



Raging Wolf Solutions, LLC

MC# 770930 • DOT# 2264415

2458 Edison Blvd.
Twinsburg, OH 44087

(855) 965 - 3725
ragingwolfsolutions.com

Uploading Invoices and POD's

1. When a carrier sends over a POD, make sure if it is a JPEG to crop anything out around the actual POD itself to make it look as if it was scanned.
2. Save the attachment to your designated desktop file and title it as the load number.
3. Go to the [OneDrive](#), and upload it into the folder titled "PRODUCTION – Approved PODs Only"
4. Same Process for invoices except when an invoice is received, open the attachment, and pull that load up in Salesforce to make sure the amount is correct. Make sure the invoice also includes the POD. Even if we already have a POD uploaded, Jen needs the POD attached to the invoice that is uploaded.
5. Once everything is confirmed for invoices, upload to the OneDrive under the folder titled "PRODUCTION – Approved Invoices with PODs Only"

Updating the Spreadsheet

After the POD and/or invoice is uploaded to the OneDrive, we also need to make sure the spreadsheet that we keep is updated. This spreadsheet is how we keep track what has been received and what has not. The spreadsheet is located on the [OneDrive](#) under the folder titled "MISC. DOCUMENTS to SHARE". It will be an Excel spreadsheet titled "Invoices and PODs".

Once opened, you will see three tabs (that you need to be concerned about) on the bottom titled, "NEW PODS", "NEW OLD PODS" and then the year. 2023, 2022, 2021 so on and so forth. See below:



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	A	B	C	D	E	F	G	H	I	J	K
1	LOAD REFERENCE	CARRIER	PICKUP ARRIVAL DATE	DELIVERY ARRIVAL DATE	PICKUP CITY	DELIVERY CITY	CONFIRMATION NUMBER	EMAIL	POD OR INVOICE DATE	POD OR INVOICE	POD OR INVOICE
2	33282	33282	MILLHOUSE LOGISTICS	4/21/2023	4/24/2023	TWINSBURG, OH 44087	55447-5112	879689	ragingwolf@millhouse.com	pod@millhouse.co	\$2,200.00
3	33288	33288	LEGEND DELIVERY	4/12/2023	4/12/2023	MOGADORE, OH 44260	TWINSBURG, OH 44087	dispatch@legendedelivery.com	rich@legendedelive	\$200.00	
4	33290	33290	MILLHOUSE LOGISTICS	4/14/2023	4/14/2023	Markham, ON L6C 0C1	Twinsburg, OH 44087	880283	ragingwolf@millhouse.com	pod@millhouse.co	\$900.00
5	33292	33292	PLATINUM CARRIERS LLC	4/12/2023	4/17/2023	44143	Las Vegas, NV 89118	carriers.platinum@gmail.com	NOT CALL		\$3,350.00
6	33293	33293	UNIVERSAL TRUCKLOAD LLC	4/18/2023	4/21/2023	Painesville, OH 44077	Grapevine TX. 76051	anthony.truckload@gmail.com	abaker@uacil.com		\$2,500.00
7	33294	33294	PLATINUM CARRIERS LLC	4/18/2023	4/18/2023	BARBERTON, OH 44203	SPRING, TX. 77379	carriers.platinum@gmail.com	NOT CALL		\$1,000.00
8	33297	33297	LEGEND DELIVERY	4/13/2023	4/13/2023	AURORA, OH 44202	TWINSBURG, OH 44087	dispatch@legendedelivery.com	rich@legendedelive	\$250.00	
9	33299	33299	LEGEND DELIVERY	4/13/2023	4/13/2023	MOGADORE, OH 44260	TWINSBURG, OH 44087	dispatch@legendedelivery.com	rich@legendedelive	\$200.00	
10	33302	33302	LEGEND DELIVERY	4/13/2023	4/13/2023	MOGADORE, OH 44260	TWINSBURG, OH 44087	dispatch@legendedelivery.com	ary.com	\$200.00	
11	33304	33304	PLATINUM CARRIERS LLC	4/14/2023	4/18/2023	Barberton, OH 44203	87107	carriers.platinum@gmail.com	PODs/Invoices: pla	\$1,400.00	
12	33307	33307	LEGEND DELIVERY	4/14/2023	4/14/2023	MOGADORE, OH 44260	TWINSBURG, OH 44087	dispatch@legendedelivery.com	rich@legendedelive	\$200.00	
13	33308	33308	LANDSTAR	4/21/2023	4/24/2023	Carmel, OH 43112	73145	ian@bbkagent.com	Ryan Reed 830-266	\$2,500.00	
14	33310	33310	MILLHOUSE LOGISTICS	4/20/2023	4/20/2023	Markham, ON L6C 0C1	Twinsburg, OH 44087	881698	ragingwolf@millhouse.com	pod@millhouse.co	\$900.00
15	33311	33311	LEGEND DELIVERY	4/14/2023	4/14/2023	CLEVELAND, OH 44135	OH 44143	dispatch@legendedelivery.com	rich@legendedelive	\$175.00	
16	33315	33315	MILLHOUSE LOGISTICS	4/19/2023	4/20/2023	Leesport, PA 19533	Alton, IL 62002	881801	ragingwolf@millhouse.com	pod@millhouse.co	\$900.00
17	33316	33316	MILLHOUSE LOGISTICS	4/20/2023	4/21/2023	Alton, IL 62002	Leesport, PA 19533	881964	ragingwolf@millhouse.com	pod@millhouse.co	\$900.00
18	33317	33317	LEGEND DELIVERY	4/17/2023	4/17/2023	MOGADORE, OH 44260	TWINSBURG, OH 44087	dispatch@legendedelivery.com	rich@legendedelive	\$200.00	
19	33318	33318	LEGEND DELIVERY	4/17/2023	4/17/2023	AURORA, OH 44202	TWINSBURG, OH 44087	dispatch@legendedelivery.com	rich@legendedelive	\$250.00	
20	33321	33321	LANDSTAR	4/19/2023	4/20/2023	BRISTOL, IN 46507	Ashtabula, OH 44004	ian@bbkagent.com	Ryan Reed 830-266	\$900.00	
21	33322	33322	LANDSTAR	4/20/2023	4/21/2023	Asheville, NC 28803	TWINSBURG, OH 44087	ian@bbkagent.com	Ryan Reed 830-266	\$1,075.00	
22	33323	33323	MILLHOUSE LOGISTICS	4/28/2023	5/1/2023	TWINSBURG, OH 44087	ST LOUIS, MO 63103	883198	ragingwolf@millhouse.com	pod@millhouse.co	\$1,400.00
23	33324	33324	LEGEND DELIVERY	4/19/2023	4/19/2023	MOGADORE, OH 44260	TWINSBURG, OH 44087	dispatch@legendedelivery.com	rich@legendedelive	\$200.00	
24	33325	33325	PLATINUM CARRIERS LLC	4/19/2023	4/24/2023	BARBERTON, OH 44203	SPRING, TX. 77379	carriers.platinum@gmail.com	PODs/Invoices: pla	\$1,400.00	
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All of the loads that are listed under the tab “NEW PODS” are loads that we have not received and invoice or a POD for so any load you receive a POD from a carrier for, that load should be listed on this tab. Once you receive a POD, will you find the column titled “Load Reference” which will be under column B. Select the cell with the load number is question, and fill it yellow so it looks like what is below:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	LOAD REFERENCE	CARRIER	PICKUP ARRIVAL DATE	DELIVERY ARRIVAL DATE	PICKUP CITY	DELIVERY CITY	CONFIRMATION NUMBER	EMAIL	POD OR INVOICE DATE	POD OR INVOICE	POD OR INVOICE	POD OR INVOICE	POD OR INVOICE	POD OR INVOICE	POD OR INVOICE
2	33282	33282	MILLHOUSE LOGISTICS	4/21/2023	4/24/2023	TWINSBURG, OH 44087	55447-5112	879689	ragingwolf@millhouse.com	pod@millhouse.co	\$2,200.00				
3	33288	33288	LEGEND DELIVERY	4/12/2023	4/12/2023	MOGADORE, OH 44260	TWINSBURG, OH 44087	dispatch@legendedelivery.com	rich@legendedelive	\$200.00					
4	33290	33290	MILLHOUSE LOGISTICS	4/14/2023	4/14/2023	Markham, ON L6C 0C1	Twinsburg, OH 44087	880283	ragingwolf@millhouse.com	pod@millhouse.co	\$900.00				
5	33292	33292	PLATINUM CARRIERS LLC	4/12/2023	4/17/2023	44143	Las Vegas, NV 89118	carriers.platinum@gmail.com	NOT CALL		\$3,350.00				

From there, find column N and typed in the date that the POD was received, you will just need to type in month/day and press enter and it will fill it out with the year. From there, select the row from column B to column O and copy it and move it over to the “NEW OLD PODS” tab. The “NEW OLD PODS” tab will be a list of all loads that we received a POD for but not an invoice.



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Once we received an invoice for a load, you will have to find that load in either the “NEW PODS” or “NEW OLD PODS” and follow the same process for the date the invoice was received but you will type that date into the “Invoice Date” column. Once an invoice and POD is received, you will copy that load over and move it to the “2023” tab or whatever year the load was delivered in.

**NEVER FILE ANYTHING INTO A “COMPLETE” FOLDER!! – FOR
ACCOUNTING USE ONLY!!**