BNSF®

Materials Purchasing
Supplier Reference Guide

Click to navigate to Section

CONTACTS

Material Purchase Orders – SourcingHelp@bnsf.com

Material Invoices – ElectronicAP@bnsf.com

EDI Support – EDIPO@bnsf.com

Diverse Business Enterprise – DBEManager@bnsf.com

BNSF Logistics - BNSFMaterials@bnsflogistics.com

ELECTRONIC DATA INTERCHANGE (EDI) GUIDELINES

If your system can receive and send EDI purchase orders and invoices, information on establishing an EDI interchange with BNSF Railway is below.

BNSF RAILWAY EDI INFORMATION

EDI VAN: Transentric (800-766-1630)

BNSF EDI Contact: edipo@bnsf.com

BNSF ISA ID: **BNSFINC**

BNSF GS ID: **BNSF**

BNSF Qualifier: **ZZ**

BNSF Railway adheres to the Railroad EDI Guidelines

BNSF Railway supports the following transactions for material purchase orders and invoices:

Purchase Order (850)
http://railcis.org/wp-content/uploads/2013/12/850_40101.pdf

Invoice (810)
http://www.railcis.org/wp-content/uploads/2013/12/810mat_4010.pdf

Purchase Order Acknowledgment (855)
http://www.railcis.org/wp-content/uploads/2013/12/855_4010.pdf

Ship Notice / Manifest (856)
http://www.railcis.org/wp-content/uploads/2013/12/856_4010.pdf

Functional Acknowledgment (997)
http://www.railcis.org/wp-content/uploads/2013/12/997_4010.pdf

Note: BNSF Railway uses version 004010 of the Railroad EDI guidelines for the following transaction types: 810 (4010RIFMAT), 850, 855, 856, 997 (i.e., ignore the 004030 and 004060 transaction sets found on the website above).

Common questions / issues:

- On every 810, the PI and VP elements of the IT1 segment should match exactly to the PI and VP elements of the respective 850 PO1 segment. A mismatch of any element, such as PO line number, part number, unit price, unit of measure, etc. may cause an invoice rejection.
- Always reference the full shipping address in the N1*ST loop of the 850 when processing each purchase order. Do not try to save or tableize any ship-to codes, even if one is present in the 850 ship-to address loop. Our crews may need their material shipped to any point along our network, so the full address must be referenced with each PO.
- If you are including tax on your invoice, ensure that your internal billing system translates State Sales Charge to H330 and Local Tax to H700. Please refer to Section 16 of our PO Terms & Conditions for states in which BNSF holds a direct pay permit.
- Do not include freight charges (D240) on your EDI 810 invoice. Please refer to our [Shipping Instructions & Routing Guide](#) before shipping material.
- Our system calculates prices to 4 decimal places. If your system calculates beyond 4 decimal places, this may cause a price mismatch in our system, and your invoice may be rejected.
- Be sure the payment terms on the 810 ITD segment match the terms on the 850 ITD exactly
- More information on exchanging purchase orders and invoices with BNSF Railway, including an example EDI 810 invoice, can be found on the [BNSF Supplier Portal](#).

Please direct questions or issues regarding invoices to Accounts Payable. You may contact BNSF Accounts Payable / Disbursements Management directly at electronicap@bnsf.com or dial 888-703-7727. You may also find more information on our Supplier Website at: http://www.bnsf.com/suppliers/

When you create your invoice to BNSF, make sure your line item details (quantity, UOM, unit price, part numbers) match exactly what is on the PO. The materials PO number is always 10 digits.

BNSF PURCHASE ORDER GUIDELINES

Suppliers may elect to receive material purchase orders via EDI or by email attachment as the form of PO transmission.

PO (Purchase Orders) Change Requests

PO Change Requests are made on the PO Inquiry app in the Supplier Portal. These include Quantity or Price changes and/or Cancellations.

BNSF does not utilize change orders and generally only sends the original PO one time.

PAYMENT TERMS

BNSF standard payment terms is 30 days; however, payment terms are normally negotiated as part of a Purchase Agreement or Contract.

PREFERRED METHODS OF PURCHASE

Purchases for material should be made through the Materials Management module of SAP. Purchases for Services should be made through our Coupa (SourcetoPay) system. Other processes to purchase materials or services exist, such as the Quickpay system or procurement card, however these processes rely on our field employees to enter transactions which could result in a delay of payment.

BNSF INVOICING GUIDELINES

Material related invoices **are to be submitted electronically. Mailed or faxed invoices will not be accepted.** If your company has been issued a BNSF Purchase Order (PO) which are 10-digits with 55xxx, 50xxx or 45xxx series; please review below and choose the best option for your company;

1. **EDI INVOICING**
   EDI (your company's own EDI system).

2. **TRANSENTRIC (ORISS)** https://oriss.www.transentric.com/ors
   ORISS (Online Railroad Industry Supply System) is a web-based system that efficiently facilitates the exchange of invoices and purchase orders between BNSF and our suppliers. This online interface allows our suppliers without electronic data interchange (EDI) capabilities to comply with e-commerce requirements. BNSF's business partner Transentric, using their ORISS platform – *Please note, this option is needed if your company will be invoicing other* Railroads. There is a charge for the service - $50.00 Annual fee for Material Invoice Only or $300.00 Annual fee for Purchase Order and Invoicing

3. **BNSF Supplier Portal** – Material Invoice Submission (Free)
   BNSF has developed an invoicing tool that is available on the Supplier Portal that is easy to use and eliminates rejections.
   Once a PO number is entered, all fields are populated from the purchase order data.
   Each line item is displayed with the available quantity for invoicing and the price on the PO*. The user simply checks the box next to the line item(s) to be invoiced, adjusts the quantity to be invoiced (if necessary) and submits.
   Invoices are entered in real-time, and the status of the invoice and payment date are immediately available to view using the Invoice Inquiry app.
   To register for the BNSF Supplier portal, see the SUPPLIER PORTAL section of this document

   *PO changes may be requested via the PO Inquiry app

DIRECT PAY PERMITS (tax exempt certificate)

BNSF Railway Company ("BNSF") has Direct Pay Permits in the states listed below.

> Idaho, Iowa, Kansas, Minnesota, Mississippi, Nebraska, North Dakota, South Dakota, Texas, Washington, Wisconsin, Wyoming

The Direct Pay Permits are for purchases of material referencing a 10-digit material Purchase Order number. Direct Pay Permits allow BNSF to pay use tax directly to the respective state or local jurisdiction rather than paying sales tax to the vendor. Sales tax billed for purchases in the above states will not be paid to the vendor, but instead BNSF will pay the tax directly to the taxing authority. The states of Oregon and Montana do not have state or sales tax. This means suppliers do not need to include taxes for these 14 states. Please click on the link below to print a Direct Pay permit. Please enter your contact information and a PO number to access the system. Please use this direct link to get an exemption certificate on valid PO's: Tax Exempt Certificate Link

For assistance with Direct Pay certificates and other tax questions, please contact Nancy Medina Nancy.Medina@BNSF.com. BNSF will reject all invoices with tax for these states.

BNSF SHIPPING INSTRUCTIONS / ROUTING GUIDE

The following are important points contained in the Routing Guide. To view the full Routing Guide, click here.

Required Shipping Information (All transportation Types) For each freight request, the following must be provided:

• BNSF's tracking document number is required, this may include the following: BNSF purchase order number, 5-digit numeric BNSF Railway Cost Center Code, or 7 Digit AFE/Cost Center Code combo. • Shipment's weight, accurate dimensions, type of packaging, shipment value.

• The bill of lading must contain BNSF Railway - Consignee name(s), address including building number/name, telephone number, department if available, and the BNSF delivery instructions.

• Expedite requests require BNSF approval. Please notify BNSF Logistics of all expedites or accessorials e.g., unloading required at destination, inside delivery, etc., prior to noting them on the Bill of Lading. Failure to notify BNSF Logistics, LLC, may result in unexpected costs, and will be subject to a charge-back.

LESS THAN 150 LBS

All Inbound Collect domestic & international shipments that are less than 150 lbs (total combined weight) and meet UPS packaging guidelines are to be routed via UPS. If you need the BNSF Railway's UPS account number, please contact BNSF Railway Manager of Logistics at (817) 352- 1125 or email mark.riney@BNSF.com. If you cannot send shipment via UPS due to size or packaging restrictions, use the Less-Than-Truckload (LTL) routing instructions as detailed below.

BETWEEN 150 LBS AND 10,000 LBS

ALL Inbound Collect and Third Party (BNSF Material) shipments weighing between 151 lbs and 10,000 lbs or expedited shipments weighing greater than 150 lbs and less than 10,000 lbs should be routed via BNSF Logistics.

Contact BNSF Logistics at (855) 894-3655 Toll Free (Always listen to the complete listing of menu prompts as prompts may have changed since your last call.) to arrange transportation needs or fax completed order forms to (479) 587-3098. Transportation order forms (included below) may also be emailed to BNSFMaterials@bnsflogistics.com.

• It is the responsibility of BNSF Logistics to schedule and arrange for transportation of all freight in this category. Changes to any of the shipping information listed above (weight, dimensions, pick up date, additional pieces) should be communicated to BNSF Logistics as soon as possible.

Contact BNSF Logistics at (855) 894-3655 Toll Free to arrange transportation needs or fax completed order forms to (479) 587-3098. Transportation order forms (included below) may also be emailed to BNSFMaterials@bnsflogistics.com.

• It is the responsibility of BNSF Logistics to schedule and arrange for transportation of all freight in this category. Changes to any of the shipping information listed above (weight, dimensions, pick up date, additional pieces) should be communicated to BNSF Logistics as soon as possible.

• To avoid expedite charges, a minimum of two business days' notice (by no later than noon CST) is required on all standard truckload shipments; notice received after noon CST will be processed the following business day.

• In order to accommodate permits and other pre-shipment requirements, we request vendors provide 2 – 3 weeks' notice where possible and a minimum of 3 business days for internal handling on Over-Dimensional freight.

Shipping outside of the guidelines set in this routing letter can result in increased transportation costs and will be subject to a vendor charge-back of any additional charges incurred. ALL shipments that do not meet any criteria listed above or for any transportation related questions, please call: BNSF Logistics – Customer Service Call Center (855) 894-3655 Toll Free Always listen to the complete listing of menu prompts as prompts may have changed since your last call. Standard Hours 0700 – 1800, Monday through Friday, Central Standard Time (CST) AFTER HOURS and EMERGENCY support, please call (855) 894-3655 - Option 1

https://supplier.bnsf.com

Suppliers should be using the Supplier Portal as a Management tool for Purchase Orders, Invoices and Payments using the following tools on the portal:

• PO Inquiry – PO search, PO status, PO change request
• Invoice & Payment Inquiry – Invoice search by PO, Amount, etc
• Material Invoice Submission – enter invoice (for suppliers not using EDI or ORISS)

1. Go to bnsf.com in your web browser (Chrome preferred).
2. Click on 'Login/Register'.
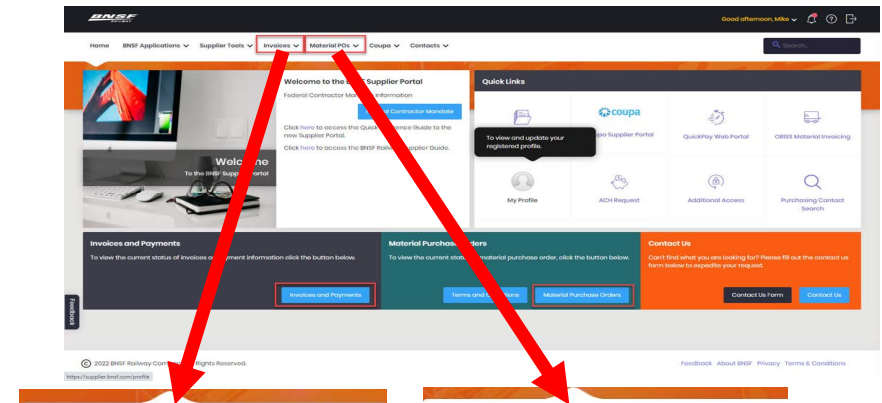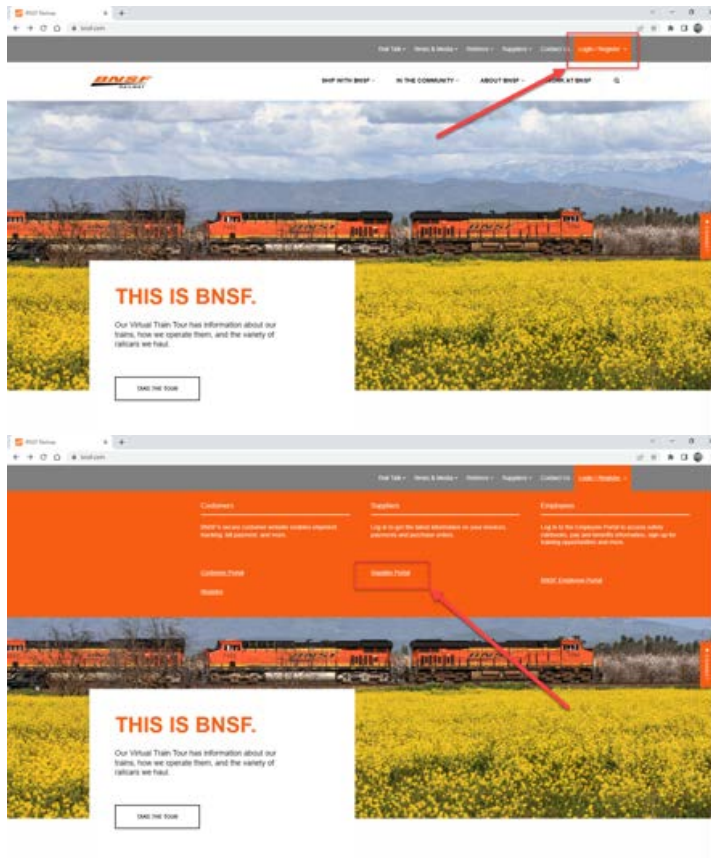
Use the Supplier Portal to:

• Request a PO price or quantity change
• View a Purchase Order, Invoice or Payment
• Run an open PO or Invoice report
• Enter an Invoice (Restricted)

HELPFULK LINKS

PO General Terms and Conditions
BNSF W-9 Form
Tax Exempt Certificates
Shipping Instruction Guide
General Terms and Conditions for Bidding
BNSF Railway Supplier Guide

https://supplier.bnsf.com

- If you receive a purchase order that is incorrect, use the Supplier Portal PO Inquiry app to request a price or quantity change

- Don't invoice the same PO line twice on the same invoice

- Do not use zero quantity on an invoice (0)

- No extra charges are allowed on an invoice that are not included on the PO

- Don't send paper or email copies of statements or invoices. It causes confusion. The 810 invoice transaction is the validation used.

- Do not include freight on an invoice

- Contact Sourcing Help (sourcinghelp@bnsf.com) for:

    - Cancellation
    - Expedite Requests
    - Find Material
    - How To/Training
    - PO Acct Changes
    - PO Resend/Copy
    - Re-Open PO
    - Requisition Status
    - Shopping Cart Training
    - Supplier Portal
    - Text Buys

- Contact Electronic AP (electronicap@bnsf.com) for:
    - MM Invoices
    - Blocked Invoices
    - Material invoices
    - Invoice rejections
    - EDI Questions
    - ORISS
    - Payment Status

- Contact your BNSF Buyer for:
    - Contract related requests
    - Catalog changes

- Utilize the Supplier Portal to:
    - Request a PO price or quantity change

    - View a Purchase Order, Invoice or Payment

    - Run an open PO or Invoice report

    - Enter an Invoice (Restricted)

HOW TO REGISTER FOR THE SUPPLIER PORTAL (NEW USER)

1. Go to https://www.bnsf.com
2. Click Login/Register
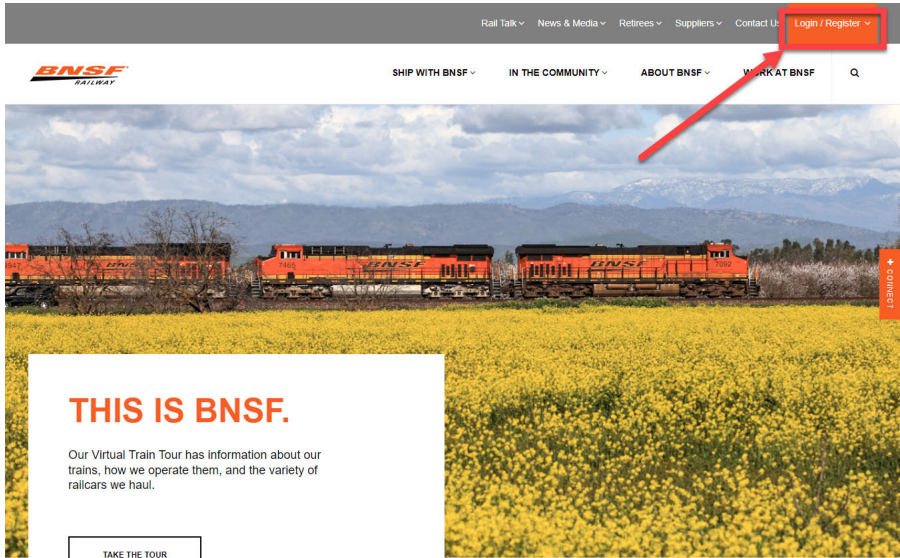
3. Click Supplier Portal
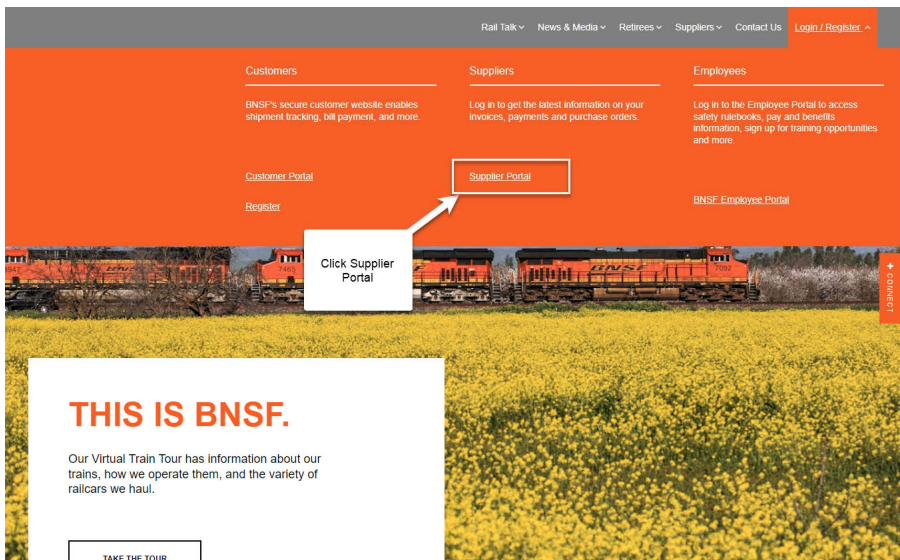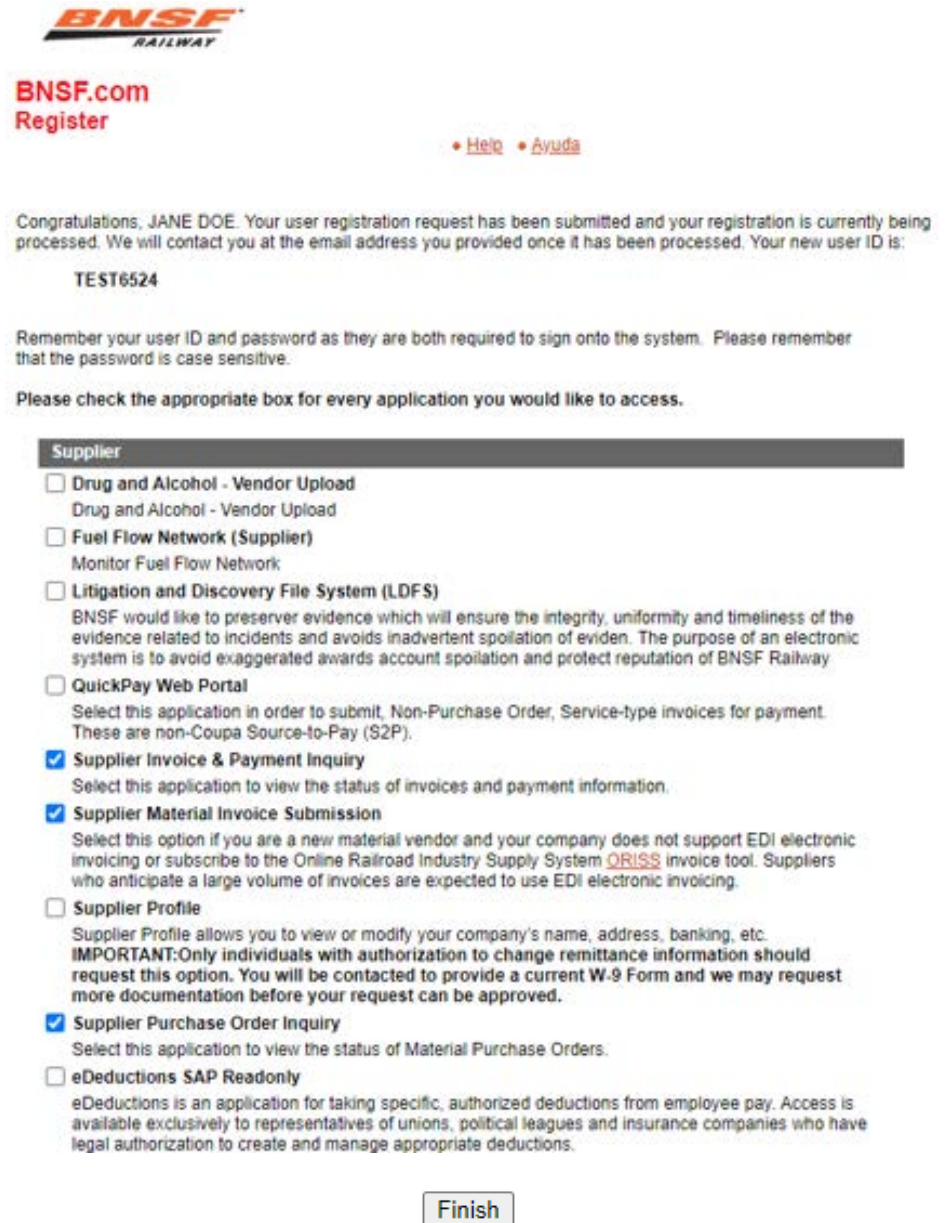

4. Click Register
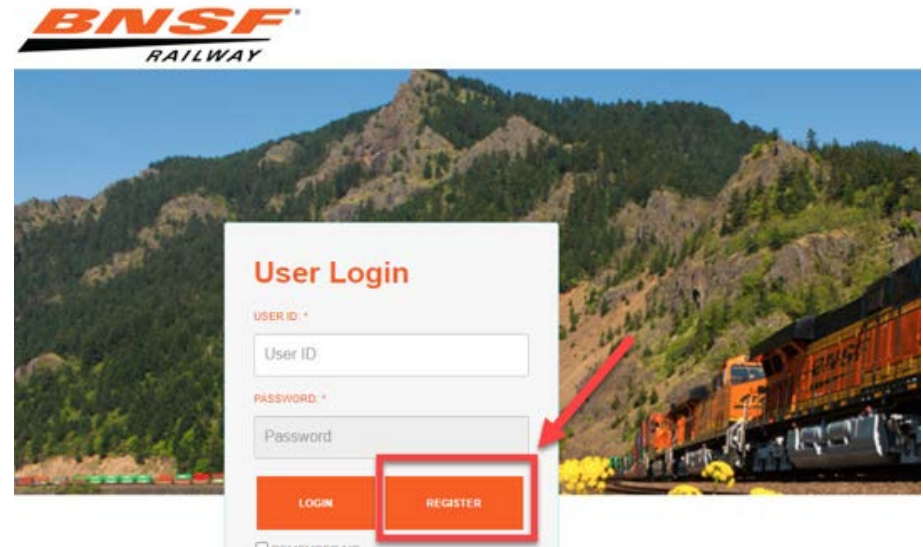
5 Fill out registration form

6 If you registered using a corporate email address (i.e. janedoe@staples.com) click OK. If you registered a non-corporate email address (Yahoo, Google, Hotmail, etc) follow the instructions and then click OK.
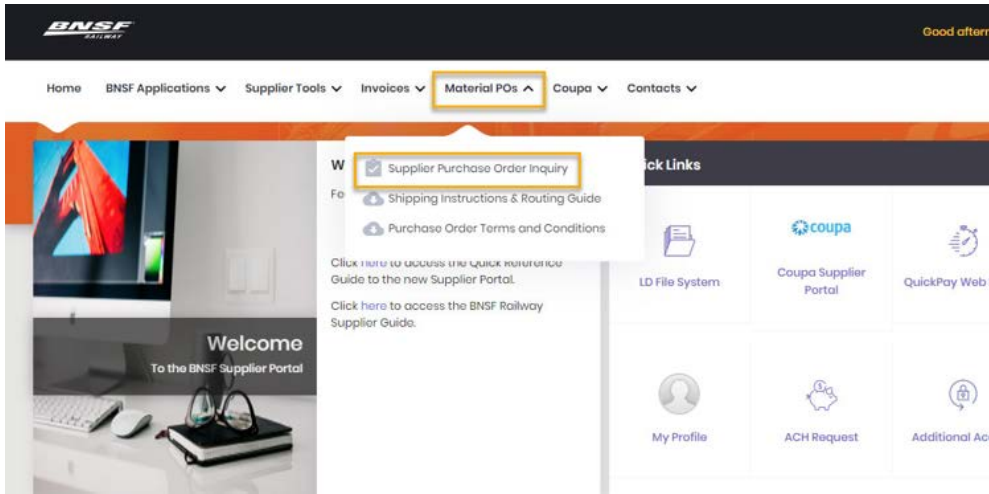
www.bnsf.com says

BNSF security policy requires all users to have a corporate email account (i.e..SallySmith@BNSF.com). If you have registered with a non company domain email address please fax an authorization letter. Please send the requested information on company letterhead to 800-686-2545 attn:Registration.

OK

7. Create a User Name and Password using the guidelines stated. Review the BNSF Terms and Conditions and click Accept.

BNSF.com
Supplier Register

Please enter your choice for a user ID and password.

User ID
User IDs are NOT case sensitive, must be alphanumeric, and must be from 6 to 8 characters long (no spaces or special characters).

Password
Password (again)
Passwords are case sensitive and must be at least 8 characters long.

By registering, you agree to the BNSF Terms and Conditions of use.
Do you accept these Terms and Conditions?

Accept   Cancel   Reset

For help with BNSF.com applications, customers call 1-888-428-2673 option 4, option 1 or email eBizHelp@bnsf.com, BNSF Marketing employees call 817-593-7101, and all others call the internal BNSF Technology Services help line.

Terms of Use | Privacy Policy | Contact Us | Site Map | Comments & Suggestions
Report Railroad Emergencies: 800-832-5452 | General Inquiries
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8. Select the applications you are requesting access to. The most common are shown below. Click Finish after selecting.

BNSF.com
Register

• Help   • Ayuda

Congratulations, JANE DOE. Your user registration request has been submitted and your registration is currently being processed. We will contact you at the email address you provided once it has been processed. Your new user ID is:

TEST6524

Remember your user ID and password as they are both required to sign onto the system. Please remember that the password is case sensitive.

Please check the appropriate box for every application you would like to access.

Supplier

☐ **Drug and Alcohol - Vendor Upload**
Drug and Alcohol - Vendor Upload

☐ **Fuel Flow Network (Supplier)**
Monitor Fuel Flow Network

☐ **Litigation and Discovery File System (LDFS)**
BNSF would like to preserver evidence which will ensure the integrity, uniformity and timeliness of the evidence related to incidents and avoids inadvertent spoilation of eviden. The purpose of an electronic system is to avoid exaggerated awards account spoilation and protect reputation of BNSF Railway

☐ **QuickPay Web Portal**
Select this application in order to submit, Non-Purchase Order, Service-type invoices for payment. These are non-Coupa Source-to-Pay (S2P).

☑ **Supplier Invoice & Payment Inquiry**
Select this application to view the status of invoices and payment information.

☑ **Supplier Material Invoice Submission**
Select this option if you are a new material vendor and your company does not support EDI electronic invoicing or subscribe to the Online Railroad Industry Supply System ORISS invoice tool. Suppliers who anticipate a large volume of invoices are expected to use EDI electronic invoicing.

☐ **Supplier Profile**
Supplier Profile allows you to view or modify your company's name, address, banking, etc. IMPORTANT:Only individuals with authorization to change remittance information should request this option. You will be contacted to provide a current W-9 Form and we may request more documentation before your request can be approved.

☑ **Supplier Purchase Order Inquiry**
Select this application to view the status of Material Purchase Orders.

☐ **eDeductions SAP Readonly**
eDeductions is an application for taking specific, authorized deductions from employee pay. Access is available exclusively to representatives of unions, political leagues and insurance companies who have legal authorization to create and manage appropriate deductions.

Finish

Select Suppliers will have the ability to request an update to open orders. If available, you will see additional buttons in the lower right corner of the screen that will allow you to request an update.

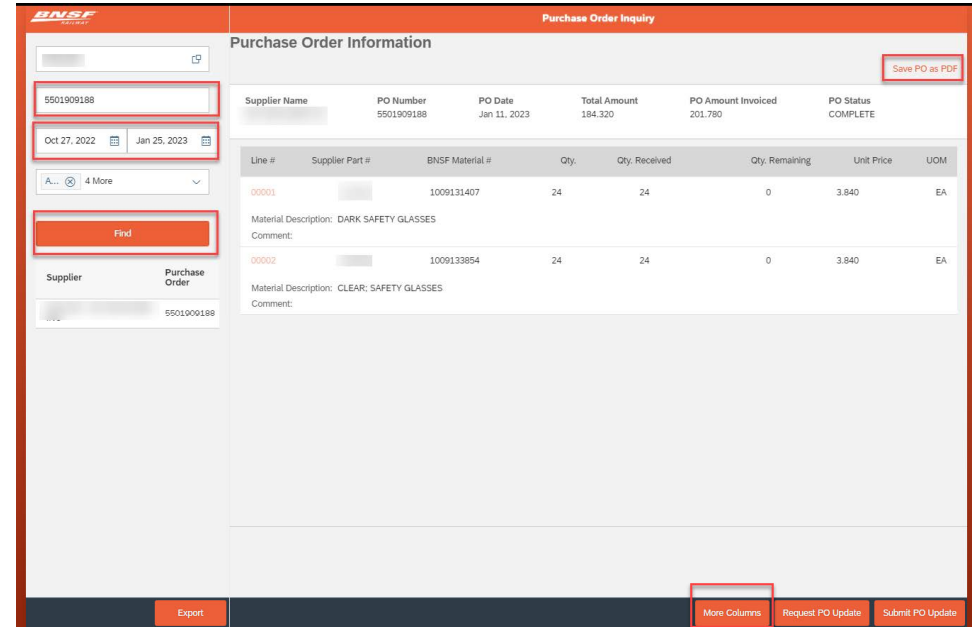1. Click the double boxes in the Supplier Number field

2. Click the box next to your vendor number or select All and click OK in the bottom right section of the screen.
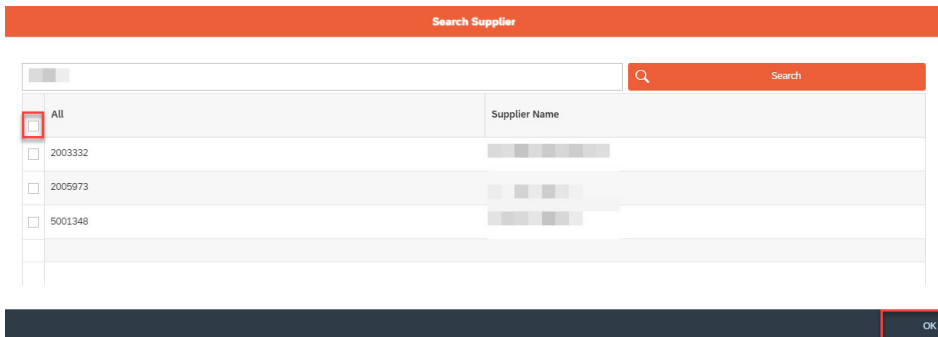
3. Enter PO Number, Make sure the date range covers the date the PO was generated and click the Find button.

4. To Print a PDF copy of the PO, click Save PO as PDF in the top right corner of the screen

5. To view additional data and add to the screen, click the More Columns button and select the additional data you would like to view in the columns

6. To request a Quantity or Price Change or to cancel a line item the PO, click the Request PO Update button. The fields will become editable. Type in the requested quantity or price, or click the cancel box.
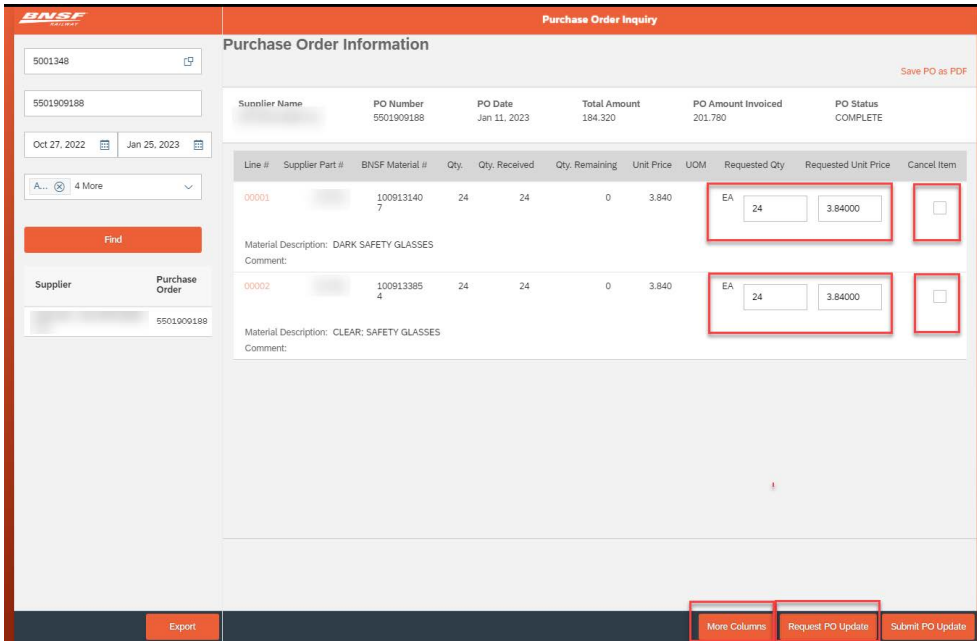
7. After entering your changes, a Comments box will appear. Please enter the reason you are requesting the change and click OK. The Buyer will be able to see them and will be used when approving or rejecting the PO change.
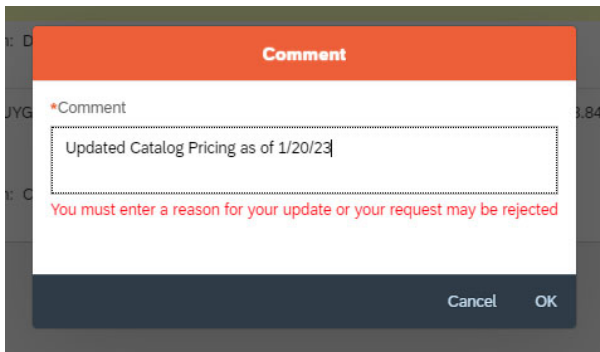
8. When finished click the Submit PO Update button in the bottom right corner of the screen.
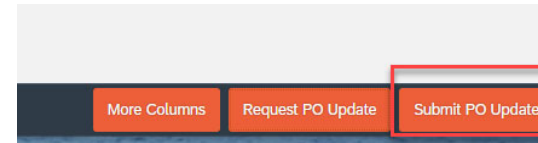
9. You will receive a success message informing you that your request must be approved by a purchasing officer.
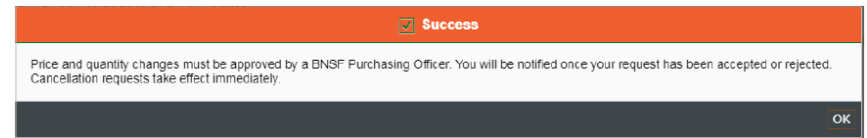
10. Once approved or rejected, you will receive an email notification.

Notes:
If you click the Request PO Update button and the Quantity and Price Boxes are greyed out, this means that there is already a pending request against that item.

Error: Your PO Quantity Change Request cannot be approved because of existing invoices and/or goods receipts. An invoice or goods receipt against the PO prevents us from being able to change it.

Error: Sender information required for IDOC control record was not maintained Completely/Partially. This means that the supplier EDI profile is not set up correctly. Contact EDIPO@bsf.com

HOW TO USE INVOICE INQUIRY

1. To view invoice or payment information, click Invoices ▼ Supplier Inquiry – Invoice & Payment Inquiry. Or in the lower left box from the home page.

2. You will be prompted to login the first time you access the new application.

3. The Supplier Name field will auto-populate to all supplier accounts based on user access, but you can decrease to only select ones if you have access to multiple accounts.
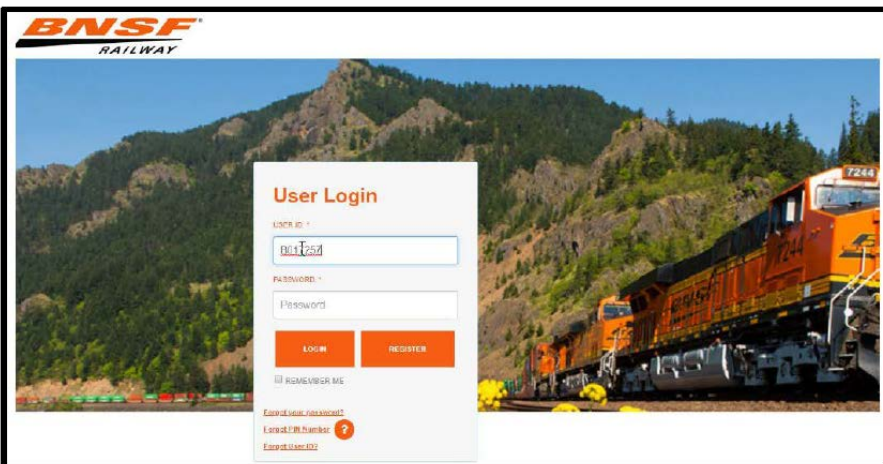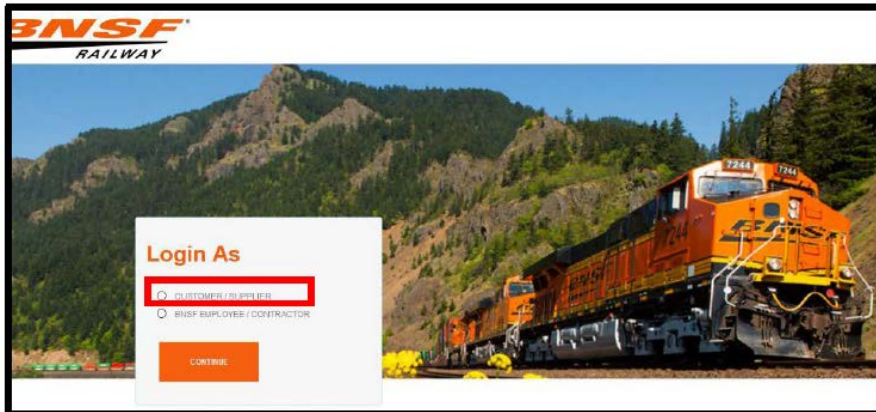
4. Enter your search criteria on the left side of the screen to begin your invoice and payment inquiry. You can enter specific criteria such as, Invoice Number, Invoice Status(s) (default is all), Invoice Amount, Total Payment Amount, BNSF Contract Number, PO Number, and Date Range to narrow your search.

5. Select Find
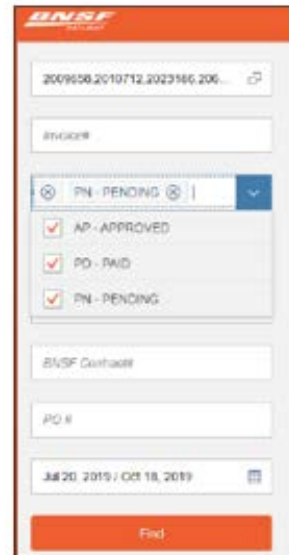
Now you will see a summary of detail below the Find button by specific Supplier account

11

6. The invoice details for the selected account will now display on the right side of the screen.

7. To view a PDF copy of the invoice, click on the invoice number in the first column of the invoice view.

8. Select open or save in the new window prompt located in the lower section of the screen.

How to view additional columns

1. You can add additional columns to the view by selecting the More Columns button from the lower right side.

Once selected, the new column field(s) will now be visible in your invoice view.

How to view invoices by Total Payment Amount

1. Select the Total Payment Amount in the invoice view screen and the data will change to show you all the invoices that make up the total payment amount.

Invoice #	Status	Invoice Date	Payment Due	Date Paid	Invoice Amount	Discount Amount	Invoice Amount Paid	Total Payment
282700	PAID	02/01/2019	02/01/2019	02/26/2019	20150.000	0.000	20150.000	41875.000
282656	PAID	02/01/2019	02/01/2019	02/26/2019	11000.000	0.000	11000.000	41875.000
282702	PAID	02/01/2019	02/01/2019	02/26/2019	10725.000	0.000	10725.000	41875.000

How to Export Data

1. You can export the data into excel by using the Export feature. Select the Export button from the lower left side of the screen.

2. Select open or save in the new window prompt located in the lower section of the screen.

HOW TO USE MATERIAL INVOICE SUBMISSION

1. To begin, enter the PO number. The PO number is 10-digits and unique to your company; the system will not allow an incorrect PO number to be entered

3.

2.

• If a copy of the PO is needed, click the PDF Copy of PO located below the Purchase Order number.

4.

• Each PO has a different number of line items – this could be line 1 to line 99 or more. Select one or more line items to invoice. In the screenshot below, this PO only has one line item. Select the line item number and the quantity to be invoiced.

5.

This is the amount of the invoice that will be paid

- Check the line items being invoiced. The Remaining Quantity to Invoice field may be edited for partial shipments but cannot exceed the original PO quantity. If there is a price or quantity discrepancy, use the PO Inquiry application to request a change to the PO **before** submitting an invoice on the Material Invoice Submission Tool.

6.

Once the invoice has been submitted, the following message will be received.

☑ **Success - IDOC Number : 3605750**

1. Invoice 5207677201 has been posted succes...

Once the invoice has been entered, to check the status and payment date, logon to the BNSF Supplier Portal *Invoice & Payment Inquiry*

The Supplier Portal tab displays links to different applications and tools that you have access to.
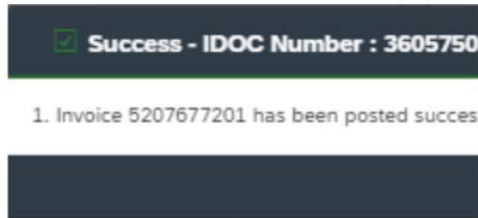
- To view invoice or payment information, click Invoices – Supplier Inquiry – Invoice & Payment Inquiry; or in the lower left box from the home page.
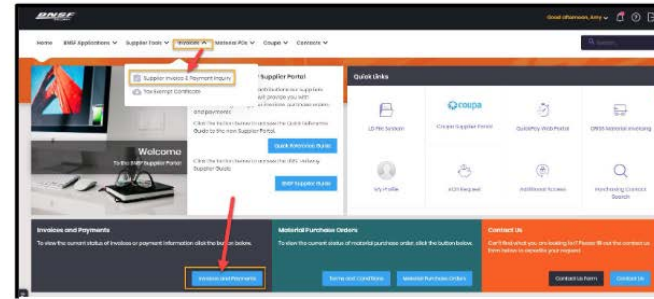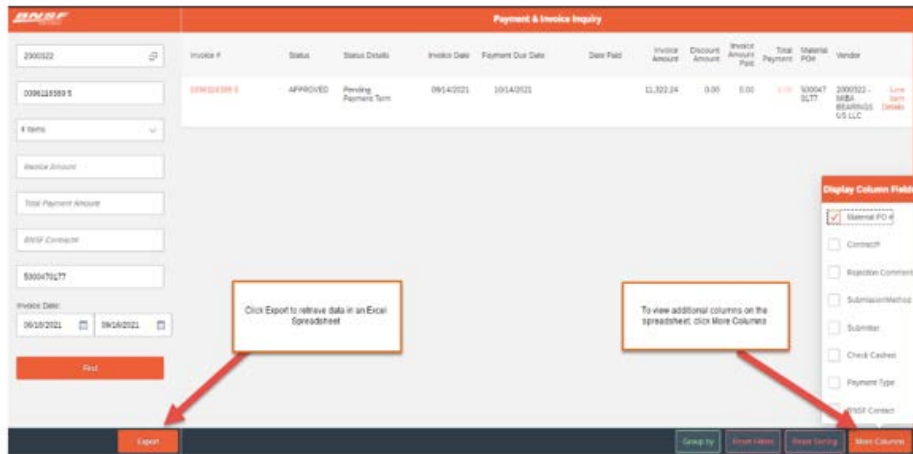

Enter search criteria – see below

To add additional columns, click the More Columns at the bottom of the screen. Please note, this information can also be Exported to an Excel Spreadsheet, by clicking **Export** at the bottom of the screen.

Export to an Excel File