



3PL | FREIGHT | LOGISTICS | TRANSPORTATION

AMERICAN CARRIER CONFIGURATION GUIDE

APINTERNATIONAL.CA



WHAT ARE WE EXPECTING OF YOU?

YOUR TRANSPARENCY

- No lies!
- No misleading information!
- The plain and simple truth!

ACCOUNTABILITY AND AVAILABILITY

- You accepted a mandate from us, just do it!
- Your commitment to meet our requirements :
 1. Pick-up times
 2. Delivery times
 3. Logistics requirements
- Keep us informed along the way!
- We will contact you for regular updates!
- Let us know of your assets and preferred routes!



THE BETTER YOU PERFORM, THE MORE REQUESTS YOU WILL RECEIVE FROM US!

Let's make it easy, let's make it fun and let's execute together!

No subcontracting will be tolerated without prior notice!

No double brokerage will be accepted!

We will not pay invoices when such situations occur!

ACCOUNT OPENING AND UPDATE!

In order to open your account, please fill in the information below and email it back to us at the following address transport@apinternational.ca.

Company's Name	
Address	
City	
State	
Postal Code	
Phone	
Fax	

	NAME	PHONE	EMAIL
Dispatch Contact			
President / Owner			
Director of operations			
Sales Director			
Account's Receivable Contact			

VERY IMPORTANT - AFTERHOURS INFO

****Please include an afterhours telephone number and e-mail address where you can be reached at all times from our Customer Service department for the follow-up of any eventual afterhours bookings/shipments** Thank you for your co-operation.**

Afterhours Phone Number	
Afterhours Email Address	

WHAT IS YOUR BANKING INFORMATION?

AP International chose to eliminate the use of paper in the processing of its supplier's billing. The payment of all invoices is processed via bank transfers only.

Such a procedure offers real benefits for your business : no outstanding check, no loss of checks due to postal service, improved management of your receivables and accelerated availability of your money!



To ensure the payment of your invoices, please fill out the following form and send it to payables@apinternational.ca. Please note that this form can only be signed by an authorized representative of your company. Please include a specimen of corporate check with your email.

AUTHORIZATION FORM

COMPANY NAME

(AS INDICATED IN YOUR BANK ACCOUNT) : _____

NAME OF YOUR FINANCIAL INSTITUTION : _____

NAME OF YOUR ACCOUNT MANAGER : _____

ADDRESS OF YOUR BANK : _____

CITY, STATE, POSTAL CODE : _____

ROUTING NUMBER / ABA (9#) : _____

BANK ACCOUNT NUMBER : _____

EMAIL ADDRESS FOR PAYMENT CONFIRMATION : _____

NAME OF SIGNATORY : _____ TITLE : _____

SIGNATURE : _____ DATE : _____

The image shows a sample check from Bank of America. At the top left, it says "Your Name 1234 Oak Anytown, USA". At the top right, the amount "1001" is written. Below that, "20" is written. The "PAY TO THE ORDER OF" field is empty, followed by a dollar sign and a box for the amount. Below that, "DOLLARS" is written. The Bank of America logo is in the center. Below the logo, the word "FOR" is written. At the bottom, there are three callouts: "ABA Check Routing Number 123456789", "Account Number 000123456789", and "Check Number 1001".

AP FLEX **PAYMENT PROGRAM**

To benefit from this program, you must have fulfilled the highest levels of service, on time, no damage and of these, you must have no blame or litigation on your record!

If the highest levels of service are met, you are entitled to receive payment faster.

Here are the two simple steps to follow :

1) Upon receipt of your invoice and proof of delivery duly signed by the consignee by e-mail, we will ensure payment of your invoice less the management fee. These documents must be sent to payables@apinternational.ca.

2) When we receive your invoice, we offer you different payment terms. Please check the box that applies to you!

TERM	PAYMENT DELAY	DISCOUNT
Quickpay <input type="checkbox"/>	24 hours	5%
AP FLEX I <input type="checkbox"/>	5 days	3%
AP FLEX II <input type="checkbox"/>	15 days	2%
Standard <input type="checkbox"/>	45 days	Net

- Be sure to clearly write the payment option you have chosen on your invoice and notify a member of our team beforehand.
- Before proceeding with payment, our customer service team will have confirmed the quality of the delivery.
- All payments are made through bank transfer. Once the payment process is completed, you will receive an email confirming the details of the paid invoices.
- Bank transfers may be delayed 24 hours on statutory holidays depending on your banking institution.
- Transfers are issued from Monday to Friday only and during office hours.

PROCEDURE FOR SENDING INVOICES AND PROOF OF DELIVERY

-Please send the invoice and POD as two separate attachments in a single email clearly indicating the booking number in the subject (title) of the email to **payables@apinternational.ca**.

-For any request for information on the status of an invoice payment, please send the request by email to **payables@apinternational.ca**.

-Note that if you send invoices and proof of delivery to any other recipient without including **payables@apinternational.ca**, it will not be processed, so it is essential that invoices and proof of delivery are sent to **payables@apinternational.ca**.

INVOICE #

POD #

SERVICES, EQUIPMENT AND TERRITORIES

To facilitate our collaboration, it is crucial for us to know the information below. Please fill out the table below by putting an X in appropriate box and return it to us by email at transport@apinternational.ca.

Carrier's name : _____

LOADS		STORAGE		Is your equipment and van GPS Enabled?
LTL		Long term / Short terme		
TL		Cross docking		
CERTIFICATION				What is the brand and model of your Electronic Recording Device (ELD)?
CTPAT		HAZMAT - CDA		
FAST		HAZMAT - USA		

EQUIPMENT			
DRY BOX - TANDEM (2)	B-TRAIN	DROP DECK	ROLL TITE
DRY BOX - TRIDEM (3)	CHASSIS	FLAT BED	"HOT SHOT"
DRY BOX - QUADS (4)	CONTAINER	STEP DECK LOW PROFILE	
REEFER - TANDEM (2)	CRANE	STEP DECK WITH RAMP	OVERSIZE / OVER LOAD
REEFER - TRIDEM (3)	MINI DECK	REMOVABLE GOOSE NECK	TAIL GATE
REEFER - QUADS (4)	STRAIGHT BODY	TILT & LOAD	TEAM

CANADA			
British Columbia	New Brunswick	Yukon	Ontario
Alberta	Nova Scotia	Northwest Territories	Quebec
Saskatchewan	Prince Edward Island	Nunavut	
Manitoba	Newfoundland and Labrador		

USA			
Alabama	Indiana	Nebraska	South Carolina
Alaska	Iowa	Nevada	South Dakota
Arizona	Kansas	New Hampshire	Tennessee
Arkansas	Kentucky	New Jersey	Texas
California	Louisiana	New Mexico	Utah
Colorado	Maine	New York	Vermont
Connecticut	Maryland	North Carolina	Virginia
Delaware	Massachusetts	North Dakota	Washington
District of Columbia	Michigan	Ohio	West Virginia
Florida	Minnesota	Oklahoma	Wisconsin
Georgia	Mississippi	Oregon	Wyoming
Idaho	Missouri	Pennsylvania	
Illinois	Montana	Rhode Island	

9 US Economic Regions	
NEW-ENGLAND (6)	SOUTH EAST (4)
MID-ATLANTIC (3)	SOUTH WEST (4)
MIDWEST (North East Cent.) (5)	MOUNTAIN (8)
MIDWEST (North West Cent.) (7)	PACIFIC (5)
SOUTH ATLANTIC (9)	

Mexico	
Served	
Not served	

Entered By :
Date :

CERTIFICATIONS

To complete your account opening with AP International, we would need you to send us copies of the following certifications to the email address : transport@apinternational.ca.

- Cargo liability insurance certificates
- General liability insurance certificates
- USDOT with MC number
- SCAC certificate
- Other certifications : hazmat, C TPAT, FAST, PIP, SmartWay
- Other documents you may think is useful to send us.



**THE BETTER WE KNOW YOU, THE MORE YOU INCREASE
YOUR CHANCES OF WORKING WITH US!**