



MSC EDI 210 TEMPLATE BILLING



USER GUIDE - EDI 210 SPREADSHEET TEMPLATE BILLING

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HOW TO COMPLETE THE 210 TEMPLATE

REQUIRED FIELDS

- 1- **Unique EDI Partner Code** –To be found on your previous EDI210 template in cell A2. If you have not used template billing previously, please contact your MSC Cost Control representative.
- 2- **Invoice Date** –MM/DD/YYYY
- 3- **Sub Invoice number** –vendor individual invoice number MAX 16 characters
- 4- **Equipment Number** –container number (4 letters, followed by 7 numbers-no spaces, dashes, other characters/gaps)
- 5- **PO Number** –from delivery order, begins with a T and 11 digits
- 6- **Intermodal Delivery Charges** –base rate, fuel, other charges list on the Delivery Order under “PO NUMBER COST” such as pre-pull or storage – Exceptions Chassis Split and Genset Repositioning

OPTIONAL FIELDS

- 7- **Chassis Split Charges** (Requires pre-approval from intermodal, interchanges are to be sent to person who dispatched the move to you)
- 8- **Genset Repositioning Charges**

EDI210 Spreadsheet Template –Blank Template

EDI Partner Code		Invoice Date			
1		2			
Sub Invoice Number	Equipment Number	PO Number	Intermodal Delivery Charges	Chassis Split Charges	Genset Repositioning Charges
3	4	5	6	7	8

EDI210 Spreadsheet Template- Completed Sample

EDI Partner Code		Invoice Date			
AAA		06/05/2023			
Sub Invoice Number	Equipment Number	PO Number	Intermodal Delivery Charges	Chassis Split Charges	Genset Repositioning Charges
123456	XXXX1234567	T00000000001	\$475.00		



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GENERAL GUIDELINES

- ****Please DO NOT mail/email paper invoices, when you start the EDI 210 spreadsheet template billing process ****
- Your **payment terms will not change**. This upload format is used only to expedite the invoice approval process.
- Payment inquiries are to be sent to **US038-vendorstatements@msc.com**. Master Invoice Number that MSC created and provided to you must be included.

WHERE TO SUBMIT EDI210 TEMPLATE

Completed EDI 210 templates to be sent per the below:

- TO: **US038-EDIMercury@msc.com** – This should be the **only address** in the **To: line** for **EDI 210 Template Upload**
- **SUBJECT:** EDI210 Vendor Name/EDI partner code, e.g. EDI210 ABC Trucking Inc/AAAA
- Once you have completed the EDI 210 template and have submitted it, MSC system will create a Master Invoice Number. It will be sent to you via email.
 - One of the below will be contained in the email you receive:
 - 1. EDI 210 template was rejected – see slide 5**
 - 2. EDI 210 template was partially processed – see slide 6**
 - 3. EDI 210 template was fully processed – see slide 7**

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EDI 210 TEMPLATE FULLY REJECTED

Email Subject: DO NOT REPLY: MSC BILLING- ERROR PROCESSING INVOICE

Attachment: Original EDI 210 Template for reference

Vendor Errors that will cause the EDI 210 template to be rejected:

- EDI Partner Code is Missing
- Unable to submit more than 10 templates for a single date
- Invoice Date is Missing or is not in Date MM/DD/YYYY Format
- Invoice Date is in the future
- A Non-Numeric Value cannot be entered into a Charge Column
- Sub-Invoice Number is Missing or Exceeds 16 Characters
- Equipment # is in an Incorrect Format (First 4 Characters are Letters)
- Equipment # is Missing or has an Incorrect # of Characters (11)
- PO# is Missing or has an Incorrect # of Characters (correct length is 12)
- No Charges were Entered into the Excel Template

Example of Template Rejection Email:

Please note the line number specified in the error is the line number on the template, not the sub invoice number

There was an error reading this invoice:

** Please resend this entire attachment with necessary changes **

The following items must be fixed:

PO # is missing or has an incorrect # of characters (12) Line: 14

Once the error(s) is corrected, resubmit the entire EDI 210 template. You will be advised via email with a new Master Invoice Number once processed.

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EDI 210 TEMPLATE PARTIALLY PROCESSED

Email Subject: DO NOT REPLY: MSC BILLING INVOICE NUMBER: XXXXXXXXXX (Master Invoice Number will be here)

Attachment: Original EDI 210 Template for reference

Vendor Errors that will cause a sub invoice number to be partially rejected:

- EDI Partner Code is invalid
- Equipment # is invalid
- Invoice Number has already been used
- Sub Invoice Number is duplicated in the template
- PO # is duplicated in the template
- PO # is invalid – review the MSC Delivery Order
- PO # has already been approved on another invoice
- Billed Amount exceeds the Estimated Cost guaranteed on the MSC Delivery Order

Intermodal Errors that will cause a sub invoice number to be partially rejected:

- PO # is cancelled
- Equipment # is not related to the Intermodal Leg

For errors involving intermodal, intermodal department will be included in the email to advise.

Once the error(s) is corrected, resubmit ONLY the sub invoice numbers with errors. You will be advised via email with a new Master Invoice Number once processed.

Example of Partially Processed Template Email:

Below are the rejected lines from this invoice:

any sub-invoice not in the below list was successfully uploaded

1. SubInvoice#: 1622_24- Equipment # is not related to the Intermodal Leg **Billed Cntr: MSDU7206457 <> Leg Cntr: TCKU9854906**
2. SubInvoice#: 1622_25- Equipment # is not related to the Intermodal Leg **Billed Cntr: TCKU9854906 <> Leg Cntr: MSDU7206457**
3. SubInvoice#: 1622_26- Billed Amount exceeds the Estimated Cost guaranteed on the MSC Delivery Order **Billed Amt: 1280.50 > Leg Amt: 1280.25**

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EDI 210 TEMPLATE FULLY PROCESSED

Email Subject: DO NOT REPLY: MSC BILLING INVOICE NUMBER: XXXXXXXXXX (Master Invoice Number will be here)

Attachment: Original EDI 210 Template for reference

Email Example of Fully Processed Template Email:

Your Invoice: 120230608 Has processed successfully and is pending evaluation, Thank you for your diligence

QUESTIONS?

- Questions on how to complete the EDI 210 spreadsheet template, please contact krysta.bear@msc.com or ashley.hickman@msc.com

PAYMENT INQUIRIES

- Payment inquiries are to be sent to US038-vendorstatements@msc.com. Master Invoice Number that MSC created and provided to you must be included.

