



Carrier Paperwork Instructions

Required Documentation

The following paperwork is required for each load:

- Your final signed Rate Confirmation (all pages required, please include reference number).
- Signed Bill of Lading.
- Receipts for lumpers or other accessorial charges.

Required Process

These requirements apply to every submission – no exceptions:

- You must submit your paperwork in this order to avoid slowing down the payment processing: Rate Confirmation, Bill of Lading, Receipts. Please be sure scans are legible.
- Each submission should contain the paperwork for just one load. Do not combine multiple loads.
- All accessorial charges should be reported within 48 hours of delivery for reimbursement.

Submission Options

Email

Submit your documentation via email to alex.mecca@meccatrucking.com

- In the email subject, type the corresponding MECCA load number only (for example “L11456”)
- All attachment sizes must be less than 15 MB or they will not go through email.
- Attachments can be accepted in TIF, JPEG or PDF file formats only.

Fax Submit your documentation via fax to: (201) 792-7090.

Postal Mail

- Mail your paperwork to: Mecca Worldwide Logistics, LLC., P.O. 475 Jersey City, NJ 07310
- Please be sure to keep copies of any documents you mail.

Thank you for following these submission requirements so we can process your payments promptly. If you have questions about these instructions, you can contact us at: 1-201-792-5866 or email us at Yelena.zeldin@meccatrucking.com