



A/P PROCEDURES

PAYER NAME has decided to pay all freight invoices electronically, using **Epay Manager** Powered by **OTR Solutions**.

Epay Manager is web-based back-office automation and payments platform designed to simplify and accelerate the payment process. With Epay, your company will save time and money by eliminating the need to prepare and email invoices to a dedicated invoice inbox.

You will no longer need to email or mail invoices or proof of delivery documents. Instead, you'll review and accept automatically created invoices in **Epay Manager** based on your contract terms or rate agreement. You'll also submit proof of delivery documents directly to the invoice, track status online, and request accelerated payments when needed.

TO BEGIN REALIZING THE BENEFITS OF EPAY, YOU MUST BE A REGISTERED MEMBER.

TO REGISTER

1. Go to www.epaymanager.com.
2. Click **Register**. (Do **NOT** register for an account if you **currently use a factoring company**. Your factoring company will manage your invoices within Epay Manager on your behalf.)
3. Enter your company's information.
4. Create a billing contact. This person's email will be used for invoice creation, approval, and payment notifications.
5. Enter your company's bank account information, using the account where your funds will be deposited. To complete this section, you will need the following information:
 - a. **ABA Number** – The 9-digit Routing Number can be found on the bottom left of your company's check.
 - b. **DDA number** – The Account Number can be found on 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 alerts them to your registration.
8. Click **Continue** to submit your registration. Your account will be activated within 48 hours.



TO MANAGE INVOICES, USE THE FOLLOWING PROCEDURES:

PROCEDURES

1. Once registered, **PAYER NAME** will generate an electronic invoice within 48 hours of delivery completion. Your delivery contact will receive an email notification.
2. Use the Upload or Email buttons on the invoice interface, to submit your Proof of Delivery (POD). Documents are posted to Epay within minutes and stored for five years.
3. Confirm or modify your payment date by clicking **Select New Payment Terms**. (Optional)
4. If you disagree with any itemized amount on the invoice, click **Request Change** to submit a dispute.
5. For internal tracking purposes you may enter your own reference number by clicking **Add Carrier Reference Number**.
6. Once all POD documents have been submitted and payment terms agreed upon, click **Accept Invoice**. This sets the Invoice date used to calculate your payment date.

Each time a new invoice is issued naming your company as payee, you will receive an email with a link to the invoice. You must accept each invoice to receive payment.

To view invoice statuses, log in and click the **Receivables** link in the top-left menu. Status options include: **Pending, Invoiced, Approved and Paid**.

For questions regarding our accounts payable policy, please contact:
CONTACT NAME at **TELEPHONE NUMBER**.

TO LEARN MORE, CHECK OUT EPAY MANAGER:



 www.epaymanager.com

Carrier Invoicing Tutorial on Epay's YouTube:

Tune in to this five minute carrier tutorial video to walk through the step-by-step process of submitting an invoice and dive into the benefits of what Epay can do for carriers.