LP Invoice Preparation



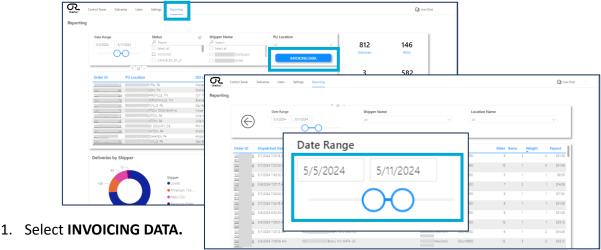
Quick Reference Guide

PURPOSE:

The following provides instructions on how to run the invoice data report in ORD and use it to create invoices in the correct format to ensure prompt and accurate processing.

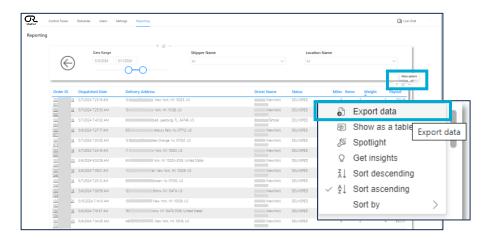
CREATING THE INVOICING DATA REPORT

In OneRail Driver, go to Reporting tab:



- 2. Select the Date Range.
 - Use the previous Sunday through Saturday date range.

EXPORT THE DATA



- 3. Select the three dots (•••) above **Payout** for more options.
- 4. Select Export data.

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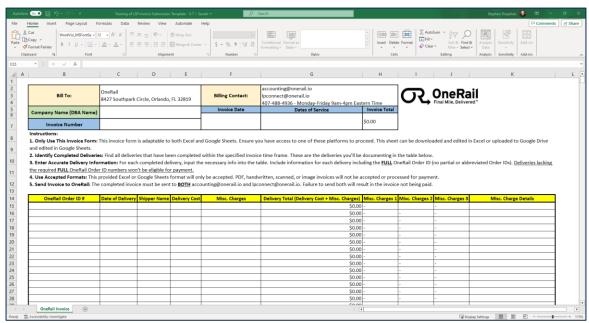
Quick Reference Guide

PURPOSE:

The following provides instructions on completion and submission of your accurate invoice to ensure correct and prompt payment. The *LSP Invoice Submission Template* can be opened in Excel or Google Sheets. Only invoices submitted in this template will be processed.

CREATE YOUR INVOICE

Only use the *LSP Invoice Submission Template* to create invoice.



- 1. Enter Company Name, Invoice Number (this is new each invoice), Invoice Date, and Dates of Service (Date Range).
- 2. Open exported **INVOICING DATA** report in Excel or Google Sheets.
- 3. Transfer appropriate data into the LSP Invoice Template. Only use the LSP Invoice Template to submit invoice.
- 4. Identify completed deliveries.
 - NOTE: Billable items have the following Status in the Invoicing Data Report—Delivered, Cancelled by OneRail & Cancelled by Shipper with a DRIVER NAME ASSIGNED and Arrived for Pickup.
- 4. Complete information, including any *Misc. Charges* cost, the *Misc. Charges* # category from the drop down and *Misc. Charges Details* as needed.
- 5. Verify all information.
- 6. Send Invoice to BOTH accounting@onerail.io & lpconnect@onerail.io.