



Submitting and Processing of Invoices

Options for Submitting Invoices:

1. Email to vendor.invoice@carter-logistics.com
2. Fax to 765-778-5048
3. Mail to Carter Logistics c/o Freight Bill Auditors, 4020 W. 73rd St. Anderson, IN 46011

The following information is required to submit invoices for payment:

- Company name and contact info
- Remittance information
- Invoice date
- Invoice number
- Pickup and delivery – Dates and times
- Shipper and consignee – complete addresses
- Pieces and weight
- Trailer number
- Carter load number
- Proof of delivery
- All accessorial charges must be listed separately with explanation on original invoice

Contacts at Carter Logistics:

- Freight Bill Auditor Supervisor: Sarah St. Myer, sarah.stmyer@carter-logistics.com
- Accounts Payable: carterap@carter-express.com