Transportation Management Accounting
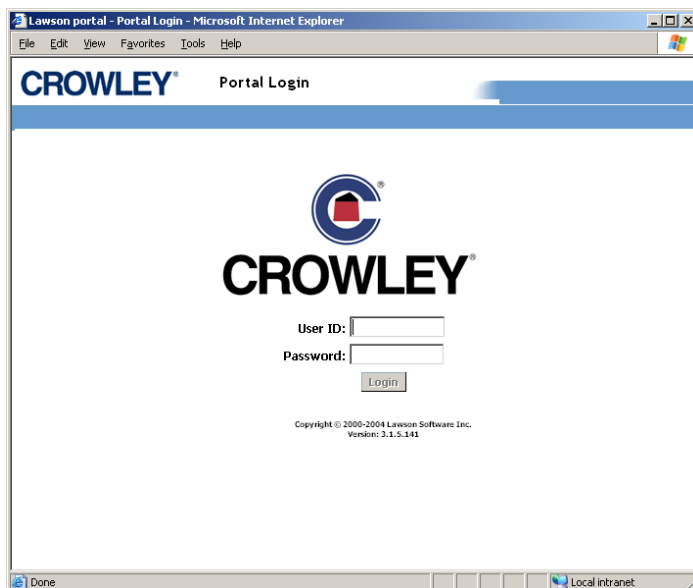
Portal Invoice Upload

USER REFERENCE V.5

To help facilitate the submission of transportation invoices for payment, Crowley has designed a solution for the carrier to upload their invoices via the web.

Begin with an Internet connection, open a browser web page, and type in the following Crowley web site for Invoice submission. [Crowley employees, see Appendix D]
The address is - - **https://financials.crowley.com/lawson/portal/**
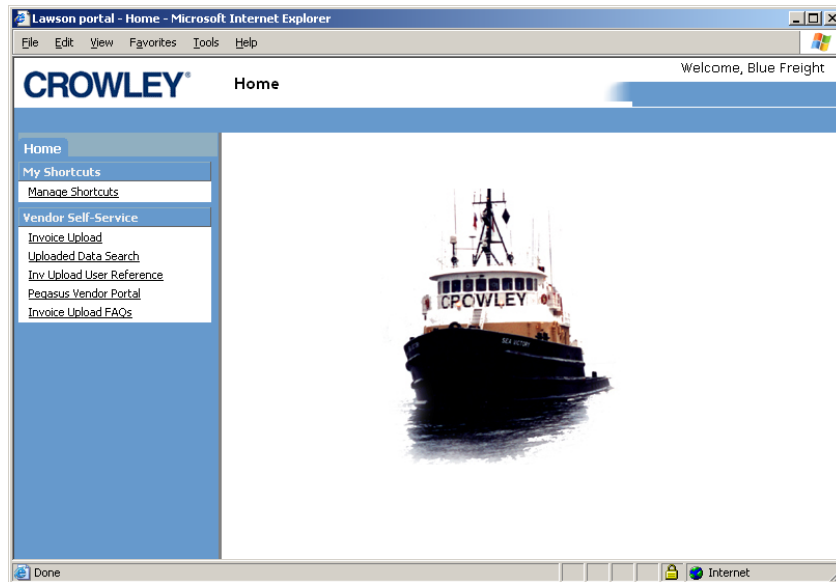

This will transfer to the Crowley Financials Vendor Portal page. Carriers will connect using their Crowley Vendor User ID and their originally issued password.

Once the Carrier is authenticated, the Vendor Self-Service screen is displayed.
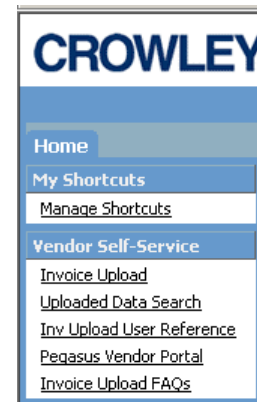
Vendor Self-Service:

Options on the left side of the screen on the navigation pane show the applications available to the carrier. They include the Invoice Upload template, an Invoice/Confirmation Look-up, a web link to the Vendor Tender Portal, and help documentation for the Invoice Upload process.

Invoice Upload Template:

Selecting the "Invoice Upload" link on the navigation pane displays the upload template. The carrier's User information is displayed at the top of the template. Invoices can be "Uploaded" into the template, or manually entered [see section on "Manual Data Input"].
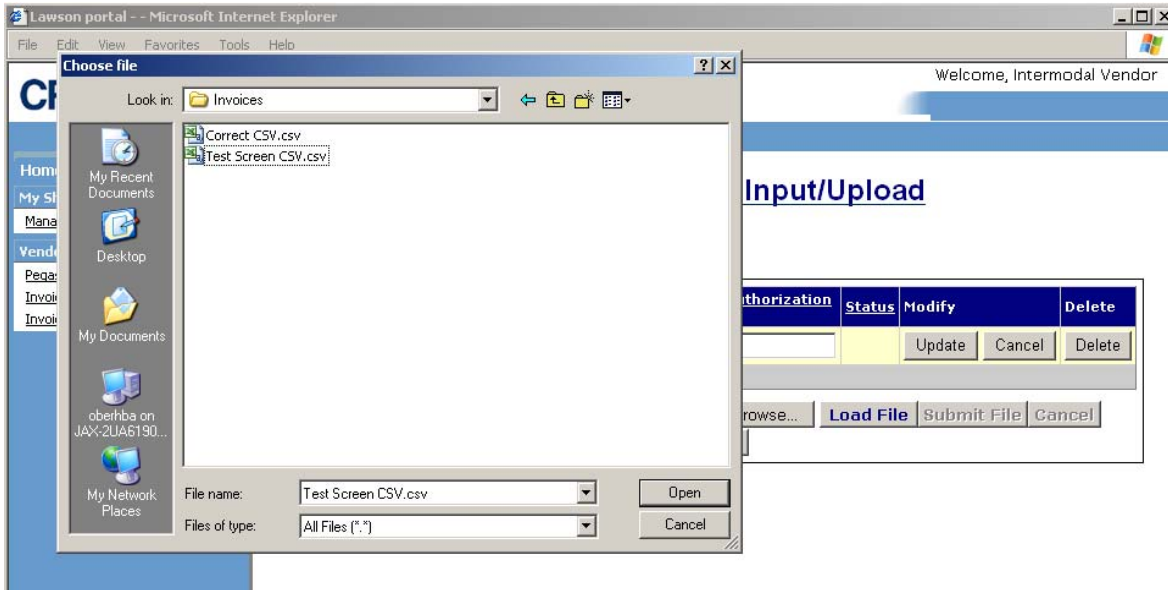

Crowley Invoicing Input/Upload

Invoice Number	Invoice Date (mm/dd/yyyy)	Equipment ID	Invoice Amount	Authorization #	Status	Modify	Delete
						Update Cancel	Delete
1							

Browse... | Load File | Submit File | Cancel | Add Row | Save Errors

Loading Invoices:

From the Vendor Invoice Upload screen, select "Browse…" at the bottom of the screen to search the hard drive for your upload-able file.

"Choose file" box will pop-up to allow selection from the computer's hard drive. **ONLY comma-delimited** files **WITHOUT headers** can be uploaded [see Appendix A].

Once the desired invoice file has been found and selected, the **file name** is displayed in the box on the template for uploading.
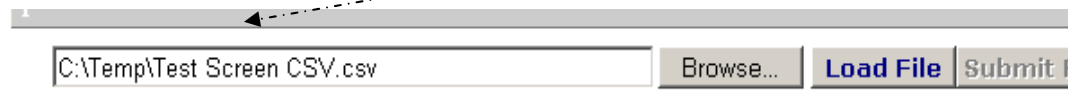
> **NOTE:** Only one file can be uploaded per template screen.

Selecting the "Load File" button populates the template with all of the invoices from the file and performs an audit of the data.

Crowley Invoicing Input/Upload

Invoice Number	Invoice Date (mm/dd/yyyy)	Equipment ID	Invoice Amount	Authorization #	Status	Modify		Delete
						Update	Cancel	Delete
1								

C:\Temp\WEB\Invoices\Test Screen CSV.csv   Browse...   **Load File** | Submit File | Cancel | **Add Row**

NOTE: Files not in a CSV format will return an error as shown below . . .

The file you have selected: "ABCD20060825.XLS" is not a ".csv" file type.

Invoice	Invoice Date	Equipment	Invoice	A...

When a file is loaded in error [or just needs to be reloaded], selecting the "Cancel" button will clear the template screen. Then "Browse" and reload another data file.

Browse...   Load File | **Submit File** | **Cancel**

TIP: Once a file has been uploaded, additional lines can be manually added to the template.

NOTE: This error may be displayed if the data being uploaded has extra blank lines at the bottom of the spreadsheet. See **Appendix B** for formatting.

Crowley Invoicing Input/Upload

System Error: Object reference not set to an instance of an object.

Enter Vendor Number: 479535   Enter Location: 01   Submit   Edit

Invoice Number	Invoice Date (mm/dd/yyyy)	Equipment ID	Invoice Amount	Authorization #	Status	Modify

Manual Data Input:

Invoices can be manually entered into the Portal template. The open boxes indicate cells for data input. Manually enter invoice data . . .

. . . and select "Update" to add the row and trigger the validation process of the information entered. The Status column displays the error messages, if any.

Invoice Number	Invoice Date (mm/dd/yyyy)	Equipment ID	Invoice Amount	Authorization #	Status	Modify	Delete
15810719D	04/17/2006	CMCU553626	$412.91	3052601 TM	Incorrect Authorization format	Edit	Delete
15810646D	04/17/2006	TRLU178493	$44	13240701TM	Invoice amount is less than move	Edit	Delete
15824454	04/17/2006	CMCU407374	$426.56	2731101TM	OK	Edit	Delete
15825313D	04/17/2006	CMCU402642	$511.88	3022801TM	OK	Edit	Delete
15831849D	04/17/2006	CMCU452913	$267.75	3332501TM	OK	Edit	Delete

Browse... | Load File | Submit File | Cancel | Add Row | Save Errors

Select the "Edit" button again to make corrections, as needed or select "Add Row" to open another empty input line.

NOTE: The manual entry of invoices inactivates the ability to upload data files.

Invoice Validation:

Once the invoices have been loaded (or manually entered) into the template, the application will audit the data formats and sort the records by Status. Additionally, some quick validation checks will verify the move information on the invoices. This insures the accuracy of the information for faster processing of invoices.   Examples include, checking the system to see if the invoice was previously sent, making certain that the vendor is the vendor of record on the move, and making certain the move number exists in any of the Crowley transportation management systems.

Error messages are displayed in the "Status" field indicating the specific problems with each invoice in error. Possible Error Messages returned are:

- Incorrect Invoice format
- Invoice Number cannot exceed 15 digits
- Incorrect Date format
- Incorrect Equipment ID format
- Incorrect Authorization Format
- Incorrect Invoice Amount
- Duplicate Invoice – indicating invoice already in upload file
- Invoice Already Exists
- Cannot have negative Amount

- Cannot have a zero Amount
- Authorization # does not exist
- Move not ready for Invoicing
- Move is not ready for Invoicing until after *mm/dd/yyyy*
- Move not valid for Vendor
- Move not valid
- Invoice Date must be >= *mm/dd/yyyyy*
- **Invoice Amount exceeds move
- **Invoice Amount is less than move

** These are warnings only and will not prevent the file from uploading.
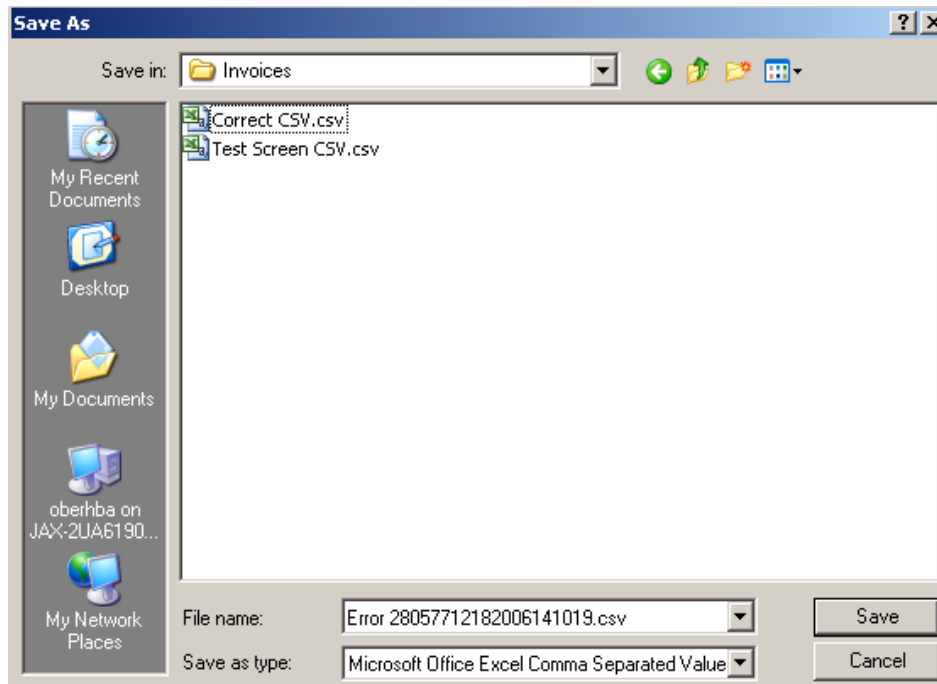
The invoices in error are now ready for correction – or they can be exported to a **comma-delimited** file for later review. The "Save Errors" button captures the records in error and prepares a file for transferring to the user's hard drive.
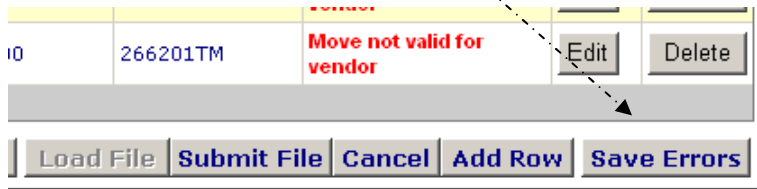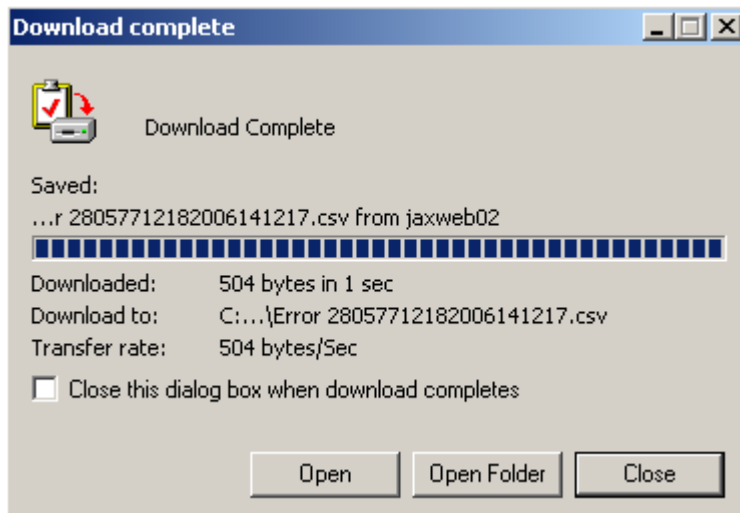

The user is prompted to save the file. Note the file name contains the word "Error".
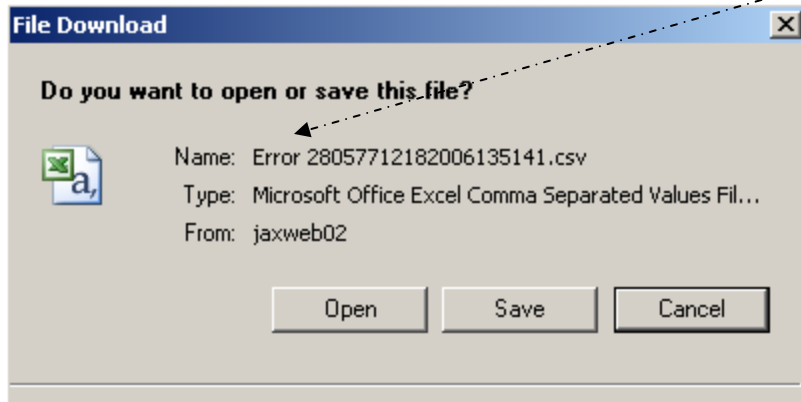
Save the file on your computer.

Close the window when the download is complete.

Any invoice in error that will be resolved offline and submitted at a later time needs to be DELETED from the template.

Invoice Number	Invoice Date (mm/dd/yyyy)	Equipment ID	Invoice Amount	Authorization #	Status	Modify	Delete
15810719	04/17/2006	CMCU553626	$353.00	24836201TM	1. Invoice Already Exists 2. Invoice amount exceeds move	Edit	Delete
15810646	04/17/2006	TRLU178493	$280.90	12015601TM	Invoice Already Exists	Edit	Delete
15824454	04/17/2006	CMCU407374	$634.37	8717201TM	Invoice Already Exists	Edit	Delete
15825313	04/17/2006	CMCU402642	$554.34	23386401TM	Invoice Already Exists	Edit	Delete
15831849	04/17/2006	CMCU452913	$611.52	11914001TM	Invoice Already Exists	Edit	Delete

1

Browse... | Load File | Submit File | Cancel | Add Row | Save Errors

Data Corrections and Invoice Submission:

For each error encountered, the "Edit" button will open the line for revisions.

Invoice Number	Invoice Date (mm/dd/yyyy)	Equipment ID	Invoice Amount	Authorization #	Status	Modify	Delete
1085785C	10/04/2006	CMCZ831523	100.00	32620501TM	Invoice amount exceeds move	Edit	Delete
BC002011558300B	10/04/2006	CMCU452022	$498.18	4386601TM	Move not valid for vendor	Edit	Delete
1085856C	10/03/2006	CMCZ810365	$85.00	32620401TM	OK	Edit	Delete
1095218C	10/04/2006	CMCZ833133	$85.00	32618601TM	OK	Edit	Delete

1085856C	10/03/2006	CMCZ810365	221.71	0002945101TM	1. Incorrect Authorization format	Update	Cancel	Delete

Make changes to the invoice data in the fields with errors and select "Update", or "Cancel" to discontinue the editing, or "Delete" to remove the line from the template.
The data validation routines are executed again and any unresolved errors display in the status column.

Invoice amounts that either exceed or are less than the move amounts in the TM system return a discrepancy message. This will not prevent the invoice from being uploaded and submitted. However, a message is displayed indicating that there may be a delay in payment until the cost issues are resolved.

Crowley Invoicing Input/Upload

Discrepancies in Invoice Amount may cause Payment Delay

Invoice Number	Invoice Date (mm/dd/yyyy)	Equipment ID	Invoice Amount	Authorization #	Status	Modify	Delete
1085785C	10/04/2006	CMCZ831523	100.00	32620501TM	Invoice amount exceeds move	Edit	Delete
BC002011558300B	10/04/2006	CMCU452022	$498.18	4386601TM	Move not valid for vendor	Edit	Delete
1085856C	10/03/2006	CMCZ810365	$85.00	32620401TM	OK	Edit	Delete

NOTE: The submission of invoices where amounts do not equal the amount of the move is subject to review and may delay payment.

Continue processing each invoice by moving to the next invoice line in error and selecting the Edit button for each row.

Invoices in the template are sorted so that those with errors are moved to the top of the form and the ones that have been corrected sort to the bottom.

For added flexibility, the column headers provide the ability to sort the records. Clicking on any header that is underlined sorts the records by that field.

Invoice Number	Invoice Date (mm/dd/yyyy)	Equipment ID	Invoice Amount	Authorization #	Status	Modify	Delete
15825313	04/17/2006	CMCU402642	$554.00	2634302TM	Move not valid for vendor	Edit	Delete
15861496	04/18/2006	CMCU402729	$1,371.00	2627502TM	Move not valid for vendor	Edit	Delete

Paging can be done by clicking on the desired page number located at the bottom left of the screen. Each page must be reviewed for errors.

1097612C	10/03/:
1099164-C	10/03/:
1105947C	10/04/:

2
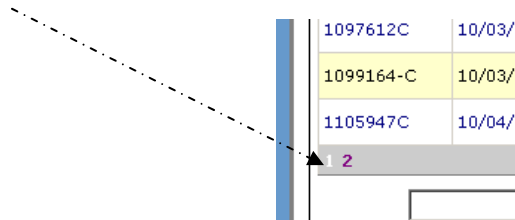
A Status of "OK" will allow the record to be submitted. The file can not be submitted with errors, except for amount discrepancy warnings.

Invoice Number	Invoice Date (mm/dd/yyyy)	Equipment ID	Invoice Amount	Authorization #	Status	Modify	Delete
15810646	04/17/2006	TRLU178493	282.00	2662002TM	OK	Edit	Delete
15810719	04/17/2006	TRLU178493	353.00	266201TM	OK	Edit	Delete
15810890	04/17/2006	CMCU901344	566.00	JAX6052245	OK	Edit	Delete
15811105	04/17/2006				OK	Edit	Delete

Once errors have been corrected, the status of each invoice should read "OK".
Select the "Submit File" button to transfer the records.

Submit File C

NOTE: Selecting the "Submit File" button when errors still exists returns the following message:

There are 9 row(s) with error(s) or no data. Please correct or delete them, before pressing "Submit File" again.

Invoice	Invoice Date	Equipment	Invoice	Authorization	Status	Modify	Delete

Upon successful submission, a count of Invoices submitted, as well as, the **Confirmation** number will be returned to the screen.

Crowley Invoicing Confirmation

Your Confirmation Number is: 28057712182006144458364

You have submitted 5 invoices successfully.

Discrepancies in Invoice Amount may cause Payment Delay

| Invoice Number	Invoice Date (mm/dd/yyyy)	Equipment ID	Invoice Amount	Authorization #	Status
15810719E	04/17/2006	CMCU553626	$353.00	24836201TM	Invoice amount exceeds move
15810646E	04/17/2006	TRLU178493	$280.90	12015601TM	OK
15824454E	04/17/2006	CMCU407374	$634.37	8717201TM	OK
15825313E	04/17/2006	CMCU402642	$554.34	23386401TM	OK
15831849E	04/17/2006	CMCU452913	$611.52	11914001TM	OK

Continue

Export Report

The confirmation page lists ALL invoices successfully sent in this submission. Amount differences are noted in the Status column.
This page can be printed by using your browser's **Print** function or it can be downloaded to a comma-separated format.
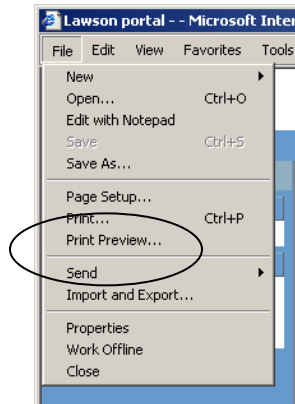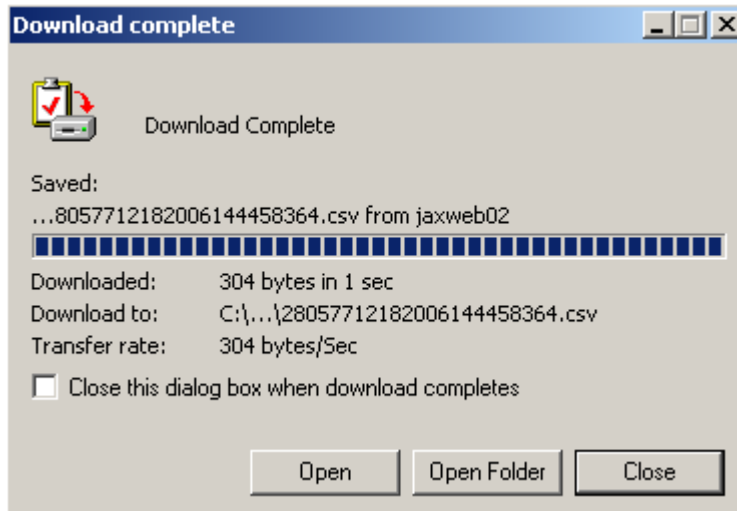
Selecting the "Export Report" button gives the option of where to save the file.
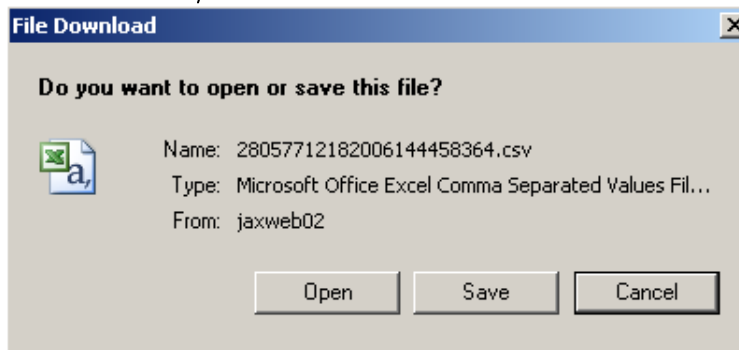
WARNING: The file from the web page can only be "Saved". Selecting "Open" will return an error message stating that the file cannot be downloaded.

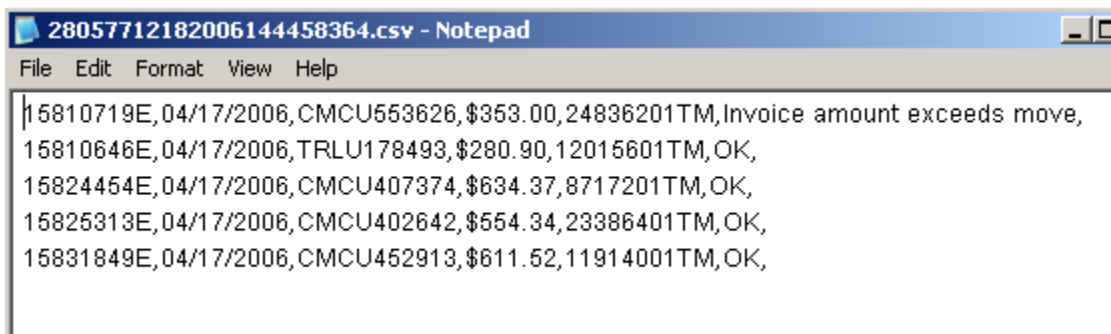Close the window when the download is complete.

The file is saved in a CSV format that can be opened in Excel, or any Text software, such as Notepad, for uploading at a later date.

EXCEL format

Notepad

Once completed printing or saving the confirmation page, select the "Continue" button to return to the initial upload page for additional invoices.

04/18/2006	CMCU407436	$554.00	29378
04/17/2006	CMCU510055	$630.00	CHI6900686
04/17/2006	CMCU402642	$55.00	32748101TM

Continue

NOTE: For information regarding the data used in the verification process, or for assistance or contact information refer to the **Invoice Upload FAQs** located on the Vendor Self-Service navigation panel
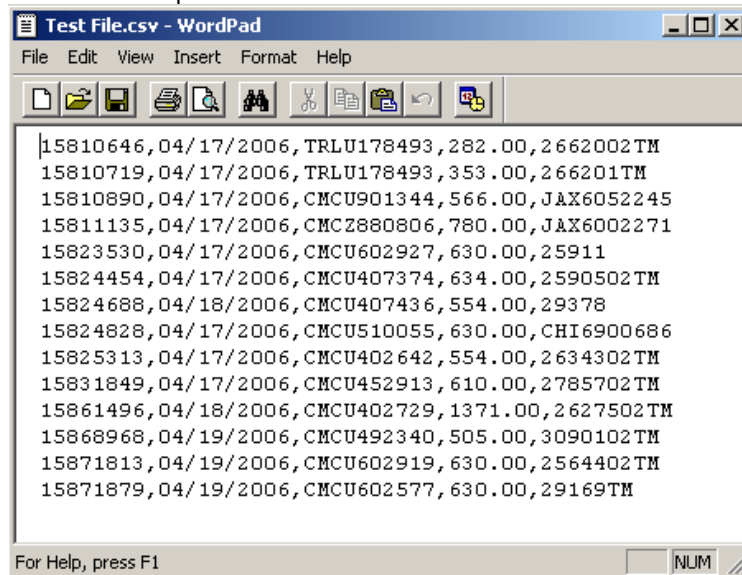
Appendix A

Invoice Data File Guidelines:

Standard File Format [comma delimited]
Invoices in a comma separated (.csv) format can be uploaded from your computer's hard drive.
The file must have NO header column and follow the data format as outlined below.

CSV formats:

WordPad Example:

```
15810646,04/17/2006,TRLU178493,282.00,2662002TM
15810719,04/17/2006,TRLU178493,353.00,266201TM
15810890,04/17/2006,CMCU901344,566.00,JAX6052245
15811135,04/17/2006,CMCZ880806,780.00,JAX6002271
15823530,04/17/2006,CMCU602927,630.00,25911
15824454,04/17/2006,CMCU407374,634.00,2590502TM
15824688,04/18/2006,CMCU407436,554.00,29378
15824828,04/17/2006,CMCU510055,630.00,CHI6900686
15825313,04/17/2006,CMCU402642,554.00,2634302TM
15831849,04/17/2006,CMCU452913,610.00,2785702TM
15861496,04/18/2006,CMCU402729,1371.00,2627502TM
15868968,04/19/2006,CMCU492340,505.00,3090102TM
15871813,04/19/2006,CMCU602919,630.00,2564402TM
15871879,04/19/2006,CMCU602577,630.00,29169TM
```

Excel CSV Example:

	A	B	C	D	E	F	G
1	15810646	4/17/2006	TRLU178493	282.00	2662002TM		
2	15810719	4/17/2006	TRLU178493	353.00	266201TM		
3	15810890	4/17/2006	CMCU901344	566.00	JAX6052245		
4	15811135	4/17/2006	CMCZ880806	780.00	JAX6002271		
5	15823530	4/17/2006	CMCU602927	630.00	25911		
6	15824454	4/17/2006	CMCU407374	634.00	2590502TM		
7	15824688	4/18/2006	CMCU407436	554.00	29378		
8	15824828	4/17/2006	CMCU510055	630.00	CHI6900686		
9	15825313	4/17/2006	CMCU402642	554.00	2634302TM		
10	15831849	4/17/2006	CMCU452913	610.00	2785702TM		
11	15861496	4/18/2006	CMCU402729	1371.00	2627502TM		
12	15868968	4/19/2006	CMCU492340	505.00	3090102TM		
13	15871813	4/19/2006	CMCU602919	630.00	2564402TM		
14	15871879	4/19/2006	CMCU602577	630.00	29169TM		
15							
16							

REQUIRED FIELDS (in this order):
Invoice Number
Invoice Date (MM/DD/CCYY)
Equipment ID
Invoice Amount
Authorization Number

Data File Formats:

- Column A – Invoice number
    - o Each invoice number must be unique per authorization number – duplicates are invalid. The field must be contiguous consisting of any combination of letters, numbers, or dashes. Other special characters are not valid. Length should not exceed 15 characters.

- Column B – Invoice date
    - o Must be a valid date and formatted as MM/DD/CCYY [ex., 11/01/2006] and not be greater than the current date. NOTE: The 96 hour rule also applies.

- Column C – Equipment ID
    - o This consists of the Crowley ID number with no spaces, punctuation or other special characters [ex., CMCZ123456].

- Column D – Invoice amount
    - o Amounts should not have leading zeros.
    - o Commas, dollar signs ($), and decimal .00 are optional.

- Column E – Authorization number [**MOVE** number and leg]
    - o This is the Crowley Authorization Number (Purchase Order Number) and will be edited for one of these three valid formats:
        - ▪ A five-digit numeric with the first digit as "2" [ex., "**22345**"]
        - ▪ Three character alpha + up to 7-digit numeric [ex., "**JAX102304**"]
        - ▪ Up to 8-digit numeric (with no leading zeros) + the literal "TM" [ex., "**12345678TM**" or "**123TM**"]

        NOTE: TM authorization numbers will be verified against the Crowley Transportation Management systems.
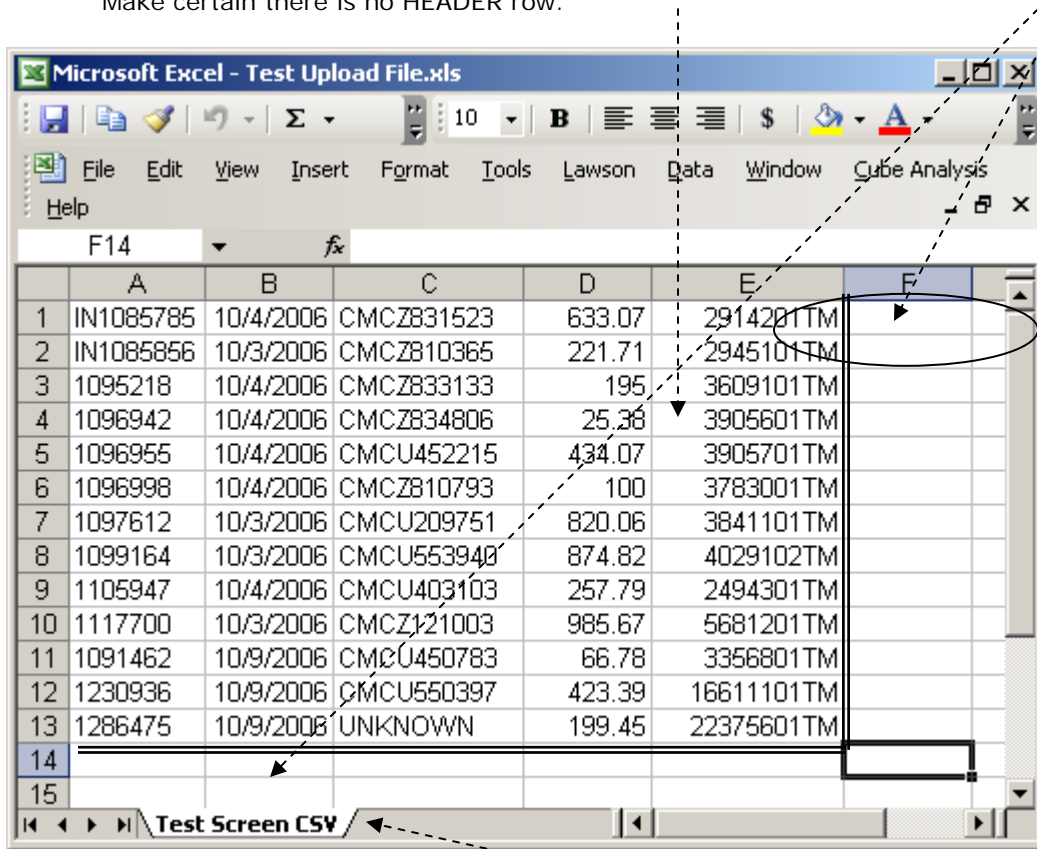
Appendix B

Creating Comma-delimited [csv] Files:

From Excel Spreadsheets:

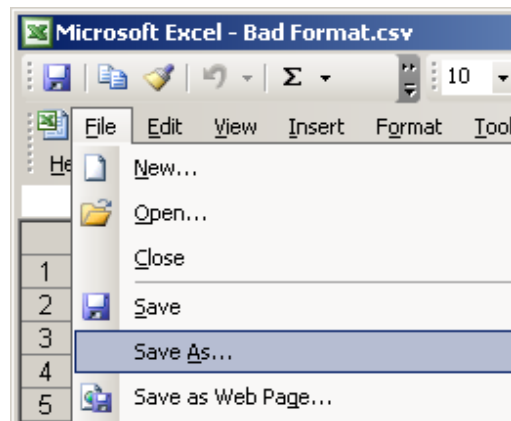Follow the format guidelines noted in Appendix A.
Make certain there is ONLY data in the visible columns and rows [no spaces].
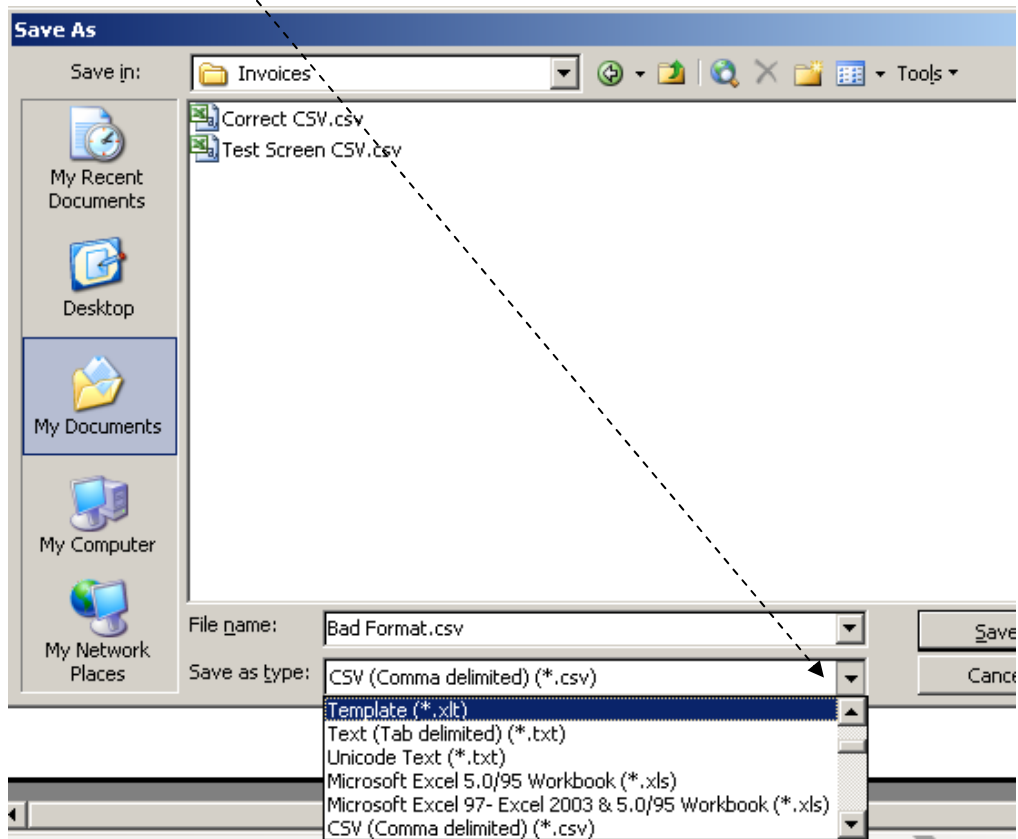Make certain there is no HEADER row.

Make certain there is only one worksheet tab.

Do a "File – Save As" . . .

From the "File name:" drop down, select **'CSV (Comma delimited) (*.csv)'**, enter a file name and **'Save'**.

Appendix C

Uploaded Data Search

Additional functionality available in the Vendor Self-Service web application is a lookup tool for the invoices uploaded via the web.   The search can be done by carrier's **confirmation number,** specific **invoice,** or the **authorization**/move number.   The **status** field represents the status that the invoice had at the time of the upload [such as, "*Invoice amount exceeds move*"] and provides for a search of just those types of invoice.

AP customer service users must input the vendor number from this display screen.
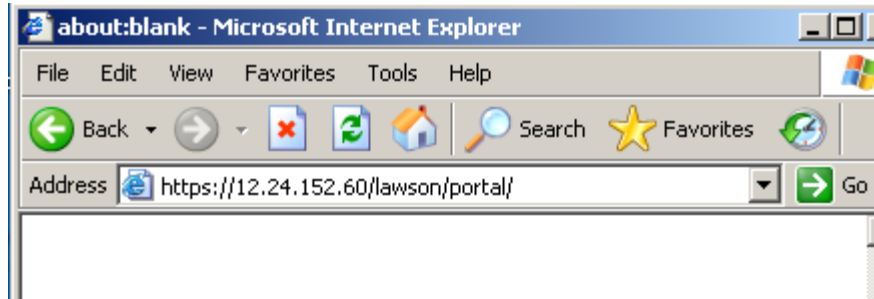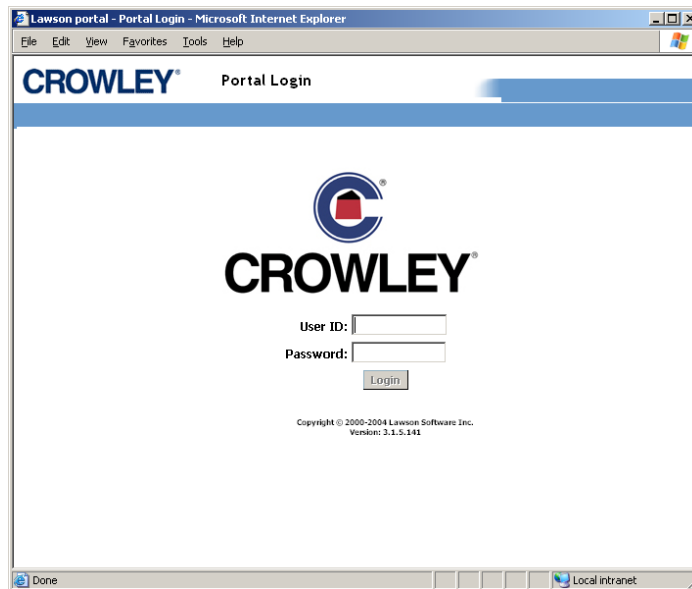
Appendix D

Template for Internal User

Open a browser web page, and type in the Crowley web site for Invoice submission. The address is - - **https://12.24.152.60/lawson/portal/**
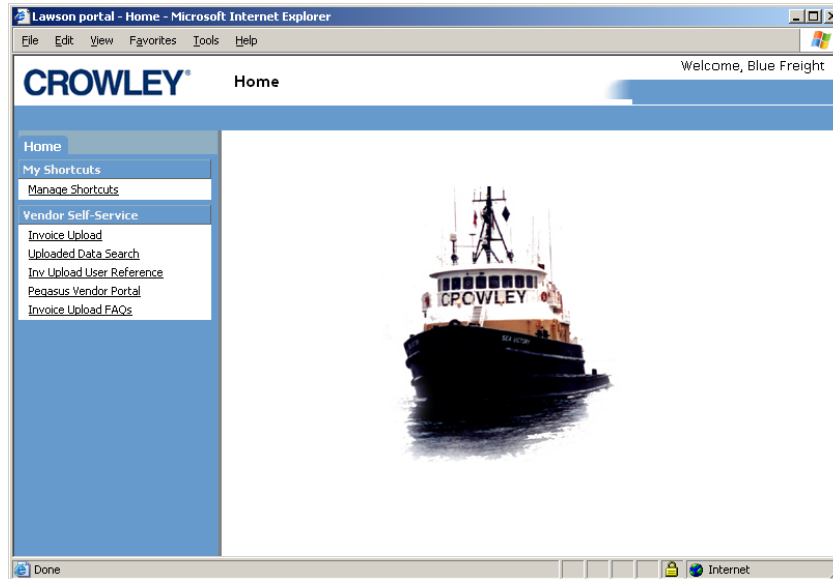

This will transfer to the Crowley Financials Vendor Portal page. Log on as usual.

The system will authenticate the user as an employee and the Vendor Self-Service screen is displayed.

Vendor Self-Service

Options on the left side of the screen on the navigation pane show the applications available to the carrier. They include the Invoice Upload template, a web link to the Vendor Tender Portal, and help documentation for the Invoice Upload process.

Select the **Invoice Upload** link to transfer to the Invoice input template.

Enter the Lawson **Vendor Number** and the **Remit To Location** code for the data to be uploaded, and press "Submit". This locks in the vendor number.

The template displays the vendor information and is ready for uploading invoice data.

NOTE: This error may be displayed if the data being uploaded has extra blank lines at the bottom of the spreadsheet. See **Appendix B** for formatting.

Additionally, this error will occur if the vendor number is not entered before attempting the **Load File** function.

Crowley Invoicing Input/Upload

System Error: Object reference not set to an instance of an object.

Enter Vendor Number: 479535   Enter Location: 01   Submit   **Edit**

Invoice Number	Invoice Date (mm/dd/yyyy)	Equipment ID	Invoice Amount	Authorization #	Status	Modify