



Oak Harbor Freight Lines, Inc.



"Bringing Peace of Mind Since 1916"



Emailed PDF Invoices

Name of billing account _____ Account # _____

E-mail Address(s) _____

Maximum File size (MB) _____

Documents requested with Invoice: Bill of lading Delivery Receipt

Name of person requesting change: _____

Contact phone #: _____ Start Date: _____

Payment must be made based on original invoice date, problems with your e-mail or network can not delay payment within negotiated terms.



Weekly Electronic Statements (.xls)

Name of billing account _____ Account # _____

E-mail Address(s) _____

Name of person requesting change: _____

Contact phone #: _____ Start Date: _____

Select the fields you want and the order you want them to appear from left to right in the spreadsheet using 1, 2, 3 etc.

<u>Sequence</u>	<u>Field Name</u>	<u>Sequence</u>	<u>Field Name</u>
_____	OHFL SCAC	_____	Shipper's State
_____	Statement #	_____	Shipper's Zip
_____	Statement Date	_____	Consignee's Customer #
_____	Statement Amount	_____	Consignee's Name
_____	Billing Customer #	_____	Consignee's City
_____	Store #	_____	Consignee's State
_____	Pro #	_____	Consignee's Zip
_____	Ship Date	_____	Delivered Date
_____	Billing Terms	_____	Gross Freight Charges
_____	Shippers #	_____	Discount Amount
_____	PO #	_____	Net Freight Charges (gross less discount)
_____	Bill of Lading #	_____	EDI Reference
_____	Shipper's Customer #	_____	Total Pieces
_____	Shipper's Name	_____	Shipped Weight
_____	Shipper's City	_____	Rated Weight (includes deficit)



Electronic Data Interchange (EDI)

To enroll in EDI, your EDI coordinator must contact our IT Group at edi@Oakh.com to establish a Map.

To set up Electronic Invoicing, fax the completed form to 253-288-1039 or give it to your Account Manager.