

Accounts Payable Procedures

Please be aware that Metro Express pays all freight invoices, electronically, using EPAY MANAGER.

With Epay Manager, you will not be required to prepare and mail invoices or proof of delivery documents. Instead you will be asked to fax proof of delivery documents to a toll-free number and review and accept invoices online. Please review the following procedures before you proceed.

- 1) Metro Express will enter transactional information into Epay, creating an electronic invoice.
- 2) Your company will receive an email asking you to review the invoice for accuracy and “**Select New Payment Terms**” (at your option) before you accept the invoice by clicking the **Send** button.
- 3) Your company will be asked to use a specially designed **Fax Cover Sheet**, to fax Proof of Delivery documents (POD) to a toll-free number where they will be scanned and electronically linked to your invoice.
- 4) Once your invoice and POD has been received, your invoice will be approved and assigned a payment date. On that date, the system will directly deposit the approved sum in your bank account.
- 5) This process will reduce the costs your company normally incurs, including the costs of preparing and sending invoices and proof of delivery documents. By processing electronically, your collection period will decrease by 6 to 10 days, the average time invoices and checks spend in the US mail.

You must complete the following steps before payment will be made:

- 1) Log on to www.epaymanager.com.
- 2) Click **Register** and follow the steps below. Note: For further instruction, please view the carrier demonstration video at www.epaymanager.com/demonstration.html
- 3) In the first section, enter your company’s information. The individual’s name you enter will be automatically set as your company’s (default) billing contact.
- 4) Next, enter your company’s bank account information. This is the account where your funds will be deposited. To complete this section, you will need to following information:
 - a) **ABA Number** – This number is the American Bankers Association routing number that identifies the bank where your account is located. This is a nine digit number located on the bottom left corner of your company’s check, to the left of your account number.
 - b) **DDA number** – This number is the Direct Deposit Account number, more commonly referred to as your bank account number. It is located at the bottom of the check, to the right of the ABA number.
- 5) Next, you will create a username and password to login to Epay Manager. You are also required to enter an email address. This address will be assigned to your (default) billing contact and will be used to notify your company when invoices are ready for review.
- 6) Read the Terms and Conditions and **check the box** to indicate your acceptance.
- 7) In the next section, review the list of eligible payers. Place a **check mark in the box** next to Metro Express Transportation Services. This action will notify Metro Express of your registration.
- 8) After all information has been entered, click **Continue** to submit your registration. You will receive an email confirmation from Epay Manager.
- 9) Your registration is now complete and you may now login to view any transactions.
- 10) To view any amounts due, click **Receivables** and the current status of your transaction. These choices include: **Pending, Invoiced, Approved and Paid.**

When new transactions are entered naming your company as a payee, you will receive an email from Epay Manager informing you of a new transaction and providing you with a link to the invoice. Whenever a Proof of Delivery Coversheet link is provided, transactions cannot be sent or approved for payment until you attach proper documentation. Finally, in order to be paid, you must accept the invoice.

Following this acceptance, you will receive additional emails when the status of your payment changes (i.e. – when an invoice is approved and paid).

If you have questions regarding this electronic payment program, please contact Debbie Bronaugh at 314-447-2910.

Signature

Date