

## SHIPPER/CUSTOMER/BILLEE FIELD EXPLANATIONS

### PAGE 1

Company name/address

Active-Defaults to Y and if set to N will require the Show All button to view

Contact-phones-emails

Type-must be BILLEE if using this shipper to invoice

Zone pulls from a User Defined set up and utilizes a pop up box

Territory-User Defined for field size and name-pop up box can be added

Salesman-User Defined for field size and name-pop up box can be added

Track History-previously used with SBT accounting package

Source-User Defined for field size and name-pop up box can be added

Load Supplier-Includes the Shipper in the Locate Shipper Button routine

Price Code-previously used with SBT accounting package

Industry-User Defined for field size and name-pop up box can be added

Misc. Code-User Defined for field size and name-pop up box can be added

Account Numbers utilizes the associated pop up box for ease

Comments

Cross Reference-can be used with Alternate Rating and/or Accounting Packages

### PAGE 2

Terms pulls from a User Defined set up and utilizes a pop up box

Credit Limit-User defined, some accounting packages force this

Current Balance-filled in from the program

Unbilled Balance-filled in from the program

YTD Sales-filled in from the program

Last Sales amount-filled in from the program

Fuel Surcharge-refer to the Fuel Surcharge setup instructions

EDI Code-used with communications interfaces

Sales Discount-User defined

Sales Tax-User defined

Payment Discount-User defined

Net Due Days-User defined

Contract-User defined

Expires-User defined

Maximum Days-User defined

Finance Charge % is user defined and the label can be changed

Fuel Surcharge %-extra user defined field-label can be changed

Rate/Mile-field can be used for reporting

Ping Code-field can be used for reporting

Default Interstate Tariff-utilizes the Auto Rating Tariff system

Default Intrastate Tariff-utilizes the Auto Rating Tariff system

Hours to Site-can be used with rating

Remit To-if different

Bill To-if different

Stop Off Instructions-filled in by user and utilized on many forms.

GST Exempt-previously used with SBT accounting package

DUNS-Dun and Bradstreet number

Free Detention hours are used with additional charges formulas

Service Days-field can be used for reporting

Default weight-Origin/Destination/Blank

Volume Multiplier-field can be used for reporting

Default commodity-choose a default commodity to be automatically added to loads if desired

Summary or Detail Invoice-Choose a default invoice form

Consolidated Invoice-Allows for a consolidated invoice in addition to other invoice choices

Default ICC code-choose a default if desired from a popup setup

Custom Invoice-A customer can have their own movement bill instead of the default

Custom Movement Bill-A customer can have their own movement bill instead of the default

Invoice type-Print/Email/Both