Freight invoice audit checklist

Template by Emerge
emergemarket.com

Run these 12 checks on every carrier invoice before you approve it. A No means hold the invoice: short pay it or dispute it in writing, with the evidence, before the carrier's dispute window closes.

Invoice number _____ Carrier _____ PRO number _____

Invoice date _____ Ship date _____ Facility _____

#	Check	What to compare	Yes	No
1	**Is it a new invoice?**	The invoice number and PRO number are not already in your log or paid.	☐	☐
2	**Does the linehaul match the agreed rate?**	The contract rate or the quote for this lane and date.	☐	☐
3	**Is the fuel surcharge right?**	Worked out from the right week's diesel price and the carrier's fuel table, at the agreed peg.	☐	☐
4	**Is every accessorial on the schedule?**	Each charge is on the carrier's accessorial schedule, at the agreed rate and within its cap.	☐	☐
5	**Was each accessorial requested or proven?**	Requested at booking or on the BOL, or the carrier sent proof it was needed.	☐	☐
6	**Do detention hours match your records?**	Carrier arrival and departure times against appointment records, gate logs or tracking data, after free time.	☐	☐
7	**Is there inspection proof for any reweigh or reclass?**	The carrier's inspection documentation against your own dimensions and scale weight.	☐	☐
8	**Do the class and weight match the BOL?**	Class billed is not higher than the BOL, and weight billed is not more than 5% over without a reweigh certificate.	☐	☐
9	**Are the stop-offs and miles right?**	The number of stops matches the load, with no out-of-route miles you did not agree to.	☐	☐
10	**Are the payment terms right?**	Due date and terms match the contract, so you neither pay early nor pick up late fees.	☐	☐
11	**Is the dispute window still open?**	Any dispute goes out in writing, with the evidence, before the carrier's window closes.	☐	☐
12	**Is it logged by facility and carrier?**	So it shows in the monthly accessorial report finance asks for.	☐	☐

Result ☐ Approve ☐ Dispute ☐ Short pay

Amount billed $ _____ Amount allowed $ _____ Amount disputed $ _____

Dispute deadline _____ Checked by _____ Date _____

Notes _____

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Log every invoice in the Emerge Freight Invoice Audit Tracker (Excel) to get the monthly accessorial report.