FREIGHT AUDIT & PAYMENT

Freight Audit Checklist

What to check on every carrier invoice, before you pay it. Run every item on every invoice, not a sample, an error only gets caught if the invoice it's on gets checked.

Documents Before You Start

- ☐ Carrier invoice (EDI, PDF, or CSV)
- ☐ Bill of lading (BOL)
- ☐ Proof of delivery (POD)
- ☐ Original shipment quote
- ☐ Rate agreement or contract for that lane and mode
- ☐ Weight and dimension capture, if the shipment was reclassed or re-weighed
- ☐ Historical shipment data exported from your TMS, for cross-referencing beyond this one invoice
- ☐ Date range and vendor scope defined before you start, so the review has a clear boundary

Verify the Rate

- ☐ Base rate matches the contracted rate table for the lane and mode
- ☐ Fuel surcharge calculated off the correct, current index
- ☐ Negotiated discount tier applied correctly
- ☐ Rate matches the specific carrier and service level quoted, not a substitute
- ☐ Any expedited or special service billed was actually requested and actually delivered

Check Shipment Details

- ☐ PRO or tracking number matches the correct BOL
- ☐ Origin, destination, and service level match the shipment record
- ☐ Weight and dimensions match what was captured at pickup
- ☐ Freight class matches, and any reclass has an inspection certificate behind it, not just a new number

Audit Accessorial Charges

- ☐ Detention charge has dwell-time proof attached
- ☐ Liftgate fee matches a delivery that actually required one, not a dock-to-dock move
- ☐ Residential surcharge matches the actual delivery address type

- [ ] TONU (truck order not used) has documentation the load was actually cancelled
- [ ] Inside delivery fee matches what the delivery record shows was performed
- [ ] Detention or demurrage has a clear arrival and departure timestamp behind it, not an estimate

Scan for Duplicate/Split Billing

- [ ] Shipment ID, date, and lane cross-matched against other invoices in the batch
- [ ] No second invoice or PRO number covering the same move
- [ ] No single shipment split into multiple invoices under your auto-approve ceiling

Before You Release Payment

- [ ] Variance threshold applied consistently, not case by case
- [ ] Every flagged item routed to review, not auto-approved by default
- [ ] Claim or dispute filed within 18 months of delivery, the federal deadline for an overcharge claim, not an assumed shorter window
- [ ] Discrepancy logged: invoice and PRO number, carrier, charge type, dollar variance, claim status
- [ ] Recovery totals tracked over time, so the checklist shows savings, not just a cleared inbox

---