

WORK INSTRUCTION NAME

Real Time Freight Payment Inquiry

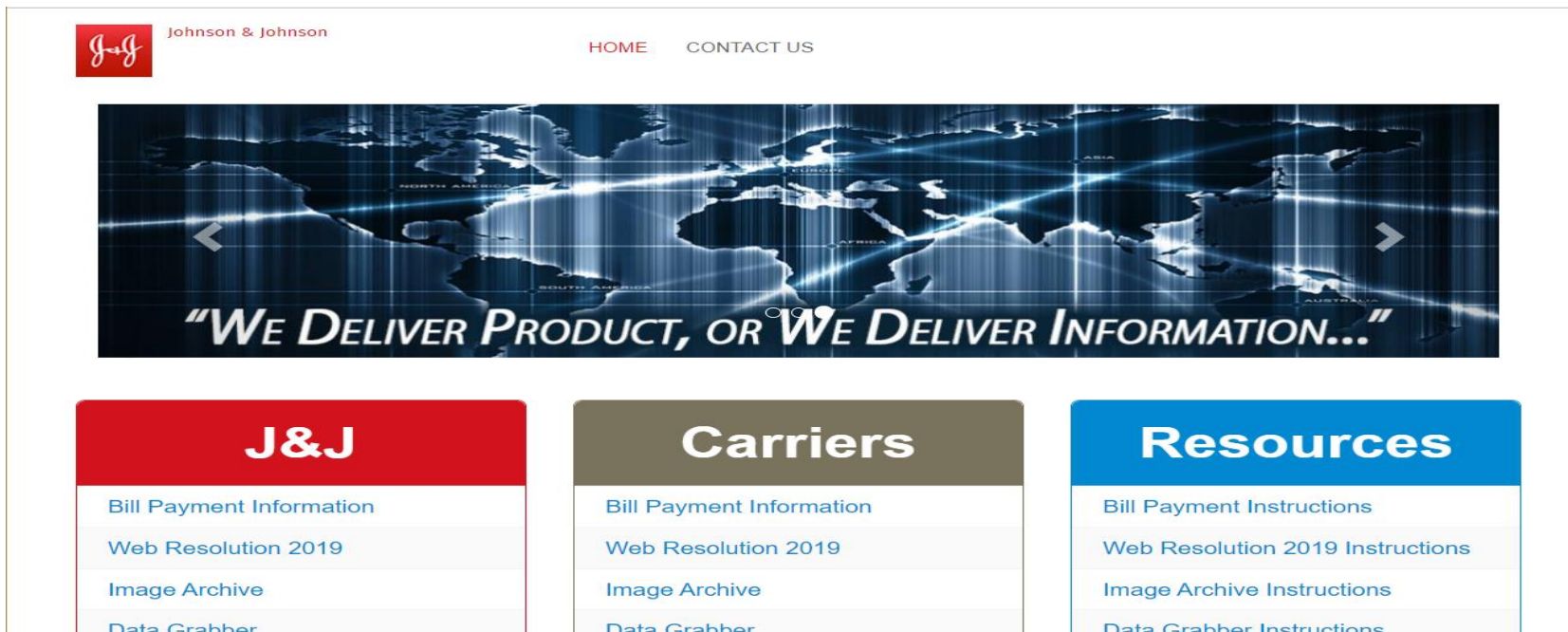
PURPOSE/SCOPE

This document explains how to use Real Time Freight Payment Inquiry to look up payment status

ACTIVITY

Go to <http://jnj.ctlogistics.com/>

Select Bill payment Information



REAL TIME FREIGHT PAYMENT INQUIRY

Real Time Freight Payment Inquiry by Freight Bill

Enter your Carrier Code and up to 100 freight bill numbers separated by commas or line breaks into the boxes below.
Click "Submit" to perform the inquiry

Carrier Code:

Freight Bill Numbers (do not enter spaces between numbers):

Carrier information:

- [Click Here](#) to learn about the exciting new enhancements to the freight bill processing system at CT Logistics.

Lookup your payment(s) by:

- [Check Number](#)
- [Check Date](#)
- [SID](#)
- [Manifest](#)

Helpful links:

- [Click Here](#) to lookup your Carrier Code.
- [Click Here](#) for an explanation of results fields.

For Carrier Code:



Drag a column header and drop it here to group by that column

Refresh

SCAC (Carrier Code)	FB Number	FB Date	Receive Date	Billed Amt	Paid Amt	Check No	CheckNo	Check Date	Status	Days in Status	SID	Remarks
There are no records to display												
Total:												
K < 1 > X Page size: 10 0 items in 1 pages												

NOTE: Check Numbers that begin with a V indicate voided checks. The "check date" refers to the date on which the check was written, this is NOT a release date. Checks are released once CT has received authorization from the client. Contact Commercial Traffic Customer Service for more information.
Need assistance? [Click Here](#) to e-mail CT Logistics Customer Service.
Please make sure to include your company name and/or code in your Email so that we may route it correctly.

Invoices can be looked up by Freight Bill (Invoice) Number, Check Number, Check Date, SID or Manifest.

ct-vendorweb-vm/TestSuite/RealTimeFreightPaymentInquiry.aspx

Apps Google Famous Supply - Yo... CT Logistics Web Re... CT Logistics Web Re... CT Logistics Web Re... CT Logistics Web Re... CT Logistics Web Re... CT Logistics Web Re... Other bookmarks

Real Time Freight Payment Inquiry by Freight Bill

Enter your Carrier Code and up to 100 freight bill numbers separated by commas or line breaks into the boxes below.
Click "Submit" to perform the inquiry

Carrier Code:

Freight Bill Numbers (do not enter spaces between numbers):

For Carrier Code:

Carrier Information:

- [Click Here](#) to learn about the exciting new enhancements to the freight bill processing system at CT Logistics.

Lookup your payment(s) by:

- [Check Number](#)
- [Check Date](#)
- [SID](#)
- [Manifest](#)

Helpful links:

- [Click Here](#) to lookup your Carrier Code.
- [Click Here](#) for an explanation of results fields.

Drag a column header and drop it here to group by that column												
SCAC (Carrier Code)	FB Number	FB Date	Receive Date	Billed Amt	Paid Amt	Check No	CheckNo	Check Date	Status	Days in Status	SID	Remarks
There are no records to display												
Total:												
Page size: 10 0 items in 1 pages												

NOTE: Check Numbers that begin with a V indicate voided checks. The "check date" refers to the date on which the check was written, this is NOT a release date. Checks are released once CT has received authorization from the client. Contact Commercial Traffic Customer Service for more information.
Need assistance? [Click Here](#) to e-mail CT Logistics Customer Service.
Please make sure to include your company name and/or code in your Email so that we may route it correctly.

Freight Bill Number lookup is the default. To look up another way, click on the correct option on the side.

Lookup your payment(s) by:

- [Check Number](#)
- [Check Date](#)
- [SID](#)
- [Manifest](#)

If the carrier code CT uses is unknown, click on the link “Click Here to lookup Carrier Code”.

Helpful links:

- [Click Here](#) to lookup your Carrier Code.

Enter carrier name and click on submit.

A list of carriers will appear, make sure the correct carrier code,

Carrier Code Inquiry

Enter the carrier name or several words from the name into the box below and click "Submit" to find possible Carrier Code(s).

Carrier Name:

	SCAC (Carrier Code)	Carrier Name	City	State	Zip
SELECT	CWYA	CON-WAY AIR EXPRESS INC	CINCINNATI	OH	45271-1182
SELECT	CWCE	CON-WAY CENTRAL EXPRESS	PORTLAND	OR	97208-8516
SELECT	CWQC	CON-WAY FREIGHT CANADA INC	TORONTO	ON	M5W0C9
SELECT	CNWX	CON-WAY FREIGHT CANADA INC	TORONTO	ON	M5W0C9
SELECT	CWN1	CON-WAY MULTIMODAL INC	PORTLAND	OR	97208-8415
SELECT	CWSE	CON-WAY SOUTHERN EXPRESS	PORTLAND	OR	97208-8516
SELECT	CNWX	CON-WAY TRANSPORTATION SERVICES	PORTLAND	OR	97208-8516
SELECT	CTRQ	CON-WAY TRUCKLOAD INC	SAINT LOUIS	MO	63195-5369
SELECT	CWWE	CON-WAY WESTERN EXPRESS	PORTLAND	OR	97208-8516

Page size: 10
 9 items in 1 pages

For Carrier Code:

Click on SELECT next to the correct SCAC (carrier code)

Real Time Freight Payment Inquiry by Freight Bill

Enter your Carrier Code and up to 100 freight bill numbers separated by commas or line breaks into the boxes below.
Click "Submit" to perform the inquiry

Carrier Code:

Freight Bill Numbers (do not enter spaces between numbers):

Once the correct carrier code is determined, inquiries can be made by invoice number, check number, check date, by SID (shipment identification number or bill of lading number), or by Manifest.

To look up by invoice number, enter carrier code then the list of invoice numbers separated by a comma (do not add spaces). Click on Submit when invoice numbers have been entered.

Enter your Carrier Code and up to 100 freight bill numbers separated by commas or line breaks into the boxes below. Click "Submit" to perform the inquiry

Carrier Code:

CNWX

Freight Bill Numbers (do not enter spaces between numbers):

199723790,199723775

Submit

Reset

- [Click Here](#) to learn about the exciting new enhancements to the freight bill processing system at CT Logistics.

Lookup your payment(s) by:

- [Check Number](#)
- [Check Date](#)
- [SID](#)
- [Manifest](#)

Helpful links:

- [Click Here](#) to lookup your Carrier Code.
- [Click Here](#) for an explanation of results fields.

For Carrier Code: CNWX



Drag a column header and drop it here to group by that column											
SCAC (Carrier Code)	FB Number	FB Date	Receive Date	Billed Amt	Paid Amt	Check No	Check Date	Status	Days in Status	SID	Remarks
CNWX	199723790	12/15/2014	12/17/2014	92.84	92.84	32103437	1/16/2015	Paid	156	199723790	
CNWX	199723775	12/15/2014	12/17/2014	163.67	163.67	32103437	1/16/2015	Paid	156	199723775	
	Total:			256.51	256.51						

Page size: 10
 2 items in 1 pages

Excel spreadsheet column of invoice numbers can be copied and paste in the Freight Bill Numbers field. (The same is true for check, SID and Manifest number)

	A	B	C	D	E	F	G
		SCAC (Carrier Code)	FB Number	FB Date	Receive Date	Billed Amt	Pa
1							
2			Check No: 32103437				
3			Receive Date: 12/17/2014				
4		CNWX	199723790	12/15/2014	12/17/2014	92.84	
5		CNWX	199723775	12/15/2014	12/17/2014	163.67	
6		CNWX	847546324	12/15/2014	12/17/2014	105.35	
7		CNWX	671611931	12/15/2014	12/17/2014	79.50	
8		CNWX	309562750	12/15/2014	12/17/2014	89.39	
9		CNWX	671611975	12/15/2014	12/17/2014	79.45	
10		CNWX	620993844	12/15/2014	12/17/2014	82.51	
11						692.71	
12			Receive Date: 12/18/2014				
13		CNWX	334212395			130.64	
14		CNWX	821729204			216.84	
15		CNWX	524288774			79.45	
16		CNWX	194373351			79.45	
17		CNWX	409246611			79.45	
18		CNWX	732701594			79.45	
19		CNWX	874506080			94.73	
20		CNWX	279886191			120.62	
21		CNWX	890315381			166.94	
22		CNWX	173865473			79.45	
23		CNWX	207987382			114.23	
24		CNWX	671612056			79.45	
25		CNWX	213781304			79.45	
26		CNWX	213781260			96.37	
27						1,496.52	
28			Receive Date: 12/22/2014				
29		CNWX	720361600			141.30	
30		CNWX	671611964			388.31	
31		CNWX	561048235			101.45	
32						631.06	

Once the Freight Bill Numbers are entered, click on Submit

Real Time Freight Payment Inquiry by Freight Bill

Enter your Carrier Code and up to 100 freight bill numbers separated by commas or line breaks into the boxes below.

Click "Submit" to perform the inquiry

Carrier Code:

CNWX

Freight Bill Numbers (do not enter spaces between numbers):

732701594
874506080
279886191
890315381
173865473
207987382
671612056
213781304
213781260

Submit

Reset

Results are below:

For Carrier Code: CNWY

Drag a column header and drop it here to group by that column

Refresh |   

SCAC (Carrier Code)	FB Number	FB Date	Receive Date	Billed Amt	Paid Amt	Check No	Check Date	Status	Days in Status	SID	Remarks
CNWY	334212395	12/16/2014	12/18/2014	130.64	130.64	32103437	1/16/2015	Paid	156	334212395	
CNWY	821729204	12/15/2014	12/18/2014	216.84	216.84	32103437	1/16/2015	Paid	156	821729204	
CNWY	524288774	12/16/2014	12/18/2014	79.45	79.45	32103437	1/16/2015	Paid	156	524288774	
CNWY	194373351	12/16/2014	12/18/2014	79.45	79.45	32103437	1/16/2015	Paid	156	194373351	
CNWY	409246611	12/15/2014	12/18/2014	79.45	79.45	32103437	1/16/2015	Paid	156	409246611	
CNWY	732701594	12/15/2014	12/18/2014	79.45	79.45	32103437	1/16/2015	Paid	156	732701594	
CNWY	874506080	12/15/2014	12/18/2014	94.73	94.73	32103437	1/16/2015	Paid	156	874506080	
CNWY	279886191	12/15/2014	12/18/2014	120.62	120.62	32103437	1/16/2015	Paid	156	279886191	
CNWY	890315381	12/16/2014	12/18/2014	166.94	166.94	32103437	1/16/2015	Paid	156	890315381	
CNWY	173865473	12/15/2014	12/18/2014	79.45	79.45	32103437	1/16/2015	Paid	156	173865473	
Total:				1,496.52	1,496.52						

K < 1 2 > X Page size: 10 14 items in 2 pages

The Reset button will clear all fields for the next search.

To lookup by SID, Click on SID, enter the carrier code and SID numbers separated by a comma (same as invoice numbers), or copied and pasted from an Excel spreadsheet. Results will appear like they do for invoice numbers.

To lookup by Manifest, Click on Manifest, enter the carrier code and Manifest numbers separated by a comma (same as invoice numbers), or copied and pasted from an Excel spreadsheet. Results will appear like they do for invoice numbers.

To lookup by check number, Click on Check number, enter the carrier code and enter check numbers separated by a comma (same as invoice numbers), or copied and pasted from an Excel spreadsheet. Results will appear like they do for invoice numbers.

To lookup by Check Date, click on Check Date and the following screen appears:

The screenshot shows a web browser window with the URL `ct-vendorweb-vm/TestSuite/RealTimeFreightPaymentInquiry.aspx`. The page title is "Real Time Freight Payment Inquiry by Check Date".

Form Fields:

- Carrier Code:** A text input field.
- Start Date:** A date input field showing "6/18/2015" with a calendar icon.
- End Date:** A date input field showing "6/18/2015" with a calendar icon and a tooltip that says "Open the calendar popup."
- Detailed Listings?** A checkbox.
- Buttons:** "Submit" and "Reset".

Carrier Information:

- Click [Here](#) to learn about the exciting new enhancements to the freight bill processing system at CT Logistics.

Lookup your payment(s) by:

- [Freight Bill](#)
- [Check Number](#)
- [SID](#)
- [Manifest](#)

Helpful links:

- Click [Here](#) to lookup your Carrier Code.
- Click [Here](#) for an explanation of results fields.

For Carrier Code:

Drag a column header and drop it here to group by that column

SCAC (Carrier Code)	FB Number	FB Date	Receive Date	Billed Amt	Paid Amt	Check No	Check Date	Status	Days in Status	SID	Remarks
There are no records to display											
Total:											

Page size: 10 0 items in 1 pages


NOTE: Check Numbers that begin with a V indicate voided checks. The "check date" refers to the date on which the check was written, this is NOT a release date. Checks are released once CT has received authorization from the client. Contact Commercial Traffic Customer Service for more information.


Need assistance? [Click Here](#) to e-mail CT Logistics Customer Service.

Please make sure to include your company name and/or code in your Email so that we may route it correctly.

Fill in the carrier code, Click on the calendar next to Start Date, if the date is not in the current month, use the arrows to find the correct month then click on the date.

Start Date:


6/18/2015 



JUNE 2015						
S	M	T	W	T	F	S
23	31	1	2	3	4	5
24	7	8	9	10	11	12
25	14	15	16	17	18	19
26	21	22	23	24	25	26
27	28	29	30	1	2	3
28	5	6	7	8	9	10

Click on the calendar next to End Date

End Date:

6/18/2015 

☐ Detailed Listings?

If the date is not in the current month; use the arrows to find the correct month then click on the date. Date range can be a max of 7 days; anything more than that will not bring back results.

If box next to detailed listings is left unchecked, this is how the results are returned:

For Carrier Code: CNWY

Drag a column header and drop it here to group by that column

SCAC (Carrier Code)	CheckNo	Check Date
CNWY	<u>57956</u>	12/12/2014
CNWY	<u>57957</u>	12/12/2014
CNWY	<u>58065</u>	12/19/2014
CNWY	<u>58066</u>	12/19/2014
CNWY	<u>32097078</u>	12/19/2014

Refresh | [Print] [PDF] [Excel]

Page size: 10 5 items in 1 pages

Clicking on the check number that is underlined takes user to the check lookup screen.

Real Time Freight Payment Inquiry by Check Number

Enter your Carrier Code and up to 5 check numbers separated by commas or line breaks into the boxes below.
Click "Submit" to perform the inquiry

Carrier Code:

Check Numbers (do not enter spaces between numbers):

Click on Submit and the check details will be returned:

For Carrier Code: CNWY

Drag a column header and drop it here to group by that column

Refresh |

SCAC (Carrier Code)	FB Number	FB Date	Receive Date	Billed Amt	Paid Amt	Check No	Check Date	Status	Days in Status	SID	Remarks
CNWY	584974471	9/8/2014	11/19/2014	78.19	78.19	57956	12/12/2014	Paid	191	861001348	
CNWY	207541983	10/21/2014	10/27/2014	459.59	77.22	57956	12/12/2014	Paid	191	160498095	
CNWY	207542101	10/22/2014	10/27/2014	213.83	77.22	57956	12/12/2014	Paid	191	160498259	
CNWY	650441934	10/31/2014	11/14/2014	130.56	130.56	57956	12/12/2014	Paid	191	841012695	
CNWY	207541994	10/22/2014	10/24/2014	73.26	73.26	57956	12/12/2014	Paid	191	160498167	
CNWY	207542053	10/22/2014	10/24/2014	73.26	73.26	57956	12/12/2014	Paid	191	160498194	
Total:				1,028.69	509.71						

K < 1 > X Page size: 10 6 items in 1 pages

If box next to detailed listings is left unchecked, this is how the results are returned:

For Carrier Code: CNWY

Drag a column header and drop it here to group by that column

Refresh |

SCAC (Carrier Code)	FB Number	FB Date	Receive Date	Billed Amt	Paid Amt	Check No	Check Date	Status	Days in Status	SID	Remarks
CNWY	207541983	10/21/2014	10/27/2014	459.59	77.22	57956	12/12/2014	Paid	191	160498095	
CNWY	207541994	10/22/2014	10/24/2014	73.26	73.26	57956	12/12/2014	Paid	191	160498167	
CNWY	207542053	10/22/2014	10/24/2014	73.26	73.26	57956	12/12/2014	Paid	191	160498194	
CNWY	207542101	10/22/2014	10/27/2014	213.83	77.22	57956	12/12/2014	Paid	191	160498259	
CNWY	584974471	9/8/2014	11/19/2014	78.19	78.19	57956	12/12/2014	Paid	191	861001348	
CNWY	650441934	10/31/2014	11/14/2014	130.56	130.56	57956	12/12/2014	Paid	191	841012695	
CNWY	2073756308D	9/11/2014	11/3/2014	227.73	0.00	57957	12/12/2014	Payment Rejected	191	160492699	BALANCE DUE DECLINED
CNWY	207375696	9/12/2014	11/1/2014	339.18	327.52	57957	12/12/2014	Paid	191	160492789	
CNWY	2073757818D	9/12/2014	11/3/2014	194.10	0.00	57957	12/12/2014	Payment Rejected	191	160492820	BALANCE DUE DECLINED
CNWY	2073758258D	9/15/2014	11/3/2014	552.35	0.00	57957	12/12/2014	Payment Rejected	191	160493092	BALANCE DUE DECLINED
Total:				25,366.35	14,759.54						

K < 1 2 3 4 5 6 7 8 9 10 ... > X Page size: 10 103 items in 11 pages

Available Options for Returned ResultsExplanation of Results Fields

Above the results, there is a link that will provide an explanation of the results fields.

Submit Reset

• [Click Here](#)

• [SID](#)

• [Manifest](#)

Helpful links:

• [Click Here](#) to view Carrier Code

• [Click Here](#) for an explanation of results fields.

For Carrier Code:

Drag a column header and drop it here to group by that column

SCAC (Carrier Code)	FB Number	FB Date	Receive Date	Billed Amt	Paid Amt	Check No	Check Date	Status	Days in Status	SID	Remarks
There are no records to display											
Total:											
<div> K < 1 > X </div> <div> Page size: 10 </div> <div> 0 items in 1 pages </div>											

Click the red “Click Here” link; the information below will appear.

Explanation of Result Fields

Field	Description
FB Number	The freight bill (or PRO) number
FB Date	The date that the freight bill was issued
Receive Date	Date bill was received at CT
Billed Amt	The amount billed by carrier
Paid Amt	The amount approved for payment by CT
Check No	The number of the check that this freight bill was paid under
Check Date	The date the check for this bill was issued
Bill Status	The current processing status of the bill
SID	The shipment ID number (if any) for this bill
Reject Reason	If rejected unpaid, the reason the bill was rejected by CT

Page Size and Number of Pages

To change the number of records displayed on the page, click on the down arrow next to the page size number:

The screenshot shows a web application interface. At the top, there is a navigation bar with a 'Total:' label. Below it is a pagination control with buttons for 'K', '<', '1', '2', '3', '4', '5', '6', '7', '8', '9', '10', '...', '>', and 'X'. To the right of these buttons is a 'Page size:' dropdown menu currently set to '10'. Below the pagination bar is a table with four columns. The first column contains the text 'CNWY'. The second column contains a link to a document. The third column contains a date. The fourth column contains a date. A dropdown menu is open over the 'Page size:' dropdown, showing options: '10', '20', '50', '100', and '250'. The '10' option is highlighted. Below the table is another 'Total:' label and a second set of pagination controls, identical to the first set.

	Total:		
CNWY	207375696	9/12/2014	11/1/2014
CNWY	207375781BD	9/12/2014	11/3/2014
CNWY	207375825BD	9/15/2014	11/3/2014
	Total:		

Choose the number of records to display (the number of records that are displayed also depends on the number of records being returned for your search).

The numbers at the bottom of the results page indicates how many pages of results were returned. To navigate the pages, either click on the number or use the arrows.

Grouping

The option to group by a heading is located above the column headings of the results.

The screenshot shows a web application interface. At the top, there is a dark grey bar with the text 'Drag a column header and drop it here to group by that column'. Below this bar is a table with five columns. The first column is highlighted in orange.

To group, drag the column header and drop it in the area with the text "Drag a column header and drop it here to group by that column".

For Carrier Code: cnwy

In this example, the results are sorted by check number:

CNWX	671985996	11/11/2014	11/19/2014	415.59	415.59	32097078	12/19/2014	Paid	184	40072329
CNWX	679594952	11/19/2014	11/26/2014	92.01	92.01	32097078	12/19/2014	Paid	184	160501602E
Group Total:				12,596.50	11,193.37					
Check No: 57956										
CNWX	207541983	10/21/2014	10/27/2014	459.59	77.22	57956	12/12/2014	Paid	191	160498095
CNWX	207541994	10/22/2014	10/24/2014	73.26	73.26	57956	12/12/2014	Paid	191	160498167
CNWX	207542053	10/22/2014	10/24/2014	73.26	73.26	57956	12/12/2014	Paid	191	160498194
CNWX	207542101	10/22/2014	10/27/2014	213.83	77.22	57956	12/12/2014	Paid	191	160498259
CNWX	584974471	9/8/2014	11/19/2014	78.19	78.19	57956	12/12/2014	Paid	191	861001348
CNWX	650441934	10/31/2014	11/14/2014	130.56	130.56	57956	12/12/2014	Paid	191	841012695
Group Total:				1,028.69	509.71					
Check No: 57957										

Sorting

The option to sort the data by header columns. To do so, just click on the column heading you want to sort by.

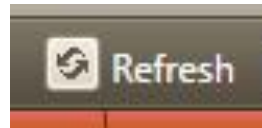
	FB Date	Receive Date	Billed Amt	Paid Amt	Check No	CH
					Check No: 32097078	
	11/10/2014	11/19/2014	77.22	77.22	32097078	12
	11/10/2014	11/19/2014	1,135.20	181.63	32097078	12
	11/10/2014	11/19/2014	375.98	77.22	32097078	12

When sorting, click on a heading, the column is highlighted and there is an arrow next to the column heading indicating either ascending or descending order.

SCAC (Carrier Code)	FB Number	FB Date	Receive Date ▼	Billed Amt	Paid Amt	Check No	Check Date	Status	in
CNWX	207417593	10/31/2014	12/5/2014	109.74	109.74	58066	12/19/2014	Paid	
CNWX	671980956	11/18/2014	11/26/2014	81.13	81.13	32097078	12/19/2014	Paid	
CNWX	671980960	11/18/2014	11/26/2014	114.31	114.31	32097078	12/19/2014	Paid	
CNWX	671980982	11/19/2014	11/26/2014	70.91	70.91	32097078	12/19/2014	Paid	
CNWX	671985204	11/17/2014	11/26/2014	70.91	70.91	32097078	12/19/2014	Paid	
CNWX	671985226	11/18/2014	11/26/2014	95.73	95.73	32097078	12/19/2014	Paid	
CNWX	671985230	11/18/2014	11/26/2014	113.04	113.04	32097078	12/19/2014	Paid	

Refresh


In the upper right corner of the results is the option to Refresh. Clicking on Refresh, can undo any sorting or grouping done to the results.

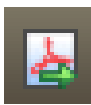



Sharing and Exporting

In the upper right corner of the results are the options to Share via E-mail, export to Excel, export to pdf, or export to csv file. These options are available for all results, regardless of how they were looked up.

Share via email = 

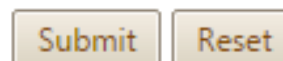
Export to Excel = 

Export to pdf = 

Export to csv = 

Reset

Next to the Submit button is a Reset button. Click on the Reset button to clear the fields to start the next search.



Responsibility of: Teams
Authored by: Stacy Sapatka