



## Alcoa Corp Billing Instructions

Payment of freight invoices has been outsourced to CT Logistics. Additional instructions for submitting freight invoices are below.

### Billing Instructions

#### EDI Billing

Contact CT Logistics at [EDIMGR@ctlogistics.com](mailto:EDIMGR@ctlogistics.com) for information on how to submit your invoices via EDI.

#### FTP Billing

To setup a file transfer of your documents to CT Logistics, please email [EDIMGR@ctlogistics.com](mailto:EDIMGR@ctlogistics.com) for information on how to establish the connection. Please 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. **Further, more detailed instructions regarding FTP access and submission is available on page 4 of this document.**

#### Paper Billing

If none of the above options are possible for your company, the below can be used as a last resort. Physical mail will be the slowest processing option and highest risk for loss of information:

**Alcoa Corp**  
**c/o CT Logistics Team 8**  
P.O. Box 30382  
Cleveland, OH 44130

### PAPER INVOICES

Balance Due, Accessorial, and Detention/Demurrage Bills are to be submitted as paper (via FTP or Mail).



### **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. 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.** Also, include a copy of One-time or Short-term Rate agreements when applicable.

## **BALANCE DUE INVOICES**

### **What information should be on the invoice?**

The term **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. **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. 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 the Alcoa location for a revised BOL if possible or email approval to pay 'as is'.
  - b. Is the bill of lading/org-trip/receipt information correct? If not – contact Alcoa location.
  - c. Do you have a signed rate agreement for the load? If not – contact the Alcoa Sourcing manager at [Alcoarates@alcoa.com](mailto:Alcoarates@alcoa.com).
2. **Contact Team 8 at CT Logistics:** [team8@ctlogistics.com](mailto:team8@ctlogistics.com)  
*Team Leader for Team 8, Carol Hrenko, (216) 267-2000 Ext. 2086, [chrenko@ctlogistics.com](mailto:chrenko@ctlogistics.com)*

**Detailed FTP access and billing instructions on Page 4 below.**



RE: CT Logistics FTP Site Specifications

1. CT Logistics accepts black & white images stored as standard TIF files using CCITT Group 4 (two-dimensional) compression. Must be in binary, not ASCII
2. Invoices must be scanned together with the supporting documentation (bills of lading and the like) as multi-page TIFs. The name of the TIF files is not important.
3. Multi-page TIFs must all be placed into a dated folder (in YYYYMMDD format only) before uploading to the FTP site and placed into the "images" folder. The dated folder should be the current date.
4. If you cannot send TIFs you can send PDF files. File formats must be Invoice first then followed by any backup documentation.
5. Their system pools the FTP site every 2 hours and upon recognition of files, notifies their team that there are images waiting to be processed. At this time, they can also send an acknowledgement back to the sender notifying them that the images have been received. Please provide an email address if you wish to have an acknowledgement emailed to you.
6. **If you see that images from a previous day are still there. Please email the contact at the bottom of this page, so that they may get the issue resolved.**

Other System Information:

- FTP address: <http://ctftps.ctlogistics.com/thinclient>
- or IP address of CT's FTP server: <http://12.168.193.139/thinclient>
- Operating System: Linux; ISP is dedicated, firewalled, with 150 mbit fiber speed

Please do not hesitate to contact them with any questions.

CT Logistics, EDI department, [edimgr@ctlogistics.com](mailto:edimgr@ctlogistics.com); 216-267-2000