



**Penske Online Payment System (POPS)
Carrier Training**

1/20/2015

Overview

- The POPS application is designed for carriers/vendors to review and either approve or dispute their invoices for loads completed with Penske.
- The payment terms you have contracted with Penske, or with one of our customers directly, begins at first touch of the invoice within POPS. This “touch” date then becomes the invoice date.
- It is a requirement to access POPS and review and approve your invoices in order to receive payment.
- Payment will be issued by our corporate payables system on the scheduled due date. POPS functionality offers the ability for remittance level reporting. In addition, you will receive a regular remittance with your payment.
- If your company uses a ***Factoring Company***:
 - ***You still need to register for POPS.***
 - As the carrier of record, you are responsible to **review** the payment amount and **approve/dispute** each invoice.
 - Penske can set up the factoring company as the “Remit To” address upon receipt of an LOA (Letter of Authorization) signed by both your company and the factoring company.

Vendor Registration

Vendor Registration - Internet Explorer provided by Penske Truck Leasing
https://appsqa.pensketruckleasing.net/vendorreg/app/init

PENSKE Vendor Registration Portal(QA)

* 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.


[Refresh Image](#)

Enter Image Text *

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- First step is to register your company on POPS. We will supply the registration link when you contract with Penske or our customer.
- You will receive an email (as the Vendor Administrator) asking you to set up a new password to go along with your user-id (also called your Penske SSO which will be your current email address unless you have an existing SSO id with Penske)
- Once you update your password and receive a confirmation email, you will be able to add additional users within the application

Creating Additional User Accounts



Home Transactions **Manage Users** Reports

Vendors **User Master**

* indicates a required field

Add Vendor User/Admin

Interface	TM
First Name *	<input type="text"/>
Last Name *	<input type="text"/>
Email Address *	<input type="text"/>
Confirm Email Address *	<input type="text"/>
Phone # *	<input type="text"/>
Phone Extn	<input type="text"/>
User Role *	Vendor User
Status *	ACTIVE

Available Vendors

Castillo Express Lines

Selected Vendors



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

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[Back](#)

Save

- Click on Manage Users link from Home page, click User Master and then click Add. Complete the New User form.
- Users will then receive an email to create a new password to go along with the Penske SSO (same as previous instructions)
- Users will have similar security within POPS - except the Administrator only can add users or edit the company information

Sample of New User Emails

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: 34DIjdID
Email Address: russel.peters@penske.com
Date/Time: Wed Feb 27 15:42:56 IST 2013

To begin you will need to activate your SSO account by changing your password and creating a challenge question. [Click here](#) to change your password and create a challenge question.

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
itservicedesk@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.

If a Vendor User already has a Penske SSO at time of creation, then a email will be received to update their password



Dear TEST TEST,

You have been created as a Vendor Admin in the PENSKE ONLINE PAYMENT SYSTEM (POPS) application.

You may use your Single Sign-On (SSO) ID to access the application by [clicking here](#).

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
itservicedesk@penske.com

This is an automated message; please do not reply to it.

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.

The information contained in this e-mail is intended only for the individual or entity to which it is addressed. Its contents (including any attachments) may contain confidential and/or privileged information. If you are not an intended recipient, you are prohibited from using, disclosing, disseminating, copying or printing its contents. If you received this e-mail in error, please immediately notify the sender by reply e-mail and delete and destroy the message. Thank you.

Home Screen

Home - Internet Explorer provided by Penske Truck Leasing
https://appsqa.pensketruckleasing.net/pops/home/homepage.htm

PENSKE Penske Online Payment System
Last Refreshed: 11:11am 4/10/2013 [Refresh](#)

Welcome, Raymond Gaspari [Logoff](#)
Logged in as: Vendor Admin

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

Transaction Summary

Transaction Status	Transaction Count	Amount
Approved	0	0.00
Review	24	51,691.29
Paid	0	0.00
Dispute	0	0.00

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- When you log into POPS, the Home screen will appear. This is a summary level screen displaying the number of transactions and dollars in the various statuses
- You can click on the Transaction Count within a Status to view the associated transactions. The Review status is your pending transactions awaiting approval or dispute.
- Dispute items are being reviewed by Penske. You can click on that link to see the transactions in Dispute but will not be able to edit them in this status

Transactions Screen

Search - Internet Explorer provided by Penske Truck Leasing
https://appsqa.pensketruckleasing.net/pops/home/searchpage.htm

Penske Online Payment System
Welcome, Raymond Gaspari
Last Refreshed: 11:19am 4/10/2013 Refresh
Logged in as: Vendor Admin

Home Transactions Manage Users Reports

Search Criteria

Customers: ALL, AHOLD-AHOLD, ALCOALLP-ALCOALLP, AM GENERAL-AMGENERAL, AMES TRUE TEMPER-AMES

Vendors: ATS INC

Transaction#: [Empty]

Status: Vendor Review

Vendor Invoice#: [Empty]

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
Print Approve Edit 16487730	5309264		02/27/2013	ATS INC	STEELCASE	3,502.05	USD	Vendor Review
Print Approve Edit 16522801	5310728		03/05/2013	ATS INC	STEELCASE	3,849.92	USD	Vendor Review
Print Approve Edit 16550505	5310354		03/05/2013	ATS INC	STEELCASE	986.38	USD	Vendor Review
Print Approve Edit 16545180	5310155		03/05/2013	ATS INC	STEELCASE	1,891.55	USD	Vendor Review
Print Approve Edit 16545181	5310166		03/05/2013	ATS INC	STEELCASE	1,891.55	USD	Vendor Review
Print Approve Edit 16532943	5309818		03/06/2013	ATS INC	STEELCASE	3,788.30	USD	Vendor Review
Print Approve Edit 16533792	5310617		03/06/2013	ATS INC	STEELCASE	1,690.44	USD	Vendor Review
Print Approve Edit 16544372	5310541		03/07/2013	ATS INC	STEELCASE	2,461.13	USD	Vendor Review
Print Approve Edit 16545173	5310162		03/06/2013	ATS INC	STEELCASE	1,882.71	USD	Vendor Review

- Search by Penske Customer, Transaction Number (Penske Load#), Vendor Invoice (only if populated on Transaction detail) or Status
- From this Page, the User can view the invoice (Print link), Approve the transaction (Approve link) or Edit/Dispute the transaction (Edit link). Clicking on the Transaction number will allow you to view the details only, not edit
- Sort by any of the columns listed, by clicking on the column header
- Option to view 10, 20, 50 or 100 transactions on the page – a maximum of 250 transactions will be displayed at any one time

Edit Transaction Detail Screen (instructions cont. on next page)



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

Edit Transaction Details

Status: VENDOR REVIEW

Transaction Details

Transaction# : 17651880 **TM Voucher# :** 000015516871
Customer Ref# : **Customer Name :** DANA
Bill of Lading# : DANA2679376 **Vendor Name :** DAYTON FREIGHT LINES
Vendor Invoice# : **Commodity :**
Freight Class : *FAK **Unit # :**
Mode / Equipment : **Distance :** 249
PickUp Date : 07/09/2013 **Delivery Date :** 07/11/2013
Pieces : 0.0 **Weight :** 450.0 [Edit Weight](#)
Origin Name : U.S. PLASTICS **Destination Name :** DANA-DANVILLE 151406
Origin City : LIMA **Destination City :** DANVILLE
Origin State : OH **Destination State :** KY
Origin Zip : 45801 **Destination Zip :** 40422
Trans Touch Date : 02/24/2014 **Invoice Date :** 02/24/2014

Payment Release Date :

Notes :

Upload BOL/POD

Documents Attached

Line Items Details

[Add New Line Item](#) +

Line Item Description	Original Amount	Vendor Requested Amount	Approved Amount	Line Item Status	Accept	Dispute
FUEL PERCENTAGE	13.69	13.69	13.69	No Action Performed	<input checked="" type="radio"/>	<input type="radio"/>
WEIGHT - NO MULTI CLASS	67.60	67.60	67.60	No Action Performed	<input checked="" type="radio"/>	<input type="radio"/>

Transaction Amount

Net Amount : 81.29 **Currency Type :** USD **Currency Exchange Rate :**
Discount Amount : 0.00 **Discount% :** 0.0 **Discount (Description) :** No Discount Applied
Total Amount Due : 81.29

Comments

No Comments Added

3000 characters remaining

[Back](#)

Edit Transaction Detail Screen

- This screen allows the user to edit the Vendor Invoice number, Upload a BOL/POD, Dispute a transaction amount, Approve the transaction or simply enter comments
- The user can change a given amount for a charge code or add a charge code and an amount if it is not present in the original rated amount
- The user can approve the transaction with the original amounts, or submit it with the changes (the final calculated amount will appear only when approved)
- If disputed, the transaction status will change to Pending Review status in the upper right hand corner. If approved without changes the status will change to Pending Review
- The user can view the invoice from this screen (View Pro Forma invoice)
- To submit a BOL/POD, click on Browse, select a file from your PC and attach and then click Upload. Once attached, the file name will appear below (“Documents Attached”)
 - The file types accepted are: TIF, PDF, JPEG, GIF, PNG
- A user can add comments while the transaction is in any status. Add comment and click Post comment
- Once a transaction is paid, the payment detail will display at the bottom of the page

View Invoice

The Invoice can be viewed from Transactions page by clicking on "Print" or from the Details page by clicking on "View Pro Forma Invoice" at the bottom of the page

DAYTON FREIGHT LINES

BILL TO:

PENSKE LOGISTICS
DANA
Route 10 Green Hills
Reading, PA 19603

Invoice #	17310303
Invoice Date	06/10/2013
Amount Due	149.75 USD
Payment Terms	42 Days and to the nearest Friday
Estimated Pay Date	07/26/2013

ORIGIN

TRELLEBORG AUTOMOTIVE
SANDUSKY, MI 48471

DESTINATION

DANA-AUBURN HILLS 151635
AUBURNHILLS, MI 48326

Details of Charges:

<u>Ship Date</u>	<u>Pieces</u>	<u>Weight</u>	<u>Distance</u>	<u>Freight Class</u>	<u>Description</u>	<u>Amount</u>	<u>Currency</u>
06/03/2013	0.0	3108.0	78.0	50	FUEL	25.22	USD
					WGT	124.53	USD
						0.00	USD

Cust Ref#	256970552	Net Amount Due	149.75	USD
Carrier Ref#	256970552	Taxes	0.00	USD
BOL#		No Discount Applied	0.00	USD
Notes		Total Amount Due	149.75	USD

REMIT TO

DAYTON FREIGHT LINES

Manage Users

https://appsqa.pensketruckleasing.net/pops/vendor/getvendorslist.htm - Internet Explorer provided by Penske Truck Leasing

https://appsqa.pensketruckleasing.net/pops/vendor/getvendorslist.htm

File Edit View Favorites Tools Help

★ Favorites Home Feeds (J) Read Mail Print Page Safety Tools Help Internet Options

PENSKE Penske Online Payment System - QA

Welcome, Raymond Gaspari [Logoff](#)

Logged in as: Vendor Admin

Last Refreshed: 4:23pm 2/24/2014 [Refresh](#)

Home Transactions **Manage Users** Reports

Vendors User Master

Show 10 entries Search:

	Interface	Vendor Name	SCAC Code	Phone #	Status	Modified By	Modified Date
View Edit	TM	DAYTON FREIGHT LINES	DAFG		ACTIVE		

Showing 1 to 1 of 1 entries

First Previous **1** Next Last

- From this screen, the User (Vendor Admin only) by clicking on Vendors and then Edit can update the company information, set up how they would like to receive email notifications and download the ACH/EFT banking form.
- Banking Details - Clicking on the link will display an EFT Bank form to be completed and either emailed or faxed to our Corporate Payables Group. You will not enter banking information directly into the POPS application. This is for NEW carriers only.
- By clicking on User master, the vendor admin can edit user information and add new users as explained on an earlier slide

Reports

Report - Internet Explorer provided by Penske Truck Leasing
https://apps.pensketruckleasing.net/pops/reports/reportspage.htm

File Edit View Favorites Tools Help
Favorites Home Feeds (J) Read Mail Print Page Safety Tools Help Internet Options

PENSKE Penske Online Payment System
Last Refreshed: 4:49pm 2/25/2014 Refresh

Welcome, Raymond Gaspari [Logoff](#)
Logged in as: Penske Admin

Home Transactions Manage Users Masters **Reports**

Reports are limited to fetch 10,000 transactions only.

Search

PickUp Date From [] [] PickUp Date To [] []
Data Load Date From [] [] Data Load Date To [] []
Approved Date From [] [] Approved Date To [] []
Paid Date From [] [] Paid Date To [] []

Status [Select] Fetch Only Disputed Transactions
Include Comments

Advanced Search

Transaction# [] Customer Ref# [] Vendor Invoice# []
Bill of Lading# [] Customer Name [ALL, 1 STOP ELECTRONICS-ONESTOPBRK, 32 Cold LLC-32COLDBRK, A Duie Pyle Brokerage Solutions-ADPBS, Aaron's Inc.-AARONBRK] Vendor Name [ALL, 101 TRANSPORT INC., 1st Express, 24-7 EXPEDITE INC, A CLARKE & CO(SMETHW)]
Commodity [] Freight Class []

- All reporting will be done through this menu
- The minimum search criteria is selected from the top of the menu.
- The Advanced Search option allows you to select other criteria to maximize the efficiency of your results. The user can cut and paste load numbers, reference numbers etc. into the boxes or select certain customers, origins, destinations etc.
- All results are exportable to a CSV format

Additional Information

- Our Freight Payment Customer Service contact information remains the same as today
 - US / CAN Carriers – freightpayment@penske.com 1-866-569-3291
 - Europe Carriers – ple.resolution@penske.com 1-866-569-3291
- For Penske SSO Registration issues or System related issues, please contact the following
 - Penske IT Service Desk
 - itservicedesk@penske.com
 - 1-800-550-7947
- If you have any other questions please email or call Ray Gaspari
 - Raymond.gaspari@penske.com
 - 610-775-6423
- Here is the link to the site
 - <https://apps.pensketruckleasing.net/pops/entry/ApplicationEntry>
- Here is the link to the vendor registration site
 - <https://apps.pensketruckleasing.net/vendorreg/entry/ApplicationEntry>



Dedication at every turn.