

## RyderShare – Ryder Control Tower Manual

### *Tenders, Appointments and Status Updates*

All users are required to register for RyderShare.

Please visit the registration page at <https://rscs.ryder.com/#!/signup/rydershare> to start the process.



Sign Up

Please answer the following questions:

USER TYPE

Client	Supplier	Carrier
--------	----------	---------

Cancel Next

Three users types will be available to select, click on **Carrier**.

Sign Up

Please answer the following questions:

USER TYPE

Client	Supplier	Carrier
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\* PRIMARY SCAC CODE

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Cancel Next

Type your transportation company SCAC into the **'Primary SCAC Code'** field. Then click **Next**.

Additional information will be required to complete registration. Fill out all required fields marked with an \*. Once finished, click **Sign Up**.

**\*\*Important Note:** Confirm the email address is accurate before submitting, as it will be used when logging in and for all future RyderShare communication related to your account.

## Sign Up

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

\* FIRST NAME

---

\* LAST NAME

---

\* EMAIL ADDRESS

---

\* PHONE NUMBER

---

\* PREFERRED LANGUAGE

Select One



Cancel

Sign Up



Once completed, a 'Success!' message will appear stating the request has been received and additional access instructions will be sent via email.

## Success!

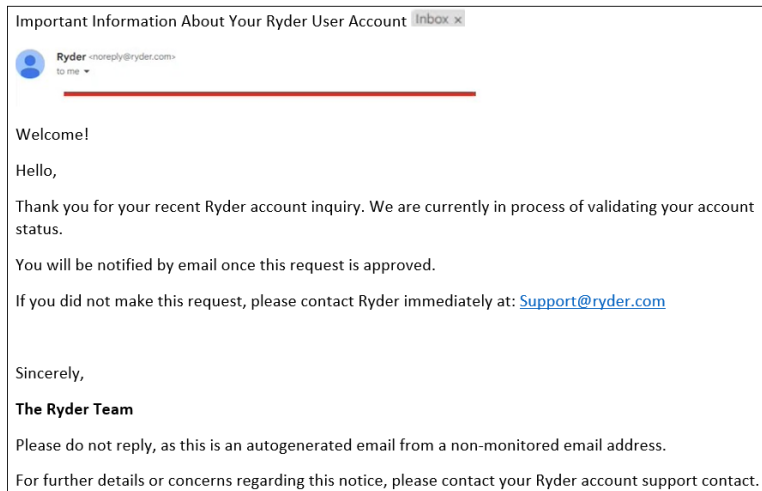
Your request has been received and is being processed. Please check your email for additional instructions.

Back to Login

Two separate emails will be sent after completing registration.

**First:**

- An informational email advising the registration request is in process of being validated will be sent. No action is required at this time.



**Second:**

- Once the registration request has been validated, an email containing your RyderShare login credentials and link to activate your account will be sent. *Activation of your RyderShare account must be done within 7 days of receipt of this email.*

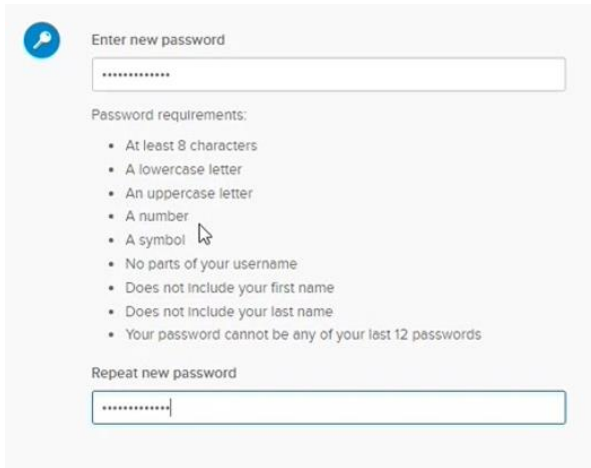
**\*\*The validation process can take up to 24 hours. If the second email is not received prior to 24 hours from submission of your registration, contact the **Ryder Command & Control Team** your transportation company supports for assistance.**



Click on the link located in the email. You will be navigated to an account activation page.

There are **three steps** that must be completed before your RyderShare account can be activated.

1. **Reset your password.** Follow the listed requirements when creating the new password.



Enter new password

.....

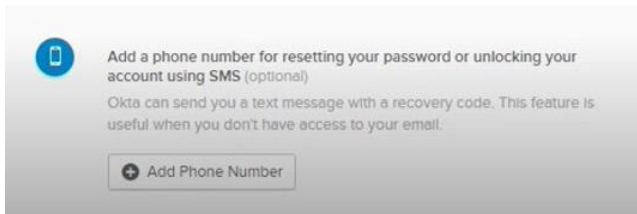
Password requirements:

- At least 8 characters
- A lowercase letter
- An uppercase letter
- A number
- A symbol
- No parts of your username
- Does not include your first name
- Does not include your last name
- Your password cannot be any of your last 12 passwords

Repeat new password

.....

2. **Add a phone number.** This will assist with resetting your password in the future. A recovery code will be sent to your phone number instead of receiving an email. *\*\*This is optional*

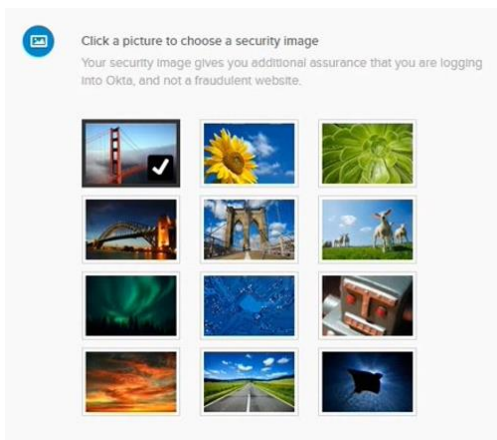


Add a phone number for resetting your password or unlocking your account using SMS (optional)

Okta can send you a text message with a recovery code. This feature is useful when you don't have access to your email.













+ Add Phone Number

3. **Choose a security image.**



Click a picture to choose a security image

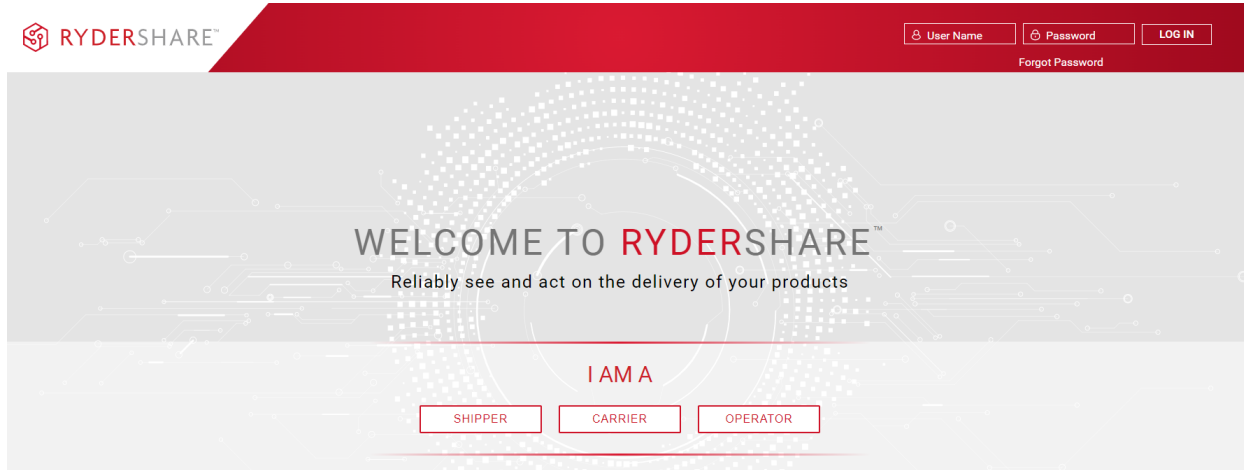
Your security image gives you additional assurance that you are logging into Okta, and not a fraudulent website.

Once done. Click on **Create My Account** located in the bottom right corner.

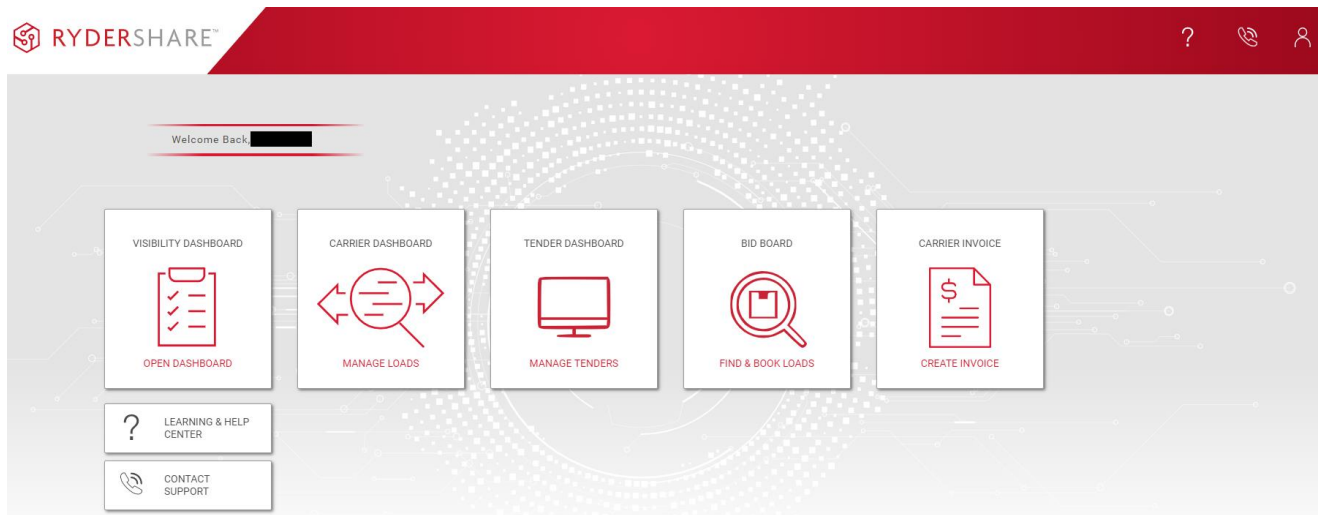
Once your account **is activated**, navigate to <https://www.rydershare.com/home> and login with the username and password created during the account setup process.

**\*\*Please note:** When logging in for the first time Terms of Use must be reviewed and accepted



## RyderShare Dashboard

A **widget dashboard** that provides access points to the different Ryder tools.



**Visibility Dashboard:** Provides a quick view and direct access to view load events that require action and the current status of tenders.

**Carrier Dashboard:** Update open loads, schedule appointments, and add events.

**Tender Dashboard:** View and action tenders.

**Bid Board:** Spot bid board utilized for auctions (Trucker Tools). If access is needed to this tool, contact the Ryder Command & Control Team your transportation company supports.

**Carrier Invoice:** View and submit freight bill invoices.

*\*\*Visibility Dashboard, Carrier Dashboard & Tender Dashboard are accessible and navigable within one tool – Ryder Control Tower.*

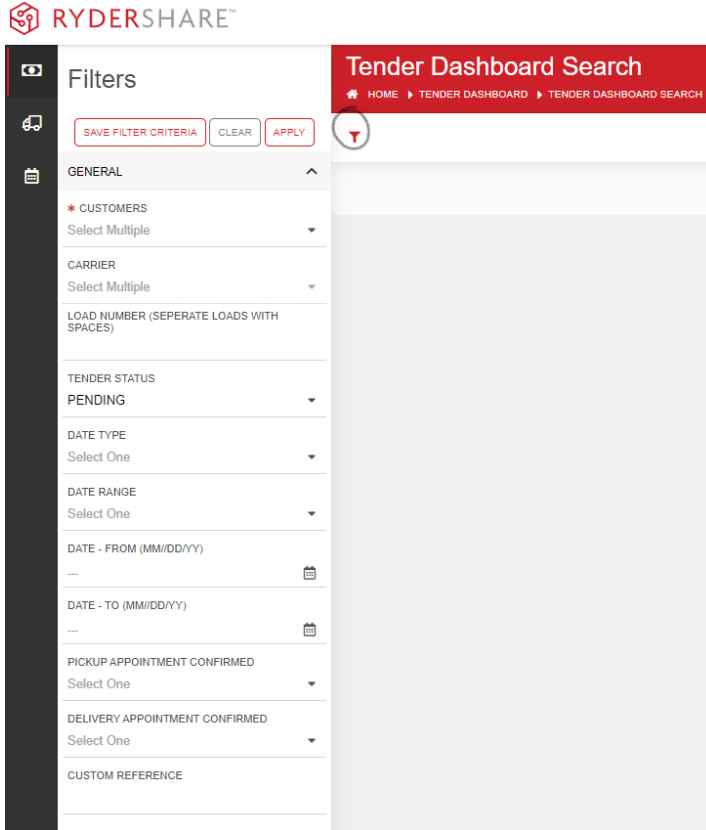
## Tender Dashboard

### Accepting & Rejecting a Tender

When a new load is tendered, you will receive an email notification that a load is waiting to be accepted or rejected.

You will have 60 minutes (time may vary depending on account) to accept or reject the tender. The Tender Dashboard is where you will go to action your tenders.

Tenders will display in the dashboard based on what filters are applied. First step is to access the filter menu.



\*\*When first accessing the Tender Dashboard, certain fields will be automatically selected:

- **Customers:** Lists all the customers your transportation company supports.
- **Carrier:** Transportation company name & SCAC will display which is based on the information entered during registration.
- **Tender Status:** Pending

**Filters** can be changed and applied when looking for different tenders. Additionally, filter criteria can be saved for visibility of specific tenders allowing for quick action on certain routes.



In order to **accept or reject tenders**, select the tender(s) by clicking in the **Select** box for each chosen tender or click **Select All** to choose all tenders. Once selected, accept the tenders by clicking on the **Accept Selected** button. Or **Reject Selected** to reject the tenders.

*\*\*Multiple tenders can be selected and actioned at one time.*

SELECT	CUSTOMER	LOAD#	STATUS	CARRIER SCAC	PAG	SERVICE CODE	EQUIPMENT	ORIGIN CITY/ STATE	DEST CITY/ STATE	NO. OF STOPS	DISTANCE	PIECE/PALLETS	WEIGHT	LOAD COST	TENDER EXPIRATION DATE	PICKUP DATE (TIME+APPT)	DELIVERY DATE (TIME+APPT)	ACTION
<input type="checkbox"/>	ARC	<a href="#">67644961</a>	PENDING	PRIME	TL	Dry Van	DAINGERFIELD / TX	COON RAPIDS / MN	2	961	1	41,573.00	2,556.26	10/14/2022 07:00 AM	10/14/2022	10/15/2022		
<input type="checkbox"/>	ARC	<a href="#">67644896</a>	PENDING	PRIME	TL	Dry Van	DAINGERFIELD / TX	VIRGINIA / MN	2	1131	1	43,544.00	3,121.56	10/14/2022 11:53 AM	10/14/2022	10/16/2022		
<input type="checkbox"/>	ARC	<a href="#">67644708</a>	PENDING	PRIME	TL	Dry Van	DAINGERFIELD / TX	SCOTTSBUFF / NE	2	1006	1	41,914.00	3,279.56	10/14/2022 03:40 PM	10/14/2022	10/16/2022		

*\*\*If a tender you wish to action has expired, **do not** accept. Reach out to the Command & Control team for the account to check availability.*

### Viewing & Printing Tender Details

**Load details** can be viewed prior to actioning the tender by clicking on the load number.

SELECT	CUSTOMER	LOAD#	STATUS	CARRIER SCAC	PAG
<input type="checkbox"/>	ARC	<a href="#">67644961</a>	PENDING	PRIME	
<input type="checkbox"/>	ARC	<a href="#">67644896</a>	PENDING	PRIME	
<input type="checkbox"/>	ARC	<a href="#">67644708</a>	PENDING	PRIME	



In the **Load Details Screen**, multiple tabs will be available to view. Be sure to review the below tabs:

- **Summary** – Includes general load details, i.e. origin/destination information, pickup/delivery details, dimensions & notes
- **Shipments** – Shipment number/details
- **References** – All load reference numbers
- **Transaction History** – Event history of the load

The screenshot shows the 'Load Details' interface for ARC: 67644961. It features a navigation bar with tabs: SUMMARY, SHIPMENTS, JOURNEY, REFERENCES, ATTRIBUTES, EVENTS, TRANSACTION HISTORY, DOCUMENTS, and NOTES. The 'Tracking' section shows a 'Truckload' with columns for CARRIER, ACTUAL CARRIER, SERVICE, and CARRIER TRACKING/PRO NUMBER. Below this, the 'Origin' and 'Destination' details are displayed in two columns.

Origin		Destination	
RDFTX		504391000-1	
NAME	ADDRESS 1	NAME	ADDRESS 1
ATLAS ROOFING	1100 GEORGIA PACIFIC DRIVE	MENARDS 3028	3045 MAIN STREET
ADDRESS 2	TIMEZONE	ADDRESS 2	TIMEZONE
---	CT	---	CT
CITY	STATE/PROVINCE	CITY	STATE/PROVINCE
DAINGERFIELD	TX	COON RAPIDS	MN
POSTAL CODE	COUNTRY	POSTAL CODE	COUNTRY
75638	USA	55448	USA
ORIGIN CONTACT		DESTINATION CONTACT	
---		SHIPPING CONTACT	
PHONE NUMBER	EMAIL	PHONE NUMBER	EMAIL
---	---	877-438-0997	---

If you wish to **print** the tender details for any accepted tender, then first access the filter menu and change the **Tender Status** field **from** Pending **to** Accepted. Once the accepted tenders are displayed, select the specific tender(s) then click on 'Print Selected BOL' to print the BOL or 'Print Selected Tender' to print the tender information.

The screenshot shows the 'Tender Dashboard Search' interface. At the top, there are navigation links: HOME, TENDER DASHBOARD, and TENDER DASHBOARD SEARCH. On the right, there are action buttons: DOWNLOAD, PRINT SELECTED BOL, PRINT SELECTED TENDER, and EMAIL SELECTED DOCUMENTS. Below the navigation bar, there is a search filter menu and a table of search results. The table has columns for SELECT, CUSTOMER, LOAD#, STATUS, CARRIER, PRG, SERVICE, EQUIPMENT, ORIGIN CITY/STATE, DEST CITY/STATE, NO. OF STOPS, DISTANCE, PICES/PALLETS, WEIGHT, LOAD COST, TENDER EXPIRATION DATE, PICKUP DATE (TIME-APPT), and DELIVERY DATE (TIME-APPT). The first row of data is highlighted with a red box, and two arrows point from the 'PRINT SELECTED BOL' and 'PRINT SELECTED TENDER' buttons to the first row of the table.

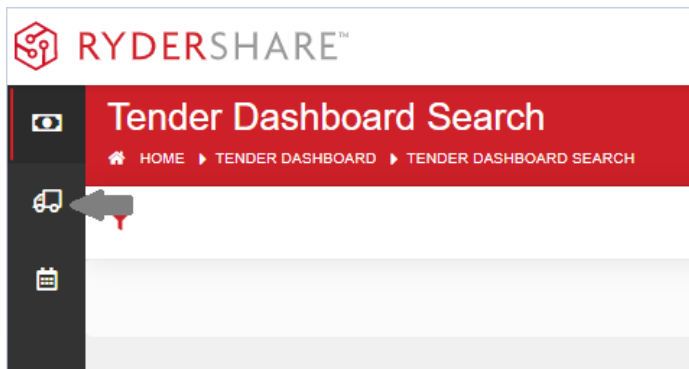
SELECT	CUSTOMER	LOAD#	STATUS	CARRIER	PRG	SERVICE	EQUIPMENT	ORIGIN CITY/STATE	DEST CITY/STATE	NO. OF STOPS	DISTANCE	PICES/PALLETS	WEIGHT	LOAD COST	TENDER EXPIRATION DATE	PICKUP DATE (TIME-APPT)	DELIVERY DATE (TIME-APPT)
<input type="checkbox"/>	ARC	71094911	ACCEPTED	HVLO	PRIME	TL	FT48 (Flatbed)	FRANKLIN / ...	MERRILLVIL...	2	251	1	42,537.00	752.01	03/21/2023 10:20 AM	03/23/2023	03/23/2023
<input type="checkbox"/>	ARC	71094937	ACCEPTED	NBLH	PRIME	TL	Dry Van	FRANKLIN / ...	KENOSHA / WI	2	360	1	42,028.00	1,011.60	03/21/2023 10:20 AM	03/23/2023 01:00 PM	03/24/2023 09:00 PM
<input type="checkbox"/>	ARC	71094982	ACCEPTED	NBLH	PRIME	TL	Dry Van	FRANKLIN / ...	BARABOO / WI	2	483	1	43,990.00	1,284.78	03/21/2023 10:20 AM	03/23/2023	03/24/2023
<input type="checkbox"/>	ARC	71094910	ACCEPTED	FZMK	PRIME	TL	Dry Van	FRANKLIN / ...	OWENSBOR...	2	250	1	44,636.00	781.24	03/21/2023 10:20 AM	03/23/2023	03/23/2023

## Carrier Dashboard

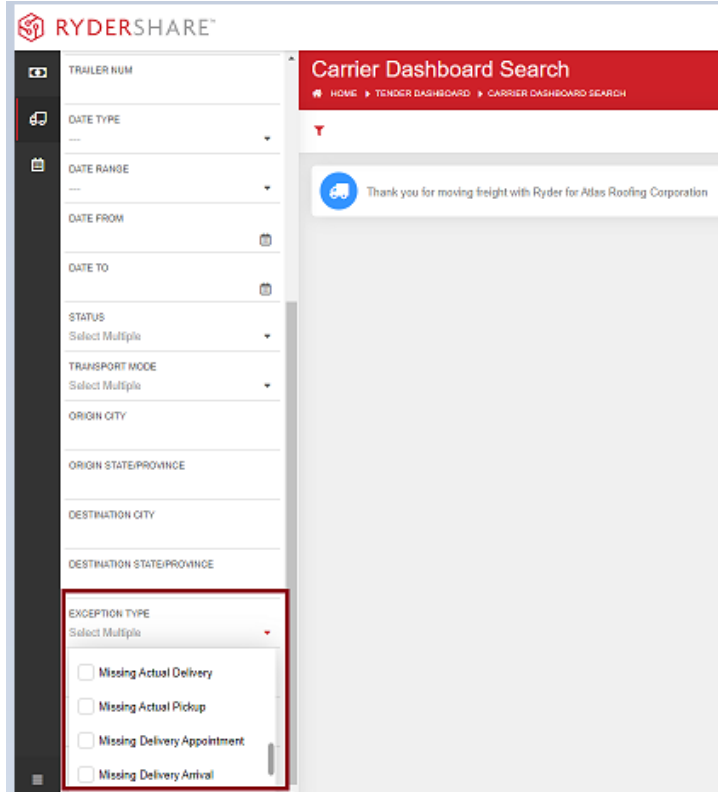
### Updating a Load

Within the Carrier Dashboard you can enter Appointments, Actual Arrival & Actual Departure for each stop and add Events.

Click on the **truck image** located in the left-hand black bar to navigate to the Carrier Dashboard.



Be sure to select and apply the filters for what loads are wished to be viewed. As an example, if you wish to view loads that are missing specific event updates, then select from the Exception Type field.



If a filter from the **Exception Type** field is applied, the loads displayed will highlight in red which events are missing updates. As noted in the below example:

CARRIER TRACKING/PRO NUMBER	TRAILER #	OPERATED BY	CUST REF	ADDRESS	ORIGINAL SCHEDULED ARRIVE DATE	SCHEDULED ARRIVE DATE	APPOINTMENT DATE	APPOINTMENT #	ACTUAL ARRIVE DATE	ACTUAL DEPART DATE	ETA	REASON CODE
ABC: 66512214			4302201789	Pickup SAVANNAH, GA	09/22/2022	09/22/2022	10/06/22 08:00	66512214-1	mm/dd/yy hh:mm	mm/dd/yy hh:mm	mm/dd/yy hh:mm	Shipper
				Delivery JACKSONVILLE, FL	09/22/2022	09/22/2022	10/06/2022 12:30	901399	mm/dd/yy hh:mm	mm/dd/yy hh:mm	mm/dd/yy hh:mm	Weather

There are **6 required load events** that must be updated (may vary depending on the account). *Check the account specific instructions to determine which events are required and the time frame for when the updates are due.*

	PICK UP EVENTS (Loading)			DELIVERY EVENTS (Unloading)		
CODES	AA-Pick Up Appointment	X3-Arrived at Pick Up Location	AF- Carrier Departed Pick Up Location	AB- Delivery Appointment	X1- Arrived at Delivery Location	D1- Completed Unloading at Delivery Location

It is **important** to add required events in a **chronological order**. Please note the importance of updating the departure from delivery location. **All loads must show as completed in RCT with the Completed Unloading at Delivery Location (D1) event in order for the freight bill to eligible for payment.** This is including stop offs, all stop offs must have the D1 to show as completed. To avoid a delay in the billing process, verify that all loads are completed with the D1 prior to invoicing.

CARRIER TRACKING/PRO NUMBER	TRAILER #	OPERATED BY	ATLAS LOAD ID NUMBER	ADDRESS	ORIGINAL SCHEDULED ARRIVE DATE	SCHEDULED ARRIVE DATE	APPOINTMENT DATE	APPOINTMENT #	ACTUAL ARRIVE DATE	ACTUAL DEPART DATE	ETA	REASON CODE
ARC: 67538642			000930093	Pickup MERIDIAN, MS	10/13/2022	10/13/2022	Dock Scheduler		mm/dd/yy hh:mm	mm/dd/yy hh:mm	mm/dd/yy hh:mm	
				Delivery BETHEL HEIGHTS, AR	10/14/2022	10/14/2022	Non-Dock Appt		mm/dd/yy hh:mm	mm/dd/yy hh:mm	mm/dd/yy hh:mm	

## Appointment Date Column

**\*\*Two Options**

### 1. Dock Scheduler

See the pickup location under the appointment date column in the above example.

Some customer locations utilize Dock Scheduler to schedule appointments. This means you can schedule your appointments directly in the Carrier Dashboard. Those locations will say **Dock Scheduler** in the Appointment Date column. Click the calendar icon. In the pop-up box use the dropdown menus to select from available dates and times. Click **Schedule**.

**Appointment** [X]

APPOINTMENT TYPE: [Dropdown] DATE: [Calendar]

TIME: [Dropdown] REASON: [Dropdown]

OPERATED BY: [Text] TRAILER #: [Text]

**A reason must be selected if re-scheduling an appointment**

\*\* If you receive any error message while trying to schedule the appointment, then you will need to reach out to the Ryder Command & Control team for the account to get an appointment scheduled.

## 2. Non-Dock Appointment

See the delivery location under the appointment date column in the above example.

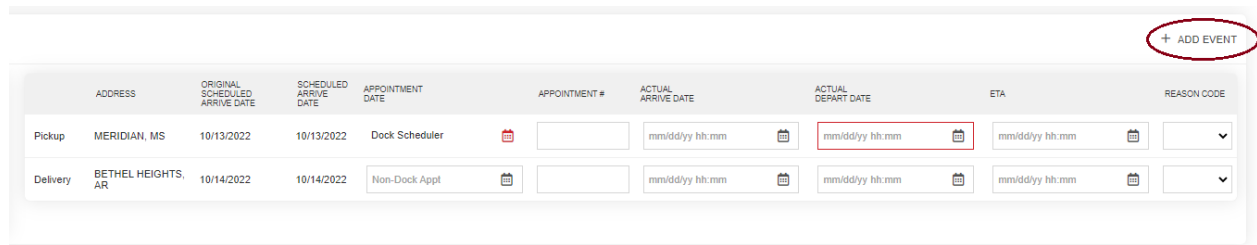
Follow the account specific instructions for scheduling appointments. Either utilizing a third party scheduling tool or contact the location directly. Once scheduled, populate the appointment date and time on the dashboard. Click into the field to access the pop-up calendar. Select the appointment date & time (military time). Click the **Save** button located in the top right corner.

## Actual Arrive & Actual Depart Columns

When the driver arrives or departs a location you will need to update the actual arrival/departure. Click into the field to access the pop-up calendar. Select the appropriate date & time (military time). **If the driver was late or delayed in arriving, then a reason will be required. Select the applicable reason from the Reason dropdown menu.** Click the **Save** button located in the top right corner to submit the actuals.

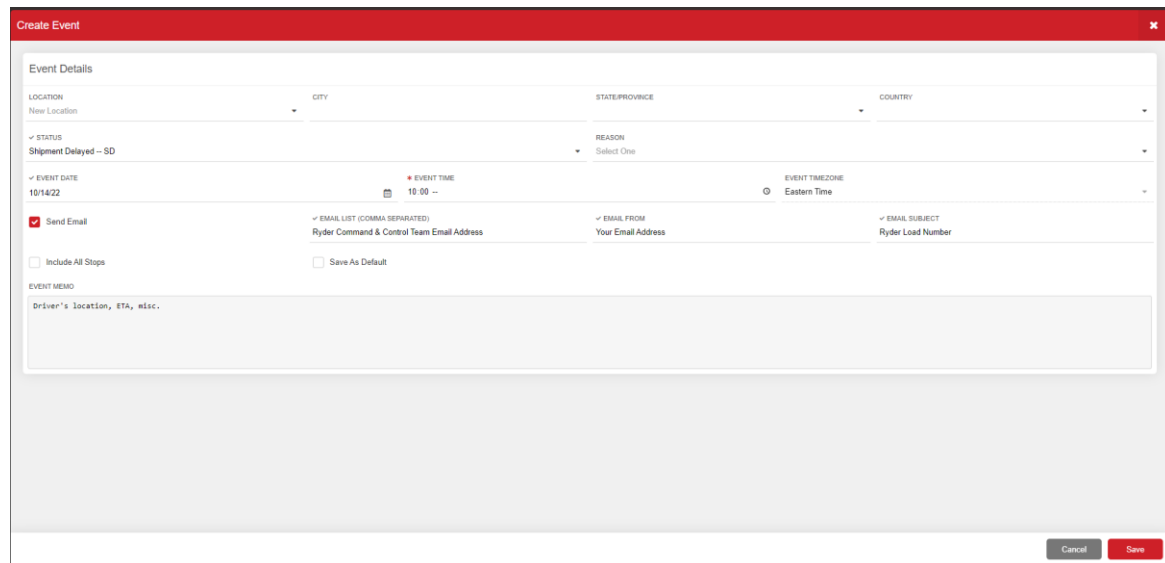
## Adding Events

Any time a driver is late/delayed, a Shipment Delay (SD) event must be added. Click **Add Event** to add a new event.



	ADDRESS	ORIGINAL SCHEDULED ARRIVE DATE	SCHEDULED ARRIVE DATE	APPOINTMENT DATE	APPOINTMENT #	ACTUAL ARRIVE DATE	ACTUAL DEPART DATE	ETA	REASON CODE
Pickup	MERIDIAN, MS	10/13/2022	10/13/2022	Dock Scheduler		mm/dd/yy hh:mm	mm/dd/yy hh:mm	mm/dd/yy hh:mm	
Delivery	BETHEL HEIGHTS, AR	10/14/2022	10/14/2022	Non-Dock Appt		mm/dd/yy hh:mm	mm/dd/yy hh:mm	mm/dd/yy hh:mm	

In the Create Event window, enter the location information. Select **Shipment Delayed – SD** in the *Status* field. Select the **Reason** why the driver was late, then the date & time associated with the late arrival/departure. **\*\*Normal Status is not a valid reason for a shipment delay.**



**Create Event**

**Event Details**

LOCATION: New Location | CITY: | STATE/PROVINCE: | COUNTRY: |

STATUS:  Shipment Delayed – SD | REASON: Select One

EVENT DATE: 10/14/22 | EVENT TIME: 10:00 -- | EVENT TIMEZONE: Eastern Time

Send Email | EMAIL LIST (COMMA SEPARATED): Ryder Command & Control Team Email Address | EMAIL FROM: Your Email Address | EMAIL SUBJECT: Ryder Load Number

Include All Stops |  Save As Default

EVENT MEMO: Driver's location, ETA, misc.

Cancel Save

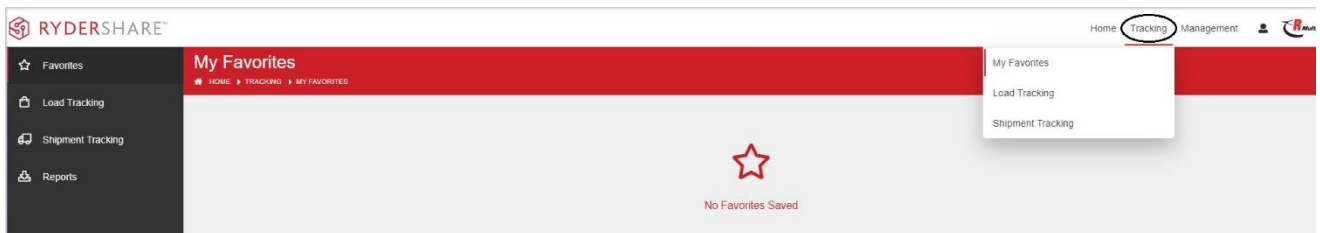
Ryder's Command & Control Team **must** be notified within 1 hour (time may vary depending on account) of any delay. Check "Send Email" box. In "Email List" enter the email address for the Ryder Command & Control team that supports that particular account. Enter the senders email address and the Email Subject should be the load number. A shipment delay must also include a memo – driver's location, ETA, details and etc. Click "Save". You have now updated the load and sent an email as notification of the Shipment Delay.

## Load & Shipment Tracking

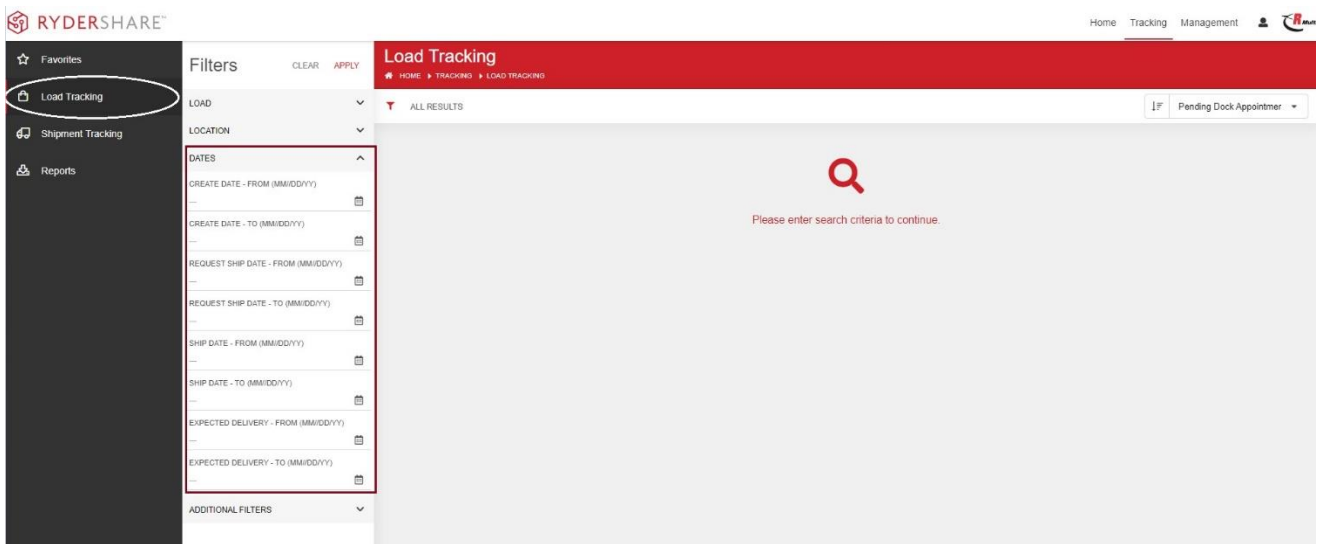
Visibility of load & shipment tracking and option to favorite specific loads for direct access and capability to create reports for optimal tracking.

### Load Tracking

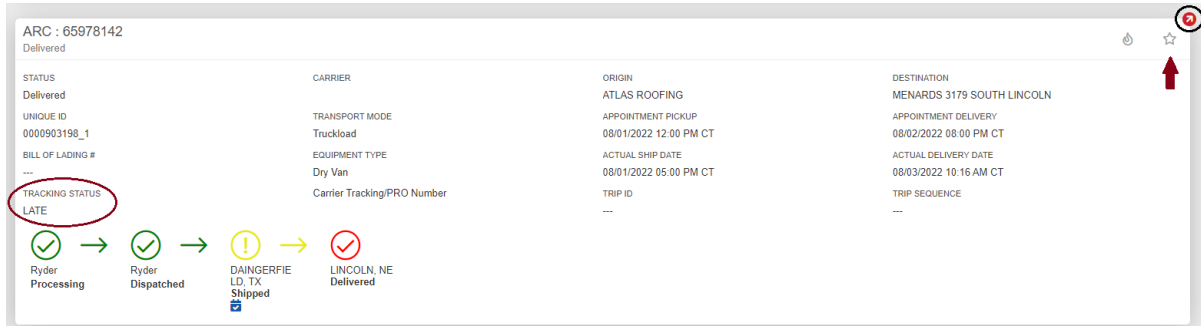
Click on **Tracking**, then select **Load Tracking** in the drop down.



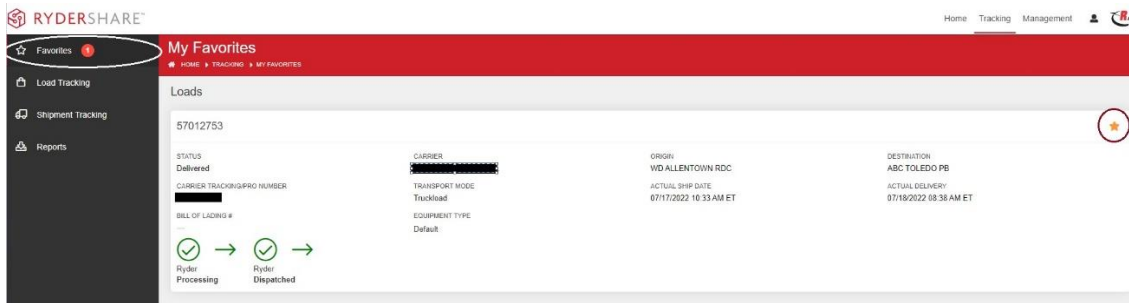
Filter menu will automatically display. Select fields for which loads you wish to display. Make sure a date range is selected, as no results will display without specific dates.



**Each step** in the load's progress will be displayed as well as the current tracking status. Load details can be accessed by clicking on the red up arrow located in the top right corner of the load.

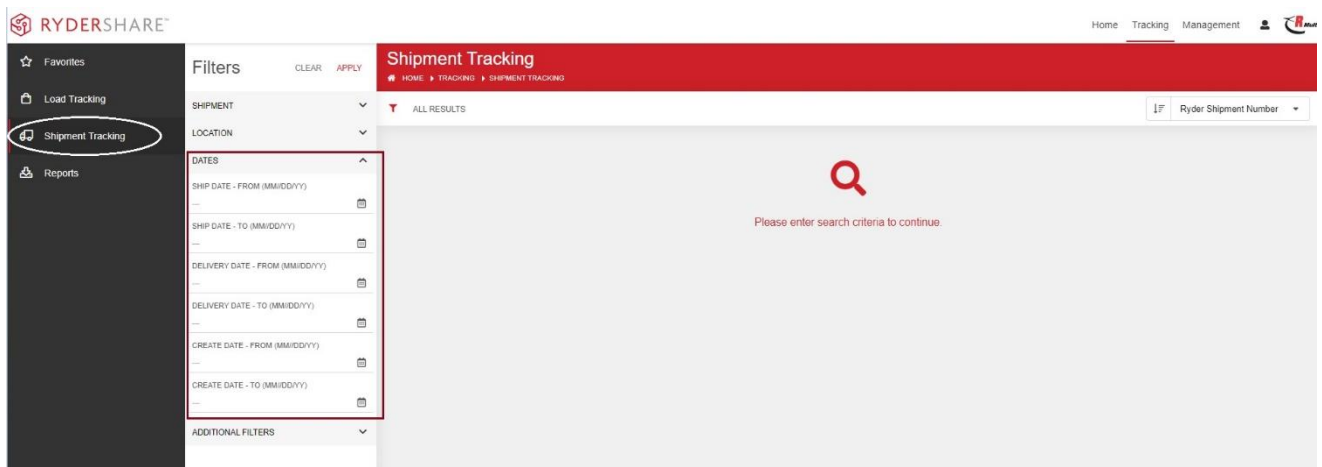


**Any load** can be favorited by clicking on the star icon in the right corner. Once favorited, the load will be added to **My Favorites**.



## Shipment Tracking

Click on the truck icon in the left side black bar. Select fields for which shipments you wish to display. Make sure a date range is selected, as no results will display without specific dates.



Tracking status and associated load number will be included in the shipment details. **Any shipment** can be favorited as well by clicking on the star icon in the right corner. Once favorited, the shipment will be added to **My Favorites**.

STATUS	CARRIER	ORIGIN	DESTINATION
Delivered		ATLAS ROOFING	MENARDS 3337
Carrier Tracking/PRO Number	TRANSPORT MODE	APPOINTMENT PICKUP	APPOINTMENT DELIVERY
	Truckload	09/02/2022 12:00 PM ET	09/03/2022 08:00 PM ET
LOGISTICS GROUP	FREIGHT CLASS	ACTUAL SHIP DATE	ACTUAL DELIVERY DATE
ARC1	---	09/02/2022 12:15 PM ET	09/02/2022 02:56 PM ET
DIVISION	URGENT	BILL OF LADING #	TRACKING STATUS
ARC1	No	66673538	On Time

Progress Bar: Ryder Processing → Ryder Dispatched → FRANKLIN, OH Shipped → INDIANAPOLI S, IN Delivered

## Reports

Click **Reports** in the left side black bar. Select the report type for which report you want to create. i.e. Inbound Receiving, Missed Delivery Report.

RYDERSHARE™

Home Orders Tracking S

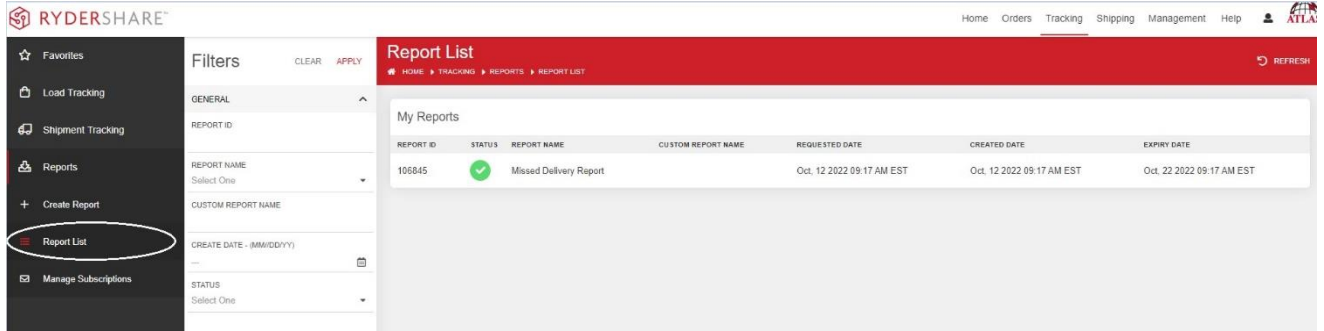
Create Report

HOME > TRACKING > REPORTS > CREATE REPORT

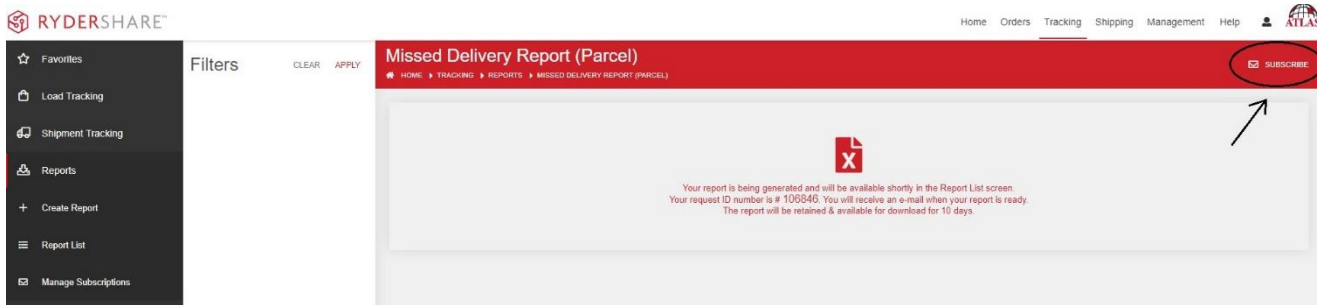
Select Report Type

- Inbound Receiving
- PSA Activity
- PO Tracking
- SO Tracking
- Shipment Exceptions Report
- Shipment Detail

Choose **filter criteria** and select **Apply**. The report will populate in Report List and be available for download for up to 10 days.



**Created reports** can be subscribed to by selecting the **Subscribe** button in the top right corner.  
 \*\*Setting up a subscription indicates the report will be emailed out on a daily basis.



**Subscriptions** can be managed in **Manage Subscriptions**. Reports can be unsubscribed to by selecting **Unsubscribe**.

