

PayPort Express: The Transportation Solution That Pays

An Overview for Agencies



Introduction to PayPort Express

PayPort Express is an electronic transportation payment service that enables GSA customer agencies and Transportation Service Providers (TSPs) to electronically receive and process their bills of lading (BOLs) and invoices through a secure, Web-based system. This solution works to streamline the approval, audit and payment processes for your transportation invoices. It fully integrates with GSA's automated solutions, the Transportation Management Services Solution (TMSS) or the new TransPort Integrator.

Benefits of Using PayPort Express

PayPort Express can improve visibility of spending and provide you with better control of your cash flow. Offered at no cost to your agency, PayPort Express provides:

- Increased transparency and accountability through a detailed audit trail
- Enhanced supply-chain analytics through data analysis and reporting capabilities
- Assistance to agencies in complying with the federal pre- and post-payment audit requirements

- Full integration with TMSS or TransPort Integrator, supporting an end-to-end shipment cycle
- Operational cost savings through:
 - Consolidation of multiple manual processes into one seamless electronic workflow
 - Elimination of multiple invoices from TSPs
 - Single monthly, consolidated bill for all of your shipments
 - Supports automated pre-payment audits or manual approvals
 - Timely payments to TSPs
 - Rebate incentive on early payments by your agency





PayPort Express Procedures

Invoices are processed in four easy steps:

1. TSPs submit their invoices electronically to PayPort Express.
2. PayPort Express performs a pre-payment audit and matches the BOL to the TSP invoices. If the amounts match, the payment is initiated automatically. Unmatched invoices are flagged as exceptions and visible to you in the Web-based interface. At this point, your agency can discuss terms and come to an agreement with the TSP – all online.
3. TSPs are paid daily for all approved invoices via Automated Clearing House (ACH).
4. Your agency receives a single monthly bill that consolidates all your shipment invoices.

For Further Information

For more information about PayPort Express, visit www.gsa.gov/payportexpress. To contact us, call (855) 425-3867 or email transportation.programs@gsa.gov.



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