TE Carrier Guideline for FAP (Freight Audit & Pay)

Version 7.0

Owner:

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FAP – Freight Audit and Payment

FAP teams located in Suzhou and Bangalore are responsible for auditing, analyzing and posting for the payment as part of Global Logistics Team.

Invoice Submission

a. **EDI submission** – all service providers are required to submit freight invoices electronically for the EDI enabled entities

b. **Manual submission** – service providers may submit PDF invoices to glogpdf@te.com (India managed invoices) or ap-fapteam@te.com (China managed invoices) for entities without EDI enabled

Functional Acknowledgement

It is the service provider's responsibility to monitor the transmission status of freight invoices transmitted via EDI to TE. To facilitate the timely detection of EDI failures and avoid payment delays, it is mandatory for all service providers to activate the EDI **Functional Acknowledgement** capability.

EDI Failures

In the event of vendor related EDI issues or failures, service providers must endeavor to resolve these **within 60 days after EDI sent failure acknowledgement date** to facilitate the timely submission and processing of invoices. In the event that EDI transmission repeatedly fail due to vendor related server or system issues, TE will accept PDF invoices submitted within 180 days from delivery date or as per TSA and processing or **administration fees of US$15 per invoice** shall apply, effective from June 1, 2024.

EDI failures due to TE related issues such as incorrect file format, new billing account no., new TE entity, or for any new EDI setup , the service provider should escalate immediately to the following:

- Level 1 Escalation: Bhavana, Kolli <kbhavana@te.com>
- Level 2 Escalation: Raj, Kiran <kiran.raj@te.com>
- Level 3 Escalation: Vidya, Vidya <vidyav@te.com>

If TE related issues remain unresolved within 180 days from delivery date resulting to delays in invoice submission, the service provider may submit the PDF invoice to FAP. In such cases, administration fees of US$15 per invoice will not apply.

For any issue faced for the invoices submitted through the EDI service provider Klein Schmidt, send an email to motorcs@kleinschmidtinc.com describing the issue and a ticket will be opened.

If the issue remains unresolved, then carrier can refer the Klein Schmidt Ticket reference number and escalate to

- **Level 1 Escalation**: Shama Valame <shama_valame@kleinschmidtinc.com> ; Jeff Tronina <jeff_tronina@kleinschmidtinc.com>
- **Level 2 Escalation**: Raj, Kiran <kiran.raj@te.com>
- **Level 3 Escalation**: Vidya, Vidya <vidyav@te.com>

Mandatory fields for EDI invoices

The following information or segments are mandatory on the service provider's EDI transmission of freight invoices.

Information	Mandatory	Optional	Hard Rejection
Invoice date	x		
Invoice number	x		
Invoice amount	x		
Invoice currency	x		
Ship from country	x		
Ship from city	x		
Ship to country	x		
Ship to city	x		
TE Reference Number (Load ID no. / External Load ID No. / Shipment No. / Delivery No. / PO No / SO No)	x		
Carrier Shipment No. (MBL, HBL or similar)	x		
Shipment date (valid format – DD/MM/YYY)	x		x
Delivery date (valid format – DD/MM/YYY)	x		
Service Mode (Air, Small Parcel, Truck, Ocean, Rail, Sea-Air, Hand carry, NFO)	x		x
Shipper's name	x		
Consignee's name	x		
Invoicing party name	x		
Material number		x	
Volume (in CBM)	x		
Gross weight (UOM should be KG / LB)	x		x
Chargeable weight (UOM should be KG / LB)	x		x
Equipment Size (Ocean)		x	
Equipment Type (Ocean)		x	
Class (for US LTL carrier)		x	
Discount (for US LTL carrier)		x	

Note:

i. If the EDI fields earmarked as "Hard Rejection" are not submitted by Carrier thru EDI inflow, then TE EDI system will **reject the Invoices**.

ii. If the EDI fields earmarked as "Mandatory" are not submitted by Carrier thru EDI inflow, then there are chances of FAP Invoice processor to manually reject the invoices or to put the **Invoice On Hold**.

iii. Carrier has to send one of the Shipment Reference numbers

TE Shipment Reference Number Matching Criteria by Preference

1. **Load ID Number**.

2. If the above is not available, **Shipment number or External Load ID** can be used.

3. If the above are not available, **Delivery number** can be used (using any one of these references, will go via standard FAP process, might get **auto posted**).

4. Last option would be PO/SO number or Bill of lading Number - FAP team has to manually allocate cost and post freight bills. Processing lead time is longer.

Main Reference Types *are below listed. For comprehensive examples please refer to* **Appendix 2**

Preference	TE Reference Type	Length	Structure	Examples
1	TMS load id	8 Digits	Start with 8	82393349
2	SAP Shipment Number	8 Digits	Starts with 3	37660721; 37597994
	SAP Shipment Number	10 Digits	Starts with 410,70,60,422,660	4105097453; 4221725018 7003169274;6600827472
	SAP Shipment Number	9 Digits	Starts with 5	516321736; 516343179
	SAP Shipment Number	9 Digits	Starts with 7	702043083; 702049991
	SAP Shipment Number	Alpha-Numeric 10 Chars	Starts with 2 Alphas	DH57145870; DH57196179
3	SAP Delivery Number	7 Digits	Starts with 2	2002363; 2002401
	SAP Delivery Number	8 Digits	Starts with 2	29098797; 29108652
	SAP Delivery Number	10 Digits	Starts with 6	6099807364; 6039814505
4	Vendor Purchase Order Number	10 Digits	Starts with 27 or 25	2714435592; 2720082548
5	Scheduling Agreement Number	10 Digits	Starts with 25	2550168008; 2550168056
6	SAP SO Number	10 Digits	Starts with 30	3081562847

Late Invoice Submission

TE requires all service providers to submit freight invoices within 180 days from the delivery date or as per the TSA to facilitate the audit process, posting and processing of payment within the agreed credit term.

TE reserves the right to reject or refuse acceptance of freight invoices submitted in part or in full beyond 180 days from the delivery date except where there is evidence or proof from the service provider of failed submission via EDI or PDF (if EDI is not enabled) within 180 days from delivery date.

Invoice Status Tracking and Processing

Invoice Status is updated on TE Supplier Portal https://supplierportal.te.com To facilitate the timely settlement of invoices, Carriers should regularly log on TE Portal 2 to 3 times per week to take the necessary actions when in need.

Invoice Status includes the following types.

i. **Free for Payment** – Invoices would be paid as per due date.

ii. **Paid** – Invoices that are paid & would have payment reference number.

iii. **Approval/Parked Block**- Invoices would be in FAP portal with variance. Carrier to review & take action only if they see comments as "**Carrier Action Required**" in **Statement of Account (SOA).** Carrier needs to review invoices that are lying in "CN Required" queue daily & provide comments/reasoning behind credit note request. This is critical to ensure on-time payments.

Search Results

Record Number	Invoice Number	Invoice Date	Gross Amount	Discount Amount	Net Amount	Order No	Payment Reference	Sch Pmt Date	Pmt Amount	Currency	Status
1	77158637	2017-11-24	1056.17	0.00	1056.17			2018-01-23	0.00	EUR	FREE FOR PMT
2	77158638	2017-11-24	295.08	0.00	295.08			2018-01-23	0.00	EUR	FREE FOR PMT
3	77158639	2017-11-24	1056.17	0.00	1056.17			2018-01-23	0.00	EUR	FREE FOR PMT
4	77158640	2017-11-24	1056.17	0.00	1056.17			2018-01-23	0.00	EUR	FREE FOR PMT
5	77158641	2017-11-24	1056.17	0.00	1056.17			2018-01-23	0.00	EUR	FREE FOR PMT

Page Up | Page Down | 1 to 5 of 5

Download

Internet Invoice Inquiry   What's New | Menu | Hel

Filter Options

Search Selection: Search for all invoices by status code

System Id : Tyco Electronics - SAP

Org Id: 1056   Supplier Id: 480640

*Status Code : Paid / Free for Pmt / Blocked for Pmt

**Invoice From Date:

**Invoice To Date: 2017-12-18

Search

* Required Field   * YYYY-MM-DD Format

Search Results

Record Number	Invoice Number	Invoice Date	Gross Amount	Discount Amount	Net Amount	Order No	Payment Reference	Sch Pmt Date	Pmt Amount	Currency	Status
1	123456	2017-12-17	1.00	0.00	1.00			2018-02-15	0.00	EUR	PARKED BLOCK
2	77169612	2017-12-15	63.68	0.00	63.68			2018-02-13	0.00	EUR	PARKED BLOCK
3	77169611	2017-12-15	218.99	0.00	218.99			2018-02-13	0.00	EUR	APPROVAL BLOCK
4	77169610	2017-12-15	47.08	0.00	47.08			2018-02-13	0.00	EUR	APPROVAL BLOCK
5	77169609	2017-12-15	203.72	0.00	203.72			2018-02-13	0.00	EUR	PARKED BLOCK

iv.   **Hard Copy Invoice Pending** - For China/ India/other LE's (TE Connectivity India Pvt Ltd and Deutsch India Pvt Ltd.) where hard copy submission is mandatory, please ensure to review the supplier portal daily & check for status "Hard Copy Invoice Pending". Carrier need to send the physical copies on a weekly basis to the address provided earlier in the communication letter. This is critical to catch the earliest bank payment cycle.

FAP Contact Window for The Following Subjects

- For EMEA : GLOGFreightpayment@te.com and the respective Carrier SPOC
- For US : usfreightpayment@te.com and the respective Carrier SPOC
- For China : ap-fapteam@te.com

1. Statement of Accounts (SOA)

Statement of accounts is expected between the 15th to 18th of every month to be send to FAP Contact Window listed above.

Carrier is requested to send **ONE Consolidated GLOBAL** SOA every month. This SOA should cover all **open** invoices to avoid the missing invoices and potential future dispute.

SOA should cover the below **MANDATORY** fields

- Invoice number / PRO Number
- Invoice date
- Invoice amount & currency code
- TE Entity
- Bill of Lading number
- TE Reference number
- TE Account number/ Billing account Number
- Service Type / Mode (e.g.: LTL / FTL / LCL/ FCL / BCO / Parcel etc)- Optional field
- Weights (Actual and Chargeable Weight) – Optional field

2. Shipment Report

Carrier to submit the shipment report atleast on weekly basis and must include the below mandatory fields for manual accrual creation purpose

- AWB No. / HAWB No./ MAWB No.
- TE Reference number
- TE Entity
- TE Account number/ Billing account Number

- Ship From / TO details

- Service Type / Mode (e.g.: LTL / FTL / LCL/ FCL / BCO / Parcel etc)

- Equipment Type

- Weights (Actual and Chargeable Weight)

- Type of Containers (40' / 20'/ 40 HC)

- No. of Containers (for FCL)

- Pickup date

3. Invoicing Clarifications/Queries

Always check the Supplier Portal first. In case of questions or doubts, you may contact the above mentioned group address and SPOC for further clarifications.

When raising the questions, always include the following information to start with

- Invoice number

- Invoice date

- Invoice amount / currency

- TE Entity

- Bill of Lading number

- TE Reference number

4. Supporting Documents

Again send the needed supporting documents to the above mentioned group addresses and your SPOC contact. Your email should contain the invoice number in the Subject of your email. In case of multiple invoices related, use " – " (space dash space) as delimitator, for example

Email Subject: Invoice Number 1234567

Email Subject: Invoice Number 1234567 - Invoice Number 7654321 – and so on

DONOT send the supporting documents to email address glogpdf@te.com. This is not a valid address for the actions or follow ups.

FAP Contact Email for PDF Invoice - <mark>glogpdf@te.com</mark>

For **NON-EDI carriers or accounts** under FAP India, pls submit the pdf invoice to glogpdf@te.com

- Invoice submitted to invoice.fap@te.com after December 04th, 2023 are **no longer valid** submission and will not be attended.

- Invoices should be submitted exclusively via PDF format with maximum size up-to 15MB. (ONLY FOR NON-EDI carriers / Accounts which are not live yet under EDI)

- Each invoice should be submitted only once, unless TE requests to re-submit

- Email should include **ONLY Invoice Copy** with **File Named after Invoice Number**. Email body should include the list of invoice numbers attached for example

Email Subject: Invoice Number 1234567 - Invoice Number 7654321

Email Body:

Attachment of Invoice Copy 1234567

Attachment of Invoice Copy of 7654321

Attention:

- All supporting documents should be sent to glogfreightpayment@te.com (for EMEA) and usfreightpayment@te.com (for US) along with carrier SPOC

- NON FAP Invoices i.e., customs and duty – **should be sent** to respective Account Payable (AP) department for processing and payment.

- Invoices submitted after 180 Days from the shipment delivery date or as per TSA, will be rejected by TE.

Managing Carrier Queries :

Carrier queries below listed will migrate to SNOW Tool, effective June 1st 2024 .

- Invoice Status

- Clarification/Resolution

- Missing shipment/PO reference

- Payment details request

- Credit note details

- SOA status update request

- Missing and Rejection

- Ad hoc rates approvals

- Incorrect payment

- Incorrect freight payer clarifications

- Others

Carrier representative raises the ticket in the SNOW Tool by clicking on the below link and following the below mentioned steps. https://supplier.te.com/web/supplier-portal/report-a-problem

Report A Problem

- If you are a SUPPLIER to TE (you SELL TO TE) use this form below.
- If you are a CUSTOMER (you BUY FROM TE) go to Customer Support to use a Customer form.

Field	Value	Instruction
Your Email Address*	sagar.deep@te.com	Mention the Requester Email Address
Company Name*	TE	Mention the Requester Company Name
First Name*	SAGAR	Mention the Requester First Name
Last Name*	DEEP	Mention the Requester Last Name
Phone Number	1234567890	Mention the Requester Phone Number
Country*	India	Mention the Requester Country
Application Name*	Freight Audit and Payment: Error	Always select **Freight Audit & Payment Error** as an Application
Problem / Issue*	Payment details request	Select the issues from the Drop down.
Problem Details*	In detail mention the issue.	Briefly mention the problem in detail
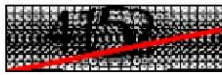
3972 character(s) remaining

| Attachment | Choose File No file chosen | Attach any type of File. |

CAPTCHA*
Text Verification (Required)

Fill the Text Verification Captcha

Click on the Submit

Submit

It will be assigned to the FAP agent and will be resolved in 5 working days' time.

Invoicing Guideline:

	Situation	Solution
Scenario 1	Invoice received by TE but in dispute less than or equal to 90 calendar days	supplier to handle this with TE (FAP or local site) as part of daily operation
Scenario 2	Invoice received by TE but in dispute over 90 calendar days	invoices still accepted but need escalated to settle with the regional transportation
Scenario 3	invoice sent to TE either via EDI or email, but no status update from TE over 30 calendar days	supplier to double check with TE whether the invoice is received
Scenario 4	invoice sent to TE over 180 calendar days after the delivery to TE at destination	invoices to be rejected
Scenario 5	invoice received by TE but rate card is missing due to the forwarder's negligence	invoices to be rejected
Scenario 6	received invoice in dispute but lack of supplier action over 60 calendar days from the last status change with proof a. Proof includes email, meeting minutes with the invoice in dispute listed b. Last status change starts counting from the first day of TE invoice dispute notification c. Lack of action includes i.　**Rate dispute**: Suppliers are not responding or taking actions with TE authorized rate approvers to address the dispute. Rate approvers go by TE rate management policy ii.　Lack of proof for surcharges, e.g. demurrage/detention/container cleaning iii.　Lack of proof for weight, measurement, or other cost impacting factors, e.g. bill of lading	invoices to be rejected
Scenario 7	received invoice in dispute but lack of TE action over 60 calendar days from the last status change with proof	escalate to TE FAP or local site leader. In case of no response within 14 calendar days, escalate to TE Global FAP Leader (Vidya, Vidya vidyav@te.com for EMEA&America, Kang, Haiyan for AP <haiyan.kang@te.com>)

Note :

1. Carrier should ensure the Invoice is matching to the approved Rate card . For any additional charges , Spot Quote approval (from BU / Regional Transport Team)needs to be submitted to FAP for processing the invoice

2. US FTL Truck carrier must ensure the invoice is matching to the TI Bidding portal. For any additional charges , Spot Quote approval (from BU / Regional Transport Team)needs to be submitted to FAP for processing the invoice

3. Carrier to provide access to their respective webportal to the FAP Team , for checking the pdf invoice and also any supporting documents , if needed for the audit

FAP Escalation Matrix

APAC

- Level 1 – Haiyan Kang (haiyan.kang@te.com)
- Level 2 – Summer Wu (summer.wu@te.com)

EMEA

- Level 1 - GLOGFreightpayment@te.com, respective carrier SPOC, shilpa.k@te.com & naveen.b@te.com
- Level 2 - Kiran Raj (Kiran.Raj@te.com)
- Level 3 - Vidya (vidyav@te.com)

AMERICAS (including TI Insourcing -Parcel and Truck carriers)

- Level 1- usfreightpayment@te.com; Motimath, Gangadhar M gangadhar.m.motimath@te.com;   T, Manimaran <manimaran.t@te.com>; Prathap, Prathap pprathap@te.com; B, Naveen <naveen.b@te.com>
- Level 2 - Kiran Raj (Kiran.Raj@te.com)
- Level 3- Vidya (vidyav@te.com)

TE Payment Cycle by Legal Entity

Region	Company code	Company code name	Proposal - NEW Scheduled Payment Runs
APAC	448	TE Korea	Friday - Non-Currency(Thursday at last week of every fiscal month) D+1 Day Any day Payment Schedule day - 1 day
APAC	453	TE Guangdong CN	Friday - Non-Currency(Thursday at last week of every fiscal month) D+1 Day Any day Payment Schedule day - 1 day
APAC	791	TE Japan	Friday D+4 working days for domestic; D+2days for oversea
APAC	3004	Duestch shanghai	Wednesday - CNY Currency D+2 Days
APAC	502	TE Quindao CN	Wednesday - CNY Currency D+2 days
APAC	1473	TE Shanghai	Wednesday - CNY Currency D+2 days
APAC	1641	TE Suzhou	Wednesday - CNY Currency D+2 days
APAC	1908	TE Suzhou SIP	Wednesday - CNY Currency D+2 days
APAC	1286	TE Dongguan CN	Wednesday - CNY Currency D+2 Days
APAC	451	TE HK	Wednesday D+1 Days
APAC	459	TE Malaysia	Wednesday D+2 Days
APAC	1147	TE Australia	Wednesday D+2 Days
APAC	1914	TE Singapore	Wednesday D+2 Days
APAC	2217	TE conn MFG Thailand	Friday : Bi-weekly +/- 5 business days before/after net due date
APAC	2382	TE conn Thailand	Friday : Bi-weekly +/- 5 business days before/after net due date
EMEA	1104	TE Trutnov CZ ((only live with CZK currency)	Monday & Thursday
EMEA	973	Tyco Electronics Raychem GmbH DE	Monday & Wednesday
EMEA	1068	TE Belgium	Monday & Wednesday
EMEA	1151	TE Connectivity Solutions Gmbh CH	Monday & Wednesday
EMEA	2481	TE Kissling DE	Monday & Wednesday
EMEA	433	Tyco Electronics UK Ltd.	Tuesday
EMEA	436	Tyco Electronics Simel SAS	Tuesday
EMEA	439	TE Connectivity Spain S.L.U.	Tuesday
EMEA	1069	TE Portugal	Tuesday
EMEA	2298	TE Tunisia	Tuesday
EMEA	2523	TE ERNI DE	Tuesday
EMEA	2381	TE South Africa (no volumes)	Wednesday
EMEA	404	TE Austria	Monday & Wednesday

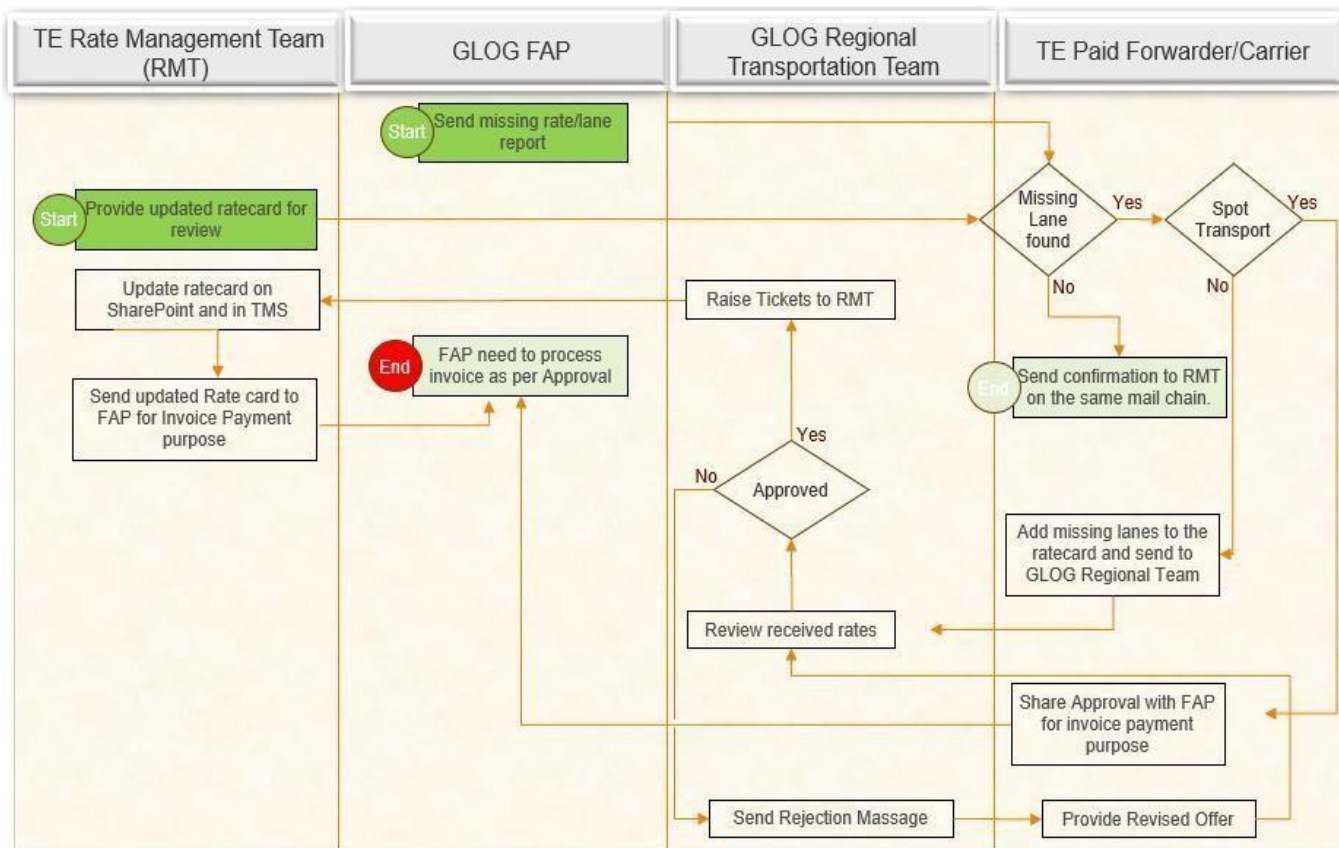|			
EMEA	406	TE Connectivity Solutions GmbH DE	Monday & Wednesday
EMEA	407	TE Netherlands	Tuesday
EMEA	410	TE Poland	Monday & Wednesday
EMEA	412	TE Hungary	Monday & Thursday
EMEA	413	TE Kurim CZ (only live with CZK currency)	Monday & Thursday
EMEA	464	TE India	Thursday (bi weekly) and Weekly (only critical vendors)
EMEA	1337	TE Dubai	Monday
EMEA	2183	TE Morocco	Monday & Wednesday
EMEA	3013	TE India Duestch	Wednesday (biweekly) and Weekly (only critical vendors)
EMEA	2341	TE Connectivity Sensors F	Monday
AMER	48	TE Connectivity- US	Everyday
AMER	392	Tyco Elect Canada ULC	Thursday
AMER	2311	Brantner & Associates Inc US	Thursday
AMER	2317	Howard A. Schaevitz Techn US	Tuesday
AMER	2328	Measurement Specialties US	Tuesday
AMER	2331	Wema Americas LLC US	Wednesday
AMER	3022	LADD Distribution LLC US	Wednesday

Guideline for Rate Submission

Rate must be placed on the standard rate card template where available to ensure rates are properly documented with all required rate components.

- When forwarders submit missing lanes for both long term and spot quote, it should be provided in TE rate card format and ONLY submit that lane(s) and NOT the full rate card. Changes to be highlighted in different colors.

- If it's one-time spot quote, please provide quotation in TE's template as well. Please provide quotation based on specific shipment(s) with TE reference number (ref. table in page 7.) under LANE ID. Pls refer to the details in TE's rate card format. Quotation could be rejected if not following the template.

- Freight payer region should be the approval region.

- Freight Surcharge or adder will only be approved by the following names, or else FAP team will reject the payment.
  - Global: Summer Wu (Shanghai based)
  - Global: Ermita Gilford (Singapore based)
  - America: Jessica Fregoso (California based)
  - AP: Tom Shi (Shanghai based)
  - EMEA: Erskine Burns (Scotland based)

- RMT will update the respective carrier's master rate card with the new rates. Rates will be loaded into TMS **(Except Spot and DG Lanes)** if provided in the correct standard template.

- The validity start date and end date of the rate must be provided to RMT with the request, otherwise, validity date of the existing rate card will be used. Validity date of changed rate can only be15 days from approval date unless otherwise agreed between TE and carrier.

- Lane id if applicable must be provided in the request. **In case of Ocean and Air rates, once TE-RMT receives new lane in the form of request, they will create the Lane ID and share with the user or directly with the carrier as per the instruction provided in the ticket.**

- Rates received directly by the RMT from the carrier even if accompanied by the proper approval will be rejected.

- The new rates will be communicated to the FAP companies at regular sequence by RMT. Only the new &updated rates are sent to the FAP companies unless FAP Company requires an entire rate file for auditing purposes.

- If carrier makes an update on origin zip code or destination zip code without change in Lane ID, it should be well informed to RMT as well, else it will create confusion in later stages.

- Zip codes should be well provided for all regions since nowadays during RFQ end rate loading time we are getting rate cards without zip codes for some lanes.

Missing Lane Handling Process for Road

TE Rate Management Team (RMT)	GLOG FAP	GLOG Regional Transportation Team	TE Paid Forwarder/Carrier
➢ Provide monthly "Ratecard Update" to the carriers. ➢ Upload newly received rates withing 5 working days into the carrier's master rate-card and into TMS.	➢ Provide bi-weekly "Missing Lane Report" to the carriers. ➢ Report to be send out around 15th and 30th working day of each month	➢ Review updated rates and respond within 5 working days. ➢ Send an approval mail to the carrier or in case of rejections provide reasons for the rejection and/or a counter proposals to the carrier. ➢ Raise a ticket and upload the approved rates to RMT.	➢ Nominate a Single Point of Contact (SPOC) to TE who receives and distributes rate requests. ➢ Review and validate the missing rates within your own organization. Provide the missing rate approvals requested within 10 working days to TE from the notification day. ➢ Respond on Rejected Rates within 5 working days. ➢ Obtain the SPOT approvals for true rate missing lanes within 5 working days from Regional Team and pass on the approvals to FAP

Missing Rate Report Example in two lines

Region	Carrier Group	Service	Lane ID	Year	Shp Date	FB date	Shp Fr	Shp Fr Name	Shp Fr Cty	Shp Fr Zip	Shp Fr Adrs	Shp To
EMEA	ABC	Road	IT20DE75	2023	1/26/2023	04/18/23	IT	ELETTROTEC S.R.L.	Milano	20125	VIA JEAN JAURES, 12	DE

Shp To Name	Shp To Cty	Shp To Zip	Shp To Adrs	Carrier Note	Carrier FB	Doc. Amt	VAT Amt	Total	Cur	EX	USD amount
TE Connectivi	Calw	75365	Weidensteige	Poth-No lane-Road-IT20 to DE75	1583572865	x	x	x	EUR	x	x

Fuel Update:

- **Air FSC:** LH EU export fuel is used as the index and monthly average will be used to indicate fuel change% and circulated to carrier by TE, which is to be followed by all carriers.

- **Ocean FSC:** SCFI and Xeneta index would be applied on monthly basis for selected lanes to update Port to Port Freight (PTP). Few other lanes would be subjected to quarterly or monthly review for which the PTP freight rates need to be provided by the carriers/Forwarder as per the timeline.

- **EMEA Road FSC**: TE Fuel index to be applied and TE shall circulate it monthly to all carriers.

Exchange Rate Circulation:

- 1st Wednesday of every month Exchange rate are being sent to all stake holders (internal and External (Carriers))

Note: If there are any changes to the above circulation frequency, carriers shall be notified at the earliest.

SL No	Abbreviation	Full Form
1	AWB	Air Waybill
2	DG Lane	Dangerous Goods Lane
3	FSC	Fuel Surcharge
4	GLOG	Global Logistics

5	PGI	Post Goods Issue
6	PTP	Port to Port
7	RFQ	Request For Quotation
8	RMT	Rate Management Team
9	SCFI	Shanghai Containerized Freight Index
10	SOA	Statement Of Accounts
11	SPOC	Single Point of Contact

Appendix 1: **Guideline Amendment Record**

When	Who	What
2024/3/7	GLOG All	Compiling all guidelines into one file
2024/20/11	GLOG All	TE Payment Cycle and Escalation matrix is updated
2025/14/04	GLOG All	Updated to incorporate points regarding Truck and Parcel carriers of US
2025/28/07	GLOG All	Updated Payment Cycle

Appendix 2: TE Reference Number Guidance