Tanker Invoice Audit Checklist

Run these checks on every carrier invoice before payment approval, in order. The early ones are the fastest and catch the most money.

LOAD NUMBER	CARRIER	MC OR DOT	INVOICE NUMBER	INVOICE AMOUNT	AUDITOR	DATE

The universal 12-point checklist

- 01 ☐ Duplicate check: invoice number and load number against payment history.
- 02 ☐ Math: line items sum to the total. Watch hand-keyed invoices.
- 03 ☐ Match line-haul to the rate confirmation, not to the invoice. Use the amended rate con if one was issued.
- 04 ☐ Verify the fuel surcharge: correct base, correct percentage, correct week.
- 05 ☐ Detention: arrival and departure times documented, free time correct, rate per the rate con.
- 06 ☐ Layover: authorized in writing and billed at the agreed rate.
- 07 ☐ Lumper: receipt attached, amount matches, not also billed to the shipper.
- 08 ☐ TONU: only where the rate con allows it, at the stated amount.
- 09 ☐ Extra stops: count and rate match the rate confirmation.
- 10 ☐ Remit-to: matches the carrier packet or a verified factoring NOA.
- 11 ☐ Quick pay: discount actually applied when quick-pay terms are taken.
- 12 ☐ Signed POD attached before approval. It protects you on rebills.

Fraud, netting and recovery checks

- 13 ☐ Carrier identity: the MC or DOT on the invoice matches the carrier on the rate confirmation.
- 14 ☐ Advances deducted: a Comchek, fuel advance or cash advance taken mid-load comes off the invoice.
- 15 ☐ Netting: open cargo claims, prior overpayments, chargebacks and prior short-pays applied.
- 16 ☐ Billing window: the invoice arrived inside the deadline in your broker-carrier agreement.
- 17 ☐ Remit-to changes verified by outbound call to a known number, never by replying to the request.
- 18 ☐ Approval authority: whoever authorized the accessorial was allowed to authorize it.
- 19 ☐ Rebillable accessorials flagged for recovery from the shipper, not just paid.

Tanker and bulk checks

- 20 ☐ Tank wash and cleaning charges: receipt attached, wash type matches the prior product.
- 21 ☐ Pump, hose and compressor charges authorized on the rate confirmation.
- 22 ☐ Product retention or heel deductions reconciled against the outturn weight.
- 23 ☐ Plant demurrage documented with in and out times from the facility.
- 24 ☐ Dedicated equipment minimums applied only where the contract provides for them.
- 25 ☐ Loaded and empty mileage split matches the quoted configuration.
- 26 ☐ Hazmat and placarding charges billed once per load.

Result

EXCEPTIONS FOUND	AMOUNT RECOVERED	ACTION: SHORT PAY / HOLD / APPROVED	AUDITOR INITIALS	DATE

Reference

Print page one per invoice. This page you read once and pin up.

Not every invoice needs every check

Twelve checks on every invoice is not realistic at volume. Tier it, and write the threshold down so the desk applies it the same way every day.

A workable tiering

- No accessorials and under your dollar threshold: run checks 1 to 4, then approve.
- Any accessorial present, or over the threshold: run everything.
- Sample ten percent of the auto-approved tier each week and audit those in full.
- Any carrier that fails twice in a quarter moves to full audit on every load.

When a check fails

Short pay, hold, or pay and recover

Short pay	The error is clear, documented, and the rate con supports you. Pay the correct amount and attach the reason to the remittance the same day.
Hold	The charge may be valid but the documentation is missing. Request the document, note the date, set a follow-up. Do not approve it to keep the peace.
Pay and recover	Already paid, error found later. Log it, tell the carrier, then net it against their next invoice.
Always	Write the decision on the invoice record the same day. An undocumented short pay becomes a collections dispute in ninety days.

Wording to send the carrier

Load [number], invoice [number]. We are paying [amount] against your invoice of [amount]. The difference is [charge], which is not supported by the rate confirmation or the documentation provided. Rate confirmation attached. If you hold documentation supporting the charge, send it and we will review within [X] business days.

A checklist audits one invoice at a time. Past roughly 1,000 loads a month, deadline pressure wins. ClearLane runs these checks on every load before payment as a managed service.