

2nd Pass Frequently Asked Questions - Fees

Q. How will I receive fees?

A. You will need to invoice the Chicago Tribune weekly for 2nd pass delivery. A delivery report from Agilis must accompany the invoice so fees can be paid delivery fees for 2nd pass delivery.

Q. I do not have invoices, where can I find an invoice?

A. At any office supply store or download a free template from the Microsoft website (link below)

<http://office.microsoft.com/en-us/templates/results.aspx?qu=invoices&av=TPL000>

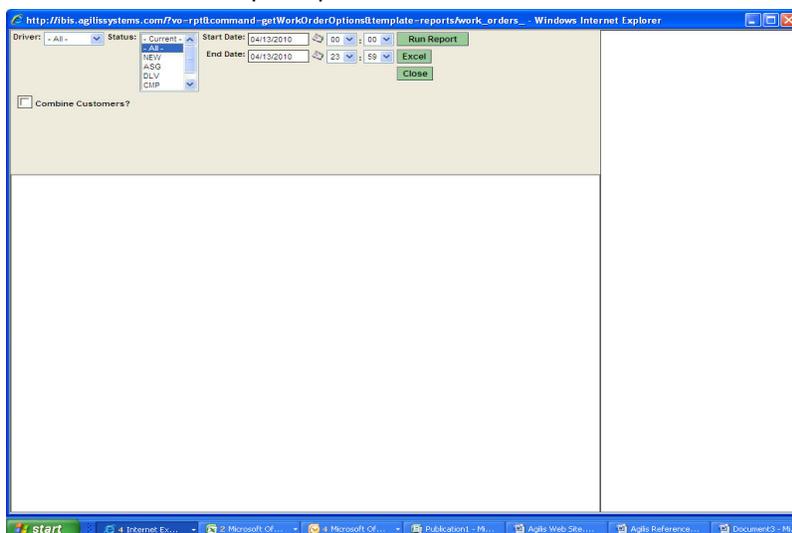
Q. How do I access the Agilis delivery report and print it?

A. The delivery report can be found on the Agilis website, the web address is different from the redelivery web portal.

- The address and link is here. <http://ibis.agilissystems.com/tribspd>

- After you log on select; "Dispatch" then "Reports" then "Work Orders"

- A new screen will open up that looks similar to the below:



1. Select All.
2. Set Start and end date for the week.
3. Set the time parameters.
4. Set Start and end date for the week.
5. Set the time parameters
6. Select "Run Report" to view then Excel to create or, simply select Excel to immediately create the report.

Q. Where do I send my invoice

A. See below

Standard Billing Instruction example:

YOU MUST ADDRESS YOUR INVOICES IN THE FORMAT BELOW IN ORDER FOR THEM TO BE PROCESSED FOR PAYMENT

Bill To:

Chicago Tribune Company

Attn: (Regional Manager Name)

Location: BU # 11000

P.O. BOX 118250

CHICAGO, IL 60611-8250

Then e-mail the invoice and delivery report as attachments

invoices@tribune.com and copy Georgia Reed: GCreed@tribune.com

Q. When will I receive fees.

A. In the normal approval process the Friday after invoice is submitted. Fees will be separate from normal fee deposit.

PLEASE NOTE: FEES WILL NOT BE PAID IF DELIVERY STAMP IS NOT MADE AT THE OUTLET LOCATION AND CORRECTLY REFLECTED ON THE DELIVERY REPORT