# Freight Audit & Pay View, Verify, Dispute & Approve



## **PURPOSE:**

OmniPoint Freight Audit and Pay is your simple way to view, verify, dispute and approve your invoices.

Invoices are posted on Monday for the previous week's deliveries.

### TO VIEW INVOICES:

- 1. Login.
- 2. Invoices page displays all active invoices and their Status.
- 3. Open invoice by selecting the *Invoice Number*.
- 4. Review all deliveries.
  - If deliveries are correct, there is nothing to do. Continue to COMPLETE INVOICE SUBMISSION.
  - If incorrect, begin a Dispute on the delivery.

#### TO DISPUTE A DELIVERY:

- 1. Select **Dispute** next to the delivery in question.
- 2. Select the Dispute Type
  - Base Rate, Accessorial, Item-Specific, Fuel, Miles, Tolls, Total Cost, Missing Delivery
- 3. Enter Dispute Amount.
  - Enter the total amount missing from the initial delivery payout listed
- 4. Enter Dispute Description.
  - Enter as many details as needed.
- 5. Upload File and/or images as needed.
- 6. Select Submit.

OneRail's Audit team receives the dispute, investigates it and awards or declines them as needed.

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#### **VIEW STATUS OF DISPUTE**

- 1. Go to Disputes Page.
- 2. Status of the Deliveries are listed under Status:
  - Open = under investigation
  - Rejected = dispute denied
  - Resolved = dispute accepted and adjusted
- 3. Select *Dispute Number* of the delivery to view more details.

If Rejected dispute is still in question,

- 4. Select **Dispute Rejection** next to the delivery on the Disputes Page.
- 5. Complete Dispute Form.
- 6. Submit.

#### COMPLETE INVOICE SUBMISSION

- 1. Go to Invoices Page.
- 2. Select Mark Approved.

This will approve the entirety of the of the invoice and deliveries and send to OneRail accounting for payment processing. This is the final amount that will be paid.

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created Date	invoice Number	Delivery Count	Initial Prycet	Adjustments	Disputes Awarded	Tatal Paypet	Status	Approve Invoice	Osen Left To Approve
8004/2024	0	134	815,445.44	83.00	81,845.00	829,791.44	Completed		
K(11,0204	0	168	\$20,194.71	93.00	\$2,290.00	921,774.71	Completed		
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K(25/2024	0	184	621,211,71	93.00	\$2,273.75	923,485.45	Completed		
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