



Rebill a Load

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Introduction

Transport Pro allows billing users to easily rebill a load, if needed. For example, let's say you billed a load, but then two weeks later there was a change to the rate and you need to make an update, or add an accessorial charge. Transport Pro allows you to regenerate an invoice for your customer, and then send that updated invoice directly to the customer, or to your factoring company. You can do this with just a few clicks. This guide will walk you through the rebilling processes step by step.

Rebill a Load

To rebill a load, the first thing you will need to do is get yourself to the load summary screen for the load you need to rebill.

NOTE: To pull up the desired load, you can either use the “Quick Launch” tool or you can do a search loads function (Load Management>Search Loads).

So your screen should look like this:


Load Summary

Customer Rate Confirmation

Create Load Summary

Carrier Capacity Tools

Required Documents



Bill of Lading

Edit Load Information

Copy Load

Create Return Load

Set Billing Hold

Unlock Load For Rebill

Change Log

Information	Shipper	Consignee
<div>Load ID</div> <div>Pick Up Date</div> <div>Delivery Date</div> <div>Load Status</div> <div>3292</div> <div>07/12/2022</div> <div>07/13/2022</div> <div>Delivered, Documents Received, Billing complete</div>	<div>KK Shipping Plus</div> <div>Attn: Freight Payables</div> <div>PO Box 55555</div> <div>Mount Juliet, TN 37122</div> <div>Email: 123@gmail.com</div> <div>Fax Number: 555-555-5987</div> <div>Instructions/Directions</div> <div>See Garis once you arrive</div>	<div>Keystone Foods Accounting Center</div> <div>Attn: Freight Payables</div> <div>PO Box 1809</div> <div>Madison, AL 35758</div>

Next, click the “Unlock Load For Rebill” link in the upper right hand corner of the screen. The system will ask you if you’re sure, say OK.

NOTE: When you click this link, the lock icon will turn from yellow to green. Green tells you the load is unlocked, and you can now make any desired edits.


Load Summary

Customer Rate Confirmation

Create Load Summary

Carrier Capacity Tools

Required Documents



Bill of Lading

Edit Load Information

Copy Load

Create Return Load

Set Billing Hold

Unlock Load For Rebill


Change Log

Information	Shipper	Consignee
<div>Load ID</div> <div>Pick Up Date</div> <div>Delivery Date</div> <div>Load Status</div> <div>3292</div> <div>07/12/2022</div> <div>07/13/2022</div> <div>Delivered, Documents Received, Billing complete</div>	<div>KK Shipping Plus</div> <div>Attn: Freight Payables</div> <div>PO Box 55555</div> <div>Mount Juliet, TN 37122</div> <div>Email: 123@gmail.com</div> <div>Fax Number: 555-555-5987</div> <div>Instructions/Directions</div> <div>See Garis once you arrive</div>	<div>Keystone Foods Accounting Center</div> <div>Attn: Freight Payables</div> <div>PO Box 1809</div> <div>Madison, AL 35758</div>

Now, you can click the “Edit Load Information” link in the upper right hand corner to edit the load.

NOTE: You MUST unlock a load for rebill in order to make any changes to the load; You can’t edit a locked load. So, although you will typically be using the rebill function to do a true rebill, you may find yourself in a scenario where a mistake was made on the dispatch record, or an address was entered incorrectly, and you need to update it. You will still have to unlock the load for rebill to make ANY changes to a locked/billed load.

Load Summary

Customer Rate Confirmation	Create Load Summary	Required Documents	Edit Load Information Copy Load Create Return Load Set Billing Hold Unlock Load For Rebill Change Log
Carrier Capacity Tools		 Bill of Lading	

Information		Shipper	Consignee
Load ID	3292	KK Shipping Plus	Keystone Foods Accounting Center
Pick Up Date	07/12/2022	Attn: Freight Payables	Attn: Freight Payables
Delivery Date	07/13/2022	PO Box 55555	PO Box 1809
Load Status	Delivered, Documents Received, Billing complete	Mount Juliet, TN 37122	Madison, AL 35758
		Email: 123@gmail.com	
		Fax Number: 555-555-5987	

For this example, let’s edit the load, and add detention to it. You can make any edits you want.

Bill-To Information Billing Action: Bill 3rd-Party Search: <input type="text"/> Company: <input type="text" value="CH Robinson"/> Hours: <input type="text"/> Address: <input type="text" value="Attn: Freight Payables"/> City: <input type="text" value="Aurora"/> State: <input type="text" value="Colorado"/> Zip: <input type="text" value="80016"/> Phone: <input type="text"/> Fax: <input type="text"/> Contact: <input type="text"/> Email: <input type="text"/>	Freight Bill Freight Billing Method: Line Haul Billing Line Haul: Per Load Rate: <input type="text" value="1000"/> Calc. Miles: <input type="text" value="129"/> Fuel Fuel Calc. Help - Use Matrix <input type="text"/> % <input type="text"/> cents/mile Fuel: <input type="text" value="0"/> 0.00% Ready To Bill: <input checked="" type="checkbox"/> Yes Re-Bill Load: <input type="checkbox"/> Yes Send new bill: <input type="checkbox"/> Yes Delete queued bills: <input type="checkbox"/> Yes Bill Without Required Documents: <input type="checkbox"/> Yes	Line Items Add Line Item <input type="checkbox"/> Combine line items for billing <table border="1"> <thead> <tr> <th>Bill Item</th> <th>Qty</th> <th>Rate</th> <th>Ext</th> </tr> </thead> <tbody> <tr> <td>DET - Detention</td> <td>1</td> <td>250.00</td> <td>\$250.00</td> </tr> <tr> <td colspan="4">Detention Bill w/ Freight <input type="checkbox"/></td> </tr> <tr> <td>- Select -</td> <td>1</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td colspan="4">- description - Bill w/ Freight <input type="checkbox"/></td> </tr> <tr> <td>- Select -</td> <td>1</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td colspan="4">- description - Bill w/ Freight <input type="checkbox"/></td> </tr> </tbody> </table>	Bill Item	Qty	Rate	Ext	DET - Detention	1	250.00	\$250.00	Detention Bill w/ Freight <input type="checkbox"/>				- Select -	1	0.00	0.00	- description - Bill w/ Freight <input type="checkbox"/>				- Select -	1	0.00	0.00	- description - Bill w/ Freight <input type="checkbox"/>			
Bill Item	Qty	Rate	Ext																											
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- description - Bill w/ Freight <input type="checkbox"/>																														
- Select -	1	0.00	0.00																											
- description - Bill w/ Freight <input type="checkbox"/>																														

Once you have made the necessary changes, you will check the “Re-Bill Load” checkbox. When you check this box, the system will automatically check the “Send New Bill” box directly below the rebill load box because the system assumes that since you made a change to the rate, an updated invoice needs to be generated and sent.

If you just made an internal edit (i.e. maybe you needed to edit something on the dispatch record, and you don’t actually need to send a new bill to the customer), then you’ll want to make sure that the “send new bill” box is not checked.

Bill-To Information		Freight Bill		Line Items									
Billing Action	Bill 3rd-Party	Freight		<input type="checkbox"/> Combine line items for billing <table border="1"> <thead> <tr> <th>Bill Item</th> <th>Qty</th> <th>Rate</th> <th>Ext</th> </tr> </thead> <tbody> <tr> <td>DET - Detention</td> <td>1</td> <td>250.00</td> <td>\$250.00</td> </tr> </tbody> </table>		Bill Item	Qty	Rate	Ext	DET - Detention	1	250.00	\$250.00
Bill Item	Qty	Rate	Ext										
DET - Detention	1	250.00	\$250.00										
Search		Billing Method	Line Haul Billing	<table border="1"> <thead> <tr> <th>Bill Item</th> <th>Qty</th> <th>Rate</th> <th>Ext</th> </tr> </thead> <tbody> <tr> <td>- Select -</td> <td>1</td> <td>0.00</td> <td>0.00</td> </tr> </tbody> </table>		Bill Item	Qty	Rate	Ext	- Select -	1	0.00	0.00
Bill Item	Qty	Rate	Ext										
- Select -	1	0.00	0.00										
Company	CH Robinson	Line Haul	Per Load	<table border="1"> <thead> <tr> <th>Bill Item</th> <th>Qty</th> <th>Rate</th> <th>Ext</th> </tr> </thead> <tbody> <tr> <td>- Select -</td> <td>1</td> <td>0.00</td> <td>0.00</td> </tr> </tbody> </table>		Bill Item	Qty	Rate	Ext	- Select -	1	0.00	0.00
Bill Item	Qty	Rate	Ext										
- Select -	1	0.00	0.00										
Hours		Rate	1000	<table border="1"> <thead> <tr> <th>Bill Item</th> <th>Qty</th> <th>Rate</th> <th>Ext</th> </tr> </thead> <tbody> <tr> <td>- Select -</td> <td>1</td> <td>0.00</td> <td>0.00</td> </tr> </tbody> </table>		Bill Item	Qty	Rate	Ext	- Select -	1	0.00	0.00
Bill Item	Qty	Rate	Ext										
- Select -	1	0.00	0.00										
Address	Attn: Freight Payables	Calc. Miles	129	<table border="1"> <thead> <tr> <th>Bill Item</th> <th>Qty</th> <th>Rate</th> <th>Ext</th> </tr> </thead> <tbody> <tr> <td>- Select -</td> <td>1</td> <td>0.00</td> <td>0.00</td> </tr> </tbody> </table>		Bill Item	Qty	Rate	Ext	- Select -	1	0.00	0.00
Bill Item	Qty	Rate	Ext										
- Select -	1	0.00	0.00										
City	Aurora	Fuel		<table border="1"> <thead> <tr> <th>Bill Item</th> <th>Qty</th> <th>Rate</th> <th>Ext</th> </tr> </thead> <tbody> <tr> <td>- Select -</td> <td>1</td> <td>0.00</td> <td>0.00</td> </tr> </tbody> </table>		Bill Item	Qty	Rate	Ext	- Select -	1	0.00	0.00
Bill Item	Qty	Rate	Ext										
- Select -	1	0.00	0.00										
State	Colorado	Fuel Calc. Help		<table border="1"> <thead> <tr> <th>Bill Item</th> <th>Qty</th> <th>Rate</th> <th>Ext</th> </tr> </thead> <tbody> <tr> <td>- Select -</td> <td>1</td> <td>0.00</td> <td>0.00</td> </tr> </tbody> </table>		Bill Item	Qty	Rate	Ext	- Select -	1	0.00	0.00
Bill Item	Qty	Rate	Ext										
- Select -	1	0.00	0.00										
Zip	80016	- Use Matrix		<table border="1"> <thead> <tr> <th>Bill Item</th> <th>Qty</th> <th>Rate</th> <th>Ext</th> </tr> </thead> <tbody> <tr> <td>- Select -</td> <td>1</td> <td>0.00</td> <td>0.00</td> </tr> </tbody> </table>		Bill Item	Qty	Rate	Ext	- Select -	1	0.00	0.00
Bill Item	Qty	Rate	Ext										
- Select -	1	0.00	0.00										
Phone		%		<table border="1"> <thead> <tr> <th>Bill Item</th> <th>Qty</th> <th>Rate</th> <th>Ext</th> </tr> </thead> <tbody> <tr> <td>- Select -</td> <td>1</td> <td>0.00</td> <td>0.00</td> </tr> </tbody> </table>		Bill Item	Qty	Rate	Ext	- Select -	1	0.00	0.00
Bill Item	Qty	Rate	Ext										
- Select -	1	0.00	0.00										
Fax		cents/mile	Fuel 0 0.00%	<table border="1"> <thead> <tr> <th>Bill Item</th> <th>Qty</th> <th>Rate</th> <th>Ext</th> </tr> </thead> <tbody> <tr> <td>- Select -</td> <td>1</td> <td>0.00</td> <td>0.00</td> </tr> </tbody> </table>		Bill Item	Qty	Rate	Ext	- Select -	1	0.00	0.00
Bill Item	Qty	Rate	Ext										
- Select -	1	0.00	0.00										
Contact		Ready To Bill	Yes	<table border="1"> <thead> <tr> <th>Bill Item</th> <th>Qty</th> <th>Rate</th> <th>Ext</th> </tr> </thead> <tbody> <tr> <td>- Select -</td> <td>1</td> <td>0.00</td> <td>0.00</td> </tr> </tbody> </table>		Bill Item	Qty	Rate	Ext	- Select -	1	0.00	0.00
Bill Item	Qty	Rate	Ext										
- Select -	1	0.00	0.00										
Email		Re-Bill Load	<input checked="" type="checkbox"/> Yes	<table border="1"> <thead> <tr> <th>Bill Item</th> <th>Qty</th> <th>Rate</th> <th>Ext</th> </tr> </thead> <tbody> <tr> <td>- Select -</td> <td>1</td> <td>0.00</td> <td>0.00</td> </tr> </tbody> </table>		Bill Item	Qty	Rate	Ext	- Select -	1	0.00	0.00
Bill Item	Qty	Rate	Ext										
- Select -	1	0.00	0.00										
		Send new bill	<input checked="" type="checkbox"/> Yes	<table border="1"> <thead> <tr> <th>Bill Item</th> <th>Qty</th> <th>Rate</th> <th>Ext</th> </tr> </thead> <tbody> <tr> <td>- Select -</td> <td>1</td> <td>0.00</td> <td>0.00</td> </tr> </tbody> </table>		Bill Item	Qty	Rate	Ext	- Select -	1	0.00	0.00
Bill Item	Qty	Rate	Ext										
- Select -	1	0.00	0.00										
		Delete queued bills	<input type="checkbox"/> Yes	<table border="1"> <thead> <tr> <th>Bill Item</th> <th>Qty</th> <th>Rate</th> <th>Ext</th> </tr> </thead> <tbody> <tr> <td>- Select -</td> <td>1</td> <td>0.00</td> <td>0.00</td> </tr> </tbody> </table>		Bill Item	Qty	Rate	Ext	- Select -	1	0.00	0.00
Bill Item	Qty	Rate	Ext										
- Select -	1	0.00	0.00										
		Bill Without Required Documents	<input type="checkbox"/> Yes	<table border="1"> <thead> <tr> <th>Bill Item</th> <th>Qty</th> <th>Rate</th> <th>Ext</th> </tr> </thead> <tbody> <tr> <td>- Select -</td> <td>1</td> <td>0.00</td> <td>0.00</td> </tr> </tbody> </table>		Bill Item	Qty	Rate	Ext	- Select -	1	0.00	0.00
Bill Item	Qty	Rate	Ext										
- Select -	1	0.00	0.00										

Click “Save Record.”

Billing Totals	
Re-Calculate Bill	
Freight	1000.00
Fuel	0.00
Other	250.00
Grand Total	1250.00

Once you click “Save Record” you will land back on the Load Summary page. You will notice that the load is locked again, and that the system generated an updated invoice, and placed it in the “File History” section of the load.


Load Summary

Customer Rate Confirmation

Create Load Summary

Carrier Capacity Tools
















Required Documents



Bill of Lading

[Edit Load Information](#)
[Copy Load](#)
[Create Return Load](#)
[Set Billing Hold](#)
[Unlock Load For Rebill](#)
[Change Log](#)

Information	Shipper	Consignee
Load ID: 3292	KK Shipping Plus	Keystone Foods Accounting Center

File History						Filter	Add File
File	Index Date	Upload Date	Indexed by	Comments	Manage		
Freight Bill	07/22/2022 13:13	07/22/2022 13:13	Kelly Frederick	Freight Bill for batch - 3292	  		
Billing Packet	07/12/2022 16:35	07/12/2022 16:35	Kelly Frederick	Billing Packet - 3292	  		
Freight Bill	07/12/2022 16:34	07/12/2022 16:34	Kelly Frederick	Freight Bill for batch - 3292	  		
Bill of Lading	07/12/2022 16:32	07/12/2022 16:32	Kelly Frederick		  		
Driver Dispatch Confirmation	07/12/2022 16:21	07/12/2022 16:21	Kelly Frederick	Sent to ramsey@gmail.com	  		

The load then gets dropped into the freight bill processing queue, so you can regenerate the billing packet and send it out with the updated freight bill.

Go to Billing>Load Queues>Freight Bill Processing Queue. Check the box out to the right of the rebilled load, and click the “Send to Customer” button.


Pending Freight Bills

Freight Bill Queue

Type: ☐ Pending ☐ Re-Queue


Customer ID:


Customer Name:



Customer: 



Load ID:


Load Terminal:

Collector: 

Billed By: 

Date Billed: From:  To: 

Date Delivered: From:  To: 

Load	Bill To	Billed By	Origin	Destination	Delivery Date	Amount	Date Created	Rebill	Freight Bill Preview	
3292	CH Robinson	Kelly Frederick	Mount Juliet, TN	Madison, AL	07/13/2022	\$1,250.00	07/12/2022	Yes		<input type="checkbox"/>

If you bill the customer directly, then you have just sent the updated packet out, and successfully rebilled your customer.

If it is set up to go to your factoring company, then the updated packet lands back in the factoring transfer queue, and you can send it to your factoring company. Just like you did when you initially billed the load.

There is one last step to completing the rebilling process, and that is to approve the load in the “Pay Adjustments Queue.”

Go to Settlements>Pay Adjustments>Pay Adjustments Queue. You will see a list of loads that have been rebilled here. To review the adjustments, click the “Adjust” icon out to the right.


Settlement Pay Adjustment Queue

Load Id	Terminal	Customer	Rebill Date	Estimated Delivery Date	Adjust
1926	102 - AGENT 102	Pacesetter	03/02/2018	03/02/2018	
1997	102 - AGENT 102	Advanced Transportation	05/24/2018	05/25/2018	
2090	102 - AGENT 102	RYDER	10/31/2018	10/26/2018	
2109	CK - C & K Trucking, Inc.	Advanced Transportation	12/07/2018	12/02/2018	
2144	ADT - Carrie Johnson	Riolo Transportation Inc	12/28/2018	12/28/2018	
2307	ADT - Carrie Johnson	RYDER	11/04/2019	03/28/2019	
2153	102 - AGENT 102	Beau Shipping Plus	11/04/2019	01/10/2019	
2551	KK - Kenneth Kloeppel	KK Shipping Plus	11/12/2019	11/09/2019	

On the next screen, you will see a breakdown of the historical settlements entries as well as the expected rebill entries. Review the adjustment(s) for accuracy, and then click “Save” to approve it, and push it over to settlements.

NOTE: You will see an option here to “waive” the adjustment.” You would only check that box if you did not want to accept the suggested adjustment amount and push it through.

Settlement Pay Adjustment Queue

Historical Settlement Entries						
Date	Account	Load Id	Dispatch Id	Amount	D/E/R Code	Settlement Id
	Broker 1	3292	4423	\$0.00	AGT Commission Earnings	
	Ramsey Smith	3292	4423	\$750.00	Line Haul - Freight Earnings	
Expected Rebill Entries						
Date	Account	Load Id	Dispatch Id	Amount	D/E/R Code	
07/22/2022	Ramsey Smith	3292	4423	\$750.00	Line Haul - Freight Earnings	
07/22/2022	Broker 1	3292	4423	\$225.00	Detention	
07/22/2022		3292	4423	\$0.00	AGT Commission Earnings	
Pending Entries and Adjustments						
Date	Name	Load Id	Amount	Adjustment Amount	D/E/R Title	Adjust / Waive
2022-07-22	<input type="text" value="Ramsey Smith"/>	3292	\$225.00	\$ 225.00	<input type="text" value="Detention"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>
			\$225.00	\$225.00		

NOTE: Recall, whenever you bill a load in the system, it sets up the pending settlement entries. So, whenever you rebill a load, the system will make adjustments to those settlements if necessary. Rebilled loads get sent to the “Pay Adjustments Queue”. If you made a change to the bill, then it’s likely that there’s also a change on the settlements side. So the system makes the adjustment(s) and then places those adjustments in the Pay Adjustments Queue for review. Someone MUST come into this queue and review/approve the adjustment(s) to clear it out of this queue.

The settlement adjustment(s), if any, will then get pushed over to the appropriate settlement. This is ALWAYS the last step of the rebill process. Even if there wasn’t a change to the rate, or there are no settlement adjustments to be made, the load still gets dropped into this queue for review. You still need to clear it out of here.

This completes the rebill process. You can always go back to the load and rebill it again, if needed.

If you have any questions, or need assistance, please contact support@transportpro.net.