



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

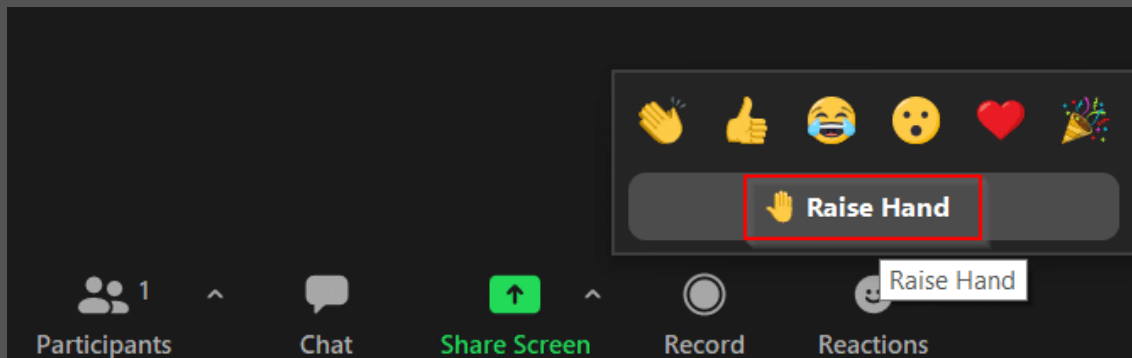
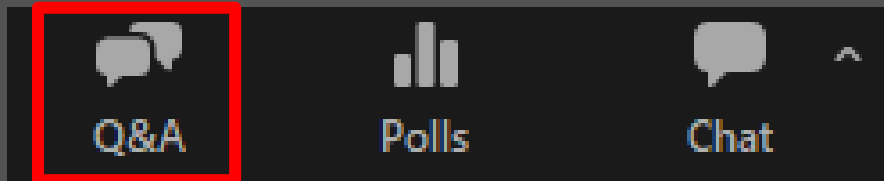


Stay on mute.
Use the chat
box for
questions



Questions will
be answered
at the end of
the
presentation

PRESENTATION GUIDELINES/HOUSEKEEPING



Three easy ways to join the conversation with PollEverywhere.



Download the free PollEverywhere App and enter "Metra" into the field reading:



Go to Pollev.com/Metra to enter the poll via web browser.



Text "Metra" to 223-33 to enter the poll via text.



< Metra DBE Series



Visual settings



Edit



0:00



🌐 When poll is active, respond at **PollEv.com/metra**

📄 Text **METRA** to **22333** once to join

My company is currently doing business with Metra?

Yes

No

Total Results: 0



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Visual settings



Edit



🌐 When poll is active, respond at PollEv.com/metra

📧 Text **METRA** to **22333** once to join

Has your company experience prompt payments from Metra?

Yes

No

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 IMPROVEMENT

- **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

Invoice

ABC Supply
75224 Indianapolis Blvd
Chicago, IL 60632
(773) 397-7000

Invoice Date	Due Date	Customer #	Invoice #
11/4/22	12/4/22	2198	327438-00
PO Date	PO #		Page #
11/4/22	PA0001774		1 of 1

Bill To
METRA - METROPOLITAN RAIL ATTN: ACCOUNTS PAYABLE 547 WEST JACKSON BLVD CHICAGO, IL 60661

Ship To
PA0001774 Plumbing Pipe & Fittings VARIOUS LOCATIONS

Remit To
ABC Supply Company, Department # 20-1116, PO Box 5940, Carol Stream, IL 60197-5940

Instructions				
**BILL UNDER ABC SUPPLY COMPANY ONLY				
Ship Point	Via	Shipped	Terms	Package ID
XYZ Pipe & Supply Co.	Will Call	11/4/22	Net 30d	

Notes

Line	Product and Description	Order Quantity	Backorder Quantity	Shipped Quantity	Qty UM	Unit Price	Amount(Net)
1	3Q-TLHTB 3/4" 20FT L HARD COP TUBE *USA* Customer Prod: 42-62025-2	100.00	0.00	100.00	FT	4.42	442.00
2	1X3Q-BRAHEXBUSHTHD 1X3/4 BRASS SCRD HEX BUSHING	1.00	1.00	0.00	each	8.41	0.00
3	1-103-2 103-2 1 FTGXF ADAPT *USA*	1.00	0.00	1.00	each	17.95	17.95

3	Lines Total	Qty Shipped Total	101.00	Subtotal	459.95
				Taxes	0.00
				Total	459.95
				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?

Amber Spencer
Director

312-322-6450

Dawn Bruce
Manager

312-322-6343

Kevin Yopp
Supervisor

312-322-6459

Angie Hinton
Supervisor

312-322-6325

Lafayette Gatling
Analyst

312-322-2477

Natarsha Harris
Lead Clerk

312-322-6479

Suzanne Zamora
Lead Clerk

312-322-6457

Alex Zendejas
Lead Clerk

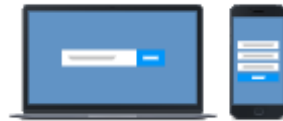
312-322-6435

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

Total Results: 0

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