



Universal Traffic Service, Inc.
Universal Solutions for Supply Chain Management

Shipment Invoicing Instructions

Help is available by calling (877) 352-4290 option 4

REGULAR PAYMENT

Choose from five methods of submitting your paperwork.

PREFERRED METHOD:

Email to FreightDocs@UTSnet.com

Web Site:

carriers.myuts.net

- Register for a myUTS account.
- Log in to myUTS.
- Go to Shipment Update.
- Select Upload Documents.
- Upload each document for the shipment one at a time.
- The uploaded Freight Bill is your invoice.

Fax:

(616) 698-7354

Standard Mail:

PO Box 888470
Grand Rapids, MI 49588-8470

Priority/Overnight Mail:

5500 International Pkwy.
Grand Rapids, MI 49512

QUICK PAYMENT

- You must sign up for our Quick Payment Program before submitting a freight bill for quick payment. Paperwork and signup instructions are available in the Resources section at carriers.myUTS.net.
- All invoices, faxes, and envelopes must be clearly marked QUICK PAY.
- Not available for non-program shipments or for companies located outside the U.S.

PREFERRED METHOD:

Email to QuickPay@UTSnet.com

Fax:

Attn: Quick Pay
(800) 366-3750

Standard Mail:

Attn: Quick Pay
PO Box 888470
Grand Rapids, MI 49588-8470

Priority/Overnight Mail:

Attn: Quick Pay
5500 International Pkwy.
Grand Rapids, MI 49512