

Brian S. Ammon
Director – Accounts Payable
And Materials Accounting

BNSF Railway Company PO Box 961284 Fort Worth, Texas 76161-0284

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

June 1, 2009

Dear Valued Vendor,

BNSF Railway Accounts Payable would like to make you aware of recent and upcoming changes.

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 systems which will affect how your BNSF invoices are processed and paid.

With BNSF's new SAP system, QuickPay, the FastTrack system will no longer exist. With QuickPay, invoices previously entered by certain suppliers into FastTrack must be entered by the BNSF employee for whom the services were provided. It is critical for the supplier to obtain pertinent information related to the service being performed prior to performing the services, such as employee name, phone number, address and contract number if applicable. The invoice will need to be mailed or emailed (according to the BNSF employee's preference) to the BNSF employee for handling.

Please note: As of June 13, 2009, new invoice payment submissions into FastTrack will be restricted to employees only. 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 to the BNSF employee for whom services were performed for handling, as outlined above.

For invoices related to purchase orders, there is no change to the electronic transmission invoicing process. Invoices related to purchase order or material purchases should not be mailed to employees, as they are unable to process invoices related to purchase orders.

As a result of the system change effective July 1st, there will be an enhanced web portal available to the vendors where invoice status and associated information may be viewed. Please visit our website at $\underline{www.BNSF.com}$, under the supplier tab, for updates as they become available.

Items Requiring Your Attention

contact information provided below.

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Please review the contact information by which you received this letter (Name and Address), and confirm that
this address is the information you want in our files for your company. Please also confirm that the following additional information from our files is accurate and up-to-date:
additional information from our rifes is accurate and up-to-date.
Contact Name:
Contact Phone:
Contact Email:
Please let us know if there are any undates to this information, by contacting us at the Vendor Master at the

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- 2) All invoices are required to contain date, invoice number, vendor address, sales tax as a separate line item, and contract number if applicable. All services being performed on BNSF property must have a BNSF Corporate contract approved prior to the services being performed. BNSF Railway is not able to pay invoices off of summary statements.
- 3) Effectively immediately, please use the new post office box address for contacting Accounts Payable, rather than the Topeka, Kansas post office box address. The new address is:

BNSF Railway Accounts Payable PO Box 961284 Fort Worth, Texas 76161-0284

BNSF Railway has a decentralized invoice submission process, and is unable to accept invoices at our central location for processing.

Additional Information

- 1) Due to BNSF's new Web Portal enhancements where remittance information will be readily available, BNSF is encouraging all vendors to utilize an electronic form of payment.
 - a) <u>ACH deposit (preferred method)</u> This method deposits directly into your bank account. To convert to ACH, please complete the attached form and fax to 817-352-7101 or scan and email to <u>vendor.master@bnsf.com</u>.
 - b) <u>vPay Visa card</u> BNSF provides a credit card account number to keep on file which allows immediate access to funds authorized for payment. Remittance details would be sent by e-mail or fax. For questions about the program, please call the vPay Hotline at 800-234-9972, option 6 or email vPay@bnsf.com
- 2) The Accounts Payable group may be reached by contacting our helplines:

<u>Purpose</u>	<u>Phone</u>	<u>Extension</u>	Email Address
Changes to Vendor Info	800-234-9972	4	Vendor.Master@bnsf.com
Invoices for Services	800-234-9972	1	FastTrackVendor@bnsf.com
Electronic Invoices (EDI)	800-234-9972	2	ElectronicAP@bnsf.com
vPay Visa Card	800-234-9972	6	vpay@bnsf.com

- 3) A new inventory management system was implemented at BNSF Railway in the fall of 2008. With the implementation, a couple of business processes changed:
 - a) Historically, Purchase Order numbers closely resembled the requisition number used to generate the order. In the new system, requisition and purchase order numbering sequences are separate and distinct.
 - b) Credits for returned products no longer originate with suppliers via credit invoices. Through the new system, credits for returned products originate with BNSF. These credits are realized through a reduction in the subsequent vendor payment.

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

Sincerely,

Brian S. Ammon

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