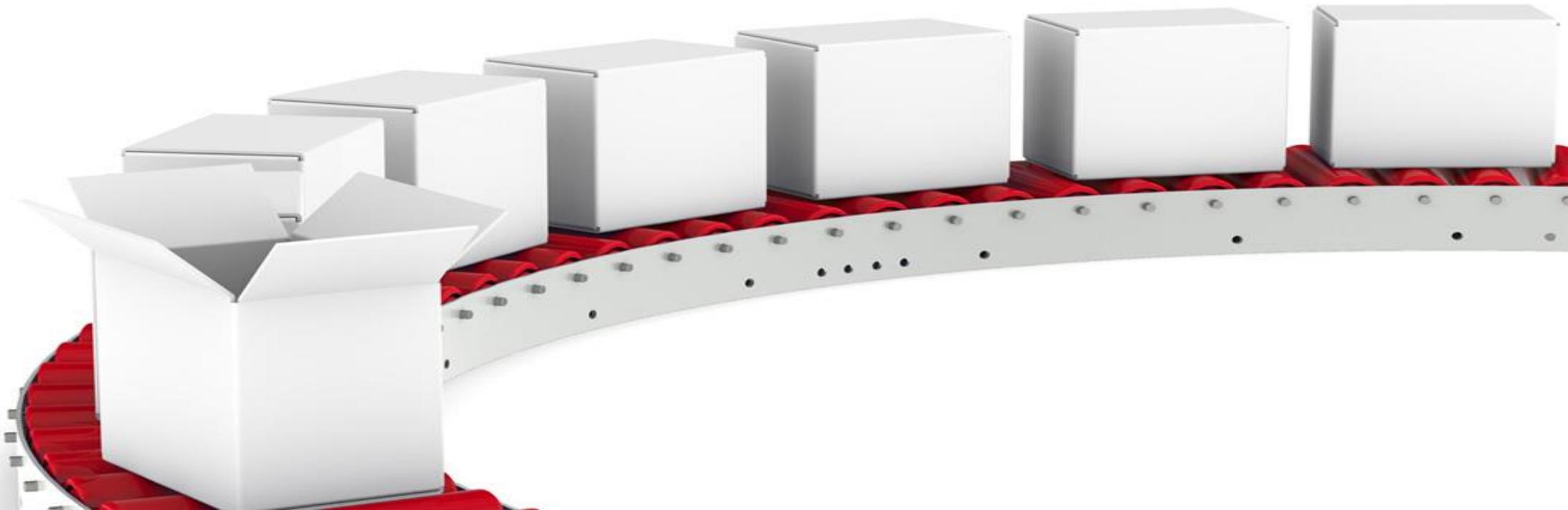




Core Return Customers: How to Access Ryder Online

This document will demonstrate step by step instructions on how to register and access the RyderOnline system.



Registering for Ryder Online (ROL) – Core Return Customers Sign up

- Navigate to <https://rscs.ryder.com/#!/login>
- Select Sign Up
- USER TYPE:
 - Select “Supplier”
- Select “Sign Up Using” then “Supplier ID”.
 - **IMPORTANT** Enter your Bendix Customer ID for your shipping location in the “Supplier ID” field.
 - FAQ: Alternate names for “Supplier ID” are Customer ID, Vendor ID, Vendor Code, Vendor Location, Vendor Profile, Location ID, Location Profile, Location Code
 - If you don’t have your Bendix Customer ID please reach out to cores@Bendix.com
 - Enter KBN in the Customer Code field
- Click Next



RYDERSHARE™

USERNAME

PASSWORD

[Sign Up](#) [Sign In](#)

[Forgot username or password](#)

Sign Up

Please answer the following questions:

USER TYPE

Client Supplier

✓ SIGN UP USING
Supplier ID

✓ SUPPLIER ID
(ENTER YOUR SUPPLIER LOCATION ID HERE)

✓ CUSTOMER CODE
KBN

[Cancel](#) [Next](#)

Registering for Ryder Online (ROL) – Core Return Customers Sign up

- Complete the remaining Supplier Sign Up fields
 - Additional Authorization Group
 - Supplier Users
 - First name
 - Last Name
 - Email Address
 - Phone Number
 - Preferred Language
- Click Sign up

Supplier Sign Up

Please note, your access may require additional validation. Once validated, your password will be sent to you via email.

✓ ADDITIONAL AUTHORIZATION GROUP
Supplier Users

✓ FIRST NAME
Jane (example)

✓ LAST NAME
Doe (example)

✓ EMAIL ADDRESS
jane.doe@exampleurl.com

✓ PHONE NUMBER
555-555-5555 (example)

✓ PREFERRED LANGUAGE
English

Cancel Sign Up

IMPORTANT! ↓

The user will receive an email (example below) providing them with a temporary password. The user **MUST** follow the “Complete Sign-up” link in the email to properly complete the Ryder Online registration.

Welcome!

Hello **Jane (example)**,

We have successfully processed your sign up request for a new supplier account. You're almost done, but we need you to login and answer a few more questions to complete the process.

To get you started, we have created a temporary password for you,

password: 1TEabWXe

Simply click the link below to complete the sign up process.

[Complete Sign-up](#)

IMPORTANT NOTE: This temporary password is only good for '30 hours', if you do not login before this time, your account will be suspended and you will be required to contact your client representative or your Ryder business partner.

PLEASE NOTE!

You must login within 30 hours of receiving your temporary password, otherwise the account will expire and you will be required to re-register.

Registering for Ryder Online (ROL) – Core Return Customers Sign up

Once you click “Complete Sign-Up” from the automated email, you’ll be directed to a ROL web link.

- Enter the following fields:
 - Username (EMAIL ADDRESS USED TO REGISTER)
 - Temporary Password (PROVIDED IN EMAIL)
 - New Password
 - Confirm Password

Welcome to Ryder

Please create a password to get started. Passwords must be 8 or more characters in length, and contain a combination of lowercase and uppercase characters, at least one number, and at least one special character.

✓ USERNAME (EMAIL)
jane.doe@exampleurl.com

* TEMPORARY PASSWORD
1TEeabWXe

✓ PASSWORD
●●●●●●●●

✓ CONFIRM PASSWORD
●●●●●●●●

Next

- Complete the following 3 Security Questions
- Click Submit

Complete Sign Up

In order to complete the sign up process, please set security questions that will be used to reset your password in case it is lost.

* QUESTION 1

* QUESTION 1 ANSWER

* QUESTION 2

* QUESTION 2 ANSWER

* QUESTION 3

* QUESTION 3 ANSWER

Back Submit

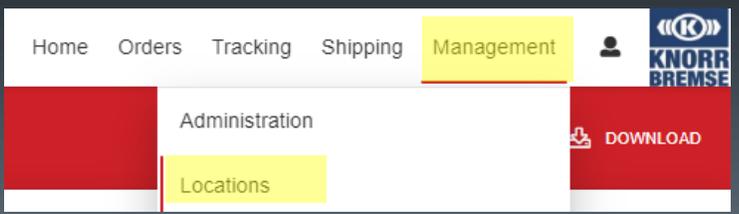
FINAL STEPS!

- Your registration is now completed. You will be redirected to the login page.
- First time logging in? You will experience a quick guided tutorial.
- After completing the tutorial, we strongly recommend that you set up initial “one time only” User Profile settings.
- Continue on to the next slides for instructions on how to save time by storing default shipping information.

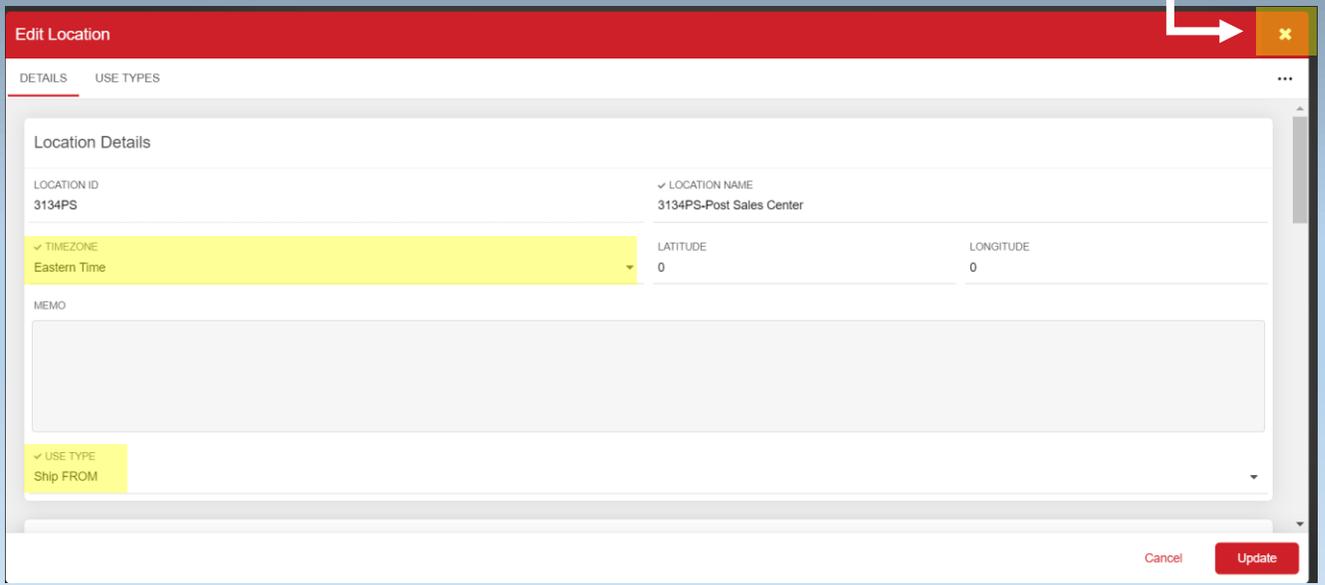
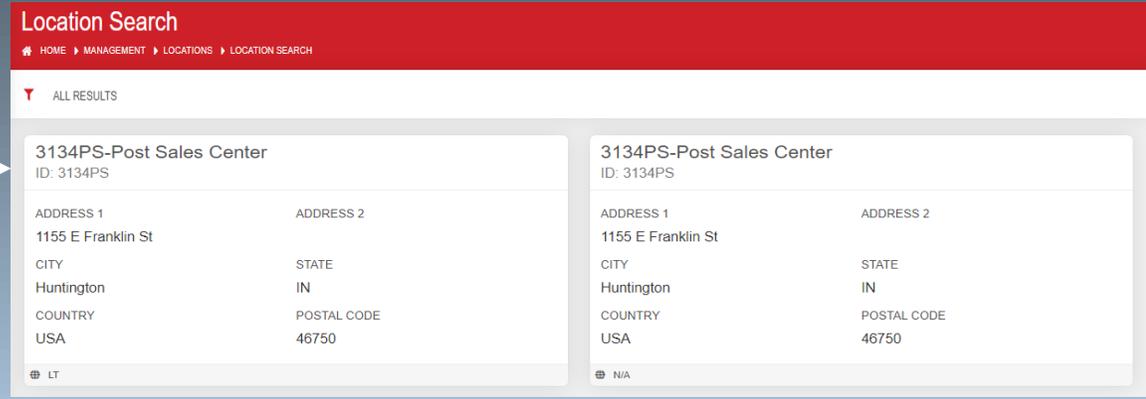
Registering for Ryder Online (ROL) – Core Return Customers Sign up

Want to save time entering SHIPPER contact information and time zone with every shipment request?

- Navigate to:
 - Management
 - Locations



- You will be directed to the Location Search screen where you should see a tile that represents **your** shipping location.
- Click anywhere within a location tile to view/update specific location details
- A screen similar to the one below will appear.
- In the “Use Type” section, ensure it shows “Ship FROM”.
 - If “Ship To” is listed, you will need to go back and select the other tile.
 - Click the X in the top right corner to go to the previous screen.
- Enter your location’s time zone in the “Time zone” field.



Registering for Ryder Online (ROL) – Core Return Customers Sign up

Want to save time entering SHIPPER contact information and time zone with every shipment request?

To set up default SHIPPER contact information

- Scroll down to the Contacts section. Click “+ ADD CONTACT”
- Fill out the listed contact information. You have the ability to create multiple contacts.
 - Click the “Is Primary” field if this is the default contact for your location.
- Once you have completed adding your contacts, click “Update”.

- If multiple contacts are added, they will appear in a dropdown for you to select from when you are entering your shipment request.

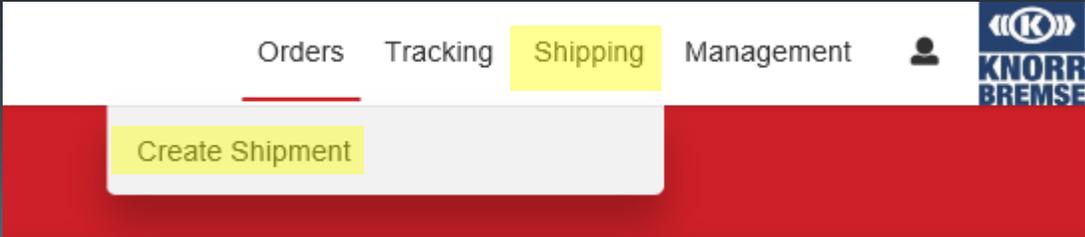
- In the upcoming steps, you will be shown how to set Origin/Destination locations as default locations.
- In order to set the default Origin/Destination contact information as well as Origin/Destination location address information proceed to the next slide.

Registering for Ryder Online (ROL) – Core Return Customers Sign up

Want to save time, and skip entering PICK UP and DELIVERY address information with each shipment request?

To set up default Origin and Destination Address locations, proceed as if you are entering a shipping request.

- Navigate to:
 - Shipping
 - Create Shipment



- You will be directed to the Create Manual Shipment screen where you will see a section for Origin, as well as a section for Destination.
- Begin typing your Customer ID in the ORIGIN section - Location Name/ID field. Your location should become available from a type-ahead drop down feature. Clicking your location should auto-populate the remaining fields in the ORIGIN section.
- Repeat the previous steps for DESTINATION section – using 3134PS as the Location Name/ID field
 - *Double check address information appears correctly.
- Once both sections are populated with ALL fields completed (including selecting a stored contact with associated information from steps performed in slide 6), you'll then select the “...” located in the top right of both sections.
- Select “Set as Default” for both the Origin and Destination. At this point your location sections will be pre-populated upon each log on.

A screenshot of the 'Origin' form. The 'LOCATION NAME/ID' field contains '100'. A dropdown menu is open, showing options: 'Address Book', 'Validate', 'Set as Default' (highlighted in yellow), and 'Clear'. Below the dropdown, the form is populated with: '1002456 RL945598426', '1008073 RL937184164', '1008150 RL206024814', 'POSTAL CODE 55555', 'ORIGIN CONTACT Jane Doe Example', 'PHONE NUMBER 555-555-5555', 'TIMEZONE Local Time', 'STATE Michigan', and 'COUNTRY United States of America'.A screenshot of the 'Destination' form. The 'ID' field contains '3134PS'. A dropdown menu is open, showing options: 'Address Book', 'Validate', 'Set as Default' (highlighted in yellow), and 'Clear'. Below the dropdown, the form is populated with: 'POST SALES CENTER.', 'ADDRESS 1 1155 EAST FRANKLIN ST.', 'ADDRESS 2', 'CITY HUNTINGTON', 'POSTAL CODE 46750', 'DESTINATION CONTACT Bendix Post Sales', 'PHONE NUMBER 555-555-5555', 'TIMEZONE Local Time', 'STATE Indiana', and 'COUNTRY United States of America'.