



## ENERGIZER CARRIER BILLING INSTRUCTIONS

February 25, 2019

In order to maintain a streamlined freight pay process for Energizer 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 3<sup>rd</sup> party billing to: Commercial Traffic Company  
PO Box 30382  
Cleveland, OH 44130
- See list of [EDI locations](#) at bottom of document. 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 3<sup>rd</sup> party billing to:  
Commercial Traffic Company  
Attn: Team 11  
PO Box 30382  
Cleveland, OH 44130
- Carriers able to send TIF files can request an FTP site from CT and drop their files onto the FTP site. This is the preferred method to submit non-EDI invoices. To request a login for an FTP site, please send e-mail to [edimgr@ctlogisitcs.com](mailto:edimgr@ctlogisitcs.com).
- Hardcopy invoices may be e-mailed to [enrinvoices@ctlogistics.com](mailto:enrinvoices@ctlogistics.com). Invoices and backup documents should be sent in one (1) pdf file (invoice, followed by backup, followed by next invoice, etc.).
- There is also an option for FREE on-line billing. CT can provide set-up and training for this. Please contact CT @ [team11@ctlogistics.com](mailto:team11@ctlogistics.com) for further information.

### **Accessorial Charges:**

#### **TRUCKLOAD (TL)**

- SEE ENERGIZER'S [APPENDIX A - ACCESSORIALS](#)

#### **LESS THAN TRUCKLOAD (LTL)**

- LTL carriers must bill accessorial <\$500 along with the 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 Energizer email approval to be submitted with invoice and proof of service.

**Miscellaneous Information:**

- All invoice values must be reflective of signed agreements between Energizer and the carrier.
- For Truckload, Energizer uses P.C Miler Current Version Practical.
- 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.
- For all carriers, 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>. Click on “WEB TOOLS” then in the Carriers section click on the “Bill Payment Information” link. Enter SCAC code and invoice number(s).

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

If you have any questions, please contact:

Marissa Putnam  
 TL Operations Manager  
 Energizer Holdings, Inc.  
 (314) 985-1811  
[Marissa.Putnam@energizer.com](mailto:Marissa.Putnam@energizer.com)

Robin Garcia  
 LTL Manager  
 Energizer Holdings, Inc.  
 (314) 985-1864  
[Robin.Garcia@energizer.com](mailto:Robin.Garcia@energizer.com)

<b>Energizer ASN/EDI Locations</b>					<b>Revised</b>
					<b>2/25/19</b>
<b>Loc #</b>	<b>Loc Type</b>	<b>Name/Address</b>	<b>City/State/Zip</b>	<b>BOL Description (s)</b>	<b>Sample BOL # (s)</b>
906	Packager	Pratt Industries / 41 Logistics Blvd.	Walton, KY 41094	8 digit numeric	50905024
NU01	Packager	Pratt Industries / 6550 Judge Adams Rd.	Whitsett, NC 27377	7 or 8 digit numeric	3861231, 50905024
930	Plant	Energizer / 419 Art Bryan Drive	Asheboro, NC 27203-3089	8 digit numeric	50905024
937	Plant	Energizer / 800 Albermarle Rd.	Asheboro, NC 27203	8 digit numeric	50905024
939	Plant	Energizer / 401 Gage St.	Bennington, VT 05201	7 or 8 digit numeric	3861231, 50905024
712	Warehouse	Exel / 874 Paragon Way	Rock Hill, SC 29730	7 digit numeric	3861231
754	Warehouse	Exel / 12249 Holly Street, Bld. B	Riverside, CA 92509	7 digit numeric	3861231
755	Warehouse	United Whse / 823 East Holmes Road	Memphis, TN 38116	7 digit numeric	3861231
918	Warehouse	Rich's Warehouse / 2008 Champagne Drive	Asheboro, NC 27203	8 digit numeric	50905024
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.					<b>Changes from prior issue in red</b>

**APPENDIX A - PRICING**  
**SECTION I - ACCESSORIALS**  
**Energizer Manufacturing, Inc.**

When Submitting an Invoice for Accessorial Charges Less than \$400, on the specific charges noted below, you do not need approval e-mail from Energizer. Send invoice with fuel, linehaul, accessorial charges all as separate line items.

For shipment invoices with Accessorial Charges Greater than \$400, approval must be submitted to Energizer via e-mail. ([Transportation@energizer.com](mailto:Transportation@energizer.com)).

Any other accessorial charges must be approved in advance by an Energizer Transportation department member.

Carrier must keep proof of accessorial charge for 6 months after the ship date. Energizer will randomly audit invoices quarterly and ask for proof. Failure to provide proof will result in termination of services with Energizer. Charges will be rejected if submitted more than 30 days after day of service.

<b>Accessorial Definition</b>	<b>Charge</b>	<b>Requires Pre-Approval</b>	<b>Requires E-mail Approval for Invoicing</b>
Cross Border Charge	Actual		Yes, if greater than \$400
Detention	\$60/Hour		Yes, if greater than \$400
Drop Service	Spot/Negotiated Rate		Yes, if greater than \$125
Expedited Charges	Spot/Negotiated Rate	X	Always
Intermodal Per Diem	\$35/Day		Yes, if greater than \$400
Layover	\$300/Day maximum		Always
Lumper	Actual		Yes, if greater than \$400
Misc. (Special Equipment)	Spot/Negotiated Rate		Yes, if greater than \$150
Lift Gate	Spot/Negotiated Rate		Yes, if greater than \$150
Out of Route Miles	Out-of-Route – Linehaul rate x OOR miles		Always
Peak Season	Spot/Negotiated Rate	X	Always
Protective Services (Temperature Control)	Spot/Negotiated Rate	X	Always
Reconsignment	1 stop-off charge plus OOR mileage charge	X	Yes, if greater than \$150
Spot Linehaul Rate	Spot/Negotiated Rate	X	Always
Storage	Spot/Negotiated Rate	X	Always
Team Service	Spot/Negotiated Rate	X	Always
Truck Ordered Not Used	\$200		Always
Unloading	Actual		Yes, if greater than \$400
Weekend Service	Spot/Negotiated Rate	X	Yes, if greater than \$200
Sort and Seg	Actual		Yes, if greater than \$200