



Vehicle Purchase Order Discrepancies

If specification or pricing variances exist, please contact the Ryder Account Manager whose name and telephone number appear on the purchase order. Any changes to the PO require a revision to be submitted by the Account Manager. If you should require additional assistance with a purchase order or revision, please contact **Vehicle Purchasing** below:

Contact		Email
Procurement Specialist	Rafael Vera	rafael_vera@ryder.com
Procurement Coordinator	Alex Jurado	alex_jurado@ryder.com
Procurement Coordinator	Martha Avila	martha_avila@ryder.com
Procurement Coordinator	Mike Tanelus	mike_tanelus1@ryder.com
Procurement Coordinator	Alberto Gomez	alberto_gomez1@ryder.com

For escalation, please contact: Michelle Diz ([Michelle A Diz@ryder.com](mailto:Michelle_A_Diz@ryder.com)) ; 305-500-4562

Vehicle Invoicing & Registration Procedures

- The Ryder Location handles Vehicle Registration.
- **Invoice to Address** shown on the purchase order must match the Bill To information on your invoice.
- Please ensure to reference the purchase order (PO) number on the invoice.
- Mail the original Invoice & the Manufacturer Statement of Origin (MSO), if applicable, to the **“Invoice To”** address shown on the purchase order.
- Please email a copy of the invoice to the Vehicle Administration group for processing and payment:
 - Cristina Hijuelos (chijuelo@ryder.com)
 - Nardelys Perez ([Nardelys Perez@ryder.com](mailto:Nardelys_Perez@ryder.com))
- Our intention is to pay the invoices within terms. However, please be advised that **ANY** discrepancies between the purchase order and the invoice, will delay payment. The account manager needs to be contacted on any discrepancies. In order for Ryder to process payment, a revision to the purchase order(s) or a revised invoice needs to take place.
- **VERBAL PURCHASE ORDERS OR REVISIONS WILL NOT BE ACCEPTED**
- If you have any questions regarding the invoice payment process, you may contact:

Cristina Hijuelos	305-500-3956	chijuelo@ryder.com
Nardelys Perez	305-500-4491	Nardelys_Perez@ryder.com
Camille Henry	305-500-3553	Camille O Allen-Henry@ryder.com

New Suppliers with NO Relationship with Ryder

Ryder uses the terminology “vendor or supplier” for any person/company that provides goods or services and expects payment. Suppliers must register on our portal at the link below. **Standard payment terms are 30 days upon delivery of vehicle, components or products to specified address, unless agreed otherwise at the time of quotation or negotiation.**

New Supplier Setup Instructions:

To be setup as a **new Ryder supplier/vendor**, you must register on our [Supplier Portal](https://ryder.com/suppliers) (ryder.com/suppliers).

- Please review the [Supplier Registration Checklist](#) for step-by-step instruction.
- Please check IRS website for most current version of W-9 (copy required for registration).
- There are a series of questions that must still be answered after this step. If you do not answer these questions, your registration will not be processed.

After the registration process is complete, it will be routed to the supplier admin to review and approve.

- Once approved, please reference the supplier portal QRG for the next steps.
- The supplier and the Ryder contact will receive an email once the new supplier number is approved.
- Payments will be processed after services rendered

For questions concerning registration please contact Ryder via email @ IASupport@Ryder.com

*****IMPORTANT!! You MUST follow the above steps to receive any payments from Ryder *****