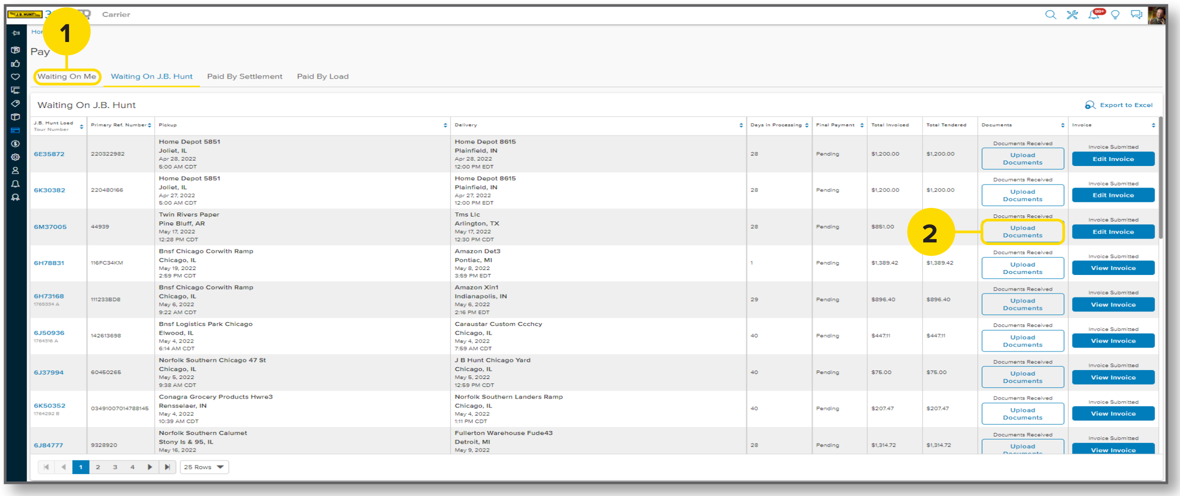
CARRIER 360™ BY J.B. HUNT

UNDERSTANDING PAYMENTS - SINGLE LOAD

Quick Reference Guide

Pay in Carrier 360 allows you to complete Invoicing Tasks. Use this guide to learn how to upload documents, create invoices and check the status of invoices.



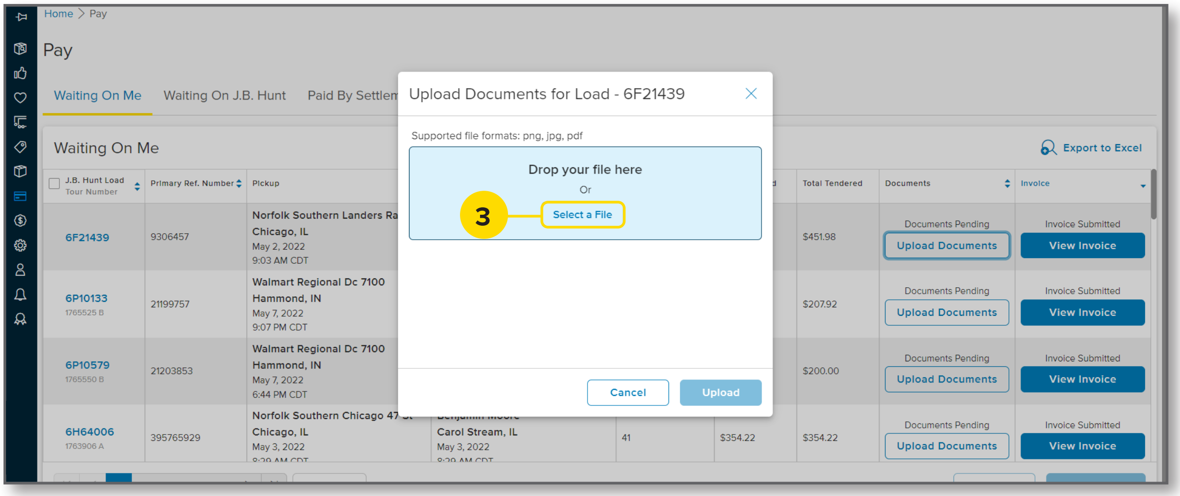
UPLOAD DOCUMENTS

1. Waiting On Me

After navigating to the **Pay** screen, click on the **Waiting On Me** tab.

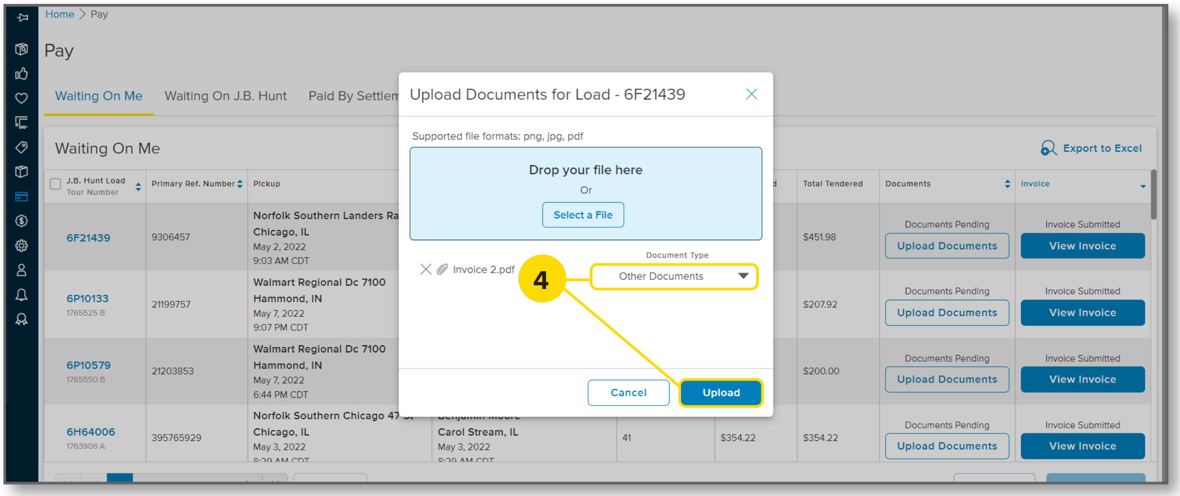
2. Upload Documents

Click **Upload Documents**.



3. Select a File

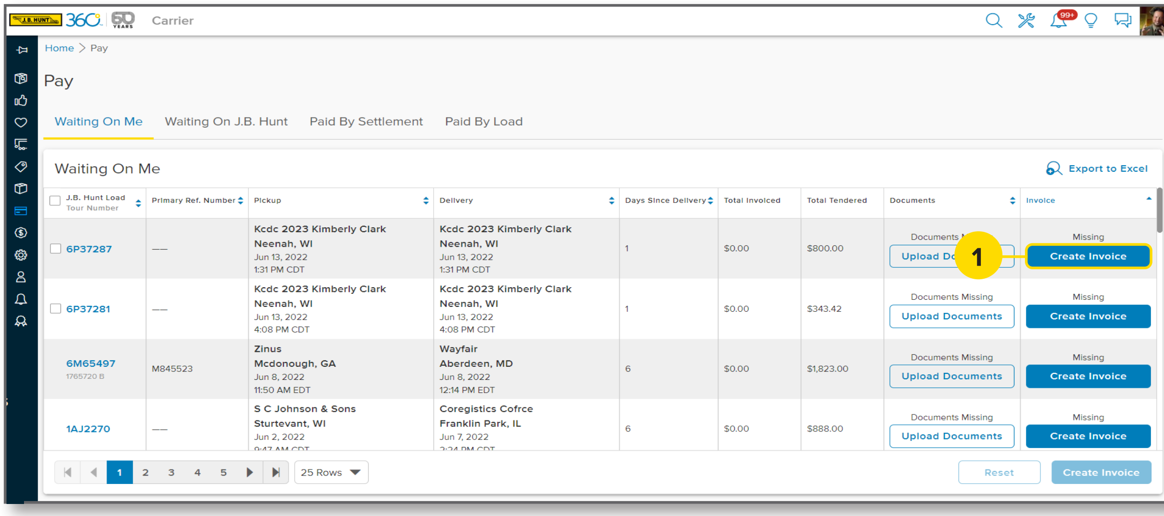
Drag and drop a file or use **Select a File** to browse your computer files for a document.



4. Document Type

Once you have uploaded all necessary documents, click the **Document Type** drop-down arrow. Select the type of document you are attaching, then click **Upload**.

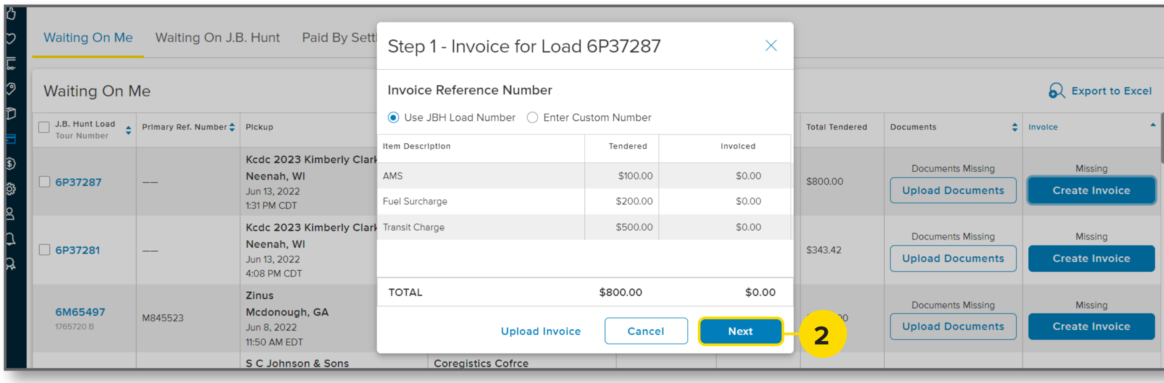
You will see a green success message letting you know the document is pending J.B. Hunt review.



CREATING AN INVOICE

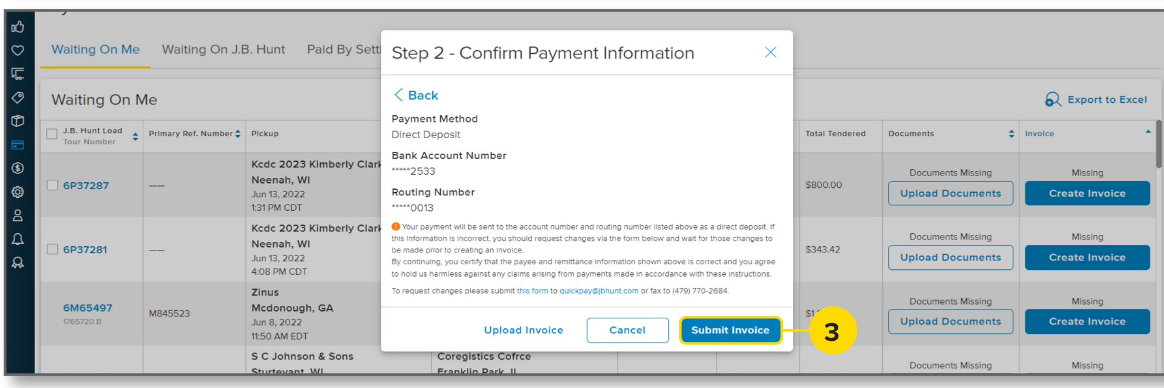
1. Create Invoice

Click on **Create Invoice**.



2. Review Charges

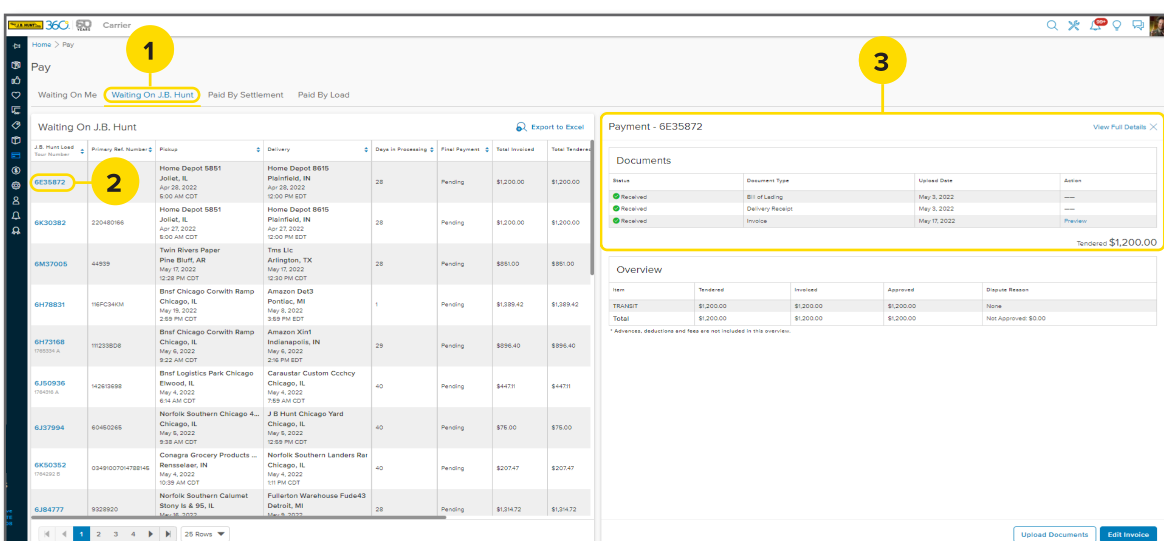
Review all charges for this load and click **Next**.



3. Submit Invoice

Confirm payment information and click **Submit Invoice**.

Note: You will see a green success message. This means you have successfully created the invoice.



CHECKING INVOICE STATUS

1. Waiting On J.B. Hunt

After navigating to the **Pay** screen, click on the **Waiting On J.B. Hunt** tab.

2. Load Number

Click the **J.B. Hunt Load Number** you want to check.

3. Review Payment

Review payment details in the split screen on the right.

Note: You can upload documents or edit the invoice on this screen.