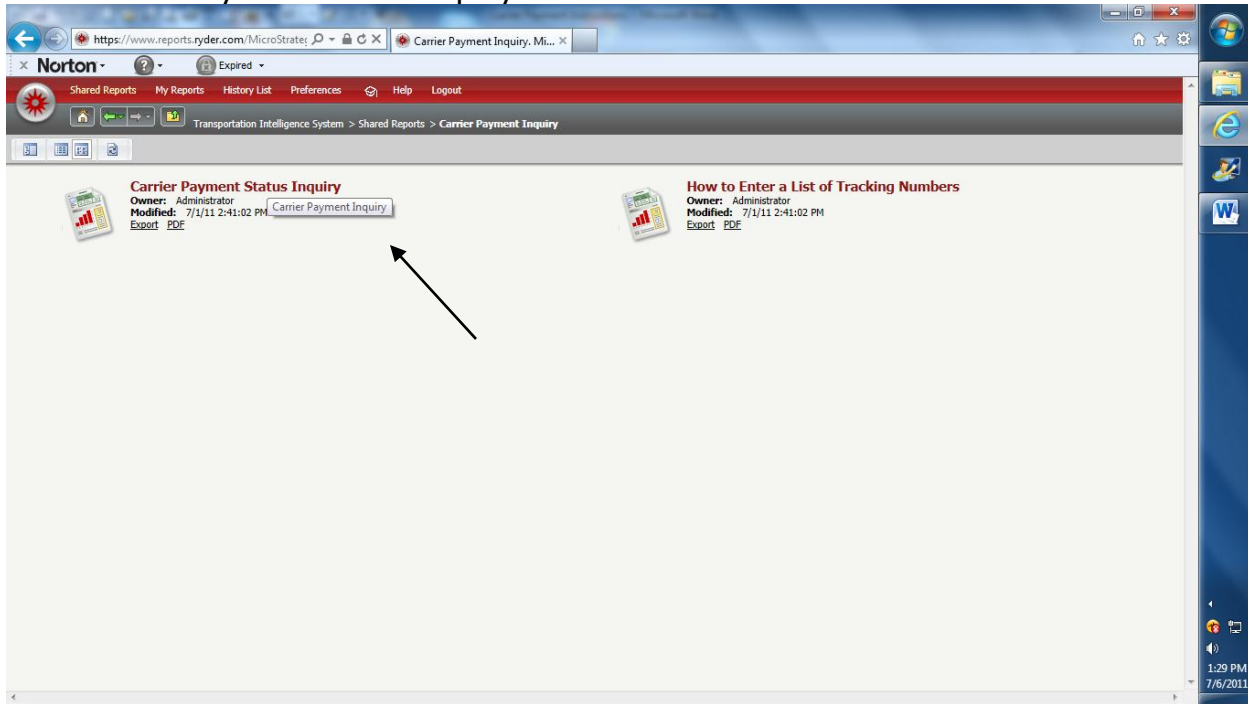
My Reports are reports that have been designed/modified by the user and saved in that user's personal folder. No one other than that user can access these reports.

Click Carrier Payment Inquiry

The screenshot shows the 'Shared Reports' section of the MicroStrategy 9 Transportation Intelligence System. The browser address bar displays <https://www.reports.nyder.com/MicroStrategy9>. The Norton browser toolbar is visible at the top. The application header includes a navigation menu with 'Shared Reports', 'My Reports', 'History List', 'Preferences', 'Help', and 'Logout'. The main content area is titled 'Transportation Intelligence System > Shared Reports'. Below this, there is a single report listed: 'Carrier Payment Inquiry'. The report details are: Owner: Administrator, Modified: 7/11/11 2:41:13 PM, and Payments to Carriers. An annotation with an arrow points to the 'Carrier Payment Inquiry' report.

Carrier Payment Inquiry
Owner: Administrator
Modified: 7/11/11 2:41:13 PM
Payments to Carriers.

Click Carrier Payment Status Inquiry



Performing an Inquiry for Status:

To retrieve payment information, one or more pro/invoice numbers must be entered into the report prompt page. The prompt page, as shown below, is presented after the report icon is clicked.

A screenshot of a report prompt page titled 'Carrier Pro Number (Required)'. The page has a red header with navigation links: 'Shared Reports', 'My Reports', 'History List', and 'My'. Below the header is a 'Transportation Intelligence' section. The main content area is a form with the following fields: 'Attribute:' with a dropdown menu showing 'Carrier Pro Number'; 'Form:' with a dropdown menu showing 'DESC'; 'Is:' with a dropdown menu showing 'Equals'; and 'Value:' with a text input field. Below the 'Value:' field are links for 'Browse values...' and 'Import file...'. At the bottom of the form is a 'Report Message Name:' field with the text 'Carrier Payment Status Inquiry' and two buttons: 'Run Report' and 'Cancel'.

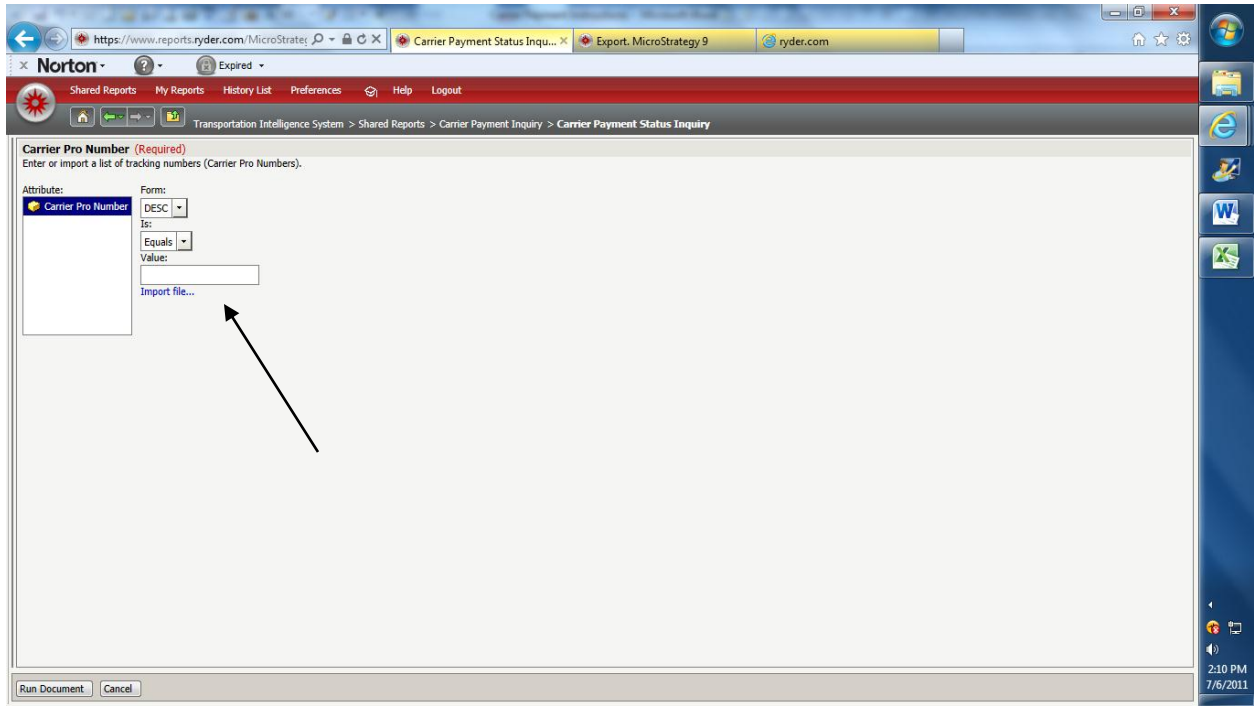
Manual Entry and Copy/Paste:

Form field remains the same with "DESC" selected. Is field should be changed to "Equals" if not automatically populated. Pro/invoice numbers may be typed directly into the cell marked "Value:". **If more than one number is entered they must be separated by commas or semi-colons.** Up to 300 pro/invoice numbers may also be copied and pasted from another document directly into the "Value:" cell. In the other document, they must be separated by commas or semi-colons, or they can be in a single column, like this:

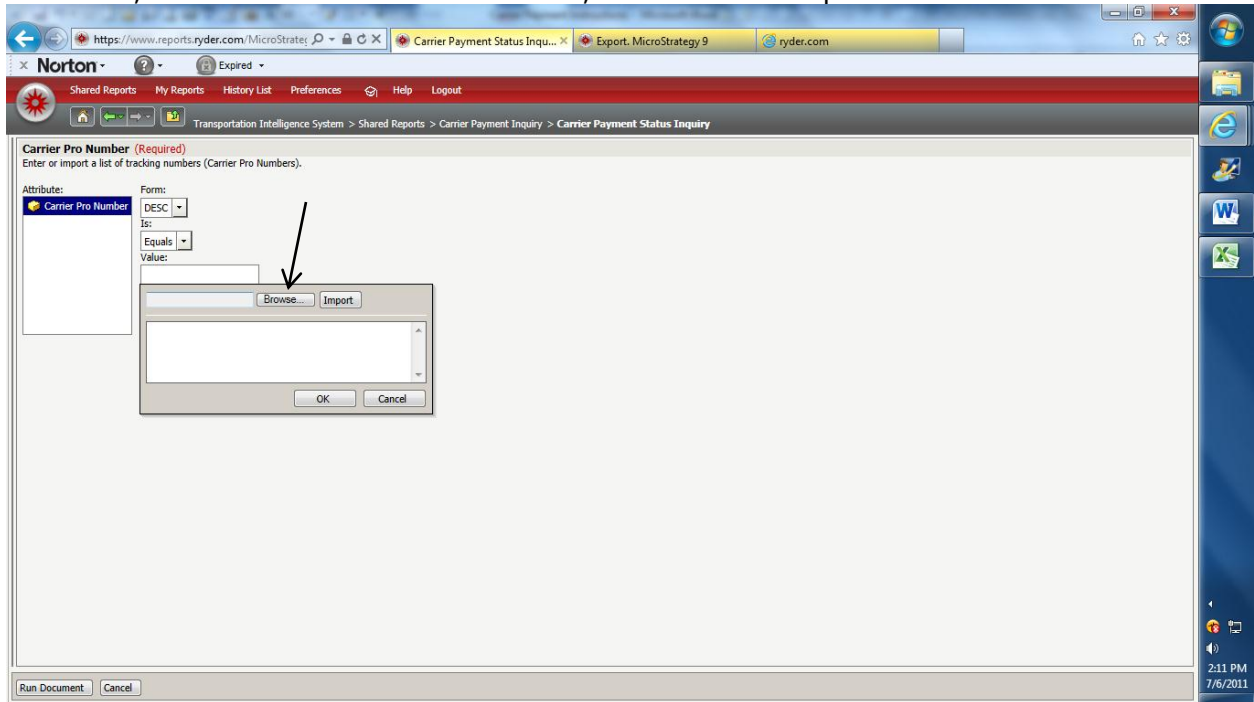
137996
148861
151269
155779
ATL821940700
ATL812422510
BOZ816076900
CLE814957211

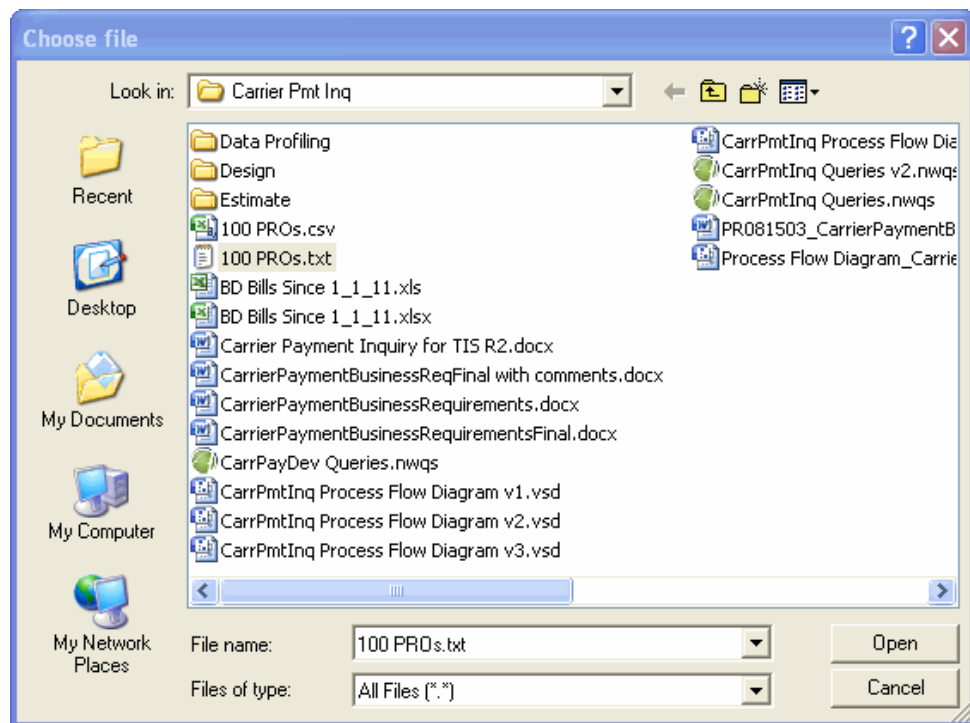
File Import:

An entire file containing pro/invoice numbers may be imported into the prompt. Once a file is created and properly formatted using a txt format, store it anywhere in your own file system, in any folder accessible to the machine you are using to run the report. Click on the report icon to open the prompt page, then click on the blue text "Import file...". The following dialogue box opens:



Click on the "Browse..." button. A standard Windows browsing dialogue will open. Navigate to the desired folder, highlight the desired file, such as "100 PROs.txt" shown below, and click on the "Open" button.





The folder and file name will appear in the "Browse..." cell as shown below. Click on the "Import" button. Click OK. The list of pro/invoice numbers will be imported from the file, reformatted, and placed in the importing window, as shown below.

Run the Report:

After the pro/invoice numbers have been entered or imported into the "Value:" cell, as shown below, you may click on the "Run Report" button to retrieve the payment information. If a pro/invoice number is not in the carrier payment database, it will not appear in the report. If none of the pro/invoice numbers in a list exists in the database, the report will be blank.

Carrier Pro Number (Required)
Qualify on Carrier Pro Number.

Attribute: **Carrier Pro Number**

Form: **DESC**

Is: **Equals**

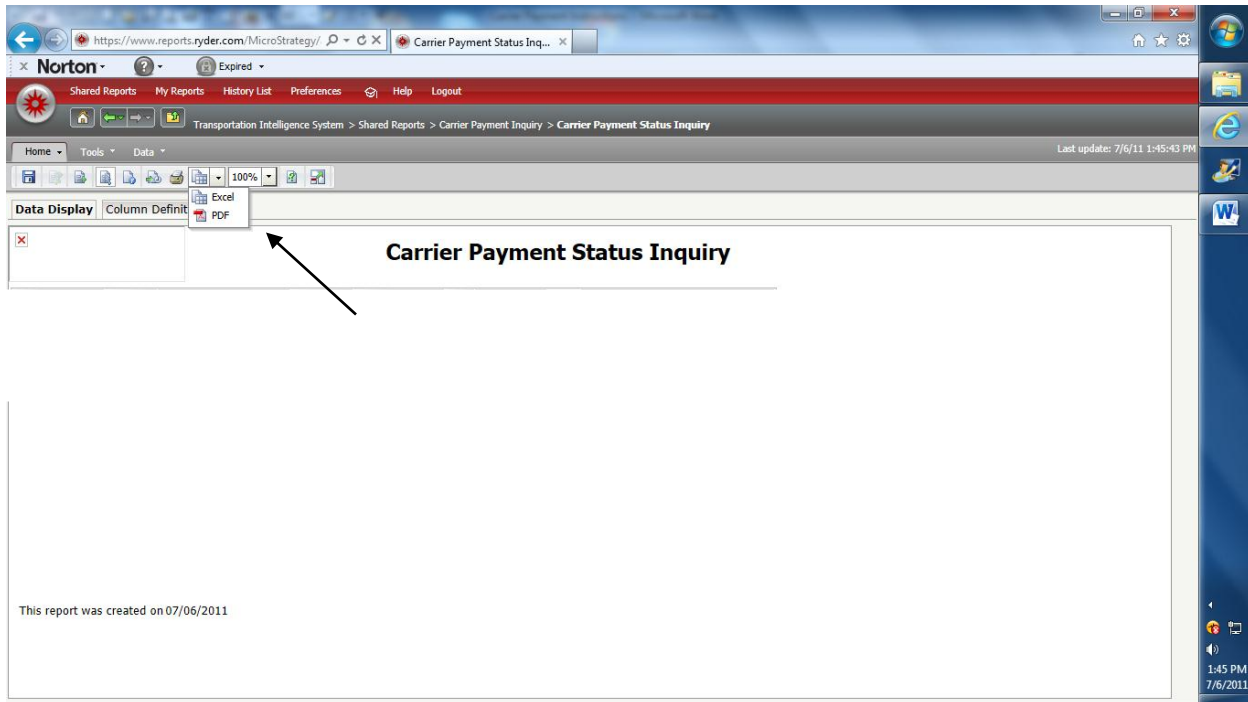
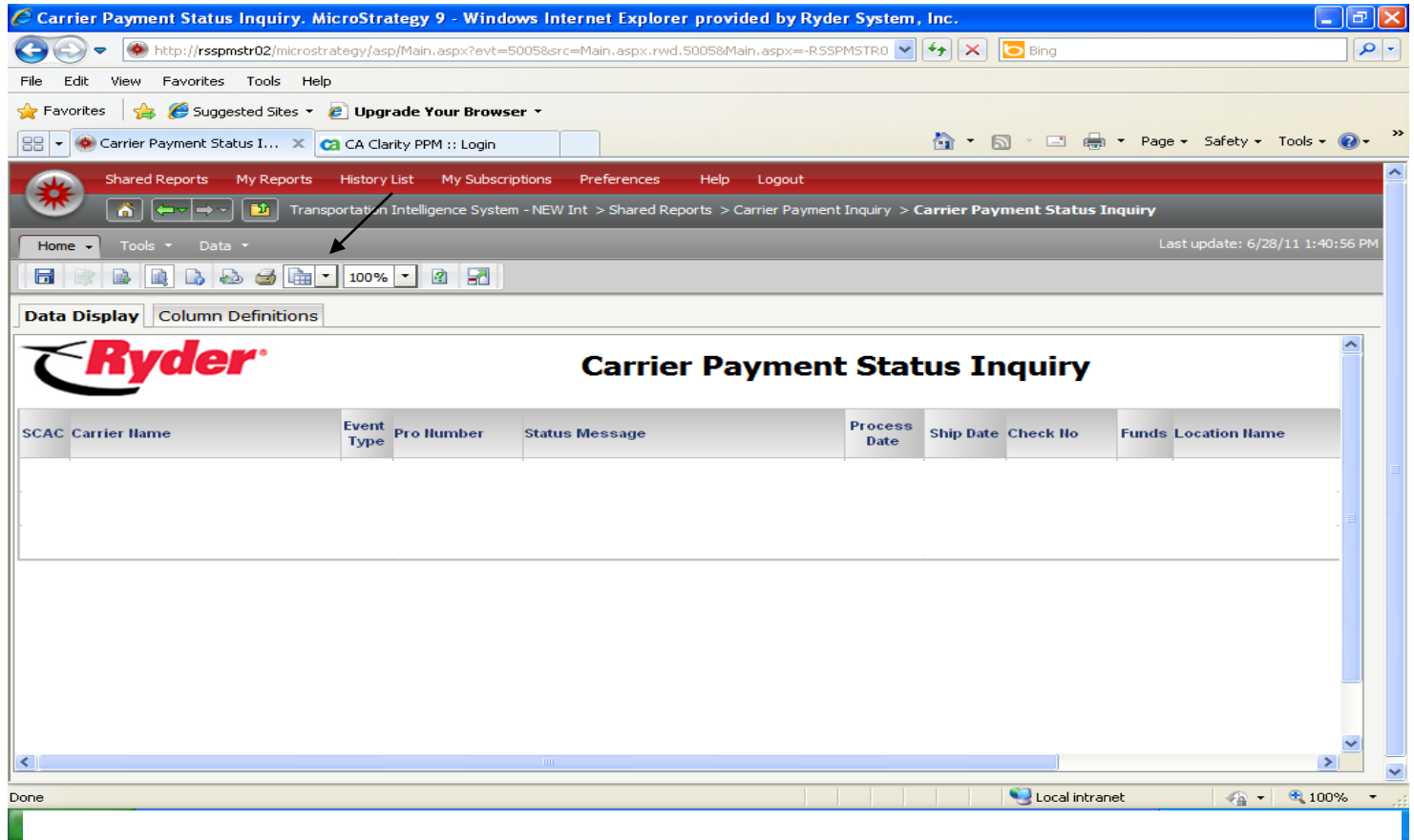
Value: **157594; 283354; 311091;**
[Browse values...](#)
[Import file...](#)

Report Message Name: **Carrier Payment Status Inquiry**

Run Report **Cancel**

Viewing Extract as an Excel or PDF Document:


Once the screen has displayed the results, select the icon below and choose Excel or PDF – all layouts.



Carrier Payment Status Inquiry

SCAC	Carrier Name	Event	Pro Number	Status Message	Process Date	Ship Date	Check No	Funds	Location Name	Approved Amount	Original Amount
This report was created on 07/06/2011											

Carrier Payment Status Inquiry
Column Definitions

 Carrier Payment Status

SCAC	Carrier Name	Event Type	Pro Number	Status Message	Process Date

Contact: Please contact Payment Inquiry for any questions. 248-699-7781 or pinquiry@ryder.com