

ENERGIZER CARRIER BILLING INSTRUCTIONS

7/1/10

In an effort to streamline the Energizer/Playtex 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:
Commerical Traffic Company
P.O. Box 30382
Cleveland, OH 44130-1084

Energizer/Playtex BOL number must be Seven (7) digit, eight (8) digit or (17) digit.

Anything other than 7, 8 or 17 numbers or any bill of ladings preceeding or ending with an alpha, send hard copy of carrier invoice and BOL.

Hardcopy Billing

Rejected EDI billings (send to Commerical Traffic)
Accessorial email approval from Energizer
Proof of time in and out of facility for detention charges
Lumper receipt

Balance Due Bills
Returns
Carrier Invoice
Legible Energizer BOL copy
Delivery Receipt

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 Commerical Traffic's website at <http://www.ctlogistics.com>. You can view status, for single or mutiple pro numbers, obtain check numbers, date paid and download data.

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

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