

FOLLOW THIS CHECKLIST TO AVOID DELAYS IN PAYMENT



We know there's nothing more frustrating than waiting for payment on a load and not understanding why you haven't been paid yet. We prioritize paying our carriers in a timely manner - we want you to be paid as quickly as possible and in accordance with your agreed payment terms. To avoid any delays in payment, please follow the checklist below when billing for loads you've hauled for Trinity Logistics.

- If the rate confirmation states that "originals" are required, please do not fax or email us your documents. The originals must be provided by mail.
- If you are scanning or copying the POD, make sure it is a clear and legible copy. If it's not, please mail the POD directly to us at P.O. Box 1620, Seaford, DE, 19973.
- Did you receive a T-Chek for a lumper on this load? We'll need the receipt included with the invoice – otherwise, you might be short paid.
- Are there any scale tickets stated on the rate confirmation? If so, please send them with the invoice.
- Make sure to include the BOLs for all pickups and deliveries!
- Is the POD signed by the receiver? If it's a stamp, make sure it is dark enough to be legible for the customer.
- Please send the invoice and POD together. If they are sent separately, it may appear to us that pieces are missing, and this can delay your payment.
- Are you picking up at a job site with no BOL provided? Please call us at 1-(866)-TRINTY and we will send you a BOL for the load.
- Make sure to put the shipment number on the invoice and/or POD.
- For TRANSFLO, the load number must be included on each page.

HOW TO SEND US YOUR PAPERWORK

Choose the most appropriate option based on the checklist above.

- **EMAIL** to carrierinvoices@trinitylogistics.com
- **MAIL** to PO Box 1620, Seaford, DE 19973
- **FAX** to (302) 253-0361
- **SEND** using TRANSFLO (instructions on next page)

QUESTIONS? CALL 1-(866)-TRINITY

TRANSFLO INSTRUCTIONS



Using one of TRANSFLO's service options, you can send Trinity load documents, including your bills of lading, receipts, and invoice to help speed up your payments. Just follow these steps and you'll be back on the road in no time. Eliminate the time and cost of mailing and faxing your documents!
Trinity charges a \$2.50 fee for this service and it will be deducted from your final settlement.



INSTRUCTIONS FOR TRANSFLO EXPRESS® SCANNING FROM A PARTICIPATING TRUCKSTOP:

1. Visit a participating location, selected from the listed map of truckstops.
2. Perform the following check list before handing the fuel desk cashier your documents.
 - Clearly and legibly fill in the information at the bottom of our cover sheet labeled "Load Information".
 - Make sure all documents are face-up, with the writing on the top side.
 - Securely tape small receipts or documents to a regular sized sheet of paper. Materials are provided by the scanning clerk for your convenience.
 - Remove paper clips and staples from all documents.
 - Place our coversheet on top of your documents. You must use an original coversheet, no photocopies, to ensure proper submission to Trinity's Accounting Department. If you are unable to obtain a cover sheet, instruct the cashier to send them to Trinity Logistics, Inc.

• **SCAC CODE: TTFD**
3. Once the scanning clerk has processed your documents, they will be returned to you with a confirmation receipt stapled to the front page.
 - Review this receipt to ensure the date and page count is correct.
 - Make sure Trinity's SCAC CODE: TTFD was used in order to confirm they were sent to the right company.
4. View the images on **TRANSFLO's website**, click on "View Documents" in the top right corner. Enter the confirmation number from your receipt to view the scan as well as determine when the documents were delivered to Trinity. Images are kept online for 14 days.



A convenient, on-the-go scanning solution to use with your Android or iPhone. **Download the app** to get started.
Use the Recipient ID of TTFDV



Download TRANSFLO Now!
Software to your personal computer.
Use the FleetID of TTFD



Download **TRANSFLO \$Velocity®** for in-office use.

ONLINE CARRIER PORTAL



Are you set up with a login for the Trinity Logistics online carrier portal? Post your available equipment, view our available loads, and view your payment status – all in one place! Log in at www.trinityqe.com. If you don't have a login, give us a call at 1-(866)-TRINITY and we'll be happy to set you up.

