

# Systems Integration

Custom Epay systems integration is available for companies that wish to keep their existing entry process intact.



## XML

Bringing Epay & business closer together.

### Features

Epay Manager was designed to integrate with most modern management systems. Our staff of software engineers can develop a custom system integration that works with your existing software.

Benefits of an integration include:

- Allows your company to retain your existing data entry system.
- Faster than manual transaction entry.
- Eliminates redundancies.
- No software to purchase, update, or maintain.
- No additional hardware required.
- Seamless data flow.
- Comprehensive customer service and support.

The objective of integration with Epay Manager is to fully automate the carrier payment process for the purpose of saving time and money. We accomplish this by importing transaction information from the payer's management system into Epay, to create an electronic invoice that will be presented to the carrier for acceptance and efficiently processed through our web interface and the ACH network.

Because data originates from your management system and cannot be changed by the carrier, the payer can be confident that the data is accurate without the need for additional audits. Epay imports data when a transaction is complete and in verified or final status. Once a transaction is imported, changes can only be made through the payer's management system or through Epay.

With Epay, the payer is no longer required to manage incoming mail or audit carrier invoices. Carriers are no longer required to create an invoice or mail proof of delivery documents. The carrier's responsibility is limited to clicking a button to send an invoice and faxing a proof of delivery. After the invoice is paid electronically, a record of the payment is sent to the payer's management system, for reconciliation with the payer's accounting system.

Epay serves as a conduit for payment information to the Federal Reserve. It is not intended to be the primary source or repository of transaction information. Epay allows a payer to communicate more efficiently with its carriers and as a result, lowers processing costs for both parties and provides a mechanism to obtain carrier discounts in exchange for faster payment.

To achieve these results, Epay uses the Internet to allow shippers and carriers to create, display, send and approve invoices, supported by proof of delivery documents. These documents are faxed by the carrier to Epay, where they are imaged, indexed and linked to a transaction available online. This feature eliminates the need for physical document storage and retrieval. When invoices are approved, they are electronically scheduled and placed in the Epay payment queue, for payment on the selected date, at the specified terms.

Epay Manager requires specific data fields to create a transaction. These data fields are as follows:

- o Reference Number
- o Pickup and Delivery Dates
- o Pickup and Delivery City, ST
- o Name of Each Party Involved (Epay allows transactions with multiple Payees)
- o Amount of the Invoice

The invoice is also designed to display an unlimited number of ancillary charges that are added to a transaction. Note: There are additional data fields that can be included at the client's request. The invoice can contain as much, or as little, information as needed.

Epay also allows payers to create multiple fee tables and assign them to specific carriers. Note: Epay charges a transaction fee to its members, for transactions that are successfully completed using Epay Manager. These fees are based on a member's volume and range from \$3 to \$10 per transaction. These tables allow a payer to assign all or a portion of the fee to the carrier. In a typical transaction, the carrier pays the entire fee.

In addition, Epay allows payers to set preferences for carriers. One of these preferences is the ability to establish and set default payment terms, which are automatically assigned to a carrier's invoice each time a new transaction is created. Another preference is Auto Invoice, which allows the payer to automatically pay a carrier without the carrier's approval or acceptance of the invoice. Payers may set preferences for each carrier regarding how the transaction fee is allocated.

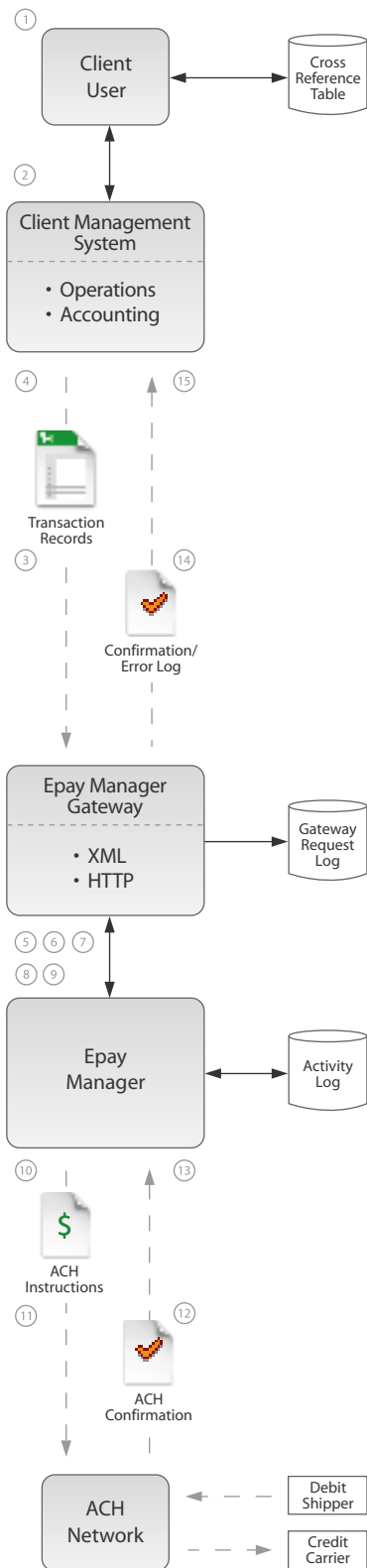
Epay provides integrated members the ability to create a cross-reference table to manage these features. These tables are used to filter out carriers who do not want to receive electronic payments. They're also used to direct carrier payments to third parties, when a carrier has chosen to use the services of a factoring company. The table is accessed using a web interface and matches carrier records, in the payer's management system, with a list of authorized payees selected by the payer in Epay.

### Basic Epay Manager Integration Model

Each integration with Epay is customized to the specifications your IT staff provides our company. Epay Manager was designed with a maximum degree of flexibility, for integration with almost any software system. Integration may require from two weeks to ninety days depending the level of customization and complexity of your business requirements. Our staff will work closely with your company to plan and implement the best solution for your specific needs. Although integrations are not required, they allow participating companies to achieve maximum efficiency, avoid duplicate processes and reduce processing errors.

The following scenario describes how a typical transaction is processed through an integrated Epay system. Since every company manages transactions differently, the following process can be adjusted to meet your needs.

1. The payer enters transaction information into the company's management system and tracks the shipment through final delivery.
2. A staff member verifies the accuracy of the transaction and makes a final status change in the management system. This triggers the transfer of data from the management system to Epay Manager where it will be processed for payment by the company's A/P department.
3. This transfer exports required data from the company's management system to Epay, creating a transaction. This process requires a connection to the Internet and can be manual or automatic, based upon the user's preference and level of integration with Epay. Note: The interface retains a record of all data sent and received in the event of any error.
4. At the same time, the payer's management system creates an open receivable and payable in the accounting system for each transaction. Note: The presence of these open transactions enables Epay to return a confirmation and close transactions when payment has been completed.



5. An electronic invoice is created in Epay, using the data imported from the payer's management system and a notice is emailed to the carrier for review. At the same time, a detailed description of the transaction is available online, to all participants from their respective lists (i.e. payer's Pending Payables list and the carriers' Pending Receivables list.)
6. The carrier logs in to Epay Manager, and selects and prints the POD cover sheet for the transaction. The carrier then faxes the cover sheet and the POD document to Epay using a toll free number, where it is imaged, indexed and linked electronically to the transaction. Note: This step assumes that such documents are required for payment.
7. Next, the carrier reviews the invoice for accuracy and may select new payment terms from a list pre-approved by the payer. If all other invoice details are correct, the carrier clicks the Send button to notify the payer of its acceptance. Note: In order to preserve the audited nature of the invoice, the carrier is not permitted to change any other invoice detail. All disputed details must be changed by the payer.
8. If a specific detail of the invoice is disputed, the carrier must email or call the payer to resolve the dispute. If the payer responds to the carrier's request and changes an invoice detail, the carrier may immediately log in to review and accept the change.
9. When the carrier clicks Send and accepts the invoice, Epay sends an email notification to the payer, alerting the first level billing contact that an invoice has been submitted for approval. In addition, the system electronically records the date and time of the invoice's acceptance, marking the first day of the payment terms. From the carrier's perspective, Epay moves the transaction so that it appears on the carrier's Accounts Receivables Invoiced list. The transaction also appears on the payer's Accounts Payables Pending list, where it is assigned an invoice date.
10. On this list, all levels of the payer's approval sequence must review and approve the invoice and the delivery documents. Once these users approve the invoice, the transaction is scheduled for payment on the selected date, in accordance with the terms of the invoice. Once final approval has been made, the transaction is moved to the Approved lists of the both the payer and the carrier.
11. These lists display the transaction's dates of Approval and the Scheduled Pay dates. Transactions remain on these lists until payment has been made through the ACH network. Note: ACH payment instructions are sent once a day. A typical payment results in the Federal Reserve debiting a payer's account on one business day and crediting the carrier's account on the next business day.
12. Once payment has been made, Epay receives payment confirmation from the ACH network. This confirmation triggers a status change in Epay that moves the transaction from the Approved to the Paid lists of both the payer and the carrier.
13. The Paid list displays a transaction summary and the paid date of all transactions that have been paid in the last 7 days. After one week, these transactions are archived and are available using our Search and Reporting tools.
14. To complete the payment cycle, Epay sends a confirmation report to the payer's management and accounting systems. This allows the payer to retain a full accounting of each transaction in their proprietary systems as well as a complete audit trail in Epay Manager.

15. Following the completed payment:

- o Payer will have a complete transaction record in its management system.
- o Both parties will have a complete record of the transaction in Epay.
- o Epay will store complete transaction information, including a full audit trail and attached delivery documentation for a period of three years.
- o All parties will have access to the Epay search and reporting tools.

## Getting Started

Any company that wishes to make or receive electronic payments must be a member of Epay Manager. Membership is free and takes less than five minutes to become active. To become an Epay member a company must have:

- U.S. Bank Account
- Internet Access
- Valid email address

## Integration Summary

In summary, Epay Manager is designed to import transaction data from the payer's management system, electronically submit and store proof of deliveries, make electronic payments via the ACH network and export completed payment information back to the payer's management and accounting systems.

In a fully integrated system, a payer will be able to replace its current transportation payable processing system with an efficient, state of the art, electronic payment system, that is designed to lower A/P processing costs by as much as 75% and reduce direct transportation costs by 2% or more. In addition, the system will eliminate the time paper documents spend in the US mail (estimated at between 6 and 10 days) and will offer carriers the opportunity to select faster payments in exchange for discounts. Clearly, the time and money saved with this system will be of great value to any payer and its carrier base.

Since most integrations are performed free of charge, by our experienced staff, Epay Manager is a cost effective solution that can result in your company being fully automated in less than ninety days. Because Epay is web-based, it allows shippers to obtain the benefits of EDI systems without the high cost and maintenance associated with these traditional electronic invoicing systems. As an added bonus, carrier registration is a simple, cost free process that ensures a high degree of carrier acceptance.

## For More Information

For more information about Epay Manager or to inquire about a custom system integration, please visit our website at [epaymanager.com](http://epaymanager.com). Or call 1-800-240-1824 to speak with one of our knowledgeable staff members.

