New Accounts Payable Procedures

PAYER NAME has decided to pay all freight invoices electronically, using Epay Manager.

Because Epay is web-based and has advanced features, your company will no longer incur the time and cost of preparing and submitting invoices using traditional methods. By eliminating the exchange of paper invoices and checks, we will decrease your collection period by 6 to 10 days.

With Epay, you'll no longer be required to mail invoices or proof of delivery documents. Instead, you'll be asked to review and accept invoices online, based on your contract terms or rate agreement. You'll also be asked to fax or upload proof of delivery documents. And, you'll be able to track and trace invoices online and accelerate payments whenever necessary.

To begin realizing the benefits of Epay, you must be a registered member. To register:

1. Go to **www.epaymanager.com**.

2. Click **Register**

3. Enter your company's information.

4. Create a billing contact. This person's email address will be used to notify your company when invoices are created, approved and paid.

5. Enter your company's bank account information, using the account where your funds will be deposited. To complete this section, you will need to following information:

   - **ABA Number –** The Routing Number is a nine digit number located on the bottom left corner of your company's check, to the left of your account number.
   - **DDA number –** The Account Number is located at the bottom of the check, to the right of the ABA number.

6. Read and Agree to the Terms and Conditions by **checking the box** to indicate your acceptance of these Terms.

7. Review the list of eligible payers and **check the box next to each company** for which you provide services. This action will notify the selected company or companies of your registration.

8. Click **Continue** to submit your registration. Your company will be activated to manage invoices within 48 hours.

To manage invoices, use the following procedures:

1. **PAYER NAME** will create an electronic invoice for each delivery you make, within 48 hours of completion, and notify your billing contact via email.

2. Your billing contact will submit Proof of Delivery (POD) documents, using buttons on the invoice. You may fax POD documents to Epay by using a **Fax** coversheet or you may **Upload** images you've previously scanned. Once received, all documents will be posted online within minutes and stored in Epay for three years.

3. Next, verify your payment date or choose a new one by clicking **Select New Payment Terms**.

4. If you disagree with any itemized amount on the invoice, click **Request Change** to submit your dispute.

5. For internal tracking purposes you may enter your reference number by clicking **Add Carrier Reference Number.**

6. Once all POD documents have been submitted and you agree with the payment amount and terms click **Accept Invoice**. This action establishes the Invoice date will be the date used to calculate your payment date.

When new transactions are entered, naming your company as the payee, you will receive an email from Epay Manager that will include a link to view the invoice. It's important to remember, that in order to be paid, you must accept each invoice.

Once you're logged in, you may use the **Receivables** link, located on the main menu in the upper left hand corner, to view all current transactions by status. These include: **Pending, Invoiced, Approved and Paid**.

If you have questions regarding our new accounts payables policy, please contact **CONTACT NAME** at **TELE PHONE NUMBER**.

_____   _____
Signature   Date