

Fleet Docs - Create Billing Files

Follow the menu path: FleetDocs>Billing Files>Create Billing File

1. Enter Load Information

2. Select Customer

3. Create Invoice
(click hyperlink)

4. Attach Supporting Documents

All documents sent to
(youremail)@FleetDocs.com or
via mobile submission will be located
in the Documents Tab.

(see image to the right)
-or-
Attach existing file(s) from your
computer.

5. Click Create Billing File

6. Click Complete

Documents Billing Files Assignment Schedules Settings

CREATE BILLING FILE

Complete required entries and assemble supporting documents to create the Billing file. Select COMPLETE when documents are ready for billing.

Company Name

Bill Type
Fleet One Factoring

Invoice #

Load #

Invoice Date

Invoice Amount

Debtor Information

SEARCH DEBTORS No Debtor Selected

Supporting Documents

Attach supporting documents to this billing file by clicking on the icon to the left of each line item.

| Priority | Doc Type | Date/Time CST | Load # | Trip # | File Name | Source Type |
|----------|----------|---------------|--------|--------|------------------------------|-------------|
| | | | | | Create Invoice from Template | |
| | Rate Con | | | | | |
| | BOL | | | | | |

Billing File

CREATE BILLING FILE FROM SUPPORTING DOCUMENTS

Attach External Billing File

Submit single invoice immediately to Fleet One Factoring

CANCEL SAVE COMPLETE

Documents

Select documents to view, edit or delete.

Company Name

Search on: All Search for: Status: All Documents

Results Per Page: 25 1 - 25 of 285 Results < 1 2 3 4 5 >

| Actions | Doc Type | Date/Time CST | Load # | Trip # | File Name | Email Subject Line | Source Type | Source | Status |
|-------------------------------------|----------|---------------------|----------|--------|----------------------------------------------|--------------------|-------------|--------|------------|
| <input checked="" type="checkbox"/> | BOL | 10/26/2016 10:35 AM | | | BOL_neel_102616_1035AM.pdf | | Mobile | neel | Unassigned |
| <input checked="" type="checkbox"/> | BOL | 10/26/2016 09:29 AM | | | BOL_neel_102616_0929AM.pdf | | Mobile | neel | Unassigned |
| <input checked="" type="checkbox"/> | BOL | 10/25/2016 03:41 PM | | | BOL_neel_102516_0341PM.pdf | | Mobile | neel | Unassigned |
| <input checked="" type="checkbox"/> | BOL | 10/24/2016 01:27 PM | aksonje | | BOL_aksonje_sturm_102416_0127PM.pdf | | Mobile | sturm | Rejected |
| <input checked="" type="checkbox"/> | Invoice | 10/18/2016 03:45 PM | aaa1 | | Invoice_aaa1_sturm_10_18_16_03_45_PM.pdf | | Upload | sturm | Assigned |
| <input checked="" type="checkbox"/> | Invoice | 10/18/2016 10:34 AM | aaa | | Invoice_aaa_sturm_10_18_16_10_34_AM.pdf | | Upload | sturm | Assigned |
| <input checked="" type="checkbox"/> | Rate Con | 10/14/2016 10:47 AM | 756574 | | 20161014104650Rate con test 756574.pdf | | Upload | sturm | Complete |
| <input checked="" type="checkbox"/> | Invoice | 10/14/2016 10:45 AM | 756574 | | Invoice_756574_sturm_10_14_16_10_45_AM.pdf | | Upload | sturm | Complete |
| <input checked="" type="checkbox"/> | Invoice | 10/13/2016 11:28 AM | zzz | | Invoice_zzz_sturm_10_13_16_11_28_AM.pdf | | Upload | sturm | Complete |
| <input checked="" type="checkbox"/> | Invoice | 10/12/2016 12:42 PM | eyuth | | Invoice_eyuth_sturm_101216_1242PM.pdf | | Mobile | sturm | Assigned |
| <input checked="" type="checkbox"/> | Invoice | 10/12/2016 12:33 PM | xyz | | Invoice_xyz_sturm_10_12_16_12_33_PM.pdf | | Upload | sturm | Assigned |
| <input checked="" type="checkbox"/> | Invoice | 10/11/2016 11:07 AM | 13213454 | | Invoice_13213454_sturm_10_11_16_11_07_AM.pdf | | Upload | sturm | Billed |

Fleet Docs - Create Assignment Schedule

Follow the menu path: FleetDocs>Billing Files>Create Assignment Schedule

1. Choose Billing Files ready for funding.

| Actions | Date | Load # | Debtor # | File Name # | Amount \$ | Invoice # |
|-------------------------------------|------------|-----------|-------------------------------|---------------------------------------------------------------|-------------|------------|
| <input checked="" type="checkbox"/> | 10/14/2016 | 756574 | COVE LOGISTICS LLC | Billing_File_756574_COVE_LOGISTICS_LL_756574.pdf | \$ 1500.00 | 756574 |
| <input checked="" type="checkbox"/> | 9/30/2016 | xyz123 | TQL (TOTAL QUALITY LOGISTICS) | Billing_File_xyz123_TQL(TOTAL_QUALITY_LOGISTICS)_xyz123_1.pdf | \$ 100.00 | xyz123 |
| <input checked="" type="checkbox"/> | 9/12/2016 | 3874681 | TQL (TOTAL QUALITY LOGISTICS) | Billing_File_3874681_TQL(TOTAL_QUALITY_LOGISTICS)_12_1.pdf | \$ 1200.00 | 12 |
| <input checked="" type="checkbox"/> | 9/07/2016 | 325 | CULLEN M SHARP | Billing_File_325_CULLEN_M_SHARP_325.pdf | \$ 1200.00 | 325 |
| <input checked="" type="checkbox"/> | 9/01/2016 | 22222 | TQL (TOTAL QUALITY LOGISTICS) | Billing_File_22222_TQL(TOTAL_QUALITY_LOGISTICS)_2222.pdf | \$ 400.00 | 2222 |
| <input checked="" type="checkbox"/> | 8/24/2016 | 881773748 | SHERMAR BROKERAGE, INC | Billing_File_881773748_SHERMAR_BROKERAGE_3858935939.pdf | \$ 1200.00 | 3858935939 |
| <input checked="" type="checkbox"/> | 8/23/2016 | 1492aa | 1ST COAST CARDO | 20160823133858TEST 1039.pdf | \$ 500.00 | 1039 |
| <input checked="" type="checkbox"/> | 8/22/2016 | xyz2 | CH ROBINSON | Billing_File_xyz2_CH_ROBINSON_xyz2.pdf | \$ 1000.00 | xyz2 |
| <input checked="" type="checkbox"/> | 8/02/2016 | 123454235 | HELP LOGISTICS INC | Billing_File_123454235_HELP_LOGISTICS_INC_45265625.pdf | \$ 43234.00 | 45265625 |

TOTAL: \$ 50334.00
TOTAL OF SELECTED BILLING FILES: \$ 1500.00

2. Create Assignment Schedule

1. Select Funding Accounts

2. Total Invoice Amount (For Schedule)

3. Click Electronic Signature

4. Submit