



CNTS CARGO NAVIGATOR
Transport Spedition GmbH
1100 Wien, Planetengasse 2/4
ATU76904708 FN 556632 b

**ANWEISUNGEN ZUR TRANSPORTABRECHUNG ABOUT THE
ACCEPTANCE OF INVOICES
FOR CARRIERS**
**relates to shipments received from the
Operations Department in Vienna**

Ladies and gentlemen,

thank you for your interest in cooperating with CARGO NAVIGATOR. We strive to establish permanent and long-term cooperation with our transport partners, and we care for fair and partnership relations.

To be able to cope with increasing competition, and to meet your requirements for fast and hassle-free payment, please follow the billing rules below.

1. We accept invoices for organized transports only with attached transport documents.
2. Transport documents means:
 - CMR (obligatory),
 - Packing List (if the driver received on loading-place),
 - Lieferschein / Delivery Note (if the driver received on loading-place),
 - WZ-document (if the driver received on loading-place),
 - Pallet Note (if the driver received on loading-place).
3. If we require an original invoice for transport, please send the original above mentioned documents with an invoice up to 14 days after the end of transport (after unloading-date), to the address of the office in Poland:

CARGO NAVIGATOR Transport Spedition GmbH

Planettengasse 2/4

AT-1100 Wien

4. If we require invoices and documents in electronic form, please send the above-mentioned documents with an invoice in PDF format to the e-mail:
billing@cargo-navigator.com
latest 5 days after the end of transport. CAUTION: Each document is a separate PDF file (1PDF=Invoice, 1PDF=CMR, etc.).
5. Each invoice must contain the following information:
 - Tour No F20xxxxxxx (this information is included in the transport order),
 - Date of loading and unloading,
 - Loading and unloading places.
6. Invoicing of Roundtrips Shipments
 - shipments made in round-trips are invoiced on one invoice.
 - up to 3 days after unloading, it is necessary to send CMR and other documents to the e-mail: billing@cargo-navigator.com, and after the end of the round, issue a collective invoice for the entire round and send the invoice and all attachments (CMR, Packing List etc.) by post to the address in Katowice.
7. One-Way transports (not in round-trips) are invoiced individually: 1 transport = 1 invoice (and 1 e-mail if we require documents in PDF format).
8. Terms of payments: generally 45 days from the date of receipt of the invoice. It is possible to obtain a 30-day payment period for regular transport partners working in round-trips. We make transfers on Tuesdays.