



Rental
Leasing
Logistics

Penske Logistics : POPS Training

POPS Vendor Registration

Vendor Registration Portal link

<https://apps.pensketruckleasing.net/vendorreg/app/init>



Vendor Registration Portal

* indicates a required field

User Information

First Name *

Middle Initial

Last Name *

Email Address *

Confirm Email Address *

Vendor Information

Vendor Type *

Vendor Name *

SCAC Code

Tax ID

VAT ID

Phone *

Fax

Country *

Address 1 *

Address 2

City *

State *

Zip Code *

By clicking "Ok", you indicate that you agree to the Terms below.

The Single Sign On ("SSO") registration information provided above will be held by Penske Truck Leasing Co., L.P. ("Penske") Route 10-Green Hills, P.O. Box 563, Reading PA 19603-0563, and its third-party SSO vendor the General Electric Company ("GE"), 3135 Easton Turnpike, Fairfield, CT 06828, in the United States. The information will be used to authorize your access to this and other SSO-enabled sites and may be shared with other Penske affiliates and GE entities to authorize your access to SSO-enabled sites (wherever located, worldwide) that they may operate and that you choose to visit. The information may also be used by this and other SSO-enabled sites to allow you to customize certain aspects of the site, either through the optional placement of a "cookie" on your hard drive or through similar means. The use of the information for any other purposes will be disclosed to you through, and is subject to, Terms of Use or other legal notices provided. Although the data protection laws of the United States and the countries where other Penske sites and GE sites are located may not provide a level of data protection and privacy equivalent to that provided for in your country, Penske and its third-party SSO vendor GE will take appropriate measures to ensure that the SSO registration information you provide is protected against unauthorized or unlawful access or disclosure. By clicking "Ok" below, you acknowledge that you understand and consent to the above.

All * fields are required



POPS Vendor Registration



Vendor Registration Portal

* indicates a required field

User Information

First Name *

Middle Initial

Last Name *

Email Address *

Confirm Email Address *

Email address in both boxes must match

Vendor Information

Vendor Type *

Vendor Name *

SCAC Code

Tax ID

VAT ID

Phone *

Fax

Country *

Address 1 *

Address 2

City *

State *

Zip Code *

No punctuation or spaces in Phone or Zip Code fields



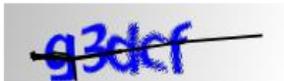
POPS Vendor Registration

Vendor Information

Vendor Type *	<input type="text" value="Carrier"/>	Country *	<input type="text" value="UNITED STATES"/>
Vendor Name *	<input type="text" value="ExampleCarrier"/>	Address 1 *	<input type="text" value="ROUTE 10"/>
SCAC Code	<input type="text" value="9999"/>	Address 2	<input type="text" value="GREEN HILLS"/>
Tax ID	<input type="text"/>	City *	<input type="text" value="READING"/>
VAT ID	<input type="text"/>	State *	<input type="text" value="PENNSYLVANIA"/>
Phone *	<input type="text" value="2678979243"/>	Zip Code *	<input type="text" value="19607"/>
Fax	<input type="text"/>		

By clicking "Ok", you indicate that you agree to the Terms below.

The Single Sign On ("SSO") registration information provided above will be held by Penske Truck Leasing Co., L.P. ("Penske") Route 10-Green Hills, P.O. Box 563, Reading PA 19603-0563, and its third-party SSO vendor the General Electric Company ("GE"), 3135 Easton Turnpike, Fairfield, CT 06828, in the United States. The information will be used to authorize your access to this and other SSO-enabled sites and may be shared with other Penske affiliates and GE entities to authorize your access to SSO-enabled sites (wherever located, worldwide) that they may operate and that you choose to visit. The information may also be used by this and other SSO-enabled sites to allow you to customize certain aspects of the site, either through the optional placement of a "cookie" on your hard drive or through similar means. The use of the information for any other purposes will be disclosed to you through, and is subject to, Terms of Use or other legal notices provided. Although the data protection laws of the United States and the countries where other Penske sites and GE sites are located may not provide a level of data protection and privacy equivalent to that provided for in your country. Penske and its third-party SSO vendor GE will take appropriate measures to ensure that the SSO registration information you provide is protected against unauthorized or unlawful access or disclosure. By clicking "Ok" below, you acknowledge that you understand and consent to the above.



[Refresh Image](#)

Enter Image Text *

Enter the text in the image

Click OK to continue

Ok

POPS Vendor Registration



Vendor Registration Portal

Vendor Registration - Success

The information has been submitted for approval. You will be notified by email once the request has been processed.

Acknowledgement message once
first part of registration is
completed



POPS SSO Registration

Dear Russel Peters,

A Single Sign-On (SSO) account has been created for you in the PENSKE ONLINE PAYMENT SYSTEM (POPS) application.

Please note the details of your new SSO account below.

Name: Russel Peters

User ID: russel.peters@penske.com

Default one time use password: 34DljdlD

Email Address: russel.peters@penske.com

Date/Time: Wed Feb 27 15:42:56 IST 2013

To begin you will need to

question. [Click here](#) to

You may access your SSO account by [clicking here](#), only after completing the above activation process.

If you have any questions, contact Penske's customer service Monday through Friday at

+1-866-569-3291.

US: freightpayment@penske.com

EUR: ple.resolution@penske.com

Thank you,

Penske IT Service Desk

+1-800-550-7947

itservicesdesk@penske.com

Note: The information will be used to authorize your access to this and other SSO-enabled sites and may be shared with other Penske affiliates and GE entities to authorize your access to SSO-enabled sites (wherever located worldwide) that they may operate and that you choose to visit.

An email will be sent with the subject line: Approve Vendor Notification from POPSADMIN@PENSKE.COM

From this email you will need the User Id and the Default one time use password

Use the link in the email to complete the SSO registration and setup your password

POPS SSO Registration

PENSKE

SSO Registration

Please provide your SSO ID to confirm your identity:

Please select account type:

Penske Employee/Contractor

All Other Users

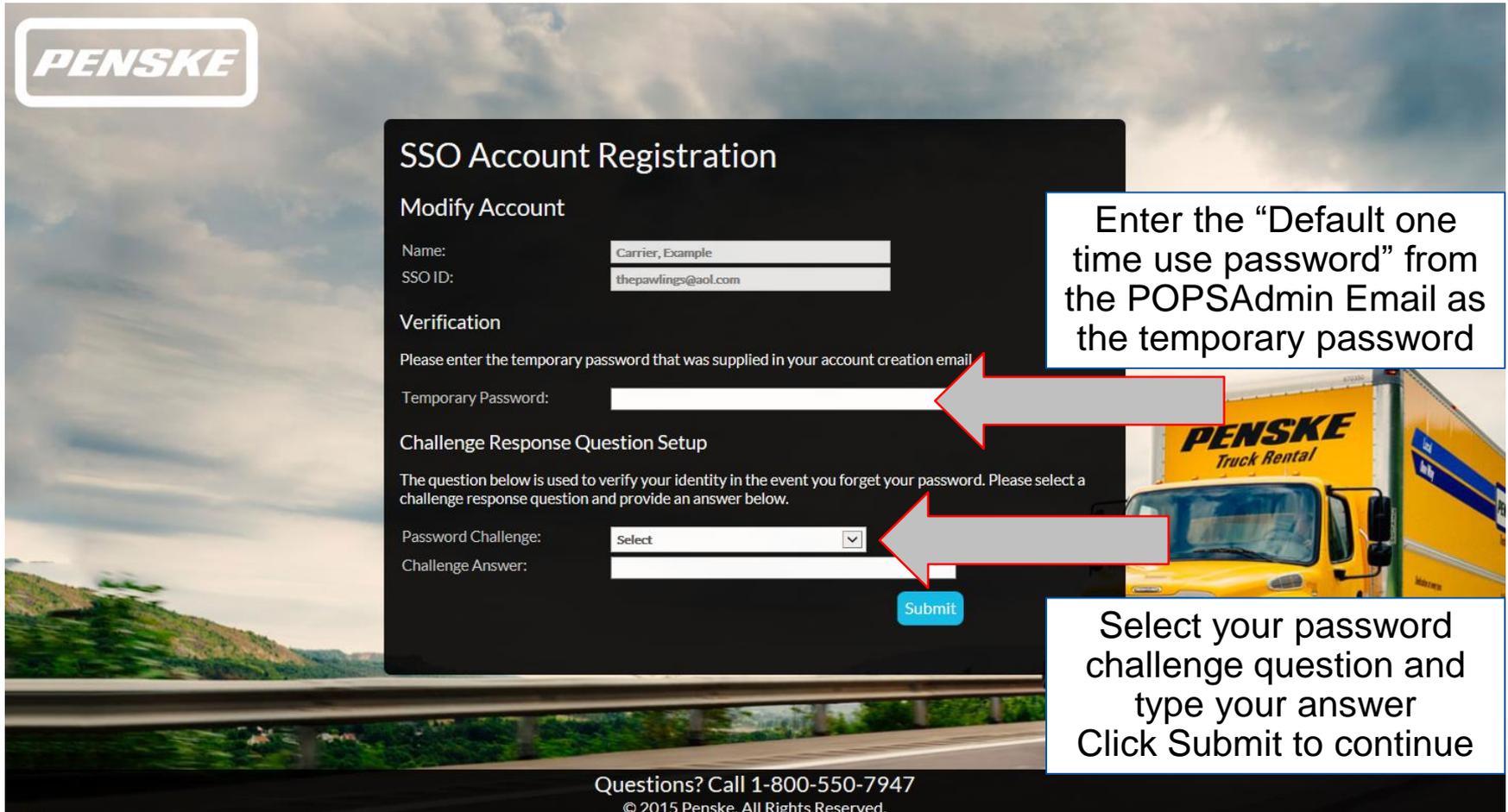
Enter the "User Id" from the POPSAdmin Email as the SSO Id

Select "All Other Users"

Click Continue

Questions? Call 1-800-550-7947
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POPS SSO Registration



PENSKE

SSO Account Registration

Modify Account

Name:

SSO ID:

Verification

Please enter the temporary password that was supplied in your account creation email

Temporary Password:

Challenge Response Question Setup

The question below is used to verify your identity in the event you forget your password. Please select a challenge response question and provide an answer below.

Password Challenge:

Challenge Answer:

Enter the "Default one time use password" from the POPSAdmin Email as the temporary password

Select your password challenge question and type your answer
Click Submit to continue

Questions? Call 1-800-550-7947
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POPS SSO Registration

The screenshot shows the PENSKE SSO Account Registration interface. At the top left is the PENSKE logo. The main heading is "SSO Account Registration" with a sub-heading "Modify Account". Below this are input fields for "Name:" (containing "Carrier, Example") and "SSO ID:" (containing "thepawlings@aol.com"). The "Verification" section includes a "Please enter the" field, a "Temporary Password:" field (containing "rwahm2iw"), and a "Challenge" section with a "Password Challenge:" dropdown (set to "Mother's Maiden Name?") and a "Challenge Answer:" field (containing six dots). A blue "Submit" button is at the bottom right. A white confirmation message box is overlaid on the form, containing the text: "Registration has been completed. Please write down your temporary password: rwahm2iw. Note: After closing this window you will be redirected to change your temporary password." A red arrow points from the message box to the "Temporary Password:" field. A white callout box with a blue border contains the text: "Confirmation message that this part of the registration is completed". At the bottom of the page, it says "Questions? Call 1-800-550-7947" and "© 2015 Penske. All Rights Reserved." The background of the page is a blurred image of a yellow Penske truck on a road.

POPS SSO Registration

PENSKE

Password Change Request for thepawlings@aol.com

Please change your current password before continuing.

Old/Temp Password:

New Password:

(8-15 characters. Must contain at least 2 letters, one upper and one lowercase, and 2 numbers. Must start and end with a letter.)

Confirm New Password:

Your Penske SSO Password will be changed immediately. If you have other Penske Accounts, it may take up to 24 hours to sync those accounts.

[Continue](#)

Key in "Default one time use password" from email

Create new password meeting requirements

Rekey new password

Click Continue

Questions? Call 1-800-550-7947
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POPS SSO Registration



PENSKE

Password Change Information

Your new password has been set. Use this new password the next time you log into your account.

New password is set and ready to use
SSO and password are ready to use to
access POPS

Questions? Call 1-800-550-7947
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PENSKE

POPS Login

<https://apps.pensketruckleasing.net/pops/entry/ApplicationEntry>

PENSKE

Login Request

[RESET PASSWORD](#) | [REGISTER ACCOUNT](#) | [MODIFY ACCOUNT](#)

Please enter your SSO ID and password.

SSO ID:

Password:

Remember My SSO ID

[Login](#)

Terms Of Use

You are attempting to enter a Penske Truck Leasing computer and/or information information (collectively "Penske Systems and Information") which are private. Access to this information is restricted to authorized persons and is governed by all applicable laws.

The Penske Systems and Information may not be used for any unlawful purpose. Penske Truck Leasing reserves the right, to the full extent allowable under law, to electronically monitor access to and use of the Penske Systems and Information without any further notice or warning, and to use information obtained from monitoring in any manner including, without limitation, in civil litigation and in criminal litigation.

Your usage of the Penske Systems and Information constitutes your consent to monitoring by Penske Truck Leasing. Unauthorized use of the Penske Systems and Information is prohibited and may subject you to prosecution.

Your User ID and Password are for your use only. Do not share your User ID and Password with any other party. If you believe that another party has knowledge of your User ID and Password, contact Penske Internet Security immediately at security@penske.com.

Questions? Call 1-800-550-7947
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Enter your User Id/SSO Id and password
Click Login



POPS Home Screen

PENSKE Penske Online Payment System - QA

Welcome, H P [Logoff](#)

Last Refreshed: 11:49am 9/7/2016 [Refresh](#)

Logged in as: Vendor Admin

[Home](#) [Transactions](#) [Manage Users](#) [Reports](#)

Transaction Summary

Transaction Status	Transaction Count	Amount
Approved	31	18,868.77
Review	9	14,848.32
Paid	925	2,532,961.28
Dispute	0	0.00

This shows the summary with links to pre-filter the transaction screen.



POPS Transaction Screen Status Descriptions

POPS Status	Description
Review	Carrier approval step : Transaction charges to be validated by carrier - Carrier can add accessorial charges or dispute the displayed charges as needed - If POD/BOL required, it must be uploaded to submit to next step
Dispute or Pending Review	Validation step : Uploaded paperwork reviewed - Disputes researched
Approved	Scheduled to pay : Transaction has been approved and is waiting for payment release date - No additional changes can be made to the transaction
Paid	Payment released : Transaction has been processed and paid - Payment information visible in the transaction detail screen
Cancelled	Transaction has been cancelled by Freight Payment Team

POPS Transaction Screen

Home Transactions Manage Users Reports

Search Criteria

Customer: ALL
 1 STOP ELECTRONICS-ONESTOPBRK
 1ST CHOICE CCRS LOGISTICS INC-CCCLBRK
 3 Rivers Logistics, Inc-3RLBRK
 32 Cold LLC-32COLDBRK

Vendor: Example Carrier

Transaction#:

Vendor Invoice#:

Status: All

My Open Items: NO

[Clear](#) [Search](#)

Search Results

Show 10 entries

Search:

<input type="checkbox"/>	Transaction#	Customer Ref#	Vendor Invoice#	PickUp Date	Vendor Name	Customer Name	Invoice Amount	Currency	Status
<input type="checkbox"/>	23401272			12/15/2014	Example Carrier	EMBRACO INTERNATIO NAL	1,595.00	USD	Cancelled
<input type="checkbox"/>	23477981		730196553	12/15/2014	Example Carrier	EMBRACO INTERNATIO NAL	17,369.92	USD	Paid
<input type="checkbox"/>	23478121		730196543	12/10/2014	Example Carrier	EMBRACO INTERNATIO NAL	10,401.35	USD	Paid
<input type="checkbox"/>	23478211					EMBRACO INTERNATIO NAL	10,522.02	USD	Paid

This pulls up to 250 transactions before using filters to narrow down transactions.



POPS Transaction Screen Filters

Home Transactions Manage Users Reports

Search Criteria

Customer: ALL
1 STOP ELECTRONICS-1STOPBRK
1ST CHOICE CCRS LOGISTICS INC-CC
3 Rivers Logistics, Inc-3RLBRK
32 Cold LLC-32COLDBRK

Vendor: Example Carrier

Transaction#: [Empty]

Vendor Invoice#: [Empty]

Status: All

My Open Items: NO

[Clear](#) [Search](#)

Search Results

Show 10 entries

Transaction#	Customer Ref#	Vendor Invoice#	PickUp Date	Vendor Name	Customer Name	Invoice Amount	Currency	Status
23401272			12/15/2014	Example Carrier	EMBRACO INTERNATIO NAL	1,595.00	USD	Cancelled
23477981		730196553	12/15/2014	Example Carrier	EMBRACO INTERNATIO NAL	17,369.92	USD	Paid
23478121					EMBRACO NATIO	10,401.35	USD	Paid
23478211					ACO NATIO	10,522.02	USD	Paid

Filters can be added by selecting customers, entering transaction/load numbers, by status, and/or by a previously entered vendor invoice#.



POPS Transaction Screen

Home Transactions Manage Users Reports

Search Criteria

Customer: ALL
1 STOP ELECTRONICS-ONESTOPBRK
1ST CHOICE CCRS LOGISTICS INC-CCCLBRK
247000 - MULTI-HS/WINDSOR ON-247000
247100 - FIO-DCC/CAMBRIDGE ON-247100

Vendor: Example Carrier

Transaction#

Vendor Invoice#

Status: Vendor Review

My Open Items: NO

[Clear](#) [Search](#)

Search Results

Show 10 entries

Search:

<input type="checkbox"/>	Transaction#	Customer Ref#	Vendor Invoice#	PickUp Date	Vendor Name	Customer Name	Invoice Amount	Currency	Status
<input type="checkbox"/>	6632297	2506931		12/07/2016	Example Carrier	581700 - QSS-DCC/ERLANGER KY	477.04	USD	Vendor Review
<input type="checkbox"/>	33516267	TMMC1106898263		12/16/2016	Example Carrier	TF-TransFreight Expedite	750.00	USD	Vendor Review

To review and approve a transaction, click "edit".

POPS Transaction Screen

Edit Transaction – Vendor Review

Home Transactions Manage Users Reports

Edit Transaction Details Status: VENDOR REVIEW

Transaction Details

Transaction# :	6632297	TM Voucher # :	
Customer Ref# :	2506931	Customer Name :	
Bill of Lading# :	20161207-581700-P12-QS AC	Vendor Name :	
Vendor Invoice# * :	<input type="text"/>	Commodity :	
Freight Class :		Unit # :	
Mode / Equipment :	TL / 53-FT	Distance :	107
PickUp Date :	12/07/2016	Delivery Date :	12/07/2016
Pieces :	1.0	Weight :	1.0
Origin Name :	SPECTRUM ITW	Destination Name :	TAC
Origin City :	GRAND RAPIDS	Destination City :	JACKSON
Origin State :	MI	Destination State :	MI
Origin Zip :	49504	Destination Zip :	49201
Trans Touch Date :	02/15/2017	Invoice Date :	02/15/2017
Payment Release Date :			
Notes :			

Upload BOL/POD Browse...

Drop files here

Add your invoice number here. It will appear on your payment remittance and is searchable within POPS.

You can upload your invoice, the signed POD/BOL, or any additional paperwork here. You can search for the documents on your computer or simply drag-and-drop.

POPS Transaction Screen

Edit Transaction – Vendor Review - Continued

Line Items Details

[Add New Line Item +](#)

Line Item Description	Rate	Original Amount	Vendor Requested Amount	Approved Amount	Line Item Status	Accept	Dispute
FUEL SURCHARGE	0.0000	42.04	42.04	42.04	No Action Performed	<input checked="" type="radio"/>	<input type="radio"/>
FLAT RATE	0.0000	435.00	435.00	435.00	No Action Performed	<input checked="" type="radio"/>	<input type="radio"/>

This shows the rates listed for the load.

Transaction Amount

Net Amount : 477.04 **Currency Type :** USD **Currency Exchange Rate :**
Discount Amount : 0.00 **Discount% :** 0.0 **Discount (Description) :** No Discount Applied
Total Amount Due : 477.04

Comments

No Comments Added

[Post Comment](#)

3000 characters remaining

POPS Transaction Screen

Edit Transaction – Vendor Review - Continued

Line Items Details Add New Line Item +

Line Item Description	Rate	Original Amount	Vendor Requested Amount	Approved Amount	Line Item Status	Accept Dispute
FUEL SURCHARGE	0.0000	42.04	42.04	42.04	No Action Performed	<input checked="" type="radio"/> <input type="radio"/>
FLAT RATE	0.0000	435.00	<input type="text" value="450"/>	435.00	No Action Performed	<input type="radio"/> <input checked="" type="radio"/>

Transaction Amount

Net Amount : 477.04 Currency Type : USD Currency Exchange Rate :

Discount Amount : 0.00 Discount% : 0.00 Discount (Description) : No Discount Applied

Total Amount Due : 477.04

Comments

No Comments Added

2957 characters remaining

To dispute a rate. Click in the dispute radial then enter your amount. Add comments explaining the reason for the dispute.

POPS Transaction Screen

Edit Transaction – Vendor Review - Continued



Line Items Details

Line Item Description	Rate	Original Amount	Vendor Requested Amount	Approved Amount	Line Item Status	Accept	Dispute
FUEL SURCHARGE	0.0000	42.04	42.04	42.04	No Action Performed	<input checked="" type="radio"/>	<input type="radio"/>
FLAT RATE	0.0000	435.00	<input type="text" value="450"/>	435.00	No Action Performed	<input type="radio"/>	<input checked="" type="radio"/>
<input type="text" value="Select"/>	0.0000	0.00	<input type="text" value="0.00"/>	0.00	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

To add an accessorial, click on the Add New Line.

POPS Transaction Screen

Edit Transaction – Vendor Review - Continued

Line Items Details Add New Line Item +

Line Item Description	Rate	Original Amount	Vendor Requested Amount	Approved Amount	Line Item Status	Accept Dispute
FUEL SURCHARGE	0.0000	42.04	42.04	42.04	No Action Performed	<input checked="" type="radio"/> <input type="radio"/>
FLAT RATE	0.0000	435.00	<input type="text" value="450"/>	435.00	No Action Performed	<input type="radio"/> <input checked="" type="radio"/>
<input type="text" value="REDELIVERY"/> <input type="button" value="v"/>	0.0000	0.00	<input type="text" value="100"/>	0.00	<input checked="" type="radio"/>	<input type="radio"/>

Transaction Amount

Net Amount : 477.04 Currency Type : US Currency Exchange Rate :

Discount Amount : 0.00 Discount% : 0.0 Discount (Description) : No Discount Applied

Total Amount Due : 477.04

Select the appropriate charge from the list. Enter your amount. Add comments explaining the new charge.

Comments

No Comments Added

2933 characters remaining

POPS Transaction Screen

Edit Transaction – Vendor Review - Continued

Click the green submit button at the very bottom of the screen to move the transaction to the next status in the payment process.

Audit

To view audit log for this transaction click [here](#)

[Back](#) [View Pro Forma Invoice](#) [Submit](#)



POPS Transaction Screen

Edit Transaction – Vendor Review - Continued

[Home](#) [Transactions](#) [Manage Users](#) [Reports](#)

Edit Transaction Details

Status: Pending Review

Transaction updated successfully

Transaction Details

Transaction# :	26986754	TM Voucher # :	000022891547
Customer Ref# :	PBRK5130495	Customer Name :	HOLTEC
Bill of Lading# :		Vendor Name :	Example
Vendor Invoice# :		Commodity :	
Freight Class :	*FAK	Unit # :	
Mode / Equipment :	SPFC / *DFT	Distance :	3763
PickUp Date :	11/04/2015	Delivery Date :	11/04/2015
Pieces :	3.0	Weight :	1.0
Origin Name :	HOLTEC MANUFACTURING DIVISION	Destination Name :	SIZEWELL B POWER STATION
Origin City :	TURTLE CREEK	Destination City :	LEISTON
Origin State :	PA	Destination State :	SF
Origin Zip :	15145	Destination Zip :	IP16HX
Trans Touch Date :	09/07/2016	Invoice Date :	09/07/2016

The status is now listed as
"Pending Review"

POPS Transaction Screen

Home Transactions Manage Users Reports

Search Criteria

Customer: ALL
1 STOP ELECTRONICS-ONESTOPBRK
1ST CHOICE CCRS LOGISTICS INC-CCCLBRK
3 Rivers Logistics, Inc-3RLBRK
32 Cold LLC-32COLDBRK

Vendor: Example Carrier

Transaction#: [Empty]

Vendor Invoice#: [Empty]

Status: Approved

My Open Items: NO

[Clear](#) [Search](#)

Search Results

Show 10 entries

Search: [Empty]

<input type="checkbox"/>	Transaction#	Vendor	Vendor Invoice#	PickUp Date	Vendor Name	Customer Name	Invoice Amount	Currency	Status
<input type="checkbox"/>	31115663	4192874	MASTER	07/31/2016	Example Carrier	TF-TOYOTA MOTOR MANUFACTURING CANADA-US-110	1,750.00	USD	Approved

Click on the transaction number to view the details for Approved or Paid transactions.

POPS Transaction Screen

View Transaction – Approved

Home Transactions Manage Users Reports

View Transaction Details

Status: APPROVED

Transaction Details

Transaction# :	31115663	TM Voucher # :	000026262357
Customer Ref# :	4192874	Customer Name :	TF-TOYOTA MOTOR MANUFACTURING CANADA-US-110
Bill of Lading# :	MASTER	Vendor Name :	Example Carrier
Vendor Invoice# :	MASTER	Commodity :	
Freight Class :	*FAK	Unit # :	
Mode / Equipment :	EXPD / 53FT	Distance :	501
PickUp Date :	07/31/2016	Delivery Date :	08/11/2016
Pieces :	0.0	Weight :	2.0
Origin Name :	TMMC CAMBRIDGE PLANT	Destination Name :	TOYOTA MOTOR MANUFACTURING WEST VIRGINA
Origin City :	CAMBRIDGE	Destination City :	BUFFALO
Origin State :	ON	Destination State :	WV
Origin Zip :	N3H5K2	Destination Zip :	25033
Trans Touch Date :	08/12/2016	Invoice Date :	08/01/2016
Payment Release Date :	08/31/2016		

Notes :

The Payment Release Date or Scheduled to Pay Date is listed on the screen for Approved Loads.

POPS Transaction Screen

View Transaction – Paid

Home Transactions Manage Users Reports

View Transaction Details

Status: PAID

Transaction Details

Transaction# :	23477981	TM Voucher # :	000019755107
Customer Ref# :	MRKU3474270	Customer Name :	EMBRACO INTERNATIONAL
Bill of Lading# :		Vendor Name :	Example Carrier
Vendor Invoice# :	730196553	Commodity :	
Freight Class :	*FAK	Unit # :	
Mode / Equipment :	SPFC / 20DV	Distance :	6623
PickUp Date :	12/15/2014	Delivery Date :	
Pieces :	1.0	Weight :	16769.0
Origin Name :	EECON ELECTRONIC CONTROLS	Destination Name :	AZ WEST
Origin City :	QINGDAO	Destination City :	COMPTON
Origin State :	37	Destination State :	CA
Origin Zip :	266510	Destination Zip :	90220

Payment Details

Payment Release Date :	01/30/2015	Paid Date :	01/26/2015	Paid Amount :	38,293.29
Payment Method :	CHECK	Check Number :	52065535		

The payment detail is listed on the screen for Paid loads.

Comments

[Transaction has 1 Comments](#)

Post Comment

3000 characters remaining



POPS Manage Users

Add Users

Home Transactions **Manage Users** Reports

Vendors **User Master**

Show 10 entries Search:

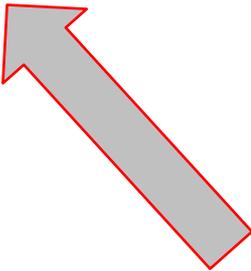
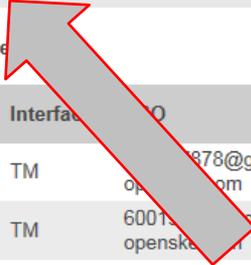
	Interface	First Name	Last Name	User Role	Email	Status	Modified By	Modified Date
View Edit ✕	TM	H	P	Vendor Admin	600007878@gopenske.com	ACTIVE	Holli Pawling	12/15/2016
View Edit ✕	TM	Sally	O'Reilly	Vendor Admin	600154517@gopenske.com	ACTIVE		

Showing 1 to 2 of 2 entries First Previous **1** Next Last

[Add](#)

Select the User Master tab under Manage Users

Click Add



POPS Manage Users

Add Users - Continued

Home Transactions **Manage Users** Reports

Vendors **User Master**

** indicates a required field*

Add Vendor User/Admin

Interface

First Name *

Last Name *

Email Address *

Confirm Email Address *

Phone # *

Phone Extn

User Role *

Status *

Available Vendors

Example Carrier

Selected Vendors

>
>>
<
<<

Enter the required information

Select the appropriate user type.

- Vendor Admins receive notification emails and can add users.
- Vendor Users do not receive the notification emails and cannot add users.

POPS Manage Users

Add Users - Continued

Available Vendors

Example Carrier

Selected Vendors

Select your Vendor Name
Click the top blue arrow
Click Save

[Back](#) **Save**

Vendor Admin Confirm

By clicking on OK you accept to terms and conditions mentioned below. And generation of SSO id for Vendor Admin.

You will receive a confirmation pop up. Click Yes to continue.

POPS Manage Users

Add Users - Continued

Home Transactions **Manage Users** Reports

Vendors **User Master**

** indicates a required field*

Edit Vendor Admin

Vendor admin updated successfully

Interface

First Name *

Last Name *

Email Address *

Phone # *

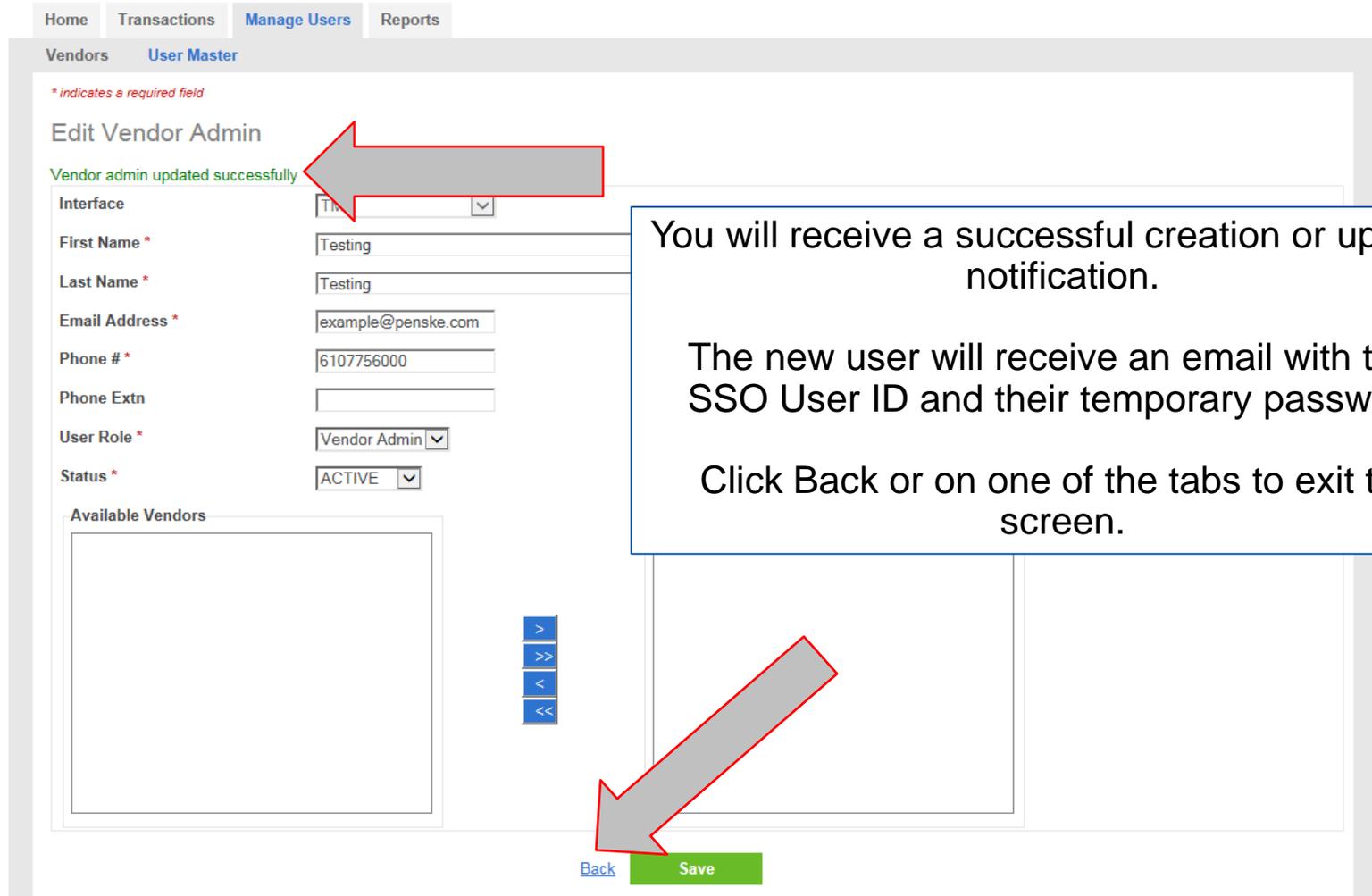
Phone Extn

User Role *

Status *

Available Vendors

[Back](#)



You will receive a successful creation or updated notification.

The new user will receive an email with their SSO User ID and their temporary password.

Click Back or on one of the tabs to exit this screen.

POPS Reports

The Reports tab can be used to pull data from POPS into Excel for additional analysis.

Home Transactions Manage Users **Reports**

Reports are limited to fetch 10,000 transactions only.

Search

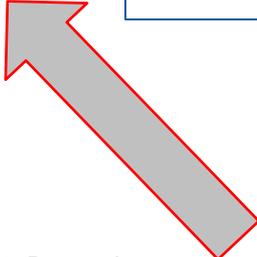
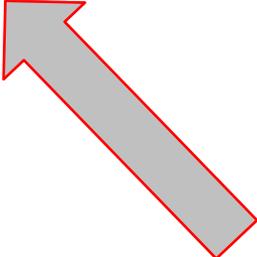
PickUp Date From	<input type="text"/>		PickUp Date To	<input type="text"/>	
Data Load Date From	<input type="text"/>		Data Load Date To	<input type="text"/>	
Approved Date From	<input type="text"/>		Approved Date To	<input type="text"/>	
Paid Date From	<input type="text"/>		Paid Date To	<input type="text"/>	

Status Fetch Only Disputed Transactions

Include Comments

[Advanced Search](#)

[Clear](#) [Generate Report](#)



These filters can be used to limit the output data. Clicking on Advanced Search gives additional filter options to further drill down the available data. Click Generate Report once you have entered your filters.

Contact Information

Freight Payment Customer Service
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1-866-569-3291

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itservicedesk@penske.com
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POPS Application Link
<https://apps.pensketruckleasing.net/pops/entry/ApplicationEntry>

Vendor Registration Portal link
<https://apps.pensketruckleasing.net/vendorreg/app/init>





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