

Accounts Receivable Procedures

Please be aware that Metro Express submits all freight invoices electronically, using Epay Manager.

With Epay Manager, you will receive all invoices and proof of delivery documents electronically. Once the shipment has delivered, Metro Express will create an invoice in Epay Manager and will attach all required delivery documents. The invoice and attached documents will be sent to your company via email. Once the invoice is approved for payment, an automatic debit will be scheduled from your bank account on the due date. Your company will not be required to print and mail a check. The Epay process is as follows:

- 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 and proof of delivery documents for accuracy.
- 3) The proof of delivery documents can be viewed by clicking the time and date link near the top of the invoice.
- 4) If the invoice and documents are accurate, you must click **Approve Invoice**. This will schedule the invoice for payment on the due date. You will receive a confirmation email when payment has been completed.

You must complete the following steps to register:

- 1) Log on to www.epaymanager.com.
- 2) Click **Register** and follow the steps below.
- 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 This is the account where the funds will be withdrawn. 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) After all information has been entered, click **Continue** to submit your registration. You will receive an email confirmation from Epay Manager.
- 8) Your registration is now complete and you may now login to view any transactions.
- 9) To view any amounts due, click **Payables** and the current status of your transaction. These choices include: **Pending, Approved and Paid.**

When new transactions are entered naming your company as a payer, you will receive an email from Epay Manager informing you of a new transaction and providing you with a link to the invoice. Finally, in order to make payment you must approve the invoice.

Following this approval, you will receive additional emails when the status of your transaction changes.

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

Signature

Date