

Alcoa Freight Payment

Payment of freight invoices has been outsourced to IPS Worldwide. Additional instructions for submitting freight invoices are below.

Mail invoice to:

Alcoa
c/o IPS Worldwide
P. O. Box 730321
Ormond Beach, FL 32173

Billing Instructions

EDI INVOICE

Contact Donna Hutchinson with IPS Worldwide at dhutchinson@ipsww.com for information on how to submit your invoices via EDI.

EMAIL INVOICE

If you wish to utilize this option, please email your invoices to alcoa@ipsww.com. Include one invoice per email and be sure to group the invoice and back up documents together in one attachment with the invoice being the first page of the attachment. Any image in .pdf and any image that can be natively viewed in Microsoft windows (i.e. .jpg, .tif, .tiff) will be supported. This feature not only conserves resources but will speed up the processing of your invoices.

PAPER INVOICE

What information should be on the invoice?

The Origin, Destination, Bill to information, Pro Number, Bill of Lading number, Carrier name and remittance address, all stop off information, equipment type, miles being billed, rate per mile, fuel surcharge, tarp fees, accessorial, ship date, weight, TOTAL amount being billed, and breakdown of the total amount. DO NOT include detention charges. Please indicate the Alcoa location responsible for the freight charges if the responsible location is not the shipper or the consignee.

What documentation is required?

A legible copy of the Bill of Lading must be provided with all paper invoices submitted to IPS Worldwide. This includes Full bills, Balance dues, Accessorial, or Detention. Lumper receipts, detention slips, or any other documentation is also required. **WITHOUT BACKUP YOUR INVOICE WILL BE REJECTED.**

BALANCE DUE INVOICES

What information should be on the invoice?

BALANCE DUE must be clearly printed on the invoice. The invoice must have Origin, Destination, Bill to information, Pro Number, Bill of Lading number, Carrier name and remittance address, all stop off information, equipment type, miles being billed, rate per mile, fuel surcharge, tarp fees, accessorial, ship date, weight, TOTAL amount being billed, amount paid and balance due amount. In addition, please provide an explanation of why the balance is due.

What documentation is required?

A legible copy of the Bill of Lading must be provided with all paper invoices submitted to IPS Worldwide. **WITHOUT BACKUP YOUR INVOICE WILL BE REJECTED.**

ACCESSORIAL INVOICES

What is an accessorial?

An accessorial is anything other than line haul, fuel surcharge, or detention. All accessorial charges must be clearly stated on the invoice.

EXAMPLES:

Deadhead miles: Must be clearly stated on the invoice and include (Origin, Destination, Number of deadhead miles, rate per mile, and total due for deadhead)

Unused equipment charges: Written authorization is required

Refused loads, backhauls: Written authorization is required.

What documentation is required?

A legible copy of the Bill of Lading must be provided with all paper invoices submitted to IPS Worldwide. This includes Full bills, Balance dues, Accessorial, or Detention. Lumper receipts, detention slips, or any other documentation is also required. **WITHOUT BACKUP YOUR INVOICE WILL BE REJECTED.**

DEMURRAGE/DETENTION INVOICES

Billing for detention/demurrage

Detention/demurrage must be billed on a separate invoice.

DETENTION MUST ALWAYS BE BILLED SEPARATE FROM THE LINEHAUL INVOICE OR ANY OTHER ACCESSORIAL. ANY DETENTION BILLED ON A LINEHAUL INVOICE WILL NOT BE PAID. THE INVOICE WILL BE PAID SHORT BY THE AMOUNT OF THE DETENTION.

How to ‘troubleshoot’ as past due invoice?

1. Look at the backup documentation:
 - a. Are you the carrier named on the bill of lading/org-trip name/receipt? If not – contact location.
 - b. Is the bill of lading/org-trip/receipt information correct? If not – contact location.
 - c. Do you have a signed rate agreement for the load? If not – contact sourcing manager.
2. Contact IPS Worldwide:
 - a. IPS Worldwide, Phone (386) 672-7727, Fax (386) 672-3262