

Accessorial Charges

Hello, welcome to the Vantix TMS Training Series

Today's training will cover Requesting Accessorial Charges

Topic: Requesting Accessorial Charges

Audience: Transportation Service Providers – Operations and Accounting

Log into the Vantix TMS at <http://www.vantixlogistics.com/> and click on Customer Login.

To request an Accessorial Charge:

- 1) Click the Loads button
- 2) Select the report All Loads from the drop box menu.
- 3) Click on the Details icon to the left of the load you want to open.
- 4) Scroll down to the Invoice section on the load and click on the Invoice amount.
- 5) Select from the drop menu the type of accessorial and enter the flat charge.
- 6) Save your changes.

Attach to the load supporting documentation for the accessorial:

- 1) Click on the Documents tab of the Load.
- 2) Click on the Green Plus sign.
- 3) Attach your documentation.

Summary Recommendations/Warnings for Requesting Accessorial Charges:

- 1) Do not modify the contracted line haul or fuel cost in the carrier invoice or it will be flagged as a discrepancy and payment delayed.
- 2) Closing the load with a Pro Number, Pickup Date and Delivery Date creates the carrier invoice.
- 3) Accessorial charges can only be requested after the load is closed.