



Brian S. Ammon
Director – Accounts Payable
And Materials Accounting

BNSF Railway Company
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800-234-9972 option 1
FasttrackVendor@BNSF.com

May 15, 2009

Dear Valued Vendor,

Effective July 1, 2009, BNSF Railway's accounts payable processes will move to an SAP environment. With that move will come changes to our invoicing process.

We have noted that your company creates invoices in our current system, FastTrack. For our new system, these invoices will need to be entered by the BNSF employee for whom services are being provided. It is critical for you, the vendor, to obtain from your BNSF contact pertinent information related to the service being performed prior to performing the services, such as employee name, phone number, and address. The invoice will need to be mailed or emailed (according to relevant employee preference) to the BNSF employee for handling.

As a result of the system change July 1st, there will be an enhanced web portal available to the vendors where invoice status and remittance details may be viewed. As we move closer to implementation, we will provide more information about the website access and use. Please watch for updates on-line.

For invoices related to purchase orders, there is no change to the electronic transmission invoicing process.

Please note: New submissions into our existing system, FastTrack, will be restricted to employees only beginning June 13, 2009. Any invoices not approved in FastTrack as of June 24, 2009 will not be processed or paid through FastTrack. Any invoices not approved as of June 24, 2009 will need to be mailed or emailed (according to relevant employee preference) to the BNSF employee for whom services were performed for handling.

We are looking forward to providing improved service for our vendors as a result of this new system and we greatly appreciate your patience as we make the transition.

If you have any questions or concerns regarding the invoice submission process, please contact the FastTrack Vendor helpline at 800-234-9972 option 1, or FastTrackVendor@BNSF.com.

Sincerely,

A handwritten signature in black ink, appearing to read "Brian S. Ammon".

Brian S. Ammon