CHR Inbound Imaged LTL Carrier Documents

Carrier Guidelines

1. C.H. Robinson will provide FTP or AS2 information under separate cover

2. **FTP:** Place .tif or .pdf or .jpg* files in the IMAGES folder on the server (setup of FTP connection completed with CHR contact)

   AS2: Send images as .tif or .pdf files; if EDI is exchanged as well, send EDI documents as .edi files (setup of AS2 connection completed with CHR contact)

3. **All** images for the shipment need to be sent at the same time—sending images for a single shipment in separate batches will cause delays in processing.

Document listing**:

Document Code (value sent by carrier)	Doc Name	Description
BOL	BOL	The BOL from the carrier related to an order/load
POD	POD	The POD from the carrier related to an order/load
WGT	Weight Ticket	The weight ticket paper work from the carrier, related to an order/load
OTHER	Other	Any paper work not previously described in above types

* **.jpg only available for Option 1 – see page 2**.

**IMPORANT NOTE: LTL Carriers, do not send images of invoices. Invoices should be sent via EDI210.

Option 1: One doc per .tif, .pdf, or .jpg. Send each document separately in its own file
(**.jpg only available for Option 1**)

Unique naming convention required for every file:

SCAC_DocumentCode_PROCarrierPRONumber_datetime.tif

1. SCAC – carrier's SCAC (no spaces, in caps)
2. **Document Code– 3-5 char word (see table on page 2)**
3. "PRO" Prefix with PRONumber – carrier's PRO number for the load
4. Date/Time – CCYYMMDDHHMMSSMMM (max 17 digits) or other unique control number
5. File extension – .tif or .pdf

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Examples that will work:

SCAC_POD_PRO00012345678_20071231094532412.pdf
SCAC_BOL_pro00012345678_20071231094533123.tif
SCAC_WGT_Pro12345678_200712310945331234.jpg

Examples that will <u>NOT</u> work:

SCAC_POD_00012345678_20071231094532412.pdf
SCAC_BOL_Pro#12345678_20071231094533123.tif
SCAC_LMP_PRO-12345678_200712310945331234.pdf
SCAC_LMP_PRO_12345678_200712310945331234.jpg

Option 2: Send all docs for a **single** shipment in one image file. **Each document MUST be a separate page within the .tif or .pdf.** For example the lumper, BOL and POD for a single shipment are included in one 3-page image file. **We can only accept .tif or .pdf files as multi-page documents.**

Unique naming convention required for every file:

SCAC_DocumentCode_PROCarrierPRONumber_datetime.tif

1. SCAC – carrier's SCAC (no spaces, in caps)
2. Document Code – Always use POD
3. "PRO" Prefix with PRONumber – carrier's PRO number for the load
4. Date/Time – CCYYMMDDHHMMSSMMM (max 17 digits) or other unique control number
5. File extension – .tif or .pdf

EXAMPLE:
SCAC_POD_PRO12345678_20071231094532412.pdf
SCAC_POD_PRO12345678_20071231094532412.tif