

Submitting Invoices to TranzAct Technologies, Inc.

7 Submission Methods for Invoice Processing

1. **EDI** – Data electronically submitted via various file types under X-12 Standards. *We will also accept files formatted as .csv and .txt. However, due to the inherent standard formats in Excel, these are not accepted.*
2. **EDI Image** – A hybrid EDI setup that contains provided relevant documentation via FTP in TIF file format to match later that day.
3. **Online Invoice Upload** – Available on both MyTranzAct (*for clients*), and MyTranzAct Carrier (*for Carriers*). There are two upload offerings with instructions (up to 100 bills)
4. **Email Process** – For questions on how to submit your invoices through the invoiceemail@tranzact.com address, please contact our Carrier Inquiries team at CarrierInquiries@tranzact.com
5. **Mail** – Invoices may be mailed in for processing. Please mail packets of invoices to:

Non Freedom Shipments

[Client Name] % TranzAct Technologies, Inc.
360 W. Butterfield Rd. Suite 400
Elmhurst, IL 60126

Freedom Shipments

[Client Name] % Freedom Logistics
360 W. Butterfield Rd. Suite 400
Elmhurst, IL 60126

6. **Online Data Entry** – TranzActs provision for clients and carriers to directly enter invoice data, *with* an option to append the data with supporting *image* documentation.
(a future update of MyTranzAct Carrier will have OLDE)
7. **Drop Off**– Carriers have the option of hand delivering invoice packets to the TranzAct front desk employees at the corporate address above.

To register: <http://my.tranzact.com> <https://mytranzactcarrier.tranzact.com>

630.833.0890