

## II.

### A BRIEF DESCRIPTION OF OUR PAYMENT PROCEDURE

- Most shipments are automatically set-up to pay based on the information obtained from the shippers Bill of Lading at the time the load departs from the shipping point. Carriers **should not send** freight invoices to Pittsburgh Logistics unless specifically requested to do so. *Note the following exceptions::*

*AK Steel Accessorials	RTI Accessorials and Inbound/Scrap Loads
Pittsburgh Logistics Systems, Inc.	Pittsburgh Logistics Systems, Inc.
The Quad Center	The Quad Center
Rochester, PA 15074	Rochester, PA 15074
ATTN: Erica Desarbo	ATTN: Debi Brocklebank

**\* Note: ALL INBOUND OR PROCESSOR TO PROCESSOR FREIGHT FOR AK STEEL BUTLER OPERATIONS SHOULD BE MAILED TO THE ABOVE ADDRESS.**

Worthington Steel  
Pittsburgh Logistics Systems, Inc.  
The Quad Center  
Rochester, PA 15074  
ATTN: Sue Holsinger

**Inbound or third party prepaid invoices only.**

- Since the Bill of Lading contains data critical to processing the payment, in order to prevent any delay in payment, **your drivers must confirm that all information on the Bill of Lading is correct before signing for the shipment.**  
Please note: If the routing on the Bill of Lading names a carrier other than your company, you must request the shipper to make the appropriate changes immediately.
- Payment will be based on load specific rate agreements, executed by both parties, or per the current contract agreement.
- If the shipment is reconsigned, or if any unusual circumstance causes additional charges, i.e. load premiums, etc., the additional charges must be documented on a properly executed rate agreement.
- Payment will be made 35 days from the end of the week in which the shipment occurred or based upon the contractual agreement terms.

### III.

## FREQUENTLY ASKED QUESTIONS

### **A. WHEN SHOULD A CARRIER INQUIRE ABOUT PAYMENT?**

1. Payment terms are 35 days from the end of the week in which the shipment occurred or per contractual agreement. If you do not receive payment within 5 to 10 days after the payment terms date, you should initiate an inquiry.
2. If you believe a short payment has occurred, then you should initiate an inquiry immediately.

**NOTE: ALL INQUIRIES MUST BE RECEIVED INTO THE CARRIER ACCOUNTING DEPARTMENT WITHIN 180 DAYS OF THE SHIP DATE IN ORDER TO BE RESEARCHED OR HAVE PAYMENT PROCESSED, IF APPLICABLE.**

### **B. WHAT MUST BE SENT WHEN SENDING AN INQUIRY?**

1. A PROPERLY COMPLETED INQUIRY FORM (copy attached).
2. A copy of the carrier freight bill.
3. Legible copy of the shippers Bill of Lading.
4. Consignee signed proof of delivery
5. Include corresponding rate agreement on all balance dues (if appropriate).
6. **Name, telephone, and fax number for carrier contact person.**

### **C. WHAT WILL THE CARRIER ACCOUNTING DEPARTMENT DO WITH YOUR INQUIRY?**

1. The inquiry will be logged into our Carrier Inquiry Database. This assists in the tracking of your inquiry while it is being investigated. The following information is logged in; carrier name, date received by Carrier Accounting, ship date, Pro number, Bill of Lading #, billing amount, and any other pertinent information.
2. Carrier Accounting will investigate and inform the appropriate carrier contact person via fax indicating the status of your inquiry. The information faxed will contain one of the following messages:
  - Processed for payment  
Payment should be received within two weeks.
  - Pending review by PLS account manager  
If Carrier Accounting cannot identify the shipment, then your inquiry will be sent to the PLS Logistics manager for validation. Once the PLS Logistics manager has evaluated the inquiry, a response will be faxed.
  - Provide payment information if your freight bill has already been paid.  
Check number and date will be supplied