

FREIGHT BILL AUDIT

STEP-BY-STEP CHECKLIST



STEP 1: COLLECT & UPLOAD INVOICES

Centralize all freight bills online



STEP 2: CATEGORIZE INVOICES

*Organize by carriers
Sort from oldest to newest*



STEP 3: VERIFY CHARGES

- BASE RATE:** Correct carrier base rate
- ACCESSORIALS:** Additional services, like handling and delivery area fees
- DISCOUNTS:** Application of carrier-contracted discounts
- DUPLICATES:** Closely matching invoice numbers and dollar amounts, and payment from separate accounts
- FREIGHT CLASSIFICATION:** Potential overcharge from product misclassification
- LATE DELIVERY:** Voided charge or reduced rate
- TAXES:** Local & federal taxes and/or international tariffs
- TOTAL AMMOUNT:** Review possible additions and/or reductions

STEP 4: ANALYZE DATA

- ⇒ **LOWER TURNAROUND TIME:** Be prepared for carrier arrival and have shipments ready for loading
- ⇒ **MINIMIZE PRICE HIKES:** Note down unusual price hikes outside of normal charges like toll charges, seasonal rates, and duty increases
- ⇒ **BETTER UTILIZE CAPACITY:** Have carriers that optimizes shipments within truck capacity to reduce number of required freight runs

STEP 5: SET BENCHMARKS

Set realistic goals to achieve based on analysis of invoice data



STEP 6: CONSIDER AUTOMATION

Efficiently keep track of all invoices by outsourcing or with shipping software

