

Accounts Payable Procedures

Please be aware that Standard Transportation Services, Inc. pays all freight invoices electronically, using Epay Manager.

Using Epay Manager, your company will no longer be required to prepare and mail invoices or proof of delivery documents. Instead, an invoice will be created for your company and delivered electronically for your review and acceptance. When proofs of delivery documents are required, they should be faxed to (866) 498-8695 (toll free) using a coversheet made available online. For detailed instructions, please view the carrier demonstration video at <http://www.epaymanager.com/cd>.

The Epay process is as follows:

1. **Standard Transportation Services, Inc.** will enter transactional information into Epay, creating an electronic invoice that is automatically emailed to your company's billing contact.
2. The billing contact will login to <http://www.epapymanager.com/> and review the invoice for accuracy and select a payment term. If the invoice is not correct, the billing contact may use the request change feature to notify **Standard Transportation Services, Inc.** of any error.
3. To submit proof of delivery documents (P.O.D.), users must print a specifically designed fax coversheet (downloaded directly from the invoice), and fax all documents to a toll-free number where they will be automatically scanned and linked to the invoice. If the documents are received successfully, a POD icon will be displayed on your company's receivables list after it has been processed.
4. After the documents have been submitted and the invoice has been reviewed, the billing contact must click the send button to electronically submit the invoice. This action establishes the invoice date and authorizes **Standard Transportation Services, Inc.** to approve and pay the invoice.
5. After the POD has been received and approved, a payment date will be automatically scheduled and displayed online. A direct deposit will be made to your company's bank account and the billing contact will receive an email notification.
6. A transaction fee of **\$3.00** will apply to each invoice paid electronically and will be deducted from the amount due your company. This fee will replace the other costs your company incurs, including the costs of preparing and sending invoices and proof of delivery documents. By processing electronically, you will decrease processing time by 6 to 10 days; the average time documents spend in the US mail.

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

1. Go to www.epaymanager.com.
2. Click **Carrier Registration**.
3. Fill in the registration form with your company's information. The username and email address entered will become the default billing contact information.
4. In the registration notification section, check the box next to the name of each company that will be paying your company. This action will automatically notify the billing contact(s) of your registration.
5. Click the **Submit** button and wait for an email from Epay Manager that will provide further instructions.
6. Login with the **Username** and **Temporary Password** provided in the email.
7. Once logged in, you will be required to change your password. Clicking **Continue** completes this change.
8. Enter your company's bank account information and click **Continue**. This is the account where funds will be deposited. To complete this form, you will need the 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, more commonly known as your bank account number. This number is located at the bottom of the check to the right of the ABA number.
9. Registration is now complete, and a navigation menu should now be displayed on the left side of the screen. An email will be sent detailing your company's settings.
10. To view any amounts due, click **Receivables** and the current status of the transaction. These choices include: **Pending, Invoiced, Approved, Paid** and **Cancelled**.

Please sign and return to (417) 782-0122. If you have any questions regarding this electronic payment program, please contact **Pam Roberts** at (417) 782-1990, Ext. 138.

Signature

Date