



“The Future Belongs To Those Who Deliver!”

13221 Inkster Road
Taylor, MI 48180
Nationwide: 800-957-4698
Fax: 734-413-2610
Email: CarrierRelations@load1.com

Dear Carrier:

Please find the attached Carrier Contract Agreement.

According to FMCSA Regulations, this agreement must be signed and returned as soon as possible.

We look forward to doing business with you!

Sincerely,

Carrier Relations
Load One, LLC.



QUALIFICATION REQUIREMENTS FOR CONTRACT CARRIER

To be considered for qualification, Load One Carrier Relations must receive the following documents completed in their entirety.

- **Non-Disclosure Agreement, Operating Permit (example included)**

If you do not hold 48-state authority, please provide copies of your State/Province certificate, Copy of State Rating Certificate (example included)

If you are unsure of your safety rating, safety information may be found at www.safersys.org, NMFTA Letter – SCAC Code (example included), W-9 Form

Please use Rev. August 2013 form (included form in packet)

- **Carrier Profile**

- **Certificate of Insurance COI**

To help facilitate this request, use the Request for Certificate of Insurance Letter. Fax the Request Letter to your Insurance Agent to help expedite processing of the Certificate

- **HAZMAT Certification (example included)**

If applicable, Transportation Service Agreement
Appendix A (Requirements for Hazardous Materials Shipments – if applicable)

- **Sample Invoice and New Payables Process**

Note: “Remit-To” name must match contracted and insured name

- **References**

Please include references from three reputable partner carriers

- **C-TPAT Number, FAST, PIP, CSA**

If applicable – for Canadian Transit

Email completed documents to: carrierrelations@load1.com or Fax: 734-413-2610

Should you have any questions about the items in our qualification packet or would like to check on the progress of your paperwork, please contact, Carrier Relations at 800-957-4698.

BROKER - CONTRACT CARRIER AGREEMENT

This agreement _____ dated, between Load One, LLC of 13221 Inkster Road, Taylor M/ 48180, hereinafter referred to as Broker, and _____ hereinafter referred to as Carrier.

In consideration of the mutual promises of the parties, it is agreed:

1. Broker is a freight broker, duly authorized by the Surface Transportation Board (STB), as successor to the Interstate Commerce Commission, under license MC 456807 to arrange for the transportation of property by motor carrier on behalf of a motor carrier, consignor or consignee, and sufficiently controls the transportation of the commodities to be tendered to carrier under this agreement.
2. Contract Carrier is a motor carrier of property duly authorized by the STB under Permit No. MC _____ to provide compensated contract transportation of property for shippers (Consignors) and receivers (Consignees) of General Commodities and holds itself out to the public as such.
3. Broker, as an independent contractor, serves many shipper customers on a continuing basis which have individually and/or collectively varying and distinct transportation needs for shipments between and among various geographic points throughout the United States, and between the United States, Canada, and/or Mexico which from time to time require dedication of equipment, refrigerated, containerized, bulk or other specialized equipment, short notice driver/equipment availability, driver loading/unloading requirements, loading/delivery scheduling, detention, overnight and weekend layover, LTL/TL or LCL/CL service, variable traffic/shipment levels, protective service, stops in transit, direct dispatch, drop shipments, internal deliveries, weekend/holiday shipments and deliveries, pooling or spotting trailers, priority traffic and expedited service, special credit and payment terms, as well as electronic data interchange (EDI), and for those reasons Broker, both derivatively and for itself, has unique, distinct and continuing transportation service needs throughout the United States, and must necessarily also enter into similar pattern motor contract carriage agreements with more than one motor contract carrier in order to serve the varied, special, distinct and continuing transportation needs of itself and of its several shippers from origins to destinations throughout the United States, Canada and/or Mexico which form an integral part of the Broker's customer base.
4. Carrier recognizes the special, distinct, varying and continuing transportation needs of the Broker and its customer base of shippers, and in order to serve a portion, if not all, of those transportation needs, Carrier desires to provide motor contract carriage to Broker under a continuing agreement designed to meet various and special transportation needs of Broker and its shipper customers as part of a larger integrated scheme of transportation services arranged by Broker between many shipper and carrier customers.
5. Carrier acknowledges that as a single motor contract carrier it may not be able to reliably and continually serve the broad range of Broker's shipper customers' transportation service needs and demands throughout the United States, and in the aggregated multiple motor contract carriage agreements can and do serve all of Broker's customer base of shippers, and this Agreement may be one of a number of such continuing agreements.
6. Broker and Carrier understand this Agreement does not bind the respective parties to mutually exclusive services to each other, and that Broker may enter into similar agreements with other carriers, and Carrier may enter into similar contract carriage agreement with other brokers and/or shippers.
7. Broker shall diligently solicit, obtain and maintain shipping customers having freight traffic shipments in need of transportation, and shall tender freight traffic shipments to Carrier for transportation, and Carrier shall transport by motor vehicle from and to such points between which service may be required, such as quantities of authorized commodities as Broker may require without delay, subject to the availability of suitable equipment for the traffic tendered and the specific shipment instructions, all in accordance with the terms and conditions of this Agreement.

BROKER'S OBLIGATIONS

8. Broker shall tender a series of at least three (3) shipments of freight per year to Carrier for transport on a continuing basis during each year this Agreement remains in effect.
9. Broker shall pay Carrier for the transportation of freight under this Agreement, in accordance with contract rates, not later than thirty (30) days from the receipt by Broker of Carrier's invoice covering such transportation, subject to the provisions contained in Paragraphs (23) and (24).
10. Carrier shall provide transportation for the tendered freight and shall bill all charges for transportation services directly to Broker. Carrier shall provide Broker with original signed bills of lading and delivery receipts as evidence of such services.
11. Carrier shall furnish, when capabilities are developed, via electronic data interchange (EDI), periodic transmissions of data elements on each shipment and receipt in format specified by the
U.S. Electronic Data Interchange Standards published by the Transportation Data Coordinating Committee, or its successors, as well as similar data elements for automated payment of freight.
12. Carrier shall issue a Uniform Straight Bill of Lading in its own name, and shall assume full and complete responsibility and liability, regardless of the fault of any person, for any and all loss and damage to, or delay of, any shipment while in possession or control of Carrier under its terms, provided however, where the terms and conditions specified in this Agreement conflict with those in the Uniform Straight Bill of Lading, the terms and conditions specified in this Agreement shall prevail. All claims for loss, damage, delay and salvage shall be processed and adjusted in accordance with the regulations of the ICC as published in 49 C.F.R. Part 1005. The liability under this Agreement shall be for the full value of the property lost or damaged. Full value of lost or damaged items shall mean replacement cost established by trade sale or other invoice documentation, plus any additional transportation costs.
13. **Insurance.** Carrier shall maintain the following insurance coverages with minimum limits in the respective amounts indicated throughout the term of this Agreement.
 - A. Workers' Compensation: as required by laws of the state(s) in which work is to be performed.
 - B. General Liability:
Bodily Injury & Broad Form Property Damage:
\$1,000,000 each occurrence
\$1,000,000 products/completed operations
\$1,000,000 general aggregate
 - C. Automobile Liability (covering all owned, non-owned and hired vehicles):
\$1,000,000 combined single limit
 - D. Cargo Liability Coverage: \$100,000 per shipment or higher

At Broker's request, Carrier shall furnish to Broker certificates of insurance evidencing such coverage prior to the commencement of any transportation services. If, at any time, Carrier does not have the required insurance coverage in place, it will provide Broker immediate notice of such fact.

Carrier shall comply with the financial responsibility requirements of the appropriate federal and state laws and regulatory agencies through which it is authorized to operate. Carrier shall maintain primary cargo insurance in the amount equal to the full value of the maximum quantity of goods expected to be transported at any one time under this Agreement, but in no event in an amount less than \$100,000.00 per shipment, to compensate Broker, consignor or consignee for any and all loss or damage to property which was placed in possession or control of Carrier in connection with transportation services under this

Agreement. Carrier shall also maintain primary public liability insurance in an amount sufficient to cover any and all liability risks associated with its activities and operations in connection with transportation services under this Agreement, but in no event in amounts less than those prescribed by applicable statutes and regulations of the STB and Department of Transportation (DOT). Carrier shall maintain workers' compensation coverage for all personnel employed by Carrier in connection with its transportation operations and services under this Agreement. Carrier's cargo and liability insurance shall comply with STB and DOT requirements in all respects and shall be in form required by 49 C.F.R. Part 13906(a), with no exclusions or restrictions which would not be accepted by the STB for a filing under the statutory or regulatory requirements, but shall be, in all respects, identical to insurance filed in accordance with the cited regulation. Carrier agrees that its cargo and liability insurance policies shall require the insurance carrier(s) to give Broker upon request, copies of insurance policies and Standard Certificate(s) of insurance for both the cargo and the liability risks and Carrier shall instruct its insurance carrier to give Broker twenty (20) days written notice of any modification or termination of such insurance policies.

14. Carrier shall defend and hold Broker harmless from, and indemnify Broker for any and all liability or claims for loss or damage to any freight in the possession and/or control of Carrier in connection with transportation under this Agreement, and any and all liability or claims for personal injury or death or property loss or damage arising out of the acts or omissions of Carrier its employees, independent contractors or agents in providing transportation under this Agreement. Carrier's obligation under this Agreement shall include liability for payment of any and all costs and/or fees incurred by Broker in the adjustment or defense of any claim for cargo loss or damage and/or claim for personal injury or death or property loss or damage arising out of transportation operations and services under this Agreement. Carrier agrees that its obligation to defend, indemnify and hold harmless the Broker from and against any and all claims and liabilities resulting from or arising out of transportation operations and services under this Agreement shall survive any termination of this Agreement.
15. Carrier, at its sole cost and expense, shall furnish all equipment required for services hereunder and shall maintain all equipment in clean condition, good repair and working order. Carrier, at its sole cost and expense, shall employ for its services hereunder only competent and properly licensed personnel who shall be well trained in the care, safety and response procedures applicable to shipments being handled and transported. Without the prior written consent of Broker, Carrier shall not cause or permit any shipment tendered hereunder to be brokered to or transported by any other motor carrier, or in substituted service by railroad or other modes of transportation.
16. Carrier shall comply with all applicable STB and DOT regulations as well as all other federal and state laws, regulations and ordinances applicable to the operations of a motor carrier.

FREIGHT RATES/CONFIRMATION IN WRITING

17. For all freight tendered by Broker and accepted by Carrier subject to the terms, provisions and conditions of this Agreement, the rates and charges for the transportation of such freight shall be reasonable and shall reflect and be approximately equivalent to the contemporaneously prevailing rates and charges for the same or substantially similar services then being provided by Carrier and other common or contract motor carriers. The total amount due and any other specified details for each shipment shall be confirmed in writing at the time of loading Carrier's truck. Such written "load confirmation" shall be sent and/or exchanged the same day by Broker and Carrier via computer generated email, facsimile transmission (FAX), but if Email or FAX confirmation cannot be sent, then Broker shall send written "load confirmation" of charges to Carrier, within five (5) days, by first-class U.S. Mail.

LIENS NOT ALLOWED/SET-OFF PERMITTED

18. Carrier shall neither have nor claim any lien rights on or against any property transported under this Agreement. However, should a consignor or consignee notify Broker of a claim for loss or damage to property transported by Carrier under this Agreement, Broker shall promptly give

Carrier written notice of such claim and Carrier shall have thirty (30) days to attempt to resolve the claim with Broker's customer. In the event Carrier cannot resolve such claim within such time, Carrier agrees that Broker and consignor/consignee shall have the right to setoff that claim amount from any freight charge payments due Carrier.

AGREEMENT FULFILLS REQUIREMENTS FOR CONTRACT CARRIAGE

19. Carrier and Broker agree that transportation services under this Agreement are to be performed as contract carriage in compliance with 49 U.S.C. Parts 13902(d)(B) and 14101(b) by providing specialized services or equipment designated to meet the distinctive needs of Broker or of the consignor and consignees which form Broker's shipper customer base. Such services shall include, when applicable, but shall not be limited to those services described in Paragraph (3) above.
20. Both parties intend and recognize that this Agreement fulfills any and all applicable legal requirements for contracts for contract carriage and enter into it for such purpose. Whether or not Carrier is also authorized to operate, or does operate, as a common carrier, each and every shipment tendered to Carrier by Broker shall be deemed to be a tender to Carrier as a motor contract carrier and shall be subject only to the terms of this Agreement and the provisions of law applicable to motor contract carriage.

FORCE MAJEURE

21. Neither party hereto will be liable for the failure to tender or timely transport freight under this Agreement if such failure, delay or other omission is caused by strikes, acts of God, war, accidents, civil or military authorities or other circumstances beyond its control.

DISPUTE RESOLUTION AND JURISDICTION

22. The parties agree and understand that this Agreement shall be governed by the Surface Transportation Act (49 USC 13101 et. seq.) where applicable and otherwise by the laws of the State of Michigan, both as to interpretation and performance and any and all actions for any and every breach of this contract shall be instituted and maintained in any court of competent jurisdiction sitting in the County of Wayne, State of Michigan.

INDEPENDENT CONTRACTOR

23. The relationship of the Broker to the Carrier shall, at all times, be that of an independent contractor, provided however, that Broker shall be the agent of the Carrier for receipt and collection of freight charges and fees, and Carrier hereby authorizes and appoints Broker as its agent for such purposes.
24. In the event that after movement and delivery of freight, the ultimate obligor for payment of freight charges and fees becomes bankrupt, or for any reason defaults on its obligation to pay freight charges and fees which Broker had already paid to Carrier, Carrier agrees that all its right, title and interest in such charges and fees shall be, and hereby are, transferred, subrogated and assigned to Broker for the purposes of collection and recovery from the responsible party(s).

EFFECTIVE DATE AND TERMINATION

25. This Agreement is to become effective on the date first written above, or to the extent applicable, upon the date which Carrier and Broker commenced doing business together, whichever is earlier, and shall remain in effect for a period of one (1) year from such date, and shall automatically renew from year to year thereafter, subject to the right of either party to cancel or terminate the Agreement at any time upon thirty (30) days advance written notice from one party to the other.

COMPETITION

26. Carrier and Broker agree that Broker, at great expense, has developed a broad customer and vendor base that is essential to the successful operation of the Broker. Carrier and Broker agree that disclosure of the identity of Broker customers to Carrier constitutes valuable consideration. During the term of this Agreement and for a period of one (1) year from the time of the termination of this Agreement, Carrier

shall not, directly or indirectly, solicit or do business of a transportation nature with any of Broker's customers who are serviced by Carrier as a result of this Agreement unless otherwise agreed by the parties in writing.

27. Solicitations prohibited under this Agreement including those set forth in Paragraph 26 above, means participation in any conduct, whether direct or indirect, the purpose of which involves transportation of shipper traffic by the Carrier for which the Carrier does, or did in the past, provide transportation services for that shipper traffic under arrangements first made or procured by Broker. Solicitation includes conduct initiated or induced by Carrier or accepted from or through others in any way related to or affiliated with the Carrier.
28. If Carrier should perform services of a transportation nature for compensation for any Broker customer as defined in Paragraph 29 below without prior authorization from Broker during the time period set forth in Paragraph 26 in violation of this Agreement, Carrier shall pay Broker within ten (10) days of each such violation an amount equal to ten (10%) of all revenues invoiced Broker customers by Carrier.
29. Broker shall identify its customers to Carrier as each first load from each customer is tendered to Carrier. Carrier's acceptance of the load and movement of the freight will acknowledge that this new customer is a Broker customer. Carrier has ten (10) days after such "first load" moves to challenge, in writing, why the customer should not be considered a Broker customer. In any case of challenge, Broker and Carrier will agree in writing exactly how this customer will be handled.

SEVERABILITY

30. If any part of this Agreement is determined by competent public authority or court to be contrary to the laws or regulations of any application jurisdiction, then such invalid or unenforceable provision shall be severed from this Agreement; however, such determination shall not in any way affect the validity of any other provisions of this Agreement.

COMPLETENESS AND AMENDMENTS

31. The provisions contained in this Agreement properly express the complete Agreement and understanding between the parties, including those contained in all prior agreements or understanding whatsoever expressed or implied. This Agreement may not be changed, waived or modified except by written agreement signed by Carrier and Broker stating that such writing is an amendment to this Agreement. However, the signatures of the parties shall not be required on the FAX transmitted "load confirmations" described in Paragraph (17).

ASSIGNABILITY AND OBLIGATIONS OF SUCCESSORS

32. Neither party to this Agreement may assign its rights or obligations under this Agreement without the express written consent of the other party.

33. This Agreement shall be binding upon the parties hereto, their legal representatives, successors, heirs and authorized assigns.

IN WITNESS WHEREOF, authorized representatives of the parties have executed this 6 page Agreement in two counterpart originals on the date stated at the top of Page 1.

BROKER - CONTRACT CARRIER AGREEMENT

BROKER

Load One, LLC
13221 Inkster Road
Taylor, MI 48180

EIN 86-105-3084

Tax I.D. Number

X

Signature

John K. Elliott II, CEO

Printed Name/Title

CARRIER

Company Name

Street Address of Principal Office

City, State, Zip Code

Corporation, Partnership, Sole
Proprietorship or Other

Tax I.D. Number

X

Signature

Printed Name/Title



LOAD ONE CARRIER PROFILE

Carrier Name: _____

MC# _____ US DOT# _____ SCAC _____

Physical Address: _____

Mailing Address: _____

Remit Payment to: _____

Company Website: _____ Email Address: _____

Dispatch Phone#: _____ Fax #: _____

24 Hour Dispatch Yes or No If no, please provide Afterhours number _____

Emergency Contact# _____ Emergency Contact Name: _____

Billing Phone#: _____ Billing Contact Name: _____

Factoring Company Name: _____

Factoring Company Phone#: _____

Services (please check all that apply)

EXPEDITE <input type="checkbox"/>	TRUCKLOAD <input type="checkbox"/>	FLATBED <input type="checkbox"/>	LTL <input type="checkbox"/>
EXPRESS LTL <input type="checkbox"/>	COURIER <input type="checkbox"/>	LOCAL PU & D <input type="checkbox"/>	DOMESTIC AIR FREIGHT <input type="checkbox"/>
INTL AIR FREIGHT <input type="checkbox"/>	NFO <input type="checkbox"/>	AIR CHARTER <input type="checkbox"/>	POWER ONLY <input type="checkbox"/>
TWIC <input type="checkbox"/>	DRAYAGE <input type="checkbox"/>	HAZMAT <input type="checkbox"/>	REFER <input type="checkbox"/>
SPECIALIZED <input type="checkbox"/>	CURTAIN SIDE <input type="checkbox"/>	CSA# <input type="checkbox"/>	ACE# <input type="checkbox"/>
FAST# <input type="checkbox"/>	C-TPAT# <input type="checkbox"/>		

Preferred Service Area:

48 STATES <input type="checkbox"/>	CANADA <input type="checkbox"/>	MEXICO <input type="checkbox"/>	LIMITED AREA <input type="checkbox"/>
------------------------------------	---------------------------------	---------------------------------	---------------------------------------

Communication with Trucks (Please Check):

PHONE <input type="checkbox"/>	CELLULAR <input type="checkbox"/>	SATELLITE <input type="checkbox"/>	NONE <input type="checkbox"/>
--------------------------------	-----------------------------------	------------------------------------	-------------------------------

Number of Years in Business: _____

Total Number of Vehicles you Dispatch: _____

Total Number of Trailers: _____

Total Number of Single Drivers: _____ **Total Number of Team Units:** _____

EQUIPMENT TYPE

	Qty	Length	Axles	Describe Equipment Features, when applicable
DRY VAN				
DRY VAN (Specialty)				
REEFER				
STEPDECK				
DOUBLE DROP				
LOWBOY (# OF AXLES)				
STRAIGHT TRUCK				
CUBE TRUCK				
SMALL STRAIGHT TRUCK				
CARGO VAN				
SPRINTER VAN				
CONTAINER				
OTHER				



COI REQUEST

Agent,

You have received this signed request from your Insured Motor Carrier to provide proof of insurance. Please confirm correct coverage is in place and prepare an Acord Form 25 Certification of Liability for your Insured that includes:

- Hired and Non-Owned, Any auto or schedule auto and you must provide a list of VINs on the policy of the MC
- This insurance must extend to all drivers and vehicles operating on behalf of or under your Insured Motor Carrier's authority with a minimum of \$1,000,000 CSL
- "Gross Receipts" or "Mileage Basis" Cargo
- This insurance for Blanket Cargo Coverage must extend to all drivers and vehicles operating on behalf of or under you Insured Motor Carrier's authority with a minimum of \$100,000

Please include in "Description of Operations on the Certificate":

- Annotation: MC#_____ -JUSDOT#_____
- Annotation: Load One, its subsidiaries and affiliates are additional insured on the general liability policy and is additional insured on the auto liability policy. General Liability coverage shall be primary and non-contributory. The Auto Liability includes MCS-90 endorsement. Cargo is legal liability form. The certificate holder is Loss Payee on the cargo. There is no radius or mileage restriction on above policies.
- Annotation: If also submitting proof of Umbrella or Excess Liability please specify how coverage applies, ie "Excess Liability applies to both Auto Liability and General Liability."
- Load One, LLC 13221 Inkster Road, Taylor, MI 48180 is listed as Certificate Holder in box Agent, please print your name, company name, date and email address below:

Agent & Company Name

Date

Agent Email

Please directly email us the Certificate of Liability including these 2 completed pages to:
carrierrelations@load1.com



To our Customers and Logistics Providers

On December 12, 2001, U.S. Customs & Border Protection (CBP) along with Canada Border Services Agency (CBSA) signed the smart Border Declaration, announcing a 30-action plan to improve the secure flow of good and people across the border.

Free and Secure Trade (FAST) is a joint border initiative that allows pre-importers, carriers, and drivers the benefit of an expedited border clearance.

We are a member of the Customs Partnership Against Terrorism (C-TPAT) and have completed the necessary steps to be approved for FAST into the U.S. Our trucks are now equipped with windshield transponders that can be read by FAST equipped ports of entry. We are an approved carrier under the Partners in Protection (PIP) security initiative for Canada.

C-TPAT and PIP involves the complete supply chain being secure; importer, carrier and driver. On March 23, 2005, Customs Border Protection outlined the minimum criteria required by new importers to meet or exceed the security criteria before they will be "certified" and eligible for benefits.

Our SVI numbers is: Oe45d379-11bd-4ald-964d-d2b71981879d

In order for us to continue to provide premium transportation services, we require your cooperation. Please take a moment to complete and return the following questionnaire indicating your participation of certification in these programs. Please provide C-TPAT, PIP and CSA certification for our records. Should you have any further questions or if you would like more information on our security programs, please contact us at 800-957-4698

Thank you in advance for your assistance. Please complete the questionnaire and email to carrierrelations@load1.com or fax it to 734-413-2610.

	YES	NO	App in Progress	No plan to Apply
C-TPAT				

SVI Number _____

FAST				
PIP				
CSA				

Company Name: _____

Address: _____

Print Name: _____

Title: _____

Signature: _____

Date: _____

Load One, LLC Carrier Accounts Payable Procedures

Load One has partnered with Epay Manager for processing all carrier payables. This allows electronic payment of invoices. Participation in this process is mandatory for all carriers using a US funded bank account at bank located in the US. Unfortunately, at this time, Carriers with banks outside the US are not eligible and will continue to be paid via paper check.

Because Epay is web-based and has advanced features, your company will no longer incur the time and cost of preparing and submitting invoices using traditional methods. By eliminating the exchange of paper invoices and checks, we will decrease your collection period by 6 to 10 days.

With Epay, you will no longer be required to mail invoices or proof of delivery documents. Instead, you will be asked to review and accept invoices Epay has created online, based on your contract terms or rate agreement. You will also be asked to fax or upload proof of delivery documents. And, you will be able to track and trace invoices online and accelerate payments whenever you choose.

To begin realizing the benefits of Epay, you must be a registered member. To register:

1. Go to www.epaymanager.com.
2. Click **Register**
3. Enter your company's information. – (If using a factor company, they need to register instead of individual company if they aren't already. Before you register, please forward a Notice of Assignment and we will either set you up under their Epay account or notify you directly if they are not currently participating.)
4. Create a billing contact. This person's email address will be used to notify your company when invoices are created, approved and paid. **(We suggest using a group email, so you don't miss anything if someone leaves or changes positions)**
5. Enter your company's bank account information, using the account where your funds will be deposited. To complete this section, you will need to add the following information:
 - **ABA Number** – The Routing Number is a nine-digit number located on the bottom left corner of your company's check, to the left of your account number.
 - **DDA number** – The Account Number is located at the bottom of the check, to the right of the ABA number.
6. Read and Agree to the Terms and Conditions by **checking the box** to indicate your acceptance of these Terms.
7. Review the list of eligible payers and **check the box for Load One**. This action will notify us of your registration.
8. Click **Continue** to submit your registration. Your company will be activated to manage invoices within 24 hours.

To manage invoices, use the following procedures:

1. Load One/Epay will create an electronic invoice for each delivery you make within 48 hours of completion. When new transactions are entered for your company your billing contact will receive an email from Epay Manager that will include a link to view the invoice. You will find new invoices under Receivables / Pending.
2. Your billing contact must submit All bill of lading with Proof of Delivery (POD) documents, using the blue buttons on the invoice. You may fax POD documents to Epay by using a **Fax** coversheet or you may **Upload** images you've previously scanned. Once received, all documents will be posted online within minutes and stored in Epay for three years. **It is no longer necessary to send your invoice or carrier rate agreement to Load One.**
3. Next, verify your payment date or choose a new one by clicking **Select New Payment Terms**.
4. If you disagree with any itemized amount on the invoice, click **Request Change** to submit your dispute.
5. For internal tracking purposes you may enter your reference number by clicking **Add Carrier Reference Number**.
6. Once all POD documents have been submitted and you agree with the payment amount and terms click **Accept Invoice**. This action establishes the Invoice date which is used to calculate your payment date.

When on the Epay Manager website you may use the **Receivables** link, located on the main menu in the upper left hand corner to check status of your invoices using available options in Receivable section of Epay manager. These include: **Pending, Invoiced, Approved and Paid**.

If you have questions regarding our Carrier accounts payable process, please contact Carrier Payables via email at admin@load1.com.