



# Energizer Carrier Billing Procedures

06/01/07

In an effort to streamline the Energizer 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  
 P.O. Box 30382  
 Cleveland, OH 44130-1084

- Energizer BOL number
  - Seven (7) digit BOL number if shipped from one of these locations:

Name	City/State
Exel	Fairburn, GA
Exel	Mechanicsburg, PA
Exel	Fontana, CA
United Warehouse & Terminal	Memphis, TN
Eveready Battery	Bennington, VT
Eveready Battery	Asheboro, NC
Weyerhaeuser	Charlotte, NC

- Eight (8) digit BOL number if shipped from any other Energizer location.
- Anything other than 7 or 8 numbers or preceded with an "X", send hard copy of carrier invoice and BOL.

## Hardcopy Billing

- Rejected EDI billings (send to Commercial Traffic)
- Balance Due Bills
- Returns
  - Carrier Invoice
  - Legible Energizer BOL copy

## 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 <http://www.ctlogistics.com>. You can view status, for single or multiple pro numbers, obtain check number, date paid, and download data.

If you have any questions or concerns, please contact me.

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