




LTL.XPO.COM WEBSITE UPDATES

View and Pay Invoices



From the **Home Page**:



- Click the **Billing** tab or the **Accounts Payable** callout box
- Review a list of Invoices and their status
- Use the Search and Filter options at the top to narrow your list
- Click the download arrow  to view a copy of the invoice
- Click the **'Pay'** button to begin the payment process
- Enter your credit card or ACH information, or use a stored card or account
- You'll receive on-screen confirmation that the payment was successful and an email confirmation

Note: Web users must be registered and have security admin access to view invoices and pay online.

The screenshot shows the XPO Invoices page with a list of invoices and a detailed view of one invoice. The list of invoices includes columns for Invoice, Status, Customer, PRO Number, Date Due, Invoice Amount, and Balance Due (USD). The detailed invoice view shows the shipper (CNWY), consignee (COMFORT TECH), and a table of items with descriptions, weights, rates, and charges. The total amount due is \$242.44.

Invoice	Status	Customer	PRO Number	Date Due	Invoice Amount	Balance Due (USD)	Actions
649294144 202203 003	OUTSTANDING	CATERPILLAR INC AH9409	649-294144	05/01/2022	\$126.70	\$126.70	PAY 
649292991 202203 009	OUTSTANDING	CATERPILLAR INC AH9409	649-292991	05/01/2022	\$162.56	\$162.56	PAY 
649294133 202203 003	OUTSTANDING	CATERPILLAR INC AH9409	649-294133				
649292991 202203 005	OUTSTANDING	CATERPILLAR INC AH9409	649-292991				
649294052 202203 003	OUTSTANDING	CATERPILLAR INC AH9409	649-294052				
649293002 202203 009	OUTSTANDING	CATERPILLAR INC AH9409	649-293002				
649292991 202203 003	OUTSTANDING	CATERPILLAR INC AH9409	649-292991				
649248493 202202 007	OUTSTANDING	TRACTOR & EQUIPMENT	649-248493				
138328956 202112 001	OUTSTANDING	PROGRESS RAIL	138-328956				
649248460 202202 009	OUTSTANDING	TRACTOR & EQUIPMENT	649-248460				

SHIPPER	CONSIGNEE	CUSTOMER NUMBERS	SHIPMENT DATE
ABB LLY DRIVES PLANT 1000 1000 W GLENDALE DR NEW BERLIN, WI 53151-2840 US	COMFORT TECH PPS ATTN: MARLENE HERNANDEZ *TDC CN 18077 NEW UPTON AVE HAILEAH GARDENS, FL, 33018-1165 US	SN# 86735501 PO# 1004080938 105010622 DCL 105010622 PO# 0086735501 000292775 PO# 0086735501 000292775	03/08/2022

PCS	DESCRIPTION OF ARTICLES AND MARKS	WEIGHT (lbs)	RATE	CHARGES
1	PLT ELECTRICAL CONTROLS CLASS 70 XPO LOGISTICS DISCOUNT SAVES YOU FSC FUEL SURCHARGE 12.00% DCS CONSTITUITY SITE PICKUP TDC TIME DATE CRITICAL	60	M	\$161.68 \$19.40 \$130.50 \$90.00
1	TOTAL	60		US \$401.58 PREPAID US \$271.08 US \$130.90

*** PAYMENT IS DUE BY 05/07/2022 ***
 DELINQUENT BALANCES ARE SUBJECT TO LATE FEES AS REFERENCED IN TARIFF 199
 *** BALANCE DUE INVOICE ***
 DELINQUENT BALANCES ARE SUBJECT TO LATE FEES AS REFERENCED IN TARIFF 199

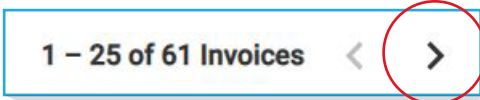
View and Pay Invoices (continued)

To pay multiple invoices at one time:

- Select the invoices you want to pay by clicking the check boxes; click the > at the top of the rows to go to the next page to select additional invoices
- Click Bulk Actions and select Pay Invoices

Note:

- Credit card payments are subject to a 25- invoice maximum per transaction
- ACH payments are subject to a 500-invoice maximum per transaction



Invoice	Status	Customer	PRO Number	Date Due	Invoice Amount	Balance Due (USD)	Actions
<input checked="" type="checkbox"/> 105009531 202203 001	OUTSTANDING	ABB INC	105-009531	05/07/2022	\$310.10	\$310.10	PAY
<input checked="" type="checkbox"/> 105010231 202203 001	OUTSTANDING	ABB INC	105-010231	05/07/2022	\$190.37	\$190.37	PAY
<input checked="" type="checkbox"/> 105009542 202203 001	OUTSTANDING	ABB INC	105-009542	05/07/2022	\$310.30	\$310.30	PAY
<input checked="" type="checkbox"/> 105010441 202203 001	OUTSTANDING	ABB INC	105-010441	05/07/2022	\$361.93	\$361.93	PAY
<input checked="" type="checkbox"/> 105010080 202203 001	OUTSTANDING	ABB INC	105-010080	05/07/2022	\$331.86	\$331.86	PAY
<input checked="" type="checkbox"/> 105010581 202203 001	OUTSTANDING	ABB INC	105-010581	05/07/2022	\$229.71	\$229.71	PAY
<input checked="" type="checkbox"/> 105010430 202203 001	OUTSTANDING	ABB INC	105-010430	05/07/2022	\$222.17	\$222.17	PAY

To make a partial payment:

1. Select an invoice for payment
2. Choose the billing method – ACH or Credit Card
3. Choose “Partial Payment”
4. Enter the payment amount
5. Select the reason for not paying in full and enter additional details
6. Follow the prompts to complete the payment