



## PO Management Billing Instructions

**September 18, 2019**

To ensure proper processing and payment of Freight Forwarder/Broker invoices, please follow the below billing instructions:

1. Freight Forwarders/Brokers must submit a complete billing packet to:
  - A. [teamenergizer@ctlogistics.com](mailto:teamenergizer@ctlogistics.com)
2. Billing Packets MUST contain the following:
  - PO Management billing invoice for management services
  - BOL (SWB for ocean, AWB for air)
  - Commercial invoices
  - 7501 form (for imports only if duty, MPF or HMF is billed)
3. Once the original invoice has been paid and the POM has received and posted the check shown on their remittance, the POM may then submit corrected billings or credits. This does not have to apply for additional charges.
4. Payments must be applied only to those invoices on CT's check remittance. Any deviations must be corrected by the POM prior to any resubmission of billing packets.
5. Credit invoices (not referring to debit/credit memos supplied by Energizer) or corrected invoices cannot be uploaded via the POM's Web Resolution (WEBRES). Instead, the POM must supply the invoice number of the credit/correction and the date they emailed it to CT. This must be completed via WEBRES comments. CT will then process and pay the existing invoice. Credit and corrected billings will be processed according to the receipt date of the email submission.



6. Any submissions of credits/corrected billings or billings for additional charges, the POM must include the original invoice number either via email or preferably on the invoice.
7. Payment aging begins when CT receives the invoice and **NOT** from the invoice date.
8. Invoices in the POM's WEBRES will be rejected out of the system once they have been in there for 60+ consecutive days. Once rejected, the entire invoice packet will need to be re-submitted to CT. Prompt resolution of invoices in WEBRES will ensure on-time payment by CT.
9. Invoice status can be checked on Commercial Traffic's (CT) website by following the instructions below:
  - 1) Go to [www.ctlogistics.com](http://www.ctlogistics.com)
  - 2) Click on the "Web Tools" link
  - 3) Click on the "Bill Payment Information" link within the "Carriers" Section
  - 4) Choose what criteria you want to use to look up payment info.
    - a. Defaults to invoice number
    - b. Can select Check Number, Check Date, SID (BOL #), or Manifest
  - 5) Enter your SCAC code (there is a link to lookup your carrier code)
  - 6) Enter (or paste in) your invoice number(s). Do not use dashes, dots or any other symbols.
  - 7) Click on the Submit button.

The invoice status will show at the bottom of the screen. Click on the "Page Down" drop-down to view more than 10 lines at a time. You can export the data to Excel by clicking on the "Export to Excel" button at the far right. Data may also be exported to a PDF or CSV file.

**Once CT has confirmed via email that billing has been sent for scanning, please allow 7–10 business days for processing prior to checking website for bill status.**



10. Once received at CT, invoice packets take an average of 7–10 business days to scan and key into CT's system before they are visible on the website. Please do NOT re-submit invoice packets during this time.

11. CT Logistics Contact information:

Email - [teamenergizer@ctlogistics.com](mailto:teamenergizer@ctlogistics.com)

If you have any questions, please contact:

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