



EDGEWELL CARRIER BILLING INSTRUCTIONS

July 1, 2015

In an effort to streamline the Edgewell freight pay process and pay our carrier base in a timely manner, please review and comply with the following billing procedures:

All line items must be separately listed on invoice:

Line haul
Fuel
Accessorial

Electronic Billing (EDI):

- PREPAID invoices only.
- Invoice with terms of 3rd party billing to: Commercial Traffic Company
PO Box 30382
Cleveland, OH 44130
- See list of EDI locations (Exhibit A below). Shipments originating from the locations listed are EDI billing eligible.

Hardcopy Billing:

- Collect terms—requires invoice, BOL, and delivery receipt.
- Returns—requires invoice, BOL, delivery receipt.
- Rejected EDI billings—requires invoice and BOL.
- Balance Due billings—require original invoice number, BOL if prepaid, delivery receipt, approval for accessorial if applicable, reweigh certificates if applicable.
- Mail hardcopy invoices to 3rd party billing to: Commercial Traffic Company
Attn: Team 11
PO Box 30382
Cleveland, OH 44130
- Invoices that are not acceptable EDI billing can be emailed to enrinvoices@ctlogistics.com or mailed to above address. Emailed invoices must be sent in PDF format with backup following the invoice. Multiple invoices can be sent as one PDF provided that each invoice is followed by backup for that invoice.
- In addition, in lieu of mailing hard copies, there is an option for FREE on-line billing. CT can provide set-up and training for this. Please contact CT @ team11@ctlogistics.com for further information.

Accessorial Charges:

TRUCKLOAD (TL)

- SEE EDGEWELL'S APPENDIX A - ACCESSORIALS

LESS THAN TRUCKLOAD (LTL)

- LTL carriers must bill accessorial <\$500 along with line haul charges. If billed separately, the invoice will be rejected unless accompanied by the appropriate proof (lumper receipts, proof of time in/out, detention charges, etc.) Charges >\$500 require Edgewell email approval to be submitted with invoice and proof of service.

Miscellaneous Information:

- All invoice values must be reflective of signed agreements between Edgewell and the carrier.
- For Truckload, Edgewell uses P.C Miler V 25 Practical (effective 5/5/2014)
- Payment aging begins when CT receives the invoice and not from the invoice date.
- Invoices in a carrier's Web Resolution account (WEBRES) will be rejected out of the system once they have been in there for 45+ consecutive days.
- Payment will be rejected if CT receives the invoice 6 months (180 days) past the ship date.
- Payment Status inquiries can be found at <http://info.ctlogistics.com>. Go to Online Services Tab, click on CT Real Time Freight Inquiry, then enter SCAC code and invoice number(s).

Edgewell appreciates and values our relationships with our carriers and looks forward to our continued business partnerships.

If you have any questions, please contact:

Roya Trapani
Transportation Analyst
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Exhibit A

Edgewell Personal Care ASN/EDI Locations					Revised 3/17/15
Loc #	Loc Type	Name/Address	City/State/Zip	BOL Description (s)	Sample BOL # (s)
819	Packager	Thibiant International, Inc.	Chatsworth, CA 91311	10 digit alpha/numeric	MB00006913
822	Packager	Oralabs, Inc.	Parker, CO 80134	Carrier's pro #	Carrier's pro #
823	Packager	Visual Pac / 1909 Waukegan Road	Waukegan, IL 60085	7 digit numeric	2578583
840	Packager	KIK /1919 Superior Street	Elkhart, IN 46515	6 digit numeric	362161
843	Packager	KIK / 62 Belfield Road	Etobicoke, Ontario, Canada M9W 4J6	6 digit numeric	356857
848	Packager	Mentholatum / 707 Sterling Drive	Orchard Park, NY 14127	6 digit numeric	375507
851	Packager	Rocktern / 500 Frith Drive Bldg A	Ridgeway, VA 24148	12 digit numeric	516622077487
853	Packager	Span Packaging / 4611-A Dairy Drive	Greenville, SC 29607	4 digit numeric	1479
859	Packager	Angel Care / 3980 St. Amproise Street	Montreal, Quebec H4C2C7	5 digit numeric	14957
896	Packager	Formulated Solutions / 11775 Starkey Rd.	Largo, FL 33773	10 digit alpha/numeric	LP-12-00331
907	Packager	Impact Fulfillment Services / 1601 Anthony Rd.	Burlington, NC 27215	7 digit numeric	2578583
3318	Packager	Novatex / 1070 Faultless Drive	Asheland, OH 44805	8 digit numeric	83104898
3363	Packager	Harmony Systems / 1711 Commerce Dr.	Piqua, OH 45356	5 digit numeric	30530
5269	Packager	Pharmasol Corp / One Norfolk Avenue	South Easton, MA 02375	9 digit numeric	1579440-1
5270	Packager	Product Quest / 330 Carswell Avenue	Holly Hill, FL 32117	8 digit numeric	83104898
800	Plant	Schick / 10 Leighton Road	Milford, CT 06460	8 digit numeric	50283055
803	Plant	Energizer / Blvd Ing. Jorge Perez de la Pena y	Cuidad Obregon, Sonora, Mexico 85000	8 digit numeric	50283055
806	Plant	Playtex / 7101 Notre Dame East	Montreal QC Canada H1N 2G4	8 digit numeric	50283055
811	Plant	Schick / 351 Morgan Lane	West Haven, CT 06516	8 digit numeric	50283055
821	Plant	Exel / 2600 Enterprise Drive	Sturtevant, WI 53177	17 digit numeric	00465003545481803
833	Plant	Playtex / 185 Saulsbury Road	Dover, DE 19904	8 digit numeric	50283055
834	Plant	Playtex / 2501 Ross Street	Sidney, OH 45365	8 digit numeric	50283055
852	Plant	Hawaiian Tropic / 1190 N. US Highway 1	Ormond Beach, FL 32174	8 digit numeric	50283055
754	Warehouse	Exel / 12249 Holly Street, Bld. B	Riverside, CA 92509	7 or 17 digit numeric	2578583, 00398000025934627
755	Warehouse	United Whse / 823 East Holmes Road	Memphis, TN 38116	7 or 17 digit numeric	2578583, 00398000025934627
756	Warehouse	Exel / 996 Paragon Way	Rock Hill, SC 29730	7 or 17 digit numeric	2578583, 00398000025934627
802	Warehouse	Energizer / 2820 Media Drive	Knoxville, TN 37914	8 digit numeric	50283055
839	Warehouse	Hawaiian Tropic / 4564 36th Street	Orlando, FL 32811	8 digit numeric	50283055
Notes:					
-BOL numbers beginning with "X" must be invoiced hard copy.					
-Balance Dues must be invoiced hard copy.					
-Accessorials greater than \$400 (truckload) and \$500 (LTL) must be invoiced hard copy.					Changes from prior issue in red