



Materials Purchasing Supplier Reference Guide

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Material Purchase Orders – SourcingHelp@bnsf.com

Material Invoices – ElectronicAP@bnsf.com

EDI Support – EDIPO@bnsf.com

Diverse Business Enterprise – DBEManager@bnsf.com

JB Hunt - BNSFMaterials@jbhunt.com



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. PST (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 PST, 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

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 (402-544-2924, transentric.support@pstechnology.com)

BNSF EDI Contact: (Tonya Miller, 817-352-4019, EDIPO@BNSF.com)

BNSF Qualifier: **ZZ**

BNSF ISA ID: **BNSFINC**

BNSF GS ID: **BNSF**

BNSF Railway adheres to the [Railroad EDI Guidelines](#) and supports the following transactions for material purchase orders and invoices:

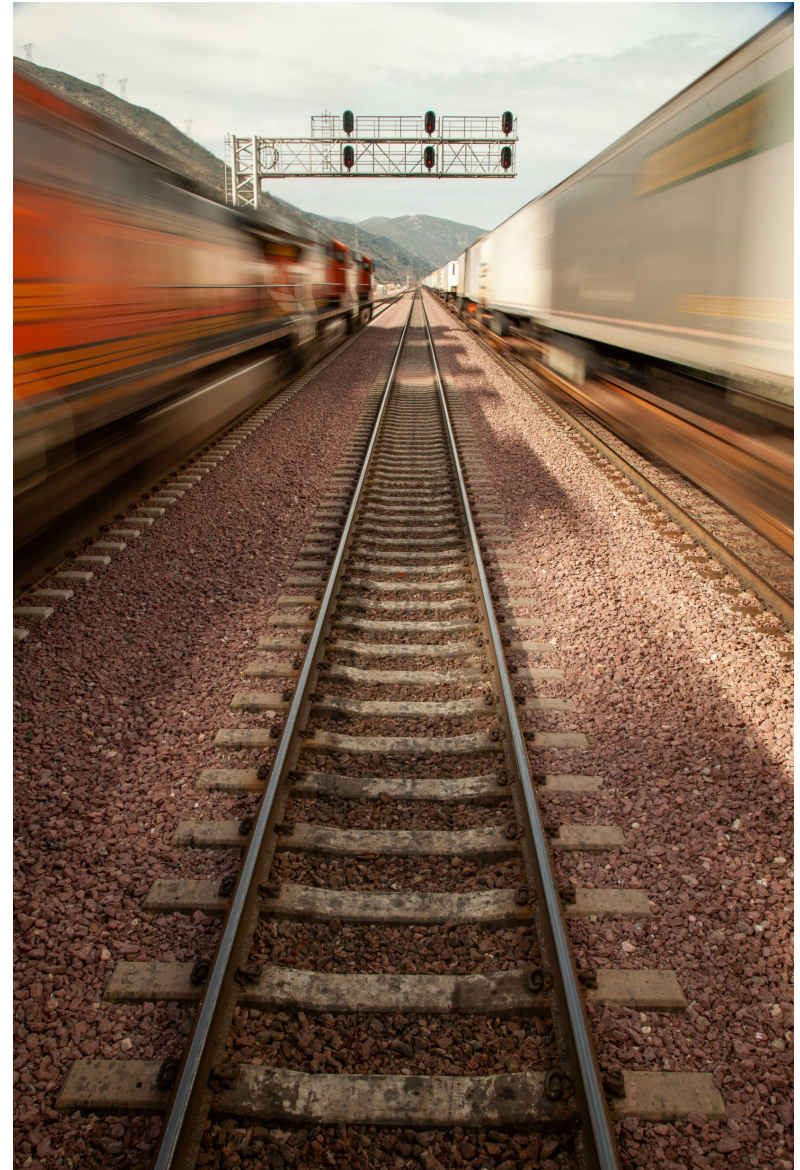
- Purchase Order (850): https://railcis.org/wp-content/uploads/2013/12/850_40101.pdf
- Invoice (810): https://railcis.org/wp-content/uploads/2013/12/810mat_4010.pdf
- Purchase Order Acknowledgment (855): https://railcis.org/wp-content/uploads/2013/12/855_4010.pdf
- Ship Notice/Manifest (856): https://railcis.org/wp-content/uploads/2013/12/856_4010.pdf
- Functional Acknowledgment (997): https://railcis.org/wp-content/uploads/2013/12/997_4010.pdf

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:

1. On each 810 invoice, the PI (BNSF material number) and VP (vendor part number) 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, or unit of measure may delay invoice processing and result in a rejection.
2. Utilize the full shipping address in the N1*ST loop of the 850 when processing a purchase order. If you store our ship-to codes, please be aware that our employees may need material delivered to any point along the BNSF network, so you may frequently see new ship-to codes as we create them.
3. If you include tax on your invoice, ensure that your internal billing system translates State Sales Charge to H330 and Local Tax to H700. BNSF holds direct pay permits in the following states: Idaho, Iowa, Kansas, Minnesota, Mississippi, Nebraska, North Dakota, South Dakota, Texas, Washington, Wisconsin, and Wyoming. Invoices for material delivered to these states must not include tax. You may obtain a copy of BNSF's direct pay permits from the BNSF Supplier Portal at: <https://www.bnsf.com/bnsf.was6/ec/ECCentralController>
4. Do not include freight charges (D240) on your EDI 810 invoice. If you are shipping less than 150 lbs, please ship via UPS and account number 691143. Refer to our [General Shipping Instructions & Routing Guide](#) for more information on shipping material.
5. Our system calculates prices to 5 decimal places. If your system calculates beyond 5 decimal places, this may cause a price mismatch and your invoice may be rejected.
6. Ensure that every material invoice has a BNSF material PO number. This PO number is always 10 digits long and usually starts with 4 or 5.
7. More information on exchanging EDI 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 BNSF Accounts Payable. You may contact BNSF Accounts Payable at electronicap@bnsf.com or dial 888-703-7727 option 1, 2, 2.



PAYMENTS TO SUPPLIERS

We offer credit card, ACH, and check payments. All are offered at no charge by BNSF Railway.

CREDIT CARD PYMT – Payment issued the business day following approval. Contract/payment terms do NOT need to be met. Note: you will be responsible for any merchant fees associated with your credit card terminal. (Complete the Credit Card Payment Registration form if interested) ***REMITTANCE EMAILS INCLUDED***

ACH DIRECT DEPOSIT – Payment issued the day of approval & contract/payment terms are met. (Complete an ACH Request Form if interested or provide the information on your own form) ***REMITTANCE EMAILS INCLUDED***

CHECK – Issued the Thursday after approval & contract/payment terms are met. (Will need to verify check preference & address where you want your checks to go.)

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 Sarah Hurt Sarah.Hurt@BNSF.com or Bryan Frazier Bryan.Frazier@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 J.B. Hunt 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 J.B. Hunt Logistics, 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 J.B. Hunt Materials Team.

- It is the responsibility of JB Hunt 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 JB Hunt 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:

**J.B. Hunt Materials Team
Customer Service Call Center (479) 419-2346**

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 **(479) 283-4547**

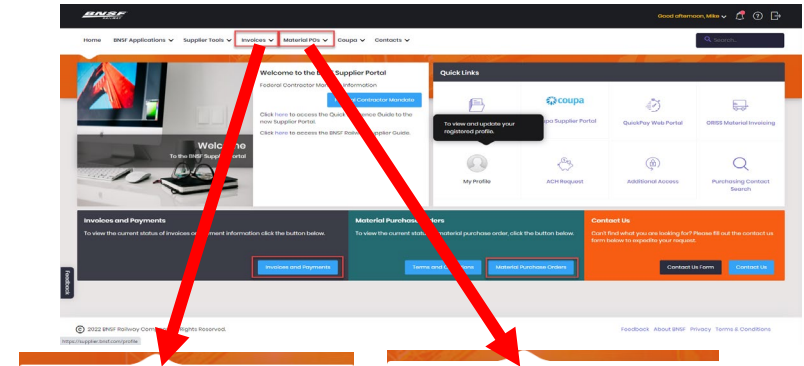
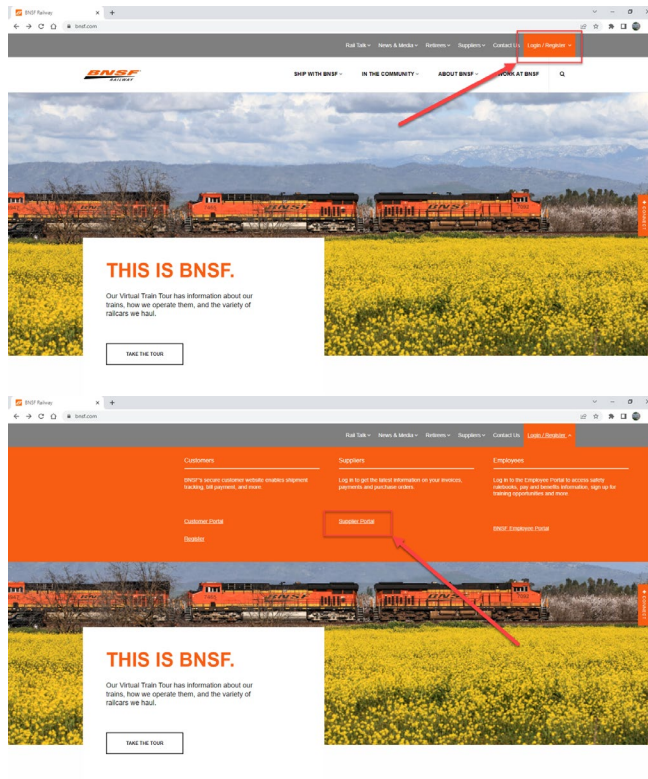
SUPPLIER PORTAL

<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)

HELPFUL 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](#)

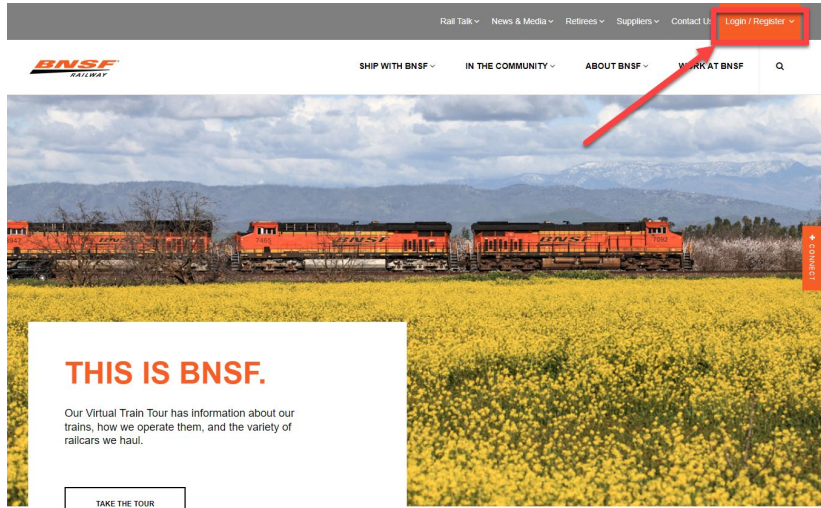
<https://supplier.bnsf.com>

PRO TIPS

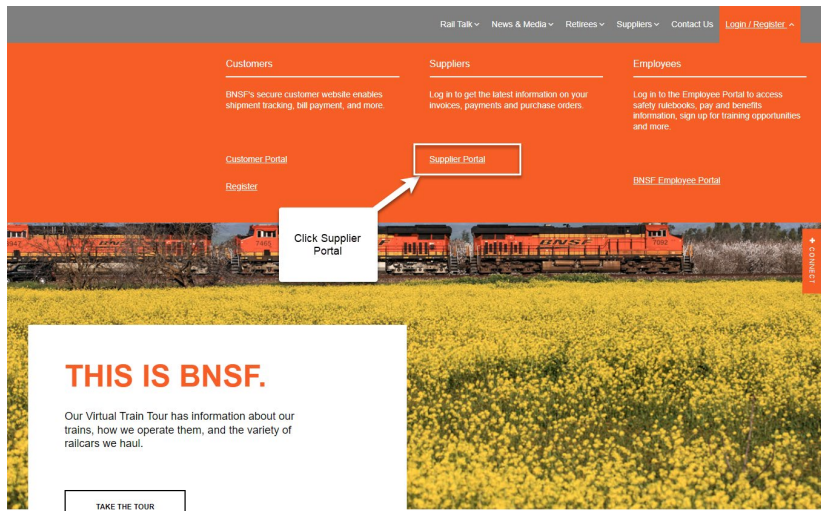
- If you receive a purchase order that is incorrect, use the Supplier Portal PO Inquiry app to request a price or quantity change
- Don't invoice the same PO line twice on the same invoice
- Do not use zero quantity on an invoice (0)
- No extra charges are allowed on an invoice that are not included 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)

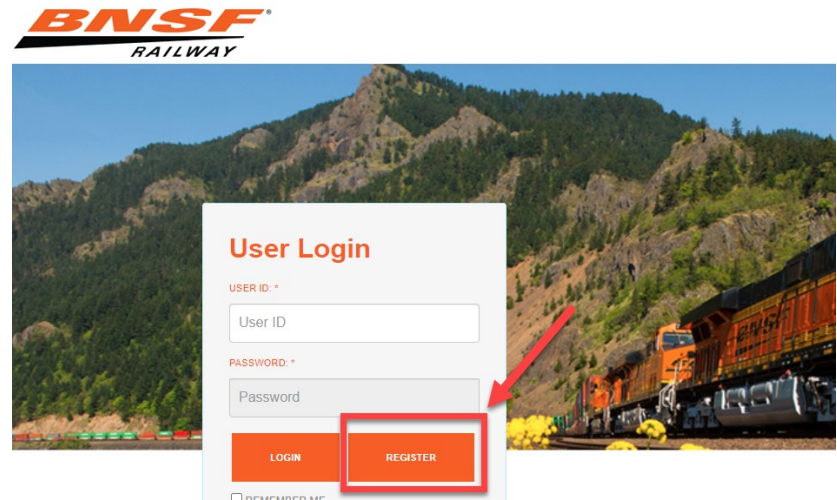
1. Go to <https://www.bnsf.com>
2. Click Login/Register



3. Click Supplier Portal



4. Click Register



5. Fill out registration form

BNSF.com Supplier Registration

Personal Information

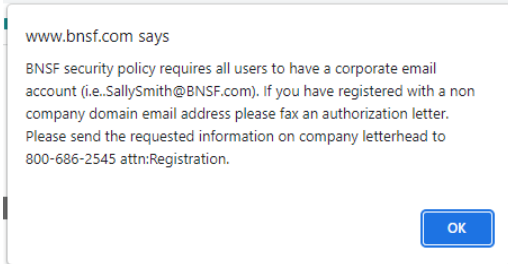
Full Name
Title/Job
Email
Telephone Ext
Fax

Company Information

Company Name
Address 1
Address 2
City
State/Province Zip/Postal Code
Country

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

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.



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



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?

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

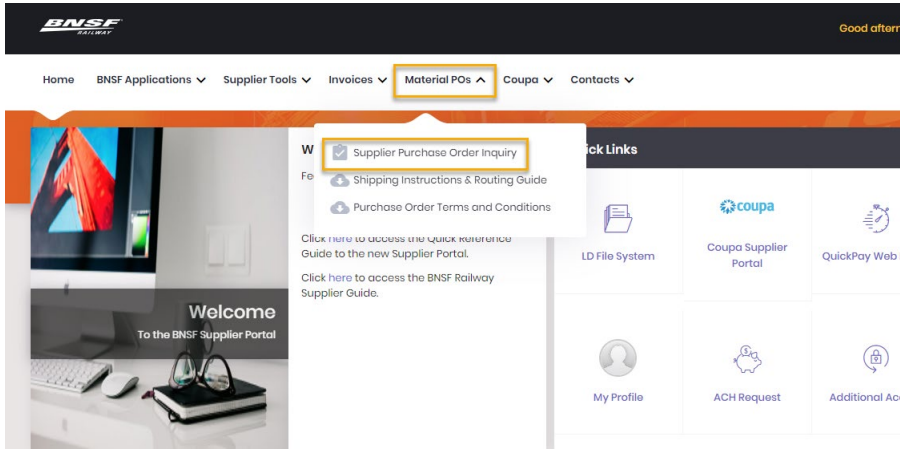
Remember your user ID and password as they are both required to sign onto the system. Please remember that the password is case sensitive.

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

Supplier

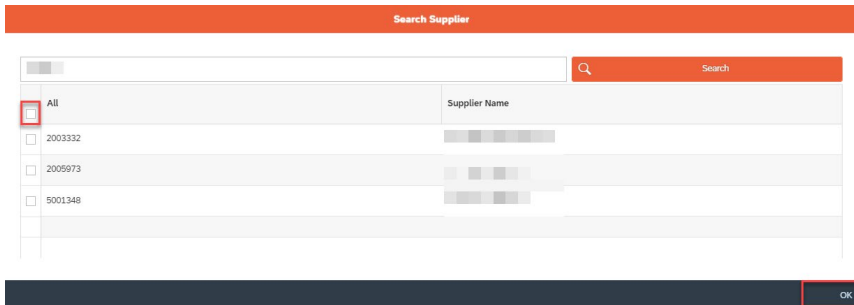
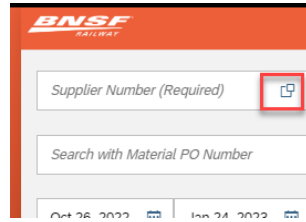
- Drug and Alcohol - Vendor Upload**
Drug and Alcohol - Vendor Upload
- Fuel Flow Network (Supplier)**
Monitor Fuel Flow Network
- Litigation and Discovery File System (LDFS)**
BNSF would like to preserve evidence which will ensure the integrity, uniformity and timeliness of the evidence related to incidents and avoids inadvertent spoliation of evidence. The purpose of an electronic system is to avoid exaggerated awards account spoliation 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 Readyonly**
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.

HOW TO USE PURCHASE ORDER INQUIRY



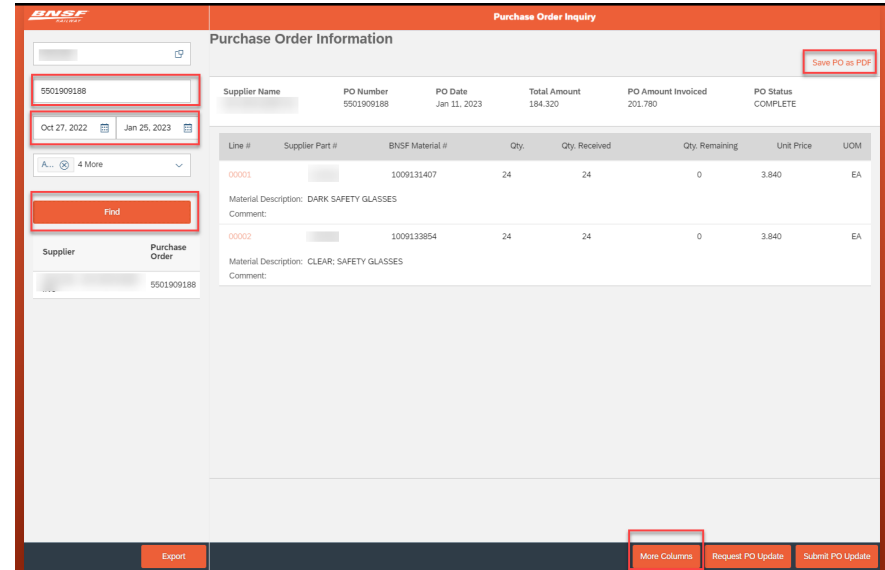
Select Suppliers will have the ability to request an update to open orders. If available, you will see additional buttons in the lower right corner of the screen that will allow you to request an update.

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.



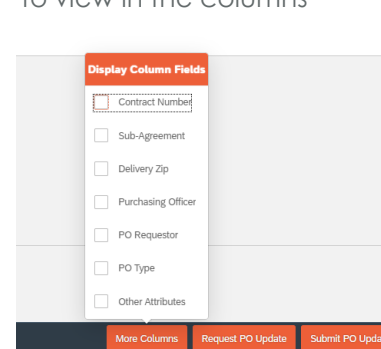
3/19/2025

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



11

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.

Purchase Order Information

Supplier Name: 5501909188 PO Number: 5501909188 PO Date: Jan 11, 2023 Total Amount: 184,320 PO Amount Invoiced: 201,780 PO Status: COMPLETE

Line #	Supplier Part #	BNSF Material #	Qty.	Qty. Received	Qty. Remaining	Unit Price	UOM	Requested Qty	Requested Unit Price	Cancel Item
00001		100913140 7	24	24	0	3.840	EA	24	3.84000	<input type="checkbox"/>
Material Description: DARK SAFETY GLASSES Comment:										
00002		100913385 4	24	24	0	3.840	EA	24	3.84000	<input type="checkbox"/>
Material Description: CLEAR SAFETY GLASSES Comment:										

Buttons: More Columns, Request PO Update, Submit PO Update

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.

Comment

Comment: Updated Catalog Pricing as of 1/20/23

You must enter a reason for your update or your request may be rejected

Buttons: Cancel, OK

8. When finished click the Submit PO Update button in the bottom right corner of the screen.

Buttons: More Columns, Request PO Update, Submit PO Update

9. You will receive a success message informing you that your request must be approved by a purchasing officer.

Success

Price and quantity changes must be approved by a BNSF Purchasing Officer. You will be notified once your request has been accepted or rejected. Cancellation requests take effect immediately.

Button: OK

10. Once approved or rejected, you will receive an email notification.

Change Request of PO 5501919817 has been Processed

FS To: [Redacted] Cc: [Redacted] Sourcing Help

Reply Reply All Forward

Wed 1/25/2023

Email Alert Get more

Line#	Line Item Detail			PO Price			PO Quantity		
	Material	Vendor Part Number	Short Description	PO Unit Price	Requested Price	Price Status	PO Quantity	Requested Quantity	Quantity Status
1	1009031606	210-721	SCREWDRIVER;TYPE 3;SZ 5-1/2 X 0.8MM	10.38	11.38	Accepted	2,000	2,000	No Change

Notes:

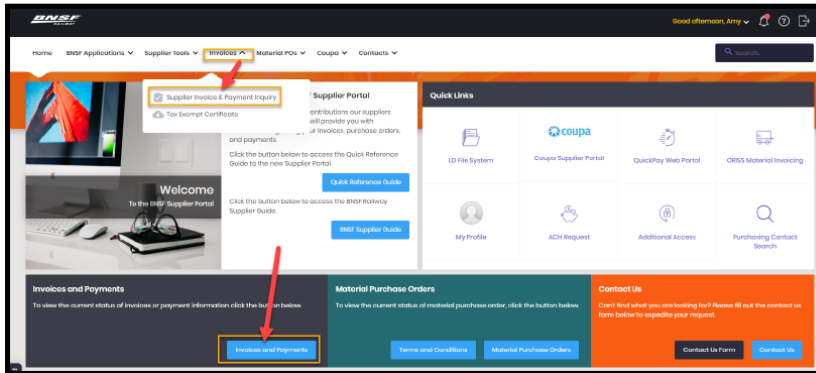
If you click the Request PO Update button and the Quantity and Price Boxes are greyed out, this means that there is already a pending request against that item.

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.

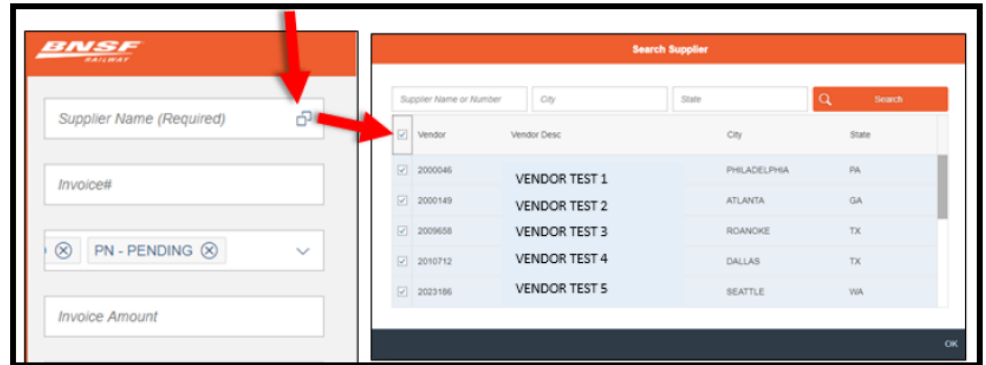
Error: Sender information required for IDOC control record was not maintained Completely/Partially. This means that the supplier EDI profile is not set up correctly. Contact EDIPO@bsf.com

HOW TO USE INVOICE INQUIRY

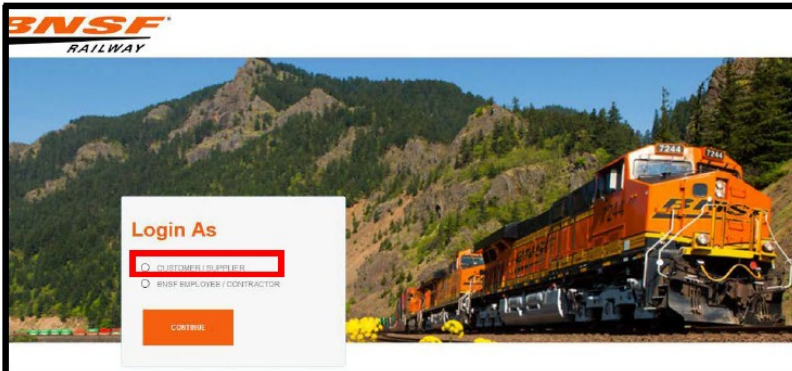
- To view invoice or payment information, click Invoices ▾ Supplier Inquiry – Invoice & Payment Inquiry. Or in the lower left box from the home page.



- 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.



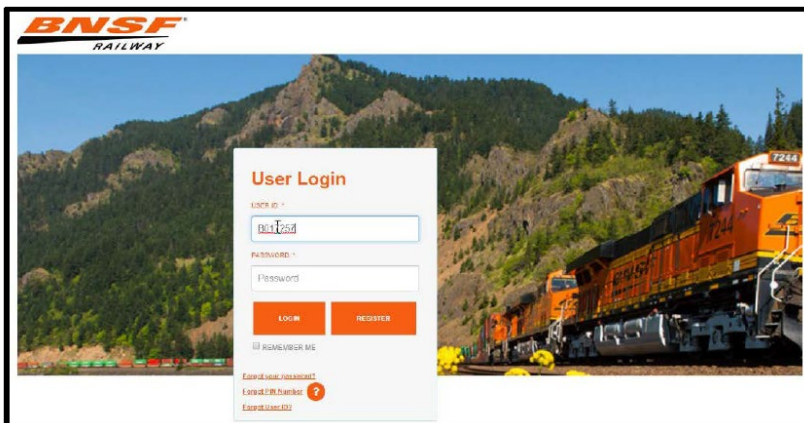
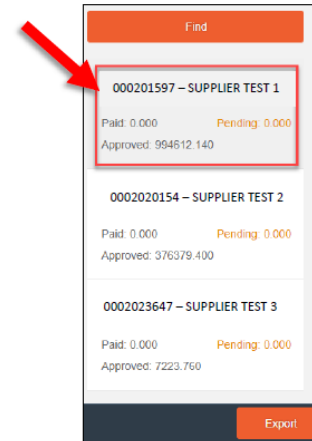
- You will be prompted to login the first time you access the new application.



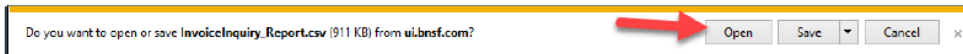
- Enter your search criteria on the left side of the screen to begin your invoice and payment inquiry. You can enter specific criteria such as, Invoice Number, Invoice Status(s) (default is all), Invoice Amount, Total Payment Amount, BNSF Contract Number, PO Number, and Date Range to narrow your search.

- Select Find

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



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



EXAMPLE ONLY

C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM	AN	AO	AP	AQ	AR	AS	AT	AU	AV	AW	AX	AY	AZ	BA	BB	BC	BD	BE	BF	BG	BH	BI	BJ	BK	BL	BM	BN	BO	BP	BQ	BR	BS	BT	BU	BV	BW	BX	BY	BZ	CA	CB	CC	CD	CE	CF	CG	CH	CI	CJ	CK	CL	CM	CN	CO	CP	CQ	CR	CS	CT	CU	CV	CW	CX	CY	CZ	DA	DB	DC	DD	DE	DF	DG	DH	DI	DJ	DK	DL	DM	DN	DO	DP	DQ	DR	DS	DT	DU	DV	DW	DX	DY	DZ	EA	EB	EC	ED	EE	EF	EG	EH	EI	EJ	EK	EL	EM	EN	EO	EP	EQ	ER	ES	ET	EU	EV	EW	EX	EY	EZ	FA	FB	FC	FD	FE	FF	FG	FH	FI	FJ	FK	FL	FM	FN	FO	FP	FQ	FR	FS	FT	FU	FV	FW	FX	FY	FZ	GA	GB	GC	GD	GE	GF	GG	GH	GI	GJ	GK	GL	GM	GN	GO	GP	GQ	GR	GS	GT	GU	GV	GW	GX	GY	GZ	HA	HB	HC	HD	HE	HF	HG	HH	HI	HJ	HK	HL	HM	HN	HO	HP	HQ	HR	HS	HT	HU	HV	HW	HX	HY	HZ	IA	IB	IC	ID	IE	IF	IG	IH	II	IJ	IK	IL	IM	IN	IO	IP	IQ	IR	IS	IT	IU	IV	IW	IX	IY	IZ	JA	JB	JC	JD	JE	JF	JG	JH	JI	IJ	JK	KL	LM	LN	LO	LP	LQ	LR	LS	LT	LU	LV	LW	LX	LY	LZ	MA	MB	MC	MD	ME	MF	MG	MH	MI	MJ	MK	ML	MM	MN	MO	MP	MQ	MR	MS	MT	MU	MV	MW	MX	MY	MZ	NA	NB	NC	ND	NE	NF	NG	NH	NI	NJ	NK	NL	NM	NN	NO	NP	NQ	NR	NS	NT	NU	NV	NW	NX	NY	NZ	OA	OB	OC	OD	OE	OF	OG	OH	OI	OJ	OK	OL	OM	ON	OO	OP	OQ	OR	OS	OT	OU	OV	OW	OX	OY	OZ	PA	PB	PC	PD	PE	PF	PG	PH	PI	PJ	PK	PL	PM	PN	PO	PP	PQ	PR	PS	PT	PU	PV	PW	PX	PY	PZ	QA	QB	QC	QD	QE	QF	QG	QH	QI	QJ	QK	QL	QM	QN	QO	QP	QQ	QR	QS	QT	QU	QV	QW	QX	QY	QZ	RA	RB	RC	RD	RE	RF	RG	RH	RI	RJ	RK	RL	RM	RN	RO	RP	RQ	RR	RS	RT	RU	RV	RW	RX	RY	RZ	SA	SB	SC	SD	SE	SF	SG	SH	SI	SJ	SK	SL	SM	SN	SO	SP	SQ	SR	SS	ST	SU	SV	SW	SX	SY	SZ	TA	TB	TC	TD	TE	TF	TG	TH	TI	TJ	TK	TL	TM	TN	TO	TP	TQ	TR	TS	TT	TU	TV	TW	TX	TY	TZ	UA	UB	UC	UD	UE	UF	UG	UH	UI	UJ	UK	UL	UM	UN	UO	UP	UQ	UR	US	UT	UU	UV	UW	UX	UY	UZ	VA	VB	VC	VD	VE	VF	VG	VH	VI	VJ	VK	VL	VM	VN	VO	VP	VQ	VR	VS	VT	VU	VV	VW	VX	VY	VZ	WA	WB	WC	WD	WE	WF	WG	WH	WI	WJ	WK	WL	WM	WN	WO	WP	WQ	WR	WS	WT	WU	WV	WW	WX	WY	WZ	XA	XB	XC	XD	XE	XF	XG	XH	XI	XJ	XK	XL	XM	XN	XO	XP	XQ	XR	XS	XT	XU	XV	XW	XX	XY	XZ	YA	YB	YC	YD	YE	YF	YG	YH	YI	YJ	YK	YL	YM	YN	YO	YP	YQ	YR	YS	YT	YU	YV	YW	YX	YY	YZ	ZA	ZB	ZC	ZD	ZE	ZF	ZG	ZH	ZI	ZJ	ZK	ZL	ZM	ZN	ZO	ZP	ZQ	ZR	ZS	ZT	ZU	ZV	ZW	ZX	ZY	ZZ	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM	AN	AO	AP	AQ	AR	AS	AT	AU	AV	AW	AX	AY	AZ	BA	BB	BC	BD	BE	BF	BG	BH	BI	BJ	BK	BL	BM	BN	BO	BP	BQ	BR	BS	BT	BU	BV	BW	BX	BY	BZ	CA	CB	CC	CD	CE	CF	CG	CH	CI	CJ	CK	CL	CM	CN	CO	CP	CQ	CR	CS	CT	CU	CV	CW	CX	CY	CZ	DA	DB	DC	DD	DE	DF	DG	DH	DI	DJ	DK	DL	DM	DN	DO	DP	DQ	DR	DS	DT	DU	DV	DW	DX	DY	DZ	EA	EB	EC	ED	EE	EF	EG	EH	EI	EJ	EK	EL	EM	EN	EO	EP	EQ	ER	ES	ET	EU	EV	EW	EX	EY	EZ	FA	FB	FC	FD	FE	FF	FG	FH	FI	FJ	FK	FL	FM	FN	FO	FP	FQ	FR	FS	FT	FU	FV	FW	FX	FY	FZ	GA	GB	GC	GD	GE	GF	GG	GH	GI	GJ	GK	GL	GM	GN	GO	GP	GQ	GR	GS	GT	GU	GV	GW	GX	GY	GZ	HA	HB	HC	HD	HE	HF	HG	HH	HI	HJ	HK	HL	HM	HN	HO	HP	HQ	HR	HS	HT	HU	HV	HW	HX	HY	HZ	IA	IB	IC	ID	IE	IF	IG	IH	II	IJ	IK	IL	IM	IN	IO	IP	IQ	IR	IS	IT	IU	IV	IW	IX	IY	IZ	JA	JB	JC	JD	JE	JF	JG	JH	JI	IJ	JK	KL	LM	LN	LO	LP	LQ	LR	LS	LT	LU	LV	LW	LX	LY	LZ	MA	MB	MC	MD	ME	MF	MG	MH	MI	MJ	MK	ML	MM	MN	MO	MP	MQ	MR	MS	MT	MU	MV	MW	MX	MY	MZ	NA	NB	NC	ND	NE	NF	NG	NH	NI	NJ	NK	NL	NM	NN	NO	NP	NQ	NR	NS	NT	NU	NV	NW	NX	NY	NZ	OA	OB	OC	OD	OE	OF	OG	OH	OI	OJ	OK	OL	OM	ON	OO	OP	OQ	OR	OS	OT	OU	OV	OW	OX	OY	OZ	PA	PB	PC	PD	PE	PF	PG	PH	PI	PJ	PK	PL	PM	PN	PO	PP	PQ	PR	PS	PT	PU	PV	PW	PX	PY	PZ	QA	QB	QC	QD	QE	QF	QG	QH	QI	QJ	QK	QL	QM	QN	QO	QP	QQ	QR	QS	QT	QU	QV	QW	QX	QY	QZ	RA	RB	RC	RD	RE	RF	RG	RH	RI	RJ	RK	RL	RM	RN	RO	RP	RQ	RR	RS	RT	RU	RV	RW	RX	RY	RZ	SA	SB	SC	SD	SE	SF	SG	SH	SI	SJ	SK	SL	SM	SN	SO	SP	SQ	SR	SS	ST	SU	SV	SW	SX	SY	SZ	TA	TB	TC	TD	TE	TF	TG	TH	TI	TJ	TK	TL	TM	TN	TO	TP	TQ	TR	TS	TT	TU	TV	TW	TX	TY	TZ	UA	UB	UC	UD	UE	UF	UG	UH	UI	UJ	UK	UL	UM	UN	UO	UP	UQ	UR	US	UT	UU	UV	UW	UX	UY	UZ	VA	VB	VC	VD	VE	VF	VG	VH	VI	VJ	VK	VL	VM	VN	VO	VP	VQ	VR	VS	VT	VU	VV	VW	VX	VY	VZ	WA	WB	WC	WD	WE	WF	WG	WH	WI	WJ	WK	WL	WM	WN	WO	WP	WQ	WR	WS	WT	WU	WV	WW	WX	WY	WZ	XA	XB	XC	XD	XE	XF	XG	XH	XI	XJ	XK	XL	XM	XN	XO	XP	XQ	XR	XS	XT	XU	XV	XW	XX	XY	XZ	YA	YB	YC	YD	YE	YF	YG	YH	YI	YJ	YK	YL	YM	YN	YO	YP	YQ	YR	YS	YT	YU	YV	YW	YX	YY	YZ	ZA	ZB	ZC	ZD	ZE	ZF	ZG	ZH	ZI	ZJ	ZK	ZL	ZM	ZN	ZO	ZP	ZQ	ZR	ZS	ZT	ZU	ZV	ZW	ZX	ZY	ZZ
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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

Enter the PO number and click the magnifying glass. The Ship from and Ship To info will auto-fill

Material Invoice Submission

Invoice Information

*Purchase Order: 5501522513
 *Invoice Number: 123456
 Payment Terms: Pay in 30 days and deduction
 Supplier Name: [blank]
 Invoice Subtotal: 0.00
 Taxes: 0.00
 Invoice Total: 0.00

PDF Copy Of PO

Ship from

Name: [blank]
 *Street Address: 770 S 70TH ST
 Street Address2: [blank]
 *City: MILWAUKEE
 *Country: US
 *State: WI
 *ZIP: 53214-8109

Ship to

Name: [blank]
 *Street Address: 83 S PIERCE ST
 Street Address2: [blank]
 *City: ANAHEIM
 *Country: US
 *State: TX
 *ZIP: 79001

* I have reviewed and confirmed that the above addresses are correct.

* I have reviewed and confirmed that the above addresses are correct.

Verify and check this box to proceed

- 2.

BNSF RAILWAY

Invoice Information

*Purchase Order: 5501522513
 *Invoice Number: 123456

PDF Copy Of PO

Click here for a copy of the PO

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

- 3.

Taxes and Charges

BNSF holds a Direct Pay Certificate for the states noted below. Tax cannot be entered for these states

	State	ZIP	Amount
State and Local	State sales tax - H330	TX 79101	0.00
	Local Sales Tax - H700	TX 79101	0.00
Other	State Hazardous Substance Tax - H760	TX 79101	0.00
	Canadian GST - D360	TX 79101	0.00

Notes:

- BNSF holds direct pay permits in the following states: ID, IA, KS, KY, LA, NE, ND, SD, TX, WA, WI and WY. OR and MT do not have state sales tax. BNSF will reject all invoices with sales tax for these states.
- A Tax Exemption Certificate can be obtained from the Supplier Portal.
- BNSF will reject all invoices with freight charges. See Shipping Instructions & Routing Guide for information on how to ship materials to BNSF.
- State Hazardous Substance tax is accepted only for deliveries made in the state of Washington.
- Goods and Services Tax (GST) is accepted only for deliveries made in Canada.
- Visit the BNSF Supplier Portal for PO Terms & Conditions and other important documents.

- 4.

Select one or more lines to invoice

Item	BNSF Material	Vendor Part	Material Description	Orig PO Quantity	Quantity Invoiced	UOM	Price	Remaining Quantity to Invoice
00001		16147	At Work Reversible Desk Laminated Only	2	0	EA	929.000	2

Select the line(s) to invoice and the quantity

- 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.

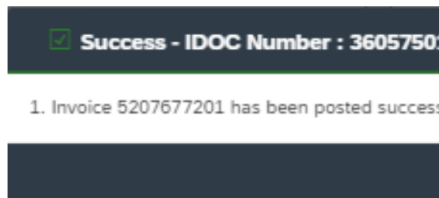
5.

Material Description	Orig PO Quantity	Quantity Invoiced	UOM	Price	Remaining Quantity to Invoice
At Work Responsible Desk Leatherette Gray	2	0	EA	923.000	2

- 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.

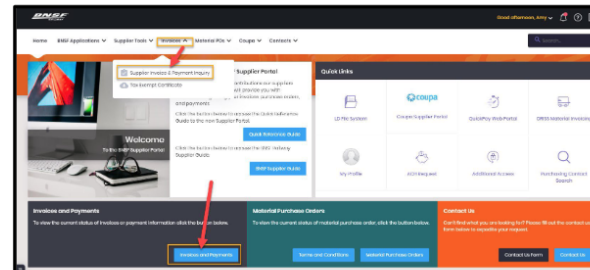
Once the invoice has been submitted, the following message will be received.



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

Invoice #	Status	Status Details	Invoice Date	Payment Due Date	Date Paid	Invoice Amount	Discount Amount	Invoice Amount Paid	Total Payment	Vendor
2000322										
0096118389	APPROVED	Pending Payment Term	09/14/2021	10/14/2021		11,322.24	0.00	0.00	0.00	2000322 - MIBA BEARINGS US LLC

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.

Display Column Fields

- Invoice PO #
- Contract
- Rejection Comments
- Submission Method
- Submitter
- Check Cashed
- Payment Type
- BNSF Contract

Export to an Excel File

Supplier Name	Supplier Number	Invoice Number	Invoice Status	Status Details	Invoice Date	Payment Due Date	Date Paid	Invoice Amount
MIBA BEARINGS US LLC	2000322 0096118389 5	0096118389 5	APPROVED	Pending Payment Term	14-Sep-21	14-Oct-21		11322.24

Supplier Name	Supplier Number	Invoice Number	PO Number	Invoice Status	Status Details	Invoice Date	Payment Due Date	Date Paid	Invoice Amount
MIBA BEARINGS US LLC	2000322 0096118389 5	0096118389 5	5000470177	APPROVED	Pending Payment Term	14-Sep-21	14-Oct-21		11322.24