\*\*UPDATED INSTRUCTIONS\*\* September 18, 2020

Dear Carrier,

**In order to process your invoices as fast as possible please follow the below instructions**

1. Email invoices to ftm-invoicescan@data2logistics.com
	1. Do not include any other email in the “TO” line
	2. Do not include any old invoice scan email addresses in the cc line
	3. In the subject line please include the client name with the client ID in parenthesis, the clients bill to account number, and the your invoice number
	4. Example: Subject: ACME (ACME01) – 6798223 – Invoice # 12345
* Following this procedure allows us to auto assign to our mutual client
* If subject naming is not followed it becomes a manual process to assign and it takes longer
1. Acceptable document formats are PDF and TIFF (no Excel files)
2. The invoice needs to be the first page followed by backup documentation within the same image
3. Only one attachment per invoice
	1. Do not combine multiple invoices into one image
4. You can have multiple attachments in one email
	1. Do not name different attachments the same name
5. Do not use special characters in file name
	1. Only use numbers, letters, or spaces
6. No zip files
7. Do not use this email for questions
	1. Do not send aging reports or aging inquiries to this email
	2. Do not send a link to look up or download your invoices
	3. Do not require a “read receipt”
	4. Aging inquiries should to ftm.pir@data2logistics.com
8. Images need to be on standard 8.5 x 11 inches at standard 100% view
	1. Images need to be in black and white (no color)
	2. No grey scale background
9. The maximum email and document size is 5MB

If you have any questions please do not hesitate to email us at ftm.pir@data2logistics.com or call us at 239-936-2800.