



Instructions for the subcontractor regarding the electronic submission of documents to Locotranssped

Issue 2

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Instructions for the subcontractor regarding the electronic submission of documents to Locotranssped

1. General Information

In order to expedite and facilitate the settlement process, Locotranssped has implemented an Electronic Document Workflow (EDW).

2. How to send documents to Locotranssped

2.1 The email address for sending documents to Locotranssped is:

documents@locotranssped.pl

2.2 The email message must meet the following conditions::

- The email subject line should follow the pattern:

“VAT NUMBER_ Transport Order”,

where:

VAT NUMBER – VAT NUMBER of the carrier (the company sending the documents), along with the country code in front of it

Transport Order – Transport Order Number received from Locotranssped (visible on the first page of the Transport Order.).)

Example:

PL7831682017_121586

- Each email should pertain to only one Transport Order
- If the documents concern refrigerated transport, the email must contain 3 attachments (1 – Invoice, 2 – CMR and other documents, 3 – Thermograph printout).
- If the documents concern transport other than temperature-controlled, the email must contain 2 attachments (1 – Invoice, 2 – CMR and other documents).
- If the documents concern a debit/credit note - the e-mail must contain also the attachment with the debit/credit note and any documents regarding the note.
- Attachments must meet the requirements specified in point 2.3. and 2.4

2.3 Attached Documents (email attachments):

- Attached documents must be in color and PDF format.
- The e-invoice must be a system printout (without stamps and signature) in PDF format. Invoices printed out, then scanned (e.g. to PDF) and made available electronically will not be accepted. The accepted language of the invoice is Polish and English.
- Invoice – File name according to the pattern:
“FV_Transport Order Number”
where:
FV – literally two letters ‘F’ i ‘V’ indicating that this document is an invoice (Faktura).

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Transport Order Number - Transport Order Number received from
Locotranssped (visible on the first page of the Transport Order)

Example:

FV_121586

- POD and other documents (in one PDF file) – File name according to the pattern:
“POD_Transport Order Number”

where:

POD – abbreviation consisting of the letters 'P', 'O', 'D'.

Transport Order Number - Transport Order Number received from
Locotranssped (visible on the first page of the Transport Order.)

Example:

POD_121586

- Thermograph Printout (temperature printout for refrigerated transport) – File name according to the pattern:

“TP_Transport Order Number”

where:

TP – abbreviation consisting of the letters 'T' and 'P'.

Transport Order Number - Transport Order Number received from
Locotranssped (visible on the first page of the Transport Order.)

Example:

TP_121586

2.4 Additional documents please sent in the same correspondence:

- Debit note - File name according to the pattern:

“CN_Order Number”

where:

CN - abbreviation consisting of the letters 'C' and 'N'.

Credit Note Order Number - Transport Order number received from
Locotranssped (visible on the first page of the Transport Order)

Example:

CN_121586

- Documents regarding the debit/credit note - File name according to the pattern:

“DOC_Order Number”

where:

DOC - meaning Documents

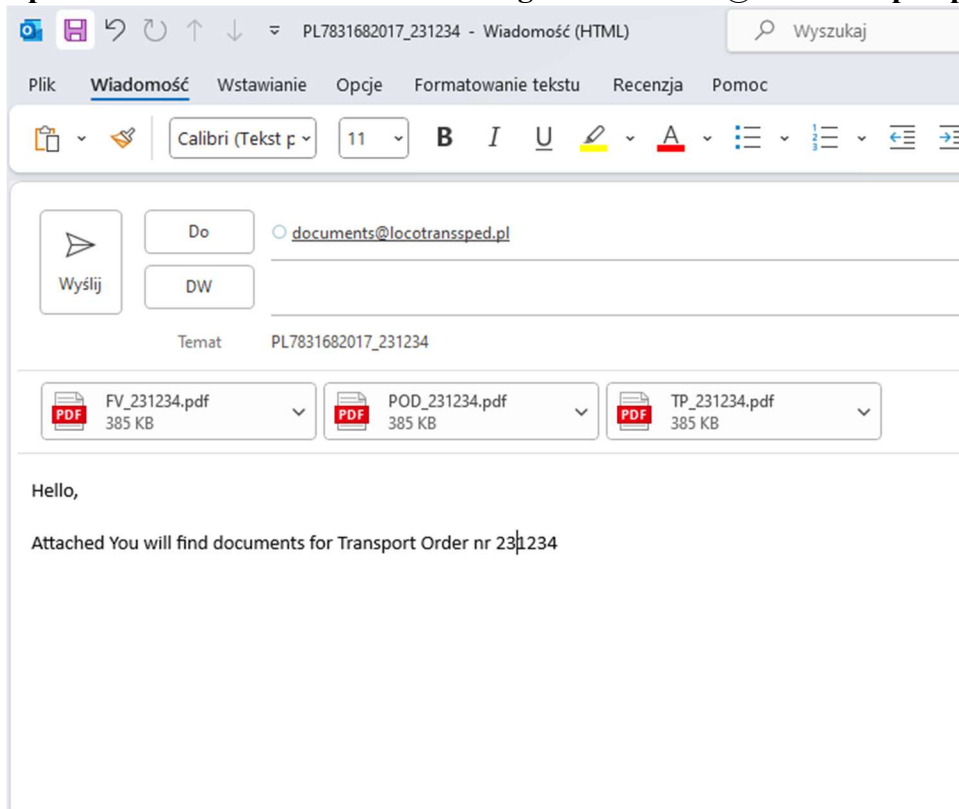
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Order Number - Transport Order number received from Locotranssped (visible on the first page of the Transport Order)

Example:

DOC_121586

2.5 Sample correct email suitable for sending to documents@locotranssped.pl :



The screenshot shows an email client interface with the following details:

- Subject:** PL7831682017_231234 - Wiadomość (HTML)
- Menu:** Plik, Wiadomość, Wstawianie, Opcje, Formatowanie tekstu, Recenzja, Pomoc
- Toolbar:** Includes icons for attachments, font settings (Calibri, size 11), bold, italic, underline, text color, background color, bulleted list, numbered list, and link.
- To:** documents@locotranssped.pl
- From:** DW
- Subject:** PL7831682017_231234
- Attachments:** Three PDF files are listed: FV_231234.pdf (385 KB), POD_231234.pdf (385 KB), and TP_231234.pdf (385 KB).
- Body:**

Hello,

Attached You will find documents for Transport Order nr 231234

Pay attention to the correct naming of documents (attachments)

3 Document Processing (I've sent the email, what's next?)

3.1 If the email has been successfully delivered to Locotranssped (at the address documents@locotranssped.pl), you will receive an automatic reply confirming the registration of the email.

3.2 If the documents are incorrect or have been added in an incorrect format, you will receive feedback with the reason for the rejection of the documents. The payment deadline will be counted from the date of completing the correct documents.

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3.3 Please send any inquiries regarding payment terms please sent via e-mail:

terms@locotranssped.pl

4 Emails needed:

documents@locotranssped.pl - forwarding documents

terms@locotranssped.pl - payment information