



# Vendor Payment Portal - Help Guide

1) Obtain your Vendor-ID from either a check received as payment from BNSF Logistics or from a Payment Remittance.

	<b>Vendor ID</b>	Name	Check Date	Document	
	ACME-99	ACME, INC.	7/28/2011	1108200	
<b>Load Number</b>	<b>Date</b>	<b>Invoice Number</b>	<b>Invoice Amount</b>	<b>Discount</b>	<b>Net Amount Paid</b>

Example Image of Check with Vendor ID located at the top left corner.

**BNSF Logistics, LLC**  
4700 Thompson Road  
Springdale AR 72762

We offer several Quick Pay options for carriers  
Visit [www.bnsflogistics.com](http://www.bnsflogistics.com) for information.

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<b>Vendor ID</b>	<b>Vendor Name</b>	<b>Check Name</b>	<b>Payment Number</b>	<b>Check Date</b>	<b>Check Number</b>		
ACME-99	ACME, INC.	ACME, INC	00623974	7/28/2011	1108211		
<b>Load Number</b>	<b>Your Voucher Number</b>	<b>Date</b>	<b>Amount</b>	<b>Amount Paid</b>	<b>Discount</b>	<b>Writeoff</b>	<b>Net</b>

Example Image of Check with Vendor ID located at the top left corner.

2) On the initial Vendor Portal Page, enter your Vendor ID in the textbox provided and click Submit.

**Vendor ID \***

3) If you enter an invalid Vendor ID you will be presented with a warning:

No invoices were found for this Vendor ID.  
Please check your Vendor ID and try again.

4) If you have entered a valid Vendor ID, you should be prompted with a page that indicates payment information.

Invoice Number	Invoice Amount	Date	Payment Amount	Status
12047011	7500	01/01/11	7500.00	PAID
12047012	7500	01/01/11	7500.00	PAID
12047013	7500	01/01/11	7500.00	PAID
12047014	7500	01/01/11	7500.00	PAID
12047015	7500	01/01/11	7500.00	PAID
12047016	7500	01/01/11	7500.00	PAID
12047017	7500	01/01/11	7500.00	PAID
12047018	7500	01/01/11	7500.00	PAID
12047019	7500	01/01/11	7500.00	PAID
12047020	7500	01/01/11	7500.00	PAID
12047021	7500	01/01/11	7500.00	PAID
12047022	7500	01/01/11	7500.00	PAID
12047023	7500	01/01/11	7500.00	PAID
12047024	7500	01/01/11	7500.00	PAID
12047025	7500	01/01/11	7500.00	PAID
12047026	7500	01/01/11	7500.00	PAID
12047027	7500	01/01/11	7500.00	PAID
12047028	7500	01/01/11	7500.00	PAID
12047029	7500	01/01/11	7500.00	PAID
12047030	7500	01/01/11	7500.00	PAID

5) Below is a sample of the payment details window

**BNSF LOGISTICS**  
Yeah, We Can Do That.

**Vendor Payment Portal**

Filter Results **B** Vendor ID: ACME-99 **C** Logout **D** Download **A** Help ?

Load Number	Invoice Number	Invoice Amount	Amount Due	Due Date	Payment Amount	Outstanding Balance	Payment Type	Payment Ref	Invoice Recd	Date Paid <b>E</b>
LID875311	7400	\$1,087.50	\$1,087.50	8/13/11	\$0.00	\$1,087.50			7/14/11	
LID877834	7426	\$900.00	\$900.00	8/13/11	\$0.00	\$900.00			7/14/11	<b>F</b>
LID876841	7427	\$471.25	\$471.25	8/13/11	\$0.00	\$471.25			7/14/11	
LID878368	7443	\$362.50	\$362.50	8/13/11	\$0.00	\$362.50			7/14/11	
LID869996	7319	\$490.00	\$490.00	7/28/11	\$0.00	\$490.00			6/28/11	
LID871615	7372	\$140.00	\$140.00	7/28/11	\$0.00	\$140.00			6/28/11	
LID870952	7324	\$280.00	\$280.00	7/28/11	\$0.00	\$280.00			6/28/11	
LID871643	7357	\$840.00	\$840.00	7/28/11	\$0.00	\$840.00			6/28/11	
LID869419	7288	\$507.50	\$507.50	7/16/11	\$507.50	\$0.00	CHECK	1104796	6/16/11	7/14/11
LID867117	7211	\$210.00	\$210.00	7/14/11	\$210.00	\$0.00	CHECK	1104796	6/14/11	7/14/11
LID862279	7159	\$875.00	\$875.00	7/8/11	\$875.00	\$0.00	CHECK	1103967	6/8/11	7/12/11
LID859756	7157	\$910.00	\$910.00	7/8/11	\$910.00	\$0.00	CHECK	1103967	6/8/11	7/12/11
LID851969	6992A	\$332.50	\$332.50	6/25/11	\$332.50	\$0.00	CHECK	1099717	5/26/11	6/23/11
LID851961	6992	\$332.50	\$332.50	6/22/11	\$332.50	\$0.00	CHECK	1098939	5/23/11	6/21/11
LID857903	7044	\$443.10	\$443.10	6/22/11	\$443.10	\$0.00	CHECK	1098939	5/23/11	6/21/11
LID849393	6936	\$780.00	\$780.00	6/19/11	\$780.00	\$0.00	CHECK	1097999	5/20/11	6/16/11
LID851834	6973	\$630.00	\$630.00	6/10/11	\$630.00	\$0.00	CHECK	1096248	5/11/11	6/9/11
LID847324	6925	\$665.00	\$665.00	6/9/11	\$665.00	\$0.00	CHECK	1096248	5/10/11	6/9/11
LID820973	6435	\$140.00	\$140.00	5/12/11	\$140.00	\$0.00	CHECK	1089222	4/12/11	5/12/11
LID822394	6436	\$490.00	\$490.00	5/12/11	\$490.00	\$0.00	CHECK	1089222	4/12/11	5/12/11
LID832535	6682	\$770.00	\$770.00	5/12/11	\$770.00	\$0.00	CHECK	1089222	4/12/11	5/12/11

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- Clicking the [Help] button will provide you with contact details for the Accounts Payables group.
- You can click [Filter Results] to search for a specific or a range of transactions based on a variety of data elements such as the Load Number, your Invoice Number, Payment Reference, Payment Type, and several Date fields. Once you have entered the filtering criteria, simply click [Search] to limit the results in the main data grid. If you want to clear all of your filter choices, simply click on the [Reset] button. Once you have searched with a filter applied, a new button will appear, [No Filter]. Clicking on this button will cause the filters to be cleared and filter settings to be hidden. The [Hide Filter] will keep the filter settings applied but simply hide that section to free up space on the screen to be able to see more of the results. If the filters are hidden, the [Filter Results] button changes to [Show Filter] to indicate that a filter has been applied but is hidden.

Hide Filter Search Reset

Vendor ID: ACME-99 Logout Download

Load Number

Invoice Number

Payment Ref

Payment Type  
 ALL  Check  ACH  
 Unpaid  EFT  Other

Invoice Dates From  To

Due Dates From  To

Payment Dates From  To

Load Number	Invoice Number	Invoice Amount	Amount Due	Due Date	Payment Amount	Outstanding Balance	Payment Type	Payment Ref	Invoice Recd	Date Paid
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- Click [Logout] if you need to check more than one Vendor-ID or to simply close your session.

- d. Click [Download] to extract the data visible in the grid out to a .CSV file which can be opened in spreadsheet software.
- e. By clicking on the data grid headers, the data will be sorted ascending and descending. You can also click and drag the column headers to re-arrange them to suite your needs.
- f. By double-clicking the row of a data element, you will bring up a pop-up window with more details on transaction.

<b>Invoice Details</b>	
<b>Vendor ID:</b>	<b>ACME-99</b>
<b>Load Number:</b>	<b>LID871643</b>
<b>Invoice Number:</b>	<b>7357</b>
<b>Invoiced Amount:</b>	<b>\$840.00</b>
<b>Advance Amount:</b>	<b>\$0.00</b>
<b>Advance Fee Amount:</b>	<b>\$0.00</b>
<b>Quick Pay Fee:</b>	<b>\$0.00</b>
<b>Payment Amount:</b>	<b>\$840.00</b>
<b>Outstanding Amount:</b>	<b>\$0.00</b>
<b>Payment Type:</b>	<b>CHECK</b>
<b>Payment Reference:</b>	<b>1108200</b>
<b>Invoice Recd Date:</b>	<b>06/28/2011</b>
<b>Payment Due Date:</b>	<b>07/28/2011</b>
<b>Date Paid:</b>	<b>07/28/2011</b>
<b>Have questions regarding this invoice or payment? <a href="#">Send us an e-mail</a></b>	
<input type="button" value="Close"/>	

Thank you for your interest in the BNSF Logistics Vendor Payment Portal. If you have general questions you can always send us an e-mail to [AP@bnsflogistics.com](mailto:AP@bnsflogistics.com).