FAQ: Carrier invoice scan and match fields

Explains which fields are scanned to match uploaded contract carrier invoices to orders or loads. Many key references are used, but not every field.

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Q. When uploading a carrier invoice from a contract carrier, which fields are scanned and used to find matches? Are all fields in the order included?

A. No. Not all fields are included in the scan and match functionality. However, a large number of fields **are** used to match carrier invoices to the original order or load details.
Below are all the fields included in the scan and match function when uploading a carrier invoice. This applies to uploading individual PDF invoices and to uploading a spreadsheet of multiple records.

- load name
- order name
- intermodal booking reference
- container no.
- CMR reference
- shipment reference
- Pallex shipment number
- Hazchem shipment number
- Palletforce shipment number
- Palletways shipment number
- Palletways tracking ID
- TPN shipment number
- UPN shipment barcode

Q. What if a reference field on an order contains multiple values, for example, a customer reference like `6650852, 1000` or a container no. like `ABCDEF / GHIJK`?

A. Qargo treats each value as a separate reference and matches each one individually. When a document is scanned, if a reference field contains values separated by `,` `;` `/` or `-`, each value is parsed as its own exact reference. A carrier invoice (or any uploaded document) that only shows `6650852` or `GHIJK` is still automatically linked to the correct order or load.

> ‼️ A comma without a trailing space (e.g., `Ref 1,000`) is treated as a thousands separator and is **not** split. This applies to every reference field listed in the question above (load name, order name, intermodal booking reference, container no., CMR reference, shipment references, etc.). Each value extracted from the field is matched as an exact reference.