

Issue 2.



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



# **Instructions for the subcontractor regarding the electronic submission of documents to Locotransped**

Issue 2

Effective from 07.09.2023

Approved by: Rafał Mroziński - President of the Management Board – 07.09.2023 r.



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](mailto: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 Locotransped (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 Locotransped (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 Locotransped (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 Locotransped (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

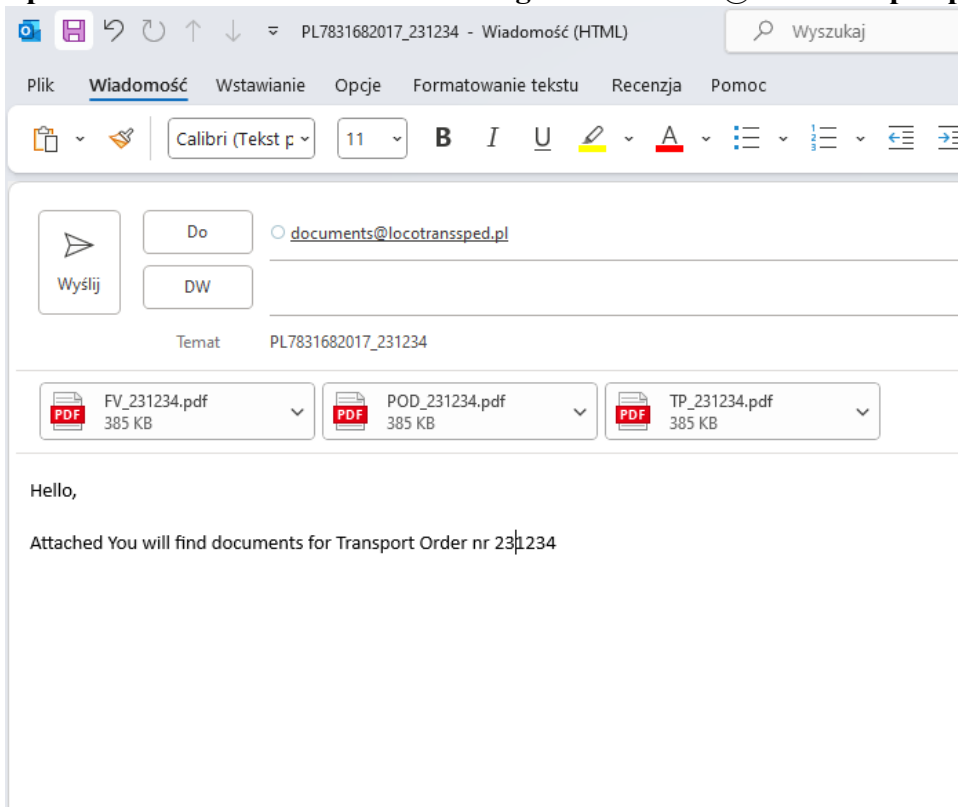
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Order Number - Transport Order number received from Locotransped (visible on the first page of the Transport Order)

Example:

**DOC\_121586**

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



**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 Locotransped (at the address [documents@locotransped.pl](mailto:documents@locotransped.pl)), you will receive an automatic reply confirming the registration of the email.

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**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.

**3.3** Please send any inquiries regarding payment terms please sent via e-mail:  
[terms@locotransped.pl](mailto:terms@locotransped.pl)

**4 Emails needed:**

[documents@locotransped.pl](mailto:documents@locotransped.pl) - forwarding documents

[terms@locotransped.pl](mailto:terms@locotransped.pl) - payment information