Metra Vendor Development Virtual Series

“Metra’s Payment Process” Workshop

Presented By:
Amber Spencer, Director of Accounts Payable
PRESENTATION GUIDELINES/HOUSEKEEPING

- Presentation will be recorded
- Keep Camera off throughout presentation
- Stay on mute. Use the chat box for questions
- Questions will be answered at the end of the presentation
PRESENTATION GUIDELINES/HOUSEKEEPING
Three easy ways to join the conversation with PollEverywhere.

1. **Download the free PollEverywhere App** and enter "Metra" into the field reading.
2. **Go to Pollevery.com/Metra** to enter the poll via web browser.
3. **Text "Metra" to 223-33** to enter the poll via text.
My company is currently doing business with Metra?

Yes

No

When poll is active, respond at PollEv.com/metra
Text METRA to 22333 once to join

Total Results: 0
Has your company experience prompt payments from Metra?

Yes

No

When poll is active, respond at PollEv.com/metra
Text METRA to 22333 once to join

Total Results: 0
ACCOUNTS PAYABLE OVERVIEW

- Metra’s Account Payable Department goal is to process timely and accurate payments to all our vendors!
- Process invoices for everything from the bottled water to new rail cars
- Processes over 40K invoices a year with an average DTP (Days to Pay) of 8 days when most contracts are Net 30
- 3,800+ vendor invoices processed totaling over $96 million (September 2022)
HOW CAN VENDORS ENSURE TIMELY PAYMENTS

- In most cases we operate on the basis of a 3-way match
  - This means the invoice should be validated against an approved purchase order (PO) and have a receipt accepting the service or goods.

- Where applicable, invoices should include a valid Metra issued PO number
  - If an invoice is sent without a PO number, it will be returned to the vendor

- Invoice pricing should match agreed to contract pricing to prevent delay in payment
  - If an invoice is received and the pricing differs from the PO, the invoice will route to the appropriate user for review and approval

- Where applicable, ensure that all certified payroll documents have been submitted or included with the invoice
Accounts Payable Currently Working With Metra’s Treasury Department to Roll Out an ACH Program for our Vendors

- This Will Allow Us To Get Vendors, Big and Small Paid Quickly and More Efficiently!
**Vendor Invoice Example**

<table>
<thead>
<tr>
<th>Line</th>
<th>Product and Description</th>
<th>Order Quantity</th>
<th>Backorder Quantity</th>
<th>Shipped Quantity</th>
<th>Unit Price</th>
<th>Amount (Net)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>3/4-TLHTB 3/4&quot; 20FT L HARD COP TUBE &quot;USA&quot; Customer Prod: 42-62025-2</td>
<td>100.00</td>
<td>0.00</td>
<td>100.00</td>
<td>4.42</td>
<td>442.00</td>
</tr>
<tr>
<td>2</td>
<td>1X02-2 BLACK/SHTD 1X3/4 BRASS SCRD HEX BUSHING</td>
<td>1.00</td>
<td>1.00</td>
<td>0.00 each</td>
<td>6.41</td>
<td>0.00</td>
</tr>
<tr>
<td>3</td>
<td>1-103-2 103-2 1 FTGXF ADAPT &quot;USA&quot;</td>
<td>1.00</td>
<td>0.00</td>
<td>1.00 each</td>
<td>17.95</td>
<td>17.95</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>Qty Shipped</th>
<th>Total</th>
<th>Subtotal</th>
<th>Taxes</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td></td>
<td>101.80</td>
<td></td>
<td>499.95</td>
<td>0.00</td>
<td>499.95</td>
</tr>
</tbody>
</table>

Cash Discount: 0.00 if Paid Within Terms
F.A.Q

▪ **Where should vendor invoices be sent?**
  ✓ All vendor invoices should be emailed to MetraVendorInvoices@metrarr.com

▪ **How do I find out payment status?**
  ✓ General Accounts Payable and payment status inquiries should be emailed to AccountsPayable@metrarr.com
**WHOM SHOULD I CONTACT IN ACCOUNTS PAYABLE?**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amber Spencer</td>
<td>Director</td>
<td>312-322-6450</td>
</tr>
<tr>
<td>Dawn Bruce</td>
<td>Manager</td>
<td>312-322-6343</td>
</tr>
<tr>
<td>Kevin Yopp</td>
<td>Supervisor</td>
<td>312-322-6459</td>
</tr>
<tr>
<td>Angie Hinton</td>
<td>Supervisor</td>
<td>312-322-6325</td>
</tr>
<tr>
<td>Lafayette Gatling</td>
<td>Analyst</td>
<td>312-322-2477</td>
</tr>
<tr>
<td>Natarsha Harris</td>
<td>Lead Clerk</td>
<td>312-322-6479</td>
</tr>
<tr>
<td>Suzanne Zamora</td>
<td>Lead Clerk</td>
<td>312-322-6457</td>
</tr>
<tr>
<td>Alex Zendejas</td>
<td>Lead Clerk</td>
<td>312-322-6435</td>
</tr>
</tbody>
</table>
QUESTIONS?
What other topics would you like Metra to cover through the Metra's Vendor Development Virtual Series?

Join by Web
1. Go to PollEv.com
2. Enter METRA
3. Respond to activity

Join by Text
1. Text METRA to 22333
2. Text in your message
Thank You!

Upcoming Workshops:

How to be Responsive to DBE Compliance Requirements for Bid/Proposals
December 6, 2022

Metra’s Third-Party Contractor Quality Management Program
December 7, 2022