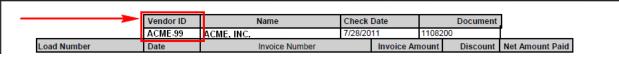


1) Obtain your Vendor-ID from either a check received as payment from BNSF Logistics or from a Payment Remittance.



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

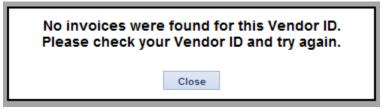
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and the second second		Check	isit www.bns	flogistics.com fo	r informati	ON. Date CI	heck Number 08211	

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 * ACME-99 Submit

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



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

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Yeah, We Can Do That.							Vendor Payment Portal						
Filter Results	в							Vendor ID: ACME	_	A Help			
.oad lumber	Invoice Number	Invoice Amount	Amount Due	Due Date	Payment Amount	Outstanding Balance	Payment Type	Payment Ref	Invoice Recd	Date E			
JD875311	7400	\$1,087.50	\$1,087.50	8/13/11	\$0.00	\$1,097.50			7/14/11	F			
ID877834	7426	\$900.00	\$900.00	8/13/11	\$0.00	\$900.00			7/14/11				
ID876841	7427	\$471.25	\$471.25	8/13/11	\$0.00	\$471.25			7/14/11				
JD878368	7443	\$362.50	\$362.50	B/13/11	\$0.00	\$362.50			7/14/11				
D869996	7319	\$490.00	\$490.00	7/28/11	\$0.00	\$490.00			6/28/11				
D871615	7372	\$140.00	\$140.00	7/28/11	50.00	\$140.00			6/28/11				
D870952	7324	\$280.00	\$280.00	7/28/11	\$0.00	\$280.00			6/28/11				
JD871643	7367	\$840.00	\$840.00	7/28/11	\$0.00	\$840,00			6/28/11				
ID869419	7288	\$507.50	\$507.50	7/16/11	\$507.50	\$0.00	CHECK	1104796	6/16/11	7/14/11			
ID867117	7211	\$210.00	\$210.00	7/14/11	\$210.00	\$0.00	CHECK	1104796	6/14/11	7/14/11			
ID862279	7159	\$875.00	\$875.00	7/8/11	\$875.00	\$0.00	CHECK	1103967	6/8/11	7/12/11			
D859756	7157	\$910.00	\$910.00	7/8/11	\$910.00	\$0.00	CHECK	1103967	6/8/11	7/12/11			
ID851969	6992A	\$332.50	\$332.50	6/25/11	\$332.50	\$0.00	CHECK	1099717	5/26/11	6/23/11			
D851961	6992	\$332.50	\$332.50	6/22/11	\$332.50	50.00	CHECK	1098939	5/23/11	6/21/11			
D857903	7044	\$443.10	\$443.10	6/22/11	\$443.10	\$0.00	CHECK	1098939	5/23/11	6/21/11			
JD849393	6936	\$780.00	\$780.00	6/19/11	\$780.00	\$0.00	CHECK	1097999	5/20/11	6/16/11			
D851834	6973	\$630.00	\$630.00	6/10/11	\$630.00	\$0.00	CHECK	1096248	5/11/11	6/9/11			
ID847324	6925	\$665.00	\$665.00	6/9/11	\$665.00	\$0.00	CHECK	1096248	5/10/11	6/9/11			
D820973	6435	\$140.00	\$140.00	5/12/11	\$149.00	\$0.00	CHECK	1089222	4/12/11	5/12/11			
ID822394	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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- a. Clicking the [Help] button will provide you with contact details for the Accounts Payables group.
- b. 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.

Load Number	Invoice Number		Invoice Amount	Amou		Due Date			ymer mour		tanding Salance	Payment Type	Payment Ref	1	Invoice Recd	Date Paid
Paymer	t Ref	0		0	0	Unpaid	0	EFT	0	Other	Pay	ment Dates	Fiom	Dr.		
Invoice Nu	mber			0	۲	ALL.	0	Check	0	ACH		Due Dates	Paper	[Dir		
Load Nu	mber			0			Рауп	nent Ty	pe		In	voice Dates	Fram	Ta-		
Hide Filter		earch	Reset										Vendor ID: A	CME-99	Logout	Download

c. 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.

Invoice Details								
Vendor ID:	ACME-99							
Load Number:	LID871643							
Invoice Number:	7357							
Invoiced Amount:	\$840.00							
Advance Amount:	\$0.00							
Advance Fee Amount:	\$0.00							
Quick Pay Fee:	\$0.00							
Payment Amount:	\$840.00							
Outstanding Amount:	\$0.00							
Payment Type:	CHECK							
Payment Reference:	1108200							
Invoice Recd Date:	06/28/2011							
Payment Due Date:	07/28/2011							
Date Paid:	07/28/2011							
Have questions regarding this invoice or payment? <u>Send us an e-mail</u>								
Clos	;e							

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 <u>AP@bnsflogistics.com</u>.