

Invoice Upload Specification Format

To upload invoices, please convert them to PDF format and place them in a zip folder. The name of each invoice file inside the zip folder should be in the format BOLnumber-InvoiceNumber. For example, if the BOL number is BOLNEWT1007665 and the invoice number is INNEWT1007343433, the invoice file should be named BOLNEWT1007665-INNEWT1007343433.pdf. The system will automatically match the BOL number and invoice number when you upload the zip folder.

Please find screenshots explaining the above.


a). Get the BOL Number and the Invoice Number in the BOL Detail File

A	B	C	D
Seq	Bill Lading Number	Bill Lading Type	Invoice Number
1	BOLNEWT1007665	W	INNEWT1007343433
2	BOLNEWT1007320	B	INNEWT100714343

b). Create a zip folder to store all invoices related to one BOL File.

 invoices	7/13/2023 10:24 AM	Compressed (zipped)...	169 KB
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c). Each invoice is to be named as “BOLNumber-InvoiceNumber”.

Name	Type
 BOLNEWT1007665-INNEWT1007343433	Microsoft Edge PDF Document

Note:

- After this step, the invoice copy gets mapped against the corresponding Bill of Lading number and invoice number.
- If a Bill of Lading has multiple invoices, the B/L number remains the same, but the invoice number will be different.