Submitting Your Paperwork For Funding

Once the load has been delivered, you will send your paperwork to us so we can get you paid out. This is all done by email.

Here is the email that you will be sending the paperwork to:

pbs@app.hubtran.com

Scan the rate confirmation document (**Rate Con**), the Bill of Lading (**BOL**) that has been signed by the receiver, and any additional back up documents required by the broker. (These may include lumper receipts, toll receipts, etc) The documents must be in PDF format. Any home scanner or scanning app for your phone or tablet will output PDF format. Each document may be more than one page. Please scan and include every page of the rate con and the BOL.

Attach all the documents for each load you are submitting to a separate email. Each load must be in a separate email so we can keep the documents for each load separate. (The rate con and BOL for load #1 will go in an email; the rate con and BOL for load #2 will go in a separate email.)

In the subject line of the email put your Company Name and your preferred funding method (see below for some additional information on funding methods). Also include any advances that were taken on the load if any. Here are some examples:

(ABC Trucking – ACH)
(Porter Logistics – WIRE - $500 advance taken)
(Go Transportation – Half on FUEL, rest on ACH)

Your cut off time to submit your paperwork is: **1130**

If the paperwork is sent by the cut off time, then the Processing Department will process it the same day. If you send the paperwork after the cut off time, it will roll over to the next business morning and the Processing Department will start on it then.

Here is some additional information that may be of help to you: