EDI Exceptions Tool

Client Coding and Approval - EDI Records

New Client Web Environment – Last Update 1/29/2015

NTC is replacing the <u>EDI</u> link under Image Exceptions with a new EDI Exceptions Tool that will provide more information and improved grouping options for easier coding.

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NTC Client Web Environ	ime ×	
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Select Account Management, EXCEPTIONS, EDI Exceptions

Effective 05/27/2014, **EDI Exceptions** is the <u>newest</u> home for Client EDI Coding and Approval. These are EDI records requiring Client review, coding and or approval.

Click on the drop arrow next to the **Select Clnum-SCAC** box to chood the carrier that you want to work on. If further grouping is necessary, click on the drop arrow next to **GROUPING** Option and select one of the options from the drop down list and click on **Search/Refresh**.



• GROUPING Option: allows user to narrow down search by desired selection criteria

NONE – No additional grouping – if selected, all carriers will be displayed

Return To – will display any EDI record marked to be returned to the carrier by mail or client via online imaging

EDI Control Number – will display EDI records by the Control Number transmitted by the carrier

Payor Account Number – will display EDI records by the Payor Account Number transmitted by the carrier (mainly Parcel carriers)

Invoice Number – will display EDI records by the Invoice Number transmitted by the carrier **Customer Reference Number** – will display EDI records by the Customer Reference Number transmitted by the carrier

Ship Date – date when shipment took place and provided by the carrier **Shipper Name** – shipper's/sender's origin name

Shipper Company – shipper's/sender's origin company name
Shipper Zip – shipper's/sender's origin zip code
Consignee Name - consignee's/recipient's name
Consignee Company - consignee's/recipient's company name
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***Note: SCAC** (Standard Carrier Alpha Code) is a unique 4 digit code used by carriers to identify their EDI data.

Select Carrier: click on the Review/Edit or On Hold count.

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- **New EDI screen:** is fairly similar to the old one except for the format of now showing field categories at the top of the screen vs. the side. Begin working each category as needed.
 - **GO** the various flags to the left of the 'GO' box allow the user to flag the records according to the descriptions in the drop down.

As an example, if 'On Hold' is selected, the system will remember this selection so that subsequent records will not need to be changed. This means though, that if a record is now marked with 'On Hold' user will need to change the selection back to 'Update & Pay' for the next record. User must be very careful to select the correct command because once done, the record will move to the designated category.

 Update Only - if coding or altering bill but not ready to move record yet, 'Update Only' will allow record to remain in the database until further review

- Update & Pay if coding and approval complete, select 'Update & Pay' from the drop down in the top left hand header section and click on 'GO'. Records will be moved onto the next available weekly batch when NTC is ready to sweep the records and merge with manual and imaged bills.
- On Hold user can flag the record in 'On Hold' to help identify the record in separate category from the rest that are yet to be reviewed, if further review is necessary to make the decision to complete the record. When user accesses the records again, they will be found in the 'On Hold' column and can be easily found.
- ReCode/ReMatch NTC Auditors use this flag after correcting BOL numbers that may not have been transmitted correctly on the EDI record by the carrier. NTC selects 'ReCode/ReMatch' to attempt a rematch and coding by the system through the BOL match.
- Sort EDI records can be Sorted by various fields as needed. One of the most used sort methods is by 'Shipper Zip' to group certain locations for review first (if user has a preferred sort option, please send us an e-mail with the suggestion).
- Do Not Pay if client does not wish to pay the record, select 'MakeNoPay' from the drop down and click on 'Go'. This action will automatically add <u>NP</u> to the 'FBExt field' and <u>change</u> <u>the dollar amount to zero</u>. This identifies the invoice as a Do Not Pay bill and provides duplicate protection.

FBnum - freight bill number

Ship Date – date when shipment took place and provided by the carrier
Billed Amount – dollar amount being billed by the carrier
Shipper Zip – shipper's/sender's origin zip code
Shipper CO – shipper's/sender's origin country
Shipper Name – shipper's/sender's origin name
Consignee Zip – consignee's/recipient's zip code
Consignee CO - consignee's/recipient's country
Consignee Name - consignee's/recipient's name
ShipZip/Wt – shipper's zip and weight
ShipZip/ConsigneeZip /Wt – shipper's zip and consignee's zip and weight
Customer Reference Number – number identifying company or name of customer
NTCauditdate – date when NTC audited the EDI record

- Ascending/Descending sort option selected can be sorted in 'Ascending', lower to higher or 'Descending', higher to lower order
- Audit Reason: any time a freight bill is going to be paid at a lower amount than what the carrier is charging, the 'PayAmt' can be adjusted to a lower total (include decimal) and a

short payment, 'Audit Reason' can be selected from the drop down to be displayed as part of the notes on the record visible on NTC's web site and carriers will be able to see them.

Accessorial charges not authorized **Capacity Rate Applies** Cheaper at Higher Weight Break Level Cheaper at the 20M Rate Level **Disbursement Fee NA FAK Applies** Fuel Surcharge Not Authorized Incorrect Agreed Upon Rate **Incorrect Class Incorrect Discount** Incorrect Driver Load and Unload Incorrect Duplicate Charge **Incorrect Extra Charges** Incorrect Fuel Surcharge Incorrect Minimum Charge Incorrect Pallet Rate Incorrect Rate Incorrect Rate per Czar Rates Incorrect Rate Per Mile **Invoice Calculations Incorrect** Less Pallet Allowance Limited Access Charge N/A LTL Rates Apply **Missing Discount** No FAK Not Applicable per Contract Not to be paid Per Special Pricing Quote Short-paid Per Client To be Processed Internally

- FB Notes allow the user to include general information pertinent to the record such as short pay reason, indication of quoted shipment, etc. 'FB Notes' are visible on NTC's web site and carriers will be able to see them.
- **First, Previous, Next or Last** click on them to move onto different records.
- Find freight bill search can be done by entering it in the 'Enter Bill #' box and then click on 'Find' and it will either open a new window or a new tab depending on how the user's internet explorer is set up. You may get an <u>error</u> the first time you use this tool with a pop up window indicating "Internet Explorer blocked a pop-up from", Click on 'Allow Once' and then try again.



If you get this window, click on 'Retry' and it should work now.

• Coding Steps:

- Type the applicable coding in the Coding Boxes and click on 'Go'
- If coding bill but not ready to move record yet, click on 'Update Only' and then on 'GO'
- To copy and paste the same code(s) to other records without having to re-type them each time, click in the box to **place a check mark** to the right of the coding field description.

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 On subsequent records, user can click on 'Clear Copied Code Fields' to cease using same code and the check mark will be deactivated or 'Paste Copied Code Fields'.

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 Click on 'Close EDI Review' at the top left hand corner when done. A prompt will be displayed asking user to select 'Yes' if ready to lose the tab or 'No' if you wish to continue to work on EDI records.



If 'Yes' is selected, user will be back in the 'EDI Exceptions Manager' section and can select new carrier to work.