Freight Management Reconciliation

7/25/2014

The new university inbound freight cost savings initiative is called Freight Management. After a successful pilot program with eleven (11) suppliers for three (3) departments, the Freight Management initiative for inbound freight - small (up to 150 lbs.) express packages - is being expanded by 80 suppliers to university vendors in May. The freight charges will be managed by Vantage Point Logistics (VPL) who uses FedEx for deliveries and based on the purchase order number.

For reconciliation purposes the following job aid will enable departments to trace the inbound freight charges back to the item purchased. By running the GLU604DW-91 report for the specified period, the Freight Management vouchers can be reconciled. The purchase order number is located on the same line as the voucher number.

- Freight Management vouchers begin with the fiscal year and FM
  - Example: 14FM5ZD3

**For reconciliation purposes, follow these steps:**

1. In PeopleSoft, click on the Purchasing link.
2. Click on PO Information/Purchase Orders
3. Type the PO in the Purchase Order cell and click "Search."
Click on Document Status

Click on voucher
  - Example: 14CC5I2L
    - From here, click on “View Invoice” for a copy of the original invoice.
## Freight Management Reconciliation

**Sold To:**

OHIO STATE UNIVERSITY  
901 WOODY HAYES DR  
BLANKENSHIP HALL - 2010  
COLUMBUS OH 43210-4016

**Ship To:**

S0305  
RHODES HALL-UNIVERSITY-S0305  
450 W 10TH AVE  
COLUMBUS OH 43210-1240  
USA

**Fax:**

**EMail:** vaughan.74@busfin.osu.edu

<table>
<thead>
<tr>
<th>Line</th>
<th>Part Number/Description</th>
<th>Revision</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Ext Price</th>
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<tbody>
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<td>1</td>
<td>LX4108</td>
<td>A</td>
<td>1.00 CS</td>
<td>105.65000</td>
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<td></td>
<td>Centrifuge Tube Sterile Rack 50 mL 500/cs</td>
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<td><strong>Our Part:</strong> LX4108</td>
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<tr>
<td>2</td>
<td>SL102450</td>
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<td>10.00 CS</td>
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<td>Xylene 1 gal</td>
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**PO Number:**

**Terms:** Net 30 Days  
**F.O.B.:** THRDPTY  
**Ship Via:** FedEx Ground  
**Ship Date:** 1/27/2014

**Total:** 413.45
To find the PO if only the Freight Management voucher is available, follow the job aid below.

- Go to Accounts Payable Voucher Inquiry. Type the voucher number in the “From Voucher ID” To “Voucher ID” and click on “Search.”
- Click on Voucher Entry Inquiry.
- Freight Management vouchers will always have a PO number.
  - PO number is located on the Invoice Lines under the Invoice Information tab.