

FAST FUNDING IN 3 EASY STEPS

To ensure your paperwork goes through the verification process without delay, please follow these three easy steps.

STEP 1

ALWAYS Pre-Approve Credit Before You Accept a Load

To check credit online go to www.tbsfactoring.com, access Client Login at the top of our homepage then:

Company: Enter your client number

User ID: Leave blank

Password: Enter your MC#

To check credit by phone, call 1-800-207-7661 from 8:00 a.m. to 5:30 p.m. Monday through Friday (Central Standard Time).

STEP 2

Prepare Your Exhibit B (Schedule of Accounts)

Complete the Exhibit B by entering each load. You will also need to send the required paperwork that includes the rate confirmation, original Bill of Lading and any lumper receipts.

STEP 3

Overnight Packet to TBS Factoring Service

Use the pre-addressed FedEx labels included in your Welcome Kit to send us your loads to be factored. We will deduct the FedEx fee from your load. If sending via Email, send to sendinfo@tbsokc.com or fax packets to 405-528-4493. *(Email/Fax packets are only accepted for brokers/shippers whose Accounting representatives have stated they pay on copies.)*

REQUIRED PAPERWORK

Please make sure we receive the following documents for each load.

Did It Get There? No more worries! TBS will send you an alert via text or email when your paperwork arrives.

1

2

3

4

1 Exhibit B

This form lists all the loads you want to factor. Your Exhibit B is included in the Welcome Kit. It has unique information that pertains to your account, so don't let anyone else use it. Please make copies for your files (keep extras in your truck) because you will use this form each time you factor. Just like a bank deposit slip, it is important to fill out the Exhibit B correctly. First, list the customer, load number and the rate listed on the rate sheet. Next, write down any advances, fees, deductions, additions or any other charge that affects the original rate. Then total the amount to factor, date and sign the form. List any special instructions in the upper right-hand corner, i.e.: split pays, pay into alternate account, phone number and name of person who verified that the load will be paid with a copy of the BOL.

2 Rate Confirmation

Rate sheets should have a load or reference number and identify your company as the carrier. Sign the rate sheet and send all pages of the rate confirmation to TBS.

3 Lumper Receipts

Please include any type of receipt or charge that could affect the rate, i.e.: lumper receipts, scale tickets, Interchange tickets, etc. COD checks also get sent to TBS.

4 Original Bill of Lading

BOL must be legible and have an *original* Signature of Acceptance by the receiver. If the receiver gives you a copy of the BOL, get an original signature on the copy. **Email/Fax copies of BOLs are only accepted for brokers/shippers whose Accounting representatives have stated they pay on copies.**