

ENERGY TRANSPORTATION GROUP: TIPS FOR SUCCESSFUL BILLING

Dear supplier and Business partner,

In our efforts to build strong relationship with our vendors, we have included below a few tips to ensure your invoices are processed and paid as soon as possible.

Tips for Successful Billing:

INCLUDED DOCUMENTS

- Make sure to include with your invoice, the following supporting documentation:
 - POD, Rate confirmation and any other relevant documents
- PODs: make sure the POD is SIGNED when submitting it to us
- Rate Confirmation: verify the rate on your invoice matches our Rate confirmation. If not, please include a document approving the discrepancy (an email from a dispatcher)
- Verify that the FB Number and invoice number are clear with minimal handwriting on the invoice

EMAIL FORMATTING

- Please E-mail; clear, legible copies of invoices and all supporting documentation, including all signed delivery paperwork within 24hrs of delivery to carrierpayables@shipenergy.com
- Please send your documents in PDF format
- Send one email per load
- Include your load number in the subject line of your e-mail

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- Please note that our terms begin from the date WE received your Invoice and signed POD
- We offer Direct Deposit/QuickPay services. You can find our forms by clicking on "ACH/QuickPay" tab in our InvoiceInfo portal or email ach@shipenergy.com for more information

Should you have any questions regarding this above, please reach out to our accounts payable department by e-mail at paystatus@shipenergy.com

Thank you for your business,
ENERGY Accounts payable team

