



Quick Pay Added to the Inbound Document Portal (IDP)

Summary: Aljex users can now select QuickPay options in the Inbound Document Portal. QuickPay is a service so that (1) carriers can be paid more quickly than their regular payment terms and (2) the Aljex customer can pay the carrier at a discounted rate. (Ex. Payment in 5 days for a 4% discount.)

- 1) If a carrier has QuickPay setup in their vendor file, those terms will appear in the Inbound Document Portal in the QuickPay Terms field.
- 2) If a carrier requests QuickPay, but has no default QuickPay setup in their vendor file, the user can select QuickPay terms from their company default table.

If Quick Pay terms exist in the vendor file, the terms will appear in the IDP in the Quick Pay Terms field.

Carrier File

Payment

Checks to: BLUEBERRY TRUCKIG

Address: 500 MAIN STREET A-B

Address 2:

City: BRILLIANT State: OH

Zip: 43913 Zip + 4:

Phone:

Currency: US Dollars Payment Terms: 30 YTD Pay: 48224.00

Quick Pay (Y/N): Y **Quick Pay Days: 2** YTD Loads: 20

Quick Pay Discount %: 6.00 Epay (Y/N): N 1st Load Date: 04/02/16

Advances (Y/N): Y Super Hold (Y/N): Last Load Date: 11/16/16

YTD Cancels: 0

Inbound Document Portal

Carrier: BLUEBERRY TRUCKIG

Payee Name: BLUEBERRY TRUCKIG

Address: 500 MAIN STREET A-B

City: BRILLIANT

State: OH Zip: 43913

Voucher #:

Driver/Ref #:

Invoice Date:

Due Date: 11/18/16

Payment Terms: 30

Epay: N

Quick Pay Terms: 2

Once a Purchase Journal is created (when a shipment is Released) a user can begin the aging process in the IDP by:

- 1) Selecting the carrier
- 2) Select "Aging" in the Carrier Pay Status box

3) Enter the "Aging" date for the Purchase Journal

Carrier: **1**

Payee Name:

Address:

City:

State:

Voucher #:

Driver/Ref #:

Invoice Date:

Due Date:

Payment Terms:

Epay: N

Quick Pay Terms: 2

3 Aging Date: 11/14/16

November 2016

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

4 Aging Date: 11/14/16

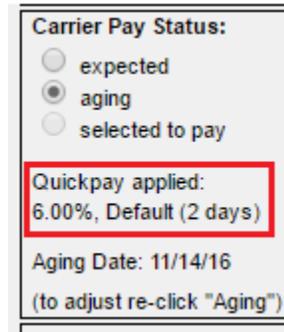
Apply carrier default quickpay

Choose from saved quickpays

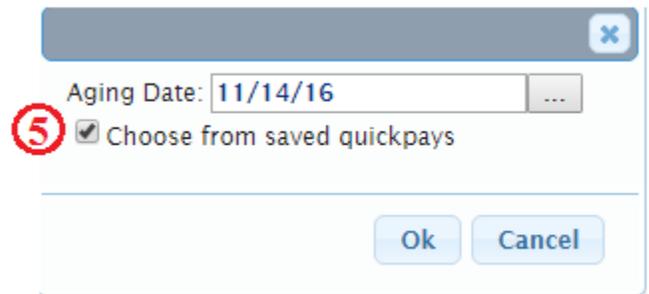
Ok Cancel

- 4) If a carrier has Quick Pay information in the vendor file a user can select "Apply Carrier Default Quickpay" (This will only show if carrier has a Quick Pay setup in the vendor file) This will apply the Quick Pay discount entered in the the vendor file to the Purchase Journal

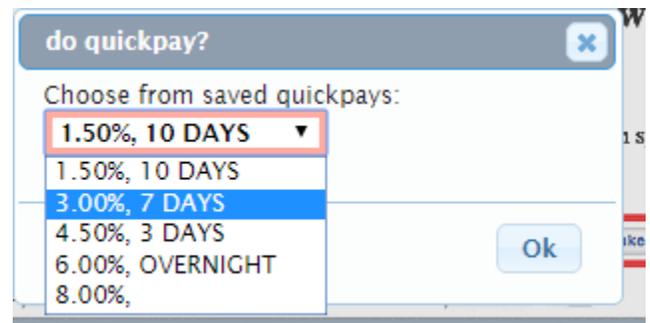
Press OK and the Quick Pay information will show in the Carrier Pay Status Box



5) Any carrier payment can be selected for Quick Pay if Quick Pay discounts are entered in the company setup. Select "Choose from saved quickpays" when aging a payable in the IDP



Press OK and then select the Quick Pay discount from the list of Quick Pay options.



Press OK and the Quick Pay information will show in the Carrier Pay Status Box

