



POD Submission Process

Ryder POD Requirements

- Excel spreadsheets will not be accepted.
- Documentation font + signatures must be in black font
- Carriers will be given 4 options for POD submission and adhere to that method going forward
 - Any technology changes that affect POD process or if POD process needs to be updated, please reach out to RyderAcademy@ryder.com to support new method transition

Ryder POD Avenues

Carriers can submit PODs in one of 4 Ways:

❖ 1. SFTP (Preferred):

- Carrier must have Secure File Transfer Protocol or pre-existing SFTP Mailbox with Ryder
- New SFTPs can be generated
- Ryder EDI Team supports on setup

❖ 2. PODs via Email (Preferred):

RyderShareDocuments@Ryder.com

Email Format will be covered in Email section

❖ 3. RyderShare Carrier API (Preferred):

- Requires API development from Carrier IT

❖ 4. Manual Upload:

- Carriers can manually upload PODs via the RyderShare Carrier Dashboard

POD SFTP

Main Contact: FBAPEDI fbapedi@ryder.com

Test Server:

Files are SFTP to this location.

Test IP/URL:
RYDMZ-MFT-QA.ryder.com

Directory:
/toRyder_DocScan/

Production Server:

Files are SFTP to this location.

Prod IP/URL:
RYDMZ-MFT-PRD.ryder.com

Directory:
/toRyder_DocScan/

Documentation SFTP Submission Requirements	
In order for documents to process the requirements below must be followed for all submissions of supporting documentation.	
Submission Requirement	
The SFTP file format is as follows:	
4 Digit SCAC, 3 digit customer code , Bill Type, Invoice/Pro Number, Load Number (8 Digit Load #)	
Example	
Example: AAAA_XYZ_PD_123456_12345678.(PDF, JPG, TIF)	
SCAC = AAAA	Matching SCAC on Tender
Customer Code= ***	3 Digit Ryder Customer Code
Bill Type = PD	Bill Type - Indicates document type*
Invoice/Pro # = 12345	Invoice/Pro/Reference # in Load References
Load # = 12345678	8 Digit Load # on Ryder Tender
Example of <i>Incorrect</i> line Format	
Spot Quote – Load 24874002	
AAAA_AMI_1234_.txt	
Example of <i>Correct</i> format	
AAAA_XXX_EM_123456_12345678.(PDF, JPG, TIF)	

Bill Type Code Definitions

BD – Balance due
BL – Bill of Lading
CI – Commercial Invoice
EM - Miscellaneous
FB – Freight Bill
PD – Proof of Delivery



SCAC_AMI_PD_M6053_12345678.pdf

POD Email

PODs Sent to: RyderShareDocuments@Ryder.com

Email requirements:

Only PDF, TIF, and JPG files are accepted as attachments - All other attachment formats will not be processed and must be corrected /resent.

- 1 email submission per invoice *Note: Any additional invoices included will not be recognized as received
- 1 attachment per email (attachment may contain multiple pages)
- Excel spreadsheets will not be accepted

Email body must be blank

- Images must be removed (signature lines, Ryder trucks, etc.)
- Email backgrounds must be removed
- Font color on doc must be black

NOTE: Any emails that do not follow these requirements stated will fail to process and must be corrected /resent.

Documentation Email Submission Requirements - RyderShareDocuments@Ryder.com	
In order for emailed documents to process the requirements below must be followed for all submissions of supporting documentation.	
Document Naming Requirement	
The document attached to the email is named as follows: 4 Digit SCAC, 3 digit customer code, Bill Type, Invoice/Pro Number, Load Number	
Document Name Example	
Subject Line Example: SCAC_XYZ_PD_M6053_Load Number.(PDF, JPG, TIF)	
SCAC = AAAA Customer Code= *** Bill Type = PD Invoice/Pro/Reference # = 12345 Load # = 12345678	Matching SCAC on Tender 3 Digit Ryder Customer Code Bill Type - Indicates document type* Invoice/Pro/Reference # in Load References 8 Digit Load # on Ryder Tender
Example of <i>Incorrect</i> Document name Format Spot Quote – Load 12345678 FW: SCAC_AMI_BL	
Example of <i>Correct</i> Document Name Format SCAC_AMI_PD_M6053_12345678	

Bill Type Code Definitions

BD – Balance due
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For Support:

RyderAcademy@ryder.com

Renaming File > Email Example

PODs Sent to: RyderShareDocuments@Ryder.com

Email requirements:

Only PDF, TIF, and JPG files are accepted as attachments - All other attachment formats will not be processed and must be corrected /resent.

- 1 email submission per invoice
*Note: Any additional invoices included will not be recognized as received
- 1 attachment per email (attachment may contain multiple pages)
- Excel spreadsheets will not be accepted
- Font color must be black

Renaming and Submission Process

- Review if file is .pdf, .jpg, or .tif
- Right Click File needing to be renamed
- Select "Rename"
- Rename File to correct format:

4 Digit SCAC, 3 digit customer code, Bill Type, Invoice/Pro Number, Load Number

Example:

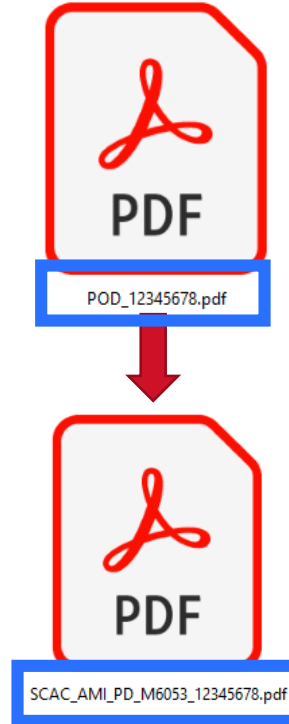
SCAC_XYZ_PD_M6053_12345678

SFTP:

Follow Upload

Email:

- Create new email
- Attach renamed file
- Send to RyderShareDocuments@Ryder.com



Bill Type Code Definitions

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POD API

Requires TMS or Software Able to Push API

Support: VisibilityTeam@ryder.com

Signup: <https://apiryderenterprise.developer.azure-api.net/>

- Create Profile
- Select “APIs”
- Select “SCS Carriers”
- Subscription “RSDocumentAPI”

Specs:

- Double Click Document for Full Spec Review



RS API Documentation ver.1.0

RYDERSHARE API DOCUMENTATION

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PE 1

Manual Upload Document

- Log into RyderShare
- Log into CarrierDashboard
- Search Ryder Load #
- Click on Load #
- Go to “Documents” Tab
- Ensure Document is named to indicate Document Type (i.e., PD / POD)
- File types expected: .pdf, .jpg, .jpeg
- Drag and Drop Document

AMI: 68764794
Delivered, SCAC:

CARRIER TRACKING/PRO NUMBER TRAILER # OPERATED BY PRODUCT TYPE
WindowsScreens

Load Details
AMI : 68764794

SUMMARY SHIPMENTS JOURNEY REFERENCES ATTRIBUTES EVENTS TRANSACTION HISTORY **DOCUMENTS** NOTES RATES

Load Details
AMI : 68764794

SUMMARY SHIPMENTS JOURNEY REFERENCES ATTRIBUTES EVENTS TRANSACTION HISTORY **DOCUMENTS** NOTES RATES

System

FILES

- Load_68764794_BOL.pdf
- Load_68764794_TENDERV2.pdf

User

Drag and drop or click here to select file to upload