



Carrier Registration Process



# SOLSTICE WORLDWIDE LOGISTICS LLC

## CARRIER REGISTRATION PROCESS

- Instructions for Solstice Worldwide Logistics Registration Form:

Thank you for your interest in joining the carriers for Solstice Worldwide Logistics. To become a part of our carriers, please follow these steps to complete the registration process:

- **Step 1 Access the Registration Form:** Click on the following link to access our registration form: [Solstice Worldwide Logistics Registration Form](#)
- **Step 2 Personal Information:** Once the form is open, start by providing your personal information. Fields marked with an asterisk (\*) are required. Ensure accuracy and completeness.
- **Step 3 Company Information:** Next, enter your company information. Include your company name, address, and contact details. Make sure to provide accurate and up-to-date information.
- **Step 4 Document Upload:** Attach any required documents, such as licenses or certifications. Follow the instructions for file uploads carefully.
- **Step 5 Review and Submit:** Before submitting your registration, take a moment to review all the information you've entered. Ensure it's accurate and complete. If everything is in order, click the "Submit" button.
- **Step 7 Confirmation:** Once you've submitted the form, you will receive a confirmation email from Solstice Worldwide Logistics. This email will contain further instructions and details about the next steps in the registration process.

**Thank you for choosing Solstice Worldwide Logistics. We look forward to partnering with you to meet your logistics needs. If you encounter any issues or have questions during the registration process, please don't hesitate to contact our support team at [billing@solsticeworldwidelogistics.com](mailto:billing@solsticeworldwidelogistics.com).**



## Payment Instructions

**Invoice Submission:** All carriers are required to submit invoices electronically. Please send your invoices to the following email address: [billing@solticeworldwidelogistics.com](mailto:billing@solticeworldwidelogistics.com). We accept invoices in PDF or electronic formats such as Excel.

Your invoices should include the following information to facilitate prompt payment processing:

- Carrier's name and address
- Solstice Worldwide Logistics LLC's name and address
- Invoice date
- Invoice number (unique for each invoice)
- Description of services provided
- Quantity and unit price
- Total amount due
- Tax identification number
- Payment instructions (bank details, payment methods accepted)

### Payment Methods

We offer the following payment methods:

**ACH Wire:** To receive a payment via ACH Wire, please send us the following banking information

- Bank Name
- Account Holder
- Account Number
- Routing Number
- Swift Code (for international transfers)

**Zelle:** If you prefer to use Zelle for payment (**2 days 3%, 7 days 2.5%, 21 days 1.5%, 30 days no fee**), please include the following:

- Carrier company's phone number
- Email address registered on Zelle
- The account registered on Zelle **MUST BE A BUSINESS ACCOUNT**

This will enable a seamless transfer of funds using Zelle's payment platform.

**Factoring:** If you opt for factoring, please provide the following information:

- Notice of Assignment from Factoring Company: Please attach the Notice of Assignment document provided by the factoring company. This document serves as confirmation that your invoices have been assigned to the factoring company.
- Financial Representative Name and Contact Information: Please include the name and contact details (phone number and email address) of the financial representative assigned to handle the payment process on behalf of the factoring company.

**\*\*\*Note: Ensure that the invoice includes your reference number and any additional details required by the factoring company for smooth processing of payments.\*\*\***

Please don't hesitate to reach out to us if you have any further questions or require additional assistance regarding payment methods.