



CHR Inbound Imaged TL Carrier Documents

Carrier Guidelines

1. C.H. Robinson will provide FTP user ID and login information under separate cover.
2. Place .tif or .pdf files onto the CHR FTP server (setup of FTP connection completed with CHR contact).
3. **All images for the shipment, including backup paperwork and carrier invoice, need to be sent at the same time. Sending images for a single shipment in separate batches will cause delays in processing and ultimately payment to the carrier.**
4. **Option 1:** One doc per .tif, .jpg, or .pdf. Send each document separately in its own file. **(.jpg only available for option 1)**

Unique naming convention required for every file:

SCAC_DocumentCode_CHRLoadNumber_datetime.tif

1. SCAC Code (no spaces, in caps)
2. **Document Code– 3-5 char word (see table on page 2)**
3. LoadNumber – a load number or “999999” if not known (max 8-char)
4. Date/Time – CCYYMMDDHHMMSSMMM (max 17 digits) or other unique control number
5. File extension – tif or pdf

EXAMPLE with SCAC:

BSTK_INV_12345678_20071231094532412.pdf

BSTK_BOL_12345678_20071231094533123.tif

BSTK_RAT_12345678_200712310945331234.jpg

**If you don't have a SCAC code then you will need to provide a sender name a carrier or 3rd party name (no spaces, in caps)

EXAMPLE w/out SCAC:

BOBSTRUCKING_INV_12345678_20071231094532412.pdf

BOBSTRUCKING_BOL_12345678_20071231094533123.tif

BOBSTRUCKING_RAT_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 invoice, BOL and POD for a single shipment are included in one 3 page image file. **We cannot accept .jpg files as multi-page documents.**



CHR Inbound Imaged TL Carrier Documents

Unique naming convention required for every file:

Sender_DocumentCode_CHRLoadNumber_datetime.tif

1. SCAC Code (no spaces, in caps)
- 2. Document Code – Always use INV**
3. LoadNumber – a load number or “999999” if not known (max 8-char)
4. Date/Time – CCYYMMDDHHMMSSMMM or other unique control number
5. File extension – tif or pdf

(Examples on page 2)

EXAMPLE with SCAC:

BSTK_INV_12345678_20071231094532412.pdf

BSTK_INV_12345678_20071231094532412.tif

EXAMPLE w/out SCAC:

BOBSTRUCKING_INV_12345678_20071231094532412.pdf

BOBSTRUCKING_INV_12345678_20071231094532412.tif

Document listing:

Document Code (value to be sent by carrier)	Doc Name	Description
RAT	Rate	The Rate confirmation from the carrier – related to an order/load.
ACC	Accessorial	The accessorial paper work related to an order/load.
BOL	BOL	The BOL from the carrier related to an order/load.
POD	POD	The POD from the carrier related to an order/load.
INV	Carrier Invoice	The invoice from the carrier related to an order/load. *** Important to send carrier invoice with backup paperwork to insure timely processing ***
LMP	Lumper	The lumper paper work – 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.