

Energizer Carrier Billing Instructions

2/23/12

In an effort to streamline the Energizer/Playtex/Schick/American Safety Razor freight pay process and pay our carrier base in a timely manner, please review and comply with the following billing procedures.

Electronic Billing (EDI)

Must be PREPAID invoice with terms of:

3rd party billing to:
Commercial Traffic Company
PO Box 30382
Cleveland, OH 44130-1084

If the bol begins with the letter X followed by numbers, the invoice must be sent hard copy. All other formats should be sent via edi. Accessorials should be billed on the original invoice with the linehaul and can be sent via edi if accessorials are \$400 or less for TL carriers and \$500 or less for LTL carriers. Balance dues must be billed hardcopy.

Hardcopy Billing

- Collect – requires invoice, proof of delivery, and bol
- Rejected EDI billings – requires invoice and bol
- Returns – invoice, delivery receipt, bol copy
- balance due invoices – invoice, bol if prepaid, proof of delivery, approval for accessorials if applicable, reweigh certificates if applicable.
- Accessorials – all accessorials billed hardcopy must have the Energizer email approval along with lumper receipts and proof of time in and out of facility for detention charges as applicable.

Invoices that are not acceptable edi billing can be emailed to enrinvoices@ctlogistics.com or mailed to CT Attention Team 11, PO Box 30382, Cleveland, OH 44130. Emailed invoices must be sent in pdf format with backup following the invoice. Multiple invoices can be sent as one pdf provided that each invoice is followed by backup for that invoice.

Information requirements for prompt payment

- All misrouted invoices will be returned to the carrier for proper routing as indicated above.
- Balance due invoices must maintain the original invoice number or they will be rejected.

-All invoice values must be reflective of signed agreements between Energizer and the carrier.

Checking Payment Status

To inquire on payment status, go to Commercial Traffic's website at ctlogistics.com. Go to OnLine Services, CT Real Time Freight. Enter your carrier scac code and invoice numbers. There is a lookup feature for the scac code that is assigned in the CT system if you are unsure what scac code to use.

If you have any questions or concerns, please contact:

Kelly Stephens
Freight Pay Specialist
Energizer Personal Care
(314)985-2708