EDI Exceptions Tool
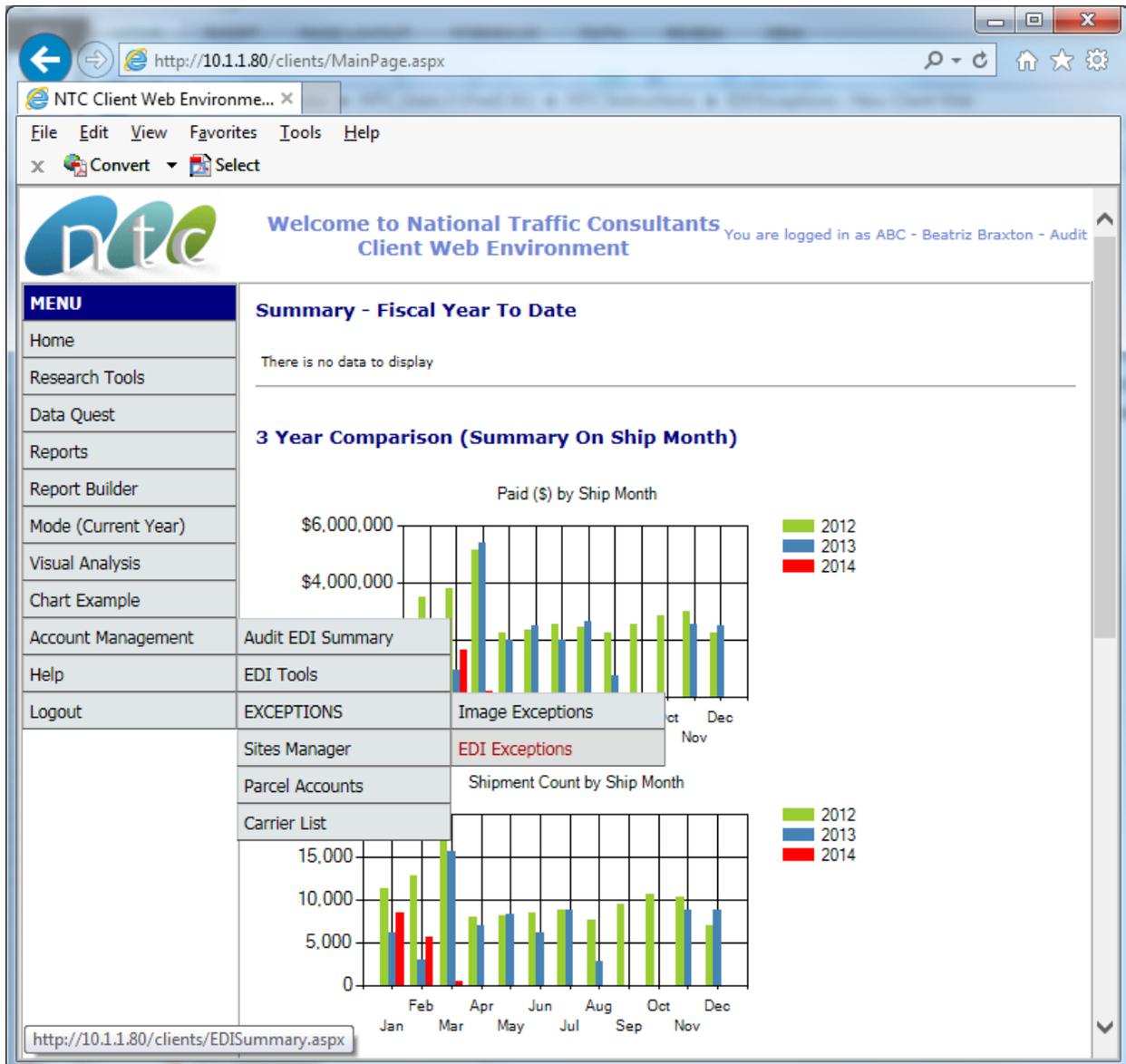
Client Coding and Approval - EDI Records

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

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

Select **Account Management, EXCEPTIONS, EDI Exceptions**

Effective 05/27/2014, **EDI Exceptions** is the newest 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**.
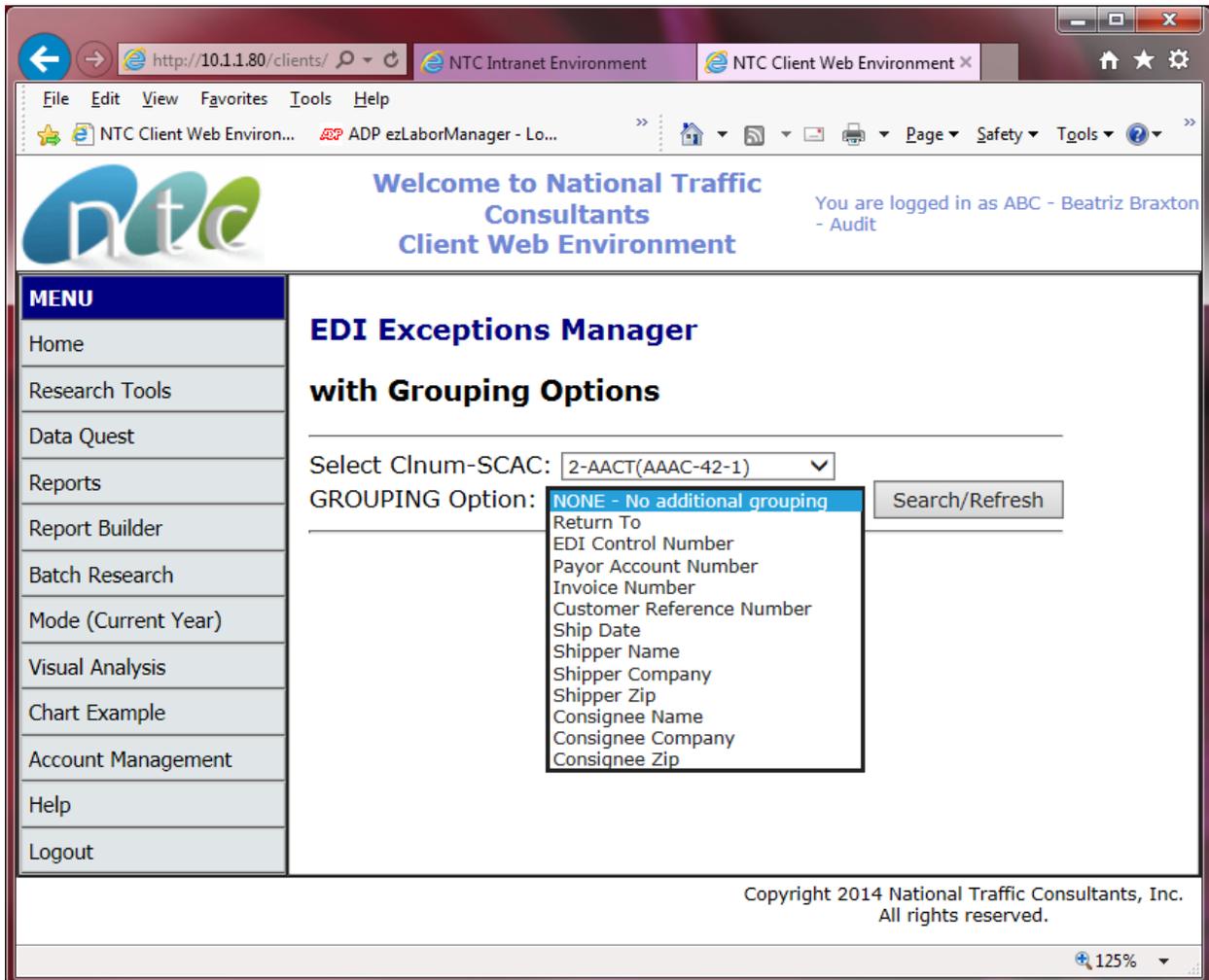
- **GROUPING Option:** allows user to narrow down search by desired selection criteria

    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

Consignee Zip - consignee's/recipient's zip code

*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.

- **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 **NP** to the '**FBExt field'** and **change the dollar amount to zero**. 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 error 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.
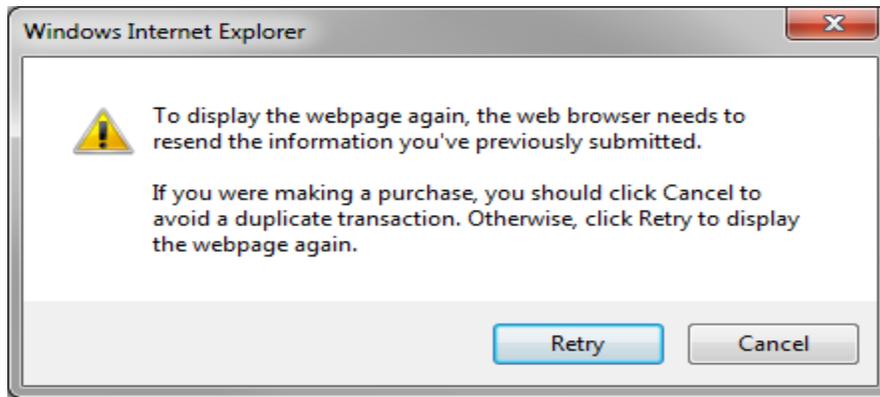
If you get this window, click on 'Retry' and it should work now.

- **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.

- 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'.**

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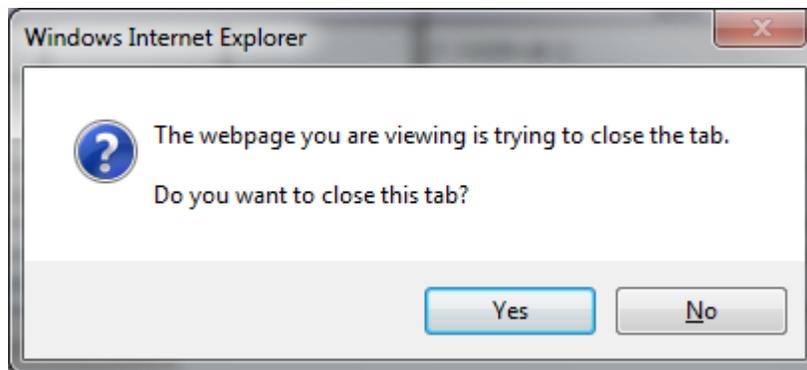
If 'Yes' is selected, user will be back in the 'EDI Exceptions Manager' section and can select new carrier to work.