

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.

The login screen features the OneRail logo and the text 'OmniPoint® Freight Audit & Pay'. Below the logo is a 'Login' section with the instruction 'Enter your email address and password to login.' There are two input fields: 'Email Address' and 'Password (forgot?)'. A checkbox for 'Remember me' is located below the password field. A 'Sign In' button is positioned at the bottom of the form.

The Invoices list table displays the following columns: Created Date, Invoice Number, Delivery Count, Total Payout, Adjustments, Dispute Amount, Total Payout, Status, Approval Status, and Dispute To Approve. The table contains several rows of data, with a red 'Dispute' button visible in the 'Dispute To Approve' column for one of the entries.

The Invoice Detail view for invoice 07/01/2024 shows a summary of the invoice with columns for Delivery Count, Total Payout, Total Adjustments, Disputes Amount, and Total Payout. Below the summary is a table of individual deliveries with columns for Delivery Date, Shipper, Order ID, Item, Weight, Volume, Pallet, Rate/Fee, Total, Adjustments, Total Payout, and Action. A red 'Dispute' button is visible in the 'Action' column for one of the deliveries.

The LSP Create Dispute Form is a multi-step process. It includes a 'Dispute Type' dropdown menu with options like 'Base Rate', 'Accessorial', 'Item-Specific', 'Fuel', 'Miles', 'Tolls', 'Total Cost', 'Missing Delivery', and 'Other'. There is a 'Dispute Amount' input field and a 'Dispute Description' text area. At the bottom, there are sections for 'File Upload' and 'Image Upload' with corresponding buttons.

