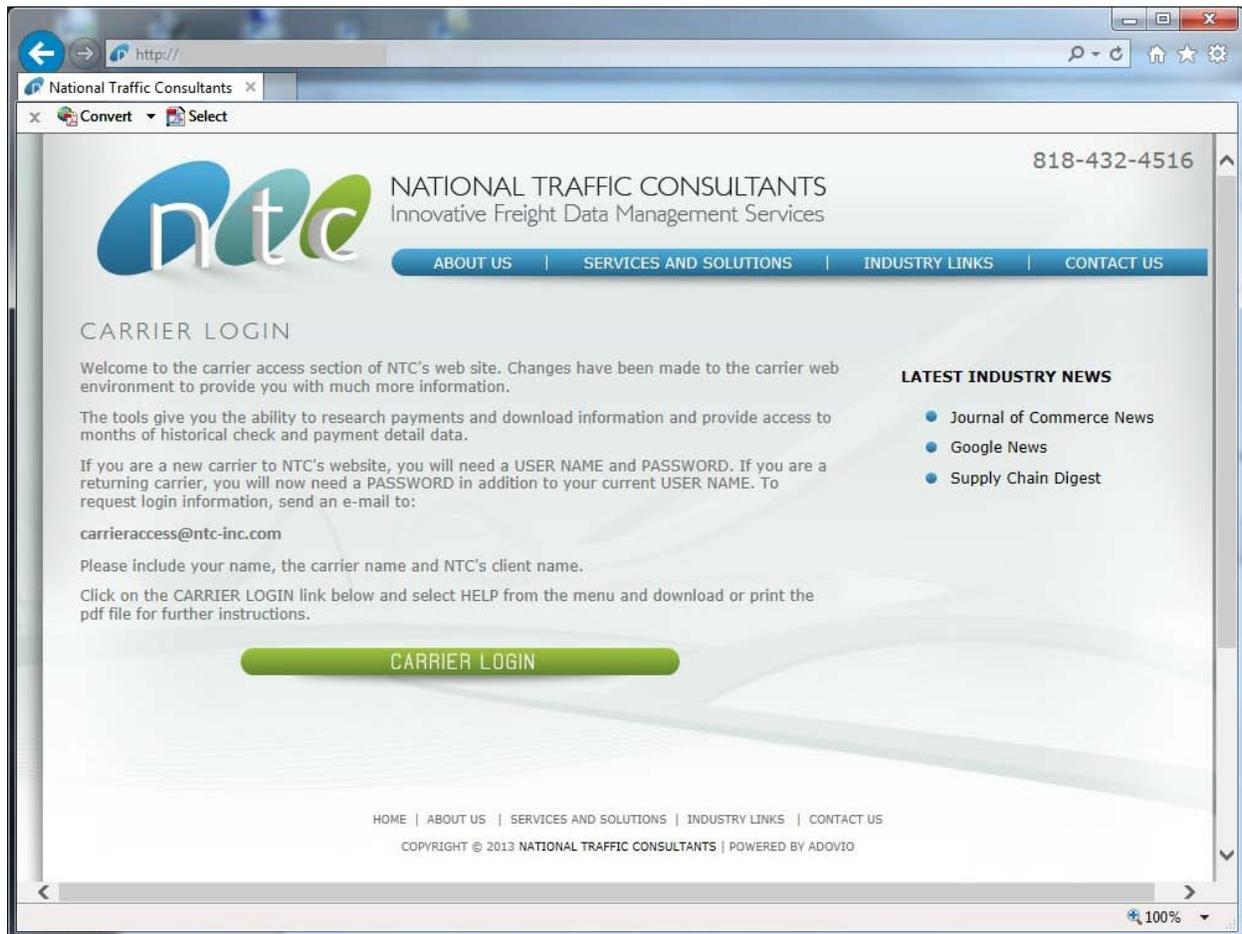


# NTC Carrier Web Environment Instructions

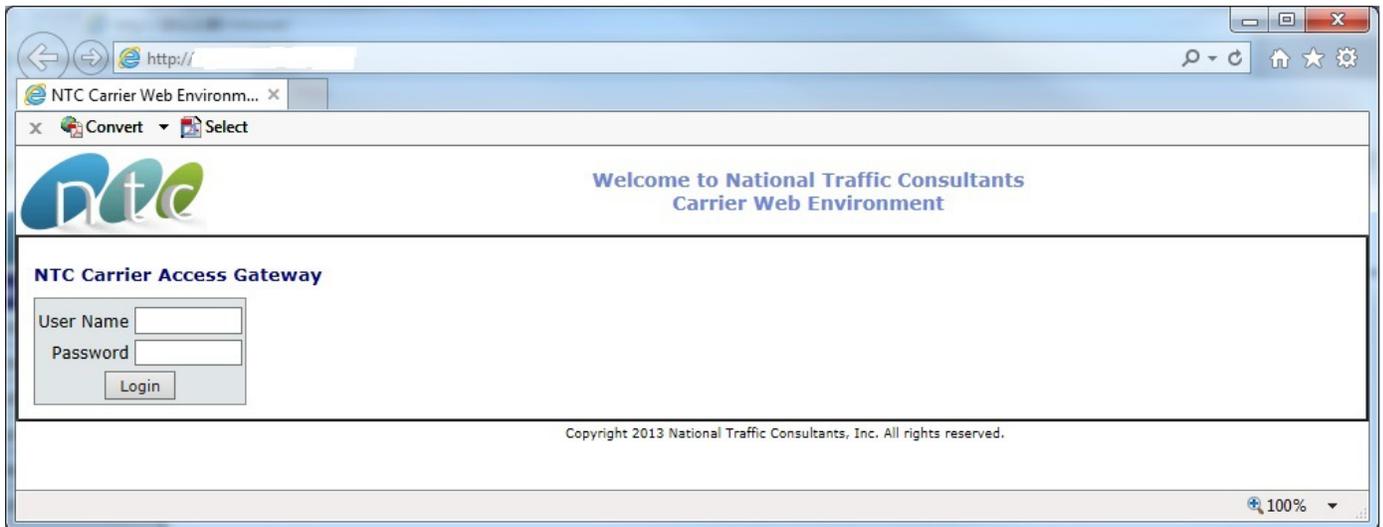
## Carrier Edition

National Traffic Consultants (NTC) has provided you, our client's freight carriers, with a suite of new tools designed specifically to give you access to current and historical payment information as well as check data and audit reduction reasons. The site is designed to provide a one-stop-shopping approach where you can choose between NTC clients with whom you've done business and extract your payment data.

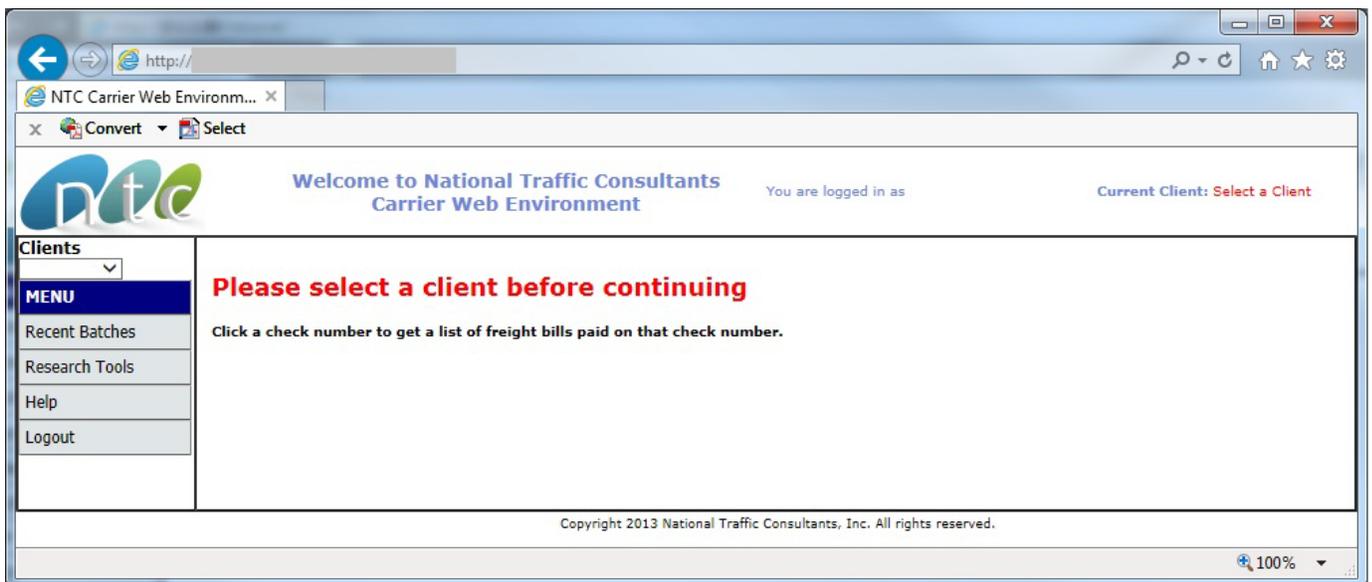
1. **NTC Carrier Web Environment Access:** After opening NTC's website, [www.ntc-inc.com](http://www.ntc-inc.com), and clicking on the **Carrier Login** link, you will be at the **CARRIER LOGIN** page. This page contains important information, including how to request your USER NAME and PASSWORD from NTC.



2. Once you have your USER NAME and PASSWORD, click on the green CARRIER LOGIN button and you will be taken to the **NTC Carrier Access Gateway**. At the login screen, enter your USER NAME and PASSWORD where indicated and click the Login button.



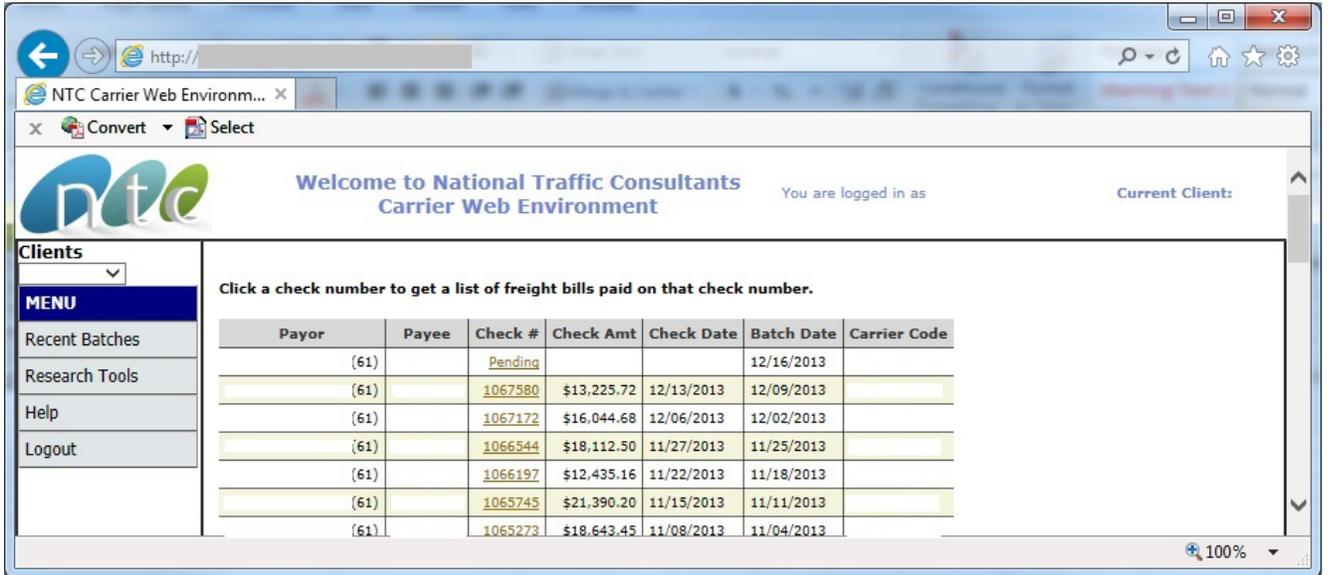
3. **Carrier Web Environment:** The Carrier Web Environment is the starting place to research your freight bill's payment status. We suggest that you first click on the Menu item **'Help'** and print or save the instructions file, called **NTC\_Carrier\_Access\_Instructions**. This document will guide you through the tools available in the Carrier Web Environment.



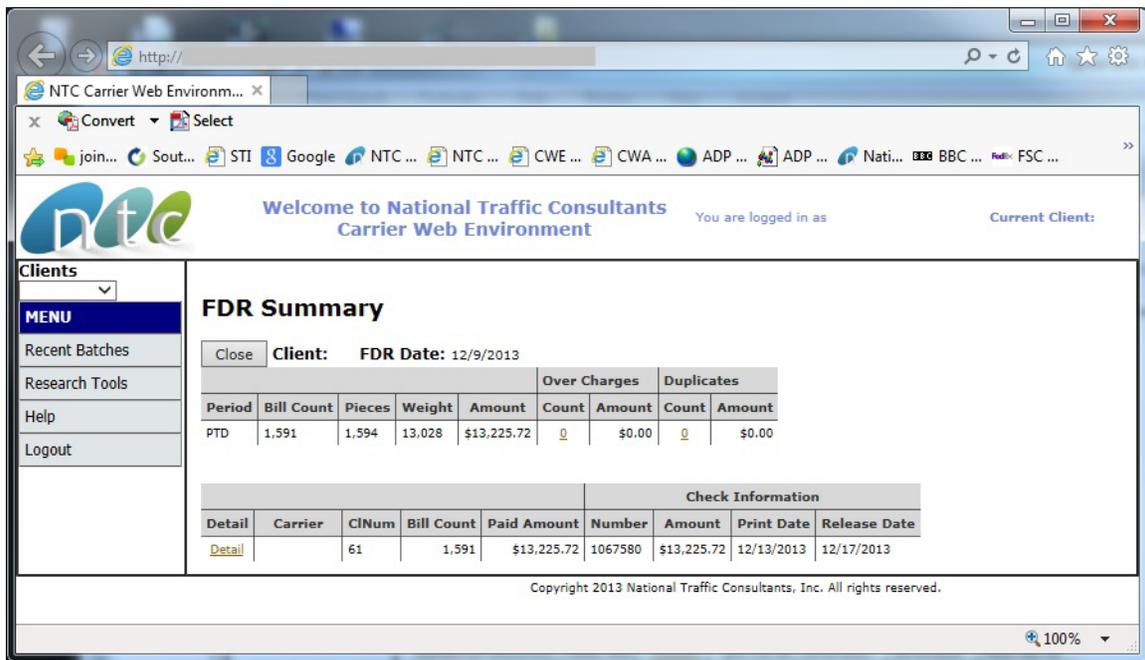
Once you are logged into the site, you will need to **select a client before continuing**. In the upper left of the screen there is a drop box containing client name. Click on the drop box and select the client name that you want to research. If you do NOT see your client's name, that means that NTC does not have bills in the system for your company for that client or that you have an incorrect login. If this happens, please contact NTC either via phone or via e-mail as noted in the Carrier Login page.

#### 4. Menu Options:

- Recent Batches:** By selecting **Recent Batches** you can see many months of paid data by Check Number or Pending. 'Pending' are bills that have been processed on a Batch report and NTC is awaiting funding from our client.



- By clicking on the underlined link for Check Number or Pending and you will be able to see what was processed and/or paid for that Batch Date.



- By clicking on the word Detail you will display the Batch Detail Records or remittance statement with all of the detail paid on that check for that Batch Date. To download this data to Excel, simply click on the link and follow the directions.

The screenshot shows the NTC Carrier Web Environment interface. The main content area is titled "Batch Detail Records" and displays the following information:

**Check Detail**  
**Client:**      **Carrier:**      **Batch Date:** 12/9/2013  
**From:**                      **To:**  
Check Number: 1067580      Check Print Date: 12/13/2013  
Check Amount: \$13,225.72      Check Mail Date: 12/17/2013

Buttons: [Export To Excel](#)   [Close](#)

Carrier Code	FDR Date	FBNum	FBExten	Ship Date	BLNum	Pieces	Weight	PdAmt	Adjustment	AdjustmentReason
	12/9/2013	223515026983		10/31/2013		1	1	\$16.29	\$0.00	—
	12/9/2013	223515026990		10/31/2013		1	1	\$16.29	\$0.00	—
	12/9/2013	223515027003		10/31/2013		1	1	\$16.29	\$0.00	—
	12/9/2013	223515027218		11/14/2013		1	16	\$6.44	\$0.00	—
	12/9/2013	223515027249	ADJ	11/18/2013		1	1	\$7.49	\$0.00	—
	12/9/2013	223515027256	RES	11/18/2013		1	30	\$13.56	\$0.00	—
	12/9/2013	223515027263	ADJ	11/18/2013		1	1	\$7.49	\$0.00	—
	12/9/2013	431070955832		11/22/2013		1	2	\$7.42	\$0.00	—
	12/9/2013	431070955854		11/22/2013		1	0	\$15.90	\$0.00	—
	12/9/2013	431070956048		11/26/2013		1	1	\$3.55	\$0.00	—

Windows Internet Explorer dialog box: "What do you want to do with DataQuest.xls?"

Size: 3.06 MB  
Type: Microsoft Office Excel 2003  
From: 10.1.1.80

Options: [Open](#) (The file won't be saved automatically.), [Save](#), [Save as](#)

Buttons: [Cancel](#)

Microsoft Office Excel warning dialog box: "The file you are trying to open, 'DataQuest.xls', is in a different format than specified by the file extension. Verify that the file is not corrupted and is from a trusted source before opening the file. Do you want to open the file now?"

Buttons: [Yes](#), [No](#), [Help](#)

- **Click Open and Yes.**
- **IMPORTANT:** *Once open in Excel and before any work is done on the file, go to **Save As** and save the file with a filename and as .xls or .xlsx to convert the file to actual Excel format.*

## 5. Research Tools/Find Freight Bills:

The screenshot shows a web browser window with the URL 'http://'. The page title is 'Welcome to National Traffic Consultants Carrier Web Environment'. The user is logged in as 'Current Client:'. The main content area is titled 'Freight Bill, PRO Number, Tracking Number Research'. It contains a search form with the following fields:

- Freight Bill or Parcel Number:** Copy and Paste a list or enter a freight bill number. Use % as wild card, 1234%. Returns all freight bills numbers start with 1234. See below for more options.
- Bill Of Lading:** Copy and Paste a list of BOLs or enter a BOL number. Use % as wild card, 1234%. Returns all freight bills that have a BOL starting with 1234. See below for more options.
- Check Number:** Enter a check number. This gets all freight bills paid on the check you enter. See below for more options.

Below the search fields is a 'Search Option' dropdown menu set to 'ALL' of above required. A note states: 'All' options entered are used to match (greater precision). 'ANY' options that match (wider net). At the bottom of the form are two buttons: 'Find Freight Bills' and 'Export To Excel'.

### Instructions

- Enter your search criteria into one or more of the search options, freight bill, bill of lading, and/or check number.
- You must enter search criteria in at least one search field!
- The 'Search Options' allow you to search requiring 'ALL' of the criteria to match or 'ANY' of your criteria to match.
- Selecting 'ALL' will be a more restrictive search while the 'ANY' option will provide a much wider search.
- A partial search is also possible, using the % as a wild card.
- For example, you want to find freight bill numbers that start with 654890.

- Enter 654890% in the freight bill field.

**Freight Bill or Parcel Tracking Number:**

- Type or cut and paste one or more numbers into the respective boxes and press the **Tab key**
- Freight bill numbers will be moved to the respective list to the right
- You can specify up to 20 per field

**Bill of Lading:**

- Type or cut and paste one or more numbers into the respective boxes and press the **Tab key**
- BOLs will be moved to the respective list to the right
- You can specify up to 20 per field

**Check Numbers:**

- Type or cut and paste one or more numbers into the respective boxes and press the **Tab key**
- Check numbers be moved to the respective list to the right

**Search Options:**

- Two options, 'ALL' and 'ANY'
- 'ALL' will find freight bills that match ALL of the criteria you enter in each of the search fields (e.g. Check number)
- This is the most precise, usually returning fewer freight bills
- 'ANY' will find freight bills that match ANY of the criteria you entered in any of the search fields
- This casts a big net for freight bills, usually finding more freight bills

**Item Status Definitions**

- Processed - Record that has been audited, coded, validated, approved for payment, and batched. These records are waiting for funding by the client.
- Processed-Paid - This record has been batched and was assigned to a check.
- Processed-Dup - This record has been identified as a duplicate, it matched a bill that was paid in a prior batch.
- Ready4Batch – This record is in the process of being batched for a report. On the actual Batch Date, you may see the Ready4Batch record in addition to the processed record.
- Pending - Record data is being validated and approved for payment and batching.
- Image Return - Paper bill that has been scanned and is waiting in the Exceptions web tool for Client coding and/or approval. PDF image available for online preview.
- Return - Paper bill being returned to the carrier (Paper2Carrier) or client (Paper2Client).
- EDI-In Work - Records that have received in data file from the carrier. This bill is being account coded and audited then it will be validated and approved for payment.
- EDI-Audit Completed - Records that have received in data file from the carrier. The account coding and audited have been completed. Next step is record validation and approval for payment.
- (Paper) - Manually entered records.
- EDI-Archived - Records that have received in data file from the carrier and have been

processed.

### **Freight Bill Qualifier Definitions**

- BD = Balance Due
- CR = Credit
- DT = Duty & Tax
- MB = Masterbill or Split Bill - MB line is not included in total paid amount
- NP = Do Not Pay
- RC = Credit Issued