

# Vendor Payment Policy

## **Payment method** – Credit card.

- TP pays vendors by credit card (one time use electronic credit card sent to vendor via email). TP will pay via mailed check ONLY IF advanced charges carry a cc fee or if a Central Dispatch hauler refuses to accept cc.

## **Payment turnaround time** – 4-5 business days with proper documents - below.

- **W-9** – must have W-9 on file for payment.
- **Signed SS&TA** – email vendors@transitpros.com to assist if vendor has not signed.
- **Electronically Signed Invoice** – link is automatically emailed to vendor once move is marked completed. See Team Lead/Manager if the link needs resent.
- **\*Emailed invoice** – last resort when vendor cannot/will not electronically e-sign.

To receive payment in full, Transit Pros must receive vendor's electronic signature on the system invoice via the vendor portal within 30 days of the completed job. If a vendor is not able to access their Vendor Portal or VMS/EP, email vendors@transitpros.com, so we can give them access. If e-signed invoices or W9 are not received within 30 days, payment will not be sent.

**Credit Card Expiration:** Each credit card sent is a single use credit card and can only be processed for the issued amount. The credit card expires on day 30. If the credit card is not processed within 30 days, the credit card will not be reopened. If Transit Pros elects to reissue any such payment, there will be a reprocessing fee of \$50.

**\*Special vendor payment arrangements:** If a vendor will not agree to our payment policy and demands payment sooner AFTER you have attempted to overcome the obstacle, see if the following will suffice in the order presented below.

1. Same day payment after completion – must agree not to hold the unit hostage for payment.
2. Payment at drop.
3. Credit card upfront with agreement not to run until after completion.
4. Credit card upfront with agreement not to run until after on scene and prepping for tow.

A Team Lead or Manager must provide approval for special vendor payment arrangements. The special vendor payment arrangements must be clearly noted on move along with who approved the arrangement (TP TL/Manager).