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Hello All,

In alignment with Ryder's initiative to be **Ever Better**, Ryder has invested in an automated solution for improving and streamlining our Accounts Payable processes. We would like to share with you the changes to the order and invoice process.

Beginning October 17, 2016, 2 major changes will be made to the way we send and receive all shop purchase orders and invoices.

1. All Purchase Orders will now route to the **Ariba Network**. If you already have an Ariba account, your purchase orders will be routed to your account inbox. If you do not have an Ariba account, you will be emailed a notification to access your order and to register for the **Ariba Network**.
2. **Invoices will no longer be sent to or processed by Ryder locations for payment. Ryder Shop Locations** will still need to receive a priced document in order to receive the goods or service in their system. However, **all invoices must be submitted electronically via the Ariba Network or through the new paper invoice process to be paid.** Please see attached guide for detailed instructions on both methods.

You can also go to <http://ryder.com/suppliers> for more information on how to invoice electronically and for more information regarding the new initiative.

We thank you in advance for your partnership with Ryder as we move to our automated process.

Thank you,

Invoice Automation Team
Ryder Shared Service Center
6000 Windward Parkway
Alpharetta, GA 30004



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